

# committee AGENDA



TO **Community Development & Environmental Services  
Committee**

DATE January 18, 2010

LOCATION Council Committee Room (112)

TIME 12:30 p.m.

## disclosure of pecuniary interest

## confirmation of minutes

December 14, 2009

## PRESENTATIONS (Items with no accompanying report)

a)

## 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 Community Development & Environmental Services Committee Consent Agenda will be approved in one resolution.*

Item	City Presentation	Delegations	To be Extracted
CDES-2010-1 Guelph Community Energy Plan: Strategic Plan and Critical Path Short-Term Implementation Recommendations			
CDES-2010-2 2010 Development Priorities Plan	Katie Nasswetter		√

Resolution to adopt the balance of the Community Development & Environmental 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.

**Other business**

**Next meeting**

February 16, 2010



**The Corporation of the City of Guelph  
Community Development & Environmental Services Committee  
Monday, December 14, 2009, 12:30 p.m.**

A meeting of the Community Development and Environmental Services Committee was held on Monday, December 14, 2009 in Council Committee Room at 12:30 p.m.

Present: Councillors, Bell, Burcher, Piper, Salisbury and Mayor Farbridge

Also Present: Councillors Beard and Hofland

Staff in Attendance: Mr. H. Loewig, Chief Administrative Officer; Mr. J. Riddell, Director of Community Design and Development Services; Mr. D. McCaughan, Director of Operations; Ms. T. Agnello, Deputy Clerk; and Ms. D. Black, Assistant Council Committee Coordinator.

There was no disclosure of pecuniary interest.

1. Moved by Councillor Salisbury  
Seconded by Councillor Bell

THAT the minutes of the Community Development and Environmental Services Committee meeting held on November 16, 2009 be adopted without being read.

Carried

**Consent Agenda**

The following were extracted from the Consent Agenda:

- Proposed Renaming of Wellington Street to John Galt Parkway
- Norfolk/Woolwich/Norwich Five Points Intersection
- Proposed Changes to Lodging House and Two-Unit House Administrative Procedures
- Accessibility for Ontarians with Disabilities Act – Accessible

2. Moved by Mayor Farbridge  
Seconded by Councillor Bell

THAT the balance of the December 14, 2009 Community Development & Environmental Services Consent Agenda as identified below be approved:

- a) **68-76 Wynhdam Street South Environmental Study Grant Request**

THAT community Design and Development Services Report 09-101, dated December 14, 2009 regarding a request for financial assistance pursuant to the City of Guelph Brownfield Redevelopment Community Improvement Plan for the property known municipally as 68-76 Wyndham Street South, be received;

REPORT

December 14, 2009

**Community Development & Environmental Services Page 2  
Committee**

AND THAT the request for financial assistance made by the property owner under the Environmental Study Grant Program pursuant to the Brownfield Redevelopment Community Improvement Plan for the property known municipally as 68-76 Wyndham Street South be approved to an upset total of \$10,000 upon the completion of a Phase 2 Environmental Site Assessment and, if required, an additional grant to an upset total of \$10,000 upon the completion of a Remedial Work Plan;

AND THAT staff be directed to proceed with finalizing an Environmental Study Grant and Information Sharing Agreement with the owner of 68-76 Wyndham Street South;

AND THAT the Mayor and Clerk be authorized to sign the Environmental Study Grant and Information Sharing Agreements.

Carried

**Proposed Renaming of Wellington Street to John Galt Parkway**

Mr. Ross Irwin stated that the purpose of the request to change Wellington Street to John Galt Parkway is to provide respect for John Galt and educate the City of his role in establishing Guelph. He believes the affect to businesses would be minimal.

Mr. Scott Hannah, Manager of Development and Parks Planning, advised that Emergency Services have been consulted and they expressed some concerns regarding confusion with the current Galt John Streets. He also stated that businesses and residents on the three streets should be consulted prior to consideration of a name change.

3. Moved by Councillor Bell  
Seconded by Councillor Piper

REPORT

THAT Report 09-103 dated December 14, 2009 regarding the renaming of Wellington Street from Community Design and Development Services be received;

AND THAT the proposed renaming of Galt Street be referred to the 2010-2011 Priority Setting process.

Carried

**Norfolk/Woolwich/Norwich Five Points Intersection**

December 14, 2009

Ms. Carin Headrick, a resident who is blind, advised that regular traffic rules do not apply and cues are difficult to determine when attempting  
**Community Development & Environmental Services Page 3  
Committee**

to cross at roundabouts. She expressed concern for the safety of seniors or anyone that has difficulty crossing the roads quickly. She stated that roundabouts limit pedestrian access.

Mr. Paul Reeve, Chair of the Accessibility Advisory Committee, advised there is very little information available regarding pedestrian crossings at roundabouts, and no studies regarding pedestrians with disabilities crossing at roundabouts. He stated that roundabouts restrict access for any pedestrians lacking agility or sight and there is currently no technology available to assist them crossing roundabouts. He expressed concerns regarding pedestrian safety and requested the City reject the option of a roundabout at the Norfolk/Woolwich/Norwich Five Points Intersection.

Mr. Graham Giddy, on behalf of Wall-Custance Funeral Home raised the issue of access to the many businesses within metres of this intersection. He believes that people trying to get in and out of the driveways would inhibit the traffic flow of the roundabout; in particular the backup a funeral procession would create at the roundabout. He believes that the roundabout could deter traffic from going downtown.

Mr. J. Riddell

4. Moved by Mayor Farbridge  
Seconded by Councillor Piper

THAT staff be directed to prepare an addendum to the Norfolk/Woolwich/Norwich Five Points Intersection Report to provide further information to City Council for the December 21, 2009 meeting, including but not exclusive to the following:

- The CEP
- Accessible design
- Test cases in high traffic areas

Carried

REPORT

5. Moved by Mayor Farbridge  
Seconded by Councillor Salisbury

THAT Report 09-102, dated December 14, 2009 regarding a roundabout design at Norfolk/Woolwich/Norwich Five Points Intersection from Community Design and Development Services be received;

AND THAT a roundabout design option not be implemented at the Norfolk/Woolwich/Norwich Five Point Intersection;

AND THAT staff review, design and implement pedestrian, cyclist and

vehicular traffic improvements, where possible, as part of the Norfolk Street reconstruction project in 2010;

**December 14, 2009**

**Community Development & Environmental Services Page 4  
Committee**

AND THAT staff continue to review possible future locations for roundabout designs to be implemented when intersections are proposed or reconstructed.

Carried

**Proposed Changes to Lodging House and Two-Unit House  
Administrative Procedures**

Councillor Burcher suggested a deferral to enable staff to hold an Open House on January 14, 2010 before the matter goes to Council. This would provide an opportunity for public input and discussion.

Ms. Daphne Wainman-Wood, on behalf of the Old University Neighbourhood Residents Association, recommended the following changes to the proposed by-law:

- refer to the number of lodgers rather bedrooms;
- use the word "dwelling" rather than "house";
- reduce number of lodgers determining the categorization from 5 to 4;
- refer to all units as lodging houses and not differentiate between two-unit houses and lodging houses;
- require different inspection and licensing requirements for owner-occupied and absentee landlord units;
- clarify the separation distances for the two-unit houses;
- do not grandfather in the two-unit houses.

Mr. John Campbell suggested clarifying the categories and reducing it down to two categories being lodging houses and two-unit houses. He also believes the separation distance needs to be more explicit and does not think it should apply to accessory apartments.

6. Moved by Councillor Piper  
Seconded by Councillor Salisbury

Mr. J. Riddell

THAT Report 09-100 from Community Design and Development Services regarding proposed changes to the administration of lodging houses and two-unit houses, dated December 14, 2009, be received;

AND THAT staff be directed to consult with the public and stakeholders regarding the proposed licensing process for lodging houses and two-unit houses; and,

AND THAT staff be directed to report back to the committee in

February, 2010 with recommendations after the public input from the Open House in January.

Carried

**December 14, 2009 Community Development & Environmental Services Page 5 Committee**

**Accessibility for Ontarians with Disabilities Act – Accessible Customer Service Standard**

Ms. Leanne Warren, Administrator of Disability Services reviewed the provincial legislation and the requirement to conduct accessible customer service training. She advised that the standards will provide standardized methods for delivering accessible customer service to our customers. She further advised that the Ontario Human Rights definition for disability is used in the City's policy and documents.

Ms. L.E. Payne

7. Moved by Councillor Piper  
Seconded by Councillor Salisbury  
THAT the presentation by the Administrator of Disability Services with respect to Accessible Customer Service, be received.

Carried

8. Moved by Mayor Farbridge  
Seconded by Councillor Salisbury  
THAT the Community Development and Environmental Services Committee now hold a meeting that is closed to the public with respect to:

**Citizen Appointments to Committees**

S. 239 (2) (b) personal matters about identifiable individuals.

Carried

**Closed Meeting**

REPORT TO COUNCIL  
IN COMMITTEE OF  
THE WHOLE

9. Moved by Councillor Piper  
Seconded by Mayor Farbridge  
THAT staff be given direction with respect to appointments to the Committee of Adjustment.

Carried

REPORT TO COUNCIL

10. Moved by Mayor Farbridge  
Seconded by Councillor Piper  
THAT staff be given direction with respect to appointments to the

IN COMMITTEE OF  
THE WHOLE

Environmental Advisory Committee.

Carried

**December 14, 2009**

**Community Development & Environmental Services Page 6  
Committee**

REPORT TO COUNCIL  
IN COMMITTEE OF  
THE WHOLE

11. Moved by Councillor Piper  
Seconded by Mayor Farbridge  
THAT staff be given direction with respect to appointments to the  
Environmental Advisory Committee.

Carried

REPORT TO COUNCIL  
IN COMMITTEE OF  
THE WHOLE

12. Moved by Mayor Farbridge  
Seconded by Councillor Piper  
THAT staff be given direction with respect to appointments to the  
Property Standards/Fence Viewers Committee.

Carried

REPORT TO COUNCIL  
IN COMMITTEE OF  
THE WHOLE

13. Moved by Mayor Farbridge  
Seconded by Councillor Bell  
THAT staff be given direction with respect to appointments to the  
Property Standards/Fence Viewers Committee.

Carried

REPORT TO COUNCIL  
IN COMMITTEE OF  
THE WHOLE

14. Moved by Mayor Farbridge  
Seconded by Councillor Bell  
THAT staff be given direction with respect to appointments to the  
River Systems Advisory Committee.

Carried

REPORT TO COUNCIL  
IN COMMITTEE OF  
THE WHOLE

15. Moved by Mayor Farbridge  
Seconded by Councillor Piper  
THAT staff be given direction with respect to appointments to the  
Water Conservation Public Advisory Committee.

Carried

Meeting Adjourned at 1:37 p.m.

Next Meeting: January 18, 2009

.....  
Chairperson

**COMMUNITY DEVELOPMENT & ENVIRONMENTAL SERVICES COMMITTEE  
CONSENT AGENDA**

**January 18, 2010**

Members of the Community Development & Environmental Services Committee.

**SUMMARY OF REPORTS:**

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

**A Reports from Administrative Staff**

<b>REPORT</b>	<b>DIRECTION</b>
<p><b>CDES-2010-1 CITY OF GUELPH COMMUNITY ENERGY PLAN: STRATEGIC PLAN AND CRITICAL PATH SHORT-TERM IMPLEMENTATION RECOMMENDATIONS</b></p> <p>THAT the report dated January 18, 2010 with respect to the Community Energy Plan Strategic Plan and Critical Path Short-Term Implementation Recommendations be received.</p>	Receive
<p><b>CDES-2010-2 2010 DEVELOPMENT PRIORITIES PLAN</b></p> <p>THAT the Community Design and Development Services Report 10-01 regarding the 2010 DPP, dated January 18, 2010, be received;</p> <p>AND THAT Guelph City Council approve the tenth annual Development Priorities Plan 2010 attached to Community Design and Development Services Report 10-01 dated January 18, 2010;</p> <p>AND THAT staff be directed to use the Development Priorities Plan to manage the timing of development within the City for the year 2010;</p> <p>AND THAT amendments to the timing of development, as outlined by Schedules 2, 3 and 4 of the plan, be permitted only by Council approval, unless it can be shown that there is no impact on the capital budget and that the dwelling unit targets for 2010 are not exceeded.</p>	Approve
<p><b>B. Items for Direction of Committee</b></p>	
<p><b>C. Items for Information</b></p>	



# COMMITTEE REPORT



**TO** Community Development and Environmental Services  
Committee

**SERVICE AREA** Environmental Services

**DATE** January 18, 2010

**SUBJECT** Report: City of Guelph Community Energy Plan:  
Strategic Plan and Critical Path  
Short-Term Implementation Recommendations

**REPORT NUMBER**

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## RECOMMENDATION

"THAT the report dated January 18, 2010 with respect to the Community Energy Plan Strategic Plan and Critical Path Short-Term Implementation Recommendations be received."

## BACKGROUND

The recently approved Mayors Task Force on Community Energy was recommended based on a number of consultation processes. The major effort was based on a process supported by Guelph Hydro Inc. and the Ontario Centres of Excellence and facilitated by a consultant, Decision Partners Inc. The final report was delivered to the City on November 4, 2009 and has been distributed to Committee members. Anyone wishing to obtain a copy should contact the CEP Program Manager, Mr. Rob Kerr. The report will be forwarded to the Task Force for its inaugural meeting expected in January 2010.

At its September 28, 2009 meeting Guelph City Council adopted the following resolution:

"THAT the report of the Directors of Environmental Services and Community Design and Development, dated September 21, 2009 with respect to the Community Energy Plan - Mayor's Task Force, be received for information;

AND THAT Council approve the creation of a Mayor's Task Force on Community Energy to provide a governance structure to the multi-stakeholder implementation of the Community Energy Plan;

AND THAT the management and administration of the Task Force be under the direction of the City's Chief Administration Officer in consultation with the Mayor's office;

AND THAT Council receive quarterly update reports from the Task Force."

# **City of Guelph Community Energy Plan: Strategic Plan and Critical Path**

## ***Short-Term Implementation Recommendations***

By:  
**Decision Partners**

Commentary By:

**City of Guelph**

**Guelph Hydro Inc.**

**Ontario Centres of Excellence**

**October 2009**

## **Acknowledgements**

Decision Partners would like to acknowledge the commitment of Guelph Hydro Inc. and the Ontario Centres of Excellence, Centre for Earth and Environment, for their support and funding of this project. We also acknowledge the dedication and personal commitment of Mayor Karen Farbridge and her Team at the City of Guelph. We thank the Workshop participants who provided valuable and expert insight, which significantly contributed to the development and refinement of the planning tools. The contributions of all involved, along with the high level of commitment from the Project Team members, have ensured that the outcomes of this process truly represent a strong collaborative effort.

We hope that other communities have the leadership, dedication and caliber of people that we experienced working with the Guelph Project Team. Guelph has an excellent foundation upon which to successfully implement their Community Energy Plan.

## Foreword



The City of Guelph's incentive for embracing the Community Energy Plan stems from several things: a general awareness within City Council and the community of the bigger global energy issues, such as energy security, peak oil and rising costs; local political and social pressures for action on corporate responsibility; and changing national and provincial energy policies. We also recognize that shifting to more sustainable energy practices adds significantly to our competitive advantage and community resilience. With Guelph designated as a growth area under the provincial Places to Grow Act, finding local, sustainable solutions to increased energy demand will help us to better serve our community's short-term and long-term needs.

In preparing the Guelph Community Energy Plan, my colleagues and I participated in the two Think Tank Workshops and many small group sessions with the project team – Guelph Hydro, OCE and my City of Guelph colleagues – facilitated by Decision Partners. These were not only personally rewarding experiences, they brought several tangible outcomes. One was the creation of the Mayor's Task Force on Community Energy, which will be the implementing body of the Plan. The activities of this Task Force and its three sub-committees will be highly informed by the actions and activities of the four scale projects addressed in this Report. The Think Tank process also helped to define a clear mission going forward and to create a framework for continuous learning as we implement. Finally, it highlighted for us the importance of ongoing communication with stakeholders.

The creation of the Guelph Community Energy Plan was a highly consultative process. Thanks to the strong leadership of our City officials and engagement with key stakeholders, what we have here is truly a community Plan – one that is owned and implemented by the community. We hope our efforts will serve as a model and an inspiration to other communities embarking on a long-term vision for a sustainable community.

Rob Kerr  
Community Energy Plan Program Manager  
City of Guelph



When the idea of a Guelph Community Energy Plan was first conceived, a group of local stakeholders gathered together to initiate the plan development. The planning process that led to the Community Energy Plan (CEP) was relatively simple; implementing it proved to be more complex.

The recent Think Tank Workshops in which Guelph Hydro participated – along with stakeholders from inside and outside of Guelph – were a key factor in moving this Plan forward. In the Workshops, we were able to come together, discuss our various perspectives and build a shared understanding of the CEP implementation challenges. Through this process we also identified the need for a formal leadership model and governance structure.

With the recently created Mayor’s Community Task Force on Community Energy, the essential leadership and governance structures to expedite the plan are now in place. The key takeaway for Guelph Hydro is knowing we can be an investor in the next generation of energy infrastructure, which can include a range of options, from renewables to district energy systems. We believe the support of the Task Force will be invaluable in securing community interest and support for our new and necessary infrastructure upgrades.

The Workshop process was an empowering and exciting experience for Guelph Hydro. The intense up-front planning that went into the Workshops, plus the expert guidance and facilitation by Decision Partners, enabled us to have very productive sessions. This leading edge endeavour is also helping to create a CEP template that other communities can learn from and model. I would like to take this opportunity to thank the participants from outside of Guelph, particularly the Ontario Energy Board, Ontario Power Authority and QUEST, for their keen interest in our initiatives and in taking the learnings back to their respective organizations.

Ian Miles  
Vice President Business Development and Chief Financial Officer  
Guelph Hydro Inc.

For over 20 years, Ontario Centres of Excellence (OCE) Inc. has been anticipating and addressing the research and technology needs of the Province of Ontario. We continue to support economic growth by investing in the development of industrially relevant, leading edge technology, and fostering collaboration among academia, industry, government and other influential organizations.

Ontario is positioned well to '*green*' its economy. We have world-class universities, a highly-skilled work force, a history of successful innovation, access to large markets and a strong industrial base. Clean technologies can contribute directly to environmental sustainability and human health, while adding value to Ontario's traditional industries and helping to create new ones. Ontario is investing in an aggressive innovation agenda to ensure we are one of the winning economies in the 21st century. In a world already exceeding some environmental limits, growing the economy must also mean greening the economy.

Many of the most pressing environmental challenges facing Ontarians are manifest at the community level. These include: reducing our carbon footprint, managing land and energy responsibly, reducing waste, and maintaining clean air and water. The '*green*' shift must be made, then, where Ontarians work, play and live. Innovative solutions at this scale promise some of the greatest environmental and economic gains.

Through strategic collaboration in the implementation of new ideas and technologies, OCE aspires to facilitate environmentally positive change in Ontario's municipalities. We believe that sustainable communities will prosper. They will be the communities that draw new people, attract new industry, create new markets, and provide new jobs in a green economy.

The City of Guelph is a leader in driving community sustainability. It is one of the first Ontario communities to develop and commit to a Community Energy Plan (CEP). That Plan will reduce the city's carbon footprint and energy use, while encouraging the adoption of environmentally responsible technologies and practices at all levels within the community.

OCE is an enthusiastic partner with the City of Guelph and community stakeholders in the workshop series that developed the implementation plan for the Guelph CEP. It is our goal to transfer *best practices* to other Ontario communities that are beginning to implement sustainable community development plans of their own. Ultimately, this initiative will play an important role in the transformation of the Province of Ontario into a network of economically vibrant, sustainable communities.

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Figure 1: CEP Stakeholder Map

Figure 2: Simple Expert Model: *Influences on Implementation of the Guelph Community Energy Plan*

Figure 3: Mayor’s Community Task Force



## Executive Summary

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In April 2007, Guelph City Council unanimously endorsed the vision, goals and general directions of a 25-year Community Energy Plan (CEP). The vision of the CEP is for Guelph to create a healthy, reliable and sustainable energy future by continually increasing the effectiveness of how the city uses and manages its energy and water resources. The primary goals of the CEP are to reduce energy and green house gas emissions per capita; ensure reliable and affordable energy, water and transportation services for the community; and to attract quality investment to the city and ensure Guelph's competitiveness over the long-term. Achievement of these goals requires a number of initiatives that encompass energy generation, distribution, and conservation.

Successful implementation of the CEP is a top priority for the City of Guelph and since 2007, a number of energy and water-related projects have been initiated within its scope. These include large-scale development and revitalization projects, projects that focus on renewable energy sources, and various community-level projects. To ensure the success of the CEP, the City of Guelph, Guelph Hydro Inc. (GHI) and the Ontario Centres of Excellence Inc. (OCE) formed a strategic partnership to support the implementation of three scale projects – District Energy, the University of Guelph Initiative and the Guelph Innovation District. These scale projects were identified as projects that could maximize the return on energy potential, as envisioned by the CEP.

A number of challenges became apparent in implementing the scale projects. These challenges related to: i) securing investment for long-term infrastructure; ii) establishing clear leadership and governance for the CEP; iii) positioning and resourcing the City of Guelph in a role to advocate and intervene within a complex regulatory environment; iv) systematically defining and integrating meaningful stakeholder engagement into the CEP development process; and v) the development of systems or methods that ensure or measure whether communication efforts are systematically building citizens' and stakeholders' judgments of the potential that the CEP represents for the community.

To address these challenges and move the implementation of the scale projects forward, the City of Guelph and Guelph Hydro Inc. recognized the need for a robust Strategic Planning Process. Decision Partners was asked to support the City of Guelph and its partners in their efforts through the development of a Strategic Plan and Critical Path for the implementation of the three scale projects. The Strategic Plan and Critical Path would clearly describe the short-term opportunities – what can and should be accomplished on the projects over the next two years – and describe concrete plans, including timelines and specific deliverables for each. Through the planning processes, a fourth scale project – Leadership & Strategic Communications – was identified as critical to the CEP goal of ensuring long-term successful implementation.

Strategic Planning requires the effective dialogue, coordination and buy-in from a wide and diverse set of stakeholders. Stakeholders' values, interests and priorities are critical to shaping the strategic planning goals, implementation plans, and ultimately the evaluation of both the process and the outcomes. Decision Partners applied its Strategic Risk Communications (SRC) Process to ensure stakeholder engagement throughout in the Strategic Planning Process.

To design and guide the Strategic Planning and Critical Path, Decision Partners worked closely with a Project Team that included the City of Guelph, GHI and OCE. The Process was thoroughly collaborative, with members of the Project Team providing ongoing input and feedback at each of the planning steps. Steps in the Strategic Planning Process were:

**Initiation.** This step comprised preliminary work to form the Project Team, establish the scope of the project and design a Think Tank Workshop to generate the insight needed to begin development of the planning tools.

**Characterize the Situation.** Decision Partners facilitated the Think Tank Workshop in April 2009 to begin building shared understanding among key municipal, provincial and industry stakeholders of the opportunities and challenges presented by the CEP and scale projects.

**Stakeholder Validation.** To validate the strategic planning tools, Decision Partners facilitated an Expert Stakeholder Validation Workshop in June 2009 to obtain feedback and greater insight from key stakeholders both within and beyond Guelph. Insight gained from the Validation Workshop contributed to further refinement of the planning tools.

**Develop Strategy, Plans and Critical Path.** Once the strategic planning tools were finalized, Decision Partners began work on the Critical Paths for each of the four scale projects, which entailed drafting the key short-term objectives, plans, key activities, deliverables, and timelines to achieve each opportunity.

Three SRC tools critical to the Strategic Planning Process were developed and refined through the above steps. These tools were:

**Stakeholder Map.** A Stakeholder Map identifies the range of stakeholders related to successful decision making or project implementation. The Project Team identified the need to clearly identify and map the various stakeholders by their relationship to CEP initiatives. The Map was used to support the development of the Opportunity Statements and plans within them for effective strategic communications, including stakeholder engagement.

**Expert Model.** An Expert Model is an illustration that summarizes relevant knowledge about complex issues and their relationships within a decision-making system. The Expert Model developed for Guelph's CEP depicts the system of influences on the implementation of CEP initiatives and their outcomes. The Expert Model represented and organized Workshop participants' perception of the challenges and opportunities presented by implementing the CEP and the scale projects.

**Opportunity Statements.** An Opportunity Statement focuses on immediate implementation opportunities that would have the most significant influence on moving the scale projects forward. Collaboration with the Project Team and the two Workshops fostered the insight needed to define the Opportunity Statements for each of the four scale projects: District Energy, the University of Guelph Initiative, the Guelph Innovation District and Leadership & Strategic Communications.

The development of these tools reflected an integration of the insight and advice provided by the Project Team and Workshop participants. Their use can facilitate a well-coordinated identification, development, and integration of critical management and communications strategies. The Strategic Plan and Critical Path provide a guide for the City of Guelph as it moves forward with implementing the CEP. The experience and learnings gained through the strategic planning process can also serve as a guide for other communities interested in community energy planning by providing insight into the Guelph model and highlighting key issues, challenges and opportunities.

Critical issues that had a direct influence on the successful implementation of the scale projects and the CEP overall were identified by the Project Team. Key learnings included the need to early establish:

- Concrete, measurable strategy, plans and deliverables for each element of the CEP and scale projects
- Guiding principles to serve as a strong base from which leaders can make decisions to shape the future of the CEP, the City and its citizens
- A systematic and comprehensive strategy for ongoing community stakeholder involvement so that the views, thinking, interests and priorities of lay stakeholders and community residents can be reflected in decisions about the CEP and its initiatives

- A clear governance structure to sustain commitment and support of future Mayors and Councils and to lead the CEP initiative over the long-term

Recognizing these challenges early in strategic planning process was critical for Guelph. The solution is two-fold: putting a General Manager in place by the end of 2009 and forming the Mayor's Task Force. The Task Force, working under the direction of the Mayor and the General Manager, is charged with developing and beginning implementation of a governance model for CEP, along with making significant progress on three critical leadership elements: governance and finance; communications and stakeholder engagement; and intergovernmental affairs. We hope this approach will serve as a model for other communities.

## Overview of this Report

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This Report summarizes the process undertaken by Decision Partners and the Guelph CEP Project Team to develop the Strategic Plan and Critical Path for four major initiatives that will accelerate the progress towards a successful implementation of the City of Guelph's Community Energy Plan (CEP). These initiatives are: District Energy, the University of Guelph Initiative, the Guelph Innovation District, and Leadership & Strategic Communications. Key elements of the Strategic Planning Process included the development of the following:

- **An Expert Model.** An expert model is an influence diagram that summarizes the relevant expert knowledge about complex issues and their relationships within a decision-making system. The Expert Model: *Influences on Implementation of the Guelph Community Energy Plan* shows the relationships among the primary influences that affect the effectiveness of the CEP Initiatives and the overall desired outcomes of the CEP.
- **A Stakeholder Map.** A Stakeholder Map identifies the range of stakeholders related to successful decision making or project implementation. The CEP Stakeholder Map illustrates the breadth of stakeholders and their role in CEP-related decisions and decision making.
- **Opportunity Statements and Short-Term Plans.** An Opportunity Statement identifies the most immediate opportunity within the project scope that is directed towards desired outcomes. This Report presents the Opportunity Statements for the four initiatives along with the short-term plans for realizing each Opportunity. The short-term plans for these initiatives include activities to be undertaken between the fall of 2009 to the end of 2010.

The process undertaken by the Project Team to develop the Strategic Plan is detailed in this Report. For each step in the Strategic Planning Process, the Report reviews what was done and why, and shares lessons learned along the way. The Report provides a guide for the City of Guelph as it moves forward with implementing the CEP. It can also serve as a guide for other communities interested in community energy planning by providing insight into the Guelph model and highlighting key issues, challenges and opportunities that may be experienced by other communities.

There are five sections in this Report:

- Section I** Provides the project background including the context of the CEP and the scale projects: District Energy, the University of Guelph Initiative, the Guelph Innovation District, and Leadership & Governance. It also includes an overview of the process used to develop the Strategic Plan and Critical Path to further the implementation of the scale projects and the CEP.
- Section II** Details the process for developing the Strategic Plan and Critical Steps. Key observations related to implementing the CEP that emerged early in the process are also shared.
- Section III** Presents two of the key elements within the Strategic Planning Process: the Stakeholder Map and the Expert Model. Definitions, background, development and use of these planning tools are described.
- Section IV** Presents the Opportunity Statements and Short-Term Plans for implementing the scale projects.
- Section V** Concludes the report with a discussion of lessons learned and application for other communities. Decision Partners, the City of Guelph, Guelph Hydro Inc. and Ontario Centres of Excellence have all contributed to this discussion.

## Section I: The City of Guelph Community Energy Plan

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The City of Guelph is a vibrant community of 118,000 people located in one of the strongest economic regions in the country – 100 kilometres west of Toronto and just east of Kitchener-Waterloo. The City is experiencing significant commercial, industrial and population growth, with an expected increase of 65,000 residents by 2031. Recognizing the need to ensure sustainable growth, coupled with the importance of effective energy and water management to the economy and environment, the City made in 2005 a commitment to implement a Community Energy Plan. The Plan was developed over the course of the next two years with support from key community stakeholders.

A Community Energy Plan (CEP) is a long-term look at how a community uses energy, to identify future energy needs for a growing municipality and to guide future efficient and sustainable energy use in the City. The benefits of developing a CEP include energy efficiency, cost-savings, economic competitiveness, security of energy supply and a more sustainable future for Guelph.

### ***I. Overview of Guelph's Community Energy Plan***

In April 2007, Guelph City Council unanimously endorsed the vision, goals and general directions of a 25-year Community Energy Plan.<sup>1</sup> The vision of the CEP is for Guelph to create a healthy, reliable and sustainable energy future by continually increasing the effectiveness of how the City uses and manages its energy and water resources. By 2031, the City aims to have reduced energy use and greenhouse gas emissions by 50% from 2005 levels while, at the same time, accommodating the anticipated population growth (See Appendix B for the Executive Summary of the CEP).

The CEP encompasses five specific goals for the City as follows:

- Guelph will be the place to invest, supported by its commitment to a sustainable energy future.
- Guelph will have a variety of reliable, competitive energy, water, and transport services available to all.
- Guelph energy use per capita and resulting greenhouse gas emissions will be less than the global average.
- Guelph will use less energy and water per capita than comparable Canadian cities.
- All publicly funded investments will visibly contribute to meeting the other four CEP goals.

Achievement of CEP goals requires a number of initiatives that encompass energy generation, distribution, and conservation. To meet these goals, Guelph has committed to:

- Develop as much local, renewable energy generation in the community as possible to replace centrally, largely carbon-based generation. The Government of Ontario's Green Energy and Economy Act<sup>2</sup> and the Feed-in Tariffs<sup>3</sup> being developed by the Ontario Power Authority are stimulating increasing interest by developers and investors in building renewable energy

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<sup>1</sup> Garforth International, llc. (2007). *Community Energy Plan for the City of Guelph*. The full report can be found on the City of Guelph website at: [http://guelph.ca/uploads/ET\\_Group/admin/Final\\_CEP\\_Guelph\\_070328.pdf](http://guelph.ca/uploads/ET_Group/admin/Final_CEP_Guelph_070328.pdf)

<sup>2</sup> Bill 150, Green Energy and Economy Act, S.O. 2009 C.12. Can be retrieved from the Legislative Assembly of Ontario website at [http://www.ontla.on.ca/web/bills/bills\\_detail.do?locale=en&BillID=2145](http://www.ontla.on.ca/web/bills/bills_detail.do?locale=en&BillID=2145)

<sup>3</sup> For more information the Feed-in Tariffs Program, see Ontario Power Authority website at <http://www.powerauthority.on.ca/FIT/>

generation in the City with specific interest in the area of solar photo voltaic, biomass electrical generation and combined heat and power (CHP) opportunities.

- Plan and develop District Energy System Energy Centres that support the long-term economic and population growth of the City with the capability of bringing both appropriate-grade heat to the demand and the ability to utilize waste heat from industrial processes.
- Continue the tradition and accelerate the activities related to energy end-use conservation and efficiency. Conservation, demand management and greater energy efficiency are also under the direction of the Green Energy and Economy Act.

The CEP reflects both an inspiring vision and a true community initiative. It was developed in cooperation and consultation with a Consortium of local partners committed to the vision of sustainable growth and a significant reduction in energy consumption and greenhouse gas (GHG) emissions. It was fully endorsed by City Council and now almost every project undertaken by the City is guided by the CEP. 2009 marks the end of a transition phase in which the move from planning to implementation has become a top priority for the City.

## ***II. Implementing the Community Energy Plan***

Since 2007, a number of energy and water-related projects have been initiated within the scope of the CEP. These include large-scale development and revitalization projects, projects that focus on renewable energy sources, and various community-level projects. Recent actions to integrate the numerous initiatives and further the implementation of the CEP have included:

1. Engaging a consultant to deliver a suite of implementation tools, initiated in early 2009 and currently in progress. The tools and supporting activities include:
  - CEP At-a-Glance – Addresses Citizens, Small Builders, Large Builders, Industrial/ End-Users.
  - Building Efficiency Guidelines – Information to meet short- and long-term CEP Goals.
  - Energy Performance Labeling – Alignment with energy and climate goals, and information document.
  - Solar PV – Information document targeting homeowner and commercial owners.
  - Workshop – One-day event to explore existing policy and legislative barriers to CEP implementation.
  - Policy & By-Law Energy Zoning, Existing, Small/Large, Industrial, Other Guidelines (Planning & Permits).
  - Documentation & Execution – Greenhouse Gas Registration & Monetization.
2. Hiring of a Community Energy Plan Program Manager (April 2009). The responsibilities of the CEP Program Manager include, but are not limited to, coordinating all CEP-related City projects, bringing resources together and building needed stakeholder, community and inter-governmental relationships. As well, the CEP PM is responsible for developing, implementing and assessing the results of activities within a detailed Implementation Plan and Schedule for all projects with clearly defined key deliverables, timelines, resources and key Council decision points.
3. Engaging a consultant (Decision Partners) to design and facilitate a consultation and decision process in March of 2009 to help the City and its partners to set priorities and actions for the near term. The scope of this process was to establish a Strategic Plan and Critical Path for three scale projects (see following) deemed critical to the success of the CEP. The culmination of this Strategic Planning Process is represented by this Report.

## Scale Projects

According to the CEP, “**Guelph will implement large area high-efficiency scale projects that accelerate progress towards a successful implementation of the CEP by creating early success and ... ensuring long-term successful implementation**”.<sup>4</sup> The CEP thus calls for the identification and implementation of scale projects to demonstrate visible and early success and to position Guelph as national leader in emerging markets and regulatory structures. A scale project is defined in the CEP document as projects that “accelerate progress towards a successful implementation of the CEP” and “ensure long term implementation”. Scale projects can also be used to “establish the market framework of a municipal energy service organization that is structured to ensure the highest reliability, least cost and least environmental impact energy services of all types”.<sup>5</sup>

To demonstrate visible and early success, the CEP initially identified a number of areas around the City as potential hosts for scale projects, including various business and industrial areas, the greenfield mixed-use developments targeted for the south of the City, the University of Guelph Campus as a whole, and the revitalization of the St. Patrick’s Ward. These areas were presented as potential sites worthy of further examination. Three initial scale projects – **District Energy**, the **University of Guelph Initiative** and the **Guelph Innovation District** – were identified through the CEP as projects that could maximize the return on energy potential, as envisioned by the CEP. A fourth scale project – **Leadership & Strategic Communications** – was identified through the Strategic Planning Processes as critical to the CEP goal of ensuring long-term successful implementation.

Successful implementation of the four scale projects is central to the achievement of CEP goals. The City of Guelph plays a key role in each of these projects, leading both the Guelph Innovation District and the Leadership & Governance initiatives. The District Energy and the University of Guelph projects are led by Guelph Hydro Inc. (GHI), one of the City’s key partners in the CEP<sup>6</sup>. Through a Memorandum of Understanding with the City, GHI has committed to investing in sustainable energy solutions. District Energy and the University Initiative are two of these investments and are seen as long-term strategies integral to the achievement of CEP goals.

Following is a brief overview of the four scale projects. A more detailed description of these initiatives and their associated opportunities is presented in Section III.

### ***District Energy***

District Energy is the technology for providing thermal energy from a central plant to multiple users via a pipeline distribution system.<sup>7</sup> It is a recognized approach for meeting the heating, cooling and domestic hot water needs of buildings, and also supports the process heating requirements of local industry. Because District Energy is efficient, economic and adaptable to renewable fuel choices, GHI recommended the development of multiple District Energy System energy centres as a long-term strategy for achieving the energy efficiency targets of the CEP.

### ***University of Guelph Initiative***

The University of Guelph Initiative includes a plan to build an embedded generating facility on campus using Combined Heat and Power (CHP). The CHP facility will support greater efficiency and significantly reduce greenhouse gases, moving the City of Guelph closer to its CEP emissions reduction targets. The long-term plan is to link the University of Guelph CHP facility to the District Energy System for the City of Guelph.

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<sup>4</sup> CEP Executive Summary, p. 7

<sup>5</sup> CEP Executive Summary, p. 7.

<sup>6</sup> The City of Guelph is the sole shareholder of Guelph Hydro Inc.

<sup>7</sup> Canadian District Energy Association 2009, [www.cdea.com](http://www.cdea.com)

### ***Guelph Innovation District Initiative***

The Guelph Innovation District (GID) is a major, long-term initiative to potentially develop 433 acres into a combined residential and eco-business park that is green-energy focused. This scale project is led by the City of Guelph, in cooperation with the Province of Ontario and integrates a significant number of community-level planning principles, including those embodied in the CEP, to support a sustainable community

The Vision for the GID:

The Guelph Innovation District will be a sustainable district, embracing innovation and integration, making Guelph a complete community. It will strive to be carbon neutral; house an innovation cluster with thousands of employment opportunities; offer a range of housing choices including live-work options; and present an urban village with appealing places to live, work, play and learn in a setting that is rich in natural and cultural heritage and diversity.

The Innovation District would strive to be carbon neutral; house an innovation cluster with thousands of employment opportunities; and offer a complete community with appealing places to live, work and play in a setting that is rich in natural and cultural heritage.

### ***Leadership and Strategic Communications Initiative***

The Strategic Planning Process brought forward the significant need for a more clearly defined CEP governance structure. Greater CEP leadership and governance are needed to facilitate the processes of bringing resources together, building stakeholder relationships and creating integration and synergy among the various CEP initiatives. As first step towards realizing a long-term, self-sustaining governance structure is to establish an interim Community Task Force, headed by the Mayor and supported by three key Sub-committees: Communications and Stakeholder Engagement, Governance and Finance, and Inter-governmental Affairs. The recommendation to establish these particular Sub-committees follows directly from recognized implementation challenges.

### **Challenges Implementing the CEP and Scale Projects**

Since the writing of the CEP, a number of implementation challenges have become apparent. Each of these initiatives occurs within a complex decision-making system and requires some significant shifts in culture and individual behaviour. Each requires sustained investment, as well as long-term commitment and coordinated participation by a diverse set of stakeholders. More specifically, challenges implementing the three scale projects have been related to:

#### ***Investment for Long-Term Infrastructure***

Securing the investment requirements for building the infrastructure that supports the achievement of the CEP goals is one of the most acute implementation challenges. This challenge is most significant in the area of District Energy, which requires the installation of an energy distribution infrastructure substantially different from current electricity and natural gas distribution systems. A fundamental challenge is the upfront investment requirements in the context of long-term returns – whether by investor(s) from the public or private sector.

#### ***CEP Leadership and Governance***

Establishing a clear governance model is identified as critical to the successful implementation of the CEP and scale projects. There has been a lack of clarity regarding the specific roles and responsibilities of the CEP's lead sponsors and key stakeholders. These uncertainties have already begun to result in gaps in the early integration and coordination of CEP initiatives and implementation strategies.



Furthermore, the integration of the three main components of CEP – generation, delivery and conservation – fall well beyond the purview of any one stakeholder. To address the challenge of leadership and governance, the Project Team has identified the need for a clear governance model as a fundamental next step in the implementation phase of the CEP. Strategic Communications, including stakeholder engagement, will be an integral part of the model. Because governance and stakeholder engagement are fundamental to the success of the CEP, the Project Team determined that Leadership and Strategic Communication should become a scale project in the immediate implementation stage.

### **Regulatory Environment and Inter-Governmental Affairs**

The Ontario Government's Bill 150, Green Energy and Economy Act, is enabling legislation designed to stimulate the transition of the Ontario energy landscape. The promise of Bill 150 is consistent with the goals of the CEP. As well, the Government of Canada is becoming increasingly aware of the benefits of integrated community energy planning and its important contribution to national energy and climate change objectives. The challenge has been in positioning and resourcing the City of Guelph in a non-traditional, assertive role to advocate, promote, lobby and intervene in a complex, policy-development process.

As well, community-to-community interaction is critical to the success of the CEP. Municipalities have a long tradition of cooperating and sharing resources, and Guelph holds a place of responsibility in both sharing and learning from other communities with common goals.

### **Stakeholder Engagement**

There is a wide range of diverse stakeholders – those individuals, groups and organizations – who affect, are affected by, or who perceive themselves to be affected by the CEP and its implementation. To date, it has been a challenge to systematically define and integrate meaningful stakeholder engagement into the CEP development process. While a small group of key decision makers has continued to be involved in the initial implementation the CEP since 2007, stakeholder engagement has moved away from the original level of community participation that characterized the Plan's development. There is the opportunity to significantly broaden and deepen stakeholder engagement in order to build sustained stakeholder and community support and participation in the implementation of the CEP and scale projects. The Stakeholder Map (p. 22) depicts key stakeholder groups and their potential relationships to the CEP.

### **Strategic Communication**

Communication about the CEP over the past couple of years can be largely characterized as ad hoc and one-way – typically an information out about the CEP with dialogue limited to a small group of key stakeholders. It has not been significantly proactive or strategic. Community polling has shown there is only a moderate level of general awareness about the CEP amongst Guelph citizens (Citizen's Satisfaction survey July 2008). As well, there has been little development of systems or methods that ensure or measure whether communication efforts are systematically building citizens' and stakeholders' judgments of the potential that the CEP represents for the community. There is a significant opportunity to apply state-of-the-science strategic communications – including stakeholder engagement – processes, methods and tools to CEP outreach and communications and for Guelph to model this approach for other communities.

## ***III. The Need for a Strategic Plan***

To address these challenges and move the implementation of the scale projects forward, the City of Guelph and Guelph Hydro Inc. recognized the need for a robust Strategic Planning Process. A Strategic Plan and Critical Path would clearly describe the short-term opportunity – what can and should be accomplished on the projects over the next two years – and describe concrete plans, including timelines and specific deliverables for each.

GHI was one of the leaders in the development of the CEP and in its commitment to the successful implementation of the CEP, including District Energy and the University Initiative, and partnered with the Ontario Centre of Excellence (OCE), Centre of Earth and Environment to support the development of the Strategic Plan and Critical Path. OCE facilitates research and development to drive commercially viable, innovative technologies that will advance smart infrastructure along with clean air, water and land. GHI and OCE saw the opportunity to support a science-based approach to the Strategic Planning Process for implementing the CEP and scale projects.

Not only is this process a significant contribution to the City of Guelph, which, with support from its partners, is working hard to be a leader in community energy planning, but also for other municipalities committed to community energy planning. Through the application of leading-edge social technology, the process of developing short-term strategies and implementation plans for these long-term, large scale projects should provide valuable lessons learned for both the City and other municipalities. Documentation of the process and lessons learned provides a template of methods and tools that can be adapted and applied in other communities.

## Section II: Development of the Strategic Plan

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In March 2009, Decision Partners was asked by OCE and GHI to support the City of Guelph in the implementation of the CEP by developing a Strategic Plan and Critical Path for four identified scale projects.

Decision Partners is an international team of communication management professionals and scientists that specializes in behavioural decision strategy, research and communications. The company has significant experience in the energy sector in Canada and the U.S., particularly related to state-of-the-science strategic communications and stakeholder engagement processes, methods and tools. Decision Partners worked closely with a Project Team that included the City, GHI and OCE to design and guide the Strategic Planning Process. Stakeholder engagement was integral to the Process, and critical to gaining the necessary insight required to develop the Strategic Plan and Critical Path. (For more background on Decision Partners, please see Appendix C or visit [www.decisionpartners.com](http://www.decisionpartners.com)).

This section describes the Strategic Planning Process, detailing the step-by-step development of the Plan, its tools and the insights gained along the way.

### ***I. Overview of the Strategic Planning Process***

Because successful implementation of the Strategic Planning Process requires the effective dialogue, coordination and buy-in from a wide and diverse set of stakeholders, Decision Partners recommended adopting its Strategic Communications Process. The Process is science-based and has been applied to similar challenges in the energy sector and other sectors over the past 20 years. For example, it was the base of the multi-stakeholder, multi-channel stakeholder engagement processes developed to support the Ontario Power Authority's Supply Mix Advice to the Minister of Energy in 2005 and Ontario's Integrated Power System Plan Submission in 2006 - 2007.

Strategic Risk Communications is defined as the purposeful process of skilled interaction supported by appropriate information to enable well-informed decision making and action. Its endpoints are behavioural – stakeholders take action. An integral part of strategic planning, implementation and evaluation, the SRC Process draws on current understanding and successful practices in several relevant disciplines including risk management, risk communications, decision science and managed innovation. It is respectful of stakeholders by enabling their participation in critical decisions that affect them. It is also measurable – both the process and outcomes are measured – which is important if this strategic planning project is to serve as a model for future City of Guelph CEP initiatives, as well as for other communities undertaking a CEP. (See Appendix E for further explanation of SRC).

Stakeholder engagement is a fundamental component of every step in the SRC Process. Stakeholders' values, interests and priorities are critical to shaping the strategic planning goals, implementation plans, and ultimately the evaluation of both the process and the outcomes. Key objectives of the Process are to ensure that: a) stakeholders have had the opportunity to participate in decisions that affect them, in a way that they deem to be meaningful and appropriate, and b) decision makers have had an opportunity to listen to, learn from and factor stakeholder interests and priorities into their decision making.

The SRC approach was applied throughout the Strategic Planning Process. This process comprised a number of steps and key activities, shown in Table 1 on the following page.

**Table 1. CEP Strategic Planning Process for the Scale Projects, March to September 2009**

Steps	Key Activities	Timeline
Initiation	<ol style="list-style-type: none"> <li>1. Form the Project Team</li> <li>2. Define Scope</li> <li>3. Design the Think Tank Workshop</li> <li>4. Draft Opportunity Statements for the Three Initial Stage Projects: District Energy, University Initiative, Guelph Innovation District</li> </ol>	March - April
Characterize the Situation	<ol style="list-style-type: none"> <li>1. Conduct the Think Tank Workshop</li> <li>2. Draft the Expert Model, Stakeholder Map</li> <li>3. Project Team Consolidation of the Draft Opportunity Statements for the initial Scale Projects plus Leadership and Strategic Communications</li> <li>4. Design the Expert Validation Workshop</li> </ol>	April 30, 2009 June - July
Stakeholder Validation	<ol style="list-style-type: none"> <li>1. Conduct the Expert Validation Workshop</li> <li>2. Project Team Consolidation of the Opportunity Statements for the four Scale Projects</li> </ol>	July 11, 2009 July
Develop Strategy, Plans and Critical Path	<ol style="list-style-type: none"> <li>1. Develop the Plans and Critical Paths for each of the Scale Projects based on their Opportunity Statements</li> <li>2. Develop the Draft Project Report</li> <li>3. Project Team collaboration on the Final Project Report</li> </ol>	July – August  August September

## Initiation

This step comprised preliminary work to form the Project Team, establish the scope of the project and design the Think Tank Workshop. The Workshop was then used to generate the insight needed from key stakeholders to begin drafting the necessary elements that would serve as the foundation for developing the Strategic Plan and Critical Path.

Key activities associated with this step included:

1. Form the Project Team. The Project Team was organized to provide direction and input to the Strategic Planning Process at each step along the way. Members represented the key decision makers in the implementation of the CEP and the three scale projects. The Project Team comprised: the Mayor of Guelph, key City officials, representatives of GHI and of OCE, plus Decision Partners (See Appendix F for a full list of the Project Team members).
2. Define Project Scope. The scope and objectives for the project were established along with a draft workplan and timeline for deliverables. The process and activities for the Strategic Planning Process (See Table 1 above) and Project Team communications process were also developed.
3. Design Workshop. A group of approximately 20 local leaders identified by the Project Team as having a key role in moving the CEP forward were invited to participate in the Think Tank Workshop.

This group included members of relevant City departments, representatives from local business, industry and developers, representatives from the University of Guelph, other utilities, and regulators. (See Appendix G for Think Tank Workshop Attendees and Agenda). These stakeholders were invited by the Mayor to attend the day-long workshop.

Decision Partners worked with the Project Team to draft the objectives and an agenda for the Workshop. The objectives of the Think Tank Workshop were to:

- Build shared understanding of the opportunities and challenges presented by the Community Energy Plan
  - Discuss the Strategic Planning Process, opportunities and challenges
  - Define the Opportunity Statement, including requirements for success, for each of the three initiatives: the Downtown Initiative, the University Initiative and the Guelph Innovation District.
  - Discuss Next Steps.
4. Draft Opportunity Statements for the Three Scale Projects: Drawing on the review of background materials and discussions with the Project Team, Opportunity Statements for the District Energy Initiative, the University Initiative and the Guelph Innovation District were drafted. These statements focused on the immediate opportunities for facilitating the implementation of the CEP and the initial three scale projects. (Opportunity Statements are presented in Section IV).

### **Characterize the Situation**

The first major task in this step was to gather the necessary input and insight from the Project Team and key stakeholders about the goals and objectives of the three scale projects. This insight was gathered through the Think Tank Workshop and then used to develop the tools needed for the Strategic Planning Process.

Key Activities associated with this step were:

1. Conduct Think Tank Workshop. The day-long Think Tank Workshop was held April 30, 2009. Members of the Project Team oriented participants to the CEP and the three scale projects. Decision Partners then facilitated a detailed discussion among participants on requirements for successful implementation of each initiative including timeframes, resources, key players, potential challenges or barriers, and broad opportunities for addressing challenges or barriers.

### **Workshop Highlights**

Workshop participants were highly engaged in the discussion of the opportunities and challenges of implementing not only the initial scale projects but also of the CEP itself. Generally, they recognized the opportunity for Guelph to position itself as a leader in green development and energy efficiency. They also noted changes and anticipated changes in the regulatory environment that could facilitate the realization of a District Energy System and other CEP initiatives. CEP challenges identified by participants related to the long-term return on investment and the business case for investors, local businesses and industry. The need for long-term partnerships between the City, GHI, and other local and provincial stakeholders was strongly emphasized.

As participants thought about the Guelph Innovation District, they envisioned numerous, wide-ranging and exciting opportunities for the Yorklands. There was also some feeling of uncertainty regarding how these opportunities could be realized. Partnership with the Province of Ontario to secure the property base was recognized as the necessary first step. As well, participants voiced the need for Guelph to establish a unique vision for the Innovation District that would set it apart from other communities. There were questions about the needs of the community and how these would be met in the development of the area, as well as the potential expectations of NGOs and ENGOS related to the heritage and environmental qualities of the land that would need to be taken into account.

Workshop participants also provided thoughts about the CEP itself. Support for the CEP was strong, yet a number of challenges were also noted. Participants perceived a low level of community engagement in and understanding of the CEP. There was consensus around the need to build and sustain long-term interest and participation by effectively communicating with citizens and other stakeholders about the CEP, its various initiatives and successes along the way. There was also an emphasis on the need to build shared understanding among stakeholders of what CEP is, who “owns” it and how it will be achieved. Participants raised questions about the level of integration and synergy among the various projects that fall under CEP, potential challenges to developers navigating planning and zoning processes, and the need to work closely with regulators and relevant government ministries to support the City’s implementation of the CEP.

2. Draft Stakeholder Map and Expert Model. A Stakeholder Map is a Strategic Risk Communications tool that identifies the range of stakeholders related to successful decision making or project implementation. The Project Team identified the need to clearly identify and map the various stakeholders by their relationship to CEP initiatives. Decision Partners facilitated the Team through this process at a subsequent meeting to develop the Stakeholder Map. The Map was used to support the development of the Opportunity Statements and plans within them for effective strategic communications, including stakeholder engagement. (See Section III for Stakeholder Map).

An Expert Model is also an important Strategic Risk Communications tool. An Expert Model is an illustration of that summarizes the relevant knowledge about complex issues and their relationships within a decision-making system. The Expert Model developed for Guelph depicts the system of influences on the implementation of CEP initiatives and their outcomes. Using the rich insight gained from the Think Tank Workshop, an Expert Model was developed. It represented and organized Workshop participants’ perceptions of the challenges and opportunities presented by implementing the CEP and scale projects. (See Section III for further background and presentation of the Expert Model.)

3. Project Team Consolidation of the Draft Opportunity Statements. Following the first Think Tank Workshop, Decision Partners worked closely with the Project Team to further develop, revise and refine the Opportunity Statements for the initial scale projects. Two additional Opportunity Statements were drafted to address the need for CEP Leadership and Strategic Communications – the fourth scale project was added by the Project Team based on stakeholder input at the first Workshop. Meetings with the Project Team were held to obtain feedback on the Expert Model and Opportunity Statements.
4. Validation Workshop Design. For the Validation Workshop, the Project Team identified a broader group of local, provincial and national leaders whose expertise could play a role in moving the CEP forward. These participants, along with those who attended the Think Tank Workshop in April, were invited to participate in the Validation Workshop. The approximately 30 participants included members of relevant City departments, representatives from local business, industry and developers, representatives from the University of Guelph, other utilities, regulators, and provincial and national energy-related foundations and institutions. (See Appendix H for Validation Workshop Attendees and Agenda). These stakeholders were again invited by the Mayor to attend the day-long Workshop. Additionally, the Environmental Commissioner of the Province of Ontario, Gordon Miller, was invited as a keynote speaker to address the topic of Leadership and Accountability.

Decision Partners worked with the Project Team to set the objectives and draft an agenda for the Workshop. The objectives of the Validation Workshop were to:

- Provide an overview of the CEP and its critical importance to Guelph.
- Discuss progress to date on the three original scale initiatives – the Downtown Initiative, the University Initiative and the Guelph Innovation District.
- Get participant insight into the draft Opportunity Statements for these initiatives.

- Discuss the importance of CEP leadership and Strategic Communications and get participant insight into the draft Opportunity Statements for each.
- Define the Next Steps.

## **Validation**

The next step was to validate the Expert Model and Opportunity Statements with a broader group of stakeholders. The Expert Stakeholder Validation Workshop in June was designed to obtain feedback and greater insight from key stakeholders both within and beyond Guelph. This feedback identified where shared understanding among local, provincial and national experts existed and where greater clarity and communication was needed.

Key activities associated with this step involved the following activities:

1. Conduct Validation Workshop. The Validation Workshop was held June 11, 2009. Members of the Project Team oriented participants to the CEP and the original three scale projects as well as the identified need for CEP Leadership and Strategic Communications. Decision Partners then facilitated detailed discussion among participants on the Draft Expert Model and the Opportunity Statements, and got participants' comments, suggestions and insight into best practices and key learnings.

## **Workshop Highlights**

Once again, participants were highly engaged in the workshop discussion. They responded favourably to the Expert Model, emphasizing the dynamic and reciprocal nature of the system in which the achievement of outcomes can, in turn, affect the drivers and key influences on the CEP. Workshop participants also affirmed the City's commitment and efforts to make CEP part of its culture. There was a sustained discussion on the need to rethink conventional understanding of "return on investment" and on stakeholders' priorities for making tradeoffs between the economic bottom line and the social/environmental bottom lines. Overall, there was support for the Opportunity Statements for the Downtown Initiative, the University Initiative and Strategic Communications. There were a number of questionings and suggestions regarding the Leadership and the Innovation District Opportunity Statements.

With regard to the Innovation District, similar thoughts and concerns were raised at the first Workshop. Participants offered numerous suggestions for how the land could be used and, again, emphasized the need to secure the property base and work closely with the Province of Ontario. They offered suggestions for attracting the right kinds of developers, but also noted that the City had to carefully consider the broader impacts of what was produced by any industry or innovators attracted to the District and how these would meet or impede the broader goals of the CEP. The range of discussion about the land, its possible uses and impacts underscored the need for a single, clear vision for the land, as well as guiding principles to bring greater coherence and integration to the various development activities now and in the future. As a result of these discussions, the Opportunity Statement for the Guelph Innovation District was revised substantially following the Workshop.

Workshop participants expressed uncertainty concerning the need for and the purpose, value and structure of a governance model for the CEP. Some saw the need for a leader who would be a champion and advocate of the CEP locally and beyond; some saw the need for a director and administrative structure that could facilitate the process for developers; and some questioned how any governance structure would be funded and what its relationship would be to various stakeholders. As a result of this discussion, and through subsequent meetings with the Project Team, it became clear that there was a need to place greater emphasis on an interim solution to CEP leadership and governance in order to ensure the integration of CEP initiatives, Strategic Communication, and to recommend a self-sustaining, long-term governance structure.

2. Project Team Consolidation of the 5 Opportunity Statements. Through the insight gained from the Validation Workshop, as well as ongoing dialogue with and feedback from the Project Team, the Expert Model and Stakeholder Map were finalized. Workshop participants' expertise and experience provided guidance on the characterization of the opportunities, and the Opportunities Statements underwent further revision before they were finalized. With input from the Project Team, the Simple Expert Model and Opportunity Statements, including those for CEP Leadership and for Strategic Communication, were further refined. Multiple iterations were reviewed and revised to ensure that these planning tools appropriately reflected and met the needs identified by the Project Team.

### **Develop Strategy, Plans and Critical Path**

1. Develop the Plans and Critical Paths for each Opportunity Statement. Once the Opportunity Statements were finalized, Decision Partners began work on the Critical Paths for each, which entailed drafting the key short-term objectives, plans, key activities, deliverables, and timelines to achieve each of the five Opportunities. Working collaboratively, Decision Partners and the Project Team members responsible for the respective Initiatives further refined the plans for each of the Opportunity Statements.
2. Develop the Project Report. The culmination of the Strategic Planning Process, and all the work done from initiation through to strategy and plan development, is represented in this Project Report. The next two sections provide the requisite detail for the City of Guelph and its partners to move the CEP and the four scale projects forward through the realization of the five Opportunity Statements. The detailing of the Strategic Planning Process, in addition to the SRC tools provided, can be used as a template for other communities committed to energy planning.



## Section III: Stakeholder Map and Expert Model

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This section presents two key SRC tools used as part of the Strategic Planning Process: the Stakeholder Map and the Expert Model. The development of these tools reflects an integration of the insight and advice provided by the Project Team and the Workshop participants. Their use can facilitate a well-coordinated identification, development, and integration of critical management and communications strategies.

First the Stakeholder Map is presented, including information on the purpose and use of this tool. Second, a background on Expert Models is presented followed by the Expert Model developed for the CEP. Templates for these tools are found in Appendix D.

### *I. Community Energy Plan Stakeholder Map*

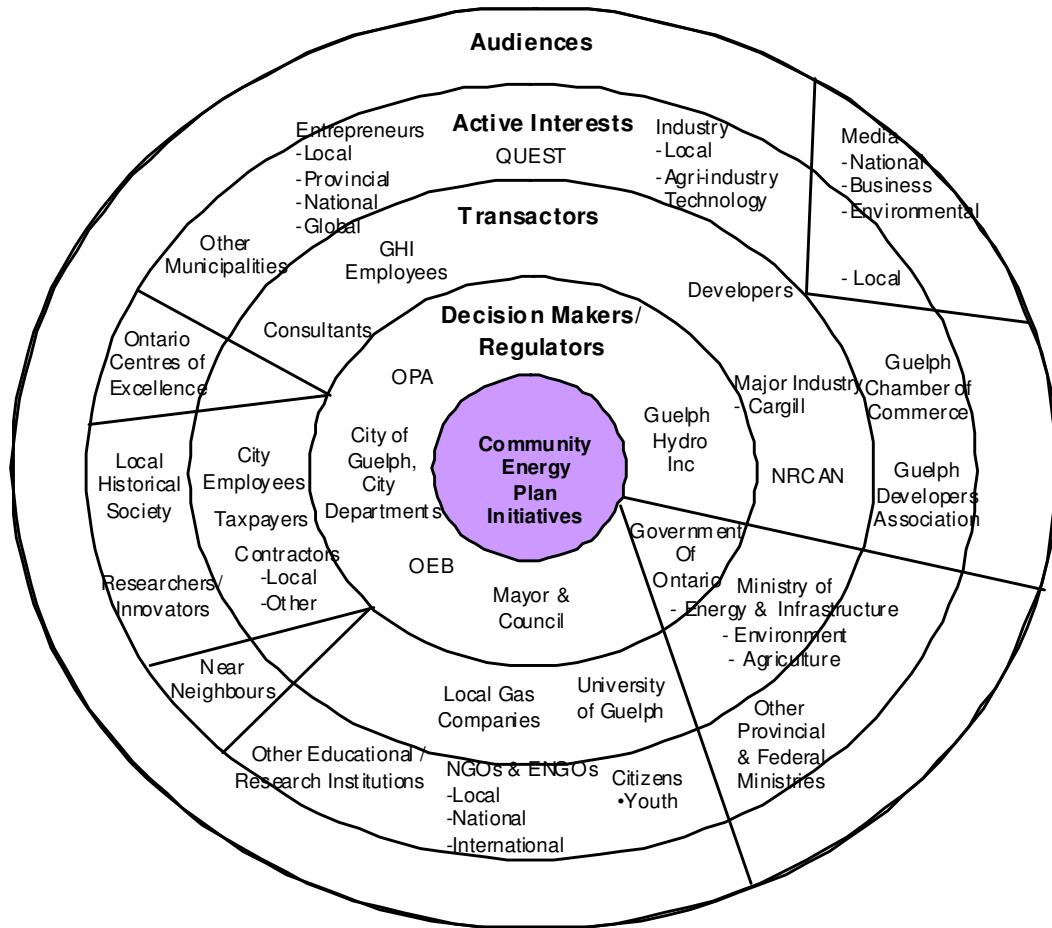
A Stakeholder Map identifies the range of stakeholders related to successful decision making or project implementation. In this map, CEP initiatives form the centre around which stakeholder groups are organized in concentric circles. An understanding of the breadth of stakeholders – and their role in CEP-related decisions and decision making – is important in understanding the influences on effective implementation and Strategic Communications. Each of the groups has a relationship to at least one, often all, of the three original scale projects. These relationships are more or less direct, depending on the proximity of a stakeholder group to the centre of the concentric circles. The closer a stakeholder group is situated to the centre, the more likely those stakeholders will act in a way that directly affects the implementation, management practices, decisions and success of the project.

Figure 1 on the next page shows the Stakeholder Map developed for the CEP. This representation of the range of stakeholders is general; the Map could be made more specific to each of the scale projects or other CEP initiatives. The map should also not be seen as static. Stakeholder relationships to the CEP and its scale projects are dynamic, thus the Map should change and evolve over time to reflect changes in stakeholder roles and relationships.

**Figure 1**

The Map organizes stakeholders according to their proximity to decisions and impacts of the central initiative. Some groups may play more than one role in the implementation of the CEP or its initiatives

**Guelph Community Energy Plan Stakeholder Map**



and so are represented to cross more than one section of the map (shown by the triangular lines crossing more than one level). Generally, stakeholders are organized on the Stakeholder Map as follows:

- **Decision Makers / Regulators:** These stakeholders are closest to the centre of the Stakeholder Map and have the most direct authority for making decisions about CEP initiatives. Here, the Mayor, the City of Guelph, and Guelph Hydro Inc., are recognized as key decision makers, along with the influence of the provincial regulator (OEB) and agency responsible for energy procurement (OPA).
- **Transactors:** These stakeholders are second closest to the centre of the Stakeholder Map because they have a direct “stake” or transaction in decisions regarding the CEP and scale projects. At this level, for example, local developers, contractors and the University of Guelph are all identified because of their necessary and direct involvement in the three identified scale projects.

- **Active Interests:** These stakeholders include individuals or groups who may be (or believe themselves to be) affected by decisions about CEP initiatives and so believe they have a stake. Although these stakeholders are not directly involved in the decision-making process, they can exert indirect influence on the process, both positive and negative. For example, decisions about implementation of CEP projects must consider the role and means of engaging stakeholders at this level.
- **Audiences:** Audiences are the most distant from the decision-making process and do not have a direct stake in CEP decisions. As individuals or groups, they may have an interest in the CEP and the scale projects, but they are not directly affected by or involved in their implementation. The media is both a channel and an audience of CEP implementation, as they convey messages about CEP successes and challenges to audiences and stakeholders.

By defining key stakeholders and their relationship to the CEP, this Stakeholder Map can be used in the design and implementation of a strategic stakeholder engagement strategy.

## ***II. Community Energy Plan Expert Model***

An expert model is an organized summary of relevant knowledge about the complex issues within a decision-making system, typically illustrated in the form of an influence diagram. Expert models are essential tools for management and strategic communications. An expert model of this kind can support building shared understanding among key stakeholders on CEP design and implementation. It can be used to help decision makers identify and prioritize opportunities to ensure the quality of CEP initiatives and their implementation. An expert model can also serve as a foundation for the design and analysis of empirical inquiries into other stakeholders' *mental models* of the CEP and its decision-making system. (See Appendix I for a more detailed background on expert models.)

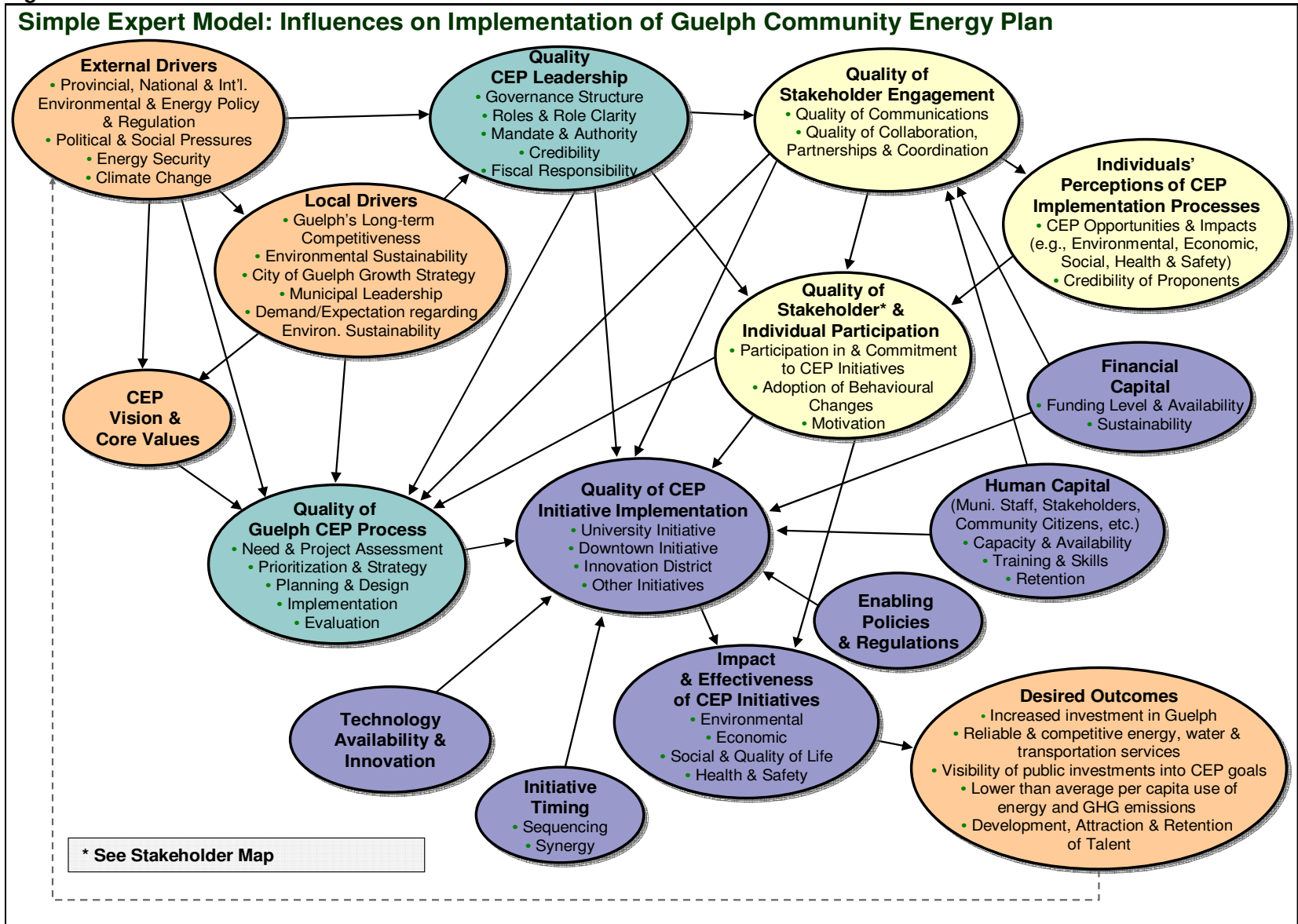
An expert model shows a dynamic system of relationships within a defined context. The nodes on a model are variables; that is, they can operate as either positive or negative influences on desired outcomes. The arrows depict the direction of influence.

### **Expert Model for Implementing the Community Energy Plan**

The expert model on the next page (Figure 2) depicts the primary influences on the impact and effectiveness of CEP Initiatives. This model illustrates the complexities of the system, as described by the experts, in which CEP initiatives are implemented, and serves as the foundation for the Strategic Planning Process. An expert model with this level of detail is referred to as a "simple expert model" because these influences are represented at a high-level. A more detailed expert model depicts these influences with greater specificity. (A detailed expert model was not undertaken for this project).

Figure 2

**Simple Expert Model: Influences on Implementation of Guelph Community Energy Plan**



The Model is read starting in the upper left with *External Drivers*. The External Drivers are the key influences motivating the need for the CEP, thus “driving” Guelph’s CEP leadership and processes. These drivers include events such as energy security and climate change. The Model ends in the lower right with *Desired Outcomes*, which are the CEP-identified goals along with the desired outcome of developing, attracting and retaining talent. These outcomes follow from the *Impact and Effectiveness of CEP Initiatives*, which relate to the extent that CEP initiatives effectively contribute to positive environmental, economic, social, and health-related change.

The rest of the Model shows how *External* and *Local Drivers* are ultimately related to the *Desired Outcomes*, through a complex set of nodes. The following description provides more detail about key nodes and their path of influence on the Desired Outcomes:

- *Quality of CEP Leadership*: As can be seen in the Model, the quality of CEP leadership has wide-reaching consequences through its influence on a number of critical variables, including the quality of CEP processes and initiative implementation. This node highlights the need for quality in a governance structure, clarity in defined role and responsibilities, credibility and fiscal responsibility.
- *Quality of Stakeholder Engagement*: Similar to CEP leadership, the quality of stakeholder engagement also has wide-reaching consequences through its influence on the quality of CEP processes and implementation. Stakeholder engagement is also a critical influence on individual perception of the CEP and on sustaining long-term stakeholder and individual participation and commitment to CEP initiatives.
- *Quality of Stakeholder and Individual Participation*: Successful implementation of the CEP and its initiatives requires sustained participation and commitment from a variety of stakeholders. Each of the scale projects as well as other CEP initiatives requires some cultural change and the adoption of new behaviours by stakeholders. The level and quality of stakeholder participation in this change will directly impact CEP processes, implementation and the effectiveness of CEP initiatives.
- *Quality of CEP Initiative Implementation*: This node includes the implementation of not only the scale projects, but also the other CEP initiatives. The quality of implementing CEP initiatives is influenced by a number of variables, including the availability of innovative technology, the timing of initiatives, the availability and quality of human and financial capital, as well as the regulatory environment. Together with CEP leadership, stakeholder engagement and stakeholder participation, it plays a central role in the critical path towards the *Desired Outcomes* through its direct influence on the impact and effectiveness of CEP initiatives.
- *Impact and Effectiveness of CEP Initiatives*: The quality and effectiveness of CEP initiatives, and their environmental, economic, social, health-related impacts is the most direct influence on the achievement of CEP goals and desired outcomes. It is influenced by the quality of CEP implementation as well as stakeholder and individual participation in CEP initiatives.

## Section IV: Opportunity Statements

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An Opportunity Statement clearly identifies a critical opportunity within the project scope that is directed towards achievement of a desired outcome. An Opportunity Statement should focus on a measurable outcome and clearly identify what is to be accomplished and by when. It defines process deliverables, communications outcomes, and roles and responsibilities. It should be appropriately focused and achievable. In this case, the Opportunity Statements focused on immediate implementation opportunities – that is, what can be achieved by December 2011 – that would have the most significant influence on moving the CEP implementation phase forward. This aggressive objective and timeframe was established by the Mayor at the beginning of the project.

Collaboration with the Project Team and the two Workshops fostered the insight needed to define the Opportunity Statements for each of the four scale projects. This section presents the Opportunity Statements as follows:

1. **District Energy**
2. **The University of Guelph Initiative**
3. **Guelph Innovation District**
4. **CEP Leadership and Strategic Communications**

Each Opportunity Statement is presented with an introduction then followed with specific objectives and deliverables.

### ***1. District Energy***

It is anticipated that over the long term, the price of natural gas and, in general, carbon-based fuels will continue to escalate. The development of a city-wide District Energy System is a focal point of the CEP for the City of Guelph. **The District Energy System acquires energy at one location, and delivers it to another, providing not only economic benefits (revenue from the sale of energy) to the community, but also environmental benefits (reduction in overall fuel use and, consequently, emissions) and social benefits (improved understanding of sustainability).** Guelph Hydro Inc. (GHI) recommends developing multiple District Energy System Energy Centers. At present, the areas under consideration include the Guelph General Hospital area, the City of Guelph Downtown District Area, the Innovation District Area and an interconnection to the University of Guelph's existing District Energy System.

District Energy is a recognized approach to meeting the heating, cooling and domestic hot water needs of buildings, which also supports the process heating requirements of local industry. District Energy serves to manage the thermal needs of energy consumers at a building level and at a community level. As a management system, District Energy can help accommodate and meet the different energy demands of buildings and industries that use energy in different amounts and patterns. By linking building and industrial activities together through a thermal network, District Energy aggregates the varying energy demands into a steady thermal load that can be efficiently managed.

A District Energy System can be designed to provide electrical power using a process referred to as combined heat and power (CHP). The CHP facilities contemplated for Guelph will be designed to use alternative fuel sources so they can evolve as renewable technologies develop. When a CHP facility is combined as part of a District Energy System, it is possible to provide areas within the District Energy

System with emergency power support during extended power outages. Constructing a District Energy System is integral to the achievement of the City of Guelph's CEP targets for greenhouse gas reduction.

District Energy Systems, like the ones considered for Guelph, are an investment in a city's infrastructure and can help shape land use development. District Energy Systems can help communities promote compact, mixed-use development by matching the energy needs of neighbouring facilities to minimize energy waste and reduce infrastructure and utility costs. At the same time, District Energy can concentrate development through the layout of piped infrastructure, while meeting the heating demands of high-density development, such as offices and residential development.

District Energy Systems can also help revitalize downtown areas. District Energy can provide an incentive for developers and investors, by reducing the need for capital investments in building heating and cooling systems, and lowering building operation and maintenance costs, while providing access to more profitable and efficient space for revenue generation. (Note: one of the original three scale projects articulated in the CEP was the Downtown Guelph Initiative. It has been broadened by the Project Team and renamed the District Energy Initiative.)

### **Opportunity Statement for District Energy**

The opportunity now is for GHI to build shared understanding, support and involvement in the District Energy System Initiative and its long-term potential by systematically engaging stakeholders. GHI will start by developing a science-based stakeholder engagement plan that ensures alignment of stakeholder interests, priorities and values with the opportunities presented by the proposed CHP Facility/Energy Centre (combined heating/cooling and power system). As part of this engagement, we will develop measurements that are relevant and meaningful to the community and that can demonstrate the social and environmental value of the initiative. We will develop the Plan to be constructed in phases, including a comprehensive stakeholder engagement plan, by mid-October of 2009. The Plan is currently under development and a draft copy is expected to be ready by the end of November 2009. We are targeting a completed Plan by the end of January 2010.

### **Objective and Key Deliverables**

**Objective: Build shared understanding, support and involvement for the District Energy System Initiative and its long-term potential by systematically engaging stakeholders.**

#### **Key Deliverables August 2009 – January 2010:**

- Stakeholder engagement principles, strategy, workplan and budget.
- Project team confirmed and additional resource roles identified.
- Project framing developed, including key messages.
- Core materials developed: backgrounders, dialogue presentations, Q&As, etc.
- District Energy System 20-Year Business Plan, and Executive Summary completed and published.
- Technical Forums on the District Energy System held.
- GHI website updated with information on initiative.
- Public record District Energy Initiatives established and kept up-to-date on the website.
- Employee and Customer Communications, Media Relations, Community Outreach, and Government Relations efforts related to the District Energy System Initiative aligned and underway.

## District Energy Plans

Key Deliverables August 2009 – January 2010	Key Activities	By When	Who
<b>Stakeholder Strategy and Plan</b>	Develop Stakeholder Engagement Strategy Re Stage One of the Energy Masterplan: <ul style="list-style-type: none"> <li>• Key stakeholders identified</li> <li>• Develop and agree to scope of Masterplan</li> <li>• Develop plan and draft budget</li> <li>• Review strategy and plan with GHI Board</li> <li>• Approval</li> </ul>	<ul style="list-style-type: none"> <li>• Aug-Sept</li> <li>• Sept</li> <li>• Sept</li> <li>• Sept</li> <li>• By Sept 30</li> </ul>	<ul style="list-style-type: none"> <li>• DP, IM, MU</li> <li>• CH</li> <li>• CH</li> <li>• IM, MU</li> <li>• IM, MU</li> </ul>
<b>Project Team</b>	Work with Project Lead to define key roles: <ul style="list-style-type: none"> <li>• Define roles and responsibilities</li> <li>• Determine additional resource requirements</li> </ul>	September – October	MU
<b>Project Framing</b>	Define Project Framing and Core Messages: <ul style="list-style-type: none"> <li>• Draft the project framing and core messages.</li> <li>• Review project framing and core messages</li> <li>• Approval</li> </ul>	Sept – Nov	GV, Comms
<b>Core Materials</b>	Define and Produce Required Core Materials: <ul style="list-style-type: none"> <li>• Broad Q &amp; A</li> <li>• Press release</li> <li>• Public Summary of the Masterplan scope?</li> <li>• Public Summary of the results of Masterplan study and the implementation plan</li> </ul>	<ul style="list-style-type: none"> <li>• Nov</li> <li>• Oct - Nov</li> <li>• Nov</li> <li>• Jan</li> </ul>	Comms
<b>Public Record</b>	Establish and Keep the Public Record Up to Date: <ul style="list-style-type: none"> <li>• Core materials above are posted on the website by the Webmaster in a timely way</li> </ul>	Oct - Jan	Comms
<b>Primary Stakeholder Consultation</b>	Consult and Complete Negotiations: <ul style="list-style-type: none"> <li>• Establish process to keep key players updated on progress</li> <li>• Provide monthly updates</li> <li>• Formal agreement in place re Masterplan scope</li> <li>• Contract in place re implementation plan</li> </ul>	<ul style="list-style-type: none"> <li>• Sept</li> <li>• Oct. - Jan</li> <li>• October</li> <li>• January</li> </ul>	MU
<b>Primary Stakeholder</b>	Updated on Progress		



<b>Key Deliverables August 2009 – January 2010</b>	<b>Key Activities</b>	<b>By When</b>	<b>Who</b>
<b>Consultation</b>	<ul style="list-style-type: none"> <li>Provide monthly updates to Board and City.</li> </ul>	Sept → Ongoing	MU
<b>Primary Stakeholder Consultation</b>	Consult with Other Key Stakeholders – OPA, OCE: <ul style="list-style-type: none"> <li>Assign team member to update these stakeholders and keep them apprised of developments</li> </ul>	Sept → Ongoing	MU
<b>Employee and Customer Communications</b>	As per District Energy System Initiative	October – December	Comms
<b>Community Outreach</b>	Define Plan for and Conduct Community Outreach <ul style="list-style-type: none"> <li>Develop list of key stakeholders and groups to reach out to; prioritize the list</li> <li>Assign team member(s) to contact key stakeholders and groups</li> <li>Conduct meetings, using the dialogue presentations as a base for generating input</li> <li>Document meetings and input. Summarize and post to the website.</li> <li>Design and conduct Technical Forums on the District Energy System: 1) Chamber host for business community 2) GHI host with the City for community stakeholders</li> <li>Design and conduct Stakeholder Workshops on the 20 Year Business Plan</li> </ul>	<ul style="list-style-type: none"> <li>Aug-Sept</li> <li>Sept →</li> <li>Ongoing</li> <li>Ongoing</li> <li>Nov</li> <li>Jan-Feb</li> </ul>	IM, MU, Comms, MCW, DP
<b>Media Relations</b>	Define Plan for and Conduct Media Relations: <ul style="list-style-type: none"> <li>Define strategy for proactively reaching out to key media</li> <li>Assign team member(s) to meet with key media and to keep them apprised of developments</li> <li>Document meetings</li> <li>Track media coverage</li> </ul>	Sept – Jan	MU Comms
<b>Government Relations</b>	Define Plan for and Conduct Government Relations: <ul style="list-style-type: none"> <li>Define strategy for proactively communicating with key MPs, MPPs, federal, provincial and municipal bureaucrats on the 20 Year Business Plan</li> <li>Assign team member(s) to meet with government stakeholders and to keep</li> </ul>	Nov – Jan	BC, MU, IM

Key Deliverables August 2009 – January 2010	Key Activities	By When	Who
	them apprised of developments <ul style="list-style-type: none"> <li>• Document meetings and input</li> </ul>		

## **2. The University of Guelph Initiative**

The University of Guelph Initiative includes a plan to build an embedded generating facility using a process referred to as Combined Heat and Power (CHP). The CHP facility will be designed to use alternative fuel sources so it can evolve as renewable technologies develop. The CHP facility will sell electricity to the grid and the thermal heat given off from the generation process, used as part of the University's existing district heating system. This facility will support greater efficiency and significantly reduce greenhouse gases, moving the City of Guelph closer to its CEP emissions reduction targets as well as generate about 3% of the current energy demand of the City of Guelph. The long-term plan is to link the University of Guelph CHP facility to the District Energy System for the City of Guelph.

### **Opportunity Statement for University of Guelph Initiative**

The opportunity now is to develop an implementation plan that identifies key stakeholder support and funding mechanisms by January 2010. The plan will identify and prioritize the highest return-on-investment initiatives and their sequencing to coordinate with ongoing energy retrofits currently underway on the University of Guelph Campus. The plan will provide a clear understanding of the opportunities for energy improvement across the University's Campus, along with measurable steps to build an embedded generating facility's scope, schedule and capital cost.

### **Objective and Key Deliverables**

**Objective: Define opportunities for building an embedded generating facility on the University Campus, then working with key stakeholders to develop the implementation plan, including funding mechanisms:**

**Key Deliverables August 2009 – March 2010:**

- Key stakeholders identified and engaged.
- Project Team confirmed and additional resource roles identified.
- Scope defined, plan developed, implementation completed.
- Implementation plan developed, funding mechanisms identified, plan approved.
- Public record of University of Guelph Initiative established and kept up-to-date on the website.

## The University Initiative Plans

Key Deliverables August 2009 – January 2010	Key Activities Note: Activities are parallel to those of the Downtown Initiative with the following exceptions and/or specific activities	By When	Who
<b>Stakeholder Strategy and Plan</b>	Develop Stakeholder Engagement Strategy: <ul style="list-style-type: none"> <li>• Key stakeholders identified</li> <li>• Develop and agree to scope of plan</li> <li>• Develop plan and draft budget</li> <li>• Review strategy and plan with GHI Board</li> <li>• Approval</li> </ul>	<ul style="list-style-type: none"> <li>• August</li> <li>• Aug-Sept</li> <li>• September</li> <li>• September</li> <li>• By Sept 30</li> </ul>	DP, IM, MU DP, IM, MU, CH CH IM IM
<b>Project Team</b>	Work with Project Lead to define key roles re: working with GHI Team and University Team on this project: <ul style="list-style-type: none"> <li>• Define roles and responsibilities</li> <li>• Determine additional resource requirements</li> </ul>	September – October <ul style="list-style-type: none"> <li>• By end Sept.</li> </ul>	MU
<b>Project Framing</b>	Define Project Framing and Core Messages: <ul style="list-style-type: none"> <li>• Draft the project framing and core messages for University of Guelph Initiative</li> <li>• Review project framing and core messages with University of Guelph</li> <li>• Approval</li> </ul>	September – November	GB, Comms
<b>Core Materials</b>	Define and Produce Required Core Materials: <ul style="list-style-type: none"> <li>• Broad Q &amp; A on the University of Guelph Initiative</li> <li>• Press release on agreement with the University</li> <li>• Public Summary of the plan scope?</li> <li>• Public Summary of the results of plan study and the implementation plan</li> </ul>	November <ul style="list-style-type: none"> <li>• October – Nov</li> <li>• November January</li> </ul>	Comms,
<b>Public Record</b>	Establish and Keep the Public Record Up to Date: <ul style="list-style-type: none"> <li>• Core materials above are posted on the website by the Webmaster in a timely way</li> </ul>	October → January	Comms
<b>Primary Stakeholder Consultation</b>	Consult and Complete Negotiations with the University of Guelph: <ul style="list-style-type: none"> <li>• Establish process to keep key players at the University updated on progress</li> <li>• Provide monthly updates</li> <li>• Formal agreement in place re plan</li> </ul>	September <ul style="list-style-type: none"> <li>• October</li> <li>• Oct. → Jan</li> <li>• January?</li> </ul>	MU

<b>Key Deliverables August 2009 – January 2010</b>	<b>Key Activities</b> Note: Activities are parallel to those of the Downtown Initiative with the following exceptions and/or specific activities	<b>By When</b>	<b>Who</b>
	scope <ul style="list-style-type: none"> <li>Contract in place re implementation plan</li> </ul>		
<b>Primary Stakeholder Consultation</b>	Update on Progress: <ul style="list-style-type: none"> <li>Provide monthly updates to Board and City.</li> </ul>	<ul style="list-style-type: none"> <li>September → Ongoing</li> </ul>	MU, JU
<b>Primary Stakeholder Consultation</b>	Consult with Other Key Stakeholders – OPA, OCE: <ul style="list-style-type: none"> <li>Assign team member to update these stakeholders and keep them apprised of developments</li> </ul>	September → Ongoing	MU
<b>Employee and Customer Communications</b>		October – December	Comms
<b>Community Outreach</b>	Define Plan for and Conduct Community Outreach: <ul style="list-style-type: none"> <li>Incorporate University of Guelph Initiative, as appropriate, into:</li> <li>Technical Forums on the District Energy System: <ol style="list-style-type: none"> <li>Chamber host for business community</li> <li>GHI host with the City for community stakeholders</li> <li>Other Stakeholder sessions (e.g. University)</li> </ol> </li> <li>Stakeholder Workshops on the 20 Year Business Plan – ditto</li> </ul>	<ul style="list-style-type: none"> <li>November</li> <li>January – February</li> </ul>	MU  MU
<b>Media Relations</b>	Define Plan for and Conduct Media Relations: <ul style="list-style-type: none"> <li>Define strategy for proactively reaching out to key media, working with the University's media person</li> <li>Press release on the University initiative broadly and the scope of the Masterplan</li> <li>Press release/briefing on the Implementation Plan</li> <li>Track media coverage</li> </ul>	<ul style="list-style-type: none"> <li>October</li> <li>November</li> <li>January</li> </ul>	Comms
<b>Government Relations</b>	Define Plan for and Conduct Government Relations: <ul style="list-style-type: none"> <li>Communicate the University Initiative</li> </ul>	November – January	CEO, JU

Key Deliverables August 2009 – January 2010	Key Activities Note: Activities are parallel to those of the Downtown Initiative with the following exceptions and/or specific activities	By When	Who
	<p>within the strategy for proactively communicating with key MPs, MPPs, federal, provincial and municipal bureaucrats on the 20-Year Business Plan</p> <ul style="list-style-type: none"> <li>• Assign team member(s) to meet with government stakeholders and to keep them apprised of developments</li> <li>• Document meetings and input</li> </ul>		

**3. Guelph Innovation District**

The Guelph Innovation District is a major, long-term initiative to potentially develop 433 acres into a combined residential and eco-business park that is green-energy focused. The Guelph Innovation District would be a new kind of employment area in the City. It will strive to be carbon neutral; house an innovation cluster with thousands of employment opportunities; and offer a complete community with appealing places to live, work and play in a setting that is rich in natural and cultural heritage. Establishing an Innovation District of the kind envisioned for Guelph represents a unique community leadership opportunity for the City and its residents, businesses and institutions, both now and in the future. Not an experiment, the Guelph Innovation District stands to demonstrate the many sustainable benefits of well-integrated energy, water, and consumer conservation technologies and behaviours to form a balanced lifestyle system. It would be a green energy model for the province and the country.

The Guelph Innovation District is a major initiative of the City, with its unique vision, that integrates existing community-level principles and visions that support a sustainable community. While no less important than any of the discrete objectives, the Community Energy Plan is a unique component in that it:

1. Redefines the way that municipalities traditionally provide energy and water services.
2. Will enable the underlying infrastructure that supports an urban community striving to be carbon neutral.
3. Will be primary driver in attracting "green-oriented" residents, businesses and institutions.

The Opportunity Statement and next steps as outlined in this document specifically address the CEP component of an integrated vision for the Guelph Innovation District. These reflect the insight gained from stakeholders throughout the Strategic Planning Process. This process revealed the need for a single vision and guiding principles that stakeholders underscored will be essential to support the coherence and integration of development activities for the Guelph Innovation District over the long-term. As well, decisions about the development of the land need to be based on a strategic, systematic approach to innovation.

Innovation is often driven more by misunderstanding and myth than management discipline, insight and hard data about customer or user needs for products and services. One common misunderstanding, for example, is the difference between invention and innovation: invention is a solution to a problem of unmet needs on the part of a group of potential customers or users; innovation is the process of assuring successful use of an invention to fill a need on the part of customers or users. One common innovation myth is that supply assures demand, often termed the "better mousetrap" myth or the "build it and they

will come” myth. Research and experience in innovation demonstrate that even a superior product or service (the better mousetrap) will inevitably fail if there is no strong unmet need on the part of customers or users for the benefit. (Current mousetraps may be catching all the mice there are to catch just fine).

If there is no strong unmet need on the part of customers or users for the intended product or service, there is no value available to be captured by those offering either or both. Discovering and characterizing unmet needs, and how best to meet them, is a critical first task in innovation processes favored by many researchers, venture capitalists and successful entrepreneurs. A systematic approach to innovation is particularly important to assuring success of a product or service. One reason is that sales-oriented and ill-informed “hit or miss” type approaches by far dominate in the practice of innovation, in spite of decades of research and experience that clearly show such approaches are high risk and responsible for unacceptably high numbers of major product or service failures. Approaches that emphasize identifying and validating product or service opportunities far upstream of business plan development are effective in minimizing the risk of major failure and ensuring innovation is accomplished in a timely and highly cost effective manner.

Systematically revealing and addressing user/customer unmet needs typically occurs in the early part of any process to describe in-depth a particular opportunity; in this instance, the Guelph Innovation District. The tasks involve fact finding and identification of all of the elements of value represented by the opportunity that are critical to users or customers in the sense that they may represent make-or-break features of any project in its final form. Quantitative elements of value, such as costs and payback times on investment should be balanced with qualitative elements of value such as the importance to the user or customer of participating in the Innovation District because doing so may offer competitive advantage or market position and promotion advantages. This critical work comprises the Opportunity Analysis, which the City of Guelph will undertake in the short term.

### **Opportunity Statement for Guelph Innovation District**

As an immediate step, the City of Guelph will secure the required property base through a partnership MOU with the Ministry of Energy and Infrastructure (MEI). This work is currently underway. The partnership MOU with the MEI will be completed by fall, 2009. At the same time, the opportunity is for the City of Guelph to: a) establish strong leadership for the initiative and b) define a clear vision and guiding principles specific to the Innovation District that will position Guelph as a provincial leader in innovative and green development. Guiding principles and a well-focused vision are essential to the success of the initiative.

The City of Guelph will establish the vision and guiding principles by December 2009 by working systematically with key stakeholders. As part of the strategic planning initiative, stakeholders will also be engaged to support the City in the development of an initial opportunity analysis including a framework and the metrics for evaluating progress. A robust Opportunity Analysis, developed with key stakeholders, is a critical first step in a successful innovation process. The strategy will ensure a focused and coordinated approach to all of the development opportunities and challenges of this land – from the CEP initiative to Guelph’s Smart Growth initiative. The strategy will include a comprehensive stakeholder engagement plan to systematically build and sustain broader stakeholder<sup>8</sup> interest in and support for this Initiative over the long term, while demonstrating to the Minister and others that this Initiative is aligned with community interests, priorities and values. Implementation of the stakeholder engagement strategy will begin in 2010.

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<sup>8</sup> Please see the Stakeholder Map. Stakeholders cross local, provincial and national jurisdictions and include governments, business and industry, developers, innovators, researchers and educational institutions, NGOs and ENGOs, along with community residents and consumers.

## Objectives and Key Deliverables

### Short-term Objectives and Deliverables – August 2009 - 2010

1. Secure the property base for the Innovation District through an MOU with the Province by October 2009.
2. Recruit/establish a Project Manager and have him/or her in place by the end of 2009.
3. Define a clear vision, guiding principles, and an initial Opportunity Analysis, including a framework and the metrics for measuring progress by early 2010.
4. Develop a comprehensive stakeholder engagement plan and begin implementation in 2010.
5. Based on the Opportunity Analysis, develop an implementation plan in 2010.

### The Guelph Innovation District Plan Considerations

Considerations on Next Steps	Key Activities
<b>Memorandum of Understanding</b>	Establish MOU with Ministry of Energy and Infrastructure (MEI) and Ontario Realty Corporation (ORC): <ul style="list-style-type: none"> <li>• Ensure that MEI/ORC and the City move cooperatively and expeditiously towards articulating the vision for the GID through the on-going city-led land use planning process.</li> <li>• Coordinate the research and analysis of the parties to maximize public resources.</li> <li>• Facilitate municipal approvals and coordinate/assist one another in the marketing of the Province's surplus property located on the north side of the Eramosa River.</li> <li>• Define a go-forward strategy towards implementation of the GID.</li> </ul>
<b>Project Manager</b>	Recruit Project Manager to lead Steering Team to: <ul style="list-style-type: none"> <li>• Facilitate the execution of the subsequent elements of the Workplan.</li> <li>• Act as an "Integrator" for the Visions and Guiding Principles to be incorporated in the planning of the GID.</li> </ul>
<b>Steering Team</b>	Establish Steering Team (ST) to: <ul style="list-style-type: none"> <li>• Define roles and responsibilities.</li> <li>• Establish Terms of Reference.</li> <li>• Recruit/appoint Team members from City, GHI and other key stakeholder organizations.</li> </ul>
<b>Workplan and Budget</b>	Develop Workplan and Budget: <ul style="list-style-type: none"> <li>• Define key internal responsibilities.</li> <li>• Develop plan and draft budget.</li> <li>• Review strategy and plan with City Council.</li> <li>• Approval.</li> </ul>
<b>Vision and Guiding Principles</b>	Develop Vision and Guiding Principles: <ul style="list-style-type: none"> <li>• Get ST input required to draft the vision and guiding principles in a workshop (October).</li> <li>• Review and consolidate with the ST in a second workshop</li> </ul>

Considerations on Next Steps	Key Activities
	<p>(November).</p> <ul style="list-style-type: none"> <li>• Iterate with the ST in meetings/via email to finalize the vision and guiding principles.</li> <li>• Review the vision and guiding principles as part of the Opportunity Analysis Report and Plan with the Council.</li> <li>• Approval.</li> </ul>
<b>Opportunity Analysis</b>	<p>Develop the Initial Opportunity Analysis (OA):</p> <ul style="list-style-type: none"> <li>• Share work to date on the OA with the ST (at Workshop).</li> <li>• Refine OA based on ST input and to ensure alignment with the vision and guiding principles.</li> <li>• Get ST input into metrics that are aligned with the vision and guiding principles (November Workshop).</li> <li>• Complete work on the OA.</li> <li>• Share draft OA with the ST for their input.</li> <li>• Finalize OA Report.</li> <li>• Communicate OA Report as part of the Stakeholder Engagement Plan.</li> </ul>
<b>Stakeholder Engagement Plan</b>	<p>Develop the Stakeholder Engagement Plan:</p> <ul style="list-style-type: none"> <li>• Identify scope – key stakeholders and active interests.</li> <li>• Define Stakeholder Engagement Principles with input from the ST (November workshop).</li> <li>• Finalize scope and principles.</li> <li>• Develop strategy and plan (ensure it is aligned with City's Media Relations and Government Relations plans, plus public record management on CEP and other core initiatives).</li> <li>• Determine roles, resource requirements.</li> <li>• Draft budget.</li> <li>• Review strategy and plan with ST.</li> <li>• Review strategy and plan with Council.</li> <li>• Approval.</li> <li>• Implementation.</li> </ul>
<b>2010 Implementation Plan</b>	<p>Develop the Innovation Implementation Plan for 2010:</p> <ul style="list-style-type: none"> <li>• Develop strategy and plan based on the results of the OA.</li> <li>• Ensure alignment with the Stakeholder Engagement Plan.</li> <li>• Determine roles, resource requirements.</li> <li>• Draft budget.</li> <li>• Review plan with ST.</li> <li>• Review plan with Council.</li> <li>• Approval.</li> <li>• Implementation.</li> <li>• Communicate the Implementation Plan as part of the Stakeholder Engagement Plan.</li> </ul>



#### **4. CEP Leadership and Strategic Communications**

Using the insights gained from the discussion at the April 30, 2009 Think Tank Workshop, Decision Partners developed a *Simple Expert Model of Influences on Implementation of the Guelph Community Energy Plan*. This model clearly identifies CEP leadership and governance structure as critical to the realization of the CEP goals.

In subsequent meetings with the working group, it became evident that the group shares the belief that a clear CEP “leader”, supported by a steering committee or task force made up of key community stakeholders and a strong administrative team, is essential to the long-term success of the entire CEP initiative. This need was earlier identified as the CEP was being developed and contemplated as a not-for-profit organization. Now the need for a clear CEP leader and leadership team is pressing as the implementation of the scale projects, along with many of the other CEP initiatives, gets underway. Consequently, a draft Opportunity Statement for CEP Leadership has been developed as part of the Strategic Plan and Critical Path.

To meet the need for CEP leadership in the short term, a Mayor’s Community Task Force will be established. The Mayor’s Community Task Force will be a transitional steering committee, comprised of City, Guelph Hydro and community representatives. The Task Force will recommend a long-term CEP governance strategy, as well as developing and beginning implementation of a comprehensive communications strategy and plan and a financial strategy and plan. The Task Force will be supported by project-specific teams. A General Manager will be recruited and in place by the end of 2009 to lead the work of the Task Force and the various Sub-committees

The Mayor’s Community Task Force will have a two-year mandate, ending December 2012. The Task Force will be responsible for building the framework for a self-sustaining governance structure to deliver the CEP objectives. The framework would include: the organizational and legal structure, terms of reference, workplans, funding mechanisms, and identification of community and regional leaders capable of delivering on a broad range of integrated multi-element and multi-stakeholder initiatives. The key responsibilities of the governance structure would include: sharing the CEP vision and goals with a wide range of community members and stakeholders; establishing sustainable funding; developing and overseeing the implementation of a comprehensive stakeholder engagement strategy; coordinating resources; ensuring alignment of activities and initiatives; and communicating CEP process and progress.

#### **Opportunity Statement for CEP Leadership**

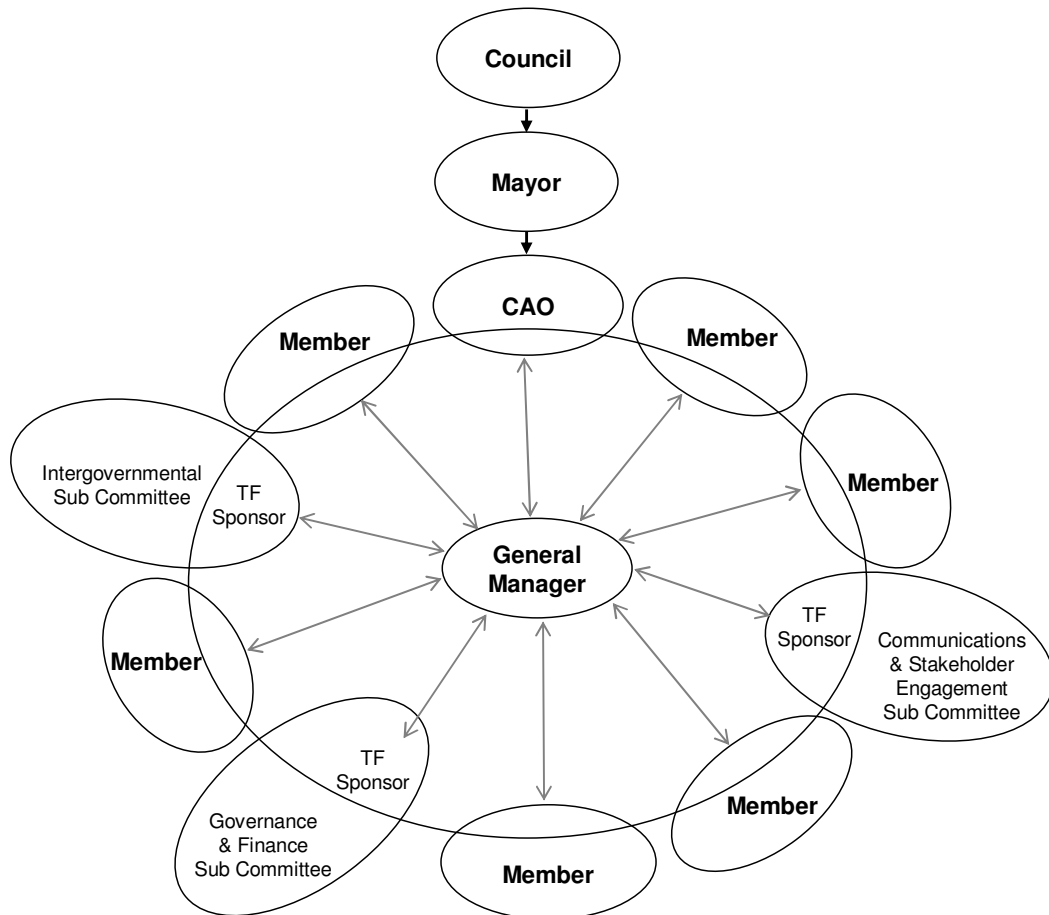
The opportunity now is to establish a Mayor’s Community Task Force to guide the integration and implementation of CEP initiatives as well as the development and start up of a self-sustaining CEP governance structure. This governance structure will enable the achievement of the CEP goals by inspiring and encouraging energy innovation with and through community members and stakeholders, in a manner that is integrative, synergistic and results-oriented. The motion to establish a Mayor’s Community Task Force will be presented to City Council in the fall of 2009. A General Manager and Task Force members will be appointed and in place by December 2009. The core values, roles and responsibilities will then be established, and the Task Force will be operating early 2010. The Mayor’s Community Task Force will establish the strategies and plans for each of the key areas – sharing the CEP vision and goals with a wide range of community members and stakeholders; developing intergovernmental relations, establishing sustainable funding; developing and overseeing the implementation of a comprehensive stakeholder engagement strategy; coordinating resources; ensuring alignment of activities and initiatives and communicating CEP process and progress – and begin implementation of them in the fall of 2010 through 2011. It will complete the governance model and make recommendations regarding the ongoing CEP leadership and governance at the end of its term, December 2011.

### **Preliminary CEP Organization Structure**

The Project Team developed a preliminary organizational structure as a frame to support the recruitment and initial work of the Task Force and General Manager. The organization of the Mayor's Community Task Force is envisioned as a central committee, the Task Force, supported by networked sub-committees (see Figure 3). The General Manager, to be appointed this fall, will act the lead integrator of each of the Task Force's activities and sub-committees. Each of the sub-committees will be led by a Task Force member and supported by a committee comprising other Task Force members, as appropriate, key City staff, and external stakeholders. The first three Task Force sub-committees envisioned are the Communications and Stakeholder Engagement Sub-Committee, the Governance and Finance Sub-Committee, and the Inter-governmental Affairs Sub-Committee. All of the sub-committees will be coordinated by the General Manager. The organization of these sub-committees in the first quarter of 2010 will represent the first steps towards addressing implementation challenges and meeting the need for CEP leadership, governance, strategic communications and stakeholder engagement. Other sub-committees may be developed as the governance model evolves.

**Figure 3**

### **Mayor's Community Task Force Preliminary Organization Structure**



## **Strategic Communications**

Communications of all kinds are the most powerful influence on people's judgment, decision making and action. Strategic Risk Communications (Appendix D) is a purposeful process of skillful interaction with stakeholders. It is supported by relevant information that helps decision makers and stakeholders make well-informed decisions, leading to effective project implementation. It includes all communications, messages – words and deeds – that can influence the decision making and ultimately the behaviour and actions of stakeholders. Effective stakeholder engagement, through dialogue, is a critical component. Recognizing the importance of communications and stakeholder engagement to the success of the CEP scale projects, and the CEP overall, the Project Team has defined the need for a specific Communications and Stakeholder Engagement Sub-Committee to be formed in early 2010.

## **Opportunity Statement for CEP Strategic Communications**

The opportunity now is to design and begin implementation of a comprehensive strategic communications strategy and plan that enables the timely achievement of leadership, community and stakeholder goals for CEP over the next two years and beyond. This strategy and plan will establish an enduring platform for continued success of the CEP through effective engagement with stakeholders and community members in the design and implementation of the various CEP initiatives, supported by relevant information.

To accomplish this, communications efforts will focus on systematically building stakeholders' judgment, especially from community citizens, of the potential that CEP represents for the community and, more broadly, Ontario and Canada. Its primary objective will be to build and sustain commitment to stakeholder action required to successfully realize the potential for positive change represented by CEP. It will be based on state-of-the-science practices and, as such, will have clearly defined outcomes that are measurable.

Working with the Mayor's Task Force, the sub-committee responsible for communications design and implementation will be identified by early 2010. The sub-committee will develop the draft communications Masterplan in February, along with recommendations and resource requirements for implementation of the Plan. The City will begin implementation of the Plan in March, 2010, under the guidance and support of the Mayor's Community Task Force and the General Manager.

## **Leadership and Strategic Communications Objectives and Key Deliverables**

### **Objectives:**

- 1. Recruit/establish CEP General Manager by end of 2009.**
- 2. Establish the Mayor's Community Task Force by the end of 2009.**
- 3. Establish the Communications and Stakeholder Engagement Sub-Committee in January 2010.**
- 4. Develop the Communications Masterplan in February 2010 and implement, under the guidance of the Task Force, through 2011.**
- 5. Establish the Governance and Finance Sub-Committee in January 2010.**
- 6. Build the framework for a self-sustaining governance structure to deliver the CEP objectives in the first half of 2010, under the guidance of the Task Force, with implementation beginning in the fall of 2010 through 2011.**
- 7. Establish the Intergovernmental Affairs Sub-Committee by June 2010.**
- 8. Develop a comprehensive Intergovernmental Outreach Plan by September 2010, under the guidance of the Task Force, and begin implementation in fall 2010.**

### **Key Deliverables August 2009 – January 2010:**

- CEP General Manager recruited.**
- Task Force members recruited.**
- Draft workplan and budget established.**
- Mayor's Community Task Force Terms of Reference defined.**
- First Task Force Meeting held.**
- Communications and Stakeholder Engagement Sub-Committee recruited and in place by end of January.**
- Governance and Finance Sub-Committee recruited and in place by end of January 2010.**



Key Deliverables August 2009 – January 2010	Key Activities	By When	Who
	<p>Committee of the Task Force, with a Task Force sponsor and members from the Task Force, City of Guelph staff, and stakeholders). Include mission, scope in terms of stakeholders and sectors, principles and process.</p> <ul style="list-style-type: none"> <li>• Recruit CSE members from GHI and other key stakeholder organizations</li> </ul>	<ul style="list-style-type: none"> <li>• By end of January</li> </ul>	
<p><b>Communications and Stakeholder Engagement Sub-Committee Meeting #1</b></p>	<p>Hold First Meeting of CSE Sub-Committee:</p> <ul style="list-style-type: none"> <li>• Develop agenda for first meeting (a workshop) with the CSE in early February <ul style="list-style-type: none"> <li>○ Overview of CEP</li> <li>○ Terms of Reference for the CSE</li> <li>○ Progress and Plans on the Core Initiatives, including the stakeholder engagement principles, process and initiatives</li> <li>○ Communications and Stakeholder Engagement Plan: discuss stakeholders, scope, define the opportunity for engaging stakeholders in each sector <ul style="list-style-type: none"> <li>▪ Multi-level plan: <ul style="list-style-type: none"> <li>• Information sharing within and amongst City Departments (internal stakeholders)</li> <li>• Information sharing within and amongst key stakeholders by sector</li> <li>• Engagement of internal and external stakeholders – focused solicitation of input, feedback using science-</li> </ul> </li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• January</li> </ul>	<p>GM, TF Sponsor</p>

Key Deliverables August 2009 – January 2010	Key Activities	By When	Who
	<p style="text-align: right;">based methods and tools</p> <ul style="list-style-type: none"> <li>• Enabling channels – multi-channel – to encourage sustained stakeholder engagement and support               <ul style="list-style-type: none"> <li>○ Include CEP branding in the plan</li> <li>○ Define Next Steps</li> </ul> </li> <li>• Hold workshop</li> </ul>	<ul style="list-style-type: none"> <li>• February</li> </ul>	
<b>Governance and Finance Sub-Committee</b>	<p>Establish Governance and Finance Sub-Committee (GF):</p> <ul style="list-style-type: none"> <li>• Define roles and responsibilities</li> <li>• Establish Terms of Reference (A Sub-Committee of the Task Force, with a Task Force sponsor and members from the Task Force, City of Guelph staff, and stakeholders). Include mission, scope in terms of stakeholders and sectors, principles and process</li> <li>• Recruit GF members from GHI and other key stakeholder organizations</li> </ul>	<p>Nov – Jan</p> <ul style="list-style-type: none"> <li>• By end of January</li> </ul>	GM
<b>Governance and Finance Sub-Committee Meeting #1</b>	<p>Hold First Meeting of GF Sub-Committee:</p> <ul style="list-style-type: none"> <li>• Develop agenda for first meeting (a workshop) with the GF in early February               <ul style="list-style-type: none"> <li>○ Overview of CEP</li> <li>○ Terms of Reference for the GF</li> <li>○ Progress and Plans on the Core Initiatives, including the stakeholder engagement principles, process and initiatives</li> <li>○ Governance and Finance Plan: discuss scope, define the opportunities for establishing governance structure, coordination of resources and sustainable funding                   <ul style="list-style-type: none"> <li>▪ Framework for Governance Structure to include:</li> </ul> </li> </ul> </li> </ul>	January	GM, TF Sponsor

Key Deliverables August 2009 – January 2010	Key Activities	By When	Who
	<ul style="list-style-type: none"> <li>• Organizational and legal structure</li> <li>• Funding mechanisms</li> <li>• Financial Plan and Strategy</li> <li>• Work Plans</li> <li>• Plan for engaging community and regional leaders               <ul style="list-style-type: none"> <li>○ Include CEP branding in the plan</li> <li>○ Define Next Steps</li> </ul> </li> <li>• Hold workshop</li> </ul>	<ul style="list-style-type: none"> <li>• February</li> </ul>	
<b>Intergovernmental Affairs Sub-Committee</b>	<p>Establish Intergovernmental Affairs Sub-Committee (IA):</p> <ul style="list-style-type: none"> <li>• Define roles and responsibilities</li> <li>• Establish Terms of Reference (A Sub-Committee of the Task Force, with a Task Force sponsor and members from the Task Force, City of Guelph staff, and stakeholders). Include mission, scope in terms of stakeholders and sectors, principles and process.</li> <li>• Recruit IA members from GHI and other key stakeholder organizations</li> </ul>	<p>Nov – Jan</p> <ul style="list-style-type: none"> <li>• By end of January</li> </ul>	GM
<b>Intergovernmental Affairs Sub-Committee Meeting #1</b>	<p>Hold First Meeting of IA Sub-Committee:</p> <ul style="list-style-type: none"> <li>• Develop agenda for first meeting (a workshop) with the IA in early February:           <ul style="list-style-type: none"> <li>○ Overview of CEP</li> <li>○ Terms of Reference for the IA</li> <li>○ Progress and Plans on the Core Initiatives, including the stakeholder engagement principles, process and initiatives</li> <li>○ Intergovernmental Affairs Plan: discuss stakeholders, scope, define the opportunity for developing intergovernmental partnerships</li> <li>○ Include CEP branding in the plan</li> <li>○ Define Next Steps</li> </ul> </li> </ul>	January	GM, TF Sponsor





## Section V: Lessons Learned and Application to Other Communities

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Through the Strategic Planning Process, the Project Team identified a number of critical issues that had a direct influence on the successful implementation of the scale projects and the CEP overall. They are offered as key learnings for Guelph and possible guidance for other communities undertaking similar CEP initiatives. In addition to Decision Partners, the City of Guelph, Guelph Hydro Inc. and the Ontario Centres of Excellence, Centre of Earth and Environment have all contributed to the discussion in this section.

### Observations and Considerations

#### Community Energy Plan: From Vision to Implementation

The City of Guelph, Guelph Hydro, and other community stakeholders had put a considerable amount of time and effort into the development of the CEP. An external consultant was retained to facilitate stakeholder consultation, provide expertise on energy-systems technology and develop the targets specified in the plan. A selection of community stakeholders was involved in the development of the CEP. Once developed, the CEP was shared widely through presentations to various stakeholder groups, the City of Guelph's website and other City publications.

#### CEP – Vision vs. Plan

A key observation on the CEP is that it articulates a long-term energy vision for the City, but does not represent a plan capable of delivering the vision. Without a concrete, measurable strategy, plans and deliverables for each element of the CEP, efforts to achieve the vision may be difficult. For example, it may be impossible to achieve the necessary level of integration and synergy among its many initiatives. In reviewing the CEP, it became evident that the gap between “aspirational” vision and concrete plans had become one of the barriers to implementation. The Project Team also acknowledged that the people responsible for formulating the vision may not necessarily be the best, or only, people to define the implementation strategy and plans and begin the implementation process – that a broader, more diverse group needed to be involved. These fundamental challenges were recognized by Mayor Farbridge, and became the impetus for her, in discussion with GHI and OCE, to request Decision Partners' support in developing the Strategic Plan and Critical Path for the scale projects.

Recognizing these challenges early in the CEP implementation process was critical for Guelph and is something other communities should be prepared to address. Guelph's solution is two-fold: putting a General Manager in place by the end of 2009 and forming the Mayor's Task Force. The Task Force, working under the direction of the Mayor and the General Manager, is charged with developing and beginning implementation of a governance model for CEP, along with making significant progress on three critical leadership elements: governance and finance; communications and stakeholder engagement; and intergovernmental affairs. We hope this approach will serve as a model for other communities.

By identifying the potential for a similar challenge between a vision and ways to implement it, community leaders in other cities could plan for an effective lateral “hand-off” from the visionary leaders, to the strategists and implementers in the community as part of their CEP development process.

#### Guiding Principles

Guiding Principles for an initiative of the size and scope of Guelph's CEP provide the foundation for decision making as the CEP and its various initiatives move from vision to implementation. The clarity of the Guiding Principles is critical, as these will be the foundation on which current and future decision makers make significant decisions that will shape the evolution of the CEP.

While principles for Guelph's CEP are articulated throughout the CEP document, they are not as clear or readily accessible as possible; that is, they are scattered through the CEP document, and not positioned up front as one statement of principles driving the CEP effort. The Project Team agreed that an early assignment for the Mayor's Task Force should be to articulate a clear set of Guiding Principles for the CEP and communicate them broadly with stakeholders and the community. Ideally, these should be validated by stakeholders early in 2010.

Guiding Principles play an important role in the formation of an initiative such as the CEP as they help define the scope, frame and priorities of the overall CEP and the many initiatives within it. They play a critical role in the implementation phase, by serving as a strong base from which leaders can make decisions that shape the future of the CEP and, ultimately, the City and its citizens. Going through the exercise of developing Guiding Principles is highly recommended for all communities undertaking a CEP initiative.

### Inside-Out Vision

The vision articulated in the CEP is largely technical in nature and quantitative in focus, citing, for example, that 35% of the energy reduction will come through the implementation of a District Energy System. The CEP does not fully speak to the important qualitative and social or human components necessary for successful achievement of its goals. Stakeholders at all levels, from the Mayor and Council to Guelph citizens, will have to make decisions to change or adopt new behaviours and actions that will support the achievement of the energy goals defined in the CEP.

In many ways, planning and implementation of the CEP vision appears to have become "inside-out"; that is, it has moved away from ongoing community stakeholder involvement to become more of a reflection of the interests and priorities of expert stakeholders. A more outside-in approach is needed to reflect the views, thinking, interests and priorities of lay stakeholders and community residents. This challenge was clearly identified by the Project Team in the process of developing the Expert Model and the Stakeholder Map. (Please see Section III for details).

The Project Team recognizes that the optimal process for implementing the CEP would bring the expert and lay perspectives together into clear objectives, strategies and plans with milestones that could be shared by all. Because such a process is critical to effective implementation of the CEP, stakeholder engagement – broad community outreach through dialogue and communications – has been incorporated in the plans for each of the Opportunities.

## **Leadership and Governance**

### Strong, Sustained Leadership Support

The Guelph CEP was developed by a select group of community stakeholders and key City staff, under the guidance and with the full support of Mayor Farbridge. The Mayor and Council's strong support for the development of the CEP and their commitment to implementation of this long-term initiative provides a very solid foundation for its implementation. That being said, for an initiative of this scope to succeed, it will require sustained commitment and support of future Mayors and Councils, along with the dedication of key City staff over the long-term. As the Project Team acknowledges, its implementation must transcend day-to-day City business and the limitations of any politician's term of office.

This challenge was recognized by the Project Team and reinforced in the course of developing the Expert Model. As the Model illustrates, CEP Leadership and Governance directly or indirectly influence every major element in the Model. Given its importance, the Project Team decided to add another Opportunity reflecting the need for a strong leadership role through the creation of the position of General Manager – separate from the term of office of the Mayor – to lead the CEP initiative over the long term. The breadth and vision of the CEP, the number of initiatives that currently and in the future will fall within its scope, and the range of stakeholders to engage and coordinate require a central leader and governance

structure to ensure that CEP initiatives are integrated and that optimal resources and processes are in place to achieve CEP goals. (Please see Leadership and Governance Opportunity, page 30.)

Mayor Farbridge noted that the primary role of the General Manager is to be the “Integrator” – the person who spearheads the implementation of the CEP by integrating the efforts of the Mayor, Council and City staff, with those of key community stakeholders responsible for discrete elements of the CEP. The City of Guelph plans to have a person in this key role by the end of 2009.

The role of the “integrator”, as illustrated on page 32, is pivotal to the achievement of Guelph’s CEP goals. A job description will be prepared in the fall of 2009, and may serve as a good guide for other communities.

### A Clear Governance Structure

The need for a clear governance structure was also identified by the Project Team as a fundamental challenge to be addressed immediately. Key to this is the recognition that, while the CEP is sponsored by the Mayor and the City Council, it must be “owned” by the people of Guelph in order to be successful. The scope of the CEP, including its long-term nature, made it difficult to put an appropriate governance structure in place for the next 20 to 25 years. Models that had been proposed were seen to be too limited in scope.

Through multiple discussions led by Decision Partners, the Team recognized that for a long-term, multi-dimensional initiative of the scope and breadth of the CEP, an innovative governance process that evolves as the CEP evolves was imperative. A key observation here was that a third-party facilitator was instrumental in helping the Project Team move forward in their considerations of various governance models. They appeared to have become “stuck” and could not, as a group, get past old governance paradigms. Using the Expert Model as a frame for discussion, the Project Team members engaged in candid and open dialogue about governance challenges and potential solutions and ultimately created a model that is well-suited to the challenge, while working within the limitations of time and resources.

Based on the input from the Team, the Mayor suggested the formation of the Mayor’s Community Task Force, to provide leadership and governance guidance for the CEP for the next two years.

It is important to note that a key responsibility of the Task Force is to make specific recommendations on the governance model going forward at the end of its two-year term. This solution – the Mayor’s Community Task Force – provides the requisite short-term leadership and guidance, while providing a broader community leadership group with the time and parameters they will need to do the work required to formulate the optimal governance model. The Mayor will chair the Task Force, thus demonstrating her personal commitment to the CEP, while providing hands-on leadership. The work of the Task Force will be supported by a strong General Manager, who will have primary responsibility and accountability for the achievement of the Task Force’s and its sub-committees’ objectives. (For more information on this initiative, please see the Leadership Governance Opportunity and Plan on page 32). The formation of a similar group, chaired by the Mayor, supported by a full-time General Manager, with a short-term mandate and clear deliverables is recommended for other communities undertaking similar initiatives.

### Clearly Defined Roles and Responsibilities.

The complexity of the CEP and its initiatives require that the actions of all playing a leadership role – the Mayor, senior City staff, the Community Task Force Members, GHI District Energy initiative leaders, and others – must be guided by clearly defined, well understood and accepted roles and responsibilities in order to ensure optimal integration and execution of the CEP initiatives. Alignment on the stakeholder engagement and communications about the CEP, its specific initiatives, and results both within the City of Guelph and beyond must be assured. As Mayor Farbridge notes, all must perform like an orchestra, understanding the score in the same way and playing in perfect harmony.

To achieve this alignment, at least for the first two years, the Mayor's Community Task Force, working under the direction of the Mayor, will support the General Manager in the development of clear roles and responsibilities for all of the key players. The General Manager will assess the evolution of these roles and responsibilities and ensure that the Mayor and Task Force are apprised of gaps or challenges that need to be addressed.

The General Manager will also ensure that roles and responsibilities of the City of Guelph key staff are updated to incorporate their CEP responsibilities. The implementation of the CEP will touch on virtually all aspects of the City's organization. Successful achievement of the CEP goals will require a high degree of strategic cooperation among City departments.

Given the challenges of coordinating and integrating both internal and external participants in the realization of a CEP, the Project Team recommends other communities consider putting a well qualified and experienced person in the role of General Manager early in the implementation phase.

### Initiatives vs. a Synergistic System

In the Guelph CEP, the core initiatives are treated as more or less discrete elements – a necklace of initiatives rather than an interdependent system. At present, it is difficult to determine the relationships of the initiatives and, consequently, it is hard to prioritize them in a strategy. A key strategic planning question is, for example: if the City of Guelph was to start with only one initiative, which would have the highest likelihood of succeeding, and have the greatest synergistic effect in combination with the other initiatives?

Given the scope and complexity of the CEP goals, a systems approach to integrating discrete elements of the initiative would be beneficial. As a resource for strategy, planning and communications, it would be advantageous to illustrate the inter-relationships, influences and synergistic effects on the CEP elements. A technical Expert Model could be developed in the form of an influence diagram, similar to the Expert Model: *Influences on Implementation of the Guelph Community Energy Plan* (shown on page 24) or in another format that depicts the system represented by the elements and their relationship. The City of Guelph's CEP certainly lends itself to this form of assessment now, as the City moves into the implementation phase. Other communities might prefer to develop their system picture early in the development of their CEP, and use it as a decision tool for establishing priorities among the various initiatives identified.

### **Stakeholder Engagement**

Through the process of developing the Expert Model, the Project Team determined that stakeholder engagement throughout the design and implementation of the various CEP initiatives is critical to its success. The following offer some considerations for improving stakeholder engagement in Guelph that may be appropriate for other communities to consider.

#### A Comprehensive Stakeholder Engagement Process, Strategy and Plan

Achievement of behavioural outcomes or goals, as identified above, must be supported through a comprehensive stakeholder engagement process, strategy and plan. As mentioned, communications is the most powerful influence on people's judgment, decision making and action. A strong stakeholder engagement process, strategy and plan can help ensure the early, iterative and sustained engagement with a wide range of stakeholders necessary to realize the vision of the CEP and the successful implementation of the scale projects.

Through the process of developing the Expert Model, the significance of stakeholder engagement to the successful achievement of the CEP scale projects was reinforced. To that point, outreach to and engagement with stakeholders on the CEP had been somewhat constrained to a core group of key stakeholders. The need to broaden and deepen stakeholder engagement to encompass key players from

provincial and national stakeholders, to Guelph citizens, was clearly identified by the Project Team. To that end, the scope and breadth of expert stakeholders invited to the Validation Workshop in June was expanded. Workshop participants underscored the need to develop and sustain a strong stakeholder engagement process, supported by communication, throughout the implementation of the CEP. The Project Team has identified stakeholder engagement as a key component – with measurable deliverables – of all of the Opportunity Statements.

It is recommended that Guelph adopt state-of-the-science strategic communications and stakeholder engagement processes, methods and tools going forward. Guelph should model this process in all of its communications and outreach efforts and document and measure its efforts. By so doing, Guelph can model optimal stakeholder engagement and communications within the City and for other communities and contribute to the evolving science of stakeholder engagement and community participation.

#### Behavioural Goals for Stakeholder Adoption of Plan Elements

The CEP clearly articulates quantitative targets for reduction in energy consumption and greenhouse gas emissions for the City of Guelph, as well as technology-related strategies for achieving these targets. To support the achievement of these targets, there is the need to clearly articulate objectives and plans for achieving the qualitative outcomes and behavioural change required; namely, stakeholder adoption of these strategies.

Such strategies must comprise the CEP agenda for change and development in communities and among stakeholders. Clarity around the desired behaviours, with measureable outcomes, must be clearly defined in all implementation plans. It is important to recognize that nothing new can happen; that is, no adoption of the new desired actions on specific plan elements by citizens and stakeholders can occur until people's behaviour changes. The key is that decision making precedes or parallels behaviour, and both are influenced most by communications of all kinds – words and deeds.

Shifts in people's knowledge and attitudes, while interesting, are not sufficient demonstrations of progress on achieving strategies and plans. For example, in 2007, the City of Guelph implemented its Porch Light Initiative, in which approximately 40,000 low energy lightbulbs were delivered to residents. The key question, from an adoption perspective is: how many people took the lightbulbs and replaced higher energy bulbs with the new ones; in other words, how many people changed their behaviour? And how will Guelph track and measure if that behaviour is sustained; that is, if people buy more low energy bulbs in the future, resulting in energy savings for the City?

The Project Team recommends that targeted outcomes or results of strategies and communications be expressed in measurable, behavioural terms highlighting what new actions could be observed and beliefs understood. Communication strategies must be implemented systematically, with messages and means that have been pre-tested to assure they will have their intended influence on assuring adoption.

It is recommended that as Guelph goes forward to implement the various CEP initiatives, clearly defined behavioural outcomes should be identified as deliverables as part of all plans, and measured and reported along with the technical energy savings data. This recommendation would be similar for any community undertaking a CEP initiative.

## Appendix A: Glossary

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**Community Energy Plan:** is a long-term look at how a community uses energy, to identify future energy needs for a growing municipality and to guide future efficient and sustainable energy use in the City.

**District Energy:** is the technology for providing thermal energy from a central plant to multiple users by a pipeline distribution system. (Canadian District Energy Association, 2009)

**Expert Model:** is a Strategic Communications tool that illustrates and summarizes the relevant knowledge about complex issues and their relationships within a decision-making system.

**Opportunity Statement:** identifies a critical opportunity within the project scope that is directed towards achievement of a desired outcome. It focuses on a measurable outcome, identifies what is to be accomplished by when, and defines process deliverables, communications outcomes, roles and responsibilities.

**Stakeholders:** are any individual, group, or organization that may affect, be affected by, or perceive itself to be affected by the decisions of others. Decision makers are considered stakeholders in the decision-making process

**Stakeholder Map:** is a Strategic Communications tool that identifies the range of stakeholders related to successful decision making or project implementation.

**Strategic Communications:** is the purposeful process of skilled interaction supported by appropriate information to enable well-informed decision making and action.

## **Appendix B: Community Energy Plan Executive Summary**

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### **City of Guelph Community Energy Plan Final Report**

**April 2007**

**Prepared by Garforth International LLC, in collaboration with Owens Corning,  
MVV Energie AG and Remmer Consulting**

#### **Executive Summary**

For over two centuries, the ready availability of low cost energy has allowed the world's industrialized countries to achieve unprecedented levels of well being and prosperity. Recent dramatic increases in costs and price volatility are putting the spotlight globally on how effectively we use energy. The rapid growth of China and India is putting further pressure on the world's energy supplies and climate. Despite its plentiful energy resources, Canada is increasingly exposed to the full force of the global energy market pressures and can look forward to energy costs trading upwards combined with pricing uncertainty.

The evidence is growing that the human use of energy is causing greenhouse gas emissions that are beginning to have significant effects on the climate. Recent opinion polls indicate that this is now viewed as the most critical issue for most Canadians, underlined by the renewed political commitment to meet international greenhouse gas emissions targets.

Over half of the world's population lives in cities, and in Canada that proportion is closer to 80%. Of all the energy used in Canada, over half is for buildings, homes, and transportation within cities. Homes and buildings use over 30% of all energy in the country and consume more than half of all the electricity. Cities are increasingly recognizing that the quality of life and competitiveness will in part be driven by how effectively they manage the use of their energy and water resources.

Guelph's leaders recognized the growing importance of effective management of energy and water to the economy and environment, and in 2004 formed a Consortium to proactively develop a community energy plan. The Consortium represents all facets of the community including the administration, academia, business, the gas and electric utilities, and other community groups. In 2006, the Consortium decided to formalize a long-term Community Energy Plan (CEP) which would guide the City's energy future for years to come. The CEP team had a balanced mix of local and global expertise ensuring the Plan incorporated the best elements of urban energy management from around the world.

Guelph, with its current population of 115,000, plus an additional 18,000 students during the academic year, is a thriving town well situated in the "Golden Triangle", an area to the west of Toronto that is attracting significant growth. Guelph's population is expected to grow to 180,000, probably within its current boundaries, supported by significant commercial and industrial development.

In rough numbers, the growth will add about 20,000 homes and somewhere between 400,000 and 500,000 square meters of non-residential construction, along with significant industrial growth.

To support this growth, the city has made a commitment to implement an energy plan that will ensure the long-term competitiveness and environmental performance of the city. The Guelph CEP was developed to be much more than an inspirational statement. It was created very much with implementation in mind. For this reason the team looked at success stories from the USA, Canada and Europe to adopt the best



ideas that had clearly worked elsewhere. All of these success stories underlined the need to take a long-term, multi-decade view and to have community leadership that ensured long-term, consistent implementation of the basic strategies year after year. Another key element was to see the energy supply of the city as an integrated whole.

The overall vision of the CEP is simple:

***Guelph will create a healthy, reliable and sustainable energy future by continually increasing the effectiveness of how we use and manage our energy and water resources.***

This vision is supported by five goals that focus on the CEP's role in attracting quality investment, in ensuring reliable and affordable energy, in reducing environmental impacts, in enhancing Guelph's competitiveness, and in aligning public investment with the CEP. Each has recommended long-term measurements detailed in the Plan.

- ***Guelph will be the place to invest, supported by its commitment to a sustainable energy future.***
- ***Guelph will have a variety of reliable, competitive energy, water, and transport services available to all.***
- ***Guelph energy use per capita and resulting greenhouse gas emissions will be less than the current global average.***
- ***Guelph will use less energy and water per capita than comparable Canadian cities.***
- ***All publicly funded investments will visibly contribute to meeting the other four CEP goals.***

Successful delivery of these goals brings tangible financial and other benefits to residents, local business, the city administration, developers and builders, banks and investors, and the energy suppliers.

Guelph was an early pioneer in the development of community energy solutions by being a key player in developing municipal energy distribution in Ontario 100 years ago. Taking the lead for the next 100 years is entirely consistent with this tradition. Today the city covers about 86,000 km<sup>2</sup>. The population of 115,000 is estimated to grow by at least 2% per year to approximately 180,000 by 2031. Residential growth will be from a mixture of redevelopment in some older areas, and new development on greenfield sites. Industrial and commercial developments are planned in six areas around the city.

Today, Guelph uses a total of 6,030 gigawatt hours of equivalent energy (GWh<sub>e</sub>) from fuels of all types, or 52.45 megawatt hours of equivalent energy (MWh<sub>e</sub>) for every inhabitant of the city. If the heat wasted in the production of electricity for the city is included, the total rises to 8,475 GWh<sub>e</sub> or 73.71 MWh<sub>e</sub>/capita. This is the energy directly consumed in the cities buildings, vehicles, and industries, and does not include energy used in ships, airplanes, long-haul freight or other transportation. In general, the Guelph CEP focuses on the energy directly used in the city as this can be more easily influenced by community action. In 2005 a total of 19.2 million cubic meters of water was pumped and treated. Lost water totaled approximately 14 percent of all water pumped. The average daily water demand was 52,579 cubic meters.<sup>9</sup>

This use equates to 230 to 250 litres per equivalent population per day for household uses.

Guelph's climate, with over 4,352 heating degree days compared to only 180 cooling degree days, puts a high demand on space heating, and the Plan addresses the heating alternatives in some detail.

The CEP was developed using the following priorities:

- Maximize the energy and water efficiency for buildings, vehicles and industry.

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<sup>9</sup> [http://guelph.ca/uploads/ET\\_Group/waterworks/Waterworks\\_Summary\\_Report\\_2005.pdf](http://guelph.ca/uploads/ET_Group/waterworks/Waterworks_Summary_Report_2005.pdf)

- Maximize use of heat generated in electricity generation and existing industrial processes.
- Incorporate as many renewable energy sources as feasible.
- Team with the existing electricity and gas networks to avoid wasteful duplication of assets.

Cities that systematically implement these principles year after year typically have energy levels at least half of the current levels of Guelph, with all the associated economic and environmental benefits that this brings.

On the first priority, efficiency, detailed assessments were made of the present 33,000 homes and 1.7 million m<sup>2</sup> non-residential buildings by age and energy use. The needs for the future industrial energy use and transport fuels use were similarly assessed.

Following these priorities, the CEP recommendations are:

***Use efficiency to create at minimum all the energy needed to support the growth of the residential sector.***

It is feasible to add about 20,000 homes with no net increase in energy needs and this is the recommended target. Ontario recently passed stringent new energy efficiency building codes that will be fully in force by 2012. The CEP is recommending that the city explore incentives and other approaches to immediately implement the full code. This alone, combined with energy efficiency requirements on major residential renovations creates all the energy needed for growth.

From 2012 onwards, the CEP is recommending a steady annual improvement in energy efficiency of about 1% per year, which by 2031, would be a level that aligns with global best practice from Scandinavia and Germany.

***Use efficiency to create all the energy needed to support the growth of the commercial and institutional sectors.***

Similarly, all the energy needed to support the entirety of the growth of commercial and institutional buildings energy needs can be met by the same combination of immediate implementation of the new codes and efficient renovation.

***Adopt an energy performance labeling scheme for buildings as a voluntary initiative for the city, teamed with Natural Resources Canada and a local mortgage bank, to act as a pilot for the whole of Canada to gain about 5% incremental delivered efficiency.***

The CEP is recommending that all new and existing buildings have an Energy Performance (EP) Certificate that guarantees the building's energy consumption in normal operation at the time the building is sold or even rented. There is no Canadian EP Certification at present. It is the subject of much discussion at a Federal level in Canada, and the recommendation is to offer Guelph as a national pilot.

The recommendation is to model around an emerging approach being discussed in Canada that is an amalgam of the Canadian Energy Guide and the European Union approach.

The experience in other jurisdictions is that this stimulates somewhat higher quality buildings and a certain amount of "efficiency competition" between developers.

***Add to Guelph's attractiveness for quality industrial investment by offering world class tailored energy services and achieve annual investment growth rates higher than the underlying population growth, with no overall increase of the primary energy needed to serve the first fifteen years of growth.***

Increasingly, industrial investors are looking at energy services as a key part of their decision on where to invest. The CEP is recommending developing tailored energy services for selected industrial

development areas that not only deliver gas and electricity, but also selectively deliver other energy forms such as compressed air, process steam heating and cooling, etc.

***Meet Guelph's growing transport requirements while reducing the transportation energy use by 25%, using sensitive urban design, effective alternative transport options, and encouraging vehicle efficiencies.***

Transport fuels collectively represent 30% of all the energy used in Guelph, and account for a huge 45% of all the greenhouse gas emissions caused by the city. The CEP recommends a multi-pronged approach that includes various measures to encourage more efficient vehicles, urban design that reduces vehicle journeys, and focused attention on appropriate competitive mass transit.

Many of these measures were already being developed in detail in Guelph's wider transport and urban planning. The CEP is underlining the importance of their success in order to meet the overall energy and climate change goals.

***Incrementally create energy distribution architecture in Guelph that will allow the majority of the city to be served with fuel choices that optimize cost, availability, and environmental impact long into the future.***

Over the coming years major changes will happen in energy and environmental legislation, fuel availability, the viability of emerging alternative energy technologies and their relative costs. To be able to achieve maximum benefit from these changes, the CEP is recommending a stepwise development of district heating networks covering the higher density areas of the city to supply space heating and domestic hot water. These networks also provide an efficient and economic way to distribute heat from a variety of existing and new energy sources.

In evaluating benchmark cities such as Mannheim or Copenhagen, we find that a common feature of these very efficient and reliable energy and water systems was the existence of all energy services being supplied by a single company. This avoids the inefficient use of primary fuel, and allows a rational integration of alternative energy sources. The CEP is recommending this approach.

***Within fifteen years, at least a quarter of Guelph's total energy requirement will be competitively sourced from locally created renewable resources.***

The challenge around climate change will increasingly turn the focus on renewable fuels as a viable and essential way to reduce greenhouse gas emissions. Currently, the economic value of greenhouse gas reductions is zero, but this is likely to change as various market mechanisms come into force.

The CEP is strongly recommending a target to install the equivalent of a "Thousand Roofs" of solar photovoltaic electricity.

The heat demand of the area makes it a natural fit for integrating bio-mass heat sources combined with district heating to provide about 10% of the base load heat needs through the winter. The local wind quality makes energy from turbines marginal under the current technology. Last but not least, the growing need to find environmentally acceptable ways to manage municipal waste merits a rigorous assessment of the waste-to-energy potential.

***Target – At least 30% of Guelph's anticipated electricity requirements will be associated with Combined Heat and Power (cogeneration) by 2031.***

As the city's energy evolves to include more district energy, it begins to include small and medium scale combined heat and power installations. Today Guelph's 1,627 GWh annual electricity use in reality uses 4,074 GWh<sub>e</sub> of fuel, the difference being lost as heat, creating non-productive costs and significant

greenhouse gas emissions. By implementing CHP within larger developments, much of this heat can be effectively captured and used, creating major cost and environmental benefits. The CEP recommendation is to proactively seek CHP projects with a total electric capacity in the 75 to 100 MW range with a comparable level of heat recovery.

***Guelph will reduce the magnitude of the summer grid electrical peak by at least 40% by 2031 to avoid the need for investment in new electrical infrastructure to serve the growth of the city.***

One of the consequences of growing prosperity and the norms of new construction is the increasing use of air-conditioning, even though climatically there is relatively little need. The result is very high electrical demands for a few hours a day during the summer months. This peak drives substantial investments in underutilized generation, transmission and distribution assets by the electric utility.

The cumulative effect of many of the preceding measures including efficiency, cogeneration, heat recovery and solar PV will moderate and reduce the peak.

***Guelph will systematically create an integrated energy metering, billing and management network across the entire city to allow cost-effective management of all energy forms.***

The energy breakthroughs foreseen by the CEP arise as a result of seamless integration of energy efficiency along electrical, gas and district heating networks, with a flexible and, over time, changing mix of renewable and non-renewable energy sources. Such an approach requires a high degree of management and data sharing across the different parts of the system to deliver maximum benefit. The recommendation is to establish a common data management and metering architecture within the city.

***Guelph will implement large area high-efficiency Scale Projects that accelerate progress towards a successful implementation of the CEP by creating early success and developing a deep pool of community expertise.***

All too often, CEPs fail to deliver due to a lack of sufficient scale and early success. The Consortium was committed to make sure that did not happen in Guelph. As a result, the CEP is recommending implementing neighborhood energy plans in relatively large, but bounded areas of the city.

The plan is calling for the early identification and implementation of Scale Projects. Some specific ideas are included as part of the CEP, and include various business and industrial areas, the greenfield mixed use developments targeted for the south of the city, the University of Guelph Campus as a whole, and the revitalization of the St. Patrick's Ward. These are offered as viable examples of potential Scale Projects.

The CEP also recommends elements that will ensure long-term successful implementation. Many Federal, Provincial and local programs exist and the CEP is recommending the City maintain information and offer assistance to capture as many of these resources as possible. The Consortium clearly recognizes that some of the measures proposed will require adjustment or interpretation of regulatory or other legal constraints, and is committed to clear these kinds of market barriers wherever possible. Since many of these challenges will be of interest beyond Guelph, the CEP is suggesting that Guelph can be a national prototype as these market and regulatory structures emerge. A high priority in this area will be to establish the market framework of a municipal energy service organization that is structured to ensure the highest reliability, least cost and least environmental impact energy services of all types.

Guelph's elected officials, business community, financial institutions, neighborhood groups, utilities, architects, developers, construction industry, academia and the city administration are clearly committed to the vision, goals, recommended actions and progress of the CEP as a key measure of Guelph's overall success in becoming a world class city in which to live, work and play.

In support of this, the CEP is recommending that community and neighborhood groups become instrumental in ensuring Scale Projects are sensitively implemented and the energy and environmental goals are fully achieved. The CEP also presents an amazing opportunity for the University of Guelph and

other colleges to build on the city's commitment to the CEP by developing specialist areas of study, training and research, such that Guelph will become a center of excellence on the theory and practice of sustainable urban development.

The goals that the CEP has established are intentionally very aggressive and are generational in nature. The CEP is strongly recommending the city put in place a regular reporting system to track the progress towards the goals and to share best practices with the community, both through conventional and electronic media, and as a regular topic at City Council Meetings.

Guelph is already blessed with a number of commercial, non-profit and general interest groups as well as individuals working towards sustainability, energy efficiency and alternative energy in some way. The CEP made a first step to create an inventory of some of these resources, and this should be the basis of a developing resource database.

Despite the anticipated growth of the population and increase in economic activity, the overall fuel use required by the city to deliver all its energy service will actually decrease from today's total of 8,475 GWh<sub>e</sub> to 6,135 GWh<sub>e</sub> in 2031. This represents a decrease of greenhouse gas emissions, currently at an estimated 16 tonnes per inhabitant, to about 7 tonnes. This is still some distance from the ambitious goal, but at a level that is clearly putting Guelph among the top energy performers in the world.

At the same time, Guelph will take its place as one of the most competitive and attractive cities in Ontario and Canada, with a core energy productivity expertise that will be sought out around the world.

## Appendix C: Decision Partners: Creating High Value Results by Understanding and Focusing Decision Making

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Success often depends on how well leaders address the decision making of key groups, both inside and outside their organizations. Such groups can include citizens, customers (current and prospective), employees, community residents, regulators and special interest groups.

The stakes for people's decisions can be high when it comes to:

- Addressing environmental hazards and impacts.
- Shaping public policies.
- Successfully managing patient and public health risks.
- Assuring the success of beneficial new products or services.
- Changing management or industrial practices.

Decades of research and experience show that decision making is primarily influenced by initiatives and communications; that is, deeds and the messages about them. Too often, however, strategies for both are driven by intuition and myths about people's thinking, beliefs, and how people will process communications. To perform as intended, strategies and communications must be based on deep insight into people's full thinking about the topic or issue.

At Decision Partners®, we provide the requisite insight, guidance and services to help assure the success of strategies and communications intended to explicitly address people's decision making and behaviour.

An international team of management professionals and scientists, we are the global leader in science-based methods for understanding people's thinking, interests and priorities in-depth and focusing their decision making through communications. Our methods draw from current understanding in the relevant academic disciplines, including decision science, risk perception, risk communication and innovation science. Our hallmark is our exceptionally broad experience in integrating expert-level knowledge with that of non-experts to produce well-informed strategies and communications.

### ***Expertise in Addressing Energy-Related Behaviour and Challenges***

Decision Partners has worked on or is currently working on a number of energy-related challenges. Some recent challenges, successfully addressed, include:

- Designing and supporting the implementation of science-based multi-channel, approach to stakeholder engagement for several companies and energy-related associations.
- Working with a major electricity association to develop an appropriate strategy and communications for its members to use when communicating for the first time with community residents about the air emissions from their power plants and the impacts on health and the environment.
- Attaining community support for license renewal for two U.S. nuclear power plants, as well as numerous power plants, wind facilities, transmission lines and sub-stations in Canada and the US.
- Coaching, training and supporting Project Teams of major utilities on design, development and implementation of stakeholder engagement processes, as well as policies and plans, for new project developments.
- Gaining community support for the siting of a natural gas transmission pipeline. The community dialogue process we designed was applauded by the Federal Energy Regulatory Commission.

- Working with a provincial power association to identify stakeholder interests and priorities regarding the future energy mix for Ontario, including the risks, benefits, and tradeoffs of each of the fuel source options.
- Integrating Decision Partners' experience and expertise with that of key researchers around the world, into a systematic approach for addressing the challenges of individual, group or community objection to energy and industrial facilities or infrastructure siting, objection which we have called "social friction". Developing methods and tools to help electricity planners and proponents effectively and proactively minimize the potential for social friction.
- Supporting both public and private organizations focused on new and evolving energy technologies, by applying our state-of-the-science innovation and stakeholder engagement processes, methods and tools early in the innovation process.

### ***Our Client Partners***

Working independently, or with a member of our growing network of professionals, we serve commercial, government, and not-for-profit organizations internationally. Our experience spans a broad spectrum of such organizations in major sectors, including automotive, chemical, consumer products and services, defense, energy, environmental management, forest products, health care, information systems/technology, mining, plastics and transportation.

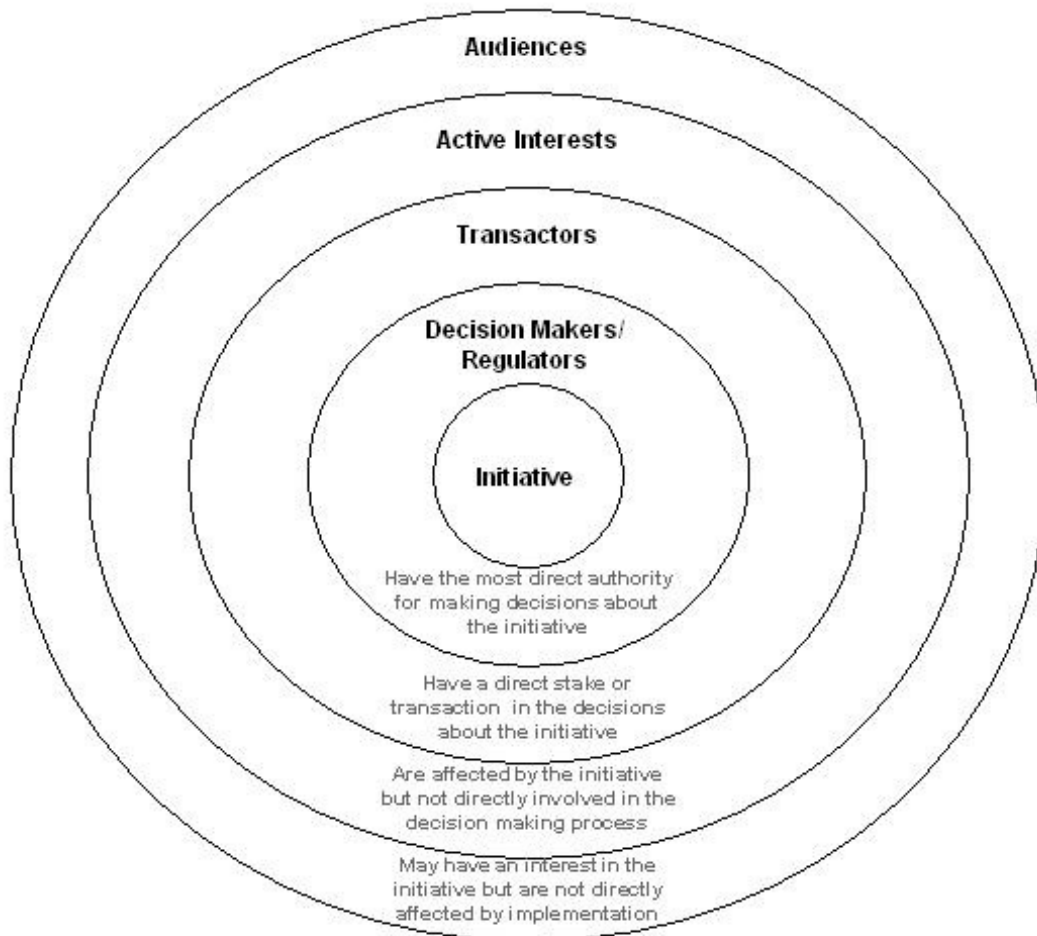
**Contact information:** For more information about Decision Partners, our capabilities, services and experience, please contact: Gordon Butte or Sarah Thorne at 1-877-588-9106 or [gbutte@decisionpartners.com](mailto:gbutte@decisionpartners.com); [sthorne@decisionpartners.com](mailto:sthorne@decisionpartners.com).

## Appendix D: Strategic Planning Templates

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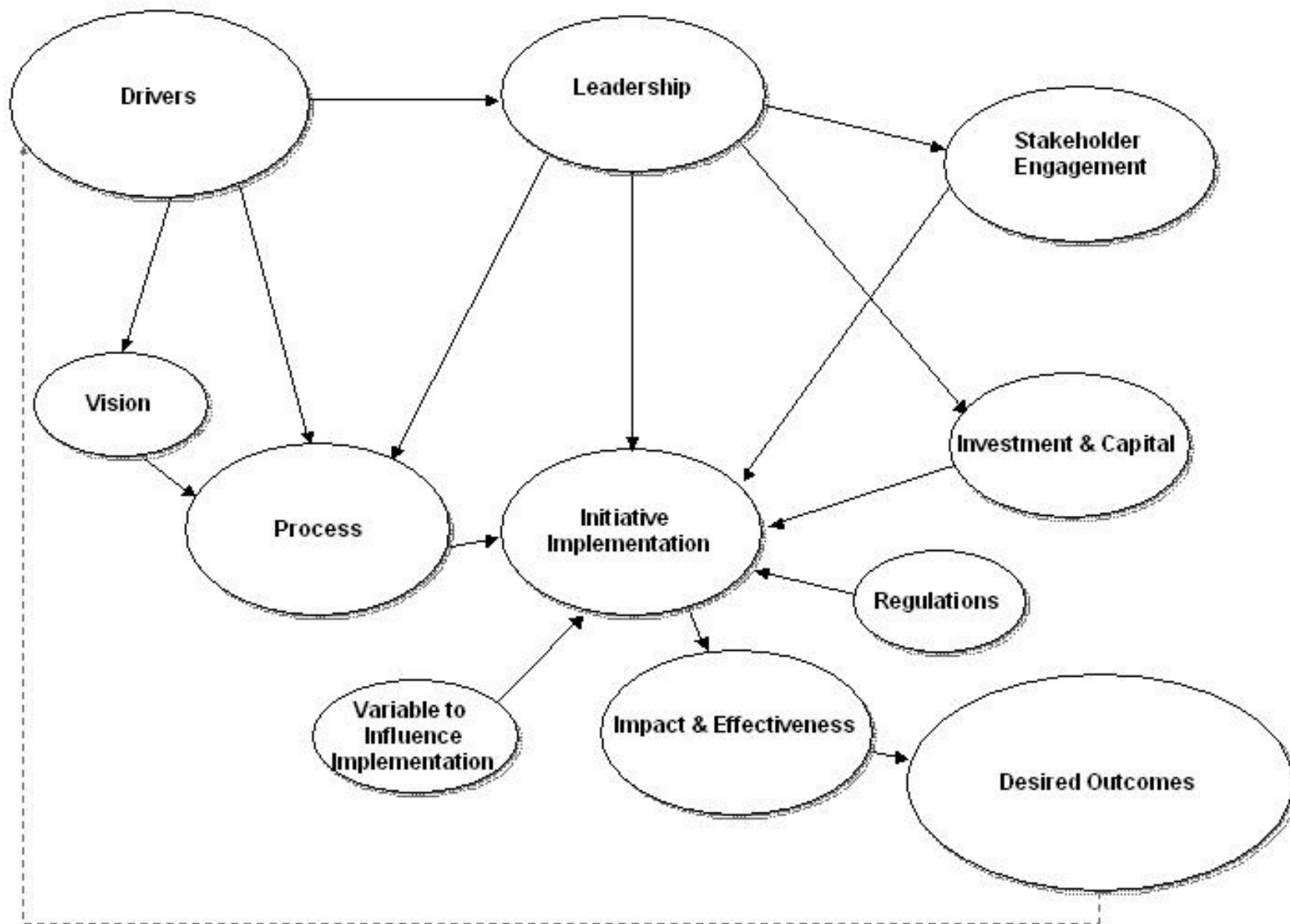
The following templates provide a basis for developing a more detailed Stakeholder Map and Expert Model for Implementing a community energy initiative. The Stakeholder Map template includes definitions of each level of stakeholders. The Stakeholder Map can be general, as the one developed for the Guelph CEP, or it can be tailored to a specific initiative. Appendix I provides more information about using a Stakeholder Map for Strategic Communications. The Expert Model template provides the foundational variables to influence the implementation of a community energy initiative. These variables will need to be tailored, and perhaps others added, to appropriately capture the specific context and circumstances in each municipality. See Appendix I for more detail about Expert Models.

### Stakeholder Map Template





**Expert Model Template for Implementing a Community-Based Initiative**



## Appendix E: Strategic Communications

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### The Strategic Communications Process

Decades of empirical research in risk perception, risk communications, stakeholder engagement and consultation, in addition to extensive experience, suggest that the following activities encompassed in seven key steps can represent a robust process for guiding the design and implementation of effective communications.<sup>10</sup>

The process steps are:

1. Define the Opportunity
2. Characterize the Situation
3. Assess Stakeholder Perceptions of the Risks, Benefits and Tradeoffs
4. Assess How Stakeholders Perceive the Options
5. Develop & Pre-test Strategies, Communications Plans and Messages
6. Implement Communications Plans
7. Evaluate Communications Effectiveness

#### ***Step One: Define the Opportunity***

In this step, the project and process and goals – or outcomes – are identified. A multi-functional project team is established.

The Opportunity Statement is developed to describe (or frame) the project scope and desired outcomes. One goal for drafting an Opportunity Statement is to build shared understanding among team members – and with team sponsors – about the scope of the opportunity, primary challenges, and possible strategies for addressing them. Process deliverables and communications outcomes are defined explicitly. Identifying how the process and outcomes will be measured or evaluated is also an important activity.

In this Step, team member roles and responsibilities are assigned or clarified. Potential stakeholders are identified. Documentation requirements and the documentation process are also defined. This task helps ensure transparency and enables continuous learning and improvement.

#### ***Step Two: Characterize the Situation***

Two critical activities are typically involved in this Step: Integrating Available Knowledge and Developing a Stakeholder Hypothesis.

If the project and communications about it are to be authoritative, they must reflect the best available understanding of the situation. Technical experts (scientists, engineers) will have much of that knowledge, but so may dedicated practitioners and lay stakeholders. Note that stakeholders are the experts in what matters to them.

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<sup>10</sup> The process also represents a synthesis of state-of-the science approaches created by risk communication experts in several jurisdictions, including Canada, the United States and Australia/New Zealand.

One method for integrating knowledge is through the development of an *expert model*. These models provide a formal representation of how situations are understood, capturing the range of legitimate opinion and uncertainty. The objective here is to capture a range of views on a topic, not to force consensus. Expert models are essential management and communication development tools. Done well, they capture and integrate the broad range of critical knowledge across the system. A common form of depicting the model is an *influence diagram*, which represents understanding in terms of variables and the relationships among them, as they relate to the outcomes of interest to stakeholders.

The next task for the team is to begin to identify a list of stakeholders that might be affected by the opportunity, or have an interest in it, and develop an hypothesis of their interests and priorities about the topic at hand.

Stakeholders can be defined as any individual, group, or organization that may affect, be affected by, or perceive itself to be affected by the decisions of others. Decision makers are considered stakeholders in the decision-making process.

Stakeholders represent a “community”; that is, people who share a common interest. They may feel strongly that decisions made about the topic will in some way influence their lives. Consequently, they may see themselves as having a “stake” in decision making about the topic and expect to have a “say” in how it is addressed.

A Stakeholder Map is a Strategic Communications tool that the team can use to identify the range of stakeholders related to successful decision making or project implementation. See Appendix D for a Stakeholder Map template.

### ***Step Three: Assess Stakeholder Perceptions of the Risks, Benefits, and Tradeoffs***

Using formal and informal research methods appropriate to the task, stakeholder needs, issues, interests, and priorities are determined. Formal research can include individual focused interviews, such as those typical in mental models research. Informal research can include semi-structured conversations with a few key stakeholders.

In all research, the emphasis is on revealing and characterizing in-depth stakeholder thinking. Stakeholder interests and priorities regarding the issue(s) being managed are typical focal points for research. Understanding stakeholder beliefs and the underlying rationale for beliefs, along with their values, interests and priorities are critical components of any research conducted during this Step.

To identify appropriate communications strategies, plans, and messages, the thinking of particular stakeholder groups can be compared to the expert model developed in Step 2. This comparison will reveal critical gaps in stakeholder thinking vs. that of the “experts” that can be addressed through communications.

### ***Step Four: Assess How Stakeholders Perceive the Options***

In this Step, research results are used to help understand how stakeholders perceive the various options being considered by the team, including the benefits and risks each entails. Understanding how stakeholders weigh the risks, benefits, and tradeoffs inherent in various options becomes important to the team in designing the strategies and the communications that will enable them.

Reflecting what is learned through research in Step 3, the multi-functional team refines the measurable communication outcomes developed in Step 1 when the opportunity was framed. Outcomes are typically defined in behavioural terms; that is, what stakeholders should think, feel, and do as a result of communication. Outcomes for broader stakeholder engagement are also defined at this point.

### ***Step Five: Develop and Pre-Test Strategies, Plans and Messages***

Communications strategies, plans and messages are developed based on insights gained from formal and informal research into stakeholder thinking generated in Step 3. Messages are tailored to the critical decisions being addressed by stakeholders, emphasizing the information stakeholders need but do not already have, in order to make well-informed decisions and take appropriate action.

Written communication plans that detail messages, materials, and the appropriate media to reach and address stakeholders are prepared. In order to ensure that strategies, plans and messages will perform as intended, all are empirically tested before deployment. Pre-testing methods include particular task-suited consultation activities, as well as formal testing research. Consultation and pre-testing can also help identify stakeholder acceptability of proposed options, plans and actions. It can also bring to light outstanding opportunities or issues and provide insight into how to address them.

### ***Step Six: Implement Strategic Communications Plans***

The strategic communications plans are implemented in this Step.

Strategic communications materials are refined based on pre-test results in Step 5 and produced. One use of these materials is to support team members (and possibly others) as they engage individuals and groups in dialogue as part of the broader stakeholder engagement activities. In this Step, it may be advisable to select and train additional people to conduct dialogue on the topic and options related to the topic.

Strategies and communications are adapted and modified as necessary as the stakeholder engagement process evolves. Materials and messages may need to be revised, upgraded, supplemented and/or released in other forms over several rounds of activity in order to achieve the team's strategic communications goals. The implementation phase may also prompt new discussions or unanticipated questions. The ability to respond quickly to both can be key to furthering stakeholder understanding and action.

### ***Step Seven: Evaluate Strategic Communications Effectiveness***

Evaluation is consistent with best practices in strategic communications and continuous improvement.

After at least one cycle of strategic communication effort is completed, the team evaluates the effectiveness of the process and the quality of outcomes. Formal and informal evaluations are made based on the objectives set in Step 1. A variety of measures can be made. Measurement results are used to make recommendations about improving the strategic communications process and specific activities within it. They may also be used to modify communications strategies and messages.

## Appendix F: Project Team Members

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### CEP Strategic Planning Process: Project Team

Mayor Karen Farbridge, Mayor, City of Guelph  
Hans Loewig, Chief Administrative Officer, City of Guelph  
Janet Laird, Director of Environmental Services, City of Guelph  
Jim Riddell, Director of Community Design and Development Services, City of Guelph  
Rob Kerr, Community Energy Plan Program Manager, City of Guelph  
Art Stokman, President, Guelph Hydro Inc.  
Ian Miles, Vice President, Business Development and Chief Financial Officer, Guelph Hydro Inc.  
Mark Unsworth, Vice President Sustainable Energy Solutions, Guelph Hydro Inc.  
Doug Wright, Managing Director, Ontario Centre of Excellence  
Don Lewis, Director, Business Development, Ontario Centre of Excellence  
Jaime Doran, Manager, Business Development, Ontario Centres of Excellence  
Sarah Thorne, Principal, Decision Partners  
Gordon Butte, Principal, Decision Partners  
Tanya Darisi, Senior Research Associate, Decision Partners

## Appendix G: Think Tank Workshop Agenda

### AGENDA

#### Guelph Sustainable Community Energy Project Think Tank Workshop #1

**Location: Committee Room C – Guelph City Hall**  
**8:30 a.m. – 4:00 p.m.**

#### **Sponsors:**

Mayor Karen Farbridge, Mayor, City of Guelph  
Janet Laird, Director of Environmental Services, City of Guelph  
Don Lewis, Director Business Development, Ontario Centres of Excellence  
Ian Miles, Vice President, Business Development and Chief Financial Officer, Guelph Hydro  
Jasmine Urisk, Acting Chair of the Board, Guelph Hydro

#### **Participants:**

Lloyd Longfield	President & CAO	Guelph Chamber of Commerce
Tony Mizzi		Guelph General Hospital
Tom Krizsan	President & CAO	Guelph Development Association
Don Drone	Director of Education	Wellington Catholic District School Board
Mike Annable		
Janet Laird	Director of Environmental Services	City of Guelph
Jim Riddell	Director of Community Design and Development Services	City of Guelph
Peter Cartwright	General Manager of Economic Development	City of Guelph
Hans Loewig	Chief Administrative Officer	City of Guelph
Ian Miles	Vice President Business Development and Chief Financial Officer	Guelph Hydro
Art Stokman	President	Guelph Hydro
Mark Unsworth		Guelph Hydro
Don Lewis		OCE
Lois Payne	Director of Corporate Services	City of Guelph
Charles White	Guelph Glass Plant Leader	Owens Corning
Bob Carter		University of Guelph
Rob Vanderspek		University of Guelph
Mark Cowie	Executive Vice President	Colliers International
Rob Kerr		City of Guelph
Marion Plaunt	Manager of Policy Planning and Urban Design	City of Guelph
Mel Ydreos	Vice President, Operations	Union Gas Ltd.

#### **Facilitators:**

Sarah Thorne – Decision Partners – with Tanya Darisi, University of Guelph and Decision Partners

**Project Purpose:**

The City of Guelph's top priority is implementation of the Sustainable Community Energy Plan (CEP). Guelph Hydro Inc. (GHI) and the Ontario Centres of Excellence Inc. (OCE) have formed a strategic relationship to support the implementation the Plan. The goal of the Plan is to effect a reduction in energy use per capita, reduce the carbon footprint, and contribute to climate change improvements in both the City of Guelph and the Province of Ontario.

Decision Partners has been asked to support the ongoing implementation of this Plan by designing and facilitating two or three "Think Tank" Workshops between April and June 2009. The purpose of these Workshops is to develop the Strategic Planning Process and Critical Path for the implementation of three core elements of this Plan: the Guelph Innovation District Initiative, the Guelph University Initiative and the Guelph Downtown Initiative.

**Workshop #1 Purpose:** Design

The purpose of this Workshop is to design the strategic planning framework for implementing the three core elements of the Plan.

**Workshop #1 Objectives:**

The objectives of the Workshop are to:

- Build shared understanding of the opportunities and challenges presented by the Sustainable Community Energy Plan.
- Discuss the Strategic Planning Process, opportunities and challenges.
- Define the Opportunity Statement, including requirements for success, for each of the three Initiatives: the Guelph Innovation District Initiative, the Guelph University Initiative and the Guelph Downtown Initiative.
- Discuss Next Steps, including May Consolidation.

**Pre-Workshop Assignment:**

Please review the Executive Summary of Guelph's Sustainable Community Energy Plan.

**Draft Think Tank Workshop #1 Agenda**  
**April 30, 2009**

Time	Topic	Who's Responsible
8:30 – 9:00	<p><b>Welcome and Introductions</b>  Welcome  Overview the project  Discuss respective roles of the City, Guelph Hydro and OCE</p> <p>Around the table introductions  Review agenda and desired outcomes  Overview of the strategic planning process</p>	<p>Janet Laird, Ian Miles and Don Lewis</p> <p>Sarah Thorne facilitate</p>
9:00 – 10:15	<p><b>The Opportunity and the Challenge of CEP</b>  Overview of CEP process, vision, goals  Review of progress to date and 2009 plans  Provide an overview of the three core initiatives</p> <p>Discussion of CEP and the importance for Guelph</p>	<p>Mayor Karen Farbridge  City of Guelph project managers</p> <p>Sarah Thorne facilitate</p>
10:15 – 10:30	<b>Break</b>	
10:30 – 12:00	<p><b>Define the Opportunity for the Guelph Innovation District Initiative</b>  Discuss the scope, challenges and work to date on the initiative  Define Requirements for Success:</p> <ul style="list-style-type: none"> <li>○ Timeframe</li> <li>○ Resources</li> <li>○ Key players</li> <li>○ Potential challenges or barriers</li> <li>○ Opportunities for addressing challenges or barriers</li> <li>○ Draft and Opportunity Statement for this initiative</li> <li>○ Draft the timeline</li> <li>○ Define measurements of success</li> </ul>	<p>Jim Riddle and Peter Cartwright  Sarah Thorne facilitate</p>
12:00 – 12:45	<b>Lunch</b>	



Time	Topic	Who's Responsible
12:45 – 2:00	<p><b>Define the Opportunity for the Guelph University Initiative</b></p> <p>Discuss the scope, challenges and work to date on the initiative</p> <p>Define Requirements for Success:</p> <ul style="list-style-type: none"> <li>○ Timeframe</li> <li>○ Resources</li> <li>○ Key players</li> <li>○ Potential challenges or barriers</li> <li>○ Opportunities for addressing challenges or barriers</li> <li>○ Draft and Opportunity Statement for this initiative</li> <li>○ Draft the timeline</li> <li>○ Define measurements of success</li> </ul>	Ian Miles and Mark Unsworth Sarah Thorne facilitate
2:15 – 2:30	<b>Break</b>	
2:30 – 3:45	<p><b>Define the Opportunity for the Guelph Downtown Initiative</b></p> <p>Discuss the scope, challenges and work to date on the initiative</p> <p>Define Requirements for Success:</p> <ul style="list-style-type: none"> <li>○ Timeframe</li> <li>○ Resources</li> <li>○ Key players</li> <li>○ Potential challenges or barriers</li> <li>○ Opportunities for addressing challenges or barriers</li> <li>○ Draft and Opportunity Statement for this initiative</li> <li>○ Draft the timeline</li> <li>○ Define measurements of success</li> </ul>	Ian Miles and Mark Unsworth Sarah Thorne facilitate
3:45	<p><b>Next Steps</b></p> <p>Review what we have accomplished</p> <p>Discuss Next Steps and Action Register</p> <p>Discuss May consolidation:</p> <p>Completion of the work initiated in Workshop #1</p> <p>Cross Check and Alignment</p> <p>Preparation for the June 11 Expert Stakeholder Validation Workshop</p>	Janet Laird, Ian Miles and Don Lewis Sarah Thorne facilitate
4:00	<b>Workshop Ends</b>	

## Appendix H: Validation Workshop Agenda

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### AGENDA Guelph Sustainable Community Energy Project

#### Validation Workshop

Location: Community Room C  
Guelph City Hall

June 11, 2009  
8:30 a.m. – 3:30 p.m.

#### Sponsors:

Mayor Karen Farbridge, Mayor, City of Guelph  
Janet Laird, Director of Environmental Services, City of Guelph  
Doug Wright, Managing Director, Ontario Centres of Excellence  
Art Stokman, President, Guelph Hydro Inc.  
Ian Miles, Vice President, Business Development and Chief Financial Officer, Guelph Hydro Inc.  
Jasmine Urisk, Acting Chair of the Board, Guelph Hydro Inc.

#### Participants:

Mike Annable		
Scott Vokey	Energy Services Coordinator	Association of Municipalities of Ontario
Mike Cleland	President and CEO	Canadian Gas Association
Brent Gilmour		Canadian Urban Institute
John Warren		Canadian Urban Institute
Jim Riddell	Director of Community Design and Development Services	City of Guelph
Peter Cartwright	General Manager of Economic Development	City of Guelph
Hans Loewing	Chief Administrative Officer	City of Guelph
Lois Payne	Director of Corporate Services	City of Guelph
Rob Kerr	Community Energy Plan Program Manager	City of Guelph
Marion Plaunt	Manager of Policy Planning and Urban Design	City of Guelph
Mark Cowie	Executive Vice President	Colliers International
Lloyd Longfield	President & CAO	Guelph Chamber of Commerce
Tom Krizsan	President & CAO	Guelph Development Association
Tony Mizzi		Guelph General Hospital
Mark Unsworth	Vice President Sustainable Energy Solutions	Guelph Hydro Inc.
Jonathan Norman	Director of Special Projects	Ministry of Energy and Infrastructure
Don Lewis	Director	Ontario Centres for Excellence
Jamie Doran		Ontario Centres for Excellence
Howard Carter	Executive Director, Strategic Planning Unit	Ontario Centres for Excellence
Marika Hare	Managing Director of Applications & Regulatory Audit	Ontario Energy Board

Mary Ellen Richardson		Ontario Power Authority
Julia McNally		Ontario Power Authority
Charles White	Guelph Glass Plant Leader	Owens Corning
Rob Nixon	Guelph Glass Plant Leader	Owens Corning
Gordon Miller	Environmental Commissioner	Province of Ontario
		Sustainable Development Technology Canada
Ken Ogilvie		Union Gas Ltd.
Mel Ydreos	Vice President, Operations	
Mike Harcourt	Associate Director for the Centre for Sustainability	University of British Columbia, Continuing Studies
Rob Vanderspek		University of Guelph
John Miles		University of Guelph
Bob Carter		University of Guelph
Don Drone	Director of Education	Wellington Catholic District School Board

### **Facilitators:**

Sarah Thorne – Decision Partners – with Tanya Darisi, University of Guelph and Decision Partners

### **Project Purpose:**

Successful implementation of a Community Energy Plan (CEP) is a top priority for the City of Guelph. To achieve the goals of the CEP, the City of Guelph, Guelph Hydro Inc. (GHI) and the Ontario Centres of Excellence Inc. (OCE) have formed a strategic partnership to support the implementation of three core initiatives. These initiatives, or scale projects, are the Guelph Downtown Initiative, the University of Guelph Initiative, and the Innovation District Initiative.

Decision Partners has been asked to support the City of Guelph and its partners in their efforts in designing and facilitating two Workshops in April and June 2009. The first Think Tank was designed to provide the insight needed to define the draft Opportunity Statements and begin development of a Strategic Plan and Critical Path for the implementation of the three scale projects.

The second Validation Workshop has been designed to enable dialogue among key community, municipal, provincial and industry stakeholders and experts about the characterization of five Opportunities critical to the realization of the CEP. The focus of this Workshop will be sharing progress on the work to date, validation of the approach, and gaining insight into best practices and key learnings from the expert participants.

### **Workshop Purpose:** Validation

The purpose of this Workshop is to validate the next phase of the implementation process for the Community Energy Plan. Participants' expertise and experience will provide critical guidance into the draft Opportunity Statements and how to address strategic challenges and barriers related to the three scale projects, along with leadership and strategic communications of the CEP initiative.

### **Workshop Objectives:**

The objectives of the Workshop are to:

- Provide an overview of the CEP and its critical importance to Guelph.
- Discuss progress to date on the three scale initiatives – the Downtown Initiative, the University Initiative and the Innovation District Initiative – and get participant insight into the draft Opportunity Statements.

- Discuss the importance of CEP leadership and strategic communication and get participant insight into the draft Opportunity Statements for each.
- Define the Next Steps.

**Pre-workshop Assignment:**

Please review the Executive Summary of the Community Energy Plan and the document *Draft Opportunity Statements to Support Implementation of Guelph's Community Energy Plan*.

**Validation Workshop Agenda  
June 11, 2009**

Time	Topic	Who's Responsible
8:30 – 8:45	<b>Registration and Coffee</b>	
8:45 – 9:15	<p><b>Welcome and Introductions</b> Welcome</p> <p>Purpose of the workshop Around the table introductions Review agenda and desired outcomes</p>	<p>Mayor Farbridge</p> <p>Sarah Thorne (facilitator)</p>
9:15 – 10:00	<p><b>The Opportunity and the Challenge of CEP</b> Overview of CEP process, vision, goals and current status.</p> <p>Overview of the Strategic Planning Process and the influence model of CEP implementation</p>	<p>Mayor Karen Farbridge</p> <p>Sarah Thorne</p>
10:00 – 10:30	<p><b>Leadership and Accountability</b> Introduction to Gordon Miller</p> <p>Keynote Presentation: Leadership and Accountability</p>	<p>Janet Laird</p> <p>Gordon Miller</p>
10:30 – 10:45	<b>Break</b>	
10:45 – 12:00	<p><b>Opportunity and Implementation of the Downtown Initiative and the University Initiative</b> Overview of scope and work to date on the initiatives</p> <p>Discuss the draft Opportunity Statements for the Downtown and University Initiatives Comments and suggestions Barriers to implementation and ways to address barriers Lessons learned from other jurisdictions</p>	<p>Ian Miles and Mark Unsworth</p> <p>Sarah Thorne (facilitated discussion)</p>
12:00 – 12:45	<b>Lunch</b>	
12:45 – 1:30	<p><b>Opportunity and Implementation of the Guelph Innovation District</b> Overview of scope and work to date on the initiative</p>	Jim Riddle

<b>Time</b>	<b>Topic</b>	<b>Who's Responsible</b>
	The Opportunity Statements for the Downtown and University Initiatives Comments and suggestions Barriers to implementation and ways to address barriers Lessons learned from other jurisdictions	Sarah Thorne (facilitated discussion)
1:30 – 1:45	<b>Break</b>	
1:45 – 3:00	<b>CEP Leadership and Strategic Communication</b>  Simple Model of Influences on CEP Implementation Governance Structure Stakeholder Engagement Discuss draft Leadership Opportunity Statement and Strategic Communications Opportunity Statement Comments and suggestions Barriers to implementation and ways to address barriers Lessons learned from other jurisdictions	Sarah Thorne (facilitated discussion)     Jasime Urisk
3:00	<b>Next Steps</b> Considerations on what has accomplished and possible next steps  Discuss Next Steps Thank you and close	Gordon Miller   Sarah Thorne Mayor Farbridge
3:30	<b>Workshop Ends</b>	

# Appendix I: Background on Expert Models and Mental Models Research

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## Behaviour is Guided by Mental Models

Decades of research have shown that tacit webs of beliefs that have come to be called “mental models” guide people’s behaviour. People draw on their mental models to make inferences about problems that come to their attention through various communications. In the past 30 years, researchers have used the mental models orientation to address challenges presented by lay-people’s understanding of complex issues and processes, such as risk and risk management. This work, and other research, has shown that to change people’s beliefs and behaviours, one must understand and change their mental models.

## What Are Mental Models?

The concept of mental models is a well-established theory in psychology and has been the focus of extensive research.<sup>11</sup> A person’s “mental model” can be thought of as a complex web of deeply held beliefs that operate below the conscious level. Mental models affect how an individual defines a problem, reacts to issues, and makes decisions about messages and options concerning topics that come to his or her attention through communications. Mental models tend to prevent people from seeing alternative perspectives and define the boundaries of thought and action. As such, they limit people to familiar patterns of reasoning and action.

Effective analyses of mental models can identify how different groups of people think about and respond to a variety of topics, including benefits and risks associated with activities, plans or proposals. The method relies on data collected from experts and stakeholders, typically through focused interviews with individuals conducted in person or by telephone.

## The Challenge of Effective Communication

Experts and laypeople alike have challenges associated with their thinking about how to communicate on topics related to choice, risk or change. For instance, research and experience have shown that experts’ beliefs about what to communicate on issues, to whom, and how can represent barriers to effective communication. Experts may predict that laypeople will:

- Be “irrational” about risks and, therefore, be inherently difficult to “reason” with.
- Need to be educated in order to judge risks and benefits appropriately.
- Be unable to add to the expert task of defining and solving problems.
- Have information preferences and biases for interpreting communications that can be easily predicted.
- Want to erode authority in order to shift power away from experts.

However, over the last 30 years, it has become evident that:

- When designing communication strategies, speculation about people’s interests and priorities is naïve at best and often risky.

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<sup>11</sup> For example: Johnson-Laird, P. N. (1983). *Mental Models*. Cambridge, MA: Harvard University Press. Atman, C.J., et al. (1994) Designing risk communications. *Risk Analysis* 14(5): 779-788; Bostrom, A. et al. (1992) Characterizing mental models of hazardous processes. *J. Social Issues* 48(4): 85-100; Fischhoff, B. et al. (1997) Risk perception and communication. In: Detels, R. et al. (eds.) *Oxford textbook of public health*. London: Oxford University Press, 1997. Pp. 987-1002.

- Laypeople typically address decisions from a different conceptual framework (mental model) than experts and use different terms.
- They often want and expect to participate in the process of defining options and making tradeoffs.
- Neither experts nor laypeople can ignore scientific uncertainty.

It is well established that people's mental models vary in important, but often unpredictable ways, and that their decisions are strongly affected by these mental models.<sup>12</sup> Through mental models research, we can discover:

- What people know that is correct and essential to making an informed decision.
- What they misunderstand that is consequential.
- What they do not know that is consequential.
- What they want to know and what is important to them.
- What criteria they use to judge the trustworthiness and competence of people, organizations, and communications.

**The Mental Models (or “dialogue”) Method** – involves individual, one-on-one interviews, leading participants through a jointly determined agenda of topics. The one-on-one situation helps to approximate the decision-making environment within which most people form their attitudes toward an organization or industry.

The method allows free expression and encourages elaboration on topics in order to reveal individual perspectives at considerable depth. Interviewees can readily raise topics that most interest them, but which may be outside of specific questions. Because a full set of beliefs is elicited from each Interviewee, structured analyses are possible. When done well, analysts can identify what people believe and why they believe it. They are also able to compare analyses over time and provide insights into why beliefs may have changed.

Properly done, the mental models method can produce rich results more efficiently than can the equivalent time and effort invested in opinion polls or focus groups. Twinned with a structured approach to developing an interview sample, it can help characterize communication networks in communities where it is applied. It can also be used effectively in combination with opinion surveys and focus groups. In such cases, mental models research is done first in order to design properly constituted focus groups and opinion research instruments.

### **Expert Models – Integrating Expert Knowledge**

If initiatives and communications are to be well informed and authoritative, they must reflect current understanding among the experts in the relevant fields. Experts can include managers in various functions and at different levels in organizations. They can also include subject matter experts across a wide range of fields. To that end, the first step in organizing initiatives or determining the content and focus of communications is integrating the knowledge of experts in a way that can be focused and managed over time.

To be effective, expert modeling sessions must encourage and enable participants to think systematically about their knowledge, that of others, and the system in which the knowledge must be applied. They must stimulate experts to look at what they know in new ways. They must also carefully focus knowledge sharing. Since they compel close collaboration, expert modeling experiences can build positive relationships among participants and long-lasting coalitions.

Done well, each session produces a model and relationships with staying power; that is, a model that can be used by many different people in different ways and adapted far into the future on the topic as new

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<sup>12</sup> Fischhoff, B. and Downs, J.S. (1997) “Communicating foodborne disease risk.” *Emerging Infectious Diseases*. 3(4):489-95.

issues arise or new information becomes available. So, expert models usually become valuable assets for client partners.

### **Use of Influence Diagrams**

One technique that is well suited to many expert modeling tasks is influence diagramming. Decision Partners has used this technique extensively over the past decade on a wide range of topics with impressive results for client partners.

Influence diagrams were developed by decision analysts as a convenient way to summarize information about uncertain situations. They are common devices in many technical fields.

They are directed graphs with arrows or “influences” linking related “nodes”. An arrow between two nodes means that the node at the arrow’s tail exerts some “influence” on the node at the arrow’s head. More formally, knowing the value of the variable at the tail node helps one to predict the value of the variable at the head node.

Properly done, influence diagrams:

- Allow effective communication among experts and between experts and non-experts.
- Ensure no critical knowledge is missed or overlooked.
- Allow a mutually respectful way for communicators and technical experts to ensure they understand one another.
- Ensure only decision-relevant information is included.
- Can be applied to virtually any situation.
- Are compatible with experts’ conventional way of thinking.
- Make communication with non-experts more tractable to skeptical experts by deconstructing the task into manageable pieces.
- Fit with a decision-making perspective.
- Provide a strong, flexible framework for obtaining systematic assistance from experts as well as documenting the assumptions’ underlying information.
- Can be readily subjected to peer review.

There is no simple recipe for converting critical expert knowledge into an influence diagram. In general, the process works from a simple model to more detailed versions. It is iterative as experts review one another’s work and reflect on their own.

### **Related Reading:**

Morgan, M.G., Fischhoff, B., Bostrom, A., Atman, C.J. (2001) Risk communication: a mental models approach. New York: Cambridge University Press.

Fischhoff, B. (1995) Risk perception and communication unplugged: Twenty years of process. Risk Analysis, 15, 137-145.

Morgan, M.G., Fischhoff, B., Bostrom, A., Lave, L., & Atman, C.J. (1992) Communicating risk to the public. Environmental Science and Technology, 26, 2048-2056.

Fischhoff, B., Bostrom, A., & Quandrel, M.J. (1997) Risk perception and communication. In R. Detels, J. McEwen & G. Omenn (Eds.), Oxford textbook of public health (pp.987-1002) London: Oxford University Press.



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The recommendations leading to the creation of the Task Force were largely based on a consultation and decision process for CEP implementation that was initiated in March 2009 in partnership with Guelph Hydro Inc. and the Ontario Centres of Excellence (OCE). The intent was to identify and set implementation priorities and actions for the near term for the scale projects which are deemed critical to the success of the CEP. This decision making process was overseen by a Project Team comprised of OCE, GHI and the City, was facilitated by Decision Partners Inc. and included a comprehensive stakeholder consultation process through two Think Tank sessions. One of the key outputs was a focus on improved CEP governance that led to the recommendation to create the Mayor's Task Force on Community Energy.

At the time of the Task Force recommendations, the draft report had not been finalized. The final report was submitted to the City by e-mail on November 4, 2009.

The report will act as a major reference point and resource to the setup and function of the Task Force, which is currently in the process of being developed under the following schedule, as originally presented in the September 28, 2009 report:

1. Task Force members confirmed - December 2009;
2. Draft workplan and budget established – November 2009;
3. Mayor's Community Task Force Terms of Reference defined – January 2010;
4. First Task Force Meeting held – January 2010;
5. Communications and Stakeholder Engagement Sub-Committee members confirmed - January 2010;
6. Governance and Finance Sub-Committee members confirmed – January 2010.

The final report will be forwarded to the Mayor's Task Force on Community Energy.

## **REPORT**

To ensure the success of the CEP, the City of Guelph, Guelph Hydro Inc. (GHI) and the Ontario Centres of Excellence Inc. (OCE) formed a strategic partnership to support the implementation of three scale projects – District Energy, the University of Guelph Initiative and the Guelph Innovation District. These scale projects were identified as projects that could maximize the return on energy potential, as envisioned by the CEP.

A number of challenges became apparent in implementing the scale projects. These challenges related to:

- i) securing investment for long-term infrastructure;
- ii) establishing clear leadership and governance for the CEP;
- iii) positioning and resourcing the City of Guelph in a role to advocate and intervene within a complex regulatory environment;
- iv) systematically defining and integrating meaningful stakeholder engagement into the CEP development process; and
- v) the development of systems or methods that ensure or measure whether communication efforts are systematically building citizens' and stakeholders' judgments of the potential that the CEP represents for the community.

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To address these challenges and move the implementation of the scale projects forward, the City of Guelph and Guelph Hydro Inc. recognized the need for a robust Strategic Planning Process. Decision Partners was asked to support the City of Guelph and its partners in their efforts through the development of a Strategic Plan and Critical Path for the implementation of the three scale projects. The Strategic Plan and Critical Path would clearly describe the short-term opportunities – what can and should be accomplished on the projects over the next two years – and describe concrete plans, including timelines and specific deliverables for each.

***Through the planning processes, a fourth scale project – Leadership & Strategic Communications – was identified as critical to the CEP goal of ensuring long-term successful implementation. This was a critical component of the process in that it identified and articulated the need for the Mayor’s Task Force on Community Energy.***

Strategic Planning requires the effective dialogue, coordination and buy-in from a wide and diverse set of stakeholders. Stakeholders’ values, interests and priorities are critical to shaping the strategic planning goals, implementation plans, and ultimately the evaluation of both the process and the outcomes.

Decision Partners applied its Strategic Risk Communications (SRC) Process to ensure stakeholder engagement throughout in the Strategic Planning Process. To design and guide the Strategic Planning and Critical Path, Decision Partners worked closely with a Project Team that included the City of Guelph, GHI and OCE. The Process was thoroughly collaborative, with members of the Project Team providing ongoing input and feedback at each of the planning steps.

Steps in the Strategic Planning Process were:

**Initiation.** This step comprised preliminary work to form the Project Team, establish the scope of the project and design a Think Tank Workshop to generate the insight needed to begin development of the planning tools.

1. **Characterize the Situation.** Decision Partners facilitated the Think Tank Workshop in April 2009 to begin building shared understanding among key municipal, provincial and industry stakeholders of the opportunities and challenges presented by the CEP and scale projects.
2. **Stakeholder Validation.** To validate the strategic planning tools, Decision Partners facilitated an Expert Stakeholder Validation Workshop in June 2009 to obtain feedback and greater insight from key stakeholders both within and beyond Guelph. Insight gained from the Validation Workshop contributed to further refinement of the planning tools.
3. **Develop Strategy, Plans and Critical Path.** Once the strategic planning tools were finalized, Decision Partners began work on the Critical Paths for each of the four scale projects, which entailed drafting the key short-term objectives, plans, key activities, deliverables, and timelines to achieve each opportunity. Three SRC tools critical to the Strategic Planning Process were developed and refined through the above steps. These tools which will act as **key inputs to the setup and function of the Task Force** were:

- 
- i) **Stakeholder Map.** A Stakeholder Map identifies the range of stakeholders related to successful decision making or project implementation. The Project Team identified the need to clearly identify and map the various stakeholders by their relationship to CEP initiatives. The Map was used to support the development of the Opportunity Statements and plans within them for effective strategic communications, including stakeholder engagement.
  - ii) **Expert Model.** An Expert Model is an illustration that summarizes relevant knowledge about complex issues and their relationships within a decision-making system. The Expert Model developed for Guelph's CEP depicts the system of influences on the implementation of CEP initiatives and their outcomes. The Expert Model represented and organized Workshop participants' perception of the challenges and opportunities presented by implementing the CEP and the scale projects.
  - iii) **Opportunity Statements.** An Opportunity Statement focuses on immediate implementation opportunities that would have the most significant influence on moving the scale projects forward. Collaboration with the Project Team and the two Workshops fostered the insight needed to define the Opportunity Statements for each of the four scale projects: District Energy, the University of Guelph Initiative, the Guelph Innovation District and Leadership & Strategic Communications.

The development of these tools reflected an integration of the insight and advice provided by the Project Team and Workshop participants. Their use can facilitate a well-coordinated identification, development, and integration of critical management and communications strategies. The Strategic Plan and Critical Path provide a guide for the City of Guelph as it moves forward with implementing the CEP. The experience and learnings gained through the strategic planning process can also serve as a guide for other communities interested in community energy planning by providing insight into the Guelph model and highlighting key issues, challenges and opportunities.

Critical issues that had a direct influence on the successful implementation of the scale projects and the CEP overall were identified by the Project Team. Key learnings included the need to early establish:

- Concrete, measurable strategy, plans and deliverables for each element of the CEP and scale projects;
- Guiding principles to serve as a strong base from which leaders can make decisions to shape the future of the CEP, the City and its citizens;
- A systematic and comprehensive strategy for ongoing community stakeholder involvement so that the views, thinking, interests and priorities of lay stakeholders and community residents can be reflected in decisions about the CEP and its initiatives;
- A clear governance structure to sustain commitment and support of future Mayors and Councils and to lead the CEP initiative over the long-term

Recognizing these challenges early in strategic planning process was critical in developing the initial strategy of forming the Mayor's Task Force.

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The Task Force is charged with developing and beginning implementation of a governance model for CEP, along with making significant progress on three critical leadership elements: governance and finance; communications and stakeholder engagement; and intergovernmental affairs.

It is also expected that the approach defined in the attached report will serve as a model for other communities.

### **CORPORATE STRATEGIC PLAN**

The highly integrative nature of the Community Energy Plan touches on a number of the Goals of the City's Strategic Plan:

Goal 1: An attractive, well-functioning and sustainable city

Goal 2: A healthy and safe community where life can be lived to the fullest

Goal 3: A diverse and prosperous local economy

Goal 5: A community-focused, responsive and accountable government

Goal 6: A leader in conservation and resource protection/enhancement

### **FINANCIAL IMPLICATIONS**

N/A - report attached for information only

### **DEPARTMENTAL CONSULTATION**

N/A

### **COMMUNICATIONS**

N/A

### **ATTACHMENTS**

N/A

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TO **Community Development and Environmental Services Committee**

SERVICE AREA Community Design and Development Services  
DATE January 18, 2010

**SUBJECT 2010 Development Priorities Plan**  
REPORT 10-01  
NUMBER

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### **RECOMMENDATION**

**“That the Community Design and Development Services Report 10-01 regarding the 2010 DPP, dated January 18, 2010, be received; and**

**That Guelph City Council approve the tenth annual Development Priorities Plan 2010 attached to Community Design and Development Services Report 10-01 dated January 18, 2010; and**

**That Staff be directed to use the Development Priorities Plan to manage the timing of development within the City for the year 2010; and**

That amendments to the timing of development, as outlined by Schedules 2, 3 and 4 of the plan, be permitted only by Council approval, unless it can be shown that there is no impact on the capital budget and that the dwelling unit targets for 2010 are not exceeded.”

### **BACKGROUND**

The attached document is the 2010 Development Priorities Plan (DPP). This plan provides a multi-year forecast of development activity. Through the review of the 2010 DPP, Council will approve a limit on potential dwelling units to be created from the registration of plans of subdivision and also identify plans of subdivision that could be considered for Draft Plan Approval during the next year. The staff recommendations contained in the DPP consider the Council approved population forecasts and the desire to balance development in both the Greenfield and Built up areas of the City, in keeping with the Provincial Growth Plan, and the City’s Growth Management Strategy.

The DPP also provides an annual report on residential development activity (e.g. building permits, approved infill projects) and available supply in both the Greenfield area and within the Built boundary. This report recommends approval of the 2010 DPP to assist staff in setting priorities for the review of new plans of subdivision and the registration of currently approved plans.

## REPORT

### Summary of 2009 Development Activity

The following summarizes recent development activity as set out in the DPP:

- The two (2) plans of subdivision that were registered in 2009 will result in the potential creation of 443 dwelling units. Within this total, 398 potential units were created in the Greenfield area and 45 potential units were created in the Built Boundary. This amount is much less than the 1160 dwelling units that were supported for registration by City Council last year (see **Schedule 1**).
- As of October 31, 2009, no additional residential units were created via zone changes and condominiums outside of plans of subdivision (see **Schedule 1, Part B**).
- As of the end of October 2009 a total of 581 building permits have been issued for new dwelling units in the entire City (see **Schedule 5**) which is much lower than past years, but expected given economic conditions.
- Recent permit activity has continued to see a fairly balanced supply of housing forms, with 47% of permits issued for multiple residential units, but these were primarily townhouses, with no apartments were built as of the end of October, 2009. In 2008, 619 permits (59%) were issued for multiple residential forms. In the short term supply of available units, the majority of units available are for apartments, which tend to be built later as a subdivision develops.
- Six (6) plans of subdivision sought and were granted draft plan approval in 2009. These plans created a total of 673 units, with 188 in the built boundary and 485 in the Greenfield area. Of these units, 28% were single and semi-detached units and 72% were multiples (townhouses and apartments). These units are added to the medium term supply of potential dwelling units in the City until the subdivision is registered (see **Schedule 3**).

### Recommendations for 2010

The staff recommendations contained in the 2010 DPP are conservative and consider the Council approved population forecasts and the desire to balance development in both the Greenfield and Built areas of the City. For 2010, the population forecast indicates that the City should grow by approximately 1000 dwelling units per year (this will increase to 1100 dwelling units starting in 2011) and according to the Provincial Growth Plan, that at least 40% (approximately 400 potential units) of this growth should occur in the Built up area, by 2015.

Since the majority of subdivision activity takes place in the Greenfield areas, it is expected that the DPP will continue to reduce the number of potential units anticipated from plans of subdivision to leave room for units to be

created from infill applications occurring in the Built up areas on a move forward basis. The lower number of potential units to be created by Draft Plan approval also reflects the need to take a more cautious approach and allow time for the City to achieve approval of ongoing Environmental Assessments (EAs) which are needed to provide future planning capacity for water.

City staff recommend that the 2010 Development Priorities Plan (DPP) be approved (Schedules 2, 3 and 4) and used as a guide to manage the rate and timing of development for the next year. The 2010 DPP recommends that Council support the creation of up to 858 potential dwelling units from the registration of plans in 2010 (See **Schedule 2**). Within this number, 642 potential units are located in the Greenfield area and 216 are within the Built Boundary. This recommendation reflects:

1. The need to balance new growth within the Built Boundary and Greenfield areas.
2. The need to provide opportunities for Council to consider and approve infill projects.
3. A more cautious approach to allow time for additional water capacity to be constructed.

The breakdown by type of the 858 dwelling units anticipated for registration in 2010 is 298 detached, 128 semi-detached, 382 townhouses and 50 apartment units. If these registrations are endorsed, the City will continue to have a sufficient supply of lots and blocks in registered plans to respond to market needs and trends and maintain a competitive market place in terms of pricing.

This year's DPP also recommends three phases of plans of subdivision for consideration of draft plan approval in 2010 (see **Schedule 3**). Included in the plans are approximately 604 future dwelling units which are all found in the Greenfield area. This recommendation takes into account the need to be cautious to allow time for the City to obtain the necessary EA approvals for water supply to achieve additional planning capacity. This number is also aligned with the Growth Management Strategy, assuming that 600 dwelling units are needed per year to maintain a 60 percent supply of units in the Greenfield areas of the City.

Staff continue to recommend this conservative approach to the Development Priorities Plan. It will further reduce the medium term supply of residential units and better reflect the need to shift development focus from Greenfield subdivisions and to leave room for infill projects to be approved in the Built up area. This balance between Greenfield and development within the Built Boundary is required by the Provincial Growth Plan and reinforced by Guelph's Growth Management Strategy.

## **CORPORATE STRATEGIC PLAN**

Goal 1 – An attractive, well-functioning and sustainable City.

### **FINANCIAL IMPLICATIONS**

All capital works required for the plans of subdivision recommended by Staff for registration in 2010 have been previously approved by Council in the capital budget.

### **DEPARTMENTAL CONSULTATION**

The 2010 Development Priorities Plan team consists of staff from Community Design and Development Services (Development and Parks Planning and Engineering) and Finance.

### **ATTACHMENTS**

2010 Development Priorities Plan

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# DEVELOPMENT PRIORITIES PLAN 2010



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2. Summary of 2010 - Post 2011 Proposed Registrations
3. Draft Plan Approval Activity (includes Plans that were Draft Approved in 2009 and Plans anticipated to be considered for Draft Plan Approval in 2010)
4. Summary, Draft Approved and Preliminary Plans (Northeast, Northwest and South including map)
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Table 2: Building Permits and Vacant Lots by Registered Plan of Subdivision

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8. 3<sup>rd</sup> Quarter Updates on Wastewater Treatment Plant Flows and Water Treatment Flows
9. Total Draft and Registered Plan Analysis
10. Written Responses to the Draft 2010 DPP
11. Staff Response to Comments

# 1 INTRODUCTION

The Development Priorities Plan (DPP) is prepared annually by Community Design and Development Services with the assistance of the Finance Department. The first annual DPP was prepared in 2001 as a recommendation from a study of the Development Services function of the City undertaken by Arthur Anderson in 1999.

The DPP is intended to manage the rate and timing of development in the City. The DPP provides a multi-year forecast of development activity as measured by the anticipated registration of draft plans of subdivision. The DPP has evolved over time and is now also used to track available residential infill opportunities and the number of potential new units created by zone changes and condominiums outside of plans of subdivision. The preparation and approval of the DPP is in keeping with one of the goals of the 'City of Guelph Strategic Plan 07 and beyond – The city that makes a difference' being "An attractive, well-functioning and sustainable city". Through the recommendations in the DPP, City Council establishes priorities for the planning and development of future growth areas.

Other objectives of the Plan, as amended in July 2007, include:

1. To manage the rate and timing of development in the City through a multi-year forecast of development activity as measured by the anticipated registration of draft plans of subdivision.
2. To outline the municipal intentions with respect to the review, processing and servicing of plans of subdivision (residential and industrial).
3. To provide a tool to assist with integrating the financial planning of growth related capital costs (10-Year Capital Budget Forecast) with land use planning and the timing of development in new growth areas.
4. To address how growth will proceed over the long term in conjunction with the long term fiscal growth model and to maintain control over the City's exposure to the underlying costs of growth.
5. To ensure an adequate supply and mix of housing units consistent with the goals and objectives of the Official Plan and to ensure a minimum three year supply of residential units in draft approved and registered plans to satisfy the housing policies of the Provincial Policy Statement.
6. To monitor the rate and timing of growth in keeping with Places to Grow densities for the Greenfield area and in meeting the intensification target.
7. To ensure that the proposed rate and timing of growth is consistent with current Council endorsed population projections.
8. To assist the development industry and Boards and agencies involved in development (School Boards, Guelph Hydro) by providing growth and staging information for the City.

The DPP provides information to the development industry, individual landowners and the general public about the priorities for current and future residential and industrial development.

The DPP is also prepared in accordance with the policies of the City of Guelph Official Plan, in particular Section 4.2.3, which states:

*“The City will undertake a strategic review of its growth management objectives and policies. As an interim step, a development priorities plan will be prepared that will assist in defining the rate, timing and location of development and redevelopment that should occur in the Municipality. This plan prepared and updated on an annual basis, will provide a multi-year forecast of growth.”*

By approving the 2010 DPP, City Council will set a limit for the creation of potential dwelling units from Registered Plans from October 31, 2009 to October 31, 2010 (see **Schedule 2**). Staff will manage the registration of the various subdivisions identified for 2010 in keeping with the approved dwelling unit target. Further, Council will also identify those Draft Plans of Subdivision (or phases) that are anticipated to be considered for Draft Plan Approval (DPA) in 2010 (see **Schedule 3**). Staff will allocate time and resources to resolving issues associated with these draft plans so that they may be considered for DPA by Council in 2010.

The sections that follow explain the criteria used by Staff for determining the priority of subdivisions and provide an explanation for the DPP schedules. This document also outlines the flexibility clause and the process to advance the registration of a subdivision (or a particular phase) into the current year.

## **2 CRITERIA FOR DETERMINING THE PRIORITY OF SUBDIVISIONS**

The DPP annually approves the subdivisions (or phases), already Draft Approved, that may be registered. The plan also identifies the preliminary plans of subdivision that staff intend to present to City Council for consideration of Draft Plan Approval in the short term. A number of factors have been considered in determining the priority for Registration and Draft Plan approval.

The factors influencing the support for a Registration include:

- Location of plan within the ‘Built Boundary’ or ‘Greenfield’ areas of the City as per the Growth Plan for the Greater Golden Horseshoe;
- Any required Capital works have been approved in the 10 year Capital Forecast;
- Appropriate Phasing Conditions have been fulfilled (e.g. approval of an EA);
- Proximity of servicing (e.g. end of pipe versus need for a service extension);
- Servicing capacity (water and waste water);
- The realization of the goals, objectives and policies of the Official Plan (e.g. design, layout etc.);

- The objective of balanced community growth in all three geographic areas (NW, NE and South);
- The provision of Community benefits (e.g. the addition of parks and school sites);
- Commitment by the Developer (e.g. signing of Engineering Services agreement, posting of Letters of Credit);
- Status and complexity of Draft Plan conditions and timing to fulfill (e.g. need for Environment Implementation Report);
- The variety and mix of housing units being provided;
- Consideration of the City's Growth Management objectives (an average annual growth rate of 1.5 %) and Population Projections; and
- Review of Staff resources.

The factors influencing the consideration of Draft Plan approval are:

- Conformity of the plan to the density targets of the Growth Plan for the Greater Golden Horseshoe;
- The status of relevant Community, Secondary Plans or Watershed Studies;
- Conformity with the Official Plan and any applicable Secondary or Community Plan;
- Community Energy Plan considerations;
- The need for growth to maintain a minimum 3-year supply of dwelling units in Draft Approved and Registered Plans;
- The need and status of required Capital works in the 10 year Capital Forecast;
- Servicing capacity (water and waste water);
- Council's approved "Phasing Policy for New Large-Scale Residential Plans of Subdivision";
- The objective of balanced community growth in all three geographic areas (Northwest, Northeast and South).
- Complexity of issues and the time necessary to resolve them (e.g. environmental impact, neighbourhood concerns); and
- Review of Staff resources.

### **3 EXPLANATION OF SCHEDULES IN THE DPP**

The Development Priorities Plan Report 2010 – Post 2011 is comprised of several schedules with development activity statistics for the City of Guelph. In most cases the tables are divided into three geographical areas of the City, “Northwest”, “Northeast” and “South”, that correspond with the geographical areas that were used for the Population Projections Report (“City of Guelph Household and Population Projections 2001-2027). In 2008, new population projections were approved as part of the Growth Management Strategy which project a population of 175,000 in 2031 and a 1.5% growth rate til 2031. The Growth Management Strategy projects approximately 1000 new dwelling units per year until 2011, then approximately 1100 new units per year til 2031.

The Schedules are described in detail below:

#### **Schedule 1: Development Activity between October 31, 2007 and October 31, 2008.**

This Schedule contains four parts. Part A reports on subdivisions that were registered in the period October 31, 2008 to October 31, 2009. Part B shows approved zone changes and condominiums approved outside of plans of subdivision that are greater than 10 units in size. Both of these tables also identify whether developments were in the Built Boundary or Greenfield area.

Part C of **Schedule 1** also compares the potential dwelling unit totals against the approved DPP registration target for the same time period (in this case the 2009 DPP). Part D is a graphical comparison of the figures in Part C. When a plan of subdivision is registered, the number of potential dwelling units created by the registration of the plan is added to the short-term supply of dwelling units (see **Schedule 7**).

Registration activity will not exceed the approved DPP dwelling unit target unless authorized by Guelph City Council.

The plans that were registered between October 31, 2008 and October 31, 2009 are divided into three geographic areas of the City. The unit counts are potential dwelling units and are not indicative of building permit activity (this information is provided on **Schedule 5**). The table shows the number of dwelling units that could be created if the registered plans were fully built out in accordance with the maximum number of dwelling units permitted in the approved zoning.

Through Council’s approval of the 2009 DPP, 1160 potential units could have been registered in 2009. Schedule 1 shows that 2 plans of subdivision (or phases) achieved registration in 2009 or executed a subdivision agreement. These plans provide a total of 443 potential dwelling units; 29% of the units are detached and 71% are multi-residential units. In total, 90% of the registration activity occurred in the South and 10% in the Northeast area of the City. On average, 902 units have been registered each year since the inception of the DPP in 2001.

## Schedule 2: Summary of 2010 – Post 2011 Proposed Staging, Dwelling Unit Targets.

This Schedule summarizes the staging of development for plans of subdivision for the years 2010, 2011 and post 2011. This schedule also provides a breakdown of all of the dwelling units that could result from Draft Approved and Preliminary Plans of Subdivision as of October 31, 2009.

**The portion of the table entitled “2010 Proposed Registrations” is the recommended dwelling unit limit that City Staff are recommending City Council to approve for the year 2010.** The recommendation for the 2010 DPP is a total of 858 potential units in 10 plans of subdivision (or phases); two plans included are for industrial subdivisions located in the south end of the City (23T-06503 Southgate and 23T-03501 Hanlon Creek Business Park). In total 216 of the potential residential units would be registered within the Built Boundary and 642 units would be in Greenfield areas.

The portion of the table entitled “2011 Anticipated Registrations” is a summary of the likely registration activity in the year 2011, based on input received from the Development Community and staff’s assessment of the criteria for determining the priority for subdivision registration. **This portion of the table is not a commitment for registration during 2011 because the DPP is approved on an annual basis and provides a Council commitment for the next year only** (in this case 2010). It is however, staff’s best estimate of the plans that could be registered during 2011. **Schedule 2** shows that currently 683 potential units are anticipated to be registered in 2011.

The final portion of the table entitled “Post 2011 Anticipated Registrations” summarizes the potential dwelling units within all remaining plans for subdivision that have received Draft Plan approval or have been submitted on a preliminary basis to the City. There are approximately 4186 potential units in proposed plans of subdivision that are projected to be registered post 2011.

## Schedule 3: Draft Plan Approval Activity

This schedule provides information on current and future Draft Plan approval (DPA) activity in the City. **The table entitled “Plans Anticipated to be considered for Draft Plan Approval in 2010” highlights the draft plans (or phases) that staff expect will be ready to be considered by Council during 2010.** Inclusion in this table does not guarantee that the plan will be presented to Council for consideration of DPA in 2010 nor does it commit Council to approving all, or any portion, of the plan. Staff will, however, allocate time and resources to evaluating the application and resolving issues associated with these draft plans so that they can be considered for DPA by Council in 2010. Three (3) phases of residential plans of subdivision are proposed in this table with a total of 604 potential units.



The table entitled “Plans that were Draft Approved during 2009” shows plans of subdivision (or phases) that received Draft Plan approval by Council during 2009. Six (6) plans of subdivision were draft approved in 2009 resulting in 673 units (27% detached and semi-detached and 73% townhouse and apartments). Through the 2009 DPP, Council supported a total of 1034 units to be brought forward for consideration of draft plan approval in 2009. This number (1034) accounted for a number of units that were carried over from the previous year.

#### **Schedule 4: Development Priorities Plan, Draft Approved and Preliminary Plans**

This schedule consists of three (3) components and provides the details that generated the Summary provided in **Schedule 2**. The three components include:

1. A table showing the total number of potential dwelling units in Draft Approved and Preliminary Plans of Subdivision by geographic area of the City. **(Please note the total number of dwelling units provided on this chart is the same as the total found on Schedule 2).**
2. Tables showing the detailed land use breakdown of the individual Draft Plans of Subdivision by geographic area of the City. The headings and information provided in these tables are described in more detail in **Section 4** of this report **“Explanation of Columns and Headings”**.
3. Map of the City providing a visual presentation of the recommended priority and timing for the plans of subdivision.

#### **Schedule 5: Building Permits for New Residential Units**

This table shows building permit activity for the last two years. The data for 2009 is reported until October 31st. Permit activity reached a record high of 1495 units in 2004 but has been lower in recent years with 930 new units in 2007 and 1054 in 2008. As of October 31, 2009, 581 permits have been issued within the entire City. It is anticipated that at year end there will be approximately 800 permits for new dwelling units. The bottom of this schedule tracks the percentage of units built in the Greenfield and Built Boundary areas of the City over the past three years. In 2009, approximately 37% of permits were in the Built Boundary and 63% in the Greenfield area of the City. The three year average of permits issued from 2007-2009 shows that approximately 40% of units were built within the Built Boundary and 60% were in the Greenfield areas of the City.

#### **Schedule 6: Residential Construction Activity**

This chart shows residential construction activity in the City of Guelph over the last 20 years (1989-2009). **Schedules 5 and 6** are used by City Staff to monitor the number of units constructed in the City by year. Registration activity is a measure of the supply of potential units. Construction activity is a measure of the demand or absorption of the units that were previously registered in plans of subdivision and/or available through other infill sites.

In 2008, new projections were approved as part of Guelph's Growth Management Strategy and a new background study for the Development Charges review. These projections use a constant growth rate of 1.5% per annum to a population of 175,000 by 2031 and approximately 1000 new dwelling units per year until 2011, then approximately 1100 units until 2031.

The average permit activity from 2001 to 2008 for the City is 976 units per year (not including accessory apartments) which is in line with current population forecasts.

The building permit activity for the first 10 months of 2009 (581 units) and a projected year end total of approximately 800 units (including accessory apartments) for the entire City is lower than average and a reflection of the global economic recession.

The twenty (20) year average (1989-2008) for building permit activity is 862 units per year (not including accessory apartments) or 900 units per year (including accessory apartments).

The ten (10) year average (1999-2008) is 985 units per year (not including accessory apartments) or 1062 units per year (including accessory apartments).

#### **Schedule 7 Table 1: Potential Development Summary – Short, Medium and Long Term**

This table displays the potential dwelling units in three time frames: Short, Medium and Long Term. The short term supply includes lots and blocks that are registered and where building permits are readily available. The medium term supply includes lots and blocks in Draft Approved Plans that have not been registered. Long term supply includes lands designated for development where staff is reviewing preliminary plans or unofficial proposals. The Provincial Government, in its Provincial Policy Statement (PPS), requires a municipality to maintain at all times where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply of residential units available through lands suitably zoned to facilitate residential intensification and redevelopment and land in draft approved and registered plans (short and medium term). The current figures indicate that as of October 31, 2009, the City has approximately 5706 potential dwelling units in these draft approved and registered plan representing approximately a 5.7 year supply of growth, based on the growth projections.

A part of a commitment with the approval of the 2007 DPP, this table also provides a summary of infill townhouse and apartment sites in the City available for facilitate residential intensification and redevelopment as required by the PPS. These sites have approved zoning (in some cases with a holding zone) and are located outside of registered plans. These infill sites have been divided into the short and medium term supply based on whether constraints such as being identified as a potential brownfield site or if the site is currently has a building on it that is being used.

For the short term supply, these infill sites could provide an additional 692 residential units or additional 0.7 years of supply, bringing the total short term supply to 3.6 years.

In the medium term, there are an additional 806 potential infill units or 0.8 additional years of supply.

### **Schedule 7 Table 2: Building Permits and Vacant Lots by Registered Plan of Subdivision**

This table provides a listing of permit activity by Registered Plan of Subdivision together with information on the unconstructed units available to be built within each plan. This table is divided into subdivisions identified as being within the Built Boundary or Greenfield areas as defined by the Provincial Growth Plan. The table also provides information on the percentage of permits issued from registered plans within the built boundary and Greenfield areas and the percentage of unconstructed units within the two areas.

For 2009, approximately 14% of the building permits from new subdivisions were issued within the Built Boundary. However, approximately 48% of the unconstructed (vacant) units were located within the built boundary. Most of these unconstructed units are contained within vacant multiple residential sites (Townhouses and Apartments). The Provincial Growth Plan requires that 40% of new development occur within the Built Boundary by 2015 and for every subsequent year thereafter.

### **Schedule 7 Map 1: Remaining Units by Registered Plan of Subdivision**

This map presents a visual presentation of the location of unconstructed units by Registered Plan (61M Plans) presented in Schedule 7 Table 2.

### **Schedule 7 Map 2: Infill Townhouse and Apartment Sites**

This map presents a visual presentation of vacant infill townhouse and apartment sites not included in Registered Plans of subdivision. Sites that are zoned and vacant are considered to be part of the short term supply of unconstructed units. Sites that have significant constraints including an identified brownfield or a site that currently has a building that is in use have been identified on this map. These sites with significant constraints are included in the medium-term supply to reflect the likelihood that they will not be developed in the short term due to the added costs and complexity of development on such sites.

### **Schedule 8: Update on Water and Waste Water Flows**

The City of Guelph allocates physical water and wastewater capacity at the time of registration as per an agreement with the Ministry of the Environment (MOE). With respect to draft plan approvals, the City must ensure that the planning commitment for sewage treatment capacity does not exceed the assimilative limits of the Speed River approved in 1998 as part of the Wastewater Treatment Strategy Schedule “C” Class Environmental Assessment. Environmental Services is in the process of updating the 1998 Class EA to confirm the ability of the Speed River to receive a 9,000 m<sup>3</sup>/day expansion in flow from the existing wastewater treatment plant.

Similarly, the City must ensure that the long-range water supply commitments to draft plans are below the rated capacity. In 2007, Environmental Services completed and Council approved the Water Supply Master Plan in principle to the year 2010. Climatic conditions, well interference and water quality influences are impacting upon the yield of the existing municipal water supply. The goal of the Water Supply Master Plan is the provision of an adequate and sustainable supply of water to meet the current and future needs of all customers. In September, 2007, the City received approval from the MOE of an Environmental Assessment (EA) to increase the water taking at the Arkell Spring Grounds by approximately 9,200 m<sup>3</sup>/day. With the EA approval, it is expected that a portion of this increased water supply capacity will be commissioned by 2011. The EA also recommends implementation of conservation and efficiency strategies to ensure the best use of the City's existing water resources. In the past five years, conservation, efficiency and reduced sewer inflow/infiltration have allowed development to occur without significantly increasing annual water supply or wastewater treatment flows.

In addition to the water and wastewater capacity expansions proposed above, Environmental Services is in the process of developing a long term Wastewater Treatment Master Plan to address the needs of development in Guelph for the next 50 years. This master plan, in conjunction with the Water Supply Master Plan, will form part of the Local Growth Management Strategy which has been commenced by Community Design and Development Services.

The tables in **Schedule 8** provide the latest information on Water and Wastewater capacity. The tables are updated and included in the Development Priorities Plan on an annual basis. On an individual draft plan of subdivision application basis, staff will continue to confirm that the subdivision application is consistent with the approved Development Priorities Plan and therefore, the subdivision application would fall within the water and wastewater capacity criteria shown on the tables included in the approved Development Priorities Plan for the current year.

#### **Schedule 9: Total Draft and Registered Plan Analysis**

This schedule illustrates the relationship between the current supply of Draft Approved and Registered units in comparison to projected annual take up which is based on population projections. The first table shows the total supply by unit type. The second table shows how the overall supply has changed since the first DPP in 2001.

## **4 EXPLANATION OF COLUMNS AND HEADINGS IN SCHEDULE 4**

The following is an explanation of the columns and headings found in the tables featured in Schedule 4. Schedule 4 is broken out into geographic areas of the City; Northeast, Northwest and South.

### **FILE NUMBER (DESCRIPTION)**

The City file number and subdivision name are provided for each proposed plan of subdivision (e.g. Northeast Residential, 23T-98501, Watson East). (NB: the files are listed in chronological order from oldest to most recent).

## **STATUS**

The files/subdivisions are either:

1. Draft Approved (City Council has approved).
2. Preliminary (Formal applications have been received and are being reviewed by City Staff).
3. Future (Unofficial Proposals have been received by City Staff, but no formal application has been made).

**No development will be identified in the DPP until, at least, an Unofficial Proposal has been filed with the City.**

## **RESIDENTIAL**

The number of potential dwelling units from the residential portion of a subdivision, yet to be registered, is presented in four columns:

- D** = detached dwellings
- SD** = semi-detached dwellings
- TH** = townhouse dwellings\*
- APT** = apartment dwellings\*

\* The dwelling unit numbers for Townhouse and Apartment dwellings is based on the maximum densities permitted by the Zoning By-law. The actual number of dwelling units eventually built on individual properties may be less than the maximum densities allowed.

## **COMM, IND, INST,**

The land area (in hectares) within plans of subdivision zoned or proposed for Commercial (COMM), Industrial (IND) and Institutional (INST) land uses.

## **PARK**

This column includes the land area (in hectares) within plans of subdivision that is zoned for Parkland or is proposed to be dedicated to the City for Parkland. The phrase “Cash-in-lieu” is listed for those plans of subdivision where the City expects to receive a cash payment in lieu of a land dedication for parkland purposes.

## **DRAFT PLAN APPROVAL DATE**

For “Draft Approved” plans, the date listed is the actual date of Draft Plan approval. For “Preliminary” and “Future Plans” the date listed staff’s expectation of when that the plan of Subdivision may be presented to Council for

consideration of Draft Plan approval. **This year is not a commitment by Staff nor does it guarantee that City Council will support the plan in whole or in part. The year provided is an estimate by staff of when the subdivision will be ready to be reviewed by City Council after considering the factors influencing the consideration of Draft Plan approval. Schedule 3 provides a summary of the Draft Plans (or phases) that are anticipated to be considered for draft plan approval in 2010.**

#### **EXPECTED REVENUE (DC'S)**

This column lists the expected revenue to the City via Development Charges (DCs) to fully construct the residential component of the given plan of subdivision. Development charges are based on 2009 rates which are valid until March 1, 2010.

#### **EXPECTED DEVELOPMENT**

This column identifies the priority for registration given to the plan of subdivision or phases of the plan. The year in which the plan of subdivision (or phase) is likely to be registered and the potential number of dwelling units are shown. The individual plan will either be identified as 2010, 2011 or Post 2011. The information from this column is used to create the Summary Table in **Schedule 2**. The timing and phasing is also consistent with the map provided at the end of **Schedule 4**.

**The expected development is reviewed on an annual basis and adjusted accordingly.**

## **5 FLEXIBILITY**

Subdivisions that are scheduled and approved to be registered in 2010 may not necessarily proceed. In some cases, registration does not proceed as the developer/owner may decide that the market conditions do not dictate the risk to service a particular development. In other cases, the time to clear various conditions (e.g. preparation and approval of a necessary Environmental Implementation report) may have been underestimated. Under these circumstances the DPP flexibility clause allows for development not currently approved to be registered in 2010 to be advanced. City Staff have the authority to move the registration of developments ahead (e.g. from 2011 to 2010) provided that the dwelling unit target will not be exceeded and any capital expense is already approved in the capital budget. The flexibility clause is applied using the following procedure:

1. Evaluation of the registration status of plans of subdivision that are included in Schedule 4 for registration in the current DPP by the City Engineer and the Manager of Development and Parks Planning on or before June 30;
2. Re-allocation of unit counts from developments that have not signed and registered a subdivision agreement and posted a letter of credit by July 31; and
3. Consultation with developers who have submitted Engineering drawings for review and are prepared to sign a subdivision agreement but not included in Schedule 4 of the

DPP for the current year to ascertain their ability to move forward on or before July 31.

Council approval is required if the requests for advancement will exceed the dwelling unit target or there is an impact on the capital budget. Under this scenario, Staff will review the request and prepare a report and recommendation to the Community Development and Environmental Services Committee of Council.

City staff meets regularly with the Guelph and Wellington Development Association and the Guelph and District Homebuilders to review the status of all development in the DPP and identify instances where the flexibility clause may be used.

## **6 SUMMARY OF DEVELOPMENT ACTIVITY IN 2009**

### **Permit Activity**

Building permit activity was lower than average for the year 2009 but fared better than anticipated. A historic high was set in 2004 when 1392 permits were issued, but permits decreased between 2005-2008 to an average of 840 permits per year (not including accessory apartments). As of the end of October 2009 a total of 492 permits (not including accessory apartments) have been issued for new dwelling units, which is lower than the past 3 years (see **Schedule 5**). However, the average permit activity from 2001 to 2008 for the entire City is 976 units per year (not including accessory apartments) which is very close to the previous population projection of 900 units per year and current projections of 1000 new dwelling units per year.

The building permit activity for the first 10 months of 2009 (492 units) with an estimated year end total of approximately 700 units (not including accessory apartments) for the entire City is lower than the 1000 units per year contemplated by the Growth Management Strategy but overall averages remain fairly consistent. (Current population projections estimate 1000 units until 2011 then an increase to approximately 1100 units until 2031).

The general reduction in permit activity over the last years is consistent with other area municipalities while the more significant decline in 2009 reflects the economic slowdown and higher unemployment and uncertainty in 2009. The Canadian Mortgage and Housing Corporation (CMHC) expects that a combination of factors including slowly improving employment, more spill-over from the resale market, and low mortgage rates will contribute to increasing housing starts over 2009 levels in 2010. Over the next few years, housing starts are expected to increase and become more in line with expected population growth forecasts. In terms of unit types, construction will continue to shift away from single detached homes to more high density forms, in keeping with the City's approved Growth Management Strategy. Despite a lack of apartment activity in 2009, some apartment construction is expected in Guelph in 2010.

Over the past few years, permit activity has continued to see a balanced supply of a full range of housing forms including townhouses and apartments. In 2006, 331 permits were issued for new townhouse and apartment dwellings representing approximately 40% of the total dwelling units; and in 2007, 448 permits (47%) were issued for multiple forms of residential accommodation. In 2008, 619 permits (59%) were issued for townhouses and apartments. The increase in percentage of multiple dwellings is consistent with the City's Growth Management Strategy that encourages new dwelling units to be multiple residential forms (includes townhouses, apartments and accessory apartments). To the end of October, 2009, no permits for larger scale apartment projects were issued, however, 48% of new residential building permits were issued for townhouses and accessory apartments (See **Schedule 5**). Included in this total is the Mountford affordable housing project which created 124 stacked townhouse units.

### **Subdivision Registration**

Registration activity was much lower than anticipated in the 2009 DPP. Of the 10 registrations proposed for 2009, only 1 plan fully registered and 1 plan signed subdivision agreements allowing the commencement of servicing (see **Schedule 1**). Eight (8) plans delayed registration and have been included in the allocation of units for registration in 2010. The two (2) plans of subdivision that were registered in 2009 will result in the potential creation of 443 dwelling units. This overall figure is much less than the 1160 dwelling units that were supported for registration by City Council (see **Schedule 1**). Registration activity in the south end consisted of the fourth phase of Westminster Woods (61M-160) which has a total of 398 potential units. Registration activity in the east end of the City consisted of the signed agreement for the 98 Cityview Drive plan which contains the potential for 45 residential units. There was no registration activity in the west end of Guelph in 2009.

### **Approval of Draft Plans of Subdivision**

The 2006 DPP was the first year that a schedule for plans of subdivision seeking Draft Plan approval (DPA) formed part of the DPP. This inclusion responded to a new policy supported by Council dealing with the phasing of new large-scale residential subdivisions. The policy requires that draft plan approval of residential subdivisions containing more than 200 potential dwelling units or greater than 10 hectares in area be brought forward for consideration in a logical phase or phases in keeping with the approved DPP.

In the 2009 DPP, 1034 units were proposed for Draft Plan Approval, including projects carried over from 2008. In reality, 6 plans of subdivision achieved Draft Plan Approval in 2009, creating a total of 673 potential units. In the northeast end of the City, 275 residential units were draft approved in 4 plans of subdivision. In the south end, Westminster Woods phase 4 received draft approval for 398 units (through the flexibility clause) and the Southgate industrial subdivision also received draft approval.

Two plans of subdivision were granted extension to draft plan approval in 2009 to allow time to complete their plan. Cedarvale (23T-99501), a small plan located in the northeast, received a 3 year extension to 2012. Pergola (23T-03507), a mixed commercial-residential plan in the south end of the City, received a 5 year extension to 2014.



## **Zoning By-law Amendments and Condominium Approvals**

In last year's 2009 DPP, staff began to better monitor other development applications that add to our dwelling unit supply, including Zoning By-law amendments and Plans of Condominium outside of Plans of Subdivision. The DPP now includes all applications that create more than 10 residential units. Approvals of these applications by year are shown in **Schedule 1** (Part B). However, to the end of October 2009, no new residential units were created via zone changes or plans of condominium outside of Plans of Subdivision. In 2008, 459 units were added to the inventory from this category. Staff note that several applications for residential zone changes have been in the process of being reviewed in 2009 and some of these applications are expected to come to Council for decision in late 2009 and the first half of 2010.

## **7 FORECAST OF SUBDIVISION AND PERMIT ACTIVITY FOR 2010**

Building permit activity in the residential sector remains relatively uncertain. Like other Ontario cities, Guelph has generally experienced a reduction in residential permit activity in the past couple of years from the record high level set in 2004. There was a significant reduction from 2004 to 2005 (-42%) and a slight reduction again from 2005 to 2006 (-3%). However, in 2007, building permits increased by 8% to 945 permits and they increased again in 2008 by almost 10% to 1044.

In Guelph, the permit activity for 2009 was forecast to be significantly lower than the activity experienced in 2008. Early in 2009, Canadian Mortgage and Housing Corporation (CMHC) forecast that in 2009 building permits would decrease significantly in Guelph by 49% or to approximately 550 in total. As shown in **Schedule 5**, building permits have been much lower in 2009 than 2008 levels, but not as low as predicted. By October 31<sup>st</sup>, 2009, 581 permits had been issued, and an additional 133 were anticipated for November, so a year end total of approximately 800 permits issued (including accessory apartments) is likely. Another key difference between 2008 and 2009 is the lack of permits for apartment units in 2009.

The range and expected number of new permits is lower than average, however, the overall average remains consistent with City population projections and the City's objective to provide a variety of housing options to meet the diverse housing needs within the community.

For 2010, residential permit activity is expected to increase, with CMHC forecasting a 16% increase in permits given current economic improvements. Interest in obtaining draft plan approval and registration of various subdivisions continues to remain strong. At the outset of the annual DPP review in August 2009, City staff received requests from the development community to register approximately 1350 potential dwelling units during 2010 as well as almost 2400 units requested for draft approval. The circulation of the draft 2010 DPP in November 2009 resulted in the development community's understanding of staff's proposed registration timing and there were few additional requests made to modify staff's recommendation for registrations in 2010. Staff's recommendation of a total of 858 potential units for registration in 2010 is based on the objectives of the DPP and the following:

1. The need to take a more conservative approach to approvals and registrations to ensure that expected capacity upgrades in the water and waste water systems are fully operational (see discussion in Section 3)
2. Council's approved growth rate of approximately 1000 units per year til 2011 (then 1100 units per year) as set out in the Growth Management Strategy population projections and the Background Development Charges Study.
3. The impact of the Provincial Places to Grow legislation and Growth Plan for the Greater Golden Horseshoe that places requirements on where future growth needs to occur (see discussion in Section 8).
4. Registrations in recent years have been lower than anticipated, so the 858 units for 2010 include carryover, or registrations that did not happen in previous years. Lower than anticipated registrations in recent years mean that only 2091 potential units have been created over the last three years, or an average of 697 units per year (see **Schedule 1**, Part C).

Requests to register all or parts of 10 subdivisions are contained within the recommended dwelling unit target of 858 dwellings contained on **Schedule 2** for the 2010 DPP (see Section 10 Conclusions and Recommendations). Seven (7) registrations are expected in the east, two (2) in the south and one (1) in the west. Included within this recommendation are six plans of subdivision that were expected to be registered in 2009; Mitchell Phase 2, Hanlon Creek Business Park Ph 1, 300 Grange Road, 312-316 Grange Road, Cityview, and Watson Creek/Walkover were all included in the 2009 potential registrations.

Staff expect that phases of three (3) preliminary plans of residential subdivision are likely to be ready to be presented to Council for consideration of Draft Plan approval in whole, or in part, during 2010 (see **Schedule 3**). The subdivisions (or parts thereof) that may be considered for Draft Plan approval in 2010 include a total of approximately 604 potential dwelling units within the Greenfield area. The recommended number reflects the need to balance approvals within the Greenfield area and Built Boundary to achieve a current population projection forecast of 1000 units per year. Within the 1000 units, it is assumed that only 60 percent of the potential new units (i.e. 600 units) would be created in Greenfield areas leaving room for 400 units to be created via infill projects in keeping with the City and Provincial Growth Plans. The lower number of potential units to be created by Draft Plan approval also reflects the need to take a more cautious approach to approvals to allow time for the City to achieve approval of Environmental Assessments (EAs) which are needed to provide future planning capacity for water.

Our recommendation considers the potential units that did not achieve draft approval in 2009 and well as the low number of draft approvals in 2008 (352 units) and 2007 (98 units). The 2009 DPP identified that 1034 potential units could brought forward for consideration in 2009 but only 673 potential units actually were approved by City Council. Therefore, 361 potential units were carried forward into 2010 and form part of the 604 units which could be considered for Draft Plan approval in 2010. The low number of plans that achieved Draft Plan approval and the 2009 permit activity has reduced the overall supply of potential units in the short and medium term (within plans of subdivision) to a 5.7 year supply, which is the same as 2009 and the lowest in the history of the DPP.

If all three of the plans were able to be presented to Council for consideration of Draft Plan approval and did, in fact, get approved, the three year average for draft plan approvals would be 543 units (1629 divided by 3). Since the majority of Draft Plan approvals occur in Greenfield areas this figure is in line with the current population forecast of 1000 units per year that assumes that 60 percent (600 units) will be created in the Greenfield areas. The recommended figure therefore allows ample room for Council to consider and approve infill projects via zoning amendments or plans of condominium.

The number of plans highlighted for consideration is considerably less than the requests received by the development community. The recommendation reflects the need to be cautious in light of uncertain servicing timing and to ensure that growth is consistent with Council's population projection target of 1000 units per year and considers the implications of the Growth Plan for the Greater Golden Horseshoe (see Section 8) and Guelph's Growth Management Strategy which are attempting to shift development focus to higher density opportunities within the Built Boundary.

## **8 GROWTH MANAGEMENT AND THE FUTURE OF THE DPP**

### **8.1 Provincial Growth Plan for the Greater Golden Horseshoe**

On June 16, 2006 the Province released the Growth Plan for the Greater Golden Horseshoe, 2006. This plan was prepared under the Places to Grow Act, 2005 as part of the Places to Grow initiative to plan for healthy and prosperous growth throughout Ontario. The new growth plan has significant implications for the future development of the City. Since the first DPP was prepared, it has been used effectively as a tool by City Council to manage the rate and timing of development from new plans of subdivision. As a result, City staff view the DPP as the logical tool to be modified to monitor the City's obligations under the Growth Plan for all development in the City. Of particular interest is that the Growth Plan establishes intensification and density targets for certain areas within municipalities. The Growth Plan also establishes population and employment projections for Guelph. The following discussion highlights some of the obligations under the Growth Plan and recommendations by City Staff on how the DPP could be modified to monitor these obligations.

#### **Intensification Target**

The Growth Plan establishes that single tier municipalities (like Guelph) will plan for a phased increase in the yearly percentage of residential intensification so that by the year 2015 generally a minimum of 40% of all new residential units occurring annually within each municipality will be within the defined built up area. The Minister of Energy and Infrastructure may review and permit an alternative minimum intensification target for a single-tier municipality located within the outer ring to ensure that the intensification target is appropriate, but it is expected that this requirement will impact the consideration of future development within the City.

Changes in the 2008 DPP included mapping that shows the approved Built Boundary, and building permits tracked by Built and Greenfield in Schedule 5. Also, schedules and mapping were modified to show all potential residential developments (both infill and subdivisions) by Built or Greenfield area.

Further changes were made in the 2009 DPP related to Guelph's intensification target include Schedule 1 tracking both subdivision registrations and approved zone changes and condominiums by Built Boundary or Greenfield area to get a more accurate count of newly created units. Potential subdivision activity is also tracked by built or greenfield area in Schedules 2 and 3, as are building permits in Schedule 5.

In 2009, the City approved a Growth Management Strategy in keeping the Provincial Growth Plan and the DPP will be used as a tool to assist in the implementation of the Strategy. This will include managing the approval of Draft Plans of subdivisions in Greenfield areas to ensure that the intensification targets are being achieved.

### **Density Targets**

The Growth Plan also specifies a set of density targets for the identified Urban Growth Centre (i.e., the downtown area) and the designated Greenfield area. The City of Guelph is one of the identified municipalities where a minimum density target (in this case 150 people and jobs per hectare) is to be achieved in the Urban Growth Centre. Similar to the establishment of the Built Boundary, the Ministry of Energy and Infrastructure has met with City Staff and recently established the boundary of the Urban Growth Centre in Downtown Guelph. Now that the boundary is in place, future DPPs can monitor development activity in this area.

The Growth Plan requires that the density target for the whole of the designated Greenfield area is to be not less than 50 residents and jobs combined per hectare. The density target is to be measured over the entire designated Greenfield area, not by individual project, and excludes provincially significant wetlands where development is prohibited. Census data, released every five years, will be used to monitor progress towards achieving the targets, although municipal data is expected to be used to supplement the census to obtain a count of jobs and residents that is as accurate as possible.

Starting in 2009, the DPP began to track density by including the current proposed densities of plans of subdivision anticipated for draft plan approval (see Schedule 3). Additional methods of tracking and determining appropriate densities will need to be included in the future DPPs once Growth Management Policies are finalized in the Official Plan.

### **Population Projections**

The population projections established by the Provincial Growth Plan are higher for the City of Guelph than the previous City projections prepared by CN Watson and approved by City Council in 2003. Further, the projections contained in the Growth Plan must be used for planning and managing growth in the Greater Golden Horseshoe area. The approved population projection for the City of Guelph is 175,000 by the year 2031. This projection was used in Guelph's Growth Management Strategy and the Development Charges Background Study which estimates the City should grow by approximately 1000 new dwelling units per year and starting in 2011 by 1100 units per year. This is an increase from the previous studies which forecast growth by 900 units per year until 2011, followed by reductions in annual growth until 2021.

## **8.2 Guelph's Growth Management Strategy and the DPP**

Guelph's Growth Management Strategy was developed in response to the challenges of managing growth and to meet the goals of the Provincial Growth Plan. Over the last few years

background studies and population forecasts were completed, along with the delineation of the Built Boundary and Urban Growth Centre in cooperation with the Provincial Ministry of Infrastructure and Renewal.

In 2009, staff developed the initial policies necessary to implement the Growth Management Strategy, including high-level policies for the built up areas, the urban growth centre and Greenfield areas. This initial conformity exercise was completed in 2009 as Official Plan Amendment 39. Further detail is anticipated shortly as staff complete the new Official Plan for adoption by Council in 2010.

Among the changes expected, higher densities of 60-70 persons per hectare for Greenfield development will be required (higher than 50 persons and jobs per hectare in Greenfield areas required by the Provincial Growth Plan) and a change to mix of housing types, with a greater percentage of multiple residential units (higher percentage of new units required to be townhouses and apartments, fewer single-detached dwelling units).

It is also likely that how new development in the City is monitored will change to ensure accurate information need to conform to the Growth Management Strategy policies and Provincial Growth Plan. The Development Priorities Plan is expected to continue to act as the primary tool for monitoring development activity, but additional changes are anticipated in future DPPs to accommodate new Growth Management Policies.

## **9 CIRCULATION OF DRAFT DPP TO THE DEVELOPMENT INDUSTRY**

Staff communicate regularly with representatives of the Guelph and Wellington Development Association (GAWDA) to monitor the approved “Development Priorities Plan”. Regular quarterly meetings were re-established during 2005 as part of the Development Application Review (DAR) initiative and the DPP was a regular agenda topic, among a number of issues associated with our development review process.

The Draft 2010 – Post 2011 DPP was circulated to the development community (owners/consultants and agencies) for comment on November 2, 2009. Following release of the draft, City staff met with the GAWDA representatives on November 20, 2009. At the meeting the GAWDA discussed several issues including:

- ◆ Implications of the lower than average subdivision registration and draft approval expectations in 2010, in order to ensure that the City will have time to complete the projects necessary to provide additional short (firm) and long term (planning) servicing capacity especially related to water.
- ◆ Proposed 2010 draft approvals limited to phases three plans despite other requests for draft approval in 2010;
- ◆ Discussion about 2009 economic downturn and 2010 market forecast for housing demand.

Individual responses received from the owners and consultants concerning the timing of a number of draft and preliminary plans and the DPP in general are included in **Schedule 10**.

A staff response to all of the comments and requests is provided on **Schedule 11**.

## **10 CONCLUSIONS AND RECOMMENDATIONS**

The DPP continues to be an implementation tool for the City's Strategic goal of managing growth in a balanced sustainable manner. During 2009, the DPP was also effective in assisting staff in establishing priorities for the review and approval of new development from residential plans of subdivision.

### **10.1 Registration Activity**

Registration activity in 2009 was lower than average and without any potential units from zone changes and condominiums did not meet the anticipated 1000 new potential units of the City population projections. The 2009 DPP supported the creation of up to 1160 potential dwellings units from new registered plans and 445 potential units were registered. From 2001 to 2009 an average of 902 units were registered per year. The average is in keeping with the previous Council approved population projection forecast which called for a growth of 1000 units per year from 2001-2006 and 900 units per year in 2007 and 2008. Current forecasts have returned to approximately 1000 units per year, with the focus shifted from Greenfield subdivision growth to balanced growth across the City in a variety of housing types and infill situations. Staff have recommended registration activity for 2010 that reflects the Council approved population projection forecasts, provides opportunities to approve infill projects with an adequate housing mix and ensures that servicing capacity is available.

### **10.2 Building Permit Activity**

Residential building permit activity was also lower in 2009, though not as low as anticipated. The residential permit activity for 2009, with a total of 492 units at the end of October is projected to remain lower than the 1054 permits issued for new units in 2008. Also of significance is the lower percentage of permits issued for multiples (38% were for townhouses) in 2009 than in 2008, which reflects the lack of any apartment building permits. The year end permits in 2009 are expected to achieve approximately 700 units (not including accessory apartments). The 20-year average is 862 dwelling units per year as noted on **Schedule 6**.

### **10.3 Phasing Policy**

The phasing policy (established in 2005) for large scale residential subdivisions is effective in introducing new potential dwelling units at a moderate rate into the medium term housing supply (plans with Draft Plan approval). During 2009, six draft plans of subdivision containing 673 potential units received Draft Plan approval (see **Schedule 3**). In support of Council's direction to reduce the inventory of units in draft approved and registered plans, the 2010 DPP highlights three phases of plans anticipated to be presented to Council for the consideration of Draft Plan approval in 2010 (see also **Schedule 3**). These are the subdivisions where staff time and resources will be allocated to resolving issues so that they can be considered by City Council. If supported these subdivisions would add a potential 604 dwelling units to the medium term supply. This is consistent with the amount of Draft Approval in 2009 and the trend in recent years of fewer potential units created via Draft Plan Approval. In order to ensure that new development will meet the goals and projections of

the Official Plan and Guelph's Growth Management Strategy, careful monitoring of draft subdivision plan approvals and new potential units created via zone changes and condominiums is necessary.

Overall, a lower than average number of building permits, subdivision registrations and draft plan approvals, the overall supply of units has remained relatively constant. There is a supply of short and medium term units of approximately 7.2 years of growth at 1000 units per year (see **Schedule 7**) which is slightly lower than last year (7.4) and the lowest inventory in the history of the DPP. Through careful management, the short and medium term supply of dwellings in plans of subdivision has been reduced from a high of 7600 units in 2003 to the current 5706 units.

The DPP also includes an inventory of zoned townhouse and apartment infill sites not included in Draft or Registered Plans. Staff have divided the inventory of zoned townhouse and apartment sites based on knowledge of potential constraints to development. Potential brownfields and sites that have buildings that are currently in use have been moved to the medium term supply. In 2009, no potential units were approved to add to the short term supply of units, though some were removed through the issuance of building permits. For 2010 there are 692 potential units in short term supply and 806 units in medium term supply for a total of 1498 potential units available through infill multiple residential sites.

#### **10.4 Water and Wastewater**

An examination of the information regarding water and wastewater treatment flows (see **Schedule 8**) indicates that the City still has capacity to handle the commitments for the future dwelling units currently registered and draft plan approved.

The data indicates that the current wastewater treatment plant has the capacity for the registration of an additional 4400 units of residential development, which equates to 6.2 years of growth based on the population projections. For water, the data indicates a current capacity to register an additional 3100 dwelling units, which equates to a 4.4 year supply. In addition, long range forecasting shows the City has sewage treatment capacity for approximately 8,600 additional residential units and water capacity for 5,100 units.

#### **10.5 Recommendations**

City staff recommend that the 2010 Development Priorities Plan (DPP) be approved (Schedules 2, 3 and 4) and used as a guide to manage the rate and timing of development for the next year. The 2010 DPP recommends that Council support the creation of up to 858 potential dwelling units from the registration of plans in 2010 (See **Schedule 2**). This figure is lower than last year's recommended total, recognizing the caution needed regarding water capacity and allowing opportunities for infill development to occur.

1. The DPP needs to respond to population projections in the Growth Management Strategy, which recommends the creation of approximately 1000 potential new units from each year til 2031.
2. The Growth Plan for the Greater Golden Horseshoe now generally requires that by the year 2015, 40% of new growth occur within the built up areas of Cities. Since most of the new subdivision activity identified by the DPP is expected to be identified beyond the built boundary (i.e. Greenfield area) there is the need to take a

more conservative approach to Greenfield approvals and commitments made to achieve the intensification target.

Included in the 858 potential units is a carryover of 462 units that were identified for registration in 2009. If these units are removed, only 396 new units are included in the recommendation.

The breakdown of the components of the 858 dwelling units is 298 detached, 128 semi-detached, 382 townhouses and 50 apartment units. If these registrations are endorsed, the City will continue to have a sufficient supply of lots and blocks in registered plans to respond to market needs and trends and maintain a competitive market place in terms of pricing. In terms of short-term supply, there are 2942 potential units (as of October 31, 2009) currently available for building permits in registered plans. This overall number is down from last year's DPP (3444 units). The addition of the 692 potential units in infill townhouse and apartment site pushes this total to 3634 potential units. The majority of potential units in the short term supply, approximately 2886 units (79%) are in potential multiple residential projects (**Schedule 7**).

This year's DPP also recommends three phases of plans for consideration of draft plan approval in 2010 (see **Schedule 3**). Included in the plans are approximately 604 future dwelling units. This number reflects staff's caution in allocating water supply and the encouragement of potential residential development infill opportunities within the Built Boundary.

City Staff have made a careful recommendation in this year's DPP in response to our current constraints while we continue to work towards our commitments under the Growth Plan for the Greater Golden Horseshoe and Guelph's Growth Management Strategy.



# SCHEDULE 1

## NUMBER, TYPE AND DISTRIBUTION OF POTENTIAL UNITS BETWEEN OCTOBER 31, 2008 AND OCTOBER 31, 2009

### A. IN REGISTERED PLANS OF SUBDIVISION

<i>Northwest</i>					
Plan # and Name	Detached	Semi-detached*	Townhouses*	Apartments*	Total
none					
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Northeast</i>					
Plan # and Name	Detached	Semi-detached*	Townhouses*	Apartments*	Total
98 Cityview (Bolzon)	29	16	0	0	45
<b>SUBTOTAL</b>	<b>29</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>45</b>
<i>South</i>					
Plan # and Name	Detached	Semi-detached*	Townhouses*	Apartments*	Total
61M-160 Westminister Woods 4	85	0	190	123	398
<b>SUBTOTAL</b>	<b>85</b>	<b>0</b>	<b>190</b>	<b>123</b>	<b>398</b>
In Built Boundary	29	16	0	0	45
In Greenfield	85	0	190	123	398
<b>Total Units Registered in 2009</b>	<b>114</b>	<b>16</b>	<b>190</b>	<b>123</b>	<b>443</b>
<b>Units Approved in 2009 DPP</b>	<b>391</b>	<b>200</b>	<b>404</b>	<b>165</b>	<b>1160</b>

### B. THROUGH APPROVED ZONE CHANGES AND CONDOMINIUMS

<i>Northwest</i>					
File # and Name	Detached	Semi-detached*	Townhouses*	Apartments*	Total
none					
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Northeast</i>					
File # and Name	Detached	Semi-detached*	Townhouses*	Apartments*	Total
none					
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>South</i>					
File # and Name	Detached	Semi-detached*	Townhouses*	Apartments*	Total
none					
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
In Built Boundary	0	0	0	0	0
In Greenfield	0	0	0	0	0
<b>Total Additional Units in 2009</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 2009 TOTALS (A+B)

In Built Boundary	29	16	0	0	45
In Greenfield	85	0	190	123	398
<b>Total New Units in 2009</b>	<b>114</b>	<b>16</b>	<b>190</b>	<b>123</b>	<b>443</b>

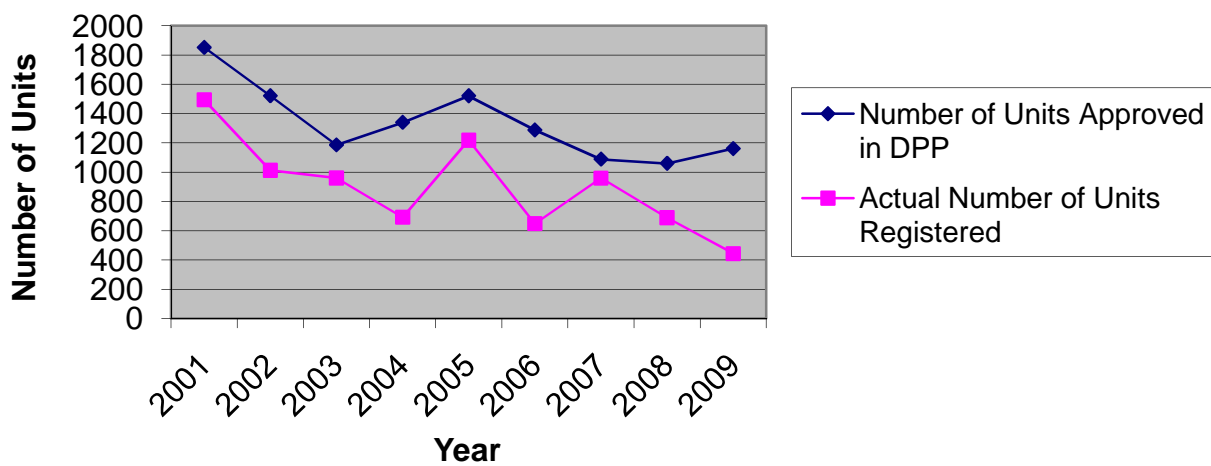
\* Semi-detached numbers are unit counts

\*Townhouses and apartments based on approved zoning

**C. COMPARISON OF ACTUAL AND APPROVED REGISTRATIONS BY YEAR**

	Detached	Semi-detached*	Townhouses*	Apartments*	Total
<b>ACTUAL OVERALL TOTAL (2009)</b>	138	42	283	123	443
<b>APPROVED 2009 DPP</b>	391	200	404	165	1160
<b>ACTUAL OVERALL TOTAL (2008)</b>	175	0	268	246	689
<b>APPROVED 2008 DPP</b>	392	32	300	335	1059
<b>ACTUAL OVERALL TOTAL (2007)</b>	590	114	255	0	959
<b>APPROVED 2007 DPP</b>	662	64	361	0	1087
<b>ACTUAL OVERALL TOTAL (2006)</b>	522	0	126	0	648
<b>APPROVED 2006 DPP</b>	855	106	326	0	1287
<b>ACTUAL OVERALL TOTAL (2005)</b>	759	128	331	0	1218
<b>APPROVED 2005 DPP</b>	1056	140	324	0	1520
<b>ACTUAL OVERALL TOTAL (2004)</b>	315	66	211	100	692
<b>APPROVED 2004 DPP</b>	805	85	349	100	1339
<b>ACTUAL OVERALL TOTAL (2003)</b>	774	60	126	123	960
<b>APPROVED 2003 DPP</b>	926	134	125	0	1185
<b>ACTUAL OVERALL TOTAL (2002)</b>	567	120	127	199	1013
<b>APPROVED 2002 DPP</b>	1002	152	168	199	1521
<b>ACTUAL OVERALL TOTAL (2001)</b>	575	84	410	425	1494
<b>APPROVED 2001 DPP</b>	790	166	449	446	1851

**D. Comparison of Approved and Registered Units by Year**



## SCHEDULE 2

### SUMMARY OF 2010-POST 2011 PROPOSED STAGING DWELLING UNIT TARGETS

Sector	Single	Semi-Detached	Townhouses	Apartments	Total
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#### 2010 Proposed Registrations

<b>Northeast</b>	200	96	329	50	<b>675</b>
<b>Northwest</b>	98	32	32	0	<b>162</b>
<b>South</b>	0	0	21	0	<b>21</b>
<b>Subtotal</b>	298	128	382	50	<b>858</b>
In Built Boundary	73	50	93	0	216
In Greenfield	225	78	289	50	642

#### 2011 Anticipated Registrations

<b>Northeast</b>	152	28	70	0	<b>250</b>
<b>Northwest</b>	0	0	0	0	<b>0</b>
<b>South</b>	83	58	62	230	<b>433</b>
<b>Subtotal</b>	235	86	132	230	<b>683</b>
In Built Boundary	23	0	0	0	23
In Greenfield	212	86	132	230	660

#### Post 2011 Anticipated Registrations

<b>Northeast</b>	606	116	516	337	<b>1575</b>
<b>Northwest</b>	117	0	50	877	<b>1044</b>
<b>South</b>	602	80	438	447	<b>1567</b>
<b>Subtotal</b>	1325	196	1004	1661	<b>4186</b>
In Built Boundary	20	0	0	356	376
In Greenfield	1305	196	1004	1305	3810

<b>2010 DPP OVERALL</b>	<b>1858</b>	<b>410</b>	<b>1518</b>	<b>1941</b>	<b>5727</b>
<b>2009 DPP OVERALL</b>	<b>2122</b>	<b>364</b>	<b>1684</b>	<b>1757</b>	<b>5927</b>
<b>2008 DPP OVERALL</b>	<b>2297</b>	<b>486</b>	<b>1841</b>	<b>2354</b>	<b>6978</b>
<b>2007 DPP OVERALL</b>	<b>2780</b>	<b>486</b>	<b>1739</b>	<b>2253</b>	<b>7258</b>
<b>2006 DPP OVERALL</b>	<b>3082</b>	<b>450</b>	<b>1848</b>	<b>1964</b>	<b>7344</b>
<b>2005 DPP OVERALL</b>	<b>3767</b>	<b>646</b>	<b>2198</b>	<b>2013</b>	<b>8624</b>
<b>2004 DPP OVERALL</b>	<b>3867</b>	<b>734</b>	<b>2012</b>	<b>2071</b>	<b>8684</b>
<b>2003 DPP OVERALL</b>	<b>4132</b>	<b>806</b>	<b>1752</b>	<b>1935</b>	<b>8625</b>
<b>2002 DPP OVERALL</b>	<b>4141</b>	<b>831</b>	<b>1628</b>	<b>2127</b>	<b>8727</b>

# SCHEDULE 3

## Draft Plan Approval Activity

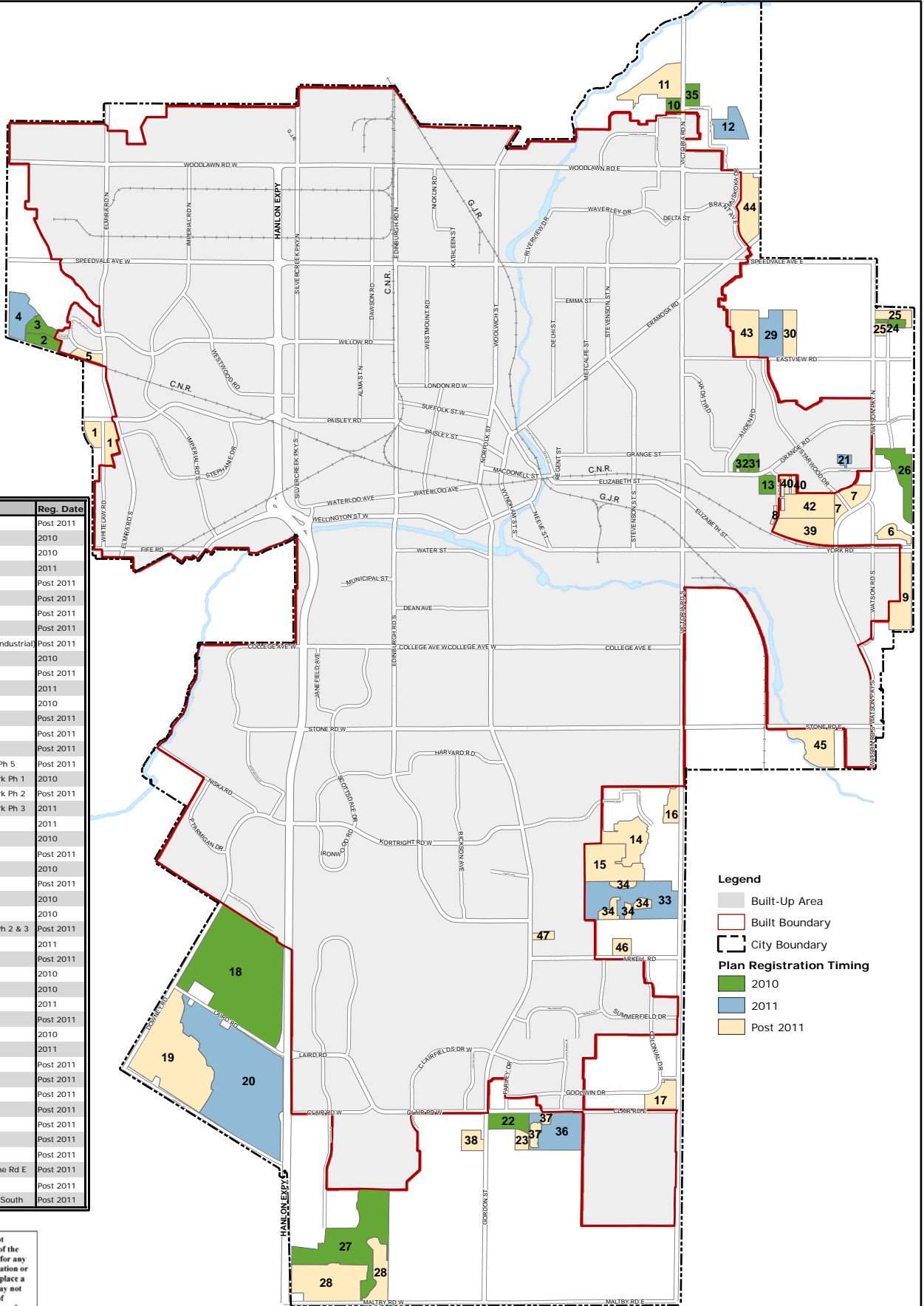
Plans Anticipated to be Considered for Draft Plan Approval in 2010						
	Single	Semi-Detached	Townhouses	Apartments	Total	Density p+j/ha
<b>Northeast</b>						
23T-07501 (*) Grangehill Ph 7(a)	73	28	70	0	171	tbd
<b>Total Northeast</b>	<b>73</b>	<b>28</b>	<b>70</b>	<b>0</b>	<b>171</b>	
<b>Northwest</b>						
none						
<b>South</b>						
23T-08503 (*) Dallan Ph 1	52	26	55	91	224	TBD
23T-07506 Vic Park West Ph 1	31	32	7	139	209	TBD
<b>Total South</b>	<b>83</b>	<b>58</b>	<b>62</b>	<b>230</b>	<b>433</b>	
<b>Overall Total</b>	<b>156</b>	<b>86</b>	<b>132</b>	<b>230</b>	<b>604</b>	
<b>Total in Built Boundary</b>						
<b>Total in Greenfield</b>	<b>156</b>	<b>86</b>	<b>132</b>	<b>230</b>	<b>604</b>	

(\*) - carried over from approved 2009 DPP

Plans that were Draft Approved during 2009						
	Single	Semi-Detached	Townhouses	Apartments	Total	Density p+i/ha
<b>Northeast</b>						
23T-07502 294-316 Grange Rd	13	26	17	0	56	80
23T-07505 300 Grange Rd	11	0	76	0	87	76
23T-08501 Cityview-Bolzon	29	16	0	0	45	67
23T-08502 Victoria North	0	0	87	0	87	83
<b>Total Northeast</b>	<b>53</b>	<b>42</b>	<b>180</b>	<b>0</b>	<b>275</b>	
<b>Northwest</b>						
none						
<b>South</b>						
23T-02502 Westminster Woods East Ph 4	85	0	190	123	398	TBD
23T-06503 Southgate Business Park	0	0	0	0	0	-
<b>Total South</b>	<b>85</b>	<b>0</b>	<b>190</b>	<b>123</b>	<b>398</b>	
<b>Overall Total</b>	<b>138</b>	<b>42</b>	<b>370</b>	<b>123</b>	<b>673</b>	
<b>In Built Boundary</b>	<b>53</b>	<b>42</b>	<b>93</b>	<b>0</b>	<b>188</b>	
<b>In Greenfield</b>	<b>85</b>	<b>0</b>	<b>277</b>	<b>123</b>	<b>485</b>	

Schedule 4

ID	Subdivision Number	Subdivision Name	Req. Date
1	23T86004	West Hills	Post 2011
2	23T88009/ 23TO4503	Mitchell Ph 2a	2010
3	23T88009/ 23TO4503	Mitchell Ph 2b	2010
4	23T88009/ 23TO4503	Mitchell Ph 3	2011
5	23T88009/ 23TO4503	Mitchell Ph 4	Post 2011
6	23T98501	Watson Creek	Post 2011
7	23T98506	Guelph Watson 5-3 Ph 2	Post 2011
8	23T99501 / 23T96501	Valleyhaven	Post 2011
9	23TO0501	Warner Custom Coating (Industrial)	Post 2011
10	23TO1501	Ingram Farm Ph 4	2010
11	23TO1501	Ingram Ph 5	Post 2011
12	23TO1502	Northview Estates Ph 3	2011
13	23TO1506	Cityview and Grange	2010
14	23TO1508	Kortright East Ph 3	Post 2011
15	23TO1508	Kortright East Ph 4	Post 2011
16	23TO1508	Kortright East Ph 5	Post 2011
17	23TO2502	Westminster Woods East Ph 5	Post 2011
18	23TO3501	Hanlon Creek Business Park Ph 1	2010
19	23TO3501	Hanlon Creek Business Park Ph 2	Post 2011
20	23TO3501	Hanlon Creek Business Park Ph 3	2011
21	23TO3502	58-78 Fleming	2011
22	23TO3507	Pergola Ph 1 Commercial	2010
23	23TO3507	Pergola Ph 2	Post 2011
24	23TO4501	Morningcrest Ph 2a	2010
25	23TO4501	Morningcrest Ph 2b	Post 2011
26	23T98501/ 23TO6501	Watson Creek / Walkover	2010
27	23TO6503	Southgate Business Park	2010
28	23TO6503	Southgate Business Park Ph 2 & 3	Post 2011
29	23TO7501	Grangehill Ph 7a	2011
30	23TO7501	Grangehill Ph 7b	Post 2011
31	23TO7502	294-316 Grange	2010
32	23TO7505	300 Grange	2010
33	23TO7506	Victoria Park West Ph 1	2011
34	23TO7506	Victoria Park West Ph 2	Post 2011
35	23TO8502	Victoria North	2010
36	23TO8503	Dallan Ph 1	2011
37	23TO8503	Dallan Ph 2	Post 2011
38	ZC0306	Thomasfield (Bird)	Post 2011
39	JP0408	Cityview and Watson	Post 2011
40	JP0601	Tivoli	Post 2011
42	JP0604	55 Cityview (Fierro)	Post 2011
43	JP0607	66-82 Eastview	Post 2011
44	JP0709	Woodlawn/Eramosa	Post 2011
45	JP0802	58 Glenholm Dr & 745 Stone Rd E	Post 2011
46	JP????	46 Arkell Rd	Post 2011
47	JP????	1274-1288 Gordon Street South	Post 2011



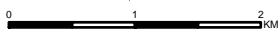
**Legend**

- Built-Up Area
- Built Boundary
- City Boundary

**Plan Registration Timing**

- 2010
- 2011
- Post 2011

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# 2010 Development Priorities Plan Proposed Registration Timing



# SCHEDULE 4

## Summary of Draft Approved and Preliminary Plans

File # (Description)	Residential				Comm (ha.)	Ind (ha.)	Inst (ha.)	Park (ha.)
	D	SD	TH	APT				
Northeast	954	248	922	387	2.73	2.884	0	5.955
Northwest	215	32	82	877	9.72	9.188	0	0.213
South	602	136	670	1144	6.253	167	2.131	5.228
<b>Total</b>	<b>1771</b>	<b>416</b>	<b>1674</b>	<b>2408</b>	<b>18.703</b>	<b>179.072</b>	<b>2.131</b>	<b>11.396</b>

Note:

D = Single Detached  
SD = Semi-Detached  
TH = Townhouse  
APT = Apartment

Comm = Commercial  
Ind = Industrial  
Inst = Institutional  
DC = Development Charge

**DRAFT SCHEDULE 4 Continued**  
**Development Priorities Plan Draft Approved and Preliminary Plans**

**Sector**

***Northwest Residential***

File # (Description)	Status	Residential				Comm (ha.)	Ind (ha.)	Inst (ha.)	Park (ha.)	Draft Plan Approval Date	Expected Revenue (DC's)	Expected Development
		D	SD	TH	APT							
23T-86004 West Hills	Draft Approved				521	3.52		TBD	23/12/1987	\$6,401,267	Post 2011	
Servicing Comments:	Requires extension of existing services.											
Timing Comments:	Developer is reviewing final area of plan in conjunction with proposed realignment of Whitelaw Road. New draft plan expected which will include a park (size to be determined). Environmental Impact Study required because natural heritage feature (woodlot) is affected.											
23T-88009 23T-04503 Mitchell Farm	Draft Approved	215	32	82	356	4.688		0.213	01/06/1997 5/13/2005 5/13/2008 ext. to 5/13/2011	\$11,800,597	Phase 2a 2010 (21D, 32SD, 32 TH) Phase 2b 2010 (77D) Phase 2011 (117 D, 50 TH) Phase Post 2011 (356 A)	
Servicing Comments:	Requires extension of existing services.											
Timing Comments:	Registration of next phase will allow construction of park that also serves the adjacent neighbourhood.											

**DRAFT SCHEDULE 4 Continued**  
**Development Priorities Plan Draft Approved and Preliminary Plans**

**Sector**

***Northeast Industrial***

File # (Description)	Status	Residential				Comm (ha.)	Ind (ha.)	Inst (ha.)	Park (ha.)	Draft Plan Approval Date	Expected Development
		D	SD	TH	APT						
23T-00501 Warner Custom Coating	Preliminary Part Zoning Approved						13.91 4.887			Post 2010	Post 2011
Servicing Comments:	Extension of watermain on York Road and connection to watermain on Airpark Place. Storm water outlet for York Road via Airpark Place. Storm water outlet to Watson Road.										
Timing Comments:	To be determined.										



**DRAFT SCHEDULE 4 Continued**  
**Development Priorities Plan Draft Approved and Preliminary Plans**

**Sector**

***Northeast Residential***

File # (Description)	Status	Residential				Comm (ha.)	Ind (ha.)	Inst (ha.)	Park (ha.)	Draft Plan Approval Date	Expected Revenue (DC's)	Expected Development
		D	SD	TH	APT							
23T-98501 / 23T06501 Watson Creek/Walkover	Draft Approved	82		124		2.884			part cash in lieu	20/03/2001 (3 year extension to 2007/03/20) (3 year extension to 2010/03/20)	\$4,218,730	Phase - 2010 (82D, 124 TH) Last Phase (industrial) Post 2011
Servicing Comments:	Requires the extension of existing services.											
Timing Comments:	None.											
23T-98506 Guelph Watson 5-3 (Grangehill Phase 5)	Preliminary	61		69	54				0.428	Phase 1 - 2009 Phase 2 - Post 2010	\$3,380,708	Phase - Post 2011 (61 D, 39 TH, 54 APT)
Servicing Comments:	Extension of existing services.											
Timing Comments:	Needs an amendment to the Zoning By-law.											
23T-99501 / 23T-96501 Valeriete and Martini	Draft Approved	20							cash in lieu	23/11/2000 ext. 11/21/2009 ext. to 11/21/2012	\$481,060	Post 2011
Servicing Comments:	Requires services from Cityview Drive. Upgrades to Cityview Drive required.											
Timing Comments:	Sanitary and water servicing for Cityview Drive identified as a Local Improvement Project (WS0032, WW0022).											
23T-01501 Ingram	Draft Approved	78		72	50				4.25	06/09/2002 3 year extension to 06/09/2008 3 year extension to 06/09/2011	\$3,794,811	Phase 4 2010 (44D, 50 APT) Phase 5 post 2011 (34D, 72T)
Servicing Comments:	Requires Victoria Road North upgrade and extension of existing services. Victoria Road North upgrade (RD0247).											
Timing Comments:	Victoria Road North construction scheduled for 2010 (ISF Project). Wastewater pumping station/forcemain construction completed in 2009.											

**DRAFT SCHEDULE 4 Continued**  
**Development Priorities Plan Draft Approved and Preliminary Plans**

**Sector**

***Northeast Residential***

File # (Description)	Status	Residential				Comm (ha.)	Ind (ha.)	Inst (ha.)	Park (ha.)	Draft Plan Approval Date	Expected Revenue (DC's)	Expected Development
		D	SD	TH	APT							
23T-01502 Northview Estates	Draft Approved	56								06/09/2002 3 year extension to 06/09/2008	\$1,346,968	Phase 3 - 2011 (56D)
Servicing Comments:	Requires Victoria Road North upgrade and extension of existing services. Victoria Road North upgrade (RD0247).								3 year extension to 06/09/2011			
Timing Comments:	Victoria Road North construction scheduled for 2010 (ISF Project). Wastewater pumping station/forcemain construction completed in 2009.											
23T-01506 Cityview and Grange	Draft Approved	49	24					cash in lieu		04/03/2005 2 year extension to 04/03/2010	\$1,755,869	2010
Servicing Comments:	Requires extension of existing services and requires services from Cityview Drive. Sanitary and water servicing for Cityview Drive identified as a Local Improvement Project (WS0032, WW0022).											
Timing Comments:	A red line amendment is necessary											
23T-03502 58-78 Fleming Road	Draft Approved	23						cash in lieu		14/07/2006 ext. to 14/07/2011	\$553,219	2011
Servicing Comments:	Requires extension of existing services.											
Timing Comments:	N/A											
23T-04501 340 Eastview Rd Almondale Homes / Morning Crest	Draft Approved	68	94	25	165	1.49				02/09/2008	\$6,376,759	Phase 2 - 2010 (1D, 46 SD, 25 TH)  Phase 3 - 2011 (67D, 48 SD, 165 APT)
Servicing Comments:	Requires extension of existing services and upgrades to Watson Pkwy.											
Timing Comments:												

**DRAFT SCHEDULE 4 Continued**  
**Development Priorities Plan Draft Approved and Preliminary Plans**

**Sector**

***Northeast Residential***

File # (Description)	Status	Residential				Comm (ha.)	Ind (ha.)	Inst (ha.)	Park (ha.)	Draft Plan Approval Date	Expected Revenue (DC's)	Expected Development
		D	SD	TH	APT							
23T-07501 Grangehill Ph 7	Preliminary	97	28	104	100				0.297	2010	\$6,119,339	Phase 1 - 2011 (73D, 28 SD, 70 TH)
Servicing Comments:	Requires extension of existing services.											
Timing Comments:	Requires Draft Plan approval. A revised plan is expected which will require further public process.											
23T-07502 312-316 Grange Rd	Draft Approved	6	34	22					0.12	12/01/2009	\$1,360,672	2010
Servicing Comments:	Coordination with adjacent plan needed											
Timing Comments:												
23T-07505 300 Grange Rd	Draft Approved	14		78					0.1	12/01/2009	\$1,749,790	2010
Servicing Comments:	Coordination with adjacent plan needed											
Timing Comments:												
23T-08502 Victoria North	Draft Approved			87		1.24			cash in lieu	06/07/2009	\$1,576,092	2010
Servicing Comments:	Requires Victoria Road North upgrade and extension of watermain											
Timing Comments:	Watermain construction in 2010 - ISF Project											
UP0408 Cityview and Watson	Future	92		22					0.4	Post 2010	\$2,611,428	Post 2011
Servicing Comments:	Requires extension of existing services and upgrades to Cityview Drive.											
Timing Comments:	Requires submission of application for draft plan approval. Requires CN approval and an EIS & EIR.											

**DRAFT SCHEDULE 4 Continued**  
**Development Priorities Plan Draft Approved and Preliminary Plans**

Sector

***Northeast Residential***

File # (Description)	Status	Residential				Comm (ha.)	Ind (ha.)	Inst (ha.)	Park (ha.)	Draft Plan Approval Date	Expected Revenue (DC's)	Expected Development
		D	SD	TH	APT							
UP0601 Tivoli/Stockford Rd	Future	12	26	26				TBD	Post 2010	\$1,385,030	Post 2011	
Servicing Comments: Requires extension of existing services and upgrades to Cityview Drive.												
Timing Comments: Requires submission of application for zoning amendment and draft plan of subdivision.												
UP0604 55 Cityview Drive	Future	153	42	62				0.36	Post 2010	\$5,813,527	Post 2011	
Servicing Comments: Requires extension of existing services and upgrades to Cityview Drive.												
Timing Comments: Requires submission of application for zoning amendment and draft plan of subdivision.												
UP0607 66-82 Eastview Road	Future	8		120				TBD	Post 2010	\$2,366,344	Post 2011	
Servicing Comments: Requires extension of existing services.												
Timing Comments: Requires submission of application for zoning amendment and possible draft plan approval. Environmental Impact Study required due to proximity to provincially significant wetland.												
UP0709 Woodlawn/Eramosa	Future	135		111	18			TBD	Post 2010	\$5,479,188	Post 2011	
Servicing Comments: Requires extension of existing services and retrofit of existing SWM Pond #1.												
Timing Comments: Requires submission of application for zoning amendment and draft plan of subdivision.												

**DRAFT SCHEDULE 4 Continued**  
**Development Priorities Plan Draft Approved and Preliminary Plans**

**Sector**

***South Industrial***

File # (Description)	Status	Residential				Comm (ha.)	Ind (ha.)	Inst (ha.)	Park (ha.)	Draft Plan Approval Date	Expected Development
		D	SD	TH	APT						
23T-03501 (SP-0201) Hanlon Creek Business Park	Preliminary			21		167			Trails in lieu	09/11/2006	Phases 1&2 2010 (21 TH)  Phase Post 2011
<p>Servicing Comments: Extension of existing services required. Watermain extension from east side of Hanlon via Clair Road and watermain and sanitary sewer extension from the Kortright IV subdivision. SS0002, SW0007, WW0036, WW0053, WW0040, WW0052, WS0029, RD0092, RD0093, RD00245, RD00249. MTO Development Cap applies prior to the construction of the Laird Road interchange.</p> <p>Timing Comments: A portion of Phase 1 site servicing to commence in 2010 with remainder of Phase 1 servicing scheduled for 2011. Phase 2 servicing may commence in 2010. Extension of watermain through Phase 2 required to service Phase 1 lands. EIR required for Phase 3.</p>											
23T-06503 Southgate Business Park	Draft Approved					50			Cash in lieu	22/12/2008	Phase 2 - 2010 Phases 3 & 4 Post 2011
<p>Servicing Comments: Requires extension of existing services and a wastewater pumping station to service the southern portion of the subdivision. Maltby Rd reconstruction in 2010 (RD00248). ISF Project. MTO Development Cap applies prior to the construction of the Laird Road interchange.</p> <p>Timing Comments: EIR needs to be completed.</p>											

**DRAFT SCHEDULE 4 Continued**

**Development Priorities Plan: Draft Approved and Preliminary Plans**

**Sector**

**South**

File # (Description)	Status	Residential				Comm (ha.)	Ind (ha.)	Inst (ha.)	Park (ha.)	Draft Plan Approval Date	Expected Revenue (DC's)	Expected Development
		D	SD	TH	APT							
23T-01508 Kortright East (Pine Meadows)	Preliminary Preliminary Total	176 199 375	28 26 28	0 160 186	0 400 400	0.873		2.131	3.014	03/01/2006 post 2010	\$4,906,812	Phase Post 2011 (176 D, 28 SD) Phase Post 2011 (199 D, 26 TH) Phase Post 2011 (160 TH, 400 APT)
Servicing Comments:	Requires extension of existing services. Sanitary outlet via Victoria Road. Wastewater pumping station and forcemain construction complete.											
Timing Comments:	Kortright Road collector included in 2007 Capital Budget (RD0070).											
23T-02502 Westminister Woods East	Preliminary			132	144					post 2010	\$4,160,568	Phase Post 2011 (132 TH, 144 APT)
Servicing Comments:	Extension of existing services required.											
Timing Comments:	Draft plan approval required for next phase.											
23T-03507 Pergola	Draft Approved			91		5.38			0.446	26/05/2006 Ext. to 26/05/2012	\$1,648,556	Phase Post 2011
Servicing Comments:	Sanitary sewer outlet complete to Clair Road limit of property from Farley Drive. Developing part of lands will require water pressure booster system until Pressure Zone 3 is established.											
Timing Comments:	Gordon Street reconstruction, south of Clair, underway in 2009 and will continue to Maltby from 2011 to 2013 (RD0114).											
23T-08503 Dallan	Preliminary	74	26	100	213				0.868	part 2010	\$6,833,925	Phase 1 - 2011 (52D, 26SD, 55TH, 91A)  Phase 2 - post 2011 (22D, 45TH, 122APT)
Servicing Comments:	May require servicing through Pergola/adjacent lands or upgrades to existing infrastructure in Westminister Woods (north of Clair). Developing part of lands may require water pressure booster system until Pressure Zone 3 is established.											
Timing Comments:	Requires Draft Plan Approval.											

**DRAFT SCHEDULE 4 Continued**

**Development Priorities Plan: Draft Approved and Preliminary Plans**

**Sector**

**South**

File # (Description)	Status	Residential				Comm (ha.)	Ind (ha.)	Inst (ha.)	Park (ha.)	Draft Plan Approval Date	Expected Revenue (DC's)	Expected Development
		D	SD	TH	APT							
23T-07506 Victoria Park West	Preliminary	86	32	59	320				0.9	Part 2010	\$7,838,778	Phase 1 - 2011 (31D,32SD,7TH,139APT)
Servicing Comments:	Detailed servicing report required.										Phase 2 - post 2011 (55D,52TH, 181APT)	
Timing Comments:	Requires Draft Plan approval.											
ZC0306 1897 Gordon St	Preliminary	33		36	67				cash-in-lieu	post 2010	\$2,269,121	Post 2011
Servicing Comments:	Gordon St services and roadworks required. Development of a portion of the lands will require the construction of either a new water pressure zone or a water booster station.											
Timing Comments:	Requires approval of Zoning Amendment and Draft Plan of condominium. Gordon St reconstruction started in 2009 under Capital Budget (RD0114).											
UP0802 Glenholme Dr Ext	Preliminary	34		24	0				TBD	Post 2010	\$1,252,586	Post 2011
Servicing Comments:	TBD											
Timing Comments:	TBD											
UP09?? 246 Arkell Road	Preliminary		24	68					TBD	Post 2010	\$1,809,160	Post 2011
Servicing Comments:	TBD											
Timing Comments:	TBD											

## SCHEDULE 5

### Building Permits For New Residential Units by Dwelling Unit Types as of October 31, 2009

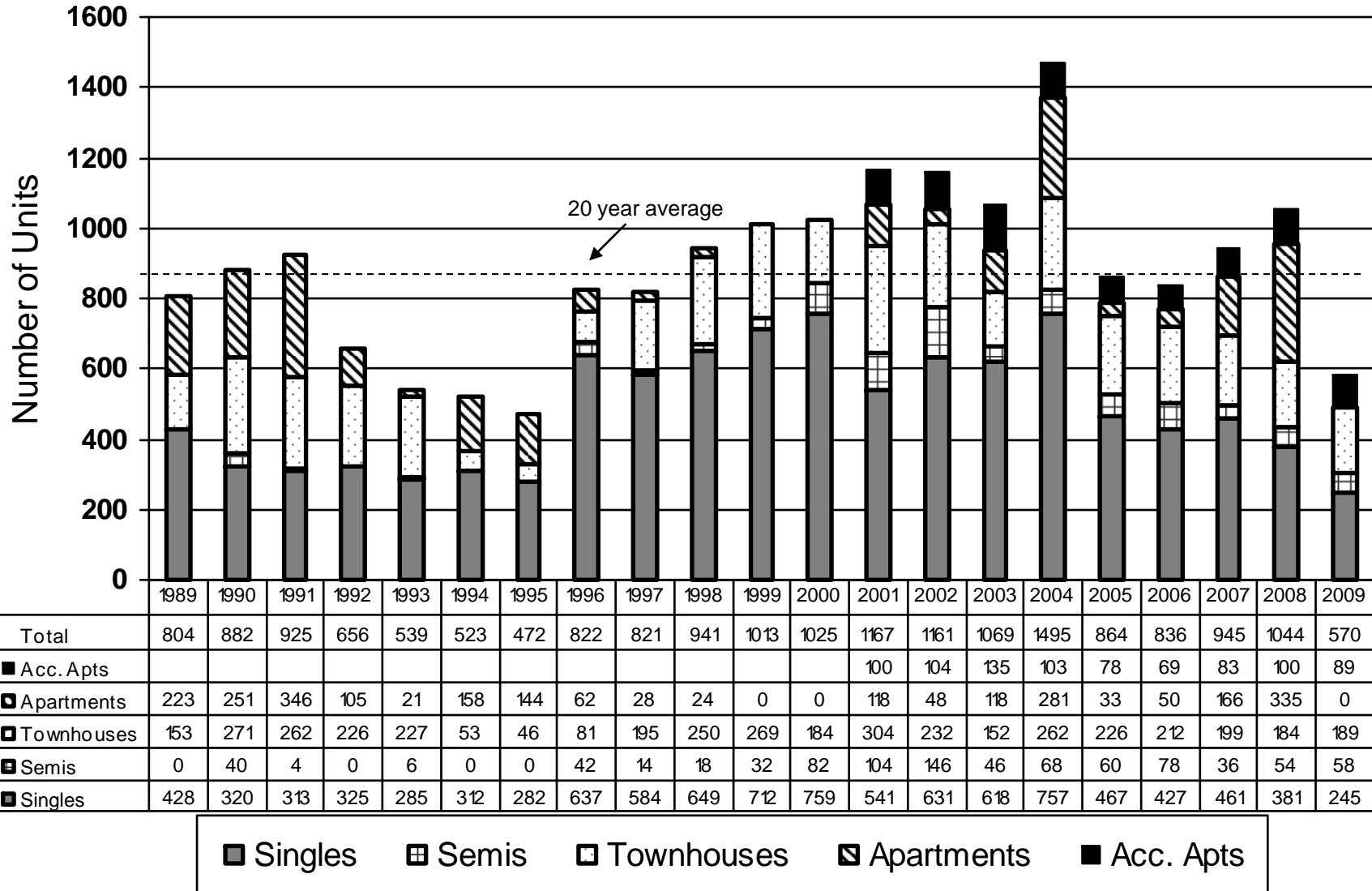
Month	Single-Detached		Semi-Detached		Townhouses		Apartments		Accessory Apts		Building Permit Totals		Demolitions		Net Totals	
	2009	2008	2009	2008	2009	2008	2009	2008	2009	2008	2009	2008	2009	2008	2009	2008
January	12	22	2	4	15	23	0	117	2	5	31	171	1	1	30	170
February	25	43	34	0	17	8	0	55	7	8	83	114	1	0	82	114
March	8	35	0	0	4	6	0	0	9	6	21	47	1	1	20	46
April	19	50	2	8	7	7	0	0	14	7	42	72	0	0	42	72
May	24	55	4	6	0	5	0	0	10	8	38	74	0	1	38	73
June	25	41	6	2	0	10	0	47	6	11	37	111	1	2	36	109
July	31	38	2	2	6	8	0	6	13	8	52	62	1	1	51	61
August	26	19	0	4	0	23	0	55	11	11	37	112	2	0	35	112
September	33	26	6	6	8	26	0	55	6	7	53	120	0	0	53	120
October	42	24	2	2	132	56	0	0	11	11	187	93	4	3	183	90
November		19		12		8		0		7		46		1		45
December		9		8		4		0		11		32		0		32
<b>Totals</b>	245	381	58	54	189	184	0	335	89	100	581	1,054	11	10	570	1,044

Source: Building Permit Summaries, Community Design and Development Services

Distribution of Permits Based on Places to Grow Areas (2009)	Units				Total	2009 % of Total Units	2008 % of Total Units	2007 % of Total Units	Averaged % (2007-2009)
	D	SD	TH	APT					
Permits within the Built Boundary:	30	4	150	0	184	37.40%	27.29%	55.04%	39.91%
Permits within the Greenfield Area:	215	54	39	0	308	62.60%	72.71%	44.96%	60.09%
Total Permits:					492	100.00%	100.00%	100.00%	100.00%



## Schedule 6 Residential Construction Activity by Unit Type City of Guelph 1989-2009



Source: City of Guelph Building Permit Summaries  
Accessory apartments tracked beginning in 2001

20 Year Average (1989 – 2008): 862 without acc apts.  
900 with acc apts.  
\*2009 Permits to October 31, 2009

## Schedule 7 -Table 1

### Potential Development Summary - Short, Medium and Long Term October 31, 2009

	<u>Singles</u>	<u>Semis</u>	<u>Townhouses</u>	<u>Apartments</u>	<u>Total</u>	<u># of Years Supply*</u>
<b>Total Short Term</b>	700	48	1205	1681	3634	3.6
Registered Plans of Subdivision	700	48	1094	1100	2942	2.9
Infill Townhouse and Apartment Sites	0	0	111	581	692	0.7
<b>Total Medium Term</b>	787	236	746	1801	3570	3.6
Draft Plans of Subdivision	787	236	649	1092	2764	2.8
Infill Townhouse and Apartment Sites	0	0	97	709	806	0.8
<b>Total Long Term</b>	984	180	1025	1316	3505	3.5
Preliminary Plans & Unofficial Proposals	984	180	1025	1316	3505	3.5
<b>Overall Total</b>	<b>2471</b>	<b>464</b>	<b>2976</b>	<b>4798</b>	<b>10709</b>	<b>10.7</b>
<b>Total Draft and Registered Plans</b>	<b>1487</b>	<b>284</b>	<b>1743</b>	<b>2192</b>	<b>5706</b>	<b>5.7</b>
<b>Total Short and Medium Term</b>	<b>1487</b>	<b>284</b>	<b>1951</b>	<b>3482</b>	<b>7204</b>	<b>7.2</b>
<b>Previous DPP's - Total Draft and Registered Plans</b>						
<b>DPP 2009</b>	<b>1814</b>	<b>266</b>	<b>1297</b>	<b>2315</b>	<b>5692</b>	<b>5.7</b>
<b>DPP 2008</b>	<b>1796</b>	<b>180</b>	<b>1320</b>	<b>2379</b>	<b>5675</b>	<b>6.3*</b>
<b>DPP 2007</b>	<b>2145</b>	<b>266</b>	<b>1364</b>	<b>2511</b>	<b>6286</b>	<b>7*</b>
<b>DPP 2006</b>	<b>2123</b>	<b>310</b>	<b>1441</b>	<b>2440</b>	<b>6320</b>	<b>7</b>
<b>DPP 2005</b>	<b>2227</b>	<b>430</b>	<b>1544</b>	<b>2344</b>	<b>6545</b>	<b>7.3</b>
<b>DPP 2004</b>	<b>2481</b>	<b>425</b>	<b>1348</b>	<b>2330</b>	<b>6584</b>	<b>7.3</b>
<b>DPP 2003</b>	<b>2958</b>	<b>515</b>	<b>1660</b>	<b>2463</b>	<b>7596</b>	<b>8.4</b>
<b>DPP 2002</b>	<b>2851</b>	<b>518</b>	<b>1213</b>	<b>2059</b>	<b>6641</b>	<b>7.4</b>
<b>DPP 2001</b>	<b>3230</b>	<b>372</b>	<b>1144</b>	<b>2151</b>	<b>6897</b>	<b>7.7</b>

\*Years of Supply are based on Current Growth Projections of 1000 units per year, except in 2007-2008, when 900 units per year were used. Starting in 2011, population projections show an increase to 1100 units per year.

**Schedule 7 Table 2**  
**Building Permits and Vacant Lots by Registered Plan of Subdivision to October 31st, 2009**

**A. Building Permits and Vacant Lots by Registered Plan of Subdivision within the *Built-Up Area***

Registration Date	Subdivision Name		Single-Detached			Semi-Detached			Townhouse			Apartment			Total	
			Total Units	Permits 2009	Vacant Units	Total Units	Permits 2009	Vacant Units	Total Units	Permits 2009	Vacant Units	Total Units	Permits 2009	Vacant Units	Permits 2009	Vacant Units
1996	856	Pine Ridge Ph 1	122		0	0		0	60		15	0		0	15	
1998	61M8	Paisley Village	118		0	16		0	118		0	236		159	159	
1998	61M18	Grangehill Ph 3	151		1	70		8	151		0	50		0	9	
1998	61M26	Paisley Village Ph 2	222		0	0		0	129		129	0		0	129	
2000	61M48	Stephanie Drive	41		0	60		0	21		0	80		80	80	
2000	61M53	Elmira Road Extension	0		0	0		0	0		0	347		347	347	
2000	61M54	Victoria Wood (Kortright 4)	88		0	0		0	30		30	0		0	30	
2002	61M67	Southcreek Ph. 9A	64		2	0		0	0		0	0		0	2	
2002	61M68	Chillico Heights	199		0	38		0	36		36	0		0	36	
2002	61M69	Cedarvale- Schroder West	0		0	0		0	91		7	99		99	106	
2002	61M70	Clairfields Ph 4	125		6	0		0	0		0	0		0	6	
2003	61M82	Southcreek Ph 9B	50		8	0		0	0		0	0		0	8	
2003	61M83	Westminster Woods Ph 4	177		0	44		2	38		0	0		0	2	
2003	61M84	Chillico Woods	96		7	16		0	58		14	0		0	21	
2004	61M90	Northern Heights Ph 1	145		4	0		0	12		0	0		0	4	
2004	61M91	Valleyhaven	72		3	0		0	0		0	0		0	3	
2004	61M103	Bathgate Drive	12		3	0		0	0		0	0		0	3	
2004	61M104	Southcreek Ph 9C	54		1	10		0	0		0	0		0	1	
2004		Village by Arboretum Ph 5	0			0		0	0		0	405		280	280	
2005	61M107	Valleyhaven Ph 3	66	1	6	22		0	0		0	0		0	6	
2005	61M108	Victoria Gardens Ph 2A	106		4	0		0	0		0	0		0	4	
2005	61M110	Pine Ridge East Ph 7	8		0	30		2	72	11	19	0		0	21	
2005	61M114	Arnell Springs Ph 1	55	3	0	2		0	0		0	0		0	3	
2005	61M119	Victoria Gardens Ph 2B	46		2	0		0	49		0	0		0	2	
2005	61M124	Fleming/ Pettitt	55		5	0		0	0		0	0		0	5	
2006	61M133	Conservation Estates	80	1	6	0		0	28	14	0	0		0	6	
2007	61M136	Joseph St.	15	2	12	0		0	0		0	0		0	12	
2007	61M139	Woodside Drive	12		5	0		0	0		0	0		0	5	
2008	61M148	973 Edinburgh Rd S	9	2	0	0		0	0		0	0		0	2	
2008	61M150	Arnell Springs Ph 2	50	7	36	0		0	77	7	63	0		0	99	
		<b>Total Built-Up Area</b>	<b>2238</b>	<b>16</b>	<b>111</b>	<b>308</b>	<b>0</b>	<b>12</b>	<b>970</b>	<b>32</b>	<b>313</b>	<b>1217</b>	<b>0</b>	<b>965</b>	<b>1,401</b>	

## B. Building Permits and Vacant Lots by Registered Plan of Subdivision in the Designated Greenfield Area

Registration Date	Subdivision Name		Single-Detached			Semi-Detached			Townhouse			Apartment			Total	
			Total Units	Permits 2009	Vacant Units	Total Units	Permits 2009	Vacant Units	Total Units	Permits 2009	Vacant Units	Total Units	Permits 2009	Vacant Units	Permits 2009	Vacant Units
2003	61M88	Watson East Ph 1	91		3	0		0	0		0		0	0	3	
2004	61M92	Watson Creek Ph 1	30		0	32		0	8		0	12		12	12	
2004	61M99	Watson East Ph 2	32	1	1	2		0	0		0			0	1	
2005	61M111	Watson East Ph 3	67		9	0		0	79		12	0		0	21	
2005	61M113	Pine Meadows Ph 6	42		4	0		0	0		0	0		0	4	
2005	61M122	Northern Heights Ph 2	40		0	20		2	69		58	0		0	60	
2006	61M125	Grangehill Ph 4A	146	19	47	22		0	65		0	0		0	47	
2006	61M129	Watson Creek Ph 2	70	6	24	34	4	6	0		0	0		0	30	
2006	61M130	Westminster Woods East Ph 2	188	1	11	0		0	6		0	0		0	11	
2006	61M132	Watson East Ph 4	65	7	2	0		0	34		10	0		0	12	
2007	61M137	Victoriaview North	160	31	14	0		0	55		47	0		0	61	
2007	61M142	Watson East Ph 5	35	9	17	0		0	0		0	0		0	17	
2007	61M143	Westminster Woods East Ph 3	159	23	32	0		0	40	14	7	0		0	39	
2007	61M144	Almondale Linke Ph 1	93	17	57	32	4	0	33		6	0		0	63	
2007	61M146	Victoria Gardens Ph 3	86	27	23	18	6	6	97	15	39	0		0	68	
2007	61M147	Northern Heights Ph 3	43	16	19	0		0	0		0	0		0	19	
2008	61M149	Almondale Linke Ph 1B	12	1	10	0		0	0		0	0		0	10	
2008	61M151	Northview Estates Ph 2	54	9	45	0		0	53		53	0		0	98	
2008	61M152	Grangehill Ph 4B	117	30	87	64	40	22	49	4	45	0		0	154	
2009	61M156	Victoria Gardens Ph. 4	0		0	0		0	30		30	0		0	30	
2009	61M158	Kortright Ph. 2C	0		0	0		0	118		118	0		0	118	
2009	61M159	Watson East Ph. 6	15		15	0		0	6		6	0		0	21	
2009	61M160	Westminster Woods East Ph. 4	86	18	68	0		0	190		190	123		123	381	
2009	61M161	Kortright Ph. 2B	48		48	0		0	160		160	0		0	208	
2009	61M162	Kortright Ph. 2A	53		53	0		0	0		0	0		0	53	
<b>Total Greenfield</b>			<b>1732</b>	<b>215</b>	<b>589</b>	<b>224</b>	<b>54</b>	<b>36</b>	<b>1092</b>	<b>33</b>	<b>781</b>	<b>135</b>	<b>0</b>	<b>135</b>	<b>302</b>	<b>1541</b>

### City-Wide Building Permit Summary

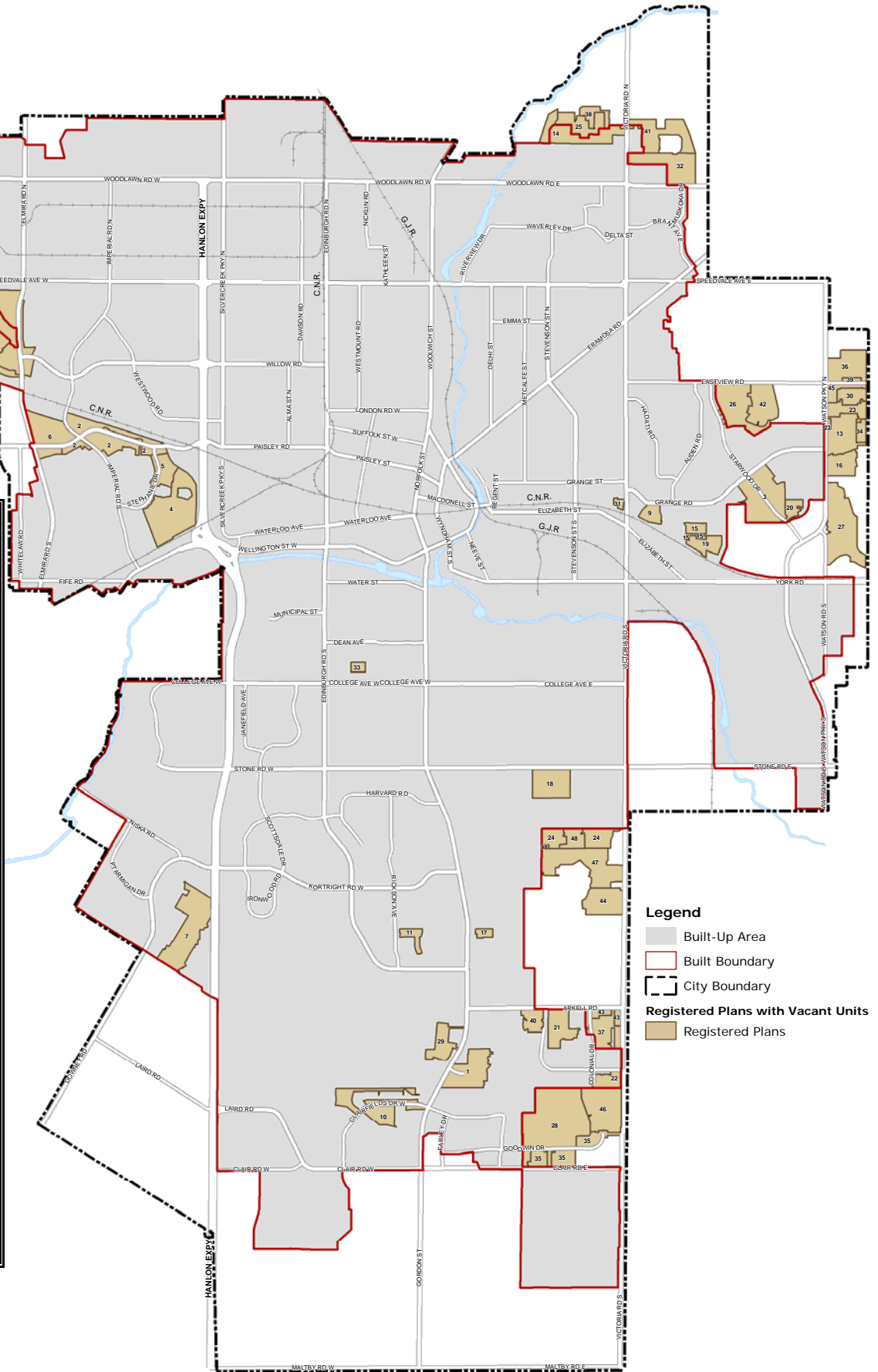
	Single-Detached			Semi-Detached			Townhouse			Apartment			Total	
	Total Units	Permits 2009	Vacant Units	Total Units	Permits 2009	Vacant Units	Total Units	Permits 2009	Vacant Units	Total Units	Permits 2009	Vacant Units	Permits 2009	Vacant Units
<b>Total Built Boundary</b>	2238	16	111	308	0	12	970	32	313	1217	0	965	48	1401
<b>Total Greenfield</b>	1732	215	589	224	54	36	1092	33	781	135	0	135	302	1541
<b>Total</b>	3970	231	700	532	54	48	2062	65	1094	1352	0	1100	350	2942

\* Built = within the Built Boundary; Green = within the Greenfield area as defined by Places to Grow  
 Source: Building Permit Summaries, Community Design and Development Services

<b>% of Total within Built Boundary</b>	<b>13.71%</b>	<b>47.62%</b>
<b>% of Total within Greenfield</b>	<b>86.29%</b>	<b>52.38%</b>

Schedule 7 - Map 1

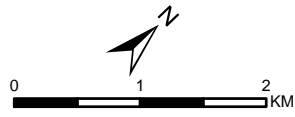
ID	Plan	Subdivision Name	Reg. Date	Vacant Units
1	856	Pine Ridge Ph. 1	1996	15
2	61M8	Paisley Village	1998	159
3	61M18	Grangehill Ph. 3	1998	9
4	61M26	Paisley Village Ph. 2	1998	129
5	61M48	Stephanie Drive	2000	80
6	61M53	Elmira Road Extension	2000	347
7	61M54	Victoria Wood (Kortright Ph. 4)	2000	30
8	61M68	Chillico Heights	2002	36
9	61M69	Cedarvale - Schroder West	2002	106
10	61M70	Clairfields Ph. 4	2002	6
11	61M82	Southcreek Ph. 9B	2003	8
12	61M84	Chillico Woods	2003	21
13	61M88	Watson East Ph. 1	2003	3
14	61M90	Northern Heights Ph. 1	2004	4
15	61M91	Valleyhaven	2004	3
16	61M92	Watson Creek Ph. 1	2004	12
17	61M103	Bathgate Drive	2004	3
18	VBA5	Village by Arboretum Ph. 5	2004	280
19	61M107	Valleyhaven Ph. 3	2005	6
20	61M108	Victoria Gardens Ph. 2A	2005	4
21	61M110	Pine Ridge East Ph. 7	2005	21
22	61M111	Watson East Ph. 3	2005	21
23	61M113	Pine Meadows Ph. 6	2005	4
24	61M122	Northern Heights Ph. 2	2005	60
25	61M124	Fleming / Pettitt	2005	5
26	61M125	Grangehill Ph. 4A	2006	47
27	61M129	Watson Creek Ph. 2	2006	30
28	61M130	Westminster Woods East Ph. 2	2006	11
29	61M132	Watson East Ph. 4	2006	12
30	61M133	Conservation Estates	2006	6
31	61M136	Joseph St.	2007	12
32	61M137	Victoriaview North	2007	61
33	61M139	Woodside Drive	2007	5
34	61M142	Watson East Ph. 5	2007	17
35	61M143	Westminster Woods East Ph. 3	2007	39
36	61M144	Almondale Linke Ph. 1	2007	63
37	61M146	Victoria Gardens Ph. 3	2007	68
38	61M147	Northern Heights Ph. 3	2007	19
39	61M149	Almondale Linke Ph. 1B	2008	10
40	61M150	Arkeil Springs Ph. 2	2008	99
41	61M151	Northview Estates Ph. 2	2008	98
42	61M152	Grangehill Ph. 4B	2008	154
43	61M156	Victoria Gardens Ph. 4	2009	30
44	61M158	Kortright East Ph. 2C	2009	118
45	61M159	Watson East Ph. 6	2009	21
46	61M160	Westminster Woods East Ph. 4	2009	381
47	61M160	Kortright East Ph. 2B	2009	208
48	61M162	Kortright East Ph. 2A	2009	53
Plans with less than 3 units remaining				8
<b>TOTAL</b>				<b>2942</b>



**Legend**

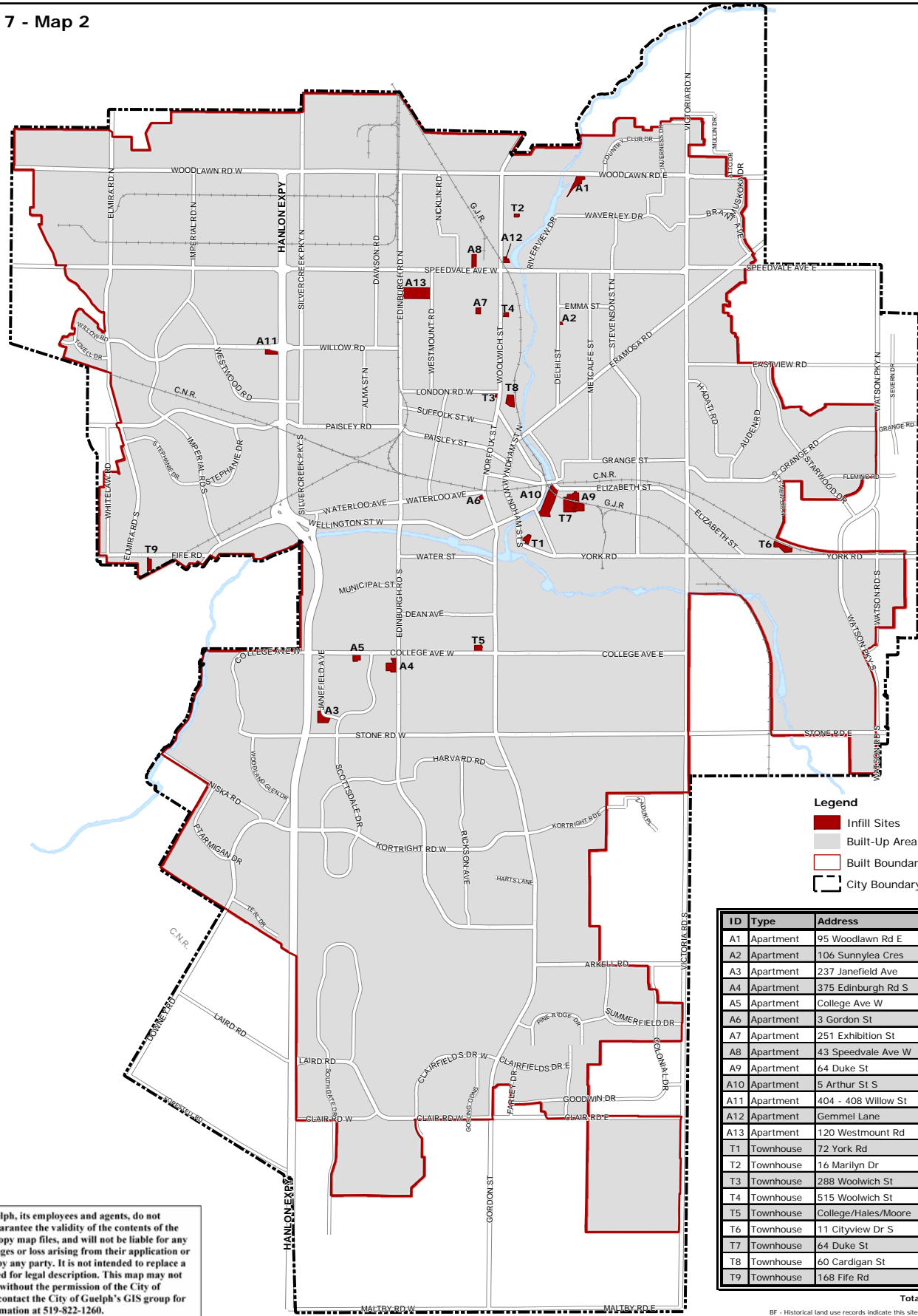
- Built-Up Area
- Built Boundary
- - - City Boundary
- Registered Plans with Vacant Units
- Registered Plans

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## 2010 Development Priorities Plan Remaining Units by Registered Plan of Subdivision



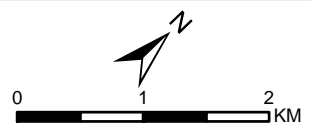


- Legend**
- Infill Sites
  - Built-Up Area
  - Built Boundary
  - City Boundary

ID	Type	Address	Units	Constraint
A1	Apartment	95 Woodlawn Rd E	90	
A2	Apartment	106 Sunnylea Cres	8	
A3	Apartment	237 Janefield Ave	48	
A4	Apartment	375 Edinburh Rd S	62	■
A5	Apartment	College Ave W	42	
A6	Apartment	3 Gordon St	70	BF
A7	Apartment	251 Exhibition St	22	
A8	Apartment	43 Speedvale Ave W	71	
A9	Apartment	64 Duke St	88	BF ■
A10	Apartment	5 Arthur St S	390	BF ■
A11	Apartment	404 - 408 Willow St	50	■
A12	Apartment	Gemmel Lane	49	■
A13	Apartment	120 Westmount Rd	300	
T1	Townhouse	72 York Rd	22	
T2	Townhouse	16 Marilyn Dr	8	
T3	Townhouse	288 Woolwich St	10	BF
T4	Townhouse	515 Woolwich St	6	BF ■
T5	Townhouse	College/Hales/Moore	40	■
T6	Townhouse	11 Cityview Dr S	28	
T7	Townhouse	64 Duke St	41	BF ■
T8	Townhouse	60 Cardigan St	39	
T9	Townhouse	168 Fife Rd	14	
<b>Total:</b>			<b>1498</b>	

BF - Historical land use records indicate this site is a potential brownfield  
 ■ - Denotes the site is currently occupied

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## 2010 Development Priorities Plan Infill Townhouse and Apartment Sites



## Schedule 8 2010 DPP Water/Wastewater Firm Capacity

**Explanation:** This table shows the determination of how many units can be serviced (line 4) after subtracting the actual daily flow used (line 2 a) and 2 b)) and the servicing commitments (line 3) from the total available firm capacity (line 1). Line 5 shows how many units are proposed to be registered in the 2010 Development Priorities Plan and line 6 confirms whether there is capacity available for these units.

		<b>Water</b>	<b>Wastewater</b>
1	Firm Capacity	75,000 m <sup>3</sup> /day	64,000 m <sup>3</sup> /day
2 a)	Average Maximum Daily Flow (water)	64,361 m <sup>3</sup> /day	N.A.
2 b)	Average Daily Flow (wastewater)	N.A.	52,734 m <sup>3</sup> /day
3	Servicing Commitments	6,504 m <sup>3</sup> /day (4,984 units)	6,530 m <sup>3</sup> /day (4,984 units)
4	Available Servicing Capacity to Register New Dwelling Units (Uncommitted Reserve Capacity)	3168 units	4428 units
5	Units to be Registered in 2010 based on the proposed Development Priorities Plan	715 units	715 units
6	Capacity Available	<b>YES</b> <b>(2,453 units)</b>	<b>YES</b> <b>(3,713 units)</b>

### Notes

1. **Total Available Firm Capacity:**

**Water** - the physical capacity of the constructed water infrastructure to deliver an annual daily flow of 75,000 m<sup>3</sup>/day of water supply.

**Wastewater** - the physical capacity of the constructed wastewater infrastructure to deliver an annual daily flow of 64,000 m<sup>3</sup>/day of wastewater treatment

2. a) **Maximum Daily Flow (water)** is a calculated value of the previous 3yr average to reflect conservation efforts and the effects of the recent recession. (As directed by Water Works)
3. b) **Average Daily Flow (wastewater)** is the actual average daily flow for wastewater treatment based on the past three year average.
4. **Servicing Commitments** are registered and zoned lots/blocks that could currently proceed to building permit and construction. The figure for servicing commitment for wastewater treatment also includes a total of 1260 m<sup>3</sup>/day committed to the Village of Rockwood.

## Schedule 8 2010 DPP Water/Wastewater Planning Capacity

**Explanation:** This table shows the determination of how many units can be serviced (line 5) after subtracting the actual daily flow used (line 2 a) and 2 b)), the servicing commitments (line 3) and the draft plan approval commitments (line 4) from the total available planning capacity (line 1). Line 6 how many units are proposed to be draft plan approved in the 2010 Development Priorities Plan and line 7 confirms whether there is capacity available for these units.

		<b>Water</b>	<b>Wastewater</b>
1	Planning Capacity	83,100 m <sup>3</sup> /day	73,000 m <sup>3</sup> /day
2 a)	Average Maximum Daily Flow (water)	64,361 m <sup>3</sup> /day	N.A.
2 b)	Average Daily Flow (wastewater)	N.A.	52,734 m <sup>3</sup> /day
3	Servicing Commitments	12,044 m <sup>3</sup> /day (9,229 units)	11,070 m <sup>3</sup> /day (9,229 units)
4	Draft Approval Commitments	788 m <sup>3</sup> /day (604 units)	646 m <sup>3</sup> /day (604 units)
5	Available Servicing Capacity for New Draft Plan Approved Units (Uncommitted Reserve Capacity)	5,130 units	8,598 units
6	Units to be Draft Plan approved in 2010 based on the proposed Development Priorities Plan	604 units	604 units
7	Capacity Available	<b>YES</b> <b>(4,526 units)</b>	<b>YES</b> <b>(7,994 units)</b>

### Notes

**1. Planning Capacity:**

**Water** - includes the sum of the existing physical capacity of constructed water infrastructure plus additional water pumping certificates of approval, some of which are not currently available. Additional water supply capacity from the approved Arkell Springs Supply EA has been factored in the Planning Capacity shown on this chart.

**Wastewater** - based upon the approved assimilative capacity of the Speed River. Plant expansion to provide an additional 9,000 m<sup>3</sup>/day of treatment capacity in order to reach the approved assimilative capacity is planned for 2011.

2. a) **Maximum Daily Flow (water)** is a calculated value of the previous 3yr average to reflect conservation efforts and the effects of the recent recession. (As directed by Water Works)

2. b) **Average Daily Flow (wastewater)** is the actual average daily flow for wastewater treatment based on the past three year average.

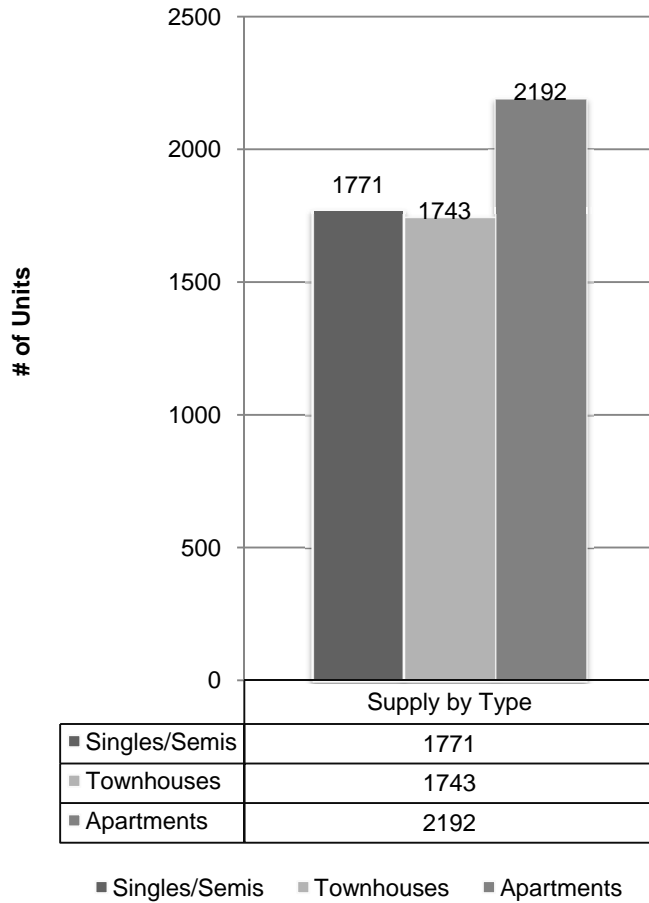
3. **Servicing Commitments** are registered and zoned lots/blocks that could currently proceed to building permit and construction. The City provides servicing commitment at the time of lot/block registration in keeping with the agreement with the MOE. The figure for servicing commitment for wastewater treatment also includes a total of 1260 m<sup>3</sup>/day committed to the Village of Rockwood.



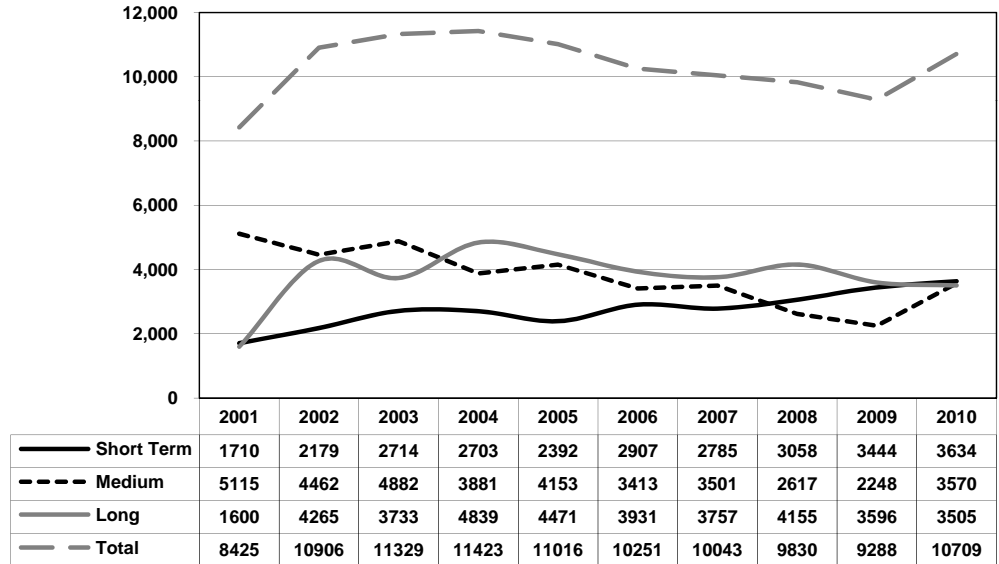
# Schedule 9

## Total Draft and Registered Plan Analysis

**Total Draft Approved and Registered Supply - 2009**



**DPP Overall Supply 2001-2010**



# SCHEDULE 10

## Responses to the Draft 2009 Development Priorities Plan

Katie, thank you for providing us with the opportunity to comment on Guelph's DPP 2010 Schedule and Mapping:

We have the following comments with respect to two of our projects:

**1. Guelph Watson 5-3 (Grangehill Phase V)**

- We have no objection to the proposed Draft Plan approval dates Phase I 2009 and Phase II sometime early in 2011
- In our opinion we are presently over dedicated in parkland by 1.19 ha., see attached letter. Therefore, we will be requesting Guelph's consideration to applying 0.428 ha. of the credit to Guelph Watson to satisfy our park land requirements. This would leave an estimated over dedication of 0.76 ha. of parkland compensation to be addressed.

**2. Guelph Grangehill Developments Inc. Phase VII**

- We have no objection to the proposed Draft Plan approval date of 2010, hopefully early 2010.
- We have no objection to registering the plan in two phases, see attached proposed phasing plan.
- Draft Schedule 4 indicates a 0.733 ha. park this should read 0.297 ha. (error may be in the conversion from acres to ha.)
- Grading tentatively scheduled for the summer of 2010
- Underground servicing and roads to base asphalt of entire plan spring / summer 2011 (watermain and road looping required)
- First Phase registration spring / summer 2010
- Second Phase registration post 2011

If you require any additional information or have any questions regarding our comments feel free to contact me directly at any one of the numbers indicated below.

---

Peter Murphy, P.Eng.  
Project Manager

**METRUS DEVELOPMENT INC**

Good Day Katie,

We have reviewed the draft 2010 DPP and have serious concerns with respect to Westminster Woods East (23T-02502). The draft report has these lands as post 2010 for draft plan approval and post 2011 for development.

By way of background these lands were originally part of the draft plan and zoning bylaw for Westminster Woods East phase 4 which is now registered as 61M-160 earlier this year. To date the single detached lots are virtually sold out and the sale of the multi product is also progressing well. Development of these remaining lands is required to provide continuity of product delivery to the market as well as the employment requirements of 100's of personnel.

Development concepts for this final phase of Westminster Woods have been in a preliminary review process with the City for some time now. Westminster Woods is making every effort to accommodate the range of issues from urban design guidelines to increased density to meet places to grow criteria while still addressing the needs and requirements of the housing market. We believe we have a strong track record with the City of Guelph and the market at meeting and exceeding those goals. To have Westminster Woods out of the marketplace for over two years is unacceptable.

We understand the City's desire to control and manage growth. The draft 2010 DPP has scheduled 604 units in the Greenfield development area. These 604 units essentially come out of three applications. If the City is unprepared to increase the allocation to accommodate the inclusion of the Westminster Woods East lands we would propose that the current proposed 604 units be allocated among additional lands to include Westminster Woods to allow more choice and competition in the housing market.

**Alfred Artinger, P. Eng.**

Vice-president, Acquisitions / Development  
Reid's Heritage Group

Katie,

Thank you for the notice dated November 2, 2009 requesting comments on the Draft Schedules and Mapping associated with the Development Priorities Plan 2010. I offer the following comments with respect to our two subdivisions on Cityview Drive in the City's Northeast sector.

- We currently anticipate that 23T-01506 (333 Grange Road and 134 Cityview Drive) will advance towards registration in 2010. The uncertainty of the market in 2009 delayed the registration of this plan this year.
- The subdivision agreement for 23T-08501 (98 Cityview Drive) is to be presented to Council on December 7<sup>th</sup> and we anticipate servicing this subdivision in the Spring of 2010.

I have been assured by planning staff that while 23T-08501 may not be registered until early 2010, the commitment to register via the executed subdivision agreement secures this plan's place within the DPP and no further action is required with respect to the timing of this plan. With respect to 23T-01506 the redline amendment to the draft plan was approved on December 1, 2008, and I am not aware of any further requirement for a redline amendment to the plan, as such can you please remove reference to this in your Draft Schedule 4.

Regards,

Jennifer Passy, BES, MCIP, RPP  
Director of Development

Cook Homes Ltd./2014707 Ontario Inc.

# **SCHEDULE 11**

## **Staff Response to Draft 2010 DPP Comments**

### **Grangehill Phase VII (23T-07501)**

Peter Murphy on behalf of Metrus Development commented on detailed timing, noted an inconsistency in park area and submitted a revised phasing plan.

Staff have no concern with proposed timing and have updated Schedule 4 with the correct park area. The phasing plan will be reviewed as part of the draft plan review process and finalized at draft plan approval.

### **Westminster Woods (Final Phase)**

Alfred Artinger on behalf of the Reid's Heritage Group has requested that final phase of the Westminster Woods East Subdivision consisting of approximately 300 dwelling units be draft approved in 2010.

Staff does not support this request. It is important that the City balance the supply of new development in the Greenfield areas and areas of the City with the Built Boundary. For 2010, the draft DPP already supports the creation of 604 potential dwelling units within the Greenfield area from three other draft plans of subdivision, which did not achieve DPA in 2009. To add another 300 dwelling units to this total would not support the need to balance the supply of new residential growth between the Built Boundary and Greenfield areas.

The subdivision could however take advantage of the Flexibility provisions of the DPP (see chapter 5). For example, Staff notes that only a small phase of the Westminster Woods East Plan of subdivision, consisting of 167 dwelling units, was anticipated for Draft Plan approval and registration in 2009. When other plans of subdivision, with allocated units, decided not to proceed in 2009, the Westminster Woods plan took advantage of the flexibility offered by the DPP to register 398 potential dwelling units.

The next phase of the plan is being reviewed by staff and we anticipate it will be brought forward to a public meeting during 2010, but it is not included in the draft DPP for Draft Plan approval or registration in 2010. Should other plans of subdivision with allocation choose not to proceed, the flexibility clause could again be used to advance the timing.

In addition, it is important for the City to take a more cautious approach to new Draft Plan approvals until the Environmental Assessment (EA) approvals are in place to allow additional planning capacity for water supply.

**98 Cityview (23T-08501) and Cityview and Grange (23T-01506)**

Jennifer Passy of Cook Homes confirmed the timing of Cityview and Grange and requested confirmation that 98 Cityview be counted in the 2009 DPP.

Staff have included 98 Cityview in Schedule 1 under 2009 subdivision registrations, as the subdivision agreement has been executed though no construction is anticipated to take place until Spring of 2010.

# **2010 Development Priorities Plan (DPP)**



**January 18, 2010**

**Making a Difference**

## **Overview**

- Summary of Development Activity
- Recommendations for 2010 Approvals
- Future of the DPP

## **Background**

The DPP:

- manages the rate, timing and location of development activity
- is revised and to be approved by City Council on an annual basis.





## 2009 Development Activity

- All development activity in 2009 lower than anticipated
  - 443 potential dwelling units registered in 2 plans of subdivision (Schedule 1)
    - 1160 units were anticipated to be registered in the 2009 DPP
  - 6 plans of subdivision received draft plan approval, with the potential for 673 new residential units



## 2009 Activity - continued

- Residential building permit activity lower than average (Schedules 5 & 6)
  - 581 permits issued by Oct 31<sup>st</sup>, including accessory apartments (826 by year end)
  - Good mix of housing units (47% multiple residential – towns and apartments)
  - 37% of permits within the Built Boundary (2007-2009 average is 40%)



## Approach to 2010 DPP

- For 2010, staff have taken a conservation approach to recommended approvals, considering:
  - Need to balance growth in Greenfield and Built Areas of the City
  - Provide opportunities for infill project approvals
  - Allow time to develop additional planned and firm water capacity



## Recommendations for 2010

- 858 potential dwelling units from registrations in 2010 (Schedule 2)
  - Through 11 plans of subdivision (or phases of)
  - 50% carried over from 2009 DPP
- 3 plans (phases) of subdivision to be considered for draft plan approval
  - 604 potential dwelling units from draft plan approvals
  - All in Greenfield areas, allows room for infill



# Future of the DPP

- Implementation tool for Growth Management Strategy and City's obligations under Places to Grow
  - Long-term, detailed monitoring of all residential development approvals
  - Balancing Greenfield and Built Boundary supply
  - Meeting density requirements in Built and Greenfield areas

**Thank you. Questions?**



# COMMITTEE AGENDA



**TO**                    **Community Development & Environmental Services  
Committee**

**DATE**                February 16, 2010

**LOCATION**          Council Committee Room (112)

**TIME**                12:30 p.m.

## DISCLOSURE OF PECUNIARY INTEREST

## CONFIRMATION OF MINUTES

January 18, 2010

## PRESENTATIONS (Items with no accompanying report)

a)

## 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 Community Development & Environmental Services Committee Consent Agenda will be approved in one resolution.*

ITEM	CITY PRESENTATION	DELEGATIONS	TO BE EXTRACTED
CDES-2010-A3 Sign By-law Variance for 2 Tiffany Street East		• Carly Donovan	√
CDES-2010-A4 Addendum Report: Shared Rental Housing Open House And Proposed Next Steps			
CDES-2010-A5 Official Plan Update			
CDES-2010-A6 Natural Heritage Strategy Phase 3 - Update			

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CDES-2010-A7 Strategic Urban Forest Management Plan & Tree By-Law Update 2010			
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Resolution to adopt the balance of the Community Development & Environmental 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.

**OTHER BUSINESS**

**NEXT MEETING**

March 15, 2010

**The Corporation of the City of Guelph  
Community Development & Environmental Services Committee  
Monday, January 18, 2010, 12:30 p.m.**

A meeting of the Community Development and Environmental Services Committee was held on Monday, January 18, 2010 in Council Committee Room 112 at 12:30 p.m.

Present: Councillors, Bell, Burcher, Salisbury and Mayor Farbridge

Absent: Councillor Piper

Also Present: Councillors Beard, Farrelly, Findlay, Hofland and Wettstein

Staff in Attendance: Mr. H. Loewig, Chief Administrative Officer; Mr. J. Riddell, Director of Community Design and Development Services; Dr. J. Laird, Director of Environmental Services; Ms. M. Neubauer, Director of Finance; Ms. T. Agnello, Deputy Clerk; and Ms. D. Black, Assistant Council Committee Coordinator.

There was no disclosure of pecuniary interest.

1. Moved by Councillor Bell  
Seconded by Councillor Salisbury  
THAT the minutes of the Community Development and Environmental Services Committee meeting held on December 14, 2009 be adopted without being read.

Carried

**Consent Agenda**

The following were extracted from the Consent Agenda:

- 2010 Development Priorities Plan

2. Moved by Mayor Farbridge  
Seconded by Councillor Bell  
THAT the balance of the January 18, 2010 Community Development & Environmental Services Consent Agenda as identified below be approved:

- a) **Guelph Community Energy Plan: Strategic Plan and Critical Path Short-Term Implementation Recommendations**

Dr. J. Laird

THAT the report dated January 18, 2010 with respect to the Community Energy Plan Strategic Plan and Critical Path Short-Term Implementation Recommendations be received.

Carried



January 18, 2010

**Community Development & Development Services  
Page 2**

**Committee**

**2010 Development Priorities Plan**

Ms. Katie Nasswetter, Senior Development Planner provided an overview of the 2009 Development Activity. She outlined the recommendations for 2010 and the decision-making process for the Development Priorities Plan. She also outlined future plans for utilizing the Development Priorities Plan.

Mr. Scott Galejda, on behalf of Reid's Heritage Homes, stated they would like the 276 units for Westminister Woods Phase 5 included within the 2010 Development Priorities Plan, otherwise they would be shut out of development within Guelph for two years. He believes the flexibility option limits their planning capabilities and affects the employment projections at Reid's Heritage Homes. He advised the developer is open to phasing in their development and working with the City to determine exact numbers.

Mr. Scott Hannah, Manager of Development and Parks Planning provided information regarding staff's decision-making process. He advised that should the request of the delegation be accepted the infill numbers would also need to be readjusted to keep the required balance of development. He stated that if the 2010 projected numbers do not come to fruition, staff will work with the delegation to determine what changes could be made to accommodate their development request.

REPORT

3. Moved by Mayor Farbridge

Seconded by Councillor Salisbury

THAT the Community Design and Development Services Report 10-01 regarding the 2010 DPP, dated January 18, 2010, be received;

AND THAT Guelph City Council approve the tenth annual Development Priorities Plan 2010 attached to Community Design and Development Services Report 10-01 dated January 18, 2010;

AND THAT staff be directed to use the Development Priorities Plan to manage the timing of development within the City for the year 2010;

AND THAT amendments to the timing of development, as outlined by Schedules 2, 3 and 4 of the plan, be permitted only by Council approval, unless it can be shown that there is no impact on the capital budget and that the dwelling unit targets for 2010 are not exceeded.

Carried

**Other Business**

- 4. Moved by Mayor Farbridge  
Seconded by Councillor Salisbury

**January 18, 2010**

**Community Development & Development Services  
Page 3**

**Committee**

Mr. J. Riddell

THAT staff report back to the Community Development and Environmental Services Committee in February on the critical path for updating the Natural Heritage Strategy and the Official Plan;

AND THAT staff report back to the Community Development and Environmental Services Committee in February on the critical path for the completion of the five year Urban Forestry Plan and Tree By-law.

The meeting adjourned at 1:18 p.m.

Next Meeting: February 16, 2010

.....  
Chairperson

**COMMUNITY DEVELOPMENT & ENVIRONMENTAL SERVICES COMMITTEE  
CONSENT AGENDA**

**February 16, 2010**

Members of the Community Development & Environmental Services Committee.

**SUMMARY OF REPORTS:**

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

**A Reports from Administrative Staff**

<b>REPORT</b>	<b>DIRECTION</b>
<p><b>CDES-2010-A3 SIGN BY-LAW VARIANCE FOR 2 TIFFANY STREET EAST</b></p> <p>THAT Report 10-07, regarding a sign variance for 2 Tiffany Street East from Community Design and Development Services, dated February 16, 2010, be received;</p> <p>AND THAT the request for a variance from the Sign By-law for 2 Tiffany Street East to permit one freestanding sign and two window signs for a home occupation at a residentially zoned property in lieu of the by-law requirement that does not permit signage for home occupations, be approved.</p>	Approve
<p><b>CDES-2010-A4 ADDENDUM REPORT: SHARED RENTAL HOUSING OPEN HOUSE AND PROPOSED NEXT STEPS</b></p> <p>THAT Report 10-09 from Community Design and Development Services regarding the Shared Rental Housing Open House and Proposed Next Steps, dated February 16, 2010, be received;</p> <p>AND THAT Report 09-100 from Community Design and Development Services regarding Licensing of Lodging Houses and Two-Unit Houses, be deferred;</p> <p>AND THAT staff be directed to develop a working group to review policies and regulations related to rental housing and related concerns in other similar municipalities, as articulated in Attachment 3 of this report (10-09);</p>	Approve

AND THAT staff report back to the Community Development and Environmental Services Committee with a work plan to study alternative options and make recommendations addressing concerns related to Shared Rental Housing in Guelph.

**CDES-2010-A5 OFFICIAL PLAN UPDATE**

Receive

THAT Report 10-14 dated February 16, 2010, regarding the status of the Official Plan Update, from Community Design and Development Services, be received.

**CDES-2010-A6 NATURAL HERITAGE STRATEGY PHASE 3 - UPDATE**

Receive

THAT Report 10-08, dated February 16, 2010, regarding the draft Natural Heritage Strategy Policies, from Community Design and Development Services, be received.

**CDES-2010—A7 STRATEGIC URBAN FOREST MANAGEMENT PLAN & TREE BY-LAW UPDATE 2010**

Receive

THAT the Community Development and Environmental Services Report 10-13, dated February 16, 2010, regarding the Tree By-law and Strategic Urban Forest Management Plan 2010, be received.

**B. Items for Direction of Committee**

**C. Items for Information**

# COMMITTEE REPORT



**TO** Community Development and Environmental Services Committee

SERVICE AREA Community Design and Development Services, Building Services

DATE February 16, 2010

**SUBJECT** SIGN BY-LAW VARIANCE FOR 2 TIFFANY STREET EAST

REPORT NUMBER 10-07 / CDES-2010 A.3

## RECOMMENDATION:

"THAT Report 10-07, regarding a sign variance for 2 Tiffany Street East from Community Design and Development Services, dated February 16, 2010, BE RECEIVED and;

THAT, the request for a variance from the Sign By-law for 2 Tiffany Street East to permit one freestanding sign and two window signs for a home occupation at a residentially zoned property in lieu of the by-law requirement that does not permit signage for home occupations, BE APPROVED."

## BACKGROUND:

The new freestanding and window signs at 2 Tiffany Street East (see Schedule A- Location Map) were erected without the required permits and were brought to staff's attention as a result of a neighbourhood complaint. The present signage is illustrated on Schedule B- Signs. The signs do not comply with Section 6 (1) (d) of Sign By-law No. (1996)-15245 which states: "No person shall erect or display any sign which identifies a home occupation as set out in the Zoning By-law." The freestanding sign also has external lighting which does not comply with Section 6 (3) (b) that states: "Every freestanding sign that is lighted shall be at least 15 metres away from any residential zone, as identified in the Zoning By-law."

## REPORT:

The owner of "The Pound", a new home occupation that is a personal training establishment has applied for a Sign Variance to permit signage for a home occupation. The property is zoned R.1B Residential and is located along the Woolwich Street corridor which is a mixture of Residential and Office Residential zoning (See Schedule C- Zoning Map). The Office Residential zone is considered commercial and therefore signage is permitted in this area for properties with the OR zoning.

In support of the application for a sign variance, the owner has provided the following rationale:

- Given the location of the business on Woolwich Street in relation to many other neighbouring properties, the signage is completely consistent with the existing streetscape
- From the front door, no less than 10 freestanding signs are visible and the owner was cognizant to have the sign designed to match the style of the home and area

- The owner has joined the Chamber of Commerce and has been featured on Inside Guelph (local television). The signage is seen as helping the business succeed and there has been a noticeable increase in clientele since the erection of the signage
- Several thousand dollars have been spent on upgrading the dwelling and the signage adds to the aesthetics
- The sign for the home occupation is not nestled within a quiet residential neighbourhood, but along a busy corridor that promotes business ventures
- The applicant has also submitted a petition from more than 25 interested individuals
- This is not a large chain gymnasium, but a very personal relatively small business. A certified landscape designer has been employed for the spring of 2010 to add to the yard areas

While staff has been consistent in recommending against signage on residentially zoned properties; staff is supportive in this instance. Signage for home occupations was restricted with the creation of the existing Sign By-law in 1996. Previous to this, there was some signage permitted for home occupations and there are some examples throughout the City of this legal non-conforming signage. Staff notes that this signage is not out of character for the area and the Woolwich Street corridor is one that contains many businesses in existing older dwellings (See Schedule D- Woolwich Street Streetscape). If the property had the OR Office Residential zoning, the signage would comply to the Sign By-law except for the lighting aspect.

The requested variance is as follows:

<b>Prohibited Signs</b>	<b>By-law Requirements</b>	<b>Request</b>
Freestanding and window signs	No signage permitted which identifies a home occupation as set out in the Zoning By-law. No lighting for signage is permitted for a residentially zoned property	<b>To permit one freestanding sign with lighting and two window signs advertising a home occupation</b>

The requested variance from the Sign By-law for signage for a home occupation is recommended for approval because:

- The signage is not out of character for the area along Woolwich Street and would comply with the Sign By-law for Office Residential zoning.
- There are many existing signs along Woolwich Street on properties with OR (Office Residential) zoning. The freestanding sign meets the required 30 metre separation distance.
- Between London Road and the mid block of Powell Street East and Clarke Street East, this is the only property along the east side of Woolwich Street with R.1B Residential zoning.

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**CORPORATE STRATEGIC PLAN: An attractive, well functioning sustainable City**

**FINANCIAL IMPLICATIONS: N/A**

**COMMUNICATIONS: N/A**

**ATTACHMENTS**

- Schedule A- Location map
- Schedule B- Signs
- Schedule C- Zoning Map
- Schedule D- Woolwich Street Streetscape

original signed by:

---

**Prepared By:**

Pat Sheehy  
Senior By-law Administrator  
837-5616 ext. 2388  
patrick.sheehy@guelph.ca

original signed by:

---

**Recommended By:**

Bruce A. Poole  
Chief Building Official  
837-5615 ext. 2375  
bruce.poole@guelph.ca

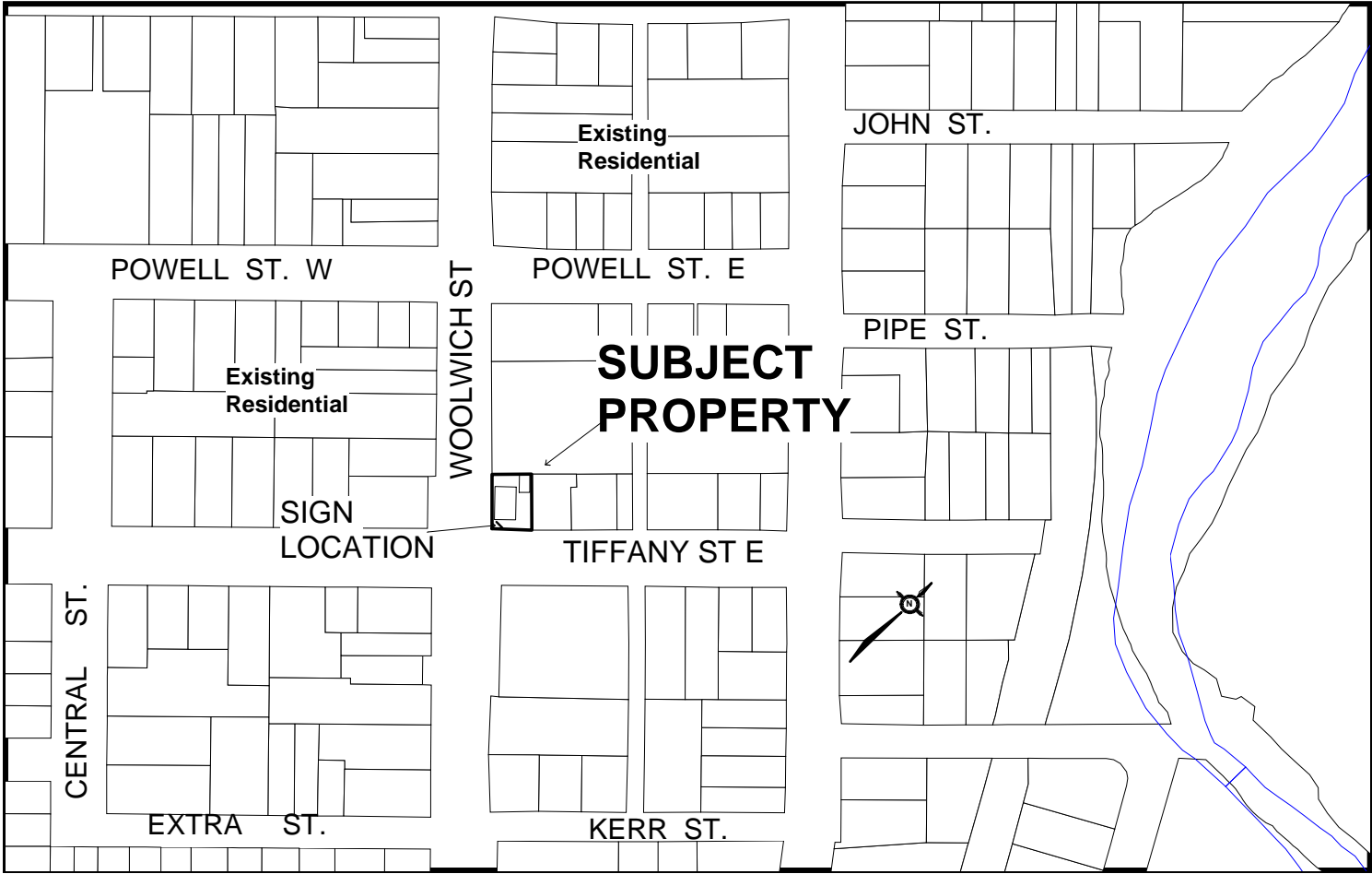
original signed by:

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**Recommended By:**

James N. Riddell  
Director, Community Design and Development Services  
837-5616 ext. 2361  
jim.riddell@guelph.ca

**SCHEDULE A  
LOCATION MAP**





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**SCHEDULE B  
SIGNS**

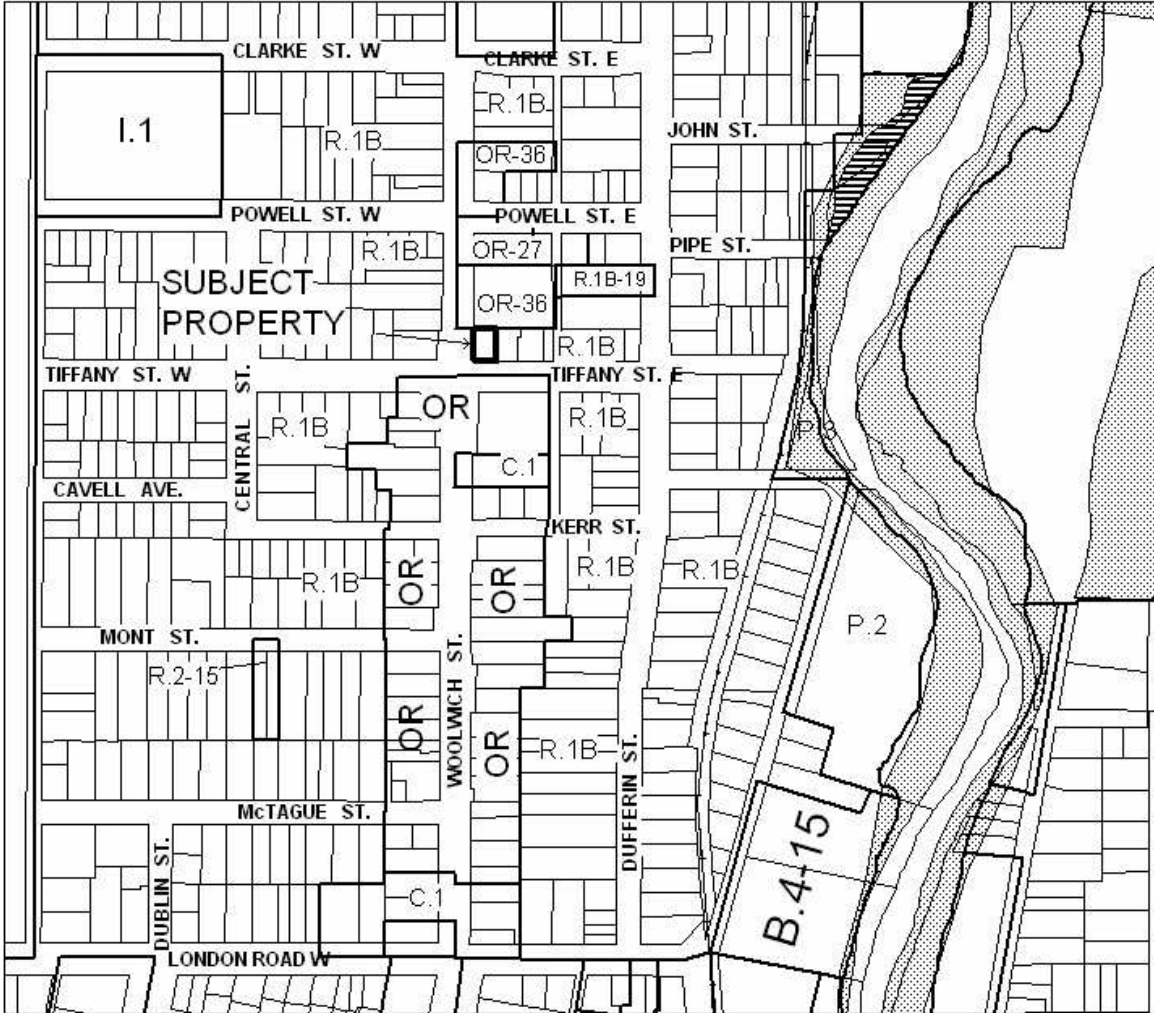
**WINDOW SIGNAGE**



**FREESTANDING SIGN**



# SCHEDULE C ZONING MAP





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**SCHEDULE D  
WOOLWICH STREET STREETScape**

**View looking south of the Pound  
pound**



**View looking south of the**



**View looking north of the Pound**



**Across the street of the Pound**



# COMMITTEE REPORT



TO **Community Development and Environmental Services  
Committee**

SERVICE AREA Community Design and Development Services  
DATE February 16, 2010

SUBJECT **Addendum Report: Shared Rental Housing Open House  
and Proposed Next Steps**

REPORT NUMBER 10-09

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## RECOMMENDATION

"That Report 10-09 from Community Design and Development Services regarding the Shared Rental Housing Open House and Proposed Next Steps, dated February 16, 2010, BE RECEIVED," and

"That Report 09-100 from Community Design and Development Services regarding Licensing of Lodging Houses and Two-Unit Houses, BE DEFERRED," and

"That staff be directed to develop a working group to review policies and regulations related to rental housing and related concerns in other similar municipalities, as articulated in Attachment 3 of this report (10-09)," and

"That staff report back to CDES Committee with a work plan to study alternative options and make recommendations addressing concerns related to Shared Rental Housing in Guelph."

## BACKGROUND

In July 2009, staff brought forward a recommendation to Council (Report 09-60) that Lodging Houses should require a business license and that Two-Unit House registrations should be required to be renewed. Council adopted these recommendations and further instructed staff to review alternatives for licensing Two-Unit Houses as well.

In December 2009, staff brought a report forward to Community Development and Environmental Services (CDES) Committee (Report 09-100, see **Attachment 1**) recommending that staff should review options for licensing both Lodging Houses and Two-Unit Houses under one licensing by-law. The CDES Committee decided to have staff hold a public open house to discuss the recommendation before making a decision on it (See **Attachment 2** for CDES Committee Resolutions). The resulting Open House held on January 14, 2010 is the basis for this report.

---

## REPORT

### Open House Summary

Staff held an open house on the evening of January 14, 2010 to present the recommendations outlined in the December 2009 CDES report and to obtain feedback from the public on the proposal to further review options for licensing lodging houses and two-unit houses. The background information and proposed changes were shown on poster boards and staff from Community Design and Development Services were available to answer questions about the proposed changes. Staff from Fire, Police, Solid Waste and By-law Enforcement were also available to answer questions about some of the other concerns surrounding shared rental housing. Members of the public who attended the workshop were provided with a summary of the proposed changes and asked to fill in a feedback form answering questions about their thoughts on the proposed licensing process.

Approximately 75 people attended the Open House on January 14, 2010. The majority of people who attended the meeting identified themselves as residents of areas with problems with shared rental housing. The second significant group of attendants was landlords or rental property owners concerned about the potential impacts of licensing shared rental housing.

Staff have reviewed comments provided at the meeting and comments received from those unable to attend. A detailed summary of comments received is included in **Attachment 3** of this report. Full copies of responses have not been included in this report but are available for review in the Planning office.

Common concerns from neighbourhood residents included:

- The need for separation distance between two-unit houses
  - o to avoid neighbourhood destabilization (too many short term renters without a vested interest in the neighbourhood)
  - o to reduce behavioural issues that are prevalent in areas of concentrations of two-unit rentals (noise, parties, garbage, vandalism)
  - o that regulation should be focused on properties where both units are rented out
- That two-unit rentals are allowed to have six bedrooms rented
  - o this is too intense for some properties and neighbourhoods
  - o this also leads to parking problems
- That some rental property owners do not maintain properties
  - o neither tenant nor owner responsible for outdoor maintenance and garbage

Generally, neighbourhood residents responded that licensing did not address their concerns and primarily asked for a separation distance between two-unit rental houses, especially where both units are rented.

Common concerns from landlords or rental property owners included:

- That landlords that comply with current regulations are being targeted for additional onerous requirements because of some poorly managed rental properties
  - o Additional fees will discourage existing legitimate property owners from complying with regulations.

- 
- The proposal does not address existing illegal rental properties.
  - That landlords were not being consulted on Town and Gown issues in the same manner as the neighbourhood groups,
  - That rental property owners were responsible for bad tenant behavior, which they are unable to control.

Generally, landlords were concerned that the additional licensing requirement was too onerous; would not capture unlicensed rental property owners; and further drive existing legitimate rental property owners underground to avoid licensing fees.

The majority of open house attendants felt that the licensing proposal did not meet their needs, though some people did identify positive aspects to licensing. Positive aspects included that rental properties were being treated as a business, that safety and property maintenance could be improved by more frequent inspections and that licensing could make the owners of poorly managed properties more accountable.

### **Recommendation**

To address the specific concerns heard at the open house, a review of additional alternatives beyond a licensing program should be undertaken. Staff recommend that a working group, consisting of staff and representatives of Council, be created to consult with stakeholders and review the range of regulatory practices and policies undertaken by other municipalities with a university and similar demand for short term rental housing. **Attachment 4** outlines the proposed preliminary review of these municipalities to determine if the tools they are using could be applied to Guelph. The key areas that should be addressed are policies and regulations regarding rental housing in low-density neighbourhoods and by-law enforcement practices. A visit to some of these municipalities to talk to their staff and view their neighbourhoods may provide additional information and be helpful to compare with issues faced in Guelph.

Generally while the proposed licensing process still has merit, it may be beneficial to defer the previously recommended detailed analysis of licensing parameters until a broader review of the issues articulated at the Open House is complete. Following the review of options from other municipalities, staff would report back to CDES Committee with a proposed work plan, including a consideration of additional human and financial resources required to undertake a fulsome review that would provide additional recommendations of options that could be pursued.

### **CORPORATE STRATEGIC PLAN**

- Urban Design and Sustainable Growth Goal #1: An attractive, well-functioning and sustainable City.
- Personal and Community Well-being Goal #2: A healthy and safe community where life can be lived to the fullest

### **FINANCIAL IMPLICATIONS**

Financial implications would be determined following the review of policy and regulatory options regarding rental housing.

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## DEPARTMENTAL CONSULTATION

Staff from CDDS, Legal, Fire, Police, Solid Waste and By-law Enforcement attended the open house on January 14, 2010. Staff from all of these departments should also be consulted during the review of other municipalities' practices.

## ATTACHMENTS

Attachment 1 – Report 09-100 to CDES Committee on December 14, 2009

Attachment 2 – CDES Committee Resolution on December 14, 2009

Attachment 3 – Public Feedback on Proposed Licensing Recommendation

Attachment 4 – Outline of Proposed Best Practices Review

original signed by:

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**Prepared By:**

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katie.nasswetter@guelph.ca

original signed by:

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**Recommended By:**

Marion Plaunt  
Manager of Policy Planning &  
Urban Design  
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original signed by:

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**Recommended By:**

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Review\Feb 2010 CDES Report.docx

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## ATTACHMENT 1

### Report 09-100 to CDES Committee on December 14, 2009

TO **Community Development and Environmental Services  
Committee**

SERVICE AREA Community Design and Development Services  
DATE December 14, 2009

**SUBJECT Proposed Changes to Lodging House and Two-Unit  
House Administrative Procedures**

REPORT NUMBER 09-100

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#### RECOMMENDATIONS

"That Report 09-100 from Community Design and Development Services regarding proposed changes to the administration of lodging houses and two-unit houses, dated December 14, 2009, BE RECEIVED,"

"That staff be directed to develop procedures and regulations to license all lodging houses and two-unit houses for consideration by Council," and

"That staff be directed to consult with the public and stakeholders regarding the proposed licensing process for lodging houses and two-unit houses."

#### BACKGROUND

On July 27, 2009, Council approved staff recommendations to require lodging housings to have a business licence and to change the Two-Unit House Registration By-law to require houses with accessory apartments to renew their registration every three years (See Council Resolutions in **Attachment 1**).

At the same meeting Council also directed:

THAT staff be directed to report back on opportunities for licensing and other forms of management, including designation as a lodging house, of two-unit rentals within single family homes.



# ATTACHMENT 1 CONTINUED

## Report 09-100 to CDES Committee on December 14, 2009

Concern about two-unit houses<sup>1</sup> where both units are rented, has arisen through public complaints regarding this form of housing in several areas across the City. Specific concerns include:

- Concentration of rental properties in some neighbourhoods;
- Property standards and lack of lot maintenance;
- Safety concerns when buildings are not maintained to relevant Fire and Building Code requirements;
- Parking concerns, with cars parking on front lawns and boulevards because there is inadequate parking for tenants;
- Behavioural issues and nuisance concerns – i.e. parties and noise from tenants of these units.

Staff have reviewed regulations in place in other municipalities that have similar concentrations of rental housing. Many municipalities had chosen to license lodging houses, though few have chosen to license all rental units. Waterloo and Hamilton are also in the process of reviewing their regulations around rental housing. A summary of findings is found in **Attachment 2**.

After reviewing various options for regulating and managing two-unit houses where both units are rented, staff recommend that both lodging houses and two-unit houses that are rented, be required to be licensed under a separate rental housing licensing by-law. Proceeding with a separate by-law to manage rental housing instead of amending the business licence by-law and registration process would require Council to rescind the previously adopted resolutions related to the Business Licence and Two-Unit House Registration By-laws as shown in **Attachment 1**.

### **REPORT**

#### Purpose of Licensing

The purpose of licensing would be to protect the health and safety of residents of rental units and endeavour to minimize impacts on property standards and surrounding residential neighbourhoods through initial and renewal inspection requirements.

Licensing for rental housing would require owners of rental units to meet specific conditions for providing and maintaining safe residential housing. The Municipal Act permits the City to require a licensee to pay a licence fee and to permit inspections prior to obtaining or renewing the licence. The Municipal Act also allows for the City to impose conditions as a requirement of obtaining, continuing to hold or renewing a licence.

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<sup>1</sup> Two-Unit House: When a single detached or semi-detached dwelling contains an accessory apartment.

# ATTACHMENT 1 CONTINUED

## Report 09-100 to CDES Committee on December 14, 2009

A licensing system for all lodging and two-unit rental houses can help ensure that tenants have safe housing that meets Fire and Building Code requirements by proactively monitoring housing conditions through annual inspections. Annual inspections also mean that landlords can be provided with records of any conditions on their properties which contravene City by-laws (i.e. property standards, building code), leading to enhanced care and maintenance of rental properties.

Requiring licensing for two-unit houses will not remedy all concerns associated with this form of housing. Behavioural and nuisance issues will need to continue to be enforced through existing by-laws. The enhanced by-law enforcement program that came out of the 2004-2005 Shared Rental Housing Regulation Review has had some success in addressing complaints and should be continued, targeted to neighbourhoods with higher concentrations of rental housing and by-law infraction complaints. In addition, existing City by-laws can be enforced more proactively, such as the Yard Maintenance By-law (2008-18552), which permits the City to clean up a private property and charge the owner to recover the clean up costs. Staff and resource allocation will need to be examined further to better determine opportunities for additional by-law enforcement measures.

### Proposed Licensing By-law

Potential options for different methods of regulating two-unit rental houses have been reviewed. As a result it is proposed that the City license all two-unit rental houses and lodging houses through a separate and specific rental housing by-law as permitted under the Municipal Act.

It is recommended that the licensing of all lodging houses and rented two-unit houses be broken into the following three categories:

1. Lodging Houses (5-12 lodging units)  
(Would require annual inspection and licence renewal)
2. Two-unit houses with 5 or more bedrooms rented (5-6 bedrooms rented)  
(Would require annual inspection and licence renewal)
3. Two-unit houses with 4 or less bedrooms rented (1-4 bedrooms rented)  
(Would require inspection and licence renewal every 3 years)

With respect to annual inspections and licence requirements, lodging houses and two-unit houses where both the main and accessory units are rented would be treated the same. Two-unit houses where four or less bedrooms are rented would require inspection and licence renewal every three years. The distinction between the two types of two-unit housing addresses the complaint that building maintenance and nuisance issues are more of a concern where the owner is not on site.

# ATTACHMENT 1 CONTINUED

## Report 09-100 to CDES Committee on December 14, 2009

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Instead of amending the current Business Licensing By-law as originally proposed and approved by Council in July 2009, staff recommend that a separate by-law be developed to regulate both lodging houses and two-unit houses. Community Design and Development Services staff are expected to administer the proposed licensing program. A separate by-law, that sets out the specific licensing requirements for lodging houses and two-unit houses would also be more straightforward for staff to implement than an amendment to the current Business Licensing By-law.

No additional changes are proposed to the Zoning By-law regarding current regulations for two-unit houses or lodging houses. Planning staff support the continued availability of accessory apartments and two-unit rental houses city-wide as an integral part of affordable housing. As well, this housing form helps the City meet intensification targets. For these reasons staff do not support a separation distance for accessory apartments. Currently the City receives approximately ninety (90) applications per year for accessory apartments and there are approximately 1500 in total throughout the City. Recent review of all registered two-unit houses showed that the majority (68%) are occupied by the owner. Most rent a one or two bedroom accessory apartment while residing in the main unit.

### Proposed Next Steps

Staff still have several outstanding issues to address regarding the development of a licensing program, including:

- Estimate of costs of implementation of the licensing process.
- Estimate of proposed licence fees (based on cost recovery).
- Determine most appropriate licensing appeals process and penalties for failure to comply with licensing requirements.
- Determine how to best phase in existing two-unit properties from the registration process to licensing.
- Determine specific licensing conditions to apply to Lodging House and Two-Unit House property licensees.

Once a draft licensing program is developed, staff propose to engage interested members of the community and specific stakeholder groups for feedback on the draft program before bringing it back to Council for a decision.

### Summary

Staff recommend that the City pursue a licensing program for lodging houses and two-unit rental houses. Next steps would include the development of proposed regulations and engaging interested members of the public and stakeholders for feedback on the proposed licensing program.

## **CORPORATE STRATEGIC PLAN**

- Urban Design and Sustainable Growth Goal #1: An attractive, well-functioning and sustainable City.

# ATTACHMENT 1 CONTINUED

## Report 09-100 to CDES Committee on December 14, 2009

- Personal and Community Well-being Goal #2: A healthy and safe community where life can be lived to the fullest

### **FINANCIAL IMPLICATIONS**

Community Design and Development Services staff are in the process of determining actual cost to run this program. Staff anticipate that the licensing administrative process would recover all costs through the required licensing fees.

### **DEPARTMENTAL CONSULTATION**

Staff from Building, Zoning, Planning, Legal, Clerks, Fire and By-law Enforcement met to discuss and develop this report.

### **COMMUNICATIONS**

Should the recommendations of this report be approved, staff will bring forward details of the proposed licensing system and by-law to the public and stakeholders for review and feedback before coming back to Council for approval. **Attachment 3** is a summary of ongoing projects related to Shared Rental Housing.

### **ATTACHMENTS**

Attachment 1 – Council Resolutions from July 27, 2009

Attachment 2 – Review of Rental Housing Regulations in Other Municipalities

Attachment 3 – Shared Rental Housing Update

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#### **Recommended By:**

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Licensing (Katie N).docx

# ATTACHMENT 1 CONTINUED

Report 09-100 to CDES Committee on December 14, 2009

## ATTACHMENT 1

Council Resolutions from July 27, 2009



July 29, 2009

Mr. J. Riddell  
Director of Community Design  
& Development Services

Community Design  
and Development Services

JUL 31 2009

Dear Mr. Riddell:

At a meeting of Guelph City Council held July 27, 2009, the following resolution was adopted:

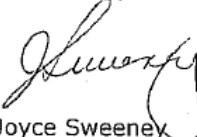
"THAT the Community Design and Development Services Report 09-60 regarding the Administrative Procedures for Lodging Houses and Accessory Apartments, dated July 20, 2009, be received;

AND THAT staff be directed to report back with a proposed amendment to the Business Licensing By-law, to require Lodging Houses to have a business license;

AND THAT staff be directed to prepare an amendment to the Zoning By-law to require a licensing process in order to establish priorities for lodging houses;

AND THAT staff be directed to report back with a proposed amendment to the Registration of Two-Unit Houses By-law Number (1997)-15392, to incorporate the expiration of registration after three years to require the reinspection of these properties."

Yours truly,

  
Joyce Sweeney  
Council Committee  
Coordinator

cc. Mrs. L.A. Giles

LAG:db

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1 Carden St  
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# ATTACHMENT 1 CONTINUED

Report 09-100 to CDES Committee on December 14, 2009

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July 29, 2009

Mr. J. Riddell  
Director of Community Design  
& Development Services

Community Design  
and Development Services

JUL 31 2009

Dear Mr. Riddell:

At a meeting of Guelph City Council held July 27, 2009, the following resolution was adopted:

"THAT staff be directed to report back on opportunities for licensing and other forms of management, including designation as a lodging house, of two-unit rentals within single family homes."

Yours truly,

A handwritten signature in black ink, appearing to read "Lois A. Giles", written over a horizontal line.

Lois A. Giles  
Director of Information  
Services/ City Clerk

LAG:db

City Hall  
1 Carden St  
Guelph, ON  
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TTY 519-826-9771

guelph.ca

# ATTACHMENT 1 CONTINUED

## ATTACHMENT 2

### REVIEW OF RENTAL HOUSING REGULATIONS IN OTHER MUNICIPALITIES

Municipality	Rental Units Licensed and program start date	What is licensed	Methodology	Administration	Fee	Penalties
Hamilton	Under consideration at present by City Wide Community Liaison Committee	Considering single and semi detached only on a city-wide basis	Reviewing licence and zoning by-law regulations	Under review	Under Review	Under Review
Kingston	No rental unit licence program	<b>Lodging Houses</b> Every premises in which four or more persons, exclusive of staff, are lodged, with or without meals, in return for a fee	Application circulated to: Building, Fire, Health Unit, Police, Utilities Kingston or ESA	Administered through a schedule in the business licence by-law	\$100 annually	Penalties are contained within the business licence by-law along with appeals mechanism
London	Rental Licensing by-law adopted October 1, 2009 and to be enacted in March 2010	License buildings containing four or less rental units (singles, semis, duplexes and triplexes, fourplexes and converted dwellings)	Has to conform to applicable zoning and other by-laws, fire code and the OBC	Separate Licence By-law created	\$150 for a five year period	Penalties are contained within the Residential Rental Units Licensing By-law – a licence by-law with an appeals mechanism
Oshawa	Proposed for 2008, by-law challenged	Rental units in certain neighbourhoods close to University of Ontario and Durham College <i>“LODGING HOUSE”</i> means a Building or part of a Building, containing three to ten Lodging Units. It includes, without limitation, a rooming house and a boarding house, a fraternity house or sorority house	Must comply with applicable by-laws and codes. Maximum number of rental units in a building limited to four. Amended to six on certain streets. Does not apply to a property with two or less rental rooms	Administered through a schedule in the business licence by-law	\$250 annually	Penalties are contained within the business licence by-law along with appeals mechanism

## ATTACHMENT 1 CONTINUED

### REVIEW OF RENTAL HOUSING REGULATIONS IN OTHER MUNICIPALITIES (continued)

St. Catharines	No separate rental unit licence	Only "second level lodging houses". "Second Level Lodging House" means a nursing home and any house or other building or portion thereof	Application is circulated to Fire, Building, Zoning, Property Standards, Health and Hydro for approval	Administered through a schedule in the business licence by-law.	\$200	Penalties are contained within the business licence by-law along with appeals mechanism.
Waterloo	Reviewing and recommending a rental unit licence program	Considering single and semi-detached, duplexes, triplexes and townhouses on a city wide basis	Under consideration	Under consideration	\$280 annually for lodging houses	Under consideration
Windsor	No separate rental unit licence. The City of Windsor reviewed and rejected licensing of rental units in a report dated November 19, 2008 by the Licensing and Enforcement Department	Licence for Lodging House 1 and 2. CLASS 1. Where the operator provides no assistance to the resident in caring for their health and for their personal needs, including washing, dressing or eating (2) CLASS 2. Where the operator provides assistance to the resident in caring for their health and for their personal needs including washing, dressing or eating	Clearance required from Chief Building Official, Fire, Health, Electrical Safety Authority and Police	Administered through a schedule in the business licence by-law	\$398 initial and \$358 renewal	Penalties are contained within the business licence by-law along with appeals mechanism



# ATTACHMENT 1 CONTINUED

## Report 09-100 to CDES Committee on December 14, 2009

### ATTACHMENT 3: SHARED RENTAL HOUSING UPDATE

#### Shared Rental Housing and Community Concerns

The City has received complaints about excessive noise, parking problems and property standards issues from residents in some neighbourhoods with concentrations of rental housing.

The City and the University of Guelph have initiated several projects to help improve the situation. These include:

- **Licensing Review of Lodging Houses and Two-Unit Houses:** The City is reviewing options for requiring Lodging Houses and Two-Unit Houses (houses with accessory apartments) to be licensed. This process will assist in providing safer accommodations for tenants through more frequent inspections of these units for fire safety and property standards. Watch for public engagement opportunities in 2010.
- **Enhanced By-law Enforcement:** City of Guelph by-law enforcement staff have expanded Noise By-law enforcement to 24 hours a day, 7 days a week after a successful program that focused on Thursday to Saturday nights. Staff are also continuing to proactively inspect for property standards and fire safety in areas with a history of complaints.
- **Student Code of Rights and Responsibilities:** The University of Guelph is reviewing its Student Code to include consequences issued by the University for non-academic offences. The University has a code of conduct for students living on campus, and is considering one for students living off-campus.
- **Guelph Chapter of Town and Gown Ontario:** This association has been formed, and will develop into a working committee of students, landlords, the City, and the University to address all issues related to being a thriving university town.

These initiatives are being pursued with the goal of strengthening the safety, security and quality of life of all who live in these neighbourhoods.

#### Who to call

If you have concerns about your neighbourhood, please call the appropriate City enforcement group at the contact information below.

Noise	Guelph Police	519-824-1212
Parking (i.e. on lawns/ sidewalks)	By-law Enforcement	519-836-7275
Property Standards or Zoning Concerns	Building Services	519-837-5615
Fire Safety	Fire Prevention Office	519-763-8111
Waste (i.e. sorting, items left at curb)	Solid Waste Resources	519-767-0598

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## **ATTACHMENT 2**

### **CDES Committee Resolution on December 14, 2009**

THAT Report 09-100 from Community Design and Development Services regarding proposed changes to the administration of lodging houses and two-unit houses, dated December 14, 2009, be received;

AND THAT staff be directed to consult with the public and stakeholders regarding the proposed licensing process for lodging houses and two-unit houses; and,

AND THAT staff be directed to report back to the committee in February, 2010 with recommendations after the public input from the Open House in January.

---

## ATTACHMENT 3

### Public Feedback on Proposed Licensing Recommendation

Summary of responses to questions on feedback form from participants of the January 14, 2010 Open House and additional comments received by mail/email. A full record of comments is available for review in the Planning Office.

#### 1. What are the biggest concerns you have regarding shared rental housing in Guelph?

- Need for 100 metre distance separation that applies to Lodging Houses also be applied to Two-Unit Houses where both units are rented. Related concerns include:
  - the existing situation is leading to disproportionate density and/or number of renters (mainly students) in some neighbourhoods causing instability
  - Existing properties should not be grandfathered in
  - Too many properties with absent landlords
  - Too many tenants in one building (6)
  - Quality of neighbourhood, life reduced
  - Some residents have asked that the 100 metre separation also be applied to existing two-unit rentals to reduce the current number.
  - Concern about decreasing property values
- That the proposed licensing requirement would be too onerous for rental property owners. Concerns include:
  - unfair targeting of legal rental properties
  - that more landlords would risk illegal units to avoid licensing and associated fees
  - Treats rentals in problem areas near the university the same as those not causing problems elsewhere in the City
- Behavioural issues and by-law enforcement in neighbourhoods including:
  - Parking, on lawns and boulevards, too many cars, traffic
  - Garbage left out, rodents
  - Noise and Parties, effects of irresponsible alcohol consumption
  - Property standards, lack of maintenance and upkeep of rental properties, vandalism of properties
  - General lack of adequate by-law enforcement, lack of staff to enforce by-laws
- Safety
  - Safety of tenants
  - Suspect many apartments are altered after they receive approval
  - Safety in neighbourhoods with high numbers of rentals also a concern

#### 2. What are some positive aspects to the proposed change to a licensing system for lodging houses and accessory apartments?

- Treats rentals as a business, more accountability of landlords

- 
- Annual inspections and fees
  - Some investors think property will manage itself
  - Improved property maintenance
  - Nothing
    - Not enough detail about process and fees
    - Doesn't address concentration of rental housing concern
    - Need to enforce existing by-laws
    - Fees are too low
  - Improved safety and monitoring
  - Might help with reducing density of rentals in some areas
  - Revenue for City
  - Good to review options
  - Accessory apartments treated the same as Lodging Houses
  - Stricter rules for landlords could mean stricter rules for tenants
  - Like annual re-inspections for lodging houses and should treat all accessory apartments the same with inspections every 3 years

### **3. What are some negative aspects to the proposed change to a licensing system for lodging houses and accessory apartments?**

- Property owners do not have any control of rental homes in their neighbourhood
  - Does not prevent entire street from having accessory apartments
  - Does not address quality of life concerns
  - Should not allow back to back rentals, only 1 per 5 residential houses
- Annual fee will discourage landlords from legalizing their rentals
  - Could lead to more unsafe situations
  - Taxing, penalizing compliant rental property owners
- Does not deal with existing illegal lodging houses and accessory apartments
- Does not address behaviour issues and related by-law enforcement
  - Need to have larger fines for by-law infractions
  - Does not deal with alcohol problem
- May make landlords more accountable, but not students
- Not comprehensive and too complicated
- Concerned about the definition of bedrooms and that bedrooms does not deal with number of people
  - Not restrictive enough regarding the number of tenants (should be 3+ bedrooms)
- Accessory apartments should only be allowed in owner-occupied dwellings
  - Don't discourage accessory apartments in owner-occupied properties
- Cost may limit landlords willing to rent, reducing supply of affordable housing
- More inspections do not improve safety
- Resources and implementation needed to enforce licensing

### **4. Do you support the change to a licensing system for lodging houses and accessory apartments? How would these proposed changes impact you?**

- Yes
  - It's a good start

- 
- Good to have periodic inspections
    - Should be licensed, are a business
  - Yes, but..
    - Separation distances needed for accessory apartments
    - Fees are too low, need to be high to discourage income properties
  - No, does not address: (majority of responses)
    - Neighbourhood destabilization
    - Density
    - Illegal lodging house on my street
    - Quality of life
  - Other Comments
    - Limiting 2 unit houses should not impact affordable housing
    - How are owners responsible for tenants?

#### **5. Additional Comments/Concerns:**

- Town and Gown group created without landlords and investors being involved as a key stakeholder group
  - City is meeting with neighbourhood groups to discuss issues, but not landlords
- Students and others need affordable housing
- Statistics not available to back up neighbourhood complaints
- By-laws not being enforced that could address behavioural issues and problem owners – should be proactive, not wait for complaints
  - Need to increase consequences for parking and property standards infractions
  - Illegitimate properties should be given high fines, no more warnings
  - Staff should proactively search ads for illegitimate properties
  - Situation causing additional and costly pressure on City staff, police
  - Make landlords more accountable
- City and University should proactively plan for students, not let the market dictate location
  - The University should only advertise registered rentals
  - University should penalize bad student behaviours
- Discriminatory targeting of non-owner occupied dwellings
- Not against students, but concerned about lack of diversity in neighbourhoods – becomes a quality of life/neighbourhood issue
- Contravenes provincial mandate to intensify
- Need to show density impacts, compared to Places to Grow
- Not everyone is in favour of minimum distance separation for two-unit houses
- Designating special areas may result in problems pushed to other areas
- Sounds ambitious but heard it before and nothing changes
- Small single dwellings should not have more than 4 renters
- Students should be distributed throughout the City
- A city/neighbourhood task force can deal with social matters and lead to improvements before

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**ATTACHMENT 3 continued**  
**Additional Joint Response from Neighbourhood Groups**

Chair and Committee Members  
Community Development  
and Environmental Services Committee  
City of Guelph  
1 Carden Street  
Guelph, Ontario

January 20, 2010

Dear Councillor Burcher and CDES Committee Members:

Re: Proposed Changes to Lodging House and Two-Unit House Administrative Procedures

The Executives of the Hanlon Creek Neighbourhood Group (HCNG), Old University Neighbourhood Residents' Association (OUNRA), Rickson Ridge Neighbourhood Association (RRNA), South End Ratepayers' Association (SERPA), as well as community members from Ward 1 are issuing this communication in response to the Community Development and Environmental Services Committee Report 09-100, which proposes administrative changes to the licensing requirements for shared rental housing.

We, the undersigned, are in agreement that the proposed changes contained in the report are an inadequate response to the deteriorating conditions in our neighbourhoods.

In the spirit of cooperation and ongoing dialogue on this very important issue, we have assembled a list of remedies which we wish to see implemented:

Issues which are vital to any working solutions:

1. Redefine accessory apartments so that they only apply to owner occupied houses defined as any dwelling with 1 owner occupied unit and 1 rental unit.
2. Redefine a lodging house as more than 2 <sup>lodging</sup> rental units in any dwelling.
3. Both City and University must develop student housing alternatives with negotiations to begin immediately.
4. Licensing of all rentals with absentee landlords must be enforced – including Lodging Houses, Accessory Apartments & Home Conversions for multiple unrelated residents whatever the number (not intended for owner-occupied rentals with all owners present).
5. Separation distances between such locations must be assigned and enforced as per current lodging house rules.
6. No grandfathering should be allowed and licenses should be issued on a first come, first-served basis with complete public notification before approval and based on the date of application.

- 
7. A time-line for compliance of no more than 1 year should be enforced citywide.
  8. Penalties, fines and service fees must be put in place Day One for non-compliance.
  9. Police and By-law enforcement in the affected neighbourhoods must be maintained on a pro-active basis by the City. Citizens should not be required to report on conditions.
  10. Notification must be given to residents within set boundaries of ANY application for licensed rental premises.
  11. Owners must be notified of all parking and property standards infractions with repeaters summoned to Court to explain why they are not educating their tenants.
  12. Change rules for modified on-street parking so that actual residents owning homes and residing on that street are consulted.
  13. Return the off-street parking requirement to 1 spot per 3 persons.
  14. Periodic review and input process for all rental and business license categories for property owners who run lodging houses.
  15. City to better define “lodging unit” and “owner” – i.e. this is the crux of the difference between Accessory Apartments and Lodging Houses in zoning bylaw.
  16. Set fines and service fees for offenders and make them payable concurrently.

Thanking you for your consideration of this request,

Valerie Smith  
On behalf of HCNG

Susan Ricketts  
On behalf of RRNA

Daphne Wainman-Wood  
On behalf of OUNRA

Geoff Allen  
On behalf of SERPA

Lorraine Pagnan  
Ward 1

Cc: Mayor Farbridge  
City Councillors  
James N. Riddell, Director of Community and Development Services  
Marion Plaunt, Manager of Policy Planning and Urban Design  
Katie Nasswetter, Senior Development Planner

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## ATTACHMENT 4

### Outline of Proposed Preliminary Review

Goal: To review other municipal practices to find additional tools (policies and regulatory practices) that could be applied in Guelph to improve issues in neighbourhoods with shared rental housing. Specific areas of concern to be addressed include:

- Policies and regulations regarding rental housing and neighbourhood diversity and stability
  - Definition of neighbourhood
  - Separation distance requirements between rental units
  - Definitions of Unit Types and related zoning regulations (i.e. parking requirements)
  - Other regulatory tools focused on rental housing
  - Address issue of identifying owner and non-owner units
- By-law enforcement practices – both behavior-related (noise, garbage, etc.) and Zoning
  - Enforcement Process – warnings and fines (proactive inspection versus complaint-based)
  - Penalties and Fines – amount and frequency
  - Ability to charge owners and/or tenants
  - University's role in addressing student behaviour
  - Other regulatory tools - i.e. service fees
- Public education practices

Municipalities to be reviewed (based on municipalities that are known to be currently working on similar issues):

- City of London
- City of Waterloo
- City of Hamilton
- City of Barrie
- City of Oshawa



# COMMITTEE REPORT



TO **Community Development and Environmental Services  
Committee**

SERVICE AREA Community Design and Environmental Services  
DATE February 16, 2010

**SUBJECT Official Plan Update**  
REPORT NUMBER 10-14 / CDES-2010 A.5

## RECOMMENDATION

**“THAT Report 10-14 dated February 16, 2010 regarding the status of the Official Plan Update, from Community Design and Development Services, BE RECEIVED.”**

## PURPOSE

The purpose of this report is to provide an update on the next steps and the time lines for finalization of the Official Plan Update.

## BACKGROUND

The following briefly outlines the background work undertaken over the past two and half years toward the Official Plan Update. **Attachment 1** illustrates time lines and notable milestones.

### 2007

August 2007	Commencement of OP Update and initial Studies
Summer of 2007	Public engagement (Guelph Quest)
Fall 2007	OPA 37 Initiated (Amendment to address Consistency with the PPS and other studies and Master Plans)

### 2008

January 22 & 24	Draft OPA 37 was presented at two public open houses.
February 4, 2008	Statutory Public meeting
April 2008	OPA 37 Deferred. Changes proposed through Amendment 37 would be impacted by the other concurrent initiatives being undertaken.

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## 2008-2009

Over 2008 and 2009 the following studies and analysis were undertaken, including public engagement:

- Local Growth Management Strategy
- Natural Heritage Strategy(Phase 2)
- Public Survey
- Growth Management Implications
- Urban Design Action Plan
- Employment Lands Strategy
- Official Plan Amendment 39 (Growth Plan Conformity Amendment)
- Affordable Housing Discussion Paper
- Related studies also include the Parks, Recreation and Culture Draft Plan, Transit System Growth Strategy Plan

The relationships between these initiatives and other related studies to Official Plan Update process are illustrated in Attachment 2.

The following highlights the more recent progress on the update.

### Report

With the approval of the Local Growth Management Strategy in June 2008, it became apparent that much of the background work being undertaken through the above studies would not be finalized in time for incorporation into the Official Plan Update by the *Places to Grow Act* deadline of June 16, 2009.

With the support of the Ministry of Municipal Affairs and Housing, the Official Plan update was split into two phases:

1. Phase 1 - OPA 39 Growth Plan Conformity amendment.
2. Phase 2 - Comprehensive Official Plan Update.

#### Phase 1      OPA 39

Amendment 39 was adopted by Council on June 10, 2009. MMAH approved OPA 39 on December 10, 2009. The decision of the Minister was appealed to the Ontario Municipal Board as it relates to the Silvercreek Guelph Developments Limited lands. Notwithstanding this site specific appeal, Amendment 39 came into effect on December 10, 2009, save and except the Silvercreek lands. The City and the Silver Creek Development Limited are currently resolving the appeal through the Ontario Municipal Board. The resolution involves recognition of the addition of a new Community Mixed Use Node on the Silvercreek Lands.

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## Phase 2      Official Plan Update

Phase two of the Official Plan Update will incorporate the policy changes necessary to:

- implement the policy framework established in Official Plan Amendment 39 (Growth Plan Conformity),
- ensure consistency with the Provincial Policy Statement (2005),
- address recent legislative changes, e.g., Ontario Heritage Act, Planning Act,
- incorporate policy that reflects the Community Energy Plan, the Strategic Plan and the recently completed studies and master plans, and
- address several studies that are currently being finalized, e.g., Employment Lands Strategy Phase 2, Transit Growth Strategy.

The following sets out the significant dates for the completion of the Official Plan Update.

### **1. Policy Direction and Principles**

February 2010	Finalize Policy Direction and Draft Policies and OP Schedules
Mid March 2010	Present Draft Policy Direction to Technical Steering Committee internal staff and stakeholders and the Public
March-April 2010	Refine policies, as appropriate based on feed back

### **2. Policy Review and Input**

April 6, 2010	Post Draft Official Plan for Public review
April 15–29, 2010	Present Draft policies to Technical Steering Committee, stakeholders and the public
April 22, 2010	Conduct Statutory Public Open House
May 3, 2010	Conduct Statutory Public Meeting

### **3. Finalization of Official Plan**

May 2010	Finalize Official Plan for Adoption by Council
June 21, 2010	Adoption of Official Plan

### **Secondary Plans not part of the Official Plan Update**

The Secondary Plans to the Guelph Innovation District (York District) and the Guelph Urban Growth Centre (Downtown Guelph) are proceeding under separate secondary planning processes. Neither of these amendments will be finalized in time for consolidation into the Official Plan Update. Therefore, both these secondary plans will be incorporated into the Official Plan by way of an amendment, once approved by Council.

### **CORPORATE STRATEGIC PLAN**

The update of the Official Plan is a critical step to achieving the following Strategic goals:

- 
- Goal 1:** An attractive, well-functioning and sustainable city;
  - Goal 2:** A healthy and safe community where life can be lived to the fullest;
  - Goal 3:** A diverse and prosperous local economy;
  - Goal 4:** A vibrant and valued arts, culture and heritage identity; and
  - Goal 5:** A leader in conservation and resource protection/enhancement.

## **FINANCIAL IMPLICATIONS**

There is sufficient funding to complete the OP Update.

## **DEPARTMENTAL CONSULTATION**

Legal Services has been consulted regarding the approval process for conformity with the Growth Plan and consistency with the Provincial Policy Statement. Both processes are subject to Section 26 of the *Planning Act* and therefore both the Official Plan amendment for the Growth Plan conformity and the Official Plan Update requires approval by the Minister of Municipal Affairs.

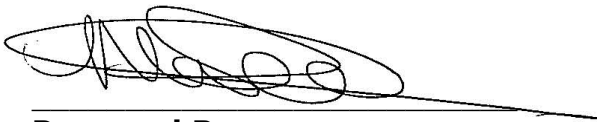
## **COMMUNICATIONS**

N/A

## **ATTACHMENTS**

Attachment 1: Official Plan Update Timelines and Milestones

Attachment 2: Relationship Between Key Policy Initiatives and the Official Plan Update



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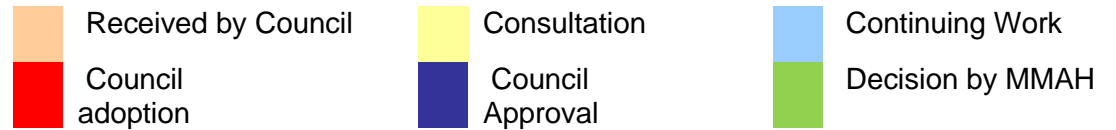
# COMMITTEE REPORT



## ATTACHMENT 1: Official Plan Update

### Timelines and Milestones

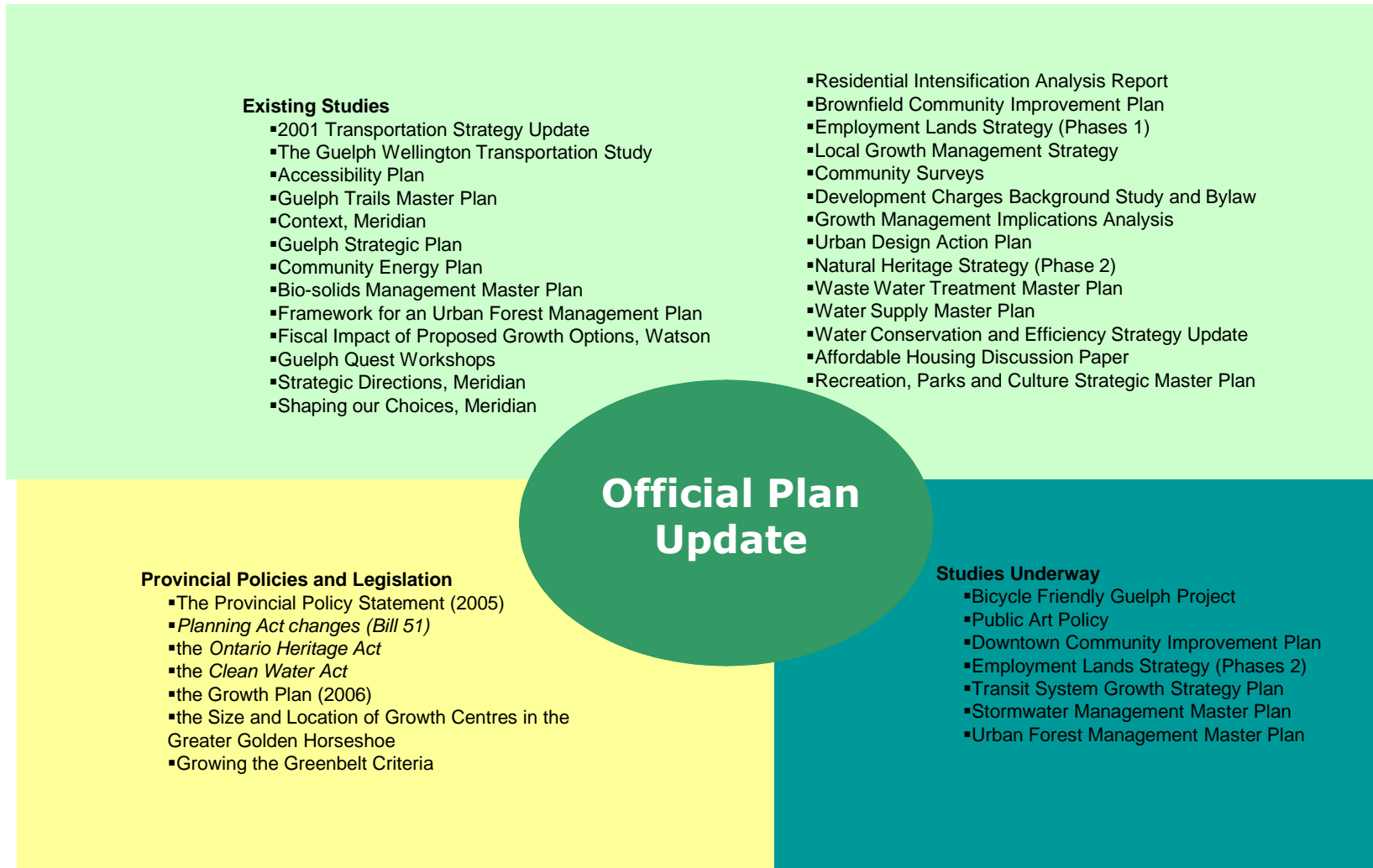
February 16, 2010



COMPONENTS		2007				2008				2009				2010				
1	Initiation of Official Plan Update																	
2	Official Plan Amendment 37 (PPS Conformity)																	
3	Local Growth Management Strategy																	
4	Natural Heritage Strategy																	
5	Public Survey																	
6	Growth Plan Implications																	
7	Urban Design Action Plan																	
8	Employment Lands Strategy (Phases I and II)																	
9	Official Plan Amendment 39																	
10	Affordable Housing Discussion Paper																	
11	Finalization of Official Plan Policy & Mapping																	
12	- Natural Heritage Policies (Phase 3)																	
13	- Land use Policies																	
14	- Statutory Open House																	
15	- Statutory Public Meeting																	
16	- Adoption by Council																	
17	Ministry Decision (MMAH)																	

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## Attachment 2 Relationship Between Key Policy Initiatives and the Official Plan Update



# COMMITTEE REPORT



TO **Community Development and Environmental Services  
Committee**

SERVICE AREA Community Design and Development Services  
DATE February 16, 2010

**SUBJECT Natural Heritage Strategy Phase 3 - Update**  
REPORT NUMBER 10-08 / CDES-2010 A.6

## RECOMMENDATION

**"That Report 10-08, dated February 16, 2010, regarding the draft Natural Heritage Strategy Policies, from Community Design and Development Services, BE RECEIVED".**

## PURPOSE

The purpose of this report is to provide an overview of the draft Natural Heritage policies and to notify Council of the recent stakeholder meetings and public forum.

Staff conducted meetings with community and stakeholder groups the first week of February 2010, e.g., builder and development representatives, environmental groups/representatives and the public. The draft policies were also presented to the City's Environmental Advisory Committee on February 10, 2010 and will be presented to the River Systems Advisory Committee on February 17, 2010. In addition, the draft policies have been sent to the Ministry of Municipal Affairs and the Grand River Conservation Authority for review and comment.

Feedback received from this stakeholder and public engagement will be considered and incorporated, where appropriate, into the draft Official Plan Update that will be presented to Council later this year. The work plan for the Official Plan Update incorporates the Natural Heritage Strategy and policies (See Report 10-14 of the Community Development and Environmental Services Committee dated, February 16, 2010).

The staff report on progress and timing of the Official Plan Update will also be presented at the February 16, 2010 CDES meeting.

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## BACKGROUND

The Guelph Natural Heritage Strategy Phase 2 Report: Terrestrial Inventory and Natural Heritage System (March 2009) was presented to Council on July 27, 2009. The Phase 2 Report outlined the proposed mapping and recommended criteria for the City's Natural Heritage System. In addition, the report included the framework for draft policies (See **Attachment 1**).

On July 27, 2009 Council resolved:

*"THAT staff be directed to apply the criteria developed through the Natural Heritage Strategy Phase 2 Report – Terrestrial Inventory & Natural Heritage System prepared by Dougan and Associates, dated March 2009 and summarized in Attachment 2, as the basis for identifying the Natural Heritage System and policies to be incorporated into the Official Plan Update;*

*AND THAT staff be directed to address the protection of significant portions of the Paris/Galt Moraine through the Natural Heritage System and policies to be incorporated into the Official Plan Update"*

Since July 2009, staff held additional meetings with internal staff, stakeholders and their representatives. Minor revisions to the mapping have been made to ensure the criteria have been applied consistently, and draft policies have been prepared.

## REPORT

This report presents the recommended mapping and a summary of the **draft** Natural Heritage policies. The draft Natural Heritage policies were posted on the City's website, on January 27, 2010, under the Natural Heritage Strategy section.

The draft **Natural Heritage System** consists of two recommended designations and the identification of Wildlife Crossings. The recommended Natural Heritage System designations are illustrated on attached **Map 1** and include:

1. Significant Natural Areas
2. Locally Significant Natural Areas
3. Wildlife Crossings.

The Significant Natural Areas have been defined on the basis of the criteria established through the Natural Heritage Strategy (March 2009).

Significant Natural Areas include:

- a. Areas of Natural and Scientific Interest (ANSI)
- b. Habitat for Endangered and Threatened Species
- c. Significant Wetlands
- d. Surface Waters and Fish Habitat
- e. Significant Woodlands
- f. Significant Valleylands
- g. Significant Landform
- h. Significant Wildlife Habitat
- i. Restoration Areas.



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Locally Significant Natural Areas include:

- a. Other Wetlands
- b. Cultural Woodlands (>1ha)
- c. Locally Significant Wildlife Habitat.

Wildlife Crossings have also been identified on the Recommended Natural Heritage Map (See **Map 1**).

The PPS requires that not only that significant natural features and areas be identified for protection in the long term, but also that "development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas... unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions." The Natural Heritage Reference Manual (1999) identifies recommended distances from natural features for adjacent lands. Recommended adjacent lands distances have been identified for most of the natural features that make up Significant Natural Areas and Locally Significant Natural Areas (See **Attachment 2**).

An Environmental Impact Study (EIS) or Environmental Assessment (EA) is required to assess the potential impact to the natural feature within the adjacent lands and determine the necessary buffers to the natural feature necessary to ensure there will be no negative impact to the natural feature. Based upon scientific research and best practices discussed in the Phase 2 Report, minimum buffers are recommended on Attachment 2 for each of the natural features and areas. However, greater buffers may be required, and will be established through the requisite EIS or EA.

The precise location of the boundaries of the natural features within the Natural Heritage System will be confirmed through the EIS/EA and field verified.

### ***Permitted Uses within the Natural Heritage System***

Draft policies have been developed in conjunction with the feedback from Phase 2.

### **Significant Natural Areas**

Significant Natural Areas identified above are the areas that have been identified as significant at the city-scale based on the criteria identified through the Natural Heritage Strategy. These areas have been identified for long term protection.

However, there are some uses that may be permitted within these areas and considered to not have a negative impact on the natural features or their ecological or hydrological functions. Therefore, the following permitted uses may be permitted within both the Significant Natural Areas and the Locally Significant Natural Areas of the Natural Heritage System, without the requirement for an EIS or EA:

- legally existing uses and buildings and structures,
- scientific and educational activities,
- forest management, and
- restoration activities.

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Legally existing uses are recognized and may continue. Forest management and scientific and restoration activities are seen to compliment the long term protection and enhancement of the natural areas.

In addition, the following permitted uses were also considered appropriate within the Natural Heritage System, provided it has been demonstrated through an EIS or EA that there will be no negative impacts on the natural features or their ecological and hydrologic functions:

- Passive recreational activities, such as trails,
- habitat conservation,
- fish and wildlife conservation.

Some flexibility has been also been built into the draft Natural Heritage policies to permit additional uses that are considered necessary and where no alternatives have been demonstrated through an EIS or EA. For example, essential linear infrastructure lines (e.g., energy, communication, water, waste water), essential transportation infrastructure (e.g., roads) and their normal maintenance may be permitted to cross Significant Landforms, Surface Waters and Fish Habitat and within certain buffers). The EIS/EA would be required to demonstrate, to the satisfaction of the City, that the proposed development will not have a negative impact on the feature or its ecological or hydrological functions.

Storm water management facilities are also proposed to be permitted within Significant Valleylands and within the buffers to several of the natural heritage features subject to a reduced setback and an EIS/EA.

Wells and water supply storage have also been afforded flexibility and may be permitted within the Significant Landform. For a summary of the detailed draft policies see **Attachment 3**.

Other forms of development and site alteration would not be permitted. The above list of permitted uses is typically permitted by other municipalities and addresses the need for infrastructure to often cross features, such as, steams and to facilitate and recognize that certain uses, such as passive recreational activities, help to foster an appreciation of the protected natural features and areas.

As discussed in the July 20 2009 staff report, few municipalities outside the Oak Ridges Moraine and the Niagara Escarpment Plan area have protected Significant Landforms, such as the significant portions of the Paris Galt Moraine. As discussed at length in the July 20 2009 Natural Heritage Strategy Report, protection of the significant portions of the Paris Galt Moraine reflects the provisions of Sections 2.1.2 (Natural Heritage) and 2.2 (Water) of the PPS. These provisions of the PPS were relied upon by the Ministry of the Environment in their conclusion that there was sufficient policy and legislative authority to protect the Paris Galt Moraine.

The Ministry of the Environment Review concluded that the *Planning Act* and in particular the PPS provides clear policy direction to municipalities in the preparation of official plans to plan future land uses, including restricting where development and site alteration may not occur. All planning decisions are required to be consistent with the PPS. The Ministry Review cites the provisions of Sections 2.1.2 (Natural Heritage) and 2.2 (Water) of the PPS (2005) as applicable, to the protection of the moraine as follows:

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“The policies of the PPS, 2005 are designed to help maintain and restore the diversity and connectivity of natural features in an area and their ecological functions and biodiversity of natural heritage systems, recognizing linkages between and among natural heritage features and areas, surface water features and groundwater features... The water policies require the identification of surface and groundwater features and hydrologic functions necessary for the ecological and hydrological integrity of the watershed. These features include recharge, discharge, and storage areas. Vulnerable and sensitive ground and surface water features and their functions shall be protected, improved or restored through restrictions on development and site alteration.”<sup>1</sup>

The recommended Natural Heritage Strategy has relied upon the above cited provision of the PPS to identify the most significant moraine features to be protected as part of the Natural Heritage System.

Under the provisions of the PPS, municipalities are not prevented “from going beyond the minimum standards established in specific policies unless doing so would conflict with any policy of the PPS.”<sup>2</sup> An example of where added protection has been incorporated into the Natural Heritage policies is the identification of wetlands equal to and greater than 0.2 ha (0.5ac.) for protection. This goes beyond the identification of “provincially significant wetlands” as “Significant Wetlands” and recognizes that smaller wetlands at the local scale are significant at the city-scale. Inherent in the implementation of the PPS is that municipalities are expected to inventory and evaluate significance at the local level.

### **Locally Significant Natural Areas**

Development and site alteration may be permitted within Locally Significant Natural Areas (other wetlands, cultural woodlands, and locally significant wildlife habitat) provided it is demonstrated through an EIS or EA, to the satisfaction of the City, that the proposed development will not have a negative impact on the feature or its functions.

Where development is permitted within cultural woodlands, a Tree Inventory and a Tree Compensation Plan is required to ensure that, in the long term, tree canopy and diversity is maintained within the City.

Through the Tree Inventory, all trees over 10 cm diameter at breast height (dbh) and all native shrubs will be identified. All trees and native shrubs to be protected or transplanted must be identified. The Tree Compensation Plan would identify all trees measuring 10 dbh or greater and shrubs proposed to be removed. Replacement trees equivalent to the total amount of dbh proposed to be removed would be required to be replaced on or off site. For example, if five trees measuring 30cm for a total of 150cm dbh are proposed to be removed, a total of 25 trees with a 6cm dbh would be required to be planted.

The policy to replace trees relies upon the provisions of the PPS “to maintain and restore or where possible improve” the diversity and connectivity of natural features.

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<sup>1</sup> Ministry of the Environment, Review of the State of Knowledge for the Waterloo and Paris/Galt Moraines , page 17

<sup>2</sup> Section 4.6 of the PPS (2005)

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Where tree replacement is not feasible on or off site, a cash-in-lieu option has been recommended based on the number and value of the trees required, the cost of planting the trees and tree maintenance for up to 2 years. This provides the City with the flexibility of implementing the tree planting where a proponent chooses to not undertake the enhancement directly.

### **Wildlife Crossings**

Policies aimed at reducing the potential for wildlife/vehicle collisions are proposed (e.g. interactive and traditional signage, and wildlife culverts).

### **Urban Woodlands and Trees**

This section provides policy direction for Urban Woodlands and Trees outside the Natural Heritage System. The intent of these policies is to protect existing treed areas including plantations, hedgerows and other treed sites within the City. Where development is proposed and trees may need to be removed, a Tree Preservation and Tree Compensation Plans will be required, as described above.

### **Heritage Trees**

Policies relating to the identification and protection of heritage trees have also been included to ensure the protection of notable trees within the City.

### **Stewardship and Management**

Stewardship and Management policies are proposed to provide direction related to invasive species, deer management, land stewardship, pollinator habitat and ecological monitoring. The purpose of these policies is to encourage sound management of the City's "green infrastructure" through stewardship and partnerships.

The draft policies are summarized on **Attachment 3**. The draft Natural Heritage policies are attached and have been available on the City web site since January 27, 2010.

### **Next Steps**

Following the public and stakeholder input in February, 2010 the mapping and policies will be finalized for incorporation into the Official Plan Update. The Official Plan Update will be subject to public meetings, as required by the Planning Act, scheduled for this April.

Staff reiterate that development applications that have been submitted and are currently in process are subject to the existing policies of the City's Official Plan, and the applicable provincial plans and policies.

## **CORPORATE STRATEGIC PLAN**

Goal 6                    A leader in conservation and resource protection/enhancement.

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Objective 6.1 Coordinated management of parks, the natural environment and the watershed.

Objective 6.6 A biodiverse City with the highest tree canopy percentage among comparable municipalities.

## **FINANCIAL IMPLICATIONS**

Phases 1 and 2 are now complete. There is sufficient funding to complete Phase 3- Policy Development. As indicated above, the draft policies will be incorporated into the current Official Plan Update.

## **DEPARTMENTAL CONSULTATION**

Internal discussions were held with Community Design and Development Services, Environmental Services and Operations.

## **COMMUNICATIONS**

Consultation has taken place throughout Phases 1 and 2, including feedback on the draft policy framework presented in Phase 2. Staff have sought additional input on the draft policies through the stakeholder meetings and public forums that took place the first week of February.

## **ATTACHMENTS**

**Attachment 1** Criteria used to Identify the Recommended Natural Heritage System and Draft Policy Direction (March 2009) – Presented to Community Design and Development Services Report 09-40 to Council July 27, 2009

**Attachment 2** Summary of Adjacent Lands and Minimum Buffers

**Attachment 3** Summary of Draft Policies for the Natural Heritage System

**Attachment 4** Draft Natural Heritage System Policies

**Map 1** Recommended Natural Heritage System Map

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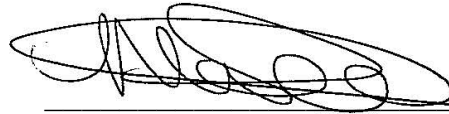
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## Attachment 1 Summary of Criteria used to Identify the Recommended Natural Heritage System and Draft Policy Direction (March 2009)

Table summarizing criteria categories, the criteria used to identify the recommended Natural Heritage System (NHS) and associated *draft* Natural Heritage policies

Categories	Criteria + Minimum Buffers	Draft Policies Direction
1. Areas of Natural & Scientific Interest (ANSI)	<p>1(a) Provincially Significant Life Science ANSI + 20 m buffer*</p> <p>1(b) Provincially Significant Earth Science ANSI + 10 m buffer</p> <p>1(c) Regionally Significant Life Science ANSI + 20 m buffer*</p> <p>1(d) Regionally Significant Earth Science ANSI (no buffer)</p>	<p>Development not permitted in any type of ANSI except for works related to: flood and erosion control, habitat conservation / restoration or passive recreation (e.g. trails and interpretive signs).</p> <p>Development not permitted in buffers to ANSIs except for the uses listed above and low impact storm water management facilities provided no negative impacts are demonstrated through an approved Environmental Impact Study (EIS) or Environmental Assessment (EA).</p>
2. Habitat for Provincially Threatened (THR) & Endangered (END) Species	<p>2(a) Habitat for species provincially designated END or THR in Ontario's <i>Endangered Species Act</i> + buffers TBD</p>	<p>Development not permitted in habitat for THR and END species.</p> <p>Extent of habitat required and associated buffers to be determined on a case by case basis in consultation with OMNR and Recovery Team (if applicable) and subject to an approved EIS or EA.</p>
3. Significant Wetlands	<p>3(a) Provincially Significant Wetlands (PSW) + 30 m buffer</p> <p>3(b) Locally Significant Wetlands (LSW) + 15 m buffer</p> <p>3(c) Other wetlands in closed depressions + 15 m buffer</p> <p>3(d) Other wetlands not in closed depressions + buffer TBD</p>	<p>Development not permitted in any type of wetlands except for category 3(d) where those wetlands are determined not to provide significant wetland functions and subject to approval by the GRCA in accordance with their policies.</p> <p>Development not permitted in buffers to wetlands except for works related to: flood and erosion control, habitat conservation / restoration, and passive recreation (e.g. tertiary trails) as supported through an approved EIS or EA.</p> <p>Proposed development outside the minimum buffer area but within 120 m of a PSW and 30 m of all other wetlands may be permitted provided no negative impacts are demonstrated through an approved EIS or EA, and subject to approval from GRCA.</p> <p>The status and boundaries of "other wetlands" in category 3(d) needs to be field verified.</p>
4. Surface Water & Fisheries Resources	<p>4(a) Permanent streams / ponds + 15 m buffer</p> <p>4(b) Intermittent streams +15 m buffer</p> <p>FISH HABITAT</p> <p>4(c) Cold Water + 30 m buffer</p> <p>4(d) Cool Water + 30 m buffer</p> <p>4(e) Warm Water + 15 m buffer</p> <p>4(f) Undetermined + 15 m buffer</p>	<p>Development not permitted in any type of stream or fish habitat except for works related to: flood and erosion control, habitat conservation / restoration, or other works permitted by the GRCA and/or the Department of Fisheries and Oceans (DFO) provided no negative impacts are demonstrated through an approved EIS or EA and subject to approval from GRCA and/or DFO.</p> <p>Development not permitted in buffers to streams or fish habitat except for works related to: flood and erosion control, habitat conservation / restoration, passive restoration (e.g. trails) or low impact storm water management facilities provided no negative impacts are demonstrated through an approved EIS or EA and subject to approval from GRCA and/or DFO.</p>

<p><b>4. Surface Water &amp; Fisheries Resources</b> <i>cont'd</i></p>		<p>Infrastructure should avoid surface water and fisheries resources, however, provision for essential infrastructure, including roads, trails and/or linear utilities may cross a stream and/or fish habitat provided no negative impacts are demonstrated through an approved EIS or EA and subject to approval from GRCA and/or DFO.</p> <p>Opportunities to restore piped or culvertized streams to a more natural form to be pursued.</p> <p>Proposed development within 50 m of a stream or fish habitat is subject to an EIS or EA and subject to approval from GRCA and/or DFO.</p> <p>Fish habitat classifications need to be field verified.</p>
<p><b>5. Significant Woodlands</b></p>	<p><b>5(a) Woodlands <math>\geq 1</math> ha + 10 m buffer</b>  <b>5(b) Locally Significant Woodland Types <math>\geq 0.5</math> ha (not already captured by 5a) + 10 m buffer</b>  <b>5(c) Cultural Woodlands <math>\geq 1</math> ha + buffer TBD</b></p>	<p>5(a) &amp; (b) Development not permitted in woodlands except for works related to: flood and erosion control, wildlife habitat conservation / restoration. Trails are to be directed to woodland buffers and may only be permitted within the woodlands if no negative impacts are demonstrated through an approved EIS or EA.</p> <p>Development not permitted in buffers to woodlands except for works related to: flood and erosion control, habitat conservation / restoration, passive recreation (e.g. trails) or low impact storm water management facilities provided no negative impacts are demonstrated through an approved EIS or EA.</p> <p>Development within 50 m of a woodland may be permitted provided that no negative impacts are demonstrated through an approved EIS or EA.</p> <p>5(c) Development may be permitted in cultural woodlands (and plantations) subject to an approved EIS or EA and associated tree preservation plan that identifies any opportunities for protection of healthy native species and tree planting.</p>
<p><b>6. Significant Valleylands</b></p>	<p><b>6(a) Regulatory floodplain</b>  <b>6(b) Other Valleys</b></p>	<p>Development within regulatory floodplains and other and remnant significant valleys is not permitted except for works related to: flood and erosion control, habitat conservation / restoration, passive recreation (e.g., trails), essential infrastructure, linear utilities and low impact storm water management facilities provided no negative impacts are demonstrated through an approved EIS or EA and subject to approval from GRCA.</p> <p>In all instances, stormwater management facilities are required to be above the meander belt, or the 100 year flood plain, whichever is greater.</p> <p>Development within buffers may be permitted provided no negative impacts are demonstrated through an approved EIS or EA and, where applicable, approval from GRCA.</p>



<b>7. Significant Landform</b>	<b>7(a) Significant Portions of the Paris-Galt Moraine (no buffer)</b>	<p>Development not permitted in significant portions of the Paris-Galt Moraine, as identified, except for works related to: habitat conservation / restoration, required municipal water supply wells, essential linear utilities and passive recreation (e.g., trails) provided no negative impacts are demonstrated through an approved EIS or EA.</p> <p>Approved works will not involve grading to these areas.</p> <p>Opportunities to restore habitats to be encouraged.</p>
<b>8. Significant Wildlife Habitat**</b>	<p><b>8(a) Deer wintering areas (no buffer)</b></p> <p><b>8(b) Waterfowl overwintering areas (no buffer)</b></p> <p><b>8(c) Provincially Significant Vegetation Types*+ buffers TBD</b></p> <p><b>8(d) Locally Significant Vegetation Types <math>\geq 0.5</math> ha (not already captured by Criteria 3 or 5) + buffers TBD</b></p> <p><b>8(e) Habitat for Globally, Nationally and Provincially Significant Species (not captured by Criterion 2)</b></p> <p><b>8(f) Habitat for Locally Significant Species (not captured by Criteria 2 or 8(e))</b></p> <p><b>8(g) Ecological Linkages (no buffer)</b></p>	<p>8(a), (b), (c), (d) Development is not permitted in these areas, as identified, except for works related to: flood and erosion control, wildlife habitat conservation / restoration, passive recreation (e.g., tertiary trails and interpretive signs) provided no negative impacts are demonstrated through an approved EIS or EA.</p> <p>8(e) &amp; (f) Extent of habitat required and associated buffers to be determined on a case by case basis subject to an approved EIS or EA.</p> <p>8(f) Extent of habitat required and associated buffers to be determined on a case by case basis subject to an approved EIS or EA.</p> <p>8(g) Development not permitted in ecological linkages except for works related to: wildlife habitat conservation / restoration, essential transportation, linear utilities, passive recreation (e.g. trails) and limited low impact storm water management facilities provided no negative impacts are demonstrated through an approved EIS or EA.</p> <p>Linkages surrounded by natural features identified by Criteria 1-7 will be subject to the applicable policies of the surrounding feature.</p>
<b>9. Supportive Ecological Functions</b>	<b>9(a) Naturalization / Restoration Areas (potential, planned and existing)</b>	<p>Naturalization / restoration is intended to apply primarily on City or GRCA lands and to small gaps in the NHS. Storm water management facilities (existing and planned) are included. Guidelines and policy direction to be developed with the Parks and Engineering Departments.</p> <p>Naturalization/ restoration areas surrounded by natural features identified by Criteria 1-7 will be subject to the applicable policies of the surrounding feature.</p>
<b>10. Wildlife Crossings</b>	<p><b>10 (a) Confirmed deer crossings</b></p> <p><b>10 (b) Confirmed amphibian crossings</b></p> <p><b>10 (c) Other wildlife crossing opportunities</b></p>	<p>These flag approximate locations where mitigation measures (e.g. underpasses) to facilitate safe wildlife crossing should be implemented during road improvements or upgrades. Some measures (e.g. warning signs) may be implemented sooner.</p> <p>Guidelines and policy direction to be developed in consultation with the Engineering Department.</p>

\* There are currently no areas in the City of Guelph meeting this criterion.

\*\* This is not a comprehensive list of significant wildlife habitat (SWH) criteria, but a list of criteria for which data was available at the time of the study. A complete list of all SWH criteria potentially applicable in the City of Guelph that should be considered at the site-specific level is provided in the study report (Volume 1).

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**MAPPING NOTE:** Every effort has been made to ensure the mapping for this study is based on the most current available data. However, mapping for a number of natural heritage features and/or ecological functions still needs to be verified and refined in the field at the site-specific scale.

## **DEFINITIONS**

**MINIMUM BUFFERS** identify minimum vegetation protection zones around significant features in the NHS. Buffers may include any natural areas (including cultural meadows or thickets), plantations, hedgerows, agricultural lands, City parklands or GRCA lands identified for open space uses, and current golf courses. Buffers could not be applied, in whole or in part, in some areas that have already undergone development. However, for areas to be developed, site-specific studies may find that in some cases these minimums are not adequate and that wider buffers need to be identified.

**CULTURAL WOODLANDS** are lands that have reforested naturally with tree cover between 35% and 60% and naturalized groundcover.

**DEVELOPMENT** is defined in Provincial Policy (2005) as “the creation of a new lot, a change in land use, or the construction of buildings and structures, requiring approval under the *Planning Act*”.

**ECOLOGICAL LINKAGES** are meant to facilitate movement of flora and fauna between various significant natural areas and must be identified in relation to these other areas. Ideally, linkages should be at least 50 m wide but closer to 100 m where possible with a target width to length ratio of 1:2. However, depending on the adjacent land uses and existing opportunities, narrower and longer linkages have been (and could be) identified.

**ENVIRONMENTAL ASSESSMENTS (EAs)** are studies typically required for all medium or large governmental infrastructure projects to ensure that all environmental issues are identified and addressed, and that the public and other stakeholders have an opportunity to provide comment.

**ENVIRONMENTAL IMPACT STUDIES (EIS)** are site-specific studies triggered by proposed development within or adjacent to significant natural heritage features which provide a comprehensive assessment of existing conditions and assess the anticipated impacts of the proposed development on natural features within the study area or their ecological functions.

**ESSENTIAL INFRASTRUCTURE** means that which is considered by Council to be necessary and in the public interest after all reasonable alternatives have been considered.

**GRCA** - Grand River Conservation Authority

**PARIS-GALT MORaine** is a large 6.4 to 8 km wide feature consisting of a complex of hummocky topography and kettle features of which a portion extends across the southern portion of the City of Guelph. Lands with this unique topography contribute disproportionately to local groundwater recharge, which also supports cold water fisheries and recharges deeper aquifers used for water supply.

**RESTORATION / NATURALIZATION AREAS** are areas that contribute to the biodiversity and connectivity potential of the *Natural Heritage System* where restoration and naturalization activities will be focused. These include lands owned by the City of Guelph or the Grand River Conservation Authority, existing and approved storm water management areas, and small areas surrounded by lands that meet Criteria 1 through 7.

## Attachment 2 Summary of Adjacent Lands and Minimum Buffers to the Natural Areas of the Natural Heritage System

Significant Natural Areas	Minimum Buffers	Adjacent Lands
a) Areas of Natural and Scientific Interest (ANSIs) <ul style="list-style-type: none"> <li>i. Provincially Significant Earth Science ANSI</li> <li>ii. Regionally Significant Earth Science ANSI</li> <li>iii. Provincially Significant Life Science ANSI</li> <li>iv. Regionally Significant Life Science ANSI</li> </ul>	<ul style="list-style-type: none"> <li>i. 10 m</li> <li>ii. To be established through a site-specific study <sup>3</sup>(EIS or EA) in consultation with the Ministry of Natural Resources</li> <li>iii. 20 m</li> <li>iv. 20 m</li> </ul>	i-iv 50 m
Habitat for Endangered and Threatened Species	To be established through a site-specific study in consultation with the OMNR or approved Recovery /Management Plans.	120 m
Significant Wetlands <ul style="list-style-type: none"> <li>i. Provincially Significant Wetlands</li> <li>ii. Locally Significant Wetlands</li> <li>iii. Other Significant Wetlands</li> </ul>	<ul style="list-style-type: none"> <li>i. 30 m</li> <li>ii. 15 m</li> <li>iii. 15 m</li> </ul>	<ul style="list-style-type: none"> <li>i. 120 m</li> <li>ii. 120 m</li> <li>iii. 50 m</li> </ul>
Surface Water and Fish Habitat <ul style="list-style-type: none"> <li>i. Cold water fish habitat</li> <li>ii. Cool water fish habitat</li> <li>iii. Permanent streams, intermittent streams, natural ponds and warm water and undetermined fish habitat</li> </ul>	<ul style="list-style-type: none"> <li>i. 30 m</li> <li>ii. 30 m</li> <li>iii. 15 m</li> </ul> <p>Adjacent to the Speed and Eramosa Rivers, the buffer shall be measured from the river's edge; or where there is a steep slope adjacent to the river, 15 m from the top of the stable slope.</p> <p>For permanent and intermittent streams and warm water fish habitat, the buffer will be measured from the bankful channel.</p>	<ul style="list-style-type: none"> <li>i. 120 m</li> <li>ii. 120 m</li> <li>iii. 120 m</li> </ul>
Significant Woodlands		

<sup>3</sup> Site-specific study refers to the requisite EIS or EA to be conducted in response to development or site alteration within the adjacent lands to an identified nature feature within Significant Natural Areas and Locally Significant Natural Area.

<ul style="list-style-type: none"> <li>i. Significant Woodlands (1 ha and greater)</li> <li>ii. Locally Significant Woodlands (.5 ha and greater)</li> </ul>	<ul style="list-style-type: none"> <li>i. 10 m from the drip line</li> <li>ii. 10 m from the drip line</li> </ul>	<ul style="list-style-type: none"> <li>i. 50 m</li> <li>i. 50 m</li> </ul>
Significant Valleylands	To be established by site-specific study.	50 m
Significant Landforms	No buffer	50 m
<b>Significant Wildlife Habitat</b> <ul style="list-style-type: none"> <li>i. Deer Wintering Areas, Waterfowl, Overwintering Areas</li> <li>ii. Habitat for provincially significant vegetation types, i.e. provincially rare vegetation communities ranked S1 –S3/S4 by the Natural Heritage Information Centre Ranking definitions.</li> <li>iii. Locally Significant Vegetation Types greater than 0.5 ha e.g. white Cedar Treed Carbonate Cliff Type, Carbonate Open Cliff Ecosite, Carbonate Shrub Cliff Ecosite and Carbonate Treed Talis Ecosite.</li> <li>iv. Ecological Linkages</li> </ul>	<ul style="list-style-type: none"> <li>i– iii. To be established through a site-specific study.</li> <li>iv. No buffer</li> </ul>	<ul style="list-style-type: none"> <li>i-iii 50 m</li> <li>iv. No Adjacent Lands</li> </ul>
Restoration Areas	No buffer	No Adjacent Lands

<b>Locally Significant Natural Areas</b>	<b>Minimum Buffers</b>	<b>Adjacent Lands</b>
Other Wetlands	To be established through site-specific study.	30 m for wetlands less than 0.2 ha.
Cultural Woodlands	10 m from the drip line	50 m
Locally Significant Wildlife Habitat	To be established through a site-specific study.	50 m

\*\* Site-specific study refers to the EIS or EA required by Policy 5.1.2.7 to be conducted in support of development or site alteration applications proposed within and adjacent to Significant Natural Areas and Locally Significant Natural Areas.

## Attachment 3 Summary of Draft Natural Heritage Policies

This table summarizing Natural Areas/Features, criteria used to identify the recommended Natural Heritage System (NHS) and associated *draft* Natural Heritage Policies

<b>Significant Natural Areas</b>		
<b>Natural Areas/Features</b>	<b>Criteria, Minimum Buffers and Adjacent Lands (AL)</b>	<b>Draft Policies</b>
<b>1. Areas of Natural &amp; Scientific Interest (ANSI)</b>	<ul style="list-style-type: none"> <li>- Provincially Significant Earth Science ANSI + 10 m buffer (AL - 50m)</li> <li>- Regionally Significant Earth Science ANSI + buffer TBD (AL - 50m)</li> <li>- Provincially Significant Life Science ANSI + 20 m buffer* (AL- 50m)</li> <li>- Regionally Significant Life Science ANSI + 20 m buffer* (AL- 50m)</li> </ul>	<p>Development and site alteration shall not be permitted within ANSI and established buffers except for:</p> <ul style="list-style-type: none"> <li>• Legally existing uses and buildings and/or structures,</li> <li>• scientific and educational activities,</li> <li>• forest management, and</li> <li>• restoration activities (without EIS/EA) and</li> </ul> <ul style="list-style-type: none"> <li>• Passive recreational activities,</li> <li>• habitat conservation, and</li> <li>• fish and wildlife conservation (with EIS/EA).</li> </ul> <p>Minimum buffers to Regional Significant Earth Science to be established through EIS/EA.</p>
<b>2. Habitat for Provincially Endangered (END) &amp; Threatened (THR) Species</b>	<b>Habitat for species provincially designated END or THR in Ontario's <i>Endangered Species Act</i> + buffers TBD (AL-120m)</b>	<p>Development and site alteration shall not be permitted within the habitat of END &amp; THR species and established buffers except for:</p> <ul style="list-style-type: none"> <li>• Legally existing uses and buildings and/or structures,</li> <li>• scientific and educational activities,</li> <li>• forest management, and</li> <li>• restoration activities (without EIS/EA) and</li> </ul> <ul style="list-style-type: none"> <li>• Passive recreational activities,</li> <li>• habitat conservation, and</li> <li>• fish and wildlife conservation (with EIS/EA).</li> </ul> <p>The extent of habitat required will be consistent with the Recovery Strategy and/ or the specific habitat regulation.</p>
<b>3. Significant Wetlands</b>	<ul style="list-style-type: none"> <li>- Provincially Significant Wetlands (PSW) + 30 m buffer (AL-120m)</li> <li>- Locally Significant Wetlands (LSW) + 15 m buffer (AL -120m)</li> <li>- Other Significant Wetlands (≥ 0.2ha) (OSW) + 15 m buffer (AL - 50m)</li> </ul>	<p>Development and site alteration shall not be permitted within Significant Wetlands and established buffers except for:</p> <ul style="list-style-type: none"> <li>• Legally existing uses and buildings and/or structures,</li> <li>• scientific and educational activities,</li> <li>• forest management,</li> <li>• restoration activities (without EIS/EA) and</li> </ul> <ul style="list-style-type: none"> <li>• Passive recreational activities,</li> </ul>

<p><b>3. Significant Wetlands con't</b></p>		<ul style="list-style-type: none"> <li>• habitat conservation,</li> <li>• fish and wildlife conservation (with EIS/EA).</li> <li>•</li> </ul> <p>Additional uses within buffers to Significant Wetlands subject to an EIS/EA include:</p> <ul style="list-style-type: none"> <li>• essential public and private linear infrastructure lines provided no feasible alternative exists; and</li> <li>• storm water management facilities and structures, with a minimum buffer of 15 m from PSWs and 10m LSWs &amp; OSWs</li> </ul> <p>Additional uses within Significant Wetlands and established buffers subject to an EIS/EA include:</p> <p><b>Trails</b></p> <ul style="list-style-type: none"> <li>• new trails will not be permitted within PSW, LSW and OWSs and are encouraged outside of buffers;</li> <li>• existing trails within PSW, LSW or OSW are encouraged to be relocated outside the wetland to minimize impacts; and/or</li> <li>• reconstructed to minimize impacts e.g. boardwalks</li> </ul>
<p><b>4. Surface Water &amp; Fish Habitat</b></p> <p><b>4. Surface Water &amp; Fish Habitat cont'd</b></p>	<ul style="list-style-type: none"> <li>- Cold Water + 30 m buffer (AL-120m)</li> <li>- Cool Water + 30 m buffer (AL-120m)</li> <li>- Permanent and intermittent stream, natural ponds, Warm Water and undetermined fish habitat + 15 m buffer (AL-120m)</li> </ul>	<p>Development and site alteration shall not be permitted within Surface Water &amp; Fish Habitat and established buffers except for:</p> <ul style="list-style-type: none"> <li>• Legally existing uses and buildings and/or structures,</li> <li>• scientific and educational activities,</li> <li>• forest management, and</li> <li>• restoration activities (without EIS/EA) and</li> <li>• Passive recreational activities,</li> <li>• habitat conservation, and</li> <li>• fish and wildlife conservation (with EIS/EA).</li> </ul> <p>Additional uses within Surface Water &amp; Fish Habitat and established buffers subject to an EIS/EA include:</p> <ul style="list-style-type: none"> <li>• essential public and private linear infrastructure lines;</li> <li>• essential transportation infrastructure (roads);</li> <li>• flood and erosion control facilities or other similar works; and</li> <li>• storm water management facilities and structures.</li> </ul> <p>Opportunities to restore permanent or intermittent</p>

		<p>streams shall be encouraged and supported.</p> <p>Undetermined fish habitat classifications need to be field verified.</p> <p>City will continue to investigate the feasibility removing/modifying barriers to fish passage within the Speed and Eramosa rivers and associated tributaries.</p>
<p><b>5. Significant Woodlands</b></p>	<p><b>-Significant Woodlands ≥1 ha + 10 m buffer (AL-120m)</b></p> <p><b>- Locally Significant Woodlands ≥0.5 ha (e.g., Sugar Maple Deciduous Forests (FOD5)) + 10 m buffer (AL-120m)</b></p>	<p>Development and site alteration shall not be permitted within Significant Woodlands and established buffers except for:</p> <ul style="list-style-type: none"> <li>• Legally existing uses and buildings and/or structures,</li> <li>• scientific and educational activities,</li> <li>• forest management, and</li> <li>• restoration activities (without EIS/EA) and</li> </ul> <ul style="list-style-type: none"> <li>• Passive recreational activities,</li> <li>• habitat conservation, and</li> <li>• fish and wildlife conservation (with EIS/EA).</li> </ul> <p>Additional uses within buffers to Significant Woodlands subject to an EIS/EA include:</p> <ul style="list-style-type: none"> <li>• storm water management facilities and structures, with a minimum buffer of 5 m from the woodland.</li> </ul> <p>Additional uses within Significant Woodlands and established buffers subject to an EIS/EA include:</p> <ul style="list-style-type: none"> <li>• trails are encouraged to locate outside Significant Woodlands and established buffers; but</li> <li>• where trails are permitted within Significant Woodlands and established buffers trails shall be designed to minimize impacts, maximize educational/interpretive opportunities and discourage informal trails and trail widening.</li> </ul>
<p><b>6. Significant Valleylands</b></p> <p><b>6. Significant Valleylands cont'd</b></p>	<p><b>- Regulatory floodplain, riverine flooding hazards, riverine erosion hazards, apparent valley where slopes are ≥ 15% (buffer TBD through site specific study in consultation with GRCA) (AL-50m)</b></p> <p><b>- Remnant portions of the Speed and Eramosa River Valleys (buffer TBD through site specific study in consultation with GRCA)(AL -50m)</b></p>	<p>Development and site alteration shall not be permitted within Significant Valleylands and established buffers except for:</p> <ul style="list-style-type: none"> <li>• Legally existing uses and buildings and/or structures,</li> <li>• scientific and educational activities,</li> <li>• forest management, and</li> <li>• restoration activities (without EIS/EA) and</li> </ul> <ul style="list-style-type: none"> <li>• Passive recreational activities,</li> <li>• habitat conservation, and</li> <li>• fish and wildlife conservation (with EIS/EA).</li> </ul>

		<p>Additional uses within Significant Valleylands subject to an EIS/EA include:</p> <ul style="list-style-type: none"> <li>• essential public and private linear infrastructure lines;</li> <li>• essential transportation infrastructure;</li> <li>• flood and erosion control facilities or other similar works;</li> <li>• renewable energy facilities; and</li> <li>• storm water management facilities and structures.</li> </ul> <p>The City will promote the restoration/naturalization of Significant Valleylands.</p>
<p><b>7. Significant Landform</b></p>	<p><b>Significant Portions of the Paris-Galt Moraine – slope concentrations of 20% or greater in association with closed depressions (no buffer) (AL-50m)</b></p>	<p>Development and site alteration shall not be permitted within the Significant Landform except for:</p> <ul style="list-style-type: none"> <li>• Legally existing uses and buildings and/or structures,</li> <li>• scientific and educational activities,</li> <li>• forest management, and</li> <li>• restoration activities (without EIS/EA) and</li> <li>• Passive recreational activities,</li> <li>• habitat conservation, and</li> <li>• fish and wildlife conservation (with EIS/EA).</li> </ul> <p>Additional uses within the Significant Landform subject to an EIS/EA include:</p> <ul style="list-style-type: none"> <li>• essential public and private linear infrastructure lines;</li> <li>• essential transportation infrastructure; and</li> <li>• water supply wells, underground water storage and associated small scale structures.</li> </ul> <p>Boundaries of the Significant Landform are to be determined on a site-specific basis.</p> <p>Minor boundary adjustments can be made without an amendment to the Plan providing it is demonstrated that:</p> <ol style="list-style-type: none"> <li>a) there will be no net loss of total area,</li> <li>b) the areas identified about other protected components of the NHS,</li> <li>c) modification does not result in a loss of connectivity or continuity,</li> <li>d) areas contain hummocky topography, and</li> <li>e) pre-development hydrologic regimes are maintained.</li> </ol>
<p><b>7. Significant Landform</b> <i>cont'd</i></p>		
<p><b>8. Significant Wildlife Habitat**</b></p>	<p><b>(a)Deer wintering areas &amp; Waterfowl overwintering areas (no buffer) (AL-50m)</b></p>	<p>Development and site alteration shall not be permitted within Significant Wildlife Habitat (a), (b), (c) and d) and established buffers except for:</p>



<p><b>8. Significant Wildlife Habitat <i>cont'd</i></b></p>	<p><b>(b) Habitat of Provincially Significant Vegetation Types*+ buffers TBD (AL-50m)</b></p> <p><b>(c) Habitat of Locally Significant Vegetation Types <math>\geq 0.5</math> ha (not already captured by Criteria 3 or 5) + buffers TBD (AL-50m)</b></p> <p><b>(d) Ecological Linkages (no buffer) (AL-50m)</b></p>	<ul style="list-style-type: none"> <li>• Legally existing uses and buildings and/or structures,</li> <li>• scientific and educational activities,</li> <li>• forest management, and</li> <li>• restoration activities (without EIS/EA) and</li> </ul> <ul style="list-style-type: none"> <li>• Passive recreational activities, such as trails,</li> <li>• habitat conservation, and</li> <li>• fish and wildlife conservation (with EIS/EA).</li> </ul> <p>Additional uses within Significant Wildlife Habitat (a), (b) and (c) and established buffers subject to an EIS/EA include:</p> <ul style="list-style-type: none"> <li>• essential public and private linear infrastructure lines provided no feasible alternative exists, and</li> <li>• flood and erosion control facilities or other similar works.</li> </ul> <p>Extent of habitat and buffer requirements for Significant Wildlife Habitat(a), (b) and (c) to be established through a site specific EIS or EA in consultation with MNR or its designate and will be consistent with status, habitat requirements and any Recovery Strategies.</p> <p>In some cases mitigation in the form of transplanting species may be considered in consultation with the City and MNR.</p> <p>Development and site alteration shall not be permitted within ecological linkages except for:</p> <ul style="list-style-type: none"> <li>• Legally existing uses and buildings and/or structures,</li> <li>• scientific and educational activities,</li> <li>• forest management, and</li> <li>• restoration activities (without EIS/EA) and</li> </ul> <ul style="list-style-type: none"> <li>• Passive recreational activities,</li> <li>• habitat conservation,</li> <li>• fish and wildlife conservation (with EIS/EA).</li> </ul> <p>Additional uses within Ecological Linkages subject to an EIS/EA include:</p> <ul style="list-style-type: none"> <li>• essential public and private linear infrastructure lines; and</li> <li>• essential transportation infrastructure.</li> </ul> <p>Ecological linkages may be refined or additional linkages may be added through the EIS/EA or subwatershed study process provided the linkages:</p>
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## Locally Significant Natural Areas

Natural Areas/Features	Criteria + Minimum Buffers (Adjacent Lands)	Draft Policies
<b>1. Other Wetlands</b>	<b>Other Wetlands ( ≤ 0.2 ha) + 15 m buffer (AL- 30m)</b>	<p>A detailed wetland evaluation shall be required to determine if the wetland meets the criteria for an PSW, LSW or part of the wetland complex or if it is considered a functional wetland.</p> <p>Where an evaluation demonstrates that the wetland meets the Significant Wetland criteria, the Significant Wetland policies apply.</p> <p>Where the wetland evaluation demonstrates that the wetland is a <i>functional wetland</i>, development and site alteration shall not be permitted within Other Wetlands or the established buffers except for the uses permitted by the Significant Wetlands policies.</p> <p>Where the wetland evaluation demonstrates that the wetland does not meet the criteria for Significant Wetlands and is not a functional wetland development and site alteration may be permitted.</p>
<b>2. Cultural Woodlands</b>	<b>Cultural Woodlands ≥ 1.0 ha + buffers TBD</b>	<p>Development and site alteration may be permitted within <i>cultural woodlands</i> where demonstrated through an EIS/EA, that the woodland:</p> <ol style="list-style-type: none"> <li>a) is dominated by non-native invasive species (i.e., 60 % or more);</li> <li>b) does not meet the criteria for any other natural heritage feature of the <i>Natural Heritage System</i>;</li> <li>c) is not located on slopes 20% or greater;</li> <li>d) healthy non-invasive trees have been protected to the fullest extent possible; and</li> <li>e) does not perform a supportive ecological or hydrological function or provide an ecological linkage within the <i>Natural Heritage System</i>.</li> </ol> <p>Tree Inventory and Tree Compensation Plans will be required for all live, healthy trees over 10 dbh and all native shrubs.</p> <p>Replacement Plantings are required to be native and compatible with site conditions.</p> <p>Where replacement plantings are not feasible on the subject property, plantings within buffers, Significant Valleylands, Significant Landform, Restoration Areas as identified through the NHS is encouraged.</p>

<b>2.Cultural Woodlands cont'd</b>		<p>Where replacement on or off site is not feasible cash-in-lieu will be required equal to the value of trees and shrubs to be replaced.</p> <p>Additional uses within buffers to Cultural Woodlands subject to an EIS/EA include:</p> <ul style="list-style-type: none"> <li>• storm water management facilities and structures, with a minimum buffer of 5 m from the woodland.</li> </ul>
<b>3. Locally Significant Wildlife Habitat**</b>	<p><b>(a) Habitat for Globally, Nationally and Provincially Significant Species</b> (not captured by Criterion 2) + buffer TBD (AL- 50 m)</p> <p><b>(b)Habitat for Locally Significant Species</b> (not captured by Criteria 2 or 8(e)) + buffer TBD (AL- 50 m)</p>	<p>Development and site alteration shall not be permitted within criteria (a) and (b) and established buffers except for:</p> <ul style="list-style-type: none"> <li>• Legally existing uses and buildings and/or structures,</li> <li>• scientific and educational activities,</li> <li>• forest management, and</li> <li>• restoration activities (without EIS/EA) and</li> <li>• Passive recreational activities,</li> <li>• habitat conservation, and</li> <li>• fish and wildlife conservation (with EIS/EA).</li> </ul> <p>Development and site alteration may be permitted within criteria (b) and established buffers where demonstrated through and EIS, EA or subwatershed study there will be no negative impacts.</p> <p>The extent of habitat required will be consistent with the Recovery Strategy and/ or the specific habitat regulation.</p> <p>In some cases mitigation in the form of transplanting species may be considered in consultation with the City and MNR.</p> <p>Open meadow habitat should be protected.</p>
<h2 style="margin: 0;">Wildlife Crossings</h2>		
<b>Wildlife Crossings</b>	<p><b>(a) Confirmed deer crossings</b></p> <p><b>(b) Confirmed amphibian crossings</b></p> <p><b>(c) Other wildlife crossing opportunities</b></p>	<p>At these locations mitigation measures will be required as identified through an EIS or EA.</p> <p>Where the City is undertaking public infrastructure improvements mitigation measures will be undertaken to minimize impact on wildlife crossings</p> <p>Where warranted, proactive signage will be installed.</p> <p>Guidelines will be developed.</p>
<h2 style="margin: 0;">Other Components</h2>		
<b>1.Urban Woodlands and Trees</b>	<b>- Plantations, Hedgerows and Trees</b>	<p><b>Plantations</b></p> <p>Development and site alteration may be permitted within a <i>plantation</i> where demonstrated through an EIS/EA, that the woodland:</p> <p>a) is not a Cultural Woodland or a</p>

		<ul style="list-style-type: none"> <li>a) Significant Woodland</li> <li>a) is not located on slopes 20% or greater;</li> <li>a) does not perform a supportive ecological or hydrological function or provide an ecological linkage within the <i>Natural Heritage System</i>.</li> </ul> <p>Tree Inventory and Tree Compensation Plans will be required for all live healthy trees over 10 dbh and all native shrubs.</p> <p>Replacement Plantings are required to be native and compatible with the site conditions.</p> <p>Where replacement plantings are not feasible on the subject property, plantings within established buffers, Significant Valleylands, Significant Landform, Restoration Areas as identified through the NHS are encouraged.</p> <p>Where replacement on or off site is not feasible cash-in-lieu will be required equal to the value of trees and shrubs to be replaced.</p> <p><b>Hedgerows and Trees</b> Development and site alteration may be permitted to impact hedgerows and tree provided it has been demonstrated that they cannot be protected or integrated into the urban landscape</p> <p>Tree Inventory and Tree Compensation Plans will be required for all live, healthy trees over 10 dbh and all native shrubs.</p> <p>Existing trees and native shrubs on slopes in excess of 20 % will be maintained.</p>
<p><b>2. Heritage Trees</b></p>		<p><b>Heritage Trees</b> Promote the identification of Heritage Trees.</p> <p>Where Heritage Trees have been identified they will be protected to the fullest extent possible while having regard for the health of the tree and public safety.</p>
<p><b>3.NHS Stewardship and Management</b></p>	<ul style="list-style-type: none"> <li>(a) Invasive Species</li> <li>(b) Deer</li> <li>(c) Land Stewardship</li> <li>(d) Pollinator Habitat</li> <li>(e) Ecological Monitoring</li> </ul>	<p><b>Invasive Species</b> Management and control of non-native, invasive species is encouraged on lands owned by public agencies.</p> <p>Landscape plans will require native plants, trees and shrubs except where harsh environments conditions would limit their survival.</p> <p>Landscaping and gardening on private property may include non-native species however, native species will be encouraged on private lands adjacent to the NHS.</p> <p><b>Deer</b></p>

		<p>Deer wintering habitat will be monitored and addressed in conjunction with MNR.</p> <p><b>Land Stewardship</b> Public agencies, community organizations, and private landowners are encouraged to protect and enhance the City's NHS.</p> <p>The City will work with the GRCA and other public and private organizations to leverage funding to support land stewardship activities.</p> <p>Encroachment into the City's NHS will be discouraged through education and appropriate provisions.</p> <p><b>Pollinator Habitat</b> Opportunities to promote, maintain and enhance pollinator habitat will be supported and encouraged.</p> <p>In the review of development applications every effort will be made to retain high-quality pollinator habitat.</p> <p><b>Ecological Monitoring</b> A City-wide environmental monitoring program will be developed and implemented.</p> <p>Opportunities for collaborating with the GRCA and MNR will be incorporated into the environmental monitoring program.</p> <p>Short-term, site-specific monitoring may be required as part the development approval process that will be integrated into the City-wide monitoring program, where applicable.</p>
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*\* There are currently no areas in the City of Guelph meeting this criterion.*

*\*\* This is not a comprehensive list of significant wildlife habitat (SWH) criteria, but a list of criteria for which data was available at the time of the study. A complete list of all SWH criteria potentially applicable in the City of Guelph that should be considered at the site-specific level is provided in the Natural Heritage Strategy study report (Volume 1).*

### General Policies

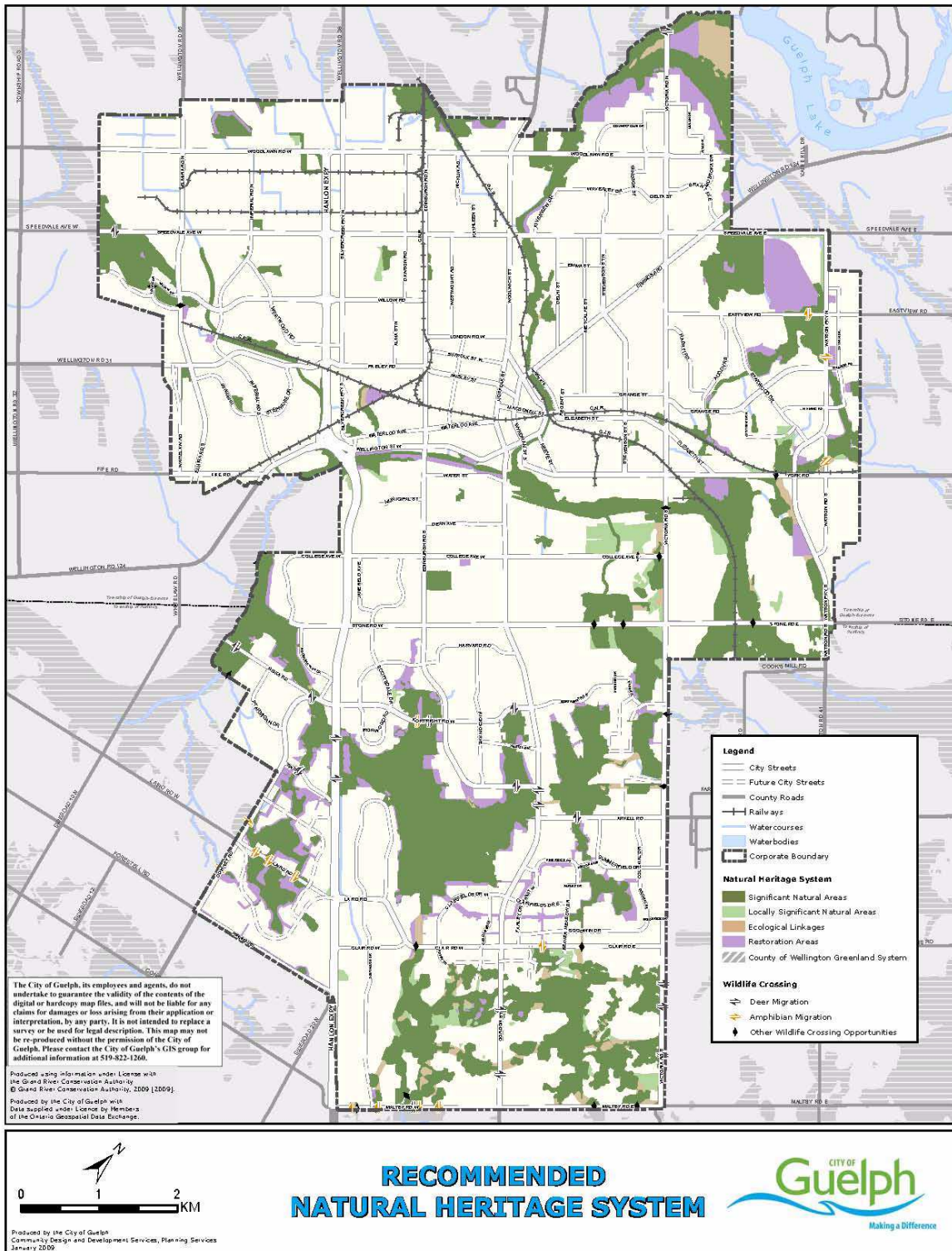
1. The boundaries of the natural features and areas that make up the Natural Heritage System (NHS) are based on established criteria and the best information available at the time of completion of this Plan.
2. The minimum buffers identified have generally been incorporated into the Significant Natural Areas designation identified on the Natural Heritage schedules.
3. The precise location of the boundaries of the Significant Natural Areas and Locally Significant Natural Areas will be established to the satisfaction of the City on a site-specific basis through the application of the criteria, using the most up to date information available, including EIS/EA and site verification.
4. Where two or more *Natural Heritage System* features or areas overlap, the policies that provide the

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most protection to the natural features or area shall apply.

5. All *public and private infrastructure* including, but not limited to storm water management, water and waste water, power generation, waste management systems, linear utilities and facilities and transportation infrastructure are subject to the policies of the *Natural Heritage System* and the other applicable policies of this Plan.
6. Minimum buffers are identified on the Table within the Official Plan. The final width of required buffers may be greater than the minimum buffer and shall be established through an approved EIS, EA or subwatershed study.
7. Legally existing non-conforming uses shall be encouraged to be brought into closer conformity with the objectives and permitted uses of the designation.

# Map 1 Recommended Natural Heritage System Map





# COMMITTEE REPORT



**TO** **Community Development and Environmental Services Committee**

**SERVICE AREA** Community Design and Development Services  
**DATE** February 16, 2010

**SUBJECT** **Strategic Urban Forest Management Plan and Tree By-Law Update 2010**

**REPORT NUMBER** 10-13 / CDES-2010 A.7

## RECOMMENDATION

"THAT the Community Development and Environmental Services Report 10-13, dated February 16, 2010, regarding the Tree By-Law and Strategic Urban Forest Management Plan 2010 **be Received.**"

## BACKGROUND

The Framework for the Strategic Urban Forest Management Plan was completed in 2007. Status reports regarding the Framework for the Strategic Urban Forest Management Plan were provided to Council in December 2008, July 2009 and in December 2009 (See **Attachment 1**). At the July 27, 2009 Council meeting staff presented timelines for both the Tree By-Law and Urban Forest Management Plan. The timelines for both of these projects have been delayed due to staff resources and unanticipated workload priorities, e.g. Hanlon Creek Business Park.

On January 18, 2010 the Community Design and Environmental Services Committee resolved that "staff report back to the Community Development and Environmental Services Committee in February on the critical path for the completion of the five year Urban Forest Plan and Tree By-law."

## REPORT

### Tree By-law

Staff met on several occasions to review and discuss the draft Tree By-Law(s). However, due to the above noted delay, the final review and public consultation required for the development of the Tree By-law has not occurred as originally scheduled.

Staff proposes to have a peer review of the Tree By-Law completed in February/March, after which stakeholder and public consultation will commence. Staff anticipate that public consultation could be completed in May and the new By-Law adopted by the end of June or the early part of July. The critical path is presented in **Table 1** below.

**Table 1. Critical Path for Adoption of Tree By-Law**

2010 - Tasks	January	February	March	April	May	June	July
1. Staff to complete last edits to Draft By -Law							
2. Peer Review of Draft By-Law							
3. Revisions to Draft							
4. Stakeholder & Public Consultation							
5. Revise By-Law based on Input							
6. Final Adoption to Council							

### **Strategic Urban Forest Management Plan**

The Framework for the Strategic Urban Forest Management Plan was completed by Urban Forest Innovations Inc. and Dougan & Associates in 2007. A total of 25 recommendations were provided by the Framework which staff have been implementing over the last three years (See **Attachment 1**).

An RFP for the development of the Urban Forest Management Plan has been drafted and will be issued by the end of February.

The Urban Forest Management Plan will include four, 5 year Management Plans. Annual Operating Plans will be prepared in detail for the first 5 years. This will provide the Operations and Community Design and Development Services Departments with clear direction regarding the priorities for implementation of the Management Plan as well as resource and staffing requirements.

One full year has been allocated to the development of the Management Plan to ensure a comprehensive plan is developed and to allow adequate time for stakeholder and public consultation. The critical path for completion is outlined in **Table 2** below.

**Table 2. Critical Path for the Development of the Strategic Urban Forest Management Plan**

Tasks	2010											2011		
	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
1. Issue RFP	■													
2. Select Consultant		■												
3. Initial Start Up Meeting			■											
4. Initial Meeting with TAC				■										
5. Development of the Management Plan				■	■	■	■	■	■					
6. Report Back to TAC									■					
7. Stakeholder and Public Consultation										■	■			
8. Plan Revisions												■	■	
9. Presentation of Plan to Council														■

**CORPORATE STRATEGIC PLAN**

**Natural Environment** - A leader in conservation and resource protection/enhancement

**6.6** A biodiverse City with the highest tree canopy percentage among comparable municipalities.

**Urban Design and Sustainable Growth** – An attractive, well-functioning and sustainable City.

**Personal Community Well-Being** – A healthy and safe community where live can be lived to the fullest

**FINANCIAL IMPLICATIONS**

Existing funding remains for the development of the Strategic Urban Forest Management Plan and for the peer review of the Tree By-Law. Future resource requirements for the implementation of the 5 year plans will be addressed in the Management Plan and through the Annual Operating Plans.

**DEPARTMENTAL CONSULTATION**

Operations Department and Legal Services have been consulted.

**ATTACHMENTS**

**Attachment 1** – December 2010 - Status Chart

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original signed by:

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**Prepared By:**

Suzanne Young  
Environmental Planner  
519-822-1260 ext. 2356  
[suzanne.young@guelph.ca](mailto:suzanne.young@guelph.ca)



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**Recommended By:**

Marion Plaunt  
Manager of Policy Planning and  
Urban Design  
519-822-1260 ext. 2426  
[marion.plaunt@guelph.ca](mailto:marion.plaunt@guelph.ca)

original signed by:

---

**Recommended By:**

Jim Riddell  
Director of Community Design and Development Services  
519-822-1260 ext. 2361  
[jim.riddell@guelph.ca](mailto:jim.riddell@guelph.ca)

T:\Planning\CD&ES REPORTS\2010\10-13\02-16) Tree By-Law and SUFMP Update.docx

## Attachment 1 - Strategic Urban Forest Management Plan Recommendations – Status Report 2009

Priority	Reference Sections	Recommendation	Current Status & Planned Activity by Department	
			CDDS	Operations

<b>POLICY &amp; GUIDELINE RECOMMENDATIONS (SECTION 3)</b>				
1	3,7	1. The City should ensure that all policy revisions and updates define the urban forest, identify it as a high priority for protection, and describe it as “green infrastructure” which needs to be actively managed.	The Natural Heritage Strategy – includes criteria for protection of woodlots 1ha or greater and linkages. Restoration areas have also been identified. <b>The Natural Heritage mapping and policies will be incorporated into the Official Plan update in 2010.</b>	
1	3,7	2. The City should develop comprehensive City-wide policies and guidelines for tree preservation, replacement and enhancement on both public and private lands (see Section 7).	Phase 3 of the Natural Heritage Strategy Phase involves the development of policies for incorporation into the Official Plan update. <b>Tree Protection Policy &amp; Guidelines to be finalized in 2010.</b>	
2	3,8	3. The City should commit to protecting and, where feasible, enhancing the natural linkages within the City and to the County identified through the City’s Natural Heritage Strategy (see Section 8).	The Natural Heritage Strategy and Official Plan update will address this recommendation as specified in Item 1.	
3	3,5	4. The City’s tree by-law should be reviewed and updated to be consistent with the Municipal Act.	Council approved the work plan for the tree bylaw on July 27, 2009. <b>Tree By-law is currently under development and anticipated to be brought forward in Q3 of 2010.</b>	
3	3,7	5. The City should evaluate if existing staffing is adequate to review and enforce tree protection on development sites once more comprehensive policies are put in place. Should a new Tree Preservation By-law be passed, additional staffing (e.g. an arborist also trained in by-law enforcement) may	2 <sup>nd</sup> Environmental Planner has been hired to develop and implement policies and guidelines and develop a tree by-law in conjunction with Operations.	

		also need to be considered.		
<b>STRATEGIC PLANNING RECOMMENDATIONS (SECTION 4)</b>				
1	4	6. The City should develop a Strategic Urban Forest Management Plan and adopt a 20-year strategic planning approach with 5-year management plans and annual operating plans nested within the 20-year plan.	Funding identified in PL0030 Urban Forest Management Plan in Capital Budget 2009-2014.	
1	4	7. The City should adopt the principle of adaptive management to ensure that management approaches and priorities can be adjusted as new information is obtained.	To be addressed by the Urban Forest Management Plan 2009-2014.	
1	4	8. The City should develop and use a series of criteria and indicators to track progress towards short and long-term objectives.	To be addressed by the Urban Forest Management Plan 2010-2014	
<b>COMMUNICATION RECOMMENDATIONS (SECTION 5)</b>				
1	5,4	9. The City should host workshops or public meetings to get community input into the vision and goals for the Strategic Urban Forest Management Plan (SUFMP).	On April 21 and 29, 2009 CDDS and Operations conducted workshops to test the vision and get feedback on the 25 recommendations of the Framework for the Strategic Urban Forest Management Plan. The results of the workshops were presented to Committee of Council on July 20, 2009.	
1	5,4,3	10. The City should explore options for providing support and coordination of ongoing and potential volunteer activities related to tree planting in the City.		Facilitation of annual volunteer planting events are on-going. 2009 Tree Plantings: 1500 by Guelph Rotary Club, 2000 by OPIRG. Other initiatives include on-going woodlot clean-up, removal of invasives and woodchip trails installation at Norm Jary Park and Marksam Park. Norm Jary activity was performed in conjunction with Onward Willow and the University of

				Guelph. Operations facilitated new tree plantings and school ground naturalization projects led by Trees for Guelph, with the delivery of wood mulch to numerous school sites. <b>Similar participation anticipated for 2010.</b>
2	5,4	11. The City should support, and provide the resources for, the creation of an Urban Forestry Management Plan Technical Steering Committee to review and evaluate the status of the SUFMP.	To be addressed in conjunction with the development of the Urban Forest Management Plan.	
2	5,3	12. The City should explore mechanisms for more inter-departmental coordination regarding proper protection and management of the City's green infrastructure (i.e. its trees) and educate about tree protection guidelines, policies and best practices.	The development of the Natural Heritage Strategy and associated policies has been and continues to be done in collaboration with other departments.	On-going discussions with Environmental Planners, Park Planners and Engineering staff re: tree protection, preservation and retention on public and private lands.
1	5,3	13. The City should expand its public education initiatives by (a) updating and enhancing its on-line urban forestry resources, (b) consider offering urban forestry workshops for residents, and (c) exploring other educational opportunities with other partners (e.g. the University of Guelph).	CDDS staff (Environmental Planner) participated in the 2009 Ontario Urban Forest Council Conference and informed the participants of the role of the City regarding the protection of the urban forest.	Forestry display and informational brochures on tree health care offered as part of annual Operations Department open house.  Operations staff also attended the 2009 Ontario Urban Forest Council Conference.
<b>INVENTORY RECOMMENDATIONS (SECTION 6)</b>				
1	6,4	14. The City should determine specific goals for a tree inventory and develop a system of data collection and asset management in the SUFMP.	The development of the Urban Forest Management Plan in 2009-2014 will further inform management of the tree inventory.	Forestry has worked with Info. Tech. to develop a tree inventory and analysis system using a wireless laptop with GPS

				capabilities that links field data to the network and allows for the processing of electronic work orders. In service since June 2007. Trees inventoried to date: 5404.
1	6	15. The City should complete a tree inventory for all trees on City lands outside of natural areas as part of the first 5-year management plan (refer to Section 4).		<b>Tree inventory is on-going.</b>
2	6,7,3	16. The City should collect the tree inventory based on SYNERGEN and use the UTC GIS Toolbox to monitor overall tree canopy cover in the City, and help identify potential planting locations.	Through the Natural Heritage Strategy Phase 2 report determined that natural cover represents 24.5 % of the City. Overall forest cover is estimated to be 12.5%.  Restoration Areas have been identified as part of the Natural Heritage Strategy and will be included in the Official Plan Update.	Operations, in conjunction with IT have commenced this process.
2	6	17. The City should explore options for administering and maintaining their forestry asset management system (e.g. tree inventory software, database, etc.) as it develops.	To be addressed in the Urban Forest Management Plan - 2009-2014	
3	6,3	18. The City should complete a tree inventory for all municipal woodlands based on accepted forest stand inventory protocols as part of the second 5-year management plan (refer to Section 3).	To be addressed in the Urban Forest Management Plan - 2009-2014	

## URBAN FOREST STRATEGY & SUSTAINABILITY RECOMMENDATIONS



(SECTION 7)

1	7,3,4	19. Comprehensive specifications for tree preservation that can be consistently applied to all projects across the City should be developed and implemented. These should include: (1) requirements for newly planted trees that maximize their growth and lifespan potential, (2) requirements for protecting existing trees, and (3) progressive tree cabling practices, integrated with an inspection cycle, to support the preservation of large canopied trees.	<b>The Tree Protection Policy &amp; Guidelines to be completed in 2010.</b>	To support tree preservations staff introduced in 2008 a student tree watering /mulching crew-a first to the operation. Newly planted and those approaching 3 years old were the focus of Operations.
1	7,6	20. The City should coordinate an inventory of City trees with a risk assessment of this resource, and commit to implementing corrective measures for identified high risk or hazard trees as a high priority item.		Tree risk assessments are currently completed as part of every service request. Prioritized work orders are then generated electronically based on the tree hazard assessment rating. Trees rated as a high hazard are ranked as priority work assignments.  The report for the Royal City Park Plant Material Management Plan was received and approved by Council in November 2009. Recommendations are to provide a long term vision for the park's main "soft" landscaping: trees and ground level plant material. The management plan is intended to function as the guide for short term and long term plant maintenance, and for species, timing and locations of

				removals and new plantings in the park.
2	7	21. The City should establish a pruning cycle and a grid pruning program for street and park trees to shift from a reactive to a proactive maintenance mode.		Staff initiated a 2 week period of street tree grid pruning during the winter of 2007/2008, as a start to preventative maintenance by addressing the branching structure of the trees while they are still small ~planted approx. 5 yrs. Forestry staff, along with Horticulture staff also performed dormant pruning in city parks to address tree structure, and sightline and equipment access issues. <b>Operations propose to resume this activity during winter of 2009/2010.</b>
2	7,6	22. Once a preliminary City-wide risk assessment has been conducted, the City should implement an inspection protocol for trees that have been identified as having some level of risk possibly in conjunction with pruning activities.		Subject to completing the inventory and assessment of large statured trees, staff monitor the health of trees over 60cm dbh.
1	7,6	23. The City should hire additional qualified staff members to support current operations activities, or consider sub-contracting out to (1) catch up on the backlog of tree pruning / maintenance work, (2) undertake an assessment of risk trees on all City lands and, where required, undertake mitigative measures or removals, and (3) increase the tree replacement ratio.		An additional forestry worker was added in 2009 to the front-line staffing complement. <b>Additional staffing resources have afforded the operation the ability to reduce a 14 month work order backlog to ~4 month backlog as of December 2009.</b>

				Additional staffing resources will be identified following the approval of the Strategic Urban Forest Management Plan developed in recommendation number 6.
3	7,3,6	24. The City should develop a strategy for the monitoring and control of alien invasive species. Where appropriate the City should coordinate its efforts with agencies such as the Canadian Food Inspection Agency, the Canadian Forest Service, the Ontario Ministry of Natural Resources, Grand River Conservation Authority and other area municipalities.	Strategic direction in this regard will be addressed in the Urban Forest Management Plan – Capital Budget 2009-2014.	Operations has been monitoring both the Asian Long-horned Beetle’s and the Emerald Ash Borer’s activities in southern Ontario. In all jurisdictions affected by these parasites, the Canadian Food Inspection Agency has provided a leadership role in addressing the infestation. As time permits, staff continues to address the removal of invasive woody material in parks and natural areas, including work with volunteers.

**LANDSCAPE CONNECTIVITY RECOMMENDATIONS (SECTION 8)**

3	8,6	25. Once a municipal tree inventory has been undertaken, the City should conduct a study (using GIS) to identify opportunities for reforestation within the City’s urban matrix, and work with the County of Wellington and the GRCA to support linkages to natural areas extending outside the City.	<b>Restoration areas have been identified as part of the Natural Heritage Strategy to be incorporated into the Official Plan in 2010.</b>	
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**The Corporation of the City of Guelph  
Community Development & Environmental Services Committee  
Tuesday, February 16, 2010, 12:30 p.m.**

A meeting of the Community Development and Environmental Services Committee was held on Tuesday, February 16, 2010 in Council Committee Room 112 at 12:30 p.m.

Present: Councillors, Bell, Burcher, Piper, Salisbury and Mayor Farbridge

Also Present: Councillors Farrelly and Wettstein

Staff in Attendance: Mr. J. Riddell, Director of Community Design and Development Services; Mr. B. Poole, Chief Building Official; Ms. T. Agnello, Deputy Clerk; and Ms. D. Black, Assistant Council Committee Coordinator.

There was no disclosure of pecuniary interest.

1. Moved by Mayor Farbridge  
Seconded by Councillor Burcher

THAT the minutes of the Community Development and Environmental Services Committee meeting held on January 18, 2010 be adopted without being read.

Carried

**Consent Agenda**

The following were extracted from the Consent Agenda:

CDES 2010-A3 Sign By-law Variance for 2 Tiffany Street East  
CDES 2010-A4 Addendum Report: Shared Rental Housing Open House and Proposed Next Steps

2. Moved by Councillor Burcher  
Seconded by Mayor Farbridge

THAT the balance of the February 16, 2010 Community Development & Environmental Services Consent Agenda as identified below be approved:

- a) **Official Plan Update**  
Mr. J. Riddell THAT Report 10-14 dated February 16, 2010, regarding the status of the Official Plan Update, from Community Design and Development Services, be received.
- b) **Natural Heritage Strategy Phase 3 – Update**  
Mr. J. Riddell THAT Report 10-08, dated February 16, 2010, regarding the draft Natural Heritage Strategy Policies, from Community Design and Development Services, be received.

Mr. J. Riddell

c) **Strategic Urban Forest Management Plan & Tree By-law Update 2010**

THAT the Community Development and Environmental Services Report 10-13, dated February 16, 2010, regarding the Tree By-law and Strategic Urban Forest Management Plan 2010, be received.

Carried

**Sign By-law Variance for 2 Tiffany Street East**

Ms. Carly Donovan, sign by-law variance applicant, advised every effort was made to ensure the sign design was consistent with the surrounding properties and believes the sign is necessary to lend credibility to their business and provide necessary advertising.

REPORT

3. Moved by Councillor Burcher  
Seconded by Mayor Farbridge

THAT Report 10-07, regarding a sign variance for 2 Tiffany Street East from Community Design and Development Services, dated February 16, 2010, be received;

AND THAT the request for a variance from the Sign By-law for 2 Tiffany Street East to permit one freestanding sign and two window signs for a home occupation at a residentially zoned property in lieu of the by-law requirement that does not permit signage for home occupations, be approved.

Carried

**Addendum Report: Shared Rental Housing Open House and Proposed Next Steps**

Ms. Daphne Wainman-Wood on behalf of the Old University Neighbourhood Residents Association raised the concern that many properties in the University area are being bought by investors that will rent out individual rooms as lodging units. She believes that the zoning and administrative regulations at the city level, and aggressive marketing by realtors makes it too easy for lodging units to exist in the area. She suggested the City look at other university cities to see what could potentially happen. She advised the Executive of the Old University Neighbourhood have put together a list of regulatory changes which include:

- Redefine the term "accessory apartment" to pertain only to homes with the owners in residence; with no separation distance requirements;

- a home with no owner in residence, and an accessory apartment, should be a two-unit dwelling with licensing and a separation distance;
- a house with more than three lodging-units, must be classified as a lodging house, with licensing, regulations and 100 metre separation distance.

Mr. J. Riddell

4. Moved by Mayor Farbridge  
Seconded by Councillor Burcher

THAT Report 10-09 from Community Design and Development Services regarding the Shared Rental Housing Open House and Proposed Next Steps, dated February 16, 2010, be received;

AND THAT Report 09-100 from Community Design and Development Services regarding Licensing of Lodging Houses and Two-Unit Houses, be deferred;

AND THAT staff be directed to develop a working group to review policies and regulations related to rental housing and related concerns in other similar municipalities, as articulated in Attachment 3 of this report (10-09);

AND THAT staff report back to the Community Development and Environmental Services Committee with a preliminary work plan in March to study alternative options and make recommendations addressing concerns related to Shared Rental Housing in Guelph.

Carried

The meeting adjourned at 12:54 p.m.

Next Meeting: March 15, 2010

.....  
Chairperson

# COMMITTEE AGENDA



TO **Community Development & Environmental Services  
Committee**

DATE March 15, 2010

LOCATION Council Committee Room (112)

TIME 12:30 p.m.

## DISCLOSURE OF PECUNIARY INTEREST

**CONFIRMATION OF MINUTES-** February 16, 2010

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

a)

## 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 Community Development & Environmental Services Committee Consent Agenda will be approved in one resolution.*

ITEM	CITY PRESENTATION	DELEGATIONS	TO BE EXTRACTED
CDES-8 Taylor Evans Forest Stewardship Plan			
CDES-9 Proposed Administrative Amendment to Zoning By-law (1995)-15864, (Guelph's Comprehensive Zoning By-law)			
CDES-10 5 Arthur Street South (former W.C. wood's Plant) Brownfield Redevelopment			

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	Community Improvement Plan – Environmental Study Grant Request			
CDES-11	Water Conservation and Efficiency Program Update			
CDES-12	2009 Water Conservation and Efficiency Awards			
CDES-13	Water Quality Threats Assessment to the Source Protection Committee	Dave Belanger		√
CDES-14	Shared Rental Housing Spring 2010 Work Plan			

Resolution to adopt the balance of the Community Development & Environmental 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.

**OTHER BUSINESS**

**NEXT MEETING-** April 19, 2010



**The Corporation of the City of Guelph  
Community Development & Environmental Services  
Committee**

**Tuesday, February 16, 2010, 12:30 p.m.**

A meeting of the Community Development and Environmental Services Committee was held on Tuesday, February 16, 2010 in Council Committee Room 112 at 12:30 p.m.

Present: Councillors, Bell, Burcher, Piper, Salisbury and Mayor Farbridge

Also Present: Councillors Farrelly and Wettstein

Staff in Attendance: Mr. J. Riddell, Director of Community Design and Development Services; Mr. B. Poole, Chief Building Official; Ms. T. Agnello, Deputy Clerk; and Ms. D. Black, Assistant Council Committee Coordinator.

There was no disclosure of pecuniary interest.

1. Moved by Mayor Farbridge  
Seconded by Councillor Burcher

THAT the minutes of the Community Development and Environmental Services Committee meeting held on January 18, 2010 be adopted without being read.

Carried

**Consent Agenda**

The following were extracted from the Consent Agenda:

CDES 2010-A3 Sign By-law Variance for 2 Tiffany Street East  
CDES 2010-A4 Addendum Report: Shared Rental Housing Open House and Proposed Next Steps

2. Moved by Councillor Burcher  
Seconded by Mayor Farbridge

THAT the balance of the February 16, 2010 Community Development & Environmental Services Consent Agenda as identified below be approved:

- a) **Official Plan Update**

THAT Report 10-14 dated February 16, 2010,

status of the Official Plan Update, from Community Design and Development Services, be received.

- b) **Natural Heritage Strategy Phase 3 – Update**

THAT Report 10-08, dated February 16, 2010,

draft Natural Heritage Strategy Policies, from Community

Mr. J. Riddell  
regarding the

Mr. J. Riddell  
regarding the

Design and Development Services, be received.

February 16, 2010

**Community Development and Environmental  
Services Committee**

Page 2

Mr. J. Riddell

c) **Strategic Urban Forest Management Plan & Tree By-law Update 2010**

THAT the Community Development and Environmental Services Report 10-13, dated February 16, 2010, regarding the Tree By-law and Strategic Urban Forest Management Plan 2010, be received.

Carried

**Sign By-law Variance for 2 Tiffany Street East**

Ms. Carly Donovan, sign by-law variance applicant, advised every effort was made to ensure the sign design was consistent with the surrounding properties and believes the sign is necessary to lend credibility to their business and provide necessary advertising.

3. Moved by Councillor Burcher  
Seconded by Mayor Farbridge

REPORT

THAT Report 10-07, regarding a sign variance for 2 Tiffany Street East from Community Design and Development Services, dated February 16, 2010, be received;

AND THAT the request for a variance from the Sign By-law for 2 Tiffany Street East to permit one freestanding sign and two window signs for a home occupation at a residentially zoned property in lieu of the by-law requirement that does not permit signage for home occupations, be approved.

Carried

**Addendum Report: Shared Rental Housing Open House and Proposed Next Steps**

Ms. Daphne Wainman-Wood on behalf of the Old University Neighbourhood Residents Association raised the concern that many properties in the University area are being bought by investors that will rent out individual rooms as lodging units. She believes that the zoning and administrative regulations at the city level, and aggressive marketing by realtors makes it too easy for lodging units to exist in the area. She suggested the City look at other university cities to see what could potentially happen. She advised the Executive of the Old University Neighbourhood have put together a list of regulatory changes which include:

Redefine the term "accessory apartment" to pertain only to homes with the owners in residence; with no separation distance requirements;

a home with no owner in residence, and an accessory apartment, should be a two-unit dwelling with licensing and a separation distance;  
a house with more than three lodging-units, must be classified as a lodging house, with licensing, regulations and 100 metre separation distance.

- 4. Moved by Mayor Farbridge  
Seconded by Councillor Burcher

Mr. J. Riddell

THAT Report 10-09 from Community Design and Development Services regarding the Shared Rental Housing Open House and Proposed Next Steps, dated February 16, 2010, be received;

AND THAT Report 09-100 from Community Design and Development Services regarding Licensing of Lodging Houses and Two-Unit Houses, be deferred;

AND THAT staff be directed to develop a working group to review policies and regulations related to rental housing and related concerns in other similar municipalities, as articulated in Attachment 3 of this report (10-09);

AND THAT staff report back to the Community Development and Environmental Services Committee with a preliminary work plan in March to study alternative options and make recommendations addressing concerns related to Shared Rental Housing in Guelph.

Carried

The meeting adjourned at 12:54 p.m.

Next Meeting: March 15, 2010

.....  
Chairperson

**COMMUNITY DEVELOPMENT & ENVIRONMENTAL SERVICES COMMITTEE  
CONSENT AGENDA**

**March 15, 2010**

Members of the Community Development & Environmental Services Committee.

**SUMMARY OF REPORTS:**

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

**A Reports from Administrative Staff**

<b>REPORT</b>	<b>DIRECTION</b>
<p>CDES-2010 A.8    <b>TAYLOR EVANS FOREST STEWARDSHIP PLAN</b></p> <p>THAT Report No. 10-20 from Community Design and Development Services, regarding the Taylor Evans Forest Stewardship Plan, dated March 15, 2010, be received.</p>	Receive
<p>CDES-2010 A.9    <b>PROPOSED ADMINISTRATIVE AMENDMENT TO ZONING BY-LAW NUMBER (1995)-14864, (GUELPH'S COMPREHENSIVE ZONING BY-LAW)</b></p> <p>THAT Report 10-18, regarding a proposed administrative amendment to Zoning By-law Number (1995)-14864 from Community Design and Development Services, dated March 15, 2010, be received;</p> <p>AND THAT staff be directed to initiate the public notification procedures in accordance with the Planning Act to allow agency and public input into the proposed administrative changes to the Zoning By-law as set out in Report 10-18 from Community Design and Development Services dated March 15, 2010.</p>	Approve
<p>CDES-2010 A.10    <b>5 ARTHUR STREET SOUTH (FORMER W.C. WOOD'S PLANT) BROWNFIELD REDEVELOPMENT COMMUNITY IMPROVEMENT PLAN – ENVIRONMENTAL STUDY GRANT REQUEST</b></p> <p>THAT Community Design and Development Services Report 10-17, dated March 15, 2010 regarding requests for financial assistance pursuant to the City of Guelph Brownfield Redevelopment Community Improvement Plan for the property known municipally as 5 Arthur Street South be received;</p>	Approve

AND THAT the request for financial assistance made by Arthur EMPC Four Limited under the Environmental Study Grant program pursuant to the Brownfield Redevelopment Community Improvement Plan for the property known municipally as 5 Arthur Street South be approved to an upset total of \$10,000 upon the completion of a Remedial Work Plan;

AND THAT the request for financial assistance made by Arthur EMPC Four Limited under the Tax Assistance During Rehabilitation Program pursuant to the Brownfield Redevelopment Community Improvement Plan for the property known municipally as 5 Arthur Street South be approved for a duration of up to three (3) years from the commencement of remedial work at the property subject to the terms and conditions attached hereto as Attachment D;

AND THAT Council direct staff to prepare a by-law to implement municipal tax assistance during rehabilitation in accordance with the Municipal Act and that the appropriate information and material be sent to the Province requesting relief from the education portion of the taxes for the property known municipally as 5 Arthur Street South for a duration of up to three (3) years from the commencement of remedial work at the property;

AND THAT staff be directed to proceed with the finalization of Environmental Study Grant, Tax Cancellation, and Information Sharing Agreements with Arthur EMPC Four Limited to the satisfaction of the Director of Community Design and Development Service and the Director of Corporate Services/City Solicitor;

AND THAT the Mayor and Clerk are authorized to sign the Environmental Study Grant, Tax Cancellation, and Information Sharing Agreements.

CDES-2010-A.11 **WATER CONSERVATION AND EFFICIENCY PROGRAM UPDATE**

Receive

THAT the report of the Director of Environmental Services dated March 15, 2010 providing an update on the Water Conservation and Efficiency Program be received.

CDES-2010 A.12 **2009 WATER CONSERVATION AND EFFICIENCY AWARDS**

Receive

THAT the report of the Director of Environmental Services dated March 15, 2010 entitled 2009 Water Conservation and Efficiency Awards be received.

CDES-2010 A.13 **WATER QUALITY THREATS ASSESSMENT TO THE SOURCE PROTECTION COMMITTEE**

Approve

THAT the report of the Director of Environmental Services dated March 15, 2010 entitled Water Quality Threats Assessment to the Source Protection Committee be received;

AND THAT Council approve the final Wellhead Protection Areas and Intake Protection Zones, indicated in the maps attached to Appendix "A", for inclusion in the Lake Erie Source Protection Region Assessment Report;

AND THAT Council approve the Drinking Water Threats Assessment for inclusion in the Lake Erie Source Protection Region Assessment Report;

AND THAT staff initiate a comprehensive Education and Outreach Program as part of the Ontario Drinking Water Stewardship Program.

CDES-2010 A.14 **SHARED RENTAL HOUSING SPRING 2010 WORK PLAN**

Receive

THAT Report 10-23 from Community Design and Development Services regarding the Shared Rental Housing Spring 2010 Work Plan, dated March 15, 2010, be received.

**B. Items for Direction of Committee**

**C. Items for Information**

# INFORMATION REPORT



**TO** **Community Development and Environmental Services Committee**

**SERVICE AREA** Community Design and Development Services  
**DATE** March 15, 2010

**SUBJECT** **Taylor Evans Forest Stewardship Plan**  
**REPORT NUMBER** 10-20

## **RECOMMENDATION**

THAT Report No. 10-20 from Community Design and Development Services, regarding the Taylor Evans Forest Stewardship Plan, dated March 15, 2010, Be Received;

## **SUMMARY**

The purpose of this report is to provide information on a Forest Stewardship Plan being developed for an existing woodlot/plantation on lands in the vicinity of the Taylor Evans Public School. The Plan is being developed by the Upper Grand District School Board in consultation with City staff and, if approved, would form part of an educational program being offered to the Students at the JF Ross Secondary School. The report highlights the work completed to date as well as the goals, objectives and components of the Plan. The final plan will be brought back to Council for review and consideration following a public process. An open house is being planned for the spring to allow home owners in the vicinity of the woodlot/plantation to consider the plan and provide comment.

## **BACKGROUND**

Representatives from the Upper Grand District School Board approached City staff in late 2009 with the idea of creating and administering a forest stewardship plan within the plantation located in the western portion of the City on lands owned by the School Board and the City of Guelph. The subject lands are located between Stephanie Dr. and Imperial Road and include part of the Taylor Evans Public School Site and Stephanie Drive Park (see Schedule I). The woodlot is comprised mainly of a pine plantation, and the majority of the plantation is located on the School Board's property.

A small working group of staff from the City and the School Board formally started a plan which would manage the woodlot as part of an educational program, designed for students from JF Ross Secondary School. The course will be based on Woodlot Management, and the subject area will be used to demonstrate the transitional process of succession through selective thinning of existing species and planting of native species. This process will occur over

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multiple years, and will only be taking place during the fall semester.

To date, the working group has generated a portion of the draft Stewardship Plan. The School Board is now preparing to consult with professionals in order to generate the technical details such as a stand description and species composition within the woodlot located on the School Board's property.

### **EDUCATIONAL PROGRAM**

The educational program administering the Stewardship Plan is called "Forestry Stewardship and Construction" and is a Specialist High Skills Major course which has been running for approximately 4 years. The program's headquarters are based out of John F. Ross C.V.I and work in association with other institutions such as St. Ignatius College. A maximum of 18 students per term take part in the program and are encouraged to make a personal commitment to be a life-long champion of environmental stewardship. Strict adherence to well established school board safety guidelines is one of the primary fundamentals for participation in the course.

The program takes place each fall semester (from September to January), beginning September 2010. The classes are held Monday-Friday, from approximately 9am to noon. The program does not take place every day; exemptions will be made for inclement weather, holidays and potential in class lessons to coincide with the forest study time.

### **OVERVIEW OF THE STEWARDSHIP PLAN**

#### Goal

The main goal of the stewardship plan is to help transition the existing plantation to a more healthy and native community, while allowing students to benefit from their exposure to the process. The classroom like atmosphere allows students to learn values and positive attitudes towards nature while actively managing the woodlot and witnessing the succession of the forest.

#### Objectives

##### Environmental

The goal on the site is improving the health of the woodlot ecosystem. In order to allow the shade intolerant trees to flourish and to facilitate the establishment of hardwood species, some dead or invasive species will need to be removed. Professional foresters and/or certified arborists will be utilized to verify that the trees chosen by the students will be the proper ones to be marked for removal. Some of these trees will be left to decompose and provide habitat for species. Others will be removed for possible lumber products as the educational curriculum includes twig and rustic furniture making to develop student creativity and woodworking skills.

##### Educational

High School students will gain appreciation for the forest ecosystem. The ultimate objective is to have these students suggest management options for the woodlot with the goal of developing the health and quality of the ecosystem. Students will also be taking part in the inventories and



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assessments of the current system, while identifying management options such as planting, transplanting and differentiation between native and invasive species.

### Community

Many residential properties also abut subject woodlot, from which various encroachments have become problematic to the woodlot. Unsolicited dumping of yard waste and compost will need to be addressed. Trails for recreational use, ad hoc trails existing in the woodland, and dog walking activities will all need to have their positive and/or negative impact on the local ecosystem considered in order to determine their inclusion.

### Components and considerations

The Stewardship plan will acknowledge existing City, and Provincial policies and regulations which pertain to the management practices proposed within the woodlot. The plan will be in conformance with following policies and regulations:

- City of Guelph Tree by-law (1986) / New Draft Tree By-Law (2010).
- Draft Natural Heritage Strategy (2010)
- The Species at Risk Act (2002)
- The Migratory Bird Act (1994)
- City of Guelph's Strategic Plan (2007)

### Tree Removals

All trees removed will be marked at the beginning of each working term, prior to the commencement of any work that season. The inventory will take place in conjunction with certified City staff and/or a consulting certified arborist. Trees marked for removal at the start of the term will be taken down within the following 4 months. Each tree will be visually assessed based on its health, hazard rating, DBH, species and habitat potential of local wildlife. Trees marked for removal will be individually felled by the course instructor who is a certified chainsaw operator. The tree will be tied off to ensure accurate fall placement, and the full safety of all those involved.

City staff will follow up with an end of term visit to the site, to ensure that the activities proposed within the management plan were carried out appropriately over the span of time allotted, and that the management plan overall was adhered to on site. A brief memo outlining any findings during the year will be required by the City after each year of the management plan taking place. The students in the class will be an active part of all the proposed activities in order to fully appreciate the process.

### Implications for Tree Removal

The subject plantation community is surrounded by adjacent homeowners. The removal of the trees has the potential to generate negative feedback without full City and Board acceptance of the Stewardship Plan, as well as proper public information and notification of the removals. There will be a public information session that is expected to be held during April 2010 to inform the residents of the proposed Stewardship Plan. At the beginning of each working term, the School Board will submit a brief memo outlining the plan for the upcoming season which would include the planned number of removals to take place, to ensure

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conformance with the City's Tree By-law. The City will circulate the neighbors as per the tree bylaw requirements, within a 120m radius of the woodlot, at least 14 days in advance of any removals.

### **NEXT STEPS**

The School Board will be working, in consultation with the City of Guelph, to prepare the final draft of the Stewardship Plan. The School Board is planning to retain qualified professionals to assist in finalizing the plan.

This information report is the introduction to the initiative to City Council, and a similar presentation is being presented to the School Board. Upon finalization of the Stewardship Plan, a public meeting will take place in the spring 2010. This will all be followed by a final report back to CDES for their support on the final Stewardship Plan. Once the final plan has been supported by the Board and the City, the rollout initiative will take place in September of 2010, and continue for various consecutive years until it is complete.

The stewardship plan will be administered in phases; beginning in the north/north-eastern portions of the School Board owned lands and working south through the woodlot, toward the City owned portion in the most southern portions of the subject lands. While it is generally accepted that the complete plantation will receive management treatment, only once the city has addressed all associated liability issues, will the students include the city's portion in active thinning. Due to the phasing, the City's property will be included towards the end of the management plan timeline.

Recognizing that the succession of a forest ecosystem takes significant amount of time, and the proposed amount of removals per season are very limited (approximately 8-10), the program is anticipated to take place over approximately 5 to 10 years, and potentially longer. The final Stewardship Plan report will provide a detailed timeline for the education program for an approximate time of 10 years.

### **SUMMARY**

The Stewardship Plan is fully supported by City staff, and also supports the City of Guelph Strategic Plan (2007). It will be administered by the Upper Grand District School Board, in consultation with City staff from CDDS and the Operations Department.

### **CORPORATE STRATEGIC PLAN**

Goal 6: A leader in conservation and resource protection/enhancement;

Strategic Objective 6.1: Coordinated management of parks, the natural environment and the watershed.

Strategic Objective 6.6: A biodiverse City with the highest tree canopy percentage among comparable municipalities.

### **FINANCIAL IMPLICATIONS**

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Administration costs, including any costs associated with public information sessions, will be paid by the School Board.

Staff time will be required to help in the formation of the Stewardship Plan, attend board meetings and public information meetings, attend the site once and the start of the term and once upon completion of the term, as well as circulating public notices for tree removals annually.

**DEPARTMENTAL CONSULTATION/ CONCURRENCE**

Consultations have taken place with CDDS and Operations departments.

**COMMUNICATIONS**

School Board Trustee Meeting – March 9, 2010

Public Information Meeting - April, 2010

Public Notice – posted in the public notice section on [guelph.ca](http://guelph.ca) under city hall – news room- public notices

**ATTACHMENTS**

Schedule 1: Location Map

Schedule 2: Woodlot Map

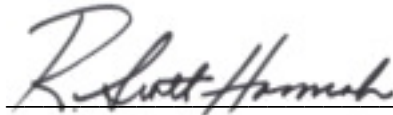
Original Signed by:

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**Prepared By:**

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Environmental Planner

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**Recommended By:**

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Original Signed by:

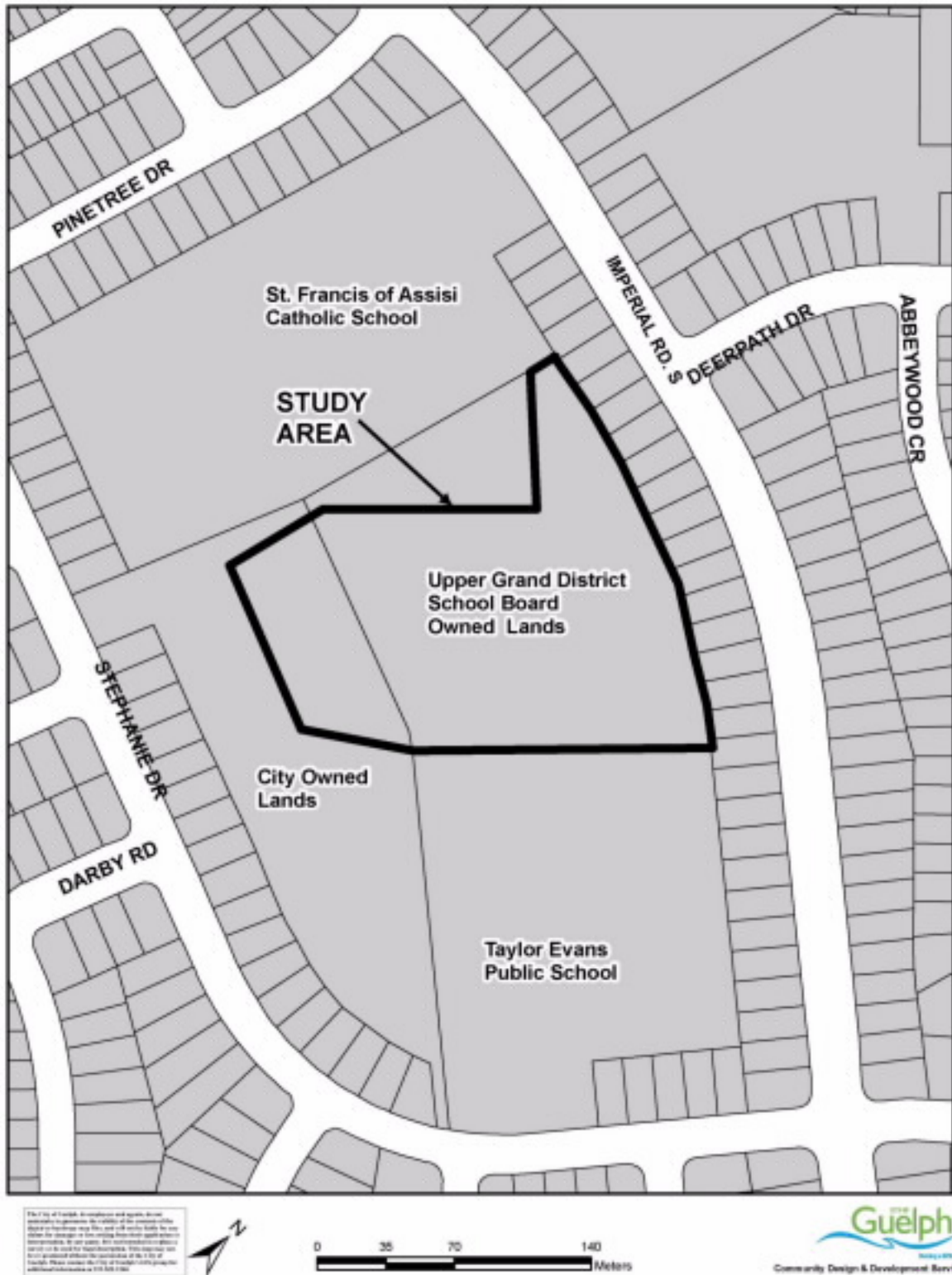
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**Recommended By:**

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Director of Community Design and Development Services

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**Schedule I**





**Schedule II**



Plan 101 of Guelph, Ontario and Upper Grand District municipalities. The validity of the property lines shown on this map may vary and will vary from the actual situation on the ground. The City of Guelph is not responsible for any errors or omissions on this map. This map is provided for informational purposes only. Please contact the City of Guelph at 519-825-1000 for more information.



# COMMITTEE REPORT



**TO** Community Development and Environmental Services  
Committee

**SERVICE AREA** Community Design and Development Services

**DATE** March 15, 2010

**SUBJECT** Proposed Administrative Amendment to Zoning By-law  
Number (1995)-14864, (Guelph's Comprehensive  
Zoning By-law)

**REPORT NUMBER** 10-18

## RECOMMENDATION

“THAT Report 10-18, regarding a proposed administrative amendment to Zoning By-law Number (1995)-14864 from Community Design and Development Services, dated March 15, 2010, BE RECEIVED and;

THAT, staff be directed to initiate the public notification procedures in accordance with the Planning Act to allow agency and public input into the proposed administrative changes to the Zoning By-law as set out in Report 10-18 from CDDS dated March 15, 2010.”

## REPORT

Community Design and Development Services has initiated a process for review of Zoning By-law Number (1995)-14864 with the goal of bringing forward a report and recommendations dealing with minor requested changes to various By-law regulations.

Following the adoption of the new Official Plan, a more extensive study will be completed to develop a new Zoning By-law in conformance with new Official Plan goals and policies.

## History

In June of 1995, City Council adopted a new Comprehensive Zoning By-law for the City of Guelph. The Zoning By-law regulates the use of all land in the City and the erection, location and size of all buildings and structures.

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Since 1995, three administrative amendments have been approved to the Zoning By-law, in 1997, 1998 and 2003. The purpose of these administrative amendments was to improve the use and implementation of the By-law. These amendments introduced minor wording changes clarifying the intent of certain regulations, corrected technical omissions and mapping errors and typographical mistakes. Uses were added to certain zones and some regulations were modified to ensure they were working as originally intended.

In 2008, the Guelph and Wellington Development Association (GAWDA) requested a number of additional changes to various regulations of the Zoning By-law based on difficulties they have encountered with current regulations (**See Attachment 1 – GAWDA’s requested changes**). Additionally, an internal staff working group consisting of staff from Planning, Building, Zoning and Engineering has been monitoring inconsistencies and deficiencies within the present by-law since 2003.

In response to the concerns of the GAWDA and staff, a review team was formed with the mandate of bringing forth a general administrative amendment to the Zoning By-law that will address:

- Requested changes;
- Technical omissions;
- Provisions that are inconsistent with one another;
- Regulations that are not working as desired;
- Other minor amendments.

These minor omissions and problems are often only identifiable through use of the by-law. The entire list of staff concerns and proposed amendments have been added to this report as **Attachment 2**.

Many of the requested and staff initiated changes are intended to respond to frequently requested variances to zoning regulations through the Committee of Adjustment since 2003. The proposed amendments to the Zoning By-law will meet the demands of the public while maintaining regulatory objectives such as safety and urban design.

### **Process**

The Zoning Amendment Review team has completed a technical review of all requested and proposed changes. It is now time to provide an opportunity for public input into the proposed changes prior to presenting final recommendations for Council.

Similar to other Zoning By-law amendment applications, notice regarding this administrative amendment and the statutory public meeting would be advertised in the City News page of the Guelph Tribune, on the City website and through a standard notification and circulation to outside agencies and City departments. A final report with recommendations is anticipated by June, 2010.

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**CORPORATE STRATEGIC PLAN**

Urban Design and Sustainable Growth Goal #1: An attractive, well-functioning and sustainable City.

**FINANCIAL IMPLICATIONS**

In house staff time and advertisements only.



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## **DEPARTMENTAL CONSULTATION**

Staff from Planning, Building, Zoning and Engineering have reviewed the proposed amendments.

## **COMMUNICATIONS**

None.

## **ATTACHMENTS**

Attachment 1 - GAWDA Requests for Administrative Zoning Amendments

Attachment 2 - Proposed Administrative Amendments to the Zoning By-law

Original Signed by:

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**Prepared By:**

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Original Signed by:

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Original Signed by:

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**Recommended By:**

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## ATTACHMENT 1

### GAWDA Requests for Administrative Zoning Amendments

Please find a list of regulations which are recommended for amendment by the development and homebuilding industry. These are regulations that we have experienced difficulties with and feel that they could be revised to protect the public interest and remove the identified problem at the same time.

Could you please let us know the timing of the next housekeeping by-law and whether the proposed changes listed below can be accommodated by that by-law?

1. Section 4.20.10.1 – Delete the portion of the fence regulation **“and not within 4 metres of street line.”**  
This zoning regulation requires an unnecessary jog in the fence. This regulation has been varied many times by the Committee of Adjustment.
2. Table 4.7 – An uncovered porch or a deck should be permitted to be built to a zero lot line if it does not interfere with grading and drainage on the property, a privacy screen is provided to a minimum height and the deck is self supported and not tied into a common fence. The zoning regulation to have a setback for a deck makes no sense when a patio can be located right up to the fence line and is more likely to interfere with grading on the lot. This regulation has been varied many times by the Committee of Adjustment. When there are small lots or semis or side entrances to houses it makes no sense to have a setback for a deck from the side yard if the privacy and grading issues can be dealt with.
3. Section 4.15.1.4.1 – The minimum floor area of an accessory apartment should be 100 m<sup>2</sup> rather than 80 m<sup>2</sup>. The by-law regulates the maximum number of bedrooms already. People living in accessory apartments are being penalized by this regulation. Council wants to promote intensification therefore this regulation should be amended. The apartment will still be accessory to the main unit if this minimum area is increased. This regulation is also at the Committee of Adjustment quite a bit.
4. Section 4.5.5.1 - a pool should be permitted in an exterior side yard when it is within a fenced area which has been constructed in compliance with the by-law.
5. Section 4.5.4 - an outdoor swimming pool should **not** be included in the 10% coverage calculation of lot area. A pool is an amenity area similar to a deck or patio and should not be considered as an accessory building

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or structure for the purpose of the 10% coverage calculation. Many applications come to the Committee of Adjustment due to this regulation. There are many non-complying pools throughout the City.

6. Section 4.8.3 - This section should be amended to require that “lighting be directed in such a way as to not shine onto an abutting property or natural area.”

7. Section 4.13.3.2.2 - The 3m x 6m minimum parking space size within a garage should permit an encroachment of 0.5 m into the required parking space for stairs into the garage.

8. Definitions – The by-law requires a definition of 0.5 storey. There are zoning regulations which rely upon knowing what a 0.5 storey is and yet it is not defined by the zoning by-law.

Regards,

Astrid

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**ATTACHMENT 2**  
**Proposed Administrative Amendments to the Zoning By-law**

#	Zone	By-law Section	Reg. #	Existing Regulation	Proposed Regulation	Source	Working Group Comments	Result
1	Interpretation	Phased Condominiums		no regulation	Notwithstanding any other provisions in this By-law, the lands comprising a proposed standard draft plan of condominium that is to be created in phases as a phased condominium corporation in accordance with the Condominium Act, 1998, as amended, shall be deemed to be one lot for the purposes of applying zoning provisions such that the zoning regulations shall apply to the external limits of the draft plan of condominium, not to interior boundaries resulting from the	Staff	Agree with need for this regulation. This will lessen the requirement for Committee of Adjustment applications for temporary lot lines and setbacks for larger phased developments. Most municipal zoning by-laws contain this regulation.	Implement regulation as Section 2.1.3 Phased Condominiums

					registration of each phase.			
2	Definitions	Fence	60 (a)	no definition of fence. Need definition to differentiate between fence and shade structure	New Definition: "Fence"- means a protective, enclosing or visual barrier made of wood, metal or other substances that is constructed for any purpose, such as marking the boundary of a property, enclosing a property, providing privacy, preventing access by people or animals, or dividing a property into sections, and includes every door, gate or other enclosure that	Staff	Staff support this new regulation that was required to define what a fence actually is in terms of the Zoning By-law. There was never a defining term and staff felt this definition encompasses what is a fence and what is not.	New definition proposed. Number will be 60 (b)

3	Definitions	Vehicle Establishment	169 (a)	General repair of vehicles is not permitted in B.3 and B.4 malls. Specialty Repair of vehicles is permitted. There have been numerous Committee of Adjustment approvals related to this use.	New Definition of Vehicle Repair Shop- means a place where the general repair or service of vehicles is conducted. Staff propose to permit this use in the B.3 and B.4 Industrial mall category.	Staff	Staff support this regulation and definition since there are been Committee of Adjustment approvals where there have been no concerns. Since Vehicle Specialty Repair is permitted, staff support this change as a general repair shop would be just as intense of use of the property.	New definition proposed. Number will be 169 (a). Add Vehicle Repair Shop to list of permitted uses for B.3 and B.4 Industrial malls.

4	Definitions	Food Preparation and Vending	72 (a)	No definition for hot dog carts and similar food vehicles in by-law. Definition to match licencing definition.	New Definition of Food Preparation and Vending: shall mean a vehicle in or from which food is prepared and/or provided and shall include a chip wagon, mobile barbeque facility, mobile food preparation vehicle , refreshment vehicle , refrigerated bicycle cart, and the like but does not include an itinerant catering truck	Staff	Staff support this new definition as previously this type of use was not defined in the by-law.	New definition 72 (a). Previous 72 (a) Fuel Supply Dept now becomes 72 (b)
5	Definitions	Half Storey	150 (a)	The Zoning By-law refers to half storey in specialized zones and in the zone regulations. The reference is being deleted in the R.1 zone regulations, however a definition is required to provide guidance in the specialized zoning regulations.	New Definition of Half Storey: A finished floor area within a roof space where the roof joists/rafters are directly supported by the floor system. When gables and/or dormers are incorporated, they shall not exceed 50% of the perimeter wall area of the storey directly below the half storey	Staff and GAWD A	Staff support new definition to provide clarity to the by-law	New definition 150 (b)

6	Definitions	Multiple Attached Dwellings	58 (j)	New types of multiple dwelling units have been proposed. This definition was created for a specialized zone on Mountford Drive and staff wanted to include it in our standard definitions. It they can be used for Committee of Adjustment applications if necessary	Multiple Attached Dwelling shall mean a building consisting of 3 or more dwelling units which are horizontally and vertically attached, which are entered from an independent entrance directly from the outdoors or from an internal hall or corridor and which share common facilities such as common amenity area, parking and driveways.	Staff	This use has not been classified as to where it will be permitted outright. More study is required to see where appropriate. Staff wanted a definition to be used if required.	New definition 58 (j)
7	Definitions	Structure	153	"Structure" means anything constructed or built permanently or temporarily and which is fixed to or resting on or in the ground, but does not include a sign, advertising device, retaining wall, fence, curb, planter, statue, sculpture, play equipment, birdbath, pole, pillar, antenna,	"Structure" means anything constructed or built permanently or temporarily and which is fixed to or resting on or in the ground, but does not include a sign, advertising device, retaining wall, fence, curb, planter, statue, sculpture, play equipment, birdbath, pole, pillar, antenna, garbage container	GAWD A and staff	New definition of Structure is required to include the exemption for outdoor pools and hot tubs. Accessory building regulations are being revised and the definition of structure needs to be amended to recognize these changes.	Amend the existing definition to proposed definition



				garbage container.	and outdoor swimming pool/hot tub.			
8	General Provisions	4.5 Accessory Buildings	4.5.1	An Accessory building or Structure, or part thereof, may occupy a Yard other than a required Front or Exterior Side Yard on a Lot provided that:	An accessory building or structure may occupy a yard other than a front yard or required exterior side yard on a lot...	GAWD A and staff	The way the present regulation is written would permit accessory buildings to be located in the front yard of a lot with a main dwelling that is set back deep in the lot. The intent of the regulation is to not allow accessory buildings in front of the main structure and this change will strengthen the regulation.	Amend regulation as proposed to delete the word "required".
9	General Provisions	4.5 Accessory Buildings	4.5.13	Add new regulation to restrict the size of all accessory buildings and structures on a residential lot.	In a residential zone, the total area of all accessory Buildings or Structures shall not exceed 70 square metres.	Staff	There have been a number of extremely large accessory buildings issued by way of permit that were permitted by Zoning. Neighbourhoods cannot understand how such large structures are permitted as of right. The former zoning allowed a certain percentage size with no cap in size. This ensures that very large lots are not allowed accessory structures that are larger than main buildings on other residential lots.	Renumber previous regulation 4.5.1.3 to 4.5.1.4 and number this new regulation as 4.5.1.3

10	General Provisions	Lot Coverage for accessory buildings and pools	4.5.4	No accessory Building or Structures, including an outdoor swimming pool, shall only occupy more than 10% of the lot area	Delete regulation from By-law	GAWD A and staff	There is already a regulation under 4.5.1.1 which restricts to coverage of the yard at 30%. The thirty percent was being varied at the Committee of Adjustment with staff support. There is also a new provision that will restrict the overall size to 70 square metres.	Delete regulation from by-law.
11	General Provisions	Accessory Buildings and Structures	4.5.4.1	Notwithstanding Section 4.5.4, an outdoor swimming pool not exceeding 93 square metres in area shall be permitted in addition to any accessory Building or Structure provided the total area of the Lot covered by accessory Buildings or Structures including the outdoor swimming pool does not exceed 20% of the Lot Area.	Delete regulation from By-law	Staff	The new regulations suffice in the restriction of the area of swimming pools and accessory buildings.	Delete regulation from by-law
12	General Provisions	Swimming Pools	4.5.5.1	Swimming Pools No outdoor swimming pool shall be located in any part of a required front or	Swimming Pools and Hot Tubs No outdoor swimming pool or hot tub shall be located in any part	Staff	Hot tubs have always been regulated under the Swimming Pool regulations, adding them under the title avoids confusion. The present regulation would	Amend Section 4.5.5 to add Hot Tubs and delete "required" for front yard location.

				exterior side yard	of a front yard or required exterior side yard		allow a swimming pool to be located in a front yard behind the required front yard setback. Staff felt the amendment was necessary to prevent this situation.	
1 3	General Provisions	Swimming Pools	4.5.5.2	No regulation allowing a swimming pool to be permitted in an exterior side yard in certain instances	Despite Section 4.5.5.1, an outdoor swimming pool or hot tub shall be permitted in the exterior side yard when located	GAWD A	GDA and Staff reason that if a fence can be located in the exterior side yard in a complying location, a swimming pool can be located within the fencing and not impact sight lines.	Add new regulation 4.5.5.2

1 4	General Provisions	Swimming Pools	4.5.5.3	New regulation regarding the distance from lot lines for all swimming pools	Every swimming pool or hot tub shall not be located within 1.5 metres from any lot line. Any decking associated with the pool that is above 0.15 metres above finished grade, shall not be located within 1.5 metres from a lot line	Staff	There have been concerns from Engineering staff regarding swimming pools and related decking/concrete that results in the swale being obstructed. The 1.5 metre setback allows for 0.8m of concrete around the pool while still protecting the drainage swale.	Add new regulation 4.5.5.3
1 5	General Provisions	Swimming Pools	4.5.5.4	New regulation regarding the decking around a pool and the percentage calculation for area	Despite Section 4.5.5.3, any decking located between the main building and the swimming pool shall not be subject to Section 4.5.1.1 and shall be located a minimum of 0.6 metres from all lot lines	Staff	This has been an internal staff policy that needed to be implemented into the Zoning By-law.	Add new regulation 4.5.5.4

1 6	General Provisions	General Sight Lines	4.6.2.2	Within any part of a sight line triangle at vehicular access area no Building, Structure, play equipment, statue or parked motor Vehicle shall be located	Within any part of a sight line triangle at vehicular access area no Building, Structure, play equipment, statue, swimming pool/hot tub shall be located	Staff and GAWD A	If allowing swimming pools and hot tubs to be located in exterior side yards in certain instances, then they needed to be added to the sight line triangle section to ensure conformity.	Add swimming pool/hot tub to Section 4.6.2.2
1 7	General Provisions	Permitted Yard Projections	Table 4.7, row 8	Balconies-permitted locations in front and side yard. At present a balcony is required to be setback greater than the building setback in a side yard. This leads to a balcony being allowed in a front yard, however if wrapped around in a side yard, it requires a greater setback.	Balconies-applicable to floors above main floor/entry level. Front of R.1 and R.2 Zones Maximum Projection 2.4 metres and minimum setback of 2 metres. The same projection and setback with Side of R.1 and R.2 Zones and Rear of R.1 and R.2 Zones	Staff	Newer homes are featuring second floor balconies in the front of the dwelling as an architectural feature. The present by-law requirements do not lend to a consistent setback for the balcony in the side yard when compared to the actual building. This setback provides consistency in regulation.	Amend Table 4.7 as required
1 8	General Provisions	Permitted Yard Projections	Table 4.7, Row 9	Central Residential Air Conditioners are required a minimum setback from 0.6 metres (2') from property line in all yards	delete regulation from By-law	Staff	New air conditioners are not as noisy as in past where the separation was required. Access to the rear yard can still be obtained through one side yard. We have not had a complaint regarding location in four years.	Delete regulation from by-law requiring air conditioners to be 0.6 metres (2 feet) from lot line.

19	General Provisions	Permitted Yard Projections	Table 4.7, Rows 1, 2, 3, 4 and 8	Deck projections into required yards now include ramps and stairs	Two notes to be added to Table: Note 1- Stairs associated with rows 1, 2, 3, 4 and 8 are permitted to project to the minimum setback from lot line. Note 2- a two (2) metre deep balcony at the front of a house does not require a 2.0 metre (6.6') setback from the side lot line when the balcony is within the proposed and/or existing building envelope	Staff	Revised regulation allows decking and other similar structure to have stairs project into required yards without the need for variances from the Committee of Adjustment	Add new notes to bottom of Table
20	General Provisions	Permitted Yard Projections	Table 4.7, Row 1	At present, interior side yards of townhouses and semi-detached require 0.6 metre setback from lot line for decks	No motor vehicle, excluding an automobile and a Recreational Vehicle shall be parked in a residential zone when such vehicle exceeds a gross empty vehicle	Staff	On street townhouses and semi-detached structures have limited lot width. This regulation of an interior 2' setback (.6m) causes difficulty and there have been numerous variances supported by staff at the Committee of Adjustment.	New regulation recommended to be 5.2.2.4

2 1	General Provisions	Permitted Yard Projections	Table 4.7, Row 3	Regulation 4.7.4- an open roofed porch not exceeding 1 storey in height shall have a minimum setback from the side lot line equal to the minimum side yard requirements of the zone in which the dwelling and porch are located. Table 4.7 Row 3 allows it to project 1.2 metres into the side yard, conflicting regulations	Change regulation to read: Open, Roofed Porch and delete the reference to Section 4.7.4 (delete this regulation also). Modify table to Minimum Setback from Lot Line- 0.6 metres	Staff	This provides consistency in regulations. The new regulation will permit a roofed porch in a side yard to be 0.6 metres (2') from the side property line. This is consistent with other forms of structures in the side yard.	Revise regulation as noted.
2 2	General Provisions	Satellite Antennas within Residential Zones	4.11	Outdated set of provisions that regulated the large ground based satellite antennas. Need to update or to	delete regulation from By-law	Staff	The existing satellite dish regulations were in regards to the older very large dishes which are not being utilized any more. The new dishes are very small and not obtrusive and require	Delete section 4.11 from by-law.

2 3	General Provisions	Outdoor Storage	4.12	Council direction regarding regulating the storage of porta-potty's within a certain distance from a residential property. New regulation required.	New Regulation: 4.12.2.5 The outdoor storage of portable toilets shall not be permitted in an Outdoor Storage Area within 250 metres of a residentially zoned property	Staff	A previous storage facility in the City resulted in numerous complaints in an older area with industrial zoning. This separation distance will ensure that this type of storage will not take place near residential properties in the older area of the City	Add new regulation 4.12.2.5
2 4	General Provisions	Parking	4.13.3.2.2	Permitted projections into required parking space within a garage- Zoning has a policy regarding permission for stairs within a garage to encroach into the required parking space. Need to formally implement this into the by-law.	New Regulation- 4.13.3.2.5 For both interior and exterior parking spaces, the required parking space shall not be obstructed in any way except for a stair to the access door into the dwelling. The stair shall be wide enough to accommodate the width of the entrance and a maximum projection of 0.8 metres (2' 8") into the required parking space	GAWD A	This has been an internal staff policy that needed to be implemented into the Zoning by-law. Staff are fully supportive of this request to include in the by-law. Regulation implements policy.	Add new regulation 4.13.3.2.5
2 5	General Provisions	Parking	4.13.2.3	Site Plan Approval	Amend Regulation 4.13.3.2.2 to read:	Staff	There has been some discrepancy between the Site	Amend regulation as proposed



2 6	General Provisions	Parking	4.13.4	Required parking standards for industrial zones need to be updated to reflect the approved regulations for Hanlon Creek Business Park. Need to match	Implement B.5 parking standards for industrial properties into general parking standards. For 'manufacturing' and 'mall', the following parking requirements shall	Staff	By using the B.5 regulations for all industrial zones, this provides consistency for Site Plan Approval applications when determining parking load requirements.	Amend existing parking regulations for manufacturing (1 space per 50 m <sup>2</sup> ) and industrial mall (1 space per 33m <sup>2</sup> ) to -1 parking space per 50 square metres up to 1,000 square metres of gross floor area.

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27	General Provisions	Parking in Residential Zones	4.13.7.5	No motor vehicle, excluding an automobile and a Recreational Vehicle shall be parking in a residential zone when such vehicle exceeds a gross vehicle empty weight of 2290 kilograms or if the vehicle or the vehicle and any attached equipment exceeds a height of 2.2 metres above the ground surface	No motor vehicle, excluding an automobile and a Recreational Vehicle shall be parked in a residential zone when such vehicle exceeds a gross empty vehicle weight of 3000 kilograms or if the vehicle or the vehicle and an attached equipment exceeds a height of 2.6 metres above the ground surface or an overall length greater than 6 metres.	Staff	Staff optioned for best practices to ascertain what other municipalities are enforcing. Staff realize that larger personal vehicles may be subject to complaint and enforcement and this is not the intent of the regulation. Staff wanted to relax regulation in order to allow larger personal vehicle to be parked in residential zones while still prohibiting the parking of larger commercial and industrial type vehicles.	amend regulation as proposed
28	General Provisions	Parking	4.13.2.1	In a R.1, R.2 or R.3B zone, every parking space shall be located a minimum distance of 6 metres from the street line and to the rear of the front wall of the main building.	In a R.1, R.2 and R.3B zone, every required parking space shall be located a minimum distance of 6 metres from the street line and to the rear of the front wall of the main building.	Staff	Staff note that this restriction may lead to unnecessary enforcement of this parking restriction. Mostly every property in the City has parking that is not setback 6 metres from the front property line.	add the word "required" to the regulation.
29	General Provisions	Fencing	4.20	Review and modification for fencing regulations in	4.20.10.1 Not exceed 2.5 metres in height from the rear wall of the main	Staff	Existing regulations for corner lots have been the subject of many variance requests to the Committee of Adjustment.	amend regulations as proposed

General Provisions	Fencing	4.20	Review and modification for fencing regulations in regards to corner lots	4.20.10.1 Not exceed 2.5 metres in height from the rear wall of the main Building to the rear property line, and not within 4 metres of a Street line.	Staff	Existing regulations for corner lots have been the subject of many variance requests to the Committee of Adjustment. Staff has reviewed best practices with other municipalities and have formulated these modifications for corner lot fencing.	amend regulations as proposed
				4.20.10.2 Not exceed 1.9 metres in height from the midpoint of the main Building to the rear property line and up to 0 metres from the Street line.			
				4.20.10.3 Not exceed 0.8 metres in height in the remaining Exterior Side Yard			
				4.20.11 located in the interior yard Side Yard shall not exceed 1.8 metres in height			
				4.20.12 located in the Rear Yard shall not exceed 2.5 metres in height			
				4.20.13 No fence shall be located or constructed so as to block access to a parking space as required by the Zoning By-law, unless such fence			

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4.20.13 No fence shall be located or constructed so as to block access to a parking space as required by the Zoning By-law, unless such fence is constructed with a gate at least 2.5 metres (8.2 feet) wide giving access to such parking space.
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4.20.14 Height shall be measured from the ground elevation at the supporting posts on the property on which the fence is located and in the case of a mutual fence, such fence height shall be measured from the highest ground elevation or either property at the supporting posts.
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4.20.15 Despite Section 4.5.1, one entrance arbour structure is permitted in each yard with a maximum height of 3 metres and a
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30	Residential Zones	Minimum Landscaped Open space	Table 5.1.2 Row 12	The front yard on any lot, excepting the Driveway shall be landscaped and no parking shall be permitted within this landscaped open space. The driveway shall not constitute more than 55% of the front yard in an R.1D zone	The front yard on any lot, excepting the Driveway shall be landscaped and no parking shall be permitted within this landscaped open space. The driveway shall not constitute more than 56% of the front yard in an R.1D zone.	Staff	When the driveway width percentages were created, R.1D zones were restricted from creating accessory apartments due to the width of parking and the allowable percentages. Many variances have been approved to allow the small fraction of an increase in the percentage. Staff has supported these variances.	Amend Table 5.1.2 Row 12 accordingly.
31	Residential Zones	Minimum Landscaped Open space	Table 5.1.2 Row 12	Despite the definition of Landscaped Open Space, a	Amend Table 5.1.2 Row 12 and Table 5.2.2 Row 15 to read "Despite the	Staff	Staff note that exterior parking spaces are permitted to be 2.5 metres and when adding the 0.6 metres, it	Amend regulation as proposed

3 2	Residential Zones	Minimum Distance between buildings and private amenity areas	5.3.2.3	Overall review and update of the minimum distance between buildings in R.3A zoned cluster townhouses	Delete regulation 5.3.2.2.2- Despite the above, in any case where windows to a Habitable Room face on a required yard, such building shall not be located within 7.5 metres of that side or rear lot line.Delete regulation 5.3.2.3.2 The distance between the face of one building which contains windows to habitable rooms and the face of another building which does not	Staff	The separation setbacks for cluster blocks and the private amenity areas in some instances require conflicting requirements. Through various Site Plan Approval applications, it had become apparent that these regulations were not working as required. A thorough staff review of the regulations in regards to best practices and regulation intent has led to the proposed modifications. Less Committee of Adjustment applications will be necessary as a result.	Amend by-law as proposed

3 3	Residential Zones	Minimum Side Yard	Table 5.1.2 Row 7	Table requires different setbacks for varying heights of buildings in	Amend Table 5.1.2 Row 7 to have setbacks as follows: 1 to 2 storeys- R.1A	GAWD A and staff	Staff are supportive of the changes to allow more consistent setbacks. The standard two storey dwelling	Revise Table 5.1.2 Row 7 to reflect the changes.
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3 4	Defined Area Maps	Map #'s 24, 34, 36 49, 55, 60		Eastview Community Park, Joseph Wolfond Park West, Guelph Lakes Sports Field, Paisley/Edinburgh Park, Priory Park, IODE Fountain Park, Goldie Mill Park, 80 Simmonds Drive Park	Planning staff have identified a number of City owned parks that have outdated zoning that does not reflect the actual use of the parks. The Defined Area maps are to be amended to reflect the proper zoning.	Staff	This should be part of the administrative amendment process to correct the zoning	Amend the Defined Area Maps
3 5	Defined Area Maps	All Defined Area Maps except #'s 63, 64, 65, 66, 67and 79		All Defined Area Maps are to be replaced with new mapping. This is necessary because of a new GIS system rendering Map Info obsolete.		Staff		Insert new Defined Area Maps
3								

6							
3 6	Illustrations	Page 3-32		Add new illustration for Side/Rear Lot line interpretation	This has been an interpretation by the Zoning Administrator for a side and rear lot line. Staff wanted to add the illustration into the by-law for guidance.	Staff	Add new illustration
3 7	Zoning By-law	Various sections		Various by-law sections with incorrect addresses, spelling and grammatical errors, omissions and other general corrections	Staff have identified a number of errors and omissions in the Zoning By-law that will be corrected in the Administrative amendment	Staff	

# COMMITTEE REPORT



**TO** Community Development and Environmental Services  
Committee

**SERVICE AREA** Community Design and Development Services

**DATE** March 15, 2010

**SUBJECT** 5 Arthur Street South (Former W.C. Wood's Plant)  
Brownfield Redevelopment Community Improvement  
Plan - Environmental Study Grant Request

**REPORT NUMBER** 10-17

## RECOMMENDATION

**"THAT Community Design and Development Services Report 10-17, dated March 15, 2010 regarding requests for financial assistance pursuant to the City of Guelph Brownfield Redevelopment Community Improvement Plan for the property known municipally as 5 Arthur Street South BE RECEIVED; and**

**THAT the request for financial assistance made by Arthur EMPC Four Limited under the Environmental Study Grant program pursuant to the Brownfield Redevelopment Community Improvement Plan for the property known municipally as 5 Arthur Street South BE APPROVED to an upset total of \$10,000 upon the completion of a Remedial Work Plan; and**

**THAT the request for financial assistance made by Arthur EMPC Four Limited under the Tax Assistance During Rehabilitation Program pursuant to the Brownfield Redevelopment Community Improvement Plan for the property known municipally as 5 Arthur South BE APPROVED for a duration of up to 3 years from the commencement of remedial work at the property subject to the terms and conditions attached hereto as Attachment D; and**

**THAT Council direct staff to prepare a by-law to implement municipal tax assistance during rehabilitation in accordance with the Municipal Act and that the appropriate information and material be sent to the Province requesting relief from the education portion of the taxes for the property known municipally as 5 Arthur Street South for a duration of up to 3 years from the commencement of remedial work at the property; and**

**THAT staff be directed to proceed with the finalization of Environmental Study Grant, Tax Cancellation, and Information Sharing Agreements with**

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**Arthur EMPC Four Limited to the satisfaction of the Director of Community Design and Development Services and the Director of Corporate Services/City Solicitor; and**

**THAT the Mayor and Clerk are authorized to sign the Environmental Study Grant, Tax Cancellation, and Information Sharing Agreements.”**

## **BACKGROUND**

The subject property is known municipally as 5 Arthur Street South (site). The 3.2 hectares (7.9 acre) site is located within an area identified as an Urban Growth Centre in the Provincial Growth Plan For the Greater Golden Horsehoe and the recently adopted Official Plan Amendment No 39. The site is bounded by Elizabeth Street to the North, Arthur Street to the east, Neeve and Cross Streets to the south and the Speed River to the west (see Attachment A).

Historical uses of the site include, among others, the manufacturing of refrigeration appliances, electrical farm equipment, lawnmowers, and home hardware as well as a distillery. The manufacturing of refrigeration appliances was the most recent use, which ceased in 2009. The property was recently purchased by Arthur EMPC Four Limited, a subsidiary of Kilmer Brownfields Management Limited (Owner).

The site is designated High Density Residential and Open Space in the City's Official Plan. The Site is also located within the floodplain which is regulated by the Grand River Conservation Authority and is subject to the Flood Plains/Special Policy Area provisions contained within Section 7.14 of the City's Official Plan.

The site is zoned FL (Floodplain Lands) and R.4B-H2 (High Density Apartment - Holding), which permits an apartment building, nursing home, home for the aged, retirement residential facility, maisonette, and home occupation. The current zoning allows for a maximum density of 150 units per hectare (60 units per acre) and a maximum building height of 6 storeys. The holding provision attached to the zoning stipulates a number of conditions that must be satisfied prior to development, including the filing of a Record of Site Condition.

Although a development application has not been submitted to date, the Owner is working closely with City staff on a design concept in conjunction with the planning work currently being undertaken as part of the City's Downtown Secondary Plan.

The City of Guelph Brownfield Redevelopment Community Improvement Plan (CIP) consists of financial incentive programs that are intended to stimulate private sector investment in the reuse and redevelopment of brownfield sites and partially offset the costs associated with site assessment and remediation. The Brownfield Redevelopment CIP was approved by the Minister of Municipal Affairs and Housing in March of 2004 and amended by City Council on July 7, 2008 to make the Tax Increment-Based Grant program available to the entire Community Improvement Plan Area, which includes the subject Site.

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## **REPORT**

The Owner of 5 Arthur Street South has submitted the following applications under the City's Brownfield Redevelopment CIP:

- a) Environmental Study Grant program application to partially offset costs associated with preparing a Remedial Work Plan (see Attachment B); and
- b) Tax Assistance During Rehabilitation program application requesting the cancellation of municipal and education taxes during the rehabilitation and redevelopment of the site (see Attachment C).

### Environmental Study Grant Application for a Remedial Work Plan

Environmental Study Grants are available to offset part of the cost of preparing a Phase 2 Environmental Site Assessment (ESA) and/or a Remedial Work Plan under the City's Brownfield Redevelopment CIP. The Owner has submitted a Phase 1 and 2 Environmental Site Assessment and a Supplemental Subsurface Investigation Report for the site in support of a Environmental Study Grant application. These reports conclude that the concentrations of a number of contaminants in the soil and groundwater beneath the site exceed the current Ministry of the Environment (MOE) Standards and the revised MOE standards which come into force on July 1, 2011.

The Remedial Work Plan will identify the recommended method to:

- a) Cleanup the contaminants beneath the site; and
- b) Obtain a Record of Site Condition (RSC) prior to Site redevelopment.

The RSC is filed with the Ministry of the Environment (MOE) and certifies that the environmental condition of the soil and groundwater beneath the site are suitable for the proposed residential land use.

If this application is approved, the Environmental Study Grant would reimburse up to 50 percent of the cost of the Remedial Work Plan up to a maximum of \$10,000 (whichever is the lesser) upon its submission. All program application requirements have been satisfied for this request and Community Design and Development Services staff support the grant request.

Staff note that additional soil and groundwater testing at the site will likely be necessary once the Remedial Work Plan has been completed. The Owner has indicated their interest in applying for an additional Environmental Study Grant for a follow-up Phase 2 ESA in the future, which is permitted under the CIP.

### Tax Assistance During Rehabilitation Application

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The Tax Assistance During Rehabilitation program is also available as an incentive for the cleanup and redevelopment of brownfield sites. Under the program, the City can freeze or cancel all or a percentage of the municipal taxes during site cleanup and redevelopment. The City can also request that the Province provide relief from the education portion of taxes.

Should Council approve the request for Tax Assistance During Rehabilitation, a by-law must be passed to implement the tax assistance in accordance with the Municipal Act. Before the City passes a tax cancellation by-law, approval must be issued by the Province in order to provide relief from the education portion of the taxes.

Currently, this site is taxed at the Industrial tax rate. The total 2009 tax levy was \$233,742.96 (the City portion being \$128,993.29 and the Education portion being \$104,749.67). This program is typically approved for up to 3 years while rehabilitation and redevelopment occurs, which would total \$701,228.88 (the City portion being \$386,979.87 and the Education portion being \$314,249.01). City staff anticipates a decrease in the 2010 tax levy due to a property class change as the property is no longer used for manufacturing. Tax assessment would also decrease should the owner demolish any buildings.

While it is not a requirement of the CIP, the submission of a Remedial Work Plan is typically required with an application for Tax Assistance During Rehabilitation. Community Design and Development Services staff have had preliminary discussions with the Owner and are supportive of the direction proposed for cleanup. Because the Provincial approval process for the cancellation of education taxes can take up to six months, staff recommend that the request for tax assistance be considered by Council at this time.

If a Record of Site Condition is not filed within three years of the commencement of the tax cancellation, the Owner will be required to reimburse the City for the value of the municipal tax assistance provided under this program. Terms and conditions that will form the basis of the tax cancellation agreement are set out in Attachment D.

The cleanup and redevelopment of this site is significant for two reasons:

- a) The lands have been identified as a focal point for population and employment growth as part of the City's Urban Growth Centre set out in Official Plan Amendment No 39 (Downtown Guelph); and
- b) The close proximity of the site to the Speed River, which is currently a threat to surface and groundwater quality.

## **CORPORATE STRATEGIC PLAN**

The approval of financial assistance will achieve the following Strategic Plan Goals:

**Goal 1:** An attractive, well-functioning and sustainable city;

**Goal 2:** A healthy and safe community where life can be lived to the fullest; and

**Goal 6:** A leader in conservation and resource protection/enhancement.

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## **FINANCIAL IMPLICATIONS**

### Environmental Study Grant Application (Remedial Work Plan)

The estimated cost of preparing the Remedial Work Plan is between \$21,000 and \$24,000. Should the grant application be approved, the Owner would be eligible for the maximum grant of \$10,000 upon completion of the Remedial Work Plan.

### Tax Assistance During Rehabilitation Application

Based on the 2009 tax assessment, cancellation of municipal taxes for three years would total \$386,979.87, if approved. The Province would be asked to forgive \$314,249.01 in education taxes over the three years.

City staff anticipates a decrease in the 2010 levy as the property is no longer used for manufacturing. Tax assessment would also decrease, should the Owner demolish any buildings.

The brownfield reserve fund currently has sufficient capacity to accommodate the grant request.

## **DEPARTMENTAL CONSULTATION**

Community Design and Development Services (Engineering Services)  
Finance

## **COMMUNICATIONS**

N/A

## **ATTACHMENTS**

Attachment A: Location Map  
Attachment B: Environmental Study Grant Application – Remedial Work Plan  
Attachment C: Tax Assistance During Rehabilitation Application  
Attachment D: Terms and Conditions of Tax Assistance During Rehabilitation Program

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Original Signed by:

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**Prepared By:**

Greg Atkinson MCIP, RPP  
Policy Planner  
519-837-5616 ext. 2521  
greg.atkinson@guelph.ca

Original Signed by:

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**Recommended By:**

Marion Plaunt MES, MCIP, RPP  
Manager of Policy Planning and  
Urban Design  
519-837-5616 ext. 2426  
marion.plaunt@guelph.ca

Original Signed by:

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**Recommended By:**

James N. Riddell  
Director of Community Design and Development Services  
579-837-5616 ext. 2361  
jim.riddell@guelph.ca





**Attachment A: Location map**



**Attachment B: Environmental Study Grant Application**

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**Brownfield Redevelopment Community Improvement Plan  
Environmental Study Grant Application Form**



**PART A: General Instructions**

- Community Design and Development Services Staff must be consulted prior to completing and submitting this application.
- As much detail as possible should be submitted regarding a proposed brownfield project. If you require more space than is provided on this form, please attach additional pages and/or documents. Do not simply reference sections in appended reports or documents.
- All environmental reports submitted to the City must be signed and sealed by a Qualified Person as defined by Ontario Regulation 153/04 under the *Environmental Protection Act* as amended from time to time.
- Applications must be acknowledged by Community Design and Development Services Staff as being 'complete'. Applications will not be acknowledged until all required information and material is submitted with the application form.
- Completed applications are accepted and processed on a first come first served basis.
- The total amount of financial assistance provided by the City for the purpose of brownfield redevelopment (i.e. including financial contributions obtained outside of the Brownfield Redevelopment Community Improvement Plan) cannot exceed the eligible costs set out in the Community Improvement Plan.
- All requests for financial assistance under the Brownfield Redevelopment Community Improvement Plan require City of Guelph Council approval.
- Applications should be submitted to: **Community Design and Development Services**  
Location: 1 Carden Street, 3<sup>rd</sup> Floor  
Phone: 519-837-5616  
Fax: 519-837-5640  
Email: [planning@guelph.ca](mailto:planning@guelph.ca)

**PART B: CONDITIONS & RESTRICTIONS**

- Grants must be approved prior to the start of any applicable environmental study.
- Funds will not be issued until the City receives the results of the study. If the environmental study is not submitted within two (2) years the grant will be reallocated.
- The amount of any Environmental Study Grant(s) will be deducted from the eligible redevelopment costs available for tax increment-based grant funding.
- Grants related to the costs of completing a Phase 2 Environmental Site Assessment (ESA) and or Remedial Work Plan will be reimbursed up to 50% or to a maximum of \$10,000 (See BRCIP for exception).
- Studies submitted to the City must be completed by a qualified, independent consultant.
- Properties having a Minister's Order for clean-up are not eligible.
- No more than two (2) Environmental Study Grants will be awarded for a particular redevelopment.
- Properties in tax arrears are not eligible.

**Brownfield Redevelopment Community Improvement Plan  
Environmental Study Grant Application Form**



**PART C: Applicant Information**

Name of Registered Property Owner: Arthur EMPC Four Limited  
c/o Melissa Walker, Project Coordinator  
Kilmer Brownfield Management Limited

Address of Registered Property Owner: 40 King Street West # 2700, Scotia Plaza,  
Toronto ON M5H 3Y2

Phone Number: 416-814-4461 Fax Number: 416-635-7697

Email Address: mwalker@kilmergroup.com

**Agent Information (If applicable)**

Name of Agent: Not Applicable

Address of Agent: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**PART D: Property Information**

Address of Subject Property: 5 Arthur Street South, Guelph

Legal Description (e.g. Lot and Plan No.): See attached.

Official Plan Designation: "High Density Residential" and "Open Space"

Zoning: "Residential 4B H2" (R4B H2) and "Floodplain Lands" (FL)

Current Use(s): Vacant Industrial (liquidation sale ongoing into Spring 2010)

Size of Property: +/- 7.89 acres

Existing Buildings: Building 1: Total: +/- 344,310 sq.ft

Yes (please specify size) Building 2: \_\_\_\_\_

No Building 3: \_\_\_\_\_

**Brownfield Redevelopment Community Improvement Plan  
Environmental Study Grant Application Form**



Property Details (e.g. history, easements, outstanding work orders, or other relevant details):  
Refer to the attached description.

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Has or will this property received grants/loans or other financial assistance from the City or other level of Government?  Yes  No

If yes, please specify type and amount of financial assistance received: An application for the City's Tax Assistance Program (as part of the CIP) has been submitted concurrently with this application. We also intend to submit an application for the Tax-Increment-Based Grant. Although we anticipate this financial assistance from the City, we cannot calculate the value at this time.

**PART E: Environmental Information**

Please describe any known or suspected environmental contamination issues (e.g. soil or groundwater related) affecting the site including the types of contaminants, extent, causes (brief site history), underground storage tanks, above ground storage tanks, etc.

Refer to the attached description.

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**Brownfield Redevelopment Community Improvement Plan  
Environmental Study Grant Application Form**



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Has a Phase 1 Environmental Site Assessment been conducted?  Yes  No

Has a Phase 2 Environmental Site Assessment been conducted?  Yes  No

Has any remediation been conducted at the Site?  Yes  No

*(If the answer to any of the above questions is 'Yes', please attach the appropriate Report to this application)*

**Environmental Consultant Information** Tom Williams, BA Sc., P.Eng.  
Name of Environmental Consultant: XCG Consultants Ltd.  
Address of Environmental Consultant: 820 Trillium Drive, Kitchener Ont., N2R 1K4

Email Address: tom@xcg.com

Phone Number: 519-741-5774 Fax Number: 519-741-5627

**PART F: Project Information**

Is this property currently or previously subject to any City approvals (e.g. Re-zoning, site plan control, etc)?  Yes  No

If Yes, please provide brief description and file number:  
We are in the process of evaluating the property for redevelopment and will be making the appropriate planning applications in the near future.

Please provide a description of the proposed redevelopment (attach site sketch):

Please refer to the attached description.

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**Brownfield Redevelopment Community Improvement Plan  
Environmental Study Grant Application Form**



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**ELIGIBLE COSTS**

Please indicate which eligible costs the requested funding will be applied to:

- Phase 2 Environmental Site Assessment
- Remedial Work Plan (Remedial Options Report)

**PART G: Complete Application Checklist**

The following information and material must accompany a complete application:

- Phase 1 Environmental Site Assessment that recommends a Phase 2 Environmental Site Assessment is required to investigate potential on-site contamination.
- A Phase 2 Environmental Site Assessment proposal including a scope of work and cost estimate.
- Written consent from the property owner for a prospective purchaser to conduct the environmental study (if applicable).  
N/A

**PART H: Sworn Declaration**

I/WE HEREBY APPLY for a grant(s) under the City of Guelph Brownfield Redevelopment Community Improvement Plan.

I/WE HEREBY AGREE to abide by the terms and conditions of the City of Guelph Brownfield Redevelopment Community Improvement Plan (please refer to Plan for additional details).

I/WE HEREBY AGREE to enter into any Agreement with the City of Guelph where specified in the Brownfield Redevelopment Community Improvement Plan.

I/WE HEREBY CERTIFY that the information contained in this application is true, correct and complete in every respect and may be verified by the City of Guelph by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

I/WE HEREBY GRANT PERMISSION to the City, or its agents, to inspect the subject property prior to, during, and after environmental remediation, site rehabilitation and project construction.

I/WE HEREBY AGREE that the program(s) for which application has been made herein is subject to cancellation and/or change at any time by the City in its sole discretion, subject to the terms and conditions specified in the Program. Participants in the program whose application has been approved and who have entered into the Agreement(s) with the City, will continue to receive grant payments, subject to their Agreement.

I/WE HEREBY AGREE that all grants will be calculated and awarded in the sole discretion of the City. Notwithstanding any representation by or on behalf of the City, or any statement contained in the program, no right to any grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the Brownfield Redevelopment Community Improvement Plan

Page 5



**Brownfield Redevelopment Community Improvement Plan  
Environmental Study Grant Application Form**

and any Agreement. The City is not responsible for any costs incurred by the Owner/Applicant in any way relating to any program, including, without limitation, costs incurred in anticipation of a grant.

DAVID HARPER  
Name of Property Owner or Applicant

VICE PRESIDENT  
Title

[Signature]  
Signature of Property Owner or Applicant

FEBRUARY 16, 2010  
Date

Tom Williams  
Name of Qualified Person  
(Environmental Consultant)

Partner  
Title

[Signature]  
Signature of Qualified Person  
(Environmental Consultant)

Feb 11 2010  
Date

**PART I: Next Steps**

**PRIOR TO ISSUANCE OF FUNDS (to be filled out by City Staff)**

- Environmental study grant agreement entered into with the City.
- Information sharing agreement entered into with the City.
- One electronic and one hard copy of the Phase 2 Environmental Site Assessment and Remedial Work Plan must be submitted to the City
- Invoices from the environmental consultant indicating complete payment must be submitted to the City.



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## Attachment C: Tax Assistance During Rehabilitation Application

### **Brownfield Redevelopment Community Improvement Plan Tax Assistance and Tax Arrears Cancellation Application Form**



#### **PART A: General Instructions**

- Community Design and Development Services Staff must be consulted prior to completing and submitting this application.
- As much detail as possible should be submitted regarding a proposed brownfield project. If you require more space than is provided on this form, please attach additional pages and/or documents. Do not simply reference sections in appended reports or documents.
- All environmental reports submitted to the City must be signed and sealed by a Qualified Person as defined by Ontario Regulation 153/04 under the *Environmental Protection Act* as amended from time to time.
- Applications must be acknowledged by Community Design and Development Services Staff as being 'complete'. Applications will not be acknowledged until all required information and material is submitted with the application form.
- Completed applications are accepted and processed on a first come first served basis.
- The total amount of financial assistance provided by the City for the purpose of brownfield redevelopment (i.e. including financial contributions obtained outside of the Brownfield Redevelopment Community Improvement Plan) cannot exceed the eligible costs set out in the Community Improvement Plan.
- All requests for financial assistance under the Brownfield Redevelopment Community Improvement Plan require City of Guelph Council approval.
- Applications should be submitted to: **Community Design and Development Services**  
Location: 1 Carden Street, 3<sup>rd</sup> Floor  
Phone: 519-837-5616  
Fax: 519-837-5640  
Email: [planning@guelph.ca](mailto:planning@guelph.ca)

#### **PART B: CONDITIONS & RESTRICTIONS**

- A complete application must be submitted prior to the commencement of any eligible work (i.e. applications cannot be applied retroactively).
- Purchaser must be a bona fide arm's length purchaser or lien holder.
- Tax arrears cancellation and tax cancellation programs may be used in conjunction with other brownfield or heritage-related incentives provided that the cumulative application of all incentives received does not exceed the site assessment and remediation costs.
- The City and the property owner must enter into a tax cancellation agreement specifying the terms and where appropriate the duration of the tax cancellation, the total amount of tax cancellation, the owner's obligations should owner default of the agreement and any other requirements specified by the City.
- The timing and conditions that apply to municipal property tax assistance may vary from those provided by the Province for matching education property tax assistance.
- A Ministry of the Environment-acknowledged Record of Site Condition must be filed within a specified timeframe.
- If a record of site condition is not filed with the specified time period, any tax cancellation or tax arrears cancellation shall be immediately repaid to the City.

**Brownfield Redevelopment Community Improvement Plan  
Tax Assistance and Tax Arrears Cancellation Application Form**



**PART C: Applicant Information**

Name of Registered Property Owner: Arthur EMPC Four Limited  
c/o Melissa Walker, Project Coordinator  
Kilmer Brownfield Management Limited

Address of Registered Property Owner: 40 King Street West # 2700, Scotia Plaza,  
Toronto ON M5H 3Y2

Phone Number: 416-814-4461 Fax Number: 416-635-7697

Email Address: mwalker@kilmergroup.com

**Agent Information (If applicable)**

Name of Agent: Not Applicable

Address of Agent: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**PART D: Property Information**

Address of Subject Property: 5 Arthur Street South, Guelph

Legal Description (e.g. Lot and Plan No.): See attached.

Official Plan Designation: "High Density Residential" and "Open Space"

Zoning: "Residential 4B H2" (R4B H2) and "Floodplain Lands" (FL)

Current Use(s): Vacant Industrial (liquidation sale ongoing into Spring 2010)

Size of Property: +/- 7.89 acres

Existing Buildings: Building 1: Total: +/- 344,310 sq.ft

Yes (please specify size) Building 2: \_\_\_\_\_

No Building 3: \_\_\_\_\_

**Brownfield Redevelopment Community Improvement Plan  
Tax Assistance and Tax Arrears Cancellation Application Form**



Property Details (e.g. history, easements, outstanding work orders, or other relevant details):

Refer to the attached description.

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Has or will this property receive(d) grants/loans or other financial assistance from the City or other level of Government?  Yes  No

If yes, please specify type and amount of financial assistance received: An application for the City's Environmental Study Grant (as part of the CIP) has been submitted concurrently with this application. We also intend to submit an application for the Tax-Increment-Based Grant. Although we anticipate this financial assistance from the City, we cannot calculate the value at this time.

**PART E: Environmental Information**

Please describe any known or suspected environmental contamination issues (e.g. soil or groundwater related) affecting the site including the types of contaminants, extent, causes (brief site history), underground storage tanks, above ground storage tanks, etc.

Refer to the attached description.

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**Brownfield Redevelopment Community Improvement Plan  
Tax Assistance and Tax Arrears Cancellation Application Form**



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\_\_\_\_\_  
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Has any remediation been conducted at the Site?  Yes  No  
*(If the answer to any of the above questions is 'Yes', please attach the appropriate Report to this application)*

**Environmental Consultant Information** Tom Williams, BA Sc., P.Eng.  
Name of Environmental Consultant: XCG Consultants Ltd.  
Address of Environmental Consultant: 820 Trillium Drive, Kitchener Ont., N2R 1K4  
\_\_\_\_\_  
Email Address: tom@xcg.com  
Phone Number: 519-741-5774 Fax Number: 519-741-5627

**PART F: Project Information**

Is this property currently or previously subject to any City approvals (e.g. Re-zoning, site plan control, etc)?  Yes  No

If Yes, please provide brief description and file number: \_\_\_\_\_  
We are in the process of evaluating the property for redevelopment and will be making the appropriate planning applications in the near future.

Please provide a description of the proposed redevelopment (attach site sketch):

Please refer to the attached description.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Brownfield Redevelopment Community Improvement Plan  
Tax Assistance and Tax Arrears Cancellation Application Form**



**ELIGIBLE COSTS**

Please indicate which eligible costs the requested funding will be applied to:

- Accrued tax arrears
- All or a percentage of municipal taxes during site clean up and redevelopment

**PART G: Tax Information**

\$117,321.28 (2009 Interim Taxes)

Current property taxes paid annually: \$119,193.24 (2010 Interim Taxes)

Are there any outstanding assessment appeals?  Yes  No

Is this property in tax arrears?  Yes  No

If Yes, specify amount of tax arrears: \_\_\_\_\_

Has the City's Treasurer recommended that the tax arrears be written off?  Yes  No  
N/A

Has this property been the subject of a failed tax sale?  Yes  No

If yes, specify details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have tax arrears previously been cancelled (in whole or in part) on this property under any City or Provincial program?

- Yes
- No

**PART H: Complete Application Checklist**

The following information and material must accompany a complete application:

- To be  provided when available: The Phase 2 Environmental Assessment report(s) that delineate the vertical and horizontal extent of on-site contamination and conclude that Ministry of the Environment generic standards cannot be met in order to file a Record of Site Condition.
- To be  provided when available: The Risk Assessment report(s) and supporting contamination characterization reports must be submitted to the City demonstrating that risk-based site-specific cleanup criteria cannot be met in order to file a Record of Site Condition.
- To be  provided when available: A detailed Remedial Work Plan including a scope of work and cost estimate.
- To be  provided when available: Written consent from the property owner for a prospective purchaser to conduct the environmental study (if applicable) and site remediation.

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**Brownfield Redevelopment Community Improvement Plan  
Tax Assistance and Tax Arrears Cancellation Application Form**



*For requests to cancel tax arrears*

- Confirmation form the City's Finance department of at least 3 years of accrued tax arrears.
- Confirmation form the City's Finance department that a tax sale has failed and that the City Treasurer recommends that the tax arrears be written off.
- Demonstration that the amount of tax arrears plus estimated clean-up costs exceed the clean value of the land (please attach documents).
- A copy of a signed offer to purchase.
- A declaration that the owner is not selling to a related interest.

**PART I: Sworn Declaration**

I/WE HEREBY APPLY for a grant(s) under the City of Guelph Brownfield Redevelopment Community Improvement Plan.

I/WE HEREBY AGREE to abide by the terms and conditions of the City of Guelph Brownfield Redevelopment Community Improvement Plan (please refer to Plan for additional details).

I/WE HEREBY AGREE to enter into any Agreement with the City of Guelph where specified in the Brownfield Redevelopment Community Improvement Plan.

I/WE HEREBY CERTIFY that the information contained in this application is true, correct and complete in every respect and may be verified by the City of Guelph by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

I/WE HEREBY GRANT PERMISSION to the City, or its agents, to inspect the subject property prior to, during, and after environmental remediation, site rehabilitation and project construction.

I/WE HEREBY AGREE that the program(s) for which application has been made herein is subject to cancellation and/or change at any time by the City in its sole discretion, subject to the terms and conditions specified in the Program. Participants in the program whose application has been approved and who have entered into the Agreement(s) with the City, will continue to receive grant payments, subject to their Agreement.

I/WE HEREBY AGREE that all grants will be calculated and awarded in the sole discretion of the City. Notwithstanding any representation by or on behalf of the City, or any statement contained in the program, no right to any grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the Brownfield Redevelopment Community Improvement Plan and any Agreement. The City is not responsible for any costs incurred by the Owner/Applicant in any way relating to any program, including, without limitation, costs incurred in anticipation of a grant.

**Brownfield Redevelopment Community Improvement Plan  
Tax Assistance and Tax Arrears Cancellation Application Form**



DAVID HARPER  
Name of Property Owner or Applicant

VICE PRESIDENT  
Title

[Signature]  
Signature of Property Owner or Applicant

FEBRUARY 16, 2010  
Date

Tom Williams  
Name of Qualified Person  
(Environmental Consultant)

Partner  
Title

[Signature]  
Signature of Qualified Person  
(Environmental Consultant)

Feb 11 2010  
Date

**PART J: Next Steps**

**PRIOR TO COMMENCEMENT OF TAX CANCELLATION (to be filled out by City Staff)**

- Information sharing agreement entered into with the City.
- An agreement must be entered into by the property owner and the City, regarding the details of the tax cancellation.
- City staff to request that the Province provide relief from education portion of taxes.

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## **Attachment D: Terms and Conditions of Tax Assistance During Rehabilitation Program**

Should City of Guelph Council approve the request for financial incentives under the Brownfield Redevelopment Community Improvement Plan (CIP) the following terms and conditions shall apply:

### **Tax Assistance During Rehabilitation**

1. Prior to the temporary reduction or cancellation of municipal taxes during the rehabilitation and redevelopment period Arthur EMPC Four Limited shall:
  - a. Submit a Remedial Work Plan that is satisfactory to the Director of Community Design and Development Services.
  - b. Enter into Tax Cancellation and Information Sharing Agreements with the City, which will specify the duration of the program. This agreement shall be satisfactory to the Director of Community Design and Development Services and the Director of Corporate Services/City Solicitor;
  - c. Acknowledge that under the Brownfields Financial Tax Incentive Program the timing of and conditions that apply to municipal property tax assistance may vary from those for matching education property tax assistance as provided by the Province;
  - d. Ensure remedial works have commenced at 5 Arthur Street South;
  - e. Establish milestones that must be met prior to the annual continuation of the program; and
  - f. Reimburse the City for the value of the municipal tax assistance provided under this program if a Ministry of the Environment-acknowledged Record of Site Condition is not provided to the City within 3 years of the commencement of the program.



# COMMITTEE REPORT



**TO** **Community Development and Environmental Services Committee**

**SERVICE AREA** Environmental Services  
**DATE** March 15, 2010

**SUBJECT** **Water Conservation and Efficiency Program Update**  
**REPORT NUMBER**

## **RECOMMENDATION**

“THAT the report of the Director of Environmental Services dated March 15, 2010 providing an update on the Water Conservation and Efficiency Program be received.”

## **BACKGROUND**

The City of Guelph strives to be a leader in water conservation and efficiency. Since the time the development of the Guelph's first Water Conservation and Efficiency Strategy in 1999, the City has successfully reclaimed 1,600 m<sup>3</sup>/day of water supply and wastewater treatment capacity through the City's Water Conservation Programs. In addition, we have significantly reduced peak seasonal demands by over 13,000 m<sup>3</sup>/day following implementation of the Outside Water Use Program in 2003.

Water reclaimed through water conservation is the most cost effective and immediate source of new water supply and wastewater treatment capacity. To date, capacity reclaimed through water conservation has allowed the City to delay the need for approximately \$8.2 million in additional water supply/wastewater treatment infrastructure. These savings are a significant financial benefit to water and wastewater rate payers and the reclaimed capacity greatly contributes to the ongoing sustainability of our finite groundwater resources. As a result of such efforts, the City's water and wastewater rates remain much lower (within the 25% percentile) than that of many comparable Ontario and neighbouring municipalities.

To build upon past successes, Guelph City Council endorsed the Water Conservation and Efficiency Strategy Update (WCESU) in May of 2009. This innovative strategy identified preferred program, policy and resource recommendations aimed at achieving a further reduction of 8,773 m<sup>3</sup>/day by 2019, as well as sustaining the aggressive reduction targets contained in the Water Supply Master Plan, Water and Wastewater Master Servicing Study, Wastewater Treatment Master Plan, Community Energy Plan and Council's Strategic Plan. Staff are pleased to provide the following report summarizing progress to date through implementation of the WCESU and other ongoing initiatives of the City's Water Conservation Program.

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## **REPORT**

### **1. Implementation of Water Conservation and Efficiency Strategy Update:**

Since May 2009, staff have been working on the implementation of 2009 program and policy recommendations contained in the strategy. Immediate 2009 recommendations of the WCESU included formation of Water Conservation and Efficiency Public Advisory Committee (PAC), development of an enhanced public and youth educational programs, as well as implementation of distribution system water loss mitigation program. The following sections outline activities undertaken in each of these areas during 2009:

#### **Water Conservation and Efficiency Public Advisory Committee (WCEPAC):**

In July of 2009, the Guelph Water Conservation and Efficiency Public Advisory Committee (WCEPAC) was formed by Council resolution. Subsequently, two calls for membership applications were coordinated through the City Clerk's office in August and December of 2009. The Committee membership was endorsed by Council in December of 2009.

The first meeting of the Water Conservation and Efficiency Public Advisory Committee was held on Wednesday February 3, 2010. Of specific focus for the WCEPAC was the development of an enhanced public and youth education programs. Staff also sought feedback from the WCEPAC regarding issues and opportunities to be addressed through the ongoing implementation of the Water Conservation and Efficiency Strategy Update (WCESU).

#### **Youth and Public Education:**

The WCESU identified youth and public educational programming as core municipal practices. In separate jurisdictions, the introduction of a comprehensive water conservation educational program has shown great potential to achieve additional water savings and contribute to the ongoing sustainability of all savings achieved through water conservation.

Consequently, staff began development of an enhanced public and youth education programs in the fall of 2009. A municipal practice overview was completed in the fall of 2009 to review youth programming offered by other Ontario Municipalities. Furthermore, the Upper Grand District School Board was consulted to ensure that the development of resources was in alignment with the Province Ontario Science and Technology Educational Curriculum requirements, and to ensure a fun and interactive learning experience for participating students. As a result, a water conservation school educational program has been developed offering interactive in-class presentation for Grade 2 and 8 students. To gain feedback from area educators and to further refine lesson plans, a total of ten classroom presentations were completed in October and November of 2009. In all cases, initial feedback received from area educators has been very positive. Staff are currently completing the final design of both programs and anticipate formal roll-out of the programs in late February 2010.

A complete reconstruction of the City's Water Conservation website was undertaken by staff in January of 2010 to increase ease of user navigation as well as to offer information on new and emerging programs. One focus of the new website is an online water consumption calculator which allows residents to calculate and evaluate their water footprint vs. Guelph's average annual use per person. This tool is user friendly to all ages and has received much utilization by

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members of the public to date. To view the new Water Conservation Program website, and Water Footprint Calculator, please visit [www.guelph.ca/waterconservation](http://www.guelph.ca/waterconservation).

Staff released a request for proposal for a Water Conservation Public Education Communication Strategy in December 2009. This consumer-based social marketing strategy will work to further define public barriers to undertaking desired water conservation actions and evaluate new educational programs and program delivery alternatives. It is anticipated that this strategy will be completed in mid 2010.

**Water Loss Reduction:**

In September 2009, Waterworks initiated the Leak Detection Pilot Program to reduce and reclaim distribution system water loss. As a first step of the pilot, a total of 102 km of municipal watermain is being surveyed for leakage through the use of leak sounding and correlation technologies. This will determine the exact locations of undetected underground leakage within the municipal water system and will allow staff to proactively undertake repairs to reduce ongoing leakage. The second step will be to establish four district metered areas (or DMAs) within the City's water distribution system. The DMA leak detection approach allows for water usage within a specified area to be isolated and directly monitored and analyzed for water loss in both the municipal system as well as on private lands. Implementation of the City first DMA is planned for spring 2010 with subsequent DMAs anticipated to be completed by the fall of 2010.

**2. 2010 Programming Activities:**

In addition to 2009 activities, staff have been working diligently in the development of a number of new programs for 2010, described below. The majority of new program recommendations will be implemented by the fall of 2010.

**Home Humidifier Rebate Pilot Program:**

In late 2009, staff began development of a Residential Home Humidifier Retrofit Incentive Program. Guelph residents who are serviced via the municipal water supply and who replace a high water use central home furnace mounted humidifier with an approved water efficient model will qualify for a rebate from the City of Guelph. Based on average household humidifier water usage, this retrofit can save up to a total of 127 liters per household per day during home heating season. Similar incentive programs are currently underway in the Regional Municipalities of Peel and York. Staff have consulted both municipalities throughout development of our program to define program logistics and to ensure consistency in program delivery. As a result, many financial and staff time efficiencies have been realized to date.

As part of program development, third party performance testing has occurred on a number of low water use home humidifier technologies available in Canada. A significant differential in daily water use has been observed amongst the water efficient humidifier technologies tested. As a result, the program will feature a tiered rebate incentive, similar to that incorporated in the City's Royal Flush Rebate Program, to reflect the water savings achieved through installation of more efficient technologies. A water use specification has been developed by the consortium of municipalities which would provide a \$30 rebate for home humidifier technologies using between 10 and 50 litres per day and a rebate of

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\$70 for home humidifier technologies using less than 10 litres of water per day. To help residents to identify rebate-eligible home humidifiers, staff will be creating a listing of approved technologies for reference at the time of program launch. In addition, it is planned that retailer based point-of-sale promotional items will be developed and distributed in alignment with the program launch, planned for March 15, 2010.

**Waterless Floor Drain Rebate Pilot Program:**

In late 2009, staff began development of a Residential Floor Drain Retrofit Rebate Program. Through this program Guelph residents who are serviced by the municipal water system and who replace a water primed floor drain with an approved waterless model will qualify for a rebate of \$60 from the City of Guelph. Based on research, this retrofit is anticipated to save a total of 43 liters per household per day.

The use of water to prime all floor drains within a home was a prior requirement of the Ontario Building Code during the late 1970s. Currently, waterless technologies existing within the Canadian marketplace which have been field tested and demonstrate desired performance without the use of water. In addition, water primed floor drains have been found to be a source of leakage within the home with little or no indication to the homeowner.

To prepare for the launch of the program on March 15, 2010 staff have been working to develop point-of-sale promotional materials for local plumbing retailers to increase resident awareness of the program and to assist in identifying rebate-eligible waterless floor drains. In addition, staff are also working to create promotional materials for local plumbing contractors which would advise residents of the presence of a water-primed floor drain within their home and the availability of associated incentives, while such contractors are onsite in the home.

**Residential Greywater Reuse Pilot Program:**

In the spring of 2009, the Environmental Services Department launched the Residential Greywater Reuse Pilot Program. Through this pilot, the City partnered with local home builders Fusion Homes, Reid's Heritage Homes and Evolve Builders Group to install 30 greywater reuse systems during new home construction and home retrofit applications. With a greywater reuse system, greywater is collected from household showers and baths, purified, and used to flush toilets in the home. As water used for toilet flushing represents approximately 30% of total household water use, the ability to reclaim greywater from showers and baths to flush toilets and to eliminate toilet-based potable water use in the home can result in significant annual household water savings.

The idea of exploring grey water reuse has generated much interest among Guelph residents through development of the WCESU. Staff received a great deal of encouragement from residents to adopt and support greywater reuse practices in order to offset future water demands.

The Residential Greywater Reuse Pilot Program has been developed to assess operation, performance and homeowner satisfaction with the grey water reuse systems and to evaluate the feasibility of a larger scale adoption of grey water use based on feedback and observed results. To assess the operation of the grey water systems, staff have implemented a detailed water quality sampling program and are conducting ongoing analysis of household water use. In

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addition, separate feedback forums are being established to gain insight from participant homeowners regarding their personal experience with systems and their ability to conduct the regular maintenance requirements of the systems.

To date, 14 greywater reuse systems have been installed in both new and existing homes. To reach the desired number of 30 system installations, staff continue to solicit participants for the pilot program. Pilot program incentives are currently available for homeowners installing an approved greywater reuse system on a first-come, first-served basis. For more information regarding the City's Residential Greywater Reuse Pilot Program please visit: [www.guelph.ca/greywater](http://www.guelph.ca/greywater)

Staff are also planning the implementation of a Residential Greywater Incentive Program for early 2010. This program is currently under development and will be launched following full subscription of available rebates through the current Residential Greywater Pilot Program.

**Residential Rainwater Harvesting Pilot Program:**

In late 2009, staff from Waterworks, Building Services and Engineering Services began to develop a Residential Rainwater Harvesting Pilot Program. The Residential Rainwater Harvesting Pilot Program would provide residents who are serviced with municipal water supply and who are installing an approved Residential Rainwater Harvesting System with an incentive of \$2000. Rainwater Harvesting Systems capture rainwater during precipitation events and store the water collected within a containment system for later utilization to offset toilet flushing demands as well as seasonal outdoor water use.

A Residential Rainwater Harvesting Guidance Manual has been created with support from former researchers at the University of Guelph School of Engineering. As the installation of a residential Rainwater Harvesting System is typically a site-specific act of engineering, the manual has been designed to identify design standards, and best practices in system installation, as well as to provide homeowners with conceptual site-specific considerations when contemplating installation of the rainwater harvesting system. Currently, program design activities are still ongoing with the launch of the Residential Rainwater Harvesting Pilot Program anticipated for April 1, 2010.

**New Home Water Efficiency Labelling Program:**

As part of the WCESU, a number of new home water efficiency incentive programs were approved by Council. To implement these incentives, the WCESU recommended that incentives be consolidated to form a "builder incentive package" for newly constructed homes meeting a prescribed water efficiency standard. As a result, staff have begun to develop a water efficiency labeling program for new home construction. Through this program home builders who build to defined water efficiency standards, above that of the Ontario Building Code, would be eligible for incentives as part of our Water Conservation Program.

The creation of a home based water efficiency label is anticipated to possess many benefits to the City, area home builders, as well as new home owners. This programming approach promotes a more holistic approach to water efficiency technology adoption, rewards builders for achieving a heightened efficiency standards, and provides those purchasing new homes with a heightened performance expectation for household water efficiency.

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Within North American there exist a number of new home based water efficiency standards such as the US Environmental Protection Agency's (EPA) WaterSense Program which incorporate water conservation as part overall green building, such as the LEED and Built Green programs. To develop a water efficiency labeling program, staff have undertaken a detailed review of these standards as well as initiated preliminary consultation with local builders to gain feedback regarding the feasibility of individual technical standards and potential program logistics. Staff anticipate development of the home labeling program and associated standards to be finalized by the fall of 2010 and will report back to Council for information and approval at that time.

### **3. 2009 Program Progress Updates**

In addition to activities being undertaken through implementation of the WCESU, staff are pleased to provide the following update on ongoing 2009 initiatives through the City's Water Conservation and Efficiency Program:

#### **Royal Flush Toilet Rebate Program:**

Since 2003, over 8300 rebates have been issued through the Royal Flush Toilet Rebate Program with approximately 837 m<sup>3</sup> per day of water savings attributed to this program. With many homeowners participating in the 2009 Federal Home Renovation Tax Credit (HRTC), and with the increase in toilet retrofit incentives offered through the Provincial Home Energy Savings Program, the Royal flush program observed the greatest subscription in the history of the program with 2462 rebate applications processed during 2009.

To achieve significant Royal Flush Program participation targets set by the WCESU, and to sustain 2009 participation levels, staff are continuing to implement enhanced community promotional and marketing efforts. As part of these activities staff have partnered with many local plumbing retailers to offer in-store based promotional materials and to continue to solicit area retailers to conduct instant toilet rebate promotional events during 2010.

Preliminary documentation relating to the upcoming Province of Ontario Water Conservation and Efficiency Strategy, suggests that a provincial ban on the sale of 13 litre-per-flush toilets will be implemented during 2010 under provisions of the Ontario Green Energy Act. As a result of the anticipated ban on sales, staff are planning to revise toilet eligibility criteria as part of the City's Royal Flush Program, effective January 1, 2011. Under this revision the toilet rebate eligibility criteria will change from Uniform North American Requirements (UNAR) to WaterSense approved toilet models and provide incentives only for Guelph residents and business purchasing WaterSense approved high efficiency (4.8 litre per flush) and dual-flush toilets. The timing of this change is being undertaken in alignment with numerous other municipal toilet rebate programs within the Province, including the Regions of Halton and Waterloo. Currently, WaterSense is already the rebate eligibility criteria for toilet rebate program in the Regions of Peel and York as well as the City of Toronto. Staff plan to initiate communications activities with area retailers during early 2010 and to notify local businesses of this impending change in eligibility criteria. For more information regarding the Royal Flush Toilet Rebate Program, please visit [www.guelph.ca/smartwash](http://www.guelph.ca/smartwash).

#### **Smart Wash Clothes Washer Rebate Pilot Program:**



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In March of 2009, the Environmental Services Department launched the “Smart Wash” Clothes Washer Rebate Program following the success of the 2008 Smart Wash Pilot Program. Through this program, Guelph residents who purchase an Energy Star approved front-loading washing machine models are eligible for a rebate of \$80 from the City and \$20 from Guelph Hydro Electrical Systems.

In 2009, a total of 988 rebate applications were processed through the Smart Wash Rebate Program. Based on industry benchmarks it is anticipated that just over 68 m<sup>3</sup>/day in water savings was achieved through the program in 2009 with 101 m<sup>3</sup>/day in total water savings resulting from the 2008 pilot and ongoing program.

Due to the significant program participation targets set by the WCESU, staff began the implementation of enhanced public promotional activities for the Smart Wash in 2009. As part of these activities, staff are pursuing new opportunities to increase public awareness of the program and to continue work with local partner retailers to increase in-store point-of-sale signage.

As per recommendations of the WCESU, the 2010 Industrial, Commercial and Institutional (ICI) and Multi-Residential Smart Wash Programs will offer an increased incentive of \$200 per washer for local ICI and Multi-Residential facilities which replace an inefficient top loading washing machine with a Energy Star® approved front loading model within centralized laundry facilities. With the larger frequency of washing machine use within these environments, industry benchmarks suggest that retrofits will result in water savings of 4,095 litres per day for ICI facilities, and 1,120 litres per day for multi-residential facilities. Staff will continue to assess water savings to validate savings observed on a local level. For more information regarding the Smart Wash Clothes Washer Rebate Program and ICI Smart Wash Clothes Washer Rebate Program please visit [www.guelph.ca/smartwash](http://www.guelph.ca/smartwash).

**Industrial Commercial and Institutional (ICI) Water Capacity Buyback Program:**

The ongoing Industrial, Commercial, and Institutional (ICI) Capacity Buy-back Program aims to assist large area water users to achieve greater water efficiency in daily business. Through the program, the City offers financial assistance towards the completion of on-site water use audits as well as incentives based on the daily volume water capacity reclaimed through permanent water efficiency technology and process retrofits.

Since the time of program implementation in 2007, the ICI Capacity Buyback Program has saved 705 m<sup>3</sup>/day (257,325 m<sup>3</sup>/yr) in water savings. In 2009, three separate water conservation retrofits were complete through the program including: medical autoclave water efficiency kit installations at the University of Guelph (76 m<sup>3</sup>/day), refrigeration system upgrades at the Elliott Community (26 m<sup>3</sup>/day) as well as two separate process modifications undertaken at Sleeman Brewing Limited (90 m<sup>3</sup>/day).

Staff plan to undertake a more comprehensive marketing program to solicit further ICI program participants during 2010. To date, staff have received confirmation that AOC Resins will be participating in the 2010 program, with Gay Lea Foods and Guelph General Hospital expressing interest in 2010 program participation.

**Pre-Rinse Spray Valve Replacement Program:**

In October 2009, staff partnered with Union Gas Utilities Inc to encourage further

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participation in the Union Gas Pre-Rinse Spray Valve Replacement Program.

Pre-rinse spray valves are commonly used as part of sanitation in commercial cafeterias and kitchens to rinse food particles off dishes prior to washing in a commercial dishwasher. With the significant amount of dishes generated by patrons, and through food preparation, it is common that pre-rinse spray valves can be in almost continuous use during daily operation of a kitchen facility. It is estimated that the replacement of an inefficient pre-rinse spray valve, with an water efficient device, can save an average of 368 litres per day per facility.

To support this program, staff undertook a marketing and awareness campaign to encourage local restaurant, cafeteria and commercial kitchen owners to replace inefficient pre-rinse spray nozzles at their place of business. As part of the program, local restaurant or commercial kitchen owners who are Union Gas customers are eligible to have a new high efficiency pre-rinse spray valve installed free of charge when replacing an older inefficient pre-rinse spray valve.

At the timing of this report, a total of 58 spray valve replacements were completed, with 21 m<sup>3</sup>/day (of 21,000 litres per day) in water savings resulting from participation in this program. Due to the significant water and energy savings, staff plan to continue to support of the Union Gas Pre-Rinse Spray Valve Replacement Program during 2010.

#### **City Facility Water Efficiency Upgrades:**

With the importance of leading by example, the 2009 WCESU identified ongoing annual funding for water efficiency upgrades at City-owned facilities. To identify and prioritize water efficiency opportunities within City facilities, staff undertook a series of water use audits of City facilities during 2009. In total, eight City facilities were audited by staff to assess water efficiency potential and opportunities. Where potential opportunities were identified, a more detailed report was completed for the site noting current costs of water servicing, estimated costs of water efficiency retrofits identified, as well as payback on investment for the identified retrofit. In total, detailed audit reports were completed for four City facilities including; Guelph Transit, the Victoria Road Recreation Centre, Exhibition Arena and the West End Recreation Centre. As a result of the audits, ten potential retrofit projects with acceptable payback on investment were identified with a total water savings of 35 m<sup>3</sup>/day (or 12,873 m<sup>3</sup>/yr). In addition, staff have identified a series of priority projects for 2010 based on available 2010 retrofit funding. Staff are currently completing consultation with Corporate Services as well as lead staff at each individual facility to discuss logistics of the recommended retrofits in efforts to limit disruption of operations (should they present) at each site.

As part of the audits conducted, staff have also initiated the development of a water efficiency standard for new and existing City facilities. To finalize this standard, staff will be initiating consultation with the Building Services Division and the Corporate Services Department as well as the Water Conservation and Efficiency Public Advisory Committee. Upon completion of this standard, staff will report back to Council for information and standard approval.

#### **Green Impact Guelph 2009:**

In the spring of 2009, the City partnered with Guelph Environmental Leadership and Union Gas Utilities Inc in delivery of Green Impact Guelph (GIG) 2009. With previous GIG projects focusing primarily of single family housing, GIG 2009



chose to revise the programming focus to influence water and energy efficiency within multi-residential settings. As tenants in multi-residential buildings do not pay directly for water used in most cases, and site water use is commonly divided equally across all tenants as part of rent payment, multi-residential settings possess significant barriers to implementing water efficiency technologies. The GIG 2009 was designed to offer building owners with free water efficiency devices installed at no charge to the property manager or building owner to alleviate perceived barriers to technology uptake.

A total of ten multi-family apartment buildings were audited by trained GEL volunteers with information regarding the efficiency rating of toilets, faucets and showerheads collected within each unit. Inefficient showerheads were replaced with new efficient technology. In total, 600 apartment units were retrofitted with efficient showerheads and faucet aerators, and water conservation educational materials were left with tenants and property management staff.

It is anticipated that approximately 35 m<sup>3</sup>/day of average day water savings is attributed to technology retrofits in the 10 apartment buildings. Staff will continue to assess the water billing records of building participants to further validate these savings and to assess additional savings resulting from direct engagement and education of building tenants.

**2009 Public Education and Outreach:**

To best engage and inform all members of Guelph community of the importance of water conservation, community education and outreach continues to be a fundamental component of the City’s Water Conservation Program. In 2009, the City’s Water Conservation Program had a presence at numerous community events included:

Market Festival	GEL Eco-	Celebration	Canada Day Riverside Park
Speed River Clean-up	GIRC	event	Home Depot Eco-Days Events Polycon Industries Earth Day
Rain Barrel Day	Emergen	Launch	Backyard Bounty Program
cy Preparedness Day	GIRC	at West End	Lions Club Spring Home Show
Rain Barrel Day	Climate	Groundwater Festival	Waterloo Wellington Children’s
Change 350 Festival	Sunlight		Guelph Hillside Festival
Music Festival	Guelph	Barrel Sale	Waterworks’ Open House/Rain
Home Show	Operatio		
ns’ Open House			

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## **CORPORATE STRATEGIC PLAN**

1. An attractive, well-functioning and sustainable city.
5. A community-focused, responsive and accountable government.
6. A leader in conservation and resource protection/enhancement.
- 6.4 Less waste per capita than any comparable Canadian city.
- 6.5 Less energy and water per capita use than any comparable Canadian city.

## **FINANCIAL IMPLICATIONS**

Funding for the 2010 Water Conservation project is provided in the Council approved 2010 Water and Wastewater User Pay Operating Budget as well as Development Charges.

## **DEPARTMENTAL CONSULTATION/CONCURRENCE**

N/A

## **COMMUNICATIONS**

N/A

## **ATTACHMENTS**

N/A

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# COMMITTEE REPORT



**TO**                                **Community Development and Environmental Services Committee**

**SERVICE AREA**            Environmental Services

**DATE**                            March 15, 2010

**SUBJECT**                      **2009 Water Conservation and Efficiency Awards**

## RECOMMENDATION

“THAT the report of the Director of Environmental Services dated March 15, 2010 entitled 2009 Water Conservation and Efficiency Awards be received.”

## BACKGROUND

The City of Guelph is committed to community and municipal leadership in water conservation. In March of 2008 staff introduced the Guelph Water Conservation and Efficiency Awards. These awards were established to recognize community members making a difference through water conservation, as well as to showcase local success stories that build capacity and facilitate further the impact for water conservation and efficiency in Guelph.

As part of the annual awards, community members are encouraged to submit project proposals for water conservation and efficiency initiatives within three separate awards categories, as follows:

1. **Residential:** Awarded to the Guelph resident who best demonstrates excellence in water conservation in their home or neighbourhood.
2. **Business:** Awarded to the Guelph business leaders who best demonstrate excellence in water conservation within their place of business.
3. **Community Education:** Awarded to the local group, organization or school which best demonstrates excellence in promoting or practicing excellence in water conservation.

Submissions received for the 2009 Water Conservation and Efficiency Awards submission are evaluated by staff as well as members of the City’s Water Conservation and Efficiency Public Advisory Committee. Evaluation of proposals is completed in accordance with the following criteria:

- 
1. Demonstration of excellence/innovation;
  2. Quantification of water and financial savings gained through initiative;
  3. Community participation and public engagement efforts;
  4. Positive impact to local watershed or the community;
  5. Potential for program or project to be implemented on a larger scale;
  6. General quality and completeness of submission.

Further detailed information regarding award submission requirements, and award rules and rules and regulations, is available for reference on the Water Conservation and Efficiency Awards website: [guelph.ca/waterawards](http://guelph.ca/waterawards)

## **REPORT**

### **1) 2009 Water Conservation and Efficiency Awards Winners:**

Staff are please to recognize the following 2009 Water Conservation and Efficiency Awards Winners:

#### **Residential Award Category – Almar Ecology House**

The Almar Ecology House was designed and constructed in the early 1980s with the focus to environmental sustainability practices and limitation of its ecological footprint. The Ecology Home features numerous water and energy conservation practices including a long standing rainwater harvesting system. This rainwater harvesting system employs rainwater collected for all water use demands in the home with potable water utilized only for personal consumption and food preparation. As a result of conservation efforts employed, the Almar Ecology has consumed as little as 8,500 litres of water/year (or 23 litres of water/per person/per day) over the duration of 2008 and 2009. This is significantly lower than the City's 2008 average daily residential water use of 210 litres of water/per person/per day.

#### **Business Award Category – Priory Park, Sifton Properties Limited**

Priory Park is the City of Guelph's largest townhome development, comprised of 471 townhomes, located between Scottsdale Drive and Janefield Avenue in central-southern Guelph. In 2005 Sifton Properties Limited launched a program to increase water efficiency in its Priory Park development with the objectives of: achieving measureable reductions in water consumption, supporting the City's water conservation goals, and reducing annual utility costs. As part of this initiative Sifton staff retrofitted 1092 inefficient toilets with efficient six litre per flush toilet models as well as installed low flow showerheads and removed exterior hose bibs at each of their 471 townhomes. This initiative reached completion in the fall of 2009. As a result of these retrofits Sifton Properties has reduced water consumption at Priory Park by 34.8% (48,235 m<sup>3</sup>/year) since the time of program implementation in 2005.

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### **Community Education Award Category – Guelph International Resource Center Outdoor Water Efficiency Project**

Since 1982 the Guelph International Resources Center (GIRC) has strived to support Guelph community members to reduce water use and create water-smart households and gardens. A non-profit community group, GIRC strives to keep within their mandate to address global issues locally. Their main projects include the Community Rain Barrel project and the 2008 Outside Water Efficiency Project that offers complementary Outdoor Water Use Seminars for members of the Guelph community.

Through the Community Rain Barrel Program GIRC successfully builds and sells rain barrels from reconstructed and reclaimed food-grade materials. The rain barrel sale events are GIRC's major fundraiser each year with all proceeds supporting the Guelph Festival of Moving Media. Each barrel is hand-constructed by GIRC board of directors, staff and community volunteers.

In 2009 GIRC sold 135 rain barrels with previous annual sales totaling over 3600 rain barrels. The water savings from this program has an anticipated household savings of 660 litres of water per household per season since the launch of the program in 1998.

The Outdoor Water Use Seminars feature numerous local experts on landscape architecture, horticulture and urban agriculture and include themes such as planning water efficient gardens, native plant selection, landscape design, rain barrel installation and smart irrigational practices. These seminars are free of charge and open to the community. Seminar series topics include planning the water efficient garden, planning the water efficient back yard landscapes, plant choices and natural pest control. A demonstration vegetable garden was created in 2008 at the Jesuit Centre Ignatius Farm where community members could learn about rooftop water harvesting and drought resistant gardening. All fresh produce grown at the demonstration garden is donated to the local Food Bank.

GIRC's many ongoing projects continue to encourage change with creative initiatives that benefit individuals and their community.

Complete copies of each submission may be viewed under the "2009 Water Conservation and Efficiency Award Winners" section of [guelph.ca/waterawards](http://guelph.ca/waterawards).

### **2) 2009 Water Conservation Efficiency Awards - Award Prizes:**

Award category based prizes for the 2009 Water Conservation and Efficiency Awards are listing below. Each prize selected for the 2009 Awards has been chosen as a means to directly reinvest in conservation and efficiency efforts in the Guelph community.

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**Residential Award Prize:** Front Loading Washing Machine

**Business Award Prize:** \$1,000 donation in businesses name to local charity of choice or \$1,000 funding for water conservation employee education programs or program resources.

**Community Educational Award Prize:** \$1,000 in funding towards conservation-based educational resources, community educational programming/social marketing, or community demonstration projects.

### **CORPORATE STRATEGIC PLAN**

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- 6.5 Less energy and water per capita use than any comparable Canadian city.

### **FINANCIAL IMPLICATIONS**

Funding for the 2010 Water Conservation project is within the Council approved 2010 Water and Wastewater User Pay Operating Budget as well as Development Charges.

### **DEPARTMENTAL CONSULTATION/CONCURRENCE**

Corporate Communications, City Clerk's Office

### **COMMUNICATIONS**

N/A

### **ATTACHMENTS**

N/A

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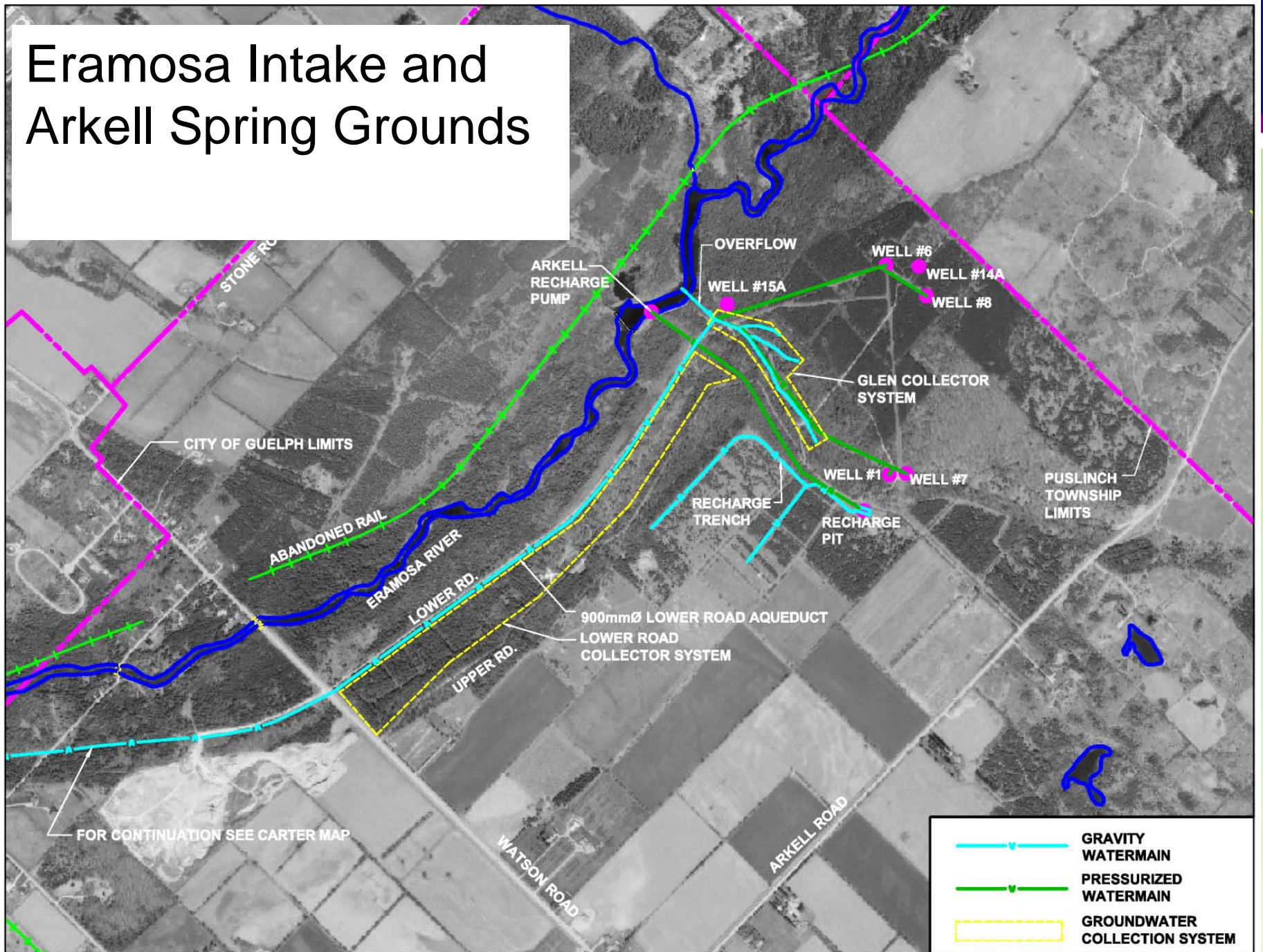
# CDES Committee

## Guelph Drinking Water Source Protection Program – Vulnerability and Threats Assessment

Guelph Waterworks  
Monday, March 15, 2010

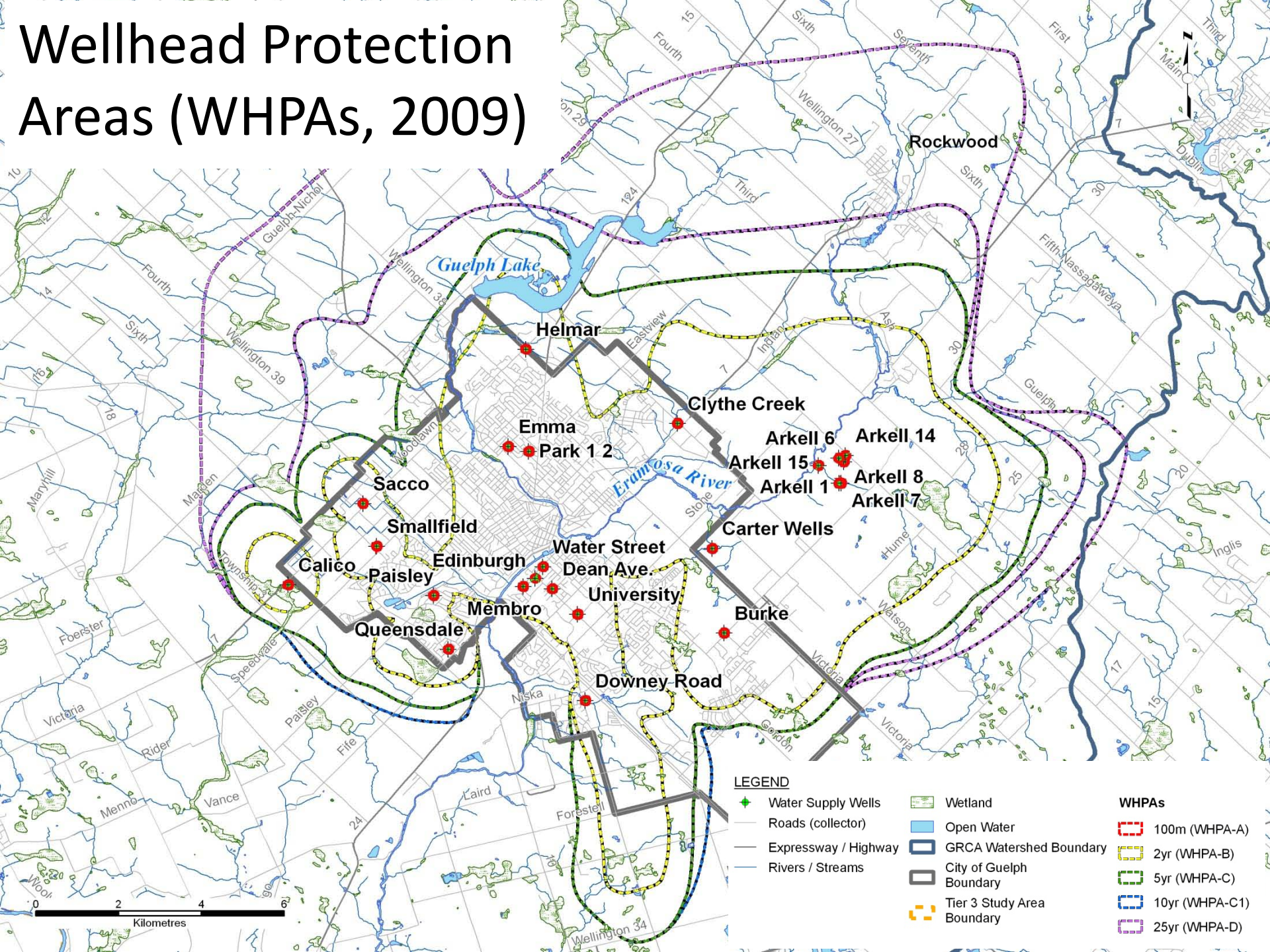


# Eramosa Intake and Arkell Spring Grounds





# Wellhead Protection Areas (WHPAs, 2009)

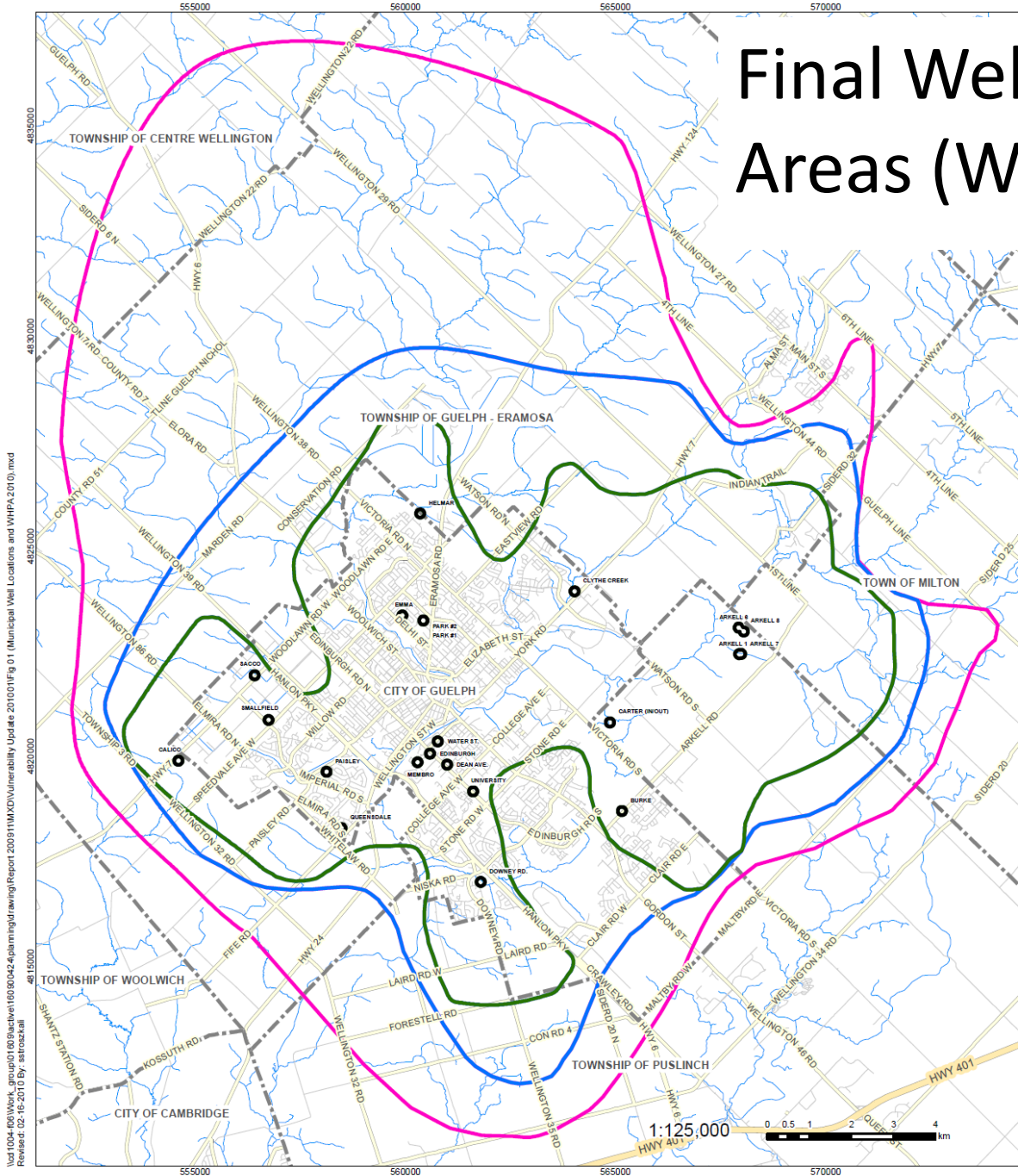


**LEGEND**







- ◆ Water Supply Wells
- Roads (collector)
- Expressway / Highway
- Rivers / Streams
- Wetland
- Open Water
- GRCA Watershed Boundary
- City of Guelph Boundary
- Tier 3 Study Area Boundary
- 100m (WHPA-A)
- 2yr (WHPA-B)
- 5yr (WHPA-C)
- 10yr (WHPA-C1)
- 25yr (WHPA-D)



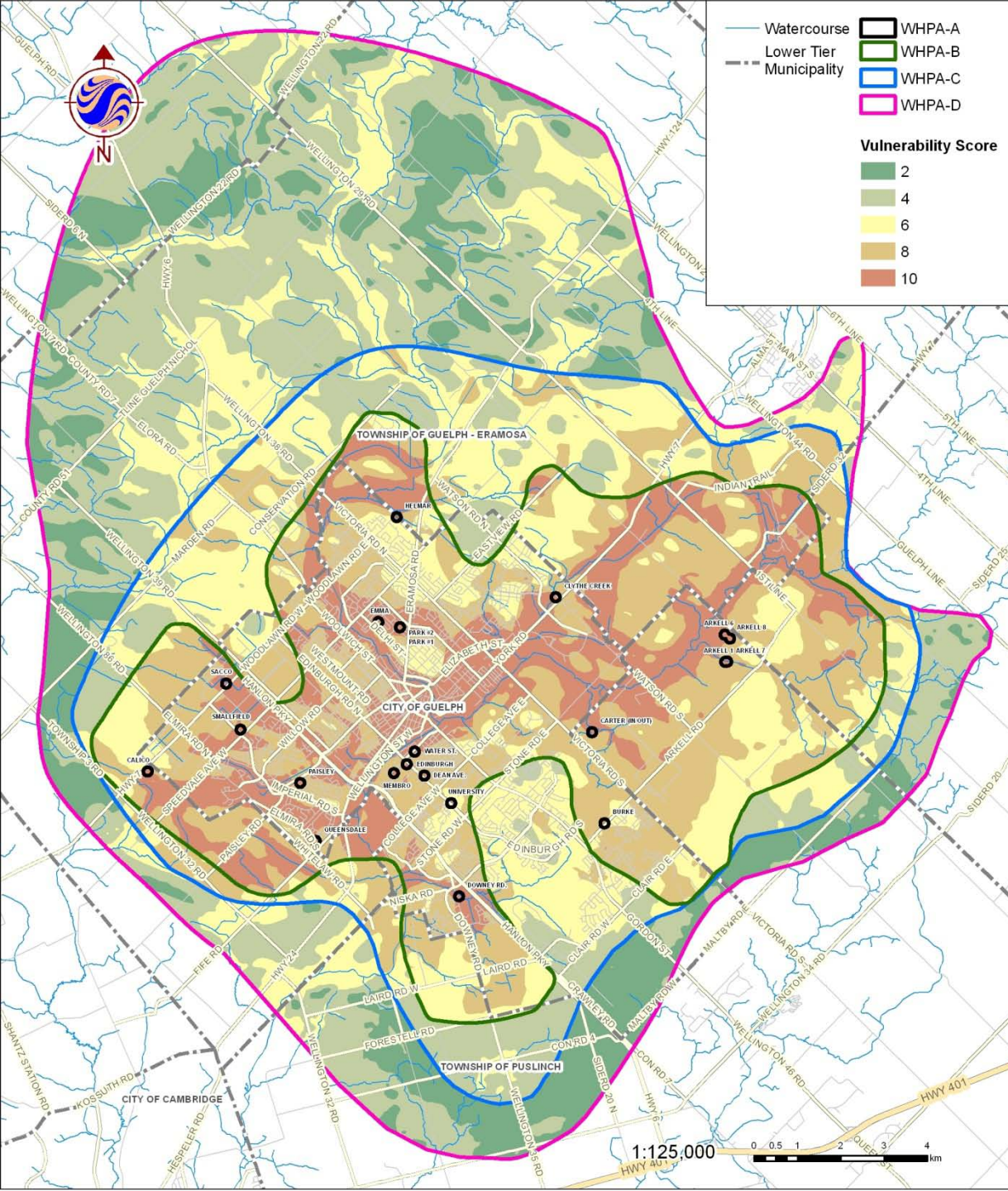
# Final Wellhead Protection Areas (WHPAs, 2010)



## Legend

-  WHPA-A
-  WHPA-B
-  WHPA-C
-  WHPA-D
-  Lower Tier Municipality
-  Watercourse

I:\cd\1004\_06\Work\_group\01609a\whe\160904\_24\pam\mxdrawing\Report\_200911MXD\Vulnerability\_Updates\_201001\Fig\_01 (Municipal Well Locations and WHPA,2010).mxd  
 Revised: 02-16-2010 By: setroszkall



# Final Groundwater Vulnerability Scoring (2010)

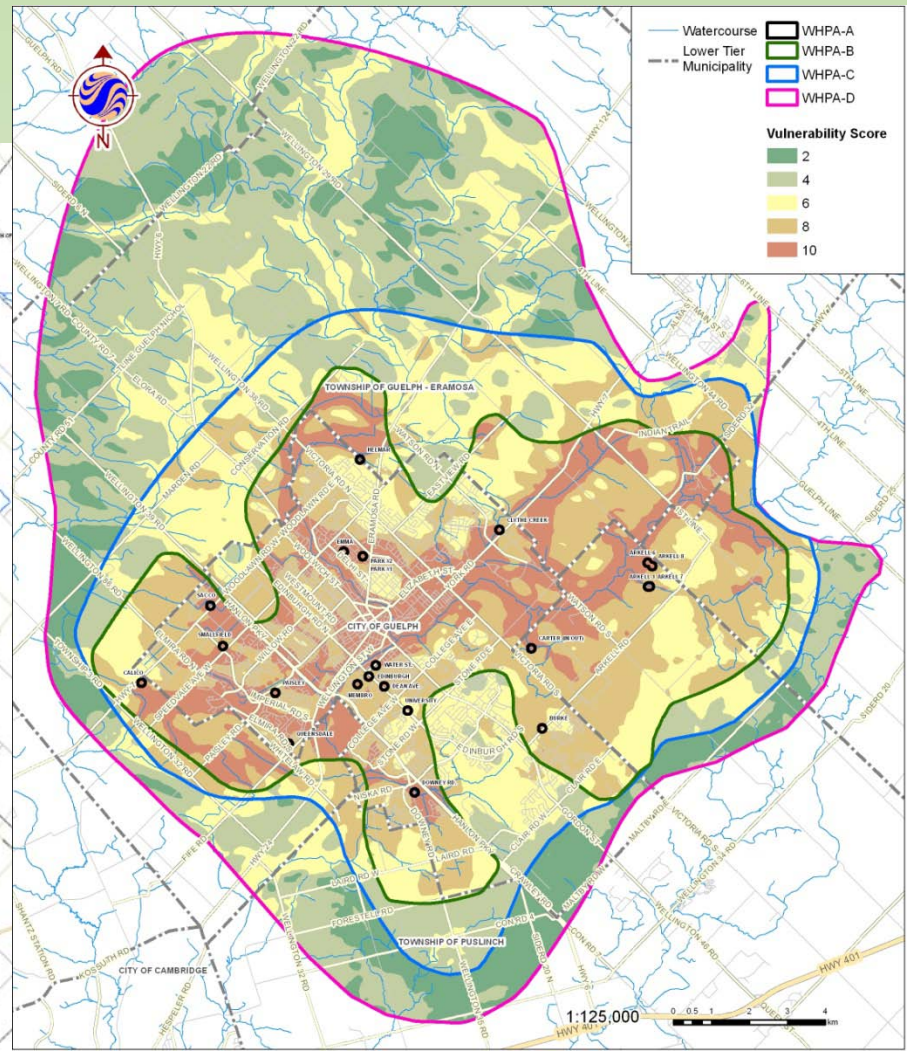
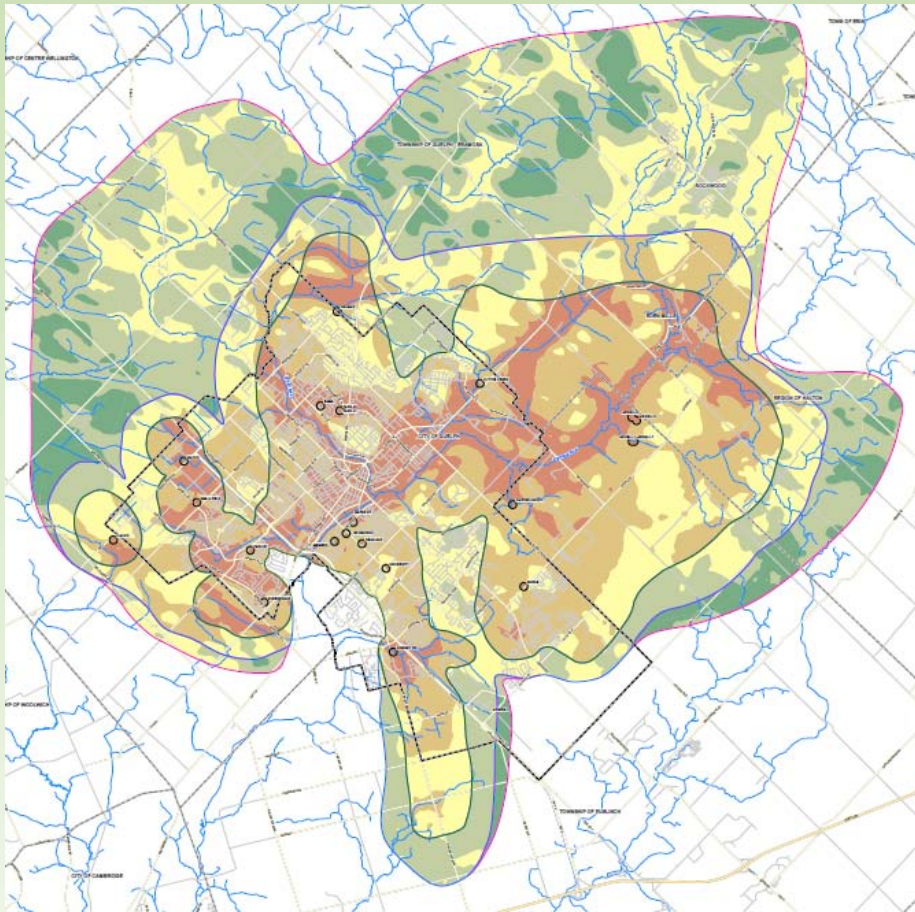
Minor changes due to:

- Bedrock formation properties
- Additional calibration of the model
- Addressing Peer Review comments
- Assumed future shutdown of the quarry



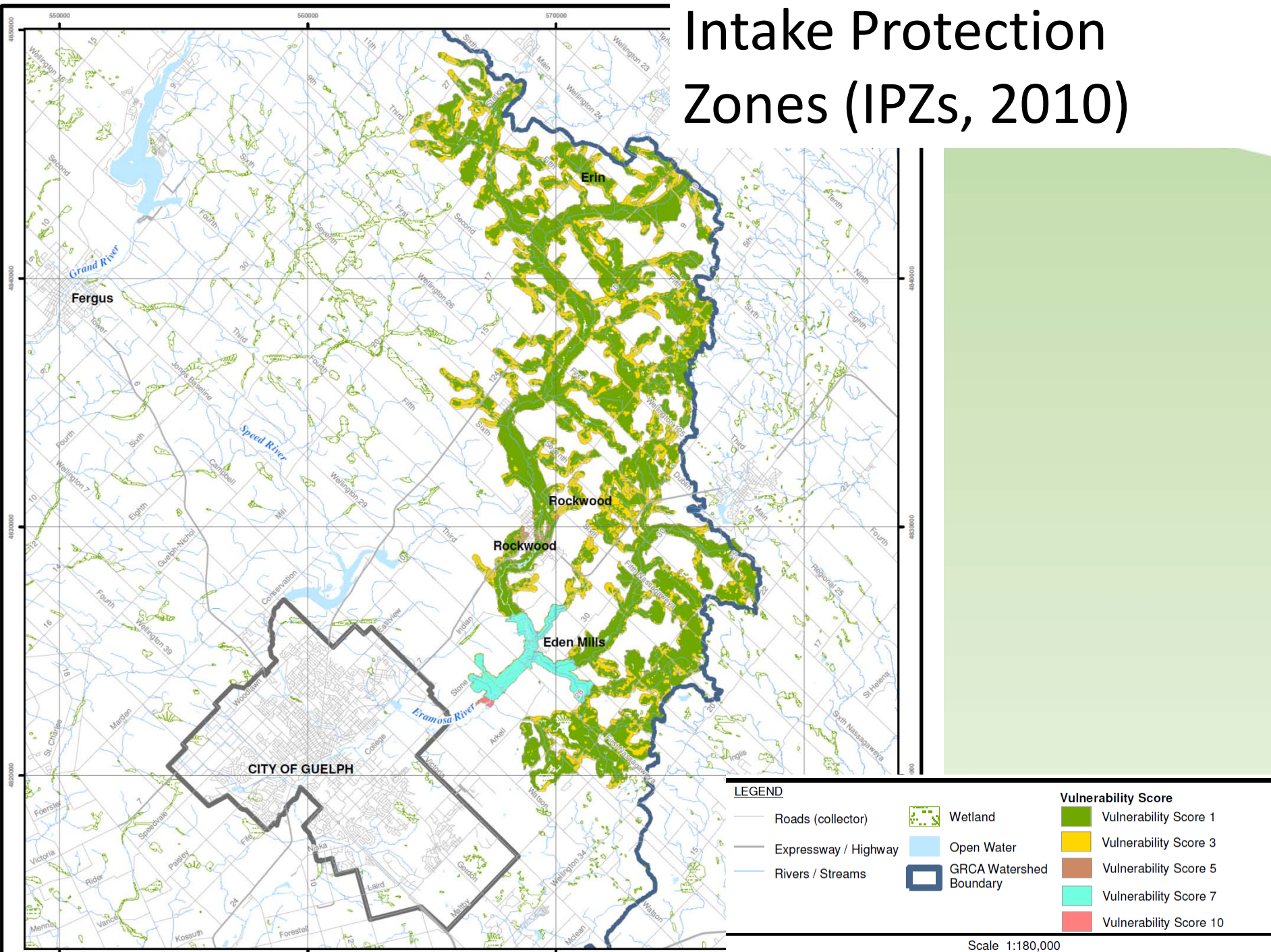
# “Final” WHPA

## “Old” WHPA





# Intake Protection Zones (IPZs, 2010)



## LEGEND

- |                      |                         |                        |
|----------------------|-------------------------|------------------------|
| Roads (collector)    | Wetland                 | Vulnerability Score 1  |
| Expressway / Highway | Open Water              | Vulnerability Score 3  |
| Rivers / Streams     | GRCA Watershed Boundary | Vulnerability Score 5  |
|                      |                         | Vulnerability Score 7  |
|                      |                         | Vulnerability Score 10 |

Scale 1:180,000

# Threats Assessment Conclusions

- Issues associated with Nitrates (Carter Well), TCE (Membro, Smallfield, Sacco and Emma Wells), chloride and sodium (numerous wells)
- Drinking water supply meets all applicable Drinking Water Quality Standards

# Potential Threats Assessment

- Activities - Major Components:
  - Managed lands and agricultural-based threats
  - Impervious surfaces/road salting
  - Significant threat enumeration
  - Transmission of sewage
  - Potential areas for future threats
- Conditions



*Table 1 - List of Activities by Zone and Vulnerability Zone*

<b>Vulnerable Area</b>	<b>Vulnerability Score</b>	<b>Activity</b>
WHPA A	10	The establishment, operation or maintenance of a system that collects, stores, transmits, treats or disposes of sewage within the meaning of the Ontario Water Resources Act.
		The establishment, operation or maintenance of a system that collects, stores, transmits, treats or disposes of sewage.
		The handling and storage of a dense non- aqueous phase liquid.
		The handling and storage of an organic solvent.
		The handling and storage of fuel.
		The handling and storage of non-agricultural source material
		The handling and storage of pesticide.
WHPA B	6	The handling and storage of a dense non- aqueous phase liquid.
	8	The handling and storage of a dense non- aqueous phase liquid.
	10	The application of pesticide to land.
		The storage of snow
		The establishment, operation or maintenance of a system that collects, stores, transmits, treats or disposes of sewage within the meaning of the Ontario Water Resources Act.
		The establishment, operation or maintenance of a system that collects, stores, transmits, treats or disposes of sewage.
		The establishment, operation or maintenance of a waste disposal site within the meaning of Part V of the Environmental Protection Act.
		The handling and storage of a dense non- aqueous phase liquid.
		The handling and storage of an organic solvent.
		The handling and storage of commercial fertilizer.
		The handling and storage of fuel.
		The handling and storage of non-agricultural source material
		The handling and storage of pesticide.
The handling and storage of road salt.		
WHPA C	4	The handling and storage of a dense non- aqueous phase liquid.
	6	The handling and storage of a dense non- aqueous phase liquid.
	8	The handling and storage of a dense non- aqueous phase liquid.

# Potential Threats Assessment Conclusions

- No significant threats associated with managed lands based on initial work
- No significant threats associated with impervious surfaces/road salting based on initial work
- Potential significant threat enumeration – 1,670 activities on 1,041 locations – 33 for pathogens
- Potential areas for future threats identified
- Potential Conditions – 76 properties including 12 properties with chlorinated organic compounds

*Table 1 - Type and Number of Significant Non-Agricultural Threats*

<b>Threat Type</b>	<b>WHPA-A</b>	<b>WHPA-B</b>	<b>WHPA-C</b>	<b>Total</b>
The application of pesticide to land.		2		2
The establishment, operation or maintenance of a system that collects, stores, transmits, treats or disposes of sewage	3	71		74
The establishment, operation or maintenance of a waste disposal site within the meaning of Part V of the Environmental Protection Act.		42		42
The handling and storage of a dense non- aqueous phase liquid.	9	749	145	903
The handling and storage of an organic solvent.	7	235		242
The handling and storage of commercial fertilizer.		2		2
The storage of snow		1		1
The handling and storage of fuel.	8	357		365
The handling and storage of non-agricultural source material (NASM)	1	4		5
The handling and storage of pesticide.	1	31		32
The handling and storage of road salt.		2		2
<b>TOTAL</b>				<b>1,670</b>

## Conclusions – Data Gaps and Uncertainty

- Issues – no gaps
- Potential Threats – gaps and uncertainty related to:
  - Vulnerability scoring
  - Non-agricultural threats – high uncertainty
  - Agricultural threats – high uncertainty
  - Impervious areas/ road salting – low uncertainty
  - Transmission of sewage – further work required
  - Classification of low and moderate threats
- Conditions – uncertainty is high

# Recommendations

- Preparation of a work plan to address identified key data gaps and high uncertainty work
- Potential Threats:
  - Completing a survey of significant urban threats to increase certainty in threat enumeration
  - Completing a detailed roadside survey of agricultural properties in updated vulnerability score areas 8 and 10 as well as the WHPA E and IPZ 1 and 2 for primarily potential pathogen threats
  - Addressing non-matches in the dataset by completing a GPS ground-truthing exercise to allow for geo-referencing of parcels
  - Completing an assessment of Sanitary Sewer network to determine if applicable significant threats are present

# Recommendations

- Potential Conditions:
  - Completing a review of reports provided by MOE and others to assess data with regards to soil, groundwater, sediment quality on-site and off-site (where applicable)
  - Completing a final designation of sites as conditions as per the Technical Rules
  - Collection of additional current, site-specific information

**END**

**Thank you!**

# COMMITTEE REPORT



**TO** **Community Development and Environmental Services  
Committee**

**SERVICE AREA** Environmental Services  
**DATE** March 15, 2010

**SUBJECT** **Water Quality Threats Assessment to the Source  
Protection Committee**

**REPORT NUMBER**

## **RECOMMENDATION**

“THAT the report of the Director of Environmental Services dated March 15, 2010 entitled Water Quality Threats Assessment to the Source Protection Committee be received;

AND THAT Council approve the final Wellhead Protection Areas and Intake Protection Zones, indicated in the maps attached to Appendix “A”, for inclusion in the Lake Erie Source Protection Region Assessment Report;

AND THAT Council approve the Drinking Water Threats Assessment for inclusion in the Lake Erie Source Protection Region Assessment Report;

AND THAT staff initiate a comprehensive Education and Outreach Program as part of the Ontario Drinking Water Stewardship Program.”

## **BACKGROUND**

The Province of Ontario’s Clean Water Act (MOE, 2006) was developed to help protect drinking water at the source as part of an overall commitment to safeguard human health and the environment. Since the introduction of the Clean Water Act (CWA), the Province has been promoting studies to protect drinking water sources and has formed the Lake Erie Region Source Protection Committee to guide the source protection program in the Grand River Watershed. A key focus of the CWA is the requirement to prepare locally-developed Terms of Reference, science-based Assessment Reports and Source Protection Plans. The City of Guelph is working with the Lake Erie Source Protection Committee to complete the requisite technical studies in support of the CWA. Additional information on the Clean Water Act and the Technical Rules for preparation of the Assessment Reports can be found at the Lake Erie Source Protection Region website - <http://www.sourcewater.ca/>.

The Lake Erie Source Protection Committee has completed Terms of Reference (TOR) and is now implementing the work plans outlined in the TOR to produce



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the required Assessment Report. City staff provided information to Council on the Assessment Report in Council report dated November 7, 2008.

Three of the required components of the TOR work plans are completion of the **Groundwater Vulnerability Assessment** for municipal groundwater supply wells, the **Surface Water Vulnerability Assessment** for municipal surface water intakes and the **Drinking Water Threats Assessment**. City staff provided a report to Council on the draft Groundwater Vulnerability and Surface Water Vulnerability Assessments on October 19, 2009. This Council Report provides an update on the Vulnerability Assessments and presents the Drinking Water Threats Assessment.

The Vulnerability Report and Threats Assessment Report will be provided to the Lake Erie Source Protection Committee for use in the Assessment Report. The intent is to use this information to develop the Source Protection Plan to ensure that the vulnerable areas are protected and that potential drinking water threats do not impact the City's water supply system.

## **REPORT**

The Vulnerability Reports have identified the Wellhead Protection Areas surrounding the City's water supply wells and the Intake Protection Zones surrounding the Eramosa River Intake and provide an assessment of the level of vulnerability for each area. This information will be used to develop the future Grand River Watershed Source Protection Plan.

Similarly, the Threats Assessment has identified potential drinking water threats in the vulnerable areas. The intent of the Source Protection Plan will be to ensure that these potential threats never become actual threats. While the number of potential drinking water threats appears to be large it must be noted that the uncertainty on some of the data sources is high and that more work will be done to clarify the actual threat presented by a number of these locations. In addition, a number of these same potential threats, (such as some gas stations, dry cleaners, septic systems, etc.) have existed in the City for a number of years without apparent impacts on our water supply.

**The City's water supply meets all applicable water quality standards for a municipal water supply system and the implementation of the Plan will ensure that the City can provide safe drinking into the future.**

Technical and process details relating to the Vulnerability Report and Threats Assessment are provided in Appendix "A", including related maps.

**(Note: The MOE has directed the City to maintain the personal privacy of property owners in the Assessment Report process as may be required under applicable "Freedom of Information and Protection of Privacy" legislation.)**

## **CORPORATE STRATEGIC PLAN**

- 
1. An attractive, well-functioning and sustainable city.
  5. A community-focused, responsive and accountable government.
  6. A leader in conservation and resource protection/enhancement.
  - 6.1 Coordinated management of parks, the natural environment and the watershed.
  - 6.3 A safe and reliable local water supply.

## **FINANCIAL IMPLICATIONS**

Development and implementation of the Source Protection Plan is expected to have significant financial implications for the City. Budgets for Source Protection will be developed as part of the annual user-pay budget preparation process. To date, the City's source protection projects have received funding support from the Ontario Ministry of the Environment. (Note: "Such support does not indicate endorsement by the Ministry of the contents of this material." This disclaimer is required as part of the MOE grant agreement).

## **DEPARTMENTAL CONSULTATION**

Community Design & Development Services.

Representatives from Environmental Services and Community Design & Development Services attend meetings hosted by the Lake Erie Source Protection Authority and the City has a representative on the Lake Erie Source Protection Committee (Director of Environmental Services).

An interdepartmental committee will likely be needed as the Source Protection Plan is developed to ensure effective consultation across City all departments that may be affected (e.g. Operations, Economic Development, Community Design and Development Services, and Environmental Services).

## **COMMUNICATIONS**

The City has received funding under the Ontario Drinking Water Stewardship Program (ODWSP) to implement a comprehensive Education and Outreach Program in support of the Source Protection Programs described above. To date, the WHPAs/IPZs have not been widely publicized and the public is generally not aware of the extent of the WHPA in the City or the implications of the Clean Water Act. In addition, the WHPAs and IPZs extend outside of the City into rural areas of Wellington County (i.e. Guelph-Eramosa Township and Puslinch Township) and the Township residents also need to be informed.

The City will implement an Education and Outreach program to inform the public of the results of the Source Protection Program to date and the future direction of the program. The Education and Outreach Program will consist of the following:

**Profile Raising Events** – Council presentation, new releases, newspaper interviews, radio spots and mass mailings will be used to improve the current understanding and knowledge of the CWA and of the City's WHPAs and IPZs. Mass mailings may be directed to property owners in identified wellhead

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protection areas (i.e. Two-year Time-of-Travel);

**Information Distribution** – Develop Guelph-specific information/brochures/ displays and update the City website using City WHPA/IPZ maps, MOE brochures and Conservation Ontario Fact Sheets, which will be used to spread information on the CWA and sources of funding for early actions in support of the CWA. Information materials will be available for downloading from the City’s web site, for distribution at Open Houses, and for any other information requests;

**Outreach Initiative** – Three Community Open Houses in the City (2) and Townships (1) and a special Open House for Industrial/Commercial/ Institutional sector with each Open House including WHPA and SPP presentations, Question and Answer session and display boards. The Open House for the Townships will be directed primarily to the agricultural sector of the rural parts of the Township. Open Houses will also be used to inform the public of funding for source protection initiatives (i.e. Early Actions);

**Education Initiative** – Distribute education and promotional materials to the public through mass mailings, Open Houses and the City’s web site to educate the public on the Clean Water Act and the City’s Source Protection Program and to inform the public of best management practices/methods for source protection and available funding programs (City and Province); and

**Early Actions Initiative** - Raise awareness of available funding for early actions under the ODWSP to promote decommissioning and upgrades of wells in the WHPA (2-year TOT) of Guelph’s water supply wells and to educate well owners on groundwater protection practices and the ODWSP.

## **ATTACHMENTS**

Appendix “A”

### **Prepared By:**

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Original Signed by:

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### **Endorsed By:**

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Original Signed by:

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## Appendix "A"

### VULNERABILITY REPORT AND THREATS ASSESSMENT

The City had produced a report entitled Groundwater and Surface Water Vulnerability Report (AquaResource, 2010) which was presented with draft mapping to Council in October, 2009 and to the Source Protection Committee in November 2009. The City has received Peer Review comments on the Vulnerability Report and has revised the report accordingly. Revisions to the report required some minor modifications to the mapping of the vulnerable areas.

The main results of this report are the delineation of vulnerability zones (i.e., Wellhead Protection Areas and Intake Protection Zones (WHPA)). The Technical Rules (MOE, 2009) developed in support of the Clean Water Act require the delineation of WHPAs for drinking water wells. The WHPAs include the WHPA-A (100 m), WHPA-B (two year time-of-travel), WHPA-C (5 year time-of-travel) and WHPA-D (25 year time-of-travel) area. Similarly, the Intake Protection Zones (e.g., IPZ-1, IPZ-2, and IPZ-3) are delineated based on the estimated travel time from within the contributing area to the intake. The vulnerability zones (e.g., WHPAs and IPZs) were used to produce maps of vulnerability scores for the City's drinking water supplies. These vulnerability scores are used in this report to assess the significance of water quality threats.

The revised, final WHPA, IPZ and vulnerability maps are presented as follows:

- Figure 1 – Wellhead Protection Areas
- Figure 2 – Intake Protection Zones
- Figure 3 – Groundwater Vulnerability Areas
- Figure 4 – Surface Water Vulnerability Areas

The MOE's Technical Rules (MOE, 2009) require that the water quality threats assessment be completed to identify drinking water issues, threats related to activities and threats related to conditions. Drinking water issues are instances where water quality parameters exceed or are likely to exceed relevant standards at a drinking water well or surface water intake. A drinking water threat relating to an activity is identified where a land use or activity has the potential to adversely affect the quality of any water that is or may be used as a source of drinking water. A condition relates to past activities that may have led to the presence of existing soil, sediment, or groundwater contamination that has the potential to impact one of the City's drinking water wells or surface water intakes.

The scope of this assessment included the compilation of existing data relating to water quality monitoring data, as well as land use activities and environmental reports to identify issues, threats, and conditions. As described in the report, there are more than a thousand potential significant water quality threats and numerous potential conditions, and further work will be required to refine the list of conditions and threats to a higher level of certainty.

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## ISSUES

The Clean Water Act, 2006 requires that drinking water quality issues be identified for each vulnerable area. The MOE's Technical Rules provide a process to identify an issue with respect to water quality. Issues are determined based on the presence of a contaminant (chemical parameter or pathogen) in water at a surface water intake or in a well related to a drinking water system that may result in the deterioration of the quality of the water for a use as a source of drinking water. For this assessment of water quality issues, the City's drinking water quality monitoring results for the period of 1990 to 2008 were compared against provincial drinking water quality standards.

The review identified two water quality parameters that may be associated with an Issue including trichloroethylene (TCE) and nitrate. Based on the available data, some City wells have either exceeded the drinking water objectives or appear to be trending toward exceeding the drinking water objectives. However, municipal drinking water wells have been shut down due to the historical presence of contaminants, and in all cases and at all times water supplied by Guelph's drinking water system has met all Provincial drinking water quality objectives. Other chlorinated organic compounds have been detected at very low concentrations at additional wells which further emphasizes the need to manage drinking water threats within the City.

While not classified as Issues in this report, trends in sodium and chloride concentrations in groundwater are a concern. There are increasing sodium and chloride concentrations at a number of wells indicating road salting impacts. Sodium concentrations were well below the Aesthetic Objective (200 mg/L) at a number of wells. Although the concentrations in these wells are well below the Aesthetic Objective, the Ontario Drinking Water Quality Standards (ODWQS) requires that the local Medical Officer of Health be notified when the sodium concentration exceeds 20 mg/L. The City will continue to monitor concentrations at all wells and will continue to notify the Medical Officer of Health accordingly.

There were no drinking water issues identified with respect the City's Eramosa River Intake.

The identification of "Issues" is a proactive approach in source protection and intended to identify water quality issues where they already exists (i.e. in wells already out of service due to poor water quality) or before they adversely impact active wells. The City's water supply meets all applicable water quality standards for a municipal water supply system and the implementation of the Plan will ensure that the City can provide safe drinking into the future.

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## **DRINKING WATER QUALITY THREATS**

The Clean Water Act defines a threat as, “An activity or condition that adversely affects or has the potential to adversely affect the quality or quantity of any water that is or may be used as a source of drinking water, and includes an activity or condition that is prescribed by the regulations as a drinking water threat.”

The Technical Rules describe a methodology for the identification of drinking water quality threats that combines vulnerability scoring maps with detailed information relating to land use and activities. The specific information relating to land use and activities is referred to as circumstances within the Technical Rules.

This report describes the identification of potential significant water quality threats with the following components:

Development of Water Quality Threats Inventory;  
Enumeration of Non-Agricultural Water Quality Threats;  
Assessment of Managed Lands and Agricultural Based Threats; and,  
Assessment of Impervious Areas.

### **Development of Potential Water Quality Threats Inventory:**

The threats assessment was based on an inventory built from a number of public and private sources acquired or purchased from various agencies. Each source was assigned an uncertainty value based on the age of the data, the source it was acquired from, the reliability of the source, and data maintenance. This inventory was configured so that all relevant water threats data available for a parcel within the City could be retrieved, reported, or mapped in a Geographic Information System (GIS).

### **Enumeration of Non-Agricultural Drinking Water Threats:**

The objective of this stage of the threats assessment was to identify which activities within the City of Guelph would be potentially classified as significant drinking water quality threats based on the information contained in the threats inventory and the vulnerability mapping. This significant threat classification required that assumptions relating to the specific circumstances for each activity (e.g., volume and type of chemical) needed to be made based on available data. The inventory was designed with the ability to report on these assumptions for each property so that the classification can be revised when new information becomes available.

The significant threat enumeration approach resulted in 1,670 potentially significant threats being identified corresponding to 1,188 separate properties or parcels in the City. Several properties indicated multiple potential threats, as well as both chemical and pathogen threats. In total, 33 of the properties were enumerated as potentially significant pathogen threats. These were composed of five properties indicating handling and storage of non-agricultural source material (NASM) and the remaining 28 were associated with septic systems. (Note: The MOE has directed the City to maintain the personal privacy of property owners

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through the Assessment Report process as may be required under applicable “Freedom of Information and Protection of Privacy” legislation.)

No significant non-agricultural threats were identified in the Intake Protection Zones.

Several stages of quality control/quality assurance (QA/QC) were completed during and after the threat enumeration process. Any errors or discrepancies identified in QA/QC program were resolved and re-checked during data follow up. The results should be considered as a conservatively high estimate of the number of potentially significant threats within the City, and it is expected that the number of significant threats identified will decrease with additional data collection to address data gaps.

One of the objectives for this assessment was to identify the areas where future development could result in new significant water quality threats. This task was completed using Official Plans and making assumptions of the types of activities that could take place within OP land use categories.

Review of this data indicates that there are several areas where new industrial activities and other threats could be introduced near City well fields. As such, the City will monitor new development areas and develop policies to manage drinking water quality risks.

**Assessment of Managed Lands and Agricultural Based Threats:**

Managed lands and agricultural based threats were determined based on the Revised Technical Memorandum from GRCA, dated September 23, 2009 (GRCA, 2009). The potential threats identified in the analysis are based on assumptions relating to those lands which might be subject to the application of fertilizer, agricultural source material and non-agricultural source material (NASM) as well as rough estimates of the number of livestock and nutrient units associated with those lands.

Based on the current dataset and given the largest calculated percent managed lands for the WHPAs and IPZs, no significant threats were identified in the City’s WHPAs or IPZs. It should be noted that the nutrient units generated for this exercise should be viewed as an initial assessment due to the limited data sets available for the calculations and that the calculations have not been updated to reflect the 2010 vulnerability mapping or scoring. As such the initial estimates should not be interpreted as an indication that there are no potential agricultural threats.

**Impervious Surfaces/Road Salting:**

As required under the Technical Rules, this study considered impervious surface areas in the City’s WHPAs to undertake an assessment of potentially significant threats from road salt application. As per the TDWT, the calculations of percent impervious area were completed over WHPA A, WHPA B and IPZ1 vulnerable areas. This assessment included all roadways and highways, but did not include an analysis of parking lots or pedestrian walk ways.

The maximum calculated percent impervious area was 17%. However, the Table

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of Drinking Water Threats (TDWT) only identify impervious areas as being significant water quality threats for road salt application when the impervious surface area is greater than 80%. As a result, no significant threats for road salt application were identified for the City of Guelph. However, application of road salt was indicated as a moderate threat in areas of calculated impervious surface area greater than 8% with a vulnerability score of 8-10.

## **CONDITIONS**

The Clean Water Act, 2006, defines Conditions as those areas that result from past activities where there is existing contamination located within a vulnerable area. The MOE's Technical Rules provide the detailed instructions on the identification of conditions which consist of the identification of contaminants in soil, groundwater or sediment and or the presence of non-aqueous phase liquids in vulnerable areas. This phase of the study has reviewed available sources relating to contaminated sites and identified those areas with the potential to be classified as Conditions under the Clean Water Act.

### **Sources of Information:**

For this assessment, information gathered historically from the City's involvement with property owners or as an owner of property itself was used as well as information obtained by the City from other agencies and/or government.

### **Results:**

Based on the information compiled relating to potentially contaminated sites, the City has identified a total of 76 properties within the City of Guelph that potentially could be classified as conditions under the Clean Water Act. Twelve properties have been identified as potential Conditions with respect to chlorinated compounds, which may be responsible for some of the drinking water issues identified. As described in the previous section, all sites with reported incidences of soil or groundwater contamination are included in the contaminated site inventory. The type of contamination and remediation status is also recorded. The type of contamination reported at the site is of particular importance as the main Issues identified with respect to the City's drinking water supplies include chlorinated compounds (i.e. TCE) and one of the main objectives of this assessment is to identify sites that may have contributed to this Issue.

The scope and schedule of the current Study was not sufficient to complete a thorough technical review of all information provided by either the City or other agencies. Furthermore, the City may not have possession of all information that may describe the current status of these sites. Without a more detailed review and assurance that the most recent technical information is available, it is not possible to conclude that soil or groundwater contamination at a site is above a drinking water standard and this is a key requirement in a site being classified as a Condition under the Clean Water Act.

The results in this section should only be considered as a first step in the identification of potential conditions with respect to the City's drinking water



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supplies, and all documentation relating to potential conditions should be obtained from the MOE (and other agencies) and be reviewed in a greater level of detail to understand the current status of these sites.

## **DATA GAPS AND UNCERTAINTY**

The MOE Technical Rules require the identification of data gaps and uncertainties associated with the preparation of the drinking water threats assessment. The following data gaps and uncertainties were documented for the issues, threats, and conditions assessment.

### **Issues:**

There are no significant gaps with respect to drinking water quality issues. The City maintains a comprehensive drinking water quality monitoring program to identify any current or potentially future water quality parameters that might exceed drinking water standards or show a trend of exceeding those standards in the future.

### **Potential Threats:**

The data gaps and uncertainties are presented below for water quality threats as well as recommendations for addressing them:

#### Vulnerability Scoring

The vulnerability scoring used to classify water quality threats has uncertainties relating to both the vulnerable areas (WHPAs) and vulnerability mapping used in to create vulnerable scoring maps. While this mapping was completed using the best available information, there is an opportunity to reduce the uncertainty of this component of the assessment as the modeling tools and hydrogeological conceptual model is refined in the future.

#### – Non-Agricultural Threats

The current assessment identifies potential significant water quality threats based only on existing datasets and not a survey of actual site or property circumstances. As a result, the uncertainty associated with the significant water quality threats identified is high. A survey of the activities associated with these significant threats should be completed to reduce this uncertainty. Furthermore, there are a few instances in the threats inventory where properties and businesses could not be reliably matched with the City's tax roll data base. These instances can be addressed with a field visit.

#### – Agricultural Threats

There is insufficient data to complete representative nutrient unit calculations and analysis of livestock operations that could lead to significant chemical and pathogen threats for WHPAs A, B, C, D, E and IPZs 1 and 2. Additionally, this assessment was not updated to reflect the 2010 vulnerability mapping or scoring. While there were no significant agricultural threats identified, the uncertainty of this assessment is high. A detailed survey of the agricultural property should be completed to reduce this uncertainty.

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- Impervious Areas / Road Salting  
There is a need to refine the analysis of impervious areas to include pedestrian walkways and parking lots, which was not completed as part of this assessment.
  
  - Transmission of Sewage  
The TDWT identifies the transmission of sewage (i.e., sanitary sewers) as a drinking water threat. However, the circumstances relating to the classification of these threats depend on the transmission rate of sewage. The City chose not to pursue the classification of sanitary sewers and the transmission of sewage within this phase of the assessment. Further analysis is needed for the City to estimate wastewater flows to complete this component of the assessment.
  
  - Classification of Low and Moderate Threats  
The scope of this assessment was to identify those activities which would potentially be classified as significant threats given the worst-case assumption of circumstances for those activities. After completing a detailed survey, the City can proceed to classify activities as low and moderate threats.

**Potential Conditions:**

This study identifies a total of 76 properties within the City where groundwater or soil concentrations of hazardous chemicals may be greater than relevant standards. Furthermore, there are 12 properties identified as potential conditions with respect to chlorinated organic compounds, which are related to the City's drinking water issues at a number of its wells. The uncertainty associated with the potential conditions is high, as this assessment is based on general review of a large set of documents. The City should complete a detailed technical review of all relevant documents for the potential conditions and ensure that the most recent documentation for all sites is made available before proceeding to identify those properties as conditions under the Clean Water Act. This assessment should also consider changes to the Soil, Ground Water and Sediment Standards which are planned to be effective in 2011.

**SPECIAL NOTE WITH RESPECT TO INFORMATION CONTAINED IN THE THREATS ASSESSMENT**

**The information for the Threats Assessment was collected pursuant to subsection 87(1) of the Clean Water Act, 2006, S.O. c.22 (Act) for the purposes specified in subsection 87(3) of the Act, being:**

- 1. The preparation, amendment, updating or reviewing of terms of reference, an assessment report or a source protection plan under the Act.**
- 2. The preparation of a report under the Act.**

**This information has been developed for the purposes mentioned in paragraphs 1 and 2 above and should not be disclosed except in accordance with applicable law including applicable "Freedom of Information and Protection of Privacy" (FOI) Legislation. Persons who are undertaking tasks associated with the preparation of documents or reports under the Act (such as municipalities and members of a source protection committee) and who are provided access to this information must maintain their**

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**obligations under the applicable FOI legislation.**

# INFORMATION REPORT



**TO** **Community Development and Environmental Services Committee**

**SERVICE AREA** Community Design and Development Services  
**DATE** March 15, 2010

**SUBJECT** **Shared Rental Housing Spring 2010 Work Plan**  
**REPORT NUMBER** 10-23

## **RECOMMENDATION**

“That Report 10-23 from Community Design and Development Services regarding the Shared Rental Housing Spring 2010 Work Plan, dated March 15, 2010, BE RECEIVED.”

## **SUMMARY**

This report provides a synopsis (preliminary work plan) of the proposed review of alternative policies and regulations to address issues related to shared rental housing in the City of Guelph.

## **BACKGROUND**

On February 16, 2010, staff brought a report forward to Community Development and Environmental Services (CDES) Committee (Report 10-09) recommending that staff be directed to develop a working group to review policies and regulations related to rental housing concerns in other similar municipalities. This recommendation was proposed as a response to feedback to the earlier staff proposal to move to a licensing system to manage lodging houses and two-unit houses (houses with accessory apartments). The CDES committee supported the recommendation and asked for additional information regarding the proposed work plan to study alternative options and make recommendations addressing concerns related to shared rental housing in Guelph (See CDES resolution in **Attachment 1**).

## **REPORT**

The purpose of this report is to present a preliminary work plan for this directed study to determine whether other municipalities facing similar rental housing issues have alternative tools (policies and regulatory practices) that could be applied in Guelph to improve issues in neighbourhoods with shared rental housing. It should be noted that the CDES Committee’s direction builds on work completed by staff involving the review of regulations and licensing regimes in other similar municipalities as articulated in the December 2009 staff report which recommended that staff be directed to develop procedures and regulations to license all lodging houses and two-unit houses in Guelph.

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### Policy and Zoning Regulations:

The working group will be composed of:

- Katie Nasswetter (CDDS – Planning)
- Pat Sheehy (CDDS – Zoning)
- Rob Reynen (CDDS – Building)
- Kim Hodgson (Emergency Services – Fire)
- Allister McIlveen (Operations – Traffic and Parking)
- Bruce Banting (Corporate Services – Legal)

This review, with help from the working group, will examine other municipal policies and regulations regarding rental housing and neighbourhood diversity and stability. Specific areas of concern that will be addressed include:

- Definitions of neighbourhood and related policies
- Definitions of different housing unit types and related zoning regulations (i.e. parking requirements)
- Separation distance requirements between rental units
- Other regulatory tools focused on rental housing
- Address issue of identifying owner and non-owner units
- Public education practices – for tenants, owners and neighbours

### By-law Enforcement Practices:

Staff will review by-law enforcement practices related to both behavioural issues (i.e. noise, garbage) and zoning (i.e. parking, property standards). Specific review areas include:

- Enforcement Processes – how warnings and fines are used
- Monitoring and Inspections: proactive versus complaint-based
- Penalties and Fines – amount and frequency
- Ability to charge owners and/or tenants
- University/College roles in addressing student behaviour
- Other regulatory tools - i.e. service fees

### Municipalities to be Reviewed:

Staff have determined that the following list of municipalities should be reviewed. This list is focused on municipalities of a similar size that are known to be currently working on similar issues.

- City of London
- City of Waterloo
- City of Hamilton
- City of Barrie
- City of Oshawa
- City of St. Catharines

Staff will develop a standard list of questions based on the items mentioned above that will be asked to these municipalities. Relevant policies and by-laws also will be reviewed. Where significant changes have occurred, staff will visit these municipalities to better understand the impact and potential application of these tools to Guelph's situation.

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Next Steps:

On March 22, 2010, a meeting has been arranged by the Mayor's office to visit the City of London to study its approach to this issue. As well, other information on planning policies and alternative municipal tools will be gathered. Upon completion of the London visit and after alternative approaches have been reviewed to determine whether they (policies and regulatory practices) could be applied in Guelph to improve issues in neighbourhoods with shared rental housing, then a full work plan with related timing, staffing and financial implications will be presented to the Community Development and Environmental Services Committee in Spring 2010.

**CORPORATE STRATEGIC PLAN**

Urban Design and Sustainable Growth Goal #1: An attractive, well-functioning and sustainable City.

Personal and Community Well-being Goal #2: A healthy and safe community where life can be lived to the fullest

**FINANCIAL IMPLICATIONS**

Financial implications related to the cursory review of other municipalities will be conducted "in-house".

The full work plan to be presented to the CDES Committee in Spring 2010 will contain estimated costs to undertake the review of the policy and regulatory options regarding rental housing. Recommendations will include estimated costs to implement suggested actions.

**DEPARTMENTAL CONSULTATION/CONCURRENCE**

Staff from Building, Zoning, Planning, Legal, Fire and By-law Enforcement met to discuss and develop this report.

**COMMUNICATIONS**

None.

**ATTACHMENTS**

ATTACHMENT 1 – CDES Committee Resolution from February 16, 2010

Original Signed by:

Original Signed by:

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**Prepared By:**

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**Recommended By:**

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Development Services  
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# ATTACHMENT 1

## CDES Committee Resolution from February 16, 2010

February 18, 2010

Mr. J. Riddell  
Director of Community Design  
& Development Services

Community Design  
and Development Services

FEB 19 2010

Dear Mr. Riddell:

At a meeting of the Community Development and Environmental Services Committee held on February 16, 2010, the following resolution was adopted:

"THAT Report 10-09 from Community Design and Development Services regarding the Shared Rental Housing Open House and Proposed Next Steps, dated February 16, 2010, be received;

AND THAT Report 09-100 from Community Design and Development Services regarding Licensing of Lodging Houses and Two-Unit Houses, be deferred;

AND THAT staff be directed to develop a working group to review policies and regulations related to rental housing and related concerns in other similar municipalities, as articulated in Attachment 3 of this report (10-09);

AND THAT staff report back to the Community Development and Environmental Services Committee with a preliminary work plan in March to study alternative options and make recommendations addressing concerns related to Shared Rental Housing in Guelph."

Yours truly,

  
Tina Agnello  
Deputy City Clerk

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Guelph, ON  
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**The Corporation of the City of Guelph  
Community Development & Environmental Services Committee  
Monday, March 15, 2010, 12:30 p.m.**

A meeting of the Community Development and Environmental Services Committee was held on Monday, March 15, 2010 in Council Committee Room 112 at 12:30 p.m.

Present: Councillors Bell, Piper, Salisbury and Mayor Farbridge

Absent: Councillor Burcher

Also Present: Councillors Farrelly and Wettstein

Staff in Attendance: Mr. J. Riddell, Director of Community Design and Development Services; Dr. J. Laird, Director of Environmental Services; Mr. S. Hannah, Manager of Development and Parks Planning; Ms. T. Agnello, Deputy Clerk; and Ms. D. Black, Assistant Council Committee Coordinator.

There was no disclosure of pecuniary interest.

1. Moved by Councillor Salisbury  
Seconded by Mayor Farbridge

THAT the minutes of the Community Development and Environmental Services Committee meeting held on February 16, 2010 be adopted without being read.

Carried

**Consent Agenda**

The following were extracted from the Consent Agenda:

- |               |  |
|---------------|--|
| CDES 2010-A10 | 5 Arthur Street South (former W.C. Wood's Plant) Brownfield Redevelopment Community Improvement Plan – Environmental Study Grant Request |
| CDES 2010-A11 | Water Conservation and Efficiency Program Update   |
| CDES 2010-A13 | Water Quality Threats Assessment to the Source Protection Committee  |
| CDES 2010-A14 | Shared Rental Housing Spring 2010 Work Plan  |

2. Moved by Mayor Farbridge  
Seconded by Councillor Salisbury

THAT the balance of the March 15, 2010 Community Development & Environmental Services Consent Agenda as identified below be approved:

- a) **Taylor Evans Forest Stewardship Plan**

THAT Report No. 10-20 from Community Design and



Development Services, regarding the Taylor Evans Forest Stewardship Plan, dated March 15, 2010, be received.

b) **Proposed Administrative Amendment to Zoning by-law (1995)-15864, (Guelph's Comprehensive Zoning By-law)**

Mr. J. Riddell

THAT Report 10-18, regarding a proposed administrative amendment to Zoning By-law Number (1995)-14864 from Community Design and Development Services, dated March 15, 2010, be received;

AND THAT staff be directed to initiate the public notification procedures in accordance with the Planning Act to allow agency and public input into the proposed administrative changes to the Zoning By-law as set out in Report 10-18 from Community Design and Development Services dated March 15, 2010.

c) **2009 Water Conservation and Efficiency Awards**

Dr. J. Laird

THAT the report of the Director of Environmental Services dated March 15, 2010 entitled 2009 Water Conservation and Efficiency Awards be received.

Carried

**Shared Rental Housing Spring 2010 Work Plan**

Ms. Daphne Wainman-Wood on behalf of the Old University Neighbourhood Residents Association requested clarification regarding definitions including:

- housing unit types;
- accessory apartments;
- two-unit dwelling;
- neighbourhood; and
- other regulatory tools

She raised issues regarding:

- coordinating all the regulatory documents to use same terminology;
- separation distance requirements between rental units;
- identifying owner and non-owner occupied units;
- including real estate agents within the education practices;
- requesting that Kingston be included as a comparator; and
- requesting staff to visit Oshawa.

Mr. J. Riddell

3. Moved by Mayor Farbridge  
Seconded by Councillor Salisbury  
THAT Report 10-23 from Community Design and Development Services regarding the Shared Rental Housing Spring 2010 Work Plan, dated March 15, 2010, be received

AND THAT staff report back with a comprehensive work plan that includes a response to the issues raised by the delegation at the March 15, 2010 Community Development and Environmental Services Committee meeting;

AND THAT, as a statement of principle, the work plan address the feasibility of not grandfathering in existing shared rental housing units.

Carried

**Water Quality Threats Assessment to the Source Protection Committee**

Dave Belanger, Water Supply Program Manager outlined:

- the wellhead protection areas;
- the groundwater vulnerability scoring;
- the intake protection areas;
- threats to the drinking water quality and course of action to mitigate the threats;
- staff recommendations to address potential threats and conditions;
- the education and outreach program being implemented.

REPORT

4. Moved by Mayor Farbridge  
Seconded by Councillor Bell  
THAT the report of the Director of Environmental Services dated March 15, 2010 entitled Water Quality Threats Assessment to the Source Protection Committee be received;

AND THAT Council approve the final Wellhead Protection Areas and Intake Protection Zones, indicated in the maps attached to Appendix "A", for inclusion in the Lake Erie Source Protection Region Assessment Report;

AND THAT Council approve the Drinking Water Threats Assessment for inclusion in the Lake Erie Source Protection Region Assessment Report;

AND THAT staff initiate a comprehensive Education and Outreach Program as part of the Ontario Drinking Water Stewardship Program.

Carried

**5 Arthur Street South (former W.C. Wood's Plant)  
Brownfield Redevelopment Community Improvement Plan  
– Environmental Study Grant Request**

Staff advised any agreements will identify the point at which taxes will be reduced and cover any contingencies surrounding the issues of tax assistance.

REPORT

5. Moved by Councillor Bell  
Seconded by Councillor Salisbury  
THAT Community Design and Development Services Report 10-17, dated March 15, 2010 regarding requests for financial assistance pursuant to the City of Guelph Brownfield Redevelopment Community Improvement Plan for the property known municipally as 5 Arthur Street South be received;

AND THAT the request for financial assistance made by Arthur EMPC Four Limited under the Environmental Study Grant program pursuant to the Brownfield Redevelopment Community Improvement Plan for the property known municipally as 5 Arthur Street South be approved to an upset total of \$10,000 upon the completion of a Remedial Work Plan;

AND THAT the request for financial assistance made by Arthur EMPC Four Limited under the Tax Assistance During Rehabilitation Program pursuant to the Brownfield Redevelopment Community Improvement Plan for the property known municipally as 5 Arthur Street South be approved for a duration of up to three (3) years from the commencement of remedial work at the property subject to the terms and conditions attached hereto as Attachment D;

AND THAT Council direct staff to prepare a by-law to implement municipal tax assistance during rehabilitation in accordance with the Municipal Act and that the appropriate information and material be sent to the Province requesting relief from the education portion of the taxes for the property known municipally as 5 Arthur Street South for a duration of up to three (3) years from the commencement of remedial work at the property;

AND THAT staff be directed to proceed with the finalization of Environmental Study Grant, Tax Cancellation, and Information Sharing Agreements with Arthur EMPC Four Limited to the satisfaction of the Director of Community Design and Development Service and the Director of Corporate Services/City Solicitor;

AND THAT the Mayor and Clerk are authorized to sign the Environmental Study Grant, Tax Cancellation, and Information Sharing Agreements.

Carried

**Water Conservation and Efficiency Program Update**

Mr. Wayne Galliher, Water Conservation Project Manager advised of some measures the City could implement to further conserve water. Staff are working on a standard of conservation for new buildings and existing buildings owned by the City. They will replicate the water graph showing growth versus water consumption for the City facilities.

- 6. Moved by Mayor Farbridge  
 Seconded by Councillor Salisbury  
 THAT the report of the Director of Environmental Services dated March 15, 2010 providing an update on the Water Conservation and Efficiency Program be received.

Dr. J. Laird

Carried

The meeting adjourned at 1:50 p.m.

Next Meeting: April 19, 2010

.....  
Chairperson

# COMMITTEE AGENDA



TO **Community Development & Environmental Services  
Committee**

DATE April 19, 2010

LOCATION Council Committee Room (112)

TIME 12:30 p.m.

## DISCLOSURE OF PECUNIARY INTEREST

## CONFIRMATION OF MINUTES – March 15, 2010

## PRESENTATIONS (Items with no accompanying report)

a)

## 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 Community Development & Environmental Services Committee Consent Agenda will be approved in one resolution.*

ITEM	CITY PRESENTATION	DELEGATIONS	TO BE EXTRACTED
CDES-A.15 Building Services Operational Review		BMA Management Consulting Inc.	✓
CDES-A.16 Termite Control Program	Tim Myles, Termite Control Officer		✓
CDES-A.17 Morningcrest Subdivision Neighbourhood Park Master Plan			
CDES-A.18 Westminster Woods Phase 3 Parkette Master Plan			
CDES-A.19 City of Guelph Private Lead Service Line Replacement			

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	Grant Program			
CDES-A.20	Healthy Landscapes Program Process Update			
CDES-A.21	Sale of Greenhouse Gas Credits from Eastview Landfill			
CDES-A.22	Election Signs			
CDES-A.23	Recommended Terms and Conditions for a Proposed Agreement with the Regional Municipality of Waterloo to Process Organic Material at Guelph's New Organic Waste Processing Facility (OWPF)			
CDES-A.24	Guelph Transportation Terminal: Purchase of 72 Farquhar Street Property by Metrolinx-GO			
CDES-A.25	Official Plan Update (Official Plan Amendment 42)			
CDES-B.1	June Meeting Date			

Resolution to adopt the balance of the Community Development & Environmental 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.

**OTHER BUSINESS**

**NEXT MEETING-** May 17, 2010

**The Corporation of the City of Guelph  
Community Development & Environmental Services Committee  
Monday, March 15, 2010, 12:30 p.m.**

A meeting of the Community Development and Environmental Services Committee was held on Monday, March 15, 2010 in Council Committee Room 112 at 12:30 p.m.

Present: Councillors Bell, Piper, Salisbury and Mayor Farbridge

Absent: Councillor Burcher

Also Present: Councillors Farrelly and Wettstein

Staff in Attendance: Mr. J. Riddell, Director of Community Design and Development Services; Dr. J. Laird, Director of Environmental Services; Mr. S. Hannah, Manager of Development and Parks Planning; Ms. T. Agnello, Deputy Clerk; and Ms. D. Black, Assistant Council Committee Coordinator.

There was no disclosure of pecuniary interest.

1. Moved by Councillor Salisbury  
Seconded by Mayor Farbridge

THAT the minutes of the Community Development and Environmental Services Committee meeting held on February 16, 2010 be adopted without being read.

Carried

**Consent Agenda**

The following were extracted from the Consent Agenda:

- |               |  |
|---------------|--|
| CDES 2010-A10 | 5 Arthur Street South (former W.C. Wood's Plant) Brownfield Redevelopment Community Improvement Plan – Environmental Study Grant Request |
| CDES 2010-A11 | Water Conservation and Efficiency Program Update   |
| CDES 2010-A13 | Water Quality Threats Assessment to the Source Protection Committee  |
| CDES 2010-A14 | Shared Rental Housing Spring 2010 Work Plan  |

2. Moved by Mayor Farbridge  
Seconded by Councillor Salisbury

THAT the balance of the March 15, 2010 Community Development & Environmental Services Consent Agenda as identified below be approved:

- a) **Taylor Evans Forest Stewardship Plan**

THAT Report No. 10-20 from Community Design and



Development Services, regarding the Taylor Evans Forest Stewardship Plan, dated March 15, 2010, be received.

b) **Proposed Administrative Amendment to Zoning by-law (1995)-15864, (Guelph's Comprehensive Zoning By-law)**

Mr. J. Riddell

THAT Report 10-18, regarding a proposed administrative amendment to Zoning By-law Number (1995)-14864 from Community Design and Development Services, dated March 15, 2010, be received;

AND THAT staff be directed to initiate the public notification procedures in accordance with the Planning Act to allow agency and public input into the proposed administrative changes to the Zoning By-law as set out in Report 10-18 from Community Design and Development Services dated March 15, 2010.

c) **2009 Water Conservation and Efficiency Awards**

Dr. J. Laird

THAT the report of the Director of Environmental Services dated March 15, 2010 entitled 2009 Water Conservation and Efficiency Awards be received.

Carried

**Shared Rental Housing Spring 2010 Work Plan**

Ms. Daphne Wainman-Wood on behalf of the Old University Neighbourhood Residents Association requested clarification regarding definitions including:

- housing unit types;
- accessory apartments;
- two-unit dwelling;
- neighbourhood; and
- other regulatory tools

She raised issues regarding:

- coordinating all the regulatory documents to use same terminology;
- separation distance requirements between rental units;
- identifying owner and non-owner occupied units;
- including real estate agents within the education practices;
- requesting that Kingston be included as a comparator; and
- requesting staff to visit Oshawa.

Mr. J. Riddell

3. Moved by Mayor Farbridge  
Seconded by Councillor Salisbury  
THAT Report 10-23 from Community Design and Development Services regarding the Shared Rental Housing Spring 2010 Work Plan, dated March 15, 2010, be received

AND THAT staff report back with a comprehensive work plan that includes a response to the issues raised by the delegation at the March 15, 2010 Community Development and Environmental Services Committee meeting;

AND THAT, as a statement of principle, the work plan address the feasibility of not grandfathering in existing shared rental housing units.

Carried

**Water Quality Threats Assessment to the Source Protection Committee**

Dave Belanger, Water Supply Program Manager outlined:

- the wellhead protection areas;
- the groundwater vulnerability scoring;
- the intake protection areas;
- threats to the drinking water quality and course of action to mitigate the threats;
- staff recommendations to address potential threats and conditions;
- the education and outreach program being implemented.

REPORT

4. Moved by Mayor Farbridge  
Seconded by Councillor Bell  
THAT the report of the Director of Environmental Services dated March 15, 2010 entitled Water Quality Threats Assessment to the Source Protection Committee be received;

AND THAT Council approve the final Wellhead Protection Areas and Intake Protection Zones, indicated in the maps attached to Appendix "A", for inclusion in the Lake Erie Source Protection Region Assessment Report;

AND THAT Council approve the Drinking Water Threats Assessment for inclusion in the Lake Erie Source Protection Region Assessment Report;

AND THAT staff initiate a comprehensive Education and Outreach Program as part of the Ontario Drinking Water Stewardship Program.

Carried

**5 Arthur Street South (former W.C. Wood's Plant)  
Brownfield Redevelopment Community Improvement Plan  
– Environmental Study Grant Request**

Staff advised any agreements will identify the point at which taxes will be reduced and cover any contingencies surrounding the issues of tax assistance.

REPORT

5. Moved by Councillor Bell  
Seconded by Councillor Salisbury  
THAT Community Design and Development Services Report 10-17, dated March 15, 2010 regarding requests for financial assistance pursuant to the City of Guelph Brownfield Redevelopment Community Improvement Plan for the property known municipally as 5 Arthur Street South be received;

AND THAT the request for financial assistance made by Arthur EMPC Four Limited under the Environmental Study Grant program pursuant to the Brownfield Redevelopment Community Improvement Plan for the property known municipally as 5 Arthur Street South be approved to an upset total of \$10,000 upon the completion of a Remedial Work Plan;

AND THAT the request for financial assistance made by Arthur EMPC Four Limited under the Tax Assistance During Rehabilitation Program pursuant to the Brownfield Redevelopment Community Improvement Plan for the property known municipally as 5 Arthur Street South be approved for a duration of up to three (3) years from the commencement of remedial work at the property subject to the terms and conditions attached hereto as Attachment D;

AND THAT Council direct staff to prepare a by-law to implement municipal tax assistance during rehabilitation in accordance with the Municipal Act and that the appropriate information and material be sent to the Province requesting relief from the education portion of the taxes for the property known municipally as 5 Arthur Street South for a duration of up to three (3) years from the commencement of remedial work at the property;

AND THAT staff be directed to proceed with the finalization of Environmental Study Grant, Tax Cancellation, and Information Sharing Agreements with Arthur EMPC Four Limited to the satisfaction of the Director of Community Design and Development Service and the Director of Corporate Services/City Solicitor;

AND THAT the Mayor and Clerk are authorized to sign the Environmental Study Grant, Tax Cancellation, and Information Sharing Agreements.

Carried

**Water Conservation and Efficiency Program Update**

Mr. Wayne Galliher, Water Conservation Project Manager advised of some measures the City could implement to further conserve water. Staff are working on a standard of conservation for new buildings and existing buildings owned by the City. They will replicate the water graph showing growth versus water consumption for the City facilities.

- 6. Moved by Mayor Farbridge  
 Seconded by Councillor Salisbury  
 THAT the report of the Director of Environmental Services dated March 15, 2010 providing an update on the Water Conservation and Efficiency Program be received.

Dr. J. Laird

Carried

The meeting adjourned at 1:50 p.m.

Next Meeting: April 19, 2010

.....  
Chairperson

**COMMUNITY DEVELOPMENT & ENVIRONMENTAL SERVICES COMMITTEE  
CONSENT AGENDA**

**April 19, 2010**

Members of the Community Development & Environmental Services Committee.

**SUMMARY OF REPORTS:**

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

**A Reports from Administrative Staff**

<b>REPORT</b>	<b>DIRECTION</b>
<p>CDES-2010 A.15    <b>BUILDING SERVICES OPERATIONAL REVIEW</b></p> <p>THAT the report (No. 10-45) on Building Services Operational Review from the Community Design and Development Services Department, dated April 19, 2010 be received;</p> <p>AND THAT staff report back with an Implementation Strategy Plan and subsequent schedule for information.</p>	Approve
<p>CDES-2010-A.16    <b>TERMITE CONTROL PROGRAM</b></p> <p>THAT the report No. (10-46) on Termite Control Program from Community Design and Development Services, dated April 19, 2010, be received.</p>	Receive
<p>CDES-2010-A.17    <b>MORNINGCREST SUBDIVISION NEIGHBOURHOOD PARK MASTER PLAN</b></p> <p>THAT the Community Design and Development Services Report 10-21 dated April 19, 2010, pertaining to the proposed master plan for the Morningcrest Subdivision Neighbourhood Park, be received;</p> <p>AND THAT the Master Plan for the development of the Park, as proposed in Appendix 2 of the Community Design and Development Services Report 10-21 dated April 19, 2010, be approved;</p> <p>AND THAT staff be directed to proceed with the implementation of Morningcrest Subdivision Neighbourhood Park Master Plan.</p>	Approve

CDES-2010-A.18    **WESTMINSTER WOODS PHASE 3 PARKETTE  
MASTER PLAN**    Approve

THAT the Community Design and Development Services Report 10-27 dated April 19, 2010, pertaining to the Conceptual Master Plan for the Westminster Wood Phase 3 Parkette, be received;

AND THAT the Conceptual Master Plan for the Westminster Wood Phase 3 Parkette, as noted in Appendix 2 of the Community Design and Development Services Report 10-27 dated April 19, 2010, be approved;

AND THAT staff be directed to proceed with the implementation of the Westminster Wood Phase 3 Parkette Conceptual Master Plan.

CDES-2010-A.19    **CITY OF GUELPH PRIVATE LEAD SERVICE LINE  
REPLACEMENT GRANT PROGRAM**    Approve

THAT Council, as part of the City's overall Program to Reduce Lead in Municipal Drinking Water, approves the Pilot Private Lead Service Line Replacement Grant Program to further reduce health risk through encouraging homeowners to replace lead water service lines, and to ensure City compliance with the lead reduction requirements outlined in the Provincial Regulation 170/03;

AND THAT Waterworks staff report to Council on the effectiveness of the Pilot Private Lead Service Replacement Grant Program in the spring of 2011.

CDES-2010-A.20    **HEALTHY LANDSCAPES PROGRAM UPDATE**    Receive

THAT the report of the Director of Environmental Services dated April 19, 2010 entitled 'Healthy Landscapes Program Progress Update' be received.

CDES-2010-A.21    **SALE OF GREENHOUSE GAS CREDITS FROM  
EASTVIEW LANDFILL**    Approve

THAT the Mayor and Clerk be authorized to enter into a contract with The Greening Canada Fund and L21 Financial Solutions to sell Greenhouse Gas Credits, subject to the satisfaction of the Director of Corporate Services/City Solicitor and the Director of Environmental Services;

AND THAT the funds from the sale of Green House Gas (GHG) credits in 2010 be used to fund infrastructure replacements/site upgrades associated with improving and securing the Eastview Landfill Methane Collection system with the balance used to reduce the tax-supported operating budget.

CDES-2010-A.22 **ELECTION SIGNS**

Staff will address this item.

CDES-2010-A.23 **RECOMMENDED TERMS AND CONDITIONS FOR A PROPOSED AGREEMENT WITH THE REGIONAL MUNICIPALITY OF WATERLOO TO PROCESS ORGANIC MATERIAL AT GUELPH'S NEW ORGANIC WASTE PROCESSING FACILITY (OWPF)**

Approve

THAT the Mayor and Clerk be authorized to enter into an agreement with the Regional Municipality of Waterloo to process 20,000 tonnes of organic material per year commencing October 2013, as described in the report dated April 19, 2010 from the Director of Environmental Services.

CDES-2010-A.24 **GUELPH TRANSPORTATION TERMINAL: PURCHASE OF 72 FARQUHAR STREET PROPERTY BY METROLINX-GO**

Approve

THAT the Community Development and Environmental Services Committee Report 10-52, dated April 19, 2010, entitled 'Guelph Transportation Terminal: Purchase of 72 Farquhar Street Property by Metrolinx-GO' be received;

AND THAT Council support the redevelopment of the 72 Farquhar Street site by Metrolinx-GO for the sole purpose of providing south side station and access facilities as part of Guelph's Transportation Terminal, while retaining the Drill Hall building due to its significant cultural heritage value;

AND THAT Council request Metrolinx-GO, prior to purchasing the property at 72 Farquhar Street, to confirm in writing that (a) the redevelopment of the subject property shall be for the sole purpose of providing south side station, pedestrian, vehicular access, and ancillary use facilities for Metrolinx-GO Transit and Via Rail as part of Guelph's Transportation Terminal; (b) at the time of redevelopment Metrolinx-GO will carry out the detachment of the Drill Hall building from the remainder of the building complex and provide for the retention of the Drill Hall; and (c) Metrolinx-GO will undertake the redevelopment of the site at 72 Farquhar Street, including site design and landscaping in keeping with its function as a station facility, in consultation with the City;

AND THAT Council authorize staff, upon receipt of confirmation from Metrolinx-GO, to amend the description of the heritage attributes, pertaining to 72 Farquhar Street in the City's *Municipal Register of Cultural Heritage Properties* as a non-designated property, to include only the reference to the Drill Hall building (Section 1) on the property and

remove all references to Sections 2, 3, 4 and 5 of the building complex as identified in this Report.”

CDES-2010-A.25 **OFFICIAL PLAN UPDATE (OFFICIAL PLAN AMENDMENT 42)**

Receive

THAT Report 10-50, dated April 19, 2010, regarding the status of the Official Plan Update from Community Design and Development Services, be received.

**B. Items for Direction of Committee**

CDES-2010-B.1 **JUNE MEETING DATE**

Approve

THAT the Community Development & Environmental Services Committee meeting schedule for Monday, June 21, 2010 be rescheduled to Tuesday June 22, 2010.

**C. Items for Information**



*Building Services  
Operational  
Review  
April 2010*



**BMA**  
MANAGEMENT CONSULTING INC.

## Key Areas of Review

Customer Service

Organization Design,  
Staffing Levels  
and Resource Deployment

Business Processes

Learning and Development

## Objectives of Study

To Ensure:

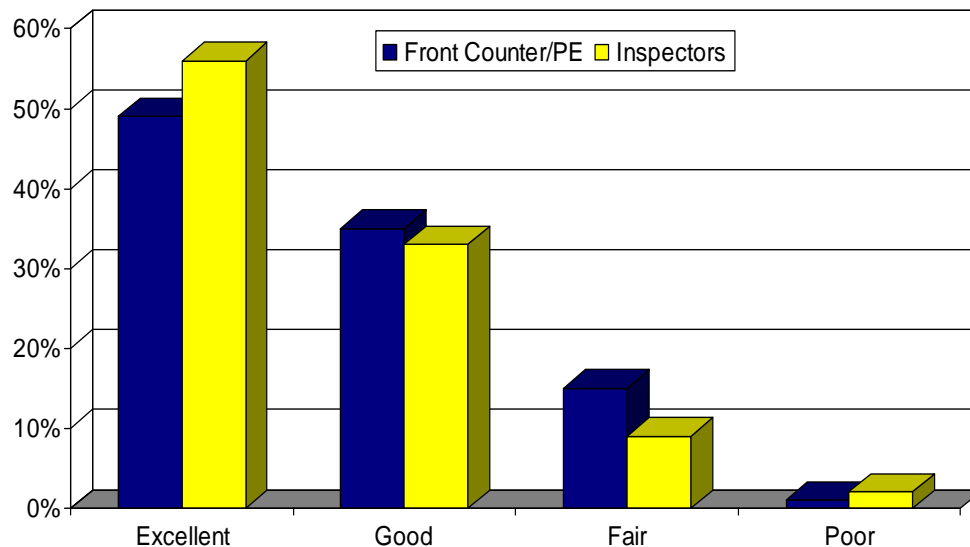
- Alignment with the community's expectations
- The City is providing services in the most efficient and effective manner
- The Division's strategies, services and resources are aligned
- The City is able to meet future demand for services and time frames imposed by regulatory changes

## Review Process

- **Extensive consultation with staff and Council**
  - Focus group meetings with staff
  - One-on-one meetings with Building Services management
  - Building Services staff survey
  - One-on-one consultation with management in other Departments
  - Phone interviews with members of Council
- **Industry and stakeholder consultation**
  - Focus group meetings with the Guelph Downtown Business Association and the Guelph and District Homebuilders' Association
  - Phone interview with the CAO of the Guelph Chamber of Commerce
  - Online customer survey - direct email and link was sent to all customers that have taken out a building permit in the past year
- **Benchmarking** of 11 Ontario municipalities

# Customer Service

- Excellent turn around times for processing applications and undertaking inspections
  - e.g. average days to process a house application in Guelph is 5 days compared with a survey average of 8
- Advanced online services
  - automated tracking system for building permits and inspections
  - apply for some building permits and inspections online
  - track the status of the building permits online



84% of customers rated the Front Counter/PE service as either excellent or good

89% rated the Building Inspectors service as excellent or good

# Customer Service

- Building Services are seen as knowledgeable, professional and responsive
- Guelph and District Home Builders' Association
  - Building Services is a well run organization
  - Meeting the needs of the industry
  - Customer service representatives provide quality service to the building industry
  - Building Inspectors are competent and are well trained
- Downtown Guelph Business Association like the assignment of specific staff to downtown to provide continuity in service



## Suggested Improvements – Customer Service

### Fine-tune what is already working:

- Establish service standards for responding to customer phone inquiries
- Provide customers with a 4-hour window for inspections
- Implement a customer survey to regularly gauge the level of satisfaction
- Consider the ability to offer DC credit card or debit card payments online
- Consider a Rapid Permit Program with a premium fee
- Reinstate Residential extended hours of service (one evening a week)
- Develop a list of “typical” deficiencies in the downtown to help contractors understand where specific challenges exist

# Business Processes

- Recently updated many of its policies and procedures and are consistent with peer municipalities
  - Appears to be a need to provide additional, ongoing training of policies to ensure consistency
  - Staff indicated that the policies and procedures are not always clear
- Tracking and monitoring activity levels and turnaround times by type of construction
- Management take appropriate action to ensure that staffing modifications are made to reflect the current economic conditions
  - Redeployed several positions in 2009 and recently laid off four positions as a result of the economic downturn

Illustration

Residential average # of inspections per Residential inspector per month	
2007	237
2008	251
2009	242



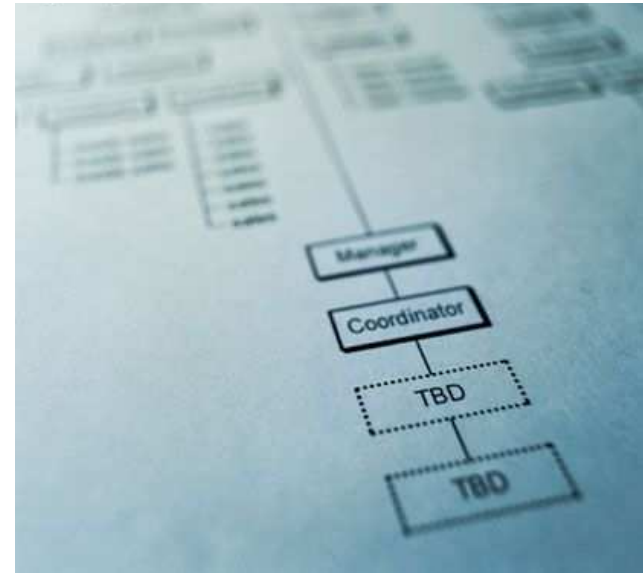
## Learning and Growth

- Training is encouraged and supported by management
- Staff are given access to training to meet legislative and regulatory requirements as well as advanced courses
- Staff feel that they would also benefit from a proactive and planned training or staff development program
- Limited management staff available to mentor and train staff



# Organizational Design

- City's staffing levels in Building Services compared with 11 municipalities:
  - Consistent # of Building Inspectors
  - Lower # of Permits and Plans Examiners
  - Lower number of managers with no second in command in the two business units



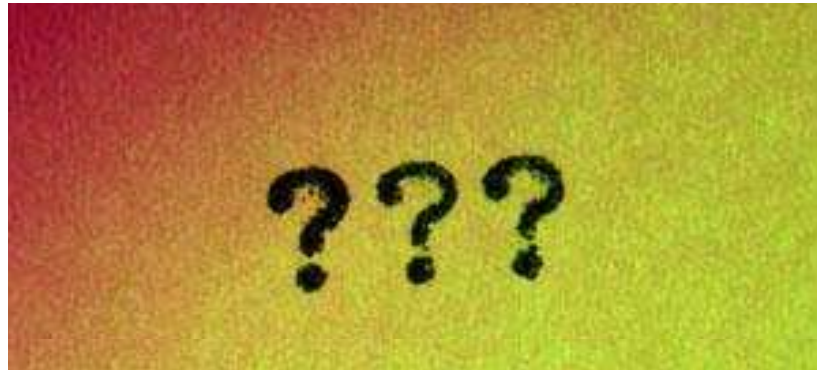
- Span of work for the Manager of Inspection Services is broad and includes enforcement of property standards and building inspection services. Property standards is very labour intensive
  - Many municipalities establish a separate area responsible for all by-law enforcement activities

## Recommendations - Organization

- Create a Coordinator/Supervisory position in Inspection Services which would be available to oversee:
  - Property Standards
  - Special projects
  - Policy and procedure development
  - Staff training
  - Performance measurement
  - Development of the full functionality of the AMANDA system
- Create a Plans Examiner III position within the existing staff complement
  - Provide backup to the Manager
  - Mentoring opportunities and assist in succession planning
- Cross-train administrative and clerical positions

# Summary

- Assessment of Building Services:
  - Achieving service standards that are aligned with the community's expectations and is achieving high levels of customer satisfaction
  - Services are efficient and effective
  - Management is employing strategies to regularly align services and resources with construction activity
  - Will be better able to achieve high service standards with minor modifications to existing work practices



**BMA**  
MANAGEMENT CONSULTING INC.

# COMMITTEE REPORT



TO **Community Development & Environmental Services  
Committee**

SERVICE AREA Community Design and Development Services  
DATE April 19, 2010

**SUBJECT Building Services Operational Review**  
REPORT NUMBER 10-45

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## **RECOMMENDATION**

That the report (No. 10-45) on Building Services Operational Review from the Community Design and Development Services Department, dated April 19, 2010 be received; and

THAT staff report back with an Implementation Strategy Plan and subsequent schedule for information.

## **BACKGROUND**

In a memorandum dated April 6, 2009, Council was advised that a Building Inspector was to be seconded to lead an Operational Review of the processes related to Permit Issuance and Building Inspections.

In July, 2009 Building Services retained the services of BMA Management Consulting Inc. to formally assess Building Services' permit and inspection processes and to engage our customers, stakeholders and other comparable and local municipalities. This exercise was to determine expected service levels, review best practices and to determine how these processes could be provided in a more efficient and effective manner.

## **REPORT**

BMA Management Consulting Inc. undertook an Operational Review of the Building Services Division, with a focus on programs and services related to the Ontario Building Code which included extensive consultation with stakeholders, customers, staff and members of Council as well as benchmarking of staffing levels and business processes against 11 comparable Ontario municipalities. Please see the attached Executive Summary (Appendix 'A').

Staff recommend that an Implementation Strategy Plan be prepared which will include timelines and budget implications to address all of the recommendations contained in the BMA report.

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BMA Management Consulting's services includes an analysis of the implementation progress of their recommendations in the Fall / Winter of 2010 and submitting a follow up report to staff.

### **CORPORATE STRATEGIC PLAN**

Government and Community Involvement

Goal #5: A community-focused, responsive and accountable government.

### **FINANCIAL IMPLICATIONS**

All costs related to the production of the BMA report will be funded by the Building Stabilization Reserve Fund:

- Consultants costs (\$39,848.00)
- Staff costs (\$50,000.00)

Any further expenditures will be outlined in the Implementation Strategy Plan.

### **DEPARTMENTAL CONSULTATION**

Corporate Administration

### **COMMUNICATIONS**

n/a

### **ATTACHMENTS**

Appendix 'A' – Executive Summary, BMA Management Consulting Inc. Report

Original Signed by:

Original Signed by:

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**Prepared By:**

Jeremy Laur  
Building Inspector III, Building Services  
519-837-5615 ext. 2379  
[jeremy.laur@guelph.ca](mailto:jeremy.laur@guelph.ca)

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**Reviewed By:**

Brenda Boisvert  
Manager, Strategic Planning and  
Corporate Initiatives  
519-837-5602 ext. 2255  
[brenda.boisvert@guelph.ca](mailto:brenda.boisvert@guelph.ca)

Original Signed by:

---

**Recommended By:**

James N. Riddell  
Director, Community Design and  
Development Services  
519-837-5617 ext. 2361  
[james.riddell@guelph.ca](mailto:james.riddell@guelph.ca)

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## Building Division Operational Review

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### *Executive Summary*

BMA Management Consulting Inc. was retained to undertake an operational review of the Building Services Division, with a focus on those programs and services related to the Ontario Building Code. The process included extensive consultation with stakeholders, customers, staff and members of Council as well as benchmarking of staffing levels and business processes against 11 Ontario municipalities.

Objectives of the study included ensuring:

- Alignment of the community's demand and willingness to pay for services;
- The City is providing services in the most efficient and effective manner;
- The Division's strategies, services and resources are aligned; and
- The City is able to meet future demand for services and time frames imposed by regulatory changes.

The report includes the following main sections:

1. **Customer Service**—review of cycle times, service levels, and customer service practices; feedback from consultation through customer satisfaction survey; staff survey; focus group sessions with the industry and Councillor Interviews.
2. **Business Processes**—review of policies, procedures, performance measurement process, staff performance management and internal communication processes.
3. **Learning and Growth**—review of employee training programs and processes and the Division's plan for the future in terms of succession planning and mentoring.
4. **Organization Design, Staffing Levels and Resource Deployment**—review of authority and responsibility in terms of staff empowerment; the ratio of management to staff; administrative supports; staffing levels to provide the services in an efficient and effective service that is aligned with community expectations.



### *Customer Service*

Based on feedback provided through the customer survey, the focus group sessions with the Downtown Guelph Business Association, the Guelph and District Home Builders' Association, feedback from Council and a phone interview with the Guelph Chamber of Commerce, the City of Guelph Building Services Division is meeting the community's expectations for service, with high levels of customer satisfaction. The Division is seen as knowledgeable, professional and responsive. Further, Building Services has a number of strategies in place to regularly monitor customer satisfaction and to receive feedback for improvements to the services offered through regular meetings with various stakeholder groups. It is recommended that Building Services also include, in its customer service monitoring strategy, periodic customer satisfaction surveys to continue to track results and trends.

In comparison to municipalities surveyed, Guelph's Building Services is offering the same or higher levels of service than the majority of municipalities surveyed in terms of cycle times for permit reviews, inspections and online services. Opportunities to fine tune service delivery in a few areas would further enhance customer service. Suggestions through the consultation and municipal peer review included:

- Improving inspection scheduling, where possible, to help provide a clearer indication of when an inspection will take place, particularly for inspections that require contractors to be present for testing (e.g. plumbing);
- Creating protocol for returning phone calls and inquiries (e.g. established response times);
- Allowing customers to make Development Charge fee payments online using a credit card;
- Creating protocol for updating file information on AMANDA which may require mobile technology;
- Increasing training for frontline staff with a focus on how best to direct inquiries to the most appropriate individual(s) in the organization;
- Implementing a Rapid Permit Program with a premium fee for those needing the permit right away;
- Reinstating extended service hours—this would be provided one evening a week for residential properties; and
- Developing a list of typical deficiencies in the downtown to help contractors understand where specific challenges may occur to bring buildings up to Code.

### *Business Processes*

The Building Services Division is making progress towards becoming a procedures-based organization and has recently updated many of its policies and procedures. However, there appears to be a need to provide additional training and support to ensure that once new procedures and policies are generated, that staff are made aware of changes and understand the necessity to follow the policy and procedure. Further, staff indicated that the policies and procedures are not always clear. This may be due in part to the decentralized approach to updating the policies/procedures whereby all staff were assigned responsibility for the updates, rather than a few key staff, with the requisite skills in preparing policy documents. With no analytical staff in the Building Services area, this approach allowed for the policy updates to be expedited, but may not have resulted in clear and consistent policies.

It was evident during a focus group discussion with the Building Inspectors that there was not always a common understanding of all policies and procedures and therefore, there is a risk that inspectors are performing tasks in different ways and at different levels of rigor. This runs the risk of not meeting the requirements set out in the Ontario Building Code, as well the potential for inconsistencies in operating practices and service delivery to the customer which was identified as a concern by the building industry.

The City of Guelph has appropriate performance measurements in place to manage workloads and staffing levels and has taken appropriate action to ensure that staffing modifications are made to reflect the current economic conditions. This ensures that the City is making every effort to match revenues and expenditures and maintain competitive building permit fees.

There are a number of indicators that suggest that the Division has employed strategies to promote internal communications, especially within the two business units. Staff consistently felt that there is good rapport and communication with management but felt that they would benefit from management's attendance at all meetings. With only three management positions in the Division and no "second in command" in each business unit, this is sometimes a challenge. Further, meetings should be called only when necessary as opposed to on a pre-scheduled basis, with sufficient time provided for staff to ask questions and seek out clarification.

### ***Learning and Growth***

The Building Services Division is functioning well in terms of offering opportunities for growth and learning for its staff. Training is encouraged and supported by management and staff have flexibility in selecting courses of interest. The Division is taking appropriate steps, within the confines of the existing flat organization structure to provide some opportunities for advancement and mentoring but there are recognized limitations, especially since the redeployment of staff and recent layoffs.

The staff is well trained in all legislative and regulatory requirements but it appears that staff is now anxious to take additional, more advanced training courses. This will help keep staff motivated and well trained. Further, as staff increase their knowledge, there is increased staff deployment flexibility and an opportunity to further reduce liability risks with highly trained staff. Staff would benefit from a proactive and planned training program, to provide staff with the support needed to take advantage of future advancement opportunities as they arise.

### ***Organizational Design, Staff Levels and Resource Deployment***

There are many factors that impact staffing levels including service levels and standards, land area, roles and responsibilities, construction mix composition, staff deployment strategies and use of technology. Overall, the City's staffing levels in Building Services are consistent with comparable municipalities in Inspection Services and somewhat lower in Permits and Plans Examination.

Building Services redeployed several positions in 2009 and recently laid off four positions as a result of the economic downturn and continues to monitor service levels, expenditures and revenues. This practice should continue to be undertaken as changes to the economy occur and should incorporate the full breadth of service; including consideration of the outstanding permit files which can be time-consuming to close.

Building Services has employed a service delivery model that utilizes a number of administrative and clerical positions which allows Plans Examiners and Building Inspectors to focus on their core functions and maximize Division outputs and the efficiency of operations. However, the seven clerical positions are not cross-trained and as a result, challenges arise during vacations and illnesses in maintaining consistent support for the Building Inspectors and Plans Examiners. Cross-training of the administrative and clerical positions is recommended as well as consideration of creating a more generic job description for these positions to increase flexibility.

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## Building Division Operational Review

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The Inspection Services section which includes enforcement of property standards is headed by a Manager position with no additional supervisory support. The management to staff ratio in this area is 1:14 which makes it very difficult to properly assess employee performance, develop policies and procedures, properly oversee staff in the field, implement new technologies and undertake special projects. Additionally, property standards can be quite complex which takes time away from the core service of the Manager position to oversee building inspections. The following two options were considered to address these challenges:

1. Creating a separate business unit for Property Standards—the two Property Standards Inspectors would report to a new Manager/Supervisory position and would share clerical support with Building Inspections. This would allow the Manager of Inspection Services to focus exclusively on building inspection activities and with additional resources, should allow the City to be more proactive in enforcing property standards; or
2. Creating a Coordinator/Supervisory position in Inspection Services as a “second in command” which would also be available to oversee Property Standards (and increased proactive enforcement), special projects, policy and procedure development, staff training, performance measurement, technology improvements, etc. This would also provide additional support to the Manager of Inspection Services but in this case, the Manager of Inspection Services would still oversee Property Standards. (comment: To maximize flexibility, option two is recommended.)

The addition of a new supervisory position will address a number of the areas identified in this report where improvements could be implemented with the appropriate staff (e.g. additional training, maintenance of policies and procedures, AMANDA upgrades and reporting, performance management and additional resources for property standards).

Also, there is no “second in command” for the Manager of Permits and Zoning and a recommendation has been included to create a Plans Examiner III position within the existing staff complement. This will not only provide backup to the Manager, it will provide mentoring opportunities and assist in succession planning.

### *Financial Management*

Optimally, a matching of revenues and expenditures, on an annual basis, ensures that the cost of service is fully recovered from the associated fee revenues. However, given that municipal operations do not have sufficient elasticity to adjust operating expenditures to immediately coincide with the fluctuations in building activity, a best practice of municipalities is to establish a reserve fund to address these fluctuations and smooth the building permit fees over time. In accordance with the legislative and regulatory requirements and best practices, the City of Guelph established a Building Stabilization Reserve Fund on June 13, 2005. The current policy includes a cap on the reserve fund balance equal to 50% of the operating costs of Building Services. Over the past several years, the City's Building Stabilization Reserve Fund has been used to fund capital related projects such as the Corporate AMANDA Evolution Project. The year end balance in the reserve fund is \$449,181 as of December 31, 2009 which is equivalent to approximately 20% of the operating budget for Building Services.

Municipalities across Ontario have established Building Stabilization Reserve Funds but the practices and policies vary across Ontario based on the degree to which the municipality wishes to mitigate risk, the extent to which they have experienced economic downturns, planned capital requirements and the availability of skilled resources (and their anticipated ability to hire skilled staff when the economic downturn is over). Of the 13 municipalities surveyed, the reserve fund ceiling ranged from 100%-300% of operating budget expenditures, significantly higher than the City's 50% ceiling.

An analysis of the construction activity in the City of Guelph since 1990 reflected an economic downturn that lasted from 1992-1997. During this time, approximately 1.6 years of cumulative construction volumes were lost. This approach has generally been used by municipalities to determine the appropriate ceiling for reserve fund balances to manage the risk associated with a similar economic downturn occurring at some unspecified point in the future. During economic downturns, there will continue to be a responsibility on the part of Building Services to manage a portion of these ongoing staff costs. As such, protection for the full economic downturn is not needed (160%) as some reductions in overall costs can be achieved by the Building Services and this has in fact been the practice of Building Services in the last several years.

Given the historical activity in the City, it is recommended that a ceiling of 100% be established on the reserve fund balance. It is anticipated that this will mitigate the financial and operational risk associated with a downturn in the economic market conditions. This targeted reserve fund balance reflects the reduction in activity witnessed during the last recession compared to the long term development average and assumes some operational savings can be achieved during this time.

***Recommendations—Customer Service***

1. ***That procedures and service standards be established for responding to customer phone inquiries for both the plans examiners and the building inspectors.***
2. ***That management investigate opportunities to more accurately provide customers with inspection times, with an overall objective of providing a four hour window for inspections to be undertaken.***
3. ***That the Building Division consider the implementation of a customer satisfaction survey strategy to regularly gauge the level of satisfaction with the services and to identify additional opportunities for improvements.***
4. ***That Building Services management, in consultation with the Finance Department, consider the ability to offer DC credit card or debit card payments online.***
5. ***That protocol be created for updating inspection file information on AMANDA which may require the City to reconsider mobile technology for Building Inspectors.***
6. ***That additional training for frontline staff be provided with a focus on how best to direct inquiries to the most appropriate individual(s) in the organization.***
7. ***That the City consider a Rapid Permit Program with a premium fee for those needing the permit right away.***
8. ***That the City reinstate its Extended Service for one evening a week for residential properties.***
9. ***That management develop a list of typical deficiencies in the downtown to help contractors understand where specific challenges exist to bring buildings up to Code.***

***Recommendations—Business Processes***

- 1. That the Building Services Division create a central repository in electronic form for all policies and procedures, with an associated table of contents and an ability to track and be notified of updates.***
- 2. That a strategy be developed to notify staff of changes to policies and procedures and to review with staff to ensure that they are fully trained and made aware of the policies and procedures.***
- 3. That management review the internal communication strategies including such items as frequency of meetings, mandatory attendance at meetings, recording of minutes and how action items will be followed up.***

***Recommendations—Learning and Growth***

- 1. That management identify the most appropriate advanced training courses that are available in the industry to support further staff growth and development, to maximize staff deployment flexibility and reduce liability risk through the delivery service by a highly trained workforce.***
- 2. That management consider opportunities, during slower construction periods, to reinstate the mentoring program for Plans Examiners to shadow Building Inspectors and to review the existing structure of the program to maximize knowledge transfer.***

***Recommendations—Organizational Design, Staff Levels and Resource Deployment***

- 1. That Building Services develop an action plan to develop the full functionality of the AMANDA system with a focus on reporting capabilities and simplifying the processes for entering data into AMANDA to support performance management. This plan may include reviewing municipalities with advanced processes in place (e.g. Burlington, Kitchener and Hamilton) and identifying opportunities to share resources or transfer knowledge to the City of Guelph.***
- 2. That cross-training be provided to all Clerical and Administrative support positions in Building Services and consideration be given to creating a generic job description to allow staff to move seamlessly throughout the Division during vacations, illnesses and to the area of highest priority/activity.***
- 3. That a new Coordinator/Supervisor position be created to provide the appropriate support to the Manager of Inspection Services. This position would be responsible for special projects, improving performance management, developing and monitoring policies and procedures, assisting in staff training and development, supervision of Property Standards, technology improvements and will provide mentoring and succession planning capabilities.***
- 4. That an existing Plans Examiner II position be eliminated and a Plans Examiner III position be created to provide the appropriate support to the Manager of Permits and Zoning and to provide mentoring and succession planning capabilities.***

***Recommendations—Reserve Funds***

- 1. That Building Services establish a ceiling for the Building Stabilization Reserve Fund at 100% of the Operating Cost of Building Services for the administration and enforcement of the Building Code Act only.***



# Guelph Termite Control Program

Review of 2009 and Plans for 2010

Tim Myles, Ph.D.  
Termite Control Officer

April, 2010

## Management Practices in 2009

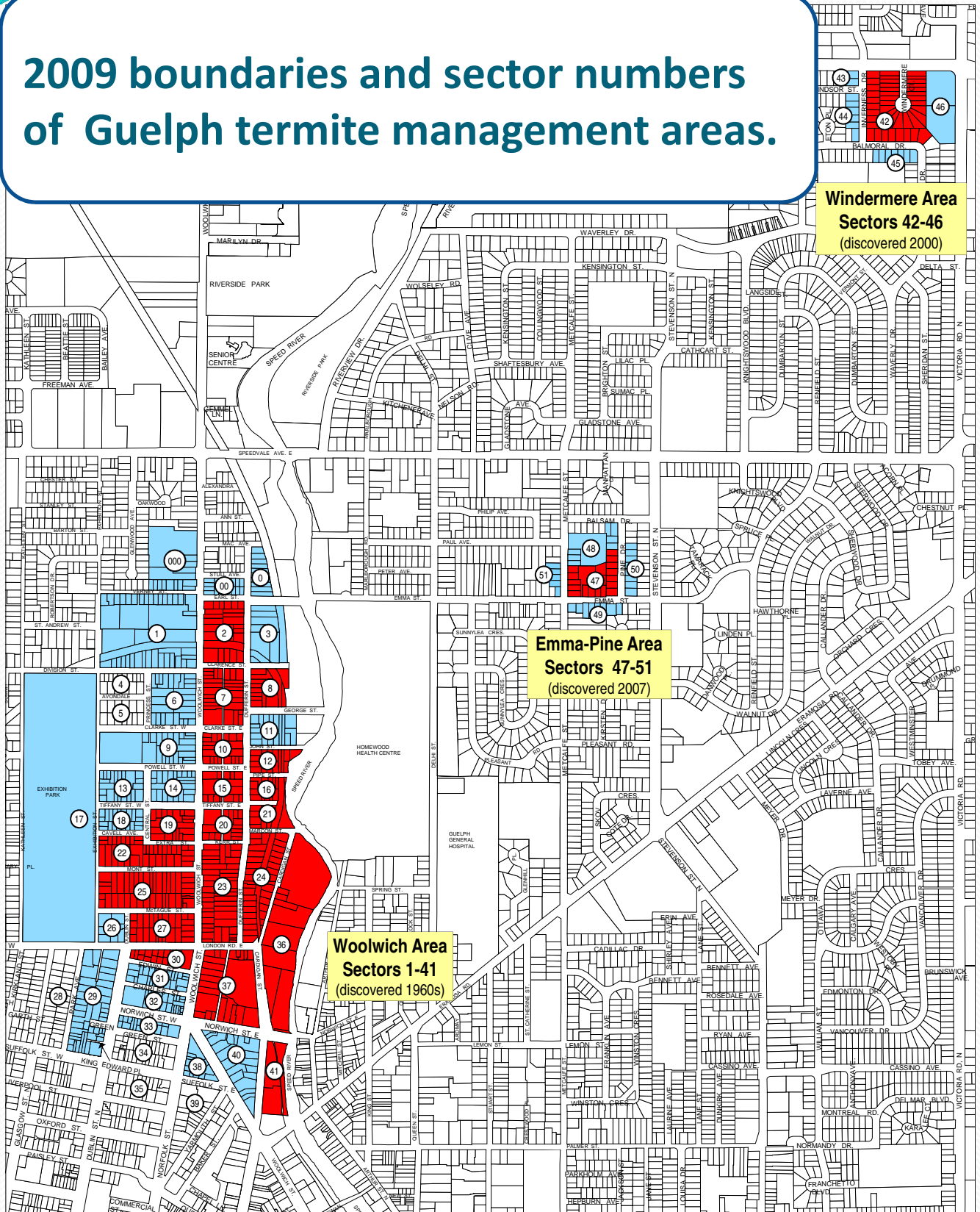
- Monitoring
- Reductive trapping
- Nematode treatments
- Cleanup weekend
- Notices of required wood removal
- Disposal permits
- Tree and stump removals
- Debris cleanups along GJR
- Shed Treatments

# 2009 boundaries and sector numbers of Guelph termite management areas.

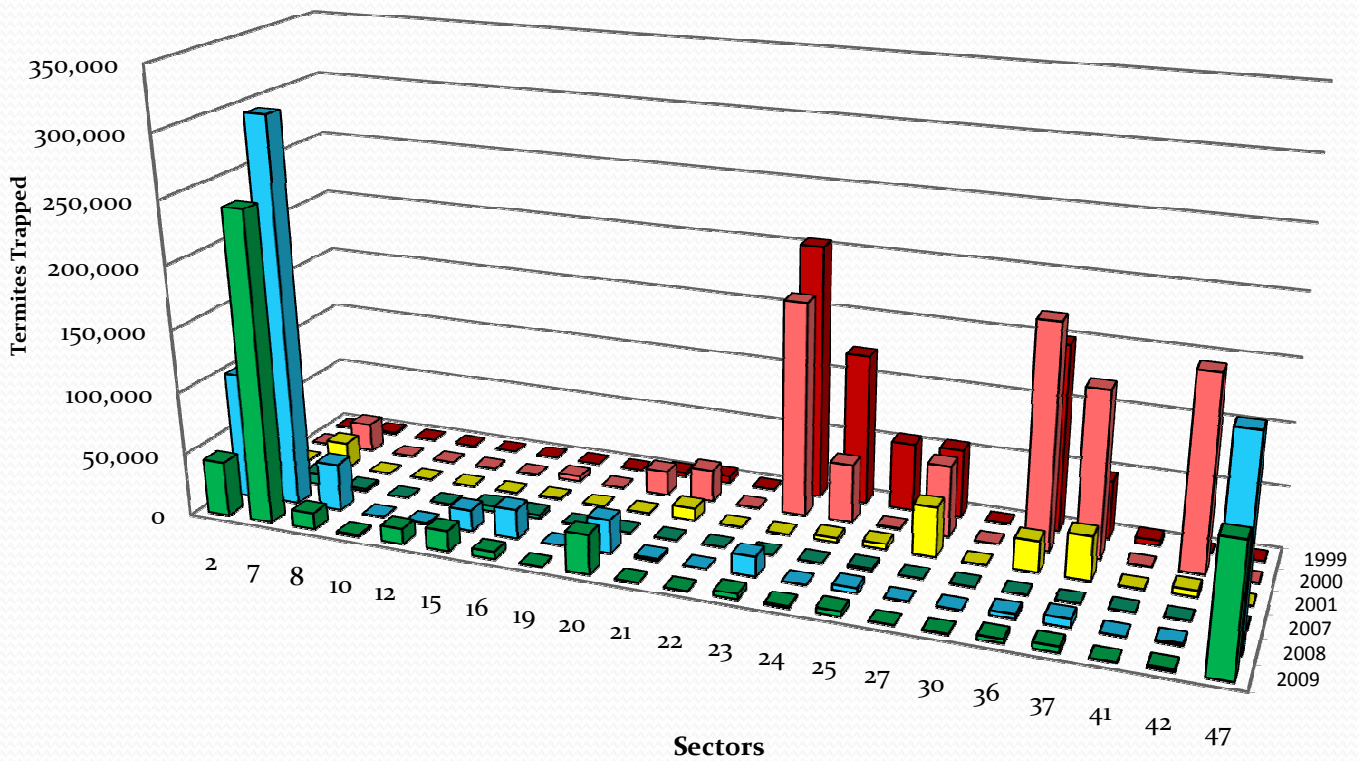
**Windermere Area**  
**Sectors 42-46**  
(discovered 2000)

**Emma-Pine Area**  
**Sectors 47-51**  
(discovered 2007)

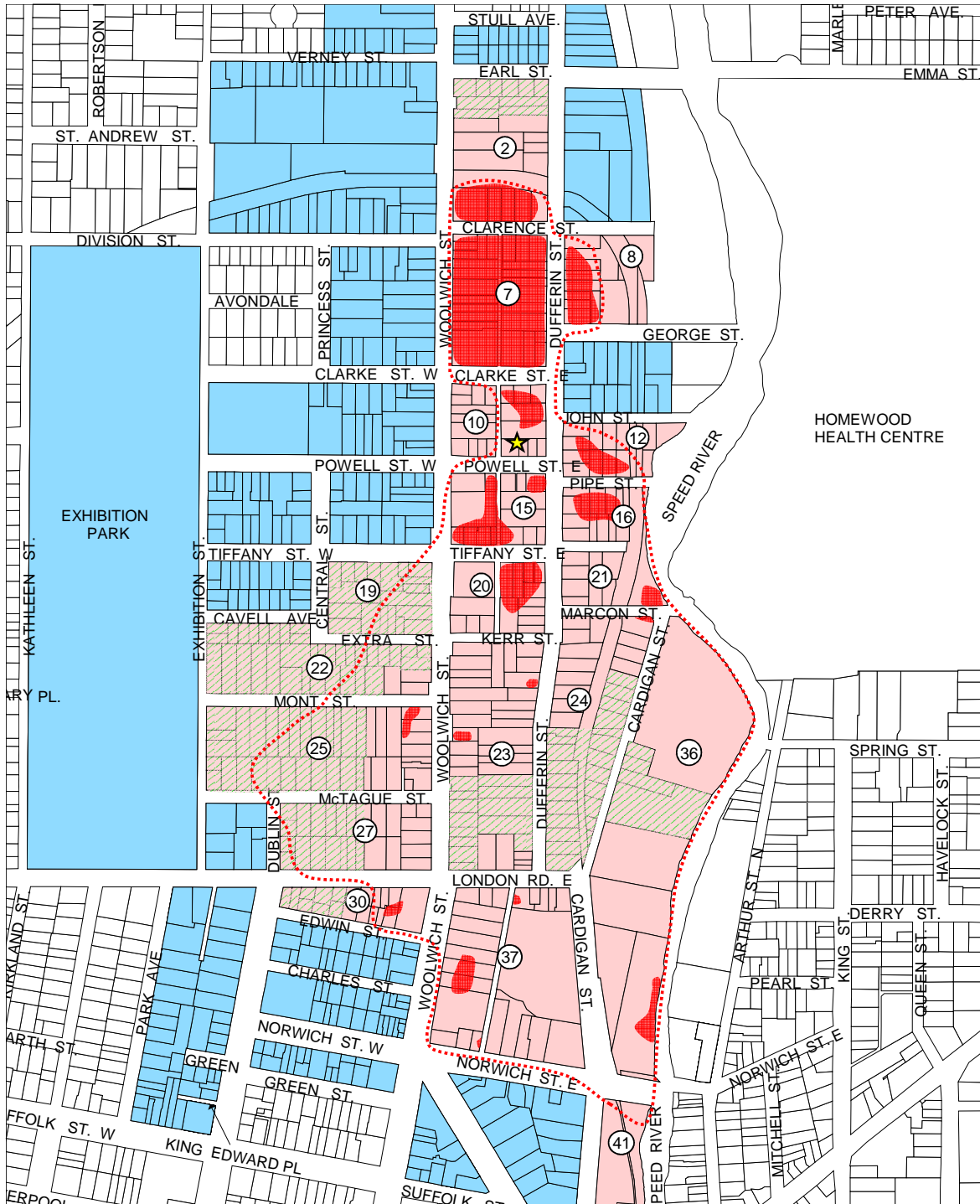
**Woolwich Area**  
**Sectors 1-41**  
(discovered 1960s)



# Termites trapped by sector and year (1999-2001 & 2007-2009).

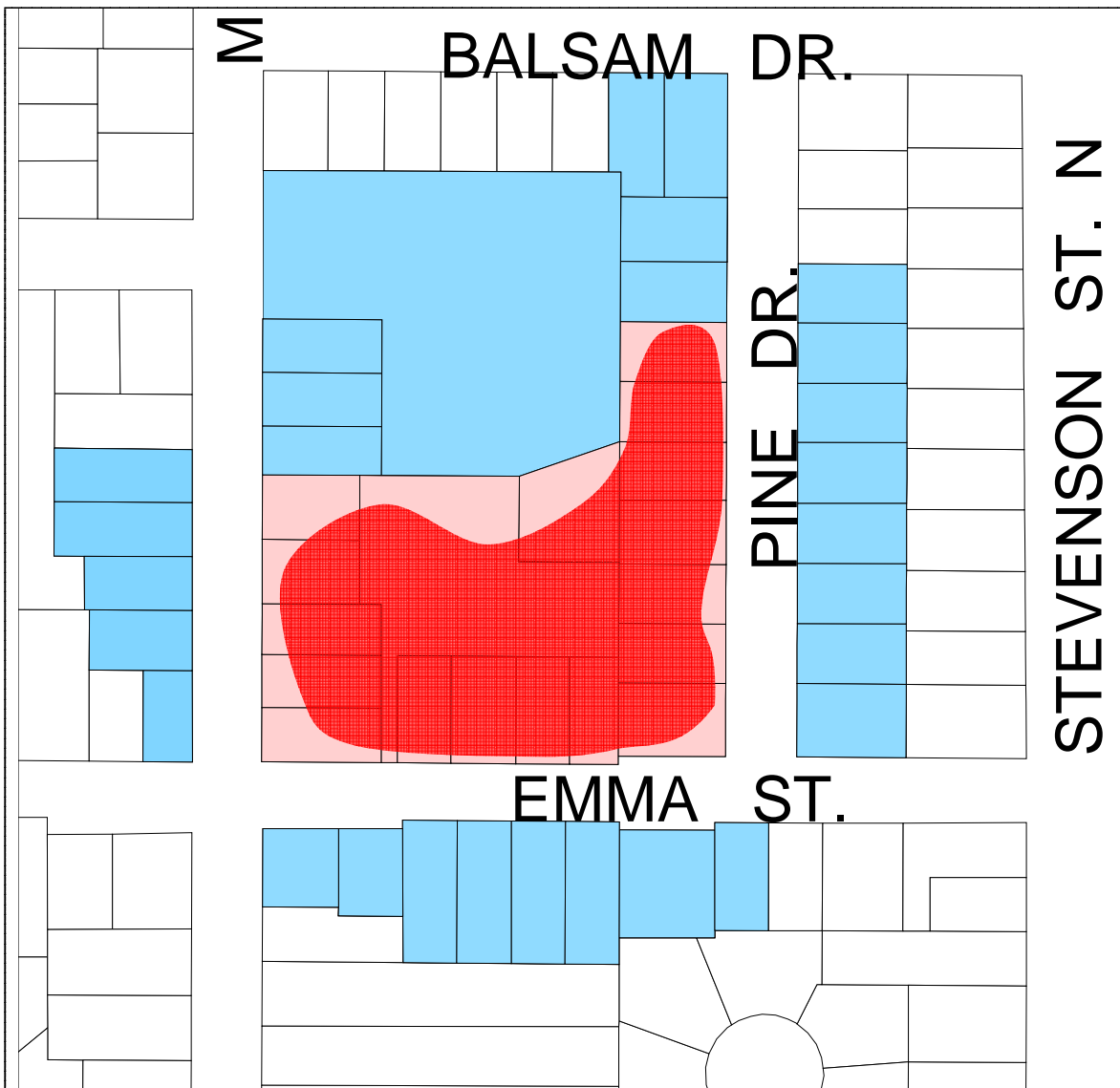


# Areas of detected termite activity in the Woolwich management area in 2009.

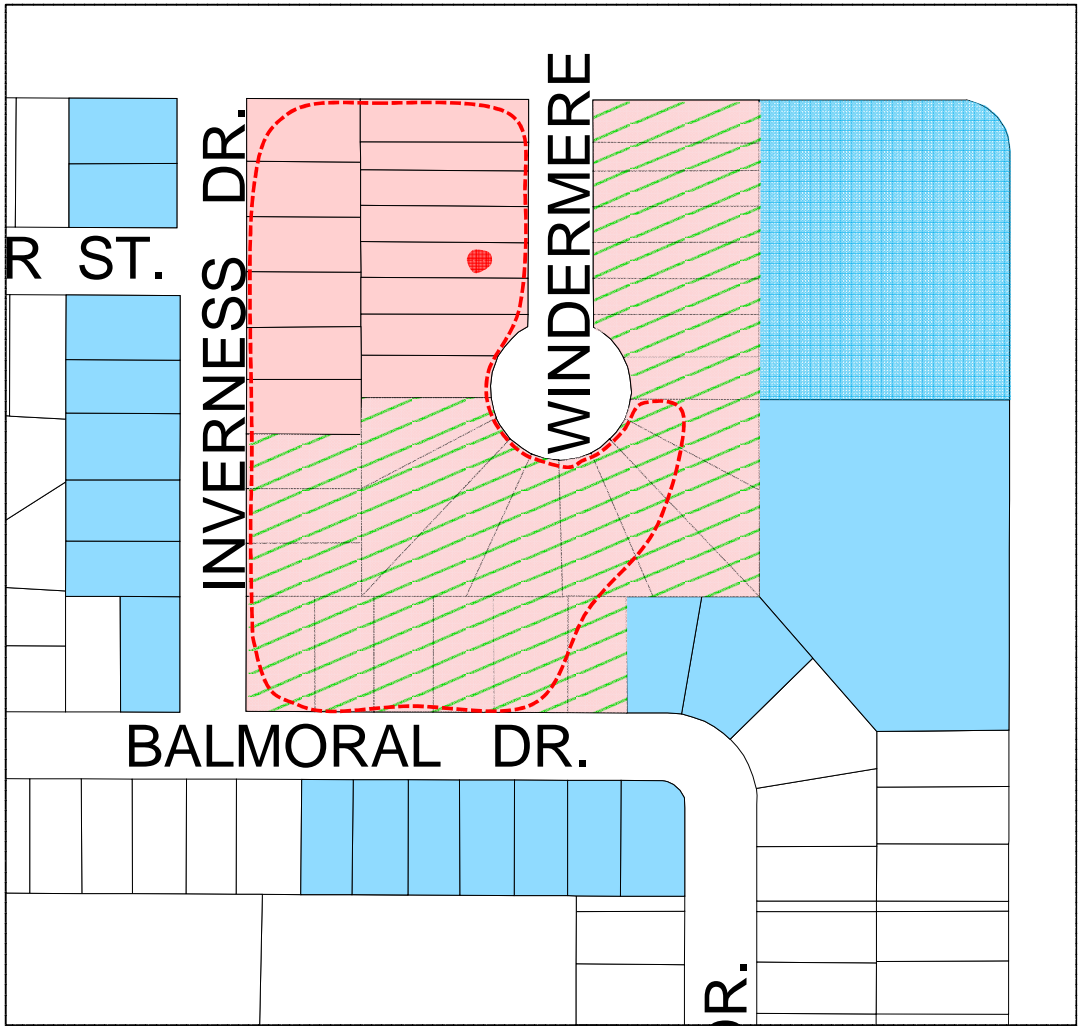


- Areas of identified termite activity in 2009.
- ★ Newly active block in 2009.
- # Red Zone sector numbers.
- # Maximum extent of infestation.
- Areas inactive for three years and more than three properties from any known activity for three years.

**Area of detected termite activity in the Emma-Pine management area in 2009.**

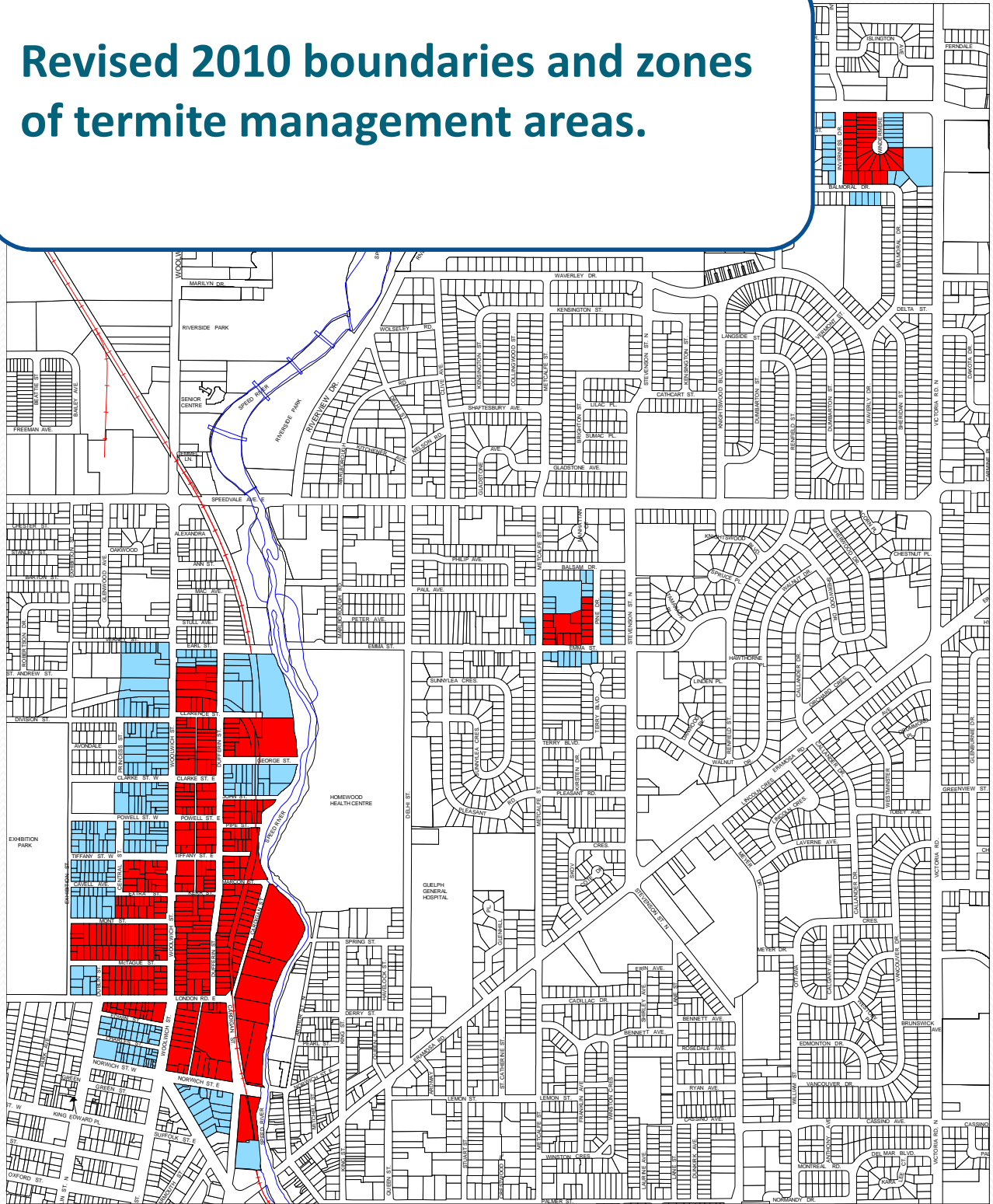


**Area of detected termite activity in the Windermere management area in 2009.**





# Revised 2010 boundaries and zones of termite management areas.







# Plans for 2010

- Continue Monitoring
- Refurbish or Remove Traps
- Population Suppression
  - Trap-Treat-Release
  - Green Muscardine
  - Nematode Treatments
- Notices of required wood removal
- Disposal Permits
- Borate Treatments
  - Sheds (25 properties)
  - Fence posts (50 properties)
  - Retaining walls (10 properties)

# Questions?



# COMMITTEE REPORT



TO **Community Development & Environmental Services  
Committee**

SERVICE AREA Community Design and Development Services  
DATE April 19, 2010

**SUBJECT Termite Control Program**  
REPORT NUMBER 10-46

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## **RECOMMENDATION**

THAT the report No. (10-46) on Termite Control Program from Community Design and Development Services Department, dated April 19, 2010, be received."

## **BACKGROUND**

Dr. Tim Myles has now completed the second full year of the Termite Management Program.

## **REPORT**

For Council's information, see the attached "Executive Summary" of the 2009 Annual Termite Report with accompanying Figures #1 to #6.

As with previous annual reports, the 2009 report will be posted on the City's website at [www.guelph.ca](http://www.guelph.ca) > quick links > termites by mid April.

## **CORPORATE STRATEGIC PLAN**

Government and Community Involvement  
Goal #5: A community-focused, responsive and accountable government.

## **FINANCIAL IMPLICATIONS**

N/A

## **DEPARTMENTAL CONSULTATION**

N/A

## **COMMUNICATIONS**

The Executive Summary will be mailed to residents the last week of April.

## **ATTACHMENTS**

Executive Summary and Figures.

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## Executive Summary

Guelph's Termite Management Areas. Guelph has three termite management areas encompassing nearly 900 properties on 50 blocks. Red zone blocks have known termite infestations while blue zone blocks are buffer areas. Each block is assigned a sector number (Fig. 1).

Population Suppression. In 2009 measureable progress was made in area-wide termite population suppression. Total termite trap yield in 2009 was 489,810 compared to 705,261 in 2008, indicating a 30.5% termite population decline. This trend was consistent across most sectors (Fig. 2).

Management Practices. Management practices in 2009 included: monitoring and trapping, installation of new traps in the inner blue zone, reductive trapping, nematode treatments, a yard wood cleanup weekend, notices of required yard wood removal, inspections for sale of properties, issuance of disposal permits, shed treatments, pole treatments, stump and tree removals, and debris clean up along the Guelph Junction Rail line and park margins, and specification for chemical treatments on several properties.

Pattern of Termite Activity. The pattern of termite activity remained similar in 2009 to 2008, with most activity in the Woolwich management area in the sectors north of Tiffany St. (Fig. 3) and in the Emma-Pine area (Fig. 4), while activity in the area south of Tiffany Street and in the Windermere area remained minimal and restricted to relatively few properties (Figs. 3 & 5).

Nematode Treatments. Spring and fall nematode treatments were conducted on 130 properties with the entomopathogenic nematode species, *Steinernema carpocapsae*.

Yard Wood Cleanup Weekend. A large area-wide yard wood cleanup weekend was held on July 17-20 with 11 bins of material removed. Five bins were also provided for three smaller cleanups. In total 16 bins and 37.3 tonnes of wood waste were removed in 2009. This was down from a total of 35 bins and 62.25 tonnes removed in 2008, indicating a declining need for large scale clean up weekends. Thus in the future, bins will be provided only for smaller prescribed cleanup projects.

Notices of Required Wood Removal. Notices of required wood removal were a new component of the program this year. Notices were sent to an initial group of 50 property owners, mostly for removal of mulch, stumps, and infested landscaping ties or trees. Compliance has generally been good, although follow up has been required in many instances. A second set of notices will be sent in 2010.

Shed Treatments. Another new component of the program this year was a shed survey and shed treatment program. As a trial run, five infested or at risk sheds were treated in 2009. In 2010, 25 shed treatments are planned. Letters will be sent to selected residents asking for authorization.

Debris Removal and Disposal Permits. Many property owners participated in ongoing yard wood and renovation related debris removal, with 265 disposal permits issued during the 2009 season. Additional tree and stump removals were conducted by both private owners and the operations department. Woody debris was also cleaned up along the Guelph Junction Rail line and margins of Goldie Mill Park and Herb Markle Park.

Chemical Treatments. Structural infestations were discovered on 15 properties. Chemical treatments, at property owner's expense, were conducted on at least 12 of these, structural renovations or spot treatments on others. Guelph Hydro installed borate rods in utility poles on 10 properties.

Inner Blue Zone Trap Installations. Three traps were installed per property on 86 additional properties of the inner blue zone to improve capacity for early detection in areas bordering known active sectors.

Newly Detected Areas. Termites were newly detected in two areas peripheral to existing red zones. The first of these was a group of five properties on the west side of the Emma Pine Area. Termites were also detected for the first time on the east side of Sector 10. In both cases, this appears to represent improved detection due to better monitoring and awareness within the inner blue zone rather than actual termite expansion within the past year.

Experimental Permits. Applications were submitted for two federal experimental permits to the Pest Management Regulatory Agency in 2009. One permit was for zinc borate as an alternative active for Trap-Treat-Release. A second permit was for *Metarhizium anisopliae*, a fungal pathogen and agent of green muscardine disease of insects. Several detailed submissions were made related to the permit approval process. Permit applications are still under review. When approved, residents will be asked to sign experimental co-operator letters prior to conducting any experimental treatments.

Reclassification and Constriction of some Termite Management Areas. Continuous inactivity in certain areas allows us to begin reclassifying certain areas and to start constricting termite management areas. Thus, sectors 000, 00, 0, 1, 9, 17, 29, 33, 38, 45, and 46, or portions thereof, formerly blue, have been reclassified as white zones. Parts of sectors 2, 22, and 42, previously classified as red, but those parts never previously infested, have been reclassified as blue zones. Parts of sectors 19, 22, 23, 24, 25, 27, 30, 36, 37, and 42 have been designated as "continuously inactive", defined as being inactive for three years and more than three properties from any known termite activity for three years, indicated by green hatching (Figs. 3 & 5). The number of traps in continuously inactive areas will be reduced to a maximum of five per property, while inner blue zone areas will have a maximum of three per property. The revised termite boundaries and zones for 2010 are shown in Figure 6.

2009 Report. As with previous annual reports, the full 2009 report will be posted on the city's termite website at [www.guelph.ca](http://www.guelph.ca) > quick links > termites by mid April.

Plans for 2010. Two half time summer technicians will be hired and start work the first week of May. Traps will be refurbished with new cardboard rolls and lids, missing traps will be replaced, and traps will be removed or reduced in some reclassified zones from May through June. When experimental permits are approved, residents will be asked to sign a research co-operator letter and active traps on those properties will then be replaced with release ports. Trapped termites will then be treated and released via release ports. If experimental permits are not approved, then nematode treatments will be continued as the population suppression measure. Later in the season, letters will be sent to selected residents for required wood removal, or to schedule treatments of sheds, fence posts or retaining walls.

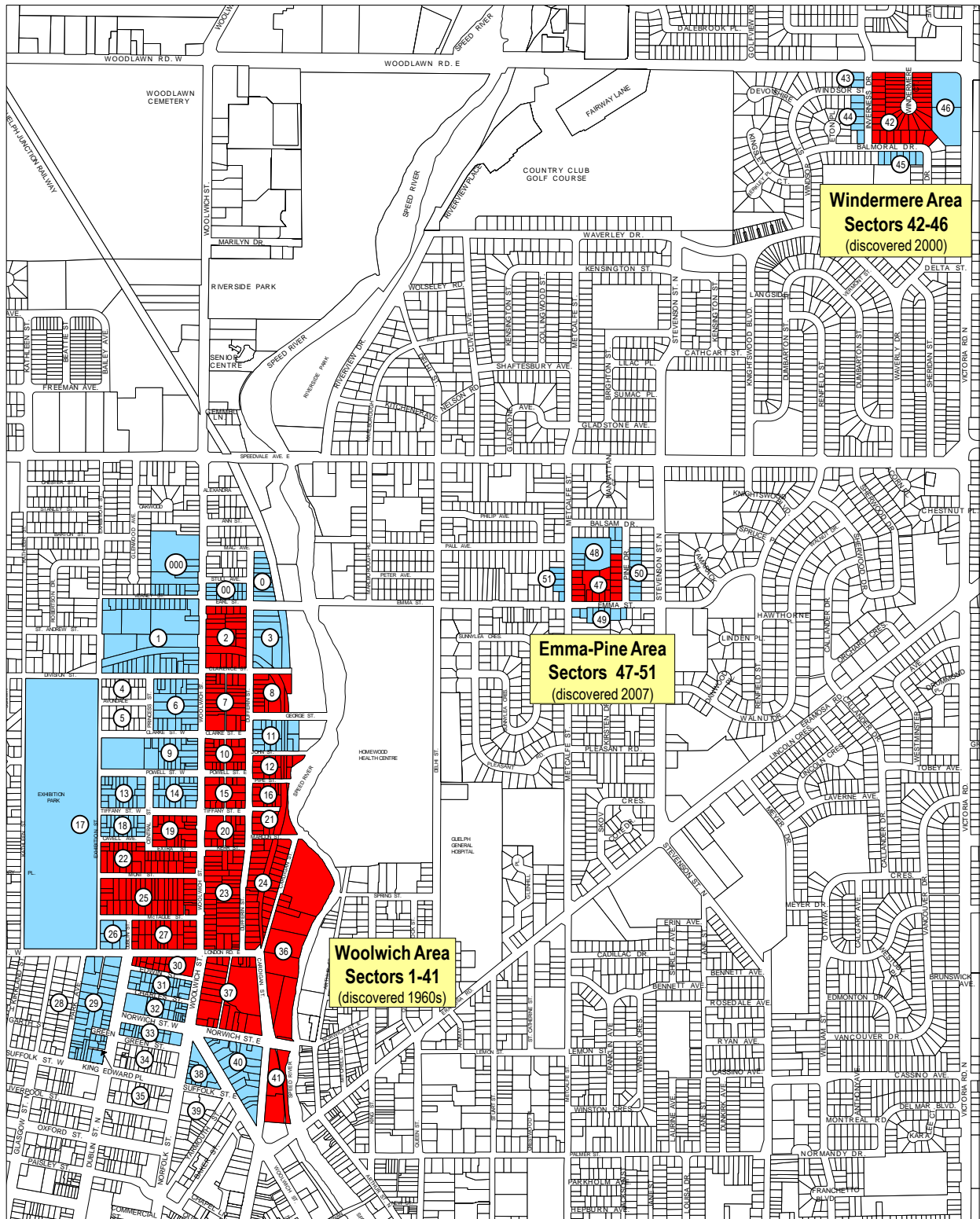


Figure 1. 2009 boundaries and sector numbers of Guelph termites management areas.



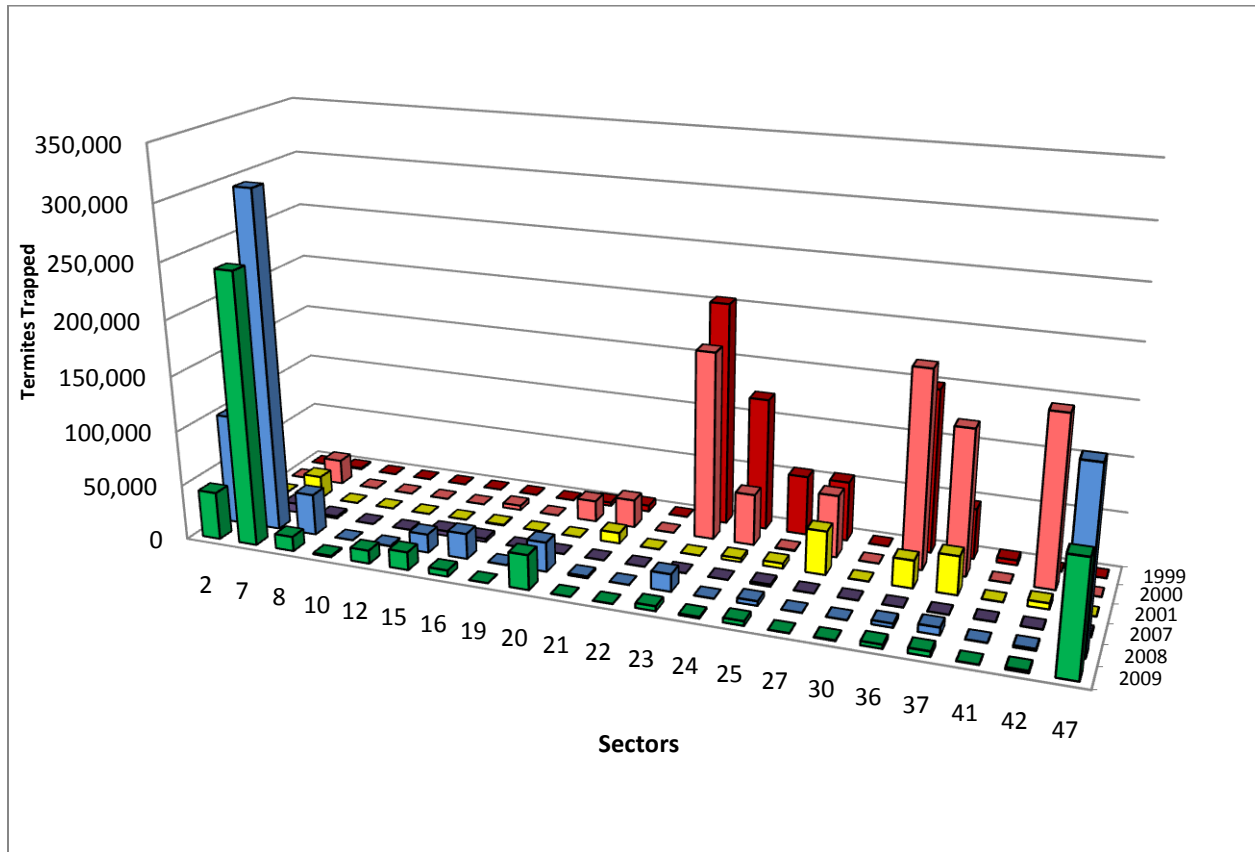
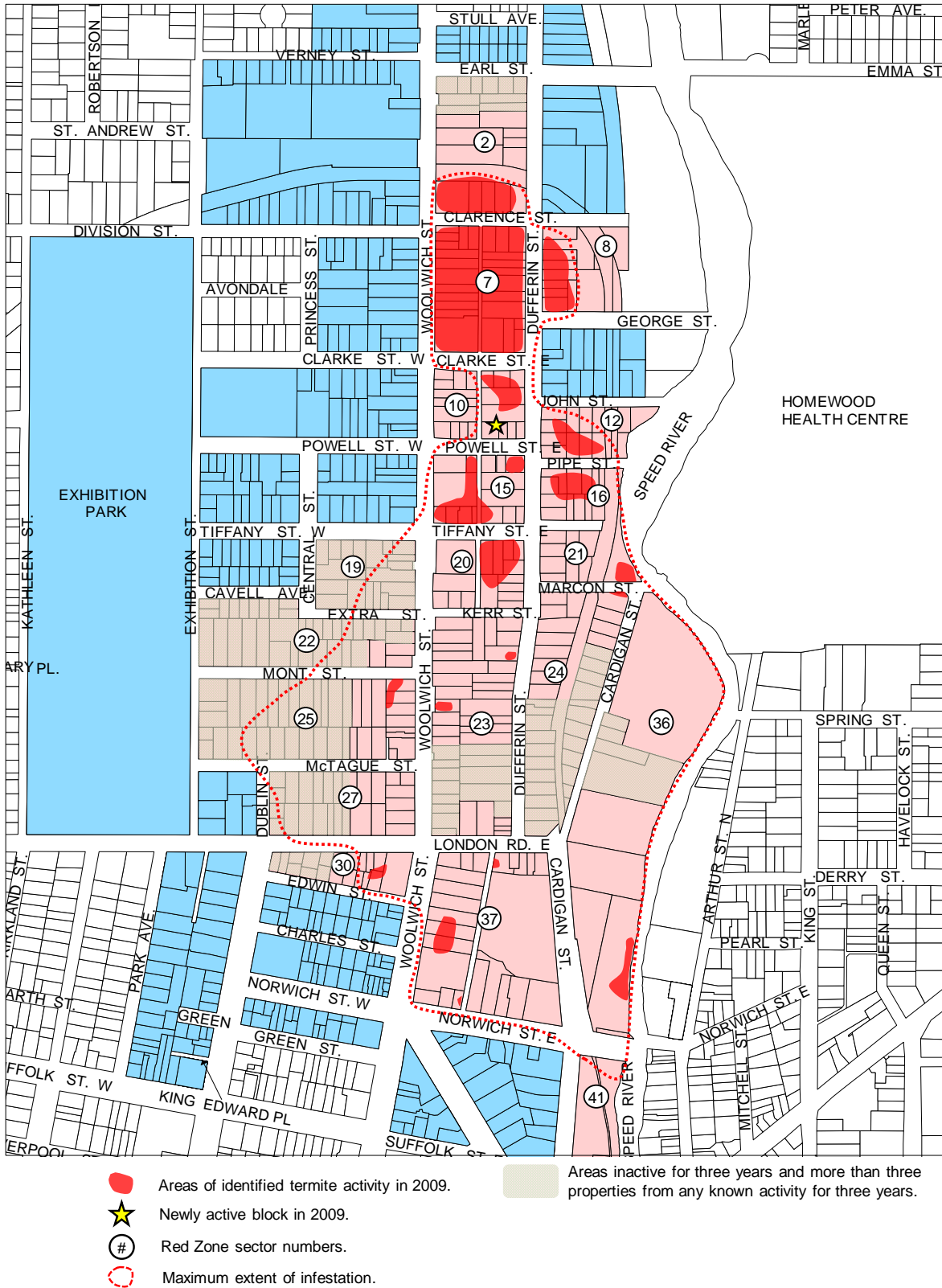


Figure 2. Termites trapped by sector and year (1999-2001 & 2007-2009).





**Figure 3. Areas of detected termite activity in the Woolwich management area in 2009.**

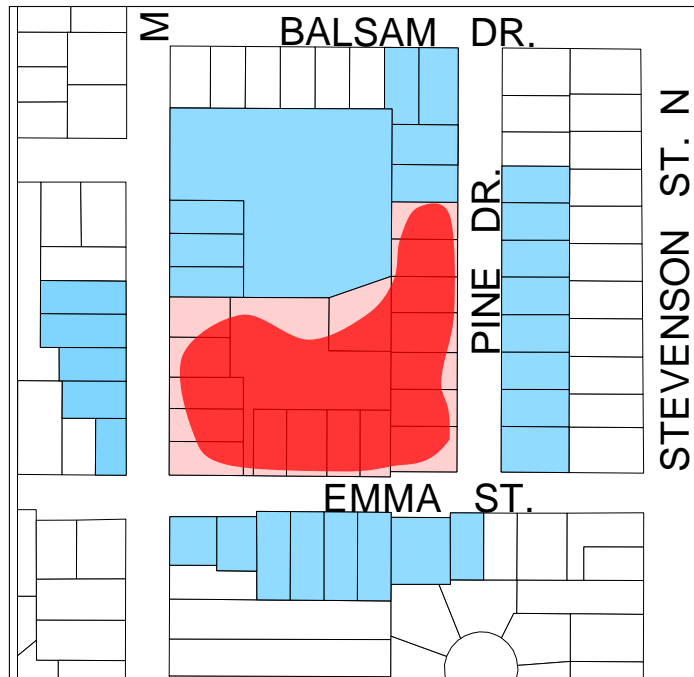


Figure 4. Area of detected termite activity in the Emma-Pine management area in 2009.

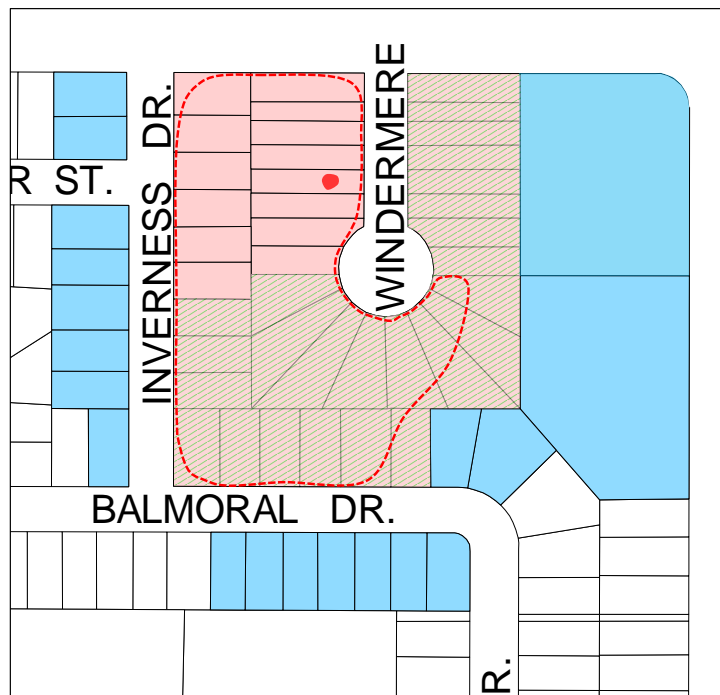


Figure 5. Area of detected termite activity in the Windermere management area in 2009.

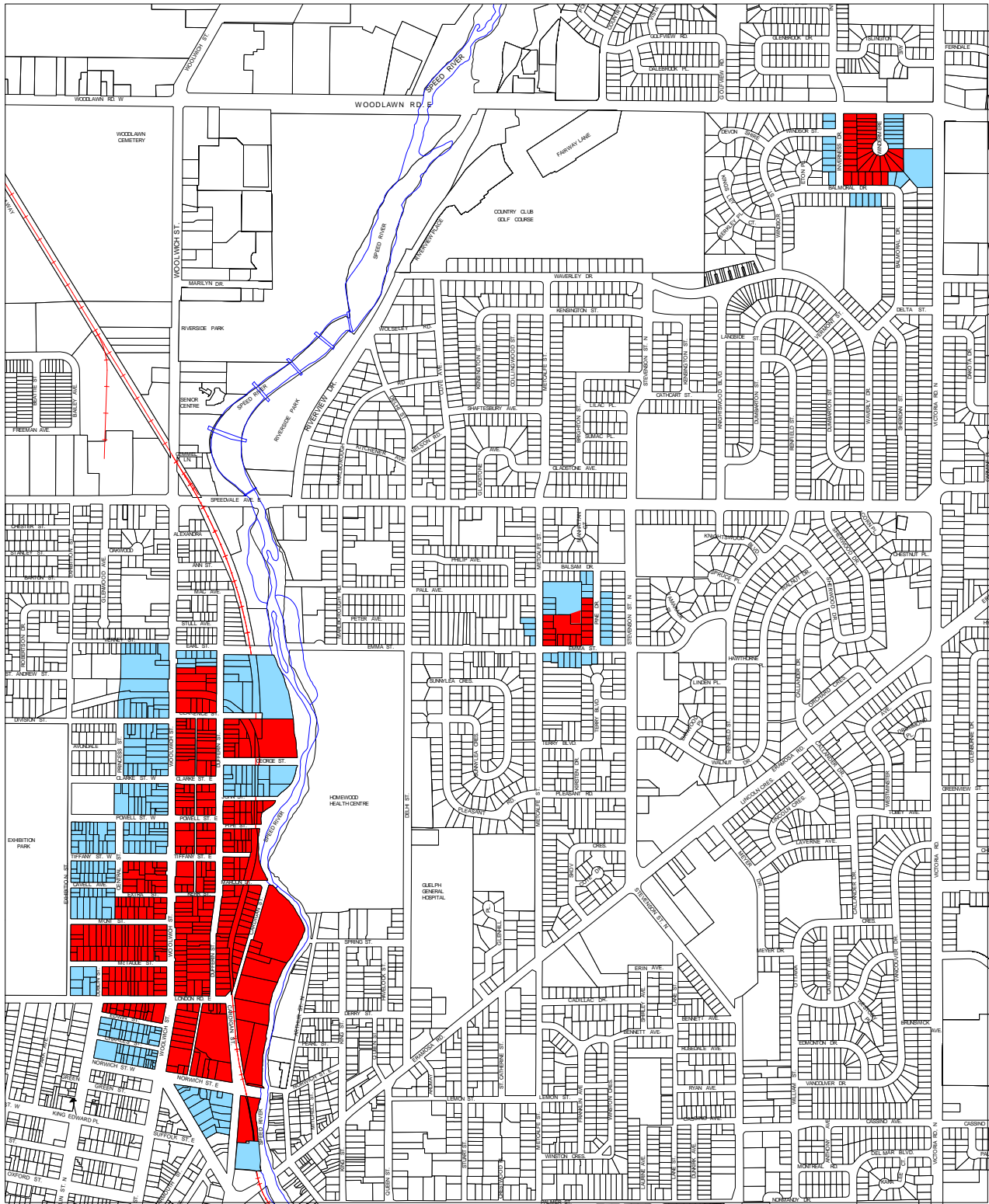


Figure 6. Revised 2010 boundaries and zones of termite management areas.

# COMMITTEE REPORT



<b>TO</b>	<b>Community Development and Environmental Services Committee</b>
SERVICE AREA	Community Design and Development Services
DATE	April 19, 2010
<b>SUBJECT</b>	<b>MORNINGCREST SUBDIVISION NEIGHBOURHOOD PARK MASTER PLAN</b>
REPORT NUMBER	10-21

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## **RECOMMENDATION**

THAT the Community Design and Development Services Report 10-21 dated April 19, 2010, pertaining to the proposed master plan for the Morningcrest Subdivision Neighbourhood Park, be received; and

THAT the Master Plan for the development of the Park, as proposed in Appendix 2 of the Community Design and Development Services Report 10-21 dated April 19, 2010, be approved; and

THAT staff be directed to proceed with the implementation of Morningcrest Subdivision Neighbourhood Park Master Plan.

## **BACKGROUND**

The City has received a parcel of land having an area of 1.0 hectare (2.47 acres) as a parkland dedication within the Morningcrest Subdivision in the east end of the City. The subdivision is located east of Watson Parkway North and north of Eastview Road. The park block is to be municipally known as 15 Acker Street. The parkland fronts on Acker Street and Severn Drive and abuts residential lots on its east and south sides. (Appendix 1)

The property has been zoned as (P.2) Neighbourhood Park. The City of Guelph Recreation, Parks and Culture Strategic Plan describes a Neighbourhood Park as an open space of appropriate size, shape, topography, location and character to foster the enjoyment of a wide range of freely chosen passive and active activities such as sitting, viewing, conversing, contemplating, strolling, children's play, organized and informal field sports, court games, water play and outdoor skating.

The park is not yet named but the City's Naming Committee is expected to bring forth a suggested park name to the Council for approval in near future in

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accordance with the City's current policy on Municipal Property and Building Commemorative Naming (2009).

## **REPORT**

Development and Parks Planning staff has prepared a conceptual master plan for Morningcrest Subdivision Neighbourhood Park. The preparation of the master plan has involved creating a concept plan, obtaining public input through a survey and revision of the conceptual plan based on the public feedback.

The proposed Master Plan includes both active and passive recreational components (Appendix 2).

- Children's play area with junior and senior play structures and swings with wood-mulch safety surfacing
- Mowed grass area for informal play/ mini soccer field
- Basketball half-court
- Asphalt pathways
- Seating and picnic area
- Planting
- Park furniture: benches, picnic table, trash receptacles and bike rack
- Park identification and rules signs

**Public Process:** In January 2010, a survey was mailed to the residents living within 120 meters of the park property to obtain their input on the conceptual master plan. The survey was also posted on the City's website to be completed and submitted on-line (Appendix 3).

The City received survey feedback from 17 households through mail, fax and online on the City's website. The overall response from residents for the Conceptual design of the park is positive. The responses include suggestions for additional items such as a splash pad, tennis courts and dog-park as well as some minor changes (Appendix 4).

The master plan has been modified to incorporate some of the changes suggested by the residents through their comments. The revised concept plan includes the following changes:

- The Basketball half-Court has been relocated away from the houses to minimize the impact of play noise.
- A bench along the trail by the living fence and a trash receptacle have been added.

City's standard park rules sign indicates 'dos' and 'don'ts' in the park including 'dogs on leash' and 'stoop and scoop'. These signs will be installed at all the access points to the park.

Wood mulch safety surfacing is the City's current standard for children's play area within a neighbourhood park. The use of rubberized safety surfacing is

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recommended for Regional Parks only due to its much higher cost compared to other safety surfacing materials.

A living fence has been proposed where the park abuts residential properties on Linke Place and Maude Lane in accordance with the City's current policy on Property Demarcation of City owned lands.

The proposal for the park does not include lighting. Residents are encouraged to use the park during the daytime hours only.

**Conclusion:** Staff conclude that implementation of the proposed park master plan will create a neighbourhood scale park to serve the residents of the Morningcrest Subdivision and will act as an integral part of the open space linkage system in the east end of the City. It is anticipated that the master plan implementation work will be initiated in 2010 following approval of the park master plan by City Council. The park will be developed in phases as full funding for the park construction is not identified until 2012 in the 5 year capital budget forecast.

## **CORPORATE STRATEGIC PLAN**

- GOAL 2 : A healthy and safe community where life can be lived to the fullest
- GOAL 5 : A community-focused, responsive and accountable government
- GOAL 6 : A leader in conservation and resource protection/enhancement

## **FINANCIAL IMPLICATIONS**

### **Existing Funding:**

- RP0253- Linke Neighbourhood Park (Development Charges supported Capital Budget):
  - Funds approved in 2007 \$ 120,000
  - Funds identified for approval in 2012 in the capital budget forecast \$ 205,000

### **Forecasted Operating Costs**

- 0.11 FTE's
- Annual operating cost including labour, burden, equipment and materials. \$19,000

## **DEPARTMENTAL CONSULTATION**

Information Services: Corporate Communications  
Operations: Parklands and Greenways  
Finance: Budget Services

## **COMMUNICATIONS**

Almondale Homes  
MTE Consultants Inc.

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## ATTACHMENTS

Appendix 1 - Location Map

Appendix 2 - Proposed Master Plan-Morningcrest Subdivision Neighbourhood Park

Appendix 3 - Park Survey

Appendix 4 - Park Survey Results

Original Signed by:

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Report.docx

**MORNING CREST  
SUBDIVISION  
PHASE 2  
(FUTURE  
DEVELOPMENT)**

**CITY LIMIT** 

**EASTVIEW  
LANDFILL  
SITE**

**WATSON PARKWAY NORTH**

**STORMWATER  
MANAGEMENT  
POND**

**FUTURE  
COMMERCIAL**

**TOWNHOUSES**

**SEVERN DRIVE**

**PARK  
BLOCK**

**LINKE PLACE**

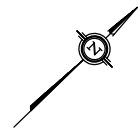
**ACKER STREET**

**DAVIS STREET**

**MAUDE LANE**

**EASTVIEW ROAD**

**MORNINGCREST SUBDIVISION  
LOCATION MAP**



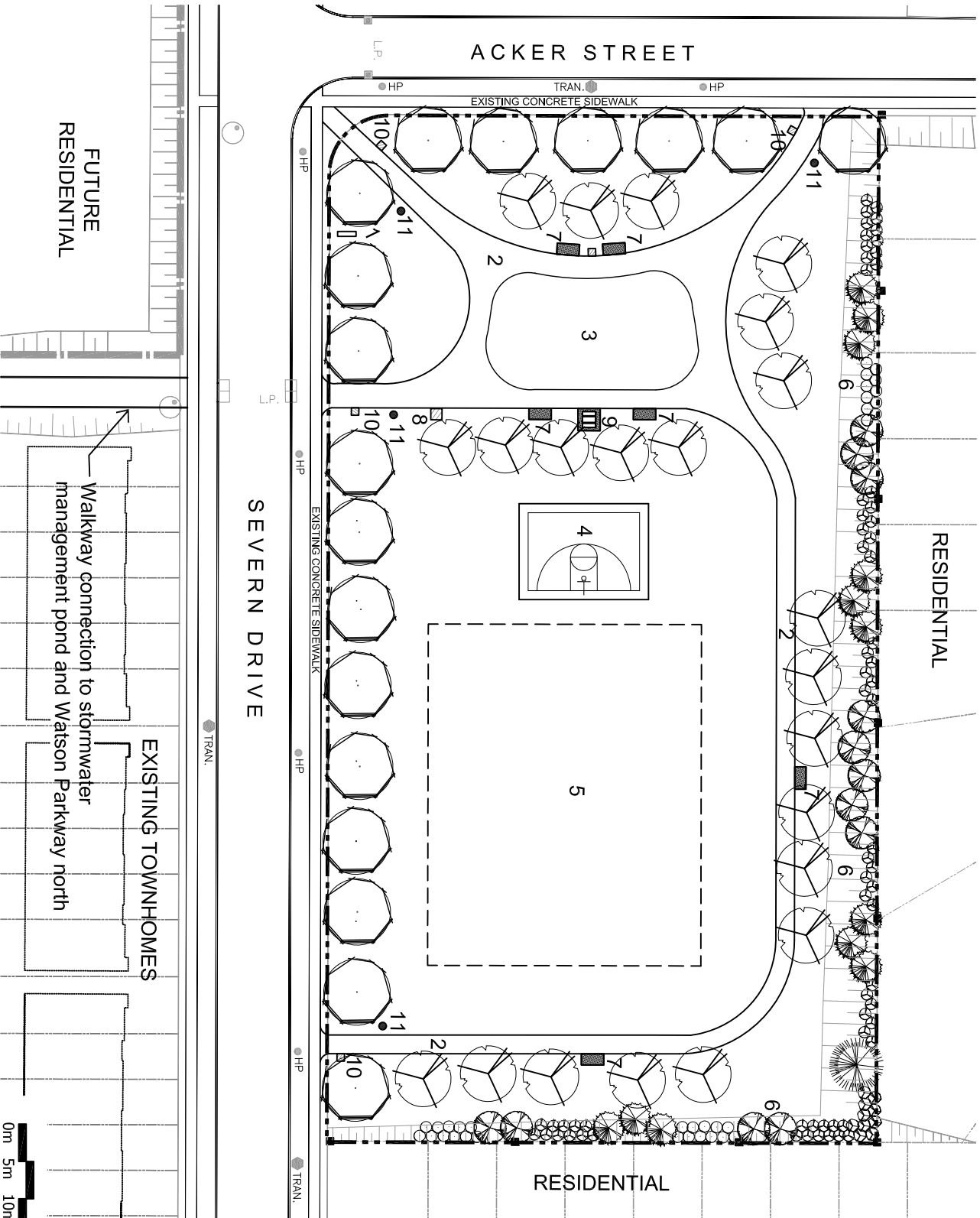
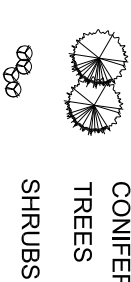
**Not to Scale**



# APPENDIX 2

## LEGEND

1. PARK IDENTIFICATION SIGN
2. ASPHALT PATHWAY
3. JUNIOR AND SENIOR PLAY STRUCTURES WITH WOOD-MULCH SAFETY SURFACE
4. BASKETBALL HALF-COURT
5. INFORMAL PLAY AREA/ MINI SOCCER FIELD
6. LIVING FENCE
7. BENCH
8. BIKE RACK
9. PICNIC TABLE
10. TRASH RECEPTACLE
11. PARK RULES SIGN



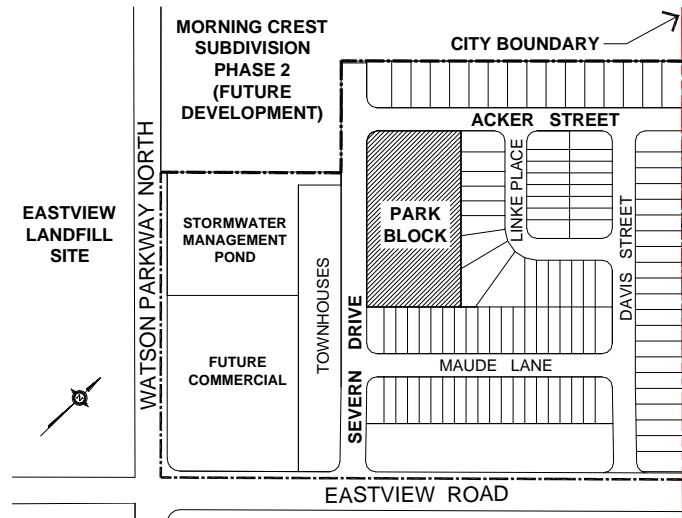
## PARK SURVEY

### MORNINGCREST SUBDIVISION PARK MASTER PLAN



Development and Parks Planning division of Community Design and Development Services is seeking public input into the Proposed Master Plan of a new Neighbourhood Park.

Your household is invited to participate in Morningcrest subdivision park survey. The information gathered from this survey will be used to refine the proposed Master Plan before it is presented to Community Development and Environmental Services Committee for approval in spring of 2010.



**Location Map** (not to scale)

The proposed park is an existing parcel of land to be known municipally as 15 Acker Street in Morningcrest Subdivision in the east end of the City. The subdivision is located east of Watson Parkway North and north of Eastview Road. The parkland has street frontages on Acker Street and Severn Drive and is surrounded by residential lots on east and south sides.

The parkland has an area of 1.0 hectare (2.5 acres) and has been zoned as a Neighbourhood Park (P.2 Zone).

The proposed Master Plan includes the following elements:

- Children’s play area with junior and senior play structures and swings with wood-mulch safety surfacing
- Mowed grass area for informal play/ mini soccer field
- Half Basketball court
- Asphalt pathways
- Seating area
- Picnic area
- Planting
- Site furniture: benches, picnic table, trash receptacles and bike rack
- Park identification sign

**Note: Please see other side.**

# PARK SURVEY

## MORNINGCREST SUBDIVISION PARK MASTER PLAN



**1. What do you like about the proposed master plan?**

*(Please use the lines below or provide a separate sheet)*

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**2. What do you dislike about the proposed master plan?**

*(Please use the lines below or provide a separate sheet)*

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**Note: Please see other side.**

# PARK SURVEY

## MORNINGCREST SUBDIVISION PARK MASTER PLAN



### 3. Other Comments.

(Please use the lines below or provide a separate sheet)

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**RESPONDENT:** Please provide your name and address below if you wish to be kept informed of the process.

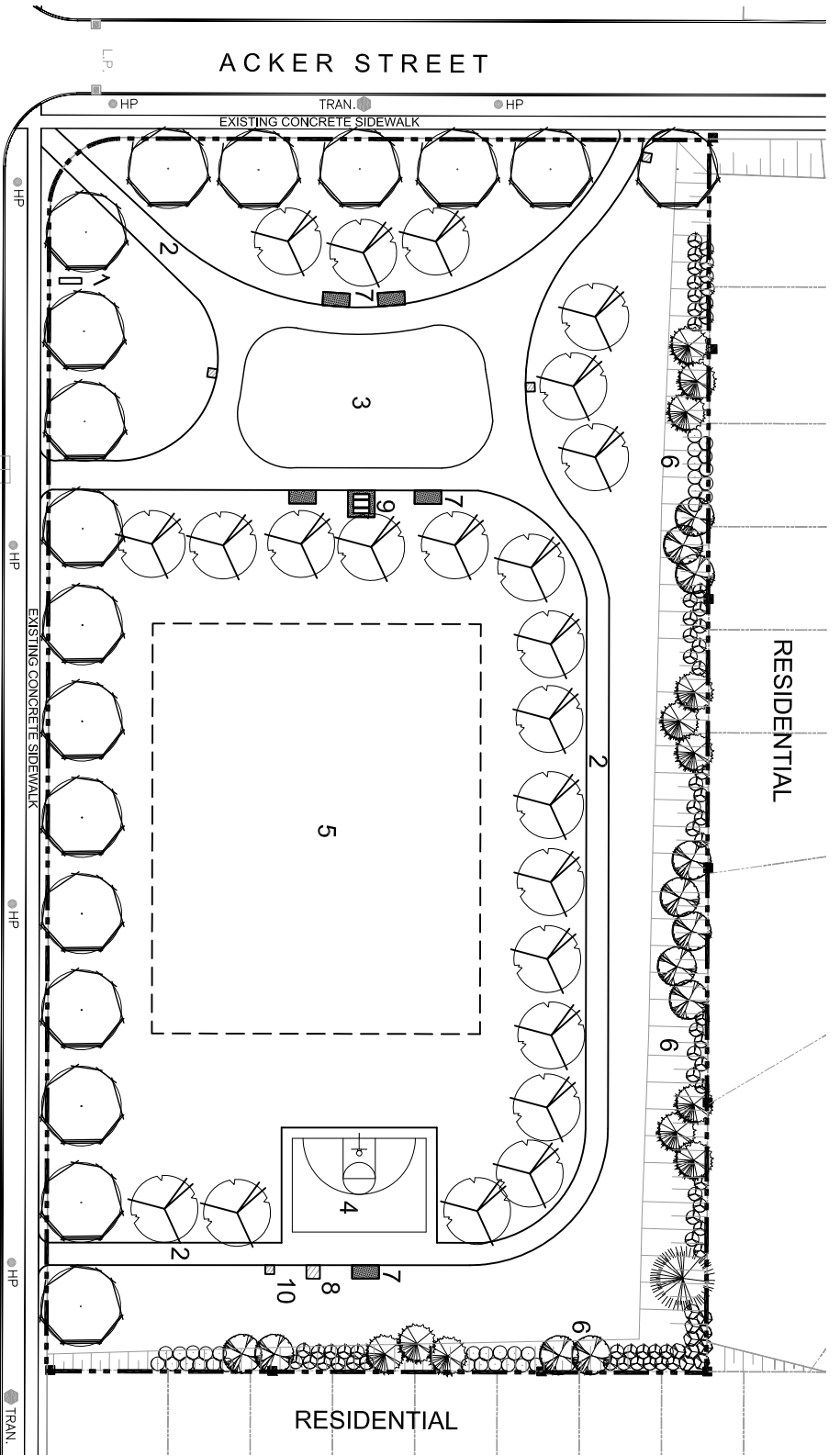
Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Apt/Unit # \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax # \_\_\_\_\_  
Email address: \_\_\_\_\_

**Please submit this survey by Friday February 19, 2010.**

- Mail:** Community Design and Development Services, 1 Carden St., Guelph, ON, N1H 3A1
- Drop by:** Community Design and Development Services, 3rd Floor, 1 Carden St., Guelph, ON N1H 3A1
- Online:** Visit [guelph.ca/survey](http://guelph.ca/survey) and click on **Morningcrest Subdivision Park Survey**
- Fax:** 519-837-5640

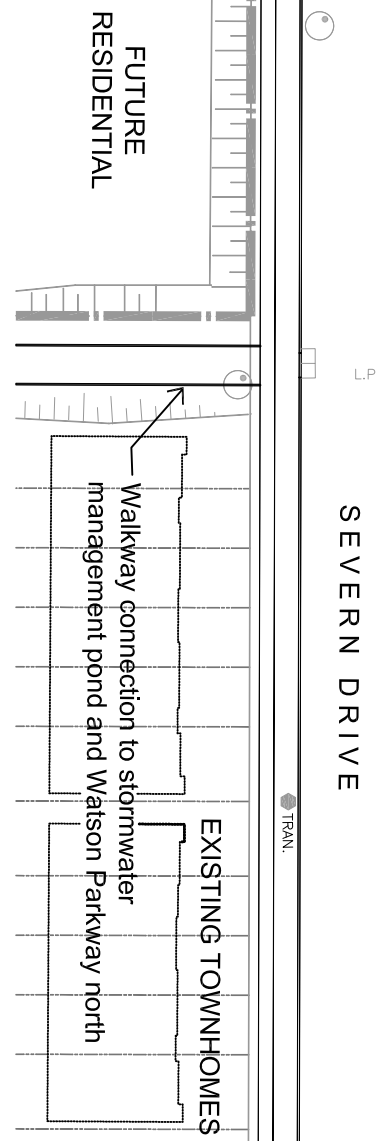
**FOR MORE INFORMATION PLEASE CONTACT Jyoti Pathak, Parks Planner**  
Send an email to [jyoti.pathak@guelph.ca](mailto:jyoti.pathak@guelph.ca) or Call 519-822-1260 ext. 2431

Community Design and Development Services  
Development and Parks Planning



**LEGEND**

- 1. PARK IDENTIFICATION SIGN
- 2. ASPHALT PATHWAY
- 3. JUNIOR AND SENIOR PLAY STRUCTURES WITH WOOD-MULCH SAFETY SURFACE
- 4. BASKETBALL HALF-COURT
- 5. INFORMAL PLAY AREA/ MINI SOCCER FIELD
- 6. LIVING FENCE
- 7. BENCH
- 8. BIKE RACK
- 9. PICNIC TABLE
- 10. TRASH RECEPTACLE



**City of Guelph**  
*Making a Difference*  
**Dev. & Parks Planning**  
 Community Design and Development Services

**MORNINGCREST SUBDIVISION NEIGHBOURHOOD PARK CONCEPTUAL MASTERPLAN**  
 15 ACKER STREET, GUELPH, ON  
 WARD 2

CLASSIFICATION: NEIGHBOURHOOD PARK  
 ZONING: P2 SIZE: 1.01 ha (2.5 ac)  
 FEATURES: play equipment, basketball half-court pathways, mowed grass area, planting and site furniture.



# APPENDIX 4

## MORNINGCREST PARK SURVEY RESULTS

Survey Type		Comments			Staff Response	
	Likes	Dislikes	Other			
1	Mailed Survey Something for everybody, lot of trees	(1) Not enough benches and trash receptacles	(2) Need to have trash receptacles near every entrance/ exit of the park. (3) Would like to see a couple of benches along the back by the living fence so that we can sit and enjoy the park without being near the children's activities. (4) Is there lighting?	(1, 2 & 3) Two benches along the trail by the living fence and trash receptacles at each entrance are proposed. (4) Lighting is not included in the proposal. Residents are encouraged to use the park during the daytime hours only.		
2	Mailed Survey Absolutely everything, plans look great	(5) Dog owners do not pick up after their pets- this could become a problem	(6) Suggest putting a sign to pick up after pets and a fine if not adhering to the rules.	(5 & 6) A park rules sign are proposed to be installed at each entrance. One of the rules listed on the sign is 'pick up after your pet'.		
3	Mailed Survey Lots of trees and shrubs, great walking path	(7) Larger trees along property line to the north appear to be a little too close to the private property. (8) Larger trees to the south along Severn may be too close to each other This may close-in the park too much inviting inappropriate behaviour. (9) The basketball court may prove to be very noisy for the home on the Maude Lane.	(10) Hopefully #5 will not be paved	(7) Only small trees and shrubs will be planted as part of living fence. (8) Proposed large trees along Severn Drive are deciduous trees and will not block the sightlines into the park. (9) The basketball half court has been relocated away from the houses. (10) Item # 5 is mowed grass area/mini soccer field		
4	Mailed Survey Flow of the park, the pathway wraps around smoothly and allows access to all areas.	(11) Mini soccer field is surrounded by trees. The tree spacing should be more spread out to allow picnic tables.	(12) What about putting a skating park (Ice rink) instead of basketball half court?	(11) The trees are proposed far enough to have space for picnic table in between. (12) An ice rink has been proposed at Eastview Community Park which is 5 minutes walk away from the Morningcrest subdivision.		

## MORNINGCREST PARK SURVEY RESULTS

5	Mailed Survey	Open green space, walking paths, living fences and trees, nice layout	Nothing	(13) What do circular shapes represent? (14) What will homes on Acker Street will face? (15) Poop and Scoop reminders throughout walking areas and (16) Receptacles for depositing animal waste	(13 & 14) Trees (15) Same as (5& 6) above (16) The City Operations currently do not provide waste separation bins in the parks.
6	Mailed Survey	Love the layout	(17) I do not agree with wood-mulch surfacing. Rubber surfacing is a better choice. Woodchips are a hazard with small children, they put things like wood chips in their mouths.	I think I should be a play guard for 12 months and up.	(17) City standard is 30 cms deep Fibar safety surfacing (treated wood chips). Third party certified playground inspectors are required to test and approve the safety surfacing in accordance to CSA-Z614-07 Childeren's playspaces and Equipments 2007 before a new playground is put to use. Rubber surfacing is a very expensive alternative to wood-mulch surfacing.
7	Online Survey	Multi use and green space	(18) No parking area (19) No area for pets to play		(18) Parking is not a permitted use in a Neighbourhood Park (P.2) zone. (19) According to the City of Guelph 'Animal Control Bylaw' Schedule "A" unleashed dogs will be permitted on the unoccupied mini soccer field while under control of a person: (a) between the hours of 8:00 p.m. and 8:00 a.m. from the first day of May to the fourteenth day of September inclusive; and (b) between the hours of 5:00 p.m. and 8:00 a.m. from the fifteenth day of September to the thirtieth day of April inclusive.
8	Online Survey	Looks good on paper	Nothing		

## MORNINGCREST PARK SURVEY RESULTS

9	Online Survey	Wide variety of options, half basketball court and mini soccer field is an excellent choice, both the junior and senior play areas with a safety surface	Nothing	(20) Suggest putting a sign to Pick Up after pets	(20) Same as (5& 6) above.
10	Online Survey	Everything	(21) Only one trash receptacle. (22) Hoping for a dog park area as there are many dogs in the neighbourhood and they will only use that space for the purpose anyway.		(21) Proposal includes 5 trash receptacles. (22) Same as (19) above.
11	Online Survey	Living fence, pathway	(23) Basketball half court. This area will encourage youth to possibly hang out later in the evening that may lead to vandalism and anti social behaviour.	(24) include a "dog waste" receptacle	(23) Basketball courts are neighbourhood-level facilities. The City's Parks, Recreation and Culture strategic Plan recommends programming and active engagement of all under represented groups including youth. The park has good sightlines and eyes into the park from streets and from the houses across the streets to deter any vandalism and anti-social behaviour. (24) same as (16) above
12	Online Survey	Junior/senior play area and structure, trees, natural space, mini soccer field	(25) No tennis courts	(26) Put up signs about cleaning up after pets	(25) same as (28) below (26) Same as (5 & 6) above.



## MORNINGCREST PARK SURVEY RESULTS

13	Online Survey	Trees, basketball court, pathways, play structures	(27) Do not put a half basketball court backing onto residential properties. No one wants to sit in their backyard and have to listen to the sound of a basketball bouncing.	(28) Could use more tennis courts and splash pads for kids	(27) Same as (9) above. (28) A splash pad and tennis courts have been proposed at Eastview Community Park which is 5 minutes walk away from the Morningcrest subdivision.
14	Online Survey	Placement of the playground	Nothing		
15	Mailed Survey	Living fence, picnic tables	Only one picnic table	Having a park in the neighbourhood is wonderful	
16	Mailed Survey	Children's play area and swings with wood-mulch surfacing	Nothing	Finish the park as soon as possible	
17	Mailed Survey	The whole concept	Nothing	(29) When would it be completed?	(29) The master plan implementation work will be initiated in 2010 following approval of the park master plan by City Council. The park will be developed in phases as full funding for the park construction is not identified until 2012 in the 5 year capital forecast.

# COMMITTEE REPORT



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**TO** Community Development and Environmental Services Committee

SERVICE AREA Community Design and Development Services

DATE April 19, 2010

**SUBJECT** WESTMINSTER WOODS PH. 3 PARKETTE MASTER PLAN

REPORT 10-27

NUMBER

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## RECOMMENDATION

THAT the Community Design and Development Services Report 10-27 dated April 19, 2010, pertaining to the Conceptual Master Plan for the Westminster Wood Phase 3 Parkette, be received; and

THAT the Conceptual Master Plan for the Westminster Wood Phase 3 Parkette, as noted in Appendix 2 of the Community Design and Development Services Report 10-27 dated April 19, 2010, be approved; and

THAT staff be directed to proceed with the implementation of the Westminster Wood Phase 3 Parkette Conceptual Master Plan.

## BACKGROUND

A parcel of land having an area of 1,087 square metres has been dedicated to the City as parkland in the Westminster Woods Phase 3 Subdivision. The park block is located at 101 Baxter Drive with street frontage on Baxter Drive (*See Appendix 1 - Location Map*).

This report provides a recommendation on the Master Plan for the park.

## REPORT

Development and Parks Planning staff have prepared a Conceptual Master Plan for the Neighbourhood Park in the Westminster Woods Phase 3 Subdivision. The proposal includes a play equipment area (junior equipment), two benches (one overlooking the storm water management(SWM) area and open space beyond), a trash receptacle, sod, trees and plantings, a park sign and an asphalt SWM access road that also serves as a trail. (*See Appendix 2 - Westminster Woods Phase 3 Parkette Conceptual Master Plan*). The SWM access road/trail will link Baxter Drive and the Parkette to the open space trails and other parks of the Westminster Woods subdivision. Staff are currently working with the developer to ensure a pedestrian link is made through the SWM pond by means of a bridge.

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**Public Process:** In December 2009, a survey was mailed to residents living within 120 meters of the park property to provide input on the conceptual master plan. The survey was also advertised in the Guelph Tribune and posted on the City's website (*See Appendix 3 – Westminster Woods Phase 3 Parkette Master Plan - Survey*).

The City received survey feedback from 9 households through fax, phone and the City's website. In general responses were positive for the conceptual park design. A minor change and a few points of clarification to the design have been made to accommodate suggestions received by residents (*See Appendix 4 - Survey Results Table*).

The requested changes:

- Upgrade the proposed chain link fencing (City Standard Demarcation) along the property line between private homes and park to decorative metal fence to match the existing condition on the other side of the storm water management pond. The developer has accepted to carry the financial implications of this upgrade and it will be implemented as part of the park project.
- The need for swings. Staff are currently investigating other forms of play and have opted for a 'spinner' in this park.
- The need for armourstone for sitting. This has not been accommodated for due to budget restraints and experience that large seating stones in small parks are often used to smash bottles and become maintenance issues.
- The need for more benches. Staff will investigate, but additional benches will only be possible if the budget is not exceeded.

Clarification relating to:

- The need for a splash pad. This has been accommodated for in the larger Orin Reid Community Park Conceptual Master Plan located on Goodwin Drive. The Conceptual Master Plan of Orin Reid Park will be circulated for public review later this month.
- The need for a bridge over the adjacent Storm Water Management Pond to connect the park to the larger trail system. This is currently being investigated by the developer and City staff. This issue will be resolved in the coming months.
- The need for wood chips in the play area. This is now a City Standard and was always intended for this park.
- The need for a bigger park in the area. This park is only a small piece of the entire park dedication for the Westminster Woods development. The main function of this parkette is to be a 'tot lot' and 'trail head'. The majority of the park dedication for the area came in Phase 2 and is now known as the Orin Reid Park (10.83ac). There is also Colonial Drive Park (4.84ac) just north of this parkette in the Pineridge Subdivision. Both Orin Reid and Colonial Drive Parks are within a 5 minute walk from Baxter Drive.

**Conclusion:** Staff believe that the implementation of the Conceptual Park Master Plan will create a neighbourhood scale parkette to serve the residents of the Westminster Woods Ph.3 Subdivision and will act as a strong link to the open space/ trail system in the south end of the City. It is anticipated that the park construction will take place in 2010 following approval of the Park Master Plan by City Council. The park has yet to be officially named, but the City's Naming

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Committee is expected to bring forth a suggested park name to Council for approval in the near future. This is in accordance with the City's current policy on Municipal Property and Building Commemorative Naming (2009).

### **CORPORATE STRATEGIC PLAN**

- GOAL 2 : A healthy and safe community where life can be lived to the fullest
- GOAL 5 : A community-focused, responsive and accountable government
- GOAL 6 : A leader in conservation and resource protection/enhancement

### **FINANCIAL IMPLICATIONS**

**Existing Funding:** Project funding is available for the Westminster Woods Ph. 3 Parkette construction through development charges (DC) supported Capital Budget.

- RP0338- Westminster Woods E. PH.3 (Capital Budget):  
Funds available \$ 85,000.00

#### **Forecasted Operating Costs**

- 0.06 FTE's
- Annual operating cost including labour, burden, equipment and materials. \$ 11,000.00

### **DEPARTMENTAL CONSULTATION**

Information Services: Corporate Communications  
Operations: Parklands and Greenways

### **COMMUNICATIONS**

NA

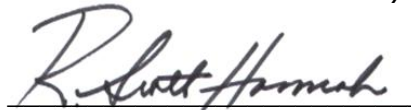
### **ATTACHMENTS**

- Appendix 1 - Location Map
- Appendix 2 - *Westminster Woods Phase 3 Parkette - Conceptual Master Plan*
- Appendix 3 - *Westminster Woods Phase 3 Parkette Master Plan - Survey*
- Appendix 4 - Survey Results Table



#### **Prepared By:**

Rory Barr Templeton  
Parks Planner  
(519) 837 5616 x 2436  
rory.templeton@guelph.ca



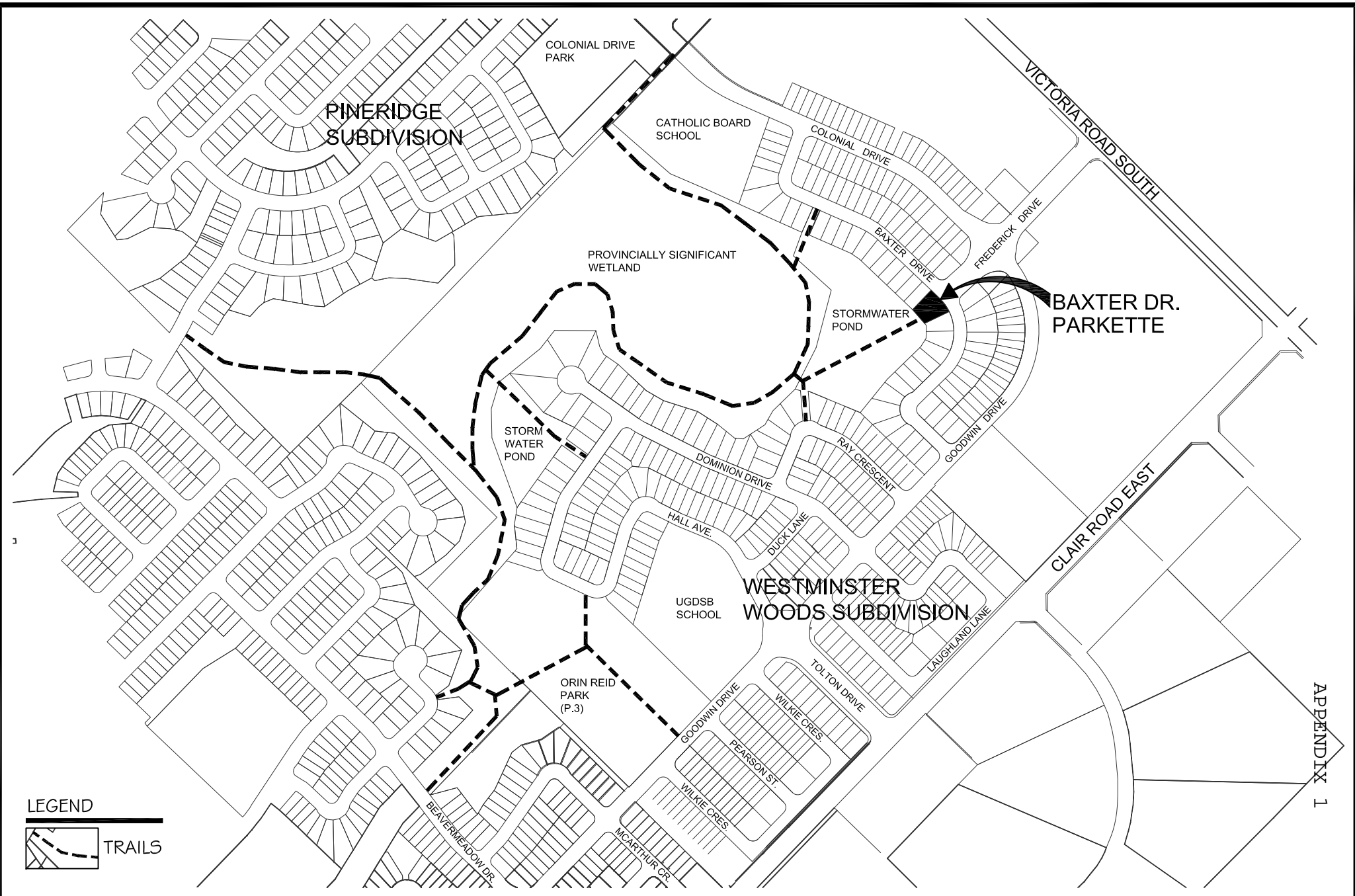
#### **Recommended By:**

Scott Hannah  
Manager of Development and Parks  
Planning  
(519) 837-5616 x 2359  
[scott.hannah@guelph.ca](mailto:scott.hannah@guelph.ca)



#### **Recommended By:**

James N. Riddell  
Director of Community design and  
Development Services  
(519) 837-5616 x 2361  
[jim.riddell@guelph.ca](mailto:jim.riddell@guelph.ca)



APPENDIX 1

**LEGEND**

TRAILS

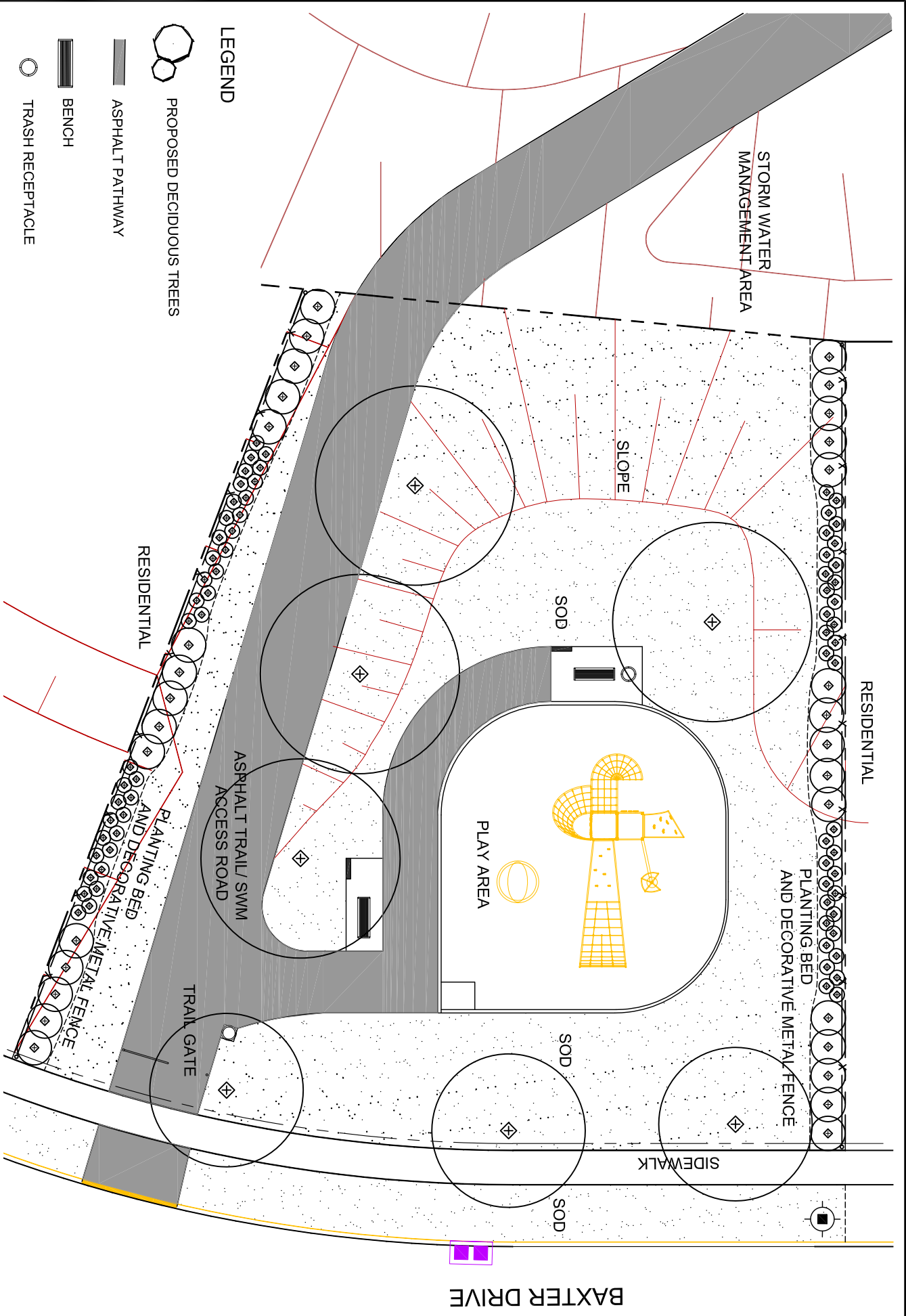
**Parks Planning**  
Community Design and Development Services

**LOCATION MAP - WESTMINSTER WOODS  
PHASE 3 PARKETTE**

101 BAXTER DRIVE, GUELPH, ON

WARD 6

CLASSIFICATION: NEIGHBOURHOOD PARK  
ZONING: P2 SIZE: 1,087 m<sup>2</sup>  
FEATURES: play equipment, pathways, mowed grass area, planting and site furniture.



# PARK SURVEY

## WESTMINSTER WOODS PHASE 3 PARKETTE

### MASTER PLAN - SURVEY

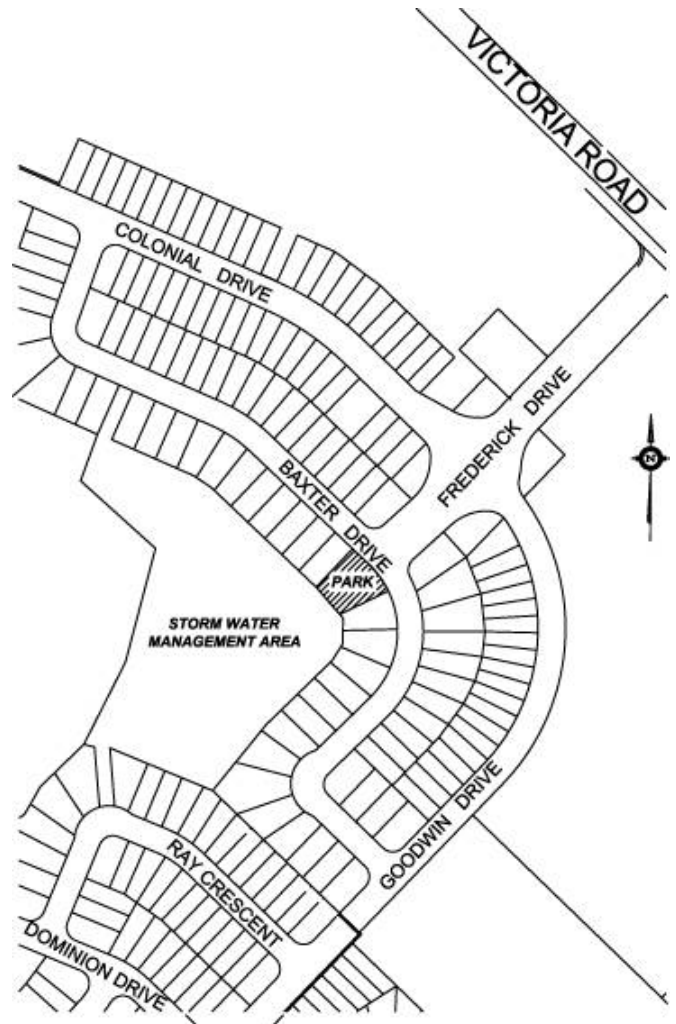
Community Design and Development Services is seeking public input into the proposed master plan of a new Neighbourhood Park. Your household is invited to participate in our survey. Information gathered from this survey will help City staff in refining the master plan before it is presented to the Community Development & Environmental Services Committee for approval in early 2010.

The proposed parkland is a new parcel of land to be known municipally as 101 Baxter Drive in the Westminster Woods Subdivision in the south end of the City. The parkland has street frontage on Baxter Drive and is in close proximity to an off-street trail network.

The parkette has an area of 1,087 square metres and has been zoned as a Neighbourhood Park (P.2 Zone).

The park master plan includes the following elements:

- Children's Play Area with Junior Play Structure.
- Asphalt Pathways
- Deciduous and Shrub Plantings
- Site Furniture: Benches, Trash Receptacles



**LOCATION MAP** *not to scale*

**Note: Please see other side.**

# PARK SURVEY

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## WESTMINSTER WOODS PHASE 3 PARKETTE MASTER PLAN - SURVEY

1. What do you like about the proposed master plan?  
*(Please use the lines below or provide a separate sheet)*

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2. What do you dislike about the proposed master plan?  
*(Please use the lines below or provide a separate sheet)*

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**Note: Please see other side.**



# PARK SURVEY



**3. Other Comments.**

*(Please use the lines below or provide a separate sheet)*

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**RESPONDENT:** Please provide your name and address below if you wish to be mailed the results from the survey and to be kept informed of the process.

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

Address: \_\_\_\_\_ Apt/Unit # \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax # \_\_\_\_\_

Email address: \_\_\_\_\_

**Please submit this survey by Friday, January 8, 2010 to Community Design and Development Services.**

**Mail:** Community Design and Development Services, 1 Carden St., Guelph, ON N1H 3A1

**Drop by:** Community Design and Development Services, 1 Carden St, 3rd Floor, Guelph

**Online:** Visit [guelph.ca/survey](http://guelph.ca/survey) and click on **Westminster Woods Ph.3 Parkette Master Plan Survey**

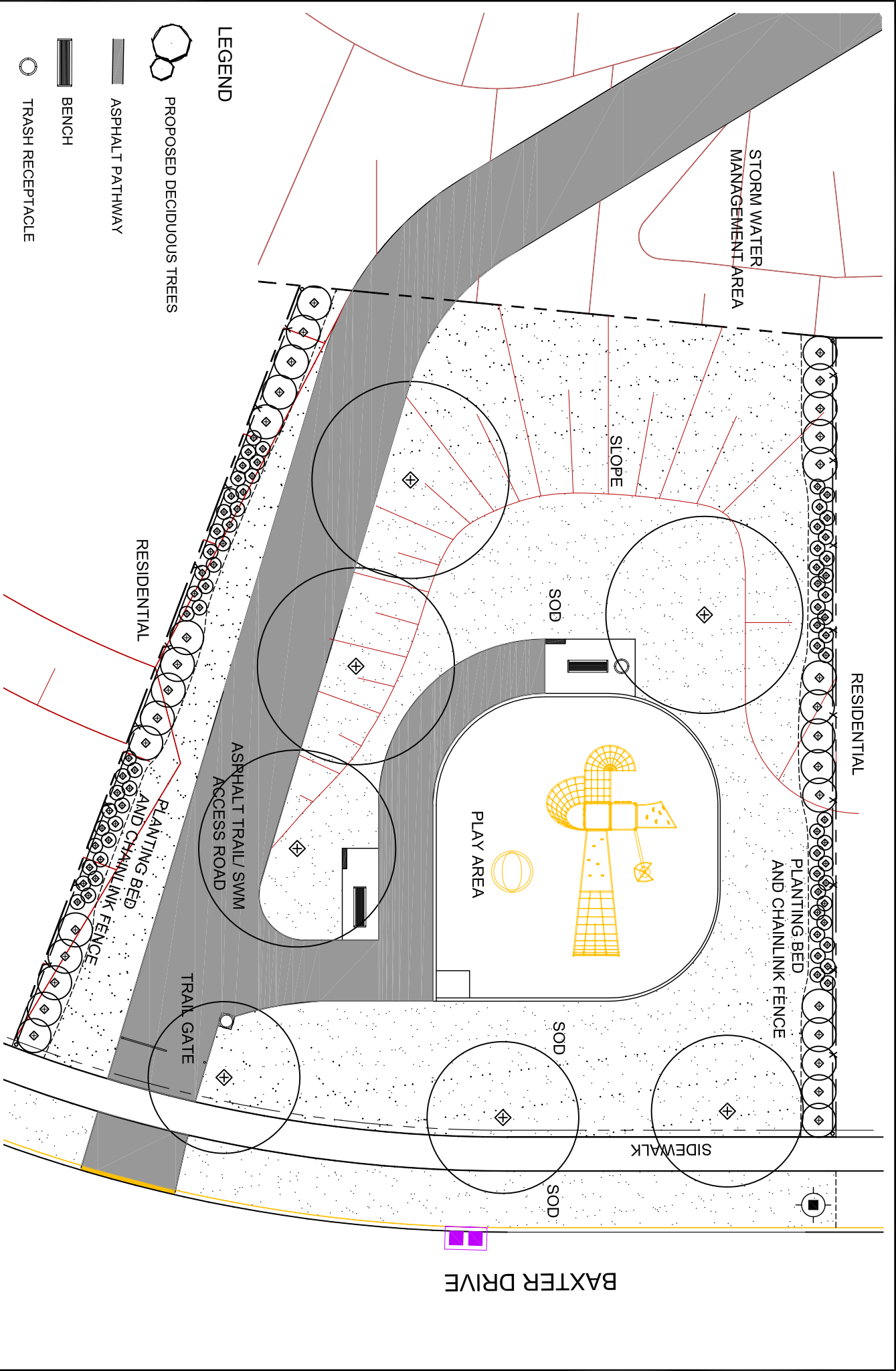
**Fax:** 519-837-5640

**FOR MORE INFORMATION PLEASE CONTACT** Rory Barr Templeton, Parks Planner

Send an email to [rory.templeton@guelph.ca](mailto:rory.templeton@guelph.ca) or Call 519-822-1260 ext. 2436

**Community Design and Development Services**  
Development and Parks Planning

T 519-837-5616  
F 519-837-5640  
E [planning@guelph.ca](mailto:planning@guelph.ca)



	Form of Submission	Comments			Staff Response
		Likes	Dislikes	Other	
1	Mailed Survey	Access to trail system More green space Benches are placed for parents to sit	No dislikes Add another bench overlooking SWM area.		Already achieved in plan
2	Mailed Survey	Layout of walkway  Amount of trees and bushes Close to home	Addition of a splash pad		This has been accommodated for in the larger Orin Reid Community Park Conceptual Master Plan located on Goodwin Drive. The Conceptual Master Plan of Orin Reid Park will be circulated for public review later this month.
3	Mailed Survey	Nice layout  Love the use of large trees in the park	Would like swings  Would like rubber mats in play area  Would like the proposed chain link fence upgraded to decorative metal fence.	Incorporate the use of limestone rocks	Staff are trying new equipment ideas in this park and have added a 'spinner' instead.  City standard is Fibar surfacing (treated wood chips)  Developer has agreed to completing this upgrade  This has not been accommodated for due to budget restraints and experience that stones are often used to smash bottles and become maintenance issues.
4	Email		A few more benches  No sand in play area		The park is quite full and the budget is very tight for this project  Fibar to be used

5	Telephone	Like layout  Good amount of trees	Would like swings	Would like the proposed chain link fence upgraded to decorative metal fence. Incorporate the use of limestone rocks	Same as above.  Same as above.
6	Online Survey	Like asphalt trail, play equipment, benches, plantings	Need a bridge over SWM area	Erect swing gates to keep cars out	City standard practice to add Trail Gates at street crossings.  This is currently being investigated by the developer and will be resolved in the coming months.
7	Online Survey	Great asset to community	Park seems small		This park is only a small piece of the entire park dedication for the Westminster Woods development. The main function of this parkette is to be a 'tot lot' and 'trail head'. The majority of the park dedication for the area came in Phase 2 and is now known as the Orin Reid Park (10.83 ac). There is also the Colonial Drive Park just north of this park in the Pineridge Subdivision. Both Orin Reid and Colonial Drive Parks are within a 5 minute walk from Baxter Drive.
8	Online Survey	Like play structure	Trees should be planted closer to play area	Water fountain and bike racks	Not a standard to supply water fountains or bike racks in small parks. Trees are close enough.
9	Online Survey	Good connection to trail system	Only two benches		Same as above.

# COMMITTEE REPORT



TO **Community Development and Environmental Services  
Committee**

SERVICE AREA Environmental Services  
DATE April 19, 2010

**SUBJECT** City of Guelph Private Lead Service Line Replacement Grant Program

REPORT NUMBER

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## **RECOMMENDATION**

"THAT Council, as part of the City's overall Program to Reduce Lead in Municipal Drinking Water, approves the Pilot Private Lead Service Line Replacement Grant Program to further reduce health risk through encouraging homeowners to replace lead water service lines, and to ensure City compliance with the lead reduction requirements outlined in Provincial Regulation 170/03;

AND THAT Waterworks staff report to Council on the effectiveness of the Pilot Private Lead Service Line Replacement Grant Program in the spring of 2011."

## **BACKGROUND**

### **Regulatory History:**

On July 26, 2007, the Ontario Ministry of the Environment (MOE) amended Ontario Regulation 170/03 (Reg. 170/03) and introduced Schedule 15.1 Lead, Corrosion Control Plan. This schedule requires all municipal drinking water providers to semi-annually measure the concentration of lead at a specified number of points in the plumbing of residential and non-residential properties (at the drinking water tap), and in the water distribution system (at hydrants).

The regulation prescribes that if more than 10 percent of the collected sample results exceed the Provincial Drinking Water Quality Standard (the PDWQ Standard) for lead of 10 parts per billion in two of the three most recent sampling rounds, then a Corrosion Control Plan (CCP) must be prepared and submitted to the MOE for approval and subsequently implemented within the drinking water system. A Corrosion Control Plan must detail the system owners' effective actions to reduce lead levels in customers' drinking water.

### **Guelph Waterworks Regulatory Position:**

In 2008, the results of Guelph's first two legislated lead sampling rounds confirmed that more than 10 per cent of sample results exceeded the PDWQ Standard for lead. As a result, the City is mandated under Reg. 170/03 to prepare and submit a CCP to the Province by February 2011.



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Staff anticipates that the CCP will recommend continued City and private Lead Service Line (LSL) replacement over chemical treatment of the water supply to achieve regulatory mandated lead reduction. This planned approach has been shared with both the Wellington-Dufferin-Guelph Public Health (WDGPH) as well as the Guelph office of the MOE.

Approximately 2,700 (8% of all City water services) City owned and/or private LSLs still remain to be verified under the Lead Service Verification Program (the Verification Program). Through the testing of kitchen tap water samples, Waterworks staff confirms whether an older home's buried water service has significant lead components that are degrading water quality. Since 2007, the Verification Program has been successful in reducing the number of unverified potential LSLs from 10,000 to less than 2,700; of the remaining 2,700 services to be verified, staff estimates that 400 may be composed of lead. The Verification Program is proceeding and should be completed in 2011.

Staff proposes, after consultation with customers, the WDGPH, and MOE, to bring to Council in May 2010 a draft strategy and/or proposed CCP for approval. The CCP will then be submitted to the MOE in Toronto for approval before the February 2011 deadline. Budget expansions required to implement the MOE approved CCP will be brought forward for Council approval in the 2011 and future budgets.

**Guelph Program to Reduce Lead in Municipal Drinking Water:**

Prior to 2007, Waterworks and Engineering Services were replacing LSLs when encountered on City owned property through maintenance programs and capital watermain replacement projects.

In response to early regulatory driven sample results, Council approved in the 2008 Waterworks Budget a comprehensive Program to Reduce Lead in Municipal Drinking Water (the Program) with the goal of reducing measured lead concentrations "at the tap" to levels below the PDWQ Standard.

Major Program components include continued monitoring, customer education and awareness, the Verification Program, CCP development, and the following actions:

1. Increasing the number of City owned LSL replacements; and
2. Implementing a pilot program to use financial incentives to encourage homeowners to replace their lead service lines.

To date the City is successfully replacing approximately 80 City owned LSLs per year. With these replacements, Waterworks is becoming increasingly successful with facilitating concurrent private side replacement by the Homeowner. Waterworks plans to continue these successful trends moving forward.

**Importance of Private LSL Replacement:**

Even with focused education and awareness programs encouraging private LSL replacement, staff are aware of approximately 250 private only LSLs (City side of the LSL is copper pipe) where the Homeowner is not engaged in replacement in the near term. Guelph's experience is consistent that of neighboring municipalities; in the last three years only a handful of Homeowners have replaced their private LSLs. The



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number of private only LSLs in Guelph will continue to increase beyond 250 with planned City owned partial LSL replacements scheduled for 2010 and beyond.

Water sample results collected to date in homes before and after only City owned LSL replacement indicate lower lead levels in the majority of cases; lead levels dropped on average by 61%. Eighty-four percent of these Homeowners with reduced results now enjoy water that meets the PDWQ Standard. In three instances where tap water lead levels have increased after City owned LSL replacement, they have done so on average by about 12% or only 2 ppb. All Homeowners with lead drinking water levels above the PDWQ Standard even after a City owned LSL replacement still need to replace their private side LSLs to receive safe water.

The above Guelph results agree with those collected in Toronto, Hamilton, and London Ontario, although are apparently contrary to recent unreleased research conducted in the United States. Waterworks staff and WDGPH will review this research as it becomes available and, if warranted, modify Guelph's LSL monitoring and LSL replacement programs accordingly.

Full (both City owned and private) LSL replacement in Guelph has reduced tap water lead to below the Drinking Water Quality Standard in all but a few exceptional cases where increased lead concentrations still resulted from internal plumbing components (i.e. lead solder, lead containing brass and bronze), fixtures, and appliances.

Regardless, all local and international research conducted to date, as well as the WDGPH, recommends full LSL replacement over partial LSL replacement (only City side or only private side). Recent correspondence received from WDGPH states:

*"The WDGPH supports Guelph's LSL replacement program for the removal of lead from the municipal distribution system. Data collected by Guelph Waterworks from samples taken after partial LSL replacements indicates a downward trend in lead concentrations in drinking water at the consumer's tap. Incentives to promote full LSL replacements (including the privately owned portion of the LSL) will only enhance this downward trend".*

Ideally, to reduce the risk of lead exposure from tap water in Guelph, 100% of homeowners with private-side LSLs should be replacing them as soon as possible.

### **Grants and Loans to Encourage Private LSL Replacement:**

There are five Ontario municipalities with populations greater than 40,000 currently developing CCP's and using financial incentives to encourage private LSL replacement. Since 2007 Hamilton, London, and Ottawa, each with many more private LSL's than Guelph, have been offering homeowner loans generally with a balance less than \$2,000. Overall, these loan programs have experienced less than 2% uptake by eligible homeowners. Since late 2007 and early 2008, Brantford and Welland respectively have been offering more effective grants from \$750 to \$1,000 with uptakes of 6% to 9%.

Waterworks staff estimates the average cost of a private side only LSL replacement in Guelph is \$3,000, with costs ranging between \$500 and \$10,000. The key variables that drive this cost are service accessibility, length, and restoration conditions.



As stated previously, in Guelph over the last three years, only a few homeowners with known LSLs have initiated private replacements and approximately 250 customers remain with private side LSLs. Waterworks staff is proposing that the rate of private LSL replacement be increased to approximately 20% of the current inventory of 250 (50 homes) as a result of the implementation of the Pilot LSL Replacement Grant Program (the Grant Program) in 2010. Based on the low uptake experienced by other municipalities, Waterworks staff is not recommending a pilot loan program for private LSL replacement at this time.

## REPORT

### Proposed Pilot Private LSL Replacement Grant Program Objectives:

In support of the overall Guelph Program to Reduce Lead in Municipal Drinking Water, staff is proposing a one year Pilot Private LSL Replacement Grant Program with the following objectives:

- Reduce health risk related to lead concentrations in drinking water caused by private LSLs;
- Eliminate health risk of potentially higher lead levels associated with partial, City side LSL replacement;
- Achieve both regulatory compliance and a private LSL replacement rate of 20% of known LSLs;
- Support homeowners with removal of a health threat on private property;
- Provide financial support up to 50% of the average cost of replacement; and
- Support the goals of effectiveness, fairness and practicality.

### Grant Program Eligibility:

Proposed program eligibility criteria are outlined in Table A below. Staff proposes to initiate the program on the next business day after Council approves the Pilot Grant Program.

<b>Table A Participant Eligibility Criteria and Priority</b>	
1. Eligibility – Residential Homeowner (others to be confirmed)	<ul style="list-style-type: none"> <li>a) Must be a Guelph homeowner and reside in home.</li> <li>b) Home must be single family home, duplex, or triplex.</li> <li>c) Must work in coordination with neighbour(s) in the case of shared services.</li> <li>d) Must have no outstanding City debt.</li> <li>e) Waterworks must confirm Lead Service Line (LSL) on private property.</li> <li>f) Staff are confirming issue of eligibility for non-residential property owners and rental property owners in relation to 'bonusing' restrictions of Section 106 of the Municipal Act.</li> </ul>
2. Grant Award Priority	<ul style="list-style-type: none"> <li>a) Vulnerable Homeowners with respect to lead health risk as determined by WDGHU (i.e. Households with children under the age of six, pregnant women or women planning a pregnancy) will be given priority for grant allowance.</li> <li>b) Depending on available program funding and absence of demand from the vulnerable group, a "first apply- first awarded" process will be followed.</li> <li>c) Waterworks will monitor customer participation and reserve 20% of total annual grant funds for awarding only to vulnerable groups.</li> </ul>
3. Program Retroactivity	Homeowners who have initiated or completed private LSL replacement and Homeowners who have paid third parties for private LSL replacement prior to the program initiation date are not eligible for grant funding. Retroactivity is not recommended as it would be difficult for staff to confirm the financial validity and other key information related to previously completed replacements.



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### **Grant Program Implementation Highlights:**

The following highlights have been summarized from attached Table B Grant Program Implementation Details:

1. Staff will initiate the Pilot Grant Program on the next working day after Council approval;
2. Waterworks will conduct a free pre-inspection to confirm the homeowner's grant eligibility and maximum grant amount;
3. To be eligible, all work must be completed by licensed contractors through the issuance of a Building Permit and be inspected by Building Services staff upon completion as well as be completed in accordance with terms and conditions of the Grant Program;
4. Homeowners must submit a minimum of two contractor quotations for Waterworks review in advance of completing the work;
5. The Building Permit fee paid by Homeowner will be reimbursed through the grant;
6. Waterworks pre-inspection and administration fees will not be charged to the customer;
7. Grant eligible costs include removal of existing lead pipe and installation of new 19mm copper pipe from the property line to 1 metre inside the building foundation;
8. Grant ineligible costs include Waterworks after-hours service fees, homeowner labour, utility relocation or damage, and private property restoration;
9. For eligible homeowners, the maximum grant amount ranges from \$667 to \$1,502 depending on the length of the replaced LSL (varying from 1 to over 6 metres). The grant amount paid to the Homeowner will be the lesser of the maximum grant amount or the eligible expense total from paid contractor invoices that must be submitted with proof of payment by the Homeowner.
10. The Homeowner must proceed with replacement within 90 days of grant endorsement;
11. At the completion of service replacement, Waterworks will install a low lead water meter at no cost to Homeowner; and
12. Waterworks will conduct free post replacement sampling to confirm lead reduction resulting from private service replacement (at Waterworks discretion).

Waterworks will track and review the effectiveness of the Grant Program, and modify the Grant Program as required to increase customer participation. Staff will report to Council in the spring of 2011 a summary of pilot program effectiveness and uptake as well as recommended changes as required.

### **CORPORATE STRATEGIC PLAN**

Goal #6.3: "A safe and reliable local water supply"

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## FINANCIAL IMPLICATIONS

Funding for the pilot Grant Program was approved in the 2008 Waterworks Capital Budget account WW0076 at an estimated cost of \$125,000. With a goal of 50 awarded grants in 2010, staff estimates the maximum pilot Grant Program cost to be \$90,000; this total includes up to \$1,502 in grant funding per participating homeowner, as well as \$15,000 in Program communication, pre-inspection, and administrative costs. Staff will monitor and track all program grant expenditures separately.

## DEPARTMENTAL CONSULTATION

In developing the pilot Grant Program, staff has consulted with City Building Services, Engineering Services, the WDGPH, and performed a limited customer survey. Staff will consult with Legal Services in regards to pilot Grant Program implementation.

## COMMUNICATIONS

Customer communication will be accomplished via a variety of methods including:

- Direct customer mail out of form letters and targeted brochures/information packages;
- Local newspaper advertising;
- Advertisements on City of Guelph website; and
- Waterworks presence at community events/Open Houses including a Lead Program Open House scheduled for spring of 2010.

## ATTACHMENTS

Appendix "A" - Definitions – Pilot Private Lead Service Line Replacement Grant Program;  
Appendix "B" – City of Guelph Pilot Private Lead Service Line Replacement Grant Program Details

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## APPENDIX "A"

### DEFINITIONS – PILOT PRIVATE LEAD SERVICE LINE REPLACEMENT GRANT PROGRAM

**Water service lines:** the pipes that convey treated drinking water from the water main to the customers' plumbing. Water service lines consist of all pipes, valves and fittings from the watermain through to the water meter where the customers' interior plumbing begins.

**Lead service lines (LSLs):** water service lines that are wholly or partially made of lead, typically installed in buildings constructed prior to the mid-1950's.

**City owned (City side) Lead Service Line (LSL):** portion of the lead water service line (LSL) located on publicly (City) owned property, from the watermain in the street or boulevard to the private property line.

**Private LSL:** portion of the lead water service line located on private property, from the property line to the water meter inside the building being serviced.

**Curb stop:** an underground valve installed by the City to turn the water service to a building on and off, typically located at or near the property line.

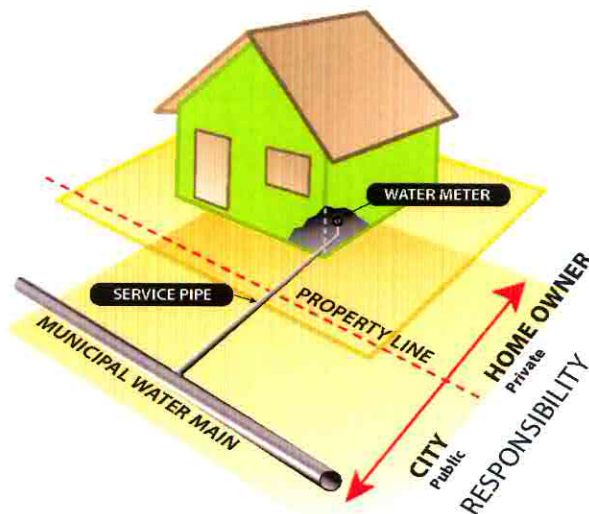
**Full lead service line replacement:** replacement of both the publicly owned and privately owned portion of the lead service line.

**Partial lead service line (LSL) replacement:** replacement of either the publicly owned or the privately owned portion of the lead service line, where lead pipe remains on one of these sections of the water service.

**Private lead service line (LSL) replacement:** replacement of the lead water service line from the property line to the meter (does not include the building's interior plumbing).

**Verification Program:** City of Guelph's LSL identification program.

**Figure 1: Typical Water Service Configuration**  
Used with permission from the City of London



**APPENDIX "B"**

**City of Guelph Pilot Private Lead Service Line Replacement Grant Program Details**

<b>Table B. Pilot Grant Program Implementation Details</b>	
1. Council Approval Date and Program Initiation Date	<ul style="list-style-type: none"> <li>a) Program objectives and details presented for final approval at April 26, 2010 Guelph City Council Meeting.</li> <li>b) Program will be initiated and applications accepted by Waterworks during normal business hours on the next working day after the program is approved by Council i.e. 8:00 am April 27, 2010.</li> </ul>
2. Application and Approval Process	<ul style="list-style-type: none"> <li>a) Based on Council approved protocol which recognizes health risk, Homeowners with the highest health risk will be given priority access to the grant.</li> <li>b) Homeowner requests for grant participation will be queued based on time of receipt.</li> <li>c) Receipt involves Waterworks staff directly receiving a verbal or written request from the homeowner for grant program participation.</li> <li>d) Homeowner initiates application process by booking Waterworks grant pre-inspection.</li> <li>e) Waterworks staff will perform pre-inspection at no cost to the Homeowner and confirm eligibility and maximum grant amount.</li> <li>f) Homeowner must submit to Waterworks a completed grant application form with a minimum of two contractor quotations for the proposed private Lead Service Line (LSL) replacement.</li> <li>g) Contractors must be licensed plumbers and/or licensed drain layers.</li> <li>h) Contractor costs as listed on the provided quotations are to be separated into listings of eligible costs with taxes and ineligible costs with taxes (see appropriate sections below). Waterworks will review eligible contractor quoted costs for reasonableness.</li> <li>i) Waterworks will review the application for completeness and eligibility. The Homeowner is not to proceed with work in advance of this completed Waterworks review and subsequent Waterworks formal endorsement of the grant application.</li> </ul>
3. Expense Items Covered by Guelph Waterworks or by the Grant	<ul style="list-style-type: none"> <li>a) One time Homeowner grant related charges for various Waterworks support services conducted during normal business hours including administration, pre-inspection, water turn-on or shut-off, flushing, sampling, and meter installation etc. These fees will not be charged to the Homeowner by Waterworks.</li> <li>b) Homeowner related single Building Permit fee (approx. \$75) payable to the Guelph Building Services Division.</li> <li>c) Contractor excavation costs related strictly to private LSL replacement.</li> <li>d) Contractor lead service pipe removal and disposal costs from the curb stop at or near the property line to one metre inside the foundation.</li> <li>e) Contractor supply and installation of new, NSF 61 and applicable Building Code compliant service pipe from the curb stop at or near the property line to one metre inside the building foundation. The new service is to be a minimum 19 mm (¾inch) diameter copper pipe. Installation costs include pipe material, pipe bedding, pipe trench back-fill, compaction, and related labour and equipment.</li> <li>f) Contractor supply and installation of NSF 61 and applicable Building Code</li> </ul>



**APPENDIX "B"**

**City of Guelph Pilot Private Lead Service Line Replacement Grant Program Details**

<b>Table B. Pilot Grant Program Implementation Details</b>	
	<p>compliant 19mm (¾inch), full-bore stop and drain ball valve in advance of the City water meter.</p> <p>g) Contractor repair only of new service pipe entry hole through concrete, block, or stone foundation wall or concrete basement floor.</p> <p>h) Provincial and Federal taxes assessed on all eligible costs will be eligible costs under the grant up to the maximum grant amount.</p>
4. Expense Items not Covered by the Grant	<p>a) Waterworks support services conducted outside of normal business hours including pre-inspection, water turn-on or shut-off, flushing, sampling, and meter installation etc. At the discretion of Waterworks, fees for these services will be assessed and billed separately on a time, equipment, and materials basis.</p> <p>b) Homeowner labour.</p> <p>c) Costs of internal plumbing modifications or other home renovations including cost of relocating internal plumbing to accommodate location of new water service.</p> <p>d) Costs of restoration of City owned sewer and laterals, pavement, sidewalk, curbing, signage, etc.</p> <p>e) Costs of relocation, damage, and repair to private utilities including telephone, cable, natural gas, and fibre optic etc.</p> <p>f) Costs of outside private property relocation or restoration i.e. grass seed, sod, trees, shrubs, gardens, decorative stones, driveways, walkways, decks, porches, ramps, sheds, fences, signs, utilities, pools, ponds, or hot tubs etc.</p> <p>g) All Homeowner accrued interest related to late payment to third parties for eligible expenses covered under the grant.</p>
5. Maximum Grant Amount Determination by Waterworks	<p>a) Waterworks has developed the grant amount determination formula below with a goal of having the grant cover approximately 50% of the average estimated cost of private LSL replacement in Guelph.</p> <p>b) Waterworks confirms maximum grant amount during pre-inspection and based on length of the private LSL.</p> <p>c) Waterworks will apply a maximum \$75 grant credit for a Building Permit fee</p> <p>d) Waterworks will apply a maximum \$425 grant credit for mobilization/demobilization (minimum total grant amount) to each eligible application.</p> <p>e) Based on Waterworks confirmed replacement LSL length, Waterworks will apply a maximum \$167 per metre grant credit to each eligible application.</p> <p>f) Maximum length of replacement LSL that the grant will provide funding for is 6 metres.</p> <p>g) Based on the mobilization/demobilization and service length credits, the maximum grant amount for each eligible application will range from \$667 to \$1,502 (1 metre to 6 metres and over LSL replacement).</p> <p>h) Based on contractor invoices and proof of payment (copy of contractor payment receipt) submitted by Homeowner and approved by Waterworks, the grant will pay the Homeowner the lower of the following amounts:</p> <p style="padding-left: 20px;">i. The total eligible costs as listed on the submitted invoices; or</p>



**APPENDIX "B"**

**City of Guelph Pilot Private Lead Service Line Replacement Grant Program Details**

<b>Table B. Pilot Grant Program Implementation Details</b>	
	ii. The Waterworks pre-determined maximum grant amount.
6. Grant Approved and Homeowner Completes Service Replacement Process	<ul style="list-style-type: none"> <li>a) Homeowner obtains endorsed agreement copy from Waterworks confirming eligibility and maximum grant amount.</li> <li>b) Homeowner must apply and pay for and obtain a related City Building Permit.</li> <li>c) To remain eligible, on behalf of the Homeowner the contractor must obtain all utility locates in advance of starting the work.</li> <li>d) Homeowner must proceed with the eligible, grant supported work related to the private LSL replacement within 90 days of the date of the signed agreement. Based on Waterworks discretion, failure to complete the private LSL replacement in a timely manner will invalidate the grant agreement.</li> <li>e) Homeowner or contractor telephones Waterworks minimum 1 working day in advance of replacement to arrange for water shut-off at the City curb stop prior to the start of work.</li> <li>f) Homeowner or contractor contacts the Building Services Division to arrange for an inspection to be completed prior to the trench being back filled.</li> <li>g) Homeowner or contractor telephones Waterworks to arrange for a water turn-on, chlorine residual testing and flushing of the new service line during normal business hours. Failure to do so may result in additional Waterworks service charges.</li> <li>h) Homeowner or contractor completes the remainder of work.</li> <li>i) Waterworks arranges to have new reduced lead water meter installed within home at no cost to the Homeowner. The Homeowner must provide access as/per the grant agreement.</li> </ul>
7. Following Service Replacement	<ul style="list-style-type: none"> <li>a) Contractor provides invoices to the Homeowner upon job completion. Contractor invoices must separately list actual eligible and ineligible costs and applicable taxes (see above information).</li> <li>b) Homeowner pays the contractor for 100% of the completed work.</li> <li>c) Homeowner submits contractor invoices as well as copy of proof of payment (contractor payment receipt) to Waterworks.</li> <li>d) If the agreement has been followed by the Homeowner, then Waterworks issues payment as described above.</li> </ul>
8. Monitoring Lead Levels Post- Replacement	<ul style="list-style-type: none"> <li>a) Waterworks, at its own discretion, will return post private LSL replacement at approximately 6, 12, and 18 months to collect samples for drinking water lead levels.</li> <li>b) Homeowner must agree to provide access for this post period sampling as part of the grant agreement.</li> </ul>

# COMMITTEE REPORT



TO **Community Development and Environmental Services  
Committee**

SERVICE AREA Environmental Services  
DATE April 19, 2010

**SUBJECT Healthy Landscapes Program Progress Update**  
REPORT NUMBER

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## RECOMMENDATION

“THAT the report of the Director of Environmental Services dated April 19, 2010 entitled Healthy Landscapes Program Progress Update be received”

## BACKGROUND

The Healthy Landscapes Program was originally introduced in the spring of 2007 to provide educational support to residents during the implementation of the City’s prior Pesticide Use Bylaw. The Healthy Landscapes Program has become a well recognized and utilized public resource, as measured through public participation in annual Healthy Landscapes Program events as well as increased public recognition of program materials and resources. In support of Council’s 2007 Strategic Plan, the mandate of the Healthy Landscapes program has greatly diversified since program inception. The Healthy Landscapes Program currently includes numerous urban ecological focuses including:

- Low impact urban landscape design;
- Drought tolerant and native non-invasive plants selection;
- Natural pest control practices;
- Water use and outdoor water conservation;
- Pollinator health and promotion;
- Proactive landscape maintenance best practices;
- Tree health and promotion of the urban tree canopy;
- Urban agriculture and local food production;
- Yard waste management.

Staff have formed many key community partnerships with local experts as part of the ongoing Healthy Landscapes Program. These community partnerships have added great value to the Healthy Landscapes Program, helped further the impact of local community groups and have lead to the creation of “*made in Guelph*” context for this comprehensive educational program. Healthy Landscapes Program community partners include:



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- Backyard Bounty
  - Guelph Arboretum
  - Guelph Horticulture Society
  - Guelph Turfgrass Institute
  - Linamar Corporation of Guelph
  - Pollination Guelph
  - The Guelph Boulevard Club
  - Green Legacy Forestry Program
  - Guelph Environmental Leadership (GEL)
  - Guelph Urban Forest Friends (GUFF)
  - LEAF – Local Enhancement and Appreciation of Forests
  - Master Gardeners of Guelph
  - University of Guelph School of Landscape Architecture
  - Waterloo Wellington Wildflower Society

Staff are pleased to provide the following progress report summarizing activities undertaken in 2009 and planned initiatives for 2010 through the City's Healthy Landscapes Program.

## REPORT

### 2009 Healthy Landscapes Seminar and Event Series:

Through the Healthy Landscapes Seminar Series, complementary public events were organized throughout 2009 that featured time of year appropriate public resources for the various program educational themes. In all cases, advertising and promotional efforts for the seminars included: printed advertisements in the City News pages of the Guelph Tribune, an events listing on the Healthy Landscape website, mobile signage, and the distribution of event brochures and flyers throughout civic centres. For reference, an overview of 2009 Healthy Landscapes speakers series events are listed below:

- Canada Blooms: Karen McKeown on 'Pollinator Habitat';
- Canadian Federation of University Women of Guelph: Karen McKeown on 'Go green without pesticides';
- Guelph Arboretum spring native plant tour: Sean Fox on native plants;
- Guelph public library spring speaker series: Karen McKeown on 'Natural pest control; creating biodiversity in your garden';
- In partnership with Wellington Wildflower Society: Frank Kershaw on 'Small native trees for urban gardens';
- Guelph Township Horticulture Society: Karen McKeown on 'Natural pest control; creating biodiversity in your garden with water wise gardening';
- Royal City Rags, radio interview: Karen McKeown on 'Healthy Landscape initiatives in the city';
- Old University Neighbourhood Association: Karen McKeown on 'Natural pest control; creating biodiversity in your garden with waterwise gardening';
- RLB LLP - Chartered Accountants and Business Advisors – lunchtime series: Karen McKeown on 'Natural pest control; creating biodiversity in your garden with water wise gardening';
- Guelph Turfgrass Institute Trial Gardens Open House;
- Municipal Law Enforcement Officers' Association Conference – Karen McKeown on 'Pesticide Control Benefits and Challenges';
- Master Gardeners Technical Day: Karen McKeown on 'How the Landscape Assessment program promotes water efficient gardening';
- Healthy Landscape Community Garden Tour: Boulevard gardens, native and drought tolerant plant selections, alternative ground covers, water efficiency and vegetables in the garden were all demonstrated;
- Arboretum Fall native plant tour: Sean Fox, horticulturist at Arboretum;
- Guelph Public Library fall speaker series: Karen McKeown on 'Fallscaping what to do now, to prevent problems next year';
- Ontario Urban Forest's Council Annual Conference: Karen McKeown on 'How the Healthy Landscape program promotes tree education';
- Spring and Fall Tree Tours: led by Sean Fox, horticulturist and tree expert with the Guelph Arboretum.



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Approximately 800 residents participated in the complementary workshops presented in 2009. Feedback received from event attendees has been very positive and supportive.

### **2009 Community Outreach Activities:**

The Healthy Landscapes promotional display was featured at many community events throughout 2009 to provide information to residents and answer questions about pesticide use, natural lawn care, water wise gardening and general landscaping practices. In 2009 Community Outreach Activities included:

- Home Depot Eco-Days Event
- Polygon Earth Day Event
- Speed River Clean-up Day
- Backyard Bounty Launch
- Spring Home Show
- GIRC Rain Barrel Day
- Operations' Open House
- LEAF – Tree Rebate Program
- Urban Agriculture Conference
- Climate Change Festival
- Waterworks Open House and Rain Barrel Sale
- Guelph Environmental Leadership EcoMarket
- Canada Day Riverside Park Celebration
- Pollination Symposium hosted by Pollination Guelph
- Lawn Care Day and Mow Down Pollution Event
- Pollinator Day in the Garden
- Sustainability Week Resource Fair at the University of Guelph
- CTV Television Promotion

### **2009 Healthy Lawn Care Day:**

As part of Healthy landscape initiatives to promote healthier lawn care options, a Healthy Lawn Care Day was offered on June 20th, 2009 in partnership with Linamar Corporation. Through this event residents were encouraged to bring in their old gas-powered lawnmowers, and receive a rebate towards purchase of a new battery operated energy efficient lawnmower. In total, over 60 solar lawnmowers were exchanged through the event. In addition, the event also featured many local lawn care professionals as well as information booths where residents could learn more about lawn care and seek advice regarding natural landscapes care practices at their home.

### **2009 Community Demonstration Projects:**

To help make desired actions of the Healthy Landscapes Program more tangible to members of the community a number of public demonstration gardens were established in public areas within 2009. To assist in development of the demonstration gardens, staff provided resources, plant material as well as assisted in construction of the garden sites.

During the spring of 2009, staff provided plant materials and educational materials to St. Patrick School staff to help create a pollinator friendly garden at the school site. The Healthy Landscapes Program is now recognized as a contributor and partner in this project.

Staff also worked closely with the Guelph Turfgrass Institute to design and install a series of boulevard garden test plots at their Victoria Road facility. Staff at the Institute plan to monitor and record the plantings for research purposes. The gardens will be open to the public and used as educational tools in promoting the correct plant types for use in boulevard conditions.



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With the goal of “leading by example” staff has also been working to pilot new demonstration gardens at Waterworks well house facilities. As part of this initiative, staff has implemented new landscaping methods at three highly visible urban well house sites, specifically Park Well at 183 Metcalfe St., Robertson booster station at 14 Robertson Dr. and 200 Water St. Further, to showcase separate gardening practices, the well house pilot project will also provide an opportunity to investigate the feasibility of adopting these practices on other City owned properties. As part of this investigation, staff will evaluate potential cost savings associated with ongoing maintenance requirements as well as the quantification of other related co-benefits.

**2009 LEAF Tree Rebate Program:**

Staff assisted LEAF (Local Enhancement & Appreciation of Forests) an organization based out of Toronto, with a pilot program to educate residents on the importance of using native trees in their yards. The program is entitled **Cool Communities** and is offered through partnership with the Ontario Power Authority. The program was offered at Meadowville and Royal City nurseries in Guelph and at selected nurseries in surrounding municipalities. As part of the Program, residents who purchased native trees and shrubs at these nurseries received an instant rebate from LEAF. In addition, event participants were also provided with information on the correct planting and care practices for the trees, as well as best practices for tree planting placement to save household energy costs. As part of the City’s involvement staff were at the nurseries to promote locally available programs and offer tree and shrub advice.

With the great success of the 2009 LEAF event, staff will again be working with LEAF on their tree rebate program in 2010. These events are currently planned for May 15th and 16th, and May 22, 23 and 24th, 2010.

**2009 Backyard Bounty Initiative:**

In the spring of 2009, staff provided support to Backyard Bounty, a community-based agriculture project that cooperates with participating residents to convert their yard space into productive vegetable gardens. Staff assisted with a launch event to help raise awareness of the importance of urban agriculture and using yard space for other uses than turfgrass. Staff also assisted with an Urban Agriculture Conference held in the fall and organized by Backyard Bounty staff to promote and educate on the importance of urban agriculture.

**2009 Landscapes Assessment Program:**

The Landscape Assessment Program was designed to assist residents and local business in establishing low water use and natural pesticide-free outdoor environments. Through this exciting program, Guelph residents and area businesses were able to book a complimentary 30-minute consultation with a City Landscape Advisor to review their landscape and discuss potential landscape based alternatives to make their property more water efficient and naturally beautiful.

Booking of landscape visits began on April 6, 2009, and landscape visits began in mid-May. The 2009 program consultation visit goal of competing 500 landscape assessments was achieved on August 20, 2009 with visits completed throughout the spring and summer of 2009.



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To quantify impact of the program an online survey has been made available for residents participating in the landscape assessment program. Results attained through this survey will be used to make further refinement to the continuation of the assessment program and shape associated program outreach materials.

**2009 Healthy Landscapes Garden Tour:**

The Healthy Landscape Community Garden Tour was held on Sunday, September 20th. The tour featured five local residential gardens which demonstrated water efficiency landscape designs, pesticide free gardening, the use of native plants and alternative ground covers. In addition, each garden featured a healthy landscapes theme with supporting educational booths and donated door prizes. The 2009 Garden Tour was a great success with over 200 participants from the Guelph community and overwhelming positive feedback received from event attendees.

**2009 Healthy Landscapes Website Development:**

To keep residents and interested community members informed of Healthy Landscapes events, the website features an upcoming events section. This section of the website also offers a Healthy Landscapes program e-mail list to alert community subscribers to upcoming events and related news once added to the website. The City's Healthy Landscapes website may be viewed at [guelph.ca/healthylandscapes](http://guelph.ca/healthylandscapes).

Staff has also implemented a home page for the [guelph.ca/trees](http://guelph.ca/trees) website, with a full launch of the website planned in 2010.

**2009 Healthy Landscapes Program Outreach Materials:**

A number of different print materials have been developed as public educational resources on different Healthy Landscape themes. Outreach materials developed as part of the 2009 Healthy Landscapes Program include:

- Lawn Care Tips - Fact Sheet
- Seasonal Lawn Care Calendar
- Sample Garden Design Booklet
- Clover – How it Saves Water, Money and Time
- Native Plants by Sun Requirements
- A Wide Selection of Fact Sheets About an Assortment of Gardening Topics

***In addition to the above City Healthy Landscapes Program educational initiatives undertaken in 2009, the following program items are planned for implementation in 2010:***

**2010 Guelph's Guide to Gardening Naturally:**

To assist area residents and community members to establish pesticide free and water efficient landscapes, staff have been working on the development of a Healthy Landscapes guide throughout 2009.

The Healthy Landscapes guide provides a comprehensive reference guide to low water landscape design, and proactive landscape maintenance practices. The guide also provides pest identification and identifies natural pest control alternatives to aid Guelph residents to naturally control common landscape pests.



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The Healthy Landscapes guide will be available to residents who participate in the 2010 Landscape Assessment Program. Copies of the Guide will also be available for view at local libraries and online on the Healthy Landscapes Program website at; [www.guelph.ca/healthylandscapes](http://www.guelph.ca/healthylandscapes).

### **2010 Healthy Landscapes E-Newsletter:**

To keep residents informed of Healthy Landscapes Program initiatives, staff is planning to introduce a monthly Healthy Landscapes electronic newsletter in the spring of 2010. The newsletter will provide interested community members with information on seasonal landscaping based maintenance requirements, information on permitted activities following introduction of Provincial regulations pertaining to cosmetic pesticide use, and advertise upcoming Healthy Landscapes events. This newsletter will be available for view on the Healthy Landscapes website starting the spring of 2010. In addition, it is planned that the resource will be provided to interested community members through an e-mail subscription listing.

### **2010 Healthy Landscapes Garden Tour:**

The goal of 2009 Healthy Landscape Community Garden Tour was to introduce participants to community gardens that actively employed the natural themes of the City's Healthy Landscapes Program. The tour allowed residents to experience the first hand beauty of natural landscapes and also provided an opportunity to residents to consult with each homeowner to assist them in introducing the practices within their own landscapes. With the great success of this event, staff is evaluating the expansion of the Healthy Landscapes Garden Tour 2010 to include a greater variety of demonstration garden tours. Further proposed tour themes include:

- A tour with a gardening problem and solution at each home
- A tour showcasing, alternatives to turf grass
- A tour showcasing only native/pollination gardens, that are more formally designed
- Demonstration garden tours at local community gardens

To evaluate further tour themes, staff will continue to pursue opportunities to work with local community groups to expand on garden tour ideas that promote healthy gardening options.

### **2010 Workshop/Seminar Series:**

With the great success of the 2009 Healthy Landscapes seminar series, staff is currently planning a supplementary set of public seminars in 2010. Proposed topics for the 2010 seminar series include:

- Native trees for Urban Gardens
- Pollinator Gardens
- Native Plant Selection
- Urban Vegetable Gardening
- Boulevard Gardening
- Native Garden Care and Native Plant Selection
- Home Landscape Design Best Practices
- Proactive Lawn Care and Maintenance Best Practices
- Natural Pest Control Alternatives
- Yardwaste Composting

Through the workshop series staff will continue to solicit the participation of local expertise of Healthy Landscapes Program partners and work to design interactive learning experiences for event attendees.



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### **2010 Waterworks Well House – Healthy Landscapes Pilot Project:**

Staff are currently planning the implementation of more demonstration gardens at highly visible well house sites in 2010. To date staff have received interest from neighbourhood groups and volunteer organizations to assist in the design and maintenance of these subsequent demonstration garden sites. Master Gardeners of Guelph are interested in designing and maintaining a site at 290 Water St. Pollination Guelph are in the process of designing pollinator friendly gardens at 69 Queensdale Cres. and 14 Robertson Dr. In addition, a local accounting company, RLB, has approached staff to plant a garden at one of the sites to be determined.

### **2010 Native Garden Design:**

Staff is currently in consultation with the Guelph Arboretum staff to design a demonstration garden utilizing many of the Healthy Landscapes Program design principles. The demonstration plot will feature native, drought tolerant and pollinator plantings, but also feature a more domestic and formal front yard setting. It is hoped that this initiative will provide an instruction reference point to homeowners that desire to remove their lawn, but still prefer a clean and kept formal garden design.

### **2010 Healthy Landscapes Website Development:**

Staff is currently undertaking improvements and updates to the Healthy Landscapes program website content based on desired subject matter and feedback from members of the public. Upgrades to the Healthy Landscapes website are currently ongoing and with completion anticipated for May 2010.

### **2010 Spring and Fall Leaf/Compost Education Program:**

By practicing backyard composting, and properly using fallen leaves, residents can create healthier, more water efficient gardens and landscapes. Each spring and fall many residents simply bag or rake these items to the curb with little acknowledgement of their value. To assist residents to recognize the free resources present on their properties, Healthy Landscapes staff and Solid Waste staff are currently working on the creation of educational resources for residents.

To kick-off this educational program, an event is planned for May 15, 2010 which will feature information on leaf and yardwaste use as well as offer backyard composter for sale. Staff are also working in the design of a yard waste utilization marketing program with full implementation of the program to be in place for the 2010 fall yardwaste collection season.

### **2010 Monthly Newspaper Articles:**

Staff will publish a newspaper article each month in the Ecetera section of the Guelph Mercury and Guelph Tribune Newspaper. Each month will focus on specific time of year appropriate topics related to the Healthy Landscapes Program.

### **2010 Community Gardens:**

As part of the Community Services Department's Community 2010 Gardens Pilot Project program, Healthy Landscapes staff have offered technical assistance in garden design. This educational program will demonstrate water saving techniques for vegetable gardening and is aiming to showcase more innovative water conservation practices through use of rainwater harvesting as a water source for

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many of the garden plots. For more information on the Community Garden Project please visit [www.guelph.ca/communitygardens](http://www.guelph.ca/communitygardens).

### **CORPORATE STRATEGIC PLAN**

1. An attractive, well-functioning and sustainable city;
5. A community-focused, responsive and accountable government;
6. A leader in conservation and resource protection/enhancement;
- 6.1 Coordinated management of parks, the natural environment and the watershed;
- 6.2 Less total greenhouse gas emissions for the City as a whole compared to the current global average;
- 6.6 A biodiverse City with the highest tree canopy percentage among comparable municipalities.

### **FINANCIAL IMPLICATIONS**

All costs of City's Healthy Landscapes Program are funded as part of the Council approved 2010 Environmental Services General Administration and Water Conservation operating budgets.

### **DEPARTMENTAL CONSULTATION/CONCURRENCE**

Corporate Communications

### **COMMUNICATIONS**

N/A

### **ATTACHMENTS**

N/A

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# COMMITTEE REPORT



TO **Community Development and Environmental Services  
Committee**

SERVICE AREA Environmental Services  
DATE April 19, 2010

**SUBJECT Sale of Greenhouse Gas Credits from Eastview Landfill**  
REPORT NUMBER

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## RECOMMENDATION

"THAT the Mayor and Clerk be authorized to enter into a contract with The Greening Canada Fund and L21 Financial Solutions to sell Greenhouse Gas Credits, subject to the satisfaction of the Director of Corporate Services/City Solicitor and the Director of Environmental Services;

AND THAT the funds from the sale of Green House Gas (GHG) credits in 2010 be used to fund infrastructure replacements/site upgrades associated with improving and securing the Eastview Landfill Methane Collection system with the balance used to reduce the tax-supported operating budget."

## BACKGROUND

The Eastview Landfill Site was closed for the receipt of waste in October of 2003. As part of the closure plan, the City installed a landfill gas collection system designed to:

- Reduce the release of landfill gas from the site;
- Reduce associated green house gas impacts; and
- Control odour.

The gas collected was destroyed by flaring on-site.

In 2004, Conestoga-Rovers & Associates was retained to conduct a "Landfill Gas Utilization Feasibility Study" for the Eastview Landfill. The purpose of this Study was to undertake a feasibility assessment of the technical and economic viability of a long-term landfill gas utilization facility at the site, i.e. to utilize the landfill gas beneficially rather than destroying the gas through flaring.

As Council is aware, the outcome was an agreement between the City and Guelph Hydro Inc. (GHI) for the development of GHI's Ecotricity facility located at the Eastview landfill site. The intent was that both partners, as well as our community, would benefit from the Ecotricity facility as follows:



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- The City would generate revenue from the sale of landfill gas to Ecotricity as well as a small fee for the lease of the land. In addition, any GHG credits for the collection and destruction of landfill gas would be owned by the City;
  - GHI would generate revenue through a renewable energy supply contract with the Province of Ontario which would include the sale of any GHG credits from the off-setting of coal-fired electricity generation which would be owned by GHI; and
  - Our community would reduce our green house gas (GHG) footprint, while improving our overall environmental performance and site management.

The feasibility study concluded that there would be sufficient quantity and quality of LFG being produced at the site to warrant the capital investment and to support three generators generating 3MW each of electricity for the first 10 years of operation, and two generators for the second 10 years of operation, with any additional LFG collected being combusted by the existing enclosed flare.

Based on the 2004 study, the Ecotricity project went forward and the energy plant began operation on June 17th, 2005. Unfortunately, from the first day of operation there was less methane collected than anticipated and insufficient methane to consistently support the operation of all three engines. The cause may be due to less gas generated than predicted, operational constraints with the gas collection system, or a combination of both.

City staff has undertaken many attempts to balance the well field in order to increase the quantity of gas collected. However, although some improvement has been realized, after many attempts, insufficient methane is being collected to maintain even two of the three engines in operation on a consistent basis. Additional work on-site is necessary to determine if more gas is available and, if so, to determine what capital investment would be required (e.g. more collection wells or improvements to current collection system) to recover more gas.

The outcome of this investigation would provide input to the City and GHI on the cost and benefit of further capital investment in the collection system and provide input to GHI on their assessment of the ongoing viability of maintaining the Ecotricity facility. Based on our agreement with GHI to provide the landfill gas, any expense to improve the collection system would be at the City's expense. Improvements to the gas collection system to increase the quantity of gas collected would increase the revenue which the City realizes through the sale of gas and the sale of the City's GHG credits. Similarly, increased gas collection would improve the economic viability of GHI's Ecotricity facility. Conversely, if Ecotricity were to cease operation, the City would lose approximately two-thirds of our annual GHG credits due to the capacity of the flare to destroy methane. There is no funding for site upgrades in the approved 2010 budget.

On-site work to improve the gas collection system would not impact the development of the sports field in the northeast corner of the site.



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## REPORT

Landfill gas has been collected and destroyed at the site, either through flaring or co-generation, since 2003, generating credits for the City. Two different types of GHG Credits are being generated at the site. The City is generating GHG credits through the collection and destruction of the landfill gas. In addition, separate GHG credits are generated by Guelph Hydro Inc. (GHI) for the off-setting of coal-fired electricity generation. The City owns the first credits. GHI owns the latter. GHI has assigned their credits to Province as part of their renewable energy supply contract.

From 2004 through 2007, the City's credits were sold to the federal government through a Council-approved agreement with Environment Canada's **Pilot Emission Removals, Reductions and Learnings** (PERRL) program. This federal program ended at the end of 2007.

At a meeting of Guelph City Council held June 23, 2008, Council approved entering into an agreement FCM's Green Municipal Corporation (GMC). Through this new Corporation, FCM proposed to purchase and aggregate credits from many municipalities in order to generate a better market price for all municipal clients and to act as a broker to reduce risk to the municipalities. Unfortunately, FCM eliminated the GMC prior to endorsing an agreement.

While the landfill gas collection system has continued to generate credits annually since 2007 for the City, the market for emission reduction credit trading has been, and remains, highly uncertain. While Environment Canada's is planning to launch a national greenhouse gas program entitled "**Turning the Corner**", the launch of this program has been delayed and it is unclear if this new program would recognize credits accrued to date. As a result, although the City continues to accrue credits, the only avenue through which credits can currently be sold is the voluntary market on the North American commodities market.

A total of 59,300 emission reduction credits have been accrued during 2008, with approximately the same amount expected for 2009. The amount of credits will subside over time with the degradation of the waste buried at Eastview Landfill.

At this time, preliminary estimates indicate that each credit can likely be sold in the range of \$7 to \$10 per tonne, minus expenses associated to marketing, carbon credit quantification, verification, and brokerage fees. Based on available information, our credits accrued during 2008 and 2009 may be worth in the order of \$700,000. It is, however, difficult to predict where the carbon credit trading market may be in the future. According to credit sellers, corporate social responsibility and public relation benefits are the most popular customer motivations for buying voluntary offsets.

Due to the two years worth of accrued credits and the need for capital investment in the infrastructure at the site, staff researched the potential value of accrued credits to the City. On March 5th, 2010 a Carbon Emission Reduction Supplier Term Sheet was prepared that outlines the basis of an agreement, which is subject to Council approval, between the City and the Greening Canada Fund L.P. (GCF) and its general partner Green Power Action II Inc. The Term Sheet initiates the

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process between the City and GCF to have Guelph's credits quantified and verified so that they may be sold in the future. All costs associated with the quantification and verification will be borne by GCF. Once the credits are quantified and verified then, if approved by Council, a contract between involved parties would be developed for the sale of the credits. The quantification process is currently underway and it is estimated to take approximately one month to complete. The verification process will then proceed and is estimated to require an additional two weeks.

The term sheet with GCF stipulates that, if approved by Council, they would purchase a minimum of 30,000 tonnes of emission reduction credits from the City of Guelph on June 15, 2010 at a price of \$7 per tonne for a total revenue of \$210,000. Then, on September 1 of each subsequent year up to the year 2013, GCF would purchase an additional minimum 30,000 tonnes of emission reduction credits and 20,000 tonnes on September 1, 2014.

The second company that the City has been in discussions with regarding the sale of emission reduction credits is L21 – Financial Solutions consultants (L21). In a draft "Engagement letter and terms of reference", L21 has offered to facilitate the sale of the City's carbon credits on the voluntary commodities market. A representative of L21 has further advised that they have a client who is willing to purchase a limited number of credits for approximately \$10.00 per tonne. L21 would require a 5% Commission fee for all credits sold through them. L21 cannot market any of the credits until such time as the quantification and verification of the City's credits are complete. It is possible that the remaining credits that Eastview Landfill generates annually would be sold through L21.

With respect to the Ecotricity facility, the methane gas supply issues have recently worsened, resulting in the requirement to cut back the two engines to 800 KW from 925 KW on both engines due to the continuous decline of the methane gas being produced in the well field. The financial implications of this are affecting Guelph Hydro's ability to operate the co-generation plant on a profitable or even on a break-even basis.

Staff has been working continuously with consultants from Conestoga-Rovers Associates (CRA) and Golder Associates to determine the cause of the decline in the supply of methane gas. To that end, the most recent recommended upgrades to the site by Conestoga-Rovers to address the methane gas decline would cost between \$400,000 - \$600,000. The additional expenditures are required to maintain the City's current rate of generation of GHG credits and they are required for Ecotricity to run on a financially viable basis. The work will be undertaken in a phased approach based on ongoing cost/benefit analyses to ensure that each subsequent phase of work is supported by the outcome of the previous phase, and that the value to both the City and GHI of the additional gas to be collected warrants the expenditures. By the end of the first (\$14,500) and second phases (\$78,500) we will have an assessment of available methane.

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## **CORPORATE STRATEGIC PLAN**

1. An attractive, well-functioning and sustainable city;
5. A community-focused, responsive and accountable government;
6. A leader in conservation and resource protection/enhancement;
- 6.4 Less waste per capita than any comparable Canadian city;
- 6.5 Less energy per capita use than any comparable Canadian city.

## **FINANCIAL IMPLICATIONS**

There will be no financial implications in 2010 as all revenue from the sale of GHG credits will fund the necessary upgrades at Eastview. In future years, there will be a new revenue source in the Solid Waste Resources that will reduce the amount of tax-based funding required. In addition, future capital replacements/site improvements relating to the Eastview Landfill Gas Collection System will be funded from the sale of credits rather than by capital from current or through debt.

## **DEPARTMENTAL CONSULTATION**

Corporate Services - Legal Services  
Guelph Hydro Electric Inc.

## **COMMUNICATIONS**

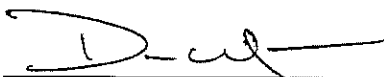
N/A

## **ATTACHMENTS**

N/A

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### **Recommended By:**

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**Councillor Kovach's Notice of motion for which notice was given**  
**September 28, 2009**

WHEREAS the proliferation of sign creates a number of environmental concerns including an increase in visual pollution, and increase in landfill waste and an increase in green house gas emissions;

THEREFORE BE IT RESOLVED THAT Council direct staff to review the current Sign By-law and report back with enhancements to the regulations that will reduce and minimize the proliferation of all (municipal, provincial and federal) election signs in private and public properties.

**From:** Carmela Nini  
**To:** Gloria Kovach  
**Sent:** Tue Oct 27 13:25:48 2009  
**Subject:** About the signs

Hello Gloria, and thank you so much for taking the time to address the issue of reducing the number of election signs! Environmentally, financially, and safety wise, everyone will benefit by a reduced number and hopefully you will be successful in your effort. I have couple ideas that you and your colleagues could probably consider. The first one would be for the city to establish a fixed size and number of signs allowed for every candidate, then let every candidate be free to put these signs wherever they want. The second suggestion would be for the city to develop a map for the areas where these signs could be posted, and then divide the spots equally among the candidates. My third suggestion would be for the city to make an X number of additional spots available to the candidates, and charge them a fee that would increase with every additional spot (the first one \$200, the second \$400, the third \$700....). Another possibility would be to eliminate the signs completely and replace them with permanent city display boards located around the city, where candidates could rent a space for the posting of their name and logo. My preference would be the last one, mainly because it could be used at election's time and then rent it again and again, throughout the year, for the posting of information for the various happenings. Thanks for your consideration, and my sincerest best wishes, Carmela

***Carmela Nini***

# COMMITTEE REPORT



**TO** **Community Development and Environmental Services  
Committee**

**SERVICE AREA** Environmental Services  
**DATE** April 19, 2010

**SUBJECT** Recommended Terms and Conditions for a Proposed  
Agreement with the Regional Municipality of Waterloo to  
Process Organic Material at Guelph's New Organic Waste  
Processing Facility (OWPF)

**REPORT NUMBER**

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## RECOMMENDATION

"THAT the Mayor and Clerk be authorized to enter into an agreement with the Regional Municipality of Waterloo to process 20,000 tonnes of organic material per year commencing October 2013, as described in the report dated April 19, 2010 from the Director of Environmental Services."

## BACKGROUND

City Council has ranked the construction of the new Organic Waste Processing Facility (OWPF) as their #1 priority project for this term of office. On April 27, 2009 Council approved the award of the construction contract for a 30,000 tonne per year facility and directed staff to seek revenue-generation through the sale of the excess capacity (20,000 tonnes per year) in our new facility.

Composting is a critical part of reducing the amount of waste that our city sends to landfill and meeting the provincial waste diversion targets. Composting is expected to increase Guelph's diversion rate by 10 per cent, moving us towards achieving the City of Guelph's waste diversion target of 55 per cent by 2011. The new OWPF will allow Guelph to re-establish its position as a leader in waste diversion.

## REPORT

Selling surplus capacity to either municipal neighbours or to the Industrial/Commercial/Institutional sector enables the City to generate revenue in excess of our operating cost, thereby reducing the costs (operating or capital) of Solid Waste services to our taxpayers.



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Typically municipalities seeking to sell excess processing capacity do so using one of the two following methodologies:

1. Respond to a *Tender* or a *Request for Proposal* issued by the municipality who is seeking processing capacity (this is the process which Waterloo Region employed in 2009); or
2. Through a short-term verbal agreement that is not locked-in but renewed, or lost, on a monthly basis. This methodology is responsive to market conditions but has a relatively high level of risk as waste streams are gained or lost monthly as municipalities compete with the private sector, and with each other, for waste.

Currently, one of our nearest neighbours, the Regional Municipality of Waterloo, is seeking long-term processing capacity for 20,000 tonnes of the Region's organic waste. Rather than releasing a Tender or a Request for Proposal, Waterloo Regional Council directed their staff to enter into discussions with only two municipalities (the Cities of Hamilton and Guelph) regarding a potential long-term contract. City staff expressed interest to Regional staff to enter into discussions regarding a potential agreement. Draft terms and conditions discussed were expressly stated and understood by both parties to be as indicated in the letter attached, i.e. "*for discussion purposes only*" and "*subject to approval by Guelph City Council*".

Acceptance of Waterloo Region's waste into our facility would ensure that our new OWPF operates at full capacity and would provide revenue certainty for the City.

The draft terms and conditions discussed with Waterloo Regional staff and recommended to both Councils are:

- **Tonnage to be Processed** – the City of Guelph will process 20,000 metric tonnes per year of SSO material from the Region of Waterloo on a "*put or pay*" basis ("*put or pay*" means the Region will pay annually for 20,000 tonnes capacity whether or not they deliver any material to Guelph for processing);
- **Fee Per Tonne** – \$116.82 per tonne (subject to annual CPI increases);
- **Term of Agreement** – Initial ten (10) year term with two five (5) year options (to be negotiated and agreed to by both parties during formulating contract document);
- **Commencement Date** – October 13, 2013.

Entering into this contract will bring the following direct benefits to Guelph:

- A reduction in the capital cost of new OWPF of **\$650,000**, as per Maple Reinders' response to Guelph's Request For Proposal (i.e. one-time savings);
- A reduction in processing costs paid to AIM Environmental from \$87.50 to \$79.00 per tonne (both subject to CPI increases) in the processing fee that Guelph pays to AIM Environmental for all waste processed (our waste plus Waterloo's waste) over the life of the contract, based on the facility receiving

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a minimum of 27,499 tonnes per year, equal to approximately **\$85,000** per year for Guelph's approximately 10,000 tonnes (Note – both the fixed and sliding scale processing fees were the result of the responses to Guelph's competitive Request for Proposal for the design, building and operation of an OWPF);

- A guaranteed annual net revenue (gross revenue – operating cost) of approximately **\$660,000** per year for the life of the agreement (10 years initially).
- Therefore, in addition to the one time savings in capital costs, the contract will result in annual savings of approximately **\$745,000** plus additional savings associated with the cost of carrying less debt.

Although Guelph's suggested processing fee (i.e. exclusive of transportation costs) was higher (\$116.82 per tonne) than Hamilton's (\$110 per tonne), Regional staff recommended to their Council entering into a contract with the City of Guelph, partially due to additional \$20/tonne in transportation costs included in Hamilton's offer. Waterloo Regional Council approved their staff recommendation on April 6, 2010.

As was the case with Waterloo Regional Council, Guelph City Council may approve, amend or reject the draft terms and conditions recommended by staff in this report. Any amendment to the draft terms would, of course, require subsequent reconsideration by Regional Council.

Next Steps: If Council approves the draft terms and conditions, staff will proceed to work with the Region of Waterloo staff to finalize an agreement.

## **CORPORATE STRATEGIC PLAN**

5.4 "Partnerships to achieve strategic goals and objectives."

6.4 "Less waste per capita than any comparable Canadian city."

## **FINANCIAL IMPLICATIONS**

To ensure that Guelph's net revenue position remains predictable over the initial contract period, the specific CPI factors that are used to increase the price per tonne that Guelph charges the Region of Waterloo will be the same as specified in the Operations & Maintenance agreement that Guelph signs with AIM Environmental.

## **DEPARTMENTAL CONSULTATION**

N/A



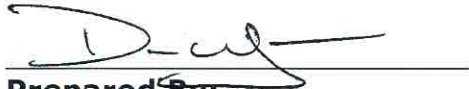
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## COMMUNICATIONS

N/A

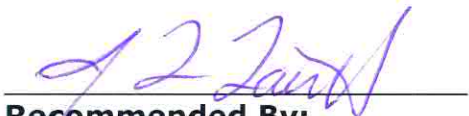
## ATTACHMENTS

Copy of Feb.9/10 correspondence to Region of Waterloo



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**Recommended By:**

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**Recommended By:**

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February 9, 2010

**Mr. James Archibald**  
Director of Waste Management  
Region of Waterloo  
150 Frederick St., 6<sup>th</sup> Floor  
Kitchener, ON N2G 4J3

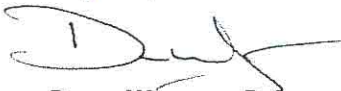
Dear Jim:

**RE: Draft Terms and Conditions for the Future Processing of the Region of Waterloo's Source Separated Organic (SSO) Waste at the City of Guelph's Organic Waste Processing Facility (OWPF)**

This letter summarizes the discussions that have occurred to date between staff of the Region of Waterloo and the City of Guelph regarding entering into a long-term agreement where the City of Guelph will process SSO material shipped from the Region of Waterloo. All Terms and Conditions written here are still subject to approval by Guelph City Council, and are for discussion purposes only.

- 1) *Tonnage to be Processed* - the City of Guelph will process 20,000 metric tonnes per year of SSO material from the Region of Waterloo on a "put or pay" basis
- 2) *Fee Per Tonne* - \$116.82 per Tonne (subject to annual CPI increases)
- 3) *Term of Agreement* - Initial ten (10) year term with two five (5) year options (to be negotiated and agreed to by both parties during formulating contract document)
- 4) *Commencement Date* - October 13, 2013

Regards,



**Dean Wyman, B.A.**  
Manager, Solid Waste Resources  
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guelph.ca

# COMMITTEE REPORT



TO **Community Development and Environmental Services  
Committee**

SERVICE AREA Community Design and Development Services  
DATE April 19, 2010

**SUBJECT Guelph Transportation Terminal: Purchase of 72  
Farquhar Street Property by Metrolinx-GO**

REPORT NUMBER 10-52

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## RECOMMENDATION

"THAT the Community Development and Environmental Services Committee Report 10-52, dated April 19, 2010, entitled 'Guelph Transportation Terminal: Purchase of 72 Farquhar Street Property by Metrolinx-GO' be received;

AND THAT Council support the redevelopment of the 72 Farquhar Street site by Metrolinx-GO for the sole purpose of providing south side station and access facilities as part of Guelph's Transportation Terminal, while retaining the Drill Hall building due to its significant cultural heritage value;

AND THAT Council request Metrolinx-GO, prior to purchasing the property at 72 Farquhar Street, to confirm in writing that (a) the redevelopment of the subject property shall be for the sole purpose of providing south side station, pedestrian, vehicular access, and ancillary use facilities for Metrolinx-GO Transit and Via Rail as part of Guelph's Transportation Terminal; (b) at the time of redevelopment Metrolinx-GO will carry out the detachment of the Drill Hall building from the remainder of the building complex and provide for the retention of the Drill Hall; and (c) Metrolinx-GO will undertake the redevelopment of the site at 72 Farquhar Street, including site design and landscaping in keeping with its function as a station facility, in consultation with the City;

AND THAT Council authorize staff, upon receipt of confirmation from Metrolinx-GO, to amend the description of the heritage attributes, pertaining to 72 Farquhar Street in the City's *Municipal Register of Cultural Heritage Properties* as a non-designated property, to include only the reference to the Drill Hall building (Section 1) on the property and remove all references to Sections 2, 3, 4 and 5 of the building complex as identified in this Report."

## BACKGROUND

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The City is currently developing a new intermodal and interregional Transportation Terminal at the VIA Station location on Carden Street. The new terminal will accommodate the operations of Guelph Transit, GO and Greyhound intercity buses, as well as VIA and GO Train service. The main components of the new terminal include a new bus platform on Carden Street and the existing VIA Station and rail platform. There will also be a new rail platform on the south side of the CN tracks including pedestrian and vehicular access and ancillary use facilities.

The construction of the north side facilities including improvements to the VIA Station building is being undertaken by the City as part of the Infrastructure Stimulus Funding (ISF) program of the Federal Government, and the construction should be completed before March 31, 2011. The work on the south side will be undertaken by Metrolinx-GO in the future.

The development of the south side facilities will require the property at 72 Farquhar Street, which is currently included in the City's *Municipal Register of Cultural Heritage Properties* as a non-designated property. Metrolinx-GO are proceeding to purchase the subject property to accommodate the future south side facilities, but would like to have certainty that the property can be redeveloped to accommodate the south side facilities given the current listing of the subject property in the *Municipal Register*. In addition, both VIA Rail and Metrolinx-GO require the same certainty before agreeing to construction work on the north side going ahead as currently planned.

City staff and consultants in coordination with Metrolinx-GO staff undertook a Cultural Heritage Impact Assessment of the subject property, developed concept plans for the south side and evaluated different conservation options and costs in relation to the future south side facilities. City Staff presented the evaluation results to Heritage Guelph on March 31, 2010. Representatives of Metrolinx-GO and Dillon Consulting made presentations to Heritage Guelph at another Heritage Guelph meeting on April 12, 2010. This Report dated April 19, 2010, and attachments summarize the assessments and evaluations that were undertaken including consultations with Heritage Guelph.

## **REPORT**

The background to the Development of the Transportation Terminal including the north side and south side facilities and the assessments and evaluations of development options for the property at 72 Farquhar Street, are outlined in detail in the staff memorandums attached to this Report as Attachment A. The following material is included in Attachment A:

- CDDS Memorandum to Heritage Guelph, dated March 29, 2010
- Engineering Services Memorandum with the following internal attachments –
  - Transit Terminal General Plan (Attachment 1)
  - 72 Farquhar Street (Attachment 2a, 2b, 2c and 2d)
  - South Side Concept Plans (Attachment 3a, 3b and 3c)
  - Cultural Heritage Impact Assessment (Attachment 4)
  - Structural Concepts (Attachment 5)

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- Evaluation of Options (Attachment 6)

The resolution passed at the April 12 Heritage Guelph meeting is included as Attachment B.

The Cultural Heritage assessment of 72 Farquhar Street and the evaluation of redevelopment/conservation options were undertaken to achieve a balance between the City's objective to develop a new Downtown Transportation Terminal as a significant public good in Guelph and the City's policy to promote the protection and enhancement of cultural heritage resources in Guelph. The heritage impact assessment undertaken by McGillivray Architect identified the Drill Hall building within the building complex at 72 Farquhar Street as having "very high significant heritage value". The Drill Hall is identified as Section 1 in the heritage impact assessment report (see Attachments 2d and 4 in the staff memorandum included as Attachment A). There are two other components (Sections 3 and 4, belonging to the old Cotton Mill) that are also of heritage significance, while later additions to the complex (Sections 2 and 5) are not considered to be heritage-significant.

Staff also carried out a structural assessment of the buildings, undertaken by Gamsby and Mannerow Engineers, to determine the feasibility and cost of conserving one or more of the heritage components at 72 Farquhar Street. As evaluated and discussed in the staff Memorandum (Attachment 6 in the staff memorandum included as Attachment A), the preferred option is to conserve the Drill Hall building on the property and redevelop the remainder of the property to accommodate the south side facilities of the new Transportation Terminal.

City staff presented the findings and conclusions of the heritage assessment and structural evaluation to Heritage Guelph on March 31, 2010. The Committee requested City staff and Metrolinx-GO to explore the possibility of designing a kiss-and-ride vehicular access facility at 72 Farquhar Street site while retaining one of the Cotton Mill buildings (Section 3) and invited Metrolinx-GO representatives to a second meeting of Heritage Guelph.

On April 12, 2010, City staff, Metrolinx-GO staff and Dillon Consulting representative met with Heritage Guelph and demonstrated the practical impossibility of designing a kiss-and-ride facility while retaining Section 3 of the building complex. Heritage Guelph members, while appreciating the importance of the development of Guelph's new Transportation Terminal, concluded that both the Drill Hall (Section 1) and the original Cotton Mill building (Section 3) should be retained as part of the development of the south side facilities of the new Transportation Terminal. The resolution passed at the Heritage Guelph meeting is included as Attachment B.

Following the meeting, Metrolinx-GO have reconfirmed their commitment to conserve the Drill Hall as part of the redevelopment of the 72 Farquhar Street site, and indicated that they will not proceed with the purchase of the property unless

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they have certainty that the remainder of the property could be redeveloped to accommodate the south side facilities of the Transportation Terminal. Without this certainty, Metrolinx-GO and VIA Rail will not agree to works on the north side going ahead as currently planned.

It should be noted that the CDDS memorandum of March 29, 2010 emphasizes the significance of the Transportation Terminal and its location in the Downtown to Places to Grow goals, achieving the goals of the Growth Plan and invigorating Downtown Guelph. The south side platform and the access facilities at 72 Farquhar Street are integral to the new Transportation terminal, and there is no alternative site where these facilities can be located. From a review of the Go Transit's needs, the 'Cotton Mill' or its remaining north façade wall cannot be retained on this site either economically or practically because there simply is not enough space to accommodate both the drop-off facility and the building or wall on the site.

As such, staff are recommending that Council support the redevelopment of the property at 72 Farquhar Street to accommodate the future south side facilities of the Transportation Terminal while retaining the Drill Hall building, as a reasonable, practical and heritage-sensitive compromise between developing the new Transportation Terminal and promoting the preservation of built heritage resources in Guelph.

## **CORPORATE STRATEGIC PLAN**

The Transportation Terminal development including the redevelopment of the 72 Farquhar Street site is consistent with the following goals in the 2007 Strategic Plan:

- Goal #1 – An attractive, well-functioning and sustainable city; and
- Goal #6 – A leader in conservation and resource protection/enhancement.

Specifically, the following strategic objectives apply to the development of the new Transportation Terminal:

- 1.2 – Municipal sustainability practices that become the benchmark against which other cities are measured;
- 1.4 – A sustainable transportation approach that looks comprehensively at all modes of travel to, from and within the community;
- 6.2 – Less total greenhouse gases for the City as a whole compared to the current global average; and
- 6.5 – Less energy and water per capita than any comparable Canadian city.

## **FINANCIAL IMPLICATIONS**

There are no financial implications to the City in regard to the purchase and redevelopment of the 72 Farquhar Street site.

## **DEPARTMENTAL CONSULTATION**

N/A

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## COMMUNICATIONS


N/A

## ATTACHMENTS

Attachment A – Staff Memorandums including the following:

- CDDS Memorandum to Heritage Guelph, March 29, 2010
- Engineering Services Memorandum with the following internal attachments –
  - Transit Terminal General Plan (Attachment 1)
  - 72 Farquhar Street (Attachment 2a, 2b, 2c and 2d)
  - South Side Concept Plans (Attachment 3a, 3b and 3c)
  - Heritage Impact Assessment (Attachment 4)
  - Structural Concepts (Attachment 5)
  - Evaluation of Options (Attachment 6)

Attachment B – Resolutions of the Heritage Guelph Meeting, April 12, 2010



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## ATTACHMENT A

# INTERNAL MEMO



DATE March 29, 2010  
TO **Heritage Guelph**  
FROM Jim Riddell, Director of Community Design and Development Services  
DEPARTMENT Community Design and Development Services  
**SUBJECT Transit Terminal – South Side  
72 Farquhar Street**

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Attached is a memorandum from Engineering Services setting out the use of 72 Farquhar Street as a south platform and access facility to function with the Guelph Transit Terminal. The memorandum explains why this site is required and the heritage attributes of the building complex located on the site and the surrounding area.

The retention of the "Drill Hall" and the "Cotton Mill" and its 1916 extension in conjunction with the south side transit terminal facilities would be ideal. However, for the reasons contained in the memorandum this solution is not practical. Alternative solutions must be sought.

Ontario's *Places to Grow* has identified Downtown Guelph as an Urban Growth Centre. One of the Growth Plan Policies is to identify Major Transit Station Areas in Urban Growth Centres, one of which is Downtown Guelph. Council has approved Official Plan Amendment No. 39 (OPA 39) which brings the City's Official Plan into conformity with the planning framework of the Growth Plan for the Greater Golden Horseshoe (Growth Plan). This Official Plan policy promotes an integrated approach to land use and transportation planning and the optimization of transportation infrastructure by planning for a compact and mixed use community. The policy states that:

In keeping with the vision for a complete and transit supportive community, a portion of Downtown Guelph is identified as a *major transit station area*. The *major transit station area* will support both inter-city transit service as well as local transit service and function as the central hub providing connections within and outside the City.

- 2.4.7.1 The *major transit station area* is defined generally as the area within approximately 500 m, or a 10 minute walk from a transit station or major bus depot. Within this area, development will generally be planned and designed to:
- a) achieve increased residential and employment densities that support and ensure the viability of existing and planned transit infrastructure and service;
  - b) achieve mix of residential, office, institutional and commercial *development*, where appropriate; and
  - c) provide access from various transportation modes to the transit facility including consideration of pedestrians, bicycle parking and commuter pick-up/drop-off areas.

The portion of OPA 39 covering the Major Transit Station Area policies is in full force. As such, the Downtown Secondary Plan preparation process which is under way will identify the actual location of the identified Downtown Transit Station as a Major Transit Station Area.



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Heritage Guelph  
March 29, 2010  
**RE: Transit Terminal – South Side  
72 Farquhar Street**  
Page 2 of 2

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Traditionally, within many municipalities the Go Station, Via Stations and Bus Terminals are located outside of Downtown areas on the periphery of developed areas because of the challenges posed in locating together in a historically developed area with possible street and building constraints. While Guelph recognizes that the location of all of these mobility facilities together is a challenge, staff also realize that in order to achieve all of the goals of the Growth Plan and enthruse Downtown economic prosperity, the most ideal Major Transit Station Area is where the Transportation Terminal is located Downtown at Carden and Farquhar Street. It is unfortunate that a building on the Municipal Heritage Register is located at 72 Farquhar Street, where vehicular facilities are required. However, for the reasons outlined in the accompanying memorandum there is no other viable location for the south side terminal facility. In short, it must be located at 72 Farquhar Street. Consequently, the City is faced with weighing the benefits and disadvantages of locating the south side facility against the full or partial removal of a heritage building complex.

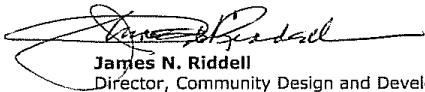
Compromise is required. The heritage retention of the "Drill Hall" has been agreed to by Metrolinx-GO. This is a major advantage because the most significant heritage component of the building complex will be retained. While in practical terms, the balance of the building complex including the "Cotton Mill" should be removed to accommodate the south side transit facility, there is a possibility that part of the Cotton Mill façade could be retained. Ongoing negotiations will continue.

At this time, Heritage Guelph is being asked to support the retention of the Drill Hall for future rehabilitation and, in principle, support the retention of the north facade of the Cotton Mill building provided suitable negotiations and agreement can be made between Metrolinx-GO and the City in the future.

To solidify this support, as such, the following draft motion is provided for Heritage Guelph's consideration:

"That Heritage Guelph support the retention of the Drill Hall building at 72 Farquhar Street and; and

That Heritage Guelph, in principle, support the retention of the north façade of the Cotton Mill building subject to further discussions between the City and Metrolinx-GO, provided that if retention is not feasible the City will delist the non-Drill Hall portion of the property from the Municipal Register."



**James N. Riddell**  
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# MEMO



File No. 16.161.145

To: Jim Riddell, Director of Community Design and Development Services

From: Rajan Philips, Manager, Transportation Planning & Development Engineering

cc: Stephen Robinson, Senior Heritage Planner  
Richard Henry, City Engineer

Department: Engineering Services - Community Design and Development Services

Date: March 29, 2010

Subject: Development of Guelph's Transportation Terminal: Reconciling the Heritage Significance of and the Public Transportation Need for the Property at 72 Farquhar Street

## INTRODUCTION

The City of Guelph is currently developing a new intermodal and interregional Transportation Terminal that will accommodate the operations of local Guelph Transit buses, GO and Greyhound intercity buses, as well as VIA and GO train service. The new facility will meet current accessibility requirements including access to walking, cycling and vehicular modes, and will connect Guelph to GTA locations in the east and Kitchener-Waterloo and London in the west by bus and by train. It represents a necessary investment towards meeting the City's goal to achieve one third reduction in the consumption of energy in the transportation sector as part of its Community Energy Plan. As well, with its downtown location and proximity to the City Hall, Provincial Offences Court House and other existing and future mixed uses, the new facility is an emerging example of the Mobility Hub concept included in "The Big Move", the comprehensive transportation plan prepared by Metrolinx for the Greater Toronto and Hamilton (GTHA) areas. The Guelph facility could be the first mobility hub outside the GTHA.

The new Transportation Terminal will include the existing VIA Station and a new Bus Platform on Carden Street – on the north side, and a future south platform and access facilities on the south side. The two sides will be linked by a new tunnel connecting the existing north platform and the future south platform as well as by the upgraded old tunnel to the east of the VIA Station. In addition to the development of the new terminal, the City is also undertaking the reconstruction of the old rail bridge over Wyndham Street along with related rail realignment work.

The design and construction of the Bus Platform, changes to the interior of the VIA Station building, the related works of rail realignment and modifications to the exiting north rail platform, as well as the construction of the new rail bridge over Wyndham Street, are currently underway with Federal and Provincial funding support under the Infrastructure Stimulus Funding (ISF) program. In terms of the ISF requirements, the above-noted works have to be completed before March 31, 2011. The estimated costs of the works are close to \$13 M excluding property, with the City paying one third of the total project cost and the full cost of property acquisition where required on the north side.

The City has already purchased the property where the Greyhound Station is currently located. This property is required to accommodate the new bus platform, and in turn Greyhound operations and office requirements will have to be accommodated on the bus platform and in the VIA Station building.

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## MEMO

Discussions are also underway regarding property transactions with VIA Rail and CNR.

The works on the south side (including the south platform and access facilities) are not proceeding at the present time as part of the above-noted ISF construction schedule. These works will be undertaken by Metrolinx-GO (GO Transit) in the future to accommodate increased train service by both GO and VIA and vehicular access to the facility. However, the works currently proceeding on the north side are contingent on the south side works being completed in the future.

### GO EA and the South Platform

As discussed later in this Memo, the need for the south side access and increased train services through Guelph was not anticipated when the concept plan for the Carden Street bus platform was first approved by City Council in 2004 and later in 2007. These requirements were identified through the Environmental Assessment undertaken by the Province for extending GO train service west of Georgetown to Guelph and Kitchener. The EA was completed in 2009 and received approval by the Ministry of the Environment in January 2010. The EA recommended, in keeping with City Council's request, that the Guelph station for the extended train service be located at the current VIA Station location rather at the alternative location at the CN/Silvercreek Parkway crossing (the Lafarge lands). The EA also identified the need for a new south platform in addition to the existing north platform to provide separate tracks for eastbound (using the south platform) and westbound (using the north platform) trains. The two-track operation is necessary to accommodate the increased of train service through Guelph by GO Transit and VIA in the future.

The development of a south platform will require access facilities and other amenities. The property at 72 Farquhar Street, given its location right across from the VIA station and proximity to Wyndham Street, is the logical site for the future facilities. Alternative locations farther east will be too far removed from the existing north side station facilities as well as from the main downtown destinations including the City Hall, the Provincial Offences Court House and St. George's Square. The new bridge at Wyndham Street will include extensions of the two platforms to facilitate the trains stopping as close to Wyndham Street accesses as possible.

The need for the Farquhar property was formally identified following the conclusion of the EA, as property requirements could not be addressed until the EA was approved in January 2010. Metrolinx-GO are now prepared to purchase the subject property and include the construction of the new tunnel connecting the existing north platform and the future south platform as part of the City's contracts for the north side construction works. However, given the current heritage listing of the 72 Farquhar Street property, Metrolinx-GO and VIA would like to have certainty that the south side works can proceed on the subject property in the future before committing to purchase the property in advance or agreeing to the works on the north side to go ahead as currently planned.

### Agency Interests & Negotiations

Although the City has secured Federal and Provincial government funding for the design and construction of the Transportation Terminal, agreements are required with government and private transit agencies to address their needs and requirements in regard to property, rights-of-way and transit (bus and rail) operations. Multi-party discussions involving the City, Guelph Transit, VIA, Metrolinx-GO, CNR & Rail America, and Greyhound are being coordinated to reach an agreement among all the stakeholders. As will be discussed later, all the transit operators including Guelph Transit are in agreement that south side access facilities are required to meet the safety and operational needs of train and bus services at the future Transportation Terminal. In the absence of certainty regarding the future use of the 72 Farquhar St site, VIA and Metrolinx-GO are unwilling to enter into agreements with the City and other agencies that are required to be in place prior to start of construction.

## MEMO

The consequences of failing to reach agreement between all the agencies at this juncture are serious. At worst, the development of the Transportation Terminal may have to be stopped, or, at best, the north side facilities will have to be significantly modified to such an extent that the new facility may not be able fully accommodate the transfer-point requirements of Guelph Transit and Greyhound. Metrolinx-GO has indicated that they may use the existing VIA Station in the short term, but will be compelled to look at alternative station locations before commencing full service. Locating a future GO Station outside the downtown will be counterproductive to the Downtown revitalization plans and the growth plans for the City as a whole.

On the positive side, all of the stakeholder agencies are supportive of the Transportation Terminal initiative and have been co-operative in the discussions towards reaching a mutually beneficial agreement. The 'interests' that each agency has a stake in are almost entirely related to ensuring safe and efficient transit operations at the future terminal. In this regard, Metrolinx-GO have indicated that their willingness to invest in the property at 72 Farquhar St is not only for providing south side access to future train service but also for supporting the City's Transportation Terminal initiative and for enhancing its functionality. They have also pointed out that a major reason for their decision to locate the future station for expanded GO Train service at the existing VIA Station in the Downtown, was Council's resolution in support of the downtown location. Lastly, in respect of the heritage significance of the building complex at 72 Farquhar St, Metrolinx-GO are committed to conserving the part of the complex with the highest heritage significance, namely, the old Drill Hall building, and using only the rest of the site for south side facilities.

### Purpose of this Memorandum

Given this background, this present Memorandum summarizes the efforts by City staff and external expert consultants in coordination with Metrolinx-GO staff to reconcile the City's objective to develop a new Transportation Terminal as a significant public good in the downtown, on the one hand, and, on the other, its well established policy and practice to promote the protection, maintenance and enhancement of built heritage resources within the City. The Memorandum has been prepared to facilitate consultation with Heritage Guelph before proceeding to CDES Committee and Council for decision. It is based on the results of a heritage impact assessment of the subject property carried out in accordance with the City's "Built Heritage Impact Assessment Guidelines", as well as a structural feasibility review and associated costs of the different conservation options. The conclusions and recommendations based on these evaluations are presented as a sensitive, reasonable, practical, and affordable balance between two important City priorities – between City multimodal-functional and City heritage-preservations.

### **THE DEVELOPMENT OF GUELPH'S TRANSPORTATION TERMINAL**

The development of the new Transportation Terminal in Guelph is the result of separate but mutually supportive initiatives by the City, the Province, and the Federal government. The temporal sequence of these initiatives has contributed to expanding the role and function of the new terminal from what was originally intended, while increasing at the same time the scope of work, property requirements and the complexity of agency involvement. The main initiatives and their sequence are as follows:

- 1) From 1999, City staff and Downtown stakeholders have been studying the need to relocate the Downtown transit transfer point from St. George's Square to an alternative location. The Carden Street location was identified as the preferred location following a comprehensive Route Planning Study completed in 2002 and a Feasibility Study undertaken in 2003-04 with Provincial funding support. City Council approved the Carden Street location and the Concept Plan for a new bus platform on Carden Street in 2004. In 2007, Council directed staff to proceed with the design and construction of the bus platform subject to obtaining Provincial and/or Federal funding support. The Concept Plan was reviewed and refined during the Transit Strategy study that is currently

## MEMO

- underway. Attachment 1 illustrates the current plan for the bus platform and adjacent improvements.
- 2) In 2006, City of Guelph in partnership with the Municipalities of London, St. Marys, Stratford, Kitchener, Waterloo, Region of Waterloo and Halton Hills set up the North Mainline Municipal Group and completed a Business Plan for improved rail service between Toronto and the North Mainline municipalities.
  - 3) Two years later, in 2008, GO Transit undertook the Environmental Assessment (EA) for extending GO Train service west of Georgetown to Guelph and Kitchener. The EA was approved in January 2010 and GO Transit will first commence initial service comprised of 2 trains per day to/from Toronto, and gradually increase it to full service, supplementing the existing VIA service of 3 trains per direction per day. The combined level of service provided by GO and VIA is anticipated to increase to hourly train service in each direction in the long term, with additional trains during peak periods. The GO Transit EA looked at alternative station locations within Guelph but selected the existing VIA Station as the preferred site following City Council's request to locate the future station in the downtown. The EA had considered an alternative location at the CN/Silvercreek Parkway crossing (the Lafarge lands).
  - 4) The EA recommendation for the downtown location includes a new south-side platform with a passenger tunnel connecting it to the existing north-side platform of the VIA Station. The future train service will use both platforms, with eastbound trains using the south platform and westbound trains using the north platform.
  - 5) In late 2008, City identified the Carden Street Transportation Terminal and the upgrading of the CNR bridge at Wyndham Street as priority projects for Federal and Provincial funding. The two were eventually included in the 2009 Federal Government's Infrastructure Stimulus Funding (ISF) program. The program commits one third funding each by the Federal and Provincial governments. The City is responsible for the remaining third of the project cost and for completing the project before March 31, 2011.

### Expansion & Need

When the Carden Street bus platform was developed in 2004-2007, the platform was for the use of City buses as the downtown transit-transfer-point and limited use by Greyhound buses; the train service was not anticipated to increase beyond VIA's six daily (3 per direction) trains. The bus platform is now going to be used by Greyhound to a higher level than earlier expected, as well as by GO buses, in addition to Guelph Transit buses. The train service is also set to increase from the current level of 3 daily trains provided by VIA to a much higher frequency of combined service by GO and VIA. These changes will result in increased bus operations and vehicular traffic on the north side leading to higher levels of congestion and bus-car conflict than was anticipated when the concept plan for the Carden Street bus platform was first developed. The need for a south platform with vehicular access and a new tunnel connection to the north has also created the opportunity to address operational challenges on the north side by transferring all vehicular access to the south side. This would enable safe bus operations on the north side while providing vehicular access to the Transportation Terminal on the south side. The new tunnel will provide the linkage between the two sides.

### North Side Works

Based on these developments, the current undertaking of the new facility includes the following works on the north side:

- 1) The realignment of railway tracks (to create room for the bus platform and circulation) and the construction of the new bridge (and Wyndham Street) that will include parts of the north and south platforms. The tender for the construction was released on March 18, and the construction will commence in April.

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- 2) The relocation of the historic Locomotive (6167) from the north side to a new location on the south side to the east of 72 Farquhar Street. The contract for the relocation has been awarded and relocation will take place after mid-April. The relocation of the Locomotive to a prominently visible pedestal on the south side is a significant contribution of the Transportation Terminal project to Guelph's rail heritage.
- 3) The reconstruction of Carden Street including the new Bus Platform. This construction is expected to commence in June and will include the following additional components:
  - a) Interior changes to the VIA Station, to accommodate transit-operators requirements while preserving its heritage elements;
  - b) reconstruction of the north platform consistent with the rail realignment;
  - c) construction of the new tunnel connecting the north and future south platforms; and
  - d) upgrading the existing tunnel connecting the Neeve Street parking lot to the north side.

All of the above works, with the exception of the new tunnel (Item 3c) are being undertaken under ISF funding and will have to be completed before March 31, 2011. The cost of the new tunnel will be paid by Metrolinx-GO as this is part of the GO Transit expansion but is being undertaken now in concurrence with the rail realignment work (Item 1). The works on the south side, including the new south platform and access facilities, will be undertaken by Metrolinx-GO in the future. As part of the south side works will be located on the 72 Farquhar St site, Metrolinx-GO requires certainty that these works could be completed in the future as required for train operations before agreeing to allow the north side works to proceed as currently planned.

## 72 FARQUHAR STREET PROPERTY

The property at 72 Farquhar Street has been included in the City's Inventory of Heritage Structures since the 1980s, and is currently included in the City's Municipal Register for Cultural Heritage Properties as a non-designated property. The property is located to the east of Wyndham Street on the south side of VIA Station across from the CN Railway. There are three entries in the Inventory and the Register with respect to the buildings on the property. Attachments 2(a), 2(b) and 2(c) are copies of the descriptions of the building complex on the subject property included in the Inventory. Attachment 2(a) depicts the "Old Drill Hall" abutting Wyndham Street and Farquhar Street as having the highest heritage significance within the building complex. Attachments 2(b) and 2(c) are views from Farquhar Street and the VIA Station, respectively, of the "Cotton Mill" (Hammil Bros. Plant). The Cotton Mill is posterior to the Drill Hall but is considered to be of heritage significance on its own merits. Attachment 2(d) illustrates a frontal view of the building complex taken from the north: Section 1 is the Drill Hall; Sections 3 & 4 are the Cotton Mill; and Sections 2 and 5 are later additions and are without heritage significance. There is no activity in any of the buildings at this time and property is listed for sale.

### South Side Concepts

Attachment 3(a), 3(b) and 3(c) are preliminary concepts for the future site layout to accommodate the south side access requirements for the Transportation Terminal on the 72 Farquhar Street property. The three concepts illustrate different arrangements to include kiss-and-ride, limited bus circulation and parking (for future use of the Drill Hall building) uses on the subject site. These are preliminary concepts the primary purpose of which is to illustrate the open-space requirement to accommodate these uses. A detailed site design will be prepared by prior to development. Metrolinx-Go are willing to work with the City in the preparation of the site design. However, as indicated in the concept plans, Metrolinx-GO are committed to conserving the old Drill Hall building (Section 1 in Attachment 2) but are concerned that preserving some or all of the other parts of the building complex (Sections 2-5 in Attachment 2) would preclude the development of the future access facility to the south side platform.

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# MEMO

## Heritage Attributes

The City's Official Plan (OP) promotes the restoration, protection, maintenance and enhancement of built heritage resources and provides, as a condition of approval of development proposals involving the change of use or partial demolition of a built heritage resource, for the proponent to enter into an agreement with the City for the preservation of the heritage resource in a manner that is acceptable to the City. Metrolinx-GO is willing to enter into an agreement with the City to retain the old Drill Hall building on site and to demolish the remainder of the building complex to the extent required to accommodate access facilities for the future south platform according to a design prepared in consultation with the City. The justification for such an agreement is based on the Heritage Impact Assessment of the subject property and the evaluation of conservation options based on a structural review of the options and associated costs.

The Heritage Impact Assessment was carried out by McGillivray-Architect of Toronto in accordance with the City's guidelines for heritage impact assessment. The McGillivray report, included as Attachment 4 in this Memo, sets out to achieve the following goals:

- Define the heritage value of the site and its buildings
- Promote the conservation of the more valuable parts of the complex

The report identifies the Drill Hall (Section 1 in Attachment 2d) as having "very high significant heritage value due to its age and type of construction, history and context in the City." The report also identifies the two brick buildings as Cotton Mill (Sections 3 & 4 in Attachment 2d) and having significance due to their industrial heritage. The remaining two components of the building complex (Sections 2 & 5 in Attachment 2d) are rated as having less value on account of their recent construction and poor quality workmanship, although the use of steel in these latter buildings is said to be indicative of the shift in structural technology. The report notes the presence of a few artifacts within the building complex and suggests further investigation as to whether they can or should be retained on site.

## Alternatives for Conservation

Based on the Concept Plans (Attachment 3) for south-side access to the Transportation Terminal, the McGillivray report assumes the retention of the Drill Hall building and recommends conservation options for the remainder of the building complex. In order of preference, the report recommends the following (Refer to Attachment to 2d for Sections):

- (1) Retain Sections 1, 3 and 4; demolish Sections 2 and 5
- (2) Retain Sections 1 and 3; demolish Sections 2, 4 and 5
- (3) Retain Section 1; demolish Sections 2, 4 and 5 and remove south part of Section 3 back to main wall
- (4) Retain Section 1; demolish Sections 2, 4 and 5 and maintain only north façade of Section 3
- (5) Retain Section 1; demolish Sections 2, 3, 4 and 5

In assuming the retention of the Drill Hall building, the McGillivray report presupposes the change of use of the subject property to accommodate vehicular access facility. However, in ranking the alternatives for conservation, the report does not address the extent to which each alternative is compatible with the proposed change of use to accommodate vehicular access facility on the south side. An assessment of compatibility between the heritage and transportation purposes is necessary for staff to make an informed planning recommendation for consultation with Heritage Guelph and for decision by City Council. No purpose will be served by mutually exclusive recommendations (i.e. preserve the entire heritage complex, or, demolish the entire complex) as such recommendations invariably take into account only the benefit of serving one purpose and avoid from consideration the cost of excluding the other purpose.

# MEMO

Seen in this perspective, the first two alternatives recommended by the McGillivray report are practically incompatible with the transportation objective to provide south side access facilities, just as a recommendation to demolish the entire building complex would be in contravention of the City's heritage policy. Accordingly, staff carried out further evaluation of the last three alternatives of the McGillivray report to assess their compatibility with the transportation use proposed for the subject property. In further considering the last three alternatives, staff obtained the services of Gamsby and Mannerow Engineers to undertake a structural assessment of these options and their associated costs. The structural assessment was necessary because the McGillivray report (Section e, pages 5-6) includes only a cursory assessment of existing conditions of the building complex. The assessment prepared by Gamsby and Mannerow Engineers is included as Attachment 5. It estimates approximate costs separately for the following:

- (a) Detachment of the Drill Hall (Section 1) from Section 2: \$ 75,000
- (b) Renovation of the Drill Hall: \$ 2,250,000
- Modification to Section 3 including renovation –
- (c) - without underground parking: \$ 4,350,000
- (d) - with underground parking: \$ 6,850,000
- (e) Retention of North Façade (Sections 2 to 5): \$ 1,150,000

The above cost components were appropriately added to obtain the estimates for the three potentially compatible alternatives identified in the McGillivray report. The three alternatives and their costs are as follows:

- Retaining (and renovating) Section 1 (Drill Hall) only (a + b): \$2.3 M
- Retaining Section 1 and North Façade of Section 3 (a + b + proportion of e): \$2.7 M
- Retaining Section 1 and north part of Section 3 (a + b + c or d): \$6.7M to \$9.2M

It should be noted that the Gamsby report assesses the cost of retaining the full length of the North Façade. Preserving the full length of the façade is not necessary as the façades of Section 2 and Section 5 are not of heritage significance. The McGillivray report suggests the preservation of the Section 3 façade only as one of the alternatives, and the cost for this has proportionately calculated as approximately, \$385,000, from the cost for the entire length provided in the Gamsby report. Also, while the preservation of the Drill Hall will not require its immediate renovation, the modification to Section 3 as suggested in the McGillivray report to accommodate vehicular access on the south side, will require immediate renovation. Therefore the cost of renovation is added to this option, with and without underground parking. The cost of renovating the Drill Hall is also included for comparison.

## EVALUATION OF CONSERVATION OPTIONS

Attachment 6 provides an evaluation of the above three alternatives (Option 2, 3 and 4, respectively corresponding to McGillivray Alternatives 5, 4 and 3) and includes, for comparison, the extreme options of either demolishing all three buildings, or, abandoning the south side component of the transportation facility. The evaluation is based on three main considerations: Heritage Compatibility, Cost of Conservation/Renovation, and Transportation Compatibility.

As noted in the Evaluation Summary (Attachment 6), what is best for transportation is the worst for heritage (Option 1), and what is best for heritage is the worst for transportation (Option 5). Neither can be supported in a planning recommendation aimed at furthering the transportation-functional purpose of the public good as well as protecting the heritage goal of the same public good. In considering the three options (Options 2, 3 and 4), Option 4 has to be ruled out on account of its high cost estimate and its inflexibility – in that the renovation of Section 3 has to be undertaken at the same time as it is modified to accommodate the change in use for vehicular access facility.



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# MEMO

The two remaining options (Option 2 and Option 3) have little difference between them in terms of cost and compatibility. They are also consistent with the objective of reconciling the City's two important priorities: development of a new Transportation Terminal and the preservation of one of the oldest buildings in the City. While Option 2 provides for preserving the old Drill Hall, Option 3 includes the preservation of the north façade of the Cotton Mill. As noted in the Evaluation Summary, more detailed examination is necessary to determine the extent of the wall that could be retained without overly constraining the south side development, the aesthetic merit of retaining only the façade, and the more detailed costs of retaining the wall. For these reasons, Option 3 could be included for further consideration at the time of redevelopment of the site.

## CONCLUSIONS AND RECOMMENDATIONS

The conclusions from the foregoing assessment, evaluation and discussion are as follows:

- The City can avoid having to choose mutually exclusively between its two important priorities, namely, the development of a new intermodal and interregional Transportation Terminal in Downtown Guelph, and the objective of preserving the heritage-significant part of the building complex at 72 Farquhar Street.
- There are technical options available to achieve a sensitive, reasonable, practical and affordable balance between the two priorities.
- Option 2 (retaining the Drill Hall) and Option 3 (retaining the Drill Hall and the North Façade of the westerly section of the Cotton Mill) are two such options, with Option 2 being the preferred option while Option 3 could be retained for further consideration at the time of development.

From the outset, Metrolinx-GO has agreed to preserve the old Drill Hall. However, they are not able to make any decision at this time in regard to the future renovation and use of the building. They are also agreeable to reviewing in coordination with the City the option of preserving a portion of the North Façade of heritage significance at the time of development, provided that if the preservation of the North Façade is determined to be infeasible, the City should allow the south side development to proceed without preserving the North Façade. They have also indicated that Metrolinx-GO will not be able to carry the cost of preserving the North Façade but would be willing to discuss cost-sharing if necessary.

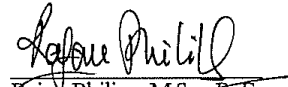
Accordingly, staff are recommending that the City confirm to Metrolinx-GO that the City is supportive of Metrolinx-GO purchasing the 72 Farquhar Street property provided that at the time of purchase Metrolinx-GO shall provide confirmation to the City that:

- (a) the redevelopment of the subject property shall be for the sole purpose of providing south side customer and vehicular facilities as part of Guelph's Transportation Terminal;
- (b) prior to redevelopment, Metrolinx-GO in consultation with the City shall examine the feasibility of preserving a portion of the North Façade subject to arrangements for cost-sharing, provided that if such preservation is not feasible the City will delist the non-Drill Hall portion of the property from the Municipal Register allowing Metrolinx-GO to proceed with redevelopment of the site excluding the Drill Hall building;
- (c) at the time of redevelopment Metrolinx-GO will carry out the detachment and retention of the old Drill Hall as a free standing building;
- (d) Metrolinx-GO will consult the City in regard to building use and site design including landscaping and will submit site and drainage plans for review; and
- (e) Metrolinx-GO will consult the City in regard to arrangements for the retentions and future use of the Drill Hall as part of the Transportation Terminal.

## MEMO

Staff are also recommending that in light of the proposed agreement between Metrolinx-GO and the City, appropriate changes to the current heritage listing of the property at 72 Farquhar Street could be authorized by City Council after the property is purchased by Metrolinx-GO and prior to the redevelopment of the site to allow the development of the south side facilities of Guelph's Transportation Terminal. The proposed arrangement will not apply to any other proponent or development proposal, but only to Metrolinx-GO and the development of the south side facilities of the Transportation Terminal.

As noted in the introduction, these conclusions and recommendations are presented for consultation with Heritage Guelph prior to being included in a staff report to CDES Committee and Council for decision. They are based on assessments and evaluations as discussed above and represent a sensitive, reasonable, practical, and affordable balance between two important City priorities – between City multimodal-functional and City heritage-preservation. They are consistent with the objective of developing a new Transportation Terminal in downtown Guelph and the goal of protecting a building of “very high significant heritage value” at 72 Farquhar Street.

  
Rajan Philips, M.Sc., P. Eng.  
Manager  
Transportation Planning &  
Development Engineering

March 30, 2010  
Date:

RP/kgb

Attachments:

- (1) Site Plan for North-Side Components of the Transportation Terminal
- (2) 72 Farquhar Street: Heritage Information on the Building Complex
- (3) Concept Plans for South-Side Access to Transportation Terminal
- (4) Heritage Impact Assessment by McGillivray – Architect
- (5) Structural Concepts by Gamsby and Mannerow Engineers
- (6) Evaluation of Options



## Attachment 2a

\*\*\*\*RECORD 206 IN HERITAGE

### CITY OF GUELPH INVENTORY OF HERITAGE STRUCTURES

ROLL NO. 2308010001023000000

DEFINED AREA MAP # 24

ADDRESS: 72 Farquhar Street

PHOTO DATE: May 16, 1995

STRUCTURE NAME: Old Drill Hall

INVENTORY DATE: May 16, 1995

ORIGINAL OWNER: City of Guelph /  
Government of Canada

CONST. DATE: 1866

DESIGNER:  
(Architect (A) Engineer (E)  
Landscape Architect (L) )

BUILDER:

ORIGINAL USE: Drill Hall

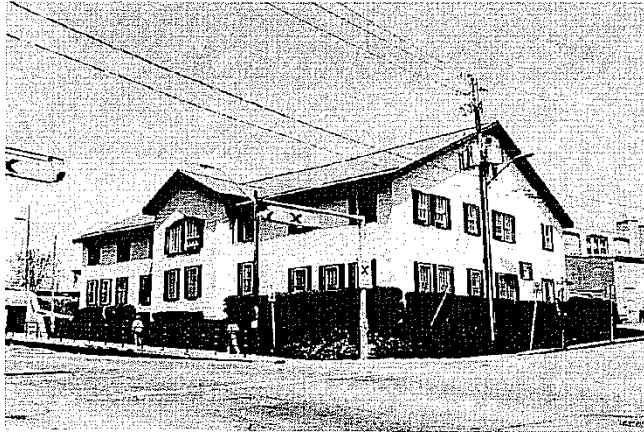
PRESENT USE: Offices and  
Manufacturing

CURRENT OWNER & ADDRESS: John Hammill, 72 Farquhar Street

HERITAGE DESIGNATION:

CONSTRUCTION MATERIALS: Timber frame, aluminum clapboard.

SIGNIFICANT FEATURES: Functional tradition, 2 storey and attic, with projecting centrepiece,  
low pitch gable roofs, wide eaves, 6/6 sash windows large 2 light segmental centre window in 2<sup>nd</sup>  
floor west front.



## Attachment 2b

\*\*\*\*RECORD 207 IN HERITAGE

### CITY OF GUELPH INVENTORY OF HERITAGE STRUCTURES

ROLL NO. 2308010001023000000

DEFINED AREA MAP # 24

ADDRESS: 72 Farquhar Street

PHOTO DATE: May 16, 1995

STRUCTURE NAME: Hammill Bros. Plant

INVENTORY DATE: May 16, 1995

ORIGINAL OWNER:

CONST. DATE: c1890

DESIGNER:  
(Architect (A) Engineer (E)  
Landscape Architect (L) )

BUILDER:

ORIGINAL USE: Manufacturing

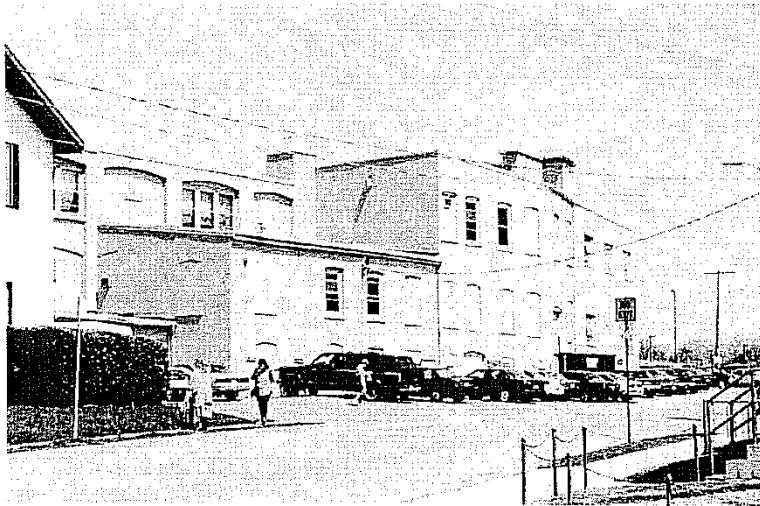
PRESENT USE: Manufacturing

CURRENT OWNER & ADDRESS: John Hammill, 72 Farquhar Street

HERITAGE DESIGNATION:

CONSTRUCTION MATERIALS: Brick (painted) common bond.

SIGNIFICANT FEATURES: Functional, 2 storey and 2 storey, irregular plan with concrete block additions both ends, segmental rowlock arches.



## Attachment 2c

\*\*\*\*RECORD 208 IN HERITAGE

### CITY OF GUELPH INVENTORY OF HERITAGE STRUCTURES

ROLL NO. 2308010001023000000

DEFINED AREA MAP # 24

ADDRESS: 72 Farquhar Street (rear to railway)

PHOTO DATE: May 19, 1995

STRUCTURE NAME:

INVENTORY DATE: May 19, 1995

ORIGINAL OWNER:

CONST. DATE: c1900

DESIGNER:

BUILDER:

(Architect (A) Engineer (E)  
Landscape Architect (L) )

ORIGINAL USE: Manufacturing

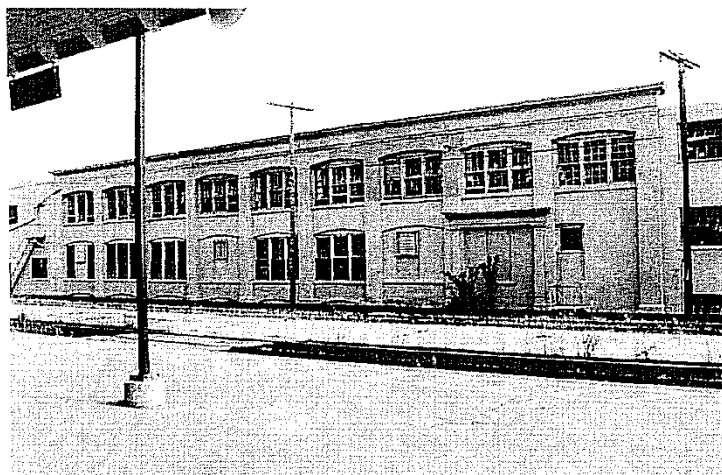
PRESENT USE: Manufacturing

CURRENT OWNER & ADDRESS: Hammill Brothers, 72 Farquhar Street

HERITAGE DESIGNATION:

CONSTRUCTION MATERIALS: Red pressed brick (painted).

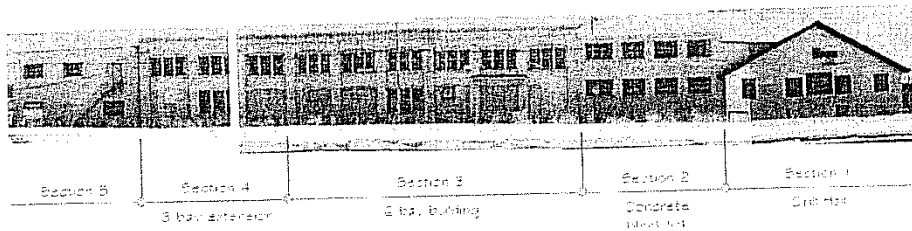
SIGNIFICANT FEATURES: Functional neo-Classic, 2 storey, 6 bay and 3 bay east addition, pilastered arcaded front with tripartite segmental-headed windows, row lock arches, bracketed, denticulated, 6/6 windows.



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Attachment 2d

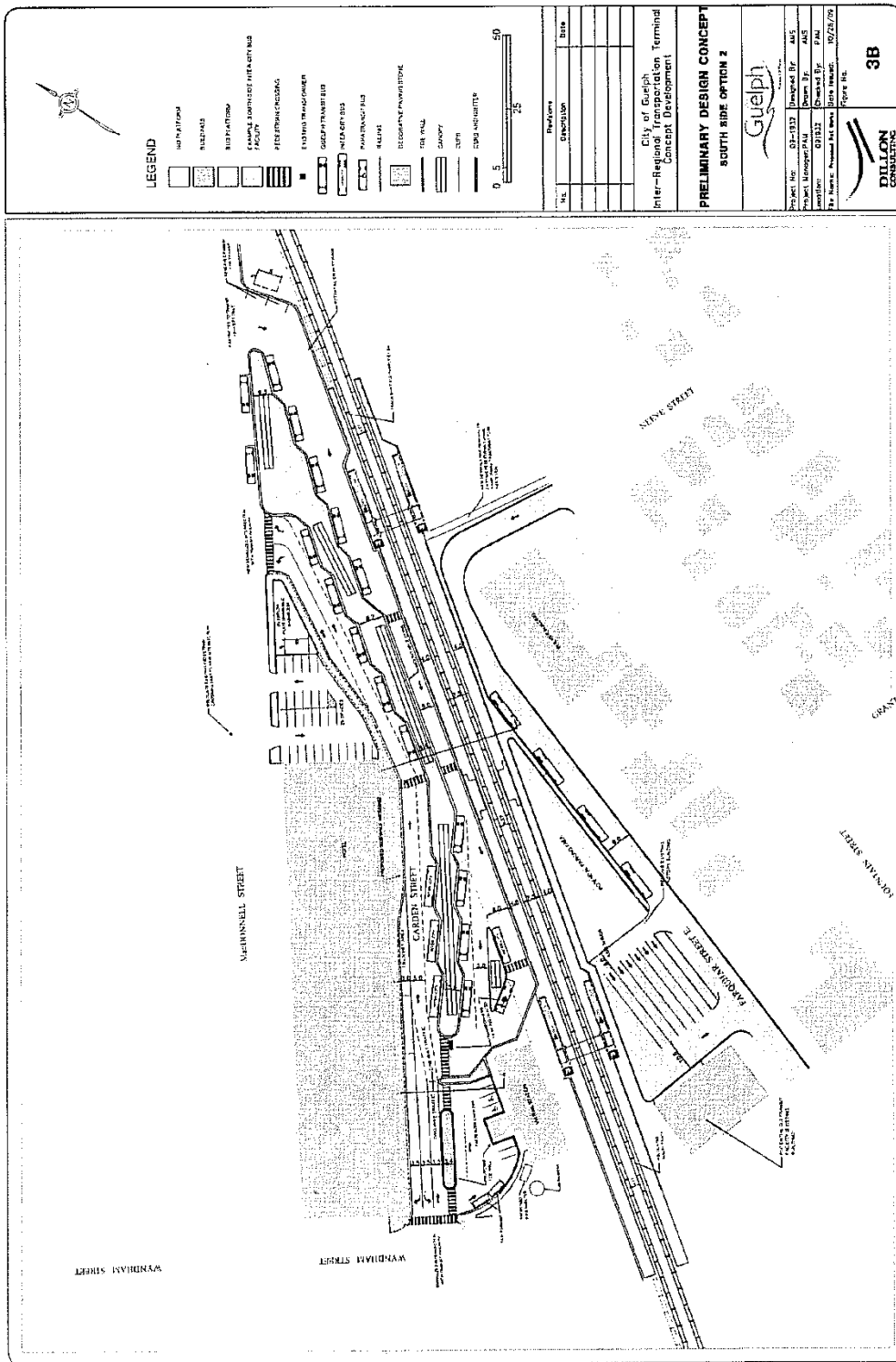
*72 Farquhar St.,  
Guelph, Ontario*





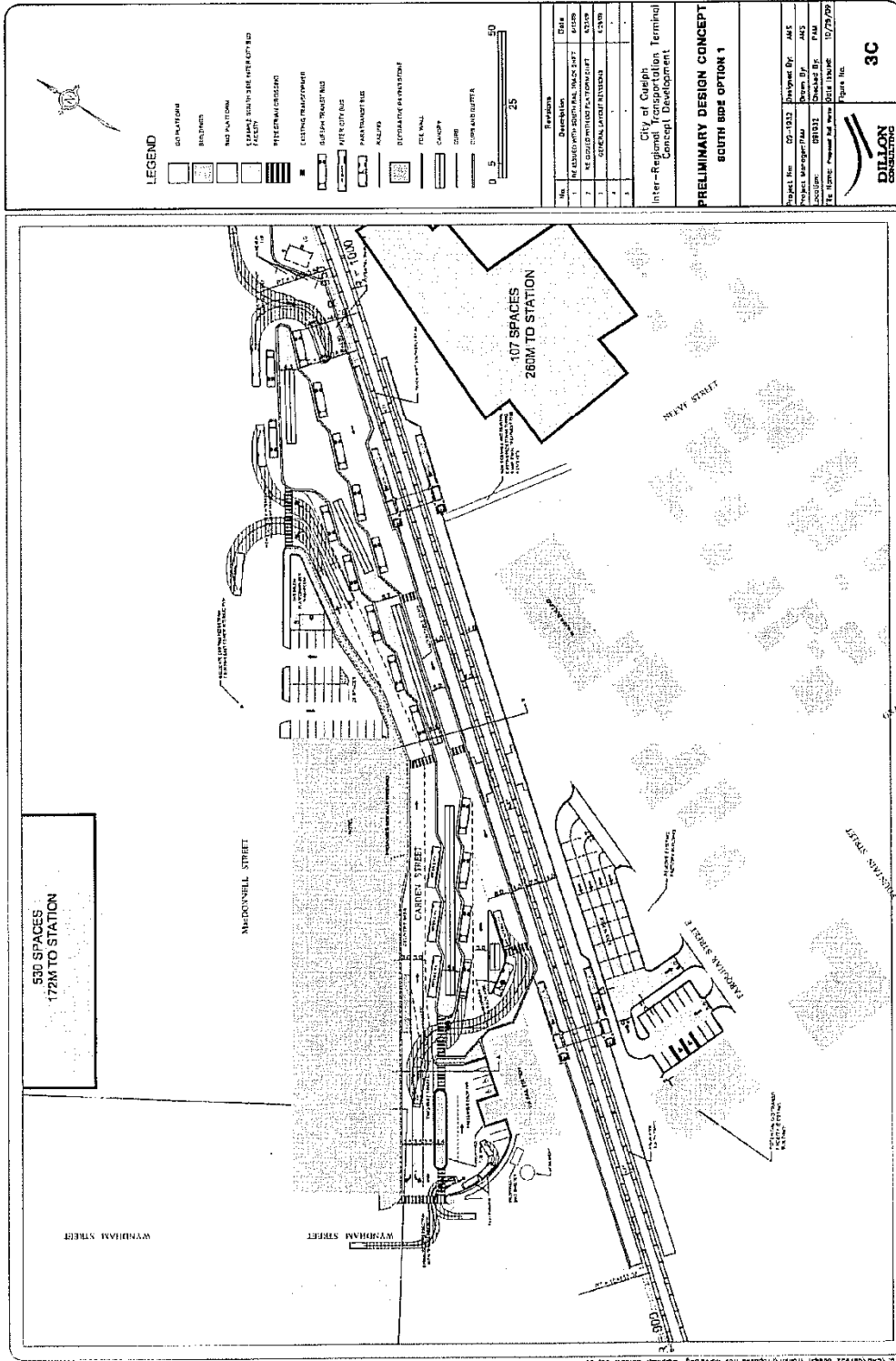


# Attachment 3b



D:\M\1932\Guelph Terminal\Proposed Rail Station\Working\Architect\Option 2\03

# Attachment 3c



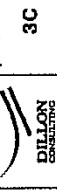
- LEGEND**
- GOVERNMENT
  - BUSINESS
  - NEIGHBORHOOD
  - EXISTING TRANSFORMER
  - EXISTING TRAILER
  - EXISTING CITY BUS
  - EXISTING TRANSFORMER
  - EXISTING TRAILER
  - EXISTING CITY BUS
  - EXISTING TRANSFORMER
  - EXISTING TRAILER
  - EXISTING CITY BUS
  - EXISTING TRANSFORMER
  - EXISTING TRAILER
  - EXISTING CITY BUS

No.	Description	Date
1	PRELIMINARY DESIGN CONCEPT	10/29/99
2	GENERAL LAYOUT ALTERNATIVE	11/15/99
3	GENERAL LAYOUT ALTERNATIVE	11/15/99
4	GENERAL LAYOUT ALTERNATIVE	11/15/99
5	GENERAL LAYOUT ALTERNATIVE	11/15/99

City of Guelph  
 Inter-Regional Transportation Terminal  
 Concept Development

**PRELIMINARY DESIGN CONCEPT**  
**SOUTH SIDE OPTION 1**

Project No.	09-1332	Prepared By:	AMS
Project Manager:	Paul	Drawn By:	AMS
Location:	091332	Checked By:	AMS
Date:	10/29/99	Scale:	1:1

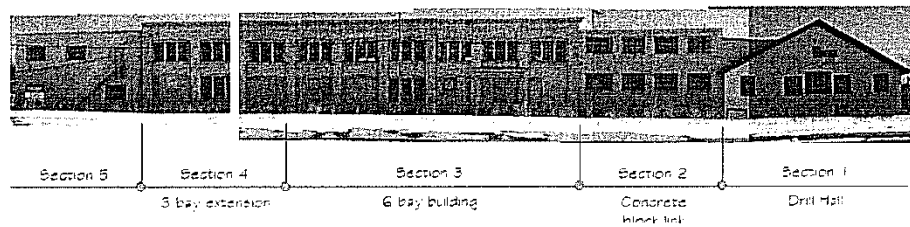


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Attachment 4

*Heritage Impact Assessment  
for  
72 Farquhar St.,  
Guelph, Ontario*



22 March, 2010

File No. 1004

---

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McGILLIVRAY - ARCHITECT



---

72 Farquhar St.  
Guelph

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McGILLIVRAY - ARCHITECT



Monday, March 22, 2010

The following Heritage Impact Assessment was requested by the City of Guelph as part of a study to assess the heritage value of the buildings and as part of the City of Guelph Inter-Regional Transportation Terminal Concept Development.

The Assessment is arranged in sections as follow:

Section 1 Heritage Impact Assessment  
Section 2 Building Condition Survey including current photographs and drawings.

Appendix 1: Photographs

Appendix 2: Supporting Documents

**Executive Summary:**

The oldest part of the Building Complex was constructed in 1866, as a Drill Hall; the Architect is unknown. Subsequent buildings to the site were built in 1900 and pre 1922, with additions and modifications completed post-1943. The Complex was listed in the City of Guelph Non-Designated Properties List in 2008, and there is evidence that it was on other inventories before that, as architecturally, historically and contextually important to the City of Guelph and its heritage.

The Drill Hall has been identified as having very significant heritage value due to its age and type of construction, history and context in the City.

The brick buildings, identified in the report as the Cotton Mill, are considered as having significance due to their industrial heritage especially as relates to the industrial history of Guelph, architecture and structure, and context, especially in relation to the heritage environment and relationship to the station.

The concrete block link and easterly extension are considered as having less value due to their more recent construction and poor quality of workmanship and architectural design although their differing construction with steel also represent a progression in structural technology.

There are a few artifacts within the building and decisions will be required to confirm whether artifacts can or should be retained on site.

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72 Farquhar St.  
Guelph

---

In the Heritage Impact Assessment, character defining elements are listed, such as gable roof, windows, post and beam construction, brick arched windows, dentilled cornice, wood floors and other elements.

The proposed development is to provide access to the south side platform complete with "Kiss & Ride" facilities, pedestrian and cyclist access and this would be facilitated by the removal of the Cotton Mill, Link and East extension. Suggested alternatives to demolition of the Cotton Mill include in order of preference:

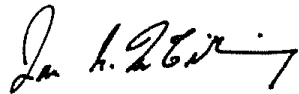
1. Most preferred: Retain Sections 1, 3 and 4; demolish section 2 and 5;
2. Retain Sections 1 and 3; demolish section 2, 4 and 5;
3. Retain Section 1; demolish section 2, 4 and 5 and remove south part of Section 3 back to main wall;
4. Retain Section 1; demolish section 2, 4 and 5 and maintain only north facade of Section 3;
5. Least preferred: Retain Section 1; demolish section 2, 3, 4 and 5.

The condition of the complex was reviewed visually and reported on in a general manner but not in detail in Section 2. At the same time the building was documented with photographs found in Section 2 of this report.

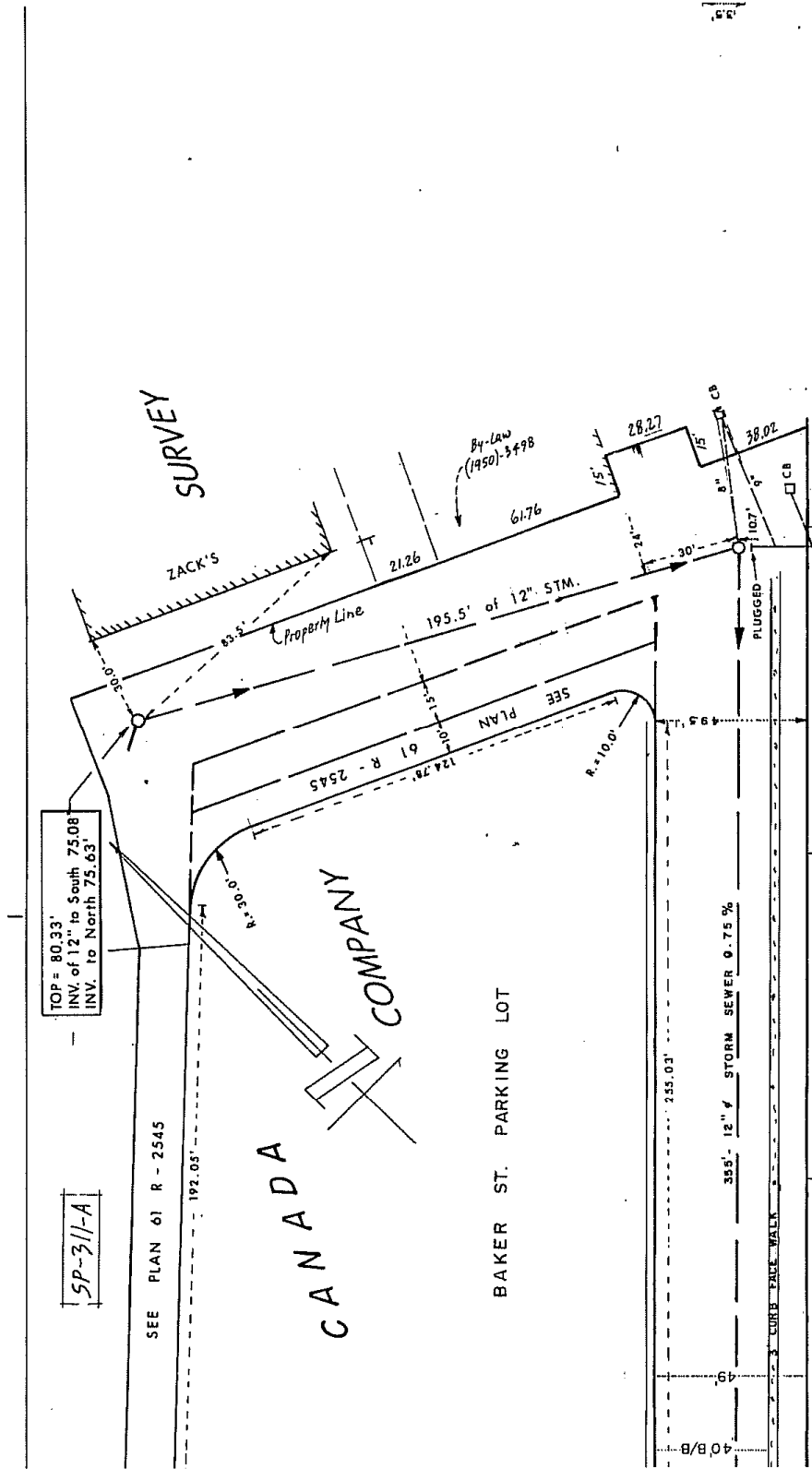
We trust that the enclosed Heritage Impact Assessment will achieve the following goals:

- Define the heritage value of the site and its buildings.
- Promote the conservation of the more valuable parts of the complex.

Sincerely,



Ian G. McGillivray  
B.A., B.Arch., OAA, FRAIC  
Member CAPHC, ICOMOS



---

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McGILLIVRAY - ARCHITECT



Monday, March 22, 2010

**Section 1 - HERITAGE IMPACT ASSESSMENT**

**72 FARQUHAR STREET, GUELPH, ONTARIO  
HERITAGE BUILDING COMPLEX**

Name: 72 Farquhar Street.  
Location: South side of the original Market Square and the Railway Station in the centre of Guelph, south of the railway tracks, immediately east of Wyndham Street (formerly Huskisson Street).

Date of Construction 1866.  
Architect: Not identified.  
Date of Additions or modifications: circa 1900, pre-1922 and post 1943

Designation Listed in the City of Guelph Non-Designated Properties List. See "Architectural Inventory" Appendix 1, Item 1

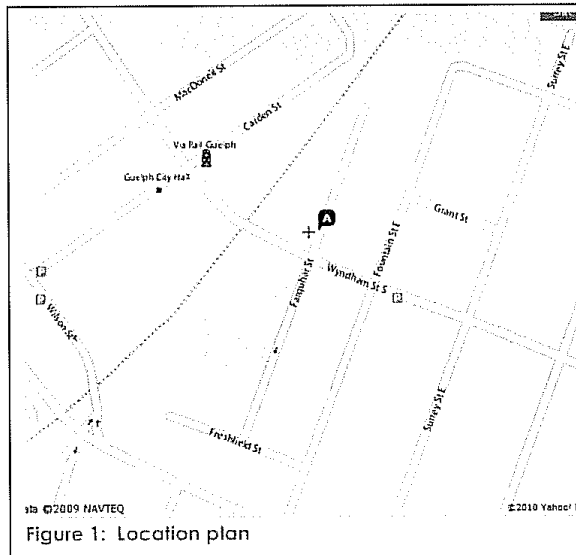


Figure 1: Location plan

a) **Introduction to Site:** (Refer to Condition Survey for photographs)

The building complex is located immediately south of the railway tracks and south of the historic South-East Market Square and across the tracks from the historic Guelph Railway Station. To the West across Wyndham Street S. is the Armouries. To the South, across Farquhar Street there are a number of historic buildings including one house which may be one of the oldest in Guelph and a former granary formerly operated by Gooderham and Worts Distillers (1858).

The site slopes downwards from north to south with the tracks being generally higher than the buildings on either side so that the tracks are at the second level ("first floor level") of the complex. It is connected by two underpasses, the nearest one being under the railway bridge over Wyndham Street S. and other being closer to the east end of the square (Neeve Street pedestrian tunnel).

Clearly visible from the building are the buildings along the north side of Carden Street.

The brick building forms a classic façade in front of the railway station and is visible from the north side of the square. The oldest part is highly visible driving north up Wyndham Street S.

b) **Background Research:** Refer to the references included in the appendices listed at the end of this section.

Appendix 1: Historic Photos and Fire Insurance Maps.

Appendix 2: Supporting Documents.

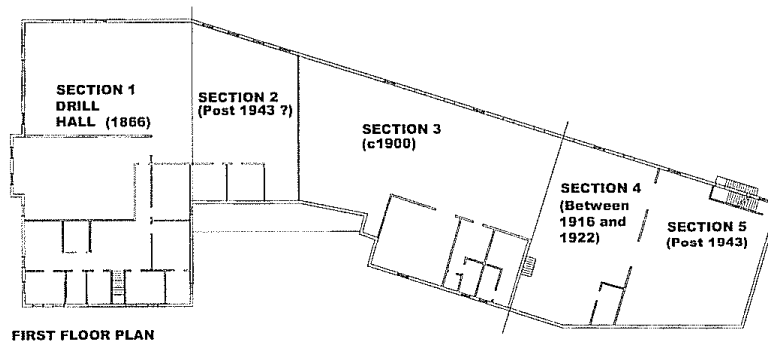


Figure 2: Key plan



c) Chronology:

- 1807 Market Square laid out by Galt (Appendix 2, Item 5)  
1856 Railway arrives and is directed through the square. (Appendix 2, Item 5)  
1866 **Drill Shed constructed** (Appendix 2, Item 5)  
1892 Fire Insurance Map shows The Williams Greens & Rome Co. Shire Collar and Cuffs occupies the Drill Shed. The Cotton Mill has not been constructed.  
(Appendix 1, Map 1)  
1899 Drill Shed sold and later leased by Royal Knitting Mills.  
c.1900 Drill Shed photograph shows vertical board siding and a large door on lower floor in the south-west corner. (Appendix 1, Photo 1)  
c.1901 Cotton Mill building visible in background of this photograph  
(Appendix 1, Photo 2)  
c. 1903 occupied by Loudon Machinery (Appendix 2, Item 2)  
c.1904 tenant, Guelph Cotton Mills Limited. (Appendix 2, Item 3)  
1907 Fire Insurance Map shows the Drill Shed occupied by Loudon Machinery Co. and the **Cotton Mill**, occupied by the Guelph Cotton Mill. The map suggests that the 3 bay extension has not been constructed. (Appendix 1, Map 2)  
c.1908 tenant, Aspinwall Machinery Ltd. (Appendix 2, Item 4)  
Aspinwall still a tenant in 1916. Large window visible in North gable of Drill Shed. Cotton Mill has 6 bays constructed. (Appendix 2, Photo 4)  
1909 New RR Station to be built in Jubilee Park on North side of tracks.  
Neeve Street Tunnel constructed and Underpass at Huskisson St. near the Armories. (Appendix 2, Item 5)  
1909 Armories constructed. (Appendix 2, Item 5)  
1911 New Station opens. (Appendix 2, Item 5)  
1922 Fire Insurance Map shows The Drill Shed is occupied by City Public Works and the Cotton Mill is occupied by Regent Knitting. The 3 Bay section appears. (Appendix 1, Map 3)  
1941-53 Zephyr Looms produced machinery. (Appendix 2, Item 5)  
1943 Photograph shows east end of Cotton Mill without concrete Block addition. (Appendix 1, Photo 5)  
1953 Became Textile Industries, (Appendix 2, Item 5)  
1980s J.P. Hammil.

d) **Statement of Significance**

**DESCRIPTION**

72 Farquhar Street consists of a building complex anchored by the 1866 Drill Hall, (Section 1) a 2 storey frame or post and beam building with a gable roof. In the middle of the complex is a 3 storey brick building (Section 3) with stone foundation with 6 bays of large arched windows on the north side, built as a spinning mill and built circa 1900. This section was extended a further 3 bays east (Section 4) in a very similar style roughly between 1916 and 1922. After 1943 this industrial building (spinning mill) was connected to the Drill hall with a concrete block link (Section 2) and extended further easterly with a concrete block extension (Section 5).

The Drill Hall has a South facing gabled façade with a uniform, but not symmetrical arrangement of windows on two storeys. Windows are 6/6 double hung. The west façade has a centre bay with apposed arch headed windows on the second floor. The windows on this façade are uniformly distributed of a consistent style but not symmetrically arranged. These windows are 6/6 windows except on the second floor north of the Bay window where they are 2/2. The north gabled elevation has a symmetrical arrangement of 2/2 windows. A large 24 pane industrial steel window has been inserted on the second floor. The East elevation has unusual, large industrial steel windows with upper corners beveled.

The industrial building has a symmetrical north façade in 6 bays with arched head windows on two floors and 9/9 muntined wood windows in three sets in each bay. On the second level (north grade level), second bay from the west is a shallow portico with a single centred, boarded up window opening. Joined to this building is a similar 3 bay extension creating a uniform 9 bay building overall. There is a consistent dentilled cornice and a flat roof. The south façade is more broken up with many boarded up openings. Remaining original window openings on the second floor have been modified to 1/1 type windows.

#### **HERITAGE VALUE**

The historical value of 72 Farquhar Street lies in its historical association with the railway and the centre of Guelph and in the significant development of industry in the city. The Drill Hall (or Drill Shed<sup>1</sup>) was constructed by the city to accommodate the Guelph Rifle Battalion to match those built in Elora and Fergus. In addition it was used for public events, dances, flower shows and other events. The complex was subsequently occupied by a succession of industries important to the history of Guelph.

Architecturally, the Drill Hall is representative of a very large wood frame structure built in the early history of Guelph. The architectural detailing is functional.

The brick building and extension, Sections 3 and 4 are classic in style and representative of early industrial building and are a significant part of Guelph's industrial heritage. The most significant façade faces the Railway Station and tracks. The architectural detailing and craftsmanship is good and representative of the development of industrial buildings.

The link and easterly extension (Sections 2 and 5) are of purely functional design and quality with a relatively low level of craftsmanship.

The different construction styles found in this complex of buildings are instructive to the changes in construction methodology, changes in materials from rough hewn timber to iron and steel and the availability of cast iron and steel for construction.

The Complex has taken a significant position in the development of the centre of Guelph and the changes subsequent to the arrival of the railway. The Drill Hall is a key element among the historical structures in the area and a landmark on

---

<sup>1</sup> This building was called a Drill Shed by Ross Irwin.

Wyndham Street S. The Cotton Mill is an important historical structure in that context and frames the arrival point of the Guelph Railway Station.

**CHARACTER DEFINING ELEMENTS**

d-1 **Character defining elements** that reflect the architectural value of the building include:

Section 1 Drill Hall

- The balanced arrangement of windows on North, South and West elevations.
- The Centre Bay with second floor "eyebrow" head windows.
- The gable roof.
- The 6/6 and 2/2 windows on all elevations
- The industrial steel windows with top beveled corners on the East elevation.
- Post and beam construction.

Section 2 - Link

- None identified.

Section 3 – Cotton Mill

- Brick construction with arched brick voussoirs on the windows.
- Triple 9/9 wood, muntined windows in each bay. 6 bays.
- The portico on the North side.
- The dentilled cornice and freize band on the North side.
- Floor and roof framing systems with a combination of wood and metal elements.
- Vault with steel doors and brick, vaulted interior.
- Original panel doors
- Wood floor with work station stains

Section 4 – Cotton Mill extension

- Brick construction with arched brick voussoirs on the windows.
- Triple 9/9 wood, muntined windows in each bay. 6 bays.
- The dentilled cornice and freize band on the North side.
- Floor and roof framing systems with a combination of wood and metal elements.
- Wood floor with work station stains.

Section 5 – East extension

- None identified.

d-2) **Significant elements that should be retained:**

- Architectural details described above.

e) **Existing condition:** Refer to Condition Survey – Building, Section 2

- The buildings are generally in fair condition, dry and clean. Broken glass has been repaired in a fashion.

Section 1 – East extension

- The structure of the Drill Hall appears externally to be straight and solid. Beams on the main floor appear to be sagging and deflecting with some posts added for additional support. Posts on the second floor appear to have been added and are insubstantial.

Section 2 – Link

- Structurally this part appears solid, however, there are many diagonal cracks in the concrete block masonry.

Sections 3 and 4 – Cotton Mill

- Structurally this part appears solid but there are significant cracks in the voussoirs over many of the openings.

Section 5 – East extension

- Same as Section 2.

f) **Proposed Development**

- To use the site for a transportation centre and terminal, possibly with "Kiss and Ride" facilities.
- The development concepts will provide for the retention of the Drill Hall, given its heritage significance, and demolition of the balance of the complex.

g) **Impact on Heritage Resource**

**Effect of proposed changes:**

- The current historic context includes the Railway Station, historic facades on the North side of Carden Street, historic buildings on the south side of Farquhar Street, the Armories on the west side of Wyndham Street, the Railway and other features together with the complex framed by the Drill Hall and the old Cotton Mill.
- Removal of the Cotton Mill will represent a loss of a significant part of Guelph's industrial and civic heritage.
- Removal of the Cotton Mill will significantly impact the view from the Railway Station and the initial presentation of the area to arriving passengers.
- Removal of the post 1943 sections should have little impact.
- If some or all of the sections are demolished, the open area of the post 1866 Market Square will be reestablished but remains cut off by the railway tracks.

h) **Alternatives in Order of Declining Preference:**

1. Most preferred: Retain Sections 1, 3 and 4; demolish section 2 and 5;
2. Retain Sections 1 and 3; demolish section 2, 4 and 5;
3. Retain Section 1; demolish section 2, 4 and 5 and remove south part of Section 3 back to main wall;

4. Retain Section 1; demolish section 2, 4 and 5 and maintain only north facade of Section 3;
5. Least preferred: Retain Section 1; demolish section 2, 3, 4 and 5.

i) **Bibliography**

1. City of Guelph Non-Designated Property List -  
<http://www.guelph.ca/living.cfm?itemid=76590&smocid=1847>
2. Parks Canada Standards and Guidelines for the Conservation of Historic Places in Canada - [http://www.pc.gc.ca/docs/pc/guide/nldclpc-sgchpc/index\\_E.asp](http://www.pc.gc.ca/docs/pc/guide/nldclpc-sgchpc/index_E.asp)
3. Ontario Ministry of Culture's Eight Guiding Principles in the Conservation of Historic Properties -  
[http://www.culture.gov.on.ca/english/heritage/info\\_sheets/info\\_sheet\\_8principles.htm](http://www.culture.gov.on.ca/english/heritage/info_sheets/info_sheet_8principles.htm)
4. Ontario Heritage Tool Kit -  
<http://www.culture.gov.on.ca/english/heritage/Toolkit/toolkit.htm>
5. The City of Guelph Cultural Heritage Impact Assessment Guidelines.  
[http://www.guelph.ca/uploads/PBS\\_Dept/planning/heritageguelph/Registry/Municipal%20Register%20Review%20Process.pdf](http://www.guelph.ca/uploads/PBS_Dept/planning/heritageguelph/Registry/Municipal%20Register%20Review%20Process.pdf)

j) **Appendices included following:**

Appendix 1: Historical Photographs and Fire Insurance Maps.

Appendix 2: Historical Documents

- Item 1 Architectural Inventory 72 Farquhar St. 21/2/74
- Item 2 Guelph Evening Mercury , 1908, Guelph archives 1974-15-7-page-18.
- Item 3 Unidentified source, Guelph archives 1980-114-83-page10, Newspaper article, 1916,Guelph Cotton Mills Limited.
- Item 4 Unidentified source, Guelph archives 1980-114-83-page11, Newspaper article, 1916,Aspinwall Manufacturing Co.
- Item 5 "Sesqui-Centennial – Guelph Market Building – 1856-2006 and the Market Square" by Ross W. Irwin.
- Item 6 Historic Sites and Monuments Board of Canada, "Former Canadian National Railways Station /now VIA Rail and Go Transit, Guelph, Ontario" Undated.
- Item 7 Historic Sites and Monuments Board of Canada, Heritage Character Statement (Guelph Station).



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## Attachment 5

**STRUCTURAL CONCEPTS FOR  
KISS AND RIDE FACILITY  
72 FARQUAHAR STREET  
CITY OF GUELPH  
MARCH 26, 2010  
REVISED MARCH 29, 2010  
Our File: 110-049**

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### 1.0 BACKGROUND

The City of Guelph is undertaking the construction of a new Transportation Terminal on Carden Street in front of the existing VIA Station. The terminal will accommodate the bus operations of Guelph Transit as well as GO and Greyhound buses. It will also accommodate the existing VIA and future GO train service. Expanded train service in the future will require a new south platform and access facilities, which are proposed to be located at the 72 Farquahar site to the south of the CN tracks. The building complex on the property is considered to be of heritage significance.

The City of Guelph has obtained a Heritage Impact Assessment dated March 18, 2010 by McGillivray-Architect.

The McGillivray Report divides the building into five parts, which respectively from the west are described as, and I paraphrase:

- Section 1 - Drill Hall constructed 1866.
- Section 2 - Factory addition Post 1947.
- Section 3 - Original three storey factory circa 1900.
- Section 4 - Factory addition between 1916 and 1922.
- Section 5 - Factory addition post 1943.

Section 1 is judged to have the most significance, followed by Sections 3 and 4, with 2 and 5 having the least.

Concept plans for the "Kiss and Ride" developed by the Engineering Consultant Dillon allow for the retention of the Drill Hall, and the author believes all parties agree this can be done.

Sections 2 to 5 are not compatible in their present form with redevelopment, as they occupy the area needed for the new facility.

This report focuses on what could be done to retain some of Section 1 to 5, and allow redevelopment.

Two concepts have been identified.

- 1) Retain the Drill Hall, modify Section 3 which is the original circa 1900 factory building.
- 2) Retain the Drill Hall, and preserve in place the northerly facade of Sections 2 to 5.

Estimates given herein are very approximate, and are intended to give the order of magnitude of the concept to assist in decision making.

The numbering of the Sections is shown in the McGillivray Report.

## **2.0 CONCEPT 1 – RETAIN DRILL HALL MODIFY SECTION 3**

The Drill Hall is attached to the post 1947 concrete block factory addition. As the two buildings were built at separate times, and of two different types of construction, the drill hall being a timber frame, the author believes they are not structurally interdependent.

Consequently they may be separated with ordinary and careful demolition techniques, and the opening left by the absence of the 1947 addition filled in.

This I estimate to cost \$75,000.00.

Demolition of part 2 would be in addition to this as would any renovations to the Drill Hall. Renovations to the Drill Hall would be for its reuse.

Renovations to the Drill Hall, are estimated very roughly as \$150/ft<sup>2</sup> and the area is reported as approximately 15000 ft<sup>2</sup>, for a renovation price tag of \$2,250,000.00.

To allow the site to be redeveloped as a “Kiss and Ride”, and retain Section 3, the original circa 1900 factory, would require a major construction effort.

The procedure envisioned is to; lift the building, construct a new foundation, free of the present interior columns, and set the building down on the new foundation. The “floor” of the new foundation would be at an elevation to suit the redevelopment, which might be several metres above the present basement floor elevation. The existing building in its final position would therefore be, a corresponding, several metres taller.

An additional task would be to provide parking for building tenants, if the building is to be reused. The only location on site, again to allow the planned redevelopment, would be below the basement, which means an underground parking garage.

To assist with estimating the cost of lifting the building, Cecil Abra of Cecil Abra Building Movers attended at the site on March 23, 2010. Mr. Abra subsequently provided his estimate by fax of March 25, 2010.



The very approximate estimated costs for modifying Section 3 are:

Raise Building	\$2,000,000.00
Construct new foundation	\$ 850,000.00

In addition, should an underground parking garage be desired, and assuming the same footprint as Section No. 3, the cost is estimated at \$500/ft<sup>2</sup> x an approximate footprint of 5,000 ft<sup>2</sup> = \$2,500,000.00.

Renovations to two storeys of factory for reuse may cost approximately 150.00 /ft<sup>2</sup> x an approximate area of 10,000 ft<sup>2</sup> = \$1,500,000.00.

The Total approximate price tag is:

Preserve Drill Hall in Place	75,000.00	
Raise Section 3	2,000,000.00	
Construct New Foundation under Section 3	<u>850,000.00</u>	
	<b>Subtotal</b>	<b>2,925,000.00</b>
Construct Underground Parking	2,500,000.00	
Renovate Section 3	<u>1,500,000.00</u>	
	<b>Total</b>	<b>\$6,925,000.00</b>

### 3.0 CONCEPT No. 2 – RETAIN THE DRILL HALL AND THE NORTHERLY FACADE OF SECTIONS 2 TO 5

The procedure for this option would be to temporarily support the entire facade from the north side with a steel framework. Sections 2 to 5 would then be demolished from the south side, and Section 2 detached from Section 1, the Drill Hall.

The now exposed southerly face of the north facade would be weather proofed by adding a wall of bricks salvaged from the demolished parts of the building. This weather proofing is likely needed, as the bricks on the interior of the building are not as weather resistant as those on the outside. Further investigation is needed to determine if this weather proofing is essential, and it is estimated as a separate item.

Following demolition of everything except the northerly facade, and installation of weather proofing if required, permanent support would be installed on the south side, and the northerly, temporary support removed.

The permanent support would likely consist of vertical columns tight to the wall, and inclined rakers to provide stability. Columns and rakers would rest on new concrete footings, and be located at each one of the existing brick pilasters, which are approximately 5 to 6 metres apart.

The rakers would intrude several metres into the “Kiss and Ride” area, but this might be acceptable.

Maintenance of the facade should be small, similar to any other brick and steel monument, in that bricks that become loose would have to be attended to, and the steel work periodically painted.

The windows would best be removed, and the frames replaced with a more durable material than the existing wood. This is also estimated.

Cost Estimate for Retaining Northerly Facade

Temporary northerly support – erect and remove	\$250,000.00
Extra care in demolition, allow	\$150,000.00
Add southerly salvaged brick facade	\$400,000.00
Permanent southerly support	\$250,000.00
Remove existing windows and replace window frames	<u>\$100,000.00</u>
<b>Total Approximate Cost</b>	<b>\$1,150,000.00</b>

Should only part of the northerly facade be retained, the cost could be estimated on a lineal basis as  $\$1,150,000.00/30\text{m} = \$38,300.00$  per metre.

GAMSBY AND MANNEROW LIMITED

Per:

David H. Grahman, P.Eng.

DHG/sn

## Attachment 6

### Evaluation of Options

Evaluation Considerations	Conservation Options				
	Option 1	Option 2 (Heritage Alternative 5)	Option 3 (Heritage Alternative 4)	Option 4 (Heritage Alternative 3)	Option 5
	Demolish Sections 1, 3 & 4	Retain Section 1 - the most significant heritage component	Retain Section 1 and the North Façade of Section 3	Retain Section 1+ north part of Section 3	Retain the entire complex
Heritage Compatibility	Incompatible	Reasonably Compatible	Slightly more compatible	Still more compatible	Most compatible
Cost of Conservation / Renovation	Minimal cost	\$2.3M	\$2.7M	\$6.7M to \$9.2M (with and without underground parking)	\$7.5M (50,000 sq.ft. @\$150), without parking
Transportation Compatibility	Most compatible	Compatible	Less compatible	Less compatible	Incompatible
Evaluation Summary	Transportation- best option; Heritage - worst	Reasonably compatible with both. Minimum Cost. Flexible in regard to timing of renovation.	Not much different from Option 2. More detailed assessment required regarding the length of the façade that could be retained, its aesthetic merit and cost.	Very high cost. No flexibility in regard to timing of renovation of Section 3.	Heritage - best option; Transportation
Preference	Incompatible with Heritage.	Preferred Option.	Could be retained for further consideration.	Unacceptable due to cost and inflexibility of renovation timing.	Incompatible with Transportation.

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ATTACHMENT B

Heritage Guelph Meeting  
Monday, April 12, 2010

Moved by Lesley Hayward and seconded by Susan Ratcliffe,

“WHEREAS the property at 72 Farquhar Street is included in the City of Guelph’s *Municipal Register of Cultural Heritage Properties*, according to Section 27 of the Ontario Heritage Act; and

WHEREAS the current building complex on the property at 72 Farquhar Street has been described in the Heritage Impact Assessment (dated 22 March 2010) as section 1 (Drill Hall), section 3 (original 6-bay by 3-bay Cotton Mill building), sections 2, 4 and 5 (additions to the Cotton Mill building); and

WHEREAS Heritage Guelph supports the retention of the Drill Hall building on the property at 72 Farquhar Street with the intention to proceed toward a recommendation that the building be designated under Part IV of the *Ontario Heritage Act*; and

WHEREAS Heritage Guelph does not object to the removal of sections 2, 4 and 5 of the Cotton Mill building at 72 Farquhar Street from the *Municipal Register of Cultural Heritage Properties* to achieve its plans for a fully integrated transit hub; and

THAT Heritage Guelph supports the retention of section 3 (the original 6-bay by 3-bay Cotton Mill building) of the building complex at 72 Farquhar Street on the *Municipal Register of Cultural Heritage Properties*.”

CARRIED

# COMMITTEE REPORT



TO **Community Development and Environmental Services  
Committee**

SERVICE AREA Community Design and Environmental Services  
DATE April 19, 2010

**SUBJECT Official Plan Update (Official Plan Amendment 42)**

REPORT NUMBER 10-50

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## RECOMMENDATION

**“THAT Report 10-50, dated April 19, 2010, regarding the status of the Official Plan Update from Community Design and Development Services, be received.”**

## PURPOSE

The purpose of this report is to provide an update on the draft policy directions, next steps and anticipated time lines for finalization of the Official Plan Update.

## BACKGROUND

Since the last update report in February 2010, draft policy directions and a draft land use schedule have been reviewed internally and presented at a number of public meetings.

Two public meetings were held on March 10 and 11, 2010.

Dedicated meetings were also held with ministries and agencies, interests groups, and the Guelph Wellington Development Association.

The proposed Official Plan Update (Amendment No. 42) is the second phase of the City's comprehensive Official Plan Update.

### Phase 1 - OPA 39 (Growth Plan Conformity Amendment)

Phase one of the Official Plan Update (Official Plan Amendment No. 39) was adopted by Council on June 10, 2009. OPA 39 established the growth management framework for the City to the year 2031 in conformity with the provincial Growth Plan. On November 20, 2009, OPA 39 was approved by the Ministry of Municipal

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Affairs and Housing and was subsequently appealed by Silvercreek Guelph Developments Ltd (a site specific appeal).

The City and Silvercreek subsequently entered into Minutes of Settlement regarding Silvercreek's appeal of OPA No. 39, in which the parties agreed to request the OMB to implement its January 12, 2010 decision by replacing Schedule 1B of OPA No. 39 with a modified Schedule 1B which identifies the lands as a Mixed Use Node.

A settlement hearing was held by the Board on March 17, 2010, and on the basis of Minutes of Settlement and evidence provided in support of the settlement, the Board rendered an oral decision allowing Silvercreek's appeal in part and directing that OPA No. 39 be amended in accordance with the modified Schedule 1B. OPA No. 39 is now in full force and effect.

## **Report**

### Phase 2      Official Plan Update (OPA 42)

The proposed Official Plan Update addresses recent changes to provincial legislation, ensures consistency with the 2005 Provincial Policy Statement, establishes policies to implement the growth management framework articulated through OPA 39, and incorporates recommendations from Guelph's recently completed Master Plans and detailed studies.

The following provides a brief overview of the policy direction and changes proposed through the Official Plan Update. A detailed description of the policy directions are outlined in Attachment 1 – Draft Key Official Plan Policy Directions.

The key changes include the following:

- a) reorganizing the Official Plan text;
- b) empathizing the integration of energy, transportation and land use planning.
- c) replacing the Core and Non-core Greenlands System with the Natural Heritage System;
- d) focusing growth and intensifying within the Downtown, along the Intensification Corridors, and within the Mixed Use Nodes identified in Official Plan Amendment No. 39, as well as along transit routes (e.g. arterial and collector streets);
- e) expanding or adding new Neighbourhood Mixed Use Centres to serve new growth (e.g., at Clair and Victoria, Arkell and Victoria, Eastview east of Watson, Woolwich south of Speedvale; Edinburgh north of Speedvale, and Kortright west of the Hanlon Expressway;
- f) adding new Medium and High Density Residential designations to ensure intensification is focused in transit supportive locations, including along the Guelph Junction Railway;
- g) providing greater certainty for infill and intensification within the Built-Up Area of the City;
- h) establishing minimum and maximum residential densities and maximum heights within the Build-Up and Greenfield Areas;
- i) establishing an affordable housing target and implementation policies;

- 
- j) encouraging minimum heights and minimum job densities in the Employment areas to facilitate achieving 50 persons and jobs per ha in the Greenfield Areas; densities.
  - k) promoting urban agriculture and community gardens throughout the City;
  - l) setting out requirements for energy conservation and sustainable design;
  - m) encouraging and providing opportunities for renewable and alternative energy systems, including district energy;
  - n) introducing the concept of energy mapping to guide district energy systems and land use patterns;
  - o) establishing policies to ensure high quality urban design which is consistent with the directions approved in the City's Urban Design Action Plan;
  - p) adding Well Head Protection Area mapping and policy;
  - q) updating Cultural Heritage Policies to reflect changes to the Ontario Heritage Act and the Provincial Policy Statement;
  - r) updating the City's transportation policies to provide a greater focus on transit, walking, cycling, transportation demand management and using rail for goods and people movement;
  - s) introducing new planning tools to achieve the objectives of the Official Plan, such as density bonusing, regulation of exterior building design through site plan control, and introducing a framework for that would allow the establishment of a development permit system in the future; and
  - t) introducing parameters to limit the location and enhance the design of drive-throughs;

A more complete summary of the changes are included on the City's website under the [guelph.ca/opupdate](http://guelph.ca/opupdate).

The following sets out the significant dates for the completion of the Official Plan Update.

### **Detailed Policy Review and Input**

April 19–30, 2010	Present Draft policies to Technical Steering Committee, and stakeholders
April 20, 21 and 22	Public Open Houses
May 20, 2010	Statutory Public Meeting

### **Finalization of Official Plan**

May and June	Review comments received and finalize Official Plan
July 27, 2010	Adoption of Official Plan by Council

Once adopted by Council, the Official Plan Amendment will be forwarded to the Ministry of Municipal Affairs and Housing for final approval pursuant to Section 26 of the Planning Act. (to ensure consistency with the Provincial Policy Statement)

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## Secondary Plans not part of the Official Plan Update

The Secondary Plans to the Guelph Innovation District (York District) and the Guelph Urban Growth Centre (Downtown Guelph) are proceeding under separate secondary planning processes. Neither of these amendments will be finalized in time for consolidation into the Official Plan Update. Therefore, both these secondary plans will be incorporated into the Official Plan by way of an amendment, once approved by Council.

## CORPORATE STRATEGIC PLAN

The update of the Official Plan is a critical step to achieving the following Strategic goals:

- Goal 1:** An attractive, well-functioning and sustainable city;
- Goal 2:** A healthy and safe community where life can be lived to the fullest;
- Goal 3:** A diverse and prosperous local economy;
- Goal 4:** A vibrant and valued arts, culture and heritage identity; and
- Goal 5:** A leader in conservation and resource protection/enhancement.

## FINANCIAL IMPLICATIONS

There is sufficient funding to complete the OP Update. In the event of appeal(s) funding will need to be addressed in 2010-2011.

## DEPARTMENTAL CONSULTATION

Legal Services, and all departments affected by official plan policies.

## COMMUNICATIONS

N/A

## ATTACHMENTS

Schedule 1: Growth Plan Elements

Schedule 2: DRAFT Land Use Plan

Original Signed by:

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**Prepared By:**

Marion Plaunt, MES, RPP, MCIP  
Manager of Policy Planning  
and Urban Design  
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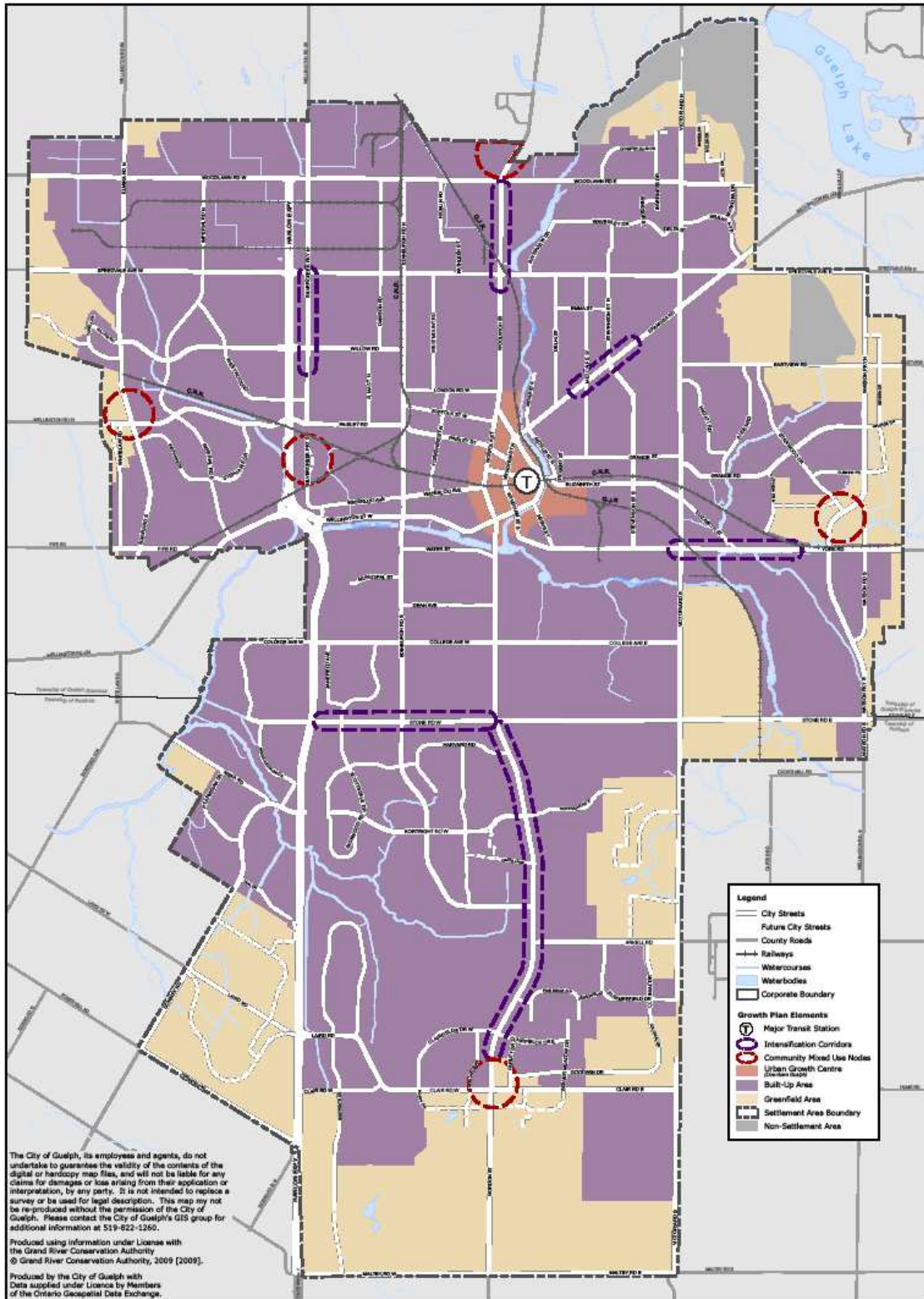
Original Signed by:

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**Recommended By:**

James N. Riddell  
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and Development Services  
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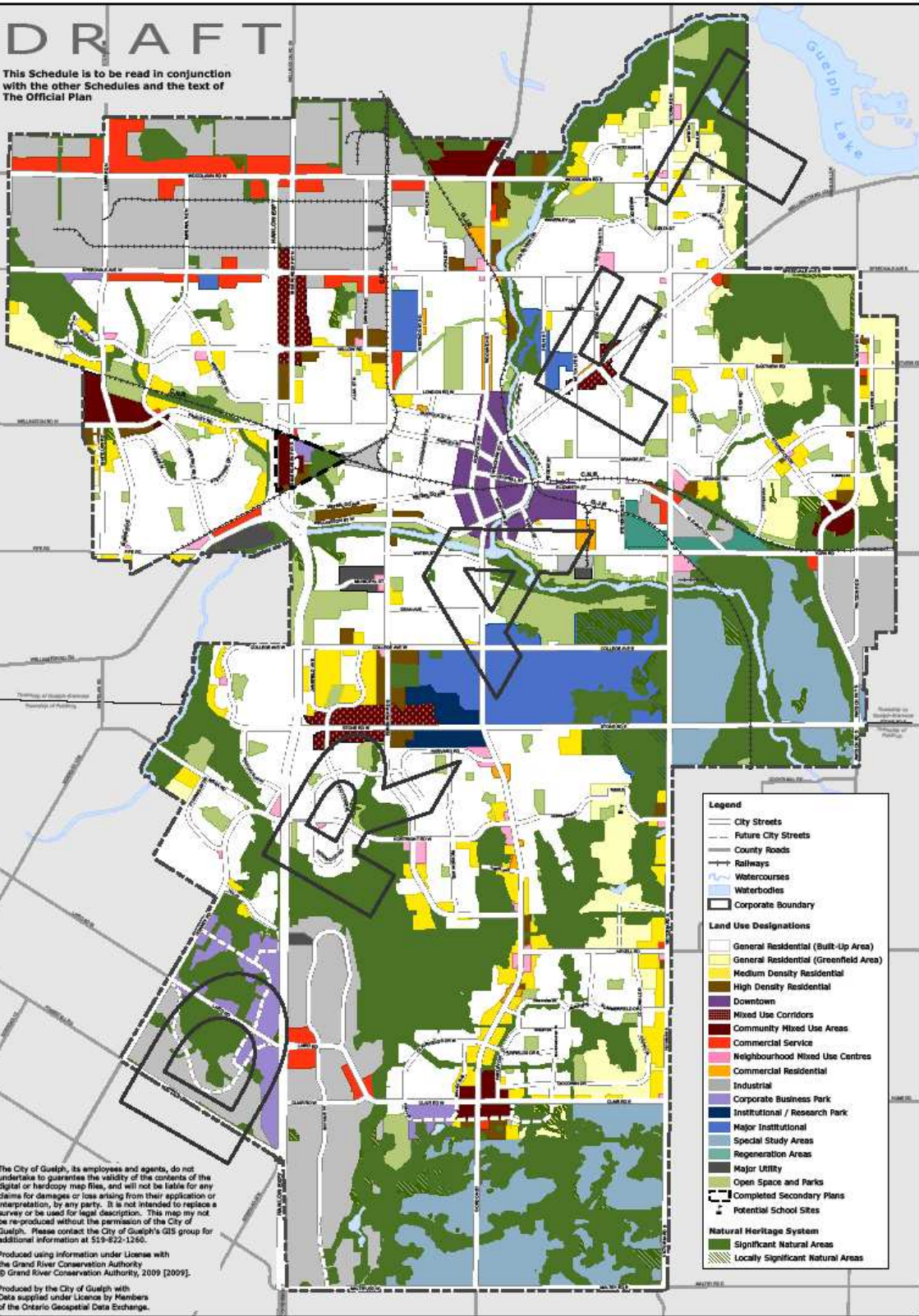




Produced by the City of Guelph  
 Community Design and Development Services, Planning Services  
 as Modified by the Ontario Municipal Board March 17, 2010

**CITY OF GUELPH  
 OFFICIAL PLAN  
 SCHEDULE 1B:  
 GROWTH PLAN ELEMENTS**





1 0.5 0 1 KM

Produced by the City of Guelph  
Community Design and Development Services, Planning Services  
April 8, 2010

**CITY OF GUELPH  
OFFICIAL PLAN  
DRAFT SCHEDULE 2:  
LAND USE PLAN**





**The Corporation of the City of Guelph  
Community Development & Environmental Services Committee  
Monday, April 19, 2010, 12:30 p.m.**

A meeting of the Community Development and Environmental Services Committee was held on Monday, April 19, 2010 in Council Committee Room 112 at 12:30 p.m.

Present: Councillors Bell, Burcher, Piper, Salisbury and Mayor Farbridge

Also Present: Councillors Beard, Farrelly, Findlay, Hofland and Wettstein

Staff in Attendance: Mr. J. Riddell, Director of Community Design and Development Services; Dr. J. Laird, Director of Environmental Services; Mr. B. Poole, Chief Building Official; Ms. T. Agnello, Deputy Clerk; and Ms. D. Black, Assistant Council Committee Coordinator.

There was no disclosure of pecuniary interest.

1. Moved by Councillor Bell  
Seconded by Councillor Salisbury

THAT the minutes of the Community Development and Environmental Services Committee meeting held on March 15, 2010 be adopted without being read.

Carried

**Consent Agenda**

The following were extracted from the Consent Agenda:

- |                |   |
|----------------|---|
| CDES 2010-A15  | Building Services Operational Review  |
| CDES 2010-A16  | Termite Control Program   |
| CDES 2010-A.17 | Morningcrest Subdivision Neighbourhood Park Master Plan   |
| CDES 2010 A.19 | City of Guelph Private Lead Service Line Replacement Grant Program  |
| CDES 2010 A.21 | Sale of Greenhouse Gas Credits from Eastview Landfill   |
| CDES 2010 A.22 | Election Signs  |
| CDES 2010 A.23 | Recommended Terms and Conditions for a Proposed Agreement with the Regional Municipality of Waterloo to Process Organic Material at Guelph's new Organic Waste Processing Facility (OWPF) |
| CDES 2010 A.24 | Guelph Transportation Terminal: Purchase of 72 Farquhar Street Property by Metrolinx-GO   |
| CDES2010 A.25  | Official Plan Update (Official Plan Amendment 42)   |

2. Moved by Councilor Burcher  
Seconded by Councillor Bell

THAT the balance of the April 19, 2010 Community Development & Environmental Services Consent Agenda as identified below be approved:

REPORT

- a) **Westminster Woods Phase 3 Parkette Master Plan**  
THAT the Community Design and Development Services Report 10-27 dated April 19, 2010, pertaining to the Conceptual Master Plan for the Westminster Wood Phase 3 Parkette, be received;

AND THAT the Conceptual Master Plan for the Westminster Wood Phase 3 Parkette, as noted in Appendix 2 of the Community Design and Development Services Report 10-27 dated April 19, 2010, be approved;

AND THAT staff be directed to proceed with the implementation of the Westminster Wood Phase 3 Parkette Conceptual Master Plan.

Dr. J. Laird

- b) **Healthy Landscapes Program Update**  
THAT the report of the Director of Environmental Services dated April 19, 2010 entitled 'Healthy Landscapes Program Progress Update' be received.

Councillor Piper  
Mrs. L.A. Giles

- c) **June Meeting Date**  
THAT the Community Development & Environmental Services Committee meeting schedule for Monday, June 21, 2010 be rescheduled to Tuesday June 22, 2010.

Carried

### **Building Services Operational Review**

Mr. Jim Bruzesse of BMA Consulting outlined the key areas of the building services operational review including:

- objectives;
- review process;
- improvements and recommendations;
- training issues; and
- organizational design.

Mr. J. Riddell

3. Moved by Councillor Burcher  
Seconded by Councillor Salisbury  
THAT the report (No. 10-45) on Building Services Operational Review from the Community Design and Development Services Department, dated April 19, 2010 be received;

AND THAT staff report back with an Implementation Strategy Plan and subsequent schedule for information.

Carried

**Termite Control Program**

Dr. Tim Myles, Termite Control Officer outlined the termite control management practices in 2009 and the plans for 2010.

4. Moved by Mayor Farbridge  
Seconded by Councillors Salisbury

Mr. J. Riddell

THAT the report No. (10-46) on Termite Control Program from Community Design and Development Services, dated April 19, 2010, be received.

Carried

**Guelph Transportation Terminal: Purchase of 72 Farquhar Street Property by Metrolinx-GO**

Mr. J. Riddell, Director of Community Design & Development Services outlined the process to date regarding this property.

Mr. R. Philips, Manager of Transportation Planning & Development Engineering, provided details of the requirements for the transportation terminal.

Mr. Greg Ashbee, Manager of Infrastructure Planning for Metrolinx pointed out restraints to the terminal plan and highlighted the potential plans for the property. He advised Metrolinx will need flexibility regarding the layout and design of the property.

Staff will provide an addendum to the report for Council for April 26, 2010 reflecting discussions and options to integrate the Drill Hall building.

5. Moved by Councillor Salisbury  
Seconded by Councillor Burcher

REPORT

THAT the Community Development and Environmental Services Committee Report 10-52, dated April 19, 2010, entitled 'Guelph Transportation Terminal: Purchase of 72 Farquhar Street Property by Metrolinx-GO' be received;

AND THAT Council support the redevelopment of the 72 Farquhar Street site by Metrolinx-GO for the sole purpose of providing south side station and access facilities as part of Guelph's Transportation

Terminal, while retaining the Drill Hall building due to its significant cultural heritage value;

AND THAT Council request Metrolinx-GO, prior to purchasing the property at 72 Farquhar Street, to confirm in writing that (a) the redevelopment of the subject property shall be for the sole purpose of providing south side station, pedestrian, vehicular access, and ancillary use facilities for Metrolinx-GO Transit and Via Rail as part of Guelph's Transportation Terminal; (b) at the time of redevelopment Metrolinx-GO will carry out the detachment of the Drill Hall building from the remainder of the building complex and provide for the retention and rehabilitation of the Drill Hall in an integrated means which considers adaptive reuse of the Drill Hall; and (c) Metrolinx-GO will undertake the redevelopment of the site at 72 Farquhar Street, including site design and urban design in keeping with its function as a station facility to be considered with the goals of the Downtown Secondary Plan in consultation with the City;

AND THAT Metrolinx-GO enter into discussions regarding establishing collaborative community partnerships of an adaptive reuse of the Drill Hall property either on a lease basis or a severance basis.

AND THAT Council authorize staff, upon receipt of confirmation from Metrolinx-GO, to amend the description of the heritage attributes, pertaining to 72 Farquhar Street in the *City's Municipal Register of Cultural Heritage Properties* as a non-designated property, to include only the reference to the Drill Hall building (Section 1) on the property and remove all references to Sections 2, 3, 4 and 5 of the building complex as identified in this Report.

Carried

### **Morningcrest Subdivision Neighbourhood Park Master Plan**

REPORT

6. Moved by Mayor Farbridge  
Seconded by Councillor Bell

THAT the Community Design and Development Services Report 10-21 dated April 19, 2010, pertaining to the proposed master plan for the Morningcrest Subdivision Neighbourhood Park, be received;

AND THAT the Master Plan for the development of the Park, as proposed in Appendix 2 of the Community Design and Development Services Report 10-21 dated April 19, 2010, be approved;

AND THAT staff be directed to proceed with the implementation of Morningcrest Subdivision Neighbourhood Park Master Plan.

Carried

**City of Guelph Private Lead Service Line Replacement Grant  
Program**

REPORT

7. Moved by Mayor Farbridge  
Seconded by Councillor Burcher

THAT Council, as part of the City's overall Program to Reduce Lead in Municipal Drinking Water, approves the Pilot Private Lead Service Line Replacement Grant Program to further reduce health risk through encouraging homeowners to replace lead water service lines, and to ensure City compliance with the lead reduction requirements outlined in the Provincial Regulation 170/03;

AND THAT Waterworks staff report to Council on the effectiveness of the Pilot Private Lead Service Replacement Grant Program in the spring of 2011.

AND THAT staff report back on the matter of eligibility for non-residential and rental property owners.

Carried

**Sale of Greenhouse Gas Credits from Eastview Landfill**

REPORT

8. Moved by Mayor Farbridge  
Seconded by Councillor Burcher

THAT the Mayor and Clerk be authorized to enter into a contract with The Greening Canada Fund and L21 Financial Solutions to sell Greenhouse Gas Credits, subject to the satisfaction of the Director of Corporate Services/City Solicitor and the Director of Environmental Services;

AND THAT the funds from the sale of Green House Gas (GHG) credits in 2010 be used to fund infrastructure replacements/site upgrades associated with improving and securing the Eastview Landfill Methane Collection system with the balance used to reduce the tax-supported operating budget.

Carried

**Election Signs**

Mr. B. Poole, advised that staff their work plan currently does not include a comprehensive review of the Sign By-law which would be include the election sign issue.

The Deputy Clerk confirmed that election candidates that have registered have been provided the current sign by-law regulations.

REPORT

9. Moved by Councillor Burcher  
Moved by Mayor Farbridge  
THAT no further action be taken to reduce and minimize the proliferation of all elections signs in private and public properties.

Carried

**Recommended Terms and Conditions for a Proposed Agreement with the Regional Municipality of Waterloo to Process Organic Material at Guelph’s New Organic Waste Processing Facility (OWPF)**

REPORT

10. Moved by Councillor Burcher  
Seconded by Mayor Farbridge  
THAT the Mayor and Clerk be authorized to enter into an agreement with the Regional Municipality of Waterloo to process 20,000 tonnes of organic material per year commencing October 2013, as described in the report dated April 19, 2010 from the Director of Environment Services, subject to the satisfaction of the Director of Corporate Services/City Solicitor and the Director of Environmental Services.

Carried

**Official Plan Update (Official Plan Amendments 42)**

Mr. J. Riddell

11. Moved by Mayor Farbridge  
Seconded by Councillor Burcher  
THAT Report 10-50, dated April 19, 2010, regarding the status of the Official Plan Update from Community Design and Development Services, be received.

Carried

The meeting adjourned at 3:10 p.m.

Next Meeting: May 17, 2010

.....  
Chairperson



# COMMITTEE AGENDA



TO **Community Development & Environmental Services  
Committee**

DATE May 17, 2010

LOCATION Council Committee Room (112)

TIME 12:30 p.m.

---

## DISCLOSURE OF PECUNIARY INTEREST

## CONFIRMATION OF MINUTES

April 19, 2010

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

- a) Ontario Clean Air Alliance – Re: Coal Phase-Out – Jack Gibbons, Chair

## 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 Community Development & Environmental Services Committee Consent Agenda will be approved in one resolution.*

ITEM	CITY PRESENTATION	DELEGATIONS	TO BE EXTRACTED
CDES-2010-A.26 Conversion of Curbside Waste Collection Program to Fully Automated Carts (DFW)			
CDES-2010-A.27 Approval of Water and Wastewater Long-Range Financial Plan 017-301A (2010) as Required Under Ontario Regulation 453/07			
CDES-2010-A.28 Municipal Property and Building			

Commemorative Naming Annual Report			
CDES-2010-A.29 180 Gordon Street – Brownfield Redevelopment Community Improvement Plan – Financial Incentive Request			
CDES-2010-A.30 Walk to School Initiatives			
CDES-2010-A.31 Shared Rental Housing	<ul style="list-style-type: none"> <li>• Katie Nasswetter</li> </ul>	<ul style="list-style-type: none"> <li>• Scott Galajda</li> <li>• Daphne Wainman-Wood</li> </ul>	√
CDES-2010-A.32 Hanlon Creek Business Park – Completion Of 2010 Jefferson Salamander Monitoring Program	<ul style="list-style-type: none"> <li>• Rajan Philips, Manager Of Transportation Planning &amp; Development Engineering</li> </ul>		√
CDES-2010-A.33 Regional Transportation Initiative Involving the Ministry of Transportation and the Municipalities of Brant, Brantford, Cambridge, Guelph, Kitchener, Region of Waterloo, Waterloo and Wellington			

Resolution to adopt the balance of the Community Development & Environmental 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.

---

**OTHER BUSINESS**

**CLOSED MEETING**

THAT the Community Development and Environmental Services Committee now hold a meeting that is closed to the public, with respect to:

**Education and Training of Members**

S. 239 (3.1) education and training of members

**NEXT MEETING-** June 22, 2010

**The Corporation of the City of Guelph  
Community Development & Environmental Services Committee  
Monday, April 19, 2010, 12:30 p.m.**

A meeting of the Community Development and Environmental Services Committee was held on Monday, April 19, 2010 in Council Committee Room 112 at 12:30 p.m.

Present: Councillors Bell, Burcher, Piper, Salisbury and Mayor Farbridge

Also Present: Councillors Beard, Farrelly, Findlay, Hofland and Wettstein

Staff in Attendance: Mr. J. Riddell, Director of Community Design and Development Services; Dr. J. Laird, Director of Environmental Services; Mr. B. Poole, Chief Building Official; Ms. T. Agnello, Deputy Clerk; and Ms. D. Black, Assistant Council Committee Coordinator.

There was no disclosure of pecuniary interest.

1. Moved by Councillor Bell  
Seconded by Councillor Salisbury

THAT the minutes of the Community Development and Environmental Services Committee meeting held on March 15, 2010 be adopted without being read.

Carried

**Consent Agenda**

The following were extracted from the Consent Agenda:

CDES 2010-A15	Building Services Operational Review
CDES 2010-A16	Termite Control Program
CDES 2010-A.17	Morningcrest Subdivision Neighbourhood Park Master Plan
CDES 2010 A.19	City of Guelph Private Lead Service Line Replacement Grant Program
CDES 2010 A.21	Sale of Greenhouse Gas Credits from Eastview Landfill
CDES 2010 A.22	Election Signs
CDES 2010 A.23	Recommended Terms and Conditions for a Proposed Agreement with the Regional Municipality of Waterloo to Process Organic Material at Guelph's new Organic Waste Processing Facility (OWPF)
CDES 2010 A.24	Guelph Transportation Terminal: Purchase of 72 Farquhar Street Property by Metrolinx-GO
CDES2010 A.25	Official Plan Update (Official Plan Amendment 42)

2. Moved by Councilor Burcher  
Seconded by Councillor Bell

THAT the balance of the April 19, 2010 Community Development & Environmental Services Consent Agenda as identified below be approved:

REPORT

- a) **Westminster Woods Phase 3 Parkette Master Plan**  
THAT the Community Design and Development Services Report 10-27 dated April 19, 2010, pertaining to the Conceptual Master Plan for the Westminster Wood Phase 3 Parkette, be received;

AND THAT the Conceptual Master Plan for the Westminster Wood Phase 3 Parkette, as noted in Appendix 2 of the Community Design and Development Services Report 10-27 dated April 19, 2010, be approved;

AND THAT staff be directed to proceed with the implementation of the Westminster Wood Phase 3 Parkette Conceptual Master Plan.

Dr. J. Laird

- b) **Healthy Landscapes Program Update**  
THAT the report of the Director of Environmental Services dated April 19, 2010 entitled 'Healthy Landscapes Program Progress Update' be received.

Councillor Piper  
Mrs. L.A. Giles

- c) **June Meeting Date**  
THAT the Community Development & Environmental Services Committee meeting schedule for Monday, June 21, 2010 be rescheduled to Tuesday June 22, 2010.

Carried

### **Building Services Operational Review**

Mr. Jim Bruzesse of BMA Consulting outlined the key areas of the building services operational review including:

- objectives;
- review process;
- improvements and recommendations;
- training issues; and
- organizational design.

Mr. J. Riddell

3. Moved by Councillor Burcher  
Seconded by Councillor Salisbury  
THAT the report (No. 10-45) on Building Services Operational Review from the Community Design and Development Services Department, dated April 19, 2010 be received;

AND THAT staff report back with an Implementation Strategy Plan and subsequent schedule for information.

Carried

**Termite Control Program**

Dr. Tim Myles, Termite Control Officer outlined the termite control management practices in 2009 and the plans for 2010.

4. Moved by Mayor Farbridge  
Seconded by Councillors Salisbury

Mr. J. Riddell

THAT the report No. (10-46) on Termite Control Program from Community Design and Development Services, dated April 19, 2010, be received.

Carried

**Guelph Transportation Terminal: Purchase of 72 Farquhar Street Property by Metrolinx-GO**

Mr. J. Riddell, Director of Community Design & Development Services outlined the process to date regarding this property.

Mr. R. Philips, Manager of Transportation Planning & Development Engineering, provided details of the requirements for the transportation terminal.

Mr. Greg Ashbee, Manager of Infrastructure Planning for Metrolinx pointed out restraints to the terminal plan and highlighted the potential plans for the property. He advised Metrolinx will need flexibility regarding the layout and design of the property.

Staff will provide an addendum to the report for Council for April 26, 2010 reflecting discussions and options to integrate the Drill Hall building.

5. Moved by Councillor Salisbury  
Seconded by Councillor Burcher

REPORT

THAT the Community Development and Environmental Services Committee Report 10-52, dated April 19, 2010, entitled 'Guelph Transportation Terminal: Purchase of 72 Farquhar Street Property by Metrolinx-GO' be received;

AND THAT Council support the redevelopment of the 72 Farquhar Street site by Metrolinx-GO for the sole purpose of providing south side station and access facilities as part of Guelph's Transportation

Terminal, while retaining the Drill Hall building due to its significant cultural heritage value;

AND THAT Council request Metrolinx-GO, prior to purchasing the property at 72 Farquhar Street, to confirm in writing that (a) the redevelopment of the subject property shall be for the sole purpose of providing south side station, pedestrian, vehicular access, and ancillary use facilities for Metrolinx-GO Transit and Via Rail as part of Guelph's Transportation Terminal; (b) at the time of redevelopment Metrolinx-GO will carry out the detachment of the Drill Hall building from the remainder of the building complex and provide for the retention and rehabilitation of the Drill Hall in an integrated means which considers adaptive reuse of the Drill Hall; and (c) Metrolinx-GO will undertake the redevelopment of the site at 72 Farquhar Street, including site design and urban design in keeping with its function as a station facility to be considered with the goals of the Downtown Secondary Plan in consultation with the City;

AND THAT Metrolinx-GO enter into discussions regarding establishing collaborative community partnerships of an adaptive reuse of the Drill Hall property either on a lease basis or a severance basis.

AND THAT Council authorize staff, upon receipt of confirmation from Metrolinx-GO, to amend the description of the heritage attributes, pertaining to 72 Farquhar Street in the *City's Municipal Register of Cultural Heritage Properties* as a non-designated property, to include only the reference to the Drill Hall building (Section 1) on the property and remove all references to Sections 2, 3, 4 and 5 of the building complex as identified in this Report.

Carried

### **Morningcrest Subdivision Neighbourhood Park Master Plan**

REPORT

6. Moved by Mayor Farbridge  
Seconded by Councillor Bell

THAT the Community Design and Development Services Report 10-21 dated April 19, 2010, pertaining to the proposed master plan for the Morningcrest Subdivision Neighbourhood Park, be received;

AND THAT the Master Plan for the development of the Park, as proposed in Appendix 2 of the Community Design and Development Services Report 10-21 dated April 19, 2010, be approved;

AND THAT staff be directed to proceed with the implementation of Morningcrest Subdivision Neighbourhood Park Master Plan.

Carried

**City of Guelph Private Lead Service Line Replacement Grant Program**

REPORT

7. Moved by Mayor Farbridge  
Seconded by Councillor Burcher

THAT Council, as part of the City's overall Program to Reduce Lead in Municipal Drinking Water, approves the Pilot Private Lead Service Line Replacement Grant Program to further reduce health risk through encouraging homeowners to replace lead water service lines, and to ensure City compliance with the lead reduction requirements outlined in the Provincial Regulation 170/03;

AND THAT Waterworks staff report to Council on the effectiveness of the Pilot Private Lead Service Replacement Grant Program in the spring of 2011.

AND THAT staff report back on the matter of eligibility for non-residential and rental property owners.

Carried

**Sale of Greenhouse Gas Credits from Eastview Landfill**

REPORT

8. Moved by Mayor Farbridge  
Seconded by Councillor Burcher

THAT the Mayor and Clerk be authorized to enter into a contract with The Greening Canada Fund and L21 Financial Solutions to sell Greenhouse Gas Credits, subject to the satisfaction of the Director of Corporate Services/City Solicitor and the Director of Environmental Services;

AND THAT the funds from the sale of Green House Gas (GHG) credits in 2010 be used to fund infrastructure replacements/site upgrades associated with improving and securing the Eastview Landfill Methane Collection system with the balance used to reduce the tax-supported operating budget.

Carried

**Election Signs**

Mr. B. Poole, advised that staff their work plan currently does not include a comprehensive review of the Sign By-law which would be include the election sign issue.

The Deputy Clerk confirmed that election candidates that have registered have been provided the current sign by-law regulations.



REPORT

9. Moved by Councillor Burcher  
Moved by Mayor Farbridge  
THAT no further action be taken to reduce and minimize the proliferation of all elections signs in private and public properties.

Carried

**Recommended Terms and Conditions for a Proposed Agreement with the Regional Municipality of Waterloo to Process Organic Material at Guelph’s New Organic Waste Processing Facility (OWPF)**

REPORT

10. Moved by Councillor Burcher  
Seconded by Mayor Farbridge  
THAT the Mayor and Clerk be authorized to enter into an agreement with the Regional Municipality of Waterloo to process 20,000 tonnes of organic material per year commencing October 2013, as described in the report dated April 19, 2010 from the Director of Environment Services, subject to the satisfaction of the Director of Corporate Services/City Solicitor and the Director of Environmental Services.

Carried

**Official Plan Update (Official Plan Amendments 42)**

Mr. J. Riddell

11. Moved by Mayor Farbridge  
Seconded by Councillor Burcher  
THAT Report 10-50, dated April 19, 2010, regarding the status of the Official Plan Update from Community Design and Development Services, be received.

Carried

The meeting adjourned at 3:10 p.m.

Next Meeting: May 17, 2010

.....  
Chairperson

# Finishing the coal phase out

## On historic opportunity for climate leadership

In 2001, the Government of Ontario issued a legally binding regulation requiring the phase-out of coal-burning at the Lakeview Generating Station in Mississauga by April 30, 2005.

In 2007 the Government of Ontario issued a legally binding regulation requiring the cessation of coal-burning at Ontario's four remaining coal-fired power plants by December 31, 2014.<sup>1</sup>

Ontario's coal phase-out is the single largest greenhouse gas emission reduction initiative in North America – equivalent to taking almost seven million cars off the road.<sup>2</sup> Bringing the coal phase out to a successful conclusion as soon as possible will position Ontario as a global leader in addressing climate change and compliment the province's efforts to reposition itself as a green energy and economy leader.

### 2009 in Review

- Ontario's coal-fired electricity generation fell by 73% between 2003 and 2009 – from 36.3 billion kWh in 2003 to 9.8 billion kWh in 2009.<sup>3</sup>
- Coal-fired generation was responsible for only 6.6% of Ontario's total electricity production in 2009.<sup>4</sup>
- In 2009 Ontario's coal-fired electricity output was at its lowest level in 45 years.<sup>5</sup>
- However, according to a study prepared for the Government of Ontario, Ontario's coal-fired electricity generation in 2009 still caused 246 deaths, 342 hospital admissions, 406 emergency room visits and almost 123,000 minor illnesses (e.g., asthma attacks) in Ontario.<sup>6</sup>
- Coal-fired electricity generation is no longer profitable for Ontario Power Generation (OPG). In 2009, OPG received a \$412 million subsidy from Ontario's electricity consumers to compensate it for the operating losses of its Nanticoke and Lambton coal-fired power plants.<sup>7</sup>
- In 2009 Ontario's net electricity exports (10.3 billion kWh) exceeded its total coal-fired electricity generation (9.8 billion kWh).<sup>8</sup>

### We Can Phase-Out Coal Now

As of November 2009, Ontario's coal-free generation capacity was 23% greater than our forecast peak day demand in the summer of 2010 and 27% greater than our forecast peak day demand in 2014.<sup>9</sup>

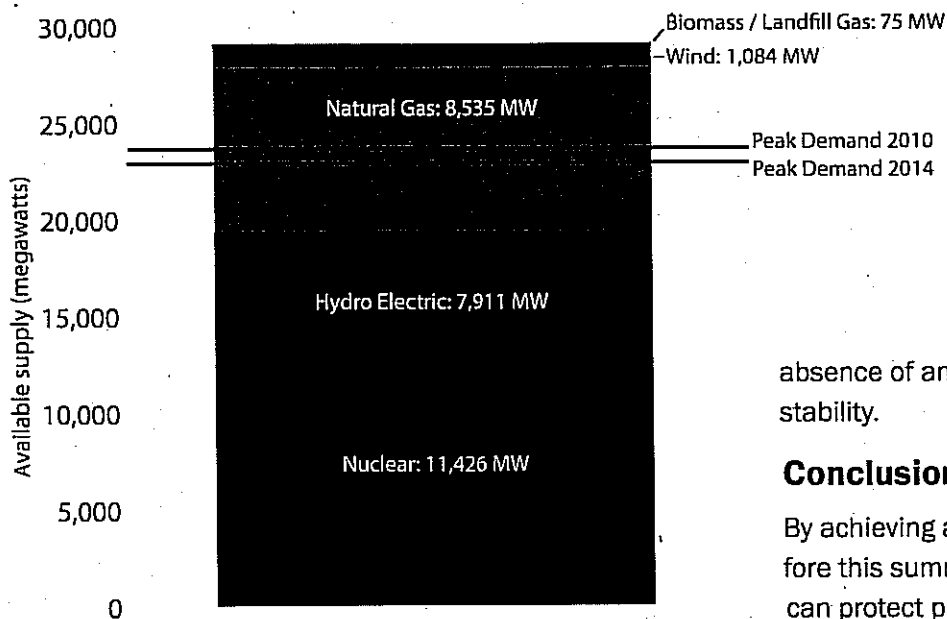
Given that Ontario's coal-free generation capacity now exceeds our peak day demand by 23%, under normal conditions, our need for coal-fired electricity is negligible. Nev-

In 2009, Ontario's coal-fired electricity output was at its lowest level in 45 years. The province now has a significant surplus of coal-free generating capacity and can finish the coal phase out in 2010.

ertheless, according to the Ontario Power Authority, we need to retain some of our coal capacity on **standby reserve** until December 31, 2014 because the "Pickering nuclear units could reach the end of their operating lives sooner than expected."<sup>10</sup>

Furthermore, according to the Independent Electricity System Operator, one or more of

## Ontario's Coal-Free Generation Capacity and Projected Peak Demand



the Nanticoke units may need to be operated at minimum output from time-to-time to provide grid stability.<sup>11</sup>

The need to maintain some of our coal plants on **standby reserve** until the legally binding date for a complete coal phase-out (December 31, 2014), however, does not mean that we need to continue to use them to produce dirty electricity in the

absence of an emergency or a need to support grid stability.

## Conclusions

By achieving a virtually complete coal phase-out before this summer's G20 Summit in Toronto, Ontario can protect public health and provide climate change leadership to Canada, the United States, China and the World.

## Recommendations

1. Premier McGuinty should direct Ontario Power Generation to put its dirty coal plants on **standby reserve** immediately and **only operate them if they are absolutely needed to keep the lights on in Ontario.**
2. To protect the climate and air quality gains created by Ontario's coal phase out, Premier McGuinty should direct the Independent Electricity System Operator to import coal-fired electricity from the U.S. only if there is no other option to keep the lights on in Ontario.\*

\* The IESO has a policy of importing coal-fired electricity whenever its "financial" cost (excluding public health and environmental costs) is less than the "financial" cost of the next unit of domestic electricity generation. This undermines the whole purpose of the coal phase-out. We should only import coal-fired electricity if there is no other option to keep the lights on in Ontario.

## Endnotes

1. Ontario Regulation 496/07, *Ontario Regulation made under the Environmental Protection Act: Cessation of Coal Use – Atikokan, Lambton, Nanticoke and Thunder Bay Generating Stations*.
2. Independent Electricity System Operator (IESO), *The Ontario Reliability Outlook*, (December 2008), p. 5. Available online at: [http://www.ieso.ca/imoweb/siteshared/pubs\\_library.asp?sid=ic](http://www.ieso.ca/imoweb/siteshared/pubs_library.asp?sid=ic)
3. Ontario Power Generation, *Sustainable Development 2005 Report*, p. 36; and IESO, *News Release*, "Wind Power in Ontario Generates a New Record in 2009", (January 8, 2010). Available online at: <http://www.opg.com/news/reports/?path=Sustainable%20Development%20Reports> and [http://www.ieso.ca/imoweb/media/md\\_newsitem.asp?newsID=5019](http://www.ieso.ca/imoweb/media/md_newsitem.asp?newsID=5019)
4. "Wind Power in Ontario Generates a New Record in 2009", (January 8, 2010).
5. "Wind Power in Ontario Generates a New Record in 2009", (January 8, 2010).
6. Each billion kWh of coal-fired electricity generation in Ontario: a) kills 25.1 people in Ontario; b) causes 34.9 hospital admissions in Ontario; c) causes 41.4 emergency room visits in Ontario; and d) causes 12,543.6 minor illnesses in Ontario. See DSS Management Consultants Inc. & RWDI Air Inc., *Cost Benefit Analysis: Replacing Ontario's Coal-Fired Electricity Generation*, Prepared for Ontario Ministry of Energy, (April, 2005), pp. 4, 5 & 26. In 2009, Ontario's coal-fired electricity generation equaled 9.8 billion kWh. See "Wind Power in Ontario Generates a New Record in 2009", (January 8, 2010).
7. Ontario Power Generation, *2009 Year End Report*, p. 6. Available online at: [http://www.opg.com/investor/pdf/2009\\_Q4\\_FullRpt.pdf](http://www.opg.com/investor/pdf/2009_Q4_FullRpt.pdf).
8. "Wind Power in Ontario Generates a New Record in 2009", (January 8, 2010).
9. As of November 4, 2009, Ontario's coal-free generation capacity equaled 29,031 MW; Ontario's forecast peak day demand in the summer of 2010 is 23,608 MW. See IESO, *18-Month Outlook: From December 2009 to May 2011*, (November 17, 2009), pp. 5 & 7. Ontario's forecast peak demand in 2014 is 22,931 MW. See IESO, *Ontario Reserve Margin Requirements 2010-2014*, (October 1, 2009), p. A-2. Available online at: <http://www.ieso.ca/imoweb/monthsYears/monthsAhead.asp> and <http://www.ieso.ca/imoweb/pubs/marketReports/Ontario-Reserve-Margin-Requirements-2010-2014.pdf>
10. Ontario Power Authority, *Integrated Power System Plan*, Exhibit D, Tab 2, Schedule 1, Page 3; Corrected May 5, 2008. Available online at: [www.powerauthority.on.ca/Page.asp?PageID=924&SiteNodeID=320](http://www.powerauthority.on.ca/Page.asp?PageID=924&SiteNodeID=320)
11. Telephone conversation with Terry Young and Kim Warren, IESO, Feb. 12, 2010.

# ACTION ON CLIMATE CHANGE CAN'T WAIT

Ontario's phase out of coal-fired electricity is the single largest initiative to combat climate change in North America.

Fortunately, Ontario now has a large surplus of cleaner electricity generation capacity. That means we don't have to wait until the government's official deadline of 2014 to phase-out coal - we can do it today!

Ending coal use in Ontario would be the climate equivalent of taking seven million cars off the road. The faster we get rid of coal, the sooner we can lower our climate impact, improve air quality and reduce toxins like mercury and lead in our environment.

Using coal isn't even economic anymore. Ontario Power Generation lost more than \$290 million on its coal plant operations in 2009.

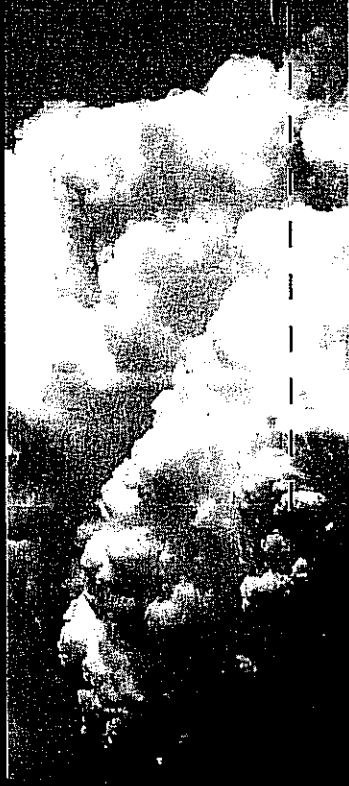
**Let's end coal use now and demonstrate real climate leadership to Canadians and the world!**

The OCAA is a coalition of health and environmental organizations, faith communities, municipalities, utilities, unions, corporations and individuals working for cleaner air through a coal phase-out and a shift to a renewable electricity future.

Ontario Clean Air Alliance  
416-926-1907 x246 | contact@cleanairalliance.org | www.cleanairalliance.org

# TAKE ACTION to save our climate

Please send the postcard below to Premier Dalton McGuinty urging him to fulfill his promise to end the use of dirty coal today! No more delays! Let's show the world we are ready to do our part to safeguard our climate and our environment.



**DEAR PREMIER MCGUINTY,** I applaud your commitment to ending coal use for electricity generation in Ontario by 2014. But at a time when the world desperately needs climate leadership, Ontario can lead the way by idling its coal plants right now. Do not want to wait another four years to end the use of harmful coal. We can give our climate a break and all breathe easier by putting our coal plants on standby reserve right now.

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

Address: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Comments: \_\_\_\_\_

**KNOCK OUT COAL IN 2014**

BECAUSE ACTION ON CLIMATE CHANGE CAN'T WAIT

# WE CAN STOP BURNING COAL TODAY!



Let's show the world  
at the G20 Summit in Toronto that we are  
taking action on climate change!  
[www.cleanairalliance.org](http://www.cleanairalliance.org)

Ontario's coal fire generation capacity (29,031 MW) is now 23% greater than Ontario's forecast peak demand for electricity in the summer of 2010 (23,608 MW) and 27% greater than the forecast peak demand in 2014.

Ontario's peak demand for electricity fell by 10% between 2006 and 2009 and the Independent Electricity System Operator projects that it will continue to fall between now and 2014.

We have all the coal-free generation we need for today and tomorrow to keep Ontario humming - and healthy. We can safely put our coal plants on standby reserve right now and operate them only in the case of a power emergency until their permanent shutdown in 2014. **Let's show the world that we do care about our climate!**

place  
stamp  
here

WE CAN PHASE OUT COAL TODAY AND  
KEEP THE LIGHTS ON IN ONTARIO!

Premier Dalton McGuinty  
Legislature Building  
Queen's Park  
Toronto, ON  
M7A 1A1



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**COMMUNITY DEVELOPMENT & ENVIRONMENTAL SERVICES COMMITTEE  
CONSENT AGENDA**

**May 17, 2010**

Members of the Community Development & Environmental Services Committee.

**SUMMARY OF REPORTS:**

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

**A Reports from Administrative Staff**

<b>REPORT</b>	<b>DIRECTION</b>
<p><b>CDES-2010 A.26 Conversion of Curbside Waste Collection Program to Fully Automated Carts (DFW)</b></p> <p>THAT the report of the Director of Environmental Services concerning conversion to a cart-based curbside waste collection system for organic waste be approved;</p> <p>AND THAT staff be directed to convert the method of collection of organic waste only to a cart-based system;</p> <p>AND THAT staff report back to Council in June 2010 with recommendations on the preferred alternative to modifying the City's waste collection system to facilitate cart-based collection.</p>	Approve
<p><b>CDES-2010-A.27 Approval of Water and Wastewater Long-Range Financial Plan 017-301A (2010) as Required Under Ontario Regulation 453/07</b></p> <p>THAT the report of the Director of Environmental Services dated May 17, 2010 entitled 'Approval of Water and Wastewater Long-Range Financial Plan 017-031 (2010) as Required Under Ontario Regulation 453/07' be received;</p> <p>AND THAT Council, as the owner of the Guelph municipal drinking water system, approve the Water and Wastewater Long-Range Financial Plan 017-301 (2010) in compliance with Ontario Regulation 453/07;</p> <p>AND THAT staff submit the Water and Wastewater Long-Range Financial Plan 017-301 (2010) to the Province by July 1, 2010 in compliance with Ontario Regulation 453/07;</p>	Approve

AND THAT the Water and Wastewater Long-Range Financial Plan be updated annually and included in the annual Water and Wastewater User Pay budgets presented to Council.

**CDES-2010-A.28 Municipal Property and Building Commemorative Naming Annual Report**

Approve

THAT the Community Design and Development Services Report 10-33 dated May 19, 2010, pertaining to the Municipal Property and Building Commemorative Naming Annual Report, be received;

AND THAT the names proposed by the Naming Committee for assets listed in Appendix 1 of Report 10-33 dated April 19, 2010, be approved;

AND THAT Resolution #5 adopted by Council at their meeting of November 20, 2006 with respect to their support in principle of dedicating the proposed City open space at 59 Carden Street in front of the future POA Courthouse to Edward Johnson, be rescinded;

AND THAT staff be directed to proceed with finding an alternative asset to recognize Edward Johnson and work with Parks Canada and the Edward Johnson Music Foundation to appropriately locate the existing Edward Johnson plaque;

AND THAT staff be directed to examine opportunities during the preparation of the 2011 Parks Planning Capital Budget Forecast to fund a monument to recognize fallen police and firefighters in a future park or public space;

AND THAT staff be directed to examine opportunities during the preparation of the 2011 Parks Planning Capital Budget Forecast to fund a monument to recognize officers of the Guelph Correctional Centre in a future park or public space within the York District Lands development.

**CDES-2010.A.29 180 Gordon Street – Brownfield Redevelopment Community Improvement Plan – Financial Incentive Request**

Approve

THAT Community Design and Development Services Report 10-51, dated May 17, 2010 regarding requests for financial assistance pursuant to the City of Guelph Brownfield Redevelopment Community Improvement Plan for the property known municipally as 180 Gordon Street be received;

AND THAT the request for financial assistance made by 879132 Ontario Inc. under the Environmental Study Grant program pursuant to the Brownfield Redevelopment Community Improvement Plan for the property known municipally as 180 Gordon Street, to an upset total of



\$10,000 upon the completion of a Phase 2 Environmental Site Assessment and an additional grant to an upset total of \$10,000 upon the completion of a Remedial Work Plan, be approved;

AND THAT the request for financial assistance made by 879132 Ontario Inc. under the Tax Assistance During Rehabilitation Program pursuant to the Brownfield Redevelopment Community Improvement Plan for the property known municipally as 180 Gordon Street, for a duration of up to 3 years from the commencement of remedial work at the property subject to the terms and conditions attached hereto as Attachment D, be approved;

AND THAT Council direct staff to prepare a by-law to implement municipal tax assistance during rehabilitation in accordance with the Municipal Act and that the appropriate information and material be sent to the Province requesting relief from the education portion of the taxes for the property known municipally as 180 Gordon Street for a duration of up to 3 years from the commencement of remedial work at the property;

AND THAT staff be directed to proceed with the finalization of Environmental Study Grant, Tax Cancellation, and Information Sharing Agreements with 879132 Ontario Inc. to the satisfaction of the Director of Community Design and Development Services and the Director of Corporate Services/City Solicitor;

AND THAT the Mayor and Clerk are authorized to sign the Environmental Study Grant, Tax Cancellation, and Information Sharing Agreements.

**CDES-2010-A.30 Walk to School Initiatives**

Approve

THAT the Community Design and Development Services Report 10-56 entitled `Walk to School Initiatives' be received;

AND THAT City staff be authorized to work with Upper Grand District School Board staff, Wellington Catholic District School Board staff, and stakeholders to form a working group for promoting and facilitating walk-to-school as an attractive alternative to driving children to schools in Guelph, as outlined in this Report.

**CDES-2010-A.31 Shared Rental Housing**

Approve

THAT Report 10-53 from Community Design and Development Services regarding the Shared Rental Housing Work Plan, dated May 17, 2010, be received:

AND THAT the Shared Rental Housing Work Plan for 2010 and 2011 as shown in Attachment 6 of Community Design and Development Services Report 10-53, dated May 19, 2010, be approved;

AND THAT staff be directed to conduct the approved Shared Rental Housing 2010-2011 Work Plan.

**CDES-2010-A.32 Hanlon Creek Business Park – Completion of 2010 Jefferson Salamander Monitoring Program**

Approve

THAT the Community Development and Design Services report dated May 17, 2010, with respect to the Hanlon Creek Business Park entitled, Completion of Jefferson Salamander Monitoring Program, be received;

AND THAT Council confirms that (a) a comprehensive salamander monitoring program for the Hanlon Creek Business Park subdivision development has been completed; (b) the results of the monitoring program indicate that there is no presence of Jefferson salamander within the Business Park; and (c) the results of the monitoring program enable the development of the Business Park to proceed immediately as a draft-approved plan of subdivision, including enhanced mitigation measures based on additional information gathered during the monitoring program, as outlined in this report;

AND THAT the Mayor convey this Report 10-61 dated May 17, 2010, along with a copy of Council's resolution, to the Minister of Natural Resources, Guelph MPP, Liz Sandals, and MNR Guelph District Office Manager.

Approve

**CDES-2010-A.33 Regional Transportation Initiative Involving the Ministry of Transportation and the Municipalities of Brant, Brantford, Cambridge, Guelph, Kitchener, Region of Waterloo, Waterloo and Wellington**

THAT the Community Design and Development Services Report 10-58 entitled `Regional Transportation Initiative Involving the Ministry of Transportation and the Municipalities of Brant, Brantford, Cambridge, Guelph, Kitchener, Region of Waterloo, Waterloo and Wellington be received;

AND THAT City of Guelph staff be directed to work with their counterparts in the Ministry of Transportation and the municipalities of Brant, Brantford, Cambridge, Kitchener, Region of Waterloo, Waterloo and Wellington, in undertaking a Foundational Study as the first step towards a future Strategic Transportation Planning Initiative, as outlined in this report.

**B. Items for Direction of Committee**

**C. Items for Information**

Attach.

# COMMITTEE REPORT



TO **Community Development and Environmental Services  
Committee**

SERVICE AREA Environmental Services  
DATE May 17, 2010

**SUBJECT Conversion in the Method of Collection of Organic Waste**  
REPORT NUMBER

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## RECOMMENDATION

"THAT the report of the Director of Environmental Services concerning conversion to a cart-based curbside waste collection system for organic waste be approved;

AND THAT staff be directed to convert the method of collection of organic waste only to a cart-based system;

AND THAT staff report back to Council in June 2010 with recommendations on the preferred alternative to modifying the City's waste collection system to facilitate cart-based collection."

## BACKGROUND

City staff, our consultants and contractors have met with staff from the Ministry of Environment (MOE) several times over the last year regarding the siting, design and operational plans for the new Organic Waste Processing Facility (OWPF) and in particular have discussed the required amendments to the *Certificate of Approval* (C of A) and the associated public consultation program. The intent has been to ensure that the MOE staff were aware of the design of the Organic Waste Processing Facility and our anticipated timelines for approvals and construction.

Although MOE staff expressed concerns with the City's practice of collecting organic waste at curbside in plastic bags, discussions between City and MOE staff had been focussed on including appropriate "conditions of approval" in the C of A to address this and any other concerns.

## REPORT

During recent discussions held April 2010, MOE staff indicated for the first time that the draft *Certificate of Approval* would include a condition of approval prohibiting the City from receiving waste collected through a bag-based collection system. In addition, staff expect a condition specifying a phased approach to converting the

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collection of organic waste from a bag-based to a cart-based system over a three year period, beginning during 2012.

MOE staff have indicated that a draft *Certificate of Approval* will be provided to the City on May 13, 2010. Once received, the City can either accept the draft C of A, or request amendments to the conditions of approval contained in the C of A.

As construction of the Organic Waste Processing Facility cannot proceed without a final *Certificate of Approval*, construction is now on hold. A decision by Council to convert, as a minimum, the collection of the organic waste stream to a cart-based system is expected to be required to comply with the Certificate of Approval and to enable construction to proceed. Any need to negotiate the conditions of approval proscribed by the MOE in the draft *Certificate of Approval* will further delay the construction of the new OWPF. Staff are aware that the MOE has recently issued a C of A to another facility with similar conditions regarding the prohibition of receiving bag-based organic waste.

Fortunately, in anticipation of preparing a future report to Council on optional modifications to our curbside waste collection program, including consideration of cart-based programs, staff had already conducted substantial research on best management practices for residential waste collection and the implications to the City with respect to our program and financial policies, operations and equipment in response to several emerging issues.

In addition, staff had contacted other municipalities to determine the issues that were reported by their residents when they converted to a cart-based program. Specifically, Toronto, Hamilton, Kingston, Waterloo, Halton, Peel, Southgate, Durham and Ottawa were chosen due to their types of programs, operations and equipment. In addition, due diligence visits were made to the solid waste operations of Toronto, Hamilton, Kingston and Southgate to research and complete time studies to further determine and analyze the effects of changes on all city operations and on relevant stakeholders.

Although many alternative collection systems are possible, and several alternative collection systems have been evaluated by staff (including manual cart collection for only the organics stream), two primary alternatives have been determined to provide the best options and are presented in the attachments in detail in comparison to the base case, i.e.:

- Alternative 1: Fully automated cart collection for all three waste streams;
- Alternative 2: Semi automated cart collection for only the organics stream; and
- Base Case: Status quo with conversion to fully automated cart collection starting in 2017.

The “base case” scenario describes the collection system that would likely have evolved over time in the absence of the current direction from the MOE. The base case is no longer a viable option as it would not comply with the Certificate of Approval.

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The draft analysis indicates that conversion to fully automated cart collection for all three waste streams has a higher initial capital cost but a lower annual operating cost than the other alternatives considered, and is the lowest cost alternative based on both net cost (operating plus capital) and net present value.

This report recommends that staff be directed to convert the method of collection of the organic stream only to carts, but does not recommend a preferred cart-based collection system, as some information remains outstanding, i.e.:

- The conditions of approval in the draft *Certificate of Approval* to be issued by the Ministry of the Environment, expected May 13, 2010;
- The results of our application for CIF grant funding for the collection of the recyclable material stream only, expected mid-June; and
- A review of the final business plan/investment case analysis by BMA Management Consulting Inc.

Once the additional outstanding information described above has been received, staff will report to Council in June 2010 including a recommendation on the preferred alternative to modifying the City's waste collection system to facilitate cart-based collection.

The attached draft Business Plan - Investment Case Analysis assesses the alternatives under consideration based on the information available to date.

## **NOTICE REQUIREMENTS**

N/A

## **CORPORATE STRATEGIC PLAN**

Strategic Objective 1.2: *Municipal sustainability practices that become the benchmark against which other cities are measured.*

Strategic Objective 5.1: *The highest municipal customer service satisfaction rating of any comparable-sized Canadian community.*

Strategic Objective 6.4: *Less waste per capita than any comparable Canadian city.*

## **FINANCIAL IMPLICATIONS**

The conversion to waste collection in carts was not identified in the 2010 Capital Budget as it was not known until April 2010 to be a requirement of the MOE Certificate of Approval. Issuance of debt, as outlined in the attached Business Plan, would be within our debt issuing limits, but would reduce our flexibility to fund future capital projects.

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## **DEPARTMENTAL CONSULTATION**

Finance Department

## **COMMUNICATIONS**

N/A

## **ATTACHMENTS**

Draft Business Plan – Investment Case Analysis

“original signed by Dean Wyman”

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**Prepared By:**

**Dean Wyman**

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“original signed by Janet Laird”

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**Recommended By:**

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Director of Environmental Services

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## ***Business Plan – Investment Case Analysis***

### ***Executive Summary***

In April 2010, Ministry of Environment staff indicated to City staff that the draft *Certificate of Approval* (C of A) for the Organics Waste Processing Facility will include a condition of approval preventing the facility from accepting any organic waste that is collected through a waste collection program that permits the use of plastic bags.

As construction of the Organic Waste Processing Facility cannot proceed without a valid C of A, construction is now on hold. A decision by Council to convert, as a minimum, the collection of the organic waste stream to a cart based system is required for construction to proceed.

The staff report to Council accompanying this draft investment analysis recommends that staff be directed to convert the method of collection of the organic stream only to carts, but delays a recommendation on a preferred cart-based collection system. Once additional outstanding information has been received, staff will report to Council in June 2010 including a recommendation on the preferred alternative. This draft investment case analysis assesses the alternatives under consideration based on information available to date.

Research has been conducted on best management practices for residential waste collection and the implications to the City with respect to its program policy, operations and equipment in response to several emerging issues:

- The Ministry of Environment (MOE) initiative to reduce plastic bag use by 50% by 2012;
- An IPSOS Reid Public Affairs Survey conducted by staff which revealed strong resident support for increased yard waste collection (85%) which would be facilitated by conversion to a cart based system;
- Council's adoption of the recommendations of the Solid Waste Management Master Plan (SWMMP), which called for an investigation of converting the residential waste collection program to cart collection to improve waste diversion and reduce operating costs; and
- The recent indication from MOE staff that the draft *Certificate of Approval* for the Organics Waste Processing Facility (OWPF) will include a condition of approval preventing the facility from accepting organic waste that is collected through a waste collection program that permits the use of plastic bags.

The investment case analysis contained in this report assesses two alternative cart-based collection systems against a "base case" scenario (i.e. the collection system that would likely evolve over time in the absence of the current direction from the

MOE). The draft analysis indicates that conversion to fully automated cart collection for all three waste streams has a higher initial capital cost but a lower annual operating cost than the other alternatives considered, and is the lowest cost alternative based on net present value (see summary table).

Staff will report to Council in June regarding any modifications to the investment case analysis contained in this report which may be required as a result of information which remains outstanding, i.e.:

- The conditions of approval in the draft *Certificate of Approval* to be issued by the Ministry of the Environment, expected May 13, 2010;
- The results of our application for CIF grant funding, expected mid-June; and
- A review of the final business plan/investment case analysis by BMA Management Consulting Inc.

## **Background**

The City of Guelph's current waste management program and infrastructure consists of the following:

1. The City collects waste, recyclables and organics at the curb from all single family dwellings and some smaller multi-residential units, as well as some businesses in the downtown core;
2. The City's Wet-Dry+ collection program is mandated by City By-law which requires source separation of all three waste streams. Each of the three waste streams must be placed in the appropriate transparent, colour-coded bag;
3. Wet and dry materials are collected weekly; waste is collected bi-weekly. In the downtown core, all streams are collected daily, Monday to Friday;
4. Yard waste (grass clippings, leaves, hedge trimmings, brush, branches and tree limbs (less than 5cm)) are collected at the curb twice per year (spring/fall) by an external contractor.

Staff has conducted research on best management practices for residential curbside waste collection and the implications of various alternatives with respect to our program policy, operations and equipment in response to several key issues:

- **Provincial targets for reducing use of plastic bags:** In May 2007, the Ministry of Environment (MOE) set a voluntary provincial target to reduce plastic bag use by 50% by 2012. As a result, staff from many municipalities, including Guelph, have investigated the costs/benefits of converting waste collection programs to a cart-based system. In addition, many calls have been received from our residents asking for the elimination of bags from the waste system. There is strong community support for waste minimization (94%), but more specifically there is strong support for the reduction of plastic film (70% support reduced commercial/retail usage; *SWMMP, Appendix A8*).



- **Local demand for increased yard waste collection:** In July 2008, IPSOS Reid Public Affairs presented the 2008 Citizen Satisfaction Survey for the City of Guelph revealing that 85% of residents are supportive of an increase in the frequency of yard waste pickup and 67% are supportive of having one additional pick up per year at the cost of \$1 to their annual tax bill. This demand for increased yard waste collection has not been adopted to date due to annual budget constraints. Conversion to carts would enable increased yard waste collection without operational cost impacts to the curbside waste collection program.
- **Implement the recommendations of the SWMMP:** In September 2008, Guelph City Council adopted the recommendations of the Solid Waste Management Master Plan (SWMMP). One of the recommendations in that Master Plan was that staff investigate the conversion of the residential waste collection program to fully automated cart collection to minimize waste disposal, increase diversion and ensure fiscal responsibility.
- **Implement best management practice:** Fully automated cart collection of residential waste has been determined to be a best management practice by: *Waste Diversion Ontario* (WDO Report #1053087, Bluewater); the *City of Los Angeles, California*; and by the *Solid Waste Association of North America* (SWANA).

Based on the research conducted to date, staff had been planning to bring forward a future report to Council recommending conversion to a cart-based collection system. However, the timing for full conversion would have been determined based on the age of the current fleet and our policies regarding fleet replacement, debt issuance and the capital budget. Capital costs would have been brought forward in the 5th of a future capital budget forecast, for Council's consideration.

However, in April 2010, Ministry of Environment staff verbally indicated to City staff that the draft *Certificate of Approval* for the Organics Waste Processing Facility will include a condition of approval preventing the facility from accepting any organic waste that is collected through a waste collection program that permits the use of plastic bags.

As construction of the Organic Waste Processing Facility cannot proceed without a valid *Certificate of Approval*, construction is now on hold. A decision by Council to convert, as a minimum, the collection of the organic waste stream to a cart based system is required for construction to proceed.

### ***Project Description***

Of the two alternatives considered, only the fully automated cart collection will satisfy the five of the key issues mentioned above:

- 1) Minimize plastic bags for all three streams;
- 2) Allow residents weekly yard waste up to the limit of the container;

- 3) Meet the recommendations of the SWMMP to minimize waste disposal, increase diversion and ensure fiscal responsibility;
- 4) Transition to best management practice; and
- 5) Comply with the *Certificate of Approval* to be issued by the MOE for the OWPF requiring that organics be collected in an alternative means to plastic bags.

### ***Environment Analysis***

Various alternative cart-based programs have been considered by staff (see below). Other municipalities have been contacted to determine the issues that were encountered by their residents when they converted to a cart-based collection system. Toronto, Hamilton, Kingston, Waterloo, Halton, Peel, Southgate, Durham and Ottawa were chosen due to the types of programs, operations and equipment employed.

In addition, due diligence visits were made to the solid waste operations of Toronto, Hamilton, Kingston and Southgate to research and complete time-and-motion studies to further determine and analyze the potential effects of changes on operational and staffing considerations, and our customers.

The input obtained on program design is summarized in Attachment 1: *Municipal Cart Program Analysis*.

The potential impact on our residents is summarized in Attachment 2: "*Potential Resident Concerns*".

### ***Alternatives***

Although many alternative collection systems are possible, and several alternative collection systems have been considered by staff, including manual cart collection for only the organics stream, two primary alternatives have been determined to provide the best options and are presented below in detail in comparison to the base case, i.e.:

Alternative 1: Fully automated cart collection for all three waste streams;

Alternative 2: Semi automated cart collection for only the organics stream; and

Base Case: Status quo with conversion to fully automated cart collection starting in 2017. (Note – the base case would not comply with the anticipated draft Certificate of Approval.)

### **Alternative #1 - Fully Automated Cart Collection Program for all 3 Waste Streams:**

- Convert curb side waste collection from three coloured plastic bags to three coloured carts, one for each waste stream: organics, recyclables and garbage;
- Phase in the replacement of the current manual waste collection vehicles with fully automated cart collection vehicles over three years starting in 2012;

- Utilize vehicles with split compartments to collect recycling stream biweekly; such that recyclables and organics are collected on alternate weeks to garbage and organics;
- Provide one organic waste cart, one recyclables cart and one garbage cart at no cost to each household;
- Remove all sources of plastics including diapers and hygiene products from the organic waste system;
- Allow residents to top up their organic waste cart with yard waste up to the limit of the container each week and eliminate the spring and fall yard waste curbside collection; and
- Provide a promotion package to each household which includes a kitchen catcher, paper bag liners, and educational program materials.

### **Efficiencies and Effectiveness:**

- Fully automated equipment would reduce the required waste collection fleet from 19 trucks to 15 trucks, reducing operating costs and Guelph's carbon footprint;
- Improved customer satisfaction, i.e. the City of Toronto Recycling Container Pilot Project, (*Waste Diversion Organization Report#1045190*) showed highest resident satisfaction rates of 93% for cart collection when compared to bag collection;
- Organic waste diversion is expected to increase as a result of the increased level of service being offered to residents by allowing yard waste to be collected weekly with organic waste;
- Carts also reduce waste generation and associated disposal costs by approximately 2.2% due to reduced plastic film residue (*Guelph Bag Audit, May 2009*);
- Converting from manual collection to automated collection allows for a reduction in replacement staff costs related to staff injuries (90%), illness rates (50%) and modified job duties (90%) as well as reduced WSIB claims (90%) (*City of Vancouver, Automated Collection of Solid Waste*), due to:
  1. Elimination of the need for waste collection staff to physically handle waste bags;
  2. Minimization of exposure to bio-hazardous waste and the likelihood of exposure to needles, glass or other sharp objects;
  3. Minimization of repetitive strain injuries to back, shoulder, elbow, wrist, knees and physical fatigue for collection staff;
  4. Reduction in direct exposure to the unfavourable weather such as rain, snow, ice and exposure to extreme hot and cold temperatures;
  5. Minimization of exposure to traffic while working at the side and rear of the collection vehicles.
- Automated cart collection also allows for a more diverse workforce (e.g. physical ability, gender and age);
- Carts are expected to reduce staff time and cost in dealing with curbside collection issues. For example, during the 2008/2009 winter season, there

were 195 resident calls where waste was not collected as a result of placement on snow banks, resulting in higher costs associated with resolving customer complaints including staff time to respond and to collect the waste; and

- Carts reduce litter in neighbourhoods resulting from wind blowing bags away from the curb. Carts also deter animals from tearing bags open. Uncollected bags are unsightly and result in complaints from residents, again requiring staff time and resources.

**Cost (see summary Table below):**

The life cycle of the collection vehicles is seven years and our current fleet has vehicles with a range of ages and therefore replacement timelines. As the two alternatives assessed require immediate changes to fleet, whereas the "Base Case" envisions vehicle turn-over as currently planned over several years, the financial analysis has been completed over two vehicle "generations".

As shown in the draft summary table below, conversion to a fully automated cart collection system for all three waste streams: wet, dry and clear (Alternative #1) has a higher initial capital cost but a lower annual operating cost than the other alternative and the Base Case. As a result, the net cost (operating plus capital) for Alternative #1 is approximately \$1 million lower than the Base Case, and \$8 million lower than the semi automated Alternative #2. Alternative #1 is also the lowest cost alternative based on net present value.

Since this option has been identified by as a best practice, Environmental Services staff has applied for a *Continuous Improvement Fund (CIF)* grant from *Waste Diversion Ontario (WDO)* to cover the applicable portion of the capital costs associated with the recyclable stream. If successful, we anticipate grant funding in the range of \$1 to \$2 million.

The City's grant application was endorsed by the CIF Projects Committee on May 6, 2010 and will be presented to the CIF Board on June 3, 2010 for the final decision. Staff expect to hear the outcome of our application shortly thereafter.

**Alternative #2 - Semi Automated Cart Collection Program for only the Organic Stream:**

- Convert curbside organic waste collection only from bags to carts (recyclables and garbage would remain in bags);
- Retain current waste collection vehicles and retrofit with semi automated cart tippers during 2011;
- Maintain current collection frequency (i.e. organics and recyclables weekly; waste bi-weekly)
- Provide one green/wet cart at no cost to each household; and
- The remaining changes to the organics program, as outlined above in Alternative #1, would be applied (i.e. remove all sources of plastics from the organic waste stream; allow residents to top up their organics cart with yard waste; eliminate the spring and fall yard waste collection; and provide a promotion package to each household).

**Efficiencies and Effectiveness:**

- Organic waste diversion is expected to increase as a result of the increased level of service being offered to residents by allowing yard waste to be collected weekly with organic waste;
- Carts for organic waste will deter animals from opening bags;
- Improved customer satisfaction due to partial cart collection compared to bag collection; and
- Partial conversion to carts will reduce plastic film residue to landfill.

**Cost (see summary Table below):**

As shown in the draft summary table below, conversion to a semi automated cart collection system for the organic waste stream only (Alternative #2) has both a significantly higher net cost and a significantly higher net present value cost than the Alternative #1 and the Base Case.

This option is not considered best practice and is not eligible for a CIF grant. In addition, conversion of our fleet to semi-automated system could have significant financial implications if the province were to ban the collection of waste in plastic bags, requiring the City to convert to fully automated collection system after investing in an alternative system.

This alternative is not recommended for further consideration.

**Base Case – Status Quo with Conversion to Fully Automated Cart Collection Starting in 2017**

- In the absence of the current communication from MOE staff regarding the anticipated condition of approval in the draft C of A which will require that organic waste not be collected in bags, staff would have brought forward a future report recommending conversion to a cart based collection system during an upcoming budget deliberation process, with costs to be included in year 5 of the capital forecast;
- As a base case, this alternative assumes phased-in replacement of the current manual waste collection vehicles with fully automated cart collection vehicles and the purchase of carts over 3 years, but starting in 2017;
- As the phased-in conversion proceeds, the changes to the organics program, as outlined above in Alternative #1, would be applied (i.e. conversion to a 3 cart system, bi-weekly collection of recyclables, provision of carts at no cost to each household, remove all sources of plastics from the organic waste stream; allow residents to top up their organics cart with yard waste, eliminate the spring and fall yard waste collection, and provide a promotion package to each household).

**Efficiencies and Effectiveness:**

All of the issues relating to efficiency and effectiveness listed above under Alternative #1 would ultimately apply to the Base Case, but would be delayed as the 3-year phase in would occur during 2017-2019 rather than 2012-2014.

**Cost (see summary Table below):**

As shown in the draft summary table below, conversion to a fully automated cart collection system for all three waste streams: wet, dry and clear in the Base Case has a net cost (operating plus capital) approximately \$1 million higher than Alternative #1.

The Base Case also has a somewhat higher net present value.

Financial Summary of Waste Collection Options  
(Note: All values are 13 year totals)

Cost Summary	Alternative #1 Fully Automated Cart Collection – No CIF Grant (million)	Alternative #2 Organics Only in Carts (million)	Base Case Convert to Fully Automated Carts Starting in 2012 (million)
1st Generation Capital costs (debt)	\$12.0	\$8.8	\$2.0
2nd Generation Capital Costs (reserves)	\$5.1	\$6.2	\$12.9
Annual Operating Changes	(\$5.8)	\$4.4	(\$2.6)
Net Cost (Capital plus Operating)	\$11.3	\$19.4	\$12.3
Net Present Value (discounted at 5%)	\$8.4	\$13.3	\$8.8

**Project Risk Assessment****Operational Risks:**

- The project may have an impact on Guelph residents. Considerations on the impact on Guelph residents are summarized in Attachment 2.
- Impacts on Solid Waste Resources staff include increased training requirements for operating and maintaining automated equipment, in addition to the following compliance requirements:
  1. Ministry of Environment - Certificate of Approvals;
  2. Ministry of Transportation –Highway Traffic Act;
  3. Ministry of Labour – Compaction Guidelines;
  4. ANSI – Standards 245.1; and
  5. By-laws Number (2003)-17070 Municipal Solid Waste Collection By-law.

**Financial Risk:**

- Additional debt will move the City closer to our debt limits;
- Additional debt will reduce our flexibility to fund unforeseen capital projects in the future.

## **Cost/Benefit Analysis**

A draft cost/benefit analysis, including Net Present Value calculations has been completed by staff from the Finance Department with input by Solid Waste Resources staff (see summary table). Alternative #1 has the lowest Net Cost and the lowest Net Present Value, is the only alternative that satisfies all key issues identified in Background section, satisfies the MOE's expected conditions of approval to be issued in the draft *Certificate of Approval*, complies with the industry best practice, and is eligible for CIF grant funding.

## **Conclusion and Recommendation**

This analysis will be finalized and recommendations prepared once the outstanding information described above has been received and incorporated.

## **Implementation Strategy**

Due to the City's policies dealing with the capital budget and the issuance of debt, staff recommend that any conversion to carts and the associated purchase of capital equipment be phased in over a minimum 3-year period. The Organic Waste Processing Facility is due to open during the 4th quarter 2011. Therefore, purchasing the first phase of capital equipment would occur during 2011, however due to the length of time required for delivery, the first one-third of the City would be converted to the cart-based system during 2012. The second and final thirds of the City would be converted during 2013 and 2014, respectfully.

A final project schedule will be dependent on the phase-in requirements specified in the final Certificate of Approval, a draft of which is expected to be received from the MOE on May 13, 2010.

## **Strategic Alignment**

This project will support the following Strategic Plan Objectives:

Strategic Objective 1.2: *Municipal sustainability practices that become the benchmark against which other cities are measured.*

Strategic Objective 5.1: *The highest municipal customer service satisfaction rating of any comparable-sized Canadian community.*

Strategic Objective 6.4: *Less waste per capita than any comparable Canadian city.*

## Attachment 1: Municipal Cart Program Analysis

Municipality	Length of Project	Specific Project Outcomes	Critical Success Factors	Project Cost	Benefits Achieved	What the Organizations Would Have Done Differently/Lessons Learned
Southgate	1 year	Overall increased diversion, increased collection efficiencies	Fully automated collection, small rural community of 6900 homes		Increased diversion, increased collection efficiencies	Southgate regrets using 240L for recyclables. Southgate now knows they should have gone with 360L for blue (exchanged upon request). Some residents have multiple blue bins and some residents complain that additional bins must be purchased.
Kingston	1 year	Overall increased diversion, increased collections inefficiencies	Food based, paper only organics program, larger organics cart allows residents to top up their organics bin with their yard waste		Increased diversion	They should have only offered their residents one size of green carts. Their only real complaint was all the extra work and confusion the two sizes of carts created. By giving the downtown area the smaller bins they caused some problems with non-downtown residents who saw the smaller cart and then called the City requesting an exchange be done for the smaller bin. This created a huge problem because the trucks used to collect the downtown area allows for the smaller carts which can be emptied manually. However, outside of the downtown core a different style of truck is used where the collector cannot collect manually.
Toronto	6 years	Overall increased diversion, their plastic bag based organics program results in contamination issues	Fully automated collection		Increased diversion	The biggest problem with the rollout of the blue and grey bins was that residents had a choice of bin size. Delivery of bins was extremely complicated because as bins were being delivered many residents changed their minds once they saw the bin and would refuse delivery or they wanted to exchange for a different size. This created a huge problem with distribution and customer service. Overall, there were 50,000 residents that requested they switched sizes.
Waterloo	3 years	Overall increased diversion for those households that participate, but as a paper based program only, participation rates tend to be lower	Primarily food only paper based organics program, 3 year roll out across the Region		Increased diversion	Emphasize the importance and possible options of paper liners in a paper based food only program. For example, the cost of "Bag to Earth" paper bag liners were a turn off to many residents so they would purchase biodegradable bags instead thinking this was a cheaper yet acceptable option. Many retailers in the Region of Waterloo stocked their shelves with compostable, biodegradable and paper liners. So this was very confusing for residents. There are now cheaper options for paper bag liners and the Region of Waterloo sells them at cost as well to help residents.



Municipality	Length of Project	Specific Project Outcomes	Critical Success Factors	Project Cost	Benefits Achieved	What the Organizations Would Have Done Differently/Lessons Learned
Hamilton	1 year	Overall increased diversion, increased collections inefficiencies, health and safety concerns with manual cart collection	Larger cart allows residents to top up their organics bin with their yard waste		Increased diversion	<p>Only offer one size of green cart to residents. The City of Hamilton offered a 45 L Rehrig cart to downtown areas (space constrictions) and larger 120L carts to all other neighbourhoods. This caused a lot of extra phone calls to the call centre; residents that live in non-downtown areas requesting the smaller bins instead.</p> <p>Yard Waste is a huge issue within their program. Allowing yard waste in the green carts has cause several issues:</p> <ol style="list-style-type: none"> <li>1. Carts can be overweight (some residents filled it with grass clippings only or food waste only)</li> <li>2. Ratio of yard waste vs. food waste is difficult to estimate</li> <li>3. This inability to control the ratios of yard waste to food waste makes it difficult to manage to C to N ratio, which then affects the process and final product</li> <li>4. Semi-automated collection was inefficient in comparison to automated collection. Injury rate was higher due to drivers</li> </ol>
Peel	1 year	Overall increased diversion, lincreased collections inefficiencies, low overall participation rates with no bylaw in place , contamination issues due to ongoing resident confusion between compostable and biodegradable bags	Food only organics program		Increased diversion	<p>When Peel Region rolled out their program in April 2007, they allowed the residents a 6 month grace period for contamination. This was counter productive and allowed the residents to become complacent. It was difficult to encourage compliance and participation after allowing such a long grace period.The Green Cart Program is running relatively well, however there is no waste bylaw or enforcement staff. This makes it difficult to encourage compliance, often the yuk factor is a deterrent. There is a two bag limit in Peel Region; however the bags can be any colour (black) so residents don't have to sort or participate in the Organics Green Cart Program.</p>
Ottawa	1 year	Increased diversion	Larger cart allows residents to top up their organics bin with their yard waste		Increased diversion	

Municipality	Length of Project	Specific Project Outcomes	Critical Success Factors	Project Cost	Benefits Achieved	What the Organizations Would Have Done Differently/Lessons Learned
Halton	1 year	Overall increased diversion, increased collections inefficiencies, health and safety concerns with manual cart collection	Strictly food only organics program that has a high participation rate because they allow the use of compostable bags and paper liners.		Increased diversion	Not allow compostable liners, because residents are still confused about compostable vs. biodegradable. Allowing the use of compostable liners is the largest source of confusion which contributes to contamination. Halton Region believes that rolling out the program to all 140,000 homes at once was at times challenging. The cart delivery was tendered out to Kendrew; they had a lot of problems with missed deliveries and duplication of efforts. The Region didn't have a system in place to deal with missed deliveries, so Halton Region staff was running around for weeks after the launch of organics program delivering carts.
Durham	3 years	Increased diversion, confusion between compostable and biodegradable bags, issues with the stability of the cart chosen	Food only organics program,		Increased diversion	<p>Durham Region launched their program in July 2006. The summer may not be the best time of the year to launch an organics program for several reasons.</p> <ol style="list-style-type: none"> <li>1. Residents are away over the summer on holidays/cottages.</li> <li>2. The Yuk Factor was an issue, it was a very hot/humid summer.</li> </ol> <p>Like other municipalities, Durham Region experienced a lot of confusion over the issue of compostable vs. biodegradable bags. They wished they only allowed paper liners. No waste bylaw or enforcement staff made it difficult to hold residents accountable for non-compliance to the program. Durham Region worked closely with their contractor (Miller Waste) to create some standards: the collection staff now leaves explanatory stickers on non-compliant waste. More staff needed in the call center to help with the increased number of resident phone calls. This would have been helpful in the first 3 months of the program. The 40 L Norseman green cart is a good cart and quite easy to empty into the truck, however it is quite top heavy. This makes it easier for vermin to knock it over. Work with area retailers to stock their shelves with acceptable liners such as compostable and paper. This will make it easier to residents to comply. The biodegradable or OXO bags are generally cheaper than the compostable or paper liner bags so this simply fuelled the confusion. This confusion was one of their biggest challenges.</p>

## Attachment 2: Potential Resident Concerns

Potential Resident Concern	Resolution
<p><b>Program Cost:</b> Some residents may be concerned with the tax supported cost of carts and converting the collection fleet. Other residents continue to try to implement their own containers, such as blue boxes or carts. The current problem with these containers is that they must be manually collected and returned to the curb since the City does not possess any automated equipment.</p>	<p>Although the cost associated with fully automated cart collection for all three waste streams has a capital cost of 10-12 million, there is an approximate operating savings of \$500,000 per year.</p> <p>Residents are also required to repeatedly make small purchases of bags that add up in cost over time, providing a payback to residents on the tax supported cost of the carts.</p> <p>Introduction of carts without going to fully automated equipment would increase the amount of time and labour and would require additional trucks, resulting in increased costs.</p>
<p><b>Storage of carts:</b> Storage can be an issue for some residents who have space limitations.</p> <p>For most residents, wheeled carts are also easier to move and set out at the curb than multiple cans and bags that must be lifted and carried to the curb enabling residents to support providing storage space for carts.</p>	<p>Best practices from other municipalities have shown there are many options for resident's to store carts, such as a) store it wherever you currently keep your waste bags; b) in the garage; c) in the backyard; d) in an outdoor storage unit; or e) by the side of the house. These solutions prove to work well with few issues, even in large urban centers such as the City of Toronto's downtown, where any extreme exceptions will allow for waste to be collected in bags. Other municipalities have also sent out City staff to assist residents in situations where storage space is extremely limited, to investigate, examine and help resolve individual concerns.</p> <p>Municipal bylaws may need to be amended to address property standards for acceptable storage locations of carts outside.</p>
<p><b>Pests:</b> Many residents are concerned about the attraction of pests or vermin, especially if they are storing their carts outdoors. Some believe keeping the organics in a cart could pose a problem with pests or vermin on their collection day, or if they put their cart at the curb at night, they are concerned that the cart might get knocked over.</p>	<p>As Guelph already collects organics at the curb in bags, switching to carts should raise limited amount of concerns from residents.</p>
<p><b>Odour:</b> Residents are often concerned with the odours associated with a cart based paper liner organics program. They believe that placing all of their organics loose without a plastic bag in the green cart will amplify the odour.</p>	<p>A strong promotion and education campaign showing residents ways in which they can reduce these issues has been successful in other municipalities. Some municipalities placed a great emphasis on the importance of providing cost effective paper liners to keep the expenses manageable for residents (e.g. increasing retail options, selling paper bags at cost by the municipality and promoting the use of newsprint liners, flour or sugar bags). Newspaper is the easiest and most cost effective paper liner available and can be used to soak up the liquid. Giving residents options is the key to handling this issue and has been effective in other municipalities.</p> <p>Loss of revenue from some newsprint being used in the organics program and not going to the MRF should have a minimal effect on revenue since the average commodity price of newsprint has dropped from \$121 per tonne in 2008 to \$65 per tonne in 2009 (Source: Steward Edge Price Sheet).</p>

Potential Resident Concern	Resolution
<p><b>Organics “yuk” factor:</b> The current green transparent bags serve to contain odour and liquids secreted from the organics, thus, minimizing residents’ objections to the “yuk” factor.</p>	<p>As Guelph has already been separating their organics for many years, the “yuk” factor should not be a significant issue. Moving from a plastic bag program to one using carts will be easier than starting a completely new program. Again, a strong promotion and education campaign can help alleviate concerns. Kraft paper bags with a compostable cellulose liner, although more expensive, work similar to plastic liners and help contain the liquid for the more discerning residents.</p>
<p><b>Sorting Compliance:</b> The Wet-Dry+ program has experienced a high level of compliance because transparent bags enable visual validation of sorting compliance. Collection staff can identify improperly sorted bags and can tag unacceptable bags and leave them at the curb.</p>	<p>One of the concerns with going to automated tipping and opaque carts is that collection drivers will not know if the contents in the cart are properly sorted. One option is to install cameras inside the hopper so that the driver can see the contents as the cart is tipped. Unfortunately, the driver will only know after the cart has been emptied, but as other municipalities (e.g. Southgate) have shown, the driver can tag the cart with a label outlining the issue and have bylaw staff follow-up with residents if it happens on second occurrence. On the third occurrence, carts will be left uncollected at the curb.</p>
<p><b>Plastics in Organics Stream:</b> Guelph currently allows plastics such as diapers and hygiene products in the organics stream.</p>	<p>It was found that most municipalities preferred to have an organics program that does not allow any source of plastics, such as sanitary products or diapers (Waterloo, Kingston, Halton, Peel, Durham). Municipalities concluded that this would be the best way to minimize contaminants and achieve the highest market value for the compost. In order for Guelph to achieve the highest market price for the final compost product, it is recommended that Guelph does not allow any source of plastics such as diapers or hygiene products in the organic stream. The removal of diapers and sanitary products should reduce the “yuk” factor and help alleviate concerns.</p>
<p><b>Compostable / Biodegradable Liners:</b> Some municipalities thought that by allowing their residents to use compostable liners (Waterloo, Halton, Peel, Durham), they would provide their residents a cheaper alternative than paper liners, as well as, reduce the “yuk” factor. Unfortunately, many retailers stocked their shelves with both compostable liners, as well as, biodegradable liners causing confusion to residents and leading to a continued source of contamination and lower market value to their final compost product.</p>	<p>As liners are also a potential source of plastic, many municipalities evaluated the different liner options: paper, compostable (certified compostable liners with the Biodegradable Products Institute logo) and biodegradable plastic bags. The paper liners readily break down in the composting process, whereas the compostable liners partially break down. The biodegradable liners do not decompose and are disposed as residue.</p> <p>Also, the usage of compostable or biodegradable bags defeats the purpose of moving from a bag based program to a cart based program.</p> <p>Plastic bag liners, biodegradable and compostable bag liners are not an option for Guelph. Guelph will only be allowed to use paper liners due to the regulated requirements from the MOE for our CofA.</p>
<p><b>Pet Waste:</b> One of the more controversial contents of the organics stream is pet waste. Waterloo and Southgate both accept pet waste. Guelph currently accepts pet waste and kitty litter in the organics program</p>	<p>It is recommended to continue accepting pet waste in the organics stream in order to maintain a high diversion rate, satisfy residents that prefer this option and minimize confusion to residents. Guelph has also publicly announced its intent to accept Waterloo’s organics which allows pet waste. It is important to keep in mind that in the case of business disruptions to the operation of our organics facility, the contents of our waste need to be accepted at an alternative OPF, such as Aim Environmental Group in Hamilton. Other concerns have been raised by neighbours of the WRIC that pathogens could be released during the composting process, although the compost processing temperature does exceed the necessary temperature required to destroy pathogens.</p>

Potential Resident Concern	Resolution
<p><b>Size of Organics Cart:</b> The traditional 48L green cart (used in municipalities such as Peel, Halton, Waterloo and Durham) is intended for food waste only and is not large enough to include yard waste. It can only be emptied manually since the girth and height is too small for an automated collection grasp arm. This cart is less stable and easier to tip over due to its dimensions. It is also ergonomically challenging for both residents and collection staff as it is awkward to wheel to the curb since it is only 27" high. Kingston and Ottawa have provided the 80L cart to residents.</p>	<p>It is recommended that the City of Guelph adopt the usage of an 80L to 120L size cart for organics. This size range allows enough space for all of the food waste in addition to some space that can be used by residents to top up with yard waste. This will help address one of residents' primary concerns to increase the frequency of curb side yard waste collection more than twice per year; once in the spring and once in the fall. This range of cart size would also be large enough to warrant eliminating the spring and fall yard waste collection. If the cart was any larger than 120L, problems could arise with overweight bins and excessive ratios of yard waste, which has lead to compost processing issues in Hamilton where two bags of yard waste is allowed in addition to the 120L cart. Guelph will be operating the same organic composting process that is used in Hamilton, so the quantity of yard waste needs to be limited. Aim Environmental mentioned that the 120L cart without the additional two bags would provide an acceptable ratio of yard waste for processing.</p>
<p><b>Spring and fall curbside yard waste collection:</b> Residents may have concerns with the elimination of the spring and fall yard waste collection.</p>	<p>Kingston offered their residents an 80L organics cart to increase yard waste curb side collection service to allow a limited amount of yard waste in the organics bins by letting their residents top up their green cart with yard waste. Kingston decided this program would provide residents with additional curb side yard waste collection, since they only offered yard waste collection once a year in the fall. An 80L-120L cart would provide enough space to provide a weekly quantity of yard waste in a more fiscally responsible manner.</p>
<p><b>Biweekly bluebag collection:</b> Residents may be concerned with the loss of service implementing biweekly collection of recyclables.</p>	<p>As Guelph already collects its clear waste on a biweekly schedule, most residents will accept this change and realize the cost savings efficiencies. The loss of service in the recyclables program can also be offset with the increased level of service of yard waste collection, as per the strong interest indicated on the IPSOS survey (85% of residents are supportive of an increase in the frequency of yard waste pickup). The cart also provides additional storage space for recyclables.</p>
<p><b>Carts on street:</b> Another concern that may be raised by residents is that emptied carts will remain on the curb/ sidewalk after collection.</p>	<p>A proactive promotion and education program, as well as, changes to the bylaw with proactive enforcement may need to be addressed regarding the removal of the carts by residents.</p>
<p><b>Downtown Collection:</b> There are several issues that need to be addressed in the downtown area: lack of storage space for carts, parked cars and one-way streets. Many residents in the older area in and around downtown may not have sufficient space to store three carts. There is also an issue for collections as a result of reaching carts behind parked cars and collecting carts on both sides of a one-way street.</p>	<p>It is recommended that these areas may continue to use the current transparent bags for cases where storage is not possible. It is recommended that one truck in the fleet has a drop frame style truck which also has the automated side load split so that bags can be manually tossed in addition to carts being automatically collected. A rear semi-manual split truck could also be used to collect this area. It is also recommended to add a split stream "M" class truck with a semi-automated arm to the fleet for either the collections team leader or the bylaw staff to collect waste when addressing or responding to resident concerns or complaints.</p>

# COMMITTEE REPORT



TO **Community Development and Environmental Services  
Committee**

SERVICE AREA Environmental Services  
DATE May 17, 2010

**SUBJECT Approval of Water and Wastewater Long-Range  
Financial Plan 017-301 (2010) as Required Under  
Ontario Regulation 453/07**

REPORT NUMBER

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## RECOMMENDATIONS

"THAT the report of the Director of Environmental Services dated May 17, 2010 entitled 'Approval of Water and Wastewater Long-Range Financial Plan 017-301 (2010) as Required Under Ontario Regulation 453/07' be received;

AND THAT Council, as the owner of the Guelph municipal drinking water system, approve the Water and Wastewater Long-Range Financial Plan 017-301 (2010) in compliance with Ontario Regulation 453/07,

AND THAT staff submit the Water and Wastewater Long-Range Financial Plan 017-301 (2010) to the Province by July 1, 2010 in compliance with Ontario Regulation 453/07;

AND THAT the Water and Wastewater Long-Range Financial Plan be updated annually and included in the annual Water and Wastewater User Pay budgets presented to Council."

## BACKGROUND

Some of the following background information has been taken from the Environment Commissioner of Ontario website [www.eco.on.ca](http://www.eco.on.ca).

Following the May 2000 water tragedy in Walkerton, Justice Dennis O'Connor released his Report of the Walkerton Inquiry; the report recommended that the provincial government require all owners of municipal water systems to obtain a licence for the operation of their drinking-water systems and that municipal owners be required to submit a financial plan as a condition of obtaining this licence.

Justice O'Connor identified financial planning as necessary to ensure that drinking-water systems become self-financing and sustainable; the Financial Plans would ensure that systems have adequate funds to finance both ongoing operational costs

and infrastructure repairs and upgrades as required. Sustainable financial planning would entail two components: first, a “full-cost accounting” of the water system (including the long-term infrastructure needs) to determine the true cost of providing safe water; and second, a “full-cost recovery” plan to determine how the municipality will raise the funds necessary to cover the full costs.

In December 2002, the Ontario government passed the Safe Drinking Water Act (SDWA) with provisions to establish a new Municipal Drinking Water Licence Program. The SDWA requires that, in order for municipal drinking-water systems to obtain a Drinking Water Licence (“Licence”), every owner must have all of the following elements in place:

- a Permit to Take Water (PTTW) (as required by the Ontario Water Resources Act);
- a Drinking Water Works Permit (DWWP) (i.e., a permit to establish or alter a drinking-water system);
- an Operational Plan (OP) (that documents the operating authority’s quality management system);
- an Accredited Operating Authority (i.e., proof that the body in charge of operating the drinking water system has been accredited by a third-party audit); and
- a Financial Plan (Ontario Regulation 453/07 Financial Plans was promulgated in 2007 and outlines the requirements for Financial Plan development and submission – see Appendix “A” for details).

In August 2009, Guelph Waterworks first obtained the Licence and corresponding DWWP. Work is ongoing in relation to both the Operational Plan and “full scope” Operating Authority Accreditation and should be completed in late 2010 or early 2011. In brief, the Financial Plan must:

1. Be approved by the municipal council as owner of the system;
2. In Guelph’s case, be submitted to the Provincial Ministry of Municipal Affairs and Housing by July 1, 2010. Financial Plans are currently not required to be approved by the Province;
3. Be made available to the public and posted on the City’s web site;
4. As a minimum, be updated before every five-year Licence renewal;
5. Detail the following system financial information for a minimum period of six years:
  - a) Total revenues (broken down into water rates, user charges and other revenues);
  - b) Total expenses (broken down into amortization expenses, interest expenses and other expenses);
  - c) Annual and accumulated surplus or deficit;
  - d) Details of the system’s projected financial position for each year (itemized by total financial assets, total liabilities, net debt, and non-financial assets);
  - e) Details of the system’s projected cash flow; and
  - f) Financial information relating to the replacement of lead service pipes.

## **REPORT**

In January 2010, staff from the Waterworks and Wastewater Divisions of Environmental Services as well as the Finance Department hired an experienced external consultant to assist with preparation of a Water and Wastewater Long-Range-Financial Plan (WWLRF) to meet the requirements of Regulation 453/07.

Traditionally, based on a common revenue base, the Water and Wastewater User Pay Budgets have been developed and approved together. For this reason, staff has also developed a Wastewater specific financial plan for Council's information and approval. At this time, a Wastewater financial plan is not required by the Province.

The financial information base for the WWLRF originates in the following documents previously compiled by staff:

- The approved 2010 Waterworks and Wastewater User Pay Operating and Capital Budgets and Capital Forecast;
- The 2010 City of Guelph Public Sector Accounting Board (PSAB) reporting;
- The Water and Wastewater Rate Model;
- The approved General Reserve and Reserve Fund Policy; and
- The approved Debt Management Policy.

The goal of the WWLRF is to "provide the City with a realistic and informed view of operating and capital expenditures needed over time to maintain the integrity and health of its physical infrastructure and to accommodate growth and new environmental standards".

The following challenges to long-term financial sustainability are identified in the WWLRF:

- Increased operating and capital expenses;
- Increased cost of regulatory compliance, including the removal of lead from drinking water and compliance with the Nutrient Management Act;
- Increased costs of asset renewal and replacement;
- Increased growth related capital expenditures;
- Declining consumption and impact on rate revenue; and
- Limited reserve funds.

Even with these challenges, current water and wastewater rates remain low in relation to comparator municipalities, capital debt is declining or non-existent, and the infrastructure replacement funding gap is narrowing. Over the six-year term of the WWLRF, rates are projected to increase between 5.8% and 7.2% annually.

The Water and Wastewater Long-Range Financial Plan in Accordance with O. Reg. 453/07 Schedule A Financial Plan 017-301 (2010) is included as Appendix B to this report.



## **CORPORATE STRATEGIC PLAN**

Goal 1: An attractive, well-functioning and sustainable city;

Goal 5.5: A high credit rating and strong financial position; and

Goal 6.3: A safe and reliable local water supply.

## **FINANCIAL IMPLICATIONS**

The WWLRFPP does not alter the Council-approved 2010 Water and Wastewater Operating and Capital Budgets and Forecasts. Information on the effects of the WWLRFPP on future budgets will be included within the draft 2011 User Pay Budgets.

## **DEPARTMENTAL CONSULTATION**

A staff team consisting of representatives from Environmental Services, Community Design and Development Services - Engineering Services, and the Finance Department were responsible for developing the WWLRFPP.

## **COMMUNICATIONS**

Waterworks staff will advertise the availability of the WWLRFPP, provide copies for public at Woods Station, and post a copy on the City website. The WWLRFPP will be updated annually and related information will be included in the proposed annual User Pay budget package.

## **ATTACHMENTS**

- Appendix "A" – Detailed Overview of the Requirements of the Financial Plan Regulation (O. Reg. 453/07);
- Appendix "B" – the Water and Wastewater Long-Range Financial Plan in Accordance with O. Reg. 453/07 Schedule A Financial Plan 017-301 (2010)

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**APPENDIX "A"**  
**Detailed Overview of the Requirements of the  
Financial Plan Regulation (O. Reg. 453/07)**

The Financial Plans Regulation (O. Reg. 453/07) defines the requirements for Financial Plans for municipal drinking water systems that are required as part of the application process for a drinking water licence under Part V of the Safe Drinking Water Act, 2002 (SDWA). The approach assists municipalities in building capacity to plan for the long-term financial viability of drinking water systems.

While the Financial Plans Regulation requires municipalities to undertake financial planning for drinking water systems only, the Guideline has been structured so that it can be used in the preparation of financial plans for drinking water and wastewater services.

Below is a summary of Guelph's financial plan requirements (as per O. Reg. 453/07):

1. The financial plans must be approved by a council resolution.
2. The financial plans must apply to a period of at least six years.
3. The first year to which the financial plans must apply is 2010.
4. The financial plans must include the following:
  - i. Details of the proposed or projected **financial position** of the drinking water system itemized by:
    - A. Total financial assets\*,
    - B. Total liabilities\*,
    - C. Net debt\*,
    - D. Non-financial assets that are tangible capital assets, tangible capital assets under construction, inventories of supplies and prepaid expenses, and
    - E. Changes in tangible capital assets that are additions, donations, write downs and disposals.
  - \*Applies only if the information referred is known to the owner at the time the financial plans are prepared.
  - ii. Details of the proposed or projected **financial operations** of the drinking water system itemized by,
    - A. Total revenues, further itemized by water rates, user charges and other revenues,
    - B. Total expenses, further itemized by amortization expenses, interest expenses and other expenses,
    - C. Annual surplus or deficit, and
    - D. Accumulated surplus or deficit.

- iii. Details of the drinking water system's proposed or projected **gross cash receipts and gross cash payments** itemized by,
  - A. Operating transactions that are cash received from revenues, cash paid for operating expenses and finance charges\*,
  - B. Capital transactions that are proceeds on the sale of tangible capital assets and cash used to acquire capital assets,
  - C. Investing transactions that are acquisitions and disposal of investments\*,
  - D. Financing transactions that are proceeds from the issuance of debt and debt repayment,
  - E. Changes in cash and cash equivalents during the year\*, and
  - F. Cash and cash equivalents at the beginning and end of the year\*.

\*Applies only if the information referred is known to the owner at the time the financial plans are prepared.

- iv. Details of the extent to which the information described in subparagraphs i, ii and iii relates directly to the replacement of lead service pipes as defined in section 15.1- 3 of Schedule 15.1 to Ontario Regulation 170/03 (Drinking Water Systems), made under the Act.
- 5. The owner of the drinking water system must,
    - i. Make the financial plans available, on request, to members of the public who are served by the drinking water system without charge,
    - ii. Make the financial plans available to members of the public without charge through publication on the Internet, if the owner maintains a website on the Internet, and
    - iii. Provide notice advising the public of the availability of the financial plans under subparagraphs i and ii, if applicable, in a manner that, in the opinion of the owner, will bring the notice to the attention of members of the public who are served by the drinking water system.
  - 6. The owner of the drinking water system must give a copy of the financial plans to the Ministry of Municipal Affairs and Housing.

Financial plans can be amended, as required. The requirements of the Financial Plans Regulation do not prevent a person from providing additional information in financial plans prepared for the purpose of meeting the requirements of the Act.

\* \* \* \* \*

Water and Wastewater  
Long-Range Financial Plan  
In Accordance with O.Reg. 453/07  
Schedule A Financial Plan 017-301



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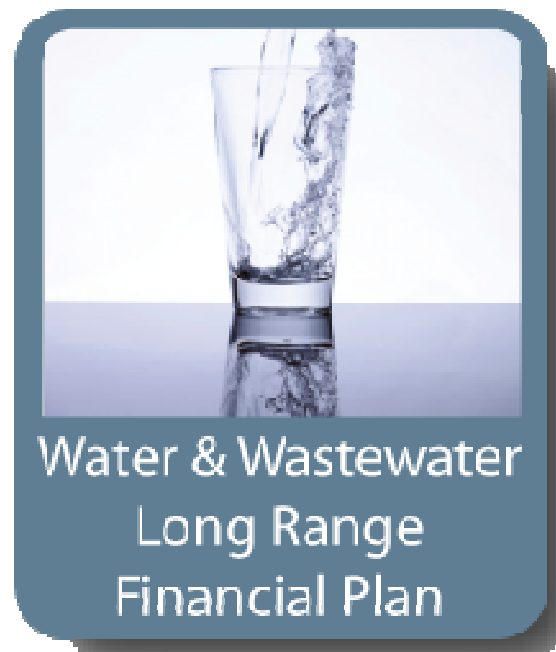
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***Water and Wastewater Long Range Financial Plan  
Forecast***



## ***Introduction to Long Range Financial Planning***

### **Water/Wastewater Long Range Financial Planning**

The City of Guelph, along with other Ontario municipalities that are responsible for the provision of drinking water, are required to meet the requirements set out in the Financial Plans Regulations O.Reg.453/07. While the regulations are directed at **water systems**, the approach undertaken by the City was to undertake a similar process for the City's **wastewater systems**.

The financial environment for municipal government has fundamentally changed. The City of Guelph has to fund programs and services it provides within a limited funding framework—namely, it must address rising costs, the demands of growth, increased service responsibilities related to regulatory and legislative requirements and an aging infrastructure with relatively flat revenue streams (conservation initiatives result in a decrease in the base upon which rates are generated).

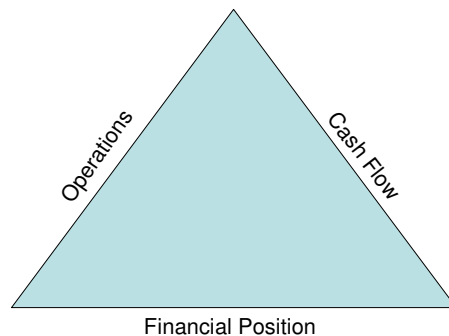
The City of Guelph is taking a proactive approach and has recognized the need for a long-term financial planning process that assesses the financial implications of current and proposed policies as well as Council approved decisions in its water and wastewater operations.

Ontario Reg. 453/07 provides the following parameters with regards to s.30 (1) part b of the SDWA for new water systems:

- Financial plan must be approved by Council resolution (or governing body) indicating that the drinking water system is financially viable;
- Financial plan must include a statement that the financial impacts have been considered and apply for a minimum six year period (commencing when the system first serves the public);
- Financial plan must include detail regarding proposed or projected financial operations itemized by total revenues, total expenses, annual surplus/deficit and accumulated surplus/deficit (i.e. the components of a “Statement of Operations” as per PSAB) for each year in which the financial plans apply;
- Financial plans are to be made available to the public upon request and at no charge;
- If a website is maintained, financial plans are to be made available to the public through publication on the Internet at no charge; and
- Notice of the availability of the financial plans is to be given to the public.

The components of the financial plans indicated by the regulation are consistent with the requirements for financial statement presentation as set out in section PS1200 of the Canadian Institute of Chartered Accountants (CICA) Public Sector Accounting Handbook.

The categories can be found in three statements:



The Statement of Cash Flow and the Statement of Change in Net Financial Position are required statements going forward. The Statement of Change in Financial Position reports on whether enough revenue was generated in a period to cover the expenses in the period and whether sufficient resources have been generated to support current and future activities. The Statement of Cash Flow reports on how activities were financed for a given period which provides a measure of the changes in cash for that period.

The categories of financial information have been developed;

- to ensure that they provide a sound picture of the financial position of a drinking water system;
- to ensure that they are aligned with municipal financial statements prepared on a full accrual accounting basis, beginning on January 1, 2009; and
- to be a balance between encouraging more comprehensive and consistent financial planning for municipal water services, and accommodating existing municipal practices.

The goal is to provide the City with a realistic and informed view of operating and capital expenditures needed over time to maintain the integrity and health of its physical infrastructure and to accommodate growth and new environmental standards. As such, a Long Range Financial Plan (LRFP) creates a more purposeful approach to long-term financial management and helps align short term actions with long term financial strategies.

This document puts the City's water and wastewater financial condition in perspective, discusses the current challenges and risks and provides a financial forecast, consistent with the strategic direction of the City. The plan also provides a framework for guiding the annual budget and the financial planning over a longer horizon. The LRFP helps to understand the implications that today's decisions have on future budgets.



### Principles of Financial Sustainability

The Ministry of the Environment released a guideline (“Towards Financially Sustainable Drinking-Water and Wastewater Systems”) that provides possible approaches to achieving sustainability. The Province’s Principles of Financially Sustainable Water and Wastewater Services are provided below:

- **Principle #1:** Ongoing public engagement and transparency can build support for, and confidence in, financial plans and the system(s) to which they relate.
- **Principle #2:** An integrated approach to planning among water, wastewater, and storm water systems is desirable given the inherent relationship among these services.
- **Principle #3:** Revenues collected for the provision of water and wastewater services should ultimately be used to meet the needs of those services.
- **Principle #4:** Life-cycle planning with mid-course corrections is preferable to planning over the short-term, or not planning at all.
- **Principle #5:** An asset management plan is a key input to the development of a financial plan.
- **Principle #6:** A sustainable level of revenue allows for reliable service that meets or exceeds environmental protection standards, while providing sufficient resources for future rehabilitation and replacement needs.
- **Principle #7:** Ensuring users pay for the services they are provided leads to equitable outcomes and can improve conservation. In general, metering and the use of rates can help ensure users pay for services received.
- **Principle #8:** Financial Plans are “living” documents that require continuous improvement. Comparing the accuracy of financial projections with actual results can lead to improved planning in the future.
- **Principle #9:** Financial plans benefit from the close collaboration of various groups, including engineers, accountants, auditors, utility staff, and municipal council.

The LRFPP will be instrumental in the City’s ability to meet the Provincial reporting requirements included in O.Reg. 453/07 for water operations and has been developed in recognition of the above noted principles.



### **Importance of a Long Range Financial Plan**

A LRFP is a framework to guide the City in planning and decision-making to help ensure that the City:

- Has a plan to protect and maintain its assets;
- Has a reasonable degree of stability and predictability in the rate burden;
- Has a fair sharing in the distribution of resources between current and future ratepayers;
- Has sustainable cash flows in the long term;
- Maximizes its financial flexibility;
- Minimizes financial vulnerability during economic downturns; and
- Maintains programs and services at their desired levels.

### **General Approach to Preparing the City's LRFP**

The LRFP identifies the key financial strategies that will influence the building of a sustainable long-term financial future and takes into account:

- Expected expenses and capital outlays for each year of the plan;
- Expected revenues for each year and their source;
- Performance measures to enable assessment of the Council's strategic priorities;
- Assumptions that have been used in the development of the LRFP; and
- Sensitivity analysis on key assumptions most likely to affect long-range financial planning and sustainability to ensure that the City is aware of the key levers that will impact the LRFP and that should be monitored over time

### The LRFP is Dynamic—Regular Updates Will Be Undertaken

Although great effort has been made to present accurate financial projections, based upon the data available at this time, a LRFP is a dynamic document and should be updated and re-evaluated, on an ongoing basis. As such, the 2010 Water and Wastewater LRFP should be considered a work-in-progress.

It is not an exercise in precision, rather it is intended for use as a forecasting tool to ensure that the City is on the right course to meet its financial obligations and future challenges. The intent is to provide Council with regular updates to this document, so it will be useful in the ongoing cycle of business planning and budgeting.

Financial plans are only required to be updated in conjunction with every application for licence renewal (i.e. every 5 years), however, there are many potential circumstances that could occur within the short to medium term that would affect the assumptions in the projections for operating and capital. Council priorities, planning policies, changes to service levels, consumption projections and infrastructure requirements, will certainly lead to changes and the LRFP should be adjusted to reflect these changes as they occur.

It is anticipated that updates to the LRFP will:

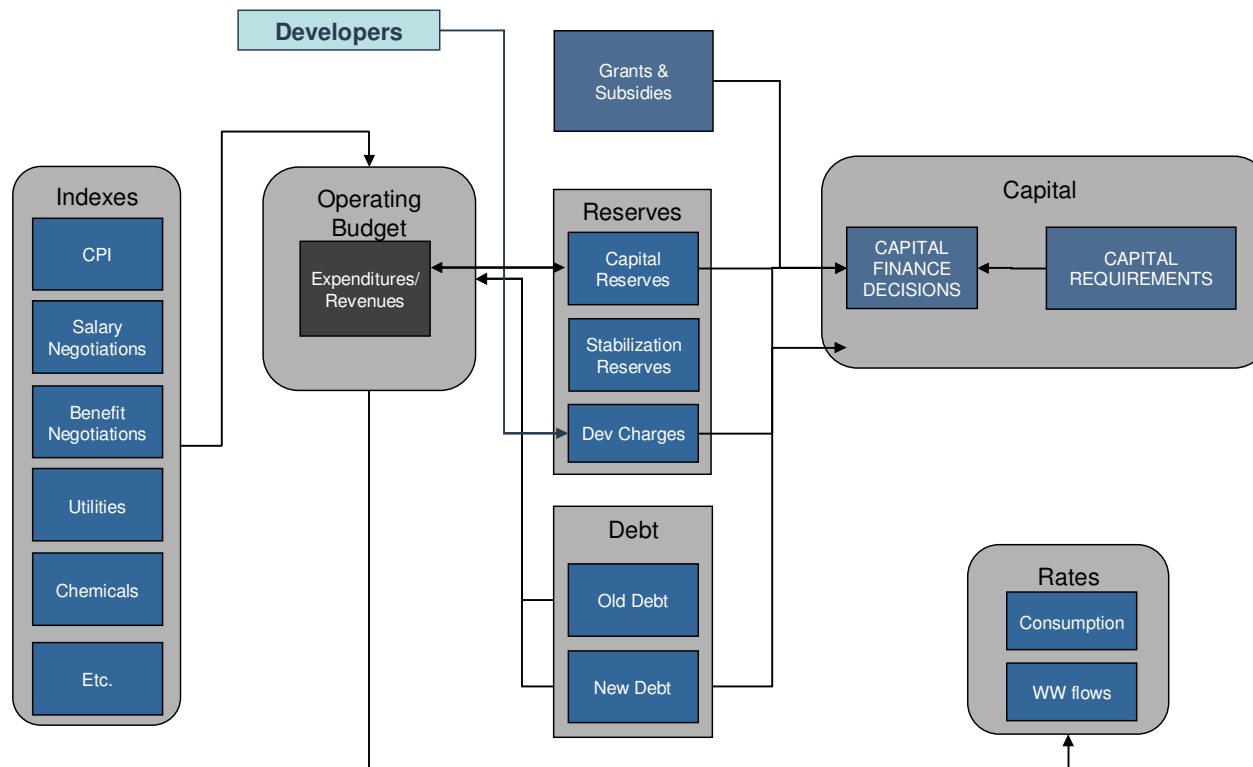
- Amend the assumptions, projections and strategies, as required, based on changes in the municipal environment;
- Continue building awareness of future changes in current operating and capital spending and funding levels;
- Assist the City in determining the extent of its financial challenges;
- Reconfirm the key financial goals and strategies that should guide future planning; and
- Spur the development of actions in future business plans that would respond to the long-term strategies.



**Water and Wastewater Model and Situational Analysis**

Model Development

The LRFP is developed based on an analysis of all factors impacting the capital and operating budget, including financing plans, consumption and wastewater flow forecasts. This forecast also includes assumptions with respect to growth and development charge revenues, interest rates impacting reserves and debt issuance. As shown below, due to the inter-relationship between all components of the plan, changes in any of the assumptions will potentially have an impact throughout the LRFP.



### Challenges/Risks

The following summarizes the key challenges, risks and opportunities to long-term financial sustainability which have been addressed as part of the plan:

- **Increasing Costs, Many of Which are Uncontrollable**—A number of the City's water and wastewater costs are increasing at a pace faster than inflation, including electricity. Assumptions have been made to reflect the impact of these increased costs on future operating budgets.
- **Regulatory Compliance**—Guelph must submit a corrosion control plan to the MOE by Oct. 15, 2010. The preliminary estimated cost of the plan ranges from \$2 million to \$20 million over 5 years. Staff's best estimate at this time is \$3 million and this has been included in the LRFP. Additional analysis is scheduled for completion in the fall of 2010. Should the costs exceed the financial forecast of \$3 million, this will pose additional challenges with respect to the capital program and will require modifications to the financial plan.
- **Asset Renewal/Replacement**—The City identified \$43.5 million and \$20.2 million related the replacement of existing water and wastewater assets over the next 6 years.
- **Growth Related Capital Expenditures**—The need for an exponentially more expensive commitment to new water and wastewater infrastructure to allow the City to support growth levels mandated in the Province's "Places to Grow" growth strategy. The forecast includes \$37.0 million and \$63.7 million in growth related capital requirements in water and wastewater respectively over the next 6 years.
- **Challenges with Respect to Revenue Stability**—The City has limited stabilization reserve funds available in case of budget shortfalls. Annual transfers to the stabilization reserves have been included in the forecast to bring the Stabilization Reserves to 10% of current operating expenditures in accordance with the City's policy.
- **Revenue Challenges Related to Reduced Consumption**—Water production has been declining while population has been increasing. This is expected to continue over the forecast period due primarily to the success of the water conservation program. While this reduces the overall consumption of water which aids in conservation and future capital requirements, this places increased pressure on rate increases.
- **Nutrient Management Act**—Funding for the implementation of biosolids management options to meet regulatory requirements is a budget driver.

## Water and Wastewater Forecast

### Key Assumptions

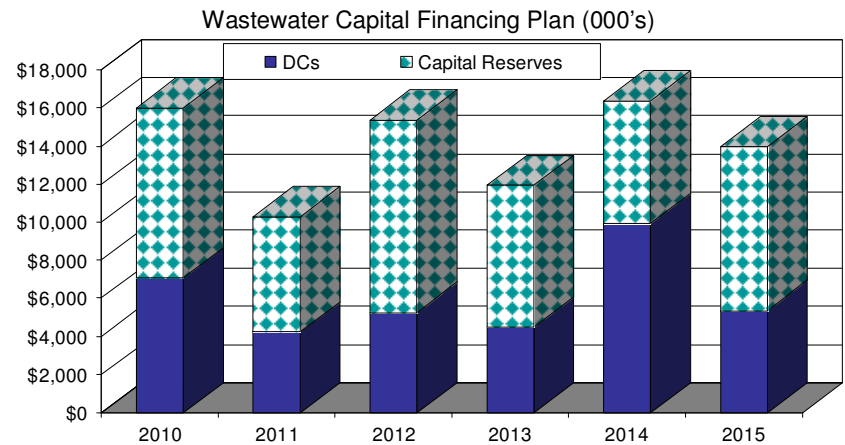
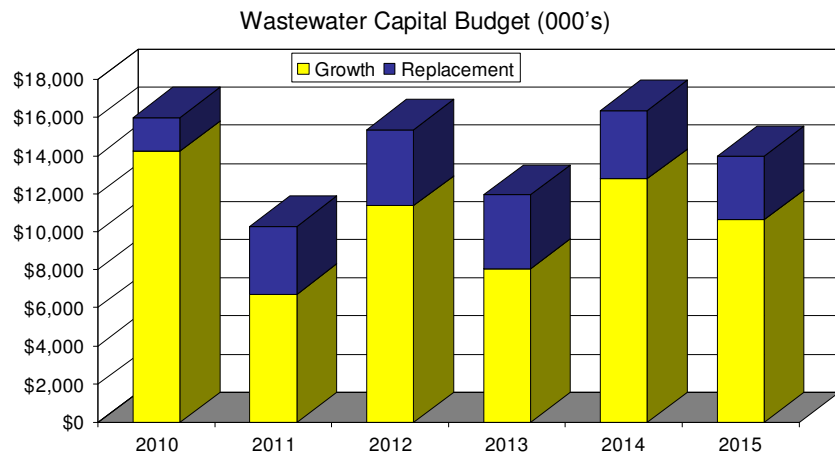
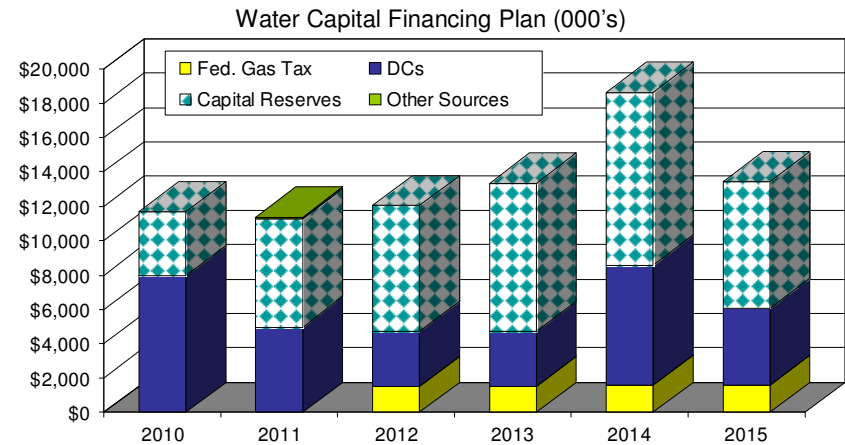
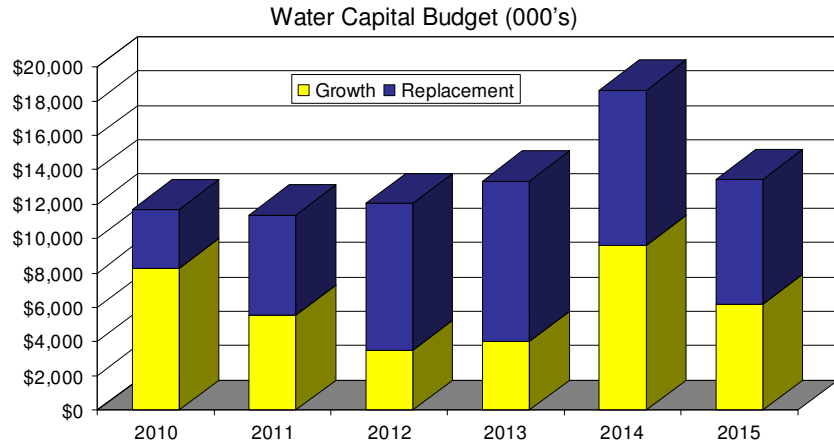
The following provides the key assumptions in the Forecast:

- **Capital Projects**—The 6-year Water and Wastewater Capital Forecast is based on the 2010 Capital Budget.
  - **Water & Wastewater Capital Reserves**—The opening balance for 2010 Water and Wastewater Capital Reserves and Reserve Funds are based on the year-end estimated balance for 2009.
  - **Sources of Financing**—Capital Reserves were used as the primary source of financing as defined in the City’s Capital Budget document.
  - **Gas Tax Funding**—The model assumes gas tax revenues available to support water capital in the amount of \$6.15 million from 2012-2015.
  - **Debt Issuance Interest Rates**—No new debt has been forecast.
  - **Service Standards**—Water and wastewater programs are maintained at their current service levels
- Expenditure increases for many municipal services to maintain existing level of services is based on :
    - Salary and wage increases based on future projected increases (5.0% annually, including merit increases);
    - Benefit increases based on future projected increases (5.0% annually);
    - Water supply, water transmission and distribution costs projected increases (3% annually); and
    - Wastewater plant operations and sewer maintenance projected increases (3% annually).
  - Reserve contributions vary annually and have been used to ensure full funding of the capital plan and in accordance with the City’s capital reserve policies.



**Capital Budget—Type of Project and Financing Plan**

The proposed financing strategy, in the long range financial plan, gradually moves the City toward full cost recovery and builds reserves based on the replacement costs of the underlying assets. The following graphs reflect the capital that can be undertaken to address the replacement of existing infrastructure as well as the growth related capital for water and wastewater and the associated sources of financing.



**Reserve Fund and Debt Policy Summary**

Adequate reserves are important to mitigate the City's financial risk and to strengthen the City's ability to withstand negative impacts on revenues from economic fluctuations and unforeseen expenditure requirements. Reserves and reserve funds are accumulated net revenues which are set aside for future expenditures. Reserves and reserve funds are a critical component of a municipality's long-term financing plan. The importance of maintaining reserves is to:

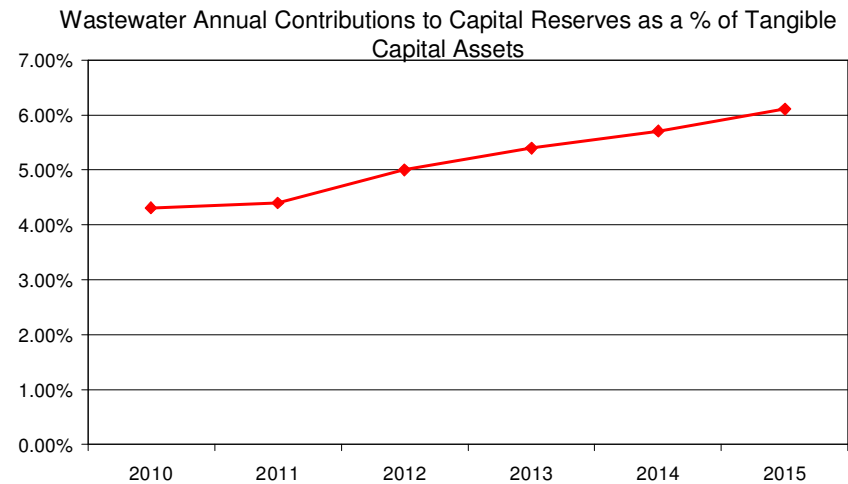
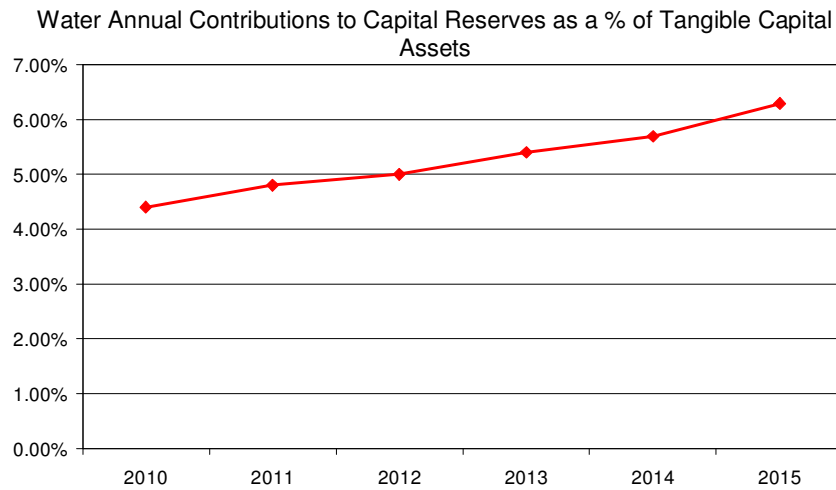
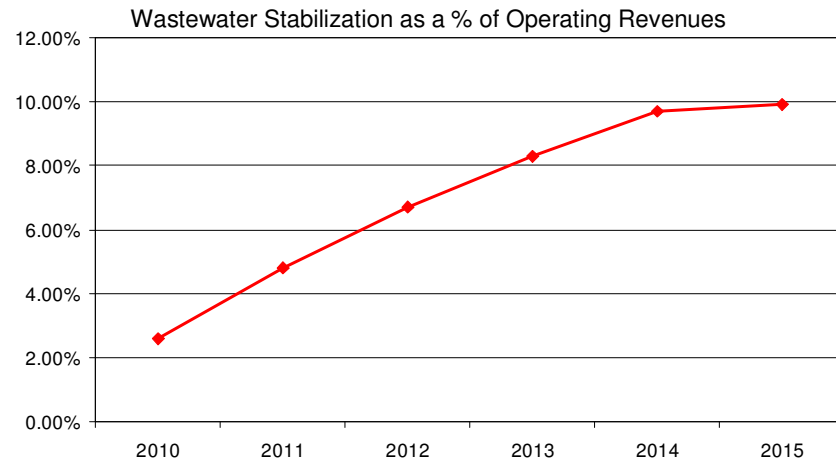
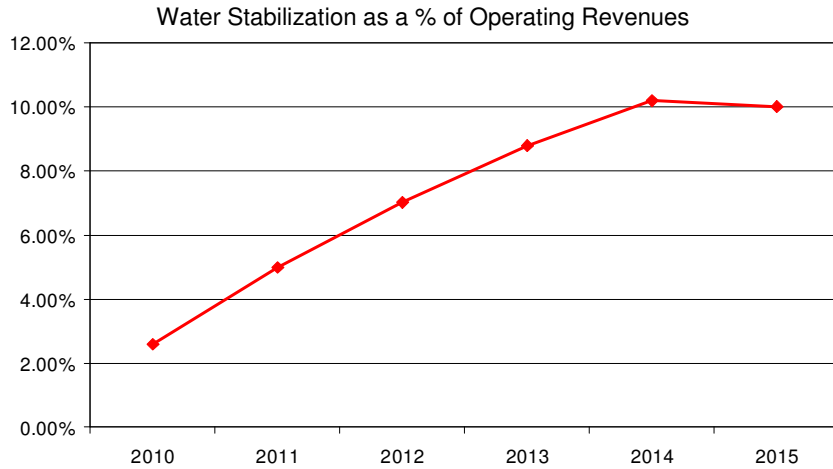
- Provide stability of tax rates and user fees in the face of variable and uncontrollable factors (e.g. interest rates, changes in subsidies, increase in fuel prices);
- Provide financing for one-time or short-term requirements without permanently impacting the tax and utility rates;
- Make provisions for acquisition and replacement of assets and infrastructure that are currently being consumed and depreciated;
- Avoid spikes in funding requirements of the capital budget by reducing reliance on long-term debt borrowing;
- Provide a source of internal financing;
- Ensure adequate cash flows;
- Provide flexibility to manage debt levels and protect the municipality's financial position; and
- Provide for liabilities that have been incurred in the current year but will not be paid for until future years.

"Debt management may be defined as the process of providing for the payment of interest and principal payments on existing debt, and the planning for new debt issuance at a level which will optimize borrowing cost and not impair the financial position of the municipality." (Ministry of Municipal Affairs and Housing). Together with the General Reserve and Reserve Fund Policy, the Debt Management Policy sets fiscally-prudent financial targets to ensure that the City can adequately plan for and fund future capital needs in a responsible manner. Targets for achieving a favourable financial position have been established for debt and reserves and include:

- Debt to Reserve Ratio of 1:1 – Municipal credit rating agencies recommends a debt to reserve ratio of 1:1; in other words, for every \$1 in debt, there should be \$1 in reserves.
- Reserves 8% - 10% of Operating Revenue – Working reserves should be at least 8% - 10% of operating revenue to help manage cash flow issues and deal with emergency situations.
- Life Cycle Reserve Fund Contributions as a % of Asset Value – Annual contributions to capital reserves should be 2-3% of the asset value for waste water and water. Asset value is defined as the purchase price less accumulated depreciation. Life Cycle Reserve Fund is the City's Capital Reserve Fund used for the replacement of existing assets.



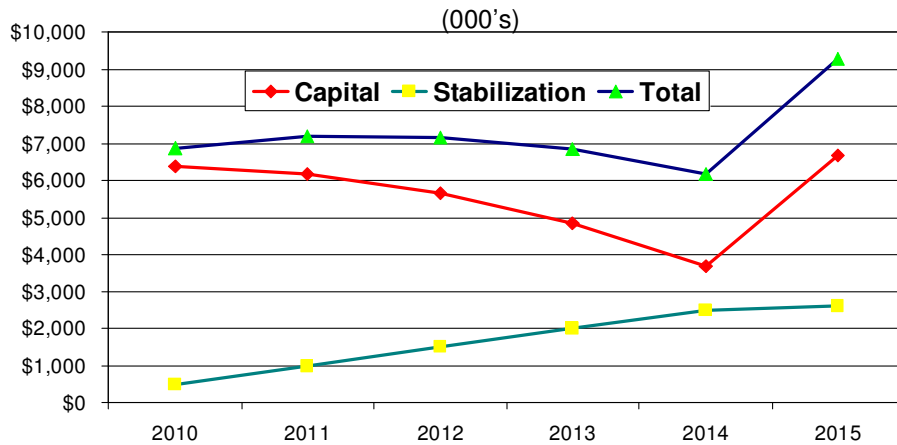
Reserve Fund Summary



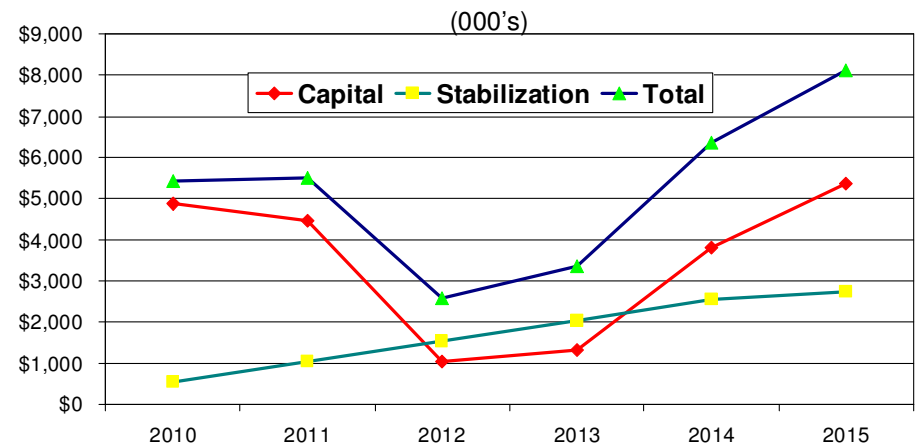
As shown above, in accordance with the City's policy. Stabilization Reserves as a % of Operating Revenue will be at 10% by 2015 to help manage cash flow issues. Further, the forecast adheres to the City's policy for annual contributions to the Life Cycle Reserve Fund Contributions as a % of Asset Value (minimum of 2-3% waste water and water).

Reserve Fund Summary

Water Stabilization and Capital Reserves Year End Forecast Balance



Wastewater Stabilization and Capital Reserves Year End Forecast Balance



Given that a number of the City's costs are fixed and a full allocation of these costs to be recovered from the fixed monthly charge is not being recommended (in an effort to balance other goals and objectives such as affordability and conservation), stabilization reserves have been established.

As shown above, there will be significant capital requirements in the next several years to fund water capital requirements but reserves will begin to build from 2014-2015. Wastewater reserves are expected to begin increasing from 2012-2015. The above noted forecast includes both the Capital and Stabilization Reserves. Should revenue shortfalls occur in any year, this will reduce the forecasted reserves available.

**Summary of Operating Budget Requirements**

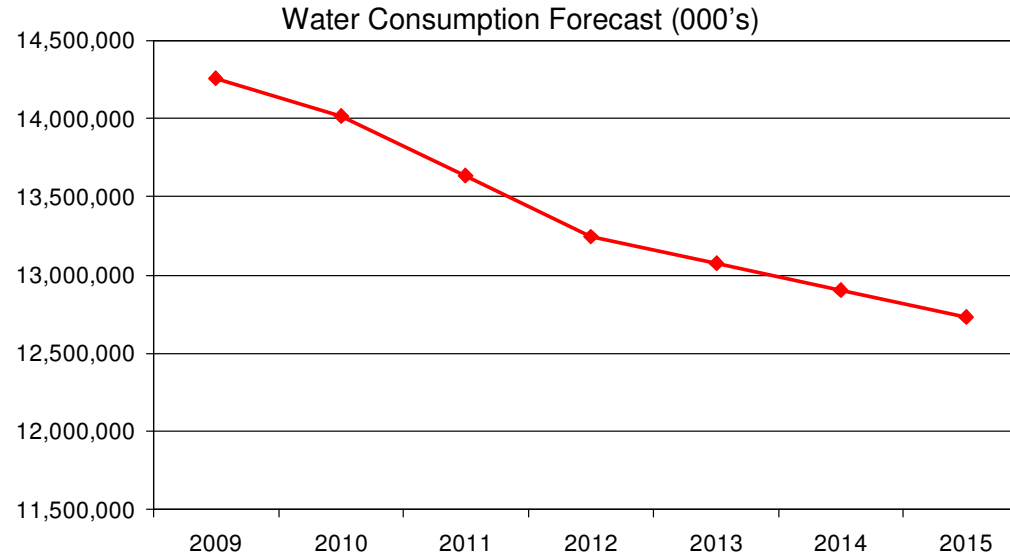
The City’s objective in establishing the Water and Wastewater rates is to avoid large fluctuations from year to year and are set at a level to adequately cover current operating costs, maintain and repair the City’s existing asset base and replace assets where appropriate.

Efforts are being made in this plan to gradually grow/maintain the Reserve Funds to provide a source of funding for the ongoing replacement/refurbishment of capital assets and provide a reasonable level of stabilization funds to deal with future operating fund deficits and emergency situations. The following tables reflect the forecast expenditure requirements.

As shown below the increases in consolidated water and wastewater expenditures range from 5.7% to 7.1% from 2010 to 2015.

	2010	2011	2012	2013	2014	2015
Water Total Requirements	\$ 19,047	\$ 20,185	\$ 21,356	\$ 22,845	\$ 24,454	\$ 26,083
Wastewater Total Requirements	\$ 20,588	\$ 21,719	\$ 22,950	\$ 24,500	\$ 26,271	\$ 27,865
Total Water and Wastewater Requirements	\$ 39,636	\$ 41,904	\$ 44,306	\$ 47,345	\$ 50,725	\$ 53,948
% change Water		6.0%	5.8%	7.0%	7.0%	6.7%
% change Wastewater		5.5%	5.7%	6.8%	7.2%	6.1%
% change Total		5.7%	5.7%	6.9%	7.1%	6.4%

Consumption Forecast



As a result of an aggressive conservation program, the City is forecasting a reduction in total water consumption over the 6-year forecast period which will increase the water and wastewater rates. Between 2010-2011, there is a forecast reduction of 1.7% in consumption and an additional 2.7%-2.8% annually between 2011-2013. From 2013-2015, the annual reduction in consumption is estimated to be 1.3% annually. This forecast includes growth related to new construction as well as reductions related to the conservation initiatives.

*Reporting Requirements—O.Reg. 453/07*



## Water and Wastewater Reporting Requirements—O.Reg. 453/07

While the O. Reg. 453/07 only applies to Water, the City has prepared statements for both water and wastewater operations. Paragraph 4 of subsection 3(1) of the regulation requires that financial plans include the following:

1. Details of the proposed or projected **financial position** of the drinking water itemized by:
  - a. total financial assets
  - b. total liabilities
  - c. net debt
  - d. non-financial assets that are tangible capital assets, tangible capital assets under-construction, inventories of supplies and prepaid expenses
  - e. changes in tangible capital assets that are additions, donations, write-downs and disposals
2. Details of the proposed or projected **financial operations** of the drinking water system itemized by:
  - a. Total revenues, further itemized by water rates, user charges and other revenues
  - b. Total expenditures itemized by amortization expenses, interest expenses and other expenses
  - c. Annual surplus or deficit
  - d. Accumulated surplus or deficit
3. Details of the drinking water systems proposed or projected gross **cash receipts or gross cash payments (cash Flows)** itemized by:
  - a. Operating transactions that are cash received from revenues, cash paid for operating expenses and financing charges
  - b. Capital transactions that are proceeds on sale of tangible capital assets and cash used to acquire capital assets
  - c. Investing transactions that are acquisitions and disposal of investments
  - d. Financial transactions that are proceeds from the issuance of debt and debt repayment
  - e. Changes in cash and cash equivalents during the year
  - f. Cash and cash equivalents at the beginning and end of the year

**Statement of Financial Operations—Water**

(in 000's)

	2010	2011	2012	2013	2014	2015
<b><u>Water Total Revenues</u></b>						
Rate Revenues	\$ 17,363	\$ 18,453	\$ 19,574	\$ 21,012	\$ 22,566	\$ 24,138
Miscellaneous Revenues	\$ 1,684	\$ 1,729	\$ 1,776	\$ 1,825	\$ 1,876	\$ 1,929
Interest Earned - Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 19,047</b>	<b>\$ 20,182</b>	<b>\$ 21,350</b>	<b>\$ 22,837</b>	<b>\$ 24,442</b>	<b>\$ 26,067</b>
<b><u>Water Total Expenses</u></b>						
<b>Operating Expenses</b>						
Administration	\$ 2,304	\$ 2,419	\$ 2,540	\$ 2,667	\$ 2,800	\$ 2,940
Billing and Collection	\$ 461	\$ 484	\$ 508	\$ 534	\$ 560	\$ 588
Water Conservation	\$ 1,334	\$ 1,400	\$ 1,470	\$ 1,544	\$ 1,621	\$ 1,702
Water Supply	\$ 3,868	\$ 3,984	\$ 4,103	\$ 4,226	\$ 4,353	\$ 4,484
Transmission / Distribution	\$ 4,415	\$ 4,548	\$ 4,684	\$ 4,824	\$ 4,969	\$ 5,118
DC Exempt Reserve Transfer	\$ 910	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750
<b>Total Operating Expenses</b>	<b>\$ 13,291</b>	<b>\$ 13,585</b>	<b>\$ 14,056</b>	<b>\$ 14,545</b>	<b>\$ 15,054</b>	<b>\$ 15,583</b>
<b>Debt Charges</b>						
Debt Charges - Interest Payments						
<b>Amortization Expense</b>						
Water Assets	\$ 4,052	\$ 3,957	\$ 3,940	\$ 4,153	\$ 4,348	\$ 4,601
<b>Total Expenses</b>	<b>\$ 17,344</b>	<b>\$ 17,541</b>	<b>\$ 17,996</b>	<b>\$ 18,698</b>	<b>\$ 19,403</b>	<b>\$ 20,184</b>
<b>Annual Surplus/(Deficit)</b>	<b>\$ 1,703</b>	<b>\$ 2,641</b>	<b>\$ 3,354</b>	<b>\$ 4,138</b>	<b>\$ 5,040</b>	<b>\$ 5,884</b>

Long Range Financial Plan

Revenues are expected to grow by 37% over the forecast period while expenses are anticipated to rise by 16%. As a result the annual surplus grows from \$1.7 million to \$5.9 million. These funds are required to ensure funding is available for the replacement of tangible capital assets.

Statement of Cash Flow/Cash Receipts—Water

(in 000's)

	2010	2011	2012	2013	2014	2015
<b>Total Revenues</b>	\$ 19,047	\$ 20,182	\$ 21,350	\$ 22,837	\$ 24,442	\$ 26,067
<b>Cash Paid For</b>						
Operating Costs	\$ 13,291	\$ 13,585	\$ 14,056	\$ 14,545	\$ 15,054	\$ 15,583
Debt Repayment - Debt Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Cash Provided From Operating Transactions</b>	\$ 5,756	\$ 6,597	\$ 7,294	\$ 8,291	\$ 9,388	\$ 10,484
<b>Capital Transactions</b>						
Acquisition of TCA	\$ 20,423	\$ 11,367	\$ 12,046	\$ 13,340	\$ 18,643	\$ 13,419
<b>Finance Transactions</b>						
Proceeds from Debt Issues						
Proceeds from Other Sources	\$ -	\$ 92	\$ -	\$ -	\$ -	\$ -
Proceeds from DCs	\$ 7,963	\$ 4,972	\$ 3,207	\$ 3,223	\$ 7,009	\$ 4,463
Proceeds from Gas Tax	\$ -	\$ -	\$ 1,516	\$ 1,500	\$ 1,568	\$ 1,568
Debt Repayment - Principal						
<b>Increase/(Decrease) in Cash Equivalents</b>	\$ (6,705)	\$ 295	\$ (29)	\$ (326)	\$ (679)	\$ 3,096
<b>Cash and Cash Equivalents at Beginning Balance</b>	\$ 13,583	\$ 6,878	\$ 7,173	\$ 7,144	\$ 6,818	\$ 6,140
<b>Cash and Cash Equivalents at Ending Balance</b>	\$ 6,878	\$ 7,173	\$ 7,144	\$ 6,818	\$ 6,140	\$ 9,236

The financial plan developed shows that cash from operations is maintained at over \$6 million over the forecast period.



Statement of Financial Position—Water

(in 000's)

	2010	2011	2012	2013	2014	2015
<b>Financial Assets</b>						
Cash	\$ 6,878	\$ 7,173	\$ 7,144	\$ 6,818	\$ 6,140	\$ 9,236
Liabilities						
Debt - Principal Outstanding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Financial Assets</b>	<b>\$ 6,878</b>	<b>\$ 7,173</b>	<b>\$ 7,144</b>	<b>\$ 6,818</b>	<b>\$ 6,140</b>	<b>\$ 9,236</b>
<b>Non-Financial Assets</b>						
Tangible Capital Assets	\$ 120,239	\$ 127,214	\$ 134,880	\$ 143,627	\$ 157,477	\$ 166,296
Cash as a % of Net Fixed Assets	5.7%	5.6%	5.3%	4.7%	3.9%	5.6%
Debt as a % of Net Fixed Assets	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Tangible capital assets are expected to grow by approximately \$43 million or 36% over the forecast period.

**Statement of Financial Operations—Wastewater**

(in 000's)

	2010	2011	2012	2013	2014	2015
<b>Wastewater Total Revenues</b>						
Rate Revenues	\$ 19,602	\$ 20,733	\$ 21,962	\$ 23,511	\$ 25,282	\$ 26,875
Miscellaneous Revenues	\$ 986	\$ 986	\$ 986	\$ 986	\$ 986	\$ 986
Interest Earned - Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 20,588</b>	<b>\$ 21,719</b>	<b>\$ 22,948</b>	<b>\$ 24,497</b>	<b>\$ 26,268</b>	<b>\$ 27,861</b>
<b>Wastewater Total Expenses</b>						
<b>Operating Expenses</b>						
Administration	\$ 3,304	\$ 3,470	\$ 3,643	\$ 3,825	\$ 4,016	\$ 4,217
Billing and Collection	\$ 461	\$ 484	\$ 508	\$ 534	\$ 560	\$ 588
Wastewater Conservation	\$ 770	\$ 809	\$ 849	\$ 892	\$ 936	\$ 983
Plant Operations	\$ 8,057	\$ 8,299	\$ 8,548	\$ 8,804	\$ 9,068	\$ 9,340
Building & Equipment	\$ 221	\$ 228	\$ 235	\$ 242	\$ 249	\$ 256
Sanitary Sewer Maint.	\$ 1,147	\$ 1,181	\$ 1,217	\$ 1,253	\$ 1,291	\$ 1,329
DC Exempt Reserve Transfer	\$ 760	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750
<b>Total Operating Expenses</b>	<b>\$ 14,721</b>	<b>\$ 15,220</b>	<b>\$ 15,750</b>	<b>\$ 16,300</b>	<b>\$ 16,871</b>	<b>\$ 17,465</b>
<b>Debt Charges</b>						
Debt Charges - Interest Payments	\$ 60	\$ 23	\$ -	\$ -	\$ -	\$ -
<b>Amortization Expense</b>						
Wastewater Assets	\$ 5,872	\$ 6,442	\$ 5,092	\$ 5,458	\$ 5,703	\$ 5,686
<b>Total Expenses</b>	<b>\$ 20,654</b>	<b>\$ 21,685</b>	<b>\$ 20,842</b>	<b>\$ 21,758</b>	<b>\$ 22,574</b>	<b>\$ 23,152</b>
<b>Annual Surplus/(Deficit)</b>	<b>\$ (66)</b>	<b>\$ 33</b>	<b>\$ 2,106</b>	<b>\$ 2,739</b>	<b>\$ 3,693</b>	<b>\$ 4,709</b>

Long Range Financial Plan

Revenues are expected to grow by 35% over the forecast period while expenses are anticipated to rise by 12%. As a result, the annual surplus grows from a deficit of \$66,000 in 2010 to an annual surplus of \$4.7 million by 2015. These funds are required to ensure funding is available for the replacement of tangible capital assets.

**Statement of Cash Flow/Cash Receipts—Wastewater**

(in 000's)

	2010	2011	2012	2013	2014	2015
<b>Total Revenues</b>	\$ 20,588	\$ 21,719	\$ 22,948	\$ 24,497	\$ 26,268	\$ 27,861
<b>Cash Paid For</b>						
Operating Costs	\$ 14,721	\$ 15,220	\$ 15,750	\$ 16,300	\$ 16,871	\$ 17,465
Debt Repayment - Debt Interest	\$ 60	\$ 23	\$ -	\$ -	\$ -	\$ -
<b>Cash Provided From Operating Transactions</b>	\$ 5,807	\$ 6,475	\$ 7,198	\$ 8,197	\$ 9,396	\$ 10,395
<b>Capital Transactions</b>						
Acquisition of TCA	\$ 21,972	\$ 10,284	\$ 15,366	\$ 11,929	\$ 16,363	\$ 13,986
<b>Finance Transactions</b>						
Proceeds from Debt Issues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Proceeds from Other Sources	\$ 7,072	\$ 4,252	\$ 5,260	\$ 4,511	\$ 9,944	\$ 5,357
Proceeds from DCs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Proceeds from Gas Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Repayment - Principal	\$ (613)	\$ (376)	\$ -	\$ -	\$ -	\$ -
<b>Increase/(Decrease) in Cash Equivalents</b>	\$ (9,706)	\$ 67	\$ (2,908)	\$ 779	\$ 2,977	\$ 1,766
<b>Cash and Cash Equivalents at Beginning Balance</b>	\$ 15,134	\$ 5,428	\$ 5,495	\$ 2,588	\$ 3,367	\$ 6,344
<b>Cash and Cash Equivalents at Ending Balance</b>	\$ 5,428	\$ 5,495	\$ 2,588	\$ 3,367	\$ 6,344	\$ 8,110

The financial plan developed improves the cash position from \$5.4 million to \$10.1 million over the forecast period.

Statement of Financial Position—Wastewater

(in 000's)

	2010	2011	2012	2013	2014	2015
<b>Financial Assets</b>						
Cash	\$ 5,428	\$ 5,495	\$ 2,588	\$ 3,367	\$ 6,344	\$ 8,110
<b>Liabilities</b>						
Debt - Principal Outstanding	\$ 376	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Financial Assets</b>	<b>\$ 5,052</b>	<b>\$ 5,495</b>	<b>\$ 2,588</b>	<b>\$ 3,367</b>	<b>\$ 6,344</b>	<b>\$ 8,110</b>
<b>Non-Financial Assets</b>						
Tangible Capital Assets	\$ 120,239	\$ 127,214	\$ 134,880	\$ 143,627	\$ 157,477	\$ 166,296
Cash as a % of Net Fixed Assets	4.5%	4.3%	1.9%	2.3%	4.0%	4.9%
Debt as a % of Net Fixed Assets	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%

Tangible capital assets are expected to grow by approximately \$42.9 million or 36% over the forecast period.

# COMMITTEE REPORT

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<b>TO</b>	<b>Community Development and Environmental Services Committee</b>
SERVICE AREA	Community Design and Development Services
DATE	May 17, 2010
<b>SUBJECT</b>	<b>Municipal Property and Building Commemorative Naming Annual Report</b>
REPORT NUMBER	10-33

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## **RECOMMENDATION**

THAT the Community Design and Development Services Report 10-33 dated April 19, 2010, pertaining to the Municipal Property and Building Commemorative Naming Annual Report, be received; and

THAT the names proposed by the Naming Committee for assets listed in Appendix 1 of Report 10-33 dated April 19, 2010, be approved; and

THAT Resolution #5 adopted by Council at their meeting of November 20, 2006 with respect to their support in principle of dedicating the proposed City open space at 59 Carden Street in front of the future POA Courthouse to Edward Johnson, be rescinded; and

THAT staff be directed to proceed with finding an alternative asset to recognize Edward Johnson and work with Parks Canada and the Edward Johnson Music Foundation to appropriately locate the existing Edward Johnson plaque; and

THAT staff be directed to examine opportunities during the preparation of the 2011 Parks Planning Capital Budget Forecast to fund a monument to recognize fallen police and firefighters in a future park or public space; and

THAT staff be directed to examine opportunities during the preparation of the 2011 Parks Planning Capital Budget Forecast to fund a monument to recognize officers of the Guelph Correctional Centre in a future park or public space within the York District Lands development.

## **BACKGROUND**

A Council Resolution was adopted January 5, 2009 stating:

*"AND THAT the Municipal Property and Building Commemorative Naming Policy (Naming Policy) be approved as outlined in attached Schedule 5;*

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*AND THAT Council approves the establishment of a Commemorative Naming Policy Committee (Naming Committee) to facilitate the Procedures of the Commemorative Naming Policy;*

*AND THAT Council direct staff to immediately implement the Commemorative Naming Policy, and include all unnamed assets of 2007 and 2008 with the 2009 asset review and procedures."*

At a Council meeting held June 22, 2009, Members of Council appointed the two required citizens of Guelph to sit on the Naming Committee, as per the Municipal Property and Building Commemorative Naming Policy (Naming Policy).

This Report provides naming recommendations by the Naming Committee, of City owned assets, as per the Naming Policy.

## **REPORT**

The Naming Committee has prepared an Asset Naming List of proposed names for the six new City owned assets for 2010. Each asset listed is accompanied by the Naming Committee's reasoning for selecting the name (Appendix 1). In the case that the asset did not receive a request to name by the public, or the Naming Committee did not find any of the miscellaneous submissions appropriate for the asset, the Naming Committee has included their own proposal and reasoning.

The six new assets to be named were made public in early 2010 as part of the required Public Process of the Naming Policy. The six new assets to be named in 2010 are located in (1)Northern Heights Subdivision (park), (2)Morningcrest Subdivision (park), (3)Eastview Landfill (park), (4)City Hall/POA Court (square), (5)Conservation Estates Subdivision (park), (6)Westminster Woods Subdivision Phase 3 (park).

Along with the Proposed Asset Naming List, the Naming Committee has also begun a Name Reserve List (Appendix 2) for those submitted names that qualify but were not recommended for one of the 2010 assets to be named. The Reserve List is for use by the Naming Committee for instances when assets to be named in any given year receive no submissions or any appropriate submissions from the public. If a name is not chosen by the Committee from the Reserve List, the Committee will recommend a proposed name for the asset from their own research, for Council approval.

**Public Process:** As per the Naming Policy Procedures, a public notice was posted in the fourth quarter of 2009 on the City of Guelph website and in the Tribune Newspaper, informing residents of the new Municipal Property and Building Commemorative Naming Policy and future opportunities to name City owned assets in the new year. In January 2010, the Committee made public six new assets to be named, via the City of Guelph website and Tribune Newspaper Ads (Appendix 3) and invited submissions from the public to name them and any other City owned asset yet to be named, as per the Naming Policy Submission requirements. The Committee received thirty-five(35) submissions from eighteen(18) residents and had nine(9) existing submissions from five(5) residents from prior years.

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Of the thirty-five(35) submissions, twenty(20) were not associated with one of the six assets of 2010. Nineteen(19) requested that the name be given consideration to any of the six assets of 2010 or a future asset, at the discretion of the Naming Committee and one(1) suggested another asset for consideration by the Naming Committee upon its completed construction(New Civic Museum). Further, of the six(6) assets listed in 2010, one(1) of them did not receive any public naming proposals (Conservation Estates Subdivision) and two assets received only one proposal each (Westminster Woods Ph.3 and Morningcrest Subdivision)(Appendix 4). The submission for Westminster Woods Ph.3 was felt to be not appropriate and therefore the Naming Committee has used a name from the miscellaneous submissions for consideration. The Naming Committee also felt none of the names submitted for one of the assets, Eastview Landfill, were appropriate, nor any of the miscellaneous submissions were appropriate, and have suggested their own name for this asset.

The Naming Committee has also created a list of all naming submissions with a brief description as to why they were not chosen in 2010 and their consideration for future naming, as part of the Reserve List (Appendix 5).

At this time the Naming Committee would also like to address a number of outstanding requests to name or recognize, in some manner, the following:

1. The recognition of fallen police and firefighters
2. The recognition of Sir Edward Johnson
3. The recognition of Officers of the Guelph Correctional Centre (GCC)

The recognition of fallen police and firefighters:

To date, the Naming Committee has received five names (three firefighters and two police officers) from two residents, requesting that these individuals be recognized. It is of the opinion of the Naming Committee that the most appropriate solution would be to name a single public space in honour of all past and future individuals that sacrificed their lives for the protection and safety of Guelph citizens and/or erect a monument in a public space that could provide a similar honour or recognition. At this time, the Naming Committee does not feel any of the six assets listed in 2010 are appropriate spaces to honour these individuals and recommends that until such time as one is found or created, the Naming Committee hold these names on file. The Naming Committee also suggests that staff examine opportunities during the preparation of the 2011 Parks Planning Capital Budget Forecast to fund a monument to recognize fallen police and firefighters in a future park or public space.

The recognition of Sir Edward Johnson:

On November 23, 2006 a Council Resolution was passed that stated:

*"THAT Council support, in principle, dedicating the proposed City open space at 59 Carden St. in front of the future POA courthouse to Edward Johnson, subject to staff conferring with appropriate stakeholders, including the POA court;*

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*AND THAT staff be directed to secure agreement on the dedication and a specific name for the site from potential partners and report back to Council in 2007."*

Soon after this Resolution was passed the request by Council to create an all-inclusive naming policy followed with a Resolution on June 20, 2007 stating:

*"That no further namings be considered until a comprehensive naming policy has been approved by Council".*

Staff placed the naming of the space out front of the future POA courthouse after Edward Johnson on hold.

With the development of the new City Hall/Carden Street and recently approved Guelph Market Place Strategic Urban Design Plan, which includes the space in front of the new POA, the Naming Committee, along with the support of City staff, agreed that naming the space in front of the POA after Sir Edward Johnson would not be appropriate. One of the objectives of the recently approved Guelph Market Place Strategic Urban Design Plan is for Carden Street to be seen as one continuous space or plaza. So as to not confuse the public, this place should then be called under one name; a name that is appropriate for the entire civic area. It should also be noted that the Sir Edward Johnson plaque, erected in front of 59 Carden St (the new home of the POA) in the late 70's was removed and placed in storage during the reconstruction of the building. The Naming Committee recommends that a more appropriate location to recognize Sir Edward Johnson be found as soon as possible, with the possibility of moving the plaque to this new location, with the support of the Edward Johnson Music Foundation, Parks Canada, who donated the plaque, and City staff.

Staff recently contacted the Edward Johnson Music Foundation and received their support on this recommendation by the Naming Committee.

The recognition of Officers of the Guelph Correctional Centre (GCC):

To date, the Naming Committee has received one request to recognize the Officers of the GCC. It is of the opinion of the Naming Committee that the most appropriate solution would be to name a single public space to honour all officers that worked at the facility and/or erect a monument in a public space that could honour and recognize them. Another suggestion brought forth in the public submission was to name the future streets of the York District Lands and/or a future park within these lands in recognition of the Officers. At this time the Naming Committee does not feel any of the six assets listed in 2010 are appropriate spaces to honour these individuals and recommends that upon development of the York District Lands City staff and the Naming Committee consider the suggestion of naming a park or public open space in recognition of these individuals. The Naming Committee also suggests that staff examine opportunities during the preparation of the 2011 Parks Planning Capital Budget Forecast to fund a monument to recognize officers of the Guelph Correctional Centre in a future park or public space within the York District Lands development(2015).

**Conclusion:** The Naming Committee believes that the names proposed on Appendix 1 are appropriate for each asset and recommend Council approval.



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The Naming Committee believes that the proposals to recognize the three outstanding requests are appropriate and recommends Council approval.

Approved names shall be implemented immediately on official documents, construction and permanent signage. Planning for the appropriate protocols (e.g. dedication ceremony) will also be implemented.

### **CORPORATE STRATEGIC PLAN**

- GOAL 2 : A healthy and safe community where life can be lived to the fullest
- GOAL 4 : A vibrant and valued arts, culture and heritage identity
- GOAL 5 : A community-focused, responsive and accountable government

### **FINANCIAL IMPLICATIONS**

Any financial implications associated with the six named assets for 2010 (eg. Signage) will be accounted for by the approved capital budget for each asset.

Financial implications of budgeting for a location or monument for fallen police officers and firefighters - TBD

Financial implications of budgeting for a location or monument for GCC officers - TBD

### **DEPARTMENTAL CONSULTATION**

Community Services, Corporate Communications, Emergency Services, Operations

### **COMMUNICATIONS**

NA

### **ATTACHMENTS**

Appendix 1 – Proposed Asset Names List by the Naming Committee

Appendix 2 – Name Reserve List

Appendix 3 – Public Process (Website and Tribune Advertisement)

Appendix 4 – Naming Submissions List

Appendix 5 – Naming Submissions\_Names Not Used in 2010



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“original signed by Jim Riddell

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# ASSET NAMING LIST

## APPENDIX 1

### **Asset 1#**

Northern Heights Subdivision Park – 80 Simmonds Drive

PROPOSED NAME: **WILSON FARM PARK** (submitted by the public)

RATIONALE: The Wilson Family purchased the land (108 acres) from the Canada Company back in 1836 and farmed the property up until 1968 when it was sold to Jack Ingram. For over 130 years the Wilson's provided food to the residents of Guelph and surrounding county - one of the original farmsteads of Guelph, and were an integral part of the community and its success.

### **Asset 2#**

Morningcrest Subdivision Park – 15 Acker Street

PROPOSED NAME: **MORNINGCREST PARK** (submitted by the public)

RATIONALE: The development is geographically higher than the surrounding lands and is located along the easterly limits of the City – lending itself nicely to being one of the first parks in Guelph to see the morning sun crest over the horizon.

### **Asset 3#**

Eastview Landfill – 186 Eastview Road

PROPOSED NAME: **EASTVIEW COMMUNITY PARK** (submitted by the Naming Committee)

RATIONALE: The area in which the new park is located was a landfill, so named Eastview Road Landfill. Landfilling began on the site in 1962 and halted in 2003. For the last 48 years this piece of land has been known as the Eastview Landfill. Encompassing 81 hectares of land, the site fronts Eastview Road in the east end of the City. This area of the city is also now commonly referred to as the Eastview Community.

### **Asset 4#**

City Hall / POA Court Square

PROPOSED NAME: **MARKET SQUARE** (submitted by the public)

RATIONALE: The area in which the new City Hall and POA are located was part of the original market square of Guelph. This was the first area cleared by the settlers in 1827 and the location of the first market house; a place in which local farmers could sell/buy produce. The

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market square was also the location of the Royal Winter Fair and eventually the 'cornerstone' of the original town hall, now the POA.

#### **Asset 5#**

Conservation Estates Subdivision Park – 55 Revell Drive

PROPOSED NAME: **LEWIS FARM PARK** (submitted the Naming Committee – no public submissions)

RATIONALE: James Lewis bought the property (160 acres) from Conrad Swartzenberger, a local shoemaker back in 1880. The Lewis family farmed a portion of the land for the next 30 years and occupied the redbrick house. The house still fronts Gordon Street and is now designated as a heritage home. The Lewis family farm was one of the original farmsteads of Guelph and like the Wilson's, provided food to the residents of Guelph and surrounding county for decades. Since being sold by the Lewis family in 1910, the property has switched hands five times, slowly severed over time, eventually being developed into the subdivisions we see today along the west side of Gordon Street, south of Arkell Road.

#### **Asset 6#**

Westminster Woods Subdivision Phase 4 - 101 Baxter Drive

PROPOSED NAME: **PINCH PARK** (submitted by the Naming Committee from the public miscellaneous name list)

RATIONALE: Dr. J. Charles Pinch had a well known family practice which opened in 1937, in the building now known as the Woolwich Arms on Woolwich Street. During WWII, Dr. Pinch was part of a field ambulance unit stationed in Italy, but became ill and was honourably discharged in 1944 with the rank of Lt. Colonel.

Returning to Guelph, his medical practice grew – and he was instrumental in forming the Guelph Medical Group – an innovative concept at the time. He was later appointed a senior coroner in 1960. An avid musician, Dr. Pinch was also a member of the Presto Society and a founder of the Kiwanis Musical Festival.

He was also instrumental in bringing a Heart and Stroke Chapter to Guelph, served on the Guelph Humane Society and was team doctor for the Guelph Biltmores for many seasons.

He served on City Council from 1953 to 1957, during which time he was chairman of the Finance Committee. In 1958 he even ran for Mayor, but conceded to David Hastings.

Dr. Pinch also had a wonderful sense of humour, so when the Naming Committee suggested this asset be named to the Pinch family to honour their father, with the knowledge that not only was Dr. Pinch a worthy name for the asset, but also the fact that the park appeared to be 'pinched' between two homes – the family agreed that such a play on words would bring a smile to their father.

# COMMITTEE REPORT



TO **Community Development and Environmental Services  
Committee**

SERVICE AREA Community Design and Development Services  
DATE May 17, 2010

**SUBJECT 180 Gordon Street - Brownfield Redevelopment  
Community Improvement Plan – Financial Incentive  
Request**

REPORT NUMBER 10-51

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## RECOMMENDATION

"THAT Community Design and Development Services Report 10-51, dated May 17, 2010 regarding requests for financial assistance pursuant to the City of Guelph Brownfield Redevelopment Community Improvement Plan for the property known municipally as 180 Gordon Street **BE RECEIVED**; and

THAT the request for financial assistance made by 879132 Ontario Inc. under the Environmental Study Grant program pursuant to the Brownfield Redevelopment Community Improvement Plan for the property known municipally as 180 Gordon Street, to an upset total of \$10,000 upon the completion of a Phase 2 Environmental Site Assessment and an additional grant to an upset total of \$10,000 upon the completion of a Remedial Work Plan, **BE APPROVED**; and

THAT the request for financial assistance made by 879132 Ontario Inc. under the Tax Assistance During Rehabilitation Program pursuant to the Brownfield Redevelopment Community Improvement Plan for the property known municipally as 180 Gordon Street, for a duration of up to 3 years from the commencement of remedial work at the property subject to the terms and conditions attached hereto as Attachment D, **BE APPROVED**; and

THAT Council direct staff to prepare a by-law to implement municipal tax assistance during rehabilitation in accordance with the Municipal Act and that the appropriate information and material be sent to the Province requesting relief from the education portion of the taxes for the property known municipally as 180 Gordon Street for a duration of up to 3 years from the commencement of remedial work at the property; and

THAT staff be directed to proceed with the finalization of Environmental Study Grant, Tax Cancellation, and Information Sharing Agreements with 879132 Ontario Inc. to the satisfaction of the Director of Community Design and Development Services and the Director of Corporate Services/City Solicitor; and

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THAT the Mayor and Clerk are authorized to sign the Environmental Study Grant, Tax Cancellation, and Information Sharing Agreements.”

## **SUMMARY**

This report recommends approval of the following requests for financial assistance under the City’s Brownfield Community Improvement Plan (CIP):

- Environmental Study Grant (maximum \$10,000)
- Environmental Site Assessment (maximum \$10,000)
- Tax Assistance During Rehabilitation (a total of \$12,121.71 over the three (3) years).

The total financial impact of the three programs would be \$32,121.71.

## **BACKGROUND**

### Guelph’s Brownfield Community Improvement Plan (CIP)

The City’s Brownfield Redevelopment CIP was approved by the Minister of Municipal Affairs and Housing in March of 2004 and subsequently amended by City Council on July 7, 2008 to make the Tax Increment-Based Grant program available to the entire Community Improvement Plan Area, which includes the subject Site (See Attachment C).

The purpose of the CIP is to stimulate private sector investment in the reuse and redevelopment of brownfield sites that otherwise would not be redeveloped without assistance. The CIP programs partially offset the costs associated with site assessment and remediation. The premise of the CIP is that modest City investment in the clean-up and redevelopment of brownfield sites will result in improved environmental and neighbourhood conditions while creating additional tax revenues in the longer term, that would not otherwise be realized if the brownfield site remained vacant or underutilized.

### Importance of Brownfield Redevelopment

The City’s records indicate that there are approximately 420 potential brownfield properties currently within the City. Historically, there has been little interest in redeveloping brownfield sites due to the uncertainty surrounding the extent of contamination and the potential cost of clean up. These sites pose a potential threat to the quality of Guelph’s groundwater-based drinking water supply and surface water resources, such as the Speed and Eramosa Rivers.

The Brownfield CIP provides financial incentives to undertake the necessary studies and remedial work necessary to redevelop brownfield sites and reduce the potential negative impacts to the City’s water supply and the water quality of the City’s rivers, which are important fisheries and well as aesthetic and recreational resources.

There are a number of additional benefits to redevelopment of brownfield sites. For example, they are often strategically located within existing built up areas of the

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City where services and other infrastructure, such as roads, schools, community facilities and public transit are already available, therefore additional infrastructure costs are not incurred to service these area. The redevelopment of these sites would also remove the negative stigma often associated with some brownfield properties, which increases the value of subject property and adjacent properties.

Brownfield sites also represent a significant underutilization of the land base. According to the National Round Table on the Environmental and Economy (2003), every hectare redeveloped through a brownfield project saves up to an estimated 4.5 hectares of Greenfield land from being developed; and for every dollar invested in a brownfield redevelopment, it is estimated that \$3.80 is invested in the economy.

As the City moves forward with the implementation of its Growth Management Strategy, Community Energy Plan and source water protection planning, the redevelopment of brownfield sites will play an increasingly important role in the achievement of the City's strategic goals and in particular the intensification targets for the Built-up Areas of the City.

#### Site Background

The subject property is known municipally as 180 Gordon Street (Site). The 0.16 hectare (0.41 acre) site is located on the east side of Gordon Street south of the Speed River (see Attachment A).

The Site has historically been used as an automobile service station (1936 – 2003) and more recently as a car and truck rental establishment (1995-2003). The Site is designated General Residential and Core Greenlands in the City's Official Plan. A small portion of the Site is located within the floodplain which is regulated by the Grand River Conservation Authority and is subject to the Flood Plains provisions contained within Section 7.14 of the City's Official Plan (see Attachment B).

The Site is zoned C1-19 (Specialized Convenience Commercial), which permits a Vehicle Service Station and FL (Floodway Zone), which permits Conservation Area, Flood Control Facility, Outdoor Sportsfield Facilitates, Recreation Trail, and/or Wildlife Management Area (See Attachment B). While City and Grand River Conservation Authority staff have had discussions with the Owner about planning and floodplain considerations for site redevelopment, no formal development application has been submitted.

#### Significance of Clean-up and Redevelopment of 180 Gordon Street

The cleanup and redevelopment of this Site is significant for the following reasons:

- a) the lands are within the City's Built-up Area (as set out in Official Plan Amendment 39) which, by 2015 and for each year thereafter, must accommodate at least 40% of the City's annual residential development;
- b) the close proximity of the Site to environmentally sensitive ecosystems within the Speed River valley;

- 
- c) in terms of Source Protection Planning, the removal of contamination beneath this Site would address a current threat to surface water and groundwater quality; and
  - d) provide increased tax assessment on a property that has been vacant for the past 5 years.

## **REPORT**

The Owner of 180 Gordon Street has submitted the following applications under the City's Brownfield Redevelopment CIP:

- a) Environmental Study Grant program application to partially offset costs associated with undertaking a Phase 2 Environmental Site Assessment and preparing a Remedial Work Plan (see Attachment D); and
- b) Tax Assistance During Rehabilitation program application requesting the cancellation of municipal and education taxes during the rehabilitation and potentially during redevelopment of the Site (see Attachment E).

### Environmental Study Grant Application

Environmental Study Grants are available to offset part of the cost of preparing a Phase 2 Environmental Site Assessment (ESA) and/or a Remedial Work Plan under the City's Brownfield Redevelopment CIP. The Owner has submitted a Phase 1 and 2 ESA Report for the Site in support of the Environmental Study Grant applications. The report concludes that the concentrations of a number of contaminants in the soil and groundwater beneath the Site exceed the current Ministry of the Environment (MOE) Standards and the revised MOE Standards which come into force on July 1, 2011.

Specifically, the application requests Environmental Study Grants for the following:

- a) Additional Phase 2 ESA work to determine the depth of groundwater contamination beneath the Site. The cost of this work is estimated to range from \$50,000 to \$70,000; and
- b) Preparation of Remedial Work Plan, which will identify the recommended method to clean up the contaminants beneath the Site, prevent potential off-site contamination from migrating back onto the Site, and obtain a Record of Site Condition (RSC). The cost of this work is estimated at \$20,000.

The RSC is required to be filed with the Ministry of the Environment (MOE) and the Ministry determines if the environmental condition of the soil and groundwater beneath the Site are suitable for the proposed land use.

If this grant request is approved, the Environmental Study Grants would reimburse up to 50 percent of the cost of the Phase 2 ESA Work, up to a maximum of \$10,000 (whichever is the lesser) upon the submission of a Phase 2 ESA Report and up to 50 percent of the cost of preparing a Remedial Work Plan, up to a maximum of \$10,000 (whichever is the lesser), upon the submission of a completed Plan.

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All program application requirements have been satisfied for this request and Community Design and Development Services staff support the grant request.

### Tax Assistance During Rehabilitation Application

The Tax Assistance During Rehabilitation program is also available as an incentive for the cleanup and redevelopment of brownfield sites. Under the program, the City can freeze or cancel all or a percentage of the municipal taxes during site cleanup and redevelopment. The City can also request that the Province provide relief from the education portion of taxes.

Should Council approve the request for Tax Assistance During Rehabilitation, a by-law must be passed to implement the tax assistance in accordance with the Municipal Act. Before the City passes a tax cancellation by-law, approval must be issued by the Province in order to provide relief from the education portion of the taxes.

Currently, the Site is taxed at the vacant commercial land rate. The total 2009 tax levy was \$7,652.85 (the City portion being \$4,040.57 and the education portion being \$3,612.15). This program is typically approved for up to 3 years while rehabilitation and redevelopment occurs, which would total \$22,958.16 (the City portion being \$12,121.71 and the education portion being \$10,836.45).

While it is not a requirement of the CIP, the submission of a Remedial Work Plan is typically required with an application for Tax Assistance During Rehabilitation. Based on preliminary discussions, Community Design and Development Services staff understand that the Owner intends to complete the cleanup of the Site subject to approval of these applications. Because the Provincial approval process for the cancellation of education taxes can take up to six months, staff recommend that the request for tax assistance be considered by Council at this time. The cancellation of taxes will not commence until remedial work has begun at the Site.

If a Record of Site Condition is not filed within three years of the commencement of the tax cancellation, the Owner will be required to reimburse the City for the value of the municipal tax assistance provided under this program. Terms and conditions that will form the basis of the tax cancellation agreement are set out in Attachment D.

## **CORPORATE STRATEGIC PLAN**

The approval of financial assistance will achieve the following Strategic Plan Goals:

**Goal 1:** An attractive, well-functioning and sustainable city;

**Goal 2:** A healthy and safe community where life can be lived to the fullest; and

**Goal 6:** A leader in conservation and resource protection/enhancement.

## **FINANCIAL IMPLICATIONS**

### Environmental Study Grant Application



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Should the grant application be approved, the Owner would be eligible for a total of \$20,000 upon submission of a Phase 2 ESA Report and Remedial Work Plan.

#### Tax Assistance During Rehabilitation Application

Based on the 2009 tax assessment, cancellation of municipal taxes for three years would total \$12,121.71, if approved. The Province would be asked to forgive \$10,836.45 in education taxes over the three years.

The brownfield reserve fund currently has sufficient funds to accommodate the grant request.

### **DEPARTMENTAL CONSULTATION**

Community Design and Development Services (Engineering Services)  
Finance

### **COMMUNICATIONS**

N/A

### **ATTACHMENTS**

Attachment A: Location Map  
Attachment B: Zoning Map  
Attachment C: Community Improvement Project Area  
Attachment D: Environmental Study Grant Application – Remedial Work Plan  
Attachment E: Tax Assistance During Rehabilitation Application  
Attachment F: Terms and Conditions of Tax Assistance During Rehabilitation Program

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Original Signed by:

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Original Signed by:

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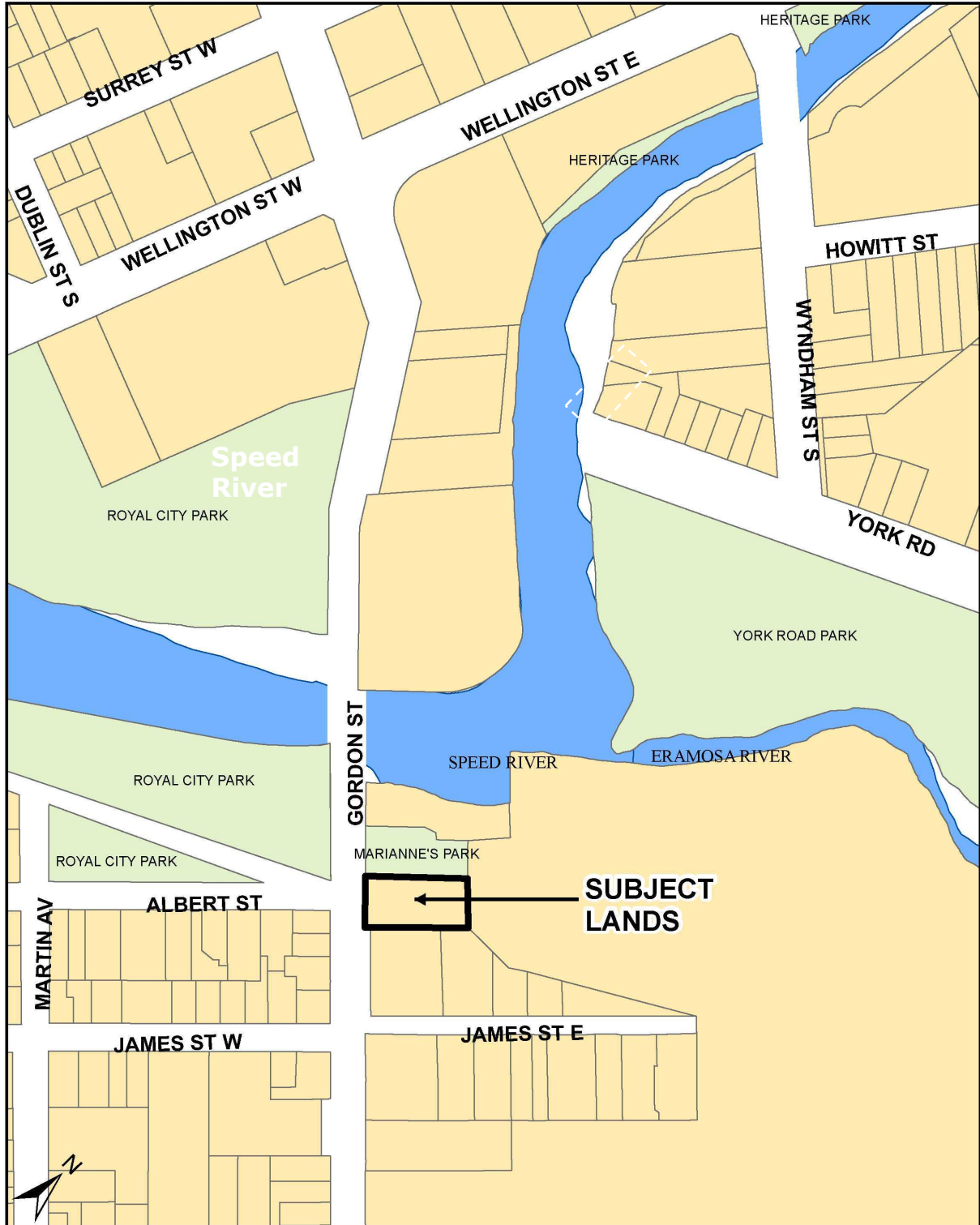
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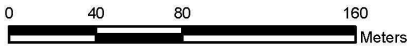
**Recommended By:**

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Director of Community Design and Development Services  
579-837-5616 ext. 2361  
jim.riddell@guelph.ca

**Attachment A: Location Map**



The City of Guelph, its employees and agents, do not undertake to guarantee the validity of the contents of the digital or hardcopy map files, and will not be liable for any claims for damages or loss arising from their application or interpretation, by any party. It is not intended to replace a survey or be used for legal description. This map may not be re-produced without the permission of the City of Guelph. Please contact the City of Guelph's GIS group for additional information at 519-822-1206.

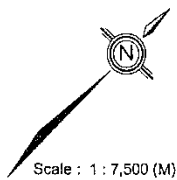
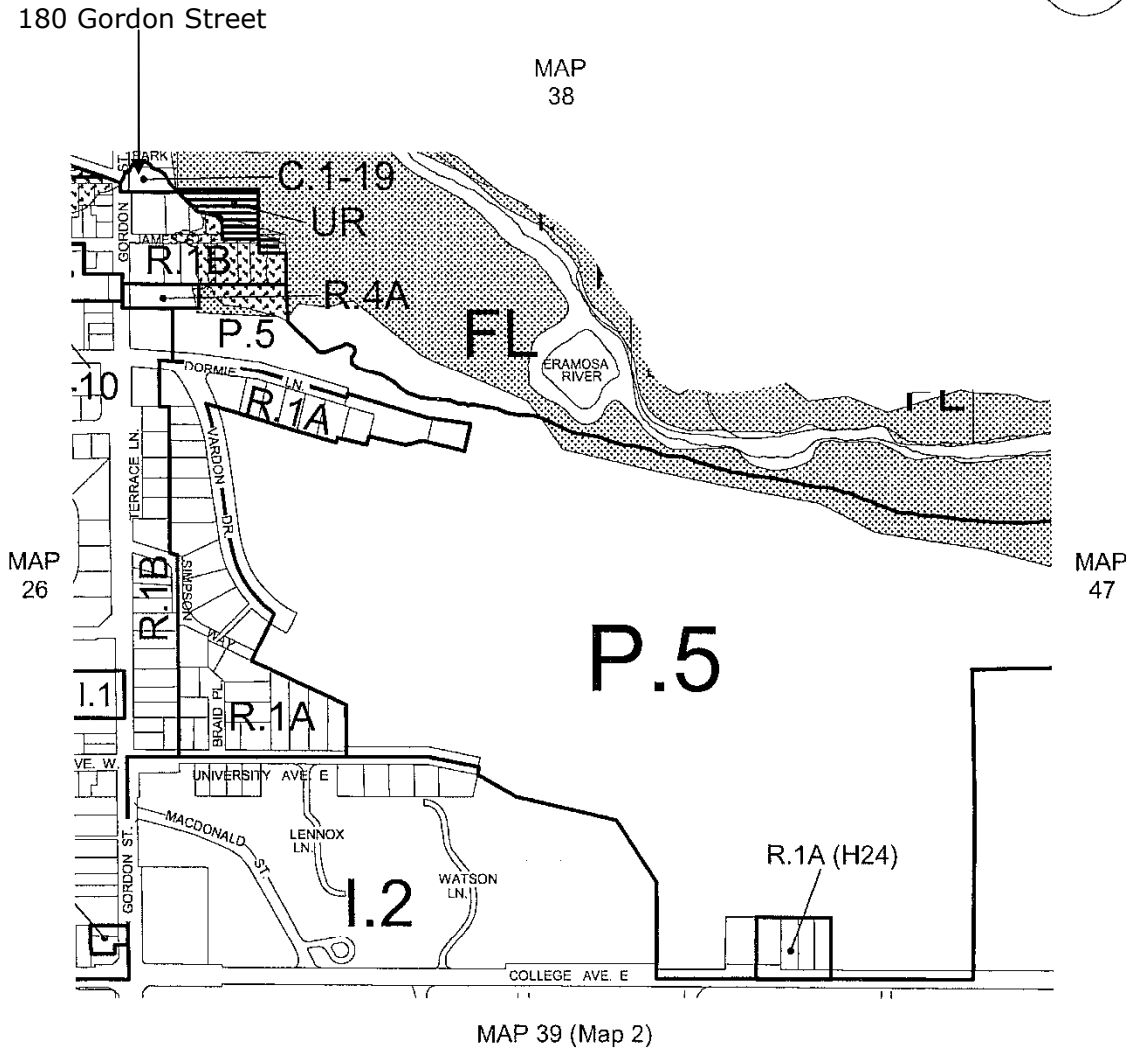





**Attachment B: Zoning Map**

**CITY OF GUELPH BY-LAW (1995) - 14864  
As last amended by By-law (2006) - 18109  
SCHEDULE "A"**

DEFINED AREA  
MAP NO.

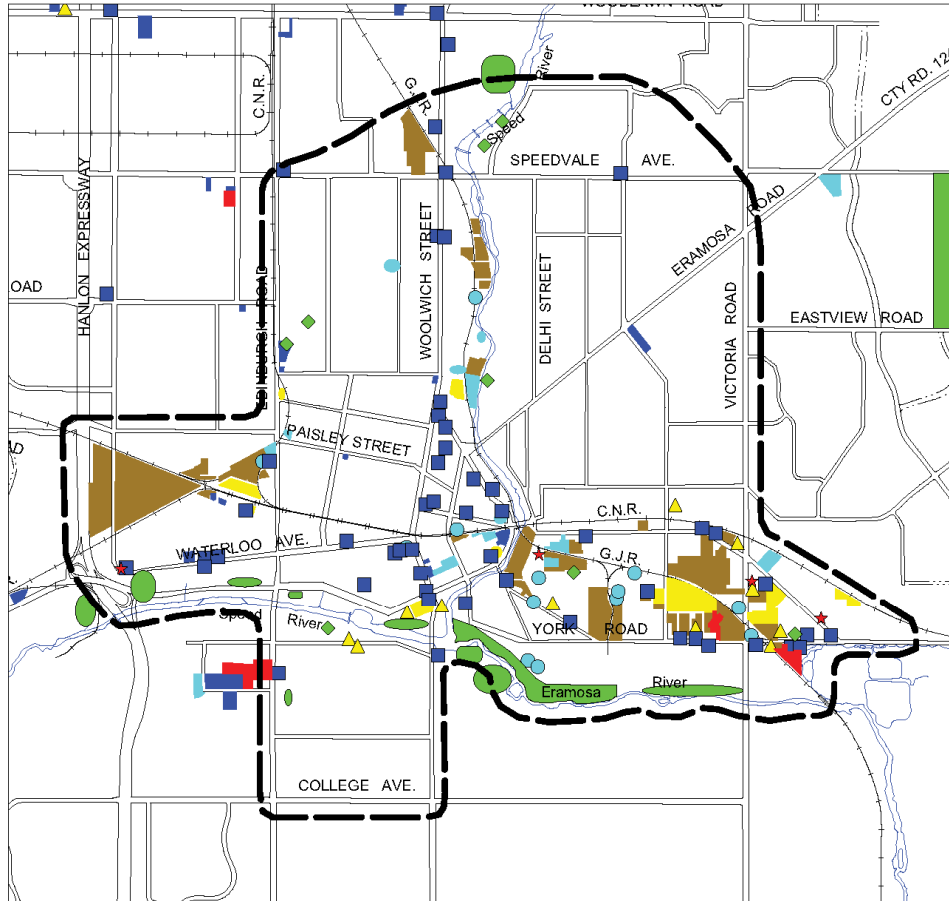
**39**



-  LANDS WITHIN THE FLOOD FRINGE (See Section 12.3)
-  LANDS WITH A NATURAL CORRIDOR AND WITHIN THE FLOOD FRINGE (See Sections 12.3 and 13.4)
-  LANDS WITH ONE OF THE FOLLOWING : LOCALLY SIGNIFICANT WETLANDS, SIGNIFICANT WOOD LOTS, NATURAL CORRIDOR, OR LINKAGE (See Section 13.4)

**Attachment C: Community Improvement Project Area**

**Figure 3. POTENTIAL BROWNFIELDS SITES IN THE COMMUNITY IMPROVEMENT PROJECT AREA**



**TYPES OF BROWNFIELD SITES**

Scale 1:35,000 metres

- |  |  |                                      |  |
|--|--|--------------------------------------|--|
| MANUFACTURING / CHEMICAL PLANT               |  | LANDFILL SITES                       |  |
| AUTO WRECKING YARD / SCRAP METAL / FOUNDRIES |  | ESTABLISHED & VACANT INDUSTRIAL USES |  |
| COAL, OIL, FUEL, SALT STORAGE                |  | COMMUNITY IMPROVEMENT PROJECT AREA   |  |
| AUTO SERVICE / GAS STATIONS                  |  |                                      |  |



Prepared by the Planning Division  
July 2002

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**Brownfield Redevelopment Community Improvement Plan  
Environmental Study Grant Application Form**



**PART A: General Instructions**

- Community Design and Development Services Staff must be consulted prior to completing and submitting this application.
- As much detail as possible should be submitted regarding a proposed brownfield project. If you require more space than is provided on this form, please attach additional pages and/or documents. Do not simply reference sections in appended reports or documents.
- All environmental reports submitted to the City must be signed and sealed by a Qualified Person as defined by Ontario Regulation 153/04 under the *Environmental Protection Act* as amended from time to time.
- Applications must be acknowledged by Community Design and Development Services Staff as being 'complete'. Applications will not be acknowledged until all required information and material is submitted with the application form.
- Completed applications are accepted and processed on a first come first served basis.
- The total amount of financial assistance provided by the City for the purpose of brownfield redevelopment (i.e. including financial contributions obtained outside of the Brownfield Redevelopment Community Improvement Plan) cannot exceed the eligible costs set out in the Community Improvement Plan.
- All requests for financial assistance under the Brownfield Redevelopment Community Improvement Plan require City of Guelph Council approval.
- Applications should be submitted to: **Community Design and Development Services**  
Location: 1 Carden Street, 3<sup>rd</sup> Floor  
Phone: 519-837-5616  
Fax: 519-837-5640  
Email: [planning@guelph.ca](mailto:planning@guelph.ca)

**PART B: CONDITIONS & RESTRICTIONS**

- Grants must be approved prior to the start of any applicable environmental study.
- Funds will not be issued until the City receives the results of the study. If the environmental study is not submitted within two (2) years the grant will be reallocated.
- The amount of any Environmental Study Grant(s) will be deducted from the eligible redevelopment costs available for tax increment-based grant funding.
- Grants related to the costs of completing a Phase 2 Environmental Site Assessment (ESA) and or Remedial Work Plan will be reimbursed up to 50% or to a maximum of \$10,000 (See BRCIP for exception).
- Studies submitted to the City must be completed by a qualified, independent consultant.
- Properties having a Minister's Order for clean-up are not eligible.
- No more than two (2) Environmental Study Grants will be awarded for a particular redevelopment.
- Properties in tax arrears are not eligible.

**Brownfield Redevelopment Community Improvement Plan  
Environmental Study Grant Application Form**



**PART C: Applicant Information**

Name of Registered Property Owner: 879132 Ontario Inc.  
Address of Registered Property Owner: [Redacted]  
[Redacted]  
Phone Number: [Redacted] Fax Number: [Redacted]  
Email Address: [Redacted]

**Agent Information (If applicable)**

Name of Agent: \_\_\_\_\_  
Address of Agent: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**PART D: Property Information**

Address of Subject Property: 180 Gordon Street, Guelph, ON  
Legal Description (e.g. Lot and Plan No.): "Part of Lot A, Plan 302 together with the right-of-way as described in Inst. #743914"  
Official Plan Designation: \_\_\_\_\_  
Zoning: C1-19 Vehicle Service Station  
Current Use(s): Vacant  
Size of Property: 0.41 acres  
Existing Buildings: Building 1: N/A  
 Yes (please specify size) Building 2: N/A  
 No Building 3: N/A

**Brownfield Redevelopment Community Improvement Plan  
Environmental Study Grant Application Form**



Property Details (e.g. history, easements, outstanding work orders, or other relevant details):

Since the property was once a gasoline station, work was completed by MTE to address the issue of petroleum hydrocarbons and BTEX compounds remaining in the soil. The addition of Waterloo Emitters and the passage of time, the July 2008 ground water sampling results reported no detections of petroleum hydrocarbons or BTEX compounds in any of the wells.

Has or will this property received grants/loans or other financial assistance from the City or other level of Government?  Yes  No

If yes, please specify type and amount of financial assistance received: N/A

**PART E: Environmental Information**

Please describe any known or suspected environmental contamination issues (e.g. soil or groundwater related) affecting the site including the types of contaminants, extent, causes (brief site history), underground storage tanks, above ground storage tanks, etc.

Subsequent to the remediation of petroleum hydrocarbons and BTEX compounds on the property, it was discovered in the fall of 2009 while conducting tests for a Phase II Environmental Site Assessment that land within the Table 1 sensitive area contained buried cinders, slag, ash and debris. Further investigation has revealed that this matter was most likely deposited on the property when the City of Guelph completed retaining walls along the Speed River and then backfilled the area now known as Marianne's Park & a section of 180 Gordon Street with landfill of a questionable nature.

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**Brownfield Redevelopment Community Improvement Plan  
Environmental Study Grant Application Form**



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- Has a Phase 1 Environmental Site Assessment been conducted?  Yes  No
- Has a Phase 2 Environmental Site Assessment been conducted?  Yes  No
- Has any remediation been conducted at the Site?  Yes  No

(If the answer to any of the above questions is 'Yes', please attach the appropriate Report to this application)

**Environmental Consultant Information**

Name of Environmental Consultant: Carol Mitchell

Address of Environmental Consultant: MTE Consultants Inc.  
520 Bingemans Centre Drive, Kitchener, ON N2B 3X9

Email Address: cmitchell@mte85.com

Phone Number: 519-743-6500 Fax Number: 519-743-6513

**PART F: Project Information**

Is this property currently or previously subject to any City approvals (e.g. Re-zoning, site plan control, etc)?  Yes  No

If Yes, please provide brief description and file number: Project #33140-500 MTE  
Remedial work on 180 Gordon Street in Guelph

Please provide a description of the proposed redevelopment (attach site sketch):

MTE has completed various studies on the Site including a Phase II ESA in 2006 and a groundwater remediation from 2007 to 2009; the most recent included tests required for Phase I and II Environmental Site Assessments in 2009 to support a potential application for a Record of Site Condition. During tests for the Phase II investigation, the land within the Table I sensitive area was found to contain buried cinders, slag, ash and debris. This discovery has triggered a remediation program to remove the impacted soil. The remediation is ongoing but currently on hold.

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**Brownfield Redevelopment Community Improvement Plan  
Environmental Study Grant Application Form**



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**ELIGIBLE COSTS**

Please indicate which eligible costs the requested funding will be applied to:

- Phase 2 Environmental Site Assessment
- Remedial Work Plan

**PART G: Complete Application Checklist**

The following information and material must accompany a complete application:

- Phase 1 Environmental Site Assessment that recommends a Phase 2 Environmental Site Assessment is required to investigate potential on-site contamination.
- A Phase 2 Environmental Site Assessment proposal including a scope of work and cost estimate.
- N/A*  Written consent from the property owner for a prospective purchaser to conduct the environmental study (if applicable).

**PART H: Sworn Declaration**

WE HEREBY APPLY for a grant(s) under the City of Guelph Brownfield Redevelopment Community Improvement Plan.

WE HEREBY AGREE to abide by the terms and conditions of the City of Guelph Brownfield Redevelopment Community Improvement Plan (please refer to Plan for additional details).

WE HEREBY AGREE to enter into any Agreement with the City of Guelph where specified in the Brownfield Redevelopment Community Improvement Plan.

WE HEREBY CERTIFY that the information contained in this application is true, correct and complete in every respect and may be verified by the City of Guelph by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

WE HEREBY GRANT PERMISSION to the City, or its agents, to inspect the subject property prior to, during, and after environmental remediation, site rehabilitation and project construction.

WE HEREBY AGREE that the program(s) for which application has been made herein is subject to cancellation and/or change at any time by the City in its sole discretion, subject to the terms and conditions specified in the Program. Participants in the program whose application has been approved and who have entered into the Agreement(s) with the City, will continue to receive grant payments, subject to their Agreement.

WE HEREBY AGREE that all grants will be calculated and awarded in the sole discretion of the City. Notwithstanding any representation by or on behalf of the City, or any statement contained in the program, no right to any grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the Brownfield Redevelopment Community Improvement Plan

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**Brownfield Redevelopment Community Improvement Plan  
Environmental Study Grant Application Form**



and any Agreement. The City is not responsible for any costs incurred by the Owner/Applicant in any way relating to any program, including, without limitation, costs incurred in anticipation of a grant.

Lorie Jocius for 879132 Ontario Inc.  
Name of Property Owner or Applicant Title

Lorie Jocius  
Signature of Property Owner or Applicant Date February 22, 2010

Carol Mitchell, P.Eng.  
Name of Qualified Person Title Senior Environmental Engineer  
(Environmental Consultant) Q.Pesa MTE Consultants Inc.

Carol Mitchell  
Signature of Qualified Person Date Feb. 23, 2010  
(Environmental Consultant)

**PART I: Next Steps**

**PRIOR TO ISSUANCE OF FUNDS (to be filled out by City Staff)**

- Environmental study grant agreement entered into with the City.
- Information sharing agreement entered into with the City.
- One electronic and one hard copy of the Phase 2 Environmental Site Assessment and Remedial Work Plan must be submitted to the City
- Invoices from the environmental consultant indicating complete payment must be submitted to the City.

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## Attachment E: Tax Assistance During Rehabilitation Application

### **Brownfield Redevelopment Community Improvement Plan Tax Assistance and Tax Arrears Cancellation Application Form**



#### **PART A: General Instructions**

- Community Design and Development Services Staff must be consulted prior to completing and submitting this application.
- As much detail as possible should be submitted regarding a proposed brownfield project. If you require more space than is provided on this form, please attach additional pages and/or documents. Do not simply reference sections in appended reports or documents.
- All environmental reports submitted to the City must be signed and sealed by a Qualified Person as defined by Ontario Regulation 153/04 under the *Environmental Protection Act* as amended from time to time.
- Applications must be acknowledged by Community Design and Development Services Staff as being 'complete'. Applications will not be acknowledged until all required information and material is submitted with the application form.
- Completed applications are accepted and processed on a first come first served basis.
- The total amount of financial assistance provided by the City for the purpose of brownfield redevelopment (i.e. including financial contributions obtained outside of the Brownfield Redevelopment Community Improvement Plan) cannot exceed the eligible costs set out in the Community Improvement Plan.
- All requests for financial assistance under the Brownfield Redevelopment Community Improvement Plan require City of Guelph Council approval.
- Applications should be submitted to: **Community Design and Development Services**  
Location: 1 Carden Street, 3<sup>rd</sup> Floor  
Phone: 519-837-5616  
Fax: 519-837-5640  
Email: [planning@guelph.ca](mailto:planning@guelph.ca)

#### **PART B: CONDITIONS & RESTRICTIONS**

- A complete application must be submitted prior to the commencement of any eligible work (i.e. applications cannot be applied retroactively).
- Purchaser must be a bona fide arm's length purchaser or lien holder.
- Tax arrears cancellation and tax cancellation programs may be used in conjunction with other brownfield or heritage-related incentives provided that the cumulative application of all incentives received does not exceed the site assessment and remediation costs.
- The City and the property owner must enter into a tax cancellation agreement specifying the terms and where appropriate the duration of the tax cancellation, the total amount of tax cancellation, the owner's obligations should owner default of the agreement and any other requirements specified by the City.
- The timing and conditions that apply to municipal property tax assistance may vary from those provided by the Province for matching education property tax assistance.
- A Ministry of the Environment-acknowledged Record of Site Condition must be filed within a specified timeframe.
- If a record of site condition is not filed with the specified time period, any tax cancellation or tax arrears cancellation shall be immediately repaid to the City.

**Brownfield Redevelopment Community Improvement Plan  
Tax Assistance and Tax Arrears Cancellation Application Form**



**PART C: Applicant Information**

Name of Registered Property Owner: 879132 Ontario Inc.  
Address of Registered Property Owner: [Redacted]  
[Redacted]  
Phone Number: [Redacted] Fax Number: [Redacted]  
Email Address: [Redacted]

**Agent Information (If applicable)**

Name of Agent: \_\_\_\_\_  
Address of Agent: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**PART D: Property Information**

Address of Subject Property: 180 Gordon Street, Guelph, ON  
Legal Description (e.g. Lot and Plan No.): "Part of Lot A, Plan 302 together with the right-of-way as described in Inst. # 743914"  
Official Plan Designation: \_\_\_\_\_  
Zoning: C1-19 Vehicle Service Station  
Current Use(s): Vacant  
Size of Property: 0.41 acres  
Existing Buildings: Building 1: N/A  
 Yes (please specify size) Building 2: N/A  
 No Building 3: N/A

**Brownfield Redevelopment Community Improvement Plan  
Tax Assistance and Tax Arrears Cancellation Application Form**



Property Details (e.g. history, easements, outstanding work orders, or other relevant details):

Since the property was once a gasoline station, work was completed by MTE to address the issue of petroleum hydrocarbons and BTEX compounds remaining in the soil. The addition of Waterloo Emitters and the passage of time, the July 2008 ground water sampling results reported no detections of petroleum hydrocarbons or BTEX compounds in any of the wells.

Has or will this property receive(d) grants/loans or other financial assistance from the City or other level of Government?  Yes  No

If yes, please specify type and amount of financial assistance received: N/A

**PART E: Environmental Information**

Please describe any known or suspected environmental contamination issues (e.g. soil or groundwater related) affecting the site including the types of contaminants, extent, causes (brief site history), underground storage tanks, above ground storage tanks, etc.

Subsequent to the remediation of petroleum hydrocarbons and BTEX compounds on the property, it was discovered in the fall of 2009 while conducting tests for a Phase II Environmental Site Assessment that land within the Table 1 sensitive area contained buried cinders, slag, ash and debris. Further investigation has revealed that this matter was most likely deposited on the property when the City of Guelph completed retaining walls along the Speed River and then backfilled the area now known as Marianne's Park & a section of 180 Gordon Street with landfill of questionable nature.

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**Brownfield Redevelopment Community Improvement Plan  
Tax Assistance and Tax Arrears Cancellation Application Form**



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has any remediation been conducted at the Site?  Yes  No

(If the answer to any of the above questions is 'Yes', please attach the appropriate Report to this application)

**Environmental Consultant Information**

Name of Environmental Consultant: Carol Mitchell  
Address of Environmental Consultant: MTE Consultants Inc.  
520 Bingemans Centre Drive, Kitchener, ON N2B 3X9  
Email Address: c.mitchell@mte85.com  
Phone Number: 519-743-6500 Fax Number: 519-743-6513

**PART F: Project Information**

Is this property currently or previously subject to any City approvals (e.g. Re-zoning, site plan control, etc)?  Yes  No

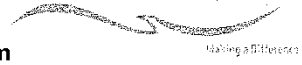
If Yes, please provide brief description and file number: Project # 33140-500 MTE  
Remedial work on 180 Gordon Street in Guelph

Please provide a description of the proposed redevelopment (attach site sketch):

MTE has completed various studies on the Site including a Phase II  
ESA in 2006 and a groundwater remediation from 2007 to 2009; the  
most recent included tests required for Phase I and II Environmental  
Site Assessments in 2009 to support a potential application for a Record  
of Site Condition. During tests for the Phase II investigation, the  
land within the Table I sensitive area was found to contain  
buried cinders, slag, ash and debris. This discovery has triggered  
a remediation program to remove the impacted soil. This remediation  
is ongoing but currently on hold.

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**Brownfield Redevelopment Community Improvement Plan  
Tax Assistance and Tax Arrears Cancellation Application Form**



**ELIGIBLE COSTS**

Please indicate which eligible costs the requested funding will be applied to:

- Accrued tax arrears
- All or a percentage of municipal taxes during site clean up and redevelopment

**PART G: Tax Information**

Current property taxes paid annually: \$ 5,805.72 (2009)

Are there any outstanding assessment appeals?  Yes  No

Is this property in tax arrears?  Yes  No

If Yes, specify amount of tax arrears: N/A

Has the City's Treasurer recommended that the tax arrears be written off?  Yes  No

Has this property been the subject of a failed tax sale?  Yes  No

If yes, specify details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have tax arrears previously been cancelled (in whole or in part) on this property under any City or Provincial program?

- Yes  No

**PART H: Complete Application Checklist**

The following information and material must accompany a complete application:

- The Phase 2 Environmental Assessment report(s) that delineate the vertical and horizontal extent of on-site contamination and conclude that Ministry of the Environment generic standards cannot be met in order to file a Record of Site Condition.
- N/A*  The Risk Assessment report(s) and supporting contamination characterization reports must be submitted to the City demonstrating that risk-based site-specific cleanup criteria cannot be met in order to file a Record of Site Condition.
- A detailed Remedial Work Plan including a scope of work and cost estimate.
- N/A*  Written consent from the property owner for a prospective purchaser to conduct the environmental study (if applicable) and site remediation.



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**Brownfield Redevelopment Community Improvement Plan  
Tax Assistance and Tax Arrears Cancellation Application Form**



*For requests to cancel tax arrears*

- Confirmation form the City's Finance department of at least 3 years of accrued tax arrears.
- Confirmation form the City's Finance department that a tax sale has failed and that the City Treasurer recommends that the tax arrears be written off.
- Demonstration that the amount of tax arrears plus estimated clean-up costs exceed the clean value of the land (please attach documents).
- A copy of a signed offer to purchase.
- A declaration that the owner is not selling to a related interest.

**PART I: Sworn Declaration**

WE HEREBY APPLY for a grant(s) under the City of Guelph Brownfield Redevelopment Community Improvement Plan.

WE HEREBY AGREE to abide by the terms and conditions of the City of Guelph Brownfield Redevelopment Community Improvement Plan (please refer to Plan for additional details).

WE HEREBY AGREE to enter into any Agreement with the City of Guelph where specified in the Brownfield Redevelopment Community Improvement Plan.

WE HEREBY CERTIFY that the information contained in this application is true, correct and complete in every respect and may be verified by the City of Guelph by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

WE HEREBY GRANT PERMISSION to the City, or its agents, to inspect the subject property prior to, during, and after environmental remediation, site rehabilitation and project construction.

WE HEREBY AGREE that the program(s) for which application has been made herein is subject to cancellation and/or change at any time by the City in its sole discretion, subject to the terms and conditions specified in the Program. Participants in the program whose application has been approved and who have entered into the Agreement(s) with the City, will continue to receive grant payments, subject to their Agreement.

WE HEREBY AGREE that all grants will be calculated and awarded in the sole discretion of the City. Notwithstanding any representation by or on behalf of the City, or any statement contained in the program, no right to any grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the Brownfield Redevelopment Community Improvement Plan and any Agreement. The City is not responsible for any costs incurred by the Owner/Applicant in any way relating to any program, including, without limitation, costs incurred in anticipation of a grant.

**Brownfield Redevelopment Community Improvement Plan  
Tax Assistance and Tax Arrears Cancellation Application Form**



Lorie Jocius for 879132 Ontario Inc.  
Name of Property Owner or Applicant Title

Lorie Jocius  
Signature of Property Owner or Applicant Date February 22, 2010

Carol Mitchell, P. Eng.  
Name of Qualified Person (Environmental Consultant) Title Senior Environmental Engineer  
Q.P.E.A. MTE Consultant Inc.

CMitchell  
Signature of Qualified Person (Environmental Consultant) Date Feb. 23, 2010

**PART J: Next Steps**

**PRIOR TO COMMENCEMENT OF TAX CANCELLATION (to be filled out by City Staff)**

- Information sharing agreement entered into with the City.
- An agreement must be entered into by the property owner and the City, regarding the details of the tax cancellation.
- City staff to request that the Province provide relief from education portion of taxes.

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## **Attachment F: Terms and Conditions of Tax Assistance During Rehabilitation Program**

Should City of Guelph Council approve the request for financial incentives under the Brownfield Redevelopment Community Improvement Plan (CIP) the following terms and conditions shall apply:

### **Tax Assistance During Rehabilitation**

1. Prior to the temporary reduction or cancellation of municipal taxes during the rehabilitation and redevelopment period 879132 Ontario Inc. shall:
  - a. Submit a Remedial Work Plan that is satisfactory to the Director of Community Design and Development Services.
  - b. Enter into Tax Cancellation and Information Sharing Agreements with the City, which will specify the duration of the program. This agreement shall be satisfactory to the Director of Community Design and Development Services and the Director of Corporate Services/City Solicitor.
  - c. Acknowledge that under the Brownfields Financial Tax Incentive Program the timing of and conditions that apply to municipal property tax assistance may vary from those for matching education property tax assistance as provided by the Province.
  - d. Ensure remedial works have commenced at 180 Gordon Street.
  - e. Establish milestones that must be met prior to the annual continuation of the program.
  - f. Reimburse the City for the value of the municipal tax assistance provided under this program if a Ministry of the Environment-acknowledged Record of Site Condition is not provided to the City within 3 years of the commencement of the program.

# COMMITTEE REPORT



TO **Community Development and Environmental Services  
Committee**

SERVICE AREA Community Design and Development Services  
DATE May 17, 2010

**SUBJECT Walk to School Initiatives**  
REPORT NUMBER 10-56

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## RECOMMENDATION

"THAT the Community Design and Development Services Report 10-56 BE RECEIVED;

AND THAT City staff be authorized to work with Upper Grand District School Board staff, Wellington Catholic District School Board staff, and stakeholders to form a working group for promoting and facilitating walk-to-school as an attractive alternative to driving children to schools in Guelph, as outlined in this Report."

## BACKGROUND

On April 16, 2007, Council directed staff to undertake consultation with School Boards and other stakeholders to promote walk-to-school as an attractive option for children living within walking distances of their schools. Following Council's authorization and consultations with School Boards and stakeholders, a walk-to-school pilot project was initiated involving two schools from each School Board: Mitchell Woods and Sir Isaac Brock (Upper Grand District School Board), and St. Paul's and Holy Trinity (Wellington Catholic District School Board). This report summarizes the pilot project activities and proposes an extension of the walk-to-school initiative to all the schools in Guelph.

## REPORT

Walking and cycling are now recognized as the two active modes of transportation with attendant benefits for health, the environment and community well-being. They also contribute to reducing vehicular traffic on roadways, in neighbourhoods and on school premises. For school going children, walking serves as a morning exercise with the positive benefits of enhancing concentration, helping with behavior problems, and improving academic achievement. Encouraging a walking, or active-mode culture from a young age is also conducive to realizing the goals of sustainable transportation.

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The current trend in Ontario indicates an increasing number of children in the 11-15 age category being driven to school and for other recreational activities even though in surveys among school children as many as 75% of children have expressed a desire to walk to school. A similar dichotomy between children's desire to walk and the common practice of being driven to school was noticed during the pilot project in the four Guelph schools.

In Guelph, 45% of children in the 11-17 age category walk to school, 20% are driven by car, 25% use school buses and 10% use Guelph Transit buses. The modal distribution varies between schools, however a number of schools experience traffic and safety problems arising from higher proportions of children being driven to school.

The walk-to-school pilot project included the following activities:

- Consultations with Principals, staff and parents
- Illustration of walking distance contours surrounding each school and identification of safe walking routes
- Walkabouts and identification of physical/infrastructure barriers to walking
- Promotion of walking-to-school among children and parents
- A survey among parents to identify support for and concerns about children walking to school
- Amazing Race to School: an exercise in which participating students and parents drove one week, walked the next week and compared their different experiences

Despite the enthusiasm and interest in the initiative, the pilot project did not succeed in having parents who were driving their children to school allowing their children to walk instead. The survey of parents identified the main reasons for their reluctance in the program as follows: the convenience of driving for households where both parents drive to work, safety concerns, and winter weather conditions. It was also noted that a higher number of children (including those driven in the morning) walk back from school in the afternoon than walk to school in the morning.

A review of the pilot project experience by City staff, School Boards staff and stakeholder partners (WDG *inMotion*, Community Heart Health Network, and Wellington-Dufferin-Guelph Public Health) identified the difficulties in communicating with the parents about the merits in allowing their children to walk to school and the practical ways in which walking-to-school can be achieved, ensuring safety and convenience.

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To raise awareness in the community about walk-to-school initiatives, a social marketing campaign was undertaken using the TDM (Transportation Demand Management) Municipal grant awarded to the City by the Ministry of Transportation. The 2009/10 campaign comprised of radio advertisements, posters in schools and community spaces, billboards and bus shelter advertisements, school newsletter inserts and promotional material, a page in the conservation calendar, and electronic and print media advertisements. Staff have received positive feedbacks about the campaign, and as one of the conditions of receiving the Provincial grant, staff will be undertaking an evaluation of the campaign.

Following the conclusion of the pilot project, City staff suggested to their School Board counterparts that the two School Boards should encourage walk-to-school initiatives in all their schools within Guelph, where large numbers of students live within walking distances of their schools. Where individual schools offer opportunities for walk-to-school initiatives, practical support could be given by a Working Group comprised of School Boards officials, City staff (from Transportation Planning and Operations Department, Traffic & Parking Division), Public Health and Guelph Police Services.

The proposed approach was presented to the Trustees of the two School Boards and they have expressed their support to the initiative. City staff are recommending Council authorization to participate in the same initiative.

As a specific measure to promote interest in the community regarding walk-to-school initiatives, staff are also proposing, following consultation with their counterparts in the two School Boards and stakeholder partners, to celebrate the September 2010 opening of the two new schools in the Westminster Wood subdivision as "walking schools." In preparation for the September celebration, a promotional walk-event is being planned for June 22, 2010. The Principals of the two new schools, Superintendants and School Boards Trustees will participate in the event. The Mayor and City Councillors are also invited to join in the June walk-event.

A second walk-event is also being planned for the month of August before the September school opening. The August event will include children who will be attending the new schools and their parents, in addition to the Principals and teachers. The event will focus on identifying safe routes, walking companions and volunteers to establish potential Walking-School-Bus (WSB) arrangements for the two new schools. WSB is a mode of student transportation where children are picked up at their home by a group led by a parent or older students who then walk to school together.

## **CORPORATE STRATEGIC PLAN**

Goal 1: An attractive, well-functioning and sustainable city.

Goal 2: A healthy and safe community where life can be lived to the fullest.

## **FINANCIAL IMPLICATIONS**

There could be financial implications in the future if as a result of this program the need arises for additional school crossing guards.

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## DEPARTMENTAL CONSULTATION

Report circulated to Operations Department, Traffic and Parking Division

## COMMUNICATIONS

N/A

Original Signed by:

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**Prepared By:**

Tim Donegani  
Transportation Demand Management  
Coordinator  
(519) 822-1260, ext 2651  
[tim.donegani@guelph.ca](mailto:tim.donegani@guelph.ca)

Original Signed by:

---

**Endorsed By:**

Rajan Philips, P.Eng.  
Manager, Transportation Planning  
and Development Engineer  
(519) 822-1260, ext. 2369  
[rajan.philips@guelph.ca](mailto:rajan.philips@guelph.ca)

Original Signed by:

---

**Recommended By:**

Richard Henry, P.Eng.  
City Engineer  
(519) 822-1260, ext. 2248  
[richard.henry@guelph.ca](mailto:richard.henry@guelph.ca)

Original Signed by:

---

**Recommended By:**

James N. Riddell  
Director, Community Design and  
Development Services  
(519) 822-1260, ext. 2361  
[jim.riddell@guelph.ca](mailto:jim.riddell@guelph.ca)

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# COMMITTEE REPORT



TO **Community Development and Environmental Services  
Committee**

SERVICE AREA Community Design and Development Services  
DATE May 17, 2010

**SUBJECT Shared Rental Housing 2010-2011 Work Plan**  
REPORT NUMBER 10-53

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## **RECOMMENDATION**

“That Report 10-53 from Community Design and Development Services regarding the Shared Rental Housing Work Plan, dated May 17, 2010, BE RECEIVED; and

That the Shared Rental Housing Work Plan for 2010 and 2011 as shown in **Attachment 6** of Community Design and Development Services Report 10-53, dated May 17, 2010, be approved; and

That staff be directed to conduct the approved Shared Rental Housing 2010-2011 Work Plan.”

## **BACKGROUND**

Before considering this report it is important to recognize that there are a number of processes already in place that have attempted to address this issue.

### **On-going City Programs Related to Shared Rental Housing**

The following programs are an outcome of the 2003-2005 Shared Rental Housing Regulation Review and related implementation plan that are being implemented currently on a very regular basis.

#### **Enhanced By-law Enforcement Program**

The enhanced by-law enforcement program was created in 2005 as a way to address areas with a high number of by-law infraction complaints at peak times. Based on previous complaints data, streets with high numbers of by-law infraction complaints are monitored by enforcement staff. In April and September, property standards inspectors proactively review front yards in these areas for zoning and property standards violations. This program was also the start of enhanced noise enforcement. Prior to 2005, all noise complaints were dealt with by the Police and often these complaints were a low priority for police and dealt with hours after a complaint was made. Since 2005, responsibility for these complaints has transferred to By-law Enforcement staff, who have proven to have a much quicker response time. By-law Enforcement staff are now available 24 hours a day, 7 days a week to respond to noise complaints and enforce parking related by-laws. Also, this enhanced enforcement program has resulted in better coordination and communication between staff in By-law Enforcement, Fire, Zoning, Property Standards and Solid Waste, resulting in problem properties being dealt with quickly.



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### **Property Clean Ups under the Tidy Yard By-law**

The Yard Maintenance By-law was enacted by Council in May of 2008 to allow the City to better respond to complaints regarding the maintenance of private property related to long grass, weeds, garbage, other waste materials, inoperable machinery and vehicles and lack of maintenance on vegetation, parking lots and walkways.

The adoption of that by-law has allowed staff to resolve these types of by-law violations more quickly, thereby lessening the negative impact on adjacent property owners and the surrounding neighbourhood. It has also provided by-law enforcement staff with additional tools to be more effective and efficient, as it provides the City with the authority to have remedial work carried out and any expenses incurred to be added to the City tax rolls and collected in the same manner as property taxes. This has proven much more efficient than having the owners prosecuted through the court system.

Approximately 46 properties had remedial work performed by the City in 2009 and 16 properties have had remedial work done up to the end of April, 2010.

### **Solid Waste – Move In/Move Out Madness and Proactive Education**

Staff from Solid Waste Services work together with University of Guelph staff and volunteers to run Move-In and Move-Out Madness for University of Guelph students in September and April as they are moving in and out of off campus housing. This program provides students with help at the end of the school year with unwanted large items like furniture. Good quality items are picked up and taken to Habitat for Humanity or stored at the University for reuse in the next year. Poor quality items are picked up by Solid Waste staff, eliminating piles of unwanted items left curbside after a move out.

Along with this program, Solid Waste Services staff provide information handouts to students so they are aware of the City's waste sorting system and set up information booths at the University and at community events. Staff also meet with property managers and tenants to explain the sorting system and calendar at properties with a history of waste related issues.

### **University of Guelph's Role**

City staff communicate regularly with staff from the University of Guelph on issues related to student housing in the City. City staff are aware that the university has a number of programs underway to mitigate issues related to student tenant behaviours. Through the University's Off-campus Housing Office, programs including Move-Out Madness, Off-Campus Living Fairs and Neighbourhood Conflict Resolution are available for students, landlords and neighborhoods. Additional future programs and policies, including a proposed Code of Conduct for Off Campus Students proposed to be completed this year are positive steps to further address student tenant issues. City staff continue to pursue opportunities to partner with the University, share information on this topic and further the need for excellent University/neighbourhood relations.

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It should be noted that in July 2009, staff brought forward a recommendation to Council (Report 09-60) that Lodging Houses should require a business license and that Two-Unit House registrations should be required to be renewed. Council adopted these recommendations and further instructed staff to review alternatives for licensing Two-Unit Houses as well.

In December 2009, staff brought a report forward to Community Development and Environmental Services (CDES) Committee (Report 09-100) recommending that staff should review options for licensing both Lodging Houses and Two-Unit Houses under one licensing by-law. The CDES Committee decided to have staff hold a public open house to discuss the recommendation before making a decision on the report recommendation.

Participants at the public open house (held January 14, 2010) were generally not satisfied with staff's approach to only propose a licensing by-law to address their concerns. In response to public concerns, staff brought a report forward to the CDES Committee in February (Report 10-09) recommending that staff develop a working group to review policies and regulations related to rental housing concerns in other similar municipalities. The CDES Committee supported this recommendation and asked for additional information regarding the proposed work plan to be brought to the March 15<sup>th</sup>, 2010 CDES Committee meeting. The March 15, 2010 Report (10-23) was received by the Committee, which outlined the municipalities and topics to be reviewed in the creation of the work plan. At this meeting, the Committee also directed staff to report back with the comprehensive work plan, address issues presented by the delegation at the March 15, 2010 meeting and directed that in principle, the work plan address the feasibility of not grandparenting existing shared rental housing units (See **Attachment 1** for Committee Resolution). Staff have addressed the issues raised by the Old University Residents Neighbourhood Association in **Attachment 2** of this report.

## **REPORT**

This report addresses the Committee Resolution from March CDES meeting. The goal of the Shared Rental Housing Work Plan for 2010-2011 is to improve policy, regulation and by-law enforcement measures to better address issues related to Shared Rental Housing in the City, particularly in neighbourhoods around the University and areas with high numbers of by-law complaints.

Staff have reviewed the policies and practices of other municipalities, some with similar studies underway, in an attempt to find alternative tools to address these issues. Staff are also in the process of completing an analysis of by-law infraction complaints, by location and frequency. Findings to date, are summarized below and are the basis for the proposed work plan.

### **Review of Other Municipal Practices**

The review of related policies, regulations and enforcement practices, where possible, has taken place for the following municipalities: London, Hamilton, Waterloo, Oshawa, Barrie, Kingston and St. Catherines. London, Hamilton, Waterloo, Oshawa and Barrie are all at various stages of similar review processes for their concerns related to rental and student housing. St. Catherines has made

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only minor changes to their rental housing regulations and Kingston does not appear to be reviewing these issues at this time. A brief summary of findings for each of the municipalities that are addressing similar concerns is below and full details can be found in the table in **Attachment 3**.

### **London**

Members of Staff, Council and the Mayor visited London on March 22, 2010 to study their approach to rental housing issues. London is different than Guelph in that accessory apartments are not permitted in single-detached housing and lodging houses are divided into two classes based on the number of lodging units within. London also has a unique zoning by-law regulation that limits single-detached houses to a maximum of five bedrooms. London has been working on a comprehensive rental housing strategy, including proposed policy changes to identify 'near campus neighbourhoods' and regulatory changes to discourage multiple rental units within small lots meant for single-detached housing. London recently (March 1, 2010) implemented a licensing by-law for rental housing units city-wide.

### **Waterloo**

Waterloo currently does not permit accessory apartments and has two classes of Lodging Houses that are required to be licensed. Lodging houses are subject to a minimum distance separation of 75 or 150 meters determined by zoning category. Currently all lodging houses in Waterloo require a licence. Waterloo is in the process of completing a 'Rental Housing Licensing Study' examining the need for licensing rental single detached, semi-detached, triplexes and townhouses. No recommendations have been brought forward by staff yet.

### **Hamilton**

In Hamilton, accessory apartments are permitted in some areas of the former City of Hamilton (prior to amalgamation as a region). Lodging house permissions also vary by area of the City, but are defined as more than four people. Hamilton is in the process of completing a Rental Housing Review since 2007. The review includes the possibility of a limit on the number of bedrooms in a dwelling unit (similar to London) and the potential for a licensing or registration system for rental units city wide. Hamilton is beginning a proactive by-law enforcement pilot project targeting property standards, parking and noise.

### **Oshawa**

Oshawa is working towards a Student Housing Strategy, which started in 2008. Oshawa brought forward the draft strategy to their Council in April 2010 but it was deferred to review concerns about rental housing concentrations in low-density neighbourhoods. Oshawa has proposed policy and regulatory changes to direct rental housing to arterial roads. Oshawa currently permits accessory apartments and lodging houses in specific zones. Lodging houses in areas near the city's post-secondary institutions are required to be licensed.

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## **Barrie**

Barrie is currently reviewing its Official Plan policies, including potential changes to rental and student housing policies. Barrie concluded a study regarding rooming, lodging and boarding houses in 2007 and a neighbourhood strategy for the neighbourhood adjacent to Georgian College in 2007. Barrie permits accessory apartments in specific zones and permits lodging houses, defined by size. Lodging houses are required to be licensed and small lodging houses are permitted in low-density residential areas with a 75 metre minimum distance separation.

## **Summary of Findings**

These municipalities are generally facing similar issues as Guelph regarding rental housing, including property standards, parking, garbage and noise concerns. They are also in the process of reviewing and modifying their policies and practices around shared rental housing. Many of the proposed changes have yet to be approved or implemented. Some have been recently implemented, like London's licensing by-law and will need to be monitored to determine the success of the project. In general, municipalities seem to be moving towards licensing and more effective methods of by-law enforcement to better manage rental housing issues related to property owners and tenants.

## **By-law Infraction Complaints Analysis**

To better determine the severity of issues related to shared rental housing in the City, staff are in the process of analyzing existing complaints data. This analysis will focus by-law enforcement efforts by geographic area of the City and will provide a good baseline for data comparison in future years.

To date, staff have mapped the location of existing approved shared rental housing, both lodging Houses and houses with accessory apartments. **Attachment 4** shows the general geographic spread of shared rental housing units across the City. Though there are some concentrations of shared rental housing near the university, newer neighbourhoods on the edges of the City also have many houses with accessory apartments. In total there are 48 certified lodging houses and 1467 registered accessory apartments city wide. Staff review of accessory apartment property ownership indicates that approximately 68% (998) of properties with accessory apartments are occupied by the property owner.

**Attachment 5** shows by-law infraction complaints data from 2009. These maps include complaints made by the public about specific properties. The first map shows the distribution and frequency of Zoning By-law related complaints in 2009. In total there were 164 zoning related complaints. The second map shows property standards related complaints, with a total of 814 property specific complaints in 2009. The third map shows noise complaints. There were 2650 noise complaints made in 2009; 2449 of these are shown on the map as they are associated with a specific address. Other noise complaints had too generalized of a location to be mapped.

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The complaint maps have been correlated with approved shared rental housing properties to determine any relationship. Findings to date indicate that approximately 8% of noise complaints are directly related to Lodging and Two-Unit Houses, 5% of property standards complaints, and 2% of zoning complaints are related to registered shared rental housing. Further study by geographic areas of the City is needed to flush out and confirm trends in this data. Staff note that these results are only related to approved shared rental housing and other known rental housing has not been reviewed thus far.

### **Proposed Shared Rental Housing Work Plan**

Based on the information gathered to date, the proposed work plan for Shared Rental Housing in the City is summarized in **Attachment 6**. The work plan is divided into short term measures, which are projects the City can undertake by September 2010 and longer term measures which would be completed by 2011.

The short and longer term tasks are predicated on staffing and financial resources that are required to complete the work. Given staffing levels and with the redeployment of some staff, the proposed short term actions are intended to impact the areas of the City with concentrated shared rental housing and further improve the liveability of neighbourhoods by reducing noise, nuisance and property standards complaints.

At the same time, proactive study of the implications of potential alternative zoning by-law regulations will take place.

### **Short Term Measures Zoning By-law Study**

Staff are in the process of analyzing options for a Zoning By-law Amendment to address two unit houses where both units are rented. At issue with these units is that they are a more intensive use than a standard single-detached dwelling and similar to a lodging house in terms of function. A range of alternatives for this by-law amendment currently are being considered.

During late spring and early summer of 2010 staff will meet with various stakeholders and focus groups to discuss alternative zoning definitions of lodging houses as well as explore thoughts on licensing by-law content all in an effort to attempt to maintain an appropriate balance of housing types in City neighbourhoods. Implications of these potential changes in the zoning definitions must be examined closely in legal terms, particularly as they related to Human Rights implications, enforceability and other possible matters. It is anticipated that Legal Services will be able to provide commentary in a time frame that would permit some public meetings on an actual draft zoning by-law amendment in late August or early fall.

### **Additional By-law Enforcement**

Staff have determined that additional resources can be made available to permit additional By-law Enforcement Officers to be dedicated to monitoring specific geographic areas of the City with a history of complaints at key times(routine patrols). This program would dedicate two additional part time enforcement officers

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to be available to take calls regarding noise complaints and other related by-law infractions. Staff will use the complaint data being gathered to determine areas that could best benefit from this additional resource. This process is short term, at peak periods until approximately December 2010. Budgetary considerations for 2011 have to be discussed during budget preparation and approval for 2011 to continue this process.

### **One Call-In Number**

Staff will explore the possible potential for a one phone number call in line for public complaints on issues related to shared rental housing along with an easier way to use the website on related matters. If feasible, this “one call system” could be implemented prior to September 2010.

### **Communications Plan**

Staff have reviewed options for improving information sharing around existing and proposed changes to regulations and enforcement of Shared Rental Housing related issues. Staff will research, develop and implement a short term communications plan. Some potential short term measures that could be implemented include an updated Neighbourhood Guide, with information on City By-laws and Services for Tenants, Landlords, Neighbours and Real Estate Agents. Also, additional public notice via mailings and newspaper advertisements and public input would be requested regarding the proposed Zoning By-law Amendment. Exact costs for these items will be determined.

### **Long Term Measures Zoning By-law Study**

Included in any Zoning By-law amendment would be a more comprehensive legal opinion on the City’s ability to deal with existing zoned sites (grandparenting). It is staff’s opinion, at this time, that the Planning Act does not permit the City to alter the continuation of existing allowed uses on a property and any rezoning would mean that existing properties could continue with legal non-conforming status<sup>1</sup>.

Once the best option has been determined, staff will hold an information meeting and a statutory Public Meeting on the proposed Zoning By-law Amendment at a Planning Council Meeting. Staff plan to hold the statutory public meeting in the late Fall 2010 Planning Council Meeting. Depending on public feedback to the proposal, the by-law could then be approved possibly very early in 2011. Staff note that this process could take longer if any member of the public appealed this by-law to the Ontario Municipal Board.

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<sup>1</sup> Section 34(9) of the Planning Act says that no zoning by-law applies to prevent the use of any land or building for any purpose prohibited by the by-law if such land or building was lawfully used for such purpose on the day of passing of the by-law. Therefore, if land or a building was lawfully used for shared rental housing when a zoning by-law amendment is passed, the amendment could not stop that use – the use is “grandparented” in.

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### **Review of By-law Enforcement Procedures and Fines**

Staff have determined that there is merit in completing a more comprehensive review of By-law Enforcement Procedures and related charges and fines. For instance, review of other municipalities found that some have a service fee by-law which permits enforcement officers to charge a fee for service to a property each time a complaint is registered on it and the enforcement officer visits the property. This could be a tool to encourage compliance for properties with numerous complaints. Also, a review could ensure that enforcement procedures, fines and charges are appropriate, effective and up to date.

### **Rental Housing Licensing By-law**

Staff recommend that the City undertake a By-law requiring Rental Housing to have a licence. Staff have proposed this in previous reports and continue to see licensing as an effective tool for ensuring safer and better managed rental units. Preliminary staff review has determined that licensing could apply to both existing and new units. The exact details of such a by-law, including which types of rental units, costs, and timing to implement still need to be determined. Staff note that additional legal review will also be needed during the development of a licensing by-law ultimately, alternative enforcement models/procedures will be explored considering budgetary and human resource constraints. The most appropriate approaches will be recommended after considering these factors. Staff have examples of recent by-laws from London and Oshawa that can help guide the process.

### **Communications Plan**

Staff also see merit in a long-term communications plan regarding this work plan and continued Shared Rental Housing issues. The longer term work plan projects, especially the licensing by-law, will require a great amount of communications effort for information sharing and to provide opportunities for public input. Other potential ideas for better communications with the community include a revised local Town and Gown association to bring together stakeholders.

### **Summary**

Staff recommend that the proposed Shared Rental Housing Work Plan be approved and implemented over 2010 and 2011.

### **CORPORATE STRATEGIC PLAN**

- Urban Design and Sustainable Growth Goal #1: An attractive, well-functioning and sustainable City.
- Personal and Community Well-being Goal #2: A healthy and safe community where life can be lived to the fullest

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## **FINANCIAL IMPLICATIONS**

Financial implications are included by project in the proposed work plan in **Attachment 6**. A shift in priorities and work plan has enabled staffing resources to be added to this project from Community Design and Development Services. Additional by-law enforcement can only be sustained until December 2010 at a cost of up to a maximum of \$30,000. Given the shortage of funds and human resources, detailed work on the licensing by-law and extensive legal opinion and advice, if required, will be ongoing, but not concentrated on until about mid-fall of 2010.

## **DEPARTMENTAL CONSULTATION**

Staff from Planning, Building, Zoning, Clerks, Communications, Legal, Fire, Solid Waste and By-law Enforcement have been consulted for this report.

## **COMMUNICATIONS**

A letter was sent to all members of the public who have requested to be notified on Shared Rental Housing meetings.

## **ATTACHMENTS**

- ATTACHMENT 1 – CDES Committee Resolution from March 15, 2010
- ATTACHMENT 2 – OUNRA Comments and Staff Response
- ATTACHMENT 3 – Review of Other Municipal Practices
- ATTACHMENT 4 – Location of Approved Shared Rental Housing in Guelph
- ATTACHMENT 5 – Preliminary 2009 By-law Infraction Complaints Data
- ATTACHMENT 6 – Proposed Shared Rental Housing Work Plan 2010-2011

“original signed by Katie Nasswetter”



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### **Recommended By:**

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**ATTACHMENT 1**

**CDES Committee Resolution from March 15, 2010**



March 17, 2010

Mr. J. Riddell  
Director of Community Design  
& Development Services

Community Design  
and Development Services

MAR 18 2010

Dear Mr. Riddell:

At a meeting of the Community Development and Environmental Services Committee held on March 15, 2010, the following resolution was adopted:

"THAT Report 10-23 from Community Design and Development Services regarding the Shared Rental Housing Spring 2010 Work Plan, dated March 15, 2010, be received

AND THAT staff report back with a comprehensive work plan that includes a response to the issues raised by the delegation at the March 15, 2010 Community Development and Environmental Services Committee meeting;

AND THAT, as a statement of principle, the work plan address the feasibility of not grandfathering in existing shared rental housing units."

Yours truly,

A handwritten signature in black ink, appearing to read 'Tina Agnello', is written over a light blue horizontal line.

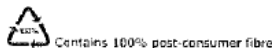
Tina Agnello  
Deputy City Clerk

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## ATTACHMENT 2

### Public Comments from March 15, 2010 and Staff Response

#### OUNRA Delegation to CDES Committee – March 15, 2010 Comments on Shared Rental Housing Spring 2010 Work Plan

As this Committee is aware, the Old University Neighbourhood Residents' Association is following the progress of this current re-evaluation of policies and regulations regarding shared rental housing very closely, as it affects our neighbourhood so much. We have already lost much in the way of stability and diversity, and are looking to this Committee and to Council to staunch the flow.

Our Executive Committee has reviewed the latest report from Community Design and Development Services, Shared Rental Housing Spring 2010 Work Plan, which you have before you today, and has a number of questions which we would like clarified, as well as some comments.

Under the heading of 'Policy and Zoning Regulations', we have the following questions and comments about the specific areas of concern that will be addressed by the work plan:

#### **1 – Definitions of neighbourhood and related policies**

Being as it is at the top of the terms of reference, this is obviously a very important item – but it is not at all clear what it means.

Is the intention to define what a neighbourhood is?

Or is the intention to delineate the boundaries of various neighbourhoods, or to identify at risk neighbourhoods?

Will this definition be simply a description of location or will it be based on the character of the place?

Should the 'related policies' mentioned be included in this item, or should it be separated out for review as its own category?

#### **2 – Definitions of different housing unit types and related zoning regulations**

This item is of concern to us, as the terminology used is inconsistent with Guelph's Zoning Bylaw, and so we are not sure what is meant by it. 'Housing unit types' is not a term found in the zoning bylaw, which does however refer to 'dwelling units', of which there are numerous different 'types' listed. At the end of the day, when this process is concluded, we do need regulatory documents which coordinate with each other in terms of language and definitions, or the ability of the City to enforce these regulations could be compromised. While this process is underway, the use of uniform terms will help all stakeholders to understand what is being discussed.

OUNRA Delegation  
to CDES Committee  
10/03/15

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This item should also include:-

- a) The redefinition of ‘accessory apartment’ to require that the property owner be in residence. No other change to be made to this definition with regards number of bedrooms and maximum size of the apartment.
- b) Definition for a two-unit dwelling (another term may be more appropriate), to be a dwelling which has an additional apartment unit, and in which the owner is not in residence.

In our opinion, this item should not include ‘related zoning regulations’, which should be dealt with as a separate item.

### **3 – Separation distance requirements between rental units**

Surely this item falls under the category of the related zoning regulations referred to above. So, we would recommend this item be re-titled to something like:

‘City wide policies and regulations related to the preservation of neighbourhood stability and diversity’ – under this category comes the zoning bylaw, which would include the review of separation distance requirements between rental units.

### **4 – Other regulatory tools focused on rental housing**

We are assuming that this includes licensing requirements for dwellings with more than a certain number of lodging units.

### **5 – Address issue of identifying owner and non-owner [occupied] units**

If the tax bill is addressed to the subject property, the chances are relatively high that the owner is in residence.

### **6 – Public education practices – for tenants, owners and neighbours**

Please, add the real estate industry to this list, as realtors openly encourage the conversion of family homes into rental properties.

We are not going to comment at this time on the ‘Bylaw Enforcement Practices’ section of this work plan.

With regards to the ‘Municipalities to be Reviewed’ section, we are surprised not to see Kingston listed. Possibly our staff has found that Kingston is not actively reviewing its regulations – however, it is a university city of similar size to Guelph, which definitely has issues related to shared rental housing. Sometimes we can

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learn from what others have done badly.

Under 'Next Steps' – The OUNRA requests that the working group visits Oshawa on one of its first city visits, as this is the only city listed whose regulations related to shared rental housing have been tested by the courts.

Last but not least –

Surely the second item under 'Corporate Strategic Plan' should read as follows – Personal and Community Well-being Goal #2: A healthy and safe community where life can be lived to the fullest **by all**.

Thank you.

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## ATTACHMENT 2 continued

### Staff Response to March 15, 2010 OUNRA Public Comments

These comments are generally in regards to the municipal practices review proposed in Report 10-23.

1. *Definitions of neighbourhood and related policies*  
*Being as it is at the top of the terms of reference, this is obviously a very important item – but it is not at all clear what it means.*  
*Is the intention to define what a neighbourhood is?*  
*Or is the intention to delineate the boundaries of various neighbourhoods, or to identify at risk neighbourhoods?*  
*Will this definition be simply a description of location or will it be based on the character of the place?*  
*Should the ‘related policies’ mentioned be included in this item, or should it be separated out for review as its own category?*

Staff Comment: To clarify, the intent of this point was to review policy options related to how neighbourhoods are defined. I.e. London is considering defining “Near Campus Neighbourhoods” in their Official Plan. See **Attachment 3**, Municipal Practices Review, for more detail.

2. *Definitions of different housing unit types and related zoning regulations*  
*This item is of concern to us, as the terminology used is inconsistent with Guelph’s Zoning Bylaw, and so we are not sure what is meant by it. ‘Housing unit types’ is not a term found in the zoning bylaw, which does however refer to ‘dwelling units’, of which there are numerous different ‘types’ listed. At the end of the day, when this process is concluded, we do need regulatory documents which coordinate with each other in terms of language and definitions, or the ability of the City to enforce these regulations could be compromised. While this process is underway, the use of uniform terms will help all stakeholders to understand what is being discussed.*  
*This item should also include:-*
  - a) *The redefinition of ‘accessory apartment’ to require that the property owner be in residence. No other change to be made to this definition with regards number of bedrooms and maximum size of the apartment.*
  - b) *Definition for a two-unit dwelling (another term may be more appropriate), to be a dwelling which has an additional apartment unit, and in which the owner is not in residence.*

*In our opinion, this item should not include ‘related zoning regulations’, which should be dealt with as a separate item.*

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Staff Comment: Concern was raised that the terminology was different that the zoning by-law. The intent of this point was to review the range of related housing unit types that other municipalities have and how they are regulated. The term 'housing unit' was used to accommodate the many potential definitions from other municipalities (I.e. accessory apartments, lodging houses, rooming houses, or secondary suites).

- a) and b) Staff note that this list refers to the municipal practices review. No other municipality was found to require the property owner to be in residence. The Zoning By-law is meant to control land uses, not occupation and tenancy. Legal staff have been asked to review this point to further clarify this point. Regarding Zoning By-law authority, the Planning Act (Section 35.2) states that:

**"No distinction on the basis of relationship**

(2)The authority to pass a by-law under section 34, subsection 38 (1) or section 41 does not include the authority to pass a by-law that has the effect of distinguishing between persons who are related and persons who are unrelated in respect of the occupancy or use of a building or structure or a part of a building or structure, including the occupancy or use as a single housekeeping unit. 1994, c. 2, s. 43."

3. *Separation distance requirements between rental units*  
*Surely this item falls under the category of the related zoning regulations referred to above. So, we would recommend this item be re-titled to something like:*  
*'City wide policies and regulations related to the preservation of neighbourhood stability and diversity' – under this category comes the zoning bylaw, which would include the review of separation distance requirements between rental units.*

Staff Comment: As this is part of the municipal practices review no change is required. See **Attachment 3** for more details regarding which municipalities had separation distance requirements.

4. *Other regulatory tools focused on rental housing*  
*We are assuming that this includes licensing requirements for dwellings with more than a certain number of lodging units.*

Staff Comment: This is part of the municipal practices review. Licensing rental housing is an alternative tool that several other municipalities are using or considering at this time.

5. *Address issue of identifying owner and non-owner [occupied] units*

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*If the tax bill is addressed to the subject property, the chances are relatively high that the owner is in residence.*

Staff Comment: This item referred to previous feedback received from the public regarding owner and non-owner occupied units being regulated differently in the Zoning By-law. Staff review to date indicated that this would be contrary to the regulations in the Planning Act.

6. *Public education practices – for tenants, owners and neighbours*  
*Please, add the real estate industry to this list, as realtors openly encourage the conversion of family homes into rental properties.*

Staff Comment: Staff will include the real estate industry in their future communications. In the past staff have held information sessions specifically for real estate agents to better explain currently regulations and requirements.

*With regards to the ‘Municipalities to be Reviewed’ section, we are surprised not to see Kingston listed. Possibly our staff has found that Kingston is not actively reviewing its regulations – however, it is a university city of similar size to Guelph, which definitely has issues related to shared rental housing. Sometimes we can learn from what others have done badly.*

Staff Comment: Kingston was not included as staff have found no indication that they are actively pursuing any of the rental housing related issues.

*Under ‘Next Steps’ – The OUNRA requests that the working group visits Oshawa on one of its first city visits, as this is the only city listed whose regulations related to shared rental housing have been tested by the courts.*

Staff Comment: Staff did not visit Oshawa. Telephone interviews were conducted instead. Oshawa recently completed a Student Accommodation Strategy which has not yet been approved by Oshawa’s City Council.

## ATTACHMENT 3 – Municipal Practices Review

	London	Waterloo	Hamilton	Oshawa	Barrie
Related Policy Initiatives	Near Campus Neighbourhoods – Vision and Strategies; - Proposed policy to stop supporting variances to legalize past construction	Rental Housing Licensing Study (underway since 2008)	Residential Rental Housing Review (underway since 2007)	Student Housing Strategy (underway since 2008)  - proposed policy change to redirect to rental housing/intensification to sites along arterial roads	Official Plan Update in process Rooming, Lodging, Boarding House Review in 2007 Georgian College Neighbourhood Strategy (2007)
Accessory Apartment Regulations	Not a permitted use in single detached housing	Allowed only when they existed prior to November 16, 1995, if there is sufficient evidence. Regulated by Planning Act.	Only permitted in some areas of the former City of Hamilton, staff aware of many illegal ones	Converted dwellings are permitted in some housing. Must be zoned R.2 or R.5. Minimum area of 450 m <sup>2</sup> and frontage of 12 metres	A two-unit house is legal under the City's Zoning By-law where; a) A two-unit house is a permitted use (in specific zones) b) The two-unit house is in a house constructed prior to 1945 and complies with the 'converted house' requirements of the Zoning By-law; c) The two-unit house was legally established under a former Zoning By-law, and continued in use ever since; or d) The two-unit house existed on May 22, 1996 and complied with the requirements of the Resident's Rights Act, 1994, and has continued in use ever since.
Lodging House Definition	Class 1 – 3 or fewer lodging units rented Class 2 - More than 3 lodging units rented	<u>Lodging House Class One</u> – a lodging house which is located in the whole of a building and: (i) occupied by four or more persons in addition	4 or more persons	"Lodging House" means a building or a part of a building, containing three to ten lodging units, which does not appear to function as a dwelling unit,	Small and Large Rooming, Lodging and Boarding Houses defined



### ATTACHMENT 3 – Municipal Practices Review

		<p>to the proprietor and his/her household; or (ii) occupied by six or more persons without a proprietor and his/her household.</p> <p><u>Lodging House Class Two</u> – a lodging house located within a dwelling unit occupied by 4 or 5 persons without a proprietor and his/her household.</p>		<p>although one may be included with the lodging units. It includes, without limitation, a rooming house and a boarding house, a fraternity or sorority house.</p> <p>A lodging house may involve shared cooking or washroom facilities. Meals may or may not be provided to residents. Common areas, such as living rooms, may or may not be provided.</p>	
Specific Zoning Regulations for rental housing(i.e. Separation Distance)	<ul style="list-style-type: none"> <li>- No separation distance</li> <li>- Trying to limit creation of small lot singles for student rentals</li> <li>- No zoning regulations that specify owner or renter or specific area</li> <li>- All single detached housing limited to a maximum of 5 bedrooms</li> </ul>	<p>The lodging house license is subject to the <b>Minimum Distance Separation (MDS) of 150 metres</b> in the following zones: GR1, GR2A, SD, SD-1, R, SR1, SR1A, SR1-10, SR2, SR2A, SR3, SR4 and FR.</p> <p>The lodging house license is subject to the <b>Minimum Distance Separation (MDS) of 75 metres</b> in the following zones: MD, MD1, MD2 and MD3 (3 properties have site specific exemptions)</p>	Reviewing options for zoning by-law amendment limiting the number of bedrooms in houses	No separation for accessory apartments or lodging houses – instead only permitted in two zones.	75m MDS for small lodging houses located within low density residential areas
Area focus or City-wide?	<p>Citywide, all properties with 1-4 rental units required to be licensed</p> <p>Developing Official Plan</p>	Considering single and semi-detached, duplexes, triplexes and townhouses on a city wide basis	Considering single and semi detached housing only, on a city-wide basis	Rental units in certain neighbourhoods close to University of Ontario and Durham College.	City wide

## ATTACHMENT 3 – Municipal Practices Review

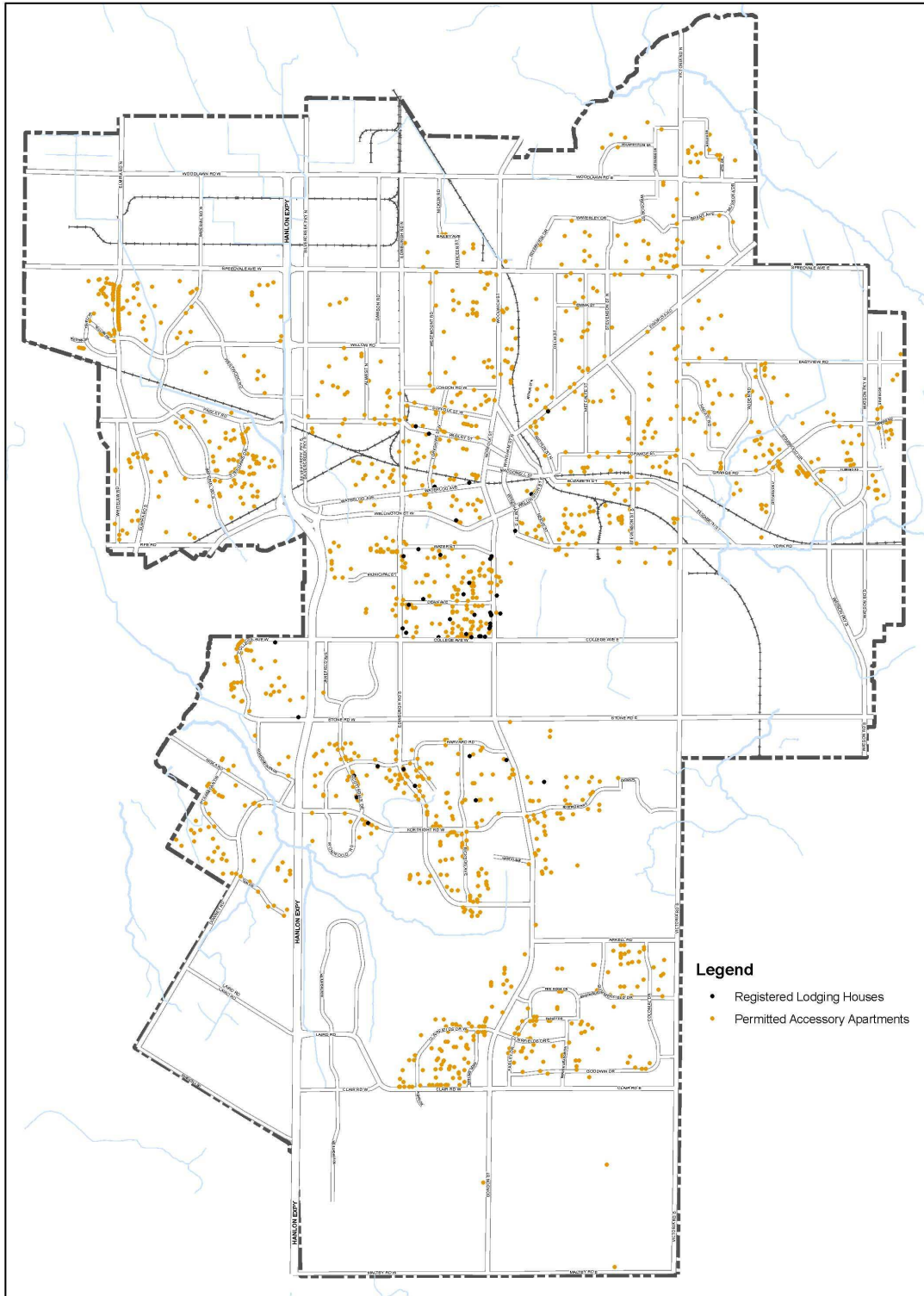
	Policies around defined “Near Campus Neighbourhoods”				
Licensing or Registration of Rental Units	New licensing program (March 2010) for all properties with 1-4 rental units (with a total of more than 3 bedrooms rented) - Self certification program requires fire inspection and 15% of properties will be randomly inspected	Reviewing and recommending a rental unit license program	Licensing or registering rental units under consideration at present in city-wide rental review	Licensing by-law	Licensing required for lodging/rooming /boarding houses
Fees	\$25 annual licence fee	\$280 annually recommended	To be determined	\$250 annually	\$300 annual licence fee
Primary Types of By-law Complaints	Large parties, parking, garbage left out	Noise, parking and garbage City wide. More densely populated around University, so more complaints in area	Property Standards, Long Grass and Weeds, Noise, Waste	Noise, parking and in summer months property standards (absentee landlords)	Legality of apartment or lodging house and front yard parking on grass
Use of Warnings and Fines	For garbage - 1 warning, then contractors come in and clean up property, charge costs to landlord plus an admin fee	Use- Fire Department is first contact, then Zoning. Compliance based, if co-operation then warning and compliance letters. Fines for parking on grass etc now done like a parking ticket, no warning.	1 warning then fines, property owner notified and can be fined as well for noise and nuisance issues.	Licence is first point of contact. Need to obtain licence and if not obtained proceed with charges. If property standards, compliance notice. Noise is a ticket issued.	Offence found- warning letter with \$110 service fee for apartment and \$55 for parking. Reinspect in two weeks and if no compliance, service fee for second letter of \$550 for apartment and \$275 for parking. Court is next step
Fine Amounts	Parking - \$50 ticket Zoning – up to \$3000 fine and prohibition order. Not having a licence – up to \$25,000			Generally \$250 for property standards, parking and \$300 for noise. Not having a licence – up to \$50,000	Parking on grass- \$55 Apartment violation is \$110

### ATTACHMENT 3 – Municipal Practices Review

	for the first offence				
Owner or Tenant Charged	Garbage – owner Parking – tenant or car owner	Personal infractions (noise, parking) are tenant. Use is owner.	Tenant warned and owner notified, if infraction continues, owner can be charged.	Personal infractions (noise, parking) are tenant. Use is owner.	Parking is tenant. Use is owner in court on Part 3.
Monitoring and Inspections	Proactive enforcement since 1995 in areas near UWO - Visit problem areas 1-2X a week - Map complaints and use info to target areas		Recent approval of 18 month proactive enforcement pilot project – 6 part time by-law enforcement officers monitoring property standards, tidy yard by-law, parking across		Additional enforcement during April, Aug, Sept and October – focused on parking and exterior yard maintenance
Role of University or College in Off-Campus Student Behaviour	Joint UWO/Fanshawe and City mediator to help resolve neighbourhood issues; Fanshawe has a Student Code of Conduct; Good support from student union at Fanshawe and UWO;	Joint off-campus housing fair, door knocker program	Looking at opportunities for a City, University and College Liaison	Information sharing at this time, reviewing role of Town & Gown Committee	Town and Gown Committee
Education Materials	Student street captains share info with other students; Student videos, newspaper ads	Door knocker program – by-law staff and students visit neighbourhoods and provide info to new tenants about by-laws – Community Relations Division – neighbourhood guide, Neighbourhood Spirit Builder	Website with info for students and landlords	Website with info for students and landlords	Unknown.

# ATTACHMENT 4

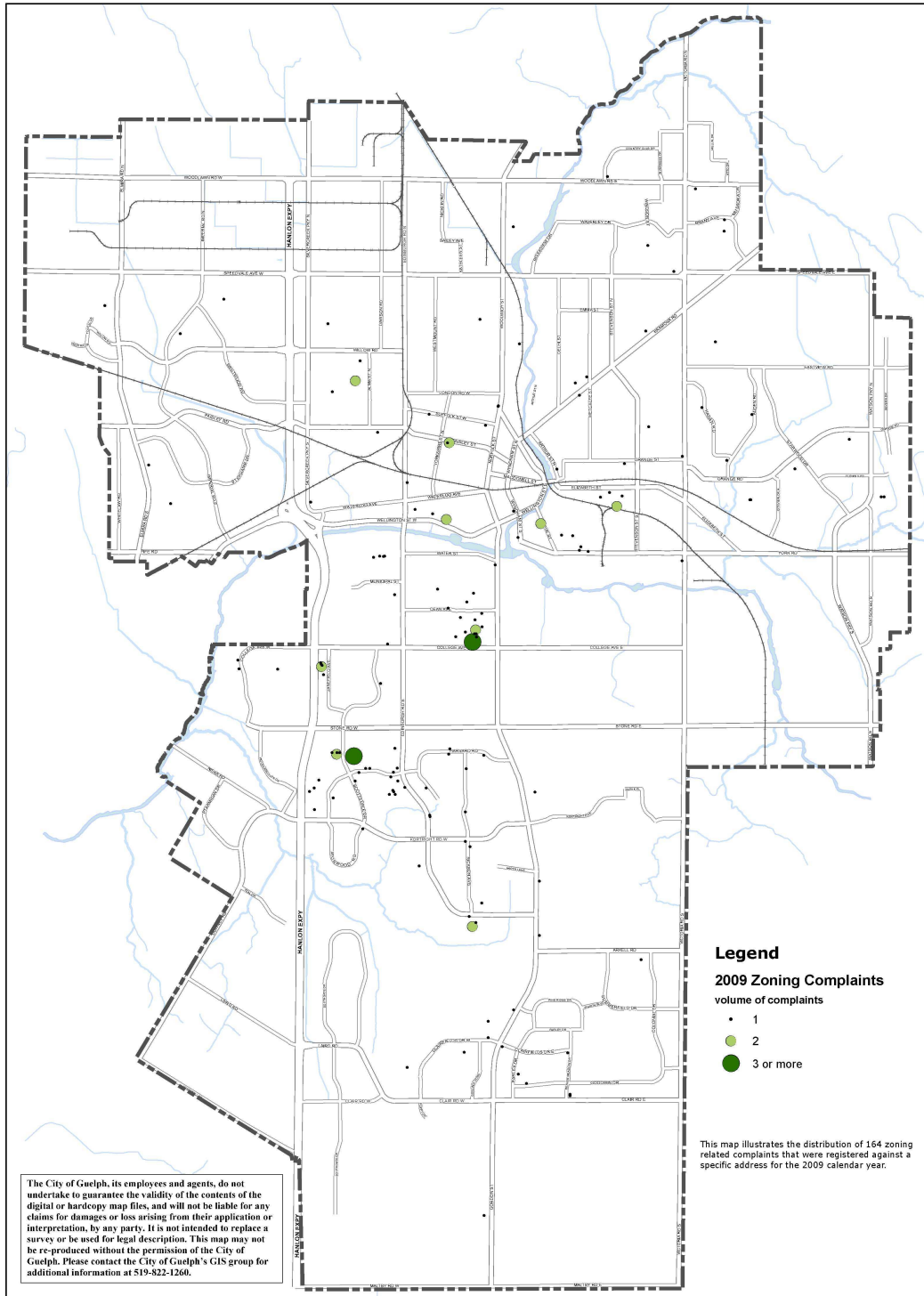
## Location of Approved Shared Rental Housing in Guelph



Lodging Houses  
and  
Accessory Apartments  
City of Guelph

# ATTACHMENT 5

## Preliminary 2009 By-law Infraction Complaints Data



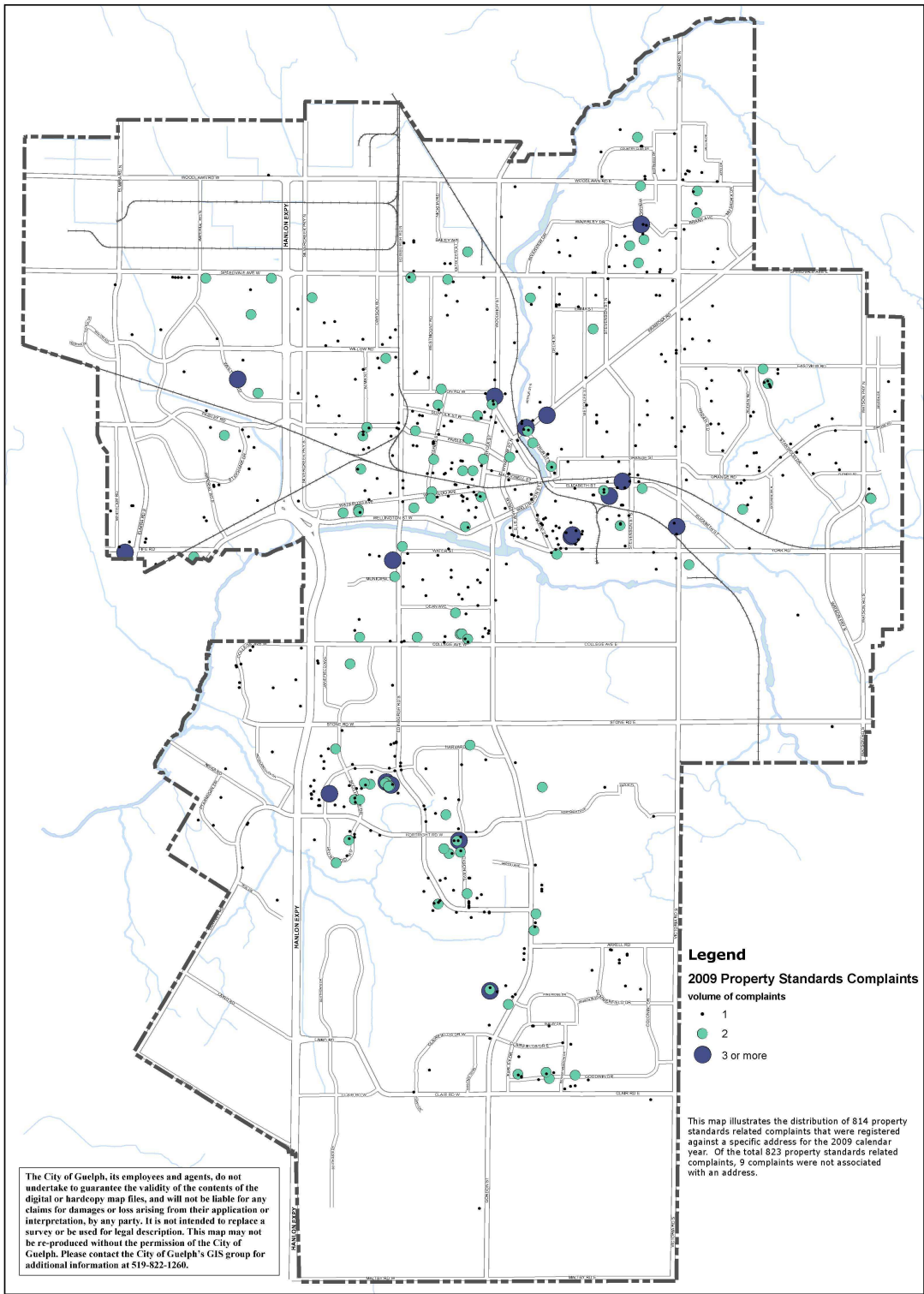
1 0.5 0 1 KM

## 2009 Zoning Complaints

Volume of Complaints by Address

Produced by the City of Guelph  
Community Design and Development Services, Planning Services  
April 30, 2010

# ATTACHMENT 5 continued



1 0.5 0 1 KM

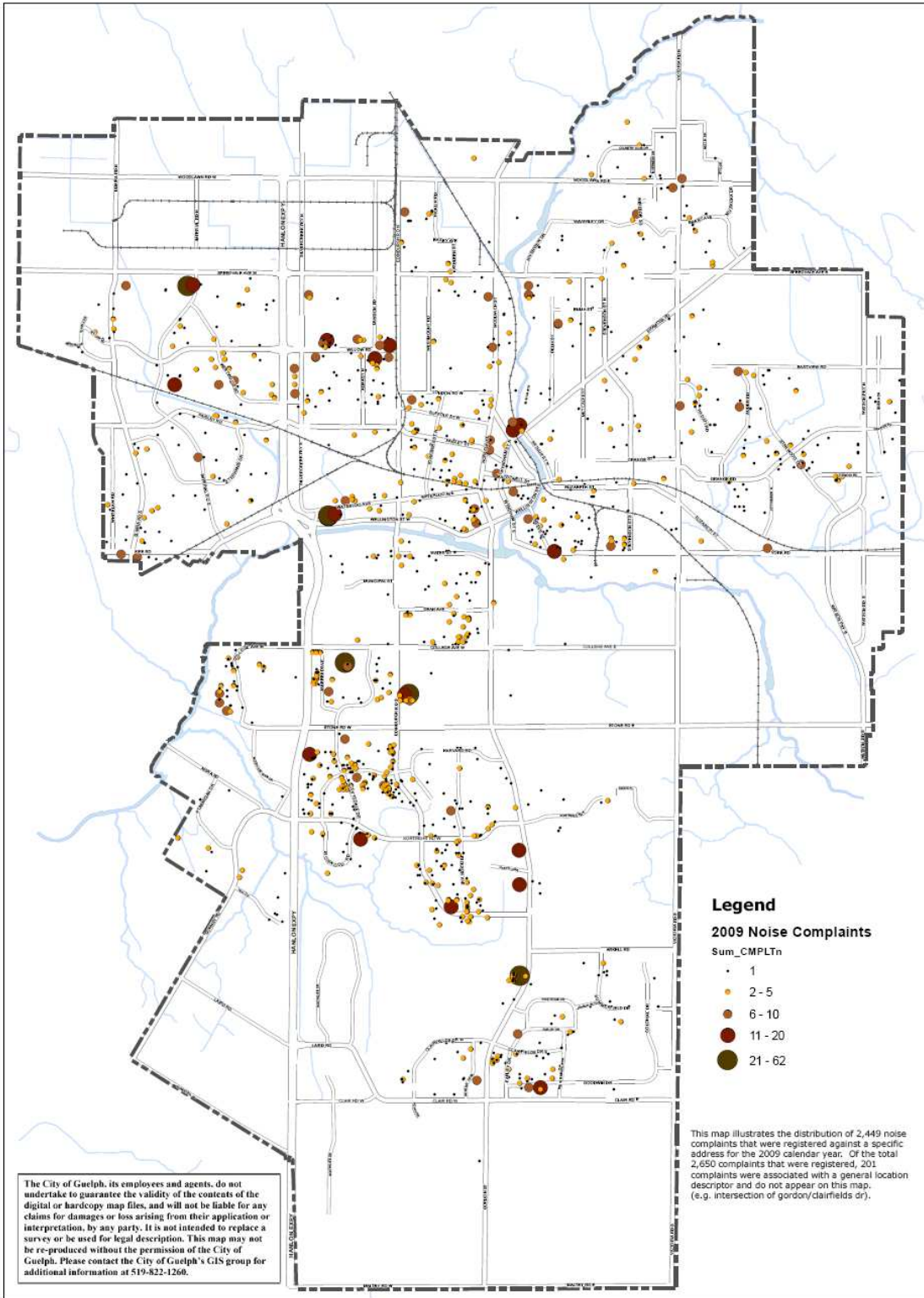
## 2009 Property Standards Complaints

Volume of Complaints by Address

Produced by the City of Guelph  
 Community Design and Development Services, Planning Services  
 April 30, 2010



# ATTACHMENT 5 continued



## 2009 Noise Complaints

Volume of Complaints by Address

Produced by the City of Guelph  
Community Design and Development Services, Planning Services  
April 30, 2010

## ATTACHMENT 6 – Proposed Shared Rental Housing Work Plan Summary

Short Term Measures (by September 2010)			
Type	Description of Tasks	Proposed Timing	Anticipated Costs
Additional Targeted By-law Enforcement	<ul style="list-style-type: none"> <li>- Build on existing enhanced by-law enforcement program</li> <li>- Analysis of 2009 complaints data to determine geographic areas of focus</li> </ul>	Mid-August to Mid-December at known peak periods of complaints (exact timing to be determined)	Additional staffing and vehicle in use \$30,000 (Operations, By-law Enforcement)
Zoning By-law Amendment	<ul style="list-style-type: none"> <li>- Review options to amend the Zoning By-law to better address properties with Two-Unit Houses where both units are rented (4 up 2 down)</li> <li>- Several options are under consideration, including separation distance, changes to definitions and changes to regulations regarding lodging houses and accessory apartments</li> <li>- Ward meetings and focus groups to be held to gauge opinions. Meetings to be held in the spring and summer of 2010</li> </ul>	Zoning By-law Amendment could be brought to Council for a statutory public meeting in late 2010 or early 2011. Depending on public comments, the zoning by-law amendment could be considered for approval by Council in early 2011. (20 day appeal period would follow by-law adoption)	In Community Design and Development Services, current staff time – tasks have been re-prioritized to address this priority work.
Communications Plan	-Communication of short term measures will be researched, developed and implemented (i.e. Newspaper Ads and newsletters to residents outlining related shared rental housing changes such as the start of Additional By-law Enforcement and Zoning By-law Amendment Process)	By August, 2010	Current staff time – tasks to be re-prioritized.  Materials Cost – to be determined – no



	- Update and distribute “Good Neighbour, Great Neighbourhoods” Guide, which provides information on City by-laws and facilities to residents		budget allocation
Longer-Term Measures (Fall 2010 to 2011)			
Zoning By-law Amendment	- Legal review is needed to determine potential implications and fit with provincial legislation - Meeting with public stakeholders recommended before statutory public meeting in front of Council to consider the draft by-law	By-law approval by early 2011.	
Rental Licensing By-law	-Develop by-law to require lodging houses and two-unit houses to have a licence -Consult public stakeholders on proposed by-law -Determine exact costs, resource requirements and timing of implementation	November to March to write by-law and gather public input	Additional Staffing and Start Up Costs. Licence fees can be based on cost recovery.
Review of Enforcement Procedures	-Review fines, fees, charges and procedures associated with related city by-laws (Noise, Parking, Zoning, Property Standards) - Review potential for “service charges” for nuisance properties - Explore alternative approaches to by-law enforcement considering staff and financial resource availability	September to December 2010	To be determined. Focus on methods of cost recovery.
Communications Plan	-Communications of Long Term Measures -Local Town and Gown Association together with the University of Guelph and public stakeholders -Review potential for one phone number for all neighbourhood complaints - Improved web tools	Late 2010 to early 2011	To be determined through review for 2011 Budget.

# **Completion of the 2010 Salamander Monitoring Program**

**CDES Committee Presentation**

**May 17, 2010**

**Rajan Philips & Suzanne Young**

# Overview

- Monitoring Program Background
- 2010 Monitoring Program

- F
- N
- A



# Monitoring Program Background

- HCBP Draft Plan Approval
  - Council: February 21, 2005
  - OMB: November 8, 2006
- Endangered Species Act 2007 & Regulation 2008
  - Jefferson Salamander listed as threatened species
  - Draft Recovery Strategy 2009
- EAC Request and Agency Consultations
- 2009 Salamander Surveys
- Oct 2009: Council Request to Minister of Natural Resources

## 2009 Salamander Surveys

- **March-April** - Salamander Trapping Surveys – None Found
- **April-June** - Amphibian Mortality Survey on Laird Road
- **April 20, 2009** - Salamander found on Laird Road
- **Test Result** - Blue-spotted Jefferson-dominated unisexual salamander
- **June-July Larvae Surveys** - To identify potential breeding pond - None established

# Monitoring Program Preparations

- August-Sept 2009: Discussions with MNR, Dr. Bogart and Natural Resources Solutions Inc (NRSI)
- **Oct 2009: Council Request** to Minister of Natural Resources
- **Confirmation by Ministers** - One-year of comprehensive monitoring program sufficient to establish presence / absence
- **Fall 2009 Site Visits** (MNR, Dr. Bogart, NRSI, Staff)
- **December 2009** - Monitoring Plan submitted to MNR

# 2010 Monitoring Program

## **Program Direction:**

Primary Team: MNR, City Staff, NRSI

Consultation / Advice: Dr. Jim Bogart

## **Program Implementation:**

- 122 minnow traps in 12 potential breeding ponds
- 5.5 km silt fencing & 611 pitfall traps across the site to determine movement direction

**Installation** - November 2009; **Inspection**: March 2010

**Start date** - March 11, 2010; **End date** - April 30, 2010





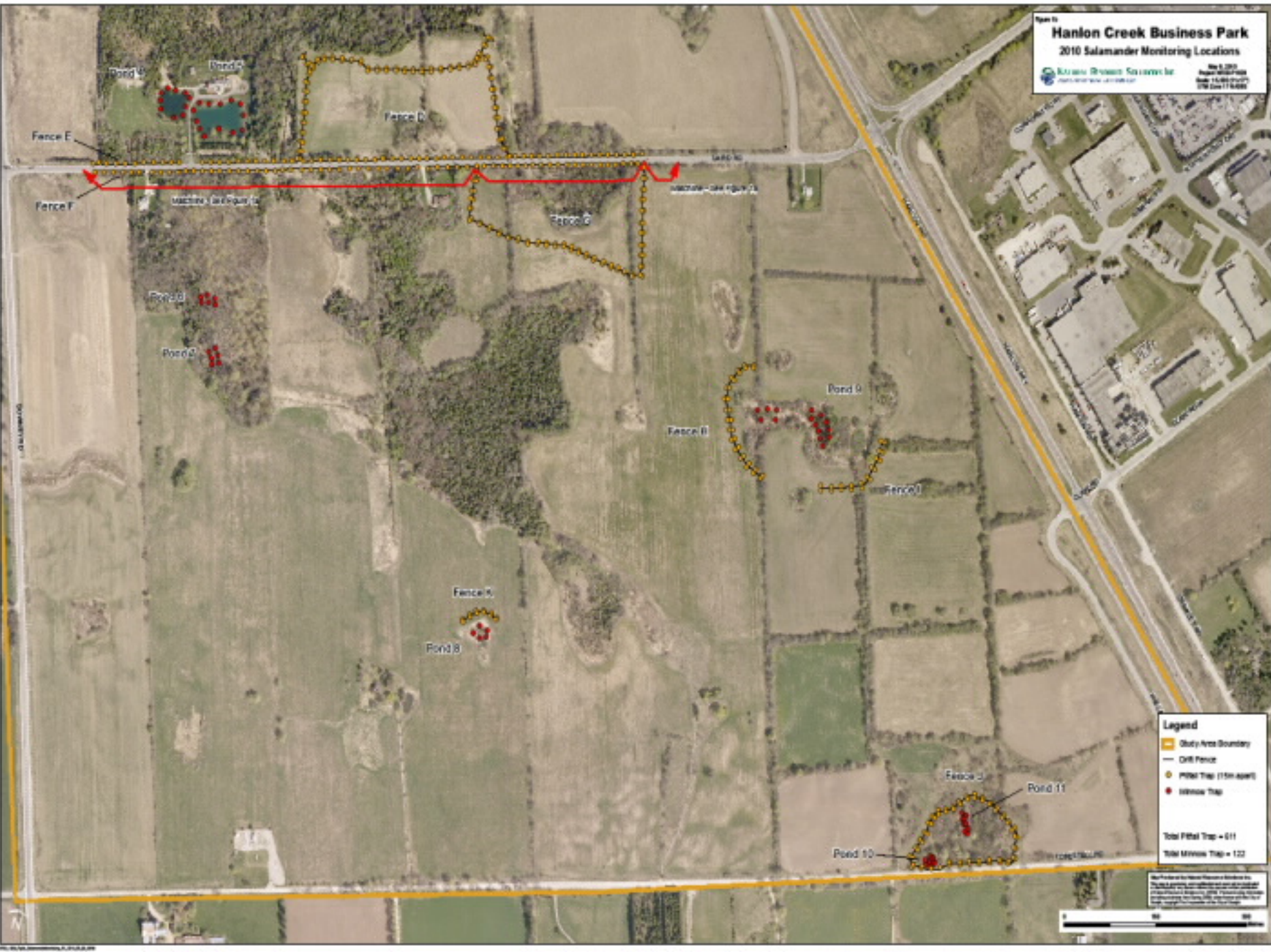
**Legend**

- Study Area Boundary
- Drift Fence
- Pitfall Trap (15m apart)
- Minnow Trap

Total Pitfall Trap = 611  
 Total Minnow Trap = 122

Map prepared by Kalamazoo Research Corporation for  
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 This map is not a warranty, offer, or solicitation of  
 any kind. It is for informational purposes only.  
 Kalamazoo Research Corporation, 1000 West State Street, Suite 100  
 Kalamazoo, MI 49001  
 Phone: 268.2700 Fax: 268.2701





**Legend**

- Study Area Boundary
- Chain Fence
- Pitfall Trap (15m apart)
- Minnow Trap

Total Pitfall Trap = 611  
 Total Minnow Trap = 122

Map 10 is a product of the Kalamazoo County Conservation Department's Salamander Monitoring Program. It is intended to provide a visual representation of the monitoring locations for salamanders in the Hanlon Creek Business Park. The map is not to scale and is for informational purposes only. The Kalamazoo County Conservation Department is not responsible for any errors or omissions on this map. For more information, please contact the Kalamazoo County Conservation Department at 262-771-3300.

## Findings

- **13** Salamanders were captured - tail clippings taken as samples for testing
- Samples analysed by Dr. Bogart for DNA
- **Results**- Captured salamanders were blue-spotted or blue-spotted dominant
- **Conclusion** - **No presence** of Jefferson or Jefferson-dominated polyploids
- Additional information on amphibian movement





**Legend**

- Study Area Boundary
- - - - - Ditch Fence
- Salamander Capture
- Pitfall Trap (15m apart)
- Shovel Trap

**Study Area**  
 Total Pitfall Trap = 671  
 Total Shovel Trap = 122

Map Prepared by: [unreadable] [unreadable] [unreadable] [unreadable]  
This map is for informational purposes only and does not constitute a warranty or guarantee of any kind. The user assumes all responsibility for any use of this map. The map is provided as is and without any warranty of any kind. The user assumes all responsibility for any use of this map.



## Next Steps

- Design and Construction Plans
  - Current Design & Construction Plans
  - Potential design refinements
  - Protection Measures during construction
- Laird Road Culverts
- Tendering and Construction

## Acknowledgements

- Mayor and Council
- Ministry of Natural Resources
- Natural Resources Solutions Inc.
- Development Proponents and Consultants
- Drexler Construction
- City Staff



# COMMITTEE REPORT



**TO** **Community Development and Environmental Services Committee**

**SERVICE AREA** Community Design & Development Services  
**DATE** May 17, 2010

**SUBJECT** **Hanlon Creek Business Park – Completion of 2010 Jefferson Salamander Monitoring Program**

**REPORT NUMBER** 10-61

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## RECOMMENDATION

“THAT the Community Development and Design Services Report 10-61 dated May 17, 2010, entitled, “Hanlon Creek Business Park: Completion of 2010 Jefferson Salamander Monitoring Program”, BE RECEIVED; and

AND THAT Council confirms that (a) a comprehensive salamander monitoring program for the Hanlon Creek Business Park subdivision development has been completed; (b) the results of the monitoring program indicate that there is no presence of Jefferson salamander within the Business Park; and (c) the results of the monitoring program enable the development of the Business Park to proceed immediately as a draft-approved plan of subdivision, including enhanced mitigation measures based on additional information gathered during the monitoring program, as outlined in this report;

AND THAT the Mayor convey this Report 10-61 dated May 17, 2010, along with a copy of Council’s resolution, to the Minister of Natural Resources, Guelph MPP Liz Sandals, and MNR Guelph District Office Manager.”

## BACKGROUND

In October, 2009, the City requested the Minister of Natural Resources to confirm the following:

- A comprehensive Jefferson salamander monitoring program, undertaken in consultation with the Guelph District Office of the Ministry of Natural Resources and Dr. Jim Bogart during the 2010 spring months, would be sufficient to determine the presence or absence of Jefferson salamander within the Hanlon Creek Business Park.

- 
- If no Jefferson salamander presence is established as a result of the 2010 monitoring program, the Ministry of Natural Resources will not object to the City proceeding with the development of the Hanlon Creek Business Park as a draft-approved plan of subdivision under the Planning Act.
  - If the presence of Jefferson salamander is established as a result of the 2010 monitoring program, the City could enter into an agreement with the Minister to proceed with the development of the Hanlon Creek Business Park including the implementation of a mitigation plan to minimize impacts on and potentially enhance Jefferson salamander habitat within the Business Park. (The agreement process as per O.Reg. 242/08 made under the Endangered Species Act 2007, is outlined in Council Report 09-90, dated October 26, 2009, a copy of which is included in Attachment 1).

On December 17, 2009, the Honourable Donna Cansfield, Minister of Natural Resources wrote to the Mayor indicating that "a well designed and implemented Jefferson Salamander monitoring program can help determine whether Jefferson Salamanders and/or their habitat are present in the HCBP", and that if they are not present, "the city can continue development of the site as proposed and previously approved by various agencies."

Following the appointment of the Honourable Linda Jeffrey as the Minister of Natural Resources in January 2010, the Mayor wrote to the new Minister, informing her of the steps that were being taken to implement a comprehensive monitoring program in the spring of 2010. On March 25, 2010, the Honourable Linda Jeffrey wrote to the Mayor reconfirming the decision of her predecessor.

The letters of correspondence between the Mayor and the Minister of Natural Resources including the Council Report 09-90 of October 26, 2010, are included as Attachment 1.

Following the October 2010 Council resolution, City staff and consultants (Natural Resources Solutions Inc) worked with the Ministry Natural Resources Guelph District and Dr. Jim Bogart of the University of Guelph to design a comprehensive salamander monitoring program for the Hanlon Creek Business Park (HCBP).

The salamander monitoring program for the Hanlon Creek Business Park was undertaken from March 11, 2010 until April 30, 2010 by Natural Resources Solutions Inc (NRSI). The oversight for the monitoring work was provided by MNR Guelph District Office and the City's Environmental Planner in consultation with Dr. Jim Bogart. Thirteen salamanders were captured during the monitoring, tail clipping samples from which were tested at the University of Guelph laboratories by Dr. Jim Bogart. The tests concluded that

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none of the captured salamanders were Jefferson Salamanders or Jefferson-dominated polyploids (Jefferson-dominated unisexuals).

In light of the findings of the 2010 salamander monitoring program, MNR Guelph District has confirmed that (MNR's letter dated May 7, 2010, is included as Attachment 2):

"all parties were confident that this monitoring program was rigorous enough to ascertain the presence of Jefferson Salamanders and the habitat they would use, if present, on the site ... The tests concluded that none of the specimens caught and tested were Jefferson Salamanders or Jefferson dominated polyploids. Therefore there are no requirements for authorizations under the Endangered Species Act for the Hanlon Creek Business Park."

It should be noted that the 2010 monitoring work has provided additional information in regard to the location and movements of blue spotted salamanders and other amphibian species within the subdivision area. The new information will be used to consider refinements to the design of infrastructure facilities within the Hanlon Creek Business Park, enhance open spaces and habitat linkages where possible, and undertake measures for the protection of wildlife during construction activities. The proposed design refinements and construction measures honour the spirit of the Endangered Species Act even though no presence of threatened or endangered species has been established on the site.

The purpose of this report is to provide information to Council and the general public on the extensive efforts taken by the City and private developers, in consultation with MNR and Dr. Bogart, to ensure that the development proceeds in accordance with the Endangered Species Act that came into effect in 2007 after the Hanlon Creek Business Park subdivision had been draft-approved by the Ontario Municipal Board (OMB) in November 2006. The report provides an outline of these efforts including design of the salamander monitoring program, its implementation and findings, and potential design refinements and construction measures that will be considered in the development of the Hanlon Creek Business Park.

## **REPORT**

The Hanlon Creek Business Park (HCBP) subdivision plan was approved by City Council on February 21, 2005, and, following appeals, by the Ontario Municipal Board (OMB Decision No. 3143) on November 8, 2006.

Following OMB's approval, the design of municipal services and stormwater management facilities for the first two of three phases of the subdivision



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were completed and the required approvals from the Grand River Conservation Authority (GRCA) and the Ministry of the Environment (MoE) were obtained. The construction of Phase 1 and Phase 2 services was set to begin in 2009.

In April 2009, the Environmental Implementation Report (EIR) for Phase 1 and Phase 2 of the subdivision was presented to the City's Environmental Advisory Committee (EAC). EAC supported the EIR and identified a number of issues for further consideration by City staff and consultants, including:

“That confirmation of the presence or absence of the Jefferson Salamander is provided and if confirmed, appropriate conservation measures consistent with the Endangered Species Act 2007 and the Recovery Strategy with MNR”

The provisions of the Endangered Species Act 2007 came substantially into effect on June 30, 2008, replacing the Endangered Species Act 1971. The ESA 2007 provides protection for endangered, threatened and extirpated species and habitats of threatened and endangered species. The Act protects species and habitats while providing for flexible tools to address activities within and adjacent to habitats of threatened and endangered species by way of permits, agreements and regulations.

The Act also provides for recovery planning and the development of recovery strategies by the province with legislated timelines. A Draft Recovery Strategy for the Jefferson Salamanders (*Ambystoma jeffersonianum*) undertaken by the Jefferson Salamander Recovery Strategy Development Team (chaired by Dr. Bogart) was released in 2009.

The potential presence of Jefferson Salamanders or Jefferson-dominated polyploids (Jefferson-dominated unisexuals) within the Hanlon Creek Business Park lands was not considered a possibility prior to the release of the Draft Recovery Strategy in 2009. However, following the release of the Draft Recovery Strategy, EAC request and discussions with Agencies and consultants, it was decided to carry out salamander minnow trap surveys in 2009.

NRSI conducted salamander trapping surveys with the use of un-baited minnow traps from March 27 to April 9, 2009, to assess the presence of Jefferson salamanders within potential habitat features within the HCBP. No salamander species were observed or trapped during the trap surveys.

Amphibian mortality surveys on Laird Road between Downey Road and the Hanlon Expressway were also conducted in the spring of 2009, in response to public requests to determine the impacts of vehicular traffic on amphibian

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movement. The road mortality surveys were conducted by NRSI from April 20, 2009 to June 19, 2009. One salamander species, identified to be *Ambystoma laterale-(2) jeffersonium*, was observed dead on Laird Road on April 20, 2009.

Given the positive identification of the *Ambystoma laterale-(2) jeffersonium*, salamander larvae surveys were undertaken under the direction of MNR staff on June 17, July 6 and July 10, in an effort to establish the potential breeding pond of the specimen found on Laird Road. During the larvae surveys one dead specimen was found and submitted to Dr. Bogart for analysis. It was determined to be a frog tadpole. Both adult and tadpole wood frogs (*Rana sylvatica*) and an adult northern leopard (*Rana pipiens*) frog were also observed.

The larvae survey findings did not confirm the presence/absence of salamander breeding ponds. It was then decided in consultation with MNR to carry out a comprehensive salamander monitoring program in 2010 to establish the presence/absence of Jefferson salamanders within the HCBP.

### **Monitoring Program 2010**

The design of the 2010 monitoring program was prepared by NRSI in consultation with the MNR Guelph District, City staff, and Dr. Bogart. A Primary Team (comprised of MNR staff, NRSI staff and the City Environmental Planner) was established to determine, in consultation with Dr. Bogart, the start and end dates of monitoring and for reviewing monitoring updates.

The final Monitoring Program submitted by NRSI to MNR on December 15, 2009, is included as Attachment 3 in this Report. The monitoring program design was based on un-baited minnow trap surveys within potential breeding ponds, and pitfall trap surveys to determine the direction of salamander movement to and from potential breeding ponds.

A total of 122 un-baited minnow traps were placed within twelve potential breeding ponds including wetlands, vernal pools and ponds in the subdivision. To determine the direction of salamander movement to and from potential breeding habitats, 5.5 km of drift fencing and 611 pitfall traps were installed in selected areas throughout the subdivision and along Laird Road.

The installation of fencing and traps was completed in November 2009, before the onset of winter conditions and inspected by MNR and City staff. The fencing and installations were inspected again on March 11, 2010, prior to commencement of the monitoring program, to repair damages and install additional pitfall traps. The monitoring commenced on March 11, 2010. Throughout the monitoring program weekly monitoring updates were

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provided by NRSI to the Primary Team and Dr. Bogart. The NRSI report on the implementation and findings of the monitoring program is included as Attachment 4.

Monitoring was conducted from March 11 to April 30. The start and termination dates for the monitoring program were determined in consultation with MNR Guelph district staff and Dr. Bogart. Based on the daily record of observations, the peak amphibian movement period (frogs, toads and salamanders) occurred during the first week of April. .

A total of 13 salamanders were captured during the monitoring program. Tail clippings from each of the 13 salamanders were subjected to genetic analysis. The results of the analysis indicate that the samples collected were from either blue-spotted or blue-spotted dominant salamanders and not from Jefferson salamanders or Jefferson-dominated polyploids (Jefferson-dominated unisexuals).

The pitfall surveys along Laird Road also provided additional information pertaining to the movement of other amphibians, specifically frogs and toads. This information will be used to confirm locations for wildlife crossings along existing Laird Road as an interim measure which the City is proposing to undertake until the ultimate closure of existing Laird Road and replacement by a new Laird Road alignment to the south.

## **Design and Construction Plans**

The current design of the HCBP subdivision provides for the protection of sensitive environmental areas within the subdivision including the integration of the central wetlands. The protected areas include identified and potential wildlife habitats. The design provides for low-impact development, groundwater recharge and stormwater management to sustain the natural watercourses and wetlands.

The current construction plans provide for undertaking approved tree removal and in-water construction works in conformity with the nesting needs of birds and the development stages of cold water fish species, respectively. Tree protection fencing and associated signage will be erected where required throughout the subdivision. Fencing and signage has already been erected around the Heritage Maple Grove.

The current construction measures also include:

- Sediment and erosion control fencing during construction
- Seeding of graded areas within 30 days
- Presence of an Environmental Inspector during construction activities

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In addition to measures included in the current design and construction plans, new information gathered during the 2010 monitoring program in regard to locations and concentrations of amphibian movement will be reviewed to consider design refinements and construction measures for wildlife protection during construction activities.

Potential design refinements include the following:

- Changes to culverts and additional culvert crossings
- Narrowing of road widths where possible
- Enhancement of open spaces, linkages and their protection

Potential measures for wildlife protection during construction activities include:

- Information to construction crews to avoid harm to amphibians and Species of Special Concern (e.g. milk snake, snapping turtles, etc.) during construction activities
- Where possible to avoid heavy construction activities during peak amphibian movement periods

As previously indicated, the City will undertake the construction of amphibian movement culverts along Laird Road before the Fall of 2010 to reduce amphibian road mortality until the ultimate closure of existing Laird Road.

Although the 2010 monitoring program has concluded that there is no presence of endangered or threatened species within the Hanlon Creek Business Park, the aforementioned measures, based on information provided by the monitoring program, are being considered in the design and construction plans for the HCBP. These measures are consistent with the commitment, as noted in the October 26, 2009 Council report, to fully support the "precautionary principle", the central premise of the ESA which states that:

"where there is a threat of significant reduction or loss of biological diversity, lack of full scientific certainty should not be used as a reason for postponing measures to avoid or minimize such a threat."

## **CORPORATE STRATEGIC PLAN**

Goal 1: An attractive, well functioning and sustainable City.

Goal 3: A diverse and prosperous local economy

Goal 5: A community-focused, responsive and accountable government

Goal 6: A leader in conservation and resource protection/enhancement

## **FINANCIAL IMPLICATIONS**

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Potential design refinements and construction measures can be accommodated within the overall servicing cost of the HCBP subdivision.

## **DEPARTMENTAL CONSULTATION**

Economic Development and Tourism Services  
Legal Services

## **COMMUNICATIONS**

N/A

“original signed by Suzanne Young”

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Attachments (4)

T:\ENGINEER\Engineering Council\2010



October 28, 2009

The Honourable Donna Cansfield  
Minister of Natural Resources  
Ferguson Block 3<sup>rd</sup> Floor  
77 Wellesley St. W.  
Toronto, Ontario  
M7A 1Z8

Dear Minister Cansfield.

**Re: Hanlon Creek Business Park – Council Request to the Ministry of Natural Resources**

I would like to share with you the resolution unanimously passed by City Council on October 26, 2009, concerning the development of the Hanlon Creek Business Park in light of the requirements of the Endangered Species Act. The full resolution is included in the attached report and we trust that our request for greater certainty in regard to proceeding with this development will receive your earnest consideration.

As outlined in the report, the City fully supports the objectives of the Endangered Species Act (ESA) and City staff and the City's consultants have been working with staff from the Ministry of Natural Resources (MNR) Guelph District Office and Dr. Jim Bogart to develop a process for proceeding with the Hanlon Creek Business Park (HCBP) development in the context of the ESA.

The City appreciates MNR staff cooperation in identifying areas where interim servicing work could be undertaken with minimal risk to potential Jefferson salamander habitat within the HCBP. To date, three areas of work have been identified in addition to the culvert crossing work that the City had to stop this year but will restart after July 1, 2010.

The City and its consultants are also preparing an extensive salamander monitoring program in consultation with Dr. Bogart and MNR staff. This program will be undertaken in the spring of 2010, and the City would like to have confirmation from the MNR that the 2010 monitoring work would be sufficient to establish the presence or absence of Jefferson salamander

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The Hon. Donna Cansfield  
October 28, 2009  
Page 2 of 2

habitat within the HCBP. Our request is based on the knowledge of experts involved in this project and their familiarity with site conditions, in addition to Dr. Bogart's expressed opinion on this matter.

As indicated in the Council resolution, if no salamander habitat is identified at the end of the monitoring program, the City would like to proceed with the development of the subdivision as already approved by the Ontario Municipal Board in November, 2006. On the other hand, if salamander habitat is established, the City would like to proceed with development work under the 'agreement process,' as currently provided in O.Reg. 242/08. Our request to you in this regard is to allow the City to enter into an agreement with the Ministry even after the stipulated deadline of June 30, 2010, as it will not be possible for the Ministry and the City to finalize an agreement before this deadline. In considering this request, I would sincerely ask you to take into account the long history of studies, investigations, agency reviews and approvals that the HCBP subdivision has gone through.

Lastly, significant community, environmental, economic and infrastructure investments are involved in this project which is of importance not only for the Local Growth Plan objectives in Guelph but also for Provincial Growth Plan objectives in southwestern Ontario. These factors must also be taken into account while considering the City's request for greater certainty in proceeding with the development of the Hanlon Creek Business Park in the context of the Endangered Species Act.

Thank you for your consideration of Council's requests.

Sincerely,



Karen Farbridge  
Mayor

Attach: (Council Resolution and Report)

cc: Liz Sandals, MPP, Guelph  
Ian Hagman, Guelph District Manager, MNR  
Dr. Jim Bogart, University of Guelph

# COUNCIL REPORT



**TO** **Guelph City Council**

**SERVICE AREA** Community Design & Development Services and Economic  
Development & Tourism Services

**DATE** October 26, 2009

**SUBJECT** **Hanlon Creek Business Park – Council Request to the MNR**

**REPORT NUMBER** 09-90

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## RECOMMENDATION

“THAT the Community Development and Design Services and Economic Development and Tourism report dated October 26, 2009, with respect to the Hanlon Creek Business Park – Council Request to the MNR, BE RECEIVED; and

“THAT Council request the Minister of Natural Resources for confirmation that the comprehensive Jefferson salamander monitoring program, that the City will be undertaking in consultation with the Guelph District Office of the Ministry of Natural Resources and Dr. Jim Bogart, between March and May of 2010, would be sufficient to determine the presence or absence of Jefferson salamander habitat within the Hanlon Creek Business Park; and

“THAT Council request the Minister of Natural Resources, if no Jefferson salamander habitat is established as a result of the 2010 monitoring program, to confirm that the Ministry of Natural Resources will not object to the City proceeding with the development of the Hanlon Creek Business Park as an approved plan of subdivision under the Planning Act; and

“THAT Council further request the Minister of Natural Resources, if the presence of Jefferson salamander habitat is established as a result of the 2010 monitoring program, to allow the City to enter into an agreement with the Minister even after the June 30, 2010, deadline for agreements as currently provided in the Ontario Regulation 242/08, in order for the development of the Hanlon Creek Business Park to proceed along with the implementation of a mutually agreed upon mitigation plan to minimize adverse impacts of development on the Jefferson salamander habitat; and

“THAT Council inform the Minister of Natural Resources that the City, in consultation with the MNR Guelph District office and independent of the 2010 monitoring program, is planning to carry out interim works in specific areas within the Hanlon Creek Business Park that are of no risk to any potential Jefferson salamander habitat within the Park;



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“AND THAT the Mayor write to the Minister of Natural Resources, Guelph MPP Liz Sandals, and MNR Guelph District Office Manager to convey Council’s resolution and the background and circumstances thereto, as outlined in this report.”

**REPORT**

The Hanlon Creek Business Park (HCBP) subdivision plan is based on ten years of studies, investigations, agency reviews and approvals. The subdivision plan was approved by City Council on February 21, 2005. Further to appeals, the plan was approved by the Ontario Municipal Board (OMB Decision No. 3143) on November 8, 2006.

Following the OMB approval, the City has prepared a comprehensive Environmental Implementation Report (EIR) as well as the design of municipal services and stormwater management facilities for the first two phases of the subdivision. The required approvals from the Grand River Conservation Authority (GRCA) and the Ministry of the Environment (MoE) were received and the construction of Phase 1 and Phase 2 services was set to begin in 2009.

However, work has been delayed following the discovery of a dead Jefferson salamander complex on April 20, 2009, during an amphibian road mortality survey on the existing Laird Road. Jefferson Salamander is one of the threatened species listed in O.Reg. 230/08 made under the Endangered Species Act of 2007 (ESA). The main purpose of the legislation is to protect species that are at risk and their habitats. Infrastructure and development activities, insofar as they are likely to harm species at risk, or damage or destroy their habitats, can proceed only pursuant to an agreement with the Minister of Natural Resources, or a permit issued by the Ministry of Natural Resources.

O.Reg. 242/08 includes a transition provision exempting development and infrastructure activities, including approved plans of subdivision, from the application of the ESA provided these activities have received their respective approvals before June 30, 2008, and the proponents of these activities have entered into an agreement with the Minister of Natural Resources before June 30, 2010, “to take reasonable steps to minimize adverse effects on the species.”

The HCBP subdivision received OMB approval on November 8, 2006, and falls under the above-noted exemption category. However, for the City to enter into an agreement with the Minister, the presence of Jefferson salamander habitat within the HCBP needs to be established through a monitoring process. As the monitoring process and analysis cannot be completed before July, 2010, the City will not be able to meet the current deadline of June 30, 2010, to reach an agreement.

The main purpose of Council’s request to the Minister of Natural Resources, as recommended in this report, is to allow the City to enter into an agreement with the Minister even after the June 30, 2010, deadline, if the 2010 monitoring process establishes the presence of salamander habitat within the HCBP lands.

In addition, as recommended in this report and discussed below, the City is also requesting the Minister for certainty in regard to the monitoring process, and for confirmation that if no salamander habitat is established at the end of the

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monitoring program in 2010, the Ministry will not object to the City proceeding with the development of the HCBP as already approved.

#### Monitoring Process

Salamander monitoring is undertaken generally between the months of March and May. If salamander 'presence' is established during monitoring and subsequent analysis, it would be possible to delineate habitat areas and develop mitigation or enhancement measures. However, the more difficult challenge is to establish 'absence', and there appears to be no firm guidelines as to how many seasonal monitorings should be undertaken to prove 'absence'. The 2009 Draft MNR Study on Jefferson Salamander as part of the Ontario Recovery Strategy Series, recommends a 3-year monitoring program to demonstrate salamander 'absence'. But it is not clear if this is a general recommendation for guidance, or if it should apply to every situation.

In the case of the Hanlon Creek Business Park, Natural Resources Solutions Inc (NRSI), the City's Environmental Consultants, undertook salamander trap surveys during the spring of 2009. Monitoring methodologies were undertaken in consultation with MNR staff and Dr. Jim Bogart. NRSI followed recommended protocols that were also being used in other monitoring sites in Wellington County, Puslinch Township, and the City of Kitchener. While the presence of Jefferson salamander complex was confirmed in Kitchener sites, the monitoring exercise did not find any evidence in the HCBP or surrounding areas. The discovery of the dead salamander on Laird Road came after the salamander monitoring process had been concluded, during the subsequent amphibian mortality survey. Additional investigations, including further assessment of potential breeding habitat and larval surveys, were undertaken by the consultants with directions from MNR staff in June and July, 2009. No evidence of salamander presence was found.

MNR Guelph District staff have expressed the view that the 2009 results were not conclusive and that additional monitoring is necessary to confirm the presence or absence of Jefferson salamander within the HCBP. The City is now preparing to undertake monitoring again in 2010.

At the August 14, 2009, meeting attended by Dr. Bogart, MNR and City staff, and NRSI. Dr Bogart, who is the Chair of Jefferson Salamander Recovery Team and a contributing author of the draft Recovery Strategy for Jefferson Salamander in Ontario, stated that with a comprehensive and properly performed assessment in 2010, to target adult individuals, it would be possible to establish presence or absence of Jefferson salamander habitats within the HCBP.

NRSI and City staff are currently preparing the monitoring program for 2010 in consultation with Dr. Bogart and MNR staff. The broad parameters of a comprehensive monitoring program were identified at the September 23, 2009, meeting between MNR and City staff and consultants. On October 1, Dr. Bogart, accompanied NRSI Biologists and the City Environmental Planner on-site to review existing conditions and identify potential salamander breeding habitat. Based on comments received from MNR staff, Dr. Bogart's and NRSI's first hand knowledge of the site an extensive monitoring program, which will include 3 km of drift fencing, 500 pitfall traps and 86 minnow traps, is being prepared by NRSI. Written guidelines for carrying out physical monitoring will be prepared in advance and

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included in the Plan. The entire monitoring plan will be finalized in consultation with MNR Guelph District staff and Dr. Bogart.

The City would like to have confirmation that based on Dr. Bogart's opinion and the comprehensive monitoring program that will be undertaken in 2010, the results obtained from the 2010 monitoring program would be sufficient to determine the presence or absence of Jefferson salamander within the HCBP. If no evidence of Jefferson salamanders or suitable habitat is found, the Ministry of Natural Resources should confirm that the Ministry has no objection to the City proceeding with the development of the Hanlon Creek Business Park as already approved under the Planning Act.

The City of Guelph fully supports the "precautionary principle", the central premise of the ESA which states that "where there is a threat of significant reduction or loss of biological diversity, lack of full of scientific certainty should not be used as a reason for postponing measures to avoid or minimize such a threat." City staff and consultants have consistently proposed as a positive extension of this principle to incorporate reasonable mitigating features in the design of the subdivision based on the identification of potential salamander habitats within the HCBP.

Even while proceeding with the development of the HCBP as already approved, if no salamander habitat is established as a result of the 2010 monitoring process, the City will work with MNR Guelph District Office and Dr. Bogart in regard to carrying out design and construction activities in the vicinity of areas that could potentially be a salamander habitat. On the other hand, if Jefferson salamander habitat is established through the monitoring process, the City should be allowed to proceed with development under an agreement with the Minister, as discussed below.

#### Agreement Process

As noted earlier, the City will not be able to meet the June 30, 2010, deadline for entering into an agreement under the transition provision of O. Reg. 242/08. Given that the City has already undertaken salamander monitoring in 2009, and that the second year monitoring in 2010, that is being undertaken at the request of the MNR, cannot be completed before June 30, 2010, it is reasonable to request the Minister for an extension of the deadline for entering into an agreement in the event a salamander habitat is established within the HCBP.

The Hanlon Creek Business Park subdivision has gone through extensive public consultation, design review and approval processes and is ready for construction. City staff and consultants are confident that adequate salamander mitigation measures can be incorporated in the HCBP design if salamander habitat is established within the HCBP. They are also confident that the City would be able to meet the requirements for an agreement as envisaged by O.Reg. 242/08.

#### Interim Works

As Council is aware, the City is working with the MNR Guelph District office to carry out a number of interim works in the HCBP, independent of the monitoring program. The projects and their status are as follows:

- Hanlon Watermain and Utilities Crossing: This involves tunnelling under the Hanlon Expressway at the Clair Road alignment for watermain and utilities crossing. MNR has allowed this work to proceed. The work will commence in November, 2009, and will be completed by April, 2010.

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- Servicing Projects: Three independent servicing projects have been identified in the north-western, northern and eastern parts of HCBP Phase 1. They are currently being reviewed by MNR. The City plans to commence construction work in these areas from January, 2010.
  - Laird Road Culverts: Laird Road was closed in the evenings, for ten days, in September 2009, to allow for the safe passage of migrating amphibians. In order to avoid closing Laird Road again between March and June in 2010, the City will be installing drift fencing and traps on either side of Laird Road as part of the overall network of fencing and traps installed for salamander monitoring. The installation of fencing and traps will be undertaken during the month of November, 2009, and this arrangement is acceptable to MNR staff.

The City would like to inform the Minister of Natural Resources that in undertaking the proposed interim works, the City is making every effort and expending resources to keep the HCBP project moving forward while working with Ministry staff to meet the requirements of the Endangered Species Act.

#### Other Considerations

It is also necessary to emphasize the community, environmental, economic and investment contexts that make the Hanlon Creek Business Park development somewhat unique not only in Guelph but also in south-western Ontario.

The HCBP development is the centrepiece of Guelph's environmental stewardship and economic development. As a source of employment lands, this development is critical to Guelph's Local Growth Plan and to the Provincial Growth Plan projections pertaining to south-western Ontario. The subdivision plan provides for the integration and enhancement of the central habitat and wetland complex within the development lands. A hierarchy of transportation connections involving the adjacent Hanlon Expressway, internal roads, trails and bikeways are included to provide multimodal access for community, business and recreational uses. Services will be installed within the road allowances, while onsite design will ensure low impact development, groundwater recharge, and stormwater management to sustain the natural watercourses.

Full development also involves considerable investments. The servicing cost for Phases 1 and 2 is estimated to be \$30M, and another \$10M cost is anticipated for Phase 3 servicing. Of additional infrastructure investments, \$1.5M has already been spent on interim improvements to the Hanlon Expressway intersections at Laird Road and Clair Road. The watermain and utilities crossing, noted above, will cost \$1.8M. The Environmental Assessment for upgrading the at-grade Hanlon/Laird intersection to a new interchange has been approved by the Minister of the Environment. The Ministry of Transportation can now proceed with the design and construction of the new interchange at an estimated cost of \$20M. The City is collecting Development Charges to pay its share of the cost of the new interchange that is being given priority to accommodate developments within the HCBP and on lands to the east of the Hanlon Expressway.

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The City should emphasize the importance of the social, economic, environmental, and investment factors associated with Hanlon Creek Business Park development in order for the Ministry of Natural Resources to arrive at an informed and proportionate decision balancing the objectives of the Endangered Species Act and the Provincial and Local Growth Plan objectives. The recommended requests to the Minister of Natural Resources are reasonable requests and appropriate to the background and circumstances associated with the development of the Hanlon Creek Business Park.

If Council approves the recommended resolution, staff would prepare the letter from the Mayor to the Minister of Natural Resources, incorporating the Council resolution and attendant circumstances as outlined in this report.

### **CORPORATE STRATEGIC PLAN**

Goal 3: A diverse and prosperous local economy

### **FINANCIAL IMPLICATIONS**

As discussed in this report.

### **DEPARTMENTAL CONSULTATION**

Economic Development and Tourism Services  
Community Design and Development Services  
Legal Services

### **COMMUNICATIONS**

N/A



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**Prepared By:**  
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**Endorsed By:**  
Richard Henry, P.Eng.  
City Engineer  
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cc Peter Cartwright

Ministry of Natural  
Resources

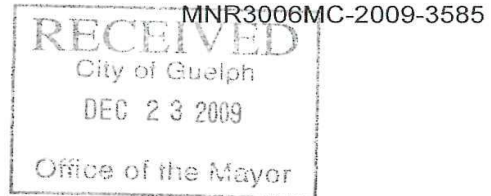
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Ministère des Richesses  
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DEC 17 2009

Her Worship Karen Farbridge  
Mayor  
City of Guelph  
City Hall  
1 Carden Street  
Guelph ON N1H 3A1

Dear Mayor Farbridge:

Thank you for your letter and council's resolution and report regarding the Hanlon Creek Business Park (HCBP) development and the potential implications of the *Endangered Species Act* (ESA). I am pleased to hear about the collaboration between the city and the Ministry of Natural Resources Guelph District to address Jefferson Salamander and their habitat at this site.

I am confident that a well designed and implemented Jefferson Salamander monitoring program can help determine whether Jefferson Salamanders and/or their habitat are present in the HCBP. If Jefferson Salamanders and/or their habitat are not found, the city can continue development of the site as proposed and previously approved by various agencies.

In the event that Jefferson Salamander and/or its habitat are confirmed on the site, the work may proceed pending an authorization under the ESA. I am pleased to note that discussions between my staff and yours have confirmed that the project is eligible for an agreement as per the regulations made under the ESA (O.Reg. 242/08). As noted in your correspondence, the provisions for entering into an agreement are transitional and expire June 30, 2010. For that reason, I suggest our staff work together to develop the draft terms of an agreement in advance of the monitoring work so that the groundwork is in place to make a decision late spring pending the outcome of the monitoring program.

My staff are committed to helping the city assess and protect Jefferson Salamander and their habitat at the HCPB, as well as providing direction to the city with regard to the ESA.

Thank you again for writing.

Sincerely,

A handwritten signature in cursive script that reads "Donna Cansfield".

Donna Cansfield  
Minister of Natural Resources

c: Liz Sandals, MPP, Guelph



February 11, 2010

The Honourable Linda Jeffrey  
Minister of Natural Resources  
Room 6630 Whiney Block  
99 Wellesley St. W.  
Toronto, ON M7A 1W3

Dear Minister Jeffrey,

**Re: City of Guelph Hanlon Creek Business Park**

I would like to congratulate you on your appointment as Minister of Natural Resources. Also, as the Mayor of a municipality that has been dealing very cooperatively with the Ministry of Natural Resources over the last two years in regard to the application of the Endangered Species Act to a major development in Guelph, I extend to you my best wishes and Guelph's continuing support in regard to the administration of this challenging piece of conservation legislation.

The development that is of mutual interest to Guelph and the Ministry of Natural Resources (MNR) is the Hanlon Creek Business Park (HCBP). Significant community, environmental, economic and infrastructure investments are involved in this development project which is of importance not only for the Local Growth Plan objectives in Guelph but also for Provincial Growth Plan objectives in southwestern Ontario.

The City is the major landowner in this development along with two private landowners, Guelph Land Holdings and Belmont Equity Holdings Limited. The project includes a new interchange on Provincial Highway 6 at an estimated cost of \$20 M and cost-shared between the City and the Ministry of Transportation. In addition, the City and the two private developers will provide municipal services at an estimated cost of \$50 million.

The Draft Plan of Subdivision for HCBP was approved by City Council on February 21, 2005, and by the Ontario Municipal Board on November 8, 2006. Following the OMB decision, the required agency approvals for the construction of municipal services and environmental mitigation were obtained and the construction of Phase 1 and Phase 2 services was set to begin in 2009.

However, work has been delayed following the discovery of a dead hybrid Jefferson salamander on April 20, 2009, during an amphibian road mortality survey. Jefferson Salamander has been identified as a threatened species under the Endangered Species Act (ESA) of 2007. Work on the subdivision can now

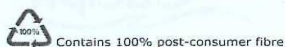


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proceed only under an agreement between the landowners and the Minister of Natural Resources after verifying the presence of salamander habitat within the HCBP lands.

In October 2009, I wrote to the then Minister of Natural Resources, Donna Cansfield, pursuant to a City Council resolution requesting the Minister to allow the City to enter into an agreement with MNR if the presence of Jefferson salamander habitat were to be established within the HCBP lands as a result of the salamander monitoring program planned for the spring of 2010. In addition, the City also requested the Minister to confirm that if no salamander habitat is established at the end of the 2010 monitoring program, the City could proceed with the development of the HCBP.

By her letter dated December 17, 2009, Honourable Cansfield, confirmed that the City can proceed with development if Jefferson salamanders and/or their habitats are not found within the HCBP lands at the end of the 2010 monitoring program. The letter also confirmed that if salamanders were to be found, the City could enter into an agreement with MNR as per the regulations made under the ESA (O.Reg. 242/08). As the agreement provisions will expire on June 30, 2010, the Minister suggested that City and MNR staff should develop a draft agreement to be ready before the deadline pending the outcome of the monitoring program.

With this background, I am happy to inform you that City staff and our consultants, Natural Resources Solutions Inc (NRSI), have finalized a comprehensive monitoring program in consultation with MNR Guelph District staff and Dr. Jim Bogart of the University of Guelph. The monitoring program will be undertaken by NRSI during the months of March and April under the coordinated supervision of MNR District Office, Dr. Bogart, and City Environmental Planners. In addition, City and MNR staff and the two private landowners have begun preparing draft agreements including the outline of a mitigation plan pending the outcome of the monitoring program. The preparation of the agreements and mitigation plan has to be coordinated between the parties given the integrated nature of the subdivision.

We appreciate the Ministry's decision to enter into an agreement with the City and the landowners of the HCBP subdivision to develop the Hanlon Creek Business Park if salamander presence is established during the 2010 monitoring program. We also appreciate the Ministry's confirmation that the development of the Business Park could go ahead as per previous approvals if the monitoring program does not establish salamander presence within the subdivision lands.

As the final agreements are signed by the Minister of Natural Resources and the landowners, I wanted take this opportunity to provide you with the background and the most recent information on the Hanlon Creek Business

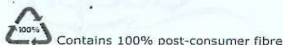


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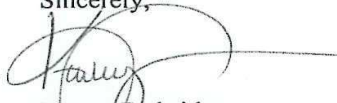




Park. The City staff and consultants along with the private landowners will carry out the monitoring program as planned and will have the draft agreements and the potential mitigation plan ready to be finalized for public review and signatures before the June 30<sup>th</sup> deadline, pending the outcome of the monitoring plan.

We look forward to working with MNR staff at the Guelph District Office and once again take this opportunity to express our appreciation for the support and cooperation we have been consistently receiving from the Ministry of Natural Resources in regard to the development of the Hanlon Creek Business Park.

Sincerely,



Mayor Earbridge

cc: Liz Sandals, MPP, Guelph  
Ian Hagman, Ministry of Natural Resources Guelph District  
Ian Thornton, Ministry of Natural Resources Guelph District



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Attachment 1e

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Ministère des Richesses  
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Bureau du ministre

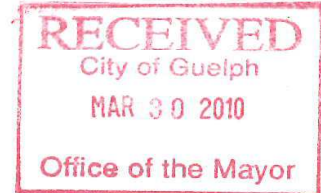
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MNR4046MC-2010-242

**MAR 25 2010**

Her Worship Karen Farbridge  
Mayor  
City of Guelph  
1 Carden Street  
Guelph ON N1H 3A1



Dear Mayor Farbridge:

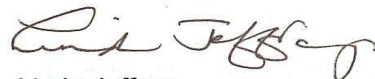
Thank you for your letter regarding the Hanlon Creek Business Park (HCBP) development in the City of Guelph. I appreciate your kind words on my appointment as Minister of Natural Resources, and your ongoing commitment to working with my Ministry in the implementation of the *Endangered Species Act* (ESA).

As you noted in your correspondence, the HCBP is an important project that has been developed through a comprehensive planning and approvals process and has included significant investment by the City of Guelph and private developers. I understand that a Jefferson-dominated polyploidy salamander was found within the business park study area. The presence of that threatened species resulted in the need for additional studies in order to determine the implications of the ESA.

As noted by my predecessor, Donna Cansfield, a well-designed and implemented Jefferson Salamander monitoring program can help determine whether the salamander and/or its habitat is in the HCBP. If Jefferson Salamander and/or its habitat are not found, the City can continue development of the site as previously approved. If Jefferson Salamander and/or its habitat are confirmed at the site, the City could apply for a permit under section 17(2)c of the ESA. The City is eligible for an agreement as per the Regulation (Reg. 242/08) under the ESA.

Again, thank you for writing. I look forward to continued co-operation between the Ministry of Natural Resources and the City of Guelph.

Sincerely,



Linda Jeffrey  
Minister of Natural Resources

c: Liz Sandals, MPP, Guelph  
Ian Hagman, District Manager, Guelph District Office  
Ian Thornton, Planning & Information Management Supervisor, Guelph District Office

Attachment 2

**Ministry of  
Natural Resources**

Guelph District  
1 Stone Road West  
Guelph, Ontario  
N1G 4Y2

**Ministère des  
Richesses naturelles**

Telephone: (519) 826-4955  
Facsimile: (519) 826-4929



May 10, 2010

Her Worship Karen Farbridge  
Mayor  
City of Guelph  
City Hall  
1 Carden Street  
Guelph ON N1H 3A1

Dear Mayor Farbridge:

I am writing to advise that the Hanlon Creek Business Park (HCBP) will not require an agreement or permit under the Endangered Species Act 2007 to proceed with development of the Hanlon Creek Business Park.

As you are aware, City staff and consultants (Natural Resources Solutions Inc) worked with the Ministry Natural Resources Guelph District (MNR) and Dr. Jim Bogart of the University of Guelph to design a comprehensive salamander monitoring program for the HCBP. All parties were confident that this monitoring program was rigorous enough to ascertain the presence of Jefferson Salamanders and the habitat they would use, if present, on the site.

On March 25, 2010 Minister Jeffrey reconfirmed previous Minister Cansfield's decision that, "If Jefferson Salamanders and/or their habitat are not found, the City can continue development of the site as proposed and previously approved by various agencies." The development remains subject to Provincial Legislation and approvals from the various regulatory agencies.

During the monitoring program that commenced on March 12, 2010 and concluded on April 30, 2010, thirteen salamanders were captured, sampled, and subsequently tested by Dr. Jim Bogart at the University of Guelph. The tests concluded that none of the specimens caught and tested were Jefferson Salamanders or Jefferson dominated polyploids. Therefore there are no requirements for authorizations under the Endangered Species Act for the Hanlon Creek Business Park.

I want to also take this opportunity to thank City staff for the working with the MNR on developing and implementing the monitoring program. Rajan Philips and Suzanne Young were especially helpful, professional, and pragmatic in developing solutions to meet the requirements of all parties.

Sincerely,

A handwritten signature in black ink that reads "Ian Hagman".

Ian Hagman  
District Manager  
Guelph District  
Ministry of Natural Resources

C: Peter Cartwright, City of Guelph  
David Kemper, Belmont Equity Holdings  
Bill Luffman, Guelph Land Holdings



December 15, 2009

Karolyne Pickett  
Species at Risk Biologist  
Ministry of Natural Resources, Guelph District  
1 Stone Road  
Guelph, Ontario  
N1G 4Y2

Dear Ms. Pickett,

**Re: Hanlon Creek Business Park  
2010 Salamander Monitoring Plan**

Natural Resource Solutions Inc. (NRSI) would like to thank the Ministry of Natural Resources (MNR), Guelph District, for their input and guidance in the development of the 2010 Salamander Monitoring Plan for the Hanlon Creek Business Park (HCBP). Based on MNR comments and in consultation with the City of Guelph, Belmont Equity Partners Inc. and Cooper Construction Limited, NRSI has made revisions to the draft Salamander Monitoring Plan submitted to you on Friday October 9, 2009. The revised 2010 Salamander Monitoring Plan and Maps, showing location of fencing and pitfall and minnow traps are appended to this letter.

**A) Monitoring Requirements**

In preparing this plan, NRSI has taken into account the following requirements outlined by MNR staff at the September 23, 2009 meeting that was attended by City staff, Belmont Equity and Cooper Construction representatives, and the project consultants:

- Input from Dr. Jim Bogart
- Plan showing monitoring locations including drift fencing
- Monitoring duration including start date and end date
- Protocol for daily monitoring indicating monitoring times, responsiveness to weather changes etc.
- Use of best practices based on the experiences of salamander monitoring elsewhere in Ontario

Dr. Jim Bogart took part in the site visit undertaken by NRSI and City staff on October 1, 2009 to review habitat features on-site and identify monitoring locations, including drift fencing prior to the preparation of the draft Plan. It is our understanding that MNR consulted with Dr. Jim Bogart during their review of the draft Monitoring Plan. The finalized Monitoring Plan incorporates modifications to the earlier draft plan based on input provided by MNR, via the email-letter dated November 2, 2009. Overall, the Monitoring Plan is consistent with the best practices and experiences of salamander monitoring in Ontario, including the direct experience of NRSI in salamander monitoring in Guelph and Kitchener/Waterloo.

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The protocol for daily monitoring is outlined in the attached Monitoring Plan, which includes changes made on the basis of MNR's input. The protocol for determining monitoring duration including start and end dates, as well as the reporting structure involving NRSI-MNR-City staff are outlined in Part C) of this letter.

**B) MNR Comments & NRSI Clarifications**

MNR's email-letter, dated November 2, 2009, included specific comments/questions in regard to the proposed Salamander Monitoring Plan. We offer the following clarifications:

i. *"We recommend that permission be sought to survey both ponds located on the private property located north of Laird Road, just east of Downey Rd."*

The City has been successful in contacting the private landowner along Laird Road to obtain permission to set-up minnow traps within their ponds for the 2010 spring monitoring. Approximately 16 minnow traps will be placed within the ponds by NRSI staff prior to the on-set of salamander movement in early spring 2010 (i.e. mid-March).

ii. *"MNR reiterates that it is not standard protocol to conduct a habitat use study concurrently with a pond survey, as is proposed here. The standard protocol is to first identify ponds used for breeding by the species as per the minnow trap methodology described above, and to carry out the habitat use study..."*

Within the proposed plan of development for the Hanlon Creek Business Park, potential salamander breeding and over-wintering habitats are being retained. As minnow trap surveys were conducted within potential breeding ponds in spring 2009, the focus of the 2010 monitoring is salamander movement throughout the business park. Monitoring protocol provided by Dr. Jim Bogart states that:

*"... drift fences when combined with pitfall traps are very effective method for monitoring populations and for obtaining density estimates over time. Some breeding ponds that are small and concise maybe completely surrounded with a drift fence so every individual entering or leaving the pond can be observed and marked. When the ponds are larger or when the terrain is not suitable for extensive fences, population estimates or directionality can be obtained with a random array of drift fences."*

Jefferson salamanders are known to have strong pond fidelity from year to year, meaning that they are likely to return to the same breeding pond annually despite a pond being dry or having unsuitable breeding habitat. The drift fencing and pitfall traps will allow NRSI to document movement of salamanders to potential pond locations that may be dry in 2010. Further, salamander pond surveys and habitat use studies have been undertaken concurrently in other areas and NRSI has carried out concurrent investigation in sites in Kitchener.

iii. *"Fence installation should not occur prior to November 15, to ensure that all salamanders have reached their over-wintering habitat."*

As noted below, installation of the drift fencing and pitfall traps throughout the business park was undertaken after November 16, 2009.

iv. *"The proposal consists of installing five new culverts under Laird Road to provide road-crossing structures for frogs and toads....Given that salamanders can exhibit an aversion to culverts, we are worried that installing culverts prior to the habitat use study may alter*

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*current natural movement patterns of salamanders across the road, therefore leading to false results during the pond surveys and habitat use study. Consequently, MNR does not recommend installing these new culverts at this time."*

During the meeting on October 14, 2009 with the City, NRSI and MNR, the City confirmed with the MNR that no culverts would be installed along Laird Road in November 2009, as earlier planned, in light of the requirement to install fencing and traps along Laird Road as part of the 2010 monitoring. This position was further confirmed in the Council Report and letter sent to the Minister of Natural Resources. The City agreed to install barrier fencing and pitfall traps along the north and south side of Laird Road to mitigate for amphibian movement during their breeding season (March – June 2010). The installation of fencing along Laird Road has now been completed. The City has indicated that the construction of culverts on Laird Road for amphibian migration will be undertaken after the conclusion of the monitoring program in 2010.

*v. Proposed Methodology:*

*1) How are you defining "suspect Jefferson salamander"?*

Salamanders that resemble either blue-spotted (*Ambystoma laterale*) or Jefferson will be identified as 'suspect' Jefferson salamanders.

*2) What will become of individuals found dead?*

Any dead/injured individuals will be documented. Dead individuals will be placed beneath adjacent leaf litter for decomposition. Tail clippings will be collected from suspect Jefferson salamanders for DNA extractions and microsatellite examination.

*3) Is there a rationale for using clippers instead of a scalpel for collecting tail tissue?*

Clippers will allow NRSI staff to sample suspect Jefferson salamanders efficiently as clippers are sharp, fast and ensure more precise sample size.

*4) When checking traps, please record whether the animal captured is likely a recapture (i.e. the tail appears already clipped)*

Any individuals noted to be possible recaptures will be recorded on NRSI's 'Trap Checking Form'.

**C) Monitoring Duration & Reporting Arrangement**

The protocol and methodology outlined in the Monitoring Plan will be strictly followed during the monitoring period. The following staff members from MNR, NRSI and the City will form the Primary Team to share information, updates and mutually agreed directions on a weekly basis during the monitoring program:

MNR: Karolyne Pickett and Ken Cornelisse  
NRSI: Tara Brenton  
City of Guelph: Suzanne Young

Information, updates and directions will be shared by emails, telephone calls followed by emails confirming the matters discussed. All directions to field staff and follow-up actions will be recorded and transmitted promptly. The Primary Team members will undertake joint site inspections at agreed upon intervals. Additionally, the Primary Team will determine the dates of commencement and conclusion of the monitoring program in consultation with Dr. Jim Bogart.



City staff have spoken with Dr. Jim Bogart and confirmed his availability for consultation during the monitoring period, particularly in regard to determining the start and end dates of the monitoring program.

**D) Installation Work**

Installation of the drift fencing and pitfall traps throughout the business park began after November 16, 2009. Installation of fencing and pitfall traps, as shown on the plans prepared by NRSI with MNR changes incorporated, was carried out by Drexler Construction under NRSI supervision. Pitfall traps will be closed for the winter months to ensure no wildlife mortalities occur. The minnow traps will be installed in the spring of 2010. Table 1 summarizes the total amount of fencing, pit fall traps and minnow traps that will be used for salamander monitoring in 2010:

**Table 1: Fencing, Pit Fall and Minnow Trap Installation**

	North (excl. Laird Rd)	South (excl. Laird Rd)	Laird (North)	Laird (South)	Private Property	Total
Drift Fencing (m)	2181	1450	890	927	0	5448
Pitfall Traps	299	198	63	64	0	624
Minnow Traps	37	52	0	0	16	105

On December 11, 2009, MNR, City of Guelph and NRSI staff undertook a site inspection of the installation work in the company of Drexler representatives. A further inspection will be carried out by NRSI and City staff in early March 2010 to ensure that the fencing and traps are functional prior to the commencement of the monitoring program. The following items were discussed during the site visit:

- Minnow traps density within the private property ponds along Laird Road (reducing minnow trap density from 35 to 16)
- Break in fencing between northeast corner of Block 15 and Open Space Block – potential to leave space open or determine best methods to close gap, and
- The use of un-coated galvanized minnow traps vs. coated minnow traps

It is requested that these items be discussed by NRSI and MNR staff prior to March 2010 to ensure MNR staff are satisfied with the final monitoring plan.

We once again thank the Ministry of Natural Resources, Guelph District, for their input and guidance in developing the 2010 Salamander Monitoring Plan and look forward to MNR's continuing co-operation in carrying out the monitoring work in 2010.

Sincerely,  
Natural Resource Solutions Inc.



Tara Brenton, B.Sc., Certified Arborist  
Terrestrial and Wetland Biologist

C: Ken Cornelisse, MNR  
Dr. Jim Bogart, University of Guelph  
Peter Cartwright, City of Guelph

Suzanne Young, City of Guelph  
David Kemper, Belmont Equities  
Bill Luffman, Cooper Construction

**Hanlon Creek Business Park  
2010 Salamander Monitoring Plan  
December 15, 2009**

**Introduction**

Natural Resources Solutions Inc (NRSI) has prepared the 2010 Salamander Monitoring Plan for the Hanlon Creek Business Park (HCBP) on behalf of the City of Guelph, Belmont Equity Partners and Cooper Construction. The focus of the Monitoring Plan will be to re-assess presence/absence of suitable breeding habitat for Jefferson salamander (*Ambystoma jeffersonianum*) and determine presence/direction of any salamander movements to and from natural areas within the HCBP lands. The Monitoring Plan has been developed following extensive discussions involving NRSI, Ministry of Natural Resources, Guelph District (MNR), Dr. Jim Bogart from the University of Guelph and City staff. The background to undertaking salamander monitoring and the methodology for field monitoring and data analysis are presented herein. The Monitoring Plan has been finalized following review by and input from the MNR, Guelph District.

In spring 2009, NRSI conducted salamander trapping surveys with the use of un-baited minnow traps from March 27 to April 9, to assess the potential presence of Jefferson salamander within potential habitat features on-site. No salamander species were observed or trapped during the trap surveys. However, on April 20 2009, NRSI biologists observed one salamander, identified to be *Ambystoma laterale-(2) jeffersonianum*, dead on Laird Road while conducting a road mortality survey to determine the impacts of vehicular traffic on amphibian movement across Laird Road.

Results obtained from 2010 monitoring will be supplemented by findings from 2009 surveys (minnow trap surveys, larval surveys, review of habitat characteristics and Laird Road amphibian mortality surveys).

**Methods**

Initial habitat characterization has been based on vegetation mapping completed by NRSI (2004) and approved by the Grand River Conservation Authority (GRCA 2000), as well as first-hand knowledge of the study area. Salamander survey locations have been chosen based on available mapping, existing literature, and input and guidance from the MNR, Guelph District and Dr. Jim Bogart.

Prior to conducting salamander surveys within the HCBP, NRSI will obtain the following permits in order to trap and/or handle potential wildlife:

- OMNR Wildlife Animal Care Committee – Animal Care Protocol
- Wildlife Scientific Collector's Authorization under the Endangered Species Act (2007)



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### *Salamander Trap Surveys*

Based on previous project experience and consultation with agencies (MNR, GRCA) and experts (Dr. Bogart), an effective method for surveying salamanders is trapping adults during the breeding season.

Approximately 105 un-baited minnow traps will be placed in all potential breeding locations (a total of 11 ponds) for salamanders within the subject property and their location recorded with a handheld GPS (see Figure 1 and 2). This will include wetlands, vernal pools and ponds. The traps will be put out in early spring during peak salamander breeding when salamanders emerge from their overwintering sites and migrate to breeding ponds. The timing of the breeding season varies depending on temperature and spring rains; however, it is not anticipated to begin before mid-March. NRSI will correspond closely with Dr. Bogart and MNR to ensure traps are set out prior to the on-set of the movement period. Traps will be checked daily and any species captured will be photographed and documented. Traps will be set every day from on-set of salamander movement (i.e. mid-March) to the end of April to ensure maximum success. The start and end of monitoring will be confirmed based on discussions with staff of the MNR as well as Dr. Bogart.

The following methods will be utilized by NRSI biologists during trap surveys in 2010:

#### i) Trap Setting

- Attach a long rope to minnow trap and submerge into water (trap openings completely or partially submerged). Secure rope to a nearby tree or shrub branch.
- Place traps near pond edge in emergent woody vegetation (i.e. willows, red-osier dogwood, and other suitable egg mass attachment areas)
- In areas where upland habitat is present, place traps adjacent to shoreline nearest upland habitat in water deep enough to submerge trap
- Situate traps evenly throughout habitat to ensure thorough coverage
- Flag the location of the trap and label appropriately
- Complete 'NRSI Salamander Survey Trap Setting Form' (see attached)
  - Fill out one form for each wetland or vernal pool where traps are set (describing wetland habitat and surrounding conditions)
  - Record UTM location of each trap and mark on airphoto

#### ii) Trap Checking

- Remove trap from water
- Complete 'NRSI Salamander Survey Trap Checking Form' (see attached). Record the following:
  - Trap # (ex. SAL-001)
  - All species caught in trap (i.e. frogs, beetles, fish, salamanders etc.)
  - Photograph, measure and sex (if possible) any salamander species observed
  - Number of each species observed
  - Sample number (1, 2, 3, etc.) for any suspect Jefferson salamander tail clippings obtained
  - Indicate if captured salamanders are recaptures (i.e. tail already clipped)
  - Indicate if trap re-set in same location.

- Collect tail clippings from suspect Jefferson salamander and release all specimens caught in trap at trap site [any salamanders that resemble blue-spotted (*Ambystoma laterale*) or Jefferson will be identified as 'suspect' Jefferson salamanders]
- Any dead/injured individuals will be documented and placed beneath adjacent leaf litter for decomposition. Tail clippings will be collected from suspect Jefferson salamanders for DNA extractions and microsatellite examination.
- Walk around the wetland/vernal pool and complete a visual inspection for egg masses. Fill in appropriate information on trap check form and photograph all egg masses observed.

iii) Tail Clipping:

As genetically 'pure' Jefferson salamanders are virtually impossible to identify visually, small tail clippings (approximately 5mm) of all suspect Jefferson salamanders encountered during trap surveys will be collected and preserved in 70% ethanol for subsequent DNA extractions and microsatellite examination. The salamanders will then be released at the location they were captured. In the unlikely event that injuries or death occur, the MNR will be notified by way of the weekly updates and a summary report at the end of the survey season. DNA extraction and analysis will be performed at the University of Guelph by Dr. Jim Bogart. Tail clipping will involve the following steps:

- NRSI biologists will put on clean, un-used gloves at each wetland/vernal pool site
- One person will gently hold the suspect Jefferson while the other person uses clippers to snip off the tail tip (approx. 5mm) [clippers will allow NRSI staff to sample suspect Jefferson efficiently as clippers are sharp, fast and ensure more precise sample size]
- The tail clipping will be placed in a sample tube and immersed in 70% ethanol
- Record project number, sample number, wetland location and date of collection on sample tube
- Salamander will be returned to the edge of the water and observed to ensure it is uninjured (runs or swims away)
- Clippers and any other equipment used (e.g. ruler) will be sanitized with an alcohol swab
- Any salamander injuries or circumstances of death will be documented

*Pitfall Trap Surveys*

To determine direction of salamander movement to and from potential breeding habitats, drift fencing, along with pitfall traps have been installed in selected areas throughout the subject property and along Laird Road. Fence and pitfall locations have been chosen to best represent locations where salamander movement may occur based on suitable habitat and also assess movements of adult salamanders into areas that may have inadequate water levels necessary for breeding (i.e. detect movement of adult salamanders even when in-water traps do not detect them) (see Figures 1, 2 and 3).

To ensure fencing and pitfall traps were installed prior to salamander movement period in spring 2010 and to avoid installation of posts when the ground is frozen, drift fencing and pitfall traps were installed by the contractor under NRSI supervision after November 16, 2009. Approximately 5448m of drift fencing and 624 pitfall traps were installed throughout the Business Park and on the north and south sides of Laird Road. Prior to

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on-set of salamander movement in spring 2010, fencing and pitfall traps will be inspected by NRSI to ensure no damage has occurred over the winter due to heavy snowfall/icy conditions. Any damages will be corrected before monitoring begins.

Drift fencing is comprised of light-weight Terrafix fencing (approximately 1m in height) with wooden stake supports. Various lengths of fencing were chosen that were best suited to the surrounding habitat features. Fencing was keyed into the ground approximately 10-15cm to ensure salamanders are encouraged to move along the fence line. Deflector fencing, approximately 2-3m in length, was placed at residential and agricultural driveways, to encourage salamander movement away from laneways during the monitoring season. Drift fencing installed within natural areas (i.e. outside of agricultural fields) was installed by the contractor by hand under NRSI supervision. Pitfall traps were inserted in the ground every 15m along both sides of the drift fence, approximately 20cm in the ground, except along Laird Road, where pitfall traps were inserted along one side of the drift fence every 15m (side furthest from Laird Road). Pitfall traps are comprised of un-used paint cans with appropriately sized lids. The paint cans are approximately 3.7 litres, 14cm in diameter and 19cm deep. Each pitfall trap will have:

- holes drilled in the bottom to drain water
- a tight fitting lid for instances when traps are to be closed
- a wet sponge appropriately sized to fit in the bottom of each pitfall trap to prevent desiccation of amphibians

Pitfall traps will be prepared and opened up in early spring (i.e. mid-March). Traps will be checked daily from prior to the on-set of salamander movement to the end of April to ensure maximum success. The start and end of the monitoring period will be determined by the primary team in consultation with Dr. Bogart. Any species captured will be photographed and documented and then released in the appropriate direction, away from traps and drift fencing. Using the same methodology as outlined under salamander trap surveys, tail clippings of all suspect Jefferson salamanders will be collected and preserved in 70% ethanol for subsequent DNA extractions and microsatellite examination.

#### **Monitoring Duration**

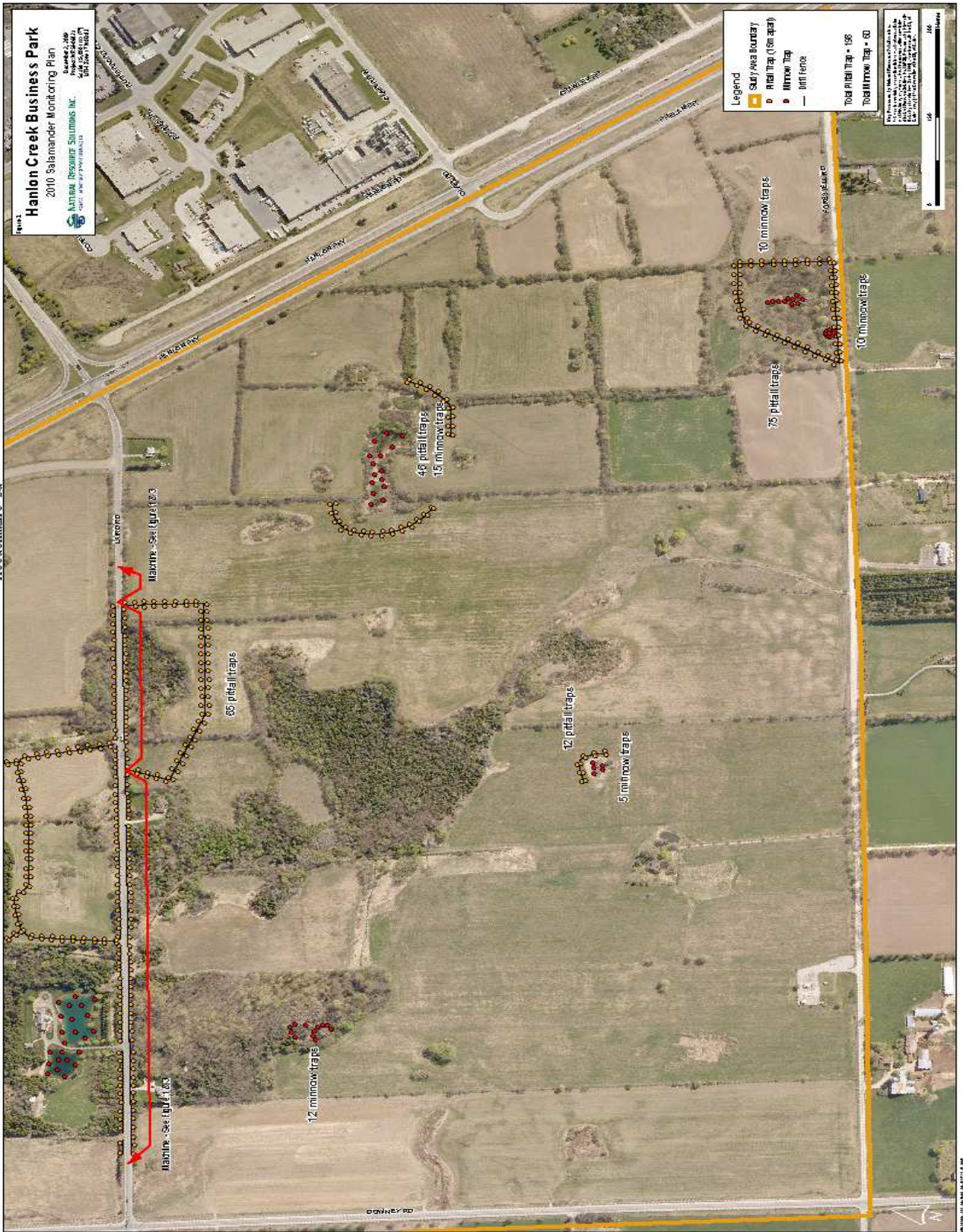
The dates of commencement and conclusion of monitoring will be determined by the (MNR-City of Guelph-NRSI) Primary Team in consultation with Dr. Jim Bogart. Field monitoring is expected to be carried out from about mid-March to the end of April, 2010. DNA extraction and analysis will be undertaken during May and June, 2010.

#### **Data Analysis and Reporting**

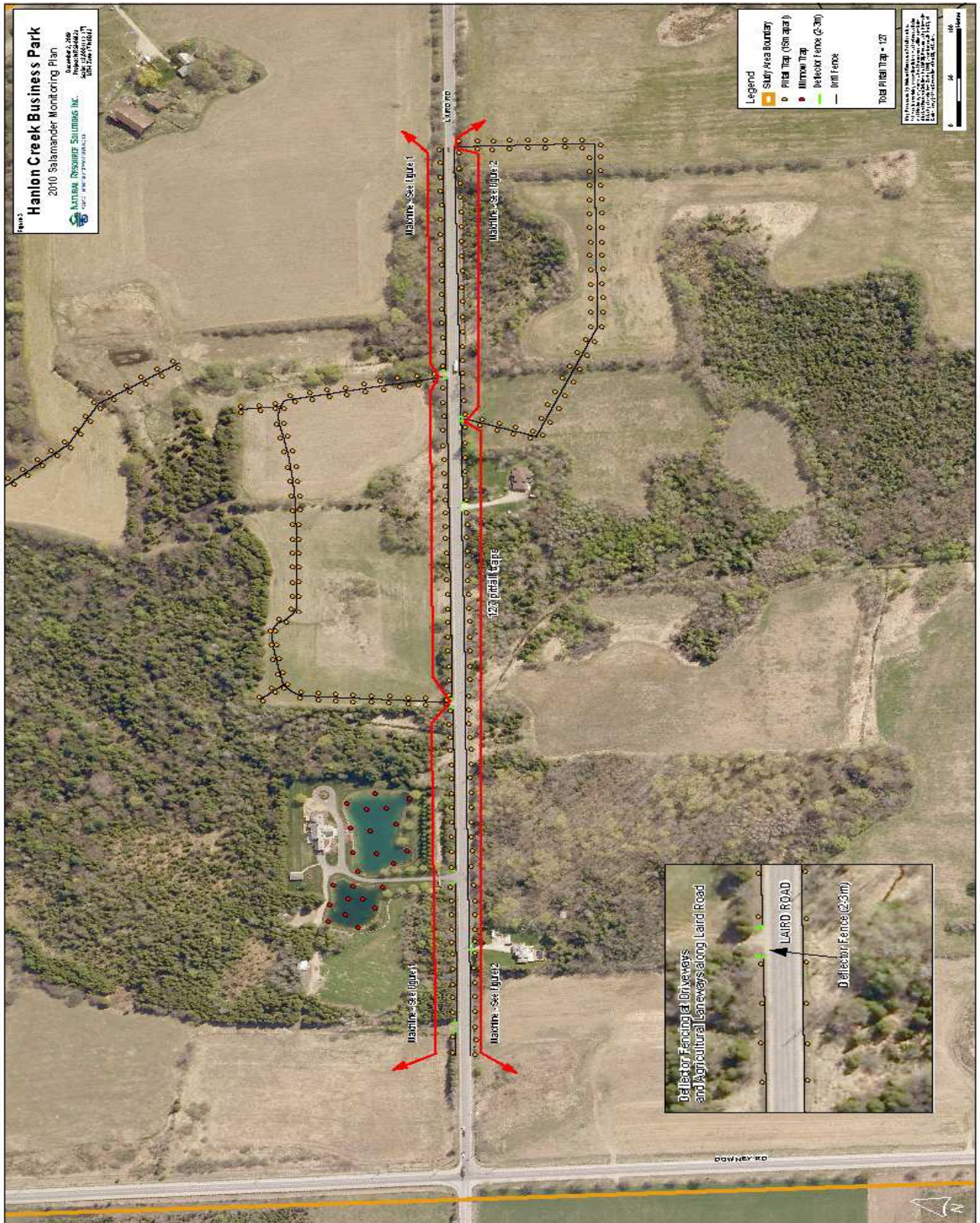
Weekly status reports will be prepared by NRSI and circulated to the Primary Team. DNA extraction and analysis will be performed at the University of Guelph by Dr. Jim Bogart. The results of the salamander monitoring program will be summarized in a written report at the conclusion of the monitoring period.













May 10, 2010

1028

Peter Cartwright  
General Manager, Economic Development & Tourism Services  
City of Guelph  
City Hall, 1 Carden Street  
Guelph, ON. Canada N1H 3A1

Dear Mr. Cartwright,

**Re: Hanlon Creek Business Park  
2010 Jefferson Salamander Monitoring Program Implementation & Results**

This report details the implementation and results of the comprehensive salamander monitoring program within the Hanlon Creek Business Park (HCBP) subdivision, undertaken by Natural Resource Solutions Inc. (NRSI) to re-assess presence/absence of suitable habitat for Jefferson salamander (*Ambystoma jeffersonianum*) and determine presence/direction of any salamander movements to and from natural areas within the Business Park. The monitoring was carried out between March 11, 2010 and April 30, 2010. Thirteen salamanders were captured and laboratory tests have concluded that none of them were Jefferson salamander or a Jefferson-polypliod, dominated by the Jefferson salamander genome.

Prior to the 2010 monitoring program, NRSI carried out adult salamander surveys in 2009 within the HCBP. The 2009 surveys involved setting un-baited minnow traps in potential breeding ponds which were checked daily between March 27 and April 9, 2009. No salamanders were caught in the minnow traps during the monitoring period. In order to further assess potential salamander breeding habitat and determine the presence/absence of the Jefferson salamander, the OMNR recommended salamander larval surveys be conducted. Salamander larval surveys were conducted on June 17, 2009, by NRSI biologists and OMNR staff under the direction of OMNR Species at Risk Biologist. NRSI biologists conducted further larval surveying daily from July 6 to July 10, 2009. No salamander larvae were observed during these surveys.

In spring 2009, concerns were also raised by the public about amphibian mortalities along Laird Road. In order to assess amphibian movement across Laird Road within the Hanlon Creek Business Park as well as determine areas of concentrated movement, NRSI was retained by the City of Guelph to conduct nighttime road mortality surveys along Laird Road. These surveys were conducted twice a week from April 20 to June 18, 2009. During these surveys one salamander was observed which was documented as a road mortality. The specimen was collected and tissues samples were sent to Dr. Jim Bogart at the University of Guelph for DNA analysis.

Results of the DNA microsatellite analysis indicated that the salamander found on Laird Road was a member of the blue spotted-Jefferson salamander complex (*Ambystoma laterale-jeffersonianum*), dominated by the Jefferson salamander genome (LJJ).

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**Sault Ste. Marie:** 111 Elgin Street, Unit 201, Sault Ste. Marie, Ontario, P6A 6L6 **Tel:** (705) 253-0620 **Fax:** (705) 253-0670 **Email:** [info@nrsi.on.ca](mailto:info@nrsi.on.ca)



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The genetically pure Jefferson salamander is listed both federally and provincially as a Species at Risk (COSEWIC 2010; OMNR 2010). This species has a highly unique and complex reproductive biology which includes a number of genetic 'combinations' resulting in individuals with multiple sets of chromosomes from the Jefferson salamander and/or the blue-spotted salamander (*Ambystoma laterale*).

Although the specimen found on Laird road was not a genetically pure Jefferson salamander, it was determined to be a Jefferson-dominated polyploid. This indicates that at some point genetically pure Jefferson salamanders were present in the area, as the Jefferson-dominated polyploids require the pure Jefferson salamander as a sperm donor.

Following the discovery of the Jefferson-dominated salamander on Laird Road and consultations involving OMNR, Dr. Jim Bogart and City staff, it was decided to undertake a comprehensive salamander monitoring program during the spring of 2010 to determine the presence/absence of Jefferson salamander within the HCBP. NRSI developed a comprehensive salamander monitoring plan, in close consultation with OMNR staff, City staff and Dr. Bogart. The finalized monitoring plan was circulated to OMNR, City of Guelph and the private developers of the HCBP on December 15, 2009. The Monitoring Plan is included in a Technical Appendix submitted separately. A Primary Team was developed which was comprised of OMNR staff, NRSI biologists and the City's Environmental Planner. The Primary Team, in consultation with Dr. Bogart, was responsible for setting the start and end dates of the monitoring program, and reviewing monitoring data. The monitoring program was designed to identify potential salamander habitat within the Hanlon Creek Business Park including breeding ponds, upland habitat, and migration corridors.

This report details specifically the sampling methodology employed and the results of salamander surveys within the Hanlon Creek Business Park during the 2010 monitoring period as they relate to the Jefferson Salamander. General amphibian movement within the study area is also discussed. A detailed analysis of the data collected during the 2010 monitoring period as it relates to other taxonomic groups will be discussed in a separate report.

## **Methods**

Based on previous project experience and consultation with agencies (OMNR, GRCA) and experts (Dr. Bogart), an effective method for surveying salamanders is trapping adults during the breeding season with the use of un-baited minnow traps and pitfall traps.

### Salamander Trapping Surveys

The following methodology was developed in close consultation with OMNR staff, City staff and Dr. Bogart which is detailed the Technical Appendix. In order to trap adults within potential breeding ponds, 122 un-baited minnow traps were placed in a total of 12 ponds<sup>1</sup> throughout the study area (Table 2). Refer to Figure 1a and 1b for the locations of all potential breeding ponds where minnow traps were set. Enhanced mapping of each trapping location is provided in the Technical Appendix. Minnow traps were set on

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<sup>1</sup> A 13<sup>th</sup> pond (labeled as pond 12) was searched for egg masses but did not contain enough water to set minnow traps



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several dates beginning on March 11, 2010. In some cases ice thaw time and water levels (i.e. some surface-fed ponds did not contain enough water to accommodate a trap until after all the snow melted) influenced the start of the trapping. All minnow traps, with the exception of SAL-068 in Pond 11 (set on March 22) were set by March 19. The dates that each trap was set is detailed in the Technical Appendix.

At the time minnow traps were set, staff of NRSI completed a 'trap setting form' which documented in detail the habitat present at each trapping location and recorded each trap's location with a handheld GPS. Each minnow trap was submerged in water and attached to a long string which was secured to a nearby tree or shrub branch. Traps were placed parallel to the pond edge and whenever possible within or near emergent woody vegetation (i.e. willows, red-osier dogwood, and other suitable egg mass attachment areas) and situated evenly throughout the pond to ensure thorough coverage. The nearby tree or branch was flagged and marked with the trap number.

Each trap was checked and reset daily until April 30, 2010<sup>2</sup>. Each potential breeding pond was visited daily by NRSI staff and all species captured in the minnow traps were documented on a detailed survey recording form. On the last day of monitoring (April 30, 2010) all minnow traps were checked for the last time and removed from the ponds. The monitoring period of March 11, 2010 to April 30, 2010 was based on average nighttime temperatures, humidity and precipitation as well as recommendations from Dr. Bogart and OMNR staff and was ratified by the Primary Team.

Each day while checking minnow traps, NRSI biologists also conducted visual surveys for salamander egg masses in each pond. If amphibian egg masses were observed their location was flagged and recorded with a handheld GPS. Photos were taken of each egg mass and information such as species, attachment location, size of egg mass, and depth of water was recorded.

In order to assess potential salamander movement within the study area a combination of silt fences and pitfall traps were strategically put in place throughout the subject property (Figure 1a and 1b). Eleven fences (each assigned a letter A to K), totaling more than 5.5km in length, were erected around potential breeding ponds and within potential movement corridors in the fall of 2009. The silt fencing was comprised of light-weight Terrafix fencing (approximately 1m in height) with wooden stake supports. Fencing was keyed into the ground approximately 10-15cm to ensure wildlife was encouraged to move along the fence line. Deflector fencing, approximately 2-3m in length, was placed at residential and agricultural driveways, to encourage wildlife movement away from laneways during the monitoring season. Silt fencing installed within natural areas (i.e. outside of agricultural fields) was installed by the contractor by hand under NRSI supervision. Pitfall traps were inserted in the ground every 15m along both sides of the drift fence, approximately 20cm in the ground, except along Laird Road, where pitfall traps were inserted along one side of the drift fence every 15m (side furthest from Laird Road). Pitfall traps were comprised of un-used paint cans with appropriately sized lids. The paint cans were approximately 3.7 litres, 14cm in diameter and 19cm deep.

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<sup>2</sup> Traps in pond 6 and pond 1 were removed prior to April 30 due to no water. Refer to Technical Appendix for the dates each minnow trap was set and removed from the pond.

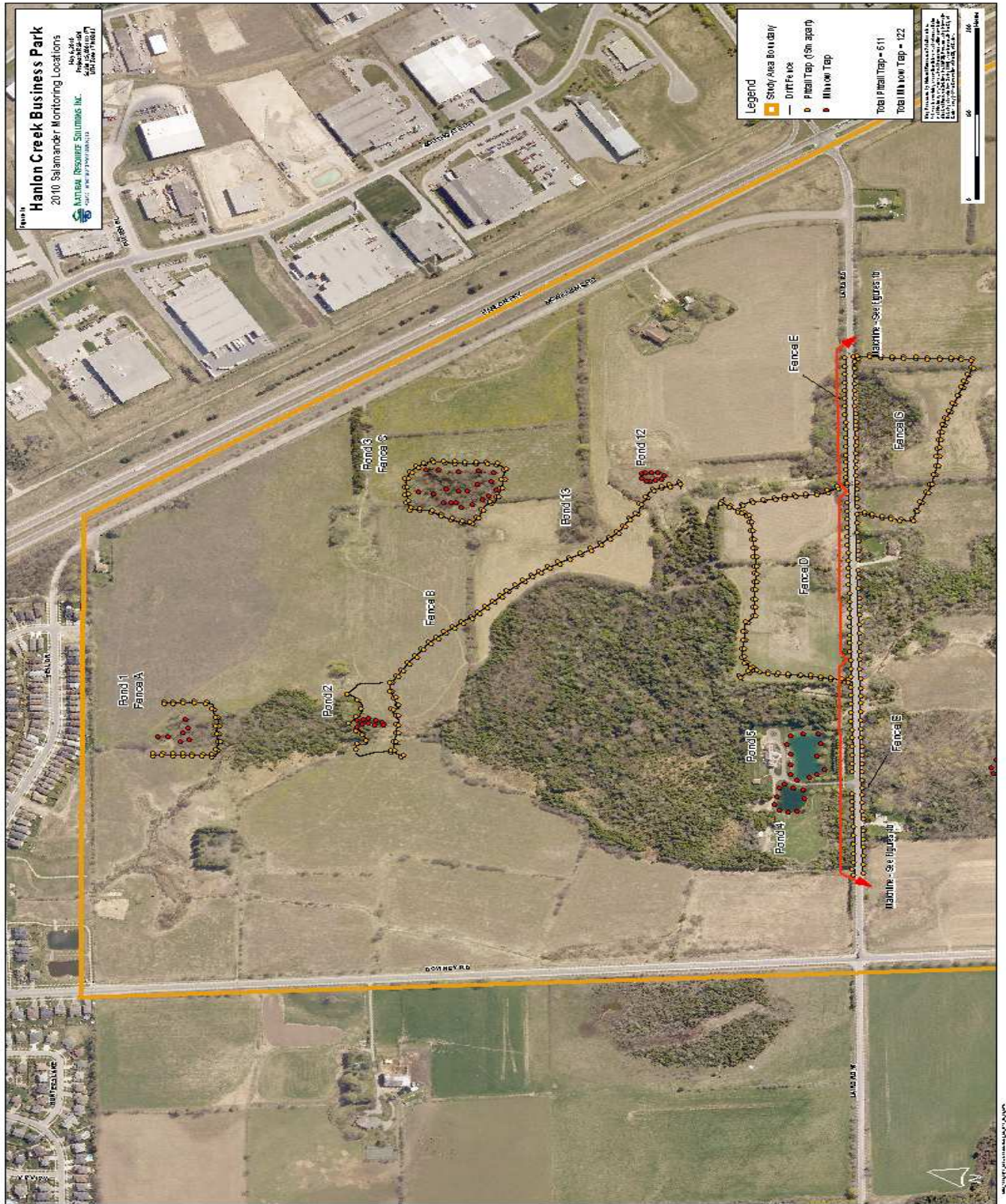
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Each pitfall trap was assigned a number which was spray painted on the silt fence along with the corresponding fence letter (i.e. A16). Each paint can had holes in the bottom of it to allow water to drain. An untreated, cellulose sponge was placed in the bottom of each pitfall trap to hold moisture and some detritus was also placed in the can to provide cover.

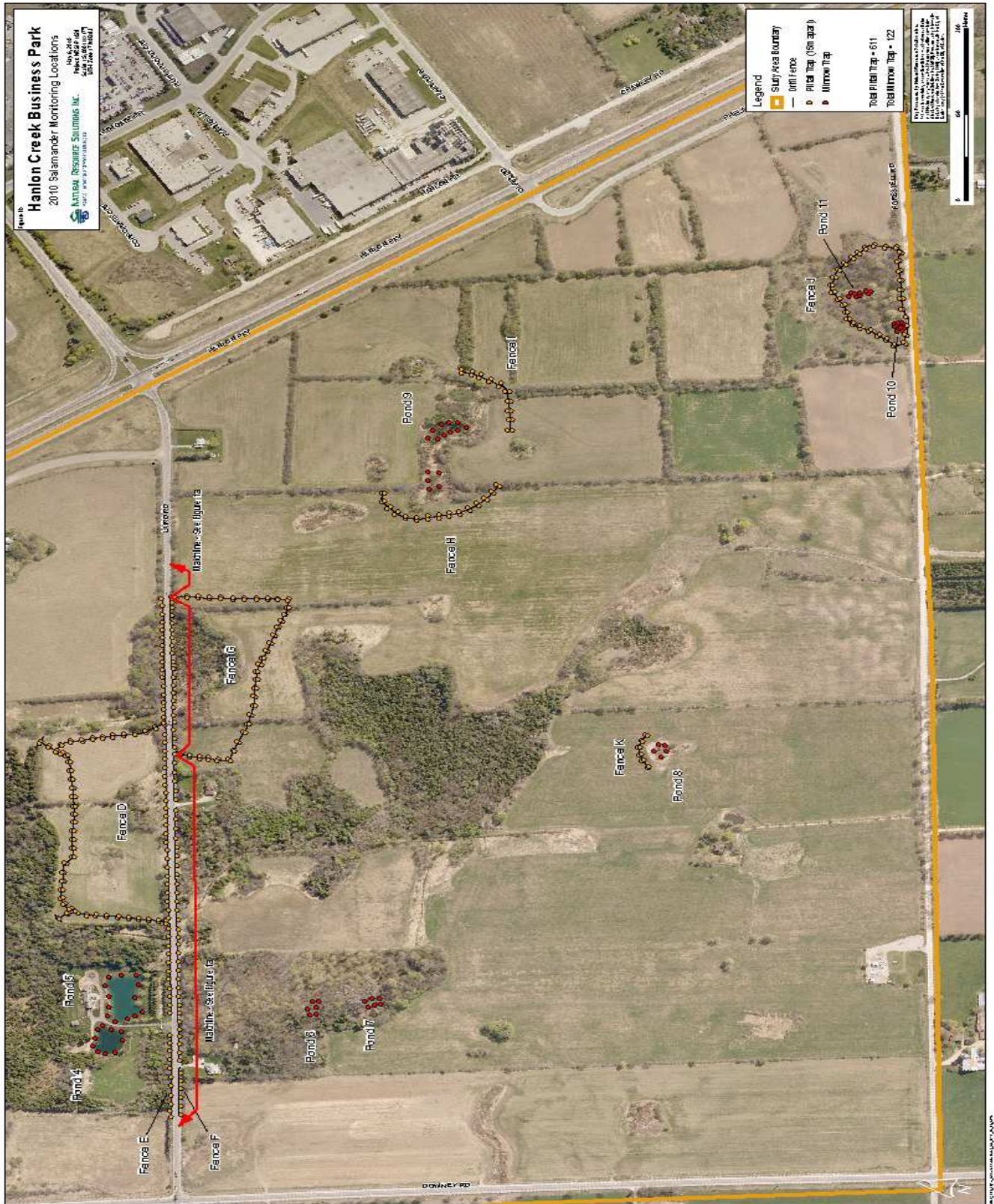
On March 11, 2010 a total of 611 pitfall traps were set which involved removing the paint can lids and dampening the sponges. Each pitfall trap was checked daily and all species captured, with the exception of small insects and arachnids, were documented on a detailed recording form. All species caught in the traps were released on the opposite side of the fence in the direction they appeared to be travelling. Specimens caught in open agricultural fields were walked to the nearest area of vegetative cover in the direction they appeared to be travelling. All pitfall traps were checked for the last time and closed on April 30, 2010 with the exception of the pitfall traps along Laird Road (Fence E and F) which will be monitored until the end of the amphibian breeding season.

As genetically 'pure' Jefferson salamanders are virtually impossible to identify visually, small tail clippings (approximately 5mm) of all salamanders considered to be members of the blue spotted-Jefferson salamander complex encountered during trap surveys were collected and preserved in 70% ethanol for subsequent DNA extractions and microsatellite examination at the University of Guelph by Dr. Jim Bogart.

NRSI biologists put on clean, un-used gloves at each wetland/vernal pool site when handling all amphibian species. When taking tail clippings, one person would gently hold the salamander while the other person used sharp, sanitized clippers to snip off the tail tip (approx. 5mm). The tail clipping was placed in a sample tube and immersed in the ethanol solution. Each sample tube was labeled with the project number, sample number, trap number, date of collection, and name of collector. Each salamander was photographed and measurements were taken of each specimen from the tip of their nose to the tip of their tail (before being clipped) and from the tip of their nose to their vent. The salamanders were then released at the location they were captured and observed to ensure they demonstrated healthy behavior i.e. ran or swam away. Salamanders caught in pitfall traps were released in the closest natural area on the side of the fence they appeared to be travelling. All equipment used during sample collection (i.e. clippers, rulers, etc.) was sanitized with an alcohol swab.







## Results

### Salamander Survey Results

Over the course of the 2010 monitoring period a total of 5360 minnow trap events and 30,550 pitfall trap events occurred. A total of 13 salamanders were captured (Table 2). The location of each salamander trapped is shown on the Technical Appendix. Three genetically distinct salamanders were captured during the 2010 monitoring. This included one genetically pure blue-spotted salamander (LL) as well as 12 polyploid (LLJ & LLLJ) members of the complex dominated by the blue-spotted salamander genome (11 triploid i.e. 3 sets of chromosomes and 1 tetraploid i.e. 4 sets of chromosomes). According to the Jefferson Salamander Recovery Strategy polyploids dominated by the blue-spotted salamander genome are not indicative of Jefferson salamander.

No Jefferson salamanders or members of the blue-spotted-Jefferson complex dominated by the Jefferson salamander genome were trapped within the Hanlon Creek Business Park during the 2010 monitoring period.

Based on the intensity of the monitoring effort and the abundance of salamanders observed in other Guelph project areas where NRSI conducted surveys, it appears that the population of complex salamanders occupying the Hanlon Creek Business Park is small. NRSI conducted daily egg mass searches in 13 ponds throughout the study area however no salamander egg masses were observed. NRSI observed viable salamander egg masses at other project area locations in Guelph during the monitoring period therefore it can be concluded that the methodology and timing of surveys was appropriate.

**Table 1. Results of Mitochondrial DNA Analysis of Salamander Captured During the 2010 Monitoring Period**

Date	Trap #	Scientific Name	Common Name	ID
29-Mar-10	B10	<i>Ambystoma laterale-jeffersonianum</i>	Complex dominated by blue-spotted genome	LLJ
29-Mar-10	B13	<i>Ambystoma laterale-jeffersonianum</i>	Complex dominated by blue-spotted genome	LLJ
29-Mar-10	B2	<i>Ambystoma laterale-jeffersonianum</i>	Complex dominated by blue-spotted genome	LLJ
29-Mar-10	B21	<i>Ambystoma laterale-jeffersonianum</i>	Complex dominated by blue-spotted genome	LLJ
29-Mar-10	B21	<i>Ambystoma laterale-jeffersonianum</i>	Complex dominated by blue-spotted genome	LLJ
3-Apr-10	A29	<i>Ambystoma laterale</i>	Blue-spotted salamander	LL
3-Apr-10	B21	<i>Ambystoma laterale-jeffersonianum</i>	Complex dominated by blue-spotted genome	LLJ
3-Apr-10	E13	<i>Ambystoma laterale-jeffersonianum</i>	Complex dominated by blue-spotted genome	LLJ
4-Apr-10	B4	<i>Ambystoma laterale-jeffersonianum</i>	Complex dominated by blue-spotted genome	LLLJ
4-Apr-10	B46	<i>Ambystoma laterale-jeffersonianum</i>	Complex dominated by blue-spotted genome	LLJ
6-Apr-10	A30	<i>Ambystoma laterale-jeffersonianum</i>	Complex dominated by blue-spotted genome	LLJ
6-Apr-10	D85	<i>Ambystoma laterale-jeffersonianum</i>	Complex dominated by blue-spotted genome	LLJ
8-Apr-10	A30	<i>Ambystoma laterale-jeffersonianum</i>	Complex dominated by blue-spotted genome	LLJ

General Movement Trends

A total of 2550 individual specimens representing 22 species were caught in the pitfall traps represented by 5 taxonomic groups. Almost half of all specimens captured in the pitfall traps were amphibians, while mammals, reptiles, larger insects, and crustaceans represented small numbers. For the purposes of this report, analysis focuses on general amphibian movement observations within the study area which are discussed in more detail below and shown on the Technical Appendix.

**Table 2. Pitfall Trapping Results by Species for the 2010 Monitoring Period**

Group	Scientific Name	Common Name	Number of Trap Events
Amphibian	<i>Ambystoma jeffersonianum-laterale</i>	Blue-Spotted Salamander/Complex dominated by the blue-spotted genome (LL/LLJ&LLLJ)	21*
	<i>Bufo americanus</i>	American Toad	846
	<i>Hyla versicolor</i>	Gray Tree Frog	1
	<i>Pseudacris crucifer crucifer</i>	Northern Spring Peeper	7
	<i>Rana clamitans melanota</i>	Green Frog	27
	<i>Rana palustris</i>	Pickerel frog	3
	<i>Rana pipiens</i>	Northern Leopard Frog	75
	<i>Rana sylvatica</i>	Wood Frog Frog sp.	1347 1
Crustacean	<i>Cambaridae (Family)</i>	Crayfish sp.	43
Insect	<i>Orgyia sp.</i>	Tussock Moth Caterpillar	1
	<i>Pyrrharctia isabella</i>	Woolly Bear Caterpillar	3
		Caterpillar sp.	2
Mammal	<i>Arvicolinae (Subfamily)</i>	Vole sp.	1
	<i>Condylura cristata</i>	Star-nosed mole	5
	<i>Microtus pennsylvanicus</i>	Meadow Vole	4
	<i>Napeozapus insignis</i>	Woodland Jumping Mouse	1
		Shrew sp.	85
Reptile	<i>Chrysemys picta</i>	Garter Snake	66
	<i>Storeria occipitomaculata occipitomaculata</i>	Northern Red-bellied Snake	7
	<i>Storeria dekayi dekayi</i>	Northern Brown Snake	5

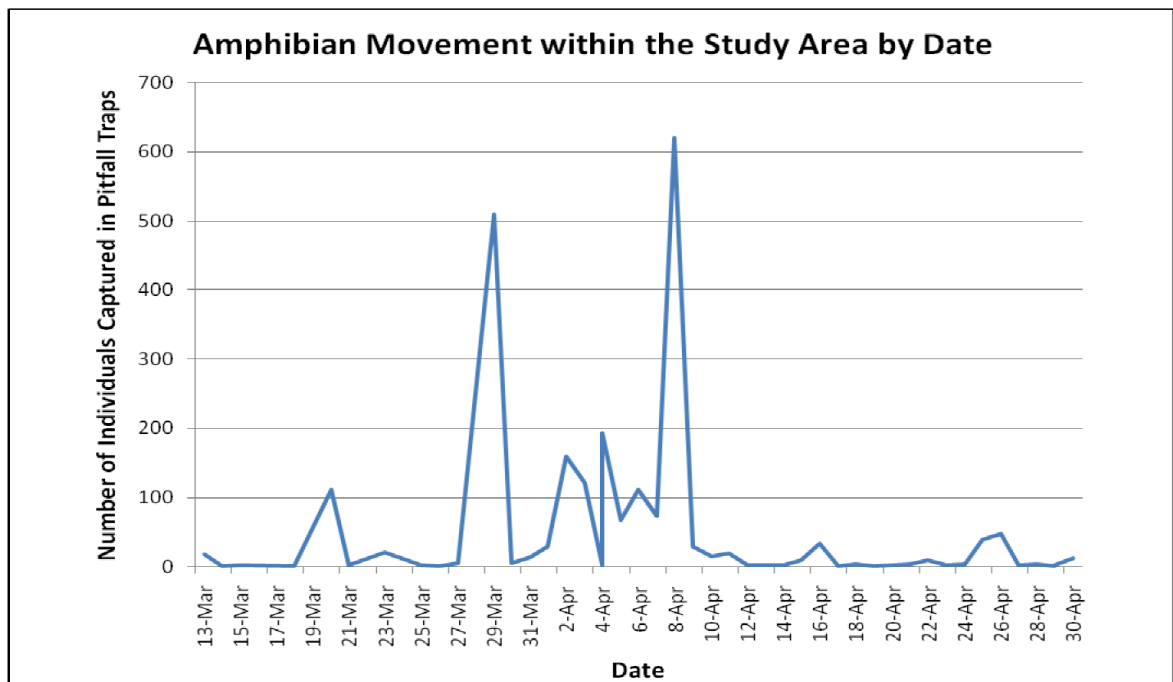
**\*There were 8 recaptures of salamanders within the study area (only 13 individuals were observed)**

Over half (52.8%) of all amphibian movement observed within the study area were wood frogs (*Rana sylvatica*) which are known to have explosive spring migrations in early spring. American toad (*Bufo americanus*) was also observed in relatively high numbers representing 31.1% of amphibians caught in the minnow traps. Northern leopard frog (*Rana pipiens*), green frog (*Rana clamitans melanota*), and salamanders were observed moving through the study area less frequently, representing 2.9%, 1.1%, and 0.7% respectively. Grey tree frog (*Hyla versicolor*), spring peeper (*Pseudacris crucifer*

*crucifer*), and pickerel frog (*Rana palustris*) each represented less than 0.5% of amphibians observed moving throughout the study area.

Based on the locations of the pitfall captures along the segments of fencing, small movement patterns (less than 50 individuals per fence segment) were most commonly observed (refer to Technical Appendix for movement locations). Larger movement patterns of amphibians (mainly wood frogs and American toad) were observed heading northeast from the central natural area north of Laird Road toward pond 9 which were caught along Fence B. Another relatively large movement area, comprised entirely of wood frogs and American toads, was observed heading northwest toward pond 9 which were trapped along Fence I.

The majority of movement occurred in late March and early April although two distinct large movements occurred following rain events during the nights of March 28/29 and April 7/8.



### Summary

To assess potential salamander breeding habitat and determine the presence/absence of the Jefferson salamander within the Hanlon Creek Business Park, NRSI conducted the following surveys:

- un-baited minnow trap surveys within potential salamander breeding ponds in spring 2009 (March 27 to April 9)
- salamander larval surveys on June 17, 2009 with OMNR staff



- 
- daily larval surveys from July 6 to July 10, 2009
  - amphibian movement surveys along Laird Road in spring 2009, and
  - comprehensive salamander monitoring program, including un-baited minnow traps, silt fencing and pitfall traps in spring 2010 (March 11 to April 30)

No salamander species were observed during the un-baited minnow trap surveys or larval surveys conducted in 2009. One member of the blue-spotted Jefferson salamander complex (*Ambystoma laterale-jeffersonianum*), dominated by the Jefferson salamander genome (LJJ) was observed dead along Laird Road during amphibian movement surveys.

During the 2010 comprehensive salamander monitoring program, 13 salamanders were captured. These specimens were analyzed to be genetically pure blue-spotted salamander (LL) and members of the complex dominated by the blue-spotted genome (LLJ, LLLJ). No Jefferson salamanders or members of the blue-spotted Jefferson complex dominated by the Jefferson salamander genome were trapped within the Hanlon Creek Business Park during the 2010 monitoring period.

Based on laboratory results obtained from the 2010 comprehensive salamander monitoring program, Dr. Jim Bogart from the University of Guelph confirmed the following:

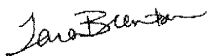
*"NRSI submitted several samples from different areas. None of their samples were A. jeffersonianum, all were Blue-spotted salamanders and most were Blue-spotted dominated unisexuals and that would include the HCBP. The mystery salamander from last year (a Jefferson dominated unisexual or LJJ) remains a mystery and no similar salamander was found.*

*From these data, and I know that NRSI did everything possible to find all breeding ponds and migratory routes, it would appear that there is not a breeding population of Jefferson salamanders in that area at this time. It could well be that the LJJ was a remnant from some historical population in the area because we may expect some females could still reproduce by gynogenesis even if they now all use blue-spotted male salamanders. Obviously, Blue-spotted males are driving the breeding system now."*

The largest movements of amphibian species, primarily wood frog and American toad, were observed moving along Fence B in late March/early April. To preserve amphibian populations and maintain important migration corridors identified through the intense movement study conducted by NRSI, it is recommended that feasibility of mitigation measures (i.e. barrier fencing, naturalized corridors, etc.) be examined in areas where concentrated movements occurred.

Sincerely,

Natural Resource Solutions Inc.



Tara Brenton, B.Sc., Certified Arborist  
Terrestrial and Wetland Biologist



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## References

- Bogart, J. 2010. Personal Communication. University of Guelph. Explanation from Dr. Bogart received May 6, 2010.
- COSEWIC (Committee on the Status of Endangered Wildlife in Canada). 2010. COSEWIC Assessment Results. Available Online at: [http://www.cosewic.gc.ca/eng/sct2/index\\_e.cfm](http://www.cosewic.gc.ca/eng/sct2/index_e.cfm)
- Jefferson Salamander Recovery Team. 2010. Recovery strategy for the Jefferson Salamander (*Ambystoma jeffersonianum*) in Ontario. Ontario Recovery Strategy Series. Prepared for the Ministry of Natural Resources, Peterborough, Ontario. vi + 29pp.
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- OMNR (Ontario Ministry of Natural Resources). 2007. Endangered Species Act. Ontario Regulation 242/09. Available Online at: <http://www.search.e-laws.gov.on.ca/en/isysquery/ef291274-f1ac-4841-93cc-01b90f4b4ba8/3/doc/?search=browseStatutes&context=#hit1>

# COMMITTEE REPORT



**TO** **Community Development and Environmental Services Committee**

**SERVICE AREA** Community Design and Development Services  
**DATE** May 17, 2010

**SUBJECT** **Regional Transportation Initiative involving the Ministry of Transportation and the Municipalities of Brant, Brantford, Cambridge, Guelph, Kitchener, Region of Waterloo, Waterloo and Wellington**

**REPORT NUMBER** 10-58

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## RECOMMENDATION

"THAT the Community Design and Development Services Report 10-58 BE RECEIVED;

AND THAT City of Guelph staff be directed to work with their counterparts in the Ministry of Transportation and the Municipalities of Brant, Brantford, Cambridge, Kitchener, Region of Waterloo, Waterloo and Wellington, in undertaking a Foundational Study as the first step towards a future Strategic Transportation Planning Initiative, as outlined in this Report."

## REPORT

In April 2009, Council passed a resolution supporting MTO's Preferred Plan identified through an Environmental Assessment (EA) process for improving the Hanlon Expressway south of the Speed River. The resolution included the following request to the Ministry of Transportation:

"initiate an integrated assessment of transportation needs in the Guelph-Wellington and Kitchener-Waterloo-Cambridge areas, in keeping with the Places to Grow goals and objectives, to identify regional TDM and transit needs, set targets, and promote supportive policies and infrastructure, along with ongoing Provincial highway initiatives."

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On July 7, 2009, the Mayor wrote to the Minister of Transportation, Honourable Jim Bradley, conveying Council's request and asking the Ministry of Transportation to take the lead in undertaking an integrated needs assessment and expand the study area to include the City of Brantford. The Mayor's letter was shared among the municipalities in the potential study area and indicated that Guelph would be willing to coordinate with her neighbours if the Province was willing to undertake the initiative.

The Mayor's letter of July 7, 2009, including the Council resolution passed on April 27, 2009, are included as Attachment 1 in this report.

Following this request and discussions involving the Mayors of Brantford, Cambridge and Guelph, transportation planning staff in the three municipalities were directed to look into the possibility of preparing a draft terms-of-reference for a potential needs assessment initiative in consultation with transportation staff in the Region of Waterloo, Wellington County and the municipalities of Kitchener and Waterloo.

In a parallel development, the Region of Waterloo Planning and Works Committee Report, dated October 27, 2009, identified the need for a "strategic transportation planning approach for Southwestern Ontario that will accommodate the unique needs of this area and rationalize the complementary and competing needs of the various ongoing studies."

On October 16, 2009, Minister Bradley replied to Mayor Farbridge's letter, indicating that "the Ministry has no current plans to initiate a new integrated transportation study" and that the ongoing "GTA West EA Study's analyses and findings will allow the ministry, the City of Guelph and other municipalities to make informed transportation planning decisions in the future." The Minister's letter is included as Attachment 2.

At the technical level, municipal staff have been meeting among themselves and, on March 9, 2010, met with their Provincial counterparts at the Region of Waterloo offices. The consensus at the meeting was to consider the possibility of undertaking a Foundational Study as the first step towards a future Strategic Planning initiative. The Foundational Study would assemble available data and information, carry out baseline assessment, provide preliminary forecasts, identify needs and establish a framework for next steps.

On March 31, 2010, the Heads of Council for Brant, Brantford, Cambridge, Guelph, Kitchener, Region of Waterloo, and Waterloo wrote to the new Minister of Transportation, Honourable Kathleen Wynne, expressing support for undertaking a joint Foundational Study and willingness to cooperate fully to begin this initiative in the Fall of this year. The joint municipal letter is included as Attachment 3.

The indications are that the letter has been received favorably by the Ministry of Transportation. Municipal and Provincial staff are continuing to have their technical discussions. On April 26, Guelph hosted a Provincial-Municipal staff meeting to review the status of transportation data and forecasting resources pertaining to the study area comprised of the participating municipalities.

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## CORPORATE STRATEGIC PLAN

Goal 1: An attractive, well-functioning and sustainable city.

Goal 2: A healthy and safe community where life can be lived to the fullest.

## FINANCIAL IMPLICATIONS

No expenditures foreseen at this time. Guelph's contributions to potential joint initiatives in the future could be accommodated under the approved budget for Transportation Strategy Implementation (RD0118).

## DEPARTMENTAL CONSULTATION

N/A

## COMMUNICATIONS

N/A



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### Prepared By:

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### Endorsed By:

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### Recommended By:

James N. Riddell  
Director, Community Design and  
Development Services  
(519) 822-1260, ext. 2361  
[jim.riddell@guelph.ca](mailto:jim.riddell@guelph.ca)

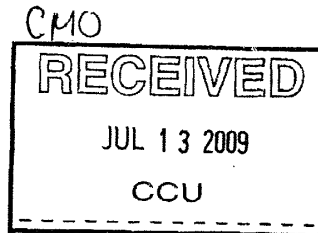
Attachments (3)

T:\ENGINEER\Engineering Council\2010

M2009-5553

July 7, 2009

The Honourable Jim Bradley  
Minister of Transportation  
Ferguson Block 3<sup>rd</sup> Floor  
77 Wellesley Street West  
Toronto, ON M7A 1Z8



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Dear Honourable Bradley,

**Re: Highway 6 (Hanlon Expressway) Environmental Assessment**

The Environmental Assessment for the proposed improvements to the Hanlon Expressway (Highway 6 from south of Maltby Road to the Speed River) in Guelph is now in its final phase with the filing of the Transportation Environmental Study Report (TESR) for public review and comments.

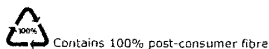
We appreciate the decision by MTO West Region to open the review period to sixty days (June 2 to August 4) instead of the mandated thirty days. This is consistent with the high level of public interest in this project and the extensive public consultation that MTO West Region staff carried out throughout the EA process.

On April 27, 2009, Guelph City Council passed a resolution supporting MTO's Preferred Plan for improving the Hanlon Expressway. The resolution, a copy of which is attached, included a number of requests to MTO to be considered during the implementation of the project, including the formation of a Citizens Liaison Committee to coordinate mitigation measures in areas adjacent to residential neighbourhoods. We are confident that these matters will be addressed in a cooperative manner during the design and construction of the proposed improvements.

The Council resolution has also directed me to write to you to specifically request the Ministry of Transportation to:

“initiate an integrated assessment of transportation needs in the Guelph-Wellington and Kitchener-Waterloo-Cambridge areas in keeping with the Places to Grow goals and objectives, to identify regional TDM and transit needs, set targets, and promote supportive policies and infrastructure, along with ongoing provincial highway improvement initiatives.”

We believe that the Ministry should take the lead in undertaking such an assessment and the study area could be expanded to include the City of Brantford



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as well. The assessment could be undertaken either by expanding the ongoing GTA West Corridor study to include all the Grand River municipalities to the west of Guelph, or, through a new initiative focused only on the Grand River municipalities including Wellington County, City of Guelph, Regional Municipality of Waterloo, and municipalities of Waterloo, Kitchener, Cambridge and Brantford.

The City Guelph is ready to coordinate this initiative with the neighbouring municipalities if the Province is willing to undertake this initiative.

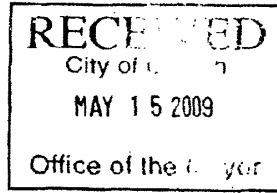
Sincerely,



Mayor Farbridge

Attachment: (Council Resolution)

cc: Mayor Brenda Halloran, City of Waterloo  
Mayor Doug Craig, City of Cambridge  
Mayor Carl Zehr, City of Kitchener  
Mayor Mike Hancock, City of Brantford  
Mayor Joanne Ross-Zuj, Warden, Wellington County



Mr. J. Riddell  
Director of Community Design & Development Services

Dear Mr. Riddell:

At a meeting of Guelph City Council held April 27, 2009, the following resolution was passed:

\*THAT the Community Design and Development Services Report 09-33, on the 'Hanlon Expressway Environmental Assessment', dated March 30, 2009, be received;

AND THAT the Council Report 09-42, on the 'Hanlon Expressway Environmental Assessment', dated April 27, 2009, be received;

AND THAT Council support the interchange upgrade of the Hanlon Expressway and Laird Road intersection identified through the Hanlon EA process, and request the Ministry of Transportation (MTO) to give priority to the design and construction of the new interchange to enable the full development of the Hanlon Creek Business Park and Southgate Industrial lands, as described in this report;

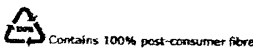
AND THAT Council support the improvements to the Hanlon Expressway intersections at Kortright Road identified through the Hanlon EA process;

AND THAT Council support the improvements to the Hanlon Expressway intersection at Stone Road identified through the Hanlon EA process;

AND THAT Council supports the improvements to the Hanlon Expressway intersection at College Avenue identified through the Hanlon EA process;

AND THAT the City of Guelph request MTO to set up a Citizens Liaison Committee comprising MTO staff, City staff and area residents, during the design and construction phase of the project, to coordinate the implementation of the proposed improvements and mitigation of impacts as described in this report including further investigation with respect to the placement of the service road;

.../ 2



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THE CITY OF GUELPH

Page No. 3  
May 14, 2009

Hanlon Expressway Environmental Assessment

transit needs, set targets, and promote supportive policies and infrastructure, along with ongoing provincial highway improvement initiatives.”

Yours sincerely,

*for*   
Lois A. Giles  
Director of Information Services/  
City Clerk

c. Ms. T. Sinclair  
Ms. L. Sandals, M.P.P.  
Mayor Farbridge





**Ministry of  
Transportation**

Office of the Minister

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Ontario

RECEIVED  
OCT 23 2009  
MAYOR'S OFFICE

RECEIVED  
City of Guelph  
OCT 29 2009  
Office of the Mayor

OCT 16 2009

Her Worship Karen Farbridge  
Mayor  
City of Guelph  
1 Carden Street  
Guelph, Ontario  
N1H 3A1

Dear Mayor Farbridge:

Thank you for your letter about the planned improvements to the Hanlon Expressway and your request for an assessment of transportation needs in the Guelph-Wellington and Kitchener-Waterloo-Cambridge areas. I appreciate the continued dialogue on this important matter and am pleased to respond.

The ministry is currently completing the first phase of an Environmental Assessment (EA) Study for the Greater Toronto Area (GTA) West Corridor. This study's purpose is to examine long-term transportation opportunities and to consider alternative solutions for providing better links between the urban growth centres within the preliminary GTA West EA Study area including Guelph.

The GTA West EA Study is also considering the analysis and findings from other ministry and municipal transportation studies. These studies include the Guelph-Wellington Transportation Study, the Niagara to GTA Corridor EA Study, the Brantford to Cambridge Transportation Corridor EA Study, as well as the EA approved Highway 7 Kitchener to Guelph, and Highway 6 Freelon to Guelph projects.

Although the preliminary GTA West study area does not include Kitchener, Cambridge or Brantford, the transportation demand forecasting work of the study covers a much broader area, including the entire Greater Golden Horseshoe and goods movement network across the region.

It is expected that the GTA West EA Study's analysis and findings will allow the ministry, the City of Guelph and other municipalities to make informed transportation planning decisions in the future. As such, the ministry has no current plans to initiate a new integrated transportation study for the Guelph-Wellington and Kitchener-Waterloo-Cambridge areas.

In addition, the EA Terms of Reference for the Brantford to Cambridge Corridor Study were approved by the Honourable John Gerretsen, Minister of the Environment, on July 17, 2009. The approved EA Terms of Reference provide the framework for an individual EA study to develop a strategy to address the long-term transportation problems and opportunities (to 2031), between Brantford and Cambridge.

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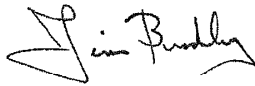
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- 2 -

I have forwarded your letter to the GTA West study team for their consideration.

Again, thank you for sharing your concerns and please accept my best wishes.

Yours sincerely,



Jim Bradley  
Minister

c: His Worship Doug Craig, Mayor, City of Cambridge  
Her Worship Brenda Halloran, Mayor, City of Waterloo  
His Worship Mike Hancock, Mayor, City of Brantford  
Joanne Ross-Zuj, Warden, County of Wellington  
His Worship Carl Zehr, Mayor, City of Kitchener

March 31, 2010

The Honourable Kathleen Wynne  
Minister of Transportation  
Ferguson Block 3<sup>rd</sup> Floor  
77 Wellesley St. W.  
Toronto, ON M7A 1Z8

Dear Minister Wynne,

**Re: Brant, Brantford, Cambridge, Guelph, Kitchener, Region of Waterloo, Waterloo, Wellington: Integrated Regional Transportation Initiative**

As Heads of Council for the above-noted municipalities, we would like to congratulate you on your appointment as Minister of Transportation and extend to you our support and cooperation in dealing with transportation issues that are of interest to the Province and our municipalities. Specifically, we would like to open a discussion with the Ministry of Transportation about undertaking a Strategic Regional Transportation Planning initiative to identify and address the transportation needs of our municipalities.

Outside the GTHA, our municipalities constitute one of the fastest growing regions in Ontario; they are also part of a growing 'commutershed' with a majority of the home-work travel occurring within or between our municipalities. The volume of travel between our municipalities and the GTHA is continuing to grow, and this is reflected in the increasing congestion on Highway 401. The Province is currently undertaking a number of transportation initiatives to upgrade the regional highway network and improve transit connections serving our municipalities. These initiatives include:

- GO Transit: Georgetown to Kitchener Rail Expansion (EA Approved)
- New Highway 7 (Kitchener to Guelph; EA approved)
- Highway 6 South & Highway 401 Improvements (EA approved)
- Highway 6 North (Hanlon Expressway; EA approved)
- Highway 8 & Highway 401 Interchange Improvements
- Brantford to Cambridge Transportation Corridor (EA Terms of Reference approved)
- Highway 401 (Highway 8 to Hespeler Road, EA approved)
- Highway 401 Improvements (Hespeler Road to West of Milton)
- GTA West Corridor
- Niagara to GTA Corridor

The Region of Waterloo Planning and Works Committee Report dated October 27, 2009 provides an "Update on Various Provincial Transportation Initiatives" that are relevant to our municipalities, and recommends "a strategic transportation planning approach for Southwestern Ontario that will accommodate the unique needs of this area and rationalize the complementary and competing needs of the various ongoing studies."

Guelph City Council has taken a similar position in recognizing the need for an integrated approach to transportation needs among our municipalities. On July 7, 2009, Guelph Mayor Karen Farbridge wrote to the then Minister of Transportation Jim



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[guelph.ca](http://guelph.ca)



Bradley, pursuant to a Council resolution requesting the Ministry to initiate an integrated assessment of transportation needs among our municipalities that will “identify regional TDM and transit needs, set targets, and promote supportive policies and infrastructure, along with ongoing provincial highway improvement initiatives.”

Guelph’s letter was shared among our municipalities and, since that time, our municipal transportation planning staff have been considering the possibility of preparing a draft terms of reference for an integrated transportation needs assessment for potential discussion with MTO. On October 16, we received Minister Bradley’s reply to Mayor Farbridge’s letter, indicating that “the Ministry has no current plans to initiate a new integrated transportation study” and that the ongoing “GTA West EA Study’s analysis and findings will allow the ministry, the City of Guelph and other municipalities to make informed transportation planning decisions in the future.”

We appreciate that, although the GTA West study includes only Wellington County and City of Guelph, the travel demand forecasting work that is being undertaken includes all our municipalities as part of the Greater Golden Horseshoe area. However, we believe that the time has come for our municipalities and the Province to take the next step and initiate an integrated, strategic and comprehensive transportation initiative encompassing all our municipalities in Southwestern Ontario. Such an initiative would provide for the development of an area-wide multi-modal transportation strategy that would support and implement the policy directions of the Growth Plan, consistent with the Plan’s commitment to have Sub-area assessments of transportation networks done at a regional scale.

Our municipal staff met with their Provincial counterparts on 9 March 2010, at the Region of Waterloo offices, to discuss regional transportation issues that are of interest to the Province and our municipalities. Their discussion identified the possibility of jointly undertaking a Foundational Study as the first step towards a future Strategic Transportation Planning initiative. The Foundational Study would assemble available data and information (including from the GTA West study analyses), carry out baseline assessment, provide preliminary forecasts, identify issues and establish a framework for next steps.

We support the idea of a joint Foundational Study and are willing to cooperate fully to begin this initiative in the Fall of this year. To that end we would like to meet with you to discuss the arrangements for undertaking this initiative. We look forward to scheduling a meeting in the near future.

The City Guelph is ready to coordinate this initiative with the neighbouring municipalities if the Ministry of Transportation is willing to undertake this initiative.

Sincerely,



Karen Farbridge  
Mayor



**Office of the Mayor**

City Hall  
1 Carden St  
Guelph, ON  
Canada  
N1H 3A1

T 519-837-5643  
TTY 519-826-9771  
F 519-822-8277  
E [mayor@guelph.ca](mailto:mayor@guelph.ca)

[guelph.ca](http://guelph.ca)





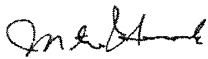
Office of the Mayor


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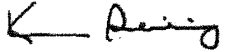
  
\_\_\_\_\_  
Mayor Ron Eddy, County of Brant


  
\_\_\_\_\_  
Mayor Mike Hancock, City of Brantford

  
\_\_\_\_\_  
Mayor Doug Craig, City of Cambridge

  
\_\_\_\_\_  
Mayor Karen Farbridge, City of Guelph

  
\_\_\_\_\_  
Mayor Carl Zehr, City of Kitchener

  
\_\_\_\_\_  
Regional Chair Ken Seiling, Region of Waterloo

  
\_\_\_\_\_  
Mayor Brenda Halloran, City of Waterloo

cc All signatories



**- ADDENDUM -**

**- Community Development and Environmental Services  
Committee -  
Council Committee Room 112**

**- May 17, 2010 -  
12:30 p.m.**

\*\*\*\*\*

**1) Conversion of Curbside Waste Collection Program to Fully Automated Carts (DFW)**

Correspondence:

- Guelph Waste Management Coalition Inc.

**2) Shared Rental Housing 2010-2011 Work Plan (CDES-2010 A.31)**

Delegations

- Donna Haley
- Glenn Traschel
- Geoff Glass
- Sylvia Watson

# Guelph Waste Management Coalition Inc.



May 16, 2010

Community Development and Environmental Services Committee  
City of Guelph, City Hall  
59 Carden Street,  
Guelph, ON N1H 3A1

RECEIVED  
MAY 17 2010

CITY CLERK'S OFFICE

Re: Conversion in the method of collection of organics waste

Dear Committee Members,

Guelph Waste Management request that you not accept the recommendation of the Director of Environmental Services concerning conversion to a cart-based curbside waste collection system for organic waste.

The conversion to waste collection in carts was not identified in the 2010 capital budget and pushing a decision through, with the sole purpose of meeting only one possible condition of a Certificate of Approval, would not be in the best interest of the citizens of Guelph. Delaying a decision to accept this recommendation until the other requirements of a C of A are received or waiting until it is determined if in fact, a C of A will ever issued is the logical decision.

Guelph Waste Management Inc has asked the Ministry of Municipal Affairs and Housing to look into the inconsistencies in costs provided from staff to council and as of this date we have not received a reply. A decision to accept a recommendation by committee to spend an additional \$12 million without an investigation into the costs put forward by staff and prior to the outstanding concerns by Guelph Waste Management being resolved, would be premature.

Guelph Waste Management and our members hereby request that the recommendation of the Director of Environmental Services concerning conversion to a cart-based curbside waste collection system for organic waste remain on hold until such time as the Ministry of Municipal Affairs and Housing conduct their investigation and the concerns of Guelph Waste Management are addressed as required by the C of A application.

We look forward to your response, we remain,

Yours Truly,

A handwritten signature in black ink, appearing to read 'Ken Spira'.

Ken Spira - President.

**80 Glenholm Drive, Guelph ON N1L 1C2**

**519-836-2849**

**Email: [contact@gwmc.ca](mailto:contact@gwmc.ca)**

**Website: [www.gwmc.ca](http://www.gwmc.ca)**

# INTERNAL MEMO



DATE May 20, 2010

TO **Mayor and City Council**

FROM Peter Busatto, Manager of Waterworks

DIVISION Waterworks

DEPARTMENT Environmental Services

**SUBJECT Typographical Error on Page 23 of Water and Wastewater Long-Range Financial Plan Document**

---

Included as Attachment B with Community Development and Environmental Services (CDES) Committee report CDES-2010-A.27 for a CDES committee meeting on May 17, 2010, the Mayor and Council were provided with a copy of the following report:

*"Water and Wastewater Long-Range Financial Plan in Accordance with O.Reg. 453/07 Schedule A Financial Plan 017-301" (the Report).*

Staff have subsequently identified a typographical error on page 23 (the last page of the report) that does not impact on the analysis and conclusions presented in the report.

To correct this error, please find attached an accurate copy of Page 23 to replace the existing Page 23 in the Report.

Please feel free to contact me if you require additional information on this issue.

**Peter L. Busatto**  
Manager of Waterworks

Waterworks Division  
**Environmental Services**  
Location: Woods Station, 29 Waterworks Place

T 519-337-5627 x 2165  
F 519-822-8837  
E peter.busatto@guelph.ca

Attachement: Replacement Page 23 for "Water and Wastewater Long-Range Financial Plan in Accordance with O.Reg. 453/07 Schedule A Financial Plan 017-301"



Statement of Financial Position—Wastewater

(in 000's)

	2010	2011	2012	2013	2014	2015
<b>Financial Assets</b>						
Cash	\$ 5,428	\$ 5,495	\$ 2,588	\$ 3,367	\$ 6,344	\$ 8,110
<b>Liabilities</b>						
Debt - Principal Outstanding	\$ 376	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Financial Assets</b>	<b>\$ 5,052</b>	<b>\$ 5,495</b>	<b>\$ 2,588</b>	<b>\$ 3,367</b>	<b>\$ 6,344</b>	<b>\$ 8,110</b>
<b>Non-Financial Assets</b>						
Tangible Capital Assets	\$ 145,937	\$ 149,029	\$ 159,203	\$ 165,574	\$ 176,234	\$ 184,534
Cash as a % of Net Fixed Assets	3.7%	3.7%	1.6%	2.0%	3.6%	4.4%
Debt as a % of Net Fixed Assets	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%

Tangible capital assets are expected to grow by approximately \$38.6 million or 26% over the forecast period.

**The Corporation of the City of Guelph  
Community Development & Environmental Services Committee  
Monday, May 17, 2010, 12:30 p.m.**

A meeting of the Community Development and Environmental Services Committee was held on Monday, May 17, 2010 in Council Committee Room 112 at 12:30 p.m.

Present: Councillors Bell, Burcher, Piper, Salisbury and Mayor Farbridge

Also Present: Councillors Beard, Findlay, Hofland and Wettstein

Staff in Attendance: Mr. J. Riddell, Director of Community Design and Development Services; Dr. J. Laird, Director of Environmental Services; Ms. M. Neubauer, Director of Finance; Mr. P. Cartwright, General Manager, Economic Development & Tourism Services; Ms. S. Smith, Associate Solicitor; Ms. T. Agnello, Deputy Clerk; and Ms. D. Black, Assistant Council Committee Coordinator.

There was no disclosure of pecuniary interest.

1. Moved by Councillor Burcher  
Seconded by Mayor Farbridge

THAT the minutes of the Community Development and Environmental Services Committee meeting held on April 19, 2010 be adopted without being read.

Carried

Mr. Jack Gibbons, Chair, Ontario Clean Air Alliance, stated that the Coal phase out can occur now because energy demands can be met without using coal. He asked that City Council pass a resolution requesting the government to phase out coal plants now, and have them only on stand-by reserve to be put in operation only if absolutely needed.

2. Moved by Councillor Burcher  
Seconded by Councillor Salisbury

THAT the following resolution regarding the Coal Phase-Out be referred to Council for deliberation:

*“THAT the City of Guelph write to Premier Dalton McGuinty to request that the Coal Phase-Out start now;*

*AND THAT coal plants be placed on standby reserve to be utilized only when absolutely necessary to meet energy needs.”*

Carried

REPORT

Consent Agenda

The following were extracted from the Consent Agenda:

- CDES 2010-A26 Conversion in the Method of Collection of Organic Waste
- CDES 2010-A27 Approval of Water and Wastewater Long-Range Financial Plan 017-031 (2010) as Required Under Ontario Regulation 453/07
- CDES 2010-A28 Municipal Property and Building Commemorative Naming Annual Report
- CDES 2010-A29 180 Gordon Street – Brownfield Redevelopment Community Improvement Plan – Financial Incentive Request
- CDES 2010-A31 Shared Rental Housing 2010-2011 Work Plan
- CDES 2010-A32 Hanlon Creek Business Park – Completion of 2010 Jefferson Salamander Monitoring Program

Carried

- 3. Moved by Mayor Farbridge  
Seconded by Councillor Burcher  
THAT the balance of the May 17, 2010 Community Development & Environmental Services Consent Agenda as identified below be approved:

REPORT

a) **Walk to School Initiatives**

THAT the Community Design and Development Services Report 10-56 entitled 'Walk to School Initiatives' be received;

AND THAT City staff be authorized to work with Upper Grand District School Board staff, Wellington Catholic District School Board staff, and stakeholders to form a working group for promoting and facilitating walk-to-school as an attractive alternative to driving children to schools in Guelph, as outlined in this Report.

REPORT

b) **Regional Transportation Initiative Involving the Ministry of Transportation and the Municipalities of Brant, Brantford, Cambridge, Guelph, Kitchener, Region of Waterloo, Waterloo and Wellington**

THAT the Community Design and Development Services Report 10-58 entitled 'Regional Transportation Initiative Involving the Ministry of Transportation and the Municipalities of Brant, Brantford, Cambridge, Guelph, Kitchener, Region of Waterloo, Waterloo and Wellington' be received;

AND THAT City of Guelph staff be directed to work with their counterparts in the Ministry of Transportation and the

municipalities of Brant, Brantford, Cambridge, Kitchener, Region of Waterloo, Waterloo and Wellington, in undertaking a Foundational Study as the first step towards a future Strategic Transportation Planning Initiative, as outlined in this report.

Carried

### **Shared Rental Housing 2010-2011 Work Plan**

Ms. Katie Nasswetter, Senior Development Planner provided a brief overview of the work plan. She outlined the goals, short-term measures and long-term measures to be taken.

Mr. Scott Galejda of Miller Thompson, representing some landlords, stated that current regulations for lodging houses is sufficient. He does not agree with discrimination of a certain type of housing and that all residential units should be held to the same standards. And that enforcement of existing City by-laws can respond to complaints. He stated that requiring registration of two-unit houses will cause landlords to not do so to avoid regulations and costs.

Ms. Daphne-Wainman Wood, representing the Old University Neighbourhood Association (OUNRA), raised concerns about the work plan being further delayed. She restated changes to terminology and regulations that OUNRA has been requesting. She requested a moratorium be put in place on licensing any further lodging houses until such time as the work plan can be completed to avoid an increase in the number of lodging houses registered between now and the time regulations are put in place.

Ms. Donna Haley, a property manager, advised she has provided input on numerous occasions with no response to her comments or offer to participate in the process. She suggested that the City's statistics do not support the need for licensing. She stated that 68% of units experiencing problems are owner occupied and believes 92% of issues will not be addressed by licensing. She stated the City should focus on enforcement of current regulations for landlords that are not complying and asked for clarification regarding the intent and benefit of licensing. Ms. Haley wants to see more involvement from all stakeholders in discussions and setting of the terms of reference.

Mr. Glen Traschel, President, Waterloo Regional Apartment Management Association, advised he is in support of active enforcement of properties. He referred to London as an example where housing is licensed; however, the same concerns Guelph is dealing with persist. He raised the concern that not grandfathering current uses could cause financial hardship and potential loss of property because these properties are bought on the basis of income.

He also stated that the tenants will eventually bear the costs of any expenses occurring due to licensing regulations.

Mr. Geoff Glass, a long-term Guelph realtor, advised that unregistered units only get enforced upon complaint and licensed ones are not where the problems lie. He stated the City should be proactively enforcing current by-laws and develop stronger regulations. He recommended that all stakeholders get involved to develop a long-term student housing program solution.

Ms. Sylvia Watson, a resident in the University area, stated her comments are specific to absentee landlords and are not "nimbyism". She sees the trend of investors buying up houses and renting out as many rooms as possible, creating off-campus dorms that are transient in nature. She believes good planning should save the near university neighbourhoods from a high concentration of student housing. She raised the concern that the process is taking too long and stated this is a critical issue for some neighbourhoods.

Ms. Nasswetter stated that correspondence received from Brad Williams, Manager, Off-Campus Living, University of Guelph, informed her that an off-campus conduct code, and other related initiatives will be ready for September.

4. Moved by Mayor Farbridge  
Seconded by Councillor Burcher

REPORT

THAT Report 10-53 from Community Design and Development Services regarding the Shared Rental Housing Work Plan, dated May 17, 2010, be received;

AND THAT the Shared Rental Housing Work Plan for 2010 and 2011 as shown in Attachment 6 of Community Design and Development Services Report 10-53, dated May 19, 2010, be approved;

AND THAT staff be directed to conduct the approved Shared Rental Housing 2010-2011 Work Plan.

AND THAT legal staff report back to Council by May 25<sup>th</sup> with timing and costs for the retention of external legal counsel to review options for regulation of two-rental unit houses in order to expedite the process;

AND THAT staff report back on the feasibility of placing a moratorium on accessory apartment registration.

Carried

**Hanlon Creek Business Park – Completion of 2010 Jefferson Salamander Monitoring Program**

Mr. Rajan Philips, Manager of Transportation Planning & Development Engineering provided the background information regarding the Jefferson Salamander Monitoring Program and advised of the steps.

Ms. Suzanne Young, Environmental Planner advised of the process and results of the Jefferson Salamander Monitoring Program.

5. Moved by Councillor Burcher  
Seconded by Councillor Salisbury

REPORT

THAT the Community Development and Design Services report dated May 17, 2010, with respect to the Hanlon Creek Business Park entitled, Completion of Jefferson Salamander Monitoring Program, be received;

AND THAT Council confirms that (a) a comprehensive salamander monitoring program for the Hanlon Creek Business Park subdivision development has been completed; (b) the results of the monitoring program indicate that there is no presence of Jefferson salamander within the Business Park; and (c) the results of the monitoring program enable the development of the Business Park to proceed immediately as a draft-approved plan of subdivision, including enhanced mitigation measures based on additional information gathered during the monitoring program, as outlined in this report;

AND THAT the Mayor convey this Report 10-61 dated May 17, 2010, along with a copy of Council's resolution, to the Minister of Natural Resources, Guelph MPP, Liz Sandals, and MNR Guelph District Office Manager.

Carried

**Conversion in the Method of Collection of Organic Waste**

Dr. Laird advised there will be no need for a pilot program because the City can draw upon the experiences of others. She advised that Provincial requirements are limiting options and staff believe this is the best available option. The ability of the cart-based system to collect some yard waste on a weekly basis will eliminate the need for semi-annual yard waste pickups. Dr. Laird advised that the plan is to move toward a full cart-based system in June; however, all the necessary information from the Province regarding phasing and the certificate of approval conditions are not yet available.

Ms. Neubauer, Director of Finance, explained that the net present value analysis is done in order to have the necessary financial information to evaluate all possible scenarios.

Staff will provide a peer review on the business case before June as well as photos of the bins for Council.

REPORT

6. Moved by Mayor Farbridge  
Seconded by Councillor Burcher

THAT the report of the Director of Environmental Services concerning conversion to a cart-based curbside waste collection system for organic waste be approved;

AND THAT staff be directed to convert the method of collection of organic waste to a cart-based system, and to advise the Ministry of Environment accordingly;

AND THAT staff report back to Council in June 2010 with recommendations on the preferred alternative to modifying the City's waste collection system to facilitate cart-based collection.

Carried

**Approval of Water and Wastewater Long-Range Financial Plan 017-301 (2010) as Required Under Ontario Regulation 453/07**

REPORT

7. Moved by Mayor Farbridge  
Seconded by Councillor Burcher

THAT the report of the Director of Environmental Services dated May 17, 2010 entitled 'Approval of Water and Wastewater Long-Range Financial Plan 017-031 (2010) as Required Under Ontario Regulation 453/07' be received;

AND THAT Council, as the owner of the Guelph municipal drinking water system, approve the Water and Wastewater Long-Range Financial Plan 017-301 (2010) in compliance with Ontario Regulation 453/07;

AND THAT staff submit the Water and Wastewater Long-Range Financial Plan 017-301 (2010) to the Province by July 1, 2010 in compliance with Ontario Regulation 453/07;

AND THAT the Water and Wastewater Long-Range Financial Plan be updated annually and included in the annual Water and Wastewater User Pay budgets presented to Council.

Carried

**Municipal Property and Building Commemorative Naming  
Annual Report**

REPORT

8. Moved by Councillor Salisbury  
Seconded by Councillor Bell

THAT the Community Design and Development Services Report 10-33 dated May 19, 2010, pertaining to the Municipal Property and Building Commemorative Naming Annual Report, be received;

AND THAT the names proposed by the Naming Committee for assets listed in Appendix 1 of Report 10-33 dated April 19, 2010, be approved;

AND THAT Resolution #5 adopted by Council at their meeting of November 20, 2006 with respect to their support in principle of dedicating the proposed City open space at 59 Carden Street in front of the future POA Courthouse to Edward Johnson, be rescinded;

AND THAT staff be directed to proceed with finding an alternative asset to recognize Edward Johnson and work with Parks Canada and the Edward Johnson Music Foundation to appropriately locate the existing Edward Johnson plaque;

AND THAT staff be directed to examine opportunities during the preparation of the 2011 Parks Planning Capital Budget Forecast to fund a monument to recognize fallen police and firefighters in a future park or public space;

AND THAT staff be directed to examine opportunities during the preparation of the 2011 Parks Planning Capital Budget Forecast to fund a monument to recognize officers of the Guelph Correctional Centre in a future park or public space within the York District Lands development.

Carried

**180 Gordon Street – Brownfield Redevelopment Community  
Improvement Plan – Financial Incentive Request**

Staff explained the differences between the Brownfield Site at the corner of Woolwich Street and London Road with the 180 Gordon Street site. The City provided no funds to the Woolwich/London site as a result of the cleanup not moving forward.

John Goodwin, MT Consultants advised the 180 Gordon Street property was not cleaned up correctly when it was done years ago and the current owner has inherited the unexpected issue of the property being a brownfield site.



Staff will provide information regarding future tax revenues for the property and determine if a redesignation of the zoning through the Official Plan is necessary.

REPORT

9. Moved by Councillor Salisbury  
Seconded by Councillor Piper

THAT Community Design and Development Services Report 10-51, dated May 17, 2010 regarding requests for financial assistance pursuant to the City of Guelph Brownfield Redevelopment Community Improvement Plan for the property known municipally as 180 Gordon Street be received;

AND THAT the request for financial assistance made by 879132 Ontario Inc. under the Environmental Study Grant program pursuant to the Brownfield Redevelopment Community Improvement Plan for the property known municipally as 180 Gordon Street, to an upset total of \$10,000 upon the completion of a Phase 2 Environmental Site Assessment and an additional grant to an upset total of \$10,000 upon the completion of a Remedial Work Plan, be approved;

AND THAT the request for financial assistance made by 879132 Ontario Inc. under the Tax Assistance During Rehabilitation Program pursuant to the Brownfield Redevelopment Community Improvement Plan for the property known municipally as 180 Gordon Street, for a duration of up to 3 years from the commencement of remedial work at the property subject to the terms and conditions attached hereto as Attachment D, be approved;

AND THAT Council direct staff to prepare a by-law to implement municipal tax assistance during rehabilitation in accordance with the Municipal Act and that the appropriate information and material be sent to the Province requesting relief from the education portion of the taxes for the property known municipally as 180 Gordon Street for a duration of up to 3 years from the commencement of remedial work at the property;

AND THAT staff be directed to proceed with the finalization of Environmental Study Grant, Tax Cancellation, and Information Sharing Agreements with 879132 Ontario Inc. to the satisfaction of the Director of Community Design and Development Services and the Director of Corporate Services/City Solicitor;

AND THAT the Mayor and Clerk are authorized to sign the Environmental Study Grant, Tax Cancellation, and Information Sharing Agreements.

Carried

- 10. Moved by Mayor Farbridge  
Seconded by Councillor Burcher

THAT the Community Development and Environmental Services Committee now hold a meeting that is closed to the public, with respect to:

**Education and Training of Members**

S. 239 (3.1) education and training of members.

Carried

**The remainder of the meeting was closed to the public.**

Greg Hahn, Webmaster provided a demonstration and training to the committee members.

The meeting adjourned at 3:39 p.m.

Next Meeting: Tuesday, June 22, 2010

.....  
Chairperson

# COMMITTEE AGENDA



TO **Community Development & Environmental Services  
Committee**

DATE June 22, 2010

LOCATION Council Committee Room (112)

TIME 12:30 p.m.

---

## DISCLOSURE OF PECUNIARY INTEREST

### CONFIRMATION OF MINUTES

May 17, 2010

### CLOSED MEETING

THAT the Community Development and Environmental Services Committee now hold a meeting that is closed to the public, with respect to:

**Risk Assessment**

S. 239 (2)(a) security of the property of the city

**Acquisition Or Disposition Of Land**

S. 239 (2)(c) proposed or pending acquisition or disposition of land by the city

### 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 Community Development & Environmental Services Committee Consent Agenda will be approved in one resolution.*

ITEM	CITY PRESENTATION	DELEGATIONS	TO BE EXTRACTED
CDES-2010-A.34 Guelph Drinking Water System - Compliance Report			
CDES-2010-A.35 Community Energy Initiative Transportation Targets			
CDES-2010-A.36 Transit Terminal: Carden Street Operations			

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CDES-2010-A.37 Orin Reid Park Conceptual Master Plan			
CDES-2010-A.38 Downtown Façade Improvement Grants 2010			

Resolution to adopt the balance of the Community Development & Environmental 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.

**OTHER BUSINESS**

**NEXT MEETING-** July 19, 2010

**The Corporation of the City of Guelph  
Community Development & Environmental Services Committee  
Monday, May 17, 2010, 12:30 p.m.**

A meeting of the Community Development and Environmental Services Committee was held on Monday, May 17, 2010 in Council Committee Room 112 at 12:30 p.m.

Present: Councillors Bell, Burcher, Piper, Salisbury and Mayor Farbridge

Also Present: Councillors Beard, Findlay, Hofland and Wettstein

Staff in Attendance: Mr. J. Riddell, Director of Community Design and Development Services; Dr. J. Laird, Director of Environmental Services; Ms. M. Neubauer, Director of Finance; Mr. P. Cartwright, General Manager, Economic Development & Tourism Services; Ms. S. Smith, Associate Solicitor; Ms. T. Agnello, Deputy Clerk; and Ms. D. Black, Assistant Council Committee Coordinator.

There was no disclosure of pecuniary interest.

1. Moved by Councillor Burcher  
Seconded by Mayor Farbridge

THAT the minutes of the Community Development and Environmental Services Committee meeting held on April 19, 2010 be adopted without being read.

Carried

Mr. Jack Gibbons, Chair, Ontario Clean Air Alliance, stated that the Coal phase out can occur now because energy demands can be met without using coal. He asked that City Council pass a resolution requesting the government to phase out coal plants now, and have them only on stand-by reserve to be put in operation only if absolutely needed.

2. Moved by Councillor Burcher  
Seconded by Councillor Salisbury

THAT the following resolution regarding the Coal Phase-Out be referred to Council for deliberation:

*"THAT the City of Guelph write to Premier Dalton McGuinty to request that the Coal Phase-Out start now;*

*AND THAT coal plants be placed on standby reserve to be utilized only when absolutely necessary to meet energy needs."*

Carried

REPORT

Consent Agenda

The following were extracted from the Consent Agenda:

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- CDES 2010-A31 Shared Rental Housing 2010-2011 Work Plan
- CDES 2010-A32 Hanlon Creek Business Park – Completion of 2010 Jefferson Salamander Monitoring Program

Carried

- 3. Moved by Mayor Farbridge  
Seconded by Councillor Burcher  
THAT the balance of the May 17, 2010 Community Development & Environmental Services Consent Agenda as identified below be approved:

REPORT

- a) **Walk to School Initiatives**  
THAT the Community Design and Development Services Report 10-56 entitled `Walk to School Initiatives' be received;

AND THAT City staff be authorized to work with Upper Grand District School Board staff, Wellington Catholic District School Board staff, and stakeholders to form a working group for promoting and facilitating walk-to-school as an attractive alternative to driving children to schools in Guelph, as outlined in this Report.

REPORT

- b) **Regional Transportation Initiative Involving the Ministry of Transportation and the Municipalities of Brant, Brantford, Cambridge, Guelph, Kitchener, Region of Waterloo, Waterloo and Wellington**

THAT the Community Design and Development Services Report 10-58 entitled `Regional Transportation Initiative Involving the Ministry of Transportation and the Municipalities of Brant, Brantford, Cambridge, Guelph, Kitchener, Region of Waterloo, Waterloo and Wellington be received;

AND THAT City of Guelph staff be directed to work with their counterparts in the Ministry of Transportation and the

municipalities of Brant, Brantford, Cambridge, Kitchener, Region of Waterloo, Waterloo and Wellington, in undertaking a Foundational Study as the first step towards a future Strategic Transportation Planning Initiative, as outlined in this report.

Carried

### **Shared Rental Housing 2010-2011 Work Plan**

Ms. Katie Nasswetter, Senior Development Planner provided a brief overview of the work plan. She outlined the goals, short-term measures and long-term measures to be taken.

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Ms. Daphne-Wainman Wood, representing the Old University Neighbourhood Association (OUNRA), raised concerns about the work plan being further delayed. She restated changes to terminology and regulations that OUNRA has been requesting. She requested a moratorium be put in place on licensing any further lodging houses until such time as the work plan can be completed to avoid an increase in the number of lodging houses registered between now and the time regulations are put in place.

Ms. Donna Haley, a property manager, advised she has provided input on numerous occasions with no response to her comments or offer to participate in the process. She suggested that the City's statistics do not support the need for licensing. She stated that 68% of units experiencing problems are owner occupied and believes 92% of issues will not be addressed by licensing. She stated the City should focus on enforcement of current regulations for landlords that are not complying and asked for clarification regarding the intent and benefit of licensing. Ms. Haley wants to see more involvement from all stakeholders in discussions and setting of the terms of reference.

Mr. Glen Traschel, President, Waterloo Regional Apartment Management Association, advised he is in support of active enforcement of properties. He referred to London as an example where housing is licensed; however, the same concerns Guelph is dealing with persist. He raised the concern that not grandfathering current uses could cause financial hardship and potential loss of property because these properties are bought on the basis of income.

He also stated that the tenants will eventually bear the costs of any expenses occurring due to licensing regulations.

Mr. Geoff Glass, a long-term Guelph realtor, advised that unregistered units only get enforced upon complaint and licensed ones are not where the problems lie. He stated the City should be proactively enforcing current by-laws and develop stronger regulations. He recommended that all stakeholders get involved to develop a long-term student housing program solution.

Ms. Sylvia Watson, a resident in the University area, stated her comments are specific to absentee landlords and are not "nimbyism". She sees the trend of investors buying up houses and renting out as many rooms as possible, creating off-campus dorms that are transient in nature. She believes good planning should save the near university neighbourhoods from a high concentration of student housing. She raised the concern that the process is taking too long and stated this is a critical issue for some neighbourhoods.

Ms. Nasswetter stated that correspondence received from Brad Williams, Manager, Off-Campus Living, University of Guelph, informed her that an off-campus conduct code, and other related initiatives will be ready for September.

4. Moved by Mayor Farbridge  
Seconded by Councillor Burcher

REPORT

THAT Report 10-53 from Community Design and Development Services regarding the Shared Rental Housing Work Plan, dated May 17, 2010, be received;

AND THAT the Shared Rental Housing Work Plan for 2010 and 2011 as shown in Attachment 6 of Community Design and Development Services Report 10-53, dated May 19, 2010, be approved;

AND THAT staff be directed to conduct the approved Shared Rental Housing 2010-2011 Work Plan.

AND THAT legal staff report back to Council by May 25<sup>th</sup> with timing and costs for the retention of external legal counsel to review options for regulation of two-rental unit houses in order to expedite the process;

AND THAT staff report back on the feasibility of placing a moratorium on accessory apartment registration.

Carried



**Hanlon Creek Business Park – Completion of 2010 Jefferson Salamander Monitoring Program**

Mr. Rajan Philips, Manager of Transportation Planning & Development Engineering provided the background information regarding the Jefferson Salamander Monitoring Program and advised of the steps.

Ms. Suzanne Young, Environmental Planner advised of the process and results of the Jefferson Salamander Monitoring Program.

5. Moved by Councillor Burcher  
Seconded by Councillor Salisbury

REPORT

THAT the Community Development and Design Services report dated May 17, 2010, with respect to the Hanlon Creek Business Park entitled, Completion of Jefferson Salamander Monitoring Program, be received;

AND THAT Council confirms that (a) a comprehensive salamander monitoring program for the Hanlon Creek Business Park subdivision development has been completed; (b) the results of the monitoring program indicate that there is no presence of Jefferson salamander within the Business Park; and (c) the results of the monitoring program enable the development of the Business Park to proceed immediately as a draft-approved plan of subdivision, including enhanced mitigation measures based on additional information gathered during the monitoring program, as outlined in this report;

AND THAT the Mayor convey this Report 10-61 dated May 17, 2010, along with a copy of Council's resolution, to the Minister of Natural Resources, Guelph MPP, Liz Sandals, and MNR Guelph District Office Manager.

Carried

**Conversion in the Method of Collection of Organic Waste**

Dr. Laird advised there will be no need for a pilot program because the City can draw upon the experiences of others. She advised that Provincial requirements are limiting options and staff believe this is the best available option. The ability of the cart-based system to collect some yard waste on a weekly basis will eliminate the need for semi-annual yard waste pickups. Dr. Laird advised that the plan is to move toward a full cart-based system in June; however, all the necessary information from the Province regarding phasing and the certificate of approval conditions are not yet available.

Ms. Neubauer, Director of Finance, explained that the net present value analysis is done in order to have the necessary financial information to evaluate all possible scenarios.

Staff will provide a peer review on the business case before June as well as photos of the bins for Council.

REPORT

6. Moved by Mayor Farbridge  
Seconded by Councillor Burcher

THAT the report of the Director of Environmental Services concerning conversion to a cart-based curbside waste collection system for organic waste be approved;

AND THAT staff be directed to convert the method of collection of organic waste to a cart-based system, and to advise the Ministry of Environment accordingly;

AND THAT staff report back to Council in June 2010 with recommendations on the preferred alternative to modifying the City's waste collection system to facilitate cart-based collection.

Carried

**Approval of Water and Wastewater Long-Range Financial Plan 017-301 (2010) as Required Under Ontario Regulation 453/07**

REPORT

7. Moved by Mayor Farbridge  
Seconded by Councillor Burcher

THAT the report of the Director of Environmental Services dated May 17, 2010 entitled 'Approval of Water and Wastewater Long-Range Financial Plan 017-031 (2010) as Required Under Ontario Regulation 453/07' be received;

AND THAT Council, as the owner of the Guelph municipal drinking water system, approve the Water and Wastewater Long-Range Financial Plan 017-301 (2010) in compliance with Ontario Regulation 453/07;

AND THAT staff submit the Water and Wastewater Long-Range Financial Plan 017-301 (2010) to the Province by July 1, 2010 in compliance with Ontario Regulation 453/07;

AND THAT the Water and Wastewater Long-Range Financial Plan be updated annually and included in the annual Water and Wastewater User Pay budgets presented to Council.

Carried

**Municipal Property and Building Commemorative Naming  
Annual Report**

REPORT

8. Moved by Councillor Salisbury  
Seconded by Councillor Bell

THAT the Community Design and Development Services Report 10-33 dated May 19, 2010, pertaining to the Municipal Property and Building Commemorative Naming Annual Report, be received;

AND THAT the names proposed by the Naming Committee for assets listed in Appendix 1 of Report 10-33 dated April 19, 2010, be approved;

AND THAT Resolution #5 adopted by Council at their meeting of November 20, 2006 with respect to their support in principle of dedicating the proposed City open space at 59 Carden Street in front of the future POA Courthouse to Edward Johnson, be rescinded;

AND THAT staff be directed to proceed with finding an alternative asset to recognize Edward Johnson and work with Parks Canada and the Edward Johnson Music Foundation to appropriately locate the existing Edward Johnson plaque;

AND THAT staff be directed to examine opportunities during the preparation of the 2011 Parks Planning Capital Budget Forecast to fund a monument to recognize fallen police and firefighters in a future park or public space;

AND THAT staff be directed to examine opportunities during the preparation of the 2011 Parks Planning Capital Budget Forecast to fund a monument to recognize officers of the Guelph Correctional Centre in a future park or public space within the York District Lands development.

Carried

**180 Gordon Street – Brownfield Redevelopment Community  
Improvement Plan – Financial Incentive Request**

Staff explained the differences between the Brownfield Site at the corner of Woolwich Street and London Road with the 180 Gordon Street site. The City provided no funds to the Woolwich/London site as a result of the cleanup not moving forward.

John Goodwin, MT Consultants advised the 180 Gordon Street property was not cleaned up correctly when it was done years ago and the current owner has inherited the unexpected issue of the property being a brownfield site.

Staff will provide information regarding future tax revenues for the property and determine if a redesignation of the zoning through the Official Plan is necessary.

- 9. Moved by Councillor Salisbury  
Seconded by Councillor Piper

REPORT

THAT Community Design and Development Services Report 10-51, dated May 17, 2010 regarding requests for financial assistance pursuant to the City of Guelph Brownfield Redevelopment Community Improvement Plan for the property known municipally as 180 Gordon Street be received;

AND THAT the request for financial assistance made by 879132 Ontario Inc. under the Environmental Study Grant program pursuant to the Brownfield Redevelopment Community Improvement Plan for the property known municipally as 180 Gordon Street, to an upset total of \$10,000 upon the completion of a Phase 2 Environmental Site Assessment and an additional grant to an upset total of \$10,000 upon the completion of a Remedial Work Plan, be approved;

AND THAT the request for financial assistance made by 879132 Ontario Inc. under the Tax Assistance During Rehabilitation Program pursuant to the Brownfield Redevelopment Community Improvement Plan for the property known municipally as 180 Gordon Street, for a duration of up to 3 years from the commencement of remedial work at the property subject to the terms and conditions attached hereto as Attachment D, be approved;

AND THAT Council direct staff to prepare a by-law to implement municipal tax assistance during rehabilitation in accordance with the Municipal Act and that the appropriate information and material be sent to the Province requesting relief from the education portion of the taxes for the property known municipally as 180 Gordon Street for a duration of up to 3 years from the commencement of remedial work at the property;

AND THAT staff be directed to proceed with the finalization of Environmental Study Grant, Tax Cancellation, and Information Sharing Agreements with 879132 Ontario Inc. to the satisfaction of the Director of Community Design and Development Services and the Director of Corporate Services/City Solicitor;

AND THAT the Mayor and Clerk are authorized to sign the Environmental Study Grant, Tax Cancellation, and Information Sharing Agreements.

10. Moved by Mayor Farbridge  
Seconded by Councillor Burcher  
THAT the Community Development and Environmental Services Committee now hold a meeting that is closed to the public, with respect to:

**Education and Training of Members**

S. 239 (3.1) education and training of members.

Carried

**The remainder of the meeting was closed to the public.**

Greg Hahn, Webmaster provided a demonstration and training to the committee members.

The meeting adjourned at 3:39 p.m.

Next Meeting: Tuesday, June 22, 2010

.....  
Chairperson

**COMMUNITY DEVELOPMENT & ENVIRONMENTAL SERVICES COMMITTEE  
CONSENT AGENDA**

**June 22, 2010**

Members of the Community Development & Environmental Services Committee.

**SUMMARY OF REPORTS:**

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

**A Reports from Administrative Staff**

<b>REPORT</b>	<b>DIRECTION</b>
<p><b>CDES-2010 A.34 Guelph Drinking Water System – Compliance Report</b></p> <p>THAT the report of the Director of Environmental Services dated June 22, 2010 entitled ‘Guelph Drinking Water System – Compliance Report’ be received.</p>	Receive
<p><b>CDES-2010-A.35 Community Energy Initiative: Transportation Targets</b></p> <p>THAT the Community Design and Development Services Report regarding the workplan to assess energy consumption and greenhouse gas emissions associated with transportation in Guelph and to develop policy measures for achieving the Community Energy Plan target to reduce the energy use in transportation by 25% over the 2006-31 planning period dated June 22, 2010, be received.</p>	Receive
<p><b>CDES-2010.A.36 Guelph Transit Terminal: Carden Street Operations</b></p> <p>To come under separate cover.</p>	Approve
<p><b>CDES-2010.A.37 Orin Reid Park Conceptual Master Plan</b></p> <p>THAT the Community Design and Development Services Report 10-67 dated June 22, 2010, pertaining to the Conceptual Master Plan for Orin Reid Park, be received;</p>	Approve

AND THAT the Conceptual Master Plan for the Orin Reid Park, as noted in Appendix 4 of the Community Design and Development Services Report 10-67, dated June 22, 2010, be approved;

AND THAT staff be directed to proceed with the implementation of Phase One of the Orin Reid Park Conceptual Master Plan.

**CDES-2010-A.38 Downtown Façade Improvement Grants 2010**

Approve

THAT the Downtown Renewal report dated June 21, 2010, regarding the Downtown Community Improvement Plan Façade Improvement Grants, be received;

AND THAT the first round of Downtown Façade Improvement Grants be awarded as listed in Appendix A attached to this report, for a total City of Guelph commitment of \$127,434.95 towards 16 applications;

AND THAT the remainder of \$12,565.05 in Capital Account SS20009 be carried forward in that account for future Downtown Guelph CIP programmes.

**B. Items for Direction of Committee**

**C. Items for Information**

Attach.

# COMMITTEE REPORT



TO **Community Development and Environmental Services  
Committee**

SERVICE AREA Environmental Services  
DATE June 22, 2010

**SUBJECT Guelph Drinking Water System - Compliance Report**  
REPORT NUMBER

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## RECOMMENDATION

"THAT the report of the Director of Environmental Services dated June 22, 2010 entitled 'Guelph Drinking Water System – Compliance Report' be received."

## BACKGROUND

Justice Dennis O'Connor, in Part Two of the *Report of the Walkerton Inquiry*, recommended the adoption of quality management systems for municipal drinking water. He also recommended that a quality management standard specifically designed for drinking water systems be developed and implemented in Ontario, which led to the creation of the Drinking Water Quality Management Standard (DWQM Standard).

The requirement to implement the DWQM Standard is now mandated through the *Safe Drinking Water Act, 2002 (SDW Act)*. To ensure that the Owner can satisfy requirements of Section 19 of the SDW Act: "Standard of care, municipal drinking water system", the DWQM Standard requires ongoing communications between the "Operating Authority" (Waterworks Division) and the "Owner" (defined as Council, the CAO and the Director of Environmental Services).

Waterworks Division has prepared a Drinking Water System Compliance Report that includes a summary of any adverse test results (and related corrective actions), major changes or activities within the drinking water system and/or the related quality management system.

The scope of this report represents year-to-date information from January 1 to March 31, 2010. Regular compliance reports will be presented to the "Owner" on a quarterly basis.



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In conformance with the *QMS 12-01 Reporting to Owner* policy, Waterworks is presenting timely information to support the Owner's compliance with Section 19 of the *Safe Drinking Water Act, 2002*: "Standard of care, municipal drinking water system".

## **REPORT**

Waterworks is requesting that Council reviews this report regarding our drinking water system with respect to the following:

- Adverse test results and related corrective actions, which are summarized in Appendix A - "*Summary of Adverse Test Results and Corrective Actions*".
- Major changes or activities within the drinking water system and/or the quality management system which are summarized below:
  - Completion of the *Financial Plan* - On May 25, 2010 Council approved the *Financial Plan*, which is one step in the application process for a drinking water licence under Part V of the *Safe Drinking Water Act, 2002*.
- A *Quality Management System Report to the Owner*, which is included in Appendix B, in compliance with the requirements of section 20 of the DWQM Standard.

## **CORPORATE STRATEGIC PLAN**

6.3 "A safe and reliable local water supply".

## **FINANCIAL IMPLICATIONS**

All financial implications related to this report are included in the 2010 Waterworks Budget.

## **DEPARTMENTAL CONSULTATION**

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

## **COMMUNICATIONS**

Environmental Services will report quarterly to Council on our Drinking Water System and the continuing suitability, adequacy and effectiveness of our quality management system.

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## **ATTACHMENTS**

- Appendix A – Summary of Adverse Test Results and Corrective Actions
- Appendix B – Quality Management System Report to the Owner

### **Prepared By:**

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Original Signed by:

Original Signed by:

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### **Recommended By:**

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Report to Community Development and Environmental Services Committee  
June 22, 2010  
Re: Guelph Drinking Water System - Compliance Report

**APPENDIX "A"**

**Summary of Adverse Test Results and Corrective Actions**

#	Date	AWQI #	Location	Description	Corrective Action	Resample Results Good
1	Jan 19	93128	F.M. Woods Station	UV disinfection system dosage dropped below minimum 24 mJ/cm <sup>2</sup> for 5:53 mins.	Public Health Unit and MOE notified. Root cause was corrected. No further action required.	NA

AWQI – Adverse Water Quality Incident

ODWQS – Ontario Regulation 169 Ontario Drinking Water Quality Standards

*Please note: Any residential tap lead sample results above 10 µg/L are tracked and reported separately to the Public Health Unit, the Ministry of the Environment and the customer; and will be addressed in the City's Corrosion Control Plan which will be completed by April 2011.*

Report to Community Development and Environmental Services Committee  
 June 22, 2010  
 Re: Guelph Drinking Water System - Compliance Report

**APPENDIX "B"**

**Quality Management System Report to the Owner**

The following table is presented in response to the requirement of section 20 of the Drinking Water Quality Management Standard that requires Guelph Waterworks to report the results of management review, the identified deficiencies, decisions and action items to the Owner.

<b>Results of Management Review</b>	<b>Report</b>
Summary of Management Review	<p>The last Quarterly Management Review Meeting took place on March 24, 2010.</p> <p>Waterworks Top Management (Director of Environmental Services, Waterworks Manager and Supervisors) evaluated the continuing suitability, adequacy and effectiveness of the Quality Management System with consideration of:</p> <ul style="list-style-type: none"> <li>a.) incidents of regulatory non-compliance,</li> <li>b.) incidents of adverse drinking water tests,</li> <li>c.) deviations from critical control point limits and response actions,</li> <li>d.) the efficacy of the risk assessment process,</li> <li>e.) internal and third-party audit results,</li> <li>f.) results of emergency response testing,</li> <li>g.) operational performance,</li> <li>h.) raw water supply and drinking water quality trends,</li> <li>i.) follow-up on action items from previous management reviews,</li> <li>j.) the status of management action items identified between reviews,</li> <li>k.) changes that could affect the Quality Management System,</li> <li>l.) consumer feedback,</li> <li>m.) the resources needed to maintain the Quality Management System,</li> <li>n.) the results of the infrastructure review,</li> <li>o.) operational Plan currency, contents and updates, and</li> <li>p.) staff suggestions.</li> </ul>
Deficiencies Identified	<p>All facilities governed by the backflow prevention by-law must be re-surveyed every five years. Of the re-surveys submitted to the City in the first quarter of 2010, 80% demonstrate that the facilities which the re-surveys relate to will require physical upgrades or changes to comply with the Backflow Prevention By-law. There is currently a backlog of work relating to backflow prevention device re-surveys. There may be additional resources required to address this issue.</p>

<b>Results of Management Review</b>	<b>Report</b>		
Decisions Made	Meetings and discussions between Waterworks and Building Services to address the deficiencies identified with respect to resources for backflow prevention device program are ongoing.		
<b>Action Items</b>	<b>Date Initiated</b>	<b>Date Completed</b>	<b>Progress</b>
Reformat of Waterworks Emergency Plan (WEP) for ease of use and minimized redundancy with QMS.	April 14, 2009		Ongoing WEP review is currently in progress. Planned completion for redrafted WEP is June 2010. Developed a 3-year schedule for WEP training and testing. <u>Next step</u> : implement the emergency plan training & testing schedule.
QMS 13 - Essential Supplies & Services - develop process for NSF 60/61 Certification verification.	April 14, 2009		Reformatted QMS 13-01 Supplies and Services Table to document quality requirements for each essential supply / service at Guelph Waterworks. <u>Next step</u> : obtain and file records of all product / service certifications at Guelph Waterworks.
Water-related consumer feedback tracking	April 14, 2009		QMS 12-06 Customer Service Request policy is drafted; will use WAM Customer Service Request module. <u>Next step</u> : implementation mid-2010.
Summary of Staff Suggestions tracking	April 14, 2009		Currently using internal audit process to track staff suggestions; QMS Working Group is new mechanism to track staff suggestions. <u>Next step</u> : record summary of staff suggestions in minutes.
Distribution Activity QMS Report 2009 YTD	December 11, 2009	April 20, 2010	Full report including all distribution activity requested is now available to top management.
Develop framework to educate Waterworks staff on regulatory updates.	December 11, 2009		Development of staff education process is in progress with new Monthly Regulatory Meetings. <u>Next step</u> : develop further to include all staff.
Update QMS 08 Risk Assessment Outcomes	December 11, 2009	April 27, 2010	Updated and Top Management approved the QMS 08 Risk Assessment Outcomes on April 27, 2010.
Discussion re: additional resources required to address the resurvey of backflow prevention	December 11, 2009		<u>Next steps</u> : meetings between Building Services and Waterworks have taken place and will continue in 2010.

# COMMITTEE REPORT



**TO** **Community Development and Environmental Services  
Committee**

**SERVICE AREA** Community Design and Development Services  
**DATE** June 22, 2010

**SUBJECT** **Community Energy Plan: Transportation Targets**  
**REPORT NUMBER** 10-74

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## RECOMMENDATION

"THAT the Community Design and Development Services Report regarding the workplan to assess energy consumption and greenhouse gas emissions associated with transportation in Guelph and to develop policy measures for achieving the Community Energy Plan target to reduce the energy use in transportation by 25% over the 2006-31 planning period dated June 22, 2010, BE RECEIVED."

## BACKGROUND

In April 2007, City Council adopted the Community Energy Plan (CEP) as the basis for efficient and sustainable energy use in Guelph. The CEP includes the following five goals:

1. Guelph will be the place to invest, supported by its commitment to a sustainable energy future;
2. Guelph will have a variety of reliable, competitive energy, water, and transport services available to all;
3. Guelph energy use per capita and resulting greenhouse gas emissions will be less than the current global average;
4. Guelph will use less energy and water per capita than comparable Canadian cities;
5. All publicly funded investments will visibly contribute to meeting the other four CEP goals.

The CEP goals have implications for the transport sector in regard to transportation services, per capita energy consumption and greenhouse gas emissions, and investments in transport infrastructure. The transport sector generally accounts for about one third of energy usage in a community and is also the single largest contributor to greenhouse gas (GHG) emissions at about the same proportion. The CEP identifies the following transportation efficiency goal in energy use:

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*"As a result of sensitive urban design, effective alternative transport options, and encouraging vehicle efficiencies, Guelph's growth in transport needs be met while reducing the transportation energy use by 25%."*

This Report, dated June 22, 2010, discusses the framework and the approach that staff will be undertaking to assess the energy consumption and GHG emissions associated with the transport sector and to develop policy measures for achieving the CEP target of 25% reduction in transportation energy use.

## **REPORT**

As part of implementing the CEP, an integrated energy and land-use mapping process (energy mapping) has been initiated. The purpose of energy mapping is to create a model of baseline energy use and GHG emissions, to evaluate, measure and verify future levels of energy use and emissions. The energy mapping is being carried out in two phases: (1) an energy resource annual baseline assessment that is spatially linked to the existing built environment; and (2) the development of future annual energy consumption scenarios based on land-use designations and population-employment growth projections.

An information report on energy mapping is in development and is expected to be presented to Committee and Council within the next few months.

Energy use in transportation is included in the baseline assessment as well as future consumption scenarios. For the baseline assessment, the current modal shares from the 2006 Transportation Tomorrow Survey were used. For the future scenarios testing, three modal-share scenarios corresponding to existing, high, and ultra-high modal shares were used. The current and future modal shares used in scenarios testing are tabulated below:

Mode	Existing (2006) Modal Share	Future (2031) High Modal Share	Future (2031) Ultra High Modal Share
Walk	7%	11%	15%
Cycle	1%	2%	2%
Transit	6%	9%	12%
Auto (driver & passenger)	83%	75%	68%
Other	3%	3%	3%
Total	100%	100%	100%

The future non-auto modal shares were assumed to increase by 50% from existing levels in the high modal-share scenario, and by 100% in the ultra-high modal-share scenario. The mapping of energy use in transportation under the three scenarios is the first step in creating the model for measuring and evaluating alternative modal share scenarios. A similar exercise will be required for assessing energy use in the transport of goods and services including those provided by City vehicles.

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Evidently, the reductions in auto-use assumed in the energy mapping future scenarios are not sufficient to achieve the CEP goal of reducing energy use in transportation by 25% in 2031 from the 2006 levels. Needless to say, even achieving these reductions will require infrastructure and service delivery improvements in regard to non-auto improvements between now and 2031.

The City is currently developing the Bicycle Friendly Master Plan and the Transit Strategy in conjunction with a draft Official Plan update. When completed and approved by Council, the two plans will outline the infrastructure and service delivery improvements that will be put in place over the planning period. The modal share projections for cycling and transit that are being developed in these initiatives are consistent with the assumptions made in the future energy mapping scenarios.

For the purpose of meeting the CEP's energy reduction target in transportation, staff are proposing to build on the energy mapping exercise that is underway, and carry out technical and consultative tasks broadly described as follows:

- 1) Complete the energy mapping model to include the ability to assess energy use under different modal share scenarios.
- 2) Build into the model the ability to assess energy use associated with alternative technologies and energy sources.
- 3) Develop an energy use associated with different combinations of modal-share scenarios and technology-energy source options.
- 4) Examine the relative feasibilities of achieving potential modal shares in terms of land-use patterns, behavioural changes, passive and active policy measures, and infrastructure and service delivery requirements.
- 5) Examine the feasibility of realizing changes in technology and identifying alternative energy sources.
- 6) Evaluate a short list of modal-share/technology combinations in terms of their respective feasibilities.
- 7) Undertake similar steps in regard to transport of goods and services.
- 8) Identify the preferred and feasible combination of modal shares and technology/energy source options
- 9) Quantify GHG emissions corresponding to the preferred energy use combination.
- 10) Develop a Transportation Energy Use Plan to meet the CEP target of 25% reduction in energy use – including modal share targets along with supporting policies and programs.

At the present time, staff are proposing to work on tasks 1, 2, 3 and 7 in regard to energy use and the corresponding GHG emissions assessments. It is difficult to estimate the time required to complete these technical tasks as the methodologies and practices for quantifying energy use and GHG emissions in transportation at the municipal level are still in their early stages. Staff will report back to CDES and Council after completing these tasks with a more detailed work plan for undertaking the remainder of the above-noted ten tasks. Of those, tasks 4, 6 and 8 will involve public consultation and participation.



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Additional funding requirements are not required to carry out the above-noted technical tasks. City Transportation staff will carry out these tasks in collaboration with other municipalities and agencies that are also carrying out similar energy mapping assignments.

## **CORPORATE STRATEGIC PLAN**

Goal 1: An attractive, well-functioning and sustainable city.

Goal 2: A healthy and safe community where life can be lived to the fullest.

## **FINANCIAL IMPLICATIONS**

N/A

## **DEPARTMENTAL CONSULTATION**

Report circulated to General Manager, Community Energy; Policy Planning and Urban Design; Operations Department; and Guelph Transit Services.

## **COMMUNICATIONS**

N/A

1/2/20

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### **Prepared By:**

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Original Signed by:

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# COMMITTEE REPORT



**TO** **Community Development and Environmental Services  
Committee**

**SERVICE AREA** Community Design and Development Services  
**DATE** June 22, 2010

**SUBJECT** **Guelph Transit Terminal: Carden Street Operations**

**REPORT NUMBER** 10-75

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## RECOMMENDATION

"THAT the Community Design and Development Services Report dated June 22, 2010, BE RECEIVED;

AND THAT Council authorize staff to prepare an amending By-Law, to Traffic By-Law 2002-17017, to restrict vehicular traffic and allow only buses, delivery vehicles, and drop-off and pick-up taxi cabs on Carden Street, east of Wyndham Street, as part of the operation of the new Transit Terminal on Carden Street."

## REPORT

At present Carden Street east of Wyndham Street is a 2-lane roadway terminating at MacDonell Street. It is a low volume road, with on-street parking on both sides. There are 6 properties fronting on Carden Street on the north side, while the VIA train station and CN lands are located on the south side. The Greyhound Terminal is located to the east of Carden Street on MacDonell Street; the rail locomotive is to the south of the Greyhound Terminal.

Attachments 1 and 2 respectively illustrate the existing Carden Street, east of Wyndham Street, and the layout of the new Transit Terminal on Carden Street. The construction of the new terminal involves the following changes to Carden Street, east of Wyndham Street:

- a. Relocation of the rail locomotive;
- b. Demolition of the Greyhound bus terminal;
- c. Removal of on-street parking and off-street VIA station parking (alternative parking for VIA patrons has been arranged);
- d. Construction of the new bus platform, with saw-tooth bus bays, from MacDonell Street to a point 45 metres east of Wyndham Street;
- e. Vehicular turnaround configuration at the Wyndham Street end in front of the VIA Station;
- f. Realignment to a new intersection location at the MacDonell Street end with traffic signal control;

- 
- g. Improved sidewalk on the north side and landscaping;
  - h. Network of pedestrian connections between the bus platform, VIA Station and the sidewalks on Carden Street, Wyndham Street and MacDonell Street ; and
  - i. Bike shelters at both ends of the terminal to accommodate bicycle parking by transit users.

With these changes, the geometry of Carden Street can accommodate the following vehicular movements:

- 1) Two-way traffic between Wyndham Street and the westerly end of the new Bus Platform.
- 2) One-way (eastbound only) traffic between the westerly end of the Bus Platform and MacDonell Street.

The Transit Terminal Concept plan approved by Council and the detailed design for construction are based on allowing only one-way eastbound traffic beyond the westerly end of the new Bus Platform.

The purpose of this Report dated June 22, 2010, is to recommend to Council that the future one-way eastbound section of Carden Street be restricted through signing to only buses, delivery vehicles, and drop-off/pick-up taxi cabs serving properties located on the north side of Carden Street. All vehicular traffic will be allowed on the two-way section of Carden Street between Wyndham Street and the west end of the Bus Platform.

The requirements for this restriction involving transit operations, and its impacts to properties and vehicular traffic currently using Carden Street, are discussed herein.

#### Transit Operations:

The principal reason for restricting vehicular traffic on the future one-way section of Carden Street is to enable safe, efficient, and more frequent bus operations adjacent to the Bus Platform, based on the following considerations:

- The design of the bus platform provides for one-way westbound bus-only movement on the south side of the platform without any conflict with vehicular traffic. The purpose of restricting vehicular traffic on the north side to delivery and drop-off/pick-up (taxi cabs) vehicles is to minimize conflict between transit and vehicular traffic and facilitate safe bus operations.
- The volume of bus traffic anticipated at the new terminal is higher than what was envisaged at the time when the Concept Plan was developed, allowing one-way (eastbound) all vehicular traffic. The expected increase in bus movements is due to greater frequency of Guelph Transit buses and a higher level of operations by GO and Greyhound buses than anticipated earlier.
- Guelph Transit buses operate to a coordinated time schedule and delays in entering and exiting the terminal will contribute to bus delays and customer inconvenience. The proposed restriction will enable buses to move with minimal interruptions on the one-way section of Carden Street. It should be noted that buses will be given traffic signal priority at the two Carden Street intersections at Wyndham Street and at MacDonell Street. The effectiveness of providing traffic signal priority will be reduced if buses are delayed in mixed traffic on Carden Street.
- The design of the terminal provides for locations for pedestrian crossings between the bus platform and the surrounding sidewalks. The safety of pedestrian crossing will be enhanced if vehicular traffic on Carden Street is restricted.

- 
- The interaction of transit vehicles, private automobiles and pedestrians in a confined area poses a significant risk management issue for the City. The proposed restriction of vehicular traffic will greatly reduce this risk.

#### Vehicular Traffic Impacts:

The restriction of vehicular traffic on the future one-way eastbound section of Carden Street will have minimal impacts on traffic circulation and is justified from a transportation planning and TDM standpoint, as noted below:

- Carden Street east of Wyndham Street at present carries a two-way peak hour volume of 120 vehicles in the morning and 160 vehicles in the afternoon. These volumes are low and the traffic pattern indicates that the vehicles entering Carden Street at Wyndham Street proceed all the way to MacDonell Street, and vice versa. When Carden Street is closed to vehicular traffic, the vehicles currently using Carden Street will be redistributed and can be easily accommodated at the intersection at Wyndham Street and MacDonell Street.
- As the City's main transit node, the new terminal will provide for the movement of about 1600 persons per hour during the morning and afternoon peak periods, and about 800 persons during off-peak periods. In contrast to this, the maximum person-throughput achieved by cars on Carden Street at present is about 180 persons in the morning peak hour and 240 persons in the afternoon peak hour. From a transportation planning and TDM standpoint, it is justifiable that bus movements around the terminal are given priority by restricting vehicular traffic on Carden Street.

#### Property Impacts:

There are six properties located on the north side of Carden Street, with entrances onto Carden Street. Only one of the properties, namely Travelodge hotel at the east end of Carden Street, has its own parking lot with full access on to MacDonell Street. None of the other properties which include a residential apartment located midblock on Carden Street and other commercial uses provide on-site parking.

The hotel parking lot will not be impacted by the proposed restriction on Carden Street and all the properties will continue to be served by delivery vehicles and taxi cabs as drop-off/pick-up vehicles on Carden Street. The design of the transit terminal and Carden Street provide a lay-by area for such vehicles in front of the properties.

It should also be noted that the proposed modifications to Carden Street have potential benefits to the properties on Carden Street. The relocation of the transit transfer point from St. George's Square to Carden Street has not been welcome among those commercial property owners at the Square who are located close to the existing bus layoff areas. Their concern is that taking transit out of the Square will reduce pedestrian circulation and activities and will negatively impact their businesses. By the same token, relocating the transit transfer point to Carden Street will potentially create positive impacts for businesses on Carden Street. Equally, the integration of Guelph transit operation and the arrival of GO train service to the VIA Station will make residential and hotel properties on Carden Street attractive to transit commuters.

There are many cities in Canada and the United States where vehicular movements are restricted on downtown streets to privilege transit and/or pedestrian mobility. Examples include Calgary, Ottawa, Vancouver and Winnipeg in Canada, and Denver, Los Angeles, Minneapolis, Portland and Seattle in the US.

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The transit terminal construction will start in August this year and will be completed by March 31, 2011, the deadline for ISF projects. During construction Carden Street will be closed to vehicular traffic, but Greyhound and GO bus operations will continue to be accommodated. Guelph Transit is anticipated to relocate from St. George's Square to the new terminal in late Spring 2011. The recommended restrictions will be included in the Traffic By-Law following Council authorization and the By-Law will be in place prior to the commencement of full transit operations at the new terminal.

## **CORPORATE STRATEGIC PLAN**

Goal 1: An attractive, well-functioning and sustainable city.

Goal 2: A healthy and safe community where life can be lived to the fullest.

## **FINANCIAL IMPLICATIONS**

N/A

## **DEPARTMENTAL CONSULTATION**

Report circulated to and input received from Traffic and Parking Division, Guelph Transit, Design and Construction Division and General Manager, Downtown Renewal

## **COMMUNICATIONS**

The Downtown Guelph Business Association and property owners have been advised of the proposed changes and staff will keep them informed of future developments.



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Original Signed by:

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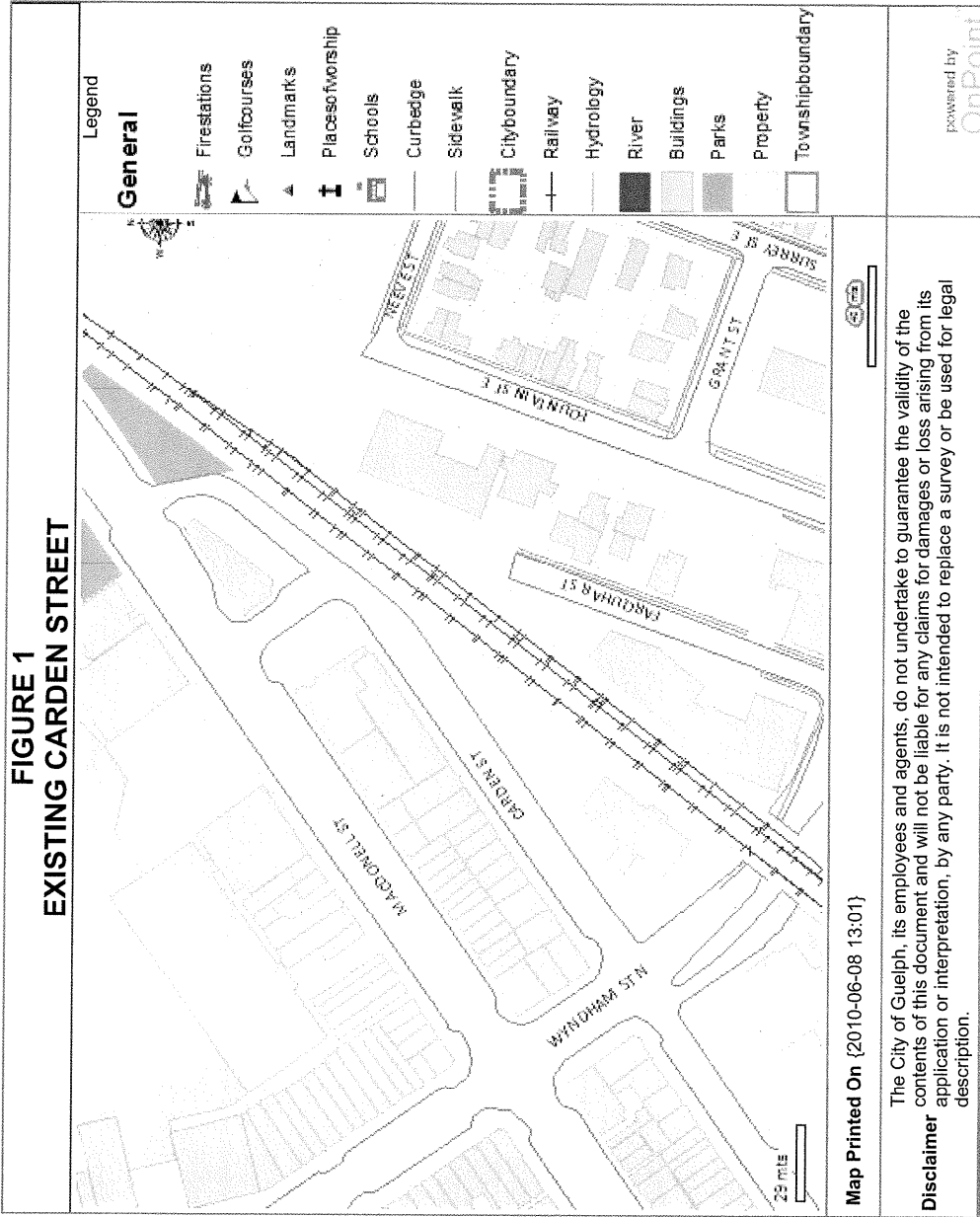
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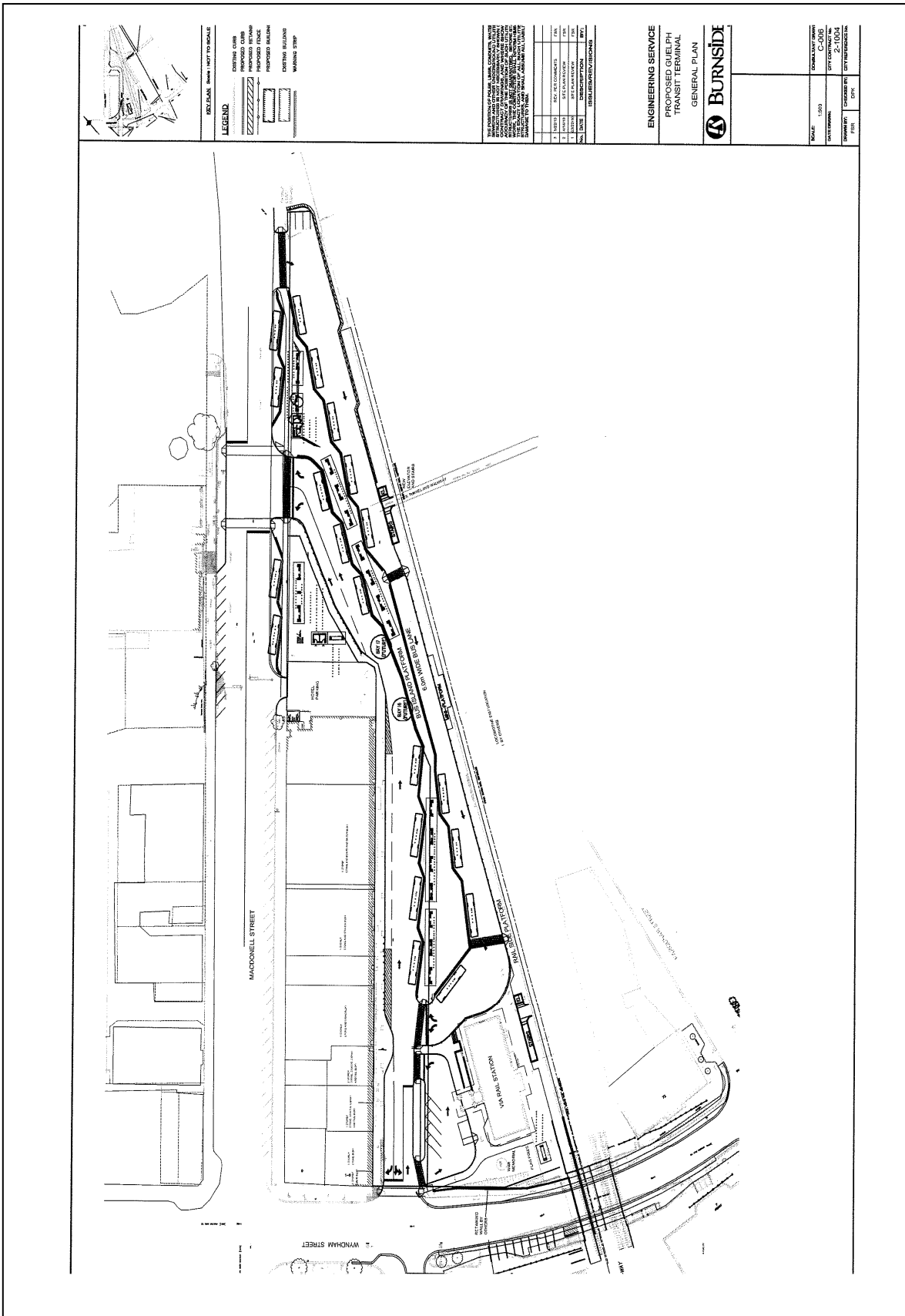
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**FIGURE 1  
EXISTING CARDEN STREET**





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**TO** **Community Development and Environmental Services Committee**

SERVICE AREA Community Design and Development Services  
DATE June 22, 2010

**SUBJECT** **Orin Reid Park Conceptual Master Plan**  
REPORT NUMBER 10-67

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## **RECOMMENDATION**

THAT the Community Design and Development Services Report 10-67 dated June 22, 2010, pertaining to the Conceptual Master Plan for Orin Reid Park, be received; and

THAT the Conceptual Master Plan for the Orin Reid Park, as noted in Appendix 4 of the Community Design and Development Services Report 10-67 dated June 22 2010, be approved; and

THAT staff be directed to proceed with the implementation of Phase One of the Orin Reid Park Conceptual Master Plan.

## **BACKGROUND**

A parcel of land having an area of 4.38 hectares (10.83 acres) was dedicated to the City as parkland in the Westminster Woods Phase 2 development in June 2005 as part of registered plan 61M116. The park block, classified as a 'Community Park' under the Zoning Bylaw, is located at 120 Goodwin Drive with street frontage on Goodwin Drive and Hall Avenue (Appendix 1/2 – Location Maps).

The Park was graded and sodded in Fall of 2008 by the developer, but not accepted as Basic Park Development by the City due to outstanding deficiencies of sod and grading of the sports fields. These deficiencies will be completed before implementation of the approved Conceptual Master Plan. Basic Park Development is a Condition of a Subdivision Agreement, holding a Developer to grading and sodding of the dedicated park block, as per staff approved drawings. The intention of Basic Park Development is to ensure residents have an open space to gather, play, etc., until the park is formally developed with facilities (eg. playground, sports fields) in keeping with a Master Plan approved by City Council.

The purpose and function of a Community Park, as noted in the Official Plan, is to provide specialized recreation facilities for use by a wide segment of the population. In addition, it may serve in a dual role as a neighbourhood space, serving the immediate residential area. As per the Zoning Bylaw, permitted uses include



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conservation area, informal play area, outdoor skating rink, picnic areas, play equipment, public washroom, sports fields, trails, water spray area, concession stands, historic sites, outdoor theatre, parking, swimming pool and wildlife management area.

This Report provides a recommendation on the Conceptual Master Plan for the park.

## **REPORT**

The intent of the Orin Reid Park, from its inception in 2005, was to be the 'Flagship Park' of the Westminster Woods Development; a Developer/City built project that could be the central attraction of the Development. Early in the development process of Phase 2, the Developer was very eager to hire a consultant to provide the City with a Conceptual Master Plan of the park and to suggest the name Orin Reid Park – in remembrance of their founder. Conceptual Master Plans of the park were informally supported by staff in 2006, and the name Orin Reid Park was approved by Council in 2007. The Conceptual Master Plan of the park at the time included, senior and junior play equipment, a splash pad, a large monument area in honour of Orin Reid, a gazebo, parking lot, baseball and soccer fields, seating areas and extensive shrub and tree plantings.

As part of the City's financial commitment to the park development, the Parks Planning Capital Budget allocated \$200,000.00, approved by Council in 2005. An expectation at the time by staff was that the remaining financial costs would be absorbed by the Developer.

In 2008, City staff initiated discussions with the Developer on the timing of the Basic Park Development and public process of the Conceptual Master Plan. In Fall of 2008 the Developer began grading and sodding the block. In 2009, staff worked with a new Landscape Architectural consultant, hired by the developer, to refine the Conceptual Master Plan. In the Fall of 2009, City staff approached the Developer to initiate discussions of Conceptual Master Plan implementation, as there were a growing number of inquiries from surrounding residents on the status of the park. The refined Conceptual Master Plan, along with a cost estimate, was approved by the Developer, but financial support to implement the Conceptual Master Plan was significantly reduced by the Developer due to financial concerns. The revised Conceptual Master Plan of 2009 includes the same features as the original concept of 2006, with the exception of the monument space to Orin Reid. This space has been removed and replaced with a centralized gathering area that could host a monument to Orin Reid or other sculptural form.

Knowing the Conceptual Master Plan in its entirety would not be feasible, staff identified a phased approach to the development of the park and circulated the Conceptual Master Plan to the public in early 2010. The phasing expectations are described in more detail under the title 'Phasing' of this Report.

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As part of the revised Conceptual Master Plan, a joint parking lot was also planned with the proposed adjacent school. This was seen as a benefit for both City and school board as the parking lot could be used for morning drop-off and afternoon pick-up by school buses and for park users at anytime – cutting down on the amount of hard surface in the area.

Upon further discussion, the Developer was willing to carry the cost of implementing this part of the Conceptual Master Plan and ensuring all future park services (water, hydro, sewer) were brought into the park from the street.

### **Public Process**

Staff moved forward with a Public Survey in early 2010, providing a Conceptual Master Plan of the park, indicating the phasing of the park (Appendix 3). Staff received 29 responses from the public by mail, email and telephone. The results of the Survey indicated that residents were pleased to see the Conceptual Master Plan of Orin Reid Park moving forward with facilities and amenities they were expecting for a park of this size and function, but there were a number of key issues:

1. **Parking**: Concern with overflow parking and traffic on surrounding streets (Hall Cres. and Goodwin Dr.).  
*Staff Response - There are no park standards that dictate the number of off-street parking stalls required for a park. There are 46, plus two accessible parking stalls and one limited mobility stall shown in the shared parking lot on park property. On street parking will be allowed on Hall Avenue and will be monitored and controlled by Traffic Services.*
2. **Ball Diamond**: Dislike that it is in a future phase or the idea that it may be eliminated to accommodate more soccer – kids need variety of play.  
*Staff Response - Due to budget, the ball diamond will have to occur in a future phase. Until such time as funding is available to implement such a facility and/or demand to install such a facility is required, staff recommend the field be used to accommodate soccer or to leave it as 'free play' space for neighbourhood use.*
3. **A Balance of Active and Passive Pursuits**: A Community Park is to have both passive and active areas. This Master Plan does not have enough area for passive recreation.  
*Staff Response - Though the majority of the park shows formal spaces, there are many passive trails in the area, as well as other smaller parks that have free play areas to use. With the demand for organized sports driving many of our larger parks to have bookable fields, staff can not guarantee a large free play field in this park.*
4. **Vandalism**: Washroom facility, picnic shelter and monuments will be targets for vandalism and areas to 'hang out'.

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*Staff Response – Washroom facilities are found within almost all our Community Parks. Vandalism in any park is a concern and a reality. A future Parks Bylaw is being developed to address park occupancy times and enforcement to help limit vandalism issues. Today we can address issues of vandalism by ensuring structures and buildings are visible from the street and that the surrounding neighbourhoods assist law enforcement by reporting potential criminal behavior within our parks and open spaces.*

5. Public Consultation: Would like to have a public open house session and further public input.

*Staff Response: Due to the generally positive survey results, staff have opted not to hold a public meeting for this park. Staff have met with residents on site and in the office to discuss issues/ concerns.*

6. Lighting: Don't want sports fields to be lit.

*Staff Response – None of the sports fields shall be lit at this time.*

7. Location of Play Equipment and Other Main Features: Would like to see the main park features more centrally located and away from specific residents.

*Staff Response - This is a Community Park and therefore the facilities are scaled to meet the needs of a larger audience. The splash pad is anticipated to be on the same scale and programming as the Hanlon Creek facility. The placement of the play equipment area is to keep children away from busy streets and the parking lot. It is placed along an asphalt path, leading to both major streets and therefore will be fully accessible. It is also placed next to both picnic shelter and sports fields, to allow parents to 'multi-task' when attending the park with multiple children.*

8. Location and Number of Soccer Fields: Location of soccer fields will promote on-street parking and is the number of fields justified?

*Staff Response – On-street parking will occur along Hall Crescent, but only for a few hours in the summer evenings. At the present time soccer fields are highly sought after by organized groups*

For more detail and a list of all public responses to the Park Survey, staff have composed a Survey Results Table which includes a staff response column (Appendix 5).

As a result of the public process, the Conceptual Master Plan was revised slightly. The baseball diamond area has been shown with a number of different 'amenity fits' based on public feedback. As this area will not be developed in Phase 1, staff recommend the best course of action is to leave this area as a 'free play area' until such time as funding becomes available to develop it. The final amenity for this area will be based on staff recommendations, with assistance from the new Recreation, Parks and Culture Strategic Master Plan, and staff's assessment of user demand. Possible amenities for the field could include: softball diamond, multi-use court/basketball court, tennis courts, mini soccer fields. (Appendix 4a, 4b, 4c, 4d).

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## **Phasing**

The Conceptual Master Plan, as shown, will require a Phasing Strategy to meet the facility and amenity expectations of a Community Park. The current estimate of the Conceptual Master Plan, provided by the Landscape Architectural consultant, is estimated at 1 million dollars. Staff have tentatively set the following strategy based on existing user demand and the 'actions' set out in the new Recreation, Parks and Culture Strategic Master Plan.

**Phase 1** (2010 planned construction) will be based on an existing \$200,000.00 budget and will include the following items:

- Children's Play Area with Junior and Senior Play Structures
- Asphalt Trail System linking adjacent Streets
- Shared Parking Facility (Upper Grand District School Board)
- Two Soccer Fields (Bookable Facility)
- Deciduous and Coniferous Plantings along Street Edges
- Site Furniture: Some Benches and Trash Receptacles
- Interim use of field fronting Goodwin. Possible uses: Free Play, Two Mini Soccer Fields.

**Phase 2** (future) will be based on a \$400,000.00 budget and will include the following items:

- Splash Pad with Armour Stone Seat Wall
- Washroom Building
- Site Furniture: Some Benches and Trash Receptacles and Bike Rack

**Phase 3** (future) will be based on a \$200,000.00 budget and will include the following items:

- Central Gathering Space with option for Sculpture and/or Monument Structure
- Pavilion/Shelter with Picnic Seating Area
- Asphalt Trail System linking adjacent Woodchip Wetland Trails
- Site Furniture: Some Benches and Trash Receptacles
- Deciduous and Coniferous Plantings

**Phase 4** (future) will be based on a \$200,000.00 and will include the following items:

- Final development of field fronting Goodwin. Options include the following and will be determined based on user demand and staff review: Softball Diamond, Two Mini Soccer Fields, Tennis Courts, Half-Basketball / Multi-use hard surface.
- Deciduous and Coniferous Plantings

Staff wish to tender Phase 1 later this summer, with construction to occur late summer/early fall 2010.

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Subsequent future phasing is unknown at this time, but will be reviewed during the 2011 Capital Budget process. Phases will only be developed and constructed based on future Capital Budget Envelopes and the assessment of priorities by Council within the Parks Planning Capital Forecast.

Staff are confident that the Conceptual Master Plan provides the needs of the larger community by providing off-street parking for those who need to drive and bookable facilities for organized sports teams and family gatherings, while still providing a place that the surrounding neighbourhood has strong access to and can relish in larger park facilities such as a splash pad and washroom facilities.

### **CORPORATE STRATEGIC PLAN**

- GOAL 2 : A healthy and safe community where life can be lived to the fullest
- GOAL 5 : A community-focused, responsive and accountable government
- GOAL 6 : A leader in conservation and resource protection/enhancement

### **FINANCIAL IMPLICATIONS**

Existing Funding: Project funding is available for Orin Reid Park (Phase 1) construction through development charges (DC) supported Capital Budget.

• RP0145- Orin Reid Park(Capital Budget):	
Funds available	\$ 200,000.00
Forecasted Operating Costs <b>(Phase 1)</b>	
• 0.49 FTE's	
• Annual operating cost including labour, burden, equipment and materials.	\$ 75,600.00
Forecasted Operating Costs <b>(Phase 2)</b>	
• 0.22 FTE's	
• Annual operating cost including labour, burden, equipment and materials.	\$ 28,000.00
Forecasted Operating Costs <b>(Phase 3)</b>	
• 0.013 FTE's	
• Annual operating cost including labour, burden, equipment and materials.	\$ 2500.00
Forecasted Operating Costs <b>(Phase 4)</b>	
• 0.006 FTE's	
• Annual operating cost including labour, burden, equipment and materials.	\$ 2500.00

### **DEPARTMENTAL CONSULTATION**

Information Services: Corporate Communications  
Operations: Parklands and Greenways, Traffic Services

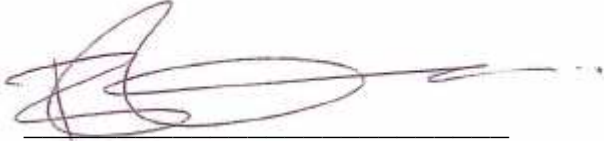
### **COMMUNICATIONS**

Public Consultation: Mailed/ Online Survey, Tribune Advertisements. Follow up letter/email to those residents requesting to be kept informed of the approval process.

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## ATTACHMENTS

Appendix 1/2 Location Maps (two scales)  
Appendix 3 Orin Reid Park Master Plan – Survey  
Appendix 4 Orin Reid Park – Conceptual Master Plan (with Option A, B, C for field fronting Goodwin Drive)  
Appendix 5 Survey Results Table



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# APPENDIX 1



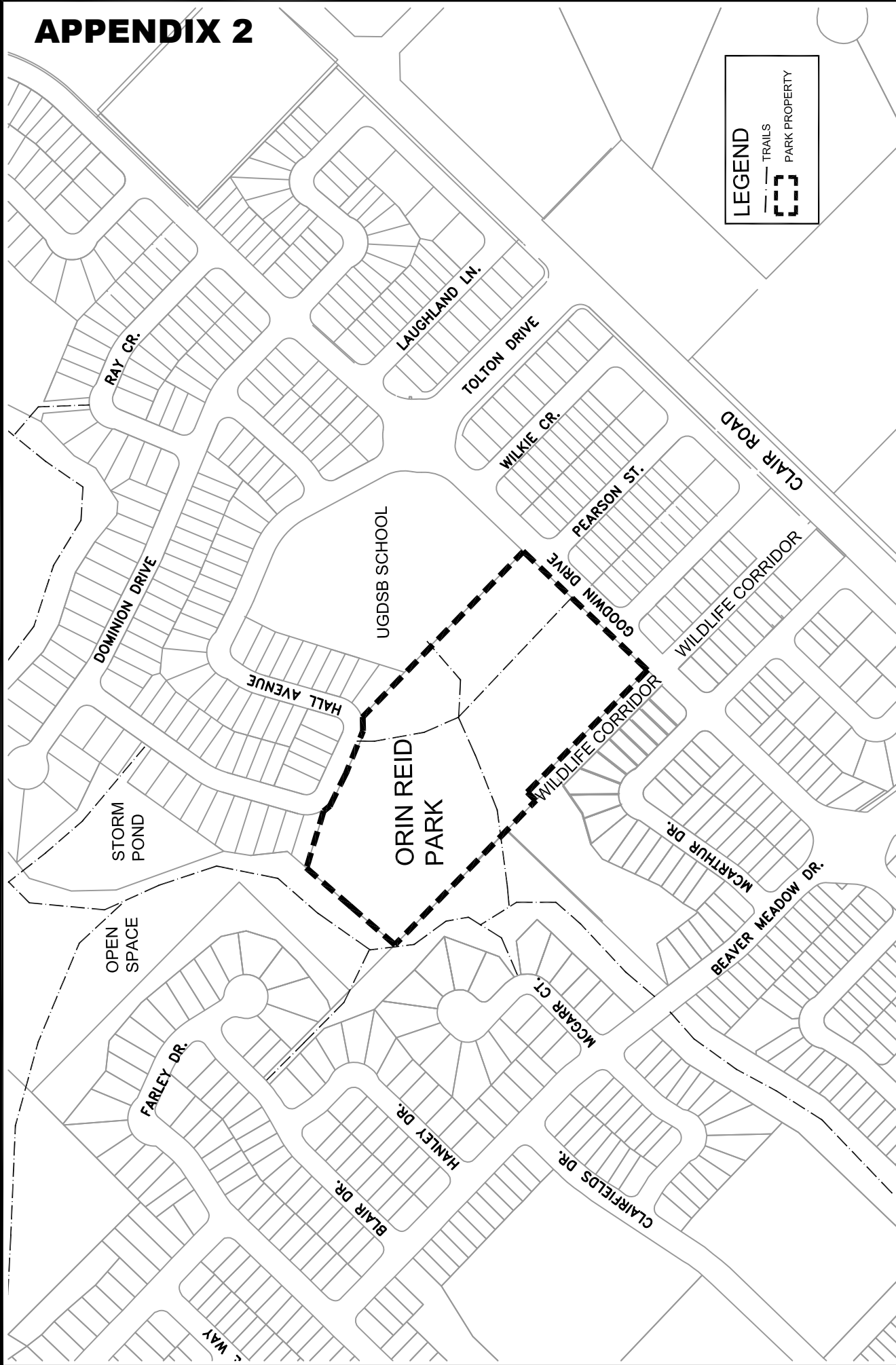
CLASSIFICATION: COMMUNITY PARK  
 ZONING: P3 SIZE: 4.38 ha (10.83ac)  
 FEATURES: Sports Fields, Asphalt Trails, Play Equipment, Ice Rink, Splash Pad, Washroom Building, Picnic Shelter, Off Street Parking, Gathering Space.

## ORIN REID PARK - OVERALL PLAN Conceptual Master Plan Location Map A

120 GOODWIN DRIVE, GUELPH, ON WARD 6



# APPENDIX 2



**LEGEND**

- TRAILS
- ▭ PARK PROPERTY



**CLASSIFICATION:** COMMUNITY PARK  
**ZONING:** P3    **SIZE:** 4.38 ha (10.83ac)  
**FEATURES:** Sports Fields, Asphalt Trails, Play Equipment, Ice Rink, Splash Pad, Washroom Building, Picnic Shelter, Off Street Parking, Gathering Space.

## ORIN REID PARK - OVERALL PLAN Conceptual Master Plan Location Map B

1 20 GOODWIN DRIVE, GUELPH, ON      WARD 6

**City of Guelph**  
 Making a Difference

**PARKS PLANNING**



# PARK SURVEY

## Orin Reid Park Master Plan

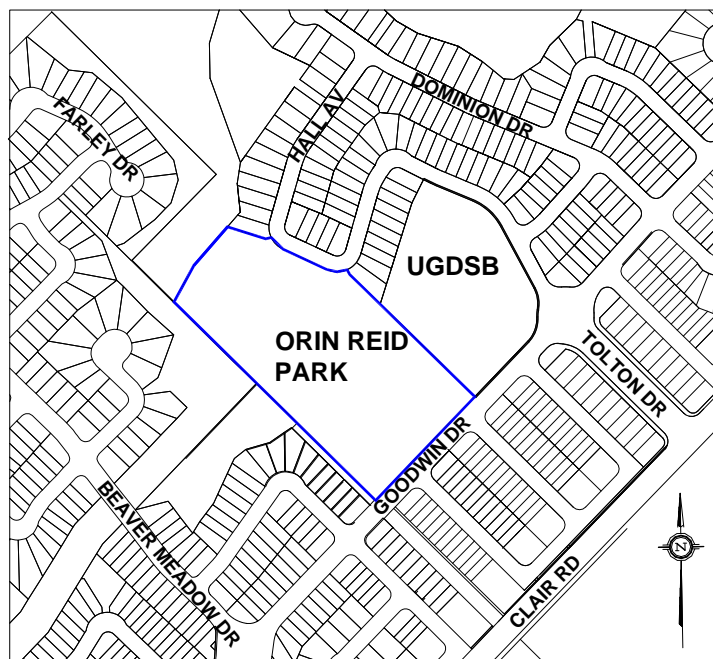


### Have your say about your community park

The City of Guelph is seeking public input into the proposed master plan of a new Community Park. Your household is invited to participate in this survey. Information gathered will help City staff refine the master plan before it is presented to the Community Development & Environmental Services Committee for approval.

The proposed parkland is an existing parcel of land known municipally as 120 Goodwin Drive in the Westminster Woods Subdivision in the south end of the City.

The parkland has street frontages on Goodwin Drive and Hall Avenue and is adjacent to the Upper Grand District School Board's (UGDSB) new school, which is currently under construction.



Location map: not to scale

The parkland has an area of 4.38 hectares (10.83 acres) and has been zoned as a Community Park (P.3 Zone).

Due to the size of the park, the enclosed 11"x17" plan is very difficult to read and should be used for general layout purposes only. A larger version of the plan can be viewed online [guelph.ca/survey](http://guelph.ca/survey) or at the Community Design and Development Services Department, City Hall, 1 Carden Street.

Community Design and Development Services  
Development and Parks Planning

T 519-837-5616  
F 519-837-5640  
E [planning@guelph.ca](mailto:planning@guelph.ca)

# PARK SURVEY

## Orin Reid Park Master Plan

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### The Park Master Plan includes the following elements:

- Shared Parking Facility with the Upper Grand District School Board
- Asphalt Trail System linking adjacent Streets and Woodland Trail
- Central Gathering Space with option for Sculpture and/or Monument Structure
- Splash Pad with Armour Stone Seat Wall
- Washroom Building
- Pavilion/Shelter with Picnic Seating Area
- Children's Play Area with Junior and Senior Play Structures
- Two Soccer Fields (bookable)
- Softball Diamond with Backstop
- Deciduous and Coniferous Plantings
- Entrance Feature: Stone Wall marking pedestrian entrance off Goodwin Drive
- Site Furniture: Benches, Picnic Table, Trash Receptacles and Bike Rack

## PHASING STRATEGY:

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Implementation of the Park Master Plan will need to occur in Phases. Future Phasing will be budgeted in the Parks Planning 10 Year Capital Budget Forecast (2011-2021). It is the intention of staff to implement the remaining facilities as soon as funding is available.

**Phase 1** (2010 planned construction) will be based on an existing \$200,000.00 budget and will include the following items:

- Children's Play Area with Junior and Senior Play Structures
- Asphalt Trail System linking adjacent Streets and Woodland Trail
- Shared Parking Facility (Upper Grand District School Board)
- Two Soccer Fields (Bookable Facility)
- Deciduous and Coniferous Plantings along Street Edges
- Site Furniture: Some Benches and Trash Receptacles

**Phase 2** (future) will include the following items:

- Splash Pad with Armour Stone Seat Wall
- Washroom Building
- Site Furniture: Some Benches and Trash Receptacles and Bike Rack

**Phase 3** (future) will include the following items:

- Central Gathering Space with option for Sculpture and/or Monument Structure
- Pavilion/Shelter with Picnic Seating Area
- Site Furniture: Some Benches and Trash Receptacles

**Phase 4** (future) will include the following items:

- Softball Diamond with Backstop or other (eg. soccer pitch - depending on public demand).
- Remaining Deciduous and Coniferous Plantings
- Entrance Feature (stone hip wall) off Goodwin Drive

# PARK SURVEY

## Orin Reid Park Master Plan

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### ORIN REID PARK MASTER PLAN – SURVEY

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**1. What do you like about the proposed master plan?**

*(Please use the lines below or provide a separate sheet)*

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**2. What do you dislike about the proposed master plan?**

*(Please use the lines below or provide a separate sheet)*

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# PARK SURVEY

## Orin Reid Park Master Plan



### 3. Please provide any other comments

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Please provide your preferred method of communication if you wish to receive updates about this project.

Name	_____	Phone (daytime)	_____
E-mail	_____		
Address	_____		
Apt/Unit	_____	Postal Code	_____

Please submit this survey by Tuesday, April 13, 2010.

**Mail or In Person** City Hall, Community Design and Development Services  
1 Carden St, Guelph, ON, N1H 3A1  
**Online** [guelph.ca/survey](http://guelph.ca/survey)  
**Fax** 519-837-5640  
**E-mail** [rory.templeton@guelph.ca](mailto:rory.templeton@guelph.ca)

### FOR MORE INFORMATION

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Parks Planner  
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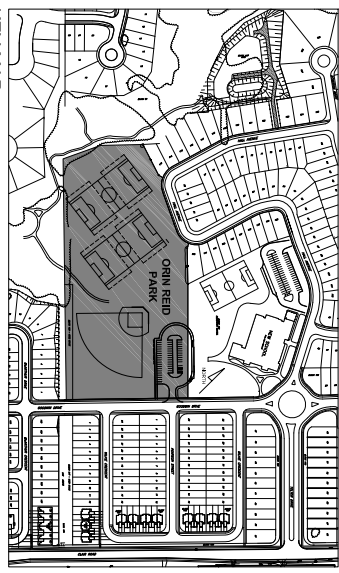
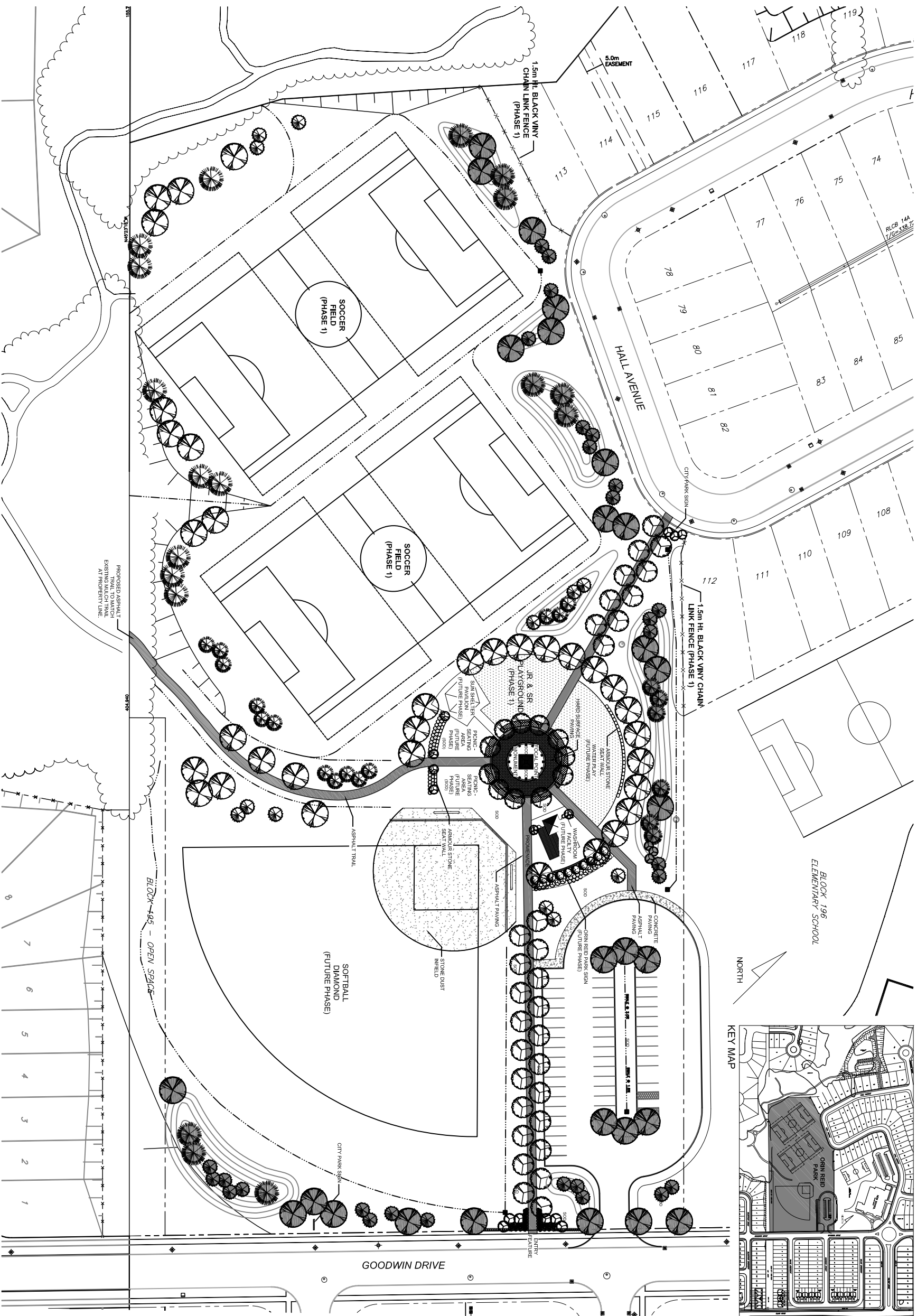
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# PARK SURVEY PLAN

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2010-03-10 11:53AM By: doug

ORIGINAL SHEET - ARCH D



NORTH

KEY MAP



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Legend

- DECIDUOUS TREE PLANTING (PHASE 1)
- CONIFEROUS TREE PLANTING (PHASE 1)
- DECIDUOUS TREE PLANTING (FUTURE PHASE)
- CONIFEROUS TREE PLANTING (FUTURE PHASE)
- SHRUB PLANTING (FUTURE PHASE)
- CITY PARK SIGN (PHASE 1)
- BENCH (PHASE 1)
- ARMOUR STONE SEAT WALL (FUTURE PHASE)
- 3:1 LANDFORM BERM (PHASE 1)
- STONE MASONRY STONE WALL (FUTURE PHASE)
- HARD SURFACE PAVING (COLOURED CONCRETE, COLOURSTAMPED ASPHALT, OR PAVERS) (FUTURE PHASE)
- ASPHALT TRAIL (PHASE 1)

Notes

- 1. RENDEZ-VOUS AREA (FUTURE PHASE)
- 2. SUN SHELTER SEATING AREA (FUTURE PHASE)
- 3. WASHROOM FACILITY (FUTURE PHASE)
- 4. PARKING (FUTURE PHASE)
- 5. ASPHALT TRAIL (FUTURE PHASE)
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Revision	By	App'd	Y/M/D
1	Y.MALLO		08/11/27
2	Y.MALLO		08/11/27
3	Y.MALLO		08/11/27

Client/Project: REID'S HERITAGE HOMES  
Westminster Woods East  
ORIN REID PARK  
Guelph ON Canada

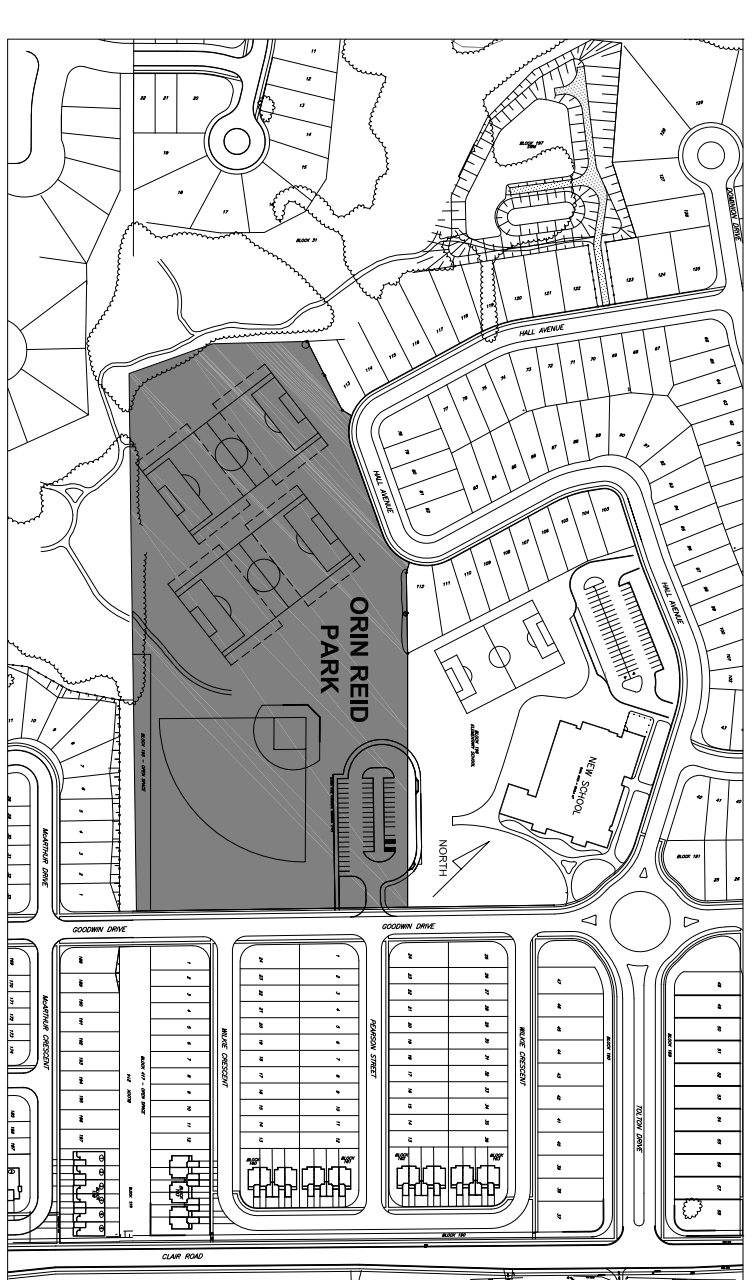
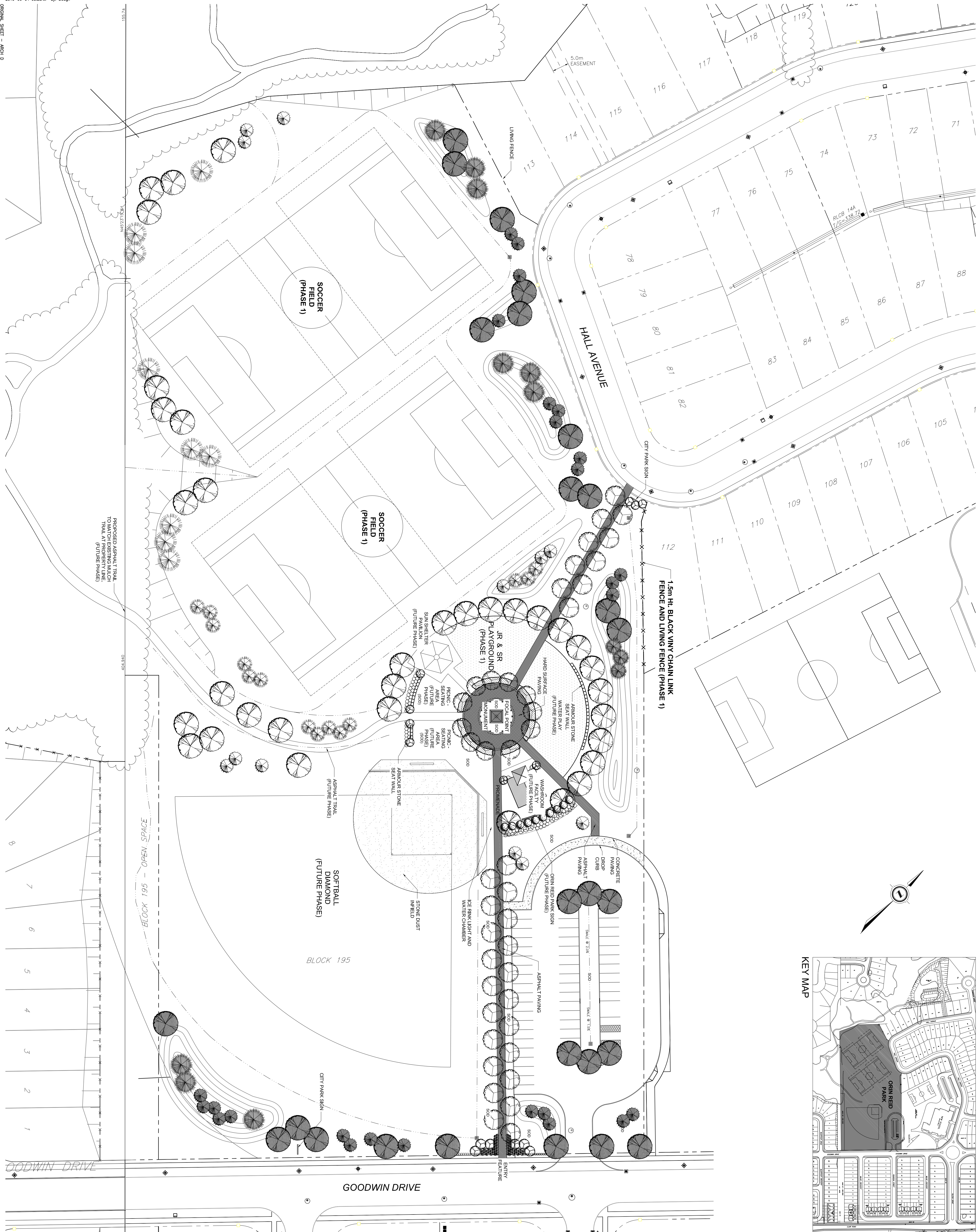
Project No.: 160310158  
Scale: 0 5 15 25m  
Drawing No.: LM-1  
Sheet: 1 of 1  
Revision: 3

Print/Seal

This drawing, when part of a set and any notes thereon, shall be read in conjunction with all other drawings, specifications, and contract documents.  
Any quantities in the drawings are approximate and are for information only. Do not proceed in construction until the quantities have been verified by the Landscape Architect.  
This drawing shall not be used for any other purpose without the written consent of the Landscape Architect.

## LANDSCAPE MASTER PLAN





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- Legend**
- DECIDUOUS TREE PLANTING (PHASE 1)
  - CONIFEROUS TREE PLANTING (PHASE 1)
  - DECIDUOUS TREE PLANTING (FUTURE PHASE)
  - CONIFEROUS TREE PLANTING (FUTURE PHASE)
  - SHrub PLANTING (FUTURE PHASE)
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  - HARD SURFACE PAVING (COLOURED CONCRETE, COLOURED ASPHALT, ASPHALT) (FUTURE PHASE)
  - ASPHALT TRAIL (PHASE 1)

**NOTES**

The final part of the plan and any other documents shall be submitted to the City of Kitchener for review and approval. The drawings shall be used for the construction of the project. The drawings shall be used for the construction of the project. The drawings shall be used for the construction of the project.

Revision	By	Appd.	Date
1	Y13MAD0	Y13MAD0	09.11.27
2	Y13MAD0	Y13MAD0	10.02.08
3	Y13MAD0	Y13MAD0	10.03.04
4	Y13MAD0	Y13MAD0	10.06.01

**Permit/Seal**

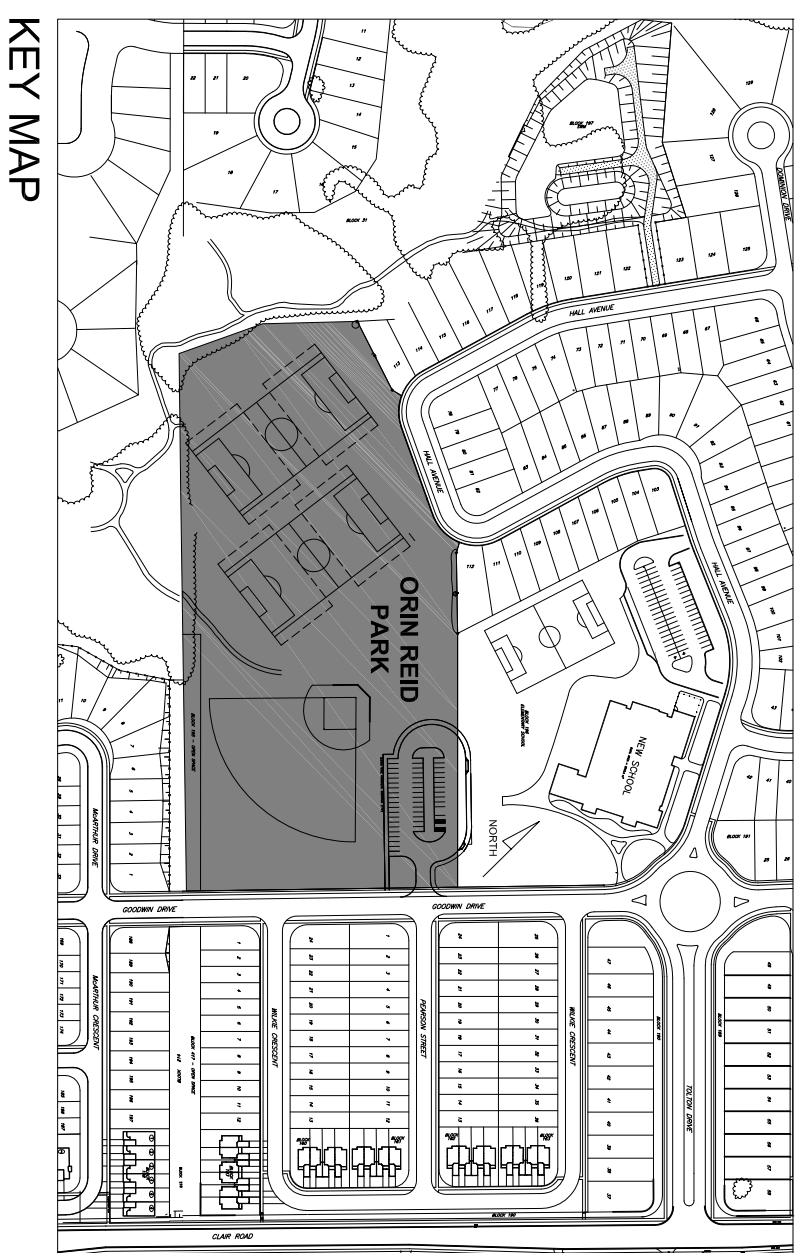
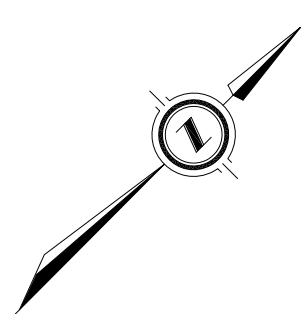
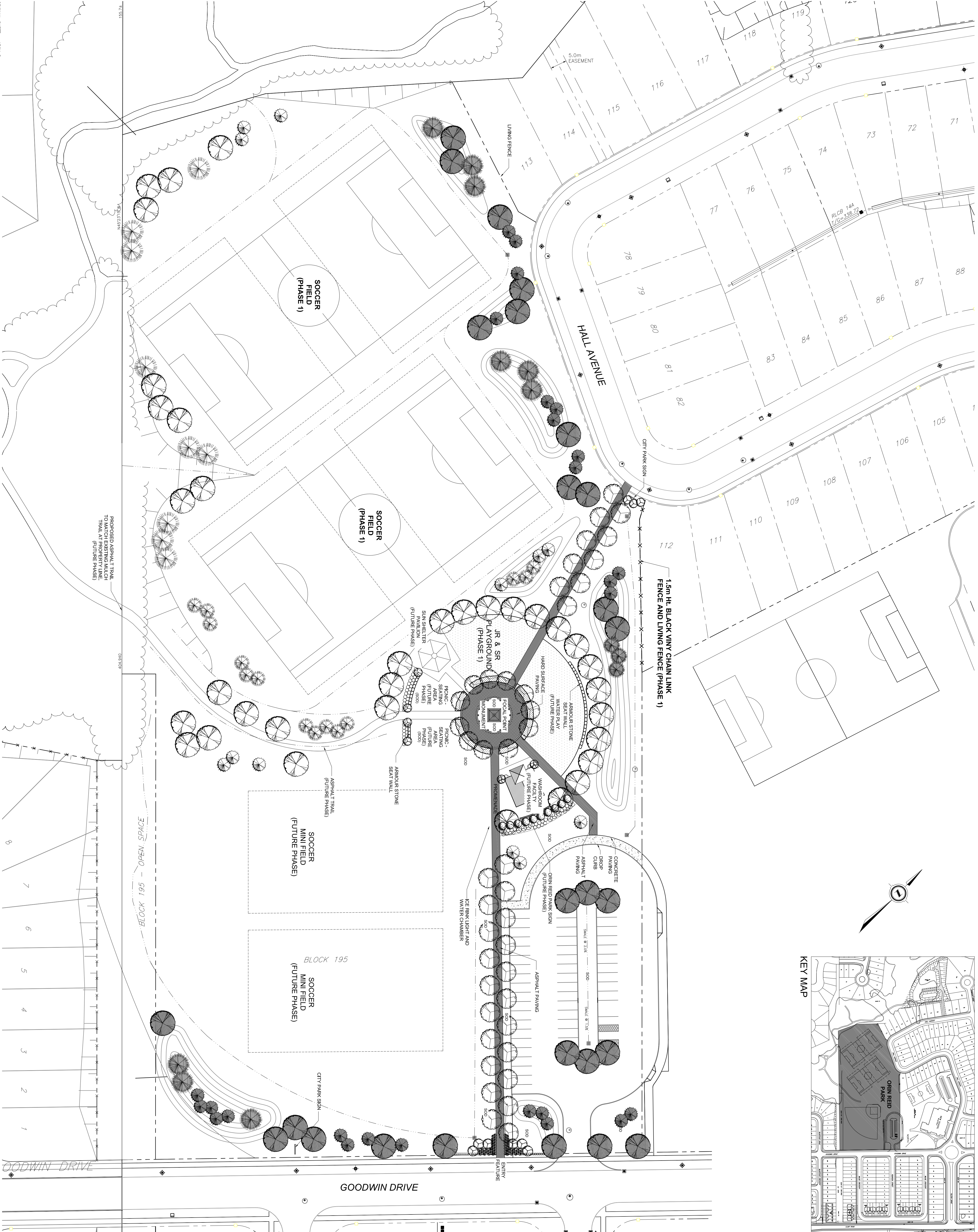
File Name	Drawn	Checked	Date
L-1_Park_MasterPlan_Phase1.dwg	DL	LG	09.11.27

**Client/Project**  
REID'S HERITAGE HOMES  
Westminster Woods East  
ORIN REID PARK  
Guelph, ON Canada

**Title**  
LANDSCAPE MASTER PLAN  
Option A - Softball Diamond

Project No. 160310168  
Drawing No. LM-1  
Scale 1:500  
Sheet 1 of 3  
Revision 3





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- Legend**
- DECIDUOUS TREE PLANTINGS (PHASE 1)
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  - ASPHALT TRAIL (FUTURE PHASE)
  - ASPHALT TRAIL (PHASE 1)

**NOTES**

Revision	By	Appd.	Date
4	DL	Y13AKL00	10.06.01
3	DL	LG	10.03.04
2	DL	LG	10.02.08
1	DL	LG	09.11.27
Issued		Appd. Y13AKL00	
File Name: LM-Park_MasterPlan_Phase1.dwg	DL	LG	09.11.27
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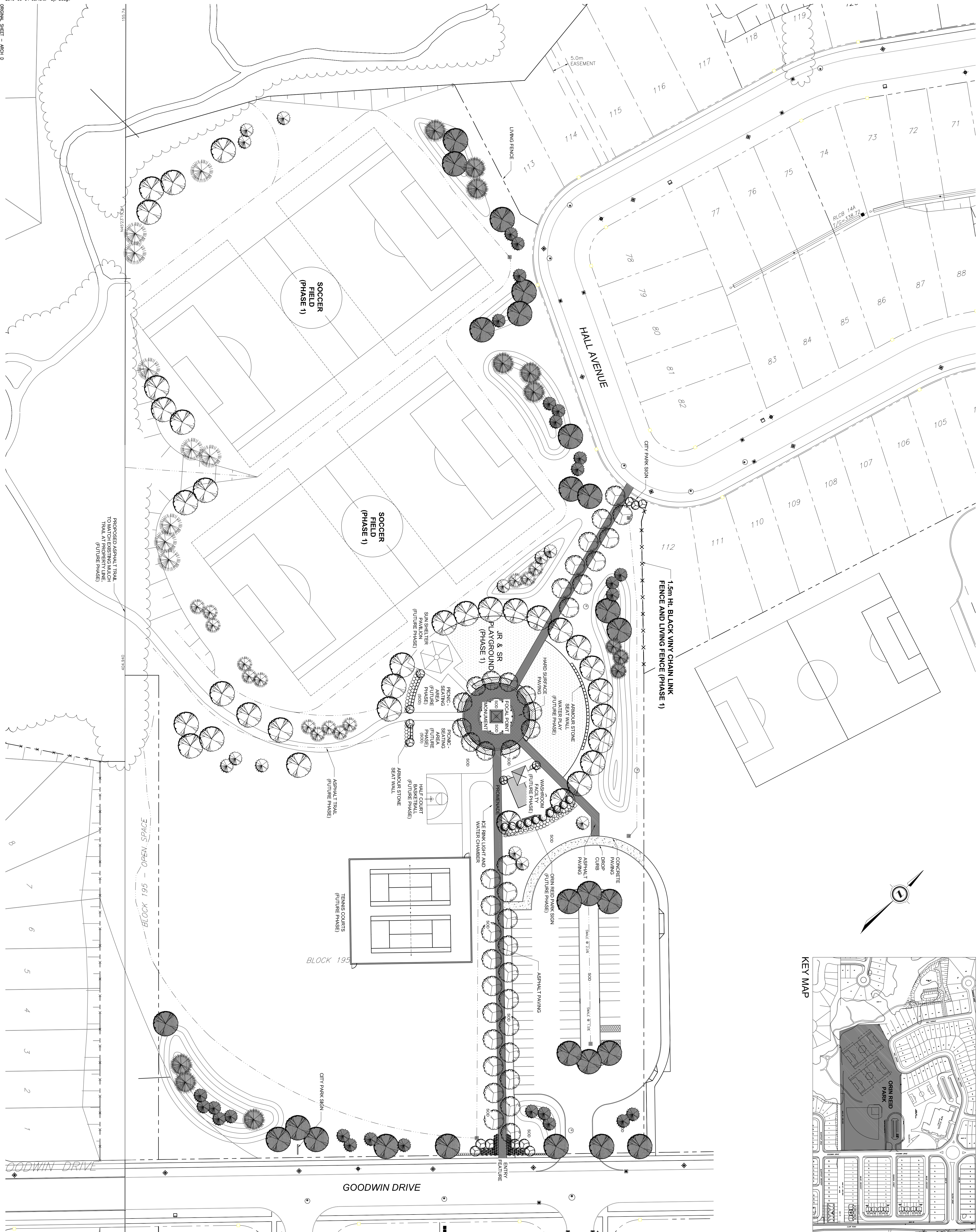
**Client/Project**  
**REID'S HERITAGE HOMES**  
Westminster Woods East  
ORIN REID PARK  
Guelph, ON Canada

**Title**  
**LANDSCAPE MASTER PLAN**  
Option B - Mini Soccer Fields

**Project No.** 160310158  
**Scale** 0 5 15 25m  
**Drawing No.** Sheet 2 of 3  
**Revision** 3

**LM-2**





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**Legend**

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- HARD SURFACE PAVING (COLOURED CONCRETE, COLOURED/PAVED ASPHALT, CO/PAVEN) (FUTURE PHASE)
- ASPHALT TRAIL (PHASE 1)

**NOTES**

1. ISSUED FOR CLIENT REVIEW
2. LANDSCAPE PHASING
3. REVISED LANDSCAPE PHASING
4. REVISED AS PER CITY COMMENTS

Revision	By	Appd.	Date
1	Y13MAD	Y13MAD	09.11.27
2	Y13MAD	Y13MAD	10.02.08
3	Y13MAD	Y13MAD	10.03.04
4	Y13MAD	Y13MAD	10.06.01

File Name: L-3\_Park\_MasterPlan\_Phase1.dwg  
Dwg. Chgd. Dgn. Y13MAD

**Client/Project**  
REID'S HERITAGE HOMES  
Westminster Woods East  
ORIN REID PARK  
Guelph, ON Canada

**Title**  
LANDSCAPE MASTER PLAN  
Option C - Basketball & Tennis Courts

Project No. 160310158  
Scale 1:500  
Drawing No. LM-3  
Sheet 3 of 3  
Revision 3

**Permit/Seal**

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# SURVEY RESULTS TABLE

		<b>Comments</b>			<b>Staff Response</b>
<b>Form of Submission</b>	<b>Comments</b>	<b>Likes</b>	<b>Dislikes</b>	<b>Other</b>	
1		Overall thrilled with plan	Reservations about parking provided and issues with overflow onto surrounding streets (Hall Cres/Goodwin Dr)		There are no park standards that dictate the number of off-street parking stalls required for a park. There are 46, plus two accessible parking stalls and one limited mobility stall shown in the shared parking lot on park property. On street parking will be allowed on Hall Avenue and will be monitored and controlled by Traffic Services.
2	Faxed	Love that playground is part of phase one.  Amount of trees  The sun shelter	Dislike that softball diamond is in future phase or the idea that it may be eliminated to accommodate more soccer - kids need a variety of physical activities.	Make Jr and Sr. play equipment the same size.  Make sun shelter part of phase one for families to rest - it gets hot out there.	Due to budget, the ball diamond will have to occur in a future phase. Until such time as funding is available to implement such a facility and/or demand to install such a facility is required, staff will use the field to accommodate soccer or leave it as 'free play' space for neighbourhood use.  Due to budget, the picnic shelter can not be installed in phase 1. Staff have currently shown it in Phase 3.

## SURVEY RESULTS TABLE

		Comments			Staff Response
		Form of Submission	Likes	Dislikes	
3	Email	Like the Master Plan in general and the splash pad	Don't like baseball field and would like tennis courts instead		The baseball diamond will not be built in phase 1. Until such time as budget allows, this field will be used for soccer or free play. Tennis courts were not considered an option in this park due to the proximity of the two new, lite and surfaced courts at the Southend Community Park and the one court at Howden Crescent Park.
4	Mailed			Ensure there is a water source for winter ice rink	A City standard water chamber will be installed with a ice rink light.
5	Mailed	Looks like a relaxed environment Will get the kids out more and doing activities	Nothing	Plant some flowers	
6	Mailed	Well used/good layout  Good facilities	Would like a tennis court (bookable)		Tennis courts were not considered an option in this park due to the proximity of the two new, lite and surfaced courts at the Southend Community Park and the one court at Howden Crescent Park.

## SURVEY RESULTS TABLE

		Comments			Staff Response	
Form of Submission	Comments	Dislikes	Other	Staff Response	Staff Response	
7	Mailed  Love concept and trees along walkway.  Love picnic area close to play area. Great to have parking so street isn't packed Great idea to have a splash pad.	The baseball pitch should not face the street - major safety concern		The orientation of the baseball diamond allows for a 300 foot outfield. This is sufficient for the level of play anticipated for this facility.		
8	Faxed  Diverse features  Linking paths to trails  Central gathering point  Lots of trees	Splash pad should be in phase one for stay-at-home moms with kids this summer	Lights from baseball and soccer should not shine into people's windows.  No outfield fence for baseball should be installed	The baseball and soccer pitches will not be lite.  There will be no outfield fence.  Budget restraints for phase 1 place the splash pad in a future phase. Shown currently as a phase 2 implementation.		
9	Faxed  Looks like a strong plan	Parking may be an issue on streets	An ice rink would be welcome with hockey and pleasure skating and a light	A water chamber and ice rink light will be installed. Layout of rinks will be at the discretion of the community group involved, with City Operations staff approval.		
10	Mailed  Like the vision	The proposed chain link fence along property line  The reality of phasing the park		Consultation with residents abutting park has taken place. Planting and fence options will be resolved before construction begins.		

## SURVEY RESULTS TABLE

		Comments			Staff Response
Form of Submission	Comments				
	Likes	Dislikes	Other		
11	Email	Plan looks great	Add splash pad to phase one		The existing park budget does not accommodate for a splash pad in phase 1. Staff will review future phasing time lines and budget during the review of the 2011 Capital Budget later in the year.
12	Email	Good primary trail connections	Park does not achieve a balance of active and passive pursuits	Would like to see a public information session take place	<p>Though the majority of the park shows formal spaces, there are many passive trails in the area, as well as other smaller parks that have free play areas to use. With the demand for organized sports driving many of our larger parks to have bookable fields, staff can not guarantee a large free play field in this park.</p> <p>With the majority of the survey results indicating a positive response to the proposed master plan, staff have opted not to hold an public meeting for this park. Staff are willing to meet residents on site or in the office to discuss further options and/or residents can be delegates at the Committee and Council meetings.</p>

## SURVEY RESULTS TABLE

Form of Submission	Comments			Staff Response
	Likes	Dislikes	Other	
	Location of the parking area	Park seems crowded with little informal play areas	When will this be going to Committee for approval	As noted above, though there is little informal play areas shown in this park, there are trails and other smaller, unbooked parks in the area. The neighbourhood also has use of all facilities when not booked during the few hours in the summer evenings.
	Focal point a nice feature		Does the developer still have input into the overall plan	This Master Plan has been scheduled for the June 21, Community Development and Environmental Services Committee.  The developer no longer has input into the overall plan.
13	Good location for splash pad next to parking and washroom	Soccer fields are poorly located and should be along Goodwin. Alternatively a joint use agreement with school board may eliminate the need for two in the park	Has the need for soccer and baseball been justified	The overall approved grading plan of the park, which has been implemented, dictates the location and layout of the two soccer fields to the rear of the park. At this time staff may require both to be bookable to accommodate demands from sports groups. An Agreement with the Public School Board to use their fields as bookable facilities is not an option at this time. Recently the Board has taken back the responsibility of booking their own fields.

# SURVEY RESULTS TABLE

Form of Submission	Comments			Staff Response
	Likes	Dislikes	Other	
	<p>Jr. and Sr. play ground appropriate for a community park</p>	<p>If soccer fields are installed as part of phase one washrooms should too or at least portable units should be available</p>	<p>Has the amount of parking provided been based on anticipated traffic for all facilities shown</p>	<p>The need for soccer fields has been justified through our Operations Dept. who currently book all park facilities. The demand for a new ball diamond is not high and the space may be used as a soccer field(s) in the interim to further alleviate demand. The ball diamond was shown on the proposed Master Plan sent in the survey package to show that accommodations have been made to ensure future use is possible. The revised Conceptual Master Plan also shows a number of other alternative facilities for the area and final implementation will be based on user demand and the needs set out by Operations and the New Strategic Master Plan.</p> <p>Portable washroom facilities will be supplied by the City depending on permitted use times on the fields. If a tournament was to occur, responsibility to supply facilities would be at the discretion of the sports group organizing the day.</p>

# SURVEY RESULTS TABLE

Form of Submission	Comments			Staff Response
	Likes	Dislikes	Other	
	<p>Memorial/sculpture appropriate for recognition of Orin Reid</p>	<p>Need a better landscaping treatment along Hall Av.</p>	<p>Will fields be irrigated</p>	<p>There are no park standards that dictate the number of off-street parking stalls required for a park of this size. There are 46, plus two accessible parking stalls and one limited mobility stall shown in the shared parking lot on park property. On street parking will be allowed on Hall Avenue and monitored/enforced by Traffic Services.</p>
		<p>Picnic shelter is located in an active area of park and does not allow for passive use</p>	<p>Any future intent to light these sports fields</p>	<p>The landscaping treatment along Hall Avenue consists of trees and land berms. Residents flanking the park along Hall Avenue will be provided plantings and berming to increase privacy to rear yards.</p>
				<p>Fields will not be irrigated at this time, but servicing into the park as part of phase 1 shall accommodate for any future need.</p>
				<p>The location of the picnic shelter allows for a 360 degree view of the park and is situated close to active facilities such as the sports fields and play ground to allow parents to 'multi-task' when attending the park with multiple children - in the comfort of shade.</p>

## SURVEY RESULTS TABLE

Form of Submission	Comments			Staff Response
	Likes	Dislikes	Other	
14	Telephone	Trails should connect to school site too.	Possible parking issues on Hall Ave - Can we have only one side signed for parking	The proposed sidewalk that encompasses the parking lot, links to the park trail system and will be adequate linkage to the school.  Parking along Hall Avenue will be signed and monitored by Traffic Services similar to any other residential street in the City.
15	Mailed	Great use of land  Soccer fields are great use of space  Playground facilities are excellent like use of lots of trees and landscaping around focal point	Public restrooms may become problematic for vandalism  Need lots of light around monument  Another soccer field instead of a ball diamond Will there be street parking on Goodwin and Hall Ave	The actual design of the monument has not been developed, but lighting may be considered in a future phase.
16	Faxed	Love playground and splash pad areas.  Plan looks beautiful	Need splash pad built in first phase.  Dislike soccer fields going in first. Bishop Mac has plenty of fields to play on.	Rubber surfacing in the play equipment areas is not an option for this park budget. Our standard treated wood chip mulch will be used.  Soccer fields at Bishop Mac are not City bookable facilities. The City needs its own fields to book to meet the growing demand for field related sports.



# SURVEY RESULTS TABLE

	Form of Submission	Comments			Staff Response
		Likes	Dislikes	Other	
17	Faxed	Generally OK	<p>Monument or sculpture will be target for vandals</p> <p>Entrance feature is a waste of money</p>	<p>Shade is important. I few large trees around equipment would be good.</p> <p>Washroom facilities should be fully accessible</p>	<p>Vandalism in any park is a concern and a reality. A future Parks Bylaw has been slated to address park occupancy times and enforcement to help limit vandalism issues.</p> <p>Trees have been shown around play equipment areas. Our standard, 60mm diameter (10-12 foot tall) deciduous trees will be installed.</p> <p>The washroom facilities will meet the Facility Accessibility Design Manual requirements for full accessible public facilities.</p>

# SURVEY RESULTS TABLE

	Form of Submission	Comments			Staff Response
		Likes	Dislikes	Other	
18	Online	<p>I like that there is a junior and senior kids play area planned. I hope that means a play structure that includes slides of various heights, climbing of various heights, swings suitable for toddlers and for older children. I also like the benches. I hope the benches will be positioned so parents can easily observe their children at play. It would be nice if there were trees near the benches for shade in the hot summer.</p>	<p>Washroom facilities and picnic shelters. I think this may encourage people to party/ drink in the park. I also worry about vandalism. My home is located on Haney Drive and I enjoy peaceful and quiet nights. If these facilities are put in the park I hope the washrooms will be locked after a certain hour (say 6 PM) or only be available when the soccer fields and baseball diamond are being used. I hope that there are no plans to light the soccer fields or baseball diamond.</p>	<p>I like the idea of a park for parents to take their children to. I would be very upset if the senior play structure turns out to be a skateboard park. I like the wilderness area that exists today on the land between my home and the field area. The trees are gorgeous. I hope that this plan doesn't involve cutting down any of these trees or removing any of the vegetation in this area I hope the city will do a good job keeping concerned residents informed. I don't live on Hall Avenue or Goodwin Street but my home backs onto the proposed area from Haney Drive. I hope the city will include residents on my street and on McGarr Court as well as Hall Avenue and Goodwin Drive as part of the consultation process. I think the city should include these streets in the map so that people are more aware of what may be happening in their back yard.</p>	<p>See above comments regarding the future Consolidated Parks Bylaw which will enforce park occupancy times.</p>

# SURVEY RESULTS TABLE

Form of Submission		Comments			Staff Response
		Likes	Dislikes	Other	
19	Online	<p>I REALLY like the waterplay/splash pad component. I like that the playground &amp; waterplay area are close to the washrooms. I like that the washrooms end up being central. I like that there is separation from the school property. I like that there is lots of natural shade incorporated into the plan.</p>	<p>I don't like that there is no seating at the playground area like there is at the waterplay area. It is frustrating to go to parks and find there is no seating for adults to watch the kids play.</p>	<p>Is the waterplay area going to be a full splashpark like the 2 other splash parks in the city?</p>	<p>Benches will be provided close to the play equipment area. The exact size and programming of the splash pad is not known at this time, but staff anticipate a facility similar to the Hanlon Creek facility.</p>
20	Online	<p>I love the "community feel" of the proposed park area. Living on Hall Ave with kids of my own, I love that there will be a playground and especially love the water play area. Great way for kids to play together and make new friends.</p>	<p>Somewhat concerned about the parking on Hall Ave near the soccer fields. I am hoping that there will be "no parking allowed" and enforced along the curve of the field opening as it is a very tight on both corners. Cars parked along it will be a concern for safety of the many kids that live on the street.</p>	<p>I would suggest that a high fence be placed between Goodwin Drive and the baseball diamond given that the baseball diamond appears to be close to the road. A high fence would hopefully stop baseballs from leaving the park and hitting cars or pedestrians. I would also suggest that the parking lot at the park be available to residents in Westminster Woods who have overnight guests, given that on-street parking is not allowed between November 1st and May 1st.</p>	<p>Parking along Hall Avenue will be signed and monitored by Traffic Services.</p>
					<p>The design of the baseball diamond will not require any fencing along the road.</p>

## SURVEY RESULTS TABLE

		Comments			Staff Response
Form of Submission	Likes	Dislikes	Other		
21	Online I like the overall design of the park and the layout.	Two soccer fields are slightly too tight in space. It would be better in my opinion if only one soccer field is built, this way we can have more space surrounding the soccer field and add some facility for basketball and tennis etc. in the rest of the space.	Installing the same surface as at Nick's Dragonfly Park would be very nice large shade trees near seating area would be appreciated	Though the space between the two sports fields appears tight, it meets our standards for save run out areas.	
22	Online I think this is a wonderful idea! It will be the perfect addition to our community.	Nothing, everything looks great!	Would like to have seen tennis courts	See above comments regarding play area surfacing and trees	See above comments regarding tennis courts.
23	Online Soccer fields junior and senior play equipment site is linked to surrounding trails paved trails	Baseball Diamond	Suggestions: Permeable surface for parking lot and pathway, or storm water pond. Why do we need to put rain water into storm drains? Space for community vegetable gardens or fruit trees. Fenced / off leash area for dogs to run.	The parking lot is a joint use facility with the adjacent school. As they will be using the parking lot as a bus turn around and drop off area, the need for a deriable surface that could be plowed in the winter and allow for fully accessible access led us to use asphalt paving.	

## SURVEY RESULTS TABLE

Form of Submission	Comments			Staff Response
	Likes	Dislikes	Other	
				<p>Staff are currently working on a Community Garden Policy and have initiated a number of pilot projects around Guelph. Upon completion of the Policy and approval by Council, community groups in your area may be able to apply for and move through a public approval process for a community garden in Orin Reid Park.</p> <p>The current Off Leash Bylaw will permit sports fields in Orin Reid Park to be used as off leash areas at certain times of the day and year. For more information regarding the Bylaw refer to the City of Guelph website.</p>

# SURVEY RESULTS TABLE

Form of Submission	Comments			Staff Response
	Likes	Dislikes	Other	
24 Online	<p>Washrooms and the covered pavilion</p>	<p>We do not like the placement of the overall play area. It should be placed more centrally in the park, so it is more accessible to all and has less of an impact on specific residences. The location of the soccer fields will lead to significant on the street parking and will impact the homes on Hall. Locating the soccer fields closer to the parking lot will encourage people to use the parking lot instead of the street where many children who play will be at risk. We also dislike the chain link fence - this should be wrought iron in keeping with the rest of the neighbourhood (all pathways and common areas related to Reid's are wrought iron). We are one of the two lots impacted by the fence and definitely would like to explore other options with the City.</p>	<p>We have some concerns about the scope and scale of the water play area. This is meant to be a neighbourhood park. We are hoping that this is not on the scale like Hanlon Creek park. If it is included, it should be free (this will reduce the demand from outside the neighbourhood) and on a much smaller scale than some of the others in the city. If it is to be large, parking will definitely be a problem and change rooms will be required immediately. It is definitely preferred to either not have a water play area or keep it to the level of not needed washrooms/changerooms. The baseball field is unnecessary as there is a surplus in Guelph already. The addition of tennis courts or a basketball court would be preferred. Is there a plan for an ice rink in the winter? Where would it be placed and will there be water available for flooding it? This would be ideal and I already know of many in the neighbourhood that will care for it. It would be ideal to ensure that many of</p>	<p>This park is a Community scale park and therefore the facilities are scaled to meet the needs of a larger audience. The splash pad is anticipated to be on the same scale and programming as the Hanlon Creek facility. The placement of the play equipment area is to keep children away from busy streets and the parking lot. It is placed along an asphalt path, leading to both major streets and therefore will be fully accessible. It is also placed next to both picnic shelter and sports fields, to allow parents to 'multi-task' when attending the park with multiple children.</p>

# SURVEY RESULTS TABLE

Form of Submission	Comments			Staff Response
	Likes	Dislikes	Other	
			<p>the trees that are planted are a decent size - this will provide shade and atmosphere while the other plant material is added. Most trees and shrubs should also be planted in phase 1 (as opposed to in later phases) to give them time to mature.</p>	<p>This park is a Community scale park and therefore the facilities are scaled to meet the needs of a larger audience. The splash pad is anticipated to be on the same scale and programming as the Hanlon Creek facility. It will be a free facility. The baseball diamond will not be constructed as part of phase one. In the mean time this area will either be a free play space or another bookable soccer field. Tennis courts can be found at the Southend Community Park and Howden Crescent Park. See above for comments regarding an ice rink.</p>

## SURVEY RESULTS TABLE

		Comments			Staff Response
Form of Submission	Form of Submission	Likes	Dislikes	Other	
25	Online	<p>Soccer Fields Garbage Cans (seems like there are no garbage cans anywhere in Westminsterwoods, or the South End for that matter) Splash Pad &amp; Washroom Facilities</p>	<p>The lack of specific timelines for Phase 2-4</p>	<p>We are concerned about overflow parking on Hall Avenue during Soccer games - currently, the soccer fields are covered in dog poop and people let their dogs run loose - can we please get signs put up to discourage this.....also, how often will the trash receptacles get emptied?</p>	<p>Future Phasing timelines for the park will be developed during the Capital Budget Review later this year.</p> <p>Parking along Hall Avenue will be signed and monitored by Traffic Services. The sports fields are designated off leash areas at certain times of the day and year, as per the Off Leash Bylaw. Signage will be installed regarding park etiquette upon construction of Phase 1. Trash receptacles and general park clean up will be scheduled by Operations.</p>
26	Online	<p>We like the overall design, including the placement of trees and the overall look and feel. We also like the play structure and the soccer fields. We also like the sun shelter pavilion (this is a great thing in this day of strong UV rays). We also like the mix of materials and the pathways in and out of the park.</p>	<p>Nothing. I just hope there aren't going to be huge lights going in for the soccer fields and baseballs diamond.</p>	<p>I would like to know a date for the future splash park going in. Also, a timeline of when everything will be started and done/complete.</p>	<p>Lighting of the fields is not part of this Master Plan.</p>



## SURVEY RESULTS TABLE

	Form of Submission	Comments				Staff Response
		Likes	Dislikes	Other		
27	Online	The splashpad - the trees - the play structure - the soccer fields and baseball diamond - the seating and trash receptacles - overall, it looks fantastic!				Future Phasing timelines for the park will be developed during the Capital Budget Review later this year.
28	Online	I like the splash pad the most. I also like the fact that more trees are being added.				
29	Mailed	Like all elements shown in the plan	Plant trees early on in the development, especially near play area.	How about a skating rink		Trees along the periphery of the park are to be installed as part of Phase 1 to help strengthen the park edges and create a pleasant view in and out of the park. If budget permits, trees will be installed next to the play equipment area.

# COMMITTEE REPORT



**TO** **Community Design and Environmental Services  
Committee (CDES)**

**SERVICE AREA** Downtown Renewal, Office of the CAO  
**DATE** June 22, 2010

**SUBJECT** **Downtown Façade Improvement Grants 2010**  
**REPORT NUMBER** 10-01

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## RECOMMENDATION

**That the Downtown Renewal report, dated June 21, 2010, regarding the Downtown Community Improvement Plan Façade Improvement Grants, BE RECEIVED,**

**AND THAT the first round of Downtown Façade Improvement Grants be awarded as listed in Appendix A attached to this report, for a total City of Guelph commitment of \$127,434.95 towards 16 applications.**

**AND THAT the remainder of \$12,565.05 in Capital Account SS20009 be carried forward in that account for future Downtown Guelph CIP programmes.**

## BACKGROUND

At its meeting of April 6, 2010, Council adopted the "Downtown Guelph Community Improvement Plan" (CIP).

One of the programs enabled by this report is a Facade Improvement Grant Program which provides for a matching grant of up to \$10,000 per façade or storefront to improve or restore a building's street facing façades. A total of \$140,000 was set aside for program delivery in 2010.

## REPORT

The program was advertised for four weeks, including the City of Guelph website, Economic Development "Developments" e-news, City e-news, Facebook, Twitter, the Tribune and the Downtown Guelph Business Association website.

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31 applications were received by the May 14, 2010 deadline. The applications represent over \$500,000 of construction value translating to \$230,000 worth of grant requests. Staff consider this a very successful response and it was well beyond the current program budget.

As defined in the Community Improvement Plan, the façade improvement proposals were evaluated by a team of staff using criteria listed in the document. (Downtown CIP: Section 4.3.1.4 'Eligibility')

Applications were reviewed by Building and Finance staff for any outstanding permit or financial issues related to the applicants. The proposals were then evaluated and ranked by staff representing Downtown Renewal, Heritage and Urban Design for the quality of the proposed improvements. Overall consideration was given to improvements to the retail/business environment, built heritage restoration and conformity to the City's urban design guidelines.

Developed as part of the eligibility criteria described in the CIP, the Urban Design / Downtown Private Realm Manual review weightings were:

- 15% Building restoration impact
- 20% Quality of design and materials proposed
- 20% Aesthetic improvement to the building
- 20% Improvement to the streetscape (impact)
- 5% Quality of the application
- 15% Location - Street priority ranking for 2010 (Carden/Wilson were identified as high priority this year)

**Recommended Façade Improvement Applications for June 2010:**

Appendix A lists the 16 applications that are recommended for award. These projects scored above 60% against the criteria and were within the envelope of this year's budget.

The projects are generally located within the historic sections of downtown and range from \$4,500 to \$80,000 in construction value, representing everything from signage replacement to full façade restorations.

**Next Steps:**

Staff will be directly contacting the applicants following Council's decision -- both those awarded and those currently unsuccessful.

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Many of the 15 applications which have not been recommended had merit but for a variety of reasons, including that the applications were incomplete or that they raised technical issues which needed further dialogue before the application could be considered, these applications could not be recommended at this time. Staff will be working with these applicants on resubmitting for future iterations of the program.

**Evaluation of Program to date:**

Being the first round of what is meant to be a multi-year program, staff are reviewing the effectiveness and are considering the following issues:

- **Boundary:** The current CIP boundary excludes properties on the west side of Norfolk Street – Staff will be reviewing options for how to enlarge the boundary for the next round of applications.
- **Application Quality:** The quality of the applications varied considerably – staff will be reviewing and updating the application form and instructions to try to provide better guidance to applicants.
- **Funding:** The program response was excellent and there are many more projects that staff feel could be eligible with additional consultation. Downtown Renewal will be requesting this program be recommitted as a multi-year program in the 2011 budget.

**CORPORATE STRATEGIC PLAN**

The Façade Improvement Grant program will contribute to meeting the following strategic goals and objectives:

**Goal 1:** *An attractive, well-functioning and sustainable city*

1.5 *The downtown as a place of community focus and destination of national interest*

**Goal 3:** *A diverse and prosperous local economy*

3.2 *One of Ontario's top five and Canada's top ten places to invest.*

3.6 *The city as a tourist destination of choice.*

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## **FINANCIAL IMPLICATIONS**

\$140,000 has been allocated for CIP program delivery in the Capital Budget, Project SS20009.

The total amount recommended for award this round is \$127,434.95, which leaves a remainder of \$12,565.05. Staff are recommending that this budget be retained within the account and that the fund be replenished in the 2011 budget.

## **DEPARTMENTAL CONSULTATION**

Financial Services  
Community Design & Development Services

## **COMMUNICATIONS**

Detailed memos will be going out to all applicants following Council's decision.

Original Signed by:

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### **Prepared & Recommended By:**

Ian Panabaker  
General Manager, Downtown Renewal  
519.822.1260 x 2475  
ian.panabaker@guelph.ca

APPENDIX A  
**Recommended Façade Improvement Grants**  
 June 2010

	#	Street	Proposed Improvement	Construction Total	Grant Request	Score (%)
1	32	Wilson St	windows; repair/paint woodwork; signage	\$11,631.55	\$5,815.77	89%
2	10	Wyndham St N	paint removal	\$17,841.00	\$10,000.00	86%
3	125	Wyndham St N	awning; signage; lighting	\$10,000.00	\$5,000.00	82%
4	10	Wyndham St N	lower façade	\$80,000.00	\$20,000.00	82%
5	18	Wilson St	two (2) awnings	\$5,300.00	\$2,650.00	76%
6	26	Douglas St	repair/repaint woodwork and upper window; repair/repaint hanging sign	\$5,485.00	\$2,742.50	76%
7	40	Carden St	signage; awning; windows	\$15,267.11	\$7,633.55	76%
8	32	Douglas St	prep/paint woodwork; parging; concrete steps	\$9,645.00	\$4,822.50	75%
9	1	Quebec St	repair, prep, paint windows and wood trim; re-point stone; lighting	\$40,000.00	\$20,000.00	73%
10	112	Wyndham St N	signage	\$4,500.00	\$2,250.00	72%
11	115- 117	Woolwich St	remove ivy; paint all woodwork	\$15,041.25	\$7,520.63	69%
12	112- 114	Wyndham St N	repair brickwork; restore windows adding storm sashes	\$30,000.00	\$10,000.00	68%
13	19	Macdonell St	awning; signage; repairs	\$11,000.00	\$5,500.00	68%
14	6	Carden St	re-stucco and paint; front lighting; window repair	\$7,000.00	\$3,500.00	66%
15	84	Woolwich St	sign; entry; shutters	\$23,800.00	\$10,000.00	64%
16	17	Macdonell St	front window and door; stucco exterior	\$23,646.59	\$10,000.00	64%
			TOTALS Investment Ratio (Private : City dollars)	\$310,157.50 1.43 : 1	\$127,434.95	

**- ADDENDUM -**

**- Community Development and Environmental Services  
Committee -  
Council Committee Room 112**

**- June 22, 2010 -  
12:30 p.m.**

\*\*\*\*\*

**1) Transit Terminal: Carden Street Operations (CDES-2010 A.36)**

- John Sanvido
- Parimil Gandhi on behalf of Travel Lodge

**2) Orin Reid Park Conceptual Master Plan (CDES-2010 A.37)**

- Hugh Handy
- Christine Handy

**The Corporation of the City of Guelph  
Community Development & Environmental Services Committee  
Tuesday June 22, 2010 at 12:30 p.m.**

A meeting of the Community Development and Environmental Services Committee was held on Tuesday June 22, 2010 in the Council Committee Meeting Room (Room 112) at 12:30 p.m.

Present: Councillors Piper, Bell, Burcher, Salisbury and Mayor Farbridge

Also Present: Councillors Beard and Wettstein

Staff in Attendance: Mr. H. Loewig, Chief Administrative Officer; Ms. A. Pappert, Director of Community Services; Mr. D. McCaughan, Director of Operations; Mr. J. Riddell, Director of Community Design and Development Services; Mr. M. Anders, General Manager of Community Connectivity and Transit; Mr. P. Busatto, Manager of Waterworks; Mr. S. Hannah, Manager of Development and Parks Planning; Mr. R. Henry, City Engineer; Mr. R. Mackay, Manager of Community Facilities and Programs; Mr. R. Philips, Manager of Transportation Planning & Development Engineering; Ms. T. Sinclair, Manager of Legal Services; Mr. J. Stokes, Manager of Realty Services; Mr. D. Wyman, Manager of solid Waste Resources; Mrs. L. Giles, Director of Information Services/Clerk; and Ms. J. Sweeney, Council Committee Coordinator.

1. Moved by Councillor Burcher  
Seconded by Councillor Salisbury

THAT the Community Development & Environmental Services Committee now hold a meeting that is closed to the public, with respect to:

**Risk Assessment**

S. 239 (2)(a) security of the property of the city

**Acquisition or Disposition of Land**

S. 239 (2)(c) proposed or pending acquisition or disposition of land.

Carried

The Committee met in closed session.

**Proposed or Pending Acquisition or Disposition of Land**

Staff provided information with respect to potential land acquisition.

Security of the Property of the City



June 22, 2010

Dr. J. Laird

2. Moved by Councillor Burcher  
Seconded by Mayor Farbridge  
THAT the "in camera" report of the Director of Environmental Services dated June 22, 2010, with respect to risk assessment be received for information.

Carried

The remainder of the meeting was held in public session.

There was no disclosure of pecuniary interest.

3. Moved by Councillor Burcher  
Seconded by Councillor Bell  
THAT the minutes of the Community Development and Environmental Services Committee meeting held on May 17, 2010 be confirmed as recorded and without being read.

Carried

### **Consent Agenda**

The following items were extracted from the Community Development & Environmental Services Committee June 22, 2010 Consent Agenda:

- CDES 2010-A.35 Community Energy Initiative Transportation Targets  
CDES 2010-A.36 Transit Terminal: Carden Street Operations  
CDES 2010-A.37 Orin Reid Park Conceptual Master Plan

4. Moved by Mayor Farbridge  
Seconded by Councillor Burcher  
THAT the balance of the June 22, 2010 Community Development & Environmental Services Consent Agenda as identified below be approved:

a) **Guelph Drinking Water System – Compliance Report**

Dr. J. Laird

THAT the report of the Director of Environmental Services dated June 22, 2010 entitled 'Guelph Drinking Water System – Compliance Report', be received.

b) **Downtown Façade Improvement Grants 2010**

REPORT

THAT the Downtown Renewal report dated June 21, 2010, regarding the Downtown Community Improvement Plan Façade Improvement Grants, be received;

AND THAT the first round of Downtown Façade Improvement Grants be awarded as listed in Appendix A attached to this report, for a total City of Guelph commitment of \$127,434.95 towards 16 applications;

AND THAT the remainder of \$12,565.05 in Capital Account SS20009 be carried forward in that account for future Downtown Guelph CIP programmes.

Carried

### **Transit Terminal: Carden Street Operations**

John Sanvido was present and expressed concerns with respect to potential noise, pollution and decreased property value arising from the proposed transit terminal on Carden Street. He also expressed concern with the removal of on street parking in front of his property and what the plans would be to address the needs of his tenants. He advised that he is not in support of this proposal without plans to decrease the potential noise levels.

Parimil Gandhi was present on behalf of Travel Lodge and advised that he has similar concerns as expressed by Mr. Sanvido and the negative impact these would have on his hotel. He expressed concern that if the street is closed to traffic, his customers would have difficulty getting to his establishment.

5. Moved by Councillor Salisbury  
Seconded by Mayor Farbridge

THAT the Community Design and Development Services Report dated June 22, 2010, be received;

AND THAT staff be authorized to prepare an amending By-law, to Traffic By-law (2002)-17017, to restrict vehicular traffic and allow only buses, delivery vehicles, and drop-off and pick-up taxi cabs on Carden Street, east of Wyndham Street, as part of the operation of the new Transit Terminal on Carden Street.

6. Moved by Councillor Burcher  
Seconded by Councillor Salisbury

Mr. J. Riddell

THAT the matter of Guelph Transit Terminal: Carden Street Operations be deferred until the safety audit can be included with the proposed Carden Street operations;

AND THAT this matter proceed directly to Council.

Carried

**Orin Reid Park Conceptual Master Plan**

Hugh Handy was present and advised that he is generally excited about the types and range of facilities proposed for Orin Reid Park. He expressed concern with the organization and intensity of the soccer uses proposed and suggested that the soccer pitches be relocated to Goodwin.

Christine Handy suggested that the proposed master plan does not leave any passive space for neighbourhood residents to use.

Rory Templeton, Parks Planner provided a brief history of the park and highlighted the proposed uses.

REPORT

7. Moved by Mayor Farbridge

Seconded by Councillor Burcher

THAT the Community Design and Development Services Report 10-67 dated June 22, 2010, pertaining to the Conceptual Master Plan for Orin Reid Park, be received;

AND THAT the Conceptual Master Plan for the Orin Reid Park, as noted in Appendix 4 of the Community Design and Development Services Report 10-67, dated June 22, 2010, be approved;

AND THAT staff be directed to proceed with the implementation of Phase One of the Orin Reid Park Conceptual Master Plan.

Carried

**Community Energy Initiative: Transportation Targets**

Mr. J. Riddell

8. Moved by Councillor Bell

Seconded by Councillor Burcher

THAT the Community Design and Development Services Report regarding the workplan to assess energy consumption and greenhouse gas emissions associated with transportation in Guelph and to develop policy measures for achieving the Community Energy Plan target to reduce the energy use in transportation by 25% over the 2006-31 planning period dated June 22, 2010, be received.

Carried

Next Meeting: July 19, 2010

The meeting adjourned at 2:45 p.m.

.....  
Chairperson

# COMMITTEE AGENDA



TO **Community Development & Environmental Services  
Committee**

DATE July 19, 2010

LOCATION Council Committee Room (112)

TIME 12:30 p.m.

## DISCLOSURE OF PECUNIARY INTEREST

## CONFIRMATION OF MINUTES – June 22, 2010

## PRESENTATIONS (Items with no accompanying report)

a)

## 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 Community Development & Environmental Services Committee Consent Agenda will be approved in one resolution.*

ITEM	CITY PRESENTATION	DELEGATIONS	TO BE EXTRACTED
CDES-2010 A39 Arthur EMPC Four Limited (Kilmer Brownfield Equity L.P.), 5 Arthur Street South, Guelph Development Charges Early Payment Agreement			
CDES-2010 A.40 Updated Private Tree By-law	Suzanne Young, Environmental Planner	<ul style="list-style-type: none"> <li>• Doug Gruber</li> <li>• George Milla</li> </ul> <u>Correspondence:</u> <ul style="list-style-type: none"> <li>• Guelph &amp; Wellington Development Association</li> <li>• Peter Krygsman</li> </ul>	√
CDES-2010 A.41 Operational Review			
CDES-2010 B.2 Bill 72 –			

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Water Opportunities And Conservation Act			
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Resolution to adopt the balance of the Community Development & Environmental 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.

**OTHER BUSINESS**

**NEXT MEETING** – August 23, 2010

**The Corporation of the City of Guelph  
Community Development & Environmental Services Committee  
Tuesday June 22, 2010 at 12:30 p.m.**

A meeting of the Community Development and Environmental Services Committee was held on Tuesday June 22, 2010 in the Council Committee Meeting Room (Room 112) at 12:30 p.m.

Present: Councillors Piper, Bell, Burcher, Salisbury and Mayor Farbridge

Also Present: Councillors Beard and Wettstein

Staff in Attendance: Mr. H. Loewig, Chief Administrative Officer; Ms. A. Pappert, Director of Community Services; Mr. D. McCaughan, Director of Operations; Mr. J. Riddell, Director of Community Design and Development Services; Mr. M. Anders, General Manager of Community Connectivity and Transit; Mr. P. Busatto, Manager of Waterworks; Mr. S. Hannah, Manager of Development and Parks Planning; Mr. R. Henry, City Engineer; Mr. R. Mackay, Manager of Community Facilities and Programs; Mr. R. Philips, Manager of Transportation Planning & Development Engineering; Ms. T. Sinclair, Manager of Legal Services; Mr. J. Stokes, Manager of Realty Services; Mr. D. Wyman, Manager of solid Waste Resources; Mrs. L. Giles, Director of Information Services/Clerk; and Ms. J. Sweeney, Council Committee Coordinator.

1. Moved by Councillor Burcher  
Seconded by Councillor Salisbury

THAT the Community Development & Environmental Services Committee now hold a meeting that is closed to the public, with respect to:

**Risk Assessment**

S. 239 (2)(a) security of the property of the city

**Acquisition or Disposition of Land**

S. 239 (2)(c) proposed or pending acquisition or disposition of land.

Carried

The Committee met in closed session.

**Proposed or Pending Acquisition or Disposition of Land**

Staff provided information with respect to potential land acquisition.

Security of the Property of the City

June 22, 2010

Dr. J. Laird

2. Moved by Councillor Burcher  
Seconded by Mayor Farbridge  
THAT the "in camera" report of the Director of Environmental Services dated June 22, 2010, with respect to risk assessment be received for information.

Carried

The remainder of the meeting was held in public session.

There was no disclosure of pecuniary interest.

3. Moved by Councillor Burcher  
Seconded by Councillor Bell  
THAT the minutes of the Community Development and Environmental Services Committee meeting held on May 17, 2010 be confirmed as recorded and without being read.

Carried

### **Consent Agenda**

The following items were extracted from the Community Development & Environmental Services Committee June 22, 2010 Consent Agenda:

- CDES 2010-A.35 Community Energy Initiative Transportation Targets  
CDES 2010-A.36 Transit Terminal: Carden Street Operations  
CDES 2010-A.37 Orin Reid Park Conceptual Master Plan

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**Transit Terminal: Carden Street Operations**

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AND THAT staff be authorized to prepare an amending By-law, to Traffic By-law (2002)-17017, to restrict vehicular traffic and allow only buses, delivery vehicles, and drop-off and pick-up taxi cabs on Carden Street, east of Wyndham Street, as part of the operation of the new Transit Terminal on Carden Street.

- 6. Moved by Councillor Burcher  
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Mr. J. Riddell

THAT the matter of Guelph Transit Terminal: Carden Street Operations be deferred until the safety audit can be included with the proposed Carden Street operations;

AND THAT this matter proceed directly to Council.

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**Orin Reid Park Conceptual Master Plan**

Hugh Handy was present and advised that he is generally excited about the types and range of facilities proposed for Orin Reid Park. He expressed concern with the organization and intensity of the soccer uses proposed and suggested that the soccer pitches be relocated to Goodwin.

Christine Handy suggested that the proposed master plan does not leave any passive space for neighbourhood residents to use.

Rory Templeton, Parks Planner provided a brief history of the park and highlighted the proposed uses.

REPORT

7. Moved by Mayor Farbridge  
Seconded by Councillor Burcher

THAT the Community Design and Development Services Report 10-67 dated June 22, 2010, pertaining to the Conceptual Master Plan for Orin Reid Park, be received;

AND THAT the Conceptual Master Plan for the Orin Reid Park, as noted in Appendix 4 of the Community Design and Development Services Report 10-67, dated June 22, 2010, be approved;

AND THAT staff be directed to proceed with the implementation of Phase One of the Orin Reid Park Conceptual Master Plan.

Carried

**Community Energy Initiative: Transportation Targets**

Mr. J. Riddell

8. Moved by Councillor Bell  
Seconded by Councillor Burcher

THAT the Community Design and Development Services Report regarding the workplan to assess energy consumption and greenhouse gas emissions associated with transportation in Guelph and to develop policy measures for achieving the Community Energy Plan target to reduce the energy use in transportation by 25% over the 2006-31 planning period dated June 22, 2010, be received.

Carried

Next Meeting: July 19, 2010

The meeting adjourned at 2:45 p.m.

.....  
Chairperson

**COMMUNITY DEVELOPMENT & ENVIRONMENTAL SERVICES COMMITTEE  
CONSENT AGENDA**

**July 19, 2010**

Members of the Community Development & Environmental Services Committee.

**SUMMARY OF REPORTS:**

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

**A Reports from Administrative Staff**

<b>REPORT</b>	<b>DIRECTION</b>
<p><b>CDES-2010-A.39      ARTHUR EMPC FOUR LIMITED (KILMER BROWNFIELD EQUITY L.P.), 5 ARTHUR STREET SOUTH, GUELPH DEVELOPMENT CHARGES EARLY PAYMENT AGREEMENT</b></p> <p>THAT the Community Design and Environmental Services Report, dated July 10, 2010, regarding a Development Charges Early Payment Agreement for 5 Arthur Street South, be received;</p> <p>AND THAT the Mayor and Clerk be authorized to execute a Development Charges Early Payment Agreement between the City and Arthur EMPC Four Limited to secure the demolition reductions towards future redevelopment charges at 5 Arthur Street South, subject to the form and content being satisfactory to the City’s Chief Financial Officer and the City Solicitor.</p>	<p>Approve</p>
<p><b>CDES-2010 A.40    UPDATED PRIVATE TREE BY-LAW</b></p> <p>THAT Report 10-77 dated July 19, 2010 from Planning, Engineering and Environmental Services regarding the Updated Private Tree By-law, be received;</p> <p>AND THAT the provisions of the Private Tree By-law dealing with Regulated Trees on large lot sizes (greater than 0.2 hectares) be enacted, implemented and enforced;</p> <p>AND THAT, upon approval of the necessary funding in the 2011 budget, the provisions of the Private Tree By-law dealing with Regulated Trees on</p>	<p>Approve</p>

small lot sizes (0.2 hectares and less) be enacted, implemented and enforced; and

AND THAT Council direct staff to amend the User Fees or Charges for Services By-law as in accordance with Report 10-77; and

AND THAT staff report to Council, as part of the 2011 budget process, on the resources required to implement and enforce the provisions of the Tree By-law dealing with Regulated Trees on small lot sizes (0.2 hectares and less).

**CDES-2010 A.41 OPERATIONAL REVIEW**

THAT Report 10-81, dated July 19, 2010 from Planning, Engineering and Environmental Services regarding an Operational Review, be received as information.

**B Items for Direction of Committee**

**CDES-2010 B.2 BILL 72 – WATER OPPORTUNITIES AND CONSERVATION ACT**

attach.

Receive

# COMMITTEE REPORT



**TO** **Community Development and Environmental Services Committee**

**SERVICE AREA** Corporate Administration, Downtown Renewal  
**DATE** July 19, 2010

**SUBJECT** **Arthur EMPC Four Limited (Kilmer Brownfield Equity L.P.), 5 Arthur Street South, Guelph, Development Charges Early Payment Agreement**

**REPORT NUMBER** 10-02

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## RECOMMENDATION

**THAT the Community Design and Environmental Services Report, dated July 19, 2010, regarding a Development Charges Early Payment Agreement for 5 Arthur Street South, BE RECEIVED;**

**AND THAT the Mayor and Clerk be authorized to execute a Development Charges Early Payment Agreement between the City and Arthur EMPC Four Limited, for 5 Arthur Street South, subject to the form and content being satisfactory to the City's Chief Financial Officer and the City Solicitor.**

## BACKGROUND

As Council is aware, the industrial property at 5 Arthur Street South, formerly known as 'Woods Plant #1' (See Attachment 1 – Key Plan), has recently been purchased by Arthur EMPC Four Limited, a subsidiary of Kilmer Brownfield Equity Fund L.P., a Toronto-based Brownfield redevelopment company ('Kilmer').

City Staff have reviewed the City's Brownfield Redevelopment policies as well as the City's general development framework with Kilmer in preparation for commencing the remediation, and leading towards future planning and building applications.

One of the areas of concern identified for the redevelopment of the lands is the time it may take to complete the remediation, achieve the Record of Site Condition, and subsequently obtain the first building permits for the site. The City's Development Charges By-law provides development charges reductions for redevelopment on the same land within 48 months. The reductions are typically calculated when obtaining the building permit for the redevelopment. To help ensure access to the development charges reduction for the 5 Arthur Street South redevelopment, Staff recommend a development charges early payment agreement be entered into as outlined in this report.

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## REPORT

In the case of the remediation of 5 Arthur Street South, Kilmer and Staff have identified a significant risk that the project may not be able to achieve a Record of Site Condition and secure building permits within the 48 month timeframe.

The scale of the project is considerable: prior to undertaking remediation an approximately 30,770m<sup>2</sup> (331,216sqft) of building needs to be removed (this number does not include the stone heritage components). Part of the difficulty in estimating the length of the remediation process is that the buildings are required to be removed to effectively access the site with testing equipment and complete the detailed environmental audits.

The scale of the site also implies that there will be multiple phases to the redevelopment project. The market will dictate how fast the phases can obtain building permits and this may take considerably longer than the 48 month window in the DC By-law.

### PROPOSED DEVELOPMENT CHARGES EARLY PAYMENT AGREEMENT

The Development Charges Act and the City's DC By-law permit agreements to be entered into with '...a person who is required to pay a development charge providing for all or any part of a development charge to be paid before or after it would otherwise be payable.' (Section 27 of the Act and 3.15 of the By-law)

The proposed agreement (see Attachment 2 – Draft Early Payment Agreement) is based on the following framework:

- That the area to be demolished be measured by a registered Ontario Land Surveyor and then confirmed upon completion of the demolition,
- That prior to the 48th month following the building demolitions, the early payment be made based on the extent and value of demolition reduction available at that time,
- That Kilmer, or their assignees, would have access to the value of the reduction for six years beyond that early payment date to contribute toward the development charges required for the new buildings. After that time the reductions are no longer available.

### SUMMARY

Staff are recommending the proposed Development Charges Early Payment Agreement because it supports the redevelopment of a significant Brownfield site; it will help support the intensification objectives of the Local Growth Management Strategy; and it is appropriate given the projected scope of demolition and remediation for the project.

### CORPORATE STRATEGIC PLAN

**Goal 1:** An attractive, well functioning and sustainable city

**Goal 3:** A diverse and prosperous local economy

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## FINANCIAL IMPLICATIONS

When redevelopment of a property occurs, the Development Charges By-law permits a reduction in the development charges owing based on the former building or structures use of the property within a reasonable timeframe (48 months).

In the case of the 5 Arthur Street South redevelopment, the magnitude of the Brownfield remediation and phasing of development, suggests that a 48 month timeframe would not be feasible and access to the development charge reduction provided by the By-law could be lost unless an early payment agreement is executed. The estimated redevelopment reduction is significant (approximately \$3 Million dollars) and loss of the reduction could negatively impact the viability of the redevelopment project.

Entering into the early payment agreement would prove beneficial to both the developer and the City of Guelph. The redevelopment reduction is not a loss of revenue for the City as the amount of DC's collected are for the increment of development recognizing that capital infrastructure is already in place to meet the former use. Redevelopment of this site from the former industrial use to higher density residential use would result in a significant increase in tax revenues (City tax portion only – increase of approximately \$1M annually) in the long term. The increased tax revenues will be impacted by any eligibility of this site for the Brownfield Redevelopment CIP programs that will be brought forward to Council.

## DEPARTMENTAL CONSULTATION

The following departments contributed to the development of this report:

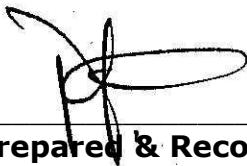
Planning & Building Services  
Finance  
Legal

## COMMUNICATIONS

NA

## ATTACHMENTS

- 1 -- Key Plan
- 2 -- Development Charges Early Payment Agreement (draft, dated June 23, 2010)



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### Prepared & Recommended By:

Ian Panabaker  
General Manager, Downtown Renewal  
Office of the CAO  
T (519) 822-1260 x2475  
E [ian.panabaker@guelph.ca](mailto:ian.panabaker@guelph.ca)

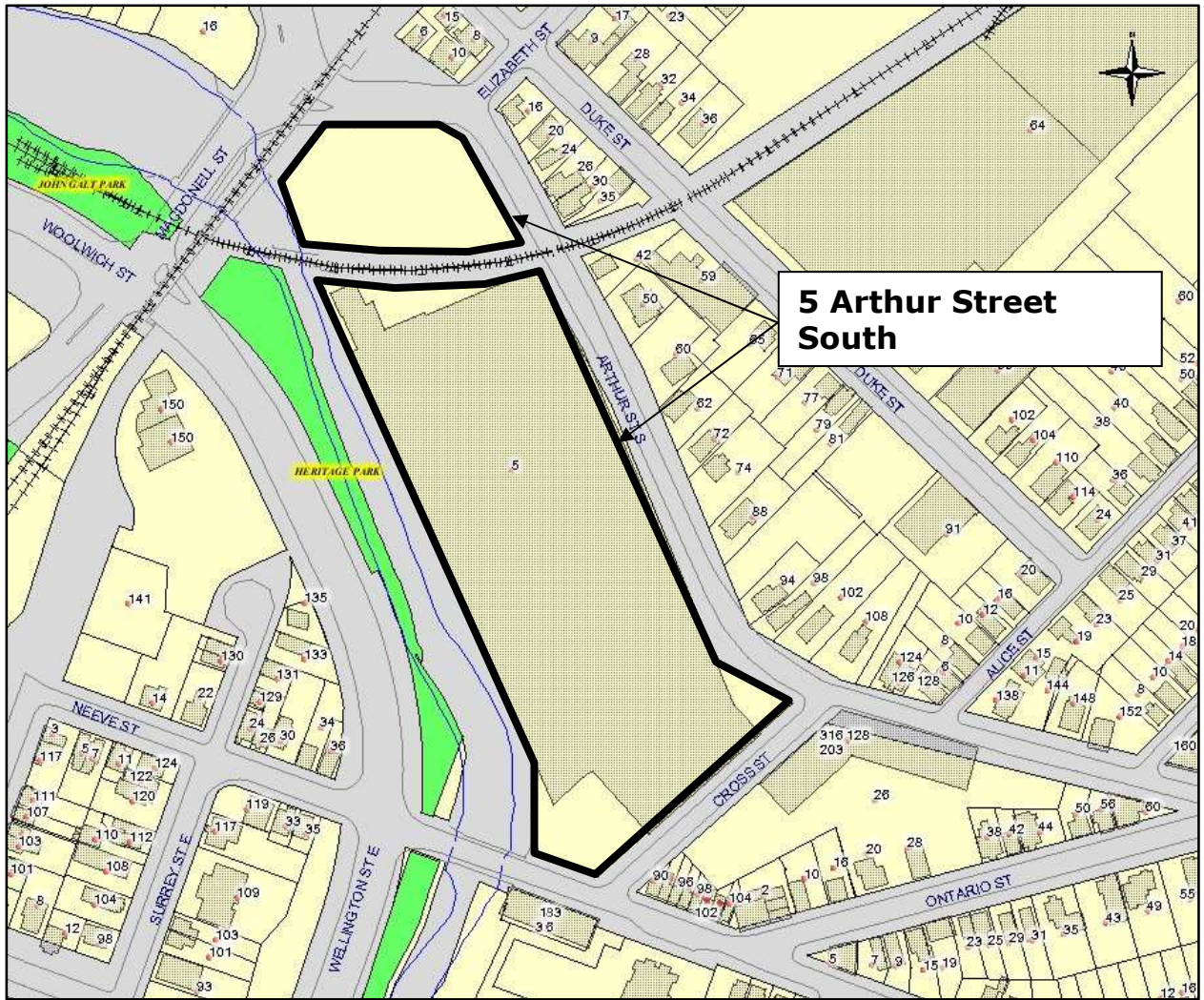


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### Recommended By:

Susan Aram  
Deputy Treasurer  
Finance  
T (519) 822-1260 x2300  
E [susan.aram@guelph.ca](mailto:susan.aram@guelph.ca)

Attachment 1 – Key Plan





## DEVELOPMENT CHARGES EARLY PAYMENT AGREEMENT

**THIS AGREEMENT** made this 26<sup>th</sup> day of July, 2010

ATTACHMENT 2

DRAFT – June 23, 2010

For CDES Report only.

**B E T W E E N:**

**THE CORPORATION OF THE CITY OF GUELPH**

(the “City”)

**AND**

**Arthur EMPC Four Limited**

(the “Applicant”)

**WHEREAS** the Applicant is the registered owner of the lands described in Schedule “A” attached hereto (the “Lands” need further clarification as to PINs for 5 Arthur from Pam);

**AND WHEREAS** the Applicant is desirous of remediating and redeveloping the Lands;

**AND WHEREAS** the City’s Development Charges By-law (2009)-18729 (the “By-law”) is applicable to the Lands and charges thereunder are payable by the Applicant in accordance with the *Development Charges Act, 1997*, S.O. 1997, c. 27 (the “Act”);

**AND WHEREAS** in accordance with Section 27 of the Act and paragraph 3.15 of the By-law, the City may enter into an agreement with persons who are required to pay a development charge providing for all or a portion of the development charge to be paid before it would otherwise be payable;

**AND WHEREAS** paragraph 3.10 of the By-law provides for a reduction of development charges where, as a result of the redevelopment of land, a building or structure existing on the same land within 48 months prior to the date of payment of development charges in regard to such redevelopment was, or is to be demolished, in whole or in part;

**AND WHEREAS** in the case of demolition relating to a non-residential building, the amount of a reduction pursuant to paragraph 3.10 of the By-law is calculated by multiplying the applicable development charges under sections 3.7, 3.8, or 3.9 of the By-law by the gross floor area that has been or will be demolished, provided that such amounts shall not exceed, in total, the amount of the development charges otherwise payable with respect to the redevelopment;



**AND WHEREAS** the Applicant proposes to demolish some of the existing non-residential buildings on the Lands, which have a total gross floor area as shown in the attached Schedule “B” [to be provided to the City], in order to remediate the Lands for future redevelopment (the “project”);

**AND WHEREAS** the redevelopment of the Lands will be subject to development charges in accordance with the By-law;

**AND WHEREAS** the City wishes to facilitate the project by entering into this early payment agreement, in order to secure the demolition reduction under paragraph 3.10 of the By-law, to be applied towards the total development charges payable in respect of future construction on the Lands, in accordance with the terms and conditions set out herein;

**THEREFORE** in consideration of the foregoing, the parties agree as follows:

1. The Applicant acknowledges that development on the Lands will require the payment of development charges in accordance with the Act and the By-law. The Applicant also acknowledges that this is an Agreement made pursuant to section 27 of the Act, which provides that a municipality may enter into an agreement with a person who is required to pay a development charge providing for all or any part of a development charge to be paid before or after it would otherwise be payable.

#### **PAYMENT**

2. For purposes of this Agreement, “**Payment Date**” means either:
  - a) July 25, 2014; or
  - b) an earlier date as may be mutually agreed upon by the parties in writing
3. The Applicant hereby covenants and agrees that it will pay all development charges as may be required by the City, including but not limited to the payment of all hard services charges pursuant to the By-law, as indexed, as set out below:
  - i) on the Payment Date, the amount of \$1; and
  - ii) the remaining portion of all applicable development charges at the time payment is required and at the rates in effect on that date, in accordance with the By-law, as may be amended from time to time, or any successor(s) thereof (including any indexing of rates carried out in accordance with the said by-laws).

#### **DEMOLITION REDUCTION**

4. The Applicant shall be entitled to a reduction of development charges otherwise payable with respect to development on the Lands, in an amount to be calculated pursuant to paragraph 3.10 of the By-law, based on the gross floor area of the building(s) on the Lands that have actually

been demolished prior to the Payment Date, such gross floor area to be calculated by reference to Schedule "B" of this Agreement (the "Reduction"). The Reduction shall be subject to all terms and conditions of this Agreement.

5. Should no demolition occur by July 25, 2014, this Agreement shall be considered null and void, and any development charges to be paid regarding the Lands shall be calculated and paid in accordance with the development charges by-law or by-laws in effect at the time when payment is required pursuant to such by-law(s).
6. If demolition occurs on the Lands on or after the Payment Date, the reduction, if any, arising from such demolition, of future development charges otherwise payable with respect to redevelopment on the Lands, shall be considered and calculated in accordance with the development charges by-law or by-law in effect at the time when the development charges are to be paid pursuant to clause 3(ii) of this Agreement. If such by-law does not provide for a reduction of development charges arising from the demolition of existing buildings, or if any such reduction is not applicable in accordance with the said by-law, then the Applicant shall not be entitled to a reduction of development charges based on demolition occurring on or after the Payment Date, and this Agreement may not be relied upon by the Applicant to provide for any additional rights.
7.
  - a) The Reduction will be applied by the City towards payment of the total development charges for redevelopment on the Lands, in accordance with the written direction of the Applicant to the City, provided that:
    - i) in no case shall the amount of the Reduction to be applied exceed the development charges payable;
    - ii) if the Applicant directs that the Reduction or any portion thereof be applied towards development charges payable on the Lands by any person other than itself, the written direction of the Applicant shall be accompanied by proof of agreement between the Applicant and the said person confirming the amount of the Reduction to be received by that person towards payment of development charges on the Lands, and such agreement must reflect the terms and conditions of this Agreement relating to the Reduction, including the time limitations set out herein;
    - iii) if written confirmation and proof of agreement are not provided in accordance with clause 7(i), the Reduction or portion thereof will not be applied and development charges shall be payable in full, at the time and in the amount set out in the development charges by-law in effect at the time; and

- iv) in the event that the amount of the Reduction to be applied is less than the total development charges payable, then the remaining portion such development charges shall be payable in accordance with clause 3(ii)
  - b) No portion of the Reduction may be applied towards development charges for any site other than the Lands.
- 8. No amendment to the By-law or new development charges by-law shall relieve the parties of their obligations under this Agreement, except by mutual agreement in writing signed by both parties.

#### **WAIVERS**

- 9. The Applicant agrees to waive, to forfeit and not to assert any right to make any direct or indirect claim, demand, application, action or appeal which it may have or become entitled to have with respect to requesting payment, repayment, credit or reimbursement by the City of any amounts it pays as development charges under this Agreement provided the amounts are in accordance with the terms of this Agreement.

#### **TIME LIMITATION OF REDUCTION**

- 10. The Applicant agrees that it shall not be entitled to reductions of development charges arising from demolition of buildings on the Lands, pursuant to the By-law, as may be amended, or pursuant to any new development charges by-law, except as set out in this Agreement. The Applicant further acknowledges and agrees that if any part of the Reduction identified in paragraph 4 of this Agreement is not applied towards development charges payable in accordance with this Agreement, prior to July 25, 2020, then:
  - a) any such amounts will no longer be available to be applied towards the payment of development charges for the Lands;
  - b) the City shall have no obligation to pay any such amounts to the Applicant; and
  - c) no further reductions for demolition occurring prior to the Payment Date shall be available

#### **ACKNOWLEDGEMENT**

- 11. The Applicant specifically acknowledges that no area specific development charges by-law currently applies to the Lands, but that if a new area specific development charges by-law comes into effect it hereby covenants and agrees that nothing in this Agreement exempts it from paying such development charges as may be applicable at such times as are required under said by-law or the Act.

## WITHHOLDING OF BUILDING PERMIT ISSUANCE

12. The Applicant acknowledges and understands that the City may withhold issuance of a building permit or permits in respect of the Lands if the Applicant has not paid development charges in accordance with this Agreement.

## NOTICES

- 13.(1) Any notice, demand, acceptance or request required to be given hereunder in writing, shall be deemed to be given if either personally delivered or mailed by registered mail, postage prepaid, by electronic mail or by facsimile transmission (at any time other than during a general discontinuance of postal services due to a strike, lockout or otherwise) and addressed as follows:

To the Applicant at:

Ken Tanenbaum

Arthur EMPC Four Limited

Kilmer Brownfield Management Limited

Scotia Plaza, Suite 2700

40 King Street West

Toronto, ON M5H 3Y2

Fax 416 635 7697

Email: [brownfieldinfo@kilmergroup.com](mailto:brownfieldinfo@kilmergroup.com) and [pkraft@kilmergroup.com](mailto:pkraft@kilmergroup.com)

or such change of mailing address, electronic mail address or fax number as the Applicant has by written notification forwarded to the City, proof of which shall be upon the Applicant

To the City at:

or such change of mailing address, electronic mail address or fax number as the City has by written notification forwarded to the Applicant, proof of which shall be upon the City

- (2) Any notice shall be deemed to have been given to and received by the party to which it is addressed:
  - (a) if delivered, on the date of delivery;

(b) if mailed, then on the fifth business day after the mailing thereof; or

(c) if faxed or sent by electronic mail, on the date of transmission, provided an original receipt confirmation can be provided, and provided that if the fax or electronic mail is sent after regular business hours of the recipient or on a day which is not a regular business day for the recipient, then on the next regular business day of the recipient

**WARRANTY**

14. The Applicant represents and warrants to the City as follows:

- (a) the Applicant is a corporation validly subsisting under the laws of Ontario and has full corporate power and capacity to enter into this Agreement and any documents arising from this Agreement; and
- (b) all necessary corporate action has been taken by the Applicant to authorize the execution and delivery of this Agreement

**NON-ASSIGNMENT**

15. This Agreement shall not be assigned in whole or in part to any person except with the prior written consent of the City.

**OTHER LEGISLATION**

16. The project shall remain subject to all City By-laws and all applicable provincial and federal legislation. Without limiting the foregoing, this Agreement shall not relieve the Applicant from any requirements for approval for the project, including without limitation, zoning by-law amendments or variances, as may be required, nor shall it be interpreted to imply pre-approval for any such matters.

**BINDING ON SUCCESSORS**

17. It is hereby agreed that this Agreement shall be enforceable by and against the parties hereto, their heirs, executors, administrators, successors and permitted assigns.

**IN WITNESS WHEREOF** the parties have affixed their hands and seals.

[owner]

Per:

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**Name:**

**Title:**

---

**Date**

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

**THE CORPORATION OF THE CITY OF GUELPH**

**Per:**

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**Karen Farbridge – Mayor**

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**Date**

---

**Lois A. Giles – City Clerk**

**DRAFT**

**SCHEDULE "A"**

**THE LANDS**

PIN 71338-0104 (LT)

Part of Grist Mill Lands, East Side of River Speed, Plan 113, Part of Lot 76 and Lots 77, 78, 79, 80, 81 and 82, Plan 113 (as amended), designated as Parts 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20 and 21 on Reference Plan 61R-10767, City of Guelph, ~~County of Wellington~~, together with an easement over Part 7 on Reference Plan 61R-10767 as in Instrument No. WC212993.

**SCHEDULE "B"**

**GROSS FLOOR AREA**

DRAFT



# Updated Private Tree By-Law

**July 19, 2010**

**Community Design and Environmental Services Committee**



# Tree By-Law Update

## Agenda

- Recommendation
- Rationale
- Current By-law
- Best Practice Review
- Public Consultation
- Updated By-law
- Implementation



# Recommendation

- **THAT Report 10-77 BE RECEIVED; and**
- **THAT the provisions dealing with Regulated Trees on large lot sizes (greater than 0.2 hectares) BE ENACTED, IMPLEMENTED and ENFORCED ; and**
- **THAT, upon approval of the necessary funding in the 2011 budget, the provisions of the Private Tree By-law dealing with Regulated Trees on small lot sizes (0.2 hectares and less) BE ENACTED, IMPLEMENTED and ENFORCED; and**
- **THAT Council DIRECT staff to implement the small lots size provisions of the Updated Private Tree By-Law only if funding is approved through the 2011 budget; and**
- **THAT Council DIRECT staff to amend the User Fees or Charges for Services By-law as in accordance with Report 10-77; and**
- **THAT staff REPORT to Council, as part of the 2011 budget process, on the resources required to implement and enforce the provisions on small lot sizes (0.2 hectares and less).**

# Rationale for By-law Update

## Public Comments

- SUFMP – April 2009 – Workshop
- Natural Heritage Strategy Public Consultation Sessions
- Guelph Urban Forest Friends
- OP Update

## Committee Direction

- **March 30, 2009** – Action plan to investigate the feasibility of proceeding with an interim by-law.
- **July 20, 2009** – Staff were directed to prepare a permanent tree by-law.
- **February 16, 2010** – an updated timeline was provided following Committee's request in January 2010

## **Current Tree By-Law- 1986**

- Requires written approval from the City Engineer
- Regulates trees a minimum height of 4.5 metres and a minimum diameter of 7.5 cm – one metre above the ground
- Provides a list of 13 exemptions (e.g. properties less than 30,000 square feet (0.28 ha) (0.68 acres), Ontario Hydro, Ontario Land Surveyor, removal of damaged trees, etc.)
- Fines – not less than \$500 and not more than \$2,000.

# Best Practice Review

- Reviewed 15 Private Tree By-laws
- Examined By-law Elements
  - Size of Regulated Tree
  - Exemptions
  - Delegate responsibility
  - Submission requirements
  - Permit conditions
  - Notice requirements
  - Fees
  - Fines
  - Staffing





# Public Consultation

- **Draft** By-law Posted May 27, 2010
- Public Workshops held June 3 & 8
- Comments were due June 18

## Summary

- Definitions
- Certificate of Exemption
- Exemptions
- Regulated Tree
- Compensation
- Heritage Trees
- Private Property Rights
- Fines
- Property Standards



# Updated Draft By-law

## Revised list of exemptions

- Tree having no living tissue, 70 % of crown dead, infected by a lethal pathogen
- Hazardous to people or property
- Causing structural damage (certified by a building inspector/engineer)
- Aggressive invasive (list is provided)
- Rooftop, elevated podium, interior courtyard or solarium
- Growing in contaminated soil – where remediation is needed
- Fruit trees – produce fruit for human consumption



# Updated Draft By-law

## Revised list of exemptions

- Tree Nursery Business, Christmas tree plantation business, Orchard business
- University of Guelph –subject to Campus or Arboretum Master Plan
- Tree on Institutional lands, golf course, commercial or industrial propose (Tree Management Plan)
- Trees on lands used for cemetery purposes
- Lands operated for railway
- GRCA Lands

# Updated Draft By-law Cont'd

## Regulated Tree Definition

**Table 1. Large Lot Provisions**

<b>By-law</b>	<b>Lot Size</b>	<b>Size of Regulated Tree</b>
Current	≥ 0.28 ha	7.5 cm (3 in.) or greater
Draft (May 2010)	>0.2 ha (0.5 ac.)	10cm (4 in) or greater
Updated (July 2010)	>0.2 ha (0.5 ac.)	10cm (4 in) or greater

# Updated Draft By-law Cont'd

## Regulated Tree Definition Cont'd

**Table 2. Small Lot Provisions**

<b>By-law</b>	<b>Lot Size</b>	<b>Size of Regulated Tree</b>
Current	N/A	N/A
Draft (May 2010)	≤0.2 ha (0.5 ac.)	20cm (7.9in) or greater
Updated (July 2010)	≤0.2 ha (0.5 ac.)	30cm (11.8in) or greater

# Updated Draft By-law Cont'd

- **Application for Permit**
- **Permit Considerations:**
  - Threatened or endangered species
  - Condition and location of the Regulated Tree
  - Heritage Tree
  - Reason for destruction or injury
  - Presence of Breeding Birds - *Migratory Birds Convention Act*
  - Other legislation or approvals
  - Protection and preservation of ecological system and functions
  - Erosion, flood control, and sedimentation of watercourses
  - Other agencies

# Updated Draft By-law Cont'd

## •Permit Conditions:

- Injury/destruction to occur in a specified manner
- One or more replacement trees
- Cash-in-lieu - \$500
- Security
- Injury/destruction to occur under the supervision of an arborist
- Tree protection measures
- Specified measures to reduce impacts on nearby trees, land, water bodies or natural areas.



# Updated Draft By-law Cont'd

## •Permit Issuance:

- Permit must be posted in a conspicuous place until the activities are complete
- Permit cannot be transferred
- Permit expires within 90 days
- If Inspector refuses the permit or applies a condition that the applicant is not satisfied with they may appeal to Committee



# Updated Draft By-law Cont'd

- **Entry and Inspection**

- The City may enter “at any reasonable time”

- **Orders and Remedial Actions**

- May order the person who contravened the by-law to discontinue the activity

- City may undertake corrective measures

- City may recover costs through liens and taxes

- Notices may be served



- **Enforcement**

- Dictated by the *Municipal Act*

- Fines range \$500 to \$100,000 or greater

- Differentiates between an individual and a corporation

- May require correction of contravention or replanting



# Implementation

Recognizing financial and staffing resource limitations two options have been prepared:

## **Option 1 – Partial Implementation**

- Implement the large lot size provisions
- Defer implementation of the small lot size provisions subject to approval of the 2011 budget

## **Option 2 – Defer the Updated By-law enactment and implementation of the by-law to 2011 following the 2011 budget process**

- Existing tree by-law would continue to be implemented with existing resources

**Staff are recommending Council proceed with Option 1.**



# COMMITTEE REPORT



TO **Community Development and Environmental Services Committee**

SERVICE AREA Planning, Engineering and Environmental Services  
DATE July 19, 2010

**SUBJECT Updated Private Tree By-law**  
REPORT NUMBER 10-77

---

## RECOMMENDATION

“THAT Report 10-77 dated July 19, 2010 from Planning, Engineering and Environmental Services regarding the Updated Private Tree By-law **BE RECEIVED**; and

THAT the provisions of the Private Tree By-law dealing with Regulated Trees on large lot sizes (greater than 0.2 hectares) **BE ENACTED, IMPLEMENTED and ENFORCED**; and

THAT, upon approval of the necessary funding in the 2011 budget, the provisions of the Private Tree By-law dealing with Regulated Trees on small lot sizes (0.2 hectares and less) **BE ENACTED, IMPLEMENTED and ENFORCED**; and

THAT Council **DIRECT** staff to amend the User Fees or Charges for Services By-law as in accordance with Report 10-77; and

THAT staff **REPORT** to Council, as part of the 2011 budget process, on the resources required to implement and enforce the provisions of the Tree By-law dealing with Regulated Trees on small lot sizes (0.2 hectares and less).”

## BACKGROUND

The City of Guelph values its Urban Forest and has been making efforts to protect and enhance the existing estimated 30% canopy cover through the development of its Natural Heritage System and the implementation of the recommendations of the Strategic Urban Forest Management Plan (SUFMP).

City staff continue to work with community groups and various corporations to facilitate tree plantings within the City to help ensure Guelph is a “biodiverse City with the highest tree canopy percentage among comparable municipalities” in accordance with the City’s Strategic Plan.

The need for an updated By-law was identified through the SUFMP, comments received at the SUFMP workshops (April 2009), the Natural Heritage Strategy Public Meetings, Official Plan Update community meetings and presentations made by Guelph Urban Forest Friends (GUFF) to the Community Development and Environmental Services Committee (CDES). The updated Tree By-law was also identified as a priority by Council in 2009 and 2010.

On March 30, 2009, the Guelph Urban Forest Friends (GUFF) made a presentation to Community Design and Environmental Services Committee requesting that an updated or interim Tree By-law be developed. At the meeting, CDES directed staff by resolution:

*"to come back with an action plan to investigate the feasibility of proceeding with an interim tree protection by-law or proceeding with the development of a permanent by-law".*

In response to the Committee direction, staff conducted research on current best management practices and consulted internally. At the July 20, 2009 meeting staff presented to CDES a proposed work plan and timelines for the development of a permanent tree by-law. CDES recommended that,

*"Staff be directed to prepare permanent tree protection by-laws within the City".*

In January 2010 CDES requested that an updated timeline be provided. On February 16, 2010 staff reported back to Committee and CDES, and recommended that the updated Tree By-law be presented to Council in July 2010.

Staff prepared a Draft Private Tree By-law which was released on May 27, 2010 for public consultation. Two public workshops were held on June 3 and 8, 2010. Comments received up to June 21, 2010 were considered as part of the review process and incorporated, where appropriate. The updated Private Tree By-law is attached as Appendix A, hereafter referred to as the Tree By-law.

## **REPORT**

This report addresses the following items:

- Strategic Urban Forest Management Plan;
- Existing Tree By-law (1986);
- Best practices review;
- Public consultation process;
- Peer Review;
- Recommended Tree By-law; and
- Implementation and Financial implications.

### **1. Strategic Urban Forest Management Plan (SUFMP)**

The Framework for the SUFMP was completed and approved by Council in 2007. The purpose of the Plan was to review the current status and management of the City's Urban Forest to provide a long-term framework. The ultimate goal of the Management Plan is to gradually shift from a responsive management mode of operating to a more proactive and adaptive management approach.

The SUFMP aims to improve, protect and enhance the City's urban forest through the development of a municipal tree inventory, the management of hazards, the acceleration of tree plantings and the protection and management of treed areas within the City. An updated Tree By-law is one tool the City can use to provide greater protection to the urban forest on private property in addition to managing trees on publicly owned lands.

Twenty five recommendations were provided in the SUFMP which were divided into high (1), medium (2) and low (3) priority categories. The SUFMP report stated that, "private tree by-laws require staffing (e.g., by-law enforcement officers, arborists and administrative staff) to administer and enforce, and are best accompanied by an educational campaign".

### **2. The City's Current Tree By-law (1986) – 12229**

The City's current Tree By-law (Appendix B) prohibits the injury or destruction of any live tree within the City having a diameter of (7.5 cm) 3 inches (measured 1 m above the ground growing on private lots 30,000 square feet – 0.28 hectares (0.69 acres) or larger. Although the by-law applies to a significant portion of private lands within the City, it does not apply to smaller lots within the City as shown in Appendix C.

The Tree By-law (1986) identifies exemptions for tree removal including but not limited to: any right or power conferred upon the City under the Municipal Act or any other Act; trees cut by Hydro One, trees growing within any road allowance, trees cut by Land Surveyors under the *Surveyors Act*, trees cut at the University of Guelph and trees planted for the production of Christmas trees.

### **3. Best Practices Review**

Staff completed a best practices review to understand the key components of contemporary Tree By-laws within Southern Ontario and several other municipalities in Canada. Staff have prepared a summary sheet that outlines the key components of municipal Private Tree By-laws in the following municipalities (Appendix D):

- Richmond Hill
- Oakville
- Mississauga
- Town of Markham
- City of Kingston
- Kitchener

- Ottawa
- Toronto.

Although, staff reviewed tree by-laws within the standard list of “Comparator” municipalities, many did not have a private tree by-law while others had adopted tree by-laws designed to protect municipally owned trees. The comparator municipalities that have adopted private tree by-laws are included in Appendix D.

In addition, Private Tree By-laws from the following municipalities were also reviewed:

- The City of Orillia
- City of Victoria
- City of Vancouver
- City of Kingston
- City of Brantford (old and draft by-law)
- Town of Fort Erie
- County of Wellington.

### *3.1 Size of Regulated Tree*

The size of regulated trees varies across municipalities; the Town of Richmond Hill and Markham regulate all trees 20cm in DBH<sup>1</sup> or larger, the City of Toronto uses a 30cm DBH as their regulating limit while the City of Mississauga requires a permit when 5 or more trees that have a DHB larger than 15cm are being removed. The Town of Oakville allows 1-4 trees 20-76cm DBH to be removed per calendar year per lot, however permits are required for the removal of 5 or more trees measuring, 20-76cm DBH or for trees over 76cm DBH.

### *3.2 Exemptions*

A number of exemptions are identified within various by-laws, many of which are statutory exemptions as outlined in Section 135(12) of the *Municipal Act*, such as the removal of trees required under the *Surveyor’s Act*, through development applications made under the *Planning Act*, under the *Electricity Act*, the *Aggregate Resources Act* and the *Crown Forest Sustainability Act*. Section 135 (12) of the *Municipal Act* is appended for reference in Appendix E. Other exemptions identified pertain to hazard trees, emergency removals, trees on roof top gardens or interior courtyards, trees on golf courses, cemeteries, and trees cultivated in an orchard, etc

A number of municipalities provide exemptions for smaller lots. The City of Kitchener exempts trees located on land less than 0.405 hectares (1.0 acre) in size. The City of Kingston exempts residential lots that existed prior to the passage of the by-law.

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<sup>1</sup> DBH means Diameter at Breast Height- measured 1.4 metres above the ground.

The City of Ottawa's Private Tree By-law applies to all trees 10cm DBH on properties that are greater than one hectare in size and distinctive trees, which includes any tree with a DBH of 50 cm or greater in size on properties one hectare or less in size within the City.

Typically where a municipality regulates only larger lots the DBH of the regulated trees is smaller. In Kingston trees 15 cm DBH or greater are regulated. Kitchener and Ottawa use 10 cm or greater as their basis for regulation.

### *3.3 Delegated Responsibility*

The delegated responsibility of the by-law varies by municipality and is dictated by the municipality's organizational structure which varies from the Commissioner, Tree Preservation By-law Officer, the General Manager of Parks, Forestry and Recreation, the Director of Planning and their appointee, Senior Planners, etc.

### *3.4 Submission Requirements*

Submission requirements generally include the name, the location, contact information of the applicant, purpose for removal, the species size and health of tree. The Town of Richmond Hill and the City of Toronto require an arborist report as part of the application process. The City of Mississauga and Town of Markham "may" require an arborist report where requested by the Commissioner or Administrator.

### *3.5 Permit Conditions*

Replacement plantings or cash-in-lieu based on 120% of replanting and maintaining the tree for a period of two years are common conditions applied by municipalities. The City of Toronto and the Town of Richmond Hill require replacement trees or cash-in-lieu. The City of Toronto requires cash-in-lieu in the amount of \$583 per tree removed. Conditions may also specify tree protection fencing for other trees on site that may be impacted during construction or tree removal activities, implementation of measures to mitigate impacts on watercourses or to avoid erosion; some require removal of the tree to be carried out under the supervision of a certified arborist.

### *3.6 Notice – Posting of Permits*

Posting of approved permits is required in roughly half of the municipalities reviewed. Once the permit is issued the permit must be erected in a conspicuous location on site. The City of Toronto requires that the permit be posted for no less than 14 days prior to the removal of the tree. Others simply require the permit be posted until the work is complete.

### *3.7 Fees*

The permit fees for Private Tree By-laws in lower tier or single tier Ontario municipalities range from approximately \$25 to \$500. Some require a base fee and an additional fee for each additional tree proposed to be removed.

For example the Town of Richmond Hill permit fee is \$150 and \$50 for each additional tree to a maximum of \$400. The City of Kitchener charges a flat fee of \$100.

### *3.8 Fines*

The fines in Ontario municipalities are consistent with the fines set out in the *Municipal Act* which specifies the following:

1. A minimum fine shall not exceed \$500 and a maximum fine shall not exceed \$100,000. However, a special fine may exceed \$100,000.
2. In the case of a continuing offence, for each day or part of a day that the offence continues, a minimum fine shall not exceed \$500 and a maximum fine shall not exceed \$10,000. However, despite paragraph 1, the total of all of the daily fines for the offence is not limited to \$100,000.
3. In the case of multiple offences, for each offence included in the multiple offence, a minimum fine shall not exceed \$500 and a maximum fine shall not exceed \$10,000. However, despite paragraph 1, the total of all fines for each included offence is not limited to \$100,000.

### *3.9 Staffing*

In some municipalities staff and resources have been dedicated to the administration of the by-law while other municipalities have added or shifted the responsibility of existing staff within the organization. Markham, Richmond Hill, Oakville and Toronto have ISA Certified staff, Forestry Technicians or Professional Foresters administering the by-law.

## **4. Peer Review**

Prior to releasing the draft by-law to the public, staff retained Urban Forest Innovations Inc. and Beacon Environmental to conduct a Peer Review of the By-law. Forest Innovations Inc. and Beacon Environmental have expertise in Urban Forestry and have recently developed private tree by-laws in several Ontario municipalities. The principal staff were also the authors of the City's Framework for the Strategic Urban Forest Management Plan prepared in 2007.

The peer review comments pertained to the balancing of property rights, enforcement, administration of the by-law, DBH and the development of guidelines versus by-laws. They provided guidance with regard to administration recommending that the administrative aspects be worked out internally in a manner that suits the City's organizational structure and available human and capital resources. Staff took the peer review comments into consideration and made revisions to the draft prior to release to the public on May 27, 2010.

## **5. Public Consultation**

Two public workshops were held on June 3 and 8, 2010. Notices were posted in the Tribune May 27<sup>th</sup> and June 3, 2010. Approximately 300 email notices were sent to individuals, environmental groups, the Guelph Wellington Development Association, consultants, agencies, etc., that have expressed interest in matters related to environmental protection and urban forestry through sign-in sheets and comments received on the Natural Heritage Strategy, the Strategic Urban Forest Management Plan and the Official Plan Update processes. An additional 130 paper notices were sent out. Specific notices were sent to a number arborist/tree removal companies.

Approximately 36 people attended the workshops to discuss and provide feedback on the draft By-law (Appendix F). Comments were received during the workshops and a number of parties submitted comments individually. The following is a summary of the key issues raised and the changes proposed in response to the comments.

### *5.1 Definitions*

Several definitions were identified as requiring clarification e.g., hazardous tree, maintenance pruning, institutional use (which included golf courses and commercial properties). Modifications to these definitions have been incorporated into the proposed Updated Tree By-law (Appendix A).

### *5.2 Certificate of Exemption*

The draft By-law contained a Certificate of Exemption process whereby owners applying for exemptions needed to fill out an application form to destroy or injure a tree. Five business days were allotted for staff to review the requested exemption and issue a decision. The feedback was that this process was overly onerous and resource intensive.

Given the complicated nature and resources required to implement the Certificate of Exemption process, it is not recommended in this final version of the By-law. Instead many of the exemptions that had been identified as requiring a certificate are now exempt from the recommended By-law. This approach enables the removal of trees that legitimately should not be retained.

### *5.3 Exemptions*

Concerns were raised with respect to several exemptions from the By-law, e.g., institutional uses, including the inclusion of golf courses and commercial properties as institutional uses, lands owned by the University of Guelph, and the need to exempt Norway and Manitoba Maples from the By-law.

In response to the comments a substantial number of modifications have been made to the proposed By-law, namely:

- a) The institutional exemption has been clarified. The Tree By-law will continue to exempt the University of Guelph for trees removed or injured for scientific and educational purposes in compliance with the University's Campus Master Plan, or the Arboretum Master Plan as approved by the University and filed with the City Inspector.
- b) Institutions (educational, medical, religious uses, etc), golf course, commercial and industrial properties may be exempt from the By-law provided the destruction or injury of the trees are carried out in accordance with a Tree Management Plan approved by the Inspector.
- c) The request to exempt Manitoba and Norway Maples from the Tree By-law has been considered but is not being recommended by staff. It is estimated that a significant portion of the Urban Forest consists of healthy Manitoba and Norway Maples; therefore staff have recommended that these species remain regulated by the Tree By-law.
- d) Cemeteries and lands owned by the Grand River Conservation Authority are also exempt from the By-law.

As indicated above, Appendix A provides the final recommended Tree By-law for Council consideration. Part IV lists the various exemptions that are provided by the By-law. The exemptions address dead and diseased trees, hazardous trees, emergency situations, invasive species, and where a tree is causing structural damage to a building or drain (e.g. sanitary sewer). Specific exemptions are also provided for fruit trees, maintenance pruning and other situations.

#### *5.4 Regulated Tree*

Comments were raised regarding the size of a regulated tree and the associated lot size.

The draft Tree By-law presented at the public meeting proposed two categories, depending on lot size which are graphically presented in Appendix G. Tables 1 and 2 below summarize the regulated tree provisions included in the current by-law, the draft by-law and the proposed by-law for large lots and small lots, respectively.

#### Large Lot Provisions

Staff recommend that trees 10cm DBH or greater on lots larger than 0.2 hectares be regulated. This is similar to the City's current by-law which regulates trees 7.5cm DBH on lots 0.28 ha (0.69 ac.) or greater (as outlined in Table 1 below), and is consistent with the Official Plan and the draft Natural Heritage System policies which refer to Trees 10cm DBH. The impact of additional properties that will be regulated as a result of the lot size reduction from 0.28 hectares to 0.2 hectares is illustrated in Appendix H.



Many larger lots have portions of Significant Woodlands, cultural woodlands, plantations, hedgerows and large mature individual trees. Tree removal in advance of a development proposal is more likely to occur on the larger lots and to ensure adequate protection is provided to the City’s urban forest, staff recommend maintaining the 10 cm DBH for trees to be regulated.

**Table 1. Large Lot Provisions**

By-law	Lot Size	Size of Regulated Tree
Current	≥ 0.28 ha	7.5 cm (3 in.) or greater
Draft (May 2010)	>0.2 ha (0.5 ac.)	10cm (4 in) or greater
Updated (July 2010)	>0.2 ha (0.5 ac.)	10cm (4 in) or greater

Small Lot Provisions

With respect to the small lots, and in response to the comments received, staff are now recommending that trees 30cm DBH be regulated on lots less than 0.2 hectares in size as outlined in Table 2 below. The regulation of smaller lots is the primary difference between the existing and proposed updated By-law attached (Appendix A). A significant portion of the mature trees that make up the City’s urban forest are located on the smaller lots and are within the existing built-up area. Trees in subdivisions generally 15 years and older will be protected under this By-law as illustrated in Appendix I.

**Table 2. Small Lot Provisions**

By-law	Lot Size	Size of Regulated Tree
Current	N/A	N/A
Draft (May 2010)	≤0.2 ha (0.5 ac.)	20cm (7.9in) or greater
Updated (July 2010)	≤0.2 ha (0.5 ac.)	30cm (11.8in) or greater

*5.5 Compensation*

The draft Tree By-law recommended that where a permit is issued to remove a tree, replacement trees be planted or a payment of cash-in-lieu may be required by the Inspector. The intent of this provision is to require compensation for large healthy trees. Those in poor condition will not be subject to the compensation requirements. The implementation of this provision will ultimately work to enhance the City’s tree canopy. The cash-in-lieu received will be used to plant trees in appropriate locations throughout the City.

Comments received on this issue varied considerably. Many stakeholders and members of the public were of the opinion that the compensation was not feasible, too costly and should be removed; others felt the compensation requirement was not adequate.

There are a number of methods to determine compensation and the value of a tree: some are simple while others are much more comprehensive with more time and expense required to conduct calculations. Staff considered various compensation options including: replacement of basal area, a ratio of 1 to 1, cash-in-lieu, and various valuation options as outlined in the Guide for Plant Appraisal 9<sup>th</sup> Edition (2000).

The recommended By-law includes a provision which states that the "Inspector may make the Permit subject to" conditions including compensation in the form of planting one or more replacement trees or in the form of cash-lieu to the amount of \$500 per tree. Monies collected would contribute to City tree planting. This approach aims to provide flexibility to the landowner and the City while recognizing the value of large mature trees within the Urban Forest.

#### *5.6 Heritage Trees*

A number of comments were received with regard to the need to protect Heritage trees. The proposed Tree By-law includes a definition for Heritage Tree and identifies heritage trees as a criterion for consideration by the Inspector when deciding whether to issue a permit.

#### *5.7 Private Property Rights*

Staff and Council received a number of comments regarding the impact of the by-law on "private property rights". The *Municipal Act* provides municipalities with the rights and powers to enact tree by-laws in the public interest.

In addition, it is apparent from the directions of the Strategic Plan and discussion in the SUFMP that the area of tree protection in the City should be wider than the lands presently affected by the current Tree By-law. Staff have attempted to take a balanced approach on this issue and believe that while providing exemptions, there is considerable merit in protecting trees that are 30cm DBH and larger on smaller lots as these trees contribute significantly to the City's canopy cover. The intent of the by-law is not to allow the cutting of a tree unless there are no alternatives. In cases, where there are no alternatives, permits will be issued.

A comparison of the current by-law and the updated Private Tree By-law is presented in Appendix J.

#### *5.8 Fines*

There was concern that the fines were not adequate to dissuade individuals from cutting mature trees within the City. The City is limited to the fine

provisions set out in the *Municipal Act* as indicated in the Best Practice Review section above.

#### *5.9 Property Standards and Trimming of Trees at the Property Line*

Under common law a neighbour has the right to remove branches that intrude onto his/her property. There was some concern that this practice could result in injury to the tree which may be an infraction under the provisions of the Tree by-law.

The *Municipal Act* permits municipalities to control trees and the statutorily-authorized Tree By-law overrules common law. Therefore, a neighbor may trim branches that intrude into his/her property but the neighbor must first comply with provisions of the Tree By-law.

### **6. Final By-law for Consideration**

Staff have considered the comments received and are recommending that the attached updated Private Tree By-law be enacted by Council (Appendix A). In addition to the items already discussed the Tree By-law also contains a number of key elements including:

#### 6.1 Permit Application and Issuance Process

A *number of* criteria will be considered by the Inspector prior to issuance of permit as outlined in Part VI of the By-law (Appendix A). The Inspector, in making the decision, may consider a number of reasons for removal including but not limited to accessibility, building permit application, renewable energy, etc. The information which is to be provided by the applicant will set a firm basis for the Inspector to make a decision on whether to issue a permit.

#### 6.2 Appeal Process

The applicant may appeal to the City's Community Development and Environmental Services Committee if the Inspector refuses to issue a permit or if the applicant objects to a condition attached to the permit. This process provides the applicant with an opportunity for further consideration where there is a difference of opinions between the Inspector and the applicant and/or the consulting arborist.

#### 6.3 Posting of the Permit

The issued permit must be posted for 5 days prior to injury or destruction of a tree, however, there is no process for the public to appeal a permit issued by the City. This recommendation follows the best practices of most municipal by-laws.

#### 6.4 Orders and Remedial Actions

The by-law provides for opportunities to stop work being completed that is in contravention of the By-law and require replacement plantings or cash-in-lieu where an offence has occurred. This is in keeping with the Best Practices Review and provides the City with a number of mechanisms to ensure corrective measures are taken should an offence occur.

## 6.5 Fees

It is estimated that a fee of \$122 would be required to cover the cost of the permit process. A fee should not be collected for the first six months of implementation to provide an opportunity to educate the public on the contents of the new by-law and to help ensure cooperation and compliance in the long term. After this period, it is anticipated that fees will help offset costs associated with the implementation of the by-law.

## 7. Implementation Options

The City's staffing and financial resources are integral to the successful implementation of the updated Tree By-law. The current by-law is administered by one of the department's Environmental Planners and the Manager of Technical Services from Engineering Services. In addition, from time to time, advice is sought from the Supervisor of Forestry and any enforcement is carried out by By-law Enforcement from the Operations and Transit Department.

The fundamental difference between the current by-law and what is being proposed is the application of the by-law to small lots (i.e., private lots less than 0.2ha in size with a regulated tree of 30cm DBH). The challenge with this modification has been to ascertain how much additional staff resources will be involved in the administration of the new Tree By-law while recognizing the City's financial constraints when requesting additional Operating Budget funds for administration of the By-law.

To assist in the assessment of the financial and staff resource impacts of the proposed Tree By-law, Appendix K provides the following information:

- estimated Building Permits which potentially could be issued;
- forecasted Cost-Recovery Assessment per permit application; and
- tree By-law exemption inquiries.

Building Permits in the amount of 800-1000 are issued each year for ancillary uses such as decks and pools. It is difficult to estimate how many of these permits will result in the injury or destruction of trees.

In addition to the information mentioned above, staff also conducted an informal poll of several tree service/arborist companies to ascertain the approximate number of healthy mature trees being removed within the City per year. It is estimated that between 200 and 400 healthy live trees are removed each year from the City's urban forest. This very rough estimate can be used as another piece of information to determine the extent of the administration of this by-law.

Recognizing that there are resources required to implement the by-law, staff have identified two implementation options for consideration, including:

***Option 1: Partial Implementation - Implement the large lot provisions of the recommended updated Tree By-law immediately and defer consideration of the small lot provisions subject to approval of the 2011 budget.***

Under this option the City would continue to regulate trees on larger lots, which is in keeping with the existing by-law. An extensive education campaign would not be required because generally properties impacted by the changes made to the updated by-law are currently regulated by the existing by-law (1986). Implementation of the updated by-law would be carried out with existing staffing resources. The proposed by-law provides a more comprehensive set of definitions, exemptions and fines which would allow for improved enforcement immediately.

Staff estimate that approximately \$1,500 will be required for advertisements and communication purposes.

Options for full implementation of the smaller lots provisions will be presented to Council as part of the 2011 budget process.

Pros:

- The updated By-law is similar in scope to the current Tree By-law and will have a comparable effect on the community.
- The provisions of the by-law that pertain to larger lots would be implemented immediately.
- The potential loss of trees would be reduced.
- Existing staff resources can be used for partial implementation.

Cons:

- Full implementation of the small lots provisions would not take place until approval of the 2011 budget.
- Full implementation will not take place if budget constraints continue.
- Existing staff resources may still become over-extended with increased awareness of the by-law.
- Protection of trees on smaller lots within the City will not be achieved.

***Option 2 –Defer By-law Approval and Implementation to 2011, following Council approval of the 2011 budget.***

Option 2 defers enactment and implementation of the updated Private Tree By-law until resource requirements are considered by Council during the 2011 budget approval process. The existing Tree By-law (1986) would continue to be implemented with existing resources.

Pros:

- No additional staff or budget resources are required.
- The workload of existing staff will not be impacted.

Cons:

- No additional protection will be provided to the Urban Forest.
- Trees may be removed, in the interim, on smaller lots due to the lack of by-law implementation and enforcement.

After considering both options and the limited financial and staff resources Option 1 is recommended for the following reasons:

- The large lots will continue to be regulated with a greater level of protection.
- Full implementation of the small lot provisions can be considered by Council through the 2011 budget process.
- Existing staffing resources can be utilized with virtually no budget implications.

#### *Communication*

Both options require a communications plan. Communications and Planning staff need to develop a scoped Communication Plan that will target landowners, stakeholders and various organizations across the City to ensure compliance and the long term success of the by-law.

### **FINANCIAL IMPLICATIONS**

To ensure the success of partial implementation, as recommended in Option 1, approximately \$1,500 will be required for communication related expenses. The costs associated with full implementation will be reviewed through the 2011 budget process.

### **CORPORATE STRATEGIC PLAN**

**Natural Environment** - A leader in conservation and resource protection/enhancement

**6.6** A biodiverse City with the highest tree canopy percentage among comparable municipalities.

**Urban Design and Sustainable Growth** – An attractive, well-functioning and sustainable City.

**Personal Community Well-Being** – A healthy and safe community where live can be lived to the fullest

### **DEPARTMENTAL CONSULTATION**

Legal Services, Operations, Planning and Building Services, Engineering Services, Technical Services, Communications

## **COMMUNICATIONS**

Notices were posted in the Tribune the week of May 24 and 30, 2010. (Appendix L). Direct notice was provided to approximately 300 individuals.

## **ATTACHMENTS**

- Appendix A - Private Tree By-law (2010)
- Appendix B - Current Tree By-law (1986)
- Appendix C - Properties Currently Impacted by the Tree By-law (1986)
- Appendix D - Best Practices Review - Comparison of Private Tree By-laws
- Appendix E - Section 135 (12) - Exemptions under the Municipal Act
- Appendix F - Draft Private Tree By-law (May 27, 2010)
- Appendix G - Properties Potentially Impacted
- Appendix H - Additional Large Lots Impacted by the Updated By-law
- Appendix I - Subdivisions Registered within the last 15 Years
- Appendix J - Comparison chart - Current and Updated By-law
- Appendix K - Financial Implications Summary
- Appendix L - Tribune Notice

Original Signed by:

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THE CORPORATION OF THE CITY OF GUELPH

By-law Number

A by-law to regulate the  
destruction or injuring of trees.

WHEREAS sections 9 and 10 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended or replaced from time to time, provide that a municipality has broad authority, including the authority to pass by-laws respecting the economic, social and environmental well-being of the municipality;

AND WHEREAS section 135 of the *Municipal Act* provides that a local municipality may regulate the destruction or injuring of trees;

AND WHEREAS Part XIV (Enforcement) of the *Municipal Act* provides methods for a municipality to enforce its by-laws;

AND WHEREAS trees within the City are valued for the economic, social and environmental benefits they provide such as increased aesthetic and property values, shade, contributions to physical and psychological well-being, maintenance and enhancement of water quality, prevention of soil erosion and water run-off, wildlife habitat, local climate moderation and improved air quality.

AND WHEREAS the Council of the City wishes to protect and enhance the tree canopy cover in the City.

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

Part I – Definitions

1. As used in this by-law, the following terms shall have the meanings indicated:

“**Applicant**” means an Owner of a tree or an Owner’s authorized representative who, pursuant to this by-law, applies for a Permit;

“**Application**” means an application pursuant to this By-law for a Permit;

“**Application Fee**” means the fee, in effect from time to time, required in connection with the submission of an Application;

**“Arborist”** means an expert in the care and maintenance of trees and includes an arborist qualified by the Ontario Ministry of Training, Colleges and Universities, a Forest Technician, a Forestry Technologist with an applicable college diploma and a minimum of two years of urban forestry experience, a certified arborist qualified by the International Society of Arboriculture, a consulting arborist registered with the American Society of Consulting Arborists or a registered professional forester as defined in the *Professional Foresters Act, 2000*, S.O. 2000, c. 18, as amended or replaced from time to time;

**“City”** means The Corporation of the City of Guelph;

**“Committee”** means the City’s Community Development and Environmental Services Committee, or such successor committee as Council may from time to time designate;

**“Council”** means the council of the City;

**“DBH”** means diameter of a tree, outside the bark, at breast height, where breast height is measured from the existing grade of the ground adjoining the base of the trunk:

- (i) for a trunk rising straight and vertically from ground with a horizontal grade, 1.4 metres above that grade;
- (ii) for a trunk rising straight and non-vertically from ground with a horizontal grade, 1.4 metres along the centre axis of the trunk from that grade;
- (iii) for a trunk rising straight and vertically from ground with a non-horizontal grade, 1.4 metres along the centre axis of the trunk from that grade; and
- (iv) for a trunk rising unstraight, 1.4 metres along the centre axis of the trunk from that grade;

and where diameter is:

- (i) for a tree with a single trunk, the diameter of that single trunk;
- (ii) for a tree with two or three trunks, the total diameter of those two or tree trunks; and
- (iii) for a tree with more than three trunks, the total diameter of the three trunks with the greatest diameters;

**“Destroy”** means directly or indirectly, including through construction activities, remove, ruin, uproot or kill a tree, whether by accident or by design, and whether by cutting, burning, girdling, interfering with its water supply, applying chemicals, puncturing, or compacting, regrading or resurfacing within its drip line, but does not include Maintenance Pruning, and “Destruction” has the corresponding meaning;

**“Emergency Work”** means any work required to be carried out immediately in order to prevent imminent danger to life, health or property, and includes

the Destruction or Injuring of trees required because of the state of the trees resulting from natural events (including lightning, wind, hail or extreme snow event) or unforeseen causes (including automobile accident), or to permit repairs to building structures or drains;

**“Entry By-law”** means the City’s Power of Entry By-law, being By-law Number (2009)-18776, as amended or replaced from time to time;

**“Good Arboricultural Practice”** means the proper implementation of maintenance, renewal and removal activities known to be appropriate for individual trees in and around urban areas to minimize detrimental impacts on urban forest values, and includes Maintenance Pruning;

**“Hazardous”** means destabilized or structurally compromised to an extent that an imminent danger of death, injury or structural damage exists;

**“Heritage Tree”** means a tree designated under Part IV of the *Ontario Heritage Act*, R.S.O. 1990, c. O.18, as amended or replaced from time to time, or included in the City’s Municipal Register of Cultural Heritage Properties;

**“Hoarding”** means a fence or similar structure used to enclose land, trees and other vegetation in order to protect trees or other vegetation;

**“Injure”** means cause, directly or indirectly, whether by accident or by design, including through construction activities, lasting damage or harm to a tree, which has or is likely to have the effect of inhibiting or terminating its growth, whether by cutting, burning, girdling, interfering with its water supply, applying chemicals, puncturing, or compacting, regrading or resurfacing within its drip line, but does not include Maintenance Pruning, and “Injuring” has the corresponding meaning;

**“Inspector”** means the City’s Executive Director, Planning, Engineering and Environmental Services, the City’s Executive Director, Operations and Transit or any person designated by either of them or by the City to enforce this by-law;

**“Institution”** means an Owner of land used for educational, medical, religious, retirement or similar purposes;

**“Landscaping, Replanting and Replacement Plan”** means a plan which identifies the location, species and size of existing trees, trees to be planted or replaced and other landscaping elements on land and provides details regarding planting methodology and timing;

**“Lot”** means a parcel of land which:

- (i) is the whole of a lot or block on a registered plan of subdivision so long as such registered plan of subdivision is not deemed, pursuant to section 50 of the *Planning Act*, R.S.O. 1990, c. P.13, as amended or replaced from time to time, not to be a registered plan of subdivision for subdivision control purposes;
- (ii) is all land held or owned under distinct and separate ownership from the ownership of the fee or equity of redemption in abutting land;
- (iii) has the same description as in a deed which has been given consent pursuant to section 53 of the said *Planning Act*; or
- (iv) is the whole remnant remaining to an owner or owners after conveyance made with consent pursuant to section 53 of the said *Planning Act*;

**“Maintenance Pruning”** means the pruning or removal of tree branches in accordance with Good Arboricultural Practice, as specified by the International Society of Arboriculture, including for purposes of removing dead limbs, maintaining structural stability and balance and encouraging natural form, but limited to the appropriate removal of no more than one-third of the live branches that make up the leaf-bearing crown of the tree within a three-year pruning cycle, or as appropriate for the specific tree species, in order to maintain the health of the tree;

**“Owner”** means the person having any right, title, interest or equity in the land where a tree is located; a boundary tree may have multiple Owners;

**“Permit”** means a permit to Destroy or Injure a tree, issued pursuant to this by-law;

**“Regulated Tree”** means a specimen of any species of deciduous or coniferous growing woody perennial plant, supported by a single root system, which has reached, could reach or could have reached a height of at least 4.5 metres from the ground at physiological maturity, and:

- (i) if located on a Lot less than or equal to 0.2 hectares (0.5 acres) in size, has a DBH of at least 30 cm.; and
- (ii) if located on a Lot larger than 0.2 hectares (0.5 acres) in size, has a DBH of at least 10 cm.; and

**“Tree Management Plan”** means a plan prepared by an Arborist in accordance with Good Arboricultural Practice, which, at a minimum, itemizes the existing number, species, location and condition of all trees on the Lot and which includes a management schedule related to Destruction or Injuring intentions for a period of not less than two years.

## Part II – Protection of Regulated Trees

2. (1) Except as provided in this by-law, no person shall, within the geographic limits of the City, Destroy or Injure, or cause or permit the Destruction or Injuring of any Regulated Tree.  
  
(2) Notwithstanding subsection (1) of this section 2, a person may Destroy or Injure, or cause or permit the Destruction or Injuring of a Regulated Tree in compliance with a Permit.  
  
(3) If there is doubt as to whether a specific tree is a Regulated Tree or not, the Owner of the tree may request a determination from an Inspector. The Inspector may provide a written determination as to whether, on the date of the determination, the tree is a Regulated Tree or not.  
  
(4) In a case where a tree has been Destroyed or Injured and part or all of the remaining stump or stumps is or are too short for the DBH to be measured, the relevant DBH shall be extrapolated from the remaining trunk or trunks.

## Part III – Statutory Non-application of the By-law

3. This by-law does not apply where there is a conflict with Provincial or Federal legislation. Therefore this by-law does not apply:
  - (a) to the activities or matters or the Destruction or Injuring of trees described in subsection 135(12) of the *Municipal Act*;
  - (b) to restrict the Destruction and Injuring of trees which constitute a normal farm practice carried on as part of an agricultural operation, as so determined by the Normal Farm Practices Protection Board, pursuant to the *Farming and Food Production Protection Act, 1998*, S.O. 1998, c. 1, as amended or replaced from time to time; or
  - (c) to the Destruction or Injuring of trees pursuant to a forestry development agreement pursuant to, or deemed to be pursuant to, the *Forestry Act*, R.S.O. 1990, c. F.26, as amended or replaced from time to time, or measures to prevent, retard, suppress, eradicate or destroy an infestation by a forest tree pest, taken by an officer pursuant to the said *Forestry Act*.

## Part IV – Permit Exemptions

4. (1) The Destruction or Injury of a Regulated Tree is exempt from the requirement for a Permit if the Regulated Tree is:

- (a) A tree having no living tissue, having 70% or more of its crown dead, or being infected by a lethal pathogen, fungus or insect (including the Emerald Ash Borer or the Asian Longhorned Beetle), and where required, a certificate issued by an Arborist, confirming this justification for Destruction or Injuring, has been submitted to an Inspector;
- (b) A tree which is Hazardous, and where required, a certificate issued by an Arborist, confirming this justification for Destruction or Injuring, has been submitted to an Inspector;
- (c) A tree that is Destroyed or Injured a part of Emergency Work;
- (d) A tree certified by a building inspector or engineer as causing structural damage to a drain, load-bearing structure or roof structure;
- (e) A tree located on a rooftop or elevated podium, or in an interior courtyard or solarium, and likely to cause damage;
- (f) A tree growing in contaminated soil and, by its presence, preventing remediation of the contaminated soil, provided that proof of remediation efforts, in the form of an approved application for funding under the City's Brownfield Community Improvement Plan or an approved Ontario Ministry of the Environment remediation plan, is provided to an Inspector;
- (g) A specimen of *Rhamnus cathartica* (Common buckthorn), *Rhamnus frangula* (European or Glossy buckthorn), *Alnus glutinosa* (Black alder), *Elaeagnus umbellata* (Autumn olive) or *Morus alba* (White mulberry);
- (h) A fruit tree that is capable of producing fruit for human consumption;
- (i) A tree which is part of:
  - (i) a tree nursery business where trees are planted, cultivated and harvested for the purpose of live tree sales;
  - (ii) a Christmas tree plantation business where coniferous trees are planted, cultivated, maintained and harvested for Christmas celebration purposes; or
  - (iii) a cultivated orchard business where fruit or nut trees are grown and maintained specifically for the harvesting of their fruit or nuts;
- (j) A tree on lands owned by the University of Guelph, provided that the Destruction or Injuring is for scientific and educational purposes, in compliance with the University's Campus Master Plan, as amended from time to time, or the Arboretum Master Plan, as approved by the University's Board of Governors, and administered by the Campus Landscape Advisory Committee or the Arboretum Management Committee, and provided that such plan has been submitted to an Inspector;
- (k) A tree on lands used for Institution, golf course, commercial or industrial purposes, provided that a Tree Management Plan has been submitted to, and approved by, an Inspector, subject to such conditions as the Inspector may have considered necessary;

- (l) A tree on lands used for cemetery purposes, owned by the Guelph Cemetery Commission or the Roman Catholic Episcopal Corporation, Diocese of Hamilton;
- (m) A tree on lands operated for a railway; or
- (n) A tree on lands owned by the Grand River Conservation Authority.

#### Part V – Application for Permit

5. (1) If an Owner wishes to Destroy or Injure one or more of the Owner's Regulated Trees or wishes to undertake an activity which might Destroy or Injure one or more of the Owner's Regulated Trees, and if none of the exemptions set out in this by-law are applicable, then the Owner shall submit to an Inspector the Application Fee and an Application containing the following information in respect of each such Regulated Tree:
  - (a) the address of the land where the Regulated Tree to be Destroyed or Injured is located;
  - (b) the name and contact information of the Applicant;
  - (c) the names and contact information, and written permission, of all Owners;
  - (d) a plan (or plan of survey) and photograph, showing the location, species, size and condition of each Regulated Tree to be Destroyed or Injured;
  - (e) the purpose for which the Permit is sought and the nature of the proposed or possible Destruction or Injuring;
  - (f) where there is a discrepancy in the health assessment of the Regulated Tree to be Destroyed or Injured, and where the Inspector so requires, a written evaluation by an Arborist of the condition of the Regulated Tree;
  - (g) where trees are proposed to be retained, and where the Inspector so requires, a tree protection plan identifying the location, species and size of trees on the land and tree protection measures, including barriers and Hoarding, to be implemented to avoid Destruction or Injuring of, and protect, the trees that are to be retained; and
  - (h) where three or more trees are proposed for Destruction or Injuring, and where the Inspector so requires, a Landscaping, Replanting and Replacement Plan.
  
- (2) No person shall provide false or misleading information on or in support of an Application.
  
- (3) Submission of an Application shall constitute the granting of permission for the City to enter on the Applicant's land for purposes of this by-law.

## Part VI – Issuance of Permits

6. In deciding whether or not to issue a Permit in respect of a Regulated Tree, an Inspector shall consider the following criteria:
  - (a) the species of each Regulated Tree, and particularly whether it is native to the area, is considered regionally or locally significant or is an endangered species or threatened species as defined in the *Endangered Species Act, 2007*, S.O. 2007, c. 6, as amended or replaced from time to time, or in the *Species at Risk Act*, S.C. 2002, c. 29, as amended or replaced from time to time;
  - (b) the condition of the Regulated Tree;
  - (c) the location of the Regulated Tree;
  - (d) whether the Regulated Tree is a Heritage Tree;
  - (e) the reason or reasons for the proposed Destruction or Injuring of the Regulated Tree;
  - (f) the presence, within the Regulated Tree, of breeding birds as contemplated in the *Migratory Birds Convention Act, 1994*, S.C. 1994, c. 22, as amended or replaced from time to time;
  - (g) any other legislation that may apply or approvals that may be required;
  - (h) the protection and preservation of ecological systems and their functions, including the protection and preservation of native flora and fauna;
  - (i) erosion, flood control and sedimentation of watercourses; and
  - (j) the submissions of such persons or agencies as the Inspector may consider necessary to confer with for the proper review of the Application.
  
7. In issuing a Permit, the Inspector may make the Permit subject to such conditions as the Inspector may consider necessary, including (but not restricted to) any one or more of the following requirements:
  - (a) that the Destruction or Injuring occurs in a specified manner;
  - (b) that each tree Destroyed or Injured be replaced with one or more replacement trees to be planted and maintained to the satisfaction of the Inspector in accordance with Landscaping, Replanting and Replacement Plans approved by the Inspector;
  - (c) that if replacement planting is not achievable on the subject land, it be substituted by a payment of cash in lieu in the amount of \$500.00 per tree Destroyed or Injured;
  - (d) that if the land is not subject to an application filed under the *Planning Act*, the Applicant provides a written undertaking, release and security to ensure that replacement planting is carried out and maintained in accordance with Landscaping, Replanting and Replacement Plans approved by the Inspector;
  - (e) that the Destruction or Injuring only be carried out by or under the supervision of an Arborist;



- (f) that the tree or trees to be retained be protected in accordance with Good Arboricultural Practice during the Destruction or Injuring or other related activities; and
  - (g) that specified measures be implemented to mitigate the direct and indirect effects of the Destruction or Injuring on other nearby trees, land, water bodies or natural areas.
8. (1) In issuing a Permit, the Inspector shall issue the Permit to the Applicant and provide copies of the Permit to any other Owners.
- (2) The Permit shall identify the tree or trees to be Destroyed or Injured and the reason or reasons for the Destruction or Injuring.
- (3) Following issuance of a Permit, the Applicant shall immediately post a copy of it in a conspicuous place on the land where the Regulated Tree is located so that it is visible and legible to passers-by, at least five (5) days prior to the Destruction or Injuring, and shall ensure that it remains so posted until the Destruction, Injuring or other related activities are complete.
- (4) A Permit is and remains the property of the City and may not be transferred except with the approval of an Inspector.
- (5) An Inspector shall revoke a Permit if it was issued based on false or misleading information or if the Applicant fails to comply with any condition attached to the Permit or any provision of this by-law.
- (6) A Permit shall expire ninety (90) days after its issuance, unless, at least thirty (30) days before that expiry, the Applicant applies to the Inspector and before that expiry the Inspector grants a onetime extension of ninety (90) days.
9. (1) If an Inspector refuses to issue a Permit, or if an Applicant objects to a condition attached to a Permit by an Inspector, the Applicant may appeal to the Committee. Such appeal shall be made by written notice received by the Inspector within seven (7) days after the date of the refusal or the issuance of the conditional Permit, as the case may be.
- (2) Upon considering the appeal, the Committee may recommend that the Inspector refuse the Permit, issue the Permit or issue the Permit upon such conditions as the Committee considers appropriate.

#### Part VII – Entry and Inspection

10. (1) The Entry By-law shall apply to activities under this by-law and for purposes of the Entry By-law, each Inspector shall be interpreted as an "Officer" and a Permit shall be interpreted as a "licence".

(2) For the purposes of this by-law, the City may enter upon land at any reasonable time.

#### Part VIII – Orders and Remedial Actions

11. If an Inspector confirms, after making an inspection, that there has been a contravention of this by-law (including of an order or a condition of a Permit made pursuant to this by-law) then he or she may make an order requiring the person who contravened it (including the Owner, an Applicant or, if applicable, a contractor of the Owner or Applicant) to discontinue the activity and/or to do work to correct the contravention at the Owner's expense.
12. (1) If a person is required, under an order pursuant to this by-law, to do a matter or thing, then in default of it being done by the person so required to do it, the matter or thing may be done at the person's expense under the direction of an Inspector.

(2) The City may recover the costs of doing a matter or thing under subsection (1) of this section 12, from the person required to do it, by adding the costs to the tax roll for the subject land and collecting them in the same manner as property taxes.

(3) The amount of the costs mentioned in subsection (2) of this section 12, including interest, shall constitute a lien on the subject land upon the registration, in the proper land registry office, of a notice of lien.

(4) The lien mentioned in subsection (3) of this section 12 shall be in respect of all costs that are payable at the time the notice is registered plus interest accrued to the date payment is made.
13. (1) An order under this by-law may be served:
  - (a) personally, in which case it shall be deemed to have been served on the date of that personal service;
  - (b) by email, in which case it shall be deemed to have been served on the date of that email;
  - (c) by facsimile transmission, in which case it shall be deemed to have been served on the date of that facsimile transmission; or
  - (d) by sending it by prepaid ordinary mail to the last known address of the person being served, in which case it shall be deemed to have been served on the fifth day after the date it was mailed.

(2) An order shall be served upon the Owner and upon, if known, any other person or persons responsible for the Destruction or Injury of the Regulated Tree or Trees.

## Part IX – Enforcement

14. (1) Any person who directly or indirectly contravenes or who causes or permits a contravention of any provision of this by-law, an order issued under this by-law or a condition of a Permit, is guilty of an offence.
- (2) Any director or officer of a corporation who concurs in the contravention of this by-law by the corporation is guilty of an offence.
- (3) If a contravention of any provision of this by-law, an order issued under this by-law or a condition of a Permit occurs, the contravention may be presumed to have been committed by the Owner of the land on which the contravention occurred.
15. (1) All contraventions of any provision of this by-law, any order issued under this by-law or any condition of a Permit are designated as multiple offences and continuing offences, pursuant to subsection 429(2) of the *Municipal Act*. A multiple offence is an offence in respect of two or more acts or omissions each of which separately constitutes an offence and is a contravention of the same provision of this by-law and, for greater certainty, when multiple trees are destroyed or injured, the destruction or injury of each tree is a separate offence.
- (2) If an order or Permit issued under this by-law has not been complied with, the contravention of the order or Permit shall be deemed to be a continuing offence for each day or part of a day that the order or Permit is not complied with.
16. (1) A person convicted of an offence under this by-law is liable to a fine of not less than \$500.
- (2) A person convicted of an offence under this by-law is liable:
- (a) on a first conviction, to a fine of not more than \$10,000 or \$1,000 per tree to a maximum of \$100,000, whichever is greater; and
- (b) on any subsequent conviction, to a fine of not more than \$25,000 or \$2,500 per tree to a maximum of \$100,000, whichever is greater.
- (3) Where the person convicted of an offence under this by-law is a corporation:
- (a) the maximum fine in clause (2)(a) of this section 16 is \$50,000 or \$5,000 per tree to a maximum of \$100,000, whichever is greater; and
- (b) the maximum fine in clause (2)(b) of this section 16 is \$100,000 or \$10,000 per tree to a maximum of \$100,000, whichever is greater.

(4) In the case of a continuing offence, for each day or part of a day that the offence continues, the minimum fine shall be \$500 and the maximum fine shall be \$10,000 and the total of all daily fines for the offence is not limited to \$100,000.

(5) In the case of a multiple offence, for each offence included in the multiple offences, the minimum fine shall be \$500 and the maximum fine shall be \$10,000 and the total of all fines for each included offence is not limited to \$100,000.

(6) On conviction of an offence under this by-law, a person is liable to a special fine in accordance with paragraph 429(2)(d) of the *Municipal Act*. The amount of the special fine shall be the minimum fine as provided for in subsection (1) of this section 16, to which may be added the amount of economic advantage or gain that the person has obtained or can obtain from the contravention of any provision of this by-law, any order issued under this by-law or any condition of a Permit. Pursuant to paragraph 429(3)1 of the *Municipal Act* a special fine may exceed \$100,000.

17. Upon conviction for an offence under this by-law, in addition to any other remedy and to any penalty imposed by this by-law, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may make an order:
- (a) prohibiting the continuation or repetition of the offence by the person convicted; and
  - (b) requiring the person convicted to correct the contravention in the manner and within the period that the court considers appropriate, which correction may include:
    - (i) the planting or replanting of any tree or trees Destroyed or Injured or the planting of any replacement tree or trees in a specified location and within a specified period of time;
    - (ii) the application of any silvicultural treatment that may be necessary to establish or re-establish the tree or trees or replacement tree or trees; and
    - (iii) in lieu of planting or replanting, payment to the City in accordance with this by-law.

#### Part X – General

18. (1) Council delegates to the Inspectors the authority to carry out their activities as set out in this by-law.
- (2) Council delegates to the Committee the authority to carry out its activities as set out in this by-law.

19. This by-law shall not be interpreted as exempting any person from the requirement to comply with any other City by-law. In the event of conflict between the provisions of this by-law and any other City by-law, the provisions which are more protective of trees shall apply.
20. In this by-law, words importing the singular number shall include the plural, words importing the plural shall include the singular number, words importing the masculine gender shall include the feminine, and words importing the feminine gender shall include the masculine, unless the context requires otherwise.
21. If a court of competent jurisdiction declares any provision or provisions or part or parts of any provision or provisions of this by-law to be invalid, illegal, unenforceable or of no force and effect, it is the intention of Council in enacting this by-law that the remainder of the by-law shall continue in force and be applied and enforced in accordance with its terms to the fullest extent possible according to law.
22. The short title of this by-law is the "Private Tree Protection By-law".
23. By-law Number (1986) – 12229 is hereby repealed.
24. (1) This by-law, except sub-paragraph (i) of the definition of "Regulated Tree" in section 1 of this by-law, shall come into force and take effect on the date this by-law is passed.  
  
(2) Subparagraph (i) of the definition of "Regulated Tree" in section 1 of this by-law shall come into force and take effect on a date specified by by-law.

PASSED THIS            DAY OF            , 2010.

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KAREN FARBRIDGE – MAYOR

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LOIS A. GILES – CITY CLERK

Appendix B- Current Tree By-Law (1986)

THE CORPORATION OF THE CITY OF GUELPH

By-law Number (1986)-12229  
A by-law to prohibit the injury or  
destruction of any live tree in the  
City of Guelph and to repeal By-law  
Number (1986)-12098.

WHEREAS the City of Guelph desires to prohibit the injury or destruction of trees in the City of Guelph pursuant to Section 313 of the Municipal Act, R.S.O. 1980.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF GUELPH enacts as follows:

1. THAT it shall be an offence to injure or destroy any live tree in the City of Guelph without the written approval of the City Engineer. Each live, injured or destroyed tree shall be considered a separate offence.
2. Definitions
  - i) Tree, means and includes any Deciduous or Coniferous growing tree that has a minimum height of 4.5 metres (15 feet) and a minimum diameter of 75 millimetres (3 inches) at a point one metre above ground level.
  - ii) Christmas Tree (s), means and includes any Coniferous tree that has been planted, cultivated and harvested for commercial purposes.
3. THIS by-law shall not
  - a) interfere with any right or power conferred upon The Corporation of the City of Guelph by the Municipal Act or any other Act.
  - b) interfere with any right or power of Ontario Hydro that is performing its functions for or on behalf of the Crown.
  - c) apply to trees growing on any highway or upon any open road allowance.
  - d) apply to trees growing on any separately assessed parcel of land with an area of less than 30,000 square feet.

- e) apply to specific trees where of necessity must be removed, destroyed in order to erect or demolish any building, structure or thing in respect of which a permit has been issued under the Building Code Act.
  - f) apply to trees planted for production of Christmas trees.
  - g) apply to trees cut by an Ontario Land Surveyor, registered under the Surveyors Act or any person in his employ while making a survey.
  - h) apply to any trees growing on land owned by Her Majesty the Queen in Right of the Province of Ontario or in the Right of the Dominion of Canada.
  - i) apply to any trees growing on any land of the University of Guelph occupied and used by the University for its own purposes; land owned by the Guelph Cemetery Commission or lands owned by the Roman Catholic Episcopal Corporation, Diocese of Hamilton, used for cemetery purposes.
  - j) apply to the cutting or removal of diseased or insect-infested trees which must be cut or removed in order to prevent contamination or infestation of other trees.
  - k) apply to the cutting or removal of substantially damaged trees which no longer contribute to tree conservation.
  - l) apply to the cutting or removal of trees growing on necessary access trails and walkways.
  - m) apply to the clearing and thinning of trees for the purposes of stimulating tree growth and improving the quality of woodlots without permanently breaking the canopy.
4. ANY person convicted of an offence under this by-law shall be liable to a fine of not less than \$500.00 and not more than \$2,000.00.
5. By-law Number (1986)-12098 is hereby repealed.

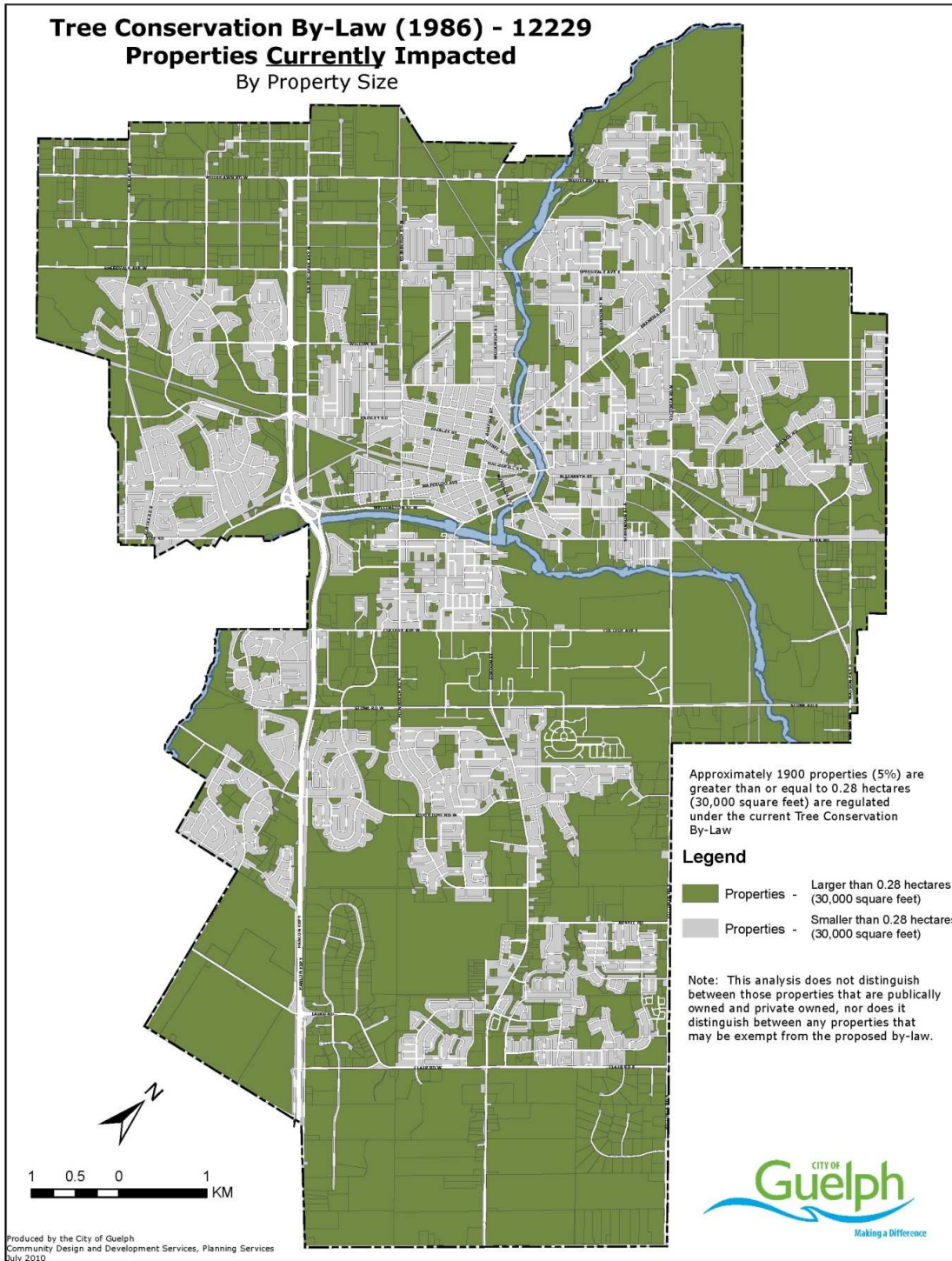
PASSED this SECOND day of SEPTEMBER, 1986.

Original signed by:

John Counsell - Mayor

Original signed by:

Appendix C – Properties Currently Impacted by the Tree By-law (1986)





Appendix D – Best Practice Review - Comparison of Private Tree By-laws

	Richmond Hill	Oakville	Markham	Kingston	Toronto	Mississauga	Kitchener	Ottawa
<b>Size of Regulated Tree</b>	Trees of 20 cm in diameter or greater at DBH	Maybe required for trees between 20cm and 76cm in diameter to be removed within one calendar year, but is mandatory for trees greater than 76cm in diameter	Trees larger than 20cm in diameter at 1.37metres above the ground	Permit is required to injure or destroy a tree that has reached at least 4.5 metres in height at physiological maturity, 15 cm or greater at dbh	Trees 30cm or more in diameter, 1.4 metre above the ground	The injury or destruction of 5 or more trees with a diameter greater than 15cm within one calendar year	Trees 10cm DBH or greater	All trees on a lot greater than one (1) hectare in size.
<b>Submission Requirements</b>	1. Permit form 2. Arborist Certificate, including: species of tree, condition of tree, location of tree, protection of ecological systems, erosion, sedimentation, and flood control, impacts on surrounding properties, cultural heritage value of the tree 3. Fee	Report prepared and signed by an arborist which includes: 1.details on the species 2.size 3. health 4.structural integrity 5.location of the tree to be destroyed, injured or removed.	Applicant is required to complete and submit the required application for along with the associated fee. Does not specify the requirements of the report.	Must include the 1. location, 2. species 3.diameter 4. condition 5.impact from proposed construction 6. suitability for preservation 7. arborist recommendations	1. Permit form, 2. Fee, 3. Purpose for tree removal stated, 4. Tree survey showing the location, 5. Arborist report, 6. Tree protection plan, 7. Landscaping and replanting plan	1. Completed application form, 2. A plan illustrating the trees to be injured or removed, trees to be retained and mitigation measures 3. Fee, 4. Arborist report if required, 5. Written consent from adjacent property owner if the base of three straddles the property line, 6. Written consent from the owner if the applicant is not the owner.	As part of the permit conditions, the undertaking of tree cutting work is to only be done under the supervision of an arborist. Also, a specific exemption includes "a dead, diseased or hazardous tree when certified as such by an individual designated or approved by the director	1. The application (includes contact information of the applicant, arborist hired by the owner, and of the contractor hired to carry out the conservation report, address where the tree exists, zoning, OP designation of property, purpose for which the permit is required 2. A tree conservation report as per the City's guidelines 3. a schedual of proposed works 4. payment 5. anything else requested by the General manager
<b>Exemptions</b>	Trees in woodlots, within buildings or structures, tree on tree farm, trees cultivated in orchard, dead, diseased or hazardous trees, emergency work, pruning, work by permitted authority, license issued under the Crown Forest Sustainability Act, surveying, Planning Act, condition of development permit, transmitter o distributor of electricity, pit or quarry licenses, pit or quarry land, trees on town streets	Removal of diseased, dead or imminently hazardous trees, pruning, pruning branches that interfered with utility conductors, emergency work, trees on rooftops or in interior courtyards, injure or destruction of tress in ravine protection areas	Waste disposal sites; dead, dying, or diseased trees; hazard trees; emergency work; order under Property Standards; pruning, utility corridors, indoor trees, tree in a nursery, for construction purposes	Pruning, removal of dangerous, dead or diseased, likely to cause damage to load bearing structures, trees located within the limits of a residential lot that existed and was developed prior to the passage of the by-law, trees located within structures such as a solarium, subject to the Planning Act, to maintain utilities or private water and sewer systems, within orchards, normal farm practice, golf course or cemetery, Aggregate Resources Act, activities undertaken following Federal Legislation, activities undertaken by a municipality, local board or C.A, under the Crown Forestry Sustainability Act, Electricity Act, Surveyors Act	Removal of diseased, dead or imminently hazardous trees, pruning, pruning branches that interfered with utility conductors, emergency work, trees on rooftops or in interior courtyards, injure or destruction of tress in ravine protection areas	A permit is not required if: 1) the number of trees being destroyed on a lot is less than 4 in one calendar year, 2) where the tree has a diameter less than 15cm or less, 3) for emergency work, 4)as a result of activities or matters undertaken by a governmental authority or a school board for the development of a school, 5) for the purposes of pruning a tree, 6) tress located on rooftop gardens, interior courtyards or solariums, 7) for trees on a nursery or golf course, 8) person under licensed under the Surveyors Act to engage in surveying, 9) for the purpose of satisfying a condition to a development permit or requirement of site plan, plan of subdivision 10) transmitter or distributor as defined by the Electricity Act	Statutory Exemptions from the Municipal Act AND Specific Exemptions: 1. a tree/trees on land less than 0.405 ha (1 acre) in size 2. a dead, diseased or hazardous tree 3. A damaged or destroyed tree that is an issue of public safety, following any man made or natural disaster, storm, high wind, floods, fire, snowfall or freeze 4.trees located within 5m of an occupied building 5. trees in a building envelope in which a building permit has been issued as per the building code 6. trees with a DBH less than 10cm	A tree permit is not required in the following circumstances: a) pruning is necessary to maintain the health and condition of the tree and is carried out in accordance with good arboricultural practices b) the tree isn't a distinctive tree and is located on property one hectare or less in area c) the tree is located in a bilding, a solarium, a rooftop garden or interior courtyard d) located in an actively managed, cultivated orchard, tree farm or plant nursery and is harvest for the purposes for which the tree was planted e) the injury or destruction is required as part of the operation of an existing cemetery or golf course f) the tree is an immediate treat to public healthy and safety g) is norma farm practice carried out as part of an agricultural operation by a farming business
<b>Delegated Responsibility</b>	Delegated Authority from the Commissioner to a Tree Preservation By-law Officer	Manager of Forestry and Cemetery Services	Tree Preservation Technical Coordinator	Director of Planning and Development	General Manager Parks, Forestry and Recreation	The Commissioner	Director of Enforcement but administered by the City's Senior Environmental Planner	The General Manager is the deligated authority. This means the General Manager of Planning and Growth Management of the Infrastrucure Services and Community Sustainability Department of the City of Authorized designates acting under his or her authority.

	Richmond Hill	Oakville	Markham	Kingston	Toronto	Mississauga	Kitchener	Ottawa
<b>Permit Conditions</b>	May include: the submission of a landscape plan or associated maintenance plan, replacement plantings or a cash-in-lieu (at 120% of the cost of replanting and maintaining the tree for two years), submission of a written undertaking and release letter, under the supervision of an Arborist	May issue conditions: the requirement for planting of replacement tree(s) and satisfactory plans for tree preservation, if planting is not possible may take cash-in-lieu as part of the Towns Replacement Tree Planting Fund.	1) manner and timing of the tree injury or destruction, 2) qualifications of the persons authorized remove the tree, 3) requirement for replacement tree (s); 4) where replacement plantings are not possible on site may require replacement plantings at another location; 5) measures to mitigate the direct and indirect effects	The Director may place a number of conditions on the permit, included the type, size and number of replacement trees, date by which the replacement trees must be planted, cash-in-lieu, letter of credit, register agreements on title, requirement for a tree protection plan, timing and destruction of trees,	Permits to destroy trees are subject to replacement of trees or cash-in-lieu (\$583 per tree)	Conditions may be issued which include: 1) erection of tree protection fencing, 2) Replacement trees may be required 3) Letters of credit may be applied 4) satisfactory plans for tree preservation and replanting	A permit may be subject to conditions imposed by the director, which may include requirements for: 1. landscape or restoration plans and associated maintenance plans 2. requiring that replacement trees be planted 3. the undertaking of tree cutting work only under the supervision of an arborist 4. the manner and timing in which injurt is to occur 5. the species, number, size and location of trees	May impose conditions, that aren't limited to: any condition recommended by an arborist, in arrodiance with good arboricultural practives, tree protection for retained trees, manner and timing of the injury or destruction, requirement for replacement planting (including the species, size location and timing of replacement trees)
<b>Notice - Posting of Permits</b>	Yes, required to be posted	Notification form is required when the number o trees to be removed is 4 or less between 20cm and 76cm at least 24 hours prior to removal, also require for removal of hazard trees, no fee required for the submission of notification form - Permit must be clearly visible on lot during removal	Not specified	Must be posted prior to removal work commencing.	Yes, posted for no less than 14 days	Permit must be securely posted on the lot where the tree removal is taking place - in a visible location and must be erected for the duration of the work taking place.	No posting requirements outlined in the by-law	Yes, permit requires to be posted in a prominent location clearly visible to the public for a period no less than 7 days prior to the action being undertaken and not less than 7 days following the action.
<b>Fees</b>	\$150 for first tree plus \$50 for each additional tree to a maximum of \$400 - fee may be waved it applicant demonstrates they are living below the low-income cut-off.	\$100 per tree for non-construction related applications and \$300 per tree related to a construction application (includes, OPA, plans of subdivision, site plan control, minor variance, consent and building permits) no fees required if related to Toronto Community Housing Corporation, Habitat for Humanity, recognized not for profit housing organizations, owners living below the low-income cut off as determined by Stats Canada	Currently the City is not charging any fees. When the by-law was initially adopted, there were fees associated, but the public members and councillors weren't in agreement with them so they dropped the fee. Most trees removed are hazards or part of the building permits, so thats how they are captured. He believes that they could be collecting fees for removals that aren't captured under these headings.	For a tree permit: 1-5 Trees = \$77.25, 6-15 trees = \$154.50, More than 15 trees = \$309.00. Review/inspection more than 3 hours = \$51.50/hr	Permit Applications are \$100 per tree for Non-Construction related applications; \$300 per tree for Construction-related applications. We also require submission of an Arborist Report, and have a mandatory tree replacement factor as well. The 2009 fees essentially met our Revenue expectation. As identified in our Operating Budget. Approx \$600,000 recovery of staff salary; but certainly not the full budget.	Tree Removal Permit: \$305: For the removal of five (5) trees, each with a diameter greater than 15 cm (6 in) plus \$68 for each additional tree with a diameter greater than 15 cm (6 in) to a maximum of \$1,365.	Tree Conservation Permit - \$100, Tree Conservation Permit with Conditions - \$50, Tree Conservation Permit Renewal - \$50	Tree Permit - \$100
<b>Fines</b>	Minimum \$300.00, continuing offence \$500/day to a max of \$10,000, total fines cannot exceed \$100,000	Minimum is \$500 to a maximum of \$100,000, in case of continuing or multiple offences to a maximum of \$10,000 per offence to a total maximum of 100,000	A minimum fine for an offence is \$500 and the maximum fine is \$100,000. In the case of a continuing offence	First conviction \$10,000 or \$1,000 per tree, subsequent convictions \$25,000 or \$2,500 per tree, if a corporation contravenes the by-law the cost is \$50,000 or \$5,000 per tree and subsequent convictions are \$100,000 or \$10,000 per tree, whichever is greater	Minimum \$500 per tree to a maximum of \$100,000 or a special fine of \$100,000	First conviction not more than \$10,000 or \$1,000 per tree on any subsequent convictions the fine cannot be more than \$25,000 or \$2,500 per tree- however where the convicted person is a corporation first conviction to a max of \$50,000 or \$5,000 per tree and subsequent convictions to a max of \$100,000 or \$10,000per tree	On first conviction, to a fine not exceeding \$50,000 and on any subsequent conviction, to a fine not exceeding \$100,000	Minimum of \$500 and a maximum of \$100 000. Continuing offences min. \$500, max. \$10 000 with a total of daily fines not limited to \$100 000

**135 (12) Municipal Act  
Exemption from by-law**

- [\(12\)](#) A by-law passed under this section does not apply to,
- (a) activities or matters undertaken by a municipality or a local board of a municipality;
  - (b) activities or matters undertaken under a licence issued under the *Crown Forest Sustainability Act, 1994*;
  - (c) the injuring or destruction of trees by a person licensed under the *Surveyors Act* to engage in the practice of cadastral surveying or his or her agent, while making a survey;
  - (d) the injuring or destruction of trees imposed after December 31, 2002 as a condition to the approval of a site plan, a plan of subdivision or a consent under section 41, 51 or 53, respectively, of the *Planning Act* or as a requirement of a site plan agreement or subdivision agreement entered into under those sections;
  - (e) the injuring or destruction of trees imposed after December 31, 2002 as a condition to a development permit authorized by regulation made under section 70.2 of the *Planning Act* or as a requirement of an agreement entered into under the regulation;
  - (f) the injuring or destruction of trees by a transmitter or distributor, as those terms are defined in section 2 of the *Electricity Act, 1998*, for the purpose of constructing and maintaining a transmission system or a distribution system, as those terms are defined in that section;
  - (g) the injuring or destruction of trees undertaken on land described in a licence for a pit or quarry or a permit for a wayside pit or wayside quarry issued under the *Aggregate Resources Act*; or
  - (h) the injuring or destruction of trees undertaken on land in order to lawfully establish and operate or enlarge any pit or quarry on land,
    - (i) that has not been designated under the *Aggregate Resources Act* or a predecessor of that Act, and
    - (ii) on which a pit or quarry is a permitted land use under a by-law passed under section 34 of the *Planning Act, 2001, c. 25, s. 135 (12)*; 2002, c. 17, Sched. A, s. 27 (3, 4).

[136.-138.](#) Repealed: 2006, c. 32, Sched. A, s. 72.

THE CORPORATION OF THE CITY OF GUELPH

By-law Number

A by-law to regulate the destruction or injuring of trees.

WHEREAS sections 9 and 10 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended or replaced from time to time, provide that a municipality has broad authority, including the authority to pass by-laws respecting the economic, social and environmental well-being of the municipality;

AND WHEREAS section 135 of the *Municipal Act* provides that a local municipality may regulate the destruction or injuring of trees;

AND WHEREAS Part XIV (Enforcement) of the *Municipal Act* provides methods for a municipality to enforce its by-laws;

AND WHEREAS trees within the City are recognized for the economic, social and environmental benefits they provide such as increased aesthetic and property values, shade, contributions to physical and psychological well-being, maintenance and enhancement of water quality, prevention of soil erosion and water run-off, wildlife habitat, local climate moderation and improved air quality.

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

Part I – Definitions

1. As used in this by-law, the following terms shall have the meanings indicated:

**“Applicant”** means an Owner of a tree who, pursuant to this by-law, applies for a Permit;

**“Application”** means an application pursuant to this by-law for a Permit;

**“Application Fee”** means the fee, in effect from time to time, required in connection with the submission of an Application;

**“Arborist”** means an expert in the care and maintenance of trees and includes a certified arborist qualified by the International Society of Arboriculture, a consulting arborist registered with the American Society of Consulting Arborists, a registered professional forester as defined in the *Professional Foresters Act, 2000*, S.O. 2000, c. 18, as amended or replaced from time to time, or a person with other similar qualifications as approved by an Inspector;

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**“Certificate of Exemption”** means a certificate by an Owner, pursuant to this by-law, that one or more exemptions from the requirement for a Permit apply;

**“City”** means The Corporation of the City of Guelph;

**“Council”** means the council of the City;

**“DBH”** means diameter of a tree, outside the bark, at breast height, where breast height is measured from the existing grade of the ground adjoining the base of the trunk:

- (v) for a trunk rising straight and vertically from ground with a horizontal grade, 1.4 metres above that grade;
- (vi) for a trunk rising straight and non-vertically from ground with a horizontal grade, 1.4 metres along the centre axis of the trunk from that grade;
- (vii) for a trunk rising straight and vertically from ground with a non-horizontal grade, 1.4 metres along the centre axis of the trunk from that grade; and
- (viii) for a trunk rising unstraight, 1.4 metres along the centre axis of the trunk from that grade;

and where diameter is:

- (iv) for a tree with a single trunk, the diameter of that single trunk;
- (v) for a tree with two or three trunks, the total diameter of those two or tree trunks; and
- (vi) for a tree with more than three trunks, the total diameter of the three trunks with the greatest diameters;

**“Destroy”** means remove, ruin, uproot or kill a tree, whether by accident or by design, and whether by cutting, burning, girdling, interfering with its water supply, applying chemicals, puncturing, or compacting, regrading or resurfacing within its drip line, but does not include Maintenance Pruning, and “Destruction” has the corresponding meaning;

**“Entry By-law”** means the City’s Power of Entry By-law, being By-law Number (2009)-18776, as amended or replaced from time to time;

**“Hoarding”** means a fence or similar structure used to enclose land in order to protect trees or other vegetation;

**“Injure”** means cause, whether by accident or by design, lasting damage or harm to a tree, which has or is likely to have the effect of inhibiting or terminating its growth, whether by cutting, burning, girdling, interfering with its water supply, applying chemicals, puncturing, or compacting, regrading or resurfacing within its drip line, but does not include Maintenance Pruning, and “Injury” has the corresponding meaning;

**“Inspector”** means the City’s Director of Community Design and Development Services, the City’s Director of Operations or any person designated by either of them or by the City to enforce this by-law;

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**“Institution”** means an Owner of a large parcel of land used for cemetery, university, golf course or similar institutional or commercial uses;

**“Landscaping, Replanting and Replacement Plan”** means a plan which identifies the location, species and size of existing trees, trees to be planted or replaced and other landscaping elements on land and provides details regarding planting methodology and timing;

**“Lot”** means a parcel of land comprising all contiguous land owned by the same registered Owner;

**“Maintenance Pruning”** means the pruning or removal of tree branches in accordance with good arboricultural practice, limited to the appropriate removal of no more than one-third of the live branches of the tree, in order to maintain the health of the tree;

**“Owner”** means the person having any right, title, interest or equity in the land where a tree is located, or any such person’s authorized representative; a boundary tree may have multiple Owners; and

**“Permit”** means a permit to Destroy or Injure a tree, issued pursuant to this by-law.

## Part II – Protection of Regulated Trees

2. (1) For the purposes of this by-law, a **“Regulated Tree”** means a specimen of any species of deciduous or coniferous growing woody perennial plant, supported by a single root system, which has reached, could reach or could have reached a height of at least 4.5 metres from the ground at physiological maturity, and:
  - (iii) if located on a Lot less than or equal to 0.2 hectares (0.5 acres) in size, has a DBH of at least 20 cm.; and
  - (iv) if located on a Lot larger than 0.2 hectares (0.5 acres) in size, has a DBH of at least 10 cm.;provided that, in a case where a tree has been Destroyed or Injured and part or all of the remaining stump or stumps is or are too short for the DBH to be measured, the relevant DBH shall be extrapolated from the remaining trunk or trunks.
- (2) Except as provided in this by-law, no person shall, within the geographic limits of the City, Destroy or Injure, or cause or permit the Destruction of or Injury to, any Regulated Tree.
- (3) Notwithstanding subsection (2) of this section 2, a person may Destroy or Injure, or cause or permit the Destruction of or Injury to, a Regulated Tree in compliance with a Permit.

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- (4) If there is doubt as to whether a specific tree is a Regulated Tree or not, the Owner of the tree may request a determination and an Inspector may provide a written determination as to whether, on the date of the determination, the tree is a Regulated Tree or not.

### Part III – Statutory non-application of the by-law

3. This by-law does not apply where there is a conflict with Provincial legislation. Therefore this by-law does not apply:
- (d) to the activities or matters or the Destruction or Injuring of trees described in subsection 135(12) of the *Municipal Act*;
  - (e) to restrict the Destruction and Injuring of trees which constitute a normal farm practice carried on as part of an agricultural operation, as so determined by the Normal Farm Practices Protection Board, pursuant to the *Farming and Food Production Protection Act, 1998*, S.O. 1998, c. 1, as amended or replaced from time to time; or
  - (f) to the Destruction or Injuring of trees pursuant to a forestry development agreement pursuant to, or deemed to be pursuant to, the *Forestry Act*, R.S.O. 1990, c. F.26, as amended or replaced from time to time, or measures to prevent, retard, suppress, eradicate or destroy an infestation by a forest tree pest, taken by an officer pursuant to the said Act.

### Part IV – Permit exemptions

4. (1) Subject to subsections (2) and (3) of this section 4, the Destruction or Injury of a Regulated Tree is exempt from the requirement for a Permit if the Regulated Tree is:
- (o) A tree having no living tissue, having 70% or more of its crown dead, or being infected by a lethal pathogen;
  - (p) A tree which is imminently hazardous to people or property;
  - (q) A tree certified by a building inspector or engineer as causing structural damage to a drain, load-bearing structure or roof structure;
  - (r) A specimen of *Rhamnus cathartica* (Common buckthorn), *Rhamnus frangula* (European or Glossy buckthorn), *Alnus glutinosa* (Black alder), *Elaeagnus umbellata* (Autumn olive) or *Morus alba* (White mulberry);
  - (s) A tree located on a rooftop or elevated podium, or in an interior courtyard or solarium, and likely to cause damage;
  - (t) A tree growing in contaminated soil and, by its presence, preventing remediation of the contaminated soil, where proof of remediation efforts is provided to the City;
  - (u) A tree intended to be managed or clipped on an annual or biannual basis, including, but not limited to, foundation shrubbery, clipped hedges and fruit trees that produce fruit for human consumption;
  - (v) A tree which is part of:

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- (iv) a tree nursery business where trees are planted, cultivated and harvested for the purpose of live tree sales;
  - (v) a Christmas tree plantation business where coniferous trees are planted, cultivated, maintained and harvested for Christmas celebration purposes; or
  - (vi) a cultivated orchard business where fruit or nut trees are grown and maintained specifically for the harvesting of their fruit or nuts; or
- (w) A tree at an Institution.
- (2) An Owner may claim one or more exemptions set out in subsection 1 of this section 4 and may, without a Permit, Destroy or Injure, or cause or permit the Destruction or Injury of, the Owner's exempted Regulated Tree or Trees, provided that:
- (a) The Owner submits to an Inspector, at least five (5) business days before such planned Destruction or Injury, a Certificate of Exemption; and
  - (b) The Inspector does not object to the Certificate of Exemption within the five (5) business days.
- (3) The Certificate of Exemption shall contain the following information relating to each Regulated Tree proposed for Destruction or Injury:
- (a) The name and contact information of the Owner;
  - (b) A location map;
  - (c) A photograph;
  - (d) The number of Regulated Trees;
  - (e) The size of the lot upon which the Regulated Tree or Trees is or are located;
  - (f) The DBH;
  - (g) The species;
  - (h) The health (for example, on a scale of good, fair or poor) and whether tree disease is present;
  - (i) The canopy structure;
  - (j) The reason for the Destruction or Injury; and
  - (k) The exemption or exemptions set out in subsection (1) of this section 4 which the Owner certifies is or are applicable.
- (4) If an Inspector objects to a Certificate of Exemption within the five (5) business days provided, then the Owner is not permitted to Destroy or Injure, or cause or permit the Destruction or Injury of, the Regulated Tree or Trees. However, the Owner may apply for a Permit pursuant to this by-law.

#### Part V – Application for Permit

5. (1) If an Owner wishes to Destroy or Injure one or more of the Owner's Regulated Trees or wishes to undertake an activity which might Destroy or



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Injure one or more of the Owner's Regulated Trees, and if none of the exemptions set out in this by-law are applicable, then the Owner shall submit to an Inspector the Application Fee and an Application containing the following information in respect of each such Regulated Tree:

- (i) the name and contact information of the Applicant;
  - (j) the names and contact information, and written permission, of all other Owners;
  - (k) a plan (or, where applicable, a plan of survey) and photograph, showing the location, species, size and condition of each Regulated Tree;
  - (l) the purpose for which the Permit is sought and the nature of the proposed or possible Destruction or Injuring;
  - (m) where appropriate, a written evaluation by an Arborist of the condition of the Regulated Tree;
  - (n) where appropriate, a tree protection plan identifying the location, species and size of trees on the land and providing tree protection measures, including barriers and Hoarding, to be implemented to protect trees that are to be retained; and
  - (o) where appropriate, Landscaping, Replanting and Replacement Plans.
- (2) No person shall provide false or misleading information on or in support of an Application.
- (3) Submission of an Application shall constitute the granting of permission for the City to enter on the Applicant's land for purposes of this by-law.
- (4) When an Applicant has paid the Application Fee and provided such other information and material as required by an Inspector, the Inspector shall provide the Applicant with a written notice which the Applicant shall post on the land where the Regulated Tree or Trees is or are located. The notice shall be posted in such a manner and form, subject to the satisfaction of the Inspector, that it is visible and legible to passers-by and shall remain posted until the Destruction, Injury or activity is completed.

#### Part VI – Issuance of Permits

6. In deciding whether or not to issue a Permit, an Inspector shall consider:
- (k) the species of each Regulated Tree, and particularly whether it is native to the area, is considered regionally or locally significant or is an endangered species or threatened species as defined in the *Endangered Species Act, 2007, S.O. 2007, c. 6*, as amended or replaced from time to time, or in the *Species at Risk Act, S.C. 2002, c. 29*, as amended or replaced from time to time;
  - (l) the condition of the Regulated Tree;
  - (m) the location of the Regulated Tree;

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- (n) the protection and preservation of ecological systems and their functions, including the protection and preservation of native flora and fauna;
  - (o) erosion, flood control and sedimentation of watercourses;
  - (p) the submissions of such persons or agencies as the Inspector may consider necessary to confer with for the proper review of the Application;
  - (q) the presence, within the Regulated Tree, of breeding birds as contemplated in the *Migratory Birds Convention Act, 1994, S.C. 1994, c. 22*, as amended or replaced from time to time;
  - (r) the City's Official Plan and related tree protection and replacement guidelines as may be in place from time to time; and
  - (s) any other legislation that may apply or approvals that may be required.
7. In issuing a Permit, the Inspector may make the Permit subject to such conditions as the Inspector may consider necessary, including (but not restricted to) any one or more of the following requirements:
- (h) that the Destruction or Injury occurs in a specified manner;
  - (i) that one or more replacement trees with DBH equal to or greater than the DBH of the Destroyed tree or trees be planted and maintained to the satisfaction of the Inspector in accordance with Landscaping, Replanting and Replacement Plans approved by the Inspector;
  - (j) that if replacement planting is not required (for example because it is not achievable on the subject land), it be substituted by a payment of cash in lieu in an amount equal to 120% of the estimated cost of replacing the tree or trees with a tree or trees with DBH equal to the DBH of the Destroyed tree or trees, and of maintaining the tree or trees for a period of two years;
  - (k) that if the land is not subject to site plan approval, the Applicant provides a written undertaking, release and security to ensure that replacement planting is carried out and maintained in accordance with Landscaping, Replanting and Replacement Plans approved by the Inspector;
  - (l) that the Destruction or Injuring only be carried out by or under the supervision of an Arborist;
  - (m) that the tree or trees to be retained be protected in accordance with good arboricultural practices; and
  - (n) that specified measures be implemented to mitigate the direct and indirect effects of the Destruction or Injuring on other nearby trees, land, water bodies or natural areas.
8. (1) In issuing a Permit, the Inspector shall issue the Permit to the Applicant and provide copies of the Permit to any other Owners.
- (2) Following issuance of a Permit, the Applicant shall immediately post a copy of it in a conspicuous place on the land where the Regulated Tree is located,

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and shall ensure that it remains so posted until the Destruction, Injuring or other related activities are complete.

- (3) A Permit is and remains the property of the City and may not be transferred except with the approval of an Inspector.
  - (4) An Inspector may revoke a Permit if it was issued based on false or misleading information or if the Applicant fails to comply with any condition attached to the Permit or any provision of this by-law.
  - (5) A Permit shall expire ninety (90) days after its issuance, unless, at least thirty (30) days before that expiry, the Applicant applies to the Inspector and before that expiry the Inspector grants a onetime extension of ninety (90) days.
9. (1) If an Inspector refuses to issue a Permit, or if an Applicant objects to a condition attached to a Permit by an Inspector, the Applicant may appeal to Council through the City's Community Development and Environmental Services Committee. Such appeal shall be made by written notice received by the Inspector within seven (7) days after the date of the refusal or the issuance of the conditional Permit, as the case may be.
- (2) Upon considering the appeal, Council may recommend that the Inspector refuse the Permit, issue the Permit or issue the Permit upon such conditions as Council considers appropriate.

#### Part VII – Entry and inspection

10. (1) The Entry By-law shall apply to activities under this by-law and for purposes of the Entry By-law, each Inspector shall be interpreted as an "Officer" and a Permit shall be interpreted as a "licence".
- (2) For the purposes of this by-law, the City may enter upon land at any reasonable time.

#### Part VIII – Orders and remedial actions

11. If an Inspector confirms, after making an inspection, that there has been a contravention of this by-law (including of an order or a condition of a Permit made pursuant to this by-law) then he or she may make an order requiring the person who contravened it (including the Owner or, if applicable, a contractor of the Owner) to discontinue the activity and/or to do work to correct the contravention at the Owner's expense.
12. (1) If a person is required, under an order pursuant to this by-law, to do a matter or thing, then in default of it being done by the person so required to do it, the matter or thing may be done at the person's expense under the direction of an Inspector.

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- (2) The City may recover the costs of doing a matter or thing under subsection (1) of this section 12, from the person required to do it, by adding the costs to the tax roll for the subject land and collecting them in the same manner as property taxes.
  - (3) The amount of the costs mentioned in subsection (2) of this section 12, including interest, shall constitute a lien on the subject land upon the registration, in the proper land registry office, of a notice of lien.
  - (4) The lien mentioned in subsection (3) of this section 12 shall be in respect of all costs that are payable at the time the notice is registered plus interest accrued to the date payment is made.

13. (1) An order under this by-law may be served:

- (e) personally, in which case it shall be deemed to have been served on the date of that personal service;
  - (f) by email, in which case it shall be deemed to have been served on the date of that email;
  - (g) by facsimile transmission, in which case it shall be deemed to have been served on the date of that facsimile transmission;
  - (h) by sending it by prepaid ordinary mail to the last known address of the person being served, in which case it shall be deemed to have been served on the fifth day after the date it was mailed; or
  - (i) by placing a placard containing the provisions of the order in a conspicuous place on the land where the Regulated Tree or Trees are or were located, in which case the order shall be deemed to have been served on the date of such placement, and such placement shall constitute sufficient service of the order on the Owner and any other person to whom it may be directed.
- (2) An order shall be served upon the Owner and upon, if known, any other person responsible for the Destruction or Injury of the Regulated Tree or Trees.
  - (3) No person shall remove or deface the placard provided for in subsection (1) of this section 13, except with the prior consent of an Inspector.

#### Part IX – Enforcement

14. (1) Any person who contravenes or who causes or permits a contravention of any provision of this by-law, an order issued under this by-law or a condition of a Permit, is guilty of an offence.

(2) Any director or officer of a corporation who concurs in the contravention of this by-law by the corporation is guilty of an offence.

(3) If a contravention of any provision of this by-law, an order issued under this by-law or a condition of a Permit occurs, the contravention is presumed to have been

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committed by the Owner of the land on which the contravention occurred unless otherwise proven by the Owner.

15. (1) All contraventions of any provision of this by-law, any order issued under this by-law or any condition of a Permit are designated as multiple offences and continuing offences, pursuant to subsection 429(2) of the *Municipal Act*. A multiple offence is an offence in respect of two or more acts or omissions each of which separately constitutes an offence and is a contravention of the same provision of this by-law and, for greater certainty, when multiple trees are destroyed or injured, the destruction or injury of each tree is a separate offence.

(2) If an order or Permit issued under this by-law has not been complied with, the contravention of the order or Permit shall be deemed to be a continuing offence for each day or part of a day that the order or Permit is not complied with.

16. (1) A person convicted of an offence under this by-law is liable to a fine of not less than \$500.

(2) A person convicted of an offence under this by-law is liable:

(c) on a first conviction, to a fine of not more than \$10,000 or \$1,000 per tree to a maximum of \$100,000, whichever is greater; and

(d) on any subsequent conviction, to a fine of not more than \$25,000 or \$2,500 per tree to a maximum of \$100,000, whichever is greater.

(3) Where the person convicted of an offence under this by-law is a corporation:

(c) the maximum fine in clause (2)(a) of this section 16 is \$50,000 or \$5,000 per tree to a maximum of \$100,000, whichever is greater; and

(d) the maximum fine in clause (2)(b) of this section 16 is \$100,000 or \$10,000 per tree to a maximum of \$100,000, whichever is greater.

(4) In the case of a continuing offence, for each day or part of a day that the offence continues, the minimum fine shall be \$500 and the maximum fine shall be \$10,000 and the total of all daily fines for the offence is not limited to \$100,000.

(5) In the case of a multiple offence, for each offence included in the multiple offences, the minimum fine shall be \$500 and the maximum fine shall be \$10,000 and the total of all fines for each included offence is not limited to \$100,000.

(6) On conviction of an offence under this by-law, a person is liable to a special fine in accordance with paragraph 429(2)(d) of the *Municipal Act*. The amount of the special fine shall be the minimum fine as provided for in subsection (1) of this section 16, to which may be added the amount of economic advantage or gain that the person has obtained or can obtain from the contravention of any provision of this by-law, any order issued under this by-law or any condition of a Permit. Pursuant to paragraph 429(3)1 of the *Municipal Act* a special fine may exceed \$100,000.

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17. Upon conviction for an offence under this by-law, in addition to any other remedy and to any penalty imposed by this by-law, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may make an order:

- (c) prohibiting the continuation or repetition of the offence by the person convicted; and
- (d) requiring the person convicted to correct the contravention in the manner and within the period that the court considers appropriate, which correction may include:
  - (i) the planting or replanting of any tree or trees Destroyed or Injured or the planting of any replacement tree or trees in a specified location and within a specified period of time; and
  - (ii) the application of any silvicultural treatment that may be necessary to establish or re-establish the tree or trees or replacement tree or trees.

Part X – General

18. Council delegates to the Inspectors the authority to carry out their activities as set out in this by-law.

19. This by-law shall not be interpreted as exempting any person from the requirement to comply with any other City by-law. In the event of conflict between the provisions of this by-law and any other City by-law, the provisions which are more protective of trees shall apply.

20. In this by-law, words importing the singular number shall include the plural, words importing the plural shall include the singular number, words importing the masculine gender shall include the feminine, and words importing the feminine gender shall include the masculine, unless the context requires otherwise.

21. If a court of competent jurisdiction declares any provision or provisions or part or parts of any provision or provisions of this by-law to be invalid, illegal, unenforceable or of no force and effect, it is the intention of Council in enacting this by-law that the remainder of the by-law shall continue in force and be applied and enforced in accordance with its terms to the fullest extent possible according to law.

22. The short title of this by-law is the "Private Tree Protection By-law".

23. By-law Number (1986) – 12229 is hereby repealed.

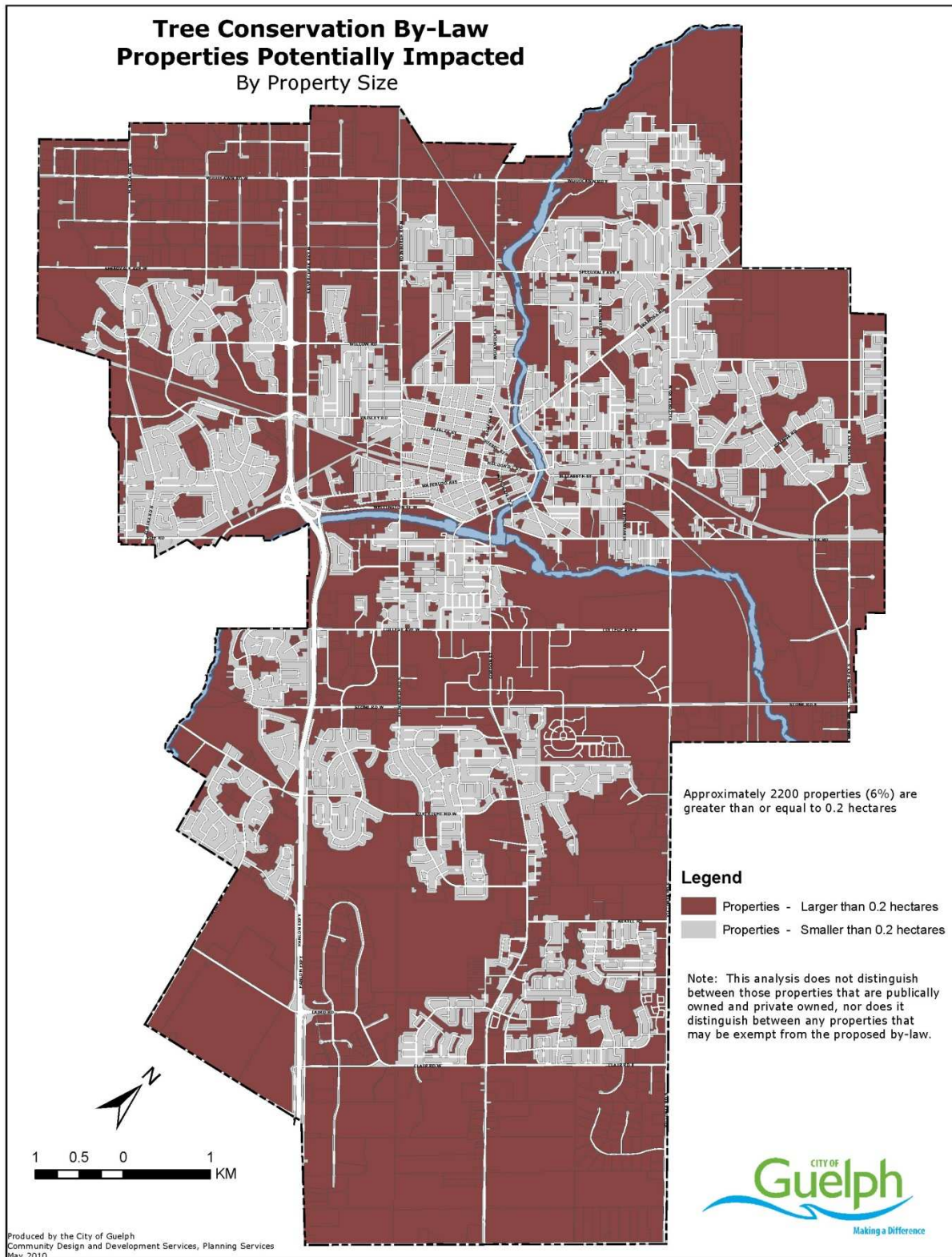
24. This by-law shall come into force and take effect on \_\_\_\_\_ .

PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ , 2010.

\_\_\_\_\_  
KAREN FARBRIDGE – MAYOR

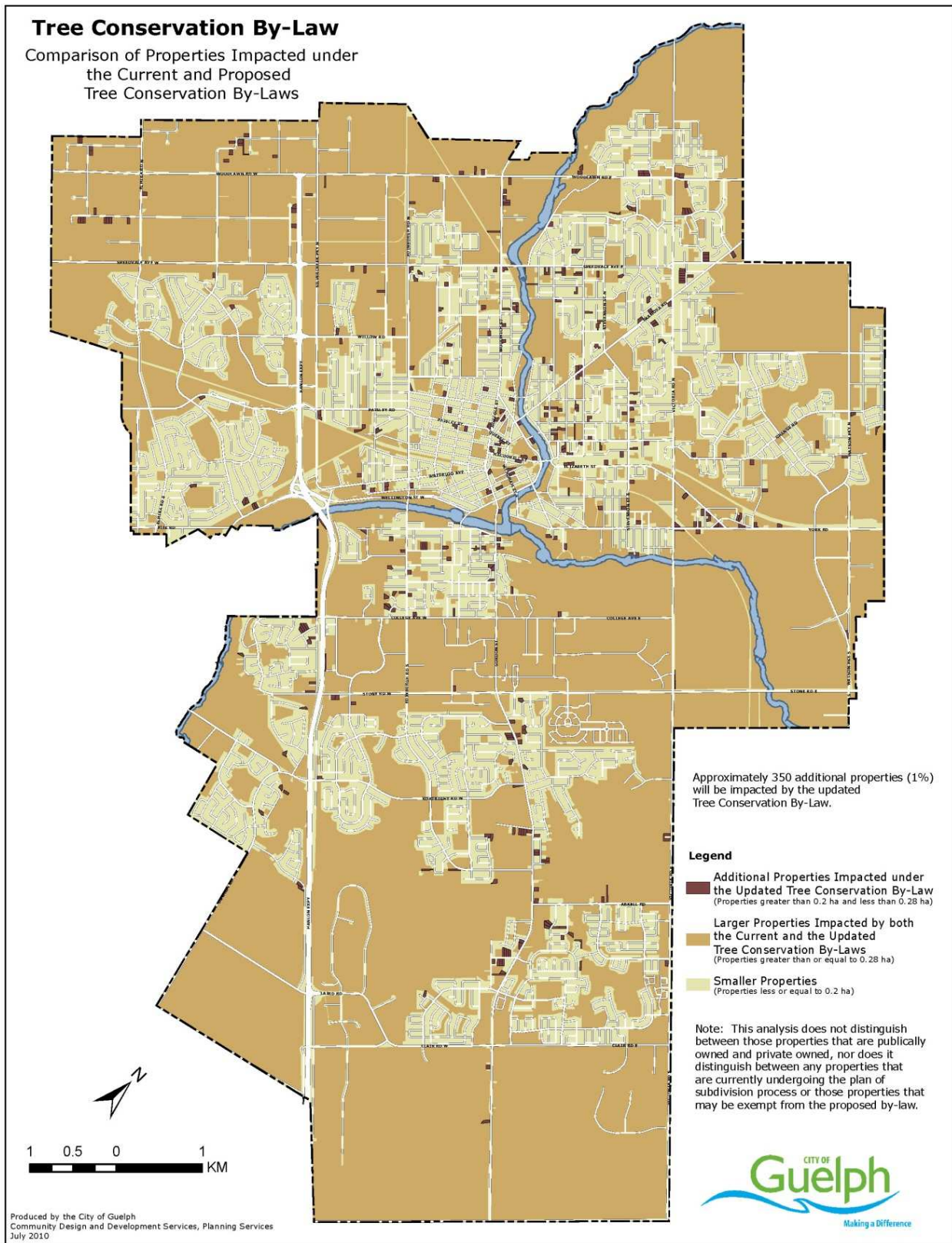
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LOIS A. GILES – CITY CLERK

## Appendix G – Properties Potentially Impacted



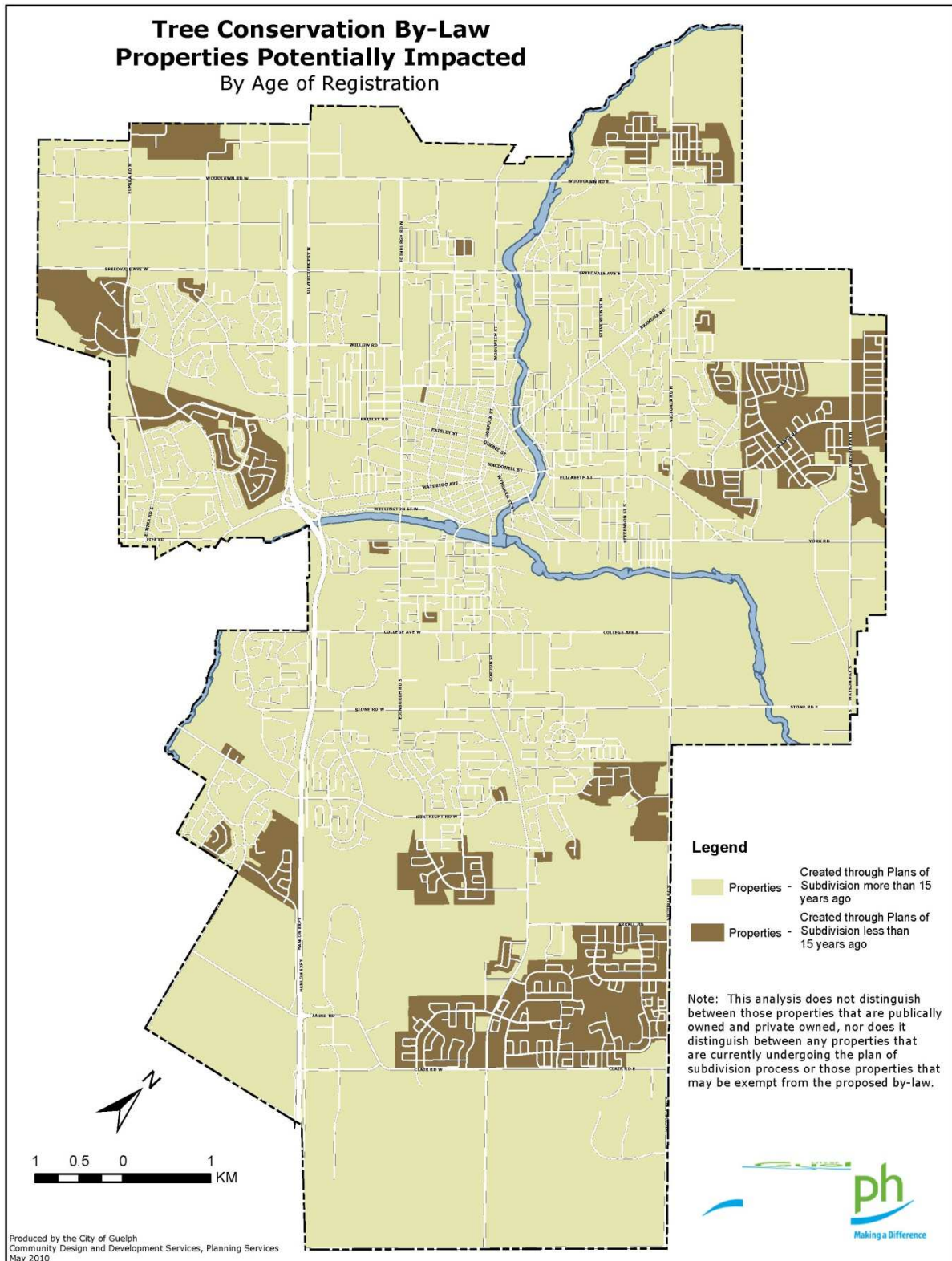


# Appendix H – Additional Large Lots Impacted by the Updated Tree By-law





Appendix I – Subdivisions Registered within the last 15 years



Appendix J - Comparison Chart – Current and Updated By-law

	Current By-Law (1986)	Proposed Updated By-Law (2010)
Definitions	<p>Defines Tree and Christmas Tree(s).</p> <p>Any deciduous or coniferous growing tree that has a minimum height of 4.5 metres and a minimum diameter of 75 millimetres at a point one metre above the ground level.</p>	<p>Provides a comprehensive list of definitions.</p> <p>Expands the definition of Regulated Tree to include: A specimen of any species of deciduous or coniferous growing woody perennial plant, supported by a single root system, which has reached, could reach or could have reached a height of at least 4.5 metres from the ground at physiological maturity, and:</p> <ul style="list-style-type: none"> <li>i) If located on a Lot less than or equal to 0.2 hectares (0.5 acres) in size, has a DBH of at least 30cm.; and</li> <li>ii) If located on a Lot larger than 0.2 hectares (0.5 acres) in size, has a DBH of at least 10cm.</li> </ul>
Exemptions	<ul style="list-style-type: none"> <li>a) Corporation of the City of Guelph</li> <li>b) Ontario Hydro</li> <li>c) Highways or open road allowances</li> <li>d) Tree on lots less than 30,000 square feet</li> <li>e) Need to be removed for the purposes of demolishing a structure or building subject to a permit issued under the Building Code Act</li> <li>f) Trees planted for production of Christmas trees</li> <li>g) Ontario Land Surveyor</li> <li>h) Land owned by Her Majesty the Queen in Right of the Province or in the Right of the Dominion of Canada</li> <li>i) Lands owned by the University of Guelph</li> <li>j) Guelph Cemetery Commission, the Roman Catholic Episcopal Corporation, Diocese of</li> </ul>	<ul style="list-style-type: none"> <li>(x) a tree having no living tissue, having 70% or more of its crown dead, or being infected by a lethal pathogen, fungus or insect (e.g. Emerald Ash Borer or Asian Longhorned Beetle), and where required, a certificate confirming the need for removal has been issued by an arborist and submitted to the Inspector;</li> <li>(y) a tree which is imminently Hazardous to people or property, and where required, a certificate confirming the need for removal has been issued by an arborist and submitted to the Inspector;</li> <li>(z) a tree certified by a building inspector or engineer as causing structural damage to a drain, load-bearing structure or roof structure;</li> <li>(aa) a specimen of Rhamnus cathartica (Common buckthorn), Rhamnus frangula (European or Glossy buckthorn), Alnus glutinosa (Black alder), Elaeagnus umbellata (Autumn olive) or Morus alba (White mulberry);</li> </ul>

	<p>Hamilton, used for cemetery purposes</p> <p>k) Removal of diseased or insect-infested trees in order to prevent contamination or infestation</p> <p>l) Removal of substantially damaged trees</p> <p>m) Removal of trees for access to trails and walkways</p> <p>n) Clearing or thinning of trees for the purposes of stimulating growth and improving quality of woodlots</p>	<p>(bb) a tree located on a rooftop or elevated podium, or in an interior courtyard or solarium, and likely to cause damage;</p> <p>(cc) a tree growing in contaminated soil and, by its presence, preventing remediation of the contaminated soil, where proof of remediation efforts in the form of an approved application for funding under the City's Brownfield Community Plan or an approved Ontario Ministry of the Environment remediation plan is provided to the City;</p> <p>(dd) a fruit tree that is capable of producing fruit for human consumption; A tree which is part of:</p> <p>(vii) a tree nursery business where trees are planted, cultivated and harvested for the purpose of live tree sales;</p> <p>(viii) a Christmas tree plantation business where coniferous trees are planted, cultivated, maintained and harvested for Christmas celebration purposes; or</p> <p>(ix) a cultivated orchard business where fruit or nut trees are grown and maintained specifically for the harvesting of their fruit or nuts; or</p> <p>(ee) a tree on lands owned by the University of Guelph where tree removal is for scientific and educational purposes and is in compliance with the University's Campus Master Plan, as amended from time to time, or the Arboretum Master Plan, as approved by the University Board of Governors and administrated by the Campus Landscape Advisory Committee or the Arboretum Management Committee.</p> <p>(ff) a tree on lands used for Institutional purpose, a golf course, a commercial or industrial properties where a Tree Management Plan has been submitted and approved by the Inspector;</p>
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		<p>(gg) a tree on lands owned by the Guelph Cemetery Commission or lands owned by the Roman Catholic Episcopal Corporation, Diocese of Hamilton, used for cemetery purposes;</p> <p>(hh) a tree on lands actively operated for a railway within 5 metres of a railway track or yard;</p> <p>(ii) Emergency Work; and</p> <p>(jj) a tree lands owned by the Grand River Conservation Authority.</p>
Process	Written approval required from the City Engineer	<ol style="list-style-type: none"> <li>1) Application for permit</li> <li>2) Issuance of Permit (with or without conditions)</li> <li>3) Posting of notice</li> <li>4) Expiry</li> <li>5) Appeal Process</li> </ol>
Fees	No Fee	\$122
Administrator	City Engineer	Executive Director of Planning, Engineering and Environmental Services, the Executive Director, Operations and Transit or a designate
Fines	Not less than \$500 and not more than \$2000.00	In conformance with the Municipal Act \$500-\$100,000 or greater
Additional Sections		<ul style="list-style-type: none"> <li>• Entry and Inspection</li> <li>• Orders and Remedial Actions</li> <li>• Enforcement</li> </ul>

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## Appendix K – Financial Implications Summary

### Number of Permits

Staff have estimated the potential number of permits based on permit numbers from the Building Department and in consultation with other municipalities. In 2009 the Town of Richmond Hill received approximately 210 permit applications; the Town of Markham received 600 permit applications. Other municipalities surveyed did not provide a response or did not have detailed information. Based the exemptions and inclusions of the by-law, staff are estimating the number of permits may be between 800 and 1000 per year. It is anticipated that a significant number of the building and pool permits issued yearly will have no impact on the Urban Forest; however at this time the City has no tree specific data to determine these impacts.

**Table 1. Summary of Building Permits Received in 2009 and Estimated Additional Tree Removal Permits**

<b>Types of Permits</b>	<b>Number</b>
Decks	227
Pools	93
Additions	73
Sheds	22
Detached/Attached Garages	25
Curb Cuts	201
Other (anticipated additional Tree permits)	200-400
<b>Total</b>	<b>841-1041</b>

### Fees

As indicated in the Best Practices Review, provided in the report, the fees associated with the permit applications varies by municipality. To determine the potential cost of the permit application a cost-recovery assessment was completed using the formula employed by Richmond Hill.

**Table 2. Forecasted Cost-Recovery Assessment per Permit Application**

<b>Staff Costs (\$37.95)</b>	<b>Time Required (hr)</b>	<b>Cost (\$/hr)</b>
Evaluation	1	\$37.95
Site Visit	1	\$37.95
Resident Calls	0.5	\$18.98
Admin staff, Supervisor Staff, Accounting, Communications	20% of Total	\$18.98
<b>Additional Costs</b>		
Transportation (average 16km @ \$0.50 per km)		\$8.00
<b>Total</b>		<b>\$121.86</b>

\*Salary based on top Environmental Planner rate in 2010

\*Chart does not include additional inquiry costs or cost of persecution

Based on the cost analysis staff are recommending that the fee for the permit applications be \$122.00. The City's Charges and Fees By-law will need to be amended to reflect this new fee.

Additional costs associated with staff time are likely to occur as a result of exemption requests and calls from residents regarding tree cutting. These costs have not been factored into the permit fee but will need to be considered.

**Table 3. Tree By-law Exemption Inquiries**

<b>Staff Costs</b>	<b>Time Required</b>	<b>Hourly Rate</b>	<b>Cost (\$/hr)</b>
Evaluation	0.5	\$37.95	\$18.98
Resident Call/Email	0.5	\$37.95	\$18.98
Supervisory Staff, Accounting	(20% of total)		\$7.59
<b>Total</b>			<b>\$45.54</b>

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**Table 4. Staff Time Associated with Residents Reporting Tree Cutting**

<b>Staff Costs</b>	<b>Time Required</b>	<b>Hourly Rate</b>	<b>Cost</b>
By-law Officer	1	28.74	\$28.74
Number of Complaints per Year			
50			\$1,437.00
100			\$2,874.00
200			\$5,748.00

## NOTICE



### Community Workshop – Tree By-law Update

The community is invited to attend one of two workshops to discuss and provide input on proposed changes to Guelph's Tree By-law.

**Thursday, June 3 or Tuesday, June 8**

City Hall, 1 Carden St., Meeting Room C  
7–9 p.m.

#### **About the draft Tree By-law**

In addition to regulating trees 10 centimetres at breast height on lots larger than 0.2 hectares (0.5 acres), the updated draft by-law proposes to regulate damage or removal of larger trees on smaller properties; trees 20 centimetres in diameter at breast height on lots less than 0.2 hectares (0.5 acres). The updated draft also includes a permit process, a list of exemptions, entry and inspection powers, enforcement measures and increased fines.

Following a presentation, participants will have an opportunity to discuss issues and provide feedback.

The draft Tree By-law is available at [guelph.ca/trees](http://guelph.ca/trees) or can be viewed at City Hall, 1 Carden Street. Comments will be received until June 18.

#### **For more information**

**Suzanne Young**

Environmental Planner  
Community Design and  
Development Services

T 519-837-5616 x 2356

E [suzanne.young@guelph.ca](mailto:suzanne.young@guelph.ca)

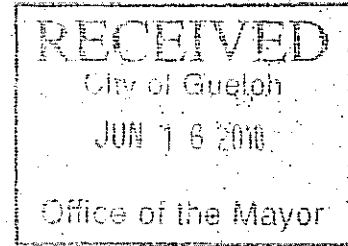
**Jessica McEachren**

Environmental Planner  
Community Design and  
Development Services

T 519-837-5616 x 2563

E [jessica.mceachren@guelph.ca](mailto:jessica.mceachren@guelph.ca)





June 14, 2010

Guelph City Hall  
1 Carden Street  
Guelph, Ontario  
N1H 3X3

Attention: Mayor Karen Farbridge and Members of Council

**Re: City of Guelph Draft Private Tree Protection By-law (Released May 27, 2010)**

Our Association attended the Open House and has reviewed the Draft of the "**Private Tree Protection By-law**." The GWDA feels very strongly that this by-law infringes on individual property owner rights and that the proposed by-law will have a very negative impact on the economic well being of the City. Any attempt to exempt the City and institutional uses from this by-law brings into question the environmental leadership of the City. Our detailed comments are provided for your consideration prior to the approval of this By-law.

1. In many cases the application of this by-law will conflict with decisions made in terms of approved development rights by way of zoning approvals. Further to this, will the City compensate every landowner who cannot implement the zoning on their property due to the onerous requirements of this proposed new by-law?
2. Statutory exemptions should not require a Certificate of Exemption from the City. For example, when a Land Surveyor is required to remove a tree to survey a boundary. All exemptions should be simply exemptions with no written approval required from the City, similar to the current by-law.
3. This draft by-law is merely another "fee grab", resulting in another municipal department with more bureaucrats and more red tape. It will cause more time and more costs to process applications. This leads to less development and less tax revenue which results in more expensive housing. Somewhere this must stop. The City must realize the impact of their decisions.
4. Why is the By-law titled the "**Private Tree Protection By-law**?" Will government land and government projects be exempt from this by-law? This is an issue when the City of Guelph is an industrial developer and will be competing with private industrial developers who will potentially have to pay millions of dollars for "cash-in-lieu" of trees.

5. In the case where a tree limb or an entire tree is felled due to a storm, for example, can the limb or tree be removed immediately or is written approval required by the City prior to this being done? What if the tree or limb has fallen on a car, home, fence, or is blocking a public road or driveway?
6. If the City does not issue a Certificate of Exemption or a Permit and there is a resulting loss of property or personal injury is the City then liable?
7. Section 135 of the Municipal Act is the proper reference for the legislative authority for this by-law. Why are sections 9 and 10 of the Municipal Act also referenced in the By-law? Does the proposed by-law exceed the jurisdiction provided to municipalities under section 135 of the Municipal Act?
8. The requirement for a Certificate of Exemption is extremely onerous. How will the City cope with every property in the City including individual households being subject to this by-law and requiring a determination or Certificate of Exemption? As per the City's existing by-law, the exemptions should be listed in the by-law and if the property is exempt then no written confirmation from the City is required.
9. With respect to the "DBH" definition, there should be reference to a tree being supported by one root system.
10. The definition of "Destroy" refers to the killing of a tree "by accident". Does this include to a car accident, a fire, or flood etc. that may destroy a tree?
11. The definition of a "Landscaping, Replanting and Replacement Plan" should use consistent wording with the Tree Compensation and Planting Plan guidelines that the City is preparing. The definition should specifically refer to an Environmental Impact Study and Environmental Implementation Plan which includes a Tree Compensation Plan component and being required as a condition of a planning approval being exempt from this by-law.
12. This by-law punishes landowners who have been good stewards of their property and planted trees over the years.
13. The Lot definition including all adjacent land owned by the same owner is problematic. Different properties will have potentially different planning approvals and development rights.
14. Any report to Council **must** include the full cost to administer the proposed by-law. How much staff time will be required to hire certified arborists to make Determinations of whether trees are regulated trees pursuant to the by-law, whether Certificate of Exemptions should be issued and whether Permits could be required for virtually ever privately owned property in the City. In our opinion,

these tax dollars would be better spent by the City maintaining the existing municipal trees.

15. The proposed by-law will make existing zoned land potentially undevelopable. The land owner will be required to continue to pay property taxes based on the zoning on the full extent of the property even though the ability to develop the full site has been taken away from the landowner. Is the City willing to compensate landowners for the taxes they have been paying over the years for zoned land that, if this bylaw is approved, will not be developable?
16. In section 2.(4) will every tree to be removed on private property require a written determination by a City inspector to determine whether the tree is a regulated tree? If this written determination is not obtained prior to removal of the tree how can landowners protect themselves from future prosecution by the City even if they are clearly exempt from the By-law?
17. In section 3.(a) the actual wording of the Municipal Act must be included in the By-law so that it is clear to all what is exempt from the By-law. Will the City be requiring a Certificate of Exemption for the items that are listed as exempt from the By-law? If not, this should be specifically stated in the By-law.
18. In section 4.(1)(d) five specific species of trees are listed as being exempt from the Permit requirement. There should be wording in this section that also permits the removal of other invasive species as agreed to by the City prior to any removals.
19. In section 4.(1)(f) what constitutes "proof of remediation efforts" where there are contaminated soils?
20. In section 4.(1) (i) why is "A tree at an Institution" exempt from the Permit process? What is included in the definition of an institution?
21. Although a Permit is not required for some items, a Certificate of Exemption is still required. The exempted items should be clearly listed and a Certificate of Exemption should **not** be required.
22. The requirements in section 4.(3) for a Certificate of Exemption for each tree are extremely onerous both for an individual homeowner and for the landowner of a large property.
23. The reference to a regulated tree that is not 4.5 m high, but **might** grow to be 4.5 m high, must be deleted from the by-law. Only trees of a specific height or DBH should be regulated by the by-law.
24. The regulated tree size must be the same for all property areas. There is no rationale to have different standards for different property sizes.

25. In section 5(1) how does the City intend to define an activity which "might Destroy or Injure" a tree?
26. The requirements in section 5.(1) for a Permit for **each** tree are extremely onerous both for an individual homeowner and for the landowner of a large property.
27. In section 7(c) a requirement for a **"cash in lieu amount equal to 120% of the estimated cost of replacing the tree or trees with a DBH equal to the DBH of the Destroyed trees, and of maintaining the tree or trees for a period of two years."** The GWDA strongly objects to the inclusion of this in the proposed by-law. This will cost millions of dollars to implement and will result in the addition of huge costs to housing, commercial and industrial land making development in Guelph not financially viable in some circumstances.
28. Consider a landowner who would like to install a new pool. The cost to pay the "cash in lieu of trees" to the City could easily exceed the cost of the new pool for the homeowner.
29. In section 7 (d) there is reference to site plan approval. There must be specific wording in the by-law outlining what is exempt from the by-law with respect to planning approvals. (including an Environmental Impact Study and Environmental Implementation Report)
30. In section 8.(5) the by-law wording allows a Permit to be issued for 90 days with a onetime extension of 90 days. The by-law should be clear that more than one permit can be issued for a specific property.
31. It is a possible that a Permit could be denied by the City because the tree or trees proposed to be removed are native species. There is no balance to the criteria included in the by-law to evaluate whether a Permit will be issued.
32. Does section 10. (2) allow the City to enter private property even if a determination, exemption or permit has not been applied for to the City? What limitations are there on this authority?
33. In section 15.(1) it appears that the wording of the current by-law has been revised in the draft by-law, since the current by-law only permits one offence per person.
34. Throughout the by-law there are references to Inspectors. The by-law should specify that the City Inspectors are required to be certified to the same degree the by-law requires for the landowner submissions.

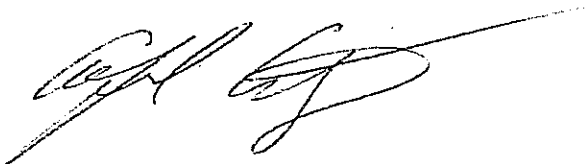
35. Section 19 is a catchall provision that contradicts the exemptions listed in the by-law. It states that, **"In the event of conflict between the provision of this by-law and the other City by-law, the provisions which are more protective of trees shall apply."** This statement should be removed from the by-law.

36. Section 22. Why is this By-law titled the 'Private Tree Protection By-law?' Will there be municipal exemptions added to the By-law before it is provided to Council for approval?

37. What is the appeal mechanism for this by-law beyond the Council decision?

Thank you for the opportunity to provide these comments. Please provide us with a written response to these concerns prior to the By-law being scheduled for a Council meeting for approval.

Yours truly,



Alfred Artinger  
President

cc: Jim Riddell, City of Guelph  
Suzanne Young, City of Guelph

(GWDA.Guelph Tree By-law Comments.doc)

July 14, 2010

To: Committee considering the proposed tree by-law  
City of Guelph Mayor Farbridge and Councillors

From: Peter H. Krygsman, Ph.D.

Thank you to city staff members for providing the current by-law draft to me by PDF file. It's very important that residents have a chance to consider carefully the by-law before it is approved and implemented.

I am seriously concerned about unintended negative consequences of this by-law, if it is implemented in the present form. Below I list:

- problems with the draft by-law, and
- suggestions toward a better approach.

From the records of consultation meetings, I understand one of the motivation for the by-law is to move the city from approximately 30 % canopy to closer to 40% tree canopy overall, according to the target recommended in the **FRAMEWORK FOR THE STRATEGIC URBAN FOREST MANAGEMENT PLAN CITY OF GUELPH: 2008 - 2028, FINAL REPORT, NOVEMBER 2007.**

#### **Problems with the Draft By-law**

1. In the preamble section, starting with Whereas: there is no recognition of the value of sunlight and sunny areas. This seems rather unbalanced, considering our plan must be to promote a healthy living environment.

We should have a by-law that includes the value sunlight has to the residents and their properties.

If residential lots are very shady, we could have more problems with mosquitoes and ticks, which can be a reservoir for West Nile virus and Lyme's disease.

A general plan for a healthy city yard could include:

- sunlight for the garden, which produces home grown and pesticide-free vegetables
- sunlight for flowers and other horticulture
- shade in some sitting areas of the yard
- tree canopy up high to provide shade to parts of the house to cut down on intense sun entering the windows in the summer
- sunlight for the pool, to provide solar heating
- sunlight for solar panels on e.g. the garage and/or the house

- Light in some sitting areas and shade in other areas
- Light in the house, since overly shaded conditions can be depressing and require more electrical lighting in the house

2. If a city permit is needed to remove a tree, why would a resident owner of a lot under 0.5 acres allow a tree to grow over 20 cm in diameter, if the tree is in a spot they're not sure they would like a large tree in? If they do, they are subject to management by the city, and loose control of the situation. Mature properties can have many trees of all sizes and many species. Some are trees that residents have planted. Many other trees grow up from natural seeding.
3. Owners of undeveloped properties and properties over 0.5 acres will be motivated to keep their properties clear of trees over 10 cm. They will do this to avoid the possibility of fees and large fines if they need to cut these trees down in the future.
4. According to 4.1 (i), a tree at an Institution is exempt as a regulated tree under the draft by-law.

According to the draft by-law, "Institution" means an Owner of a large parcel of land used for cemetery, university, golf course or similar institutional or commercial uses.

This definition is not clear enough. Does it include institutions like hospitals, seniors homes, churches, schools, commercial institutions, industrial lands? Is the city of Guelph an institution that fits the definition?

If Institutions are exempt, then the remaining lands make up the area than can be affected by the by-law.

What fraction of the city area does the exempted land make up? Without the definition of institution being clear, it could even cover approximately 50% of the land area of the city. If the by-law is supposed to get us from 30 to 40 % canopy, I guess the pressure will be on Guelph residential landowners to make up for the extra tree canopy (e.g. increase by 20 % to make up 10% extra in the city overall). Do we know if Guelph residents are in favour of this extra canopy on their residential properties? I have about as much canopy now as I would want to have.

5. Not enough consultation has occurred with Guelph residential landowners. How does the city know if the resident landowners want higher canopy coverage on their lots?

Using satellite views available on [maps.google.ca](https://maps.google.ca), one can see that old residential areas of Guelph already have the highest tree canopy coverage, other than undeveloped properties along the river. New subdivisions establish an increasing tree canopy over time, as the trees grow and seed other trees. This is mainly because residents like trees on their properties, and partly because the city provides (or used to provide) a free tree to every resident.

6. Regarding: Part II 2. (1) (i) the definition of regulated tree, the latest revision of the by-law states:  
“if located on a Lot less than or equal to 0.2 hectares (0.5 acres) in size, has a DBH of at least 20 cm.; and”

If the city insists it wants to be involved in regulating trees on small properties, the definition of a regulated tree should be significantly larger than 20 cm. I would suggest at a minimum 50 cm.

### **Suggestion toward a better approach**

1. Use a carrot, not a stick. ENCOURAGE the planting and maintenance of trees in a stewardly way, in balance with other legitimate quality of life issues. In any case, city resident landowners should not be put in a position of opposition with the city on the issue of trees on their properties. A cooperative approach would be much more effective and produce greater satisfaction in the population.
2. Continue to fund the residential tree program, so that every new property can be provided with a free tree by the city.
3. Start a commercial, industrial and institutional tree program.
4. Encourage developers to grow trees on their properties while waiting for development, and do not regulate the cutting of these trees. Allow them to clear the trees when development proceeds, but encourage them to maintain natural topography and old tree cover in the subdivision plan in the new development. Work cooperatively with developer, not through regulation that might have the opposite effect from what was intended.
5. If the program to enforce the bylaw, if introduced, would cost e.g. \$200,000/year, instead invest that amount in planting trees on properties in the city, especially in the areas with very low canopy:
  - Around perimeter of parking lots,
  - Along partition areas in between areas of parking lots
  - Along roadways
  - Along downtown city streets – and allow more room for the trees to grow
  - Currently, the downtown trees struggle with little exposed area around the tree for water and ventilation to allow roots to breathe.
  - Put power lines underground in subdivisions, so trees in residential areas don't need to be trimmed back so severely that they look grotesque and get diseased from poor healing where large branches have been removed.

Sincerely and respectfully,

Peter Krygsman



# COMMITTEE REPORT



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**TO** **Community Development and Environmental Services Committee**

**SERVICE AREA** Planning, Engineering and Environmental Services  
**DATE** July 19, 2010

**SUBJECT** **Operational Review**  
**REPORT NUMBER** 10-81

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## **RECOMMENDATION**

"THAT Report 10-81, dated July 19, 2010 from Planning, Engineering and Environmental Services regarding an Operational Review, **BE RECEIVED** as information."

## **BACKGROUND**

In late 2003, the Engineering and Planning and Building Services Departments, after consultation with the Guelph Development Association (GDA) committed to undertaking an assessment of various aspects of current policies and procedures used by City Staff in assessing development applications. This initiative, known as Development Application Review Process (DARP) was undertaken to improve the city's development application approval procedures and customer service in response to specific issues raised by the development community and members of the public.

Four key issue area priorities emerged from the facilitated workshops that were held with stakeholders (developers, consultants, neighbourhood groups, staff and council) early in the process. They included:

- Need for a more clearly defined and better understood development applications process
- Improved internal co-operation and co-ordination between departments
- Enhanced communication with all stakeholders and renewed focus on customer service
- Need for a more timely and effective decision making process.

Many improvements resulted from this process review, including a procedural change whereby Council holds a statutory public meeting under the Planning Act to hear a development application only and then convenes a subsequent meeting to discuss a planning recommendation after all issues have attempted to be resolved.

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Since this review, which finished in approximately 2005, Building Services undertook an Operational Review in 2009 with the help of BMA Consultants. A report with the recommendations was presented to the Community Development and Environmental Services Committee in the spring of this year. An implementation work plan has been devised with staff assigned to implement a number of the tasks.

It should be noted that some of the observations from the BMA study involve Planning and Engineering Services components of the development approval process. As a result, it is prudent to undertake a review of these functions as they relate to both the building permit approval process and also, on a wider process review, to ensure that staff are providing the best customer service possible to all of the City's customers related to the development approval process. In addition, ongoing discussions have taken place with the Guelph Wellington Development Association (GWDA) on the utility of holding a workshop to mutually better understand the development approval process from both the viewpoint of the City and the development industry. It is timely that this internal process review should dovetail with the City/GWDA initiative which is at the beginning stages of discussion at this time.

## **REPORT**

The objectives of this review are as follows:

- Alignment of the community's demand and willingness to pay for services
- The City is providing services in the most efficient and effective manner
- The Corporation's strategies, services and resources are aligned and
- The City is able to meet future demand for services and timeframes imposed by regulatory changes.

Patterned after the Operational Review of Building Services, this review will be composed of four segments. However, as a result of budgetary constraints, the review will be conducted by an "in-house" study team, in phases as follows:

### **1. Customer Service:**

Based on the corporation's emphasis on excellent customer service, this first phase will help to understand how customers view the services that are provided. To be successful, organizations must design customer interaction processes that deliver seamless customer focused services and be able to monitor customer satisfaction.

This portion of the review will focus on a review of cycle times, service levels and customer service practices.

- **Measuring Customer Satisfaction:** This will be gauged through a customer satisfaction survey, staff survey, focus group sessions with Guelph Wellington Development Association, the Downtown Guelph Business Association, the Guelph Chamber of Commerce, Engineering and Planning consultant firms and Councillor interviews.

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## 2. **Business Processes:**

This section of the review will focus on:

- Policies and procedures: Are there policies and procedures available and are they up to date? Are adequate controls in place to ensure that the policies and procedures are in compliance with Provincial statutes? Are they aligned with best practices?
- Performance Measurement, Performance Indicators: Are appropriate processes and metrics in place to measure and monitor performance?
- Performance Management: Are performance appraisals undertaken on a regular basis and are they an effective tool in providing staff with valuable and constructive feedback on their performance?
- Internal communications: How effective are current internal communication processes?
- Effectiveness of Technical tools: Is the existing electronic processing (i.e. Amanda) of development applications effective? Can any improvements be achieved?

## 3. **Learning and Growth:**

This section focuses on identifying whether there are appropriate employee training programs and processes in place to identify training needs; how legislation/regulations impacts the skills required and training needs and whether the corporation has been able to meet new requirements.

Since staff is the main corporate resource, learning is more than training; it includes mentoring and the ease of communication among workers that enables staff to receive assistance on a problem when it is needed.

- Promotion Practices, Succession Planning: How does the department develop worker skills and plan for the future? Placing emphasis on training permits larger spans of control because well-trained staff require less supervision and help management staff delegate work assignments more effectively.

## 4. **Organizational Design, Staff Levels and Resource Deployment:**

This part of the review concentrates on authority and responsibility in terms of whether staff is appropriately empowered to complete work; the ratio of management to staff; whether there is sufficient administrative support within the division; staffing levels and whether there is the right number of staff to provide services in an efficient and effective manner that it is aligned with community expectations.

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Organizational design encompasses much more than simply the structure of a department. It is the formal process for integrating people information and the technology of an organization. This means looking at the complex relationship between tasks, workflow, responsibility and authority.

Good organizational design helps communications, productivity and innovation. It creates an environment where people can work effectively.

The review focuses on:

- **Administrative support:** Is there sufficient administrative support within the division?
- **Staffing Levels:** Is there a right number of staff to provide the services in an efficient and effective manner? Does this align with community expectations?
- **Deployment Strategies:** Are staff being deployed in a manner that provides an efficient and effective delivery of service and a fair distribution of workloads?
- **Authority and responsibility:** Are staff appropriately empowered to complete work? Is the ratio of management to staff appropriate?

The overall review will be dependent on staff time to undertake the phased study. The workload associated with the ISF funded capital projects must be factored into the time associated with this review, particularly as it relates to Engineering Services. As a result, it is anticipated that phase 1 will be completed by the end of 2010 with subsequent phases being finalized by the third quarter of 2011.

This review is an example of a number of continuous improvement initiatives being undertaken. Two other related activities involve the following:

- The Site Plan Committee (another original DARP initiative) is in the process of updating the entire Site Plan Guidelines and Procedures document. There are a number of process changes and staff have discussed these improvements with the GWDA.
- OPA No. 39 sets out provisions for a complete application and these requirements are being embedded into the development approvals process.

Overall, improvements to corporate performance result in a greater accountability to our customers. The benefits to undertaking the operational review are:

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Strengthened Management – greater scope and reliability of available information enables the creation of effective strategies that are well aligned with resources and take into account cross-organizational impacts, interdependencies and associated risks;

Effective Governance – streamlined, reliable and current performance information supports the oversight role of Council;

Stakeholder Engagement – residents and stakeholders can continue to receive an increasingly clear and coherent picture of the operations of the corporation as a whole that goes above and beyond simply financial or compliance related material;

Community Collaboration – more regular and transparent information can help to build strong business and community relationships as well as facilitate the resolution of business issues that require joint action.

### **CORPORATE STRATEGIC PLAN**

Goal 5 – A community-focused, responsive and accountable government.

### **FINANCIAL IMPLICATIONS**

Staff time. This review will be conducted “in-house”.

### **DEPARTMENTAL CONSULTATION**

All departments will be consulted.

### **COMMUNICATIONS**

A communications strategy is being developed.

### **ATTACHMENTS**

N/A

Original Signed by:

Original Signed by:

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#### **Prepared By:**

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#### **Recommended By:**

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Executive Director  
Planning, Engineering &  
Environmental Services  
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P:\Planning&DevelopmentServices\Planning\CD&ES REPORTS\2010\10-81) Operational Review Report-2.docx

# INFORMATION REPORT



TO **Guelph City Council**

SERVICE AREA Planning, Engineering & Environmental Services  
DATE July 9, 2010

**SUBJECT Bill 72 - Water Opportunities and Conservation Act**  
REPORT NUMBER

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## SUMMARY

Bill 72, the Water Opportunities and Conservation Act, received first reading in the Ontario Legislature on May 18, 2010. The following report provides an overview of municipal requirements proposed through the Act. Staff will be providing comment on the proposed Act as part of the Provincial consultation process.

## BACKGROUND

On May 18, 2010, Bill 72 (*The Water Opportunities and Water Conservation Act, 2010*) was introduced and received first reading. Purposes of the *Water Opportunities and Water Conservation Act, 2010* include:

- a) to foster innovative water, wastewater and stormwater technologies and services in the private and public sectors;
- b) to create opportunities for economic development and clean-technology jobs in Ontario; and
- c) to conserve and sustain water resources for present and future generations.

If passed by the Legislature, the Act would establish a framework to drive innovation, create economic opportunities, sustain water infrastructure and conserve Ontario's water. Furthermore, the Act would create the foundation for new Ontario jobs and position the Province as a North American leader in the development and sale of new technologies and services for water conservation and treatment.

For reference Bill 72 is available at the following website:  
[http://www.ontla.on.ca/bills/bills-files/39\\_Parliament/Session2/b072.pdf](http://www.ontla.on.ca/bills/bills-files/39_Parliament/Session2/b072.pdf)

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## REPORT

### **Proposed Municipal Requirements:**

The proposed Water Opportunities and Conservation Act identifies a number of potential municipal requirements. Further information regarding these proposed requirements are summarized below for reference:

#### 1. Water Sustainability Plan Development

The proposed *Water Opportunities Act* includes regulation-making authority to require a municipality to develop a water sustainability plan and allows the Minister of the Environment to establish performance indicators and targets for municipal water, wastewater and stormwater services. It is proposed through regulation that municipalities would prepare a municipal water sustainability plan which would include:

- an asset management plan;
- a financial plan;
- a water conservation plan;
- a risk assessment;
- strategies for maintaining and improving the service, as well as;
- other prescribed information.

Detailed requirements of each component of the Municipal Water Sustainability Plan are not provided through the Act, however, the proposed Act does provide regulation-making authority to prescribe details of municipal water sustainability plans, set timing and reporting requirements and other actions as necessary.

Through communications and consultation with Provincial officials, staff has been informed that the Regulation may phase-in the requirement for municipal water sustainability plans over time. Through the Council approved:

- Water Supply Master Plan,
- Wastewater Treatment Master Plan,
- Water/Wastewater Servicing Master Plan,
- Water Conservation and Efficiency Strategy Update, and the
- Water/Wastewater Financial Plan,

the City is foreseen to be well positioned to achieve the requirements of the proposed municipal water sustainability plans. However, it remains unclear whether the items completed to date will satisfy in total the intent of the proposed legislation.

#### 2. Customer Water Bill Reporting Requirements

The proposed *Water Opportunities Act, 2010* includes regulation-making authority for the Minister of the Environment to require prescribed information to be provided on or with municipal water bills to promote transparency.

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### 3. Progress Reporting

The proposed *Water Opportunities Act, 2010*, if passed, would allow the Minister to communicate progress made on provisions in the Act and other matters by reporting at least every three years.

### 4. Public Facility Water Efficiency Plans and Public Facility Water Use Reporting

The proposed Act provides regulation-making authority to require municipalities and other public agencies to prepare water conservation plans for areas of operations. Such municipal areas of operations may include, but are not limited to:

- Water/Wastewater Operations;
- Civic Buildings;
- Parks;
- Swimming Pools;
- Community Centers;
- Arenas;
- Libraries;
- Emergency Services;
- Public Transit;
- Road and Sewer Maintenance.

Through such plans it may be prescribed that a municipality achieve prescribed water conservation targets and environmental standards as part of operations. The proposed Act also requires that the municipality shall publish such Water Conservation Plans, with the Act suggesting that the preparation and implementation of Water Conservation Plans may be coordinated with current public facility energy conservation and demand management plan reporting through the Green Energy Act.

As a result of the Council approved 2009 Water Conservation and Efficiency Strategy Update, works are currently underway to reduce water usage associated with City facilities and ongoing operations. In addition, staff are currently working to define a water efficiency standard for City facilities as per Council's direction.

### 5. Duty to Consider to Water Efficiency in Service and Technology Procurement

The proposed *Water Opportunities Act, 2010* would facilitate government leadership by providing regulation-making authority to require public agencies to consider water conservation and innovation in their procurement practices. This includes proposed authority to require public agencies to promote the efficient use of water when making capital investments or purchasing goods and services.

This is in alignment with the 5th goal of Council's Community Energy Initiative, i.e. that "All publicly funded investments will visibly contribute to meeting the four CEI goals; with the 4th CEI goal stating Guelph will use "Less energy and water per capita use than any comparable Canadian city".



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### **Proposed Amendments to Other Legislation:**

Schedules of the proposed *Water Opportunities and Water Conservation Act, 2010* would amend existing legislation in order to help achieve the goals of innovation, creation of economic opportunities, sustainable infrastructure and water conservation. A summary of amendments to existing legislation proposed through the Water Opportunities and Conservation Act are noted below:

- ◆ Building Code Act -  
Addition of a new subsection requiring the Minister of Environment to initiate reviews of the Building Code with reference to standards for water conservation, at five year intervals.
  
- ◆ Green Energy Act -  
Addition of principles relating to water and water use to guide the Government of Ontario in construction, acquiring, operating and managing government facilities.
  
- ◆ Ontario Water Resources Act -  
Addition of provisions to prohibit the sale or lease of appliances and products prescribed by regulation unless they meet efficiency standards or requirements prescribed by regulation and are labelled to confirm compliance with those standards or requirements.

### **Next Steps:**

As part of the consultation program surrounding the Water Opportunities and Conservation Act, a proposal notice has been posted to the Ontario Environmental Registry (Registry Number 010-9940) for a 60 day public review and comment period, ending July 17, 2010. Based on time limitations, staff will be responding directly to the Ministry as part of the comment period.

To date City staff have been engaged through formal Provincial stakeholder consultations leading to the formation of the proposed Act and continue to be involved through subsequent Provincial consultations concerning the Act. Staff will report back to Council with further updates pertaining to the Water Conservation and Opportunities Act once further information is available.

### **CORPORATE STRATEGIC PLAN**

1. An attractive, well-functioning and sustainable city.
5. A community-focused, responsive and accountable government.
6. A leader in conservation and resource protection/enhancement.

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## **FINANCIAL IMPLICATIONS**

The proposed Act poses no financial implications at this time. Financial implications of the Act will be reported to Council following enactment of the Act and related regulations. Associated budgetary needs will be presented through the City's annual budget and business plan deliberation process.

## **DEPARTMENTAL CONSULTATION/CONCURRENCE**

Engineering Services, Wastewater Services

## **COMMUNICATIONS**

N/A

## **ATTACHMENTS**

N/A

### **Prepared By:**

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Water Conservation Project Manager  
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Original Signed by:

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Original Signed by:

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### **Recommended By:**

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**- ADDENDUM -**

**- Community Development and Environmental Services  
Committee -  
Council Committee Room 112**

**- July 19, 2010 -  
12:30 p.m.**

\*\*\*\*\*

**1) Updated Private Tree By-law (CDES-2010 A.40)**

Delegations:

- Frank McCowan
- Frank Purkis

Correspondence:

- George Milla
- Valerie Morrell

I am unable to attend the Committee meeting on July 19, 2010.

Please forward this question to those working on this By-law and provide me with an answer.

"The owner of property A has a fifteen meter side yard on his home and applies for a building permit for a three point five meter addition. The tree branches from the adjoining property B in the middle of the proposed addition on property A are touching the roof of the existing house on property A;

1. will the city issue a building permit for this addition?

2. how will this Tree By-law affect this building permit application?

Why are the city and Institutions not subject to this By-law? How are the regulated?

Please provide me with the final Draft By-law that will be presented to Council as soon as it is available; advise me of the time and date when council will deal with this matter and register me as a delegation to address council.

I am requesting that small lots ( 0.2 hectares ) be deleted.

Regards;  
George Milla

**From:** Alan & /or Valerie Morrell  
**Sent:** July 15, 2010 3:34 PM  
**To:** Mayors Office  
**Subject:** New proposed tree by-law, Against..

July 17, 2010

Karen Farbridge, Mayor City of Guelph, City Councillors.

The New Permit Tree bylaw

Having avoided a City Tree in 1968, we were fortunate to have chosen our own trees. When our trees outgrew the yard, we needed no consent to replace them, update the look of the house, and again when that tree outlived it's welcome we replaced it with 2 more in keeping with the times.

For instance: our neighbour planted a cedar hedge along with us in 1968, we kept ours trimmed, as did he till he sold the house. Subsequent neighbours have never trimmed the back hedge. It went past the City limit for hedges of 8 feet, (about 2.5 meters) many, many years ago, it cuts the summer sunlight off our back yard till at least 10:15 a.m. It overhangs 5 neighbouring yards by at least 7 feet. (2 meters). To remove it would require about 70 permits to remove trees give or take a few! Is it a hedge or is it now a row of trees?

The neighbour the other way did not weed out hawthorne 'tree's' before selling the house. These will grow like noxious weeds given the opportunity. One should be paid to cut those out, not have to pay to remove them.

We have already planted a replacement tree for when the old flowering crab tree succumbs to disease as they do in old age, but with the new proposed permit system, we would have to plant another tree! Friends tell us they have 25 trees in their back yard, they enjoy living in a forest, while we don't all like being overshadowed. Will the new owners of their house cut some of them out with or without permits?

Please do not pass this money grab by-law. It is taking away the rights of each homeowner to select how they live, and most homeowners have some trees and care for them. City trees on the other hand can be dead, with limbs overhanging the sidewalk ready to make a widow of the unfortunate pedestrian underneath when it falls. Another neighbour within a couple of houses had this example. Yet 2 other neighbours have the ugliest city trees that are dying slowly, or being massacred to encircle hydro wires. The homeowners would have pruned or replaced these trees with more beautiful examples of attractive trees for the neighbourhood a long time ago.

Is one person in one department better at selecting trees for the neighbourhood than 118,000 city residents adding their unique touch to their residences. I think not.

Please allow us to do as we wish with the trees and plants on our own properties within the city limits.

Sincerely

Valerie Morrell

take as signed.

**The Corporation of the City of Guelph  
Community Development & Environmental Services  
Committee  
Monday, July 19, 2010 at 12:30 p.m.**

A meeting of the Community Development and Environmental Services Committee was held on Monday July 19, 2010 in the Council Committee Meeting Room (Room 112) at 12:30 p.m.

Present: Councillors Piper, Bell, Burcher, Salisbury and Mayor Farbridge

Also Present: Councillors Beard, Farrelly, Hofland and Wettstein

Staff in Attendance: Mr. H. Loewig, Chief Administrative Officer; Ms. M. Neubauer, Chief Financial Officer/City Treasurer; Dr. J. Laird, Executive Director, Planning, Engineering and Environmental Services; Mr. R. Kerr, Corporate Manager, Community Energy Initiatives; Mr. J. Riddell, General Manager, Planning & Building Services; Ms. T. Agnello, Deputy Clerk and Ms. D. Black, Assistant Council Committee Coordinator

There was no disclosure of pecuniary interest.

1. Moved by Councillor Burcher  
Seconded by Mayor Farbridge

THAT the minutes of the Community Development and Environmental Services Committee meeting held on June 22, 2010 be confirmed as recorded and without being read.

Carried

**Consent Agenda**

The following items were extracted from the Community Development & Environmental Services Committee July 19, 2010 Consent Agenda:

- CDES 2010-A.39 Arthur EMPC Four Limited (Kilmer Brownfield Equity L.P.), 5 Arthur Street South, Guelph Development Charges Early Payment Agreement
- CDES 2010-A.40 Updated Private Tree By-law
- CDES 2010-A.41 Operational Review
- CDES 2010-B.2 Bill 72 – Water Opportunities and Conservation Act

**Updated Private Tree By-law**

Ms. Suzanne Young, Environmental Planner provided a synopsis of the rationale, best practices review, public consultation process, and implementation of the updated private tree by-law.

Mr. Doug Gruber, a resident of Guelph, stated he does not believe there is a need for the tree by-law because the canopy will increase through the development of new subdivisions and people with the smaller lots care for their trees. He advised most people will not be able to afford the fees and the by-law restricts the property owner's rights. He also raised the concern that the by-law is open to interpretation which could create confusion for the public.

Mr. Frank McCowan, a resident of Guelph, stated he does not believe there is a need to include the small lots within the bylaw as there is no evidence it will be an effective measure to save trees or be cost effective. The by-law should not be implemented until effectiveness can be proven.

Mr. Frank Purkis, a resident of Guelph, believes that the by-law only addresses fees to remove a tree and fines, but does not address measures to increase the tree canopy or how the current level was determined. He believes more focus should be on increasing tree coverage in commercial areas and parking lots.

REPORT

2. Moved by Mayor Farbridge  
Seconded by Councillor Burcher

THAT Report 10-77 dated July 19, 2010 from Planning, Engineering and Environmental Services regarding the Updated Private Tree By-law, be received;

AND THAT the provisions of the Private Tree By-law dealing with Regulated Trees on large lot sizes (greater than 0.2 hectares) be enacted, implemented and enforced;

AND THAT Council direct staff to amend the User Fees or Charges for Services By-law as in accordance with Report 10-77.

Carried

**Arthur EMPC Four Limited (Kilmer Brownfield Equity L.P.), 5 Arthur Street South, Guelph Development Charges Early Payment Agreement**

Mr. Ian Panabaker, Corporate Manager Downtown Renewal, explained the purpose and goals of the agreement.

REPORT

3. Moved by Mayor Farbridge  
Seconded by Councillor Burcher

THAT the Community Design and Environmental Services Report, dated July 10, 2010, regarding a Development Charges Early Payment Agreement for 5 Arthur Street South, be received;



AND THAT the Mayor and Clerk be authorized to execute a Development Charges Early Payment Agreement between the City and Arthur EMPC Four Limited to secure the demolition reductions towards future redevelopment charges at 5 Arthur Street South, subject to the form and content being satisfactory to the City's Chief Financial Officer and the City Solicitor.

Carried

**Operational Review**

Mayor Farbridge recommended that staff given further consideration to involve an independent consultant in the review process.

Dr. J. Laird

- 4. Moved by Mayor Farbridge  
Seconded by Councillor Burcher
- THAT Report 10-81, dated July 19, 2010 from Planning, Engineering and Environmental Services regarding an Operational Review, be received as information.

Carried

**Bill 72 – Water Opportunities and Conservation Act**

Dr. J. Laird

- 5. Moved by Mayor Farbridge  
Seconded by Councillor Burcher
- THAT the Information Report ' Bill 72 – Water Opportunities and Conservation Act' be received.

Carried

Next Meeting: August 23, 2010

The meeting adjourned at 2:29 p.m.

.....  
Chairperson

# COMMITTEE AGENDA



TO **Community Development & Environmental Services  
Committee**

DATE August 23, 2010

LOCATION Council Committee Room (112)

TIME 12:30 p.m.

## DISCLOSURE OF PECUNIARY INTEREST

## CONFIRMATION OF MINUTES

July 19, 2010

## PRESENTATIONS (Items with no accompanying report)

a)

## 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 Community Development & Environmental Services Committee Consent Agenda will be approved in one resolution.*

ITEM	CITY PRESENTATION	DELEGATIONS	TO BE EXTRACTED
CDES-2010 A.42 Wastewater Services Optimization Program – Capacity Demonstration Update			
CDES-2010 A.43 Taylor Evans Forest Stewardship Plan			
CDES-2010-A.44 5 Arthur Street South (Former W.C. Woods Plant) Brownfield Redevelopment Community Improvement Plan – Tax Increment-Based Grant Request			

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CDES-2010 A.45 Downtown Secondary Plan Update: Downtown Directions Document			
CDES-2010 A.46 Conversion of Curbside Waste Collection Program to Fully Automated Carts	Dean Wyman		√
CDES-2010 A.47 City of Guelph Comments in Response to the Review of the "2005 Provincial Policy Statement"			

Resolution to adopt the balance of the Community Development & Environmental 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.

**OTHER BUSINESS**

**NEXT MEETING**

September 20, 2010

**The Corporation of the City of Guelph  
Community Development & Environmental Services  
Committee  
Monday, July 19, 2010 at 12:30 p.m.**

A meeting of the Community Development and Environmental Services Committee was held on Monday July 19, 2010 in the Council Committee Meeting Room (Room 112) at 12:30 p.m.

Present: Councillors Piper, Bell, Burcher, Salisbury and Mayor Farbridge

Also Present: Councillors Beard, Farrelly, Hofland and Wettstein

Staff in Attendance: Mr. H. Loewig, Chief Administrative Officer; Ms. M. Neubauer, Chief Financial Officer/City Treasurer; Dr. J. Laird, Executive Director, Planning, Engineering and Environmental Services; Mr. R. Kerr, Corporate Manager, Community Energy Initiatives; Mr. J. Riddell, General Manager, Planning & Building Services; Ms. T. Agnello, Deputy Clerk and Ms. D. Black, Assistant Council Committee Coordinator

There was no disclosure of pecuniary interest.

1. Moved by Councillor Burcher  
Seconded by Mayor Farbridge

THAT the minutes of the Community Development and Environmental Services Committee meeting held on June 22, 2010 be confirmed as recorded and without being read.

Carried

**Consent Agenda**

The following items were extracted from the Community Development & Environmental Services Committee July 19, 2010 Consent Agenda:

- CDES 2010-A.39 Arthur EMPC Four Limited (Kilmer Brownfield Equity L.P.), 5 Arthur Street South, Guelph Development Charges Early Payment Agreement
- CDES 2010-A.40 Updated Private Tree By-law
- CDES 2010-A.41 Operational Review
- CDES 2010-B.2 Bill 72 – Water Opportunities and Conservation Act

**Updated Private Tree By-law**

Ms. Suzanne Young, Environmental Planner provided a synopsis of the rationale, best practices review, public consultation process, and implementation of the updated private tree by-law.

Mr. Doug Gruber, a resident of Guelph, stated he does not believe there is a need for the tree by-law because the canopy will increase through the development of new subdivisions and people with the smaller lots care for their trees. He advised most people will not be able to afford the fees and the by-law restricts the property owner's rights. He also raised the concern that the by-law is open to interpretation which could create confusion for the public.

Mr. Frank McCowan, a resident of Guelph, stated he does not believe there is a need to include the small lots within the bylaw as there is no evidence it will be an effective measure to save trees or be cost effective. The by-law should not be implemented until effectiveness can be proven.

Mr. Frank Purkis, a resident of Guelph, believes that the by-law only addresses fees to remove a tree and fines, but does not address measures to increase the tree canopy or how the current level was determined. He believes more focus should be on increasing tree coverage in commercial areas and parking lots.

REPORT

2. Moved by Mayor Farbridge  
Seconded by Councillor Burcher

THAT Report 10-77 dated July 19, 2010 from Planning, Engineering and Environmental Services regarding the Updated Private Tree By-law, be received;

AND THAT the provisions of the Private Tree By-law dealing with Regulated Trees on large lot sizes (greater than 0.2 hectares) be enacted, implemented and enforced;

AND THAT Council direct staff to amend the User Fees or Charges for Services By-law as in accordance with Report 10-77.

Carried

**Arthur EMPC Four Limited (Kilmer Brownfield Equity L.P.), 5 Arthur Street South, Guelph Development Charges Early Payment Agreement**

Mr. Ian Panabaker, Corporate Manager Downtown Renewal, explained the purpose and goals of the agreement.

REPORT

3. Moved by Mayor Farbridge  
Seconded by Councillor Burcher

THAT the Community Design and Environmental Services Report, dated July 10, 2010, regarding a Development Charges Early Payment Agreement for 5 Arthur Street South, be received;

AND THAT the Mayor and Clerk be authorized to execute a Development Charges Early Payment Agreement between the City and Arthur EMPC Four Limited to secure the demolition reductions towards future redevelopment charges at 5 Arthur Street South, subject to the form and content being satisfactory to the City's Chief Financial Officer and the City Solicitor.

Carried

**Operational Review**

Mayor Farbridge recommended that staff given further consideration to involve an independent consultant in the review process.

- 4. Moved by Mayor Farbridge  
Seconded by Councillor Burcher

Dr. J. Laird

THAT Report 10-81, dated July 19, 2010 from Planning, Engineering and Environmental Services regarding an Operational Review, be received as information.

Carried

**Bill 72 – Water Opportunities and Conservation Act**

- 5. Moved by Mayor Farbridge  
Seconded by Councillor Burcher

Dr. J. Laird

THAT the Information Report 'Bill 72 – Water Opportunities and Conservation Act' be received.

Carried

Next Meeting: August 23, 2010

The meeting adjourned at 2:29 p.m.

.....  
Chairperson

**COMMUNITY DEVELOPMENT & ENVIRONMENTAL SERVICES COMMITTEE  
CONSENT AGENDA**

**August 23, 2010**

Members of the Community Development & Environmental Services Committee.

**SUMMARY OF REPORTS:**

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

**A Reports from Administrative Staff**

<b>REPORT</b>	<b>DIRECTION</b>
<p><b>CDES-2010 A.42 Wastewater Services Optimization Program – Capacity Demonstration Update</b></p> <p>THAT the report dated August 23, 2010 from Planning, Engineering and Environmental Services entitled ‘Wastewater Services Optimization Program – Capacity Demonstration Update’ be received.</p>	Receive
<p><b>CDES-2010-A.43 Taylor Evans Forest Stewardship Plan</b></p> <p>THAT Report No. 10-89 from Planning, Engineering and Environmental Services, regarding the Taylor Evans Forest Stewardship Plan, dated August 23, 2010, be received.</p>	Receive
<p><b>CDES-2010.A.44 5 Arthur Street South (Former W.C. Woods Plant) Brownfield Redevelopment Community Improvement Plan – Tax Increment-Based Grant Request</b></p> <p>THAT Planning, Engineering and Environmental Services Report 10-87, dated August 23, 2010 regarding a request for Tax Increment-Based Grant pursuant to the City of Guelph Brownfield Redevelopment Community Improvement Plan for the property known municipally as 5 Arthur Street South be received;</p> <p>AND THAT the request by Arthur EMPC Four Limited under the Tax Increment-Based Grant program pursuant to the Brownfield Redevelopment Community Improvement Plan for the property known municipally as 5 Arthur Street South be approved to an upset total of \$3,389,000 subject to the program details set out in Attachment B;</p>	Approve

AND THAT staff be directed to proceed with the finalization of a Tax Increment-Based Grant Agreement with Arthur EMPC Four Limited to the satisfaction of the General Manager of Planning and Building Services and City Solicitor;

AND THAT the Mayor and Clerk be authorized to sign the Tax Increment-Based Grant Agreement;

AND THAT Council approve a modification to the terms and conditions of the Tax Assistance During Rehabilitation Program for 5 Arthur Street South, extending the time frame in which the Owner has to submit a Record of Site Condition before repayment of municipal tax assistance from 3 to 5 years.

**CDES-2010.A.45 Downtown Secondary Plan Update: Downtown Directions Document**

Receive

THAT Report 10-91 dated August 23, 2010, regarding the Downtown Secondary Plan, from Planning, Engineering & Environmental Services be received.

**CDES-2010-A.46 Conversion of Curbside Waste Collection Program to Fully Automated Carts**

Approve

THAT the report of the Executive Director of Planning, Engineering and Environmental Services concerning conversion of the curbside waste collection program be received;

AND THAT staff's recommendation to convert the curbside waste collection program from a manual plastic bag collection program to a fully-automated cart collection program (Alternative 1,3 bins) for the recyclables and waste streams commencing in 2012 be approved;

AND THAT the 2010-2014 capital budget and forecast be amended to reflect the additional cost of carts and waste packer trucks commencing in 2011;

AND THAT debenture funding for the curbside carts to a maximum of \$5.2 million be approved and incorporated into the City's annual repayment limit (ARL);

AND THAT the internal borrowing from the Vehicle and Equipment Replacement Reserve Fund to a maximum of \$4 million for the purchase of 15 waste packer trucks be approved;

AND THAT the Mayor and Clerk be authorized to enter into an agreement with Waste Diversion Ontario to receive a Continuous Improvement Fund



(CIF) grant of \$1,335,519, subject to the satisfaction of the Executive Director of Planning, Engineering and Environmental Services and the City Solicitor.

**CDES-2010 A.47 CITY OF GUELPH COMMENTS IN RESPONSE TO THE REVIEW OF THE "2005 PROVINCIAL POLICY STATEMENT"**

Approve

THAT Report 10-90 regarding comments in Response to the Review of the 2005 Provincial Policy Statement from Planning, Engineering and Environmental Services, dated August 23, 2010 be received;

AND THAT Council endorse the comments in the attached letter as its formal initial response to the Ministry of Municipal Affairs and Housing's request for comments on the Review of the 2005 Provincial Policy Statement.

**B. Items for Direction of Committee**

**C. Items for Information**

Attach.

# COMMITTEE REPORT



**TO** **Community Development and Environmental Services Committee**

**SERVICE AREA** Planning, Engineering and Environmental Services  
**DATE** August 23, 2010

**SUBJECT** **Wastewater Services Optimization Program - Capacity Demonstration Update**

**REPORT NUMBER**

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## RECOMMENDATION

"THAT the report dated August 23, 2010 from Planning, Engineering and Environmental Services entitled 'Wastewater Services Optimization Program - Capacity Demonstration Update' be received."

## SUMMARY

The on-going Wastewater Services Optimization Program Capacity Demonstration is demonstrating the current treatment infrastructure's ability to treat wastewater in excess of its current rated capacity of 64 million liters per day (MLD). Significantly, this presents the potential opportunity to re-rate the existing facility and defer the planned Stage 2 expansion to 73.3 MLD which has a total estimated cost of approximately \$20,000,000 spread over 2008-2017.

In preparation for the third winter season of the capacity demonstration, staff are finalizing minor modifications and working with industrial stakeholders to enhance operability. Staff anticipates receiving confirmation from the Ministry of the Environment's Technical Services Branch in the coming months with respect to the more stringent effluent criteria that will be imposed at 73.3 MLD. Once received, staff will conduct risk assessments comparing the empirical data collected during the demonstration to the required effluent criteria. If favorable, next steps in 2011 include submitting to the MOE's Approval Branch an addendum to the Stage 2 Class EA Update and an application to re-rate the plant to 73.3 MLD.

The report describes the numerous performance and financial benefits that arose directly from implementing cost effective utility management strategies founded on the principles of placing problem solving skills in the hands of the staff and effectively developing staff leadership and management capability. The approach was "existing facility focused" and is particularly applicable for municipalities facing the significant challenge of accommodating growth during periods of economic downturn.

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This opportunity and Guelph's approach has also gained the attention and support of the Grand River Conservation Authority (GRCA) and the Ministry of the Environment, not only for the potential for reduced municipal capital expenditures but as an approach to economically improve treatment plant performance. As such Guelph's Wastewater Services Division is actively engaged as a partner member of the Watershed Wide Optimization Pilot Steering Committee and will be participating in and hosting related events. See Appendix "A" for the invitation for Operating Authorities in the watershed to participate in a series of planned workshops as part of the Watershed Wide Optimization Pilot.

Further, Guelph's Wastewater Services Division has recently had a paper accepted that speaks to the ongoing optimization program and capacity demonstration by the Water Environment Federation, an association with over 36,000 members, for presentation at WEFTEC 2010, the largest annual water quality event in North America.

## **BACKGROUND**

In 2006 the Wastewater Services Division initiated an internal administration, design, and operations/maintenance evaluation based on the US Environmental Protection Agency's Composite Correction Program (CCP). The CCP is recognized as a National Best Practice in Canada. The evaluation revealed that there was potential to tap the latent capacity of the existing facility and avoid a planned multi-million dollar expansion via the application of advanced process control techniques. The assessment also revealed that allocation of staff resources could be enhanced to gain productivity and to reduce risk by providing enhanced focus for staff. Implicit in these findings was the need to change the operational culture i.e., abandon the role staff would typically find themselves in as "implementers of instructions from others", to that of "advocates of the needs to others", thereby creating an environment of support. To that end, in November of 2006 a Cultural Change Pilot was proposed to the then Senior Management Team that outlined the need and opportunity. At that time it was noted that the vision can only be accomplished with sustained long-term support by senior management.

It was Management's responsibility to provide the leadership and to create the environment to effectively engage and support the existing staff to change their mode of operation in order to tap the latent physical capacity of the facility. A key strategic milestone in this transition was the creation of a new position in 2007 from a vacant position. This autonomous position required a person highly skilled in wastewater engineering principles as well as the art of developmental facilitation. Finding the right person was critical and it was envisioned that the new "Optimization Program Facilitator" would work with and challenge the existing staff complement to transition from their traditional roles and apply the new techniques. In August of 2007 Wastewater Services was able to successfully fill this position and role (change agent) in the cultural change process. In March of 2008 a Cultural Change Pilot update was provided to the then Senior Management Team to introduce the Optimization Program Facilitator.

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Also key to creating the environment to support staff to meet the newly defined expectations was elimination of shift work in May of 2007 by enhanced use of automation. This allowed for enhanced allocation of the existing staff complement by the creation of operational areas and the assignment of "Operator In Charge" responsibilities, thereby allowing staff to focus on enhanced learning and applying improved process control techniques and to advocate for support requirements. Other benefits of the shift change included reduced scheduling challenges and enhanced work-life balance for those previously impacted by the shift.

It is important to note that the cultural change objective encompassed every facet of the Wastewater Services Division including Management and Administration, Operations, Design, Maintenance, Laboratory, and Sewer Use By-Law Enforcement, as well as required significant corporate support from areas such as Human Resources, and the support of CUPE 241 and 973.

Implementation proceeded concurrently from 2006 through September 2008. At that point, and based on the new and emerging skill set of the treatment plant Operations staff, the Wastewater Treatment Plant was placed in "capacity demonstration" mode, specifically 40% of the in-service biological treatment capacity was placed in standby mode, thereby increasing the actual throughput or processing rate of the remaining in-service capacity. Demonstrating the potential for increased throughput creates the opportunity to reduce the scope of, or to defer the proposed "Stage 2" expansion that is currently planned to increase the treatment capacity of the treatment plant from 64 million liters per day (MLD) to 73.3 MLD. At the time of initiation of the optimization program the cost of the planned Stage 2 expansion was estimated at \$20,000,000.

Initiation of the capacity demonstration revealed several controllability issues that required minor capital upgrades (e.g. flow splitting enhancements). In addition, external influences impacting performance were observed i.e., industrial discharges. With many of the minor upgrades completed and with staff working closely with industrial stakeholders, the treatment plant remains in capacity demonstration mode. It is the intent of staff to continue with the capacity demonstration through the 2010/11 winter season (most critical season for treatment) to evaluate controllability and related sewershed enhancements. Once the data has been evaluated and the risk assessments completed, anticipated for 2011, next steps would include filing an addendum to the Stage 2 Class EA Update and application to the Ministry of the Environment Approvals Branch to re-rate of the existing facility.

## **REPORT**

The following section describes the performance and financial benefits related to the capacity demonstration that arose directly from the Optimization Program using management strategies founded on the principles of placing problem solving skills in the hands of all staff, effectively developing staff leadership and management capability.

The Guelph Wastewater Treatment Plant discharges to the Speed River which is a highly sensitive receiver. Additional loading to the river is only allowed if it can be demonstrated that the river quality, with respect to total phosphorus, un-ionized ammonia, and dissolved oxygen, remains the same or is improved. Effectively, no net increase in loading to the receiving waters will be allowed up to 73.3 MLD of treated effluent from the plant. Table 1 summarizes the current discharge limits at 64 MLD, and the proposed future limits at 73 MLD.

**Table 1  
Current and Proposed Compliance Limits**

<b>Parameter</b>	<b>Current Limits up to 64 MLD mg/L</b>	<b>Proposed Limits at 73 MLD (Summer) mg/L</b>	<b>Proposed Limits at 73 MLD (Winter) mg/L</b>
cBOD <sub>5</sub>	7.4	4	4
SS	10	8	8
TP	0.7	0.3	0.5
Ammonia	3.4	1.0	1.5

The experience gained from understanding how the multiple limitations to optimized performance were systematically identified and resolved by tenaciously and repeatedly applying strategic prioritization and problem solving tools greatly increased the level of confidence of the Wastewater operations staff. Staff were adequately supported and are now successful. The fundamentals of process control are understood and applied on a daily basis. Led by the Optimization Program Facilitator, this confidence has enabled staff to take on the greater and significantly more robust challenge of demonstrating the full capacity of the existing physical infrastructure.

In September 2008, a full scale capacity demonstration was initiated. This involved placing 40% of the entire primary and secondary unit processes on standby, while treating the same daily flow rate of 55 MLD in the unit processes remaining in service.

**Results of the Capacity Demonstration:**

Figure 1 summarizes the 2005 base case condition with the full treatment plant in service vs. 2009 performance with 40% of the treatment plant on stand-by. Using the plant optimization process, Wastewater staff is demonstrating that the facility can process material at an increased rate with no deterioration in effluent quality. Further, using the enhanced process control program, Wastewater staff have significantly reduced incidence of tertiary treatment bypass to the river as illustrated in Figure 2. It is important to note that the Guelph WWTP is an advanced tertiary or three-stage treatment plant and in the Guelph context bypassing means that the third stage is bypassed, meaning that effluent receives both primary and secondary treatment and is still treated to a very high standard, most often tertiary type quality, and is compliant with the certificate of approval.

**Figure 1:  
Performance Pre and Post Optimization and Capacity Demonstration**

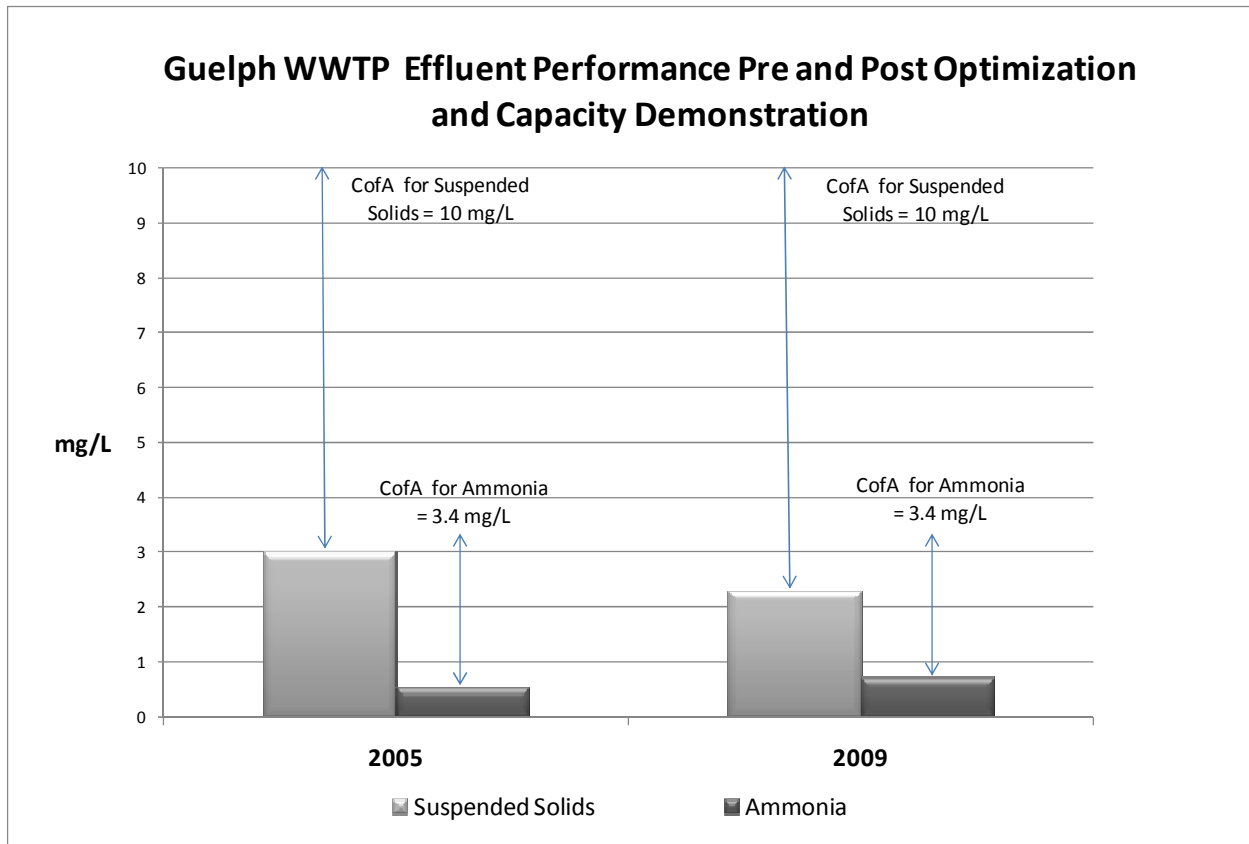


Figure 1 shows that while processing wastewater through only 60% of the physical plant capacity, effluent criteria have continued to be successfully met. Note: October 2009 Ammonia data averaged to remove documented external industrial impact regarding nitrification inhibition as reported separately.

**Figure 2:  
Tertiary By-pass incidents pre and post  
Optimization and Capacity Demonstration**

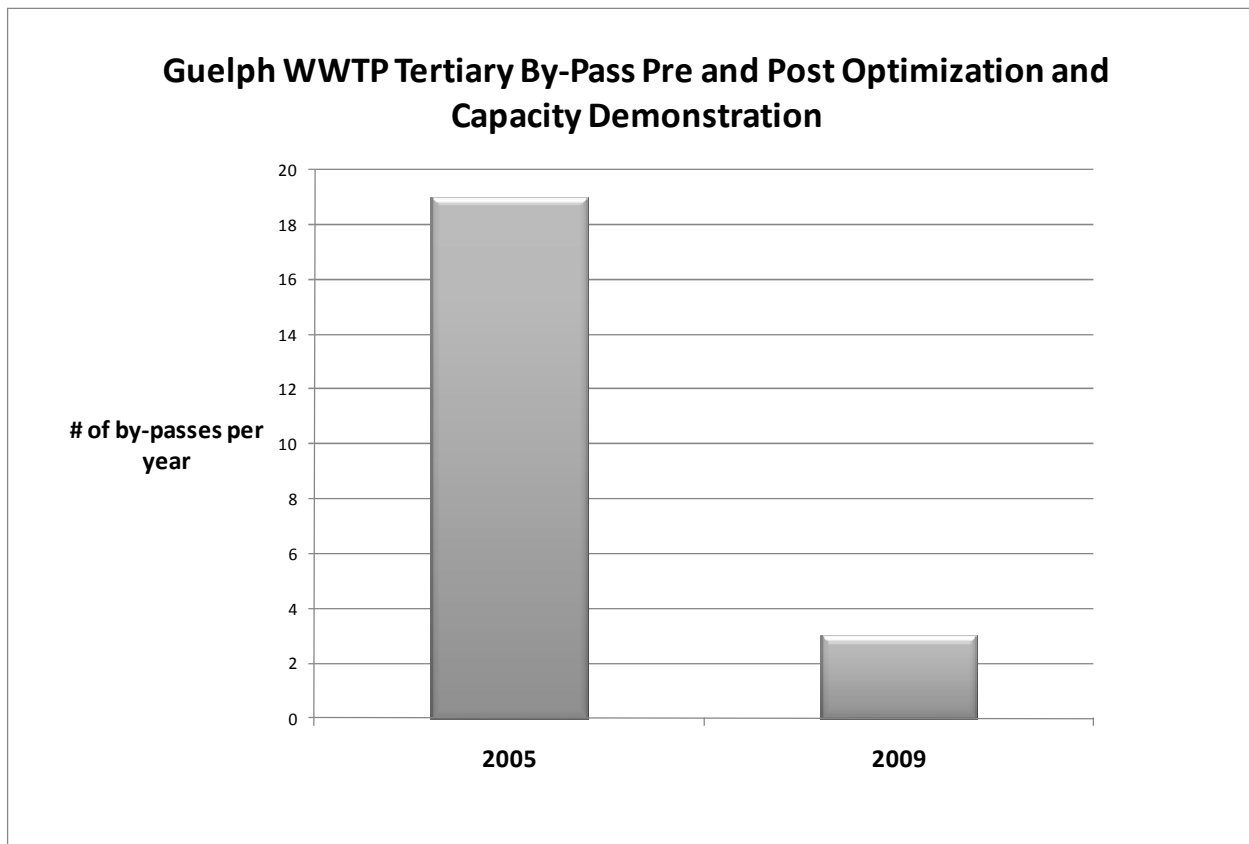


Figure 2 indicates that through the Wastewater Services Optimization Program, staff have successfully reduced the occurrence of effluent by-passing the tertiary treatment processing stage by 84% as compared to 2005.

Under the current configuration a re-rated plant capacity of greater than 73.3 MLD is being demonstrated. Prior to the demonstration the wastewater master plan for the City included construction of a new facility valued at \$20,000,000 to accommodate growth above 64 MLD. Pending approval, the capacity demonstration will result in a re-rating of the existing facility and avoidance or deferral of some or all of the estimated \$20,000,000 in capital funds required for the proposed expansion.

### **CORPORATE STRATEGIC PLAN**

Goal 1: An attractive well-functioning and sustainable city

Goal 6: A leader in conservation and resource protection and enhancement

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## **FINANCIAL IMPLICATIONS**

If the City is successful at having the plant re-rated based on its current configuration, this could eliminate a significant portion of the \$20,000,000 planned expenses for the Stage 2 expansion. The expansion is completely funded by development charges, so this would reduce the development charge rate calculated in future development charge studies.

## **DEPARTMENTAL CONSULTATION/CONCURRENCE**

Finance

## **COMMUNICATIONS**

N/A

## **ATTACHMENTS**

Appendix "A": GRCA's Invitation for Operating Authorities to participate in the Watershed Wide Optimization Pilot sent on June 16th 2010.

Original Signed by:

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**Prepared By:**

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Manager of Wastewater Services  
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cameron.walsh@guelph.ca

Original Signed by:

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**Recommended By:**

Janet L. Laird, Ph.D.  
Executive Director  
Planning, Engineering and  
Environmental Services  
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## An Invitation to the Municipalities of the Grand River Watershed to Participate:

# Wastewater Treatment Plant Performance Evaluations: A Grand River Watershed Pilot

Under the sponsorship of, and in partnership with, the Ministry of the Environment, the Grand River Conservation Authority is working with Municipal Water Managers in the Grand River watershed to create awareness of the benefits of effective operation of wastewater treatment plants and facilitate the initial steps toward treatment plant optimization to ensure maximum performance.

The Watershed Wastewater Optimization Pilot! (WWOP!) is designed to engage wastewater treatment plant operators, supervisors and managers through a *series of workshops* in the fall / winter of 2010/11. The Pilot is based on the United States Environmental Protection Agency's Composite Correction Program (1984). Continuing Education Credits are being sought for all participants!

Improved wastewater treatment plant performance has demonstrated significant cost savings for municipalities through **deferred capital investments**, significant **operator ownership and diligence** of day-to-day activities, and ultimately, **fewer bypasses and improved effluent quality** which protects the streams and rivers in the Grand River watershed. A true win-win-win!

Workshops will be professionally facilitated by recognized leaders in wastewater treatment plant optimization. Experts from watershed wastewater treatment plants will participate in presenting 'lessons learned' and provide expertise and guidance to the watershed wastewater operator community.

### Workshop Series

**1: Introduction to Wastewater Optimization & Sludge Accountability**

**Friday September 10<sup>th</sup>, 2010**

9:30am – 4:00 pm

Grand River Conservation Authority  
400 Clyde Road, Cambridge, Ontario

**2: Major Unit Process Evaluation**

**Monday November 8<sup>th</sup>, 2010**

9:30am – 4:00 pm

City of Guelph Wastewater Treatment Plant  
Guelph, Ontario

**3: Summary, Review and Next Steps**

**Friday January 14<sup>th</sup>, 2011**

9:30am – 4:00 pm

Location to be determined  
Haldimand County, Ontario

Managers, supervisors and operators are asked to commit to all three workshops and come prepared to actively participate as well as complete necessary 'homework'. Expert assistance will be provided both at the workshops and by telephone to participants committed to participating for the series of workshops.

For more information, please see [www.grandriver.ca/water/wwop.cfm](http://www.grandriver.ca/water/wwop.cfm)

Sign up today at [www.grandriver.ca/wwopworkshop/](http://www.grandriver.ca/wwopworkshop/)

For further information, contact Mark Anderson, Grand River Conservation Authority at 519-621-2763 x2226 or [manderson@grandriver.ca](mailto:manderson@grandriver.ca)

# COMMITTEE REPORT



**TO** **Community Development and Environmental Services Committee**

**SERVICE AREA** Planning, Engineering and Environmental Services

**DATE** August 23, 2010

**SUBJECT** **Taylor Evans Forest Stewardship Plan**

**REPORT NUMBER** 10-89

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## **RECOMMENDATION**

THAT Report No. 10-89 from Planning, Engineering and Environmental Services, regarding the Taylor Evans Forest Stewardship Plan, dated August 23, 2010, Be Received;

## **SUMMARY**

Purpose of the Report: The purpose of this report is to provide information on a Forest Stewardship Plan that has been developed for an existing woodlot/plantation on lands in the vicinity of the Taylor Evans Public School. This report highlights the work completed to date as well as the goals, objectives and components of the Stewardship Plan.

Council Action: Receive report.

## **BACKGROUND**

Representatives from the Upper Grand District School Board approached City staff in late 2009 with the idea of creating and administering a Forest Stewardship Plan (The Plan) within the plantation located in the western portion of the City on lands owned by the School Board and the City of Guelph. The subject lands are located between Stephanie Drive and Imperial Road and include part of the Taylor Evans Public School Site and Stephanie Drive Park (see Schedule 1 and 2). The woodlot is comprised mainly of a pine plantation, and the majority of the plantation is located on the School Board's property.

The initial information report on The Plan was presented to the Community Development and Environmental Services Committee on March 15, 2010 and was received. At that time, The Plan was being proposed and a public open house with area residents was being planned.

A small working group of staff from the City and the School Board has completed The Plan, which will manage the woodlot as part of an educational program designed for students from JF Ross Secondary School. The course will be based on Woodlot Management, and the subject area will be used to demonstrate the

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transitional process of succession through selective thinning of existing species and planting of native species. This process will occur over multiple years and will only be taking place during the fall semester of each year.

The Upper Grand District School Board held a public open house on Monday, May 10, 2010. The meeting was attended by 8 residents. Public comments were encouraged, but no comments were received.

## **OVERVIEW OF THE PLAN**

The main goal of The Plan is to help transition the existing plantation to a more healthy and native community while allowing students to benefit from their exposure to the transition process. The classroom like atmosphere allows students to learn values and positive attitudes towards nature while actively managing the woodlot and witnessing the succession of the forest. The Plan, including goals, objectives and the Educational Program, is attached to this report (Schedule 3).

The Stewardship Plan acknowledges existing City and Provincial policies and regulations which pertain to the management practices proposed within the woodlot, such as The City of Guelph Strategic Plan (2007), the Natural Heritage Policies (2010), Species at Risk Act (2002, c.29), and Migratory Bird Convention Act, (1994). It is important to note that the plan is exempt from the newly passed City of Guelph Tree by-law (2010) through section 4 *Permit Exemptions* which identifies *the destruction or injury of a Regulated Tree is exempt from the requirement for a Permit if the Regulated Tree is:(k) "A tree on lands used for Institution, golf course, commercial or industrial purposes, provided that a Tree Management Plan has been submitted to and approved by, an Inspector, subject to such conditions as the Inspector may have considered necessary"*. Although the project is exempt under the bylaw, the School Board would need to prove that the extent of the proposed works remains in conformance with the work outlined within The Plan. Therefore, a brief work plan for each season will be submitted for review by City staff prior to commencement.

### *Tree Removals*

All trees proposed for removal will be marked at the beginning of each working term. The inventory will be undertaken by a certified consulting arborist chosen by the Upper Grand District School Board. Trees marked for removal at the start of the term will be taken down within the following 4 months. Each tree will be visually assessed based on its health, hazard rating, Diameter at Breast Height (DBH), species and habitat potential of local wildlife. Following a review of the seasonal work plan the City will circulate a notice to the neighbours within a 120m radius of the woodlot at least 10 days in advance of any removals. Since the project is exempt from The City Tree By-law, there are no requirements for posting permits. Trees marked for removal will be individually felled by the course instructor who is a certified chainsaw operator.

City staff will follow up with an end of term visit to ensure that the activities proposed within The Plan were carried out appropriately. The visit will be followed up by a brief memorandum outlining observations from the site visit. The students

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in the class will be an active part of all the proposed activities to fully appreciate the process.

### **NEXT STEPS**

The School Board has been working, in consultation with the City of Guelph, to prepare the final draft of The Plan and is now preparing to consult with professionals to generate the technical details required to facilitate commencement of tree removals including a description of the stand and species composition of the woodlot.

Another Public Information Session will be held during the first week of September, just prior to commencing The Plan. The purpose of the session is to inform and remind local residents of The Plan, answer questions and provide any further clarification required. Although neighborhood circulations are planned annually, the School Board recognizes that The Plan will have a lengthy duration, and wants to ensure that all residents remain informed. The Plan will continue for an estimated 10 or more consecutive years until completion.

The Plan will be administered in phases; beginning in the north/north-eastern portions of the School Board owned lands and work south through the woodlot, and end in the City owned portion of the woodlot. While it is generally accepted that the entire plantation will receive management treatment, only once the City has addressed all associated liability issues will the students be allowed within City lands.

### **SUMMARY**

The Plan is fully supported by City staff, and also supports the City of Guelph Strategic Plan (2007) and the newly approved 2010 City of Guelph Tree By-laws. It will be administered by the Upper Grand District School Board in consultation with City staff from Planning, Engineering and Environmental Services and the Operations and Transit Department.

### **CORPORATE STRATEGIC PLAN**

Goal 6: A leader in conservation and resource protection/enhancement;  
Strategic Objective 6.1: Coordinated management of parks, the natural environment and the watershed.  
Strategic Objective 6.6: A biodiverse City with the highest tree canopy percentage among comparable municipalities.

### **FINANCIAL IMPLICATIONS**

Administration costs, including any costs associated with public information sessions will be paid by the School Board.

Staff time has been required to help in the formation of The Plan, attend board meetings and public information meetings. Staff time will be required to circulate any public notices and attend the site at the beginning and end of the school term.

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## **DEPARTMENTAL CONSULTATION/CONCURRENCE**

Consultations have taken place with Planning, Engineering, and Environmental Services and Operations and Transit departments.

## **COMMUNICATIONS**

School Board Trustee Meeting – March 9, 2010

Public Information Meeting – May 10, 2010 (See Schedule 4) advertised on the City website and the Guelph Tribune. A second meeting is proposed for the first week of September 2010.

Public Notice – posted in the public notice section on [guelph.ca](http://guelph.ca) under city hall – news room- public notices

Public Notice – in Guelph Tribune May 6<sup>th</sup> and Guelph Mercury May 7<sup>th</sup>, 2010.

## **ATTACHMENTS**

Schedule 1: Location Map

Schedule 2: Woodlot Map

Schedule 3: Forest Stewardship Plan

Schedule 4: Notification Letter

Original Signed by:

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### **Prepared By:**

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Original Signed by:

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### **Recommended By:**

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Parks Planning  
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Original Signed by:

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### **Recommended By:**

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Original Signed by:

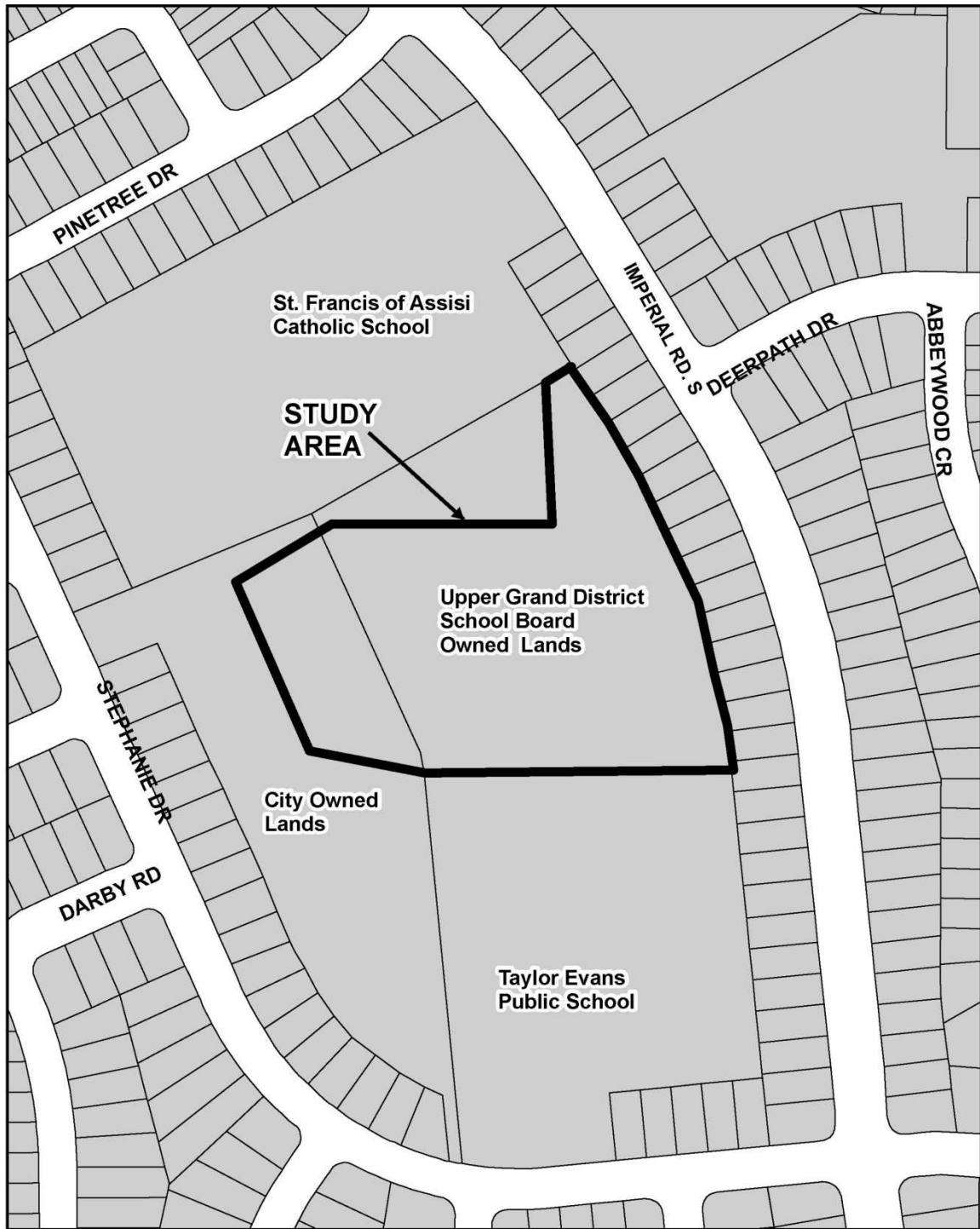
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### **Recommended By:**

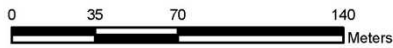
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P:\Planning&DevelopmentServices\Planning\CD&ES REPORTS\2010\10-89) Taylor Evans Forest Management Second Information Report.docx

# Schedule 1



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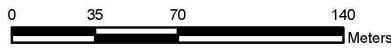




## Schedule 2



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Community Design & Development Services

## Schedule 3

### Taylor Evans Forest Stewardship Plan

The philosophy behind this management plan is to endeavour to make an existing ecosystem healthier both in composition and in growth using the labours of high school age students. The students would benefit from their exposure to the outdoor natural “classroom” and learning values and support the environment. The ecosystem would benefit from the removal of invasive species and the encouragement of native ones.

The two pronged approach of future citizens learning-by-doing and an ecosystem gaining or regaining health by active management has its challenges. In order for proper and accurate activities to happen, professional help, such as Professional Foresters and Certified Arborists, will need to be accessed on an ongoing basis.

#### **Effective Date**

This plan applies to the 10 year period from September 2010, to December 2020, with the potential for activities to exceed this timeline. An annual progress report will be submitted to the City of Guelph at the conclusion of each year of work, until the stewardship plan concludes.

#### **Property Details**

<b>Landowner</b>	<b>Description</b>	<b>Assessment Area</b>	<b>Wooded</b>	<b>Wetland</b>	<b>Open</b>	<b>School</b>
Upper Grand District School Board	271 Stephanie Dr. Guelph, ON	5.36 ha	2.09 ha	0 ha	0.58 ha	2.69 ha
City of Guelph	275 Stephanie Dr. Guelph, ON	2.17 ha	0.57 ha	1.14 ha	0.53 ha	0 ha

\*\* All areas are approximate

The wooded property to the south, west and north of Taylor Evans Public School, on Stephanie Drive, stands upon abutting property owned separately by the Upper Grand District School Board and the City of Guelph.

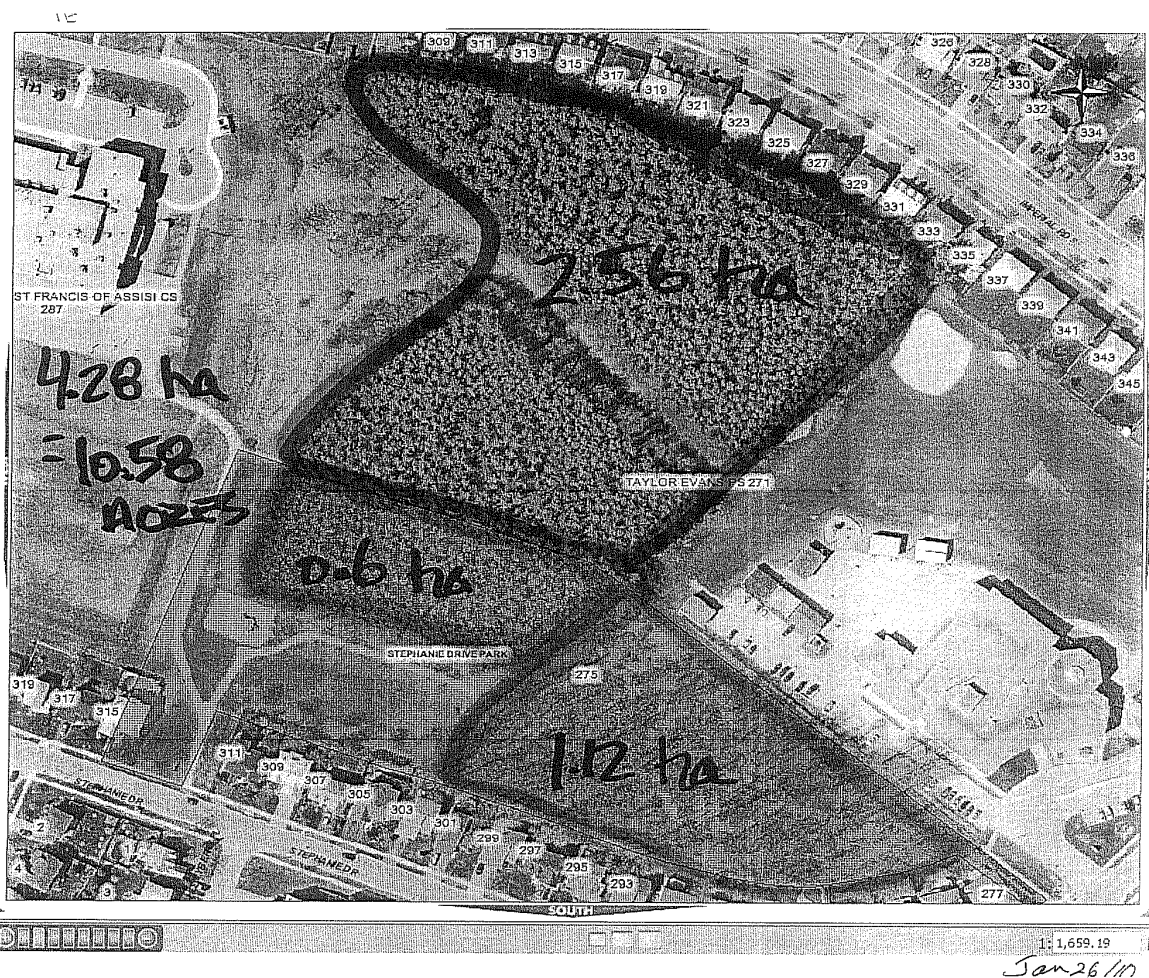
The lands to the west and north, including the School Board owned portion of the woodlot and a small portion of the City owned woodlot, are currently zoned as an Institutional Zone specifically Educational, Spiritual and Other Services. The lands to the south, which includes half of the City owned parcel of land, is designated Conservation Land.

#### **Surrounding Landscape**

The two subject properties provide approximately 4.8 hectares of natural habitat including meadow, plantation, and wetland habitats. The City of Guelph owns the wetland portion, identified in the Guelph Natural Heritage Strategy as Deciduous Swamp, and a portion of the



Cultural Plantation while the Upper Grand District School Board owns the rest of the plantation



and open grassy area.

Two elementary schools border opposite sides of the plantation portion, St. Francis of Assisi to the west and Taylor Evans Public School to the east. The northern fence abuts many residential backyards of home owners along Imperial Road South.

### Property Location

#### 1. Environmental Protection

All areas of the managed forest will be maintained to provincial guidelines for Good Forestry Practice. These standards address environmental considerations such as canopy cover, species diversity and tree health. Any hazard trees will be removed initially for safety reasons.

The main goal for all activity on the site is to improve the health of the existing ecosystem. Because the plantation portion of the woodland is dense, thinning is the next step in its

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management. In order to allow the more shade intolerant trees to thrive while facilitating the establishment of these species, dead or invasive trees will need to be removed. Professional foresters and/or certified arborists will be utilized to verify these trees and will ensure they are the proper trees to be marked for removal.

## 2. Wildlife Habitat

The subject woodlot hosts a range of species, both flora and fauna, providing them with food and habitat. Some of the trees identified for removal will be left on site to decompose and provide habitat for species within the woodlot to utilize, such as reptiles, amphibians and insects. Trees identified during initial inventories as being potential den trees or super canopy trees, will be identified in order to protect them from management activities. During the wild flower season, the instructor will make a number of visits to the site to identify any unusual, rare or endangered species and note the area so activities can be coordinated around them. Any areas containing any rare species will be staked and appropriate measures will be taken for protection of the species during the fall working season.

Overall, all activities carried out will consider the needs of the species within the woodlot, as well as how the habitat could be improved through the administration of this plan.

## 3. Education

High School students will experience the atmosphere of the woods as they learn how to identify ecosystem inhabitants and inventory concentrations of those inhabitants. The ultimate objective is to have the students suggest management options for the woodlot with the goal of improving the health of the ecosystem.

Various professionals, such as foresters and arborists, will be accessed to not only ensure the good judgment of suggested activities, but to also make more connections with the students and the many environmental career choices available today. Professionals will be invited to be guest speakers and share their background with the students.

A small portion of the wood removed from the site will be used for possible lumber products for another portion of the educational curriculum. The class utilizes wood pieces for twig and rustic furniture making. The focus of this class is to develop student creativity and woodworking skills.

## 4. Nature Appreciation

There are a number of properties that abut the subject woodlot. Encroachments into the woodlot will need to be addressed. A 7m strip of buffer between the neighbors' properties and the woods will be maintained, except for hazard trees that will be removed for safety reasons.

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Trails for recreational use, ad hoc trails existing in the woodland, dog walking activities and children's play area will all need to have their positive and/or negative impact on the local ecosystem considered in order to determine their inclusion.

### **Implementation Strategy**

The "Forestry Stewardship and Construction" Specialist High Skills Major course that will be actively involved in preparing and implementing this plan has been running for approximately 4 years, headquartered out of John F. Ross C.V.I. St. Ignatius College, with their 200+ acres of wooded property, has been a valued partner from the beginning, as well as other forested properties in Ontario.

A maximum of 18 students are exposed to the beauty of the woods, instructed and shown how to treat the forest with care and knowledge, and encouraged to make a personal commitment to be a life-long champion of environmental good health.

#### *Short Term Objectives*

Improve spacing of trees, salvage suppressed trees, introduce students to forest management, removal of hazard trees.

#### *Long Term Objectives*

*Maximum growth and quality of native species within the woodlot, allow the stand to succeed from a plantation habitat to a more natural mixed forest.*

### **Applicable Policies**

The Stewardship Plan will be required to adhere to various policies both at a municipal and provincial level. The following outlines the policies that will apply to the Stewardship Plan and how it will be in conformance with them.

#### **City of Guelph Tree By-Law (1986)-12229-**

The City of Guelph tree by-law states that "it shall be an offence to injure or destroy any live tree in the City of Guelph without the written approval of the City of Guelph Engineer. Each live, injured or destroyed tree shall be considered a separate offence." Section 3(m) of the by-law states that the bylaw does not "apply to the clearing and thinning of trees for the purposes of stimulating tree growth and improving the quality of the woodlots without permanently breaking the canopy." Due to the nature of the removals requested by the school board, the by-law would not apply, but the project would need to prove that the extent of the proposed works is not varying from the work outlined within the approved management plan. Therefore, an application to the City would need to be made annually prior to the commencement of the removals, with a brief work plan for the upcoming season so that City staff can ensure the works proposed on both the City lands and the school board lands, are in conformance with the approved management plan.

Public notice to the residents would be required at the onset of each fall term to all those with 120m radius of the subject woodlots. The notification would be mailed to the impacted residents from the City of Guelph, and would include information on the terms of the removal and time

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span in which the removals would occur. The notification would be required to be sent out 14 days in advance of the commencement of any proposed removals on site, as well as being posted on the City website.

***City of Guelph Strategic Plan (2007)-***

The proposed forest management plan is in conformance with the City of Guelph strategic plan. Strategic Goal 6 under the Natural Environment plan identifies Guelph as being “A leader in conservation and resource protection / enhancement.” Section 6.6 also identifies Guelph as working towards “A *biodiverse City with the highest tree canopy percentage among comparable municipalities.*”

The proposed management plan for the subject woodlot meets both of these goals by enhancing the current plantation into a more natural state and turning the current monocultural plantation into a more biodiverse ecosystem through management and restoration.

***Draft Natural Heritage Policies (2010)-***

The City of Guelph’s Draft Natural Heritage Policies identify forest management as being “*The sustainable management of the woodland to maintain, restore or enhance environmental conditions for wildlife, and for the protection of water supplies and may include the removal or pruning of dead, diseased, and hazard trees, and invasive species. Management may also include the judicious removal of plantations to permit natural succession to occur. However, forest management does not include the removal of trees solely for commercial purposes. For the purpose of this definition such management must be carried out with the necessary approvals under the Forestry Act, the Municipal Act, the Conservation Authorities Act, the City’s Tree By-Law and any other applicable legislation.*”

Section 5.2 (Urban Woodlands and Trees) includes plantations and promotes “*the management of plantations where appropriate, in order to encourage their succession to mixed woodland communities.*” The proposed management plan is recommending the transition of the current plantation to a more natural mixed woodland community more representative of the natural environment in the region.

***Species at Risk Act (2002, c.29)-***

The proposed management plan will be sensitive to the presence of species at risk both flora and fauna, located within the subject woodlots. Background review of relevant agencies, did not identify the presence of local, provincial or federally significant species within the woodlot.

Although there are no records of species at risk in the subject woodlot, the management plan will protect any species that may be observed during the implementation of the management plan. If species are identified during the duration of the management plan, they will be treated in accordance with the Species at Risk legislation in place for that particular species. Lists of species at risk within the area are available. Those administering the program will be in charge of monitoring the site for potential at risk species.

***Migratory Bird Convention Act, 1994 (1994, c.22)-***

The management plan proposes all tree removals to occur between the months of September and the end of December. Based on the timeline of the proposed removals, they will be occurring

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outside the peak nesting season for birds, which is identified in the Ontario Breeding Bird Atlas as being between the months of May and July.

The Act identifies the need for “protecting and conserving migratory birds, as populations and individual birds, and their nests.” Visual observations of any tree proposed for removal shall be done prior to performing any work on the tree. Some bird species (such as owls) are known to live in tree cavities. Any tree being removed, containing potential habitat for species, nesting or not, shall be evaluated to ensure no species will be harmed due to the removal of the tree.

### **Safety**

All students will be chain saw certified before using this equipment. They will also be fitted with proper approved safety gear. First aid material will be available and students will be supervised by a teacher with first aid training.

### **Timeline**

Because of the educational component, with students actually doing the work, based on the professional advice of a certified arborist, this plan will continue for a number of years. 5 to 10 years being the best guess to inventory, measure, assess, thoughtfully consider management options, plan and transplant, and release healthy trees safely.

Students will be taught how to choose native, non invasive species for replacements to the thinned conifers.

The actual students-in-the-woods time will be roughly 9:00 a.m. to noon, Monday to Friday, September to January each year, beginning in September 2010.

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## Schedule 4



**UPPER GRAND  
DISTRICT SCHOOL  
BOARD**

**Andrew Seagram**

Coordinator-Community Use of Schools Program

Board Office: 500 Victoria Road N. Guelph, ON N1E 6K2

Tel: 519-822-4420 ext. 800 or Toll Free: 1-800-321-4025

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Dear Community Resident,

**COMMUNITY MEETING**

**TAYLOR EVANS FOREST STEWARDSHIP PLAN**

A forest stewardship plan has been created by the Upper Grand District School Board.

The Forest Stewardship Plan is for the woodlot located at **271 Stephanie Drive**, situated between Stephanie Drive and Imperial Road and includes the Taylor Evans Public School Site and Stephanie Drive Park, in the City of Guelph.

The plan describes an educational program to naturalize the area by planting trees and the selective removal of dead, dying or hazardous trees to facilitate the regeneration of the forest.

The purpose of this notice is to inform you that there is a community meeting scheduled for **Monday May 10, 2010 from 7 – 9:00pm in the gymnasium at Taylor Evans Public School, 271 Stephanie Drive, Guelph, Ontario**. There will be a presentation of the plan **promptly at 7:30pm**, and a question and answer period to follow.

The woodlot area consists of 7.53 hectares of land on property owned by the School Board (5.36 hectares) the City of Guelph (2.17 hectares). The woodlot is comprised mostly of a pine plantation.

The Board has been working in consultation with the City of Guelph to create the Forest Stewardship Plan. The plan will establish the woodlot as an outdoor classroom designed for the Board's students and managed by the Specialist High Skills Major, Forestry Stewardship and Construction Teacher of John F. Ross CVI.

The Forestry Stewardship Plan will direct the woodlot's transition from a tree plantation to a naturalized ecosystem. This transformation will involve selective thinning of some existing species to allow for stronger overall growth of the forest and to remove hazardous trees. Native species will be planted to assist the transition to a naturalized biodiverse forest. The students would begin work on the plan during the first semester (September- January) of each school year, over (at least) the next ten years, beginning September 2010.

Information, questions or concerns can be addressed to **Andrew Seagram** (see contact information above) or by contacting **Jessica McEachren** at Guelph City Hall, 1 Carden Street, 3<sup>rd</sup> Floor, **(519) 822-1260, ext. 2563** during regular office hours. Please go to the Board's website at [www.ugdsb.on.ca](http://www.ugdsb.on.ca) to view the Stewardship Plan.

Thank you for your time and I look forward to seeing you on May 10<sup>th</sup>.

Andrew Seagram

**Upper Grand District School Board**

• R.J. (Bob) Borden, Chair  
• Ralph Edwards, Vice-Chair

• Mark Bailey  
• Linda Busuttill

• Dan Best  
• David Gohn

• Susan Moziar  
• Bruce Schieck

• Lynn Topping  
• Jennifer Waterston

# COMMITTEE REPORT



**TO** Community Development and Environmental Services Committee

SERVICE AREA Planning, Engineering and Environmental Services  
DATE August 23, 2010

**SUBJECT** 5 Arthur Street South (Former W.C. Woods Plant) Brownfield Redevelopment Community Improvement Plan – Tax Increment-Based Grant Request

REPORT NUMBER 10-87

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## RECOMMENDATION

"THAT Planning, Engineering and Environmental Services Report 10-87, dated August 23, 2010 regarding a request for Tax Increment-Based Grant pursuant to the City of Guelph Brownfield Redevelopment Community Improvement Plan for the property known municipally as 5 Arthur Street South **BE RECEIVED**; and

THAT the request by Arthur EMPC Four Limited under the Tax Increment-Based Grant program pursuant to the Brownfield Redevelopment Community Improvement Plan for the property known municipally as 5 Arthur Street South **BE APPROVED** to an upset total of \$3,389,000 subject to the program details set out in Attachment B; and

THAT staff **BE DIRECTED** to proceed with the finalization of a Tax Increment-Based Grant Agreement with Arthur EMPC Four Limited to the satisfaction of the General Manager of Planning and Building Services and City Solicitor; and

THAT the Mayor and Clerk **BE AUTHORIZED** to sign the Tax Increment Based Grant Agreement; and

THAT Council **APPROVE** a modification to the terms and conditions of the Tax Assistance During Rehabilitation program for 5 Arthur Street South, extending the timeframe in which the Owner has to submit a Record of Site Condition before repayment of municipal tax assistance from 3 to 5 years."

## SUMMARY

### Purpose of Report

The report seeks Council’s approval of the request for a Tax Increment Based Grant under the City’s Brownfield Community Improvement Plan (CIP) for 5 Arthur Street South (Former W.C. Woods Plant).

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## **Council Action**

1. That Council decide on whether to approve the applicant's request for a Tax Increment Based Grant;
2. That Council authorize the Mayor and Clerk to sign the Tax Increment Based Grant Agreement when finalized; and
3. That Council decide on whether to amend the Tax Assistance During Rehabilitation Program for this site by extending the time required to submit a Record of Site Condition from 3 to 5 years before repayment of municipal tax assistance is required.

To help facilitate development of the site, Arthur EMPC Four Limited, a subsidiary of Kilmer Brownfield Management Limited (Kilmer) has submitted an application for a Tax Increment Based Grant under the City's Brownfield Redevelopment Community Improvement Plan (CIP) for 5 Arthur Street South, which is the former W.C. Woods manufacturing plant. Under this program, Kilmer is eligible to receive grants to offset eligible costs associated with site decommissioning and clean-up of contaminants in the soil and groundwater. The grants are based on the increase in municipal property tax after the site is redeveloped (tax increment).

City staff recommend that Council approve Kilmer's request for financial incentives under the Tax Increment-Based Grant program to an upset total of \$3,389,000. This would offset eligible costs associated with site decommissioning including the removal of non-heritage structures, remediation of the site and filing of a Record of Site Condition. As a result of the scale and complexity of the project, City staff also recommend extending the timeframe within which Kilmer has to file a Record of Site Condition from 3 to 5 years under the Tax Assistance During Rehabilitation program that was originally approved by Council on March 22, 2010. The extension of time would not change the 3 year period within which the Tax Assistance during Rehabilitation Program applies. It simply provides Kilmer with more time to complete the filing of Record of Site Condition.

## **BACKGROUND**

The City of Guelph Brownfield Redevelopment CIP consists of financial incentive programs that are intended to stimulate private sector investment in the reuse and redevelopment of brownfield sites and partially offset the costs associated with site assessment and remediation. The purpose of a Tax Increment-Based Grant Program is to reimburse private sector clean-up costs without incurring debt to the municipality. The Brownfield Redevelopment CIP was approved by the Minister of Municipal Affairs and Housing in March of 2004 and amended by City Council on July 7, 2008 to make the Tax Increment-Based Grant program available to the entire Community Improvement Plan Area, which includes the subject site.

The 3.25 hectare (8.05 acre) subject property is known municipally as 5 Arthur Street South and is located within an area identified as an Urban Growth Centre in the Provincial Growth Plan for the Greater Golden Horseshoe and the recently adopted Official Plan Amendment No. 39. The site is bounded by Elizabeth Street to



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the North, Arthur Street to the east, Neeve and Cross Streets to the south and the Speed River to the west (see Attachment A).

Historical uses of the site include, among others, the manufacturing of refrigeration appliances, electrical farm equipment, lawnmowers, and home hardware, as well as a distillery. Refrigeration appliance manufacturing was the most recent use and ceased in 2009. The property was recently purchased by Arthur EMPC Four Limited, a subsidiary of Kilmer Brownfield Management Limited (Kilmer).

**Official Plan:**

The site is designated High Density Residential and Open Space in the City's Official Plan. The site is also located within the floodplain which is regulated by the Grand River Conservation Authority and is subject to the Flood Plains/Special Policy Area provisions contained within Section 7.14 of the City's Official Plan.

**Zoning By-law:**

The site is zoned, in part, FL (Floodplain Lands) and R.4B-H2 (High Density Apartment - Holding). Once the "H" provision is removed the zoning would permit apartment buildings, a nursing home, a home for the aged, a retirement residential facility, maisonettes, and home occupations. The current zoning allows for a maximum density of 150 units per hectare (60 units per acre) and a maximum building height of 6 storeys. The holding provision attached to the zoning stipulates a number of conditions that must be satisfied prior to development, including the filing of a Record of Site Condition.

**Associated Financial Incentives:**

On March 22, 2010 Council approved the application of two of the Brownfield CIP programs eligible for this site. These included a maximum of \$10,000 under the Environmental Study Grant program, and the cancellation of taxes for up to 3 years, under the Tax Assistance During Rehabilitation Program. The March 2010 staff report reported the total value of these requests were \$386,979.87, which was based on an industrial tax class (i.e. annual municipal tax levy of \$128,993.29 x 3 years). Since that time the tax class has changed to commercial as a result of the Wood's liquidation sale. Consequently, the municipal portion of this approved program has been reduced by more than half to \$184,753.92 (i.e. annual municipal tax levy of \$61,584.64 x 3 years).

At its July 26, 2010 meeting, Council also approved an agreement for the early payment of a portion of the development charges for the site, pursuant to the Development Charges By-law. The estimated redevelopment reduction of approximately \$3 million dollars significantly impacts the economic viability of the redevelopment project. The early payment of development charges will allow Kilmer to access a reduction in future development charges based on the demolition of existing buildings on site.

Although a development application has not been submitted to date, Kilmer is working closely with City staff and the neighbourhood on design principles in conjunction with the planning work currently being undertaken as part of the City's Downtown Secondary Plan.

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## REPORT

### A. Tax Increment-Based Grant (TIGB) Request

The applicant's request for a Tax Increment-Based Grant (See Attachment B for program details) under the City's Brownfield Redevelopment CIP for 5 Arthur Street South is appended to this report as Attachment C. This program is available to offset eligible costs associated with site decommissioning and clean-up of contaminants in soil and groundwater. Under the program the City can provide annual grants that are based on the increase in the municipal tax levy (**tax increment**) which is defined as the difference between pre and post development municipal taxes for a site. Once development is complete and property value is reassessed, taxes are paid in full by the future property owner(s). Under this program, 80 per cent of the municipal portion of the tax increment is issued to the applicant (or designate) as an annual grant for a maximum of 10 years or until the eligible costs for site clean-up are reimbursed to the applicant. The remaining 20 per cent of the tax increment is placed in the City's Brownfield Reserve Fund and used to fund the Brownfield Redevelopment CIP programs. During the course of the program the owner continues to pay the property taxes for the site at the predevelopment assessment value.

#### Calculation of Potential Maximum Tax Increment-Based Grant

The calculation of the potential maximum Tax Increment-Based Grant is provided in Attachment D of this report. This calculation includes assumptions used to determine the estimate. In accordance with the grant program, 80 per cent of the calculated Tax Increment (\$724,119.30) may be granted back to Kilmer or designate on an annual basis for a period of up to 10 years or until the eligible costs are reimbursed. Over ten years, this would set the maximum potential at \$7,241,193. It should be noted that this calculation is the maximum dollar amount that could possibly be considered for the grant. This amount is then compared to the value of the work to be done (Eligible Costs). Under the program, the actual grant is to cover the Eligible Costs up to 80 per cent of the tax increment. If the Eligible Costs are lower than the maximum potential, then the actual Eligible Costs become the grant amount. In this case, the upset limit of the grant is based on Kilmer's estimated Eligible Costs for site clean-up as outlined in the next section of this report because this amount is lower than the potential maximum tax increment-based grant.

#### Eligible Costs

The total value of the grant shall not exceed the total value of the work done under Eligible Costs.

The Owners have submitted a Remedial Action Plan that sets out the actions necessary to file a Record of Site Condition with the Ministry of the Environment. The eligible costs related to site decommissioning and cleanup work to be completed is estimated to be \$3,389,000. Staff recommend that this estimate serve as the upset figure for the grant since the grant cannot exceed the eligible costs.

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Engineering staff have reviewed the Remedial Action Plan and are satisfied with the cost estimate (See Attachment E). The Owner has proposed an innovative and cost-efficient approach to site cleanup which combines elements of site assessment, risk management and clean-up of contaminants in accordance with the Province's recently amended Brownfields regulation (O.Reg. 511/09). The Owner proposes to use new provisions in the Brownfields regulation for risk assessment and risk management measures in combination with a variety of proven cleanup methods to meet both site-specific and Ministry of the Environment cleanup standards.

The site decommissioning, risk assessment and remediation processes will occur over a 3-5 year period starting with demolition of the non-heritage structures in the fall of 2010. Upon completion of the remediation stage, the Owner will file a Record of Site Condition with the Ministry of the Environment.

#### Projected Annual Breakdown of Municipal Taxes

Attachment F provides an explanation of how the TIGB works on an annual basis for the subject site. The estimated cost of site decommissioning and remediation up to a maximum of \$3,389,000 is used to calculate the annual grant amounts once redevelopment is complete on a particular phase. No financial incentives will be provided until remediation and redevelopment of a phase is complete and reassessment of the development phase results in an increase in assessed value.

#### Recommendation and Summary

City staff recommend that Council approve Kilmer's request for financial incentives under the Tax Increment-Based Grant program to an upset total of \$3,389,000.

It should be noted that while the program would result in \$3,389,000 of municipal taxes being granted back to the owner over the lifespan of the grant, there would also be significant tax revenue generated for the City in comparison to the status quo. Once the redevelopment of the site is complete and the grant period is over, the City would collect municipal taxes in the order of \$966,700 annually.

Approval of the Tax Increment-Based Grant is recommended to facilitate the clean-up and redevelopment of this site for the following reasons:

- a) the site is within the Urban Growth Centre (Downtown), which has been identified as a focal point for population and employment growth within the City's Official Plan;
- b) in view of the close proximity of the site to the Speed River, the clean-up of contaminants will address a current threat to surface water and groundwater resources;
- c) redevelopment of this site from the former industrial use to high density residential use would result in a significant increase in tax revenues. The City's tax portion would increase by approximately \$900,000; and
- d) the site's redevelopment will contribute to the redevelopment of the overall Downtown and enhance the area's vibrancy and viability.

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## **B. Amendment to Tax Assistance During Rehabilitation Program**

At its March 22, 2010 meeting City Council approved a request for financial assistance made by Arthur EMPC Four Limited under the Tax Assistance during Rehabilitation Program pursuant to the Brownfield Redevelopment CIP. The program was approved for the duration of three years subject to a number of terms and conditions. One condition requires the Owner to reimburse the City for the value of the municipal tax assistance provided under the program if a Ministry of the Environment Record of Site Condition is not provided to the City within 3 years of program commencement.

Since the Council decision of March 22, 2010 and in consultation with Kilmer, City staff have identified a concern that the project may not be able to receive approval for a Record of Site Condition within 3 years because of the scale and complexity of the remediation work to be completed.

Recognizing the complexity of the proposed remediation, it is recommended that Council extend the timeframe in which the Owner has been given to submit a Record of Site Condition before repayment of municipal tax assistance is required. It is recommended that the timeframe be extended from 3 to 5 years. This modification would not extend the period or value of tax assistance, only the time in which Kilmer has to file a Record of Site Condition before being required to repay the taxes forgiven.

## **CORPORATE STRATEGIC PLAN**

The approval of financial assistance will achieve the following Strategic Plan Goals:

**Goal 1:** An attractive, well-functioning and sustainable city;

**Goal 2:** A healthy and safe community where life can be lived to the fullest; and

**Goal 6:** A leader in conservation and resource protection/enhancement.

## **FINANCIAL IMPLICATIONS**

### Tax Increment-Based Grant Program

If approved, the Tax Increment-Based Grant will reimburse the Owners for eligible costs to a maximum of \$3,389,000. The grant payments will only begin once a phase of redevelopment is complete and the property assessment increases in value.

### Total Financial Incentives Approved to Date Under the Guelph Brownfield Redevelopment (CIP)

To date, a total of \$194,753.92 in financial incentives have been approved for the subject site (i.e. \$184,753.92 in tax assistance and \$10,000 in grants).

## **DEPARTMENTAL CONSULTATION**

Planning, Engineering and Environmental Services (Engineering Services)

Finance

General Manager Downtown Renewal


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## COMMUNICATIONS

N/A

## ATTACHMENTS

- Attachment A: Location Map
- Attachment B: Brownfield Redevelopment CIP Details
- Attachment C: Tax Increment-Based Grant Application
- Attachment D: Calculation of Potential Tax Increment-Based Grant
- Attachment E: Remedial Action Plan – Eligible Costs
- Attachment F: Projected Annual Breakdown of Municipal Taxes



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**Prepared By:**

Greg Atkinson MCIP, RPP  
Policy Planner  
519-837-5616 ext. 2521  
greg.atkinson@guelph.ca

Original Signed by:

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**Recommended By:**

Colin Baker, P.Eng.  
Environmental Engineer  
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colin.baker@guelph.ca



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**Recommended By:**

Marion Plaunt MES, MCIP, RPP  
Manager of Policy Planning and  
Urban Design  
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marion.plaunt@guelph.ca

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519-837-5616 ext. 2361  
jim.riddell@guelph.ca

Original Signed by:

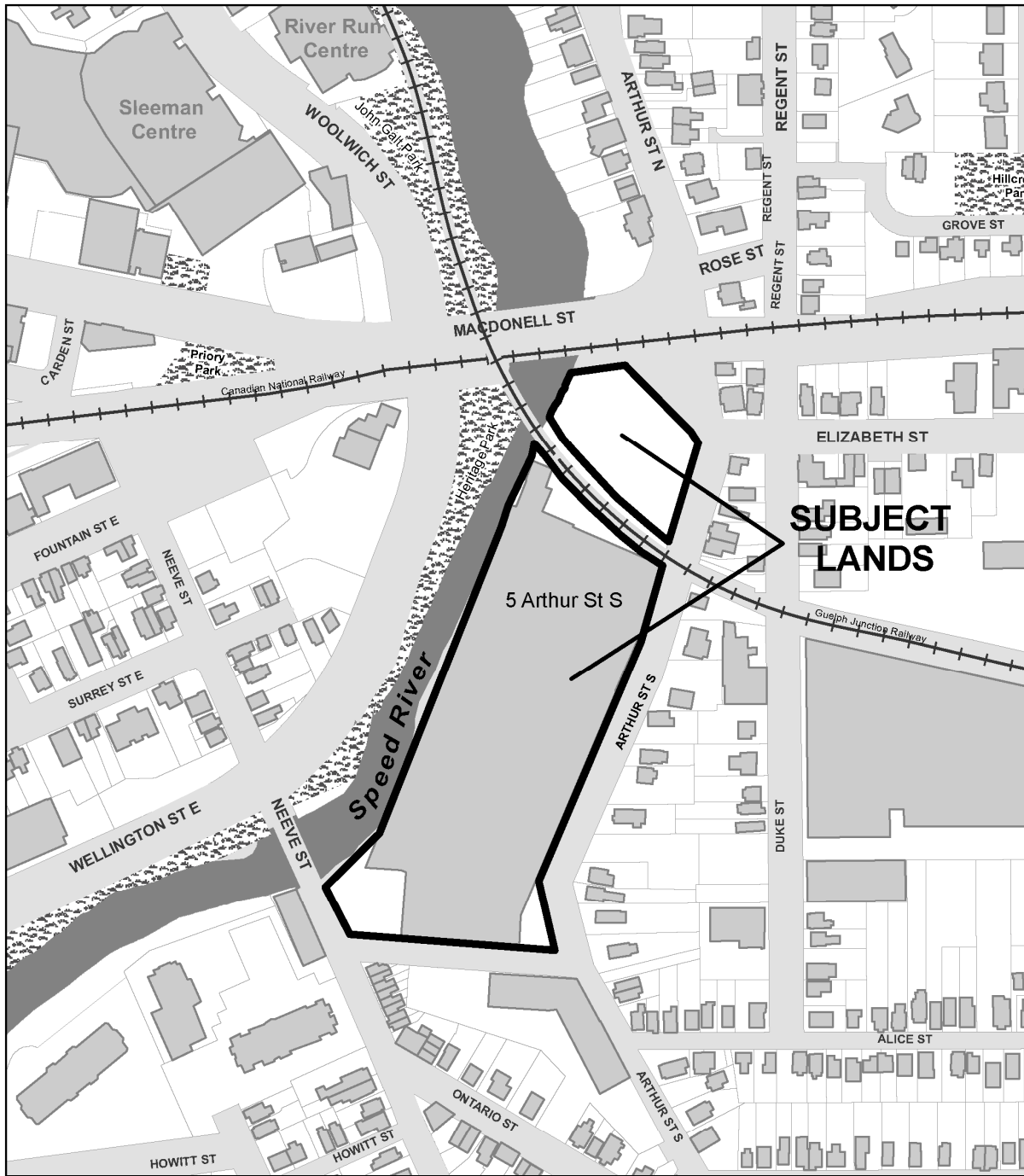
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**Recommended By:**

Janet Laird, Ph.D.  
Executive Director  
Planning, Engineering &  
Environmental Services  
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janet.laird@guelph.ca

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**Attachment A: Location Map**





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**5 Arthur Street South  
Location Map**



Produced by the City of Guelph  
Community Design and Development Services, Planning Services  
July 2010

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## Attachment B: Brownfield Redevelopment CIP Details

### Schedule 2. Tax Increment-Based (or Equivalent) Grant Program

**Legislative Authority:**

- Section 28 of the Planning Act

**Application:**

- City-wide

**Theme:**

- Reducing financial barriers

**Purpose**

- To stimulate private sector investment in redevelopment
- To reimburse private sector clean-up costs without incurring debt to the municipality
- To increase the long-term municipal tax base
- To reward remediation and redevelopment of brownfield properties

**Rationale:**

Without redevelopment, the City would not be receiving increased tax revenue. Once the grant period ceases, the City collects the full amount of municipal taxes for the redeveloped property. To encourage lending institutions to provide site assessment and remediation loans for brownfields projects, the tax increment-based grant may be used to secure those loans through an agreement between the City, the land owner and the lending institution.

**Departments:**

- Finance (calculate and disburse tax rebates)
- Planning (lead: coordination)
- Legal (prepare agreements)

**Priority:**

- Year 1 – Prepare community improvement plan
- Year 2 - Implementation

**Costs:**

- Staff time
- In the event that brownfield redevelopment takes place, the municipal tax base will grow more slowly.

**Details:**

- Grants are based on the future increase in tax assessment and consequent increase in property tax revenues resulting from redevelopment of eligible brownfields properties. As property assessment rises, taxes payable on a property also rise. The developer will pay the increased taxes to the City as normal, and will subsequently be provided a tax increment-based grant from the Municipal portion of the increase. The total value of the grant provided under this program shall not exceed the total value of the work done under the Eligible Brownfield Rehabilitation Costs, as set out below.
- The total value of any tax increment-based grant shall not exceed the total value of work done under the Eligible Brownfield Rehabilitation Costs set out below, or shall not exceed the maximum grant time horizon of 10 years, whichever is the lesser amount. Tax increment-based grants will only be available when building permits have been issued and the assessed value of the property increases. The program is intended to encourage the remediation and redevelopment of contaminated properties.
- The total value of any tax increment-based grant shall not exceed the total value of work done under Eligible Brownfield Rehabilitation Cost as set out below, or shall not exceed the maximum grant time horizon of 10 years, whichever is the lesser amount. Tax increment-based grants will only be available when building permits have been issued and the assessed value of the property increases. This program is intended to encourage the remediation and redevelopment of contaminated properties.

**Eligible Brownfield Rehabilitation Costs**

**Eligible costs include:**

- Phase 2 Environmental Site Assessment costs
- Costs of preparing remedial work plans

- Demolition costs
- Site rehabilitation costs
- Costs of complying with the requirements of a Certificate of Property Use
- Costs of rehabilitating building contamination for projects involving re-use of existing structures.

**Process**

- Both the pre-construction and post-construction property assessments are established and approved by the City. The City reserves the right to obtain an independent third party to review the proposed remediation program and costing.
- Eligible Brownfield Redevelopment Costs are identified and certified;
- The owner continues to pay the property taxes for the site at its pre-construction assessment value.
- The difference between the 'pre-construction' taxes and 'post-construction' taxes (municipal portion) is calculated.
- Reassessment must result in higher assessment.
- This difference is the portion eligible for a grant to offset the Eligible Brownfield Rehabilitation Costs incurred.
- This grant is available for a set period of time set out in an agreement between the municipality and owner for a maximum of 10 years.
- Before any tax increment-based grant is issued, a Record of Site Condition must be prepared by a qualified person certifying site remediation to appropriate contaminant levels for the intended property use, as set out in the Environmental Protection Act and supporting regulations, and submitted to the City along with a copy of the Ministry of Environment's written acknowledgement.
- The tax increment-based grant can be issued to the property owner, or to whoever the grant is assigned by the owner.
- An agreement must be entered into by the property owner and the City, regarding the details of the tax increment-based grant.

**Details:**

- Tax increment grants will be provided in equal installments in the amount of 80% of the municipal portion of the property tax increase. The remaining twenty percent of the municipal portion of the property tax increase is paid by the property owner and allocated to a brownfields reserve account for municipal brownfield initiatives.
- The definition of vacant land will refer to the status of the property at the time of program approval. If subsequent demolition occurs the tax increment will be the difference between the assessment at the time of program approval and that following reassessment. It is the intent of this clause to avoid unnecessary demolitions and support adaptive re-use of architecture.
- Grant applications cannot be retroactively applied.
- It is the intent of this program that tax increment-based grants can be used to cover only the eligible Brownfield Redevelopment Costs exclusive of any other brownfield incentive provided.
- Applications for tax increment-based grants will be reviewed and approved by the Planning Department
- The City reserves the right to independently audit Eligible Brownfield Redevelopment Costs.
- The City and the property owner will enter into an agreement. This agreement will specify the terms of the financing; the activities which will be considered Eligible Brownfield Redevelopment Costs, the duration of the grant, the owner's obligations should the owner default on the Agreement, and any other requirements specified by the City.



# Attachment C: Tax Increment-Based Grant Application



## Brownfield Redevelopment Community Improvement Plan Tax Increment-Based Grant Application Form

### PART C: Applicant Information

Arthur EMPC Four Limited  
c/o Melissa Walker  
Name of Registered Property Owner: Kilmer Brownfield Management Limited  
Scotia Plaza, 40 King Street West, #2700  
Address of Registered Property Owner: Toronto ON M5H 3Y2  
  
Phone Number: 416-814-4461 Fax Number: 416-635-7697  
Email Address: mwalker@kilmergroup.com

### Agent Information (If applicable)

Name of Agent: N/A  
Address of Agent:  
  
Phone Number: Fax Number:  
Email Address:

### PART D: Property Information

Address of Subject Property: 5 Arthur Street South, Guelph  
Legal Description (e.g. Lot and Plan No.): See attached legal description

Official Plan Designation: "High Density Residential" & "Open Space" (west of Arthur)  
"General Residential" (east of Arthur)  
"Residential 4B H2" & "Floodplain Lands" (west of Arthur); "Residential  
Zoning 1B-10 H5" (parking lot east of Arthur) & "Residential 1B-10" (walkway)

Current Use(s): Vacant industrial building  
8.88 acres (includes existing parking lot located between  
Size of Property: Arthur and Duke, and the walkway between Arthur and Duke)

Existing Buildings: Building 1: 30,771 sq m (manufacturing/warehouse)

- Yes (please specify size) Building 2: +/- 3,816 sq m (limestone buildings)  
\* demolition activities  
 No anticipated to commence Building 3:  
in mid-September 2010

**Brownfield Redevelopment Community Improvement Plan  
Tax Increment-Based Grant Application Form**



Property Details (e.g. history, easements, outstanding work orders, or other relevant details):

Refer to the attached description.

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Has or will this property receive(d) grants/loans or other financial assistance from the City or other level of Government?  Yes  No

If yes, please specify type and amount of financial assistance received: Applications for an Environmental Study Grant and for a Tax Assistance Grant were approved by Council on March 22, 2010 (valued at \$10,000 and +/- \$120,000, respectively). To date, no financial assistance has been provided. We intend to apply for a City of Guelph Heritage Grant (as per the Heritage Reserve Fund). We also intend to apply to the Federation of Canadian Municipalities (FCM) for a loan, as per FCM's Green Municipal Fund.

**PART E: Environmental Information**

Please describe any known or suspected environmental contamination issues (e.g. soil or groundwater related) affecting the site including the types of contaminants, extent, causes (brief site history), underground storage tanks, above ground storage tanks, etc.

Refer to the Environmental Overview description in the Remedial Action Plan Considerations.

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**Brownfield Redevelopment Community Improvement Plan  
Tax Increment-Based Grant Application Form**



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- Has a Phase 1 Environmental Site Assessment been conducted?  Yes  No
- Has a Phase 2 Environmental Site Assessment been conducted?  Yes  No
- Has any remediation been conducted at the Site?  Yes  No

*(If the answer to any of the above questions is 'Yes', please attach the appropriate Report to this application)*  
Phase 1 & 2 ESAs were provided to the City in February 2010 as part of the ESG and Tax Assistance applications.

**Environmental Consultant Information**

Name of Environmental Consultant: Tom Williams, BA Sc., P. Eng  
XCG Consultants Ltd.

Address of Environmental Consultant: 820 Trillium Drive, Kitchener ON N2R 1K4

Email Address: tom@xcg.com

Phone Number: 519-741-5774 Fax Number: 519-741-5627

**PART F: Project Information**

Is this property currently or previously subject to any City approvals (e.g. Re-zoning, site plan control, etc)?  Yes  No applications have been submitted to date.

If Yes, please provide brief description and file number: We are in the process of  
evaluating the property for redevelopment and will make the appropriate  
applications in the near future.

Please provide a description of the proposed redevelopment (attach site sketch):

Please refer to the attached description.

The City is considering this property in the City-initiated Downtown

Secondary Plan, which is anticipated to be considered by Council in  
Spring 2011.

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**Brownfield Redevelopment Community Improvement Plan  
Tax Increment-Based Grant Application Form**



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**ELIGIBLE COSTS**

Please indicate which eligible costs the requested funding will be applied to:

- \*  Phase 2 Environmental Site Assessment \*Supplemental Phase 2 ESA
  - Risk Assessment
  - Remedial Work Plan
  - Preparation of a Record of Site Condition
  - Demolition
  - \*\*  Rehabilitating existing contaminated buildings or re-use of existing structures
- \*\*Building rehabilitation costs may be applied to the Heritage Reserve Fund, the extent of which is to be determined.

**PART G: Tax Information**

Current property taxes paid annually: See attached summary of property taxes.

Are there any outstanding assessment appeals?  Yes  No  
Is this property in tax arrears?  Yes  No  
If Yes, specify amount of tax arrears: \_\_\_\_\_  
However, an application is being made requesting a vacancy rebate.

Have tax arrears been cancelled (in whole or in part) on this property under any City or Provincial program?  Yes  No  
N/A

**PART H: Complete Application Checklist**

The following information and material must accompany a complete application:

- Phase 1 Environmental Site Assessment that recommends a Phase 2 Environmental Site Assessment is required to investigate potential on-site contamination.
- Eligible Brownfield redevelopment costs are identified and approved by City Staff.
- Pre-construction and estimated post-construction property assessments are established and approved by City Staff.  
Refer to attached description.



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**Brownfield Redevelopment Community Improvement Plan  
Tax Increment-Based Grant Application Form**



*Where funding for a Phase 2 Environmental Site Assessment, Risk Assessment, and/or Remedial Work Plan is being requested the following must accompany a complete application:*

- A Phase 2 Environmental Site Assessment proposal including a scope of work and cost estimate.
- A Risk Assessment proposal including a scope of work and cost estimate.
- A detailed Remedial Work Plan including a scope of work and cost estimate.
- Written consent from the property owner for a prospective purchaser to conduct the environmental study (if applicable).

*Where funding for a Phase 2 Environmental Site Assessment, Risk Assessment, and/or Remedial Work Plan is not being requested the following must accompany a complete application:*

- The Phase 2 Environmental Assessment report(s) that delineate the vertical and horizontal extent of on-site contamination and conclude that Ministry of the Environment generic standards cannot be met in order to file a Record of Site Condition.
- The Risk Assessment report(s) and supporting contamination characterization reports must be submitted to the City demonstrating that risk-based site-specific cleanup criteria cannot be met in order to file a Record of Site Condition.
- A Remedial Work Plan.

**PART I: Sworn Declaration**

I/WE HEREBY APPLY for a grant(s) under the City of Guelph Brownfield Redevelopment Community Improvement Plan.

I/WE HEREBY AGREE to abide by the terms and conditions of the City of Guelph Brownfield Redevelopment Community Improvement Plan (please refer to Plan for additional details).

I/WE HEREBY AGREE to enter into any Agreement with the City of Guelph where specified in the Brownfield Redevelopment Community Improvement Plan.

I/WE HEREBY CERTIFY that the information contained in this application is true, correct and complete in every respect and may be verified by the City of Guelph by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

I/WE HEREBY GRANT PERMISSION to the City, or its agents, to inspect the subject property prior to, during, and after environmental remediation, site rehabilitation and project construction.

I/WE HEREBY AGREE that the program(s) for which application has been made herein is subject to cancellation and/or change at any time by the City in its sole discretion, subject to the terms and conditions specified in the Program. Participants in the program whose application has been approved and who have entered into the Agreement(s) with the City, will continue to receive grant payments, subject to their Agreement.

I/WE HEREBY AGREE that all grants will be calculated and awarded in the sole discretion of the City. Notwithstanding any representation by or on behalf of the City, or any statement contained in the program, no right to any grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the Brownfield Redevelopment Community Improvement Plan and any Agreement. The City is not responsible for any costs incurred by the Owner/Applicant in any way relating to any program, including, without limitation, costs incurred in anticipation of a grant.

**Brownfield Redevelopment Community Improvement Plan  
Tax Increment-Based Grant Application Form**



Andrew Himel  
Name of Property Owner or Applicant

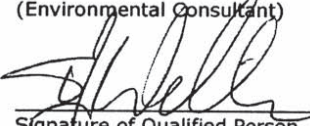
Treasurer, Arthur EMPC Four Limited  
Title

  
Signature of Property Owner or Applicant

July 22, 2010  
Date

Tom Williams  
Name of Qualified Person  
(Environmental Consultant)

Partner, XCG Consultants  
Title

  
Signature of Qualified Person  
(Environmental Consultant)

July 22 2010  
Date

**PART J: Next Steps**

**PRIOR TO ISSUANCE OF FUNDS (to be filled out by City Staff)**

- If included under eligible costs - environmental study grant agreement entered into with the City.
- One electronic and one hard copy of the Phase 2 Environmental Assessment report(s) that delineate the vertical and horizontal extent of on-site contamination and conclude that Ministry of the Environment generic standards cannot be met in order to file a Record of Site Condition must be submitted to the City.
- Information sharing agreement entered into with the City.
- Invoices from the environmental consultant indicating complete payment must be submitted to the City.
- An agreement must be entered into by the property owner and the City, regarding the details of the tax increment-based grant.
- A Record of Site Condition, certifying site remediation to Ministry of the Environment generic standards (potable groundwater condition) or risk-based site-specific cleanup criteria, must be submitted to the City and acknowledged by the Ministry of the Environment.
- Redevelopment must be complete and a re-assessment of the property indicates an increase in assessed value.

**Attachment D: Calculation of Potential Maximum Tax Increment-Based Grant  
5 Arthur Street**

<b>TAX LEVY CALCUALTION (Pre-Development)</b>	<b>TAX LEVY CALCULATION <sup>1.</sup> (Post-Development)</b>
• Current Assessment = \$3,119,238	• Post-Development Assessment = \$90,095,000
• Municipal Tax Rate = 1.974349% (Commercial Class)	• Municipal Tax Rate = 1.073016% (Residential Class)
• Annual Tax Levy = \$61,584.64 (3,119,238 x 1.974349)	• Annual Tax Levy = \$966,733.77 (90,095,000 x 1.073016)

**TAX INCREMENT CALCULATION:**

**(Difference Between Pre and Post Development Municipal Tax Levy)**

(\$966,733.77 - \$61,584.64 = \$905,149.13)

**TAX INCREMENT = \$905,149.13**

- **Annual Grant to Applicant (80% of Tax Increment) = \$724,119.30**
- **Potential Maximum of Tax Increment-Based Grant Program (for a period up to ten years):**  
(\$724,119.30 x 10 years) = \$7,241,193

**1. Calculation Factors**

Post development taxes are based on the use and density permitted by the City's Zoning By-law.

- Zoning Permission – multi-residential units
  - density – 150 units per hectare (upha)
  - total site area – 3.25 ha (parkland and road dedication areas cannot be calculated at this time)
  - unit number - (150 upha x 3.25 ha) = 487 units (with land dedications unit number may be less)
- Assumed Value: Freehold Condominium Units
  - average size – 93 sq m (1000 sq ft)
  - estimated value per unit – \$185,000
- Post-Development Assessment  
(\$185,000 x 487 units = \$90,095,000)

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**Attachment E: Remedial Action Plan – Eligible Costs**

<b><u>Eligible Work</u></b>	<b><u>Estimated Cost</u></b>
Building Demolition	\$800,000
Supplemental Environmental Assessments	\$150,000
Remedial Action Plan Finalization	\$24,000
Risk Assessment	\$200,000
Soil Remediation	\$1,385,000
Site Grading and Soil Management	\$400,000
Supplemental Groundwater Treatment	\$300,000
Project Consultants	\$100,000
Laboratory Costs	\$30,000
<b>Total</b>	<b>\$3,389,000</b>



## Attachment F: Projected Annual Breakdown of Municipal Taxes

This attachment is intended to illustrate how the TIBG would work with the particular request for a grant pertaining to 5 Arthur Street South. Redevelopment of this site will be completed in phases because of the large scope of the project. Based on market research conducted by the owners, it is suggested that a single phase may consist of approximately 125 units. While the actual phasing plan will be determined by the developer in conjunction with the City, for illustrative purposes, a simplistic plan consisting of four phases each with 125 units are assumed throughout the lifespan of this TIBG application.

The table below recognizes a phased approach to redevelopment and limits the value of financial incentives provided through this program to the value of estimated eligible costs in accordance with the Brownfield Redevelopment CIP.

As additional phases are completed and the property is reassessed, municipal taxes will increase as will Tax Increment-Based Grant payments. Grant payments will cease once eligible costs are fully reimbursed. Based on the assumptions noted above, the projected annual break down of municipal taxes under the Tax Increment-Based Grant program would be as follows:

Phase	Year <sup>1</sup>	Total Units Built	Estimated Municipal Tax Levy	Tax Increment	Portion Retained by the City <sup>2</sup>	Portion Granted Back to Applicant <sup>3</sup>	Percentage of Eligible Costs Reimbursed
Phase 1	1		\$248,134.00	\$186,550.00	\$98,894.00	\$149,240.00	4.40%
	2	125	\$248,134.00	\$186,550.00	\$98,894.00	\$149,240.00	8.81%
	3		\$496,269.00	\$434,685.00	\$148,521.00	\$347,748.00	19.07%
Phase 2	4		\$496,269.00	\$434,685.00	\$148,521.00	\$347,748.00	29.33%
	5	250	\$496,269.00	\$434,685.00	\$148,521.00	\$347,748.00	39.59%
Phase 3	6		\$744,404.00	\$682,820.00	\$198,148.00	\$546,256.00	55.71%
	7	375	\$744,404.00	\$682,820.00	\$198,148.00	\$546,256.00	71.83%
	8		\$966,733.00	\$905,149.00	\$400,971.00	\$724,119.00	93.19%
Phase 4	9		\$966,733.00	\$905,149.00	\$966,733.00	\$230,643.00	100.00%
	10	487	\$966,733.00	\$905,149.00	\$966,733.00	\$0.00	100.00%
<b>Total Over Lifespan of TIBG Program</b>					<b>\$3,374,090.00</b>	<b>\$3,389,000.00</b>	
<b>Total if No TIBG is Applied and No Redevelopment Occurs</b> (i.e. Collection of current Municipal taxes for 10 years)					<b>\$615,846.00</b>	<b>\$0.00</b>	

<sup>1</sup> Year One begins once construction of Phase 1 is complete and the property has been reassessed.

<sup>2</sup> 20% of the tax increment goes to the Brownfield Redevelopment Reserve Fund plus the base Municipal tax levy (predevelopment taxes) continues to be collected.

<sup>3</sup>80% of the Tax Increment (i.e. difference between pre and post-redevelopment municipal tax levy) is granted back to applicant.

Note: Current municipal tax rate is 1.974349% (commercial tax class). Future tax rate would be 1.073016% (residential tax class).

# COMMITTEE REPORT



**TO** **Community Development and Environmental Services  
Committee**

**SERVICE AREA** Planning, Engineering and Environmental Services  
**DATE** August 23, 2010

**SUBJECT** **Downtown Secondary Plan Update: Downtown  
Directions Document**

**REPORT NUMBER** 10-91

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## RECOMMENDATION

“THAT Report 10-91 dated August 23, 2010 regarding the Downtown Secondary Plan, from Planning, Engineering & Environmental Services, **BE RECEIVED.**”

## SUMMARY

<b>Purpose</b>	The purpose of this report is to provide the Downtown Directions document (Attachment 1) for the Downtown Secondary Plan and set out the next steps and timelines for the development of the Downtown Secondary Plan.
<b>Committee Action</b>	Receive report
<b>Next Steps</b>	Release the Downtown Directions document for public comment prior to the development of the Downtown Secondary Plan (to be released in late fall 2010).

## BACKGROUND

The Downtown Secondary Plan builds on the Local Growth Management Strategy, Urban Design Action Plan, and Official Plan Amendment 39 (Growth Plan Conformity Amendment) all of which identify the Downtown as an Urban Growth Centre and a critical area for achieving City-wide intensification goals. The Downtown Secondary Plan will build on these and other background documents to present a vision, land use designations and policies to guide development to the year 2031.

Formal consultation regarding the directions for the Secondary Plan began in early 2010. Since that time, there have been a number of workshops, public open houses, and public meetings, including a public open house in March 2010 and a number of community workshops in the subsequent months. Staff will continue to be consulting with stakeholders and members of the public as the Plan proceeds. A public open house regarding the Downtown Directions document (Attachment 1) is scheduled for

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mid-September. Additional opportunities for public consultation will take place with the release of draft Secondary Plan in the late fall.

## **REPORT**

### **Downtown Directions Document (Attachment 1)**

The Downtown Directions document is an interim step that will allow for additional stakeholder and public input to be received prior to the drafting of the Secondary Plan. It establishes key principles for the development of the policies, building on the general directions presented at the public open house in March 2010.

The Downtown Directions document articulates the key drivers for change, the principles that will be used as the framework for the development of the Secondary Plan and discusses key features including transportation, the public realm, land use, and built form based on eight principles:

1. Protect, respect and enhance downtown's core assets and heritage resources.
2. Establish new and better connections and relationships to the Speed River—a vital community-wide asset.
3. Rejuvenate signature streets and create inviting spaces for pedestrians across downtown.
4. Increase vitality and create complete neighbourhoods by significantly increasing the residential population downtown.
5. Foster a strong and diverse business environment.
6. Create opportunities for new civic, cultural and educational institutions.
7. Provide transportation options that work for everyone—pedestrians, cyclists, transit users and drivers.
8. Promote energy-efficient buildings and infrastructure.

The document is Attachment 1 to this report.

### **Next Steps**

The following sets out the significant dates for the completion of the Downtown Secondary Plan:

August 2010	Release Downtown Directions document
September 2010	Public Open House on Downtown Directions document
Late Fall	Post Draft Secondary Plan for Public review
Early 2011	Conduct Statutory Public Meeting
Winter 2011	Finalize Secondary Plan for Adoption by Council

### **CORPORATE STRATEGIC PLAN**

The Downtown Secondary Plan supports the following Strategic Goals:

- Goal 1:** An attractive, well-functioning and sustainable city;
- Goal 2:** A healthy and safe community where life can be lived to the fullest;
- Goal 3:** A diverse and prosperous local economy;
- Goal 4:** A vibrant and valued arts, culture and heritage identity; and
- Goal 5:** A leader in conservation and resource protection/enhancement.

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## FINANCIAL IMPLICATIONS

There is sufficient funding to complete the Downtown Secondary Plan.

## DEPARTMENTAL CONSULTATION

In the drafting of the document planning staff have worked closely with members of Planning & Building Services, Engineering, Transit, Operations, and Community Services.

## COMMUNICATIONS

N/A

## ATTACHMENTS

Attachment 1: Downtown Direction, Framework for the Downtown Guelph Secondary Plan

Original Signed by:

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**Prepared By:**

David de Groot, MUDS, MCIP, RPP  
Urban Designer  
519-837-5616 ext. 2358  
David.degroot@guelph.ca



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**Recommended By:**

Marion Plaunt MES, MCIP, RPP  
Manager of Policy Planning and  
Urban Design  
519-837-5616 ext. 2426  
marion.plaunt@guelph.ca

Original Signed by:

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**Recommended By:**

Janet Laird, Ph.D.  
Executive Director  
Planning, Engineering and  
Environmental Services  
519-822-1260 ext. 2237  
janet.laird@guelph.ca

Original Signed by:

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**Recommended By:**

Ian Panabaker  
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Downtown Renewal  
Office of the CAO  
519-837-5604 ext. 2475  
ian.panabaker@guelph.ca

Original Signed by:

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**Recommended By:**

James N. Riddell  
General Manager  
Planning and Building Services  
519-837-5616 ext. 2361  
jim.riddell@guelph.ca



# **DRAFT DOWNTOWN DIRECTIONS**

## **Framework for the Downtown Guelph Secondary Plan**



August 16, 2010

# Contents

Introduction	01
Context: key drivers for change	03
Vision and Principles	05
Mobility Plan	09
Public Realm Plan	11
Land Use Plan	13
Built Form and Site Development Policies	15
Implementation	17



# Introduction

This document summarizes key draft directions that will provide the basis for a new Secondary Plan for Downtown Guelph. It describes the long-term vision and principles for downtown, illustrates the structuring elements of the plan, and outlines proposed policies and guidelines. It concludes with a set of key initiatives intended to guide implementation of the plan.

In addition to transportation and the public realm, this document includes directions regarding land use and built form for all areas of Guelph's "Urban Growth Centre", as defined in the Official Plan, with the exception of the W.C. Woods properties east of the Speed River. The City continues to consult with residents regarding this area of the plan. The results from the consultation will be incorporated into the Draft Secondary Plan.

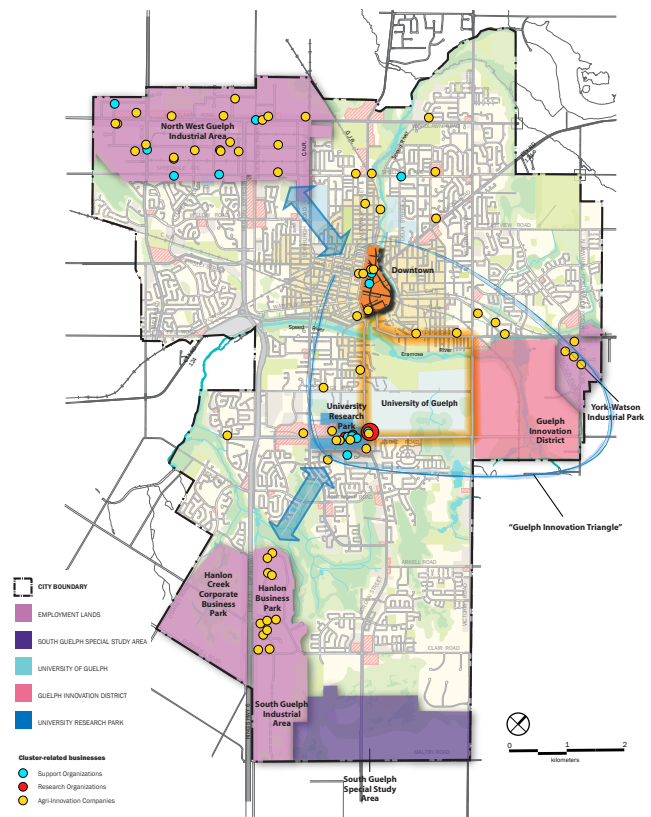
The purpose of this document is to elicit feedback and discussion on the proposed directions for all other areas of the Urban Growth Centre prior to preparation of draft Secondary Plan policies.

Comments on the proposed directions for the downtown should be submitted by October 4, 2010, to:

**David de Groot**  
**Urban Designer**  
**Community Design and Development Services**  
**City of Guelph**  
**T 519-822-1260 x 2358**  
**E david.degroot@guelph.ca**

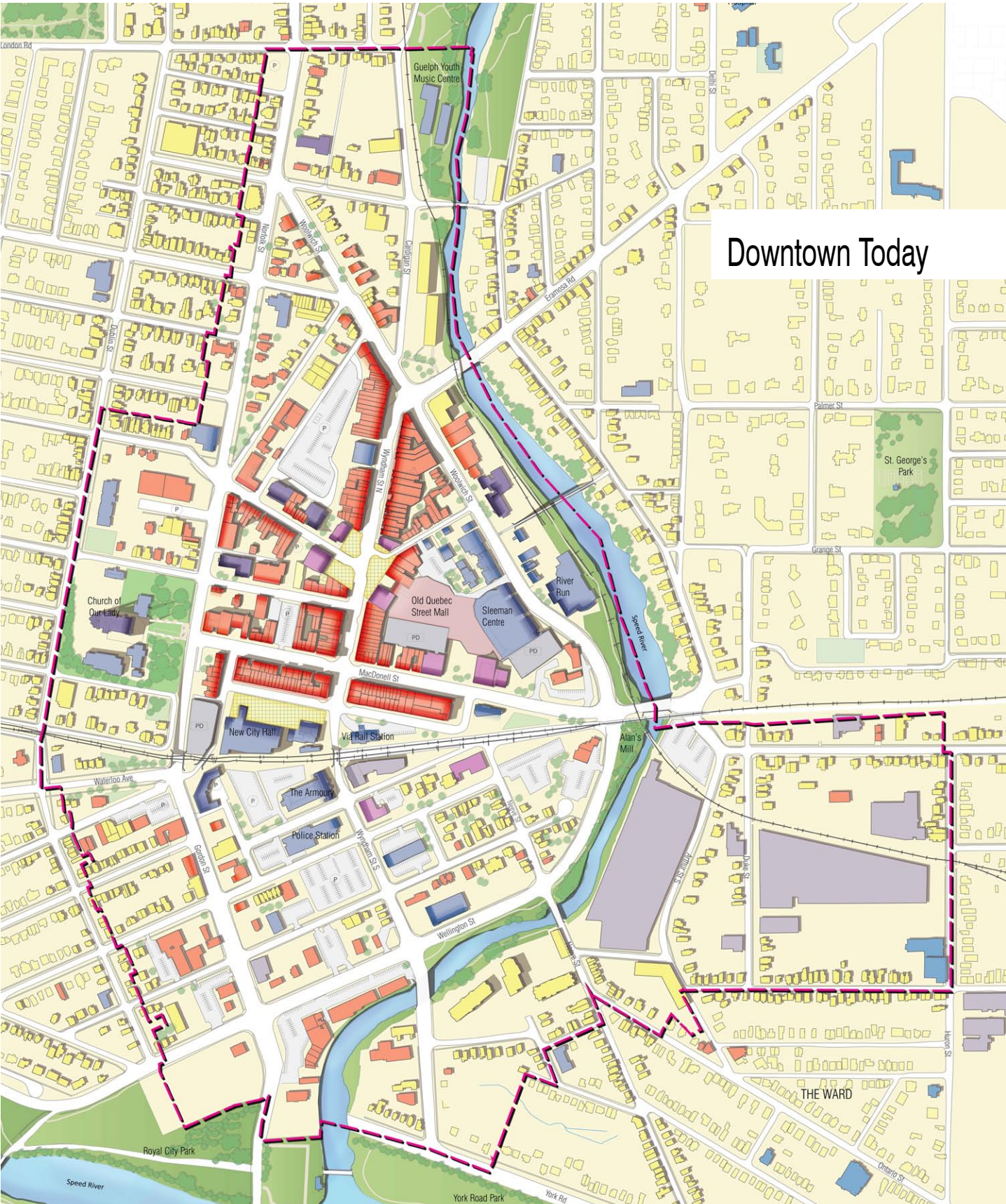
## Downtown's Role within the City

Downtown Guelph plays a fundamental role within the City's urban and social structure. From the beginning, it has been the civic and cultural heart of the city, designed to house key City and County institutions and amenities. It is used and enjoyed by all residents, but also in itself is a neighbourhood to the people who live downtown and an integral part of communities which immediately surround it. From an economic perspective, downtown remains a major employment centre and provides an identity for the city that attracts business and visitors. It is a vital place within Guelph's "innovation triangle" and has been identified as a priority area in Prosperity 20/20, the city-wide economic and tourism strategy recently adopted by Council.

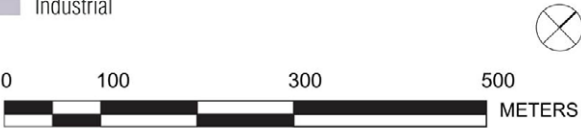




# Downtown Today



- |  |  |  |
|--|--|--|
|  Residential          |  Institutional          |  Industrial |
|  Parks                |  Small scale commercial |  |
|  Commercial mixed use |  Key commercial         |  |
|  Office               |  Places of worship      |  |





# Context: key drivers for change

There are a number of policy documents and physical changes occurring downtown that set the stage for ongoing reinvestment, including the following.

## Places to Grow and the Local Growth Management Strategy

As a designated Urban Growth Centre in the Province's Growth Plan for the Greater Golden Horseshoe (Places to Grow), Downtown Guelph must be planned to reach or exceed a density target of 150 people and jobs per hectare by 2031. The current density is approximately 96 people and jobs per hectare. The City's Local Growth Management Strategy sets a target of approximately 3,000 new housing units, or 6,000 new residents, and approximately 1,500 new jobs, which would result in a density of approximately 150 people and jobs per hectare.

## Community Energy Initiative

Downtown has a key role to play in helping the City achieve the targets of the Community Energy Initiative (CEI) regarding energy efficiency and localized energy generation facilities. The CEI's recommended "scale projects" include downtown revitalization and the possible development of integrated energy and water master plans for large redevelopment sites in St. Patrick's Ward.

## Major Transit Station

As part of its Transit Growth Strategy, the City is about to commence construction of a major transit station on Carden Street. The station will establish a single, central transit hub downtown, shifting the existing bus hub from St. George's Square and accommodating GO peak hour rail service, which Metrolinx is planning to resume in the near future. The station will also continue to be used by VIA trains, Greyhound buses and other inter-city bus services.

## Other City Investments

Replacing, improving and augmenting existing facilities, the City recently has been planning and implementing a series of major projects that are gradually transforming the downtown public realm, including:

- Riverfront / Trans Canada Trail Investment
- New City Hall and Civic Square
- Gordon Street and Norfolk Street Improvements
- New Civic Museum
- Wyndham Street and Underpass Improvements
- Wilson Street Parking Structure (planned)
- New Downtown Library (planned)
- Baker Street Parking Structure (planned)

## Private Investment

There have been encouraging signs of private reinvestment interest downtown. The Secondary Plan needs to guide the redevelopment of this and other strategic sites to ensure private development respects the city's heritage and contributes to a holistic vision of the downtown.

## Economic Development

Downtown continues to attract small businesses in the creative and cultural sectors of the economy, including a number of communications and information technology firms. These businesses are capitalizing and building on the existing foundation of excellent cultural facilities and heritage assets. The Secondary Plan needs to establish land use, heritage, mobility, public realm and parking policies that encourage job creation and support the lifestyles of those who want to work or live downtown, or both. In addition, the downtown will be a focus for major office and institutional uses along with retail and entertainment uses vital to a successful creative economy. As reinforced in the City's economic development and tourism plan, Prosperity 2020, the success of downtown is important for the whole city.







# Vision and Principles

Downtown Guelph will be:

## A COMPLETE NEIGHBOURHOOD

Cities everywhere are discovering they must support the central business district role of their downtown with significant residential development and amenities to support a high quality of life. By accommodating and promoting a broader mix of uses, downtowns can maintain a vibrant retail environment and achieve a healthy live-work balance that supports walking, cycling and transit for daily trips.

Downtown Guelph is home to some 3,000 people and its edges overlap with healthy residential neighbourhoods, but there is a lack of neighbourhood amenities downtown. With approximately 6,000 more people projected to move Downtown by 2031 comes the need for change. Residential intensification will create the opportunity for a more complete downtown.

Many new residents will occupy infill projects in the historic core of downtown north of the CN tracks—including new apartment buildings on the Baker Street parking lot. Most will live in new buildings south of the tracks or on former industrial sites in the St. Patrick's Ward community east of the Speed River. While street-related housing will be encouraged, most of the new housing will be apartments of varying unit types, sizes and levels of affordability. Existing and new residents will find a range of commercial amenities on the ground floors of buildings, and as the downtown population grows, new riverfront parkland and community gathering and recreation spaces will be created.

## A HUB FOR CREATIVITY AND INNOVATION

Downtown is Guelph's cultural hub and home to a growing number of creative, innovative businesses. To emphasize its role as a creative and innovative place, and support the diversification of Guelph's economy, the downtown should also be home to an applied arts and technology college and/or a satellite campus of the University of Guelph. Business and creativity incubators, where entrepreneurs, artists and others have access to support services and low-rent space, should be encouraged. New hotel and conference facilities will facilitate the exchange of ideas and support existing businesses. Besides housing many new businesses, downtown's historic buildings will provide the backdrop for a thriving arts and culture scene.

## A GREEN SHOWCASE

Downtown is an inherently sustainable place due to its density, mix of uses and walkability. Downtown Guelph will become more sustainable as it adds more people, jobs, parkland and pedestrian-oriented places. The options of taking transit, walking or cycling instead of driving will be more attractive as transit facilities, streetscapes and trail connections are improved. Redevelopment may create opportunities for district energy systems and will demonstrate best practices in environmental design. Green roofs and cool roof materials will mitigate the heat island effect, and rainwater capture and reuse systems will reduce run-off into the rivers. The riverfront itself will be greened, reinforcing Guelph's relationship to its natural features.

Aerial view of the historic core of downtown looking southeast



## **AN AUTHENTIC AND BEAUTIFUL PLACE**

Downtown Guelph's remarkable character, rooted in John Galt's plan and the rich legacy of limestone buildings, is one of its greatest assets. In the heart of downtown, the existing character will be maintained—key heritage buildings will be protected, new development will blend in and taller buildings will be kept to the periphery. South of the tracks, contemporary buildings will embody the principles of durability, adaptability and simple beauty so evident north of the tracks. The redevelopment of former industrial sites east of the river will respect and maintain the eclectic character of St. Patrick's Ward. The qualities of the public realm throughout downtown will be enhanced. St. George's Square will be redesigned as a gathering place, and new, only-in-Guelph places will be created.

## **A DESTINATION FOR FOOD AND CULTURE**

Building on the city's roots in agriculture, its strong arts community and its reputation for fine dining and good music, downtown's role as a food and culture destination will be reinforced. An enhanced and more accessible farmers' market, with a year-round indoor component, will attract more Guelph citizens and out-of-towners to downtown, and support the city's agri-innovation cluster. A community-based arts space and more arts-oriented events will give local artists more opportunities to display their work. More major festivals downtown will celebrate the city's strengths and bring customers to downtown shops and restaurants.

The historic armoury building and site, when the current uses can be relocated, could become a major cultural and creativity hub containing some of the uses described above and providing a venue for events and a tourist destination.



Illustration of the long-term vision for a new mixed-use neighbourhood south of the railway

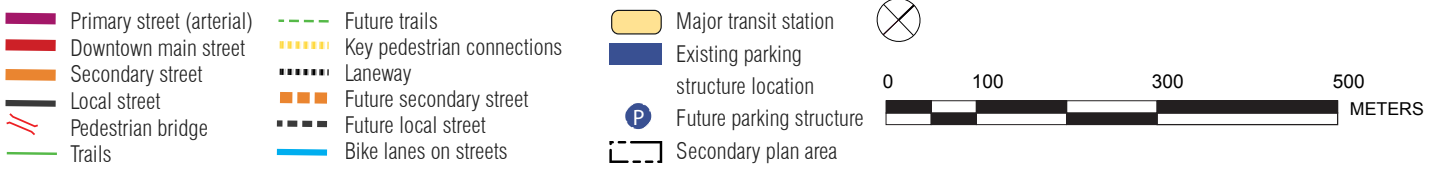
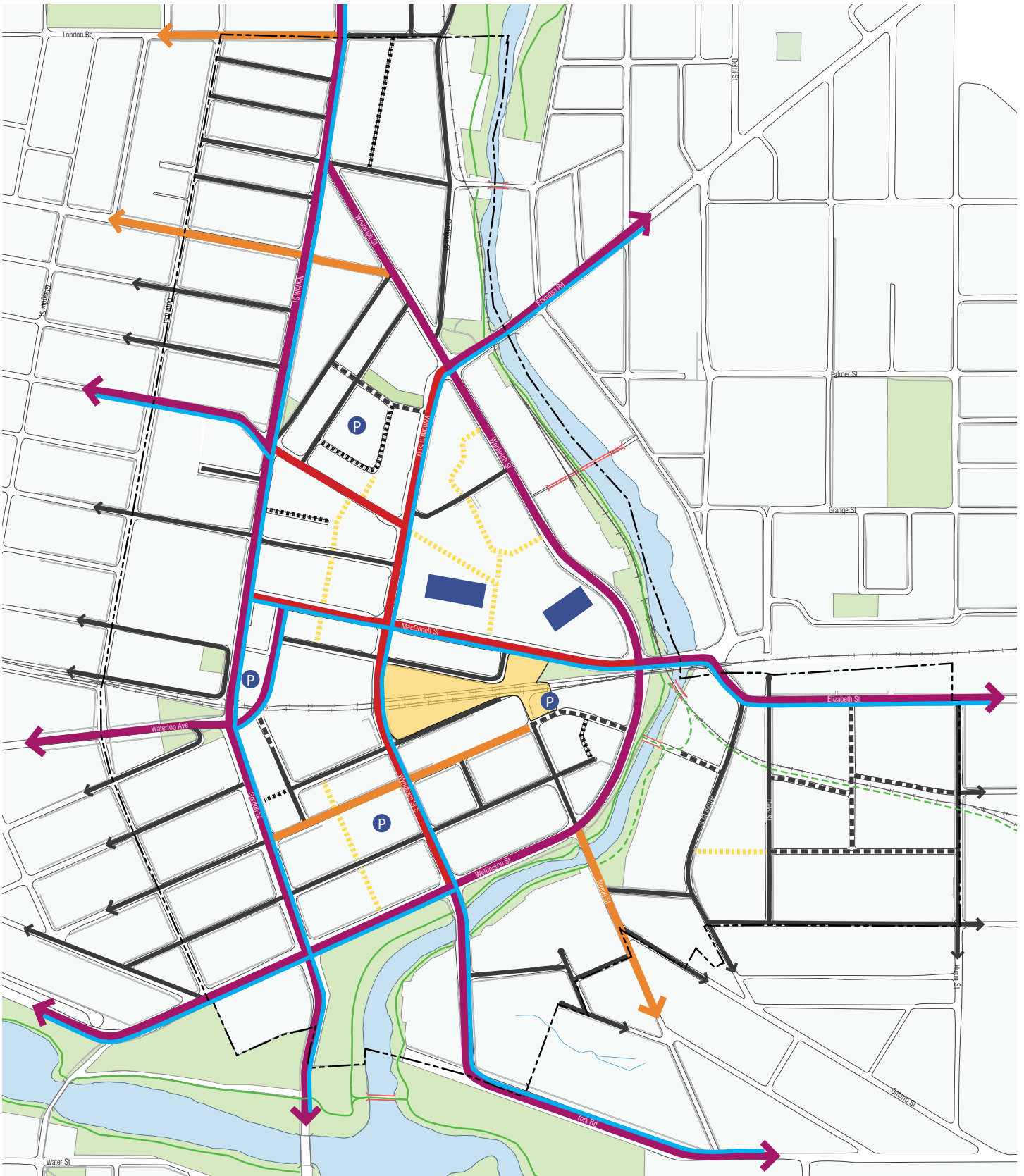


## **A TRANSIT HUB**

As downtown becomes a more important and attractive place to be, it will also become more accessible, particularly by transit. The new major transit station will draw more employers downtown as well as more residents seeking easy access to destinations throughout Guelph and cities beyond. A transit hub means more than improved transit facilities—it will include a mix of commercial uses and other amenities around the station and a high-quality pedestrian environment that together enhance the transit experience. High-density office and residential uses within a short walking distance of the station will support a high level of transit service. Downtown Guelph will continue to be accessible by car, but a major transit station will help attract the diversity of employment, residents and visitors a downtown needs to be successful.

The Secondary Plan will be based on the following eight core principles:

- 1 Protect, respect and enhance downtown's core assets and heritage resources.**
- 2 Establish new and better connections and relationships to the Speed River—a vital community-wide asset.**
- 3 Rejuvenate signature streets and create inviting spaces for pedestrians across downtown.**
- 4 Increase vitality and create complete neighbourhoods by significantly increasing the residential population downtown.**
- 5 Foster a strong and diverse business environment.**
- 6 Create opportunities for new civic, cultural and educational institutions.**
- 7 Provide transportation options that work for everyone—pedestrians, cyclists, transit users and drivers.**
- 8 Promote energy-efficient buildings and infrastructure.**



# Mobility Plan

Improving key pieces of transportation infrastructure to provide multiple ways of traveling to and through downtown.

## Key features:

- › An enhanced transportation system, including a major transit station and new local streets and pedestrian connections, intended to improve access to and through the downtown for transit users, drivers, cyclists and pedestrians.
- › “Guelph Central Station” to straddle rail corridor to facilitate pedestrian access, bus movements and pick-up/drop-off.
- › The designated Major Transit Station area may include transit facilities, parking, bicycle parking and commuter pick-up/drop-off areas.
- › Establish a hierarchy of streets that respects the Galt Plan.
- › Downtown Main Streets—Wyndham, Macdonell and Quebec—will be “pedestrian-priority” streets and support increased transit use while continuing to accommodate private vehicles, cyclists and parking.
- › Gordon, Norfolk, Wellington and Woolwich are recognized as key access and through streets.
- › Alternative design standards for Wellington Street, especially between Wyndham Street and Macdonell Street, that promote walking, cycling and transit uses will be considered to create an urban street cross-section.
- › Carden Street and Farquhar Street, east of Wyndham, to be designed for high transit and pedestrian use.
- › In order to improve connectivity within the Major Transit Station area, a connection between Farquhar Street and Neeve Street may be required.
- › New local streets east of the river to be created over time to serve redevelopment and improve access and circulation for pedestrians, cyclists and drivers.
- › New pedestrian bridge to link the downtown to St. Patrick’s Ward east of the river.
- › Mid-block open spaces to be created for pedestrian movement.
- › Additional public parking facilities planned.

- › Significant new commercial, institutional and residential developments shall be required to submit Transportation Demand Management Plans that identify strategies intended to reduce reliance on single occupant vehicle trips.

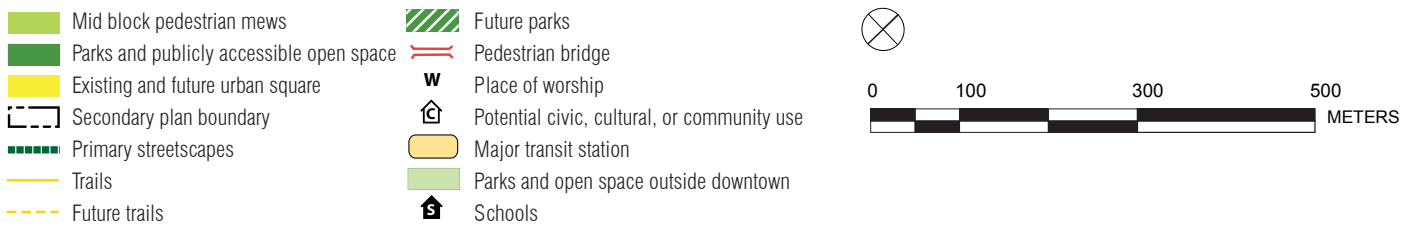
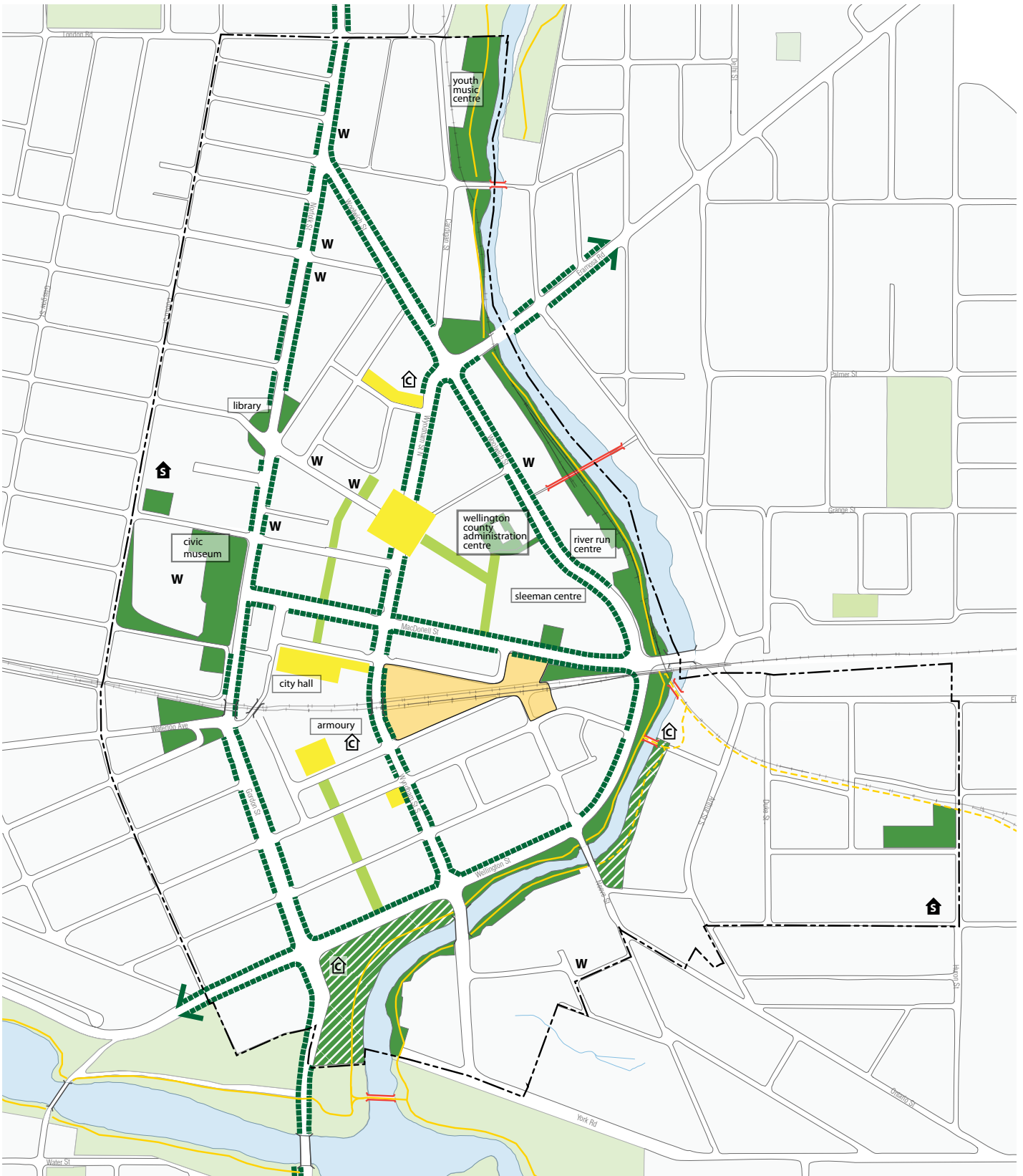
## Short-term initiatives (next 5-10 years):

- › Intermodal Transit Station\*
  - › Downtown parking strategy\*
  - › Wilson Street parking structure\*
  - › Street and trail connections to the St. Patrick’s Ward neighbourhood
  - › New local street between Wyndham and Yarmouth.
  - › Baker Street parking structure
- (\* priority projects within the next 2-5 years)

## Longer-term initiatives:

- › Completion of Riverfront Trail (west side)
- › New pedestrian-bicycle bridge
- › New local streets east of Arthur Street to serve redevelopment
- › Extension of Freshfield Street to Wilson Street following relocation of market
- › Fountain Street parking facility







# Public Realm Plan

Enhancing the network of parks, open spaces, streetscapes and community facilities to make downtown more liveable and beautiful.

## Key features:

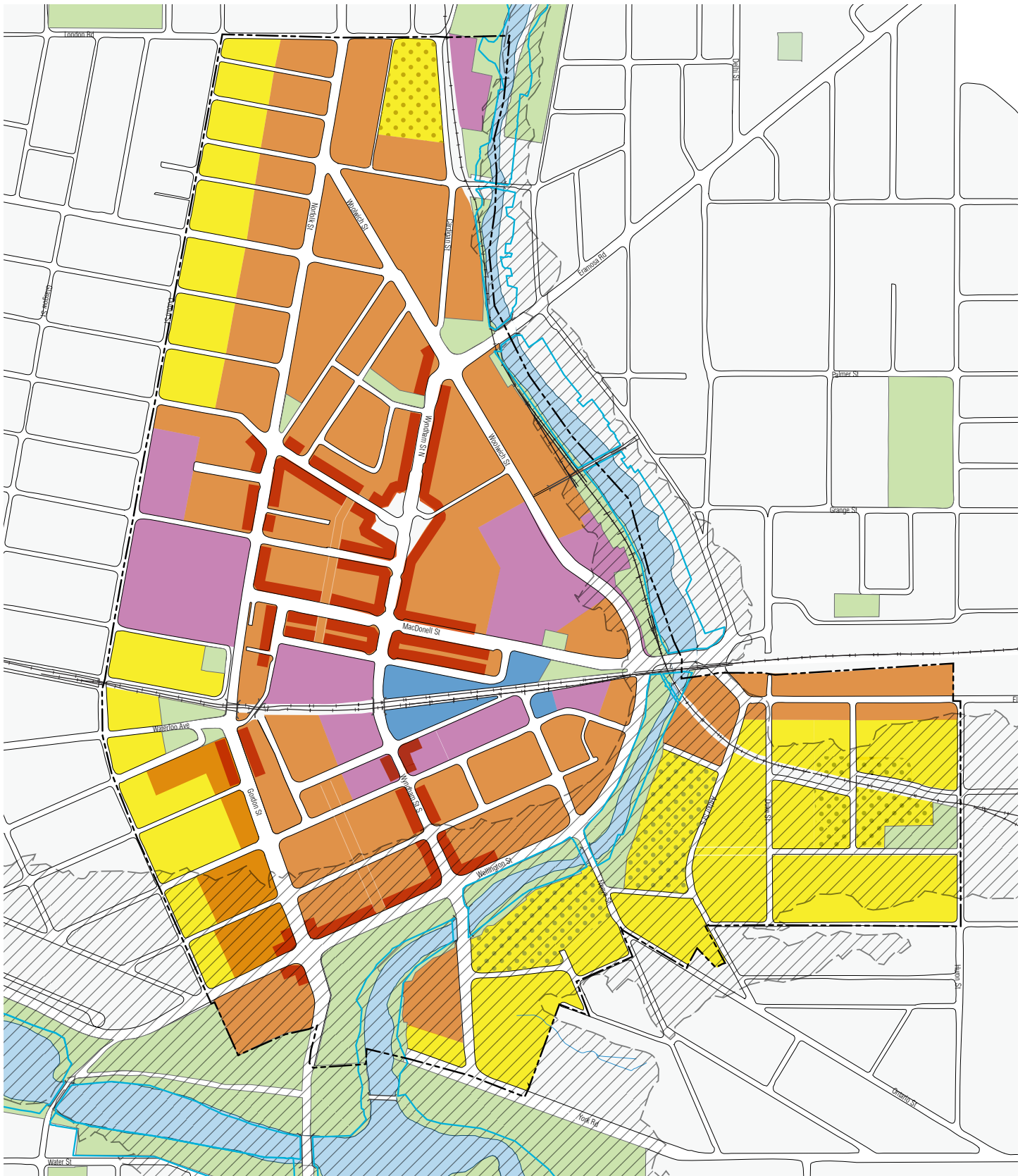
- › Downtown open space system to be enhanced and interconnected with new parks, squares, pedestrian connections
- › New riverfront parks and trail connections—south of Wellington Street and east of the river.
- › Improved streetscapes for Macdonell and Upper Wyndham with wider sidewalks.
- › New urban square adjacent to planned downtown library.
- › Development of a new neighbourhood park on Huron Street, as currently zoned.
- › St. George's Square re-designed for civic gatherings, passive enjoyment, and café and retail activity.
- › New mid-block connections west of Wyndham.
- › Armoury building and site renovated for public uses and a new public square.
- › New and improved squares and parks to be designed as outdoor community centres for passive use, casual interaction and programmed activities.
- › Potential for new community and/or cultural facilities on former industrial sites in St. Patrick's Ward.
- › Public art installations in existing and planned open spaces and streetscapes.

## Short-term initiatives (next 5-10 years):

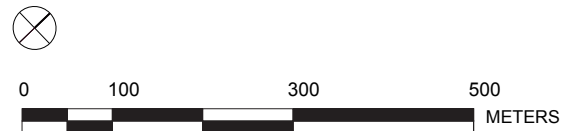
- › New library and adjacent park
- › Upper Wyndham streetscape improvements
- › Riverfront park and trail on Woods 1 site
- › Potential community/cultural use on Woods 1 site
- › St. George's Square master plan and improvements
- › Armoury acquisition strategy
- › Downtown public art program

## Longer-term initiatives:

- › Macdonell streetscape improvements
- › Armoury building renovation and reprogramming
- › Neighbourhood park on Huron Street
- › Riverfront park and trail south of Wellington



- |   |  |
|---|--|
|  Residential 1           |  Secondary plan area      |
|  Residential 2           |  Parks and open space     |
|  Mixed use               |  Required active frontage |
|  Institutional or office |  Regulatory floodplain    |
|  Major transit station   |  NHS boundary             |



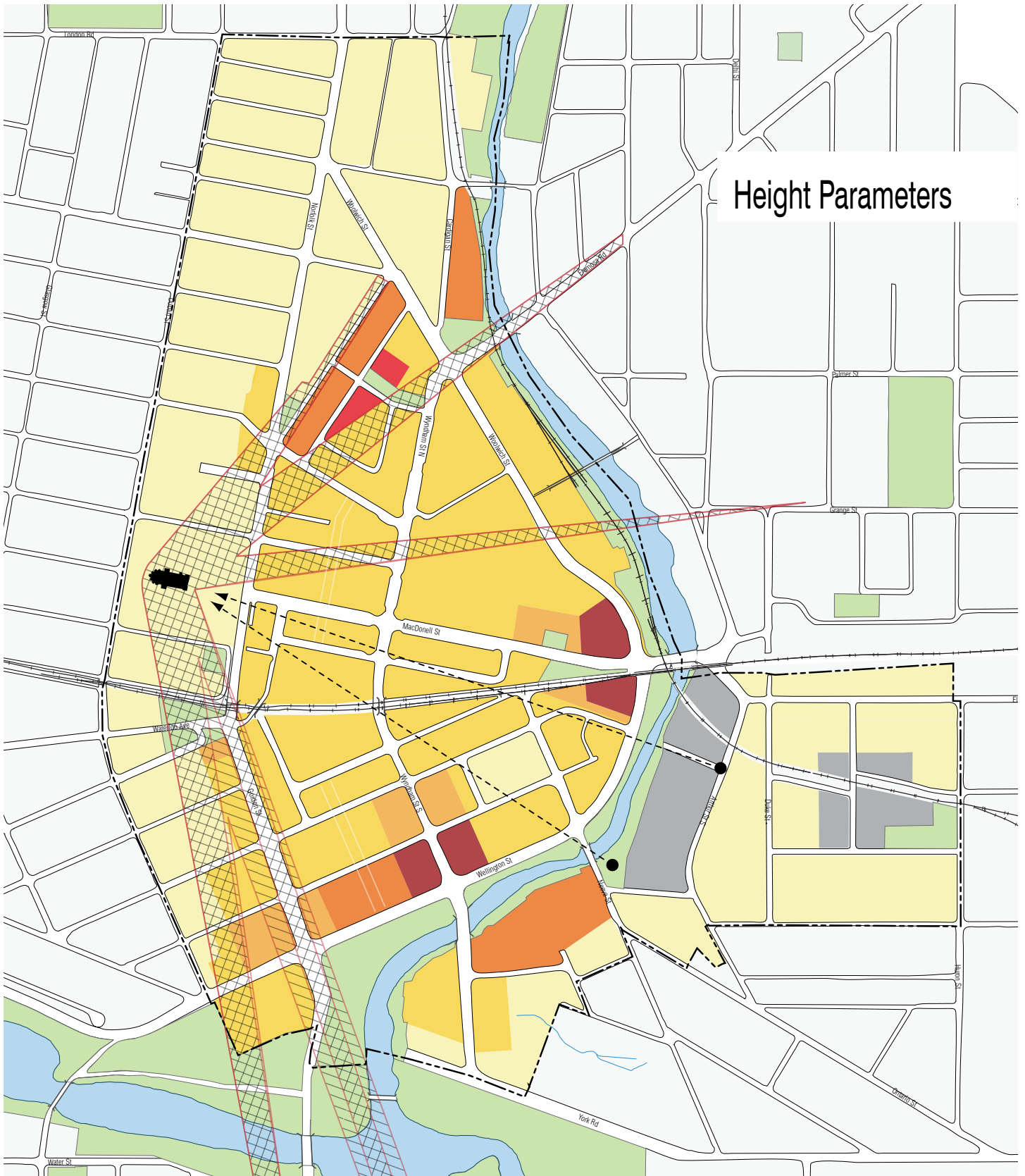
# Land Use Plan

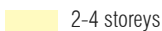






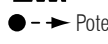

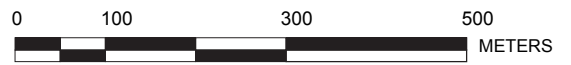




**Accommodating and encouraging a variety of land uses to ensure a vibrant downtown for Guelph residents and visitors.**

## **Key Policy Directions:**

- › Range of uses permitted in Mixed Use areas: office, retail, restaurants, entertainment, professional and personal services, studios, institutional, hotel, residential, public parking.
- › Ground floor, street-related retail, restaurants or other active uses required on Wyndham, Macdonell, Quebec, Carden, Wilson and Wellington, as indicated.
- › Higher density office and institutional uses encouraged to cluster around major transit station.
- › Offices and services on downtown main streets encouraged to locate on upper floors.
- › Detached and semi-detached houses, townhousing and low-rise apartment buildings permitted in Residential 1 areas.
- › Apartment buildings and townhousing (including stacked townhouses) permitted in Residential 2 areas.
- › Residential developments should include an affordable housing component.
- › Larger developments shall include a significant proportion of units suitable for families with children.
- › Existing policies for flood-prone area shall continue to apply.
- › Drive-through establishments and new gas stations shall not be permitted.

# Height Parameters



- |   |  |  |  |  |
|---|--|--|--|--|
|  2-4 storeys  |  6-15 storeys                   |  Park                                 |  Secondary Plan boundary            |  |
|  3-6 storeys  |  6-18 storeys                   |  Maintained view corridors            |  Potential view sensitive locations |  |
|  4-8 storeys  |  Existing view corridor reduced |  Appropriate heights to be determined |  |  |
|  4-12 storeys |  |  |  |  |

# Built Form and Site Development Policies

Establishing rules and standards for development to ensure downtown's heritage fabric is respected, important views are protected, and an attractive, liveable and sustainable environment is created.

## Built Form:

- › Downtown should contain a variety of building types, from detached houses to apartment and office buildings, each suited to its planned context.
- › New buildings shall respect the scale, form and architecture of neighbouring historic buildings.
- › Minimum and maximum heights shall apply across downtown (see Height Plan). In areas where buildings taller than 4 storeys are permitted, height bonusing in exchange for community benefits shall be permitted. The maximum bonus shall be 1-3 storeys, depending on the height limit in the area and proximity to the major transit station.
- › Notwithstanding the height parameters, one-storey houses shall continue to be permitted in Residential 1 areas.
- › In Mixed Use areas where buildings taller than 4 storeys are permitted, buildings generally shall occupy a minimum of 65% of the lot.
- › New buildings on commercial streets where ground floor retail uses are required (including Wyndham, Macdonell, Quebec, Carden, Wilson and segments of Norfolk and Wellington) as well as on Gordon Street shall have a street wall at the right-of-way and at least 3 storeys high before step-backs.
- › Mid-rise buildings up to 8 storeys, where permitted, shall have step backs of at least 3 metres at the 4th storey on downtown main streets and local streets, and at the 6th storey on Wellington and Gordon.
- › Residential and hotel buildings taller than 8 storeys shall take a podium and tower form. Podiums shall be no taller than 4 storeys; towers generally shall be set back from the edge of the podium and have a maximum floor plate of about 750 square metres. Adjacent towers shall be a minimum of 25 metres apart.

- › Mechanical penthouses shall be screened and integrated into the design of the building.
- › Apartment buildings on secondary and local streets generally shall have main floor units with entrances on the street. The entry to main floor units and front patios, where provided, shall be elevated from the street.
- › Buildings comprised of attached townhouses in Residential 1 and Residential 2 areas generally shall not exceed 40 metres in length.
- › Where provided, balconies shall be integrated into the design of the building and generally recessed.
- › High-quality, enduring building materials, such as stone, brick and glass, shall be used throughout downtown. Stucco, vinyl and brightly coloured glass shall not be permitted.
- › Existing architectural guidelines in Private Realm Improvement Manual shall be reviewed and revised.

## Environmental Design:

- › If and when a district energy system is in place downtown, new development shall be encouraged to connect to it where practical.
- › All buildings greater than 1,000 square metres shall be encouraged to be built to LEED-NC Gold or equivalent standards, at a minimum.
- › All residential development shall achieve an Energy Star or equivalent rating, where applicable.
- › Green roofs, solar capture equipment and/or cool roof materials shall be required on the roofs of buildings generally greater than 1,000 square metres.
- › New development generally shall include rainwater harvesting and reuse systems.
- › Landscaping shall be water efficient and drought resistant.

## **Parking and Servicing:**

- › Entrance to parking and servicing areas generally shall be on secondary or local streets or laneways. Shared driveways shall be encouraged.
- › Servicing areas shall be located at the rear or side of buildings and internalized or screened.
- › Parking in Residential 2 and Residential 3 areas shall be located underground where practical. Surface parking for residential or commercial uses generally shall be located at the rear of buildings. No parking shall be permitted between the front of a building and the public right-of-way.
- › Above-grade parking structures shall be designed to appear as fenestrated buildings, with materials and architecture that blends with neighbouring buildings, and should contain commercial uses on the ground floor where appropriate.
- › Transit-oriented parking standards, with minimum and maximum ratios, shall be developed for downtown.
- › All new office, institutional and multi-unit residential buildings shall include secure indoor bicycle parking.

# Implementation

Identifying strategic initiatives to guide short-term actions by the City, developers and the community.

## Summary of short-term initiatives (next 5-10 years)

### Mobility:

- › Intermodal Transit Station
- › Downtown parking strategy
- › Wilson Street parking structure
- › Street and trail connections to the St. Patrick's Ward neighbourhood
- › New local street between Wyndham and Yarmouth
- › Baker Street parking structure

### Public Realm:

- › New library and adjacent square
- › Upper Wyndham streetscape improvements
- › Riverfront park and trail on Woods 1 site
- › St. George's Square master plan and improvements
- › Armoury acquisition strategy
- › Downtown public art program

### Programming:

- › Frequent year-round downtown events
- › Culture and tourism strategy
- › Major food festival
- › Public art program
- › Coordinate the programming of all City assets downtown

### Development Planning and Facilitation:

- › Complete the District Energy Feasibility Study
- › Update zoning by-law and/or consider a development permit system
- › Expand Community Improvement Plan to address residential conversions and improving energy efficiency
- › Undertake heritage conservation study
- › Facilitate developers workshops to communicate the plan, address barriers to development and generally promote investment downtown

### Development Projects:

- › Woods 1 site redevelopment
- › Baker Street housing
- › Macdonell-Woolwich site redevelopment (office/hotel/residential)
- › Fountain Street parking lot redevelopment (institutional/mixed-use)
- › Potential Fire Station relocation and redevelopment (mixed-use)





# **Conversion of Curbside Waste Collection Program to Fully Automated Carts**

Presentation to:  
Community Development & Environmental Services Committee

August 23, 2010



## **Conversion of Curbside Waste Collection Program to Fully Automated Carts**

On May 25th, 2010, Council approved the recommendation to convert, as a minimum, the collection of the organic waste stream to a cart-based system.

Staff were directed to report back to Council with final recommendations on the preferred alternative to modifying the City's waste collection system once the following outstanding information could be obtained:

1. Conditions of approval in the Certificate of Approval issued by the Ministry of the Environment;
2. Results of our application for CIF grant funding; and
3. A review of the draft business plan/investment case analysis by BMA Management Consulting Inc.

## **Conversion of Curbside Waste Collection Program to Fully Automated Carts**

### Update on Status of Certificate of Approval:

The Certificate of Approval received from the MOE on August 11, 2010 includes language prohibiting the City from accepting waste at the new organics facility that is collected using a bag-based collection system.

## **Conversion of Curbside Waste Collection Program to Fully Automated Carts**

### Update on City's Application for CIF Grant Funding:

Staff were advised on June 2nd that the City of Guelph would receive CIF grant funding in the amount of \$1,335,519 IF Council approves the conversion to fully automated cart collection for the recyclable stream.

## **Conversion of Curbside Waste Collection Program to Fully Automated Carts**

### Update on review by BMA Management Consulting Inc.:

BMA Consulting reviewed the financial methodology, including a review of the assumptions used in the analysis and the financial impact of each of the options.

BMA concluded that:

1. The methodology used by the City was appropriate and reflected the savings and costs associated with the underlying assumptions;
2. Based on the assumptions used by the City, BMA concurs with the staff analysis that the Fully Automated Option is the preferred option.

## **Conversion of Curbside Waste Collection Program to Fully Automated Carts**

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## **Conversion of Curbside Waste Collection Program to Fully Automated Carts**

### **Alternative 1 – Annual Operating budget savings = \$430,900**

- Reduction of 3 FTE's = \$198,900
- Four (4) fewer waste collection vehicles
  - Fuel savings = \$28,000
- Reduced WSIB and sick time costs = \$120,000
- Elimination of Spring/Fall yard waste collection = \$84,000

## **Conversion of Curbside Waste Collection Program to Fully Automated Carts**

### **Alternative 2 – Semi automated cart collection for only the organic waste stream (1 cart):**

- Not recommended by staff or BMA
- Not eligible for CIF grant
- Lower capital cost
- Increased operating budget
  - 4 additional FTE's
  - 3 additional waste collection vehicles



## **Conversion of Curbside Waste Collection Program to Fully Automated Carts**

### **2011-2021:**

- Fully automated option is significantly less expensive than alternative (semi-automated).

### **2022 and beyond:**

- Fully automated also less expensive than Status Quo (bagged-based collection).

# COMMITTEE REPORT



**TO** **Community Development and Environmental Services Committee**

**SERVICE AREA** Planning, Engineering and Environmental Services

**DATE** August 23, 2010

**SUBJECT** **Conversion of Curbside Waste Collection Program to Fully Automated Carts**

**REPORT NUMBER**

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## **RECOMMENDATION**

"THAT the report of the Executive Director of Planning, Engineering and Environmental Services concerning conversion of the curbside waste collection program be received;

AND THAT staff's recommendation to convert the curbside waste collection program from a manual plastic bag collection program to a fully-automated cart collection program (Alternative 1, 3 bins) for the recyclables and waste streams commencing in 2012 be approved;

AND THAT the 2010-2014 capital budget and forecast be amended to reflect the additional cost of carts and waste packer trucks commencing in 2011;

AND THAT debenture funding for the curbside carts to a maximum of \$5.2 million be approved and incorporated into the City's annual repayment limit (ARL);

AND THAT the internal borrowing from the Vehicle and Equipment Replacement Reserve Fund to a maximum of \$4 million for the purchase of 15 waste packer trucks be approved;

AND THAT the Mayor and Clerk be authorized to enter into an agreement with Waste Diversion Ontario to receive a Continuous Improvement Fund (CIF) grant of \$1,335,519, subject to the satisfaction of the Executive Director of Planning, Engineering and Environmental Services and the City Solicitor."

## **BACKGROUND**

In April 2010, Ministry of Environment staff verbally indicated to City staff that the draft *Certificate of Approval* for the Organics Waste Processing Facility will include a condition of approval preventing the facility from accepting organic waste that is collected through a waste collection program that permits the use of any type of plastic bag, including the use of compostable plastic bags.

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On May 25th, 2010, Council approved the recommendation to convert, *as a minimum*, the collection of the organic waste stream to a cart-based system, in order for construction of the Organic Waste Processing Facility to proceed and to comply with the anticipated condition of approval.

Although the May report included preliminary information regarding the potential conversion of the remaining two waste streams (i.e. recyclables and waste), staff were directed at the May 25th Council meeting to report back to Council with final recommendations on the preferred alternative to modifying the City's waste collection system once the following outstanding information could be obtained:

1. The conditions of approval in the draft *Certificate of Approval* to be issued by the Ministry of the Environment;
2. The results of our application for CIF grant funding; and
3. A review of the draft business plan/investment case analysis by BMA Management Consulting Inc.

## **REPORT**

In anticipation of preparing a future report to Council on optional modifications to our curbside waste collection program, including consideration of cart-based programs, staff had already conducted substantial research on best management practices for residential waste collection and the implications to the City with respect to our program and financial policies, operations and equipment in response to several emerging issues.

In the absence of the notification received from the MOE, the timing for consideration of full conversion would have been determined based on the age of the current fleet and our policies regarding fleet replacement, debt issuance and the capital budget. Capital costs would normally have been brought forward in the 5th year of a future capital budget forecast, for Council's consideration.

However, the timing of the proposed project has been advanced as a result of the condition specified in the Ministry of Environment's draft *Certificate of Approval* for the Organics Waste Processing Facility that prevents the facility from accepting any organic waste that is collected through a waste collection program that permits the use of plastic bags.

In addition to research on best practices, staff had contacted other municipalities to determine the issues that were reported by their residents when they converted to a cart-based program. Specifically, Toronto, Hamilton, Kingston, Waterloo, Halton, Peel, Southgate, Durham and Ottawa were chosen due to their types of programs, operations and equipment. In addition, due diligence visits were made to the solid waste operations of Toronto, Hamilton, Kingston and Southgate to research and complete time studies to further determine and analyze the effects of changes on all city operations and on relevant stakeholders.

Although many alternative collection systems are possible, and several alternative collection systems have been evaluated by staff (including manual cart collection

for only the organics stream), staff reported in the May 2010 report to Council that two primary alternatives have been determined to provide the best options and were presented in some detail in comparison to the base case, i.e.:

Alternative 1	Fully automated cart collection for all three waste streams (staff recommendation).
Alternative 2	Semi automated cart collection for only the organics stream.
Base Case	Bags (status quo) with conversion to fully automated cart collection starting in 2017. (Not a viable option.)

The “base case” scenario describes the collection system that would likely have evolved over time in the absence of the current direction from the MOE. **The base case is no longer a viable option as it would not comply with the Ministry of Environment Certificate of Approval.**

**Update on the Outstanding Issues from the May 2010 Staff Report:**

1. The Certificate of Approval was received from the MOE on August 11, 2010 and includes language prohibiting the City from accepting organic waste at the new organics facility that is collected using a bag-based collection system. The pertinent condition of approval is:

*“The Owner shall not accept at the Composting Site any Organic Waste that is collected through a waste collection program that allows use of bags, except the waste that is generated in and collected by the City of Guelph and in accordance with Table 1 entitled "Proposed Phase-out of Plastic Bag Usage in Organics Collection...”*

2. Staff were successful in our application for CIF grant funding. We were advised on June 2nd, 2010 that the CIF Board had approved a grant to fund the conversion to fully automated cart collection for the recyclable stream in the amount of \$1,335,519 (\$1,311,905 plus 1.8% in lieu of non-refundable HST). The grant can be applied to the recyclable carts (approximately \$960K) and the incremental cost difference for the automated trucks (approximately \$375K). This funding cannot be applied to conversion of the organic stream to cart collection.
3. BMA Management Consulting Inc. has completed a peer review of the staff recommendation regarding conversion to a fully automated cart-based collection system. Their analysis concurs with the assessment completed previously by Environmental Services and Finance staff, i.e. that conversion to a fully automated cart-based system is less expensive over the long-term, compared to conversion of the organic waste stream only to carts, and is recommended.

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## **NOTICE REQUIREMENTS**

N/A

## **CORPORATE STRATEGIC PLAN**

- Strategic Objective 1.2: Municipal sustainability practices that become the benchmark against which other cities are measured.
- Strategic Objective 5.1: The highest municipal customer service satisfaction rating of any comparable-sized Canadian community.
- Strategic Objective 6.4: Less waste per capita than any comparable Canadian city.

## **FINANCIAL IMPLICATIONS**

### **Third Party Review**

In undertaking a third party review of the financial analysis of the partial versus fully-automated cart alternatives (contained in the draft business case attached to the May 25, 2010 Committee Report), BMA Consulting reviewed the financial methodology, including a review of the assumptions used in the analysis and the financial impact of each of the options. BMA's report, including a summary of the assumptions used in the City's analysis is attached as Appendix "A" to this report.

BMA concludes that:

1. The methodology used by the City was appropriate and reflected the savings and costs associated with the underlying assumptions;
2. Based on the assumptions used by the City, BMA concurs with the staff analysis that the Fully Automated Option is the preferred option.

### **Operating and Capital Outlay**

The three year phased conversion to a fully automated system is estimated to require the following operating and capital outlays in the 2011-2014 budgets:

	<b>Budget Approval</b>	<b>Funding Amount</b>	<b>Funding Source</b>	<b>Additional Information</b>
Carts	2010 Preapproval Capital Budget	\$6.2 Million less \$960,000 CIF Grant = \$5.2 Million Total	Debt Issued \$2M 2012, \$2M 2013, \$1.2M 2014	Annual Debt Servicing at 5% for 10 years = \$680,000 or 0.4% tax rate impact
Trucks	2010 Preapproval Capital Budget	\$4.6 Million less \$197,000 Salvage Value & \$375,000 CIF Grant = \$4M	Internal Borrowing from Vehicle & Equipment Replacement Reserve Fund \$2M 2012 \$1.5M 2013 \$.5M 2014	Annual operating savings of \$460,000 (assume full implementation in 2014) will be used to payback borrowing over 7 - 10 years
Kitchen Catchers & Promo	2011 – 2013 Operating Budget	\$1 Million over 3 years	Operating Budget	One time impact of \$333,000 or 0.2% tax rate impact.

For a project to be eligible for debt financing, the City's debt policy requires that:

- The project value exceed \$500,000;
- The estimated useful life of the asset exceeds ten years;
- The project has been approved by Council in the capital budget and is clearly identified as funded by debt;
- The project is supported by a business case;
- Funding cannot be accommodated through the tax supported capital budget or other internal sources.

In accordance with the City's debt policy, the carts are eligible for debenture financing to a maximum of \$5.2 million for a ten year term. This is subject to Council amending the 2010 capital budget to incorporate the bin purchases. Every effort will be made during the 2011-2014 budget processes to reduce the actual amount of debt to be issued. Although the additional debt financing for the carts is within the limits outlined in the City's debt policy and the Provincial Annual Debt Repayment Limit (ARL), this may reduce Council's flexibility to debt finance future priority projects.

The City's debt policy does not permit debt financing for replacement assets or assets having a useful life of less than 10 years. The waste packer trucks have an estimated seven year useful life and therefore, replacement of the waste packer trucks will need to be funded from the equipment reserve fund and grant funding. The City does not have funding identified in the current vehicle and equipment reserve fund forecast for replacement of 15 waste packer trucks over the 2011-

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2014 timeframe. The acceleration of the truck replacement to accommodate a full phase-in of trucks to a cart based system by 2014 versus the current forecast of the replacement of 18 trucks over the next seven years will require borrowing from the Vehicle and Equipment replacement reserve fund and subsequent repayment from the realized operating savings as the program is implemented. A review of the vehicle and equipment lifecycle needs for all tax supported services will be completed during preparation of the 2011 capital budget and forecast.

Rollout of the bin conversion project also anticipates provision of kitchen catchers and promotional/educational material which are estimated to cost approximately \$1 million over the three year phase-in. These costs will be considered during deliberation of the operating budgets of those years.

The fully automated option has a greater up front investment, but will produce ongoing operational savings. As noted in BMA's third party review, the cost of the partially automated option is significantly higher than either the fully automated option (recommended option) or the Status Quo option. As also noted in BMA's third party review, the consolidated cost of the fully automated option and the Status Quo option are the same for the first ten years (2011-2021). The breakeven point, where the fully automated option becomes less costly than the Status Quo occurs by year 11 of the forecast. However, the Status Quo option is not a viable option due to the Ministry of the Environment Certificate of Approval requirements.

### **Grant Funding**

As noted above, the City will receive \$1,335,519 million in CIF grant funding. CIF will cash flow the grant funding based on completion of the deliverables outlined below:

1. Proof of Expenditures and Delivery of Collection Vehicles – 60% of funding;
2. Proof of Purchase of Recyclables Carts – 10% of funding
3. Promotion & Education Material – 3% of funding;
4. Establishment of Capital Reserve Fund and Curbside By-laws – 2% of funding;
5. Monitoring, data analysis, final report and project evaluation – 25% of funding.

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## **DEPARTMENTAL CONSULTATION**

Finance Department

## **COMMUNICATIONS**

N/A

## **ATTACHMENTS**

Appendix "A": Organics Conversion Third Party Financial Review by BMA Consulting

Original Signed by:

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**Prepared By:**

**Dean Wyman**

Manager of Solid Waste Resources

519-822-1260 ext. 2053

dean.wyman@guelph.ca

Original Signed by:

---

**Recommended By:**

**Janet L. Laird, Ph.D.**

Executive Director

Planning, Engineering and

Environmental Services

519-822-1260, ext 2237

janet.laird@guelph.ca

Original Signed by:

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**Recommended By:**

**Margaret Neubauer**

Chief Financial Officer/City Treasurer

519-822-1260, ext 5606

margaret.neubauer@guelph.ca





July 14, 2010

Margaret Neubauer, CFO  
City of Guelph  
1 Carden Street  
Guelph, ON  
M1H 3A1

Dear Ms. Neubauer:

***Reference: Organics Conversion Third Party Financial Review***

On May 25<sup>th</sup>, 2010, Council approved the recommendation to convert, as a minimum, the collection of the organic waste stream to a cart based system, in order for construction of the Organic Waste Processing Facility to proceed and comply with the condition of approval preventing the facility from accepting any organic waste that is collected through a waste collection program that permits the use of plastic bags.

Staff was requested at that time to report back to Council with recommendations on the preferred alternative to modifying the City's waste collection system to facilitate cart based collection once the following information could be obtained:

- The conditions of approval in the draft *Certificate of Approval* to be issued by the Ministry of the Environment (MOE);
- The results of the application for CIF grant funding; and
- **A review of this business plan/investment case analysis by BMA Management Consulting Inc.**

To this end, the purpose of this report is to provide a third party review of the financial analysis undertaken by the City.

The approach undertaken by BMA was to:

- **Review of Financial Methodology**—this included a review of the assumptions used by the City, with an identification of any areas where differences in assumptions were used by BMA.
- **Review Financial Conclusions**—this included an estimate of the financial impact of each of the options.

### ***Review of Financial Methodology***

BMA completed a review of the methodology used by the City to estimate the financial implications of each of the options considered. The options considered by the City included:

1. Status Quo - This assumes the same service provision as what exists currently in the City of Guelph with a transition to a fully automated service in 2017 (phased-in over a three year period). As indicated in the staff report, based on information provided verbally from the Ministry of Environment, it is anticipated that the existing service delivery model would not comply with the anticipated draft Certificate of Approval. The draft *Certificate of Approval* for the Organics Waste Processing Facility includes a condition of approval preventing the facility from accepting any organic waste that is collected through a waste collection program that permits the use of plastic bags. As such, this is not considered a viable option as a result of the conditions set out in the Certificate of Approval but has been included to identify the base case financial position.
2. Partial or Semi-Automated Service – An option was considered which is referred to as a semi-automated cart collection for only the organics stream. This would be phased in over a three year period. Under this option the City would retain the current waste collection vehicles and retrofit with semi automated cart tippers during 2011. This option would maintain the current collection frequency (i.e. organics and recyclables weekly; waste bi-weekly) and provide one green/wet cart at no cost to each household.
3. Fully Automated Service - This model assumes that the City will transition to a fully automated service for organics over a three year period for the each waste stream: organics, recyclables and garbage. This option assumes that the City would utilize vehicles with split compartments to collect recycling stream biweekly; such that recyclables and organics are collected on alternate weeks to garbage and organics. The City would provide one organic waste cart, one recyclables cart and one

garbage cart at no cost to each household.

To complete the financial impact analysis, numerous assumptions were made by the City for each of the options considered. The focus of the third party review undertaken by BMA was to validate the appropriateness of the financial methodology used by the City to reflect these assumptions and to determine, based on these assumptions which option is preferable from a financial perspective. Appendix A provides a summary of the assumptions included in each of the options.

***Conclusion: The methodology used by the City was appropriate and reflected the savings and costs associated with the underlying assumptions included in Appendix A.***

### ***Review of Financial Conclusions***

The consolidated cost of each of the options was compared over a period of 1-15 years. From 2011-2021, the consolidated cost of Option One (Status Quo with 2017 conversion) and Option Three (Fully Automated by 2013) are the same and the cost of Option Two (Partially Automated) is significantly higher during this time. As stated previously, Status Quo is not a viable option due to the Certificate of Approval requirements. Further, the consolidated cost of the Fully Automated Option is lower than either option from 2022 onward.

***Conclusion: Based on the assumptions used by the City, BMA concurs with the staff analysis that the Fully Automated Option is the preferred option. This Option break-evens with the Status Quo by year 11 and becomes the least costly option by year 12.***

Appendix A

	Existing	Partially-Automated	Fully Automated
Phase-in Period	To fully automated commencing in 2017 over a 3 year period	To semi-automated phase in commencing in 2011 over a 3 year period	To fully automated commencing in 2011 over a 3 year period
Staffing Levels and Changes	20 FTE - Reduction of 3 FTE from 2017-2019	24 FTE - Addition of 4 new staff from 2011-2012	17 FTE - Reduction of 3 FTE from 2011-2013
Benefit Changes	None until 2017 as part of the transition to fully automated. Savings provided by Third Party Consultant through the City based on estimated reduced hours of sick time and WSIB. This is equivalent to approximately \$120,000 (today's dollars)	None except additional benefits related to the 4 additional staff	As part of the transition to fully automated commencing in 2011. Savings provided by Third Party Consultant through the City based on estimated reduced hours of sick time and WSIB. This is equivalent to approximately \$120,000 (today's dollars)
Fleet Changes	19 packers from 2011-2016. 15 packers upon completion of the phase in to fully automated commencing in 2017 over a 3 year period	22 converted packers upon completion of the phase in commencing in 2011 over a 3 year period	15 packers upon completion of the phase in commencing in 2011 over a 3 year period
Fuel and Maintenance Costs	assumes \$28,000 combined per vehicle	assumes \$28,000 combined per vehicle	assumes \$28,000 combined per vehicle and assumes only savings on fuel for the reduction in fleet size of \$10,000
Replacement Cost of Vehicle	\$250,000 (today's dollars)	\$256,000 plus cost of conversion of the fleet of \$6,000 per unit	\$295,000 (today's dollars)
Bin Costs	To fully automated cost per household for the three units is \$120 (in today's dollars) to be implemented over three years commencing in 2017. Assumes the purchase of 50,000 units	The per unit cost for the one bin unit is \$30 (in today's dollars) to be implemented over three years commencing in 2011. Assumes the purchase of 50,000 units	To fully automated cost per household for the three units is \$120 (in today's dollars) to be implemented over three years commencing in 2011. Assumes the purchase of 50,000 units

# COMMITTEE REPORT



TO **Community Development and Environmental Services  
Committee**

SERVICE AREA Planning, Engineering and Environmental Services  
DATE August 23, 2010

**SUBJECT City of Guelph Comments in Response to the Review of  
the 2005 "Provincial Policy Statement"**

REPORT NUMBER 10-90

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## RECOMMENDATION

That Report 10-90 regarding Comments in Response to the Review of the 2005 Provincial Policy Statement from Planning, Engineering and Environmental Services, dated August 23rd, be received.

That Council endorse the comments in the attached letter as its formal initial response to the Ministry of Municipal Affairs and Housing's request for comments on the Review of the 2005 Provincial Policy Statement.

## BACKGROUND

The Province is completing a review of the 2005 Provincial Policy Statement (PPS) and has asked for input into the adequacy of the existing policy. Comments are requested by the end of August. Background information is available on the Ministry's website at <http://www.mah.gov.on.ca/Page7243.aspx>

The attached letter in **Appendix 1** has been prepared as the City's formal response.

## What is the Provincial Policy Statement?

The Provincial Policy Statement sets out the Ontario government's policy direction for land use planning and development and is the integrated, consolidated statement of all provincial ministries' policies concerning land use. All Official Plans and land use regulatory instruments such as Zoning By-laws in Ontario must be prepared and implemented consistent with the provisions of the PPS.

The PPS is issued under the authority of Section 3 of the *Planning Act*, and has been in existence since 1996 and is subject to five year reviews. The PPS plays a key role in guiding the land use planning system in Ontario and is implemented in conjunction with provincial plans, such as the Growth Plan for the Greater Golden Horseshoe.

The *Planning Act* requires that decisions on planning matters made by municipalities, the Province, the Ontario Municipal Board and other decision-makers "shall be consistent

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with" the PPS. It is the primary intent of the PPS to give recognition to the complex inter-relationships among economic, environmental, cultural and social factors in land use planning, and embodies good planning principles.

The PPS includes the following major policy areas:

### **Building Strong Communities**

The PPS provides policy direction to help build strong communities in Ontario through, for example:

- the effective management and use of land to meet current and future needs;
- the protection of employment areas and other policies to promote economic development and competitiveness;
- the provision of a range of housing types (including affordable housing) and densities to meet the needs of current and future residents;
- the availability of appropriate infrastructure, e.g., transportation systems, and sewer and water services, to accommodate projected needs;
- the promotion of energy efficiency and minimizing negative impacts to air quality.

### **Wise Use and Management of Resources**

The PPS protects Ontario's natural heritage (e.g., wetlands and woodlands), water, agricultural, mineral, petroleum, mineral aggregate, cultural heritage and archaeological resources. The protection of these important resources helps to ensure Ontario's long-term prosperity, environmental health and social well-being.

### **Protecting Public Health and Safety**

The PPS protects people, property and community resources by directing development away from natural or human-made hazards (e.g., flood plains or contaminated lands).

## **REPORT**

This report responds to the Provincial Government's request for comments on the Provincial Policy Statement. It has now been 5 years since it was approved and it is now up for review and should be noted that this request is the initial request for comments. Once all comments are received, draft new policies will be prepared and a request for comments will be forthcoming from the Province.

The Ministry of Municipal Affairs and Housing is requesting that stakeholders respond to the following five questions:

- 1) What policies are working effectively?
- 2) What policies need clarification or refinement?
- 3) Are there policies that are no longer required?
- 4) Are there new policy areas or issues that the Province needs to provide land use planning direction?
- 5) Is additional support material needed to implement the PPS?

The attached letter in **Appendix 1** has been organized to address each question in turn.

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## **CORPORATE STRATEGIC PLAN**

- Goal 1 – An attractive, well-functioning and sustainable City
- Goal 2 – A healthy and safe community where life can be lived to the fullest
- Goal 3 – A diverse and prosperous local economy
- Goal 4 – A vibrant and valued arts, culture and heritage identity
- Goal 5 – A community-focused, responsive and accountable government
- Goal 6 – A leader in conservation and resource protection/enhancement

## **FINANCIAL IMPLICATIONS**

N/A

## **DEPARTMENTAL CONSULTATION**

Circulated to other divisions within Service Area, (i.e. Engineering, Environmental Services) and Corporate Administration

## **COMMUNICATIONS**

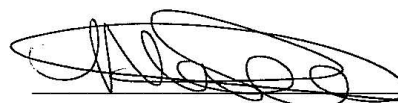
N/A



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### **Prepared By:**

Paul Kraehling, MCIP, RPP  
Senior Policy Planner  
Policy Planning and Urban Design  
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E paul.kraehling@guelph.ca



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### **Recommended By:**

Marion Plaunt, MES, RPP, MCIP  
Manager of Policy Planning and  
Urban Design  
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### **Recommended By:**

James N. Riddell  
General Manager  
Planning and Building Services  
519-837-5616, ext 2361  
jim.riddell@guelph.ca

Original Signed by:

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### **Recommended By:**

Janet Laird, Ph. D.  
Executive Director  
Planning, Engineering and  
Environmental Services  
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janet.laird@guelph.ca

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## Appendix 1

August 31, 2010 Draft

Kyle MacIntyre  
Manager (A)  
Ministry of Municipal Affairs and Housing  
Local Government and Planning Policy Division  
Provincial Planning Policy Branch  
777 Bay Street, Floor 14  
Toronto ON M5G 2E5

Dear Mr. MacIntyre:

Re: Comments on "Review of the 2005 Provincial Policy Statement"

Thank you for the opportunity to comment on the Provincial Policy Statement. The following points are outlined following the question template that Ministry has outlined on the EBR website. Please accept these comments in the spirit of improving the land use policy system for all Ontarians.

### **1) What policies are working effectively?**

The following policies that are working effectively for Guelph are – the policies promoting the long term land use planning to reduce urban sprawl, promote fully-serviced development in urban settlement areas, provide for sustainable community potential (provision of employment lands, opportunities for affordable housing and transport mode alternatives to the automobile), protection of natural heritage features and areas, protection of the provinces' finite groundwater/water supply base, recognition and conservation of cultural heritage resources. However, several improvements are suggested below.

### **2) What policies need clarification or refinement?**

The following points are not in any priority sequence:

a) In terms of long term planning growth horizons, several suggestions are made to improve inter municipal planning co-ordination and consistent planning. In Policy 1.1.2, the PPS outlines that municipalities can plan for development to a long term horizon of 'up to 20 years.' This should be replaced with a 'minimum term of 20 years.' In addition, it should be made clear that in areas subject to a 'provincial plan', (e.g. Provincial Growth Plan for the Greater Golden Horseshoe) that the planning time horizon used in the area should be that growth plan area time horizon, e.g. in the GGH area to the year 2031 which is longer than the 'up to 20 year' timeframe spelled out in the PPS. A consistent time horizon for long term planning is important for long term planning co-ordination and infrastructure provision consideration.

b) The permitted land uses within 'rural areas' permits resources, resource-based recreational activities, limited residential development and other rural land uses. These terms need to be defined. What is limited residential development – is it one proposed lot? Does it matter how many other lots have already been created? Is it small plan of subdivision? What is resource-based recreation? It is anticipated that with the strong urban intensification emphasis in the Growth Plan for the Greater Golden Horseshoe, there will be repercussions in the form of more pressure for urban sprawl outside of settlement/prime agricultural areas.



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c) A great deal of policy discussion is given towards constructing 'complete communities.' Unfortunately, in many instances the social infrastructure (other than park spaces) is lacking in many new growth areas of Ontario. Greater policy attention is required in Section 1.6 of the PPS respecting 'public service facilities.' Commentary respecting public schools, religious establishments, community centres should be discussed to build quality, effective communities in Ontario in keeping with the quadruple bottom line composed of economic, environmental, social and cultural pillars of sustainability.

d) Section 2.1.2 and Section 2.2 of the Provincial Policy Statement (PPS) recognizes that natural heritage features and areas are inextricably connected to surface and groundwater resources. Both sections require that when maintaining, enhancing or restoring ecological functions and biodiversity of natural heritage systems, the linkages between and among natural heritage features and areas and surface water and ground water features must be recognized; however, the mechanisms to achieve this are not addressed. In reviewing the latest version of the Natural Heritage Reference Manual (2010), this matter is not addressed, and therefore the PPS should explicitly outline interconnectivity measures. Subsequent versions of the Natural Heritage Reference Manual can then define this matter further.

e) Landform protection has become an integral part of Natural Heritage planning as demonstrated through the Greenbelt Plan, Niagara Escarpment Plan and the Oak Ridges Moraine Conservation Plan, and is recognized in the Natural Heritage Reference Manual (2010). The Provincial Plans provide protection for significant landform features such as "steep slopes, kames, kettles, ravines and ridges in their natural undisturbed form." (Oak Ridges Moraine Conservation Plan, p.54) As indicated, the concept of landform protection is identified in the Natural Heritage Reference Manual (2010) (e.g. "Geological diversity" is defined as a core attribute warranting protection (e.g. karst topography, cliffs, etc. Table 3.2) In addition, Section 4.3 of the Manual identifies a number of geological/geomorphological features that may be included as part of a Natural Heritage System, however, there is no policy direction provided in the PPS. The opportunities to define 'significant landform features' should be explicitly defined in the PPS.

f) With respect to the protection of natural heritage features, clarification is required to indicate that some impacts to features may occur with urban development and that mitigation measures should be required to offset harmful alteration, disruption or destruction.

g) The PPS and the Provincial Growth Plan for the Greater Golden Horseshoe contain differing provisions with respect to what constitutes employment activity within 'employment land' areas. The confusion is centred around the definition of what constitutes 'employment activity' in each provincial planning document, i.e. an 'employment area' within the PPS defines this area to include commercial activities while within the Growth Plan it states "major retail uses are considered non-employment uses" (policy 2.2.6.5). These policy definition provisions create uncertainty as differing Provincial policy/planning documents discuss this topic with differing terminology. This should be cleaned up.

h) Definition of service areas for 'employment lands' and 'affordable housing market areas' need clarification. Employment activities and affordable housing can serve both a local community need as well as a sub-regional/provincial need, i.e. scale of potential activity needs to be better defined.

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i) Additional clarification is required in the PPS to explain how “transportation and land use considerations” are to be integrated, e.g. encourage higher occupancy forms of transit and active transportation modes within identified intensification areas.

j) Active transportation modes should be explicitly promoted within urban areas. Planning authorities should plan for development that is sustainable by establishing and implementing planning and urban design policies that support a built form that is oriented to pedestrians.

k) The government should re-evaluate the priority it gives aggregate extraction over all other land use categories (except provincially significant natural heritage and prime agricultural areas) within southern Ontario. It is our perspective that ‘aggregate’ may be permitted close to market, but this over-arching need should be better balanced with the other land use concepts embodied within the PPS associated with compatible long term land use, natural heritage system promotion and protection as well as protection of pastoral rural landscapes. The need for aggregate at current/future economic sustainable provision rates should be re-examined in the context of other available supplies (i.e. reuse of demolition materials), and the availability of aggregate for local/regional/provincial needs. In addition, the concept of underground mining should be explored to protect surficial landscapes, rather than the current ‘strip mining’ approach to extraction in areas of high-growth demand land use contexts.

l) Just as minimum housing intensification and affordable housing targets are to be spelled out in municipal planning documents, it may be appropriate at this point in time for municipalities to also identify minimum energy conservation and air quality targets.

### **3) Are there policies that are no longer required?**

a) Policy respecting ‘wayside pits and quarries’ can be removed as the policy permitting this activity in all areas (outside of environmental constraint areas) has been altered by regulation.

### **4) Are there new policy areas or issues that the Province needs to provide land use planning direction?**

There is no specific priority associated with the following points:

a) Provincial policy is getting quite complicated with many plans in play, (Provincial Plans, Special Purpose Plans, Local Municipal Plans) and differing planning requirements for consideration, i.e. ‘to be consistent with’ in the PPS and ‘to conform to’ in a Provincial Growth Plan. Coordination is important, and the Province must show leadership here.

b) Definition of ‘land supply’ should be clarified as to its intended target, i.e. as being a local resource versus a resource for the entire Province. This is especially relevant for land uses that can serve many differing market areas, e.g. aggregate, employment lands, affordable housing units.

### **5) Is additional support material needed to implement the PPS?**

a) Affordable housing with appropriate tools is required. If the Province is serious about promoting the provision of affordable housing, explicit guidance is required to promote various tenure forms of housing and targeted to the full-spectrum of housing need. Mechanisms to implement the provision of affordable housing should be specified in legislation and implementation guidelines, e.g. affordable housing inclusionary zoning requirements.

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b) Enactment of government regulation to permit innovative policy with respect to implementing the policies of the PPS. These regulations can include matters such as conditional zoning, etc.

c) Policies respecting the promotion of renewable energy should be outlined in conjunction with Greenhouse Gas reduction strategies. This may include the setting of targets. In addition Section 1.8 dealing with Energy and Air Quality may be improved by outlining the inter-connections that exist between improving energy conservation and air quality by constructing quality communities that are 'complete' with active transportation modes and mixed land uses.

If you would like further elaboration on the comments included in this letter, please do hesitate in contacting the undersigned or alternatively, contact Marion Plaunt, Manager of Policy Planning and Urban Design at (519) 837-5616 x 2356.

Sincerely,

**Paul Kraehling, MCIP RPP**

Senior Policy Planner  
Policy Planning and Urban Design  
Planning, Engineering and Environmental Services  
1 Carden Street, Guelph, ON N1H 3A1

Phone: 519-837-5616 x 2368

Email: paul.kraehling@guelph.ca

cc: Mayor and Councillors  
Janet Laird, Executive Director, Planning, Engineering and Environmental Services

**The Corporation of the City of Guelph  
Community Development & Environmental Services  
Committee  
Monday, August 23, 2010 at 12:30 p.m.**

A meeting of the Community Development and Environmental Services Committee was held on Monday, August 23, 2010 in the Council Committee Meeting Room (Room 112) at 12:30 p.m.

Present: Councillors Piper, Bell, Burcher, Salisbury and Mayor Farbridge

Also Present: Councillors Beard, Farrelly, Hofland and Wettstein

Staff in Attendance: Dr. J. Laird, Executive Director, Planning, Engineering and Environmental Services; Ms. M. Neubauer, Chief Financial Officer/City Treasurer; Mr. J. Riddell, General Manager, Planning & Building Services; Ms. T. Agnello, Deputy Clerk and Ms. D. Black, Assistant Council Committee Coordinator

There was no disclosure of pecuniary interest.

1. Moved by Mayor Farbridge  
Seconded by Councillor Salisbury

THAT the minutes of the Community Development and Environmental Services Committee meeting held on July 19, 2010 be confirmed as recorded and without being read.

Carried

**Consent Agenda**

The following items were extracted from the Community Development & Environmental Services Committee July 19, 2010 Consent Agenda:

- CDES 2010-A.42 Wastewater Services Optimization Program – Capacity Demonstration Update
- CDES 2010-A.43 Taylor Evans Forest Stewardship Plan
- CDES 2010-A.44 5 Arthur Street South (Former W.C. Woods Plant) Brownfield Redevelopment Community Improvement Plan – Tax Increment-Based Grant Request
- CDES 2010-A.45 Downtown Secondary Plan Update: Downtown Directions Document
- CDES 2010-A.46 Conversion of Curbside Waste Collection Program to Fully Automated Carts

2. Moved by Mayor Farbridge  
Seconded by Councillor Burcher

THAT the balance of the August 23, 2010 Community Development & Environmental Services Consent Agenda as identified below be approved:

a) **City of Guelph Comments in Response to the Review of  
the 2005 Provincial Policy Statement**

REPORT

THAT Report 10-90 regarding comments in Response to the Review of the 2005 Provincial Policy Statement from Planning, Engineering and Environmental Services, dated August 23, 2010 be received;

AND THAT Council endorse the comments in the attached letter as its formal initial response to the Ministry of Municipal Affairs and Housing's request for comments on the Review of the 2005 Provincial Policy Statement.

Carried

**Conversion of Curbside Waste Collection Program to Fully  
Automated Carts**

Mr. Dean Wyman, Manager, Solid Waste Resources, provided information regarding the conversion of curbside waste collection program to fully automated carts. He gave an update on the status of the Ministry of the Environment's Certificate of Approval, the City's application for CIF grant funding and the review by BMA Management Consulting Inc. He then outlined the two options available to the City that would comply with the Certificate of Approval and advised what staff recommends.

3. Moved by Mayor Farbridge  
Seconded by Councillor Burcher

REPORT

THAT the report of the Executive Director of Planning, Engineering and Environmental Services concerning conversion of the curbside waste collection program be received;

AND THAT staff's recommendation to convert the curbside waste collection program from a manual plastic bag collection program to a fully-automated cart collection program (Alternative 1,3 bins) for the recyclables and waste streams commencing in 2012 be approved;

AND THAT the 2010-2014 capital budget and forecast be amended to reflect the additional cost of carts and waste packer trucks commencing in 2011;

AND THAT debenture funding for the curbside carts to a maximum of \$5.2 million be approved and incorporated into the City's annual repayment limit (ARL);

AND THAT the internal borrowing from the Vehicle and Equipment Replacement Reserve Fund to a maximum of \$4 million for the purchase of 15 waste packer trucks be approved;

AND THAT the Mayor and Clerk be authorized to enter into an agreement with Waste Diversion Ontario to receive a Continuous Improvement Fund (CIF) grant of \$1,335,519, subject to the satisfaction of the Executive Director of Planning, Engineering and Environmental Services and the City Solicitor.

Carried

**Wastewater Services Optimization Program – Capacity Demonstration Update**

4. Moved by Councillor Salisbury  
Seconded by Mayor Farbridge  
Dr. J. Laird THAT the report dated August 23, 2010 from Planning, Engineering and Environmental Services entitled 'Wastewater Services Optimization Program – Capacity Demonstration Update' be received.

Carried

**Taylor Evans Forest Stewardship Plan**

5. Moved by Mayor Farbridge  
Seconded by Councillor Burcher  
Dr. J. Laird  
Mr. J. Riddell THAT Report No. 10-89 from Planning, Engineering and Environmental Services, regarding the Taylor Evans Forest Stewardship Plan, dated August 23, 2010, be received.

Carried

**5 Arthur Street South (Former W.C. Woods Plant) Brownfield Redevelopment Community Improvement Plan – Tax Increment-Based Grant Request**

6. Moved by Mayor Farbridge  
Seconded by Councillor Salisbury  
REPORT THAT Planning, Engineering and Environmental Services Report 10-87, dated August 23, 2010 regarding a request for Tax Increment-Based Grant pursuant to the City of Guelph Brownfield Redevelopment Community Improvement Plan for the property known municipally as 5 Arthur Street South be received;

AND THAT the request by Arthur EMPC Four Limited under the Tax Increment-Based Grant program pursuant to the Brownfield Redevelopment Community Improvement Plan for the property known municipally as 5 Arthur Street South be approved to an upset total of \$3,389,000 subject to the program details set out in Attachment B;

AND THAT staff be directed to proceed with the finalization of a Tax Increment-Based Grant Agreement with Arthur EMPC Four Limited to the satisfaction of the General Manager of Planning and Building Services and City Solicitor;

AND THAT the Mayor and Clerk be authorized to sign the Tax Increment-Based Grant Agreement;

AND THAT Council approve a modification to the terms and conditions of the Tax Assistance During Rehabilitation Program for 5 Arthur Street South, extending the time frame in which the Owner has to submit a Record of Site Condition before repayment of municipal tax assistance from 3 to 5 years.

Carried

**Downtown Secondary Plan Update: Downtown Directions Document**

- 7. Moved by Councillor Salisbury  
Seconded by Councillor Burcher

Dr. J. Laird  
Mr. J. Riddell

THAT Report 10-91 dated August 23, 2010, regarding the Downtown Secondary Plan, from Planning, Engineering & Environmental Services be received.

Carried

Next Meeting: September 20, 2010

The meeting adjourned at 1:31p.m.

.....  
Chairperson

# COMMITTEE AGENDA



TO **Community Development & Environmental Services  
Committee**

DATE September 20, 2010

LOCATION Council Committee Room (112)

TIME 12:30 p.m.

---

## DISCLOSURE OF PECUNIARY INTEREST

## CONFIRMATION OF MINUTES

August 23, 2010

## PRESENTATIONS (Items with no accompanying report)

a)

## 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 Community Development & Environmental Services Committee Consent Agenda will be approved in one resolution.*

ITEM	CITY PRESENTATION	DELEGATIONS	TO BE EXTRACTED
CDES-2010 A.49 Municipal Hazardous and Special Waste Funding			
CDES-2010 A.50 Wilson Farm Park Master Plan			
CDES-2010-A.51 Conditions of Approval for Fencing and Trail Notification to New Home Buyers			
CDES-2010 A.52 Blue Built Home – New Home Water Efficiency Labelling Pilot Program			
CDES-2010 A.53 Rockwood Wastewater Treatment and Conveyance			



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Agreement			
CDES-2010-A.54 Habitat for Humanity Request for Relief of Development Charges, Development Fees and Servicing Costs for Two Semi-Detached Units at 133 and 135 Bagot Street		Diane Nelson, Executive Director, Habitat for Humanity	√
CDES-2010-A.55 Grant for Energy Efficiency Upgrades to the Material Recovery Facility (MRF)			

Resolution to adopt the balance of the Community Development & Environmental 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.

**OTHER BUSINESS**

**CLOSED MEETING**

THAT the Community Development & Environmental Services Committee now hold a meeting that is closed to the public with respect to:

- 1. **Citizen appointments to the Environmental Advisory Committee**  
S. 239 (2) (b) Personal Matters About Identifiable Individuals

**The Corporation of the City of Guelph  
Community Development & Environmental Services  
Committee  
Monday, August 23, 2010 at 12:30 p.m.**

A meeting of the Community Development and Environmental Services Committee was held on Monday, August 23, 2010 in the Council Committee Meeting Room (Room 112) at 12:30 p.m.

Present: Councillors Piper, Bell, Burcher, Salisbury and Mayor Farbridge

Also Present: Councillors Beard, Farrelly, Hofland and Wettstein

Staff in Attendance: Dr. J. Laird, Executive Director, Planning, Engineering and Environmental Services; Ms. M. Neubauer, Chief Financial Officer/City Treasurer; Mr. J. Riddell, General Manager, Planning & Building Services; Ms. T. Agnello, Deputy Clerk and Ms. D. Black, Assistant Council Committee Coordinator

There was no disclosure of pecuniary interest.

1. Moved by Mayor Farbridge  
Seconded by Councillor Salisbury

THAT the minutes of the Community Development and Environmental Services Committee meeting held on July 19, 2010 be confirmed as recorded and without being read.

Carried

**Consent Agenda**

The following items were extracted from the Community Development & Environmental Services Committee July 19, 2010 Consent Agenda:

- CDES 2010-A.42 Wastewater Services Optimization Program – Capacity Demonstration Update
- CDES 2010-A.43 Taylor Evans Forest Stewardship Plan
- CDES 2010-A.44 5 Arthur Street South (Former W.C. Woods Plant) Brownfield Redevelopment Community Improvement Plan – Tax Increment-Based Grant Request
- CDES 2010-A.45 Downtown Secondary Plan Update: Downtown Directions Document
- CDES 2010-A.46 Conversion of Curbside Waste Collection Program to Fully Automated Carts

2. Moved by Mayor Farbridge  
Seconded by Councillor Burcher

THAT the balance of the August 23, 2010 Community Development & Environmental Services Consent Agenda as identified below be approved:

a) **City of Guelph Comments in Response to the Review of the 2005 Provincial Policy Statement**

REPORT

THAT Report 10-90 regarding comments in Response to the Review of the 2005 Provincial Policy Statement from Planning, Engineering and Environmental Services, dated August 23, 2010 be received;

AND THAT Council endorse the comments in the attached letter as its formal initial response to the Ministry of Municipal Affairs and Housing's request for comments on the Review of the 2005 Provincial Policy Statement.

Carried

**Conversion of Curbside Waste Collection Program to Fully Automated Carts**

Mr. Dean Wyman, Manager, Solid Waste Resources, provided information regarding the conversion of curbside waste collection program to fully automated carts. He gave an update on the status of the Ministry of the Environment's Certificate of Approval, the City's application for CIF grant funding and the review by BMA Management Consulting Inc. He then outlined the two options available to the City that would comply with the Certificate of Approval and advised what staff recommends.

3. Moved by Mayor Farbridge  
Seconded by Councillor Burcher

REPORT

THAT the report of the Executive Director of Planning, Engineering and Environmental Services concerning conversion of the curbside waste collection program be received;

AND THAT staff's recommendation to convert the curbside waste collection program from a manual plastic bag collection program to a fully-automated cart collection program (Alternative 1,3 bins) for the recyclables and waste streams commencing in 2012 be approved;

AND THAT the 2010-2014 capital budget and forecast be amended to reflect the additional cost of carts and waste packer trucks commencing in 2011;

AND THAT debenture funding for the curbside carts to a maximum of \$5.2 million be approved and incorporated into the City's annual repayment limit (ARL);

AND THAT the internal borrowing from the Vehicle and Equipment Replacement Reserve Fund to a maximum of \$4 million for the purchase of 15 waste packer trucks be approved;

AND THAT the Mayor and Clerk be authorized to enter into an agreement with Waste Diversion Ontario to receive a Continuous Improvement Fund (CIF) grant of \$1,335,519, subject to the satisfaction of the Executive Director of Planning, Engineering and Environmental Services and the City Solicitor.

Carried

**Wastewater Services Optimization Program – Capacity Demonstration Update**

4. Moved by Councillor Salisbury  
Seconded by Mayor Farbridge  
Dr. J. Laird THAT the report dated August 23, 2010 from Planning, Engineering and Environmental Services entitled `Wastewater Services Optimization Program – Capacity Demonstration Update’ be received.

Carried

**Taylor Evans Forest Stewardship Plan**

5. Moved by Mayor Farbridge  
Seconded by Councillor Burcher  
Dr. J. Laird  
Mr. J. Riddell THAT Report No. 10-89 from Planning, Engineering and Environmental Services, regarding the Taylor Evans Forest Stewardship Plan, dated August 23, 2010, be received.

Carried

**5 Arthur Street South (Former W.C. Woods Plant) Brownfield Redevelopment Community Improvement Plan – Tax Increment-Based Grant Request**

6. Moved by Mayor Farbridge  
Seconded by Councillor Salisbury  
REPORT THAT Planning, Engineering and Environmental Services Report 10-87, dated August 23, 2010 regarding a request for Tax Increment-Based Grant pursuant to the City of Guelph Brownfield Redevelopment Community Improvement Plan for the property known municipally as 5 Arthur Street South be received;

AND THAT the request by Arthur EMPC Four Limited under the Tax Increment-Based Grant program pursuant to the Brownfield Redevelopment Community Improvement Plan for the property known municipally as 5 Arthur Street South be approved to an upset total of \$3,389,000 subject to the program details set out in Attachment B;

AND THAT staff be directed to proceed with the finalization of a Tax Increment-Based Grant Agreement with Arthur EMPC Four Limited to the satisfaction of the General Manager of Planning and Building Services and City Solicitor;

AND THAT the Mayor and Clerk be authorized to sign the Tax Increment-Based Grant Agreement;

AND THAT Council approve a modification to the terms and conditions of the Tax Assistance During Rehabilitation Program for 5 Arthur Street South, extending the time frame in which the Owner has to submit a Record of Site Condition before repayment of municipal tax assistance from 3 to 5 years.

Carried

**Downtown Secondary Plan Update: Downtown Directions Document**

- 7. Moved by Councillor Salisbury  
Seconded by Councillor Burcher

Dr. J. Laird  
Mr. J. Riddell

THAT Report 10-91 dated August 23, 2010, regarding the Downtown Secondary Plan, from Planning, Engineering & Environmental Services be received.

Carried

Next Meeting: September 20, 2010

The meeting adjourned at 1:31p.m.

.....  
Chairperson

**COMMUNITY DEVELOPMENT & ENVIRONMENTAL SERVICES COMMITTEE  
CONSENT AGENDA**

**September 20, 2010**

Members of the Community Development & Environmental Services Committee.

**SUMMARY OF REPORTS:**

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

**A Reports from Administrative Staff**

<b>REPORT</b>	<b>DIRECTION</b>
<p><b>CDES-2010 A.49 MUNICIPAL HAZARDOUS AND SPECIAL WASTE FUNDING</b></p> <p>THAT the Mayor and Clerk be authorized to enter into a contract with Stewardship Ontario to fund the full cost of the operation of the City's Household Hazardous Waste Facility, subject to the satisfaction of the Executive Director of Planning, Engineering and Environmental Services;</p> <p>AND THAT, based on the funding received from Stewardship Ontario, the operation hours and staffing levels of the Household Hazardous Waste Facility be returned to 2009 levels.</p>	Approve
<p><b>CDES-2010-A.50 WILSON FARM PARK MASTER PLAN</b></p> <p>THAT the Planning, Engineering and Environmental Services Report 10-97 dated September 20, 2010, pertaining to the proposed master plan for Wilson Farm Park, be received;</p> <p>AND THAT the Wilson Farm Park Master Plan as proposed in Appendix 2 of the Planning, Engineering and Environmental Services Report 10-97 dated September 20, 2010, be approved;</p> <p>AND THAT staff be directed to proceed with the implementation of the Wilson Farm Park Master Plan.</p>	Approve
<p><b>CDES-2010.A.51 CONDITIONS OF APPROVAL FOR FENCING AND TRAIL NOTIFICATION TO NEW HOME BUYERS</b></p> <p>THAT the Planning, Engineering and Environmental Services Report 10-68, dated September 20, 2010, pertaining to the proposed Conditions of</p>	Approve

Approval for fencing and trail notification to new home buyers in all future subdivisions, be received;

AND THAT the proposed Conditions of Approval for fencing and trail notification to new home buyers in all future subdivisions attached as Appendix 2 of the Planning, Engineering and Environmental Services Report 10-68, dated September 20, 2010 be approved;

AND THAT staff be directed to proceed with the implementation of the proposed Conditions of Approval for fencing and trail notification to new home buyers in all future subdivisions where fencing and trails are planned.

**CDES-2010.A.52 BLUE BUILT HOME – NEW HOME WATER EFFICIENCY LABELLING PILOT PROGRAM**

Approve

THAT the report of the Executive Director of Planning, Engineering and Environmental Services, dated September 20, 2010, entitled 'Blue Built Home – New Home Water Efficiency Labelling Pilot Program', be received;

AND THAT Council authorizes and approves in principle the Blue Built Home Pilot Program Terms and Conditions, included as Attachment A to the report;

AND THAT Council authorizes the Executive Director of Planning, Engineering and Environmental Services to approve and execute related documents, including agreements, if any, required to implement the Blue Built Home Pilot Program, subject to the satisfaction of the Executive Director of Planning, Engineering and Environmental Services and the City Solicitor;

AND THAT Council authorizes the adoption and use of the Blue Built Home Logos for the Blue Built Home – Water Efficiency Standards Pilot Program, included as Attachment B to this report;

AND THAT staff be directed to report back to the Community Development and Environmental Services Committee as a part of the annual Water Conservation Program Progress Report on program participation and water savings achieved through the Blue Built Home Pilot Program.

**CDES-2010-A.53 ROCKWOOD WASTEWATER TREATMENT AND CONVEYANCE AGREEMENT**

Approve

THAT the Mayor and Clerk be authorized to sign an agreement between The Corporation of the City of Guelph and the Township of Guelph/Eramosa for the increased allocation of treatment and conveyance of wastewater capacity for the Village of Rockwood for a total of 1710 cubic metres per day, subject to the form and content of the

agreement being satisfactory to the Executive Director of Planning, Engineering and Environmental Services and the City Solicitor.

**CDES-2010 A.54 HABITAT FOR HUMANITY REQUEST FOR RELIEF OF DEVELOPMENT CHARGES, DEVELOPMENT FEES AND SERVICING COSTS FOR TWO SEMI-DETACHED UNITS AT 133 AND 135 BAGOT STREET**

Approve

THAT Report Number (10-95), from Planning, Engineering and Environmental Services dated September 20, 2010, regarding a Habitat for Humanity Wellington County Request for Relief of Development Charges, Development Fees and Servicing Costs for a semi-detached dwelling at 133 and 135 Bagot Street be received;

AND THAT the request for a grant by Habitat for Humanity Wellington County to cover the Development Charges for the semi-detached dwelling at 133 and 135 Bagot Street, be approved in the form of a conditional grants for a total sum of \$45,656 provided from the Affordable Housing Reserve;

AND THAT staff be directed to proceed with the development and finalization of Agreements with Habitat for Humanity Wellington County, for a term of ten (10) years, for the above-cited conditional grants to the satisfaction of the General Manager of Planning and Building Services and the City Solicitor;

AND THAT the Mayor and Clerk be authorized to sign the Agreement.

**CDES-2010 A.55 GRANT FOR ENERGY EFFICIENCY UPGRADES TO THE MATERIAL RECOVERY FACILITY (MRF)**

Approve

THAT the Mayor and Clerk be authorized to enter into a contract with the Continuous Improvement Fund (CIF) under Waste Diversion Ontario (WDO) to enable the City of Guelph to receive a grant of \$118,399 to perform energy upgrades to the Materials Recovery Facility, subject to the satisfaction of the Executive Director of Planning, Engineering and Environmental Services and the City Solicitor;

AND THAT funding from the approved 2010 Solid Waste Resources Equipment Replacement budget be reallocated to cover the City share of this project.

**B. Items for Direction of Committee**

**C. Items for Information**

Attach.



# COMMITTEE REPORT



**TO** **Community Development and Environmental Services Committee**

**SERVICE AREA** Planning, Engineering and Environmental Services  
**DATE** September 20th, 2010

**SUBJECT** **Municipal Hazardous and Special Waste Funding**  
**REPORT NUMBER**

---

## **RECOMMENDATION**

"THAT the Mayor and Clerk be authorized to enter into a contract with Stewardship Ontario to fund the full cost of the operation of the City's Household Hazardous Waste facility, subject to the satisfaction of the Executive Director of Planning, Engineering and Environmental Services and the City Solicitor;

AND THAT, based on the funding received from Stewardship Ontario, the operating hours and staffing levels of the household Hazardous Waste facility be returned to 2009 levels."

## **BACKGROUND**

During the 2010 Operating Budget deliberations, the Household Hazardous Waste (HHW) Depot's operating hours were reduced by approximately 50% and one full-time equivalent (1.0 FTE) position was eliminated. Since that time, many residents have expressed their dissatisfaction with the reduced hours of service for household hazardous waste depot.

Also, the following resolution was adopted at the Council meeting on December 15th, 2009:

- a) "That staff be directed to investigate opportunities in 2010 of cost recovery for household hazardous waste"...

## **REPORT**

Under the direction of the Ministry of Environment, Ontario is moving to 100% Extended Producer Responsibility (EPR), using legislative means to hold producers responsible for the full costs of managing their products at end-of-life. This involves the transition from the current municipally-funded model to the "Product Stewardship" model, where producers are responsible for all costs associated with disposal, collection, transportation, and recycling or safe disposal of the waste.

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Stewardship Ontario was directed by the Minister of Environment to plan, implement and operate the consolidated Municipal Hazardous or Special Waste program (MHSW program), which includes setting and collecting fees from businesses. The program is being implemented in phases. Phase One began on July 1st, 2008 and included nine material categories (e.g. paints, solvents, used oil filters, anti-freeze and batteries). The consolidated program began July 1, 2010 and added another 13 materials for a total of 22 materials (e.g. aerosols, household cleaners, unused prescription drugs, thermometers, fluorescent lights and pharmaceuticals). Stewardship Ontario is now responsible for the costs associated with collection and post collection of these 22 categories of MHSW.

Until recently, municipalities have been paying for the collection of MHSW, although Stewardship Ontario has been paying the cost to dispose of the hazardous waste collected at the HHW facility. In 2009, Guelph recovered \$137,000 in subsidy for MHSW disposal.

As of July 1st, 2010, the Minister of Environment has established that municipalities are no longer responsible for costs associated with collection, or any other aspect of the MHSW program. As a result, Stewardship Ontario began working with municipalities to enter into collection service provider contracts. These contracts will define the services which Stewardship Ontario will purchase from the municipality and the price to be paid for these services.

Solid Waste staff have negotiated with Stewardship Ontario to cover the operating costs of the HHW operation, including returning service levels to 2,000 hours a year. Entering into this agreement with Stewardship Ontario will reduce the City's tax supported operating budget, as well as increase service levels to formerly accepted community expectations. In addition, this contract will support diversion of our municipal hazardous wastes and will prevent more hazardous materials from ending up in landfills, where they could contaminate ground and surface water, air and soil.

Stewardship Ontario has offered Guelph \$266,300 based on 2000 hours of service provision a year. This is in addition to the subsidy received for disposal of the waste, which will continue. Combined, Stewardship Ontario will cover 100% of Guelph's costs to operate and staff the HHW facility.

The contract term with Stewardship Ontario runs from July 1, 2010 to December 31, 2012. During this time, Stewardship Ontario will pay an hourly rate to the City of Guelph for use of the depot and staff for MHSW. It also calls for the existing City contract for hazardous waste transportation and disposal to be assigned to Stewardship Ontario.

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## **CORPORATE STRATEGIC PLAN**

- 1.6 A balanced tax assessment ratio;
- 5.1 The highest municipal customer service satisfaction rating of any comparable-sized Canadian community
- 5.4 Partnerships to achieve strategic goals and objectives;
- 6.4 Less waste per capita than any comparable Canadian city;

## **FINANCIAL IMPLICATIONS**

This new revenue source will enable the return of the Household Hazardous Waste Depot operating hours and staffing levels to 2009 service levels, will generate a 2010 operating budget surplus of \$40,000, and will reduce the tax-supported budget for 2011 and 2012.

## **DEPARTMENTAL CONSULTATION**

Human Resources and Legal - Legal Services

## **COMMUNICATIONS**

N/A

## **ATTACHMENTS**

N/A

“original signed by Dean Wyman”

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### **Prepared By:**

**Dean Wyman**

Manager of Solid Waste Resources

519-822-1260 ext. 2053

dean.wyman@guelph.ca

“original signed by Janet Laird”

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### **Recommended By:**

**Janet L. Laird, Ph.D.**

Executive Director

Planning, Engineering and

Environmental Services

519-822-1260, ext 2237

janet.laird@guelph.ca

# COMMITTEE REPORT



TO **Community Development and Environmental Services  
Committee**

SERVICE AREA Planning, Engineering and Environmental Services

DATE September 20, 2010

**SUBJECT WILSON FARM PARK MASTER PLAN**

REPORT NUMBER 10-97

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## RECOMMENDATION

THAT the Planning, Engineering and Environmental Services Report 10-97 dated September 20, 2010, pertaining to the proposed master plan for Wilson Farm Park, be received; and

THAT the Wilson Farm Park Master Plan as proposed in Appendix 2 of the Planning, Engineering and Environmental Services Report 10-97 dated September 20, 2010, be approved; and

THAT staff be directed to proceed with the implementation of the Wilson Farm Park Master Plan.

## SUMMARY

### Purpose of Report:

- This report requests approval of the Wilson Farm Park Master Plan and provides an update on the public input received regarding the Council decision to sever and sell the Wilson (Ingram) farmhouse property.

### Council Action:

- Hear delegations, receive and consider report and make a decision on whether to approve the Wilson Farm Park Master Plan.

## BACKGROUND

In 2005 the City acquired a parcel of land through parkland dedication in the Northern Heights Subdivision. The subdivision is located north of Woodlawn Road and west of Victoria Road North. The park's municipal address - 80 Simmonds Drive - may change once the farmhouse parcel is severed. The park fronts on Simmonds Drive, Kinlock Street, Webster Street and Ingram Drive (Appendix 1). The original

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dedicated parcel (Block 52, Registered Plan 61M-122) is 1.72 hectares (4.25 acres). With the proposed farmhouse parcel removed the park will be approximately 1.57 hectares (3.88 acres). The name Wilson Farm Park was approved by Council in June 2010 and refers to the original farmstead.

The property is zoned (P.2) Neighbourhood Park. Permitted uses include: conservation area, informal play area, municipal parkland or recreation area, outdoor skating rink, outdoor sports field facilities, picnic areas, play equipment, public washroom, recreation trail, wading pool and/or water spray area.

There is a network of trails in the area approved through the Guelph Trail Master Plan to which the park trails will connect (Appendix 1).

At a meeting on April 26, 2010 Council adopted the following resolution:

*THAT staff be directed to offer the Ingram Farmhouse property for sale in the open market and report back to Council, in-camera, with the results and recommendations;*

*THAT staff be directed to request that Heritage Guelph prepare the necessary information in regard to designating the Ingram Farmhouse and property under the Ontario Heritage Act;*

*THAT staff be directed to proceed with the work and public process necessary to develop a draft Park Master Plan for the remaining lands at 80 Simmonds Drive and report back to Council with the results.*

The associated staff report stated that the public would be made aware of the City's intention to sever and sell the Wilson (Ingram) farmhouse property and any associated input will be reported back to Council with the results of the park public process.

## **REPORT**

Staff have prepared a master plan for Wilson Farm Park, which involved creating a draft master plan, obtaining public input on it through a survey and finalizing the plan based on public feedback. The proposed master plan includes both active and passive recreational components (Appendix 2):

- Children's Play Area with Junior and Senior Play Structures and Swings
- Shade Structure
- Unlit Multi-purpose Sports Field (available for booking)
- Winter Ice Rink / Mown Grass Area for Informal Play
- Deciduous and Coniferous Plantings
- Pathways
- Site Furniture: Benches, Garbage Receptacles and Bike Rack
- Park Identification Sign
- Demarcation markers on the farmhouse property line

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## Public Process:

In June 2010, a survey was mailed to the residents living within 120 meters of the park property and posted to the City's website for completion online. The survey requested resident input on a draft park master plan. The survey also included a proposed phasing schedule for park development and information about the Wilson (Ingram) farmhouse (Appendix 3).

The City received completed surveys from 36 households online, through mail and email. Overall, the response from residents on the park design was positive. The most common comment was that residents liked all the park elements (39% of respondents). All respondents listed at least one thing they liked about the plan, and the item most often mentioned was trails.

Critical comments (most to least frequently mentioned):

- Install all items soon as possible  
*Staff response: \$153,000 is currently available and staff intend to proceed with a first phase of the master plan implementation in 2011 per the schedule in the park survey. \$315,000 was identified in the 2010 Capital Budget Forecast for 2012. Staff intend to complete the remaining items in the master plan when this funding is available.*
- Provide a splash pad  
*Staff response: This is not recommended. Splash pads are too costly to build and maintain in neighbourhood parks. They are usually planned for larger parks which have support amenities e.g. off-street parking and washrooms so they can serve a larger area. This neighbourhood is served by an existing splash pad at Waverley Park and a future one at Eastview Community Park.*
- Provide lots of benches  
*Staff response: Several benches will be provided. Bench locations will be determined during detailed design. A note regarding benches has been added to the master plan.*
- Plant trees soon  
*Staff response: Trees will be planted in Phase 1 if feasible and if the budget permits. Tree planting also will occur in Phase 2; however it will be near the end of construction because other work needs to be completed first to avoid damaging them.*
- Concerns about bookable sports field (noise, garbage, parking) and request to add parking  
*Staff response: This is not recommended. Parking lots are not permitted in a P.2 zone. Also on-street parking estimates by Traffic Services in the immediate area indicate sufficient parking to serve the proposed park uses. Bookable sports fields are needed to address a shortage of fields for soccer and Ultimate Frisbee. The grassed area south of Ingram Drive, which will be properly constructed as a multi-purpose sports field through the master plan implementation, has been booked by sports groups regularly since 2008. There were no complaints about this existing use in the survey comments. The bookings are summer only – typically a few hours in evenings and on weekends. Garbage can(s) will be provided near the sports field. A note regarding garbage cans has been added to the master plan.*

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All comments and staff responses are included in Appendix 4.

Staff did not change the main elements of the draft master plan after the public process due to the generally positive feedback. Staff believe that the critical comments have been adequately addressed, with the exception of park construction timing. The park development process has suffered an unusually lengthy delay due to the farmhouse process, with many local residents contacting staff to complain that they have been without a neighbourhood park for over five years. Residents are now concerned to hear that the park development may be phased due to a lack of funds. \$153,000 is currently available and staff intend to proceed with a first phase of the master plan implementation in 2011. \$315,000 was identified in the 2010 Capital Budget Forecast for 2012. Staff are exploring opportunities in the 2011 Capital Budget to move this funding forward to allow the park to be developed in one phase.

**Wilson (Ingram) Farmhouse:**

The park survey included a brief description of the expected use of the farmhouse and the Council resolution. There was no direct survey question about the disposition of the farmhouse, however there were many comments received on it. The most frequent comments were:

- The farmhouse is unsightly
- Concerns regarding decision to sell (doubt that it will sell; prolonged vacancy and related potential problems)
- Demolish the farmhouse
- Use farmhouse for community use
- Use farmhouse sale proceeds for park development
- Concern about non-residential uses

All comments and staff responses are included in Appendix 4. The preparations to designate the house in accordance with Part IV of the Ontario Heritage Act, sell and sever the farmhouse property are well underway and further reports on these processes will be provided to Council at the appropriate times.

**Conclusion:**

Staff conclude that implementation of the Wilson Farm Park Master Plan will create a neighbourhood scale park that will serve the residents of the Northern Heights Subdivision and act as an integral part of the trail network and open space system in the north end of the City. It is anticipated that the master plan implementation work will be initiated in 2011 following approval of the park master plan.

**CORPORATE STRATEGIC PLAN**

- GOAL 2 : A healthy and safe community where life can be lived to the fullest
- GOAL 5 : A community-focused, responsive and accountable government
- GOAL 6 : A leader in conservation and resource protection/enhancement

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## **FINANCIAL IMPLICATIONS**

### **Existing Funding:**

RP0086 Victoria Road Ingram (Development Charges supported Capital Budget):

- Previously Approved Funds \$ 160,000
- Funds identified in the 2010 Capital Budget Forecast for 2012 \$ 315,000

### **Forecasted Operating Costs**

- 0.17 FTE's
- Annual Operating Cost (including labour, burden, equipment and materials) \$37,200

## **DEPARTMENTAL CONSULTATION**

- CAO's Office
- Human Resources & Legal Services
- Operations & Transit
- Planning, Engineering & Environmental Services
- Community & Social Services

## **COMMUNICATIONS**

Public survey; Guelph Tribune notices; follow up letter/email to those residents requesting to be kept informed of the approval process.

## **ATTACHMENTS**

Appendix 1 - Location Map  
Appendix 2 - Wilson Farm Park Master Plan  
Appendix 3 - Park Survey  
Appendix 4 - Park Survey Results Table



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“original signed by Helen White”

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**Prepared By:**

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**Recommended By:**

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Planning  
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“original signed by James Riddell”

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**Recommended By:**

James N. Riddell  
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and Building Services  
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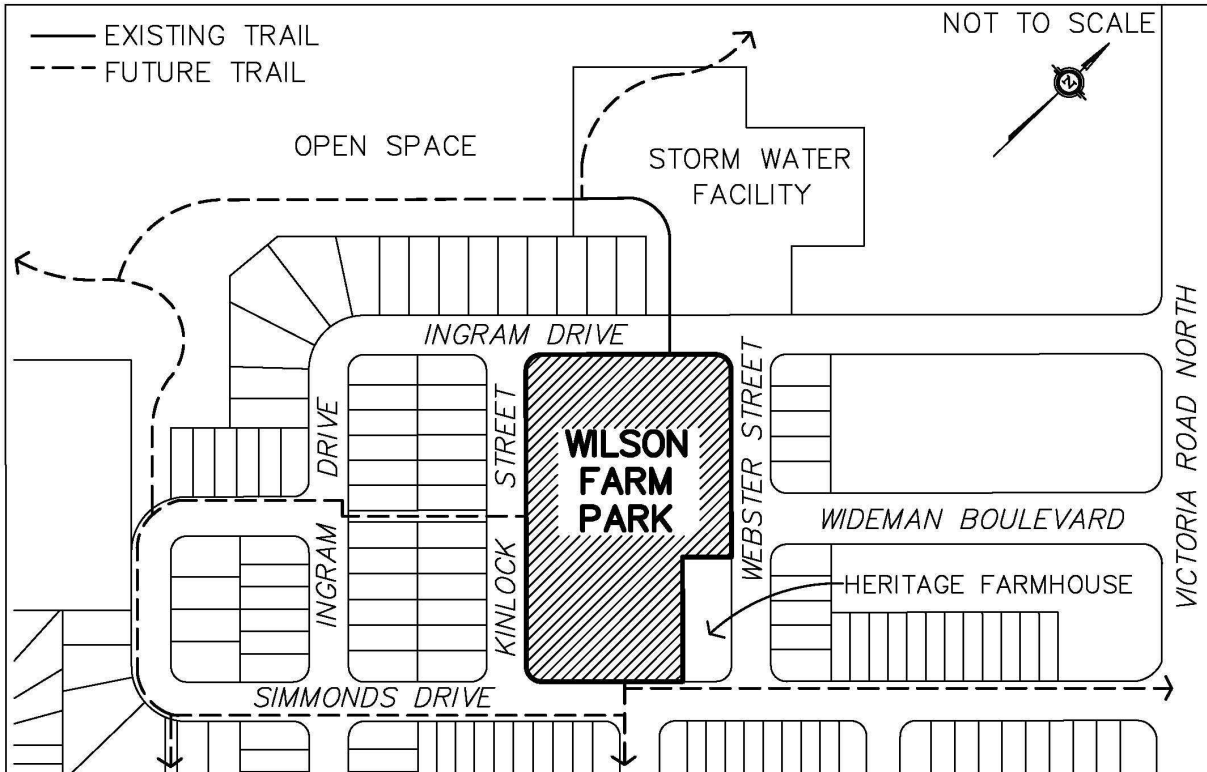
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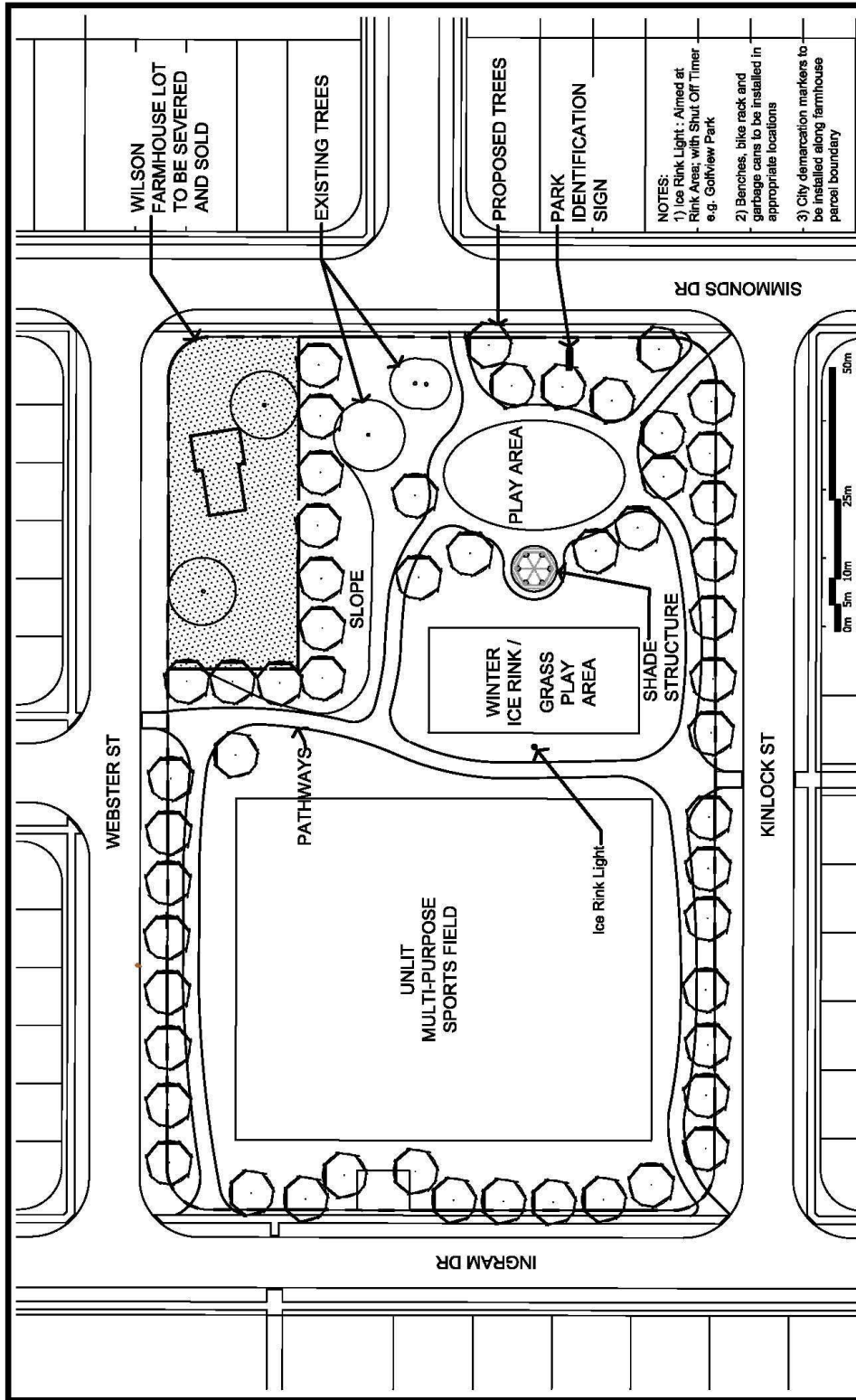
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**Recommended By:**

Janet L. Laird, Ph.D.  
Executive Director  
Planning, Engineering and  
Environmental Services  
(519) 822-1260 x 2237  
janet.laird@guelph.ca

# APPENDIX 1 – LOCATION MAP





**NOTES:**  
 1) Ice Rink Light: Aimed at Rink Area; with Shut Off Timer e.g. Golfview Park  
 2) Benches, bike rack and garbage cans to be installed in appropriate locations  
 3) City demarcation markers to be installed along farmhouse parcel boundary

<p>City of Guelph - Planning, Engineering and Environmental Services          Development and Parks Planning</p>	<p><b>WILSON FARM PARK</b>          80 SIMMONDS DRIVE*, GUELPH, ON</p>	<p><b>NEIGH</b></p>
	<p>PARK MASTER PLAN</p> <p>(*Note: municipal address may be subject to change)</p>	<p>CLASSIFICATION: NEIGHBOURHOOD PARK          ZONING: P2          SIZE: APPROX. 1.57 HA / 3.88 AC          NOT TO SCALE</p>

**APPENDIX 2**

# PARK SURVEY

## APPENDIX 3

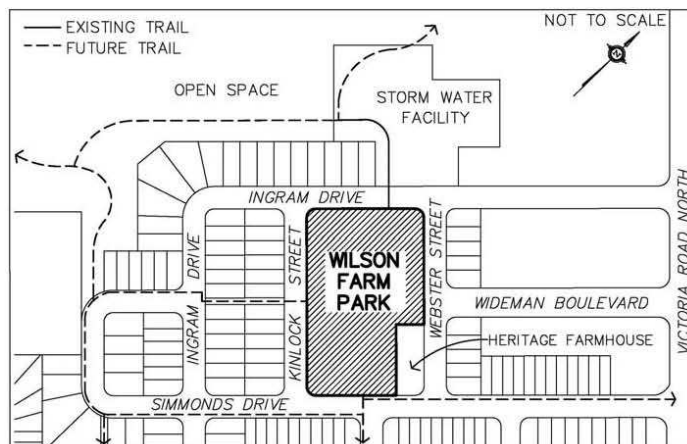


### Wilson Farm Park Master Plan

#### Have your say about your neighbourhood park

The City of Guelph is seeking public input on the proposed master plan of a new neighbourhood park. Your household is invited to participate in this survey. Information gathered will help City staff refine the master plan before it is presented to the Community Development & Environmental Services Committee for approval in fall, 2010.

The proposed park is an existing parcel of land known municipally as 80 Simmonds Drive in the Northern Heights Subdivision at the north end of the City and has street frontages on Simmonds Drive, Kinlock Street, Webster Street, and Ingram Drive. (See location map below). The parkland has an approximate area of 1.57 hectares (3.88 acres) and has been zoned as a Neighbourhood Park (P.2 Zone). The park name, recently approved by Council, refers to the first owner of the land, one of Guelph's original settlers.



#### PARK MASTER PLAN:

The Draft Park Master Plan includes the following elements:

- Children's Play Area with Junior and Senior Play Structures and Swings
- Shade Structure
- Unlit Multi-purpose Sports Field (bookable)
- Winter Ice Rink / Mown Grass Area for Informal Play
- Deciduous and Coniferous Plantings
- Pathways
- Site Furniture: Benches, Garbage Receptacles and Bike Rack
- Park Identification Sign

**Note: Please see other side**

Community Design and Development Services  
Development and Parks Planning

T 519-837-5616  
F 519-837-5640  
E [planning@guelph.ca](mailto:planning@guelph.ca)

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# **PARK SURVEY**

## **Wilson Farm Park Master Plan**



### **PHASING:**

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Implementation of the Park Master Plan is expected to occur in phases, as current funding does not cover the entire cost of the park. The first phase (2011 planned construction) is based on an existing \$150,000.00 budget and will include the following items:

- Children's Play Area with Junior and Senior Play Structures and Swings
- Park Identification Sign

Future Phasing will be budgeted in the Parks Planning 10 Year Capital Budget Forecast (2011-2021). It is the intention of staff to implement the remaining park facilities as soon as funding is available.

### **AREA TRAILS:**

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The approximate locations of existing and proposed multi-use recreational trails in the neighbourhood are shown on the Location Map. These were approved by City Council as part of the Guelph Trail Master Plan. Future trails will be implemented when funding is available.

### **HERITAGE FARMHOUSE:**

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The Wilson (Ingram) farmhouse at the southeast corner of the park was dedicated to the City as a condition of subdivision approval due to its heritage value. The City's Official Plan requires that the house either be used as a public facility (e.g. community centre or library) or as a residential use. Staff investigated converting the house to a community facility, but the cost of renovation and expansion exceeded the available budget, and no need could be identified for such a facility at this location. Alternate uses were also investigated, but none were found.

On April 26, 2010 the following resolutions were adopted by Guelph City Council:

THAT staff be directed to offer the Ingram Farmhouse property for sale in the open market and report back to Council, in-camera, with the results and recommendations;

THAT staff be directed to request that Heritage Guelph prepare the necessary information in regard to designating the Ingram Farmhouse and property under the Ontario Heritage Act;

The lot proposed to be severed from the park parcel is shown on the enclosed plan. Proceeds from the sale, less costs, will be directed to a reserve fund for the purchase of City parkland.

**Community Design and Development Services**  
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**PARK SURVEY**  
**Wilson Farm Park Master Plan**



**WILSON FARM PARK MASTER PLAN – SURVEY**

*(Please use the lines below or provide a separate sheet)*

**1. What do you like about the proposed master plan?**

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**1. What do you dislike about the proposed master plan?**

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**Note: Please see other side**

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E [planning@guelph.ca](mailto:planning@guelph.ca)

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# PARK SURVEY

## Wilson Farm Park Master Plan



### 2. Please provide any other comments

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**Please provide your preferred method of communication if you wish to receive updates about this project.**

Name	_____	Phone (daytime)	_____
E-mail	_____		
Address	_____		
Apt/Unit	_____	Postal Code	_____

**Please submit this survey by Tuesday August 3, 2010.**

**Mail or In Person** City Hall, Community Design and Development Services  
1 Carden St, Guelph, ON, N1H 3A1

**Online** [guelph.ca/survey](http://guelph.ca/survey) and click on **Wilson Farm Park Survey**

**Fax** 519-837-5640

**E-mail** [Helen.white@guelph.ca](mailto:Helen.white@guelph.ca)

#### FOR MORE INFORMATION

**Helen White**  
Parks Planner  
**T 519-837-5616 x 2298**  
**E [Helen.white@guelph.ca](mailto:Helen.white@guelph.ca)**

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	Form	Comments			Staff Response
		Likes	Dislikes	Other	
1	Online	Trees	<b>(1)</b> Playground location		<b>(1)</b> Playground location rationale: central to subdivision, good sightlines from busy street to deter crime, space efficient, good distance from street for safety.
2	Online	Other than house and its property I like the proposal	<b>(2)</b> Farmhouse uncertain future.	<b>(3)</b> Put in enough benches	<b>(2)</b> Farmhouse to be placed on market as soon as possible.  <b>(3)</b> Several benches will be provided. Bench locations will be determined during detailed design. A note regarding benches has been added to the master plan.
3	Online	The number of trees; trails in park and leading to open space	<b>(4)</b> No sidewalk/trail on south half of Webster St.	<b>(3)</b> Put in lots of benches, especially at playground	<b>(4)</b> Will not be parkland in front of farmhouse for off-road trail; will forward request for sidewalk to Engineering.  <b>(3)</b> as above



4	Online	Excellent plan; Provides a usable facility for all age groups; suits area		<p><b>(5)</b> Put tree planting in first phase.</p> <p><b>(6)</b> Concern re: farmhouse heritage designation: may prolong unsalvageable eyesore, further decay, unwanted activities.</p> <p><b>(7)</b> What uses permitted for farmhouse?</p>	<p><b>(5)</b> Trees will be planted in Phase 1 if feasible and if the budget permits. Tree planting also will occur in Phase 2; however it will be near the end of construction because other work needs to be completed first to avoid damaging them.</p> <p><b>(6)</b> Council has given direction to proceed with heritage designation process.</p> <p><b>(7)</b> The farmhouse parcel will have the same permitted uses as the other single detached home lots surrounding the park: single detached dwelling; accessory apartment; bed and breakfast establishment; day care centre; group home; home occupation; lodging house.</p>
5	Online	Proposing to expand the trail network in the area of this park	Nothing	Like future trail heading towards Victoria Rd.	

6	Online	<p>Play area;</p> <p><b>(9)</b> Winter ice rink, provided it is for pleasure skating and not hockey</p>	<b>(8)</b> Farmhouse; demolish and add lot to park	<b>(7)</b> Do not allow commercial use of farmhouse.	<p><b>(8)</b> Demolition is not an option within City policy; City's Official Plan requires farmhouse to be retained. Council has given direction to sell house. Proposed house lot is minimum practical size to retain as much parkland as possible.</p> <p><b>(7)</b> as above</p> <p><b>(9)</b> Winter ice rink area will be large enough for neighbourhood-size hockey and recreational use. Actual rink size will depend on volunteer effort and weather conditions.</p>
7	Online	<p>Overall layout; junior and senior playgrounds; shade structure</p> <p>Loops of trails in the park and open space</p>	<b>(10)</b> Sports field: concerned it may be paved	<b>(3)</b> Put lots of benches near playground	<p><b>(10)</b> Sports field will be turf.</p> <p><b>(3)</b> as above</p>
8	Online	Different age group children's play area	<b>(8)</b> Farmhouse: demolish; <b>(11)</b> eyesore.	<b>(12)</b> Add water play area; <b>(13)</b> perennial beds	<p><b>(8)</b> as above</p> <p><b>(11)</b> Farmhouse to be placed on market as soon as possible. Lot must be maintained by new owner to City property standards and - once designated - restoration to be compatible with heritage.</p>

		Winter ice rink; plants; shade structure; site furniture			<p><b>(12)</b> This is not recommended. Splash pads are too costly to build and maintain in neighbourhood parks. They are usually planned for larger parks which have support amenities e.g. off-street parking and washrooms so they can serve a larger area. This neighbourhood is served by an existing splash pad at Waverley Park and a future one at Eastview Community Park.</p> <p><b>(13)</b> Will consider a small planting bed during detailed design if sufficient budget and maintenance support.</p>
9	Online	Plan makes space useful; will allow children to avoid playing on streets	<b>(14)</b> Farmhouse vacant and prone to vandalism; limited market due to poor condition, heritage standards, proximity to play area.	<b>(15)</b> Add parking to limit street parking	<b>(14)</b> Farmhouse to be placed on market as soon as possible; All other uses explored; sale is remaining option permitted within City policies. Recommendation for heritage designation also per City policies. Proximity to playground similar to homes on Kinlock St. and many other neighbourhood parks.

					<p><b>(15)</b> This is not recommended. Parking lots are not permitted in a P.2 zone. Also on-street parking estimates by Traffic Services in immediate area indicate sufficient parking to serve the proposed park uses.</p>
				<b>(12)</b> Add water park	<b>(12)</b> as above
10	Online	All of the components; placement of ice rink light - not shining directly at homes	<b>(16)</b> Farmhouse not community use; <b>(17)</b> proceeds of farmhouse sale not to park.	<b>(18)</b> Garbage cans that are not close to homes.	<p><b>(16)</b> Community use studied and all City service areas consulted; no compatible use identified. Significant expense to convert to a public building not justified.</p> <p><b>(17)</b> As it is parkland, the sale of the farmhouse lot is subject to the Ontario Planning Act which requires that the sale proceeds be used for parkland purchase or a few other limited uses. Staff concerns with exploring the use of proceeds for park development: would restrict park development timing to sale timing; park purchase funds are needed to support future park projects. Funding rest of park development is possible via capital budget.</p> <p><b>(18)</b> Will include - locations to be decided during detailed design.</p>

			<b>(19)</b> Not all park items being completed next year.	<b>(20)</b> Add basketball court  <b>(19)</b> Install all park items next year	<b>(20)</b> Not recommended: 2 requests for basketball; insufficient funding unless remove an item; 39% like plan as-is; this area is served by basketball courts at Golfview Park and Waverley Dr. school.  <b>(19)</b> \$153,000 is currently available and staff intend to proceed with a first phase of the master plan implementation in 2011 per the schedule in the park survey. \$315,000 was identified in the 2010 Capital Budget Forecast for 2012. Staff intend to complete the remaining items in the master plan when this funding is available.
11	Online	Plan overall; playground next year	<b>(14)</b> Farmhouse; lack of resolution: no serious buyer ("money pit", vacant, vandalized)	<b>(21)</b> Accessible swing like Riverside and Exhibition Parks; digger toy.	<b>(14)</b> as above. <b>(21)</b> Will consider during detailed design.
12	Online	Play area and its timeline; ice rink; shade structure; trees	No basketball or tennis courts. <b>(20)</b> Put basketball or <b>(22)</b> tennis court in ice rink area; ice rink on sports field.	<b>(15)</b> Add parking; <b>(23)</b> community garden.	<b>(20)</b> as above.

					<p><b>(22)</b> Not recommended. 1 request for tennis; insufficient funding; tennis courts are typically lit - incompatible in this case; 39% like plan as-is; this area is served by tennis courts at Skov Park. Ice rink incompatible with booked sports field: it damages turf.</p> <p><b>(15)</b> as above.</p> <p><b>(23)</b> Community gardens not being provided in parks at present; awaiting results of current pilot garden projects and final City policy.</p>
13	Online	Trees around the play area	<b>(8)</b> Farmhouse: demolish; <b>(11)</b> eyesore. Use lot for park or subdivide and sell - <b>(17)</b> use funds for park development.	<b>(24)</b> Ice rink light on year round? Golfview Park rink light unattractive - use underground electric and better pole.	<p><b>(8), (11)</b> and <b>(17)</b> as above</p> <p><b>(24)</b> Winter operation only. Will consider during detailed design.</p>
14	Online	Trees surrounds; sport field; paths; play areas; ice rink	<b>(14)</b> Farmhouse staying; <b>(11)</b> eyesore; needs major reconstruction.	<b>(25)</b> Reduce weeds and thistles in park grass.	<p><b>(14)</b> and <b>(11)</b> as above</p> <p><b>(25)</b> Will forward comment to Operations.</p>
15	Online	Play area; ice rink; open space	Nothing	<b>(25)</b> Better park grass maintenance.	<b>(25)</b> Will forward comment to Operations.

16	Online	Sports field; playground		<b>(12)</b> Add splash pad	<b>(12)</b> as above
17	Online	Trail system	<b>(19)</b> Unknown construction timing; make timing commitment	<b>(26)</b> Include a "General Store" in playground  <b>(27)</b> Design shade structure & playground to prevent crime, vandalism, graffiti.  <b>(28)</b> Plant good sized trees and maintain.	<b>(19)</b> as above. <b>(26)</b> Will consider during detailed design.  <b>(27)</b> Will address during detailed park design.  <b>(28)</b> Will include.
18	Online	Excellent plan; good mix of different elements	<b>(16)</b> Farmhouse: disappointed city could not retain ownership; <b>(7)</b> use as residential property	Support playground in Phase 1.  <b>(28)</b> , <b>(5)</b> Plant good-sized shade trees ASAP.	<b>(16)</b> and <b>(7)</b> as above  <b>(28)</b> and <b>(5)</b> as above.
19	Online	Multiple use park for both summer / winter		Farmhouse: <b>(11)</b> eyesore, does not fit in neighbourhood, will be vandalized, <b>(8)</b> demolish. <b>(14)</b> It is pipe dream that it will be sold and restored; too costly.	<b>(11)</b> , <b>(8)</b> and <b>(14)</b> as above
20	Online	Trails	<b>(14)</b> Farmhouse: looks pathetic, vandalism target. Put conditions on sale to limit vacancy period	<b>(29)</b> Create large enough playground; one in Reid's subdivision east of Victoria Rd. is small.	<b>(14)</b> as above. <b>(29)</b> Playground size will be appropriate to a neighbourhood park.

21	Online	Overall plan; trees; unlit sports field; suits neighbourhood; plan for future trails; ice rink; locations of trail entries	<p><b>(14)</b> Farmhouse: unknown future, years to resolve, <b>(11)</b> new owner may not fix up and stays eyesore.</p> <p><b>(30)</b> Sports field is bookable: concerned about noise, garbage, no permanent goals, <b>(15)</b> on street parking.</p>	<p><b>(28)</b> Install large trees; <b>(18)</b> enough garbage cans.</p> <p><b>(19)</b> Complete work soon.</p>	<p><b>(14), (11), (28)</b> and <b>(18)</b> as above.</p> <p><b>(30)</b> Bookable sports fields are needed to address a shortage of fields for soccer and Ultimate Frisbee. The grassed area south of Ingram Drive, which will be properly constructed as a multi-purpose sports field through the master plan implementation, has been booked by sports groups regularly since 2008. There were no complaints about this existing use in the survey comments. The bookings are summer only – typically a few hours in evenings and on weekends. Garbage can(s) will be provided near the sports field. A note regarding garbage cans has been added to the master plan.</p> <p><b>(15)</b> and <b>(19)</b> as above.</p>
22	Online	Trees	<b>(14)</b> Farmhouse sale.		<b>(14)</b> as above.
23	Online	Multipurpose sports area	<b>(31)</b> Park location; don't like hill.	<b>(32)</b> No sand in playground; lots of cats in neighbourhood; small children eat it.	<b>(31)</b> Park location now permanent; met all City siting criteria.



					<b>(32)</b> Will consider during detailed design.
24	Online	The proposal as-is	<b>(16)</b> Farmhouse: use it for other purpose e.g. library. <b>(17)</b> Or - use sale proceeds for park development.	<b>(23)</b> Put in community garden.	<b>(16), (17)</b> and <b>(23)</b> as above
25	Online	Large open field; trees; trails	<b>(19)</b> Uncertain construction timing.	<b>(19)</b> Commit to completion timeframe.	<b>(19)</b> as above
26	Online	Many proposed trees; connection to existing trail	<b>(14)</b> Farmhouse: if does not sell abandoned house in park. <b>(17)</b> Use sale proceeds for park development.  <b>(5)</b> Plant trees right away  <b>(33)</b> Sports field booking: give priority to neighbourhood use.		<b>(14)</b> and <b>(17)</b> as above.  <b>(5)</b> as above  <b>(33)</b> Operational issue so not addressed by master plan process; however the master plan provides a large grass play area (not intended for bookings) for neighbourhood sports use.
27	Online	Park plan; playground; rink; sports field; trail from storm water area.	<b>(14)</b> Farmhouse: surprised at sale & heritage designation. Concern re: continued vacancy (break-ins, partying, damage, fire).	<b>(34)</b> Convert farmhouse to park shelter <b>(8)</b> or demolish and use for parkland.	<b>(14)</b> as above; <b>(34)</b> impractical; <b>(8)</b> as above.

28	Online	Play area; future trails	<b>(16)</b> Farmhouse sale. City not wanting to restore; very disappointing.	<b>(16)</b> Leave the house as-is until City money to restore it.	<b>(16)</b> as above.
29	Mailed	Junior and senior play area, swings; benches; shade structure; trees.	<b>(29)</b> Play area seems small; want Riverside Park-sized equipment.	<b>(35)</b> Will there be lighting other than ice rink?  <b>(36)</b> Provide cushion surface for playground, e.g. shredded car tires, wood chips.	<b>(29)</b> as above. <b>(35)</b> No.  <b>(36)</b> Will provide safety surfacing for playground.
30	Mailed	Junior and senior play area, multi-purpose sports field	<b>(16)</b> Farmhouse sale instead of community use - e.g. subsidized daycare.	<b>(12)</b> Add water park to distract kids from storm water area.  City has been slow in completing subdivision work; <b>(19)</b> complete park soon.	<b>(16)</b> and <b>(12)</b> as above.  <b>(19)</b> as above
31	Mailed	Everything	<b>(11)</b> Farmhouse: not attractive; cannot be made attractive/distinct; <b>(14)</b> if sold it will remain out of place; high cost to restore.	<b>(5)</b> Plant trees in first phase	<b>(11)</b> , <b>(14)</b> and <b>(5)</b> as above.
32	Mailed	Park plan; playground first; skating rink; playing fields.	<b>(11)</b> Farmhouse: eyesore; observed animals living in it; <b>(8)</b> demolish or <b>(37)</b> remove.	<b>(12)</b> Add splash pad	<b>(11)</b> , <b>(8)</b> and <b>(12)</b> as above.

					<b>(37)</b> Relocation not recommended: part of house's heritage value due to location on former farmstead.
33	Mailed	Ice rink; unlit sports fields; play area; shade; green space; plantings.	<b>(15)</b> No off-street parking; <b>(38)</b> consider diagonal parking on one side of street.	<b>(39)</b> Add rollerblading paths - none in Guelph.  <b>(40)</b> Include picnic tables, <b>(3)</b> benches, <b>(41)</b> water fountain.	<b>(15)</b> as above. <b>(38)</b> If parking concerns once park constructed, traffic investigation could be requested. <b>(39)</b> Most trails in park likely to be limestone screenings surface due to cost. Trail loop at play area to be asphalted if sufficient funds. There are a number of trails suitable for rollerblading in City, including existing and proposed trails in this subdivision.  <b>(40)</b> Will consider during detailed design. <b>(3)</b> as above; <b>(41)</b> do not install in outdoor park areas.
34	Mailed	Trees; playground first; trail from storm water area.	<b>(19)</b> Phasing of construction, timing uncertain. Complete park and trails ASAP.	<b>(42)</b> Include in playground: digger toy, sand (not pea gravel or woodchips), teeter totters, <b>(3)</b> seating.	<b>(19)</b> and <b>(3)</b> as above. <b>(42)</b> Will consider during detailed design.
35	Email	Park plan; play structure; ice rink.			
36	Email	Park plan; Play equipment; ice rink.		Pleased farmhouse to be considered for heritage designation.  <b>(43)</b> Preserve black walnut tree southwest of farmhouse and evergreen at northeast corner.	<b>(43)</b> Considering inclusion of some trees near house in heritage designation.

# COMMITTEE REPORT



TO **Community Development and Environmental Services  
Committee**

SERVICE AREA Planning, Engineering and Environmental Services  
DATE September 20, 2010

**SUBJECT Conditions of Approval for Fencing and Trail  
Notification to New Home Buyers**

REPORT NUMBER 10-68

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## RECOMMENDATION

"THAT the Planning, Engineering and Environmental Services Report 10-68, dated September 20, 2010, pertaining to the proposed Conditions of Approval for fencing and trail notification to new home buyers in all future subdivisions, be received;

AND THAT the proposed Conditions of Approval for fencing and trail notification to new home buyers in all future subdivisions attached as Appendix 2 of the Planning, Engineering and Environmental Services Report 10-68, dated September 20, 2010, be approved;

AND THAT staff be directed to proceed with the implementation of the proposed Conditions of Approval for fencing and trail notification to new home buyers in all future subdivisions where fencing and trails are planned."

## SUMMARY

### Purpose of Report:

- To present recommendations on proposed fencing and trail notifications to new home buyers, to be imposed as Conditions of Approval for future subdivisions where trails and fencing are planned.

### Council Action:

- Hear delegations, receive and consider report and make a decision on whether to approve Conditions of Approval for fencing and trail notification to new home buyers in all future subdivisions.

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## **BACKGROUND**

During the past several years, staff has dealt with three separate incidents involving opposition from residents, in newly developing subdivisions, regarding the installation of new trails and fencing adjacent to private property and Open Space/Natural Heritage Features.

As noted in the recent draft Parks, Recreation and Culture Strategic Plan, the construction of trails was considered to be the top priority for new parks and recreational facilities. Trails also assist with promoting a healthy and active lifestyle and providing for community connectivity. Properly designed and located trails also assist in the protection of Natural Heritage Features (e.g. woodlots and wetlands).

The current conditions of subdivision approval require the developer to prepare an Environmental Implementation Report (EIR) where the specific location of trails and the requirement for fencing is detailed. It is the requirement of the City, through the conditions of subdivision approval and the subdivision agreement, that the approved EIR be implemented by the developer. It is also the expectation that any information regarding trail and fence locations contained in the approved EIR, be conveyed by the developer to future property owners.

As a result of the recent incidents, and in response to a delegation at the March 30, 2009 Community Design and Environmental Services Committee, the following resolution was passed:

“THAT staff report back on creating mechanisms to require the developers to communicate to new home buyers regarding matters such as when there is a potential of trails to be placed abutting their properties.”

Since that time, staff have performed a Best Practice Study, drafted proposed Conditions of Approval, and circulated the draft to the Guelph and Wellington Development Association (GAWDA) for comment.

## **REPORT**

### **Best Practice Study:**

Development and Parks Planning staff completed a Best Practice Study in November, 2009. This was completed before the 'Comparator Municipalities List' was approved by Council in December 2009.

The eleven municipalities that staff had been using in the past for similar studies were requested to answer two questions:

- 1) Do you require developers to notify potential home buyers of fencing that may be required within new subdivision developments (i.e. required by an Environmental Implementation Report) and/or trails (that may be part of a

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larger public system)? And if so, what is the actual wording of the subdivision agreement conditions or similar?

- 2) Do you require trail and/or fence construction to occur at any particular point of subdivision development (i.e. before registration, after a percentage of building permits released, after 100% build-out, etc.)? And if so, what is the actual wording of the subdivision agreement condition or similar?

Staff received only two responses as outlined on the Comparison Chart (Appendix 1). Notwithstanding the limited response, staff has proposed several new conditions of Draft Plan Approval to address fencing and trail notification to new home buyers.

The new conditions would provide for the following:

1. Clearly articulate the requirement for the developer to install chain link fencing adjacent to city owned blocks and lots in the subdivision.
2. Require all offers to purchase lands abutting City owned lands to give notice of the potential for the installation of fencing and trails.
3. Require the installation of temporary signage by the developer describing future parks, trails and fencing in the affected subdivision.
4. Require the developer or subsequent builder to include information on parks, trails and fencing in all promotional materials.

The recommended Conditions of Approval are outlined in more detail in Appendix 2. It is the opinion of staff that these conditions will provide appropriate communication to future property owners, in newly developing subdivisions, and significantly reduce the recent incidents involving opposition to the installation of approved trails and fencing.

**Guelph and Wellington Development Association (GAWDA):**

The representatives of the GAWDA were consulted earlier this year to allow an opportunity for input into the proposed conditions. At the time the GAWDA suggested minor changes to the proposed conditions. Additionally staff has recently advised GAWDA of the date and time when this report will be considered.

**Conclusion:**

Staff believe the implementation of the proposed Conditions of Approval for fencing and trail notification to new home buyers in all future subdivisions noted in Appendix 2, will help mitigate issues of misunderstanding and/or confusion by new home buyers in respect to the location of trails (existing and proposed) and required fencing, in close proximity to their homes.

**CORPORATE STRATEGIC PLAN**

GOAL 2: A healthy and safe community where life can be lived to the fullest

GOAL 5: A community-focused, responsive and accountable government

GOAL 6: A leader in conservation and resource protection/enhancement

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## **FINANCIAL IMPLICATIONS**

N/A

## **DEPARTMENTAL CONSULTATION**

Operations, Engineering

## **COMMUNICATIONS**

GAWDA

## **ATTACHMENTS**

Appendix 1

- Municipality Comparison Chart (November 2009)

Appendix 2

- Proposed Conditions of Approval for future subdivision developments.

“original signed Rory Templeton”

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**Prepared By:**

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“original signed by Jim Riddell”

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“original signed by Scott Hannah”

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“original signed by Janet Laird”

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**Recommended By:**

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**MUNICIPALITY COMPARISON CHART - COMPILED NOVEMBER, 2009**  
**APPENDIX 1**

	MUNICIPALITY	CONTACT PERSON:	COMMENTS:
1	CITY OF BRANTFORD	<p><b>e-mail sent to:</b>  <a href="mailto:kdevlin@brantford.ca">'kdevlin@brantford.ca'</a></p> <p><b>response from:</b>  Name: Kevin Devlin  Phone: 519 759 1350 x 2321</p>	<p>16.58</p> <p>The Owner agrees to install, at no cost to the Corporation, fencing, 1.52 metres in height, around the perimeter of the parkland block, Block 215 and the storm water management block (block 219), as shown on the final plan, abutting lots 19-24 (inclusive) as shown on Schedule 8 of this agreement. The owner further agrees that the fencing will be installed, following grading operations and prior to occupancy permits being issued in accordance with the current standards and specification of the municipality and to the satisfaction of the Commissioner. All property lines must be accurately surveyed and clearly marked in the field prior to establishing all fence line locations. Fences shall be erected 30cm from the established property line, within the storm water management and park blocks on Corporation owned lands.</p> <p>16.60</p> <p>The Owner acknowledges that:</p> <p>a) No private gates will be allowed from residential lots that abut Blocks 215 and 219 as shown on the final plan, and that the Owner agrees to insert in all offers of purchase and sale of lease a clause to this effect.</p> <p>16.80</p> <p>The Owner acknowledges and agrees to insert in all offers of purchase and sale or lease. A clause notifying purchasers and/or tenants of lots 64 &amp; 65 and 88 &amp; 89, as shown on the final plan, that public access will be provided, between these lots, to the lands adjacent to the final plan.</p> <p>16.84</p> <p>The Owner agrees to install, at no cost to the Corporation, fencing 1.52 metres in height, along the perimeter of the existing rail trail abutting lots 52 – 85 (inclusive), all as shown on Schedule 8 of this agreement. The Owner further agrees that the fencing will be installed, following grading operations and prior to occupancy permits being issued in accordance with the current standards and specifications of the municipality and to the satisfaction of the Commissioner.</p> <p>The Owner agrees to provide temporary signage describing the existing recreational trail, at a) the street frontage of Block 216 and b) two other locations along the perimeter of the existing rail trail abutting lots 52 -85 (inclusive), all as shown on Schedule 8 of this agreement.</p> <p>- The signage shall advise prospective purchasers of dwellings in the area of the type of open space and level of</p>



	MUNICIPALITY	CONTACT PERSON:	COMMENTS:
			<p>maintenance of this parcel of land, by the Corporation. It will also clearly state that Block 216 will be fenced and provide public access to the existing recreational trail.</p> <ul style="list-style-type: none"> <li>- The signage shall be erected when rough grading on and adjacent to the building lots has been initiated and must be maintained by the Owner until final acceptance.</li> <li>- The design of the signage is to be reviewed and approved by the Parks and Recreation Department.</li> <li>- The Owner further agrees that the recreational trail abutting lots 52-85 (inclusive) be identified on any marketing or promotional materials as "Existing Multi-Use Recreational Trail".</li> </ul> <p>The Owner acknowledges and agrees to insert in all offers of purchase and sale or lease, a clause notifying purchasers and or tenants that the perimeter of Block 216 adjacent to lots 64 &amp; 65 will be fenced and that Block 216 will provide public access to the existing recreational trail abutting lots 52-85 (inclusive).</p> <p>16.86 The Owner acknowledges and agrees to insert in all offers of purchase and sale or lease, a clause notifying purchasers and or tenants that no private gates will be allowed from residential lots that abut the walkways and existing rail trail.</p>
2	CITY OF MISSISSAUGA	<p><b>e-mail sent to:</b> 'eplanbuild.info@mississauga.ca'</p> <p><b>response from:</b> Name: Phone: E-mail:</p>	<p>Yes we do require that developers notify potential home buyers of proposed fencing, parks including features and types of activity with the park and many other items.</p> <p>The Development Agreement, which is registered on title, includes a schedule of warning clauses requiring the developer to include these clauses in every Purchase and Sale Agreement. The actual wording is prepared based on the specific situation.</p> <p>With respect to Item #2, fence construction would be consistent with the completion of the grading. Other park related timing is determined by our Community Services Department.</p>
3	CITY OF KINGSTON, TOWN OF AJAX, CITY OF BURLINGTON, CITY OF NIAGARA FALLS, TOWN OF OAKVILLE, CITY OF OSHAWA, CITY OF HAMILTON, CITY OF LONDON, CITY OF KITCHENER	n/a	No response to date

**NEW STANDARD DRAFT PLAN CONDITIONS TO ADDRESS ABUTTING PUBLIC TRAILS AND FENCING**

**Condition Proposed to be included within Subdivision Agreement**

The Developer shall install, at no cost to the City, chain link fencing, adjacent to Blocks XX and Lots XX. The Developer further agrees that the fencing will be installed following grading operations of the subdivision in accordance with the current standards and specification of the City and to the satisfaction of the General Manager of Planning and Building Services. Further, all property lines must be accurately surveyed and clearly marked in the field prior to establishing all fence line locations. Fences shall be erected directly adjacent to the established property line within the City owned lands.

**New Notification Clauses Proposed to be included within Subdivision Agreement and Offers to Purchase**

- "Purchasers and/or tenants of all lots or units abutting City owned lands are advised that abutting City owned lands may be fenced in accordance with the current standards and specifications of the City".
- "Purchasers and/or tenants of all lots or units abutting City owned lands are advised that no private gates will be allowed into Blocks XX and Lots XX that abut these Blocks and Lots".
- "Purchasers and/or tenants of all lots or units are advised that a public trail will be installed or exists abutting or in close proximity to Blocks XX and Lots XX and that public access to this trail will occur between Blocks XX and Lots XX".

**Condition Proposed to be included within Subdivision Agreement and to be met prior to the Registration of the Plan**

The Developer agrees to provide temporary signage describing the existing/proposed park, open space, trail and required fencing on all entrance signs for the development, at the street frontage of park block XX and open space block(s) XX, and entrance/exist of trails, to the satisfaction of the General Manager of Planning and Building Services. The signage shall:

- advise prospective purchasers of dwellings in the area of the type of park, open space and/or trail and level of maintenance of these parcels of land by the City;
- clearly state that the maintenance of the park block and/or trail are the responsibility of the Developer until such time as the City accepts the park and/or trail, and partially releases the associated Letter of Credit; and
- clearly state that all questions relating to the maintenance of the park block and/or trail shall be directed to both Developer and the City.

The signage shall be erected when rough grading on and adjacent to the building lots has begun and must be maintained by the Developer until acceptance of the Blocks by the City.

The Developer further agrees that the proposed park block, open space block(s), trails and fencing be identified on any marketing or promotional materials.

# COMMITTEE REPORT



TO **Community Development and Environmental Services  
Committee**

SERVICE AREA Planning, Engineering & Environmental Services  
DATE September 20, 2010

**SUBJECT Blue Built Home - New Home Water Efficiency  
Labelling Pilot Program**

REPORT NUMBER

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## RECOMMENDATION

"THAT the report of the Executive Director of Planning, Engineering and Environmental Services, dated September 20, 2010, entitled Blue Built Home - New Home Water Efficiency Labelling Pilot Program, be received;

AND THAT Council authorizes and approves in principle the Blue Built Home Pilot Program Terms and Conditions, included as Attachment A to the report;

AND THAT Council authorizes the Executive Director of Planning, Engineering and Environmental Services to approve and execute related documents, including agreements, if any, required to implement the Blue Built Home Pilot Program, subject to the satisfaction of the Executive Director of Planning, Engineering and Environmental Services and the City Solicitor;

AND THAT Council authorizes the adoption and use of the Blue Built Home Logos for the Blue Built Home - Water Efficiency Standards Pilot Program, included as Attachment B to this report;

AND THAT staff be directed to report back to CD&ES Committee as a part of the annual Water Conservation Program Progress Report on program participation and water savings achieved through the Blue Built Home Pilot Program."

## BACKGROUND

The City of Guelph strives to be a leader in water conservation and efficiency. Since the development of Guelph's first *Water Conservation and Efficiency Strategy* in 1999, the City has successfully reclaimed 2,020 m<sup>3</sup>/day of water supply and wastewater treatment capacity through the City's Water Conservation Programs, as well as significantly reduced peak seasonal demands by over 16,000 m<sup>3</sup>/day since implementation of the Outside Water Use Program in 2003.

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Water reclaimed through water conservation is the most cost effective and immediate source of new water supply and wastewater treatment capacity. To date, water capacity reclaimed through water conservation has allowed the City to delay the need for approximately \$10 million in additional water supply/wastewater treatment infrastructure. This ability to avoid such costs through conservation has helped create a significant financial benefit to water and wastewater rate payers and greatly contributes to the ongoing sustainability of our finite groundwater resources. As a result of such efforts, the City's water and wastewater rates remain much lower (within the 25% percentile) than that of comparable Ontario municipalities.

To build on past successes, Guelph City Council endorsed the Water Conservation and Efficiency Strategy Update (WCESU) in May of 2009. This innovative strategy identified preferred program, policy and resource recommendations, aimed to further reduce water consumption by 8,773 m<sup>3</sup>/day by 2019, as well as sustain the aggressive reduction targets of the **Water Supply Master Plan, Water and Wastewater Master Servicing Study, Wastewater Treatment Master Plan, Community Energy Plan** and **Council's Strategic Plan**.

As a program recommendation of the WCESU, a suite of new home development based water efficiency incentives were identified for home builders who built homes to a prescribed water efficiency standard above minimum requirements of the Ontario Build Code. The strategy further recommended that a collection of these incentives would be offered as part of a "builders package" to promote a holistic adoption of new home water efficiency technologies during new home construction and to create efficiencies in the validation and processing of rebates under the program.

In March 2010, staff reported to Council on the progress of activities to implement the 2009 WCESU. This report spoke to the development of a New Home Water Efficiency Labelling Incentive Program and committed staff to report back to Council to share program logistics and gain Council approval of the program. Staff are pleased to provide the following report summarizing progress to date in the development of this initiative, i.e. the Blue Built Home – New Home Water Efficiency Labelling Pilot Program.

## **REPORT**

### **Home Water Efficiency Labelling Programs:**

The purchase of a home is a significant long-term investment for many homeowners. As such, potential home buyers are not necessarily looking for the least expensive home but rather a home that offers the "best value" and desired performance over the life and potential resale of this asset. With this in mind, the market for environmentally-based product labelling and certification programs for water and energy has grown substantially amongst potential new home buyers in recent years. The presence of such labels or certifications on a product or building provide the homeowner with an inherent expectation of overall performance, environmental benefit and reduced operational costs over the life of product. Similarly, home builders who offer such certifications and labels as part of the

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homes they construct also stand to benefit from a higher level of customer satisfaction as well as gain recognition as a community leader for their environmental actions. As such, a labelling program can be an effective tool to inform consumers about the environmental and economic benefits associated with going “green”.

There are currently several home environmental based labelling programs available within North America which encompass home water efficiency. Some of the more prevalent labels include:

- LEED for Homes - developed by the U.S. Green Building Council as a rating system to promote design, construction and certification of high-performance green homes. In Ontario, this program is supported by the Canada Green Building Council.
- Built Green homes - designed to provide homeowners with comfortable, durable, environmentally friendly certified homes that are cost-effective to own and operate.
- WaterSense - a partnership program sponsored by the U.S. Environmental Protection Agency to help consumers purchase third-party tested water-efficient products, without sacrificing quality in use.

Although many of these home labels include specific requirements for new home based water efficiency, the simple adoption of one of the above construction standards as the basis of a new home water efficiency labelling program within the City of Guelph proves difficult. There are many logistical challenges to obtaining current labelling certification, as well as the need to amend (in some cases) current label requirements to best align with local climatic conditions and bylaw ordinances, and the need to maintain overall affordability to homeowners and home builders. As result, the ability to adopt, implement and promote such existing labels was not deemed to be feasible by staff. The development of a Guelph specific home based water efficiency labelling program was initiated in early 2010 and drew upon the expertise, capacity and success of the above long standing home labelling programs.

**Blue Built Home – New Home Water Efficiency Labelling Pilot Program:**

As part of the Blue Built Home Pilot Program, the City would provide a rebate to new home owners who purchase an approved Blue Built Home. To be eligible for rebate, the home must be serviced by municipal water supply and wastewater services, be constructed within the City of Guelph by a registered Tarion home builder, as well as be constructed in alignment with one of the City’s Blue Built Home standards.

In total, three Blue Built Home water efficiency standards have been developed for the purposes of the program, which employs a 3-tiered system of increased household water efficiency, i.e. Bronze, Silver, and Gold. All three Blue Built Home standards are performance-based and are similar to the City’s current residential rebate programs which require the use of fixtures, appliances and systems that meet specific water use and performance standards (such as WaterSense, EnergyStar) to qualify for a rebate.

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For reference a brief summary of requirements of the Blue Built Home Bronze, Silver and Gold Water Efficiency Standards are noted below. For more detailed information regarding each specification please see Appendix A, B and C of the attached Blue Built Home Pilot Program Terms and Conditions.

- *Blue Built Home **Bronze** water efficiency standard* will include a water-use dashboard, WaterSense high efficiency, ultra-high efficiency and/or dual flush toilets, WaterSense bathroom faucets, efficient kitchen faucet, WaterSense showerheads, Energy Star high efficiency washing machine, and waterless floor drain (where applicable).
- *Blue Built Home **Silver** water efficiency standard* will include all the features outlined in Blue Built Home **Bronze**, as well as an approved greywater reuse system.
- *Blue Built Home **Gold** water efficiency standard* will include all the features outlined in Blue Built Home **Bronze**, as well as an approved rainwater harvesting system.

Consistent with the rebate amounts of individual fixtures and appliances identified in the 2009 WCESU, the proposed rebates for an average single family Bronze, Silver and Gold Level Blue Built Home would be approximately \$460, \$1,460 and \$2,460 respectively with the total value of the homeowner incentive being based on the actual number of fixtures and appliances itemized during final home inspection. Included in the above total rebate amounts is an incentive of \$200 for the installation of a home water use dashboard. The dashboard will provide homeowners with immediate first-hand information regarding their home's daily water use and allow for the homeowner to proactively revise activities which lead to increased water use in the home. This rebate amount has been reallocated from the new residential development outdoor measures incentive program identified as part of the WCESU.

### **Anticipated Water Savings of Heightened Construction Standards:**

As part of new home construction, the Ontario Building Code requires that plumbing fixtures, such as toilets, showerheads and faucets, meet a minimum set of water efficiency standards. Through the use of these base standards, average household water use has been estimated by staff to be approximately 191 m<sup>3</sup> per year (or 174 litres per capita per day). For the design of this pilot program, this statistic is based on industry standard residential water end use studies and a family size of three persons. In comparison to estimated average day water demands within new homes, analysis of 2009 City of Guelph water billing records for homes built between 2006 and 2008 identify actual short term new home water use to be 189m<sup>3</sup>/year (or 171 litres per capita per average day, based on a 3 person household), thus showing great overall agreement with estimated water demands.

The employment of a heightened new home water construction standard is anticipated by staff to greatly reduce average day consumption per home and reduce impacts on local water resources of new growth. The daily water use and water use savings for a family of three persons in a new home constructed to the Blue Built Home Bronze, Silver and Gold Water Efficiency Standard is anticipated to the following:

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- *Blue Built Home **Bronze*** - estimated water use of 152 m<sup>3</sup>/year (139 lcd) with an estimated average annual savings of 39m<sup>3</sup>/year per home.
  - *Blue Built Home **Silver*** – estimated water use of 126 m<sup>3</sup>/year (115 lcd) with an estimated average annual savings of 65 m<sup>3</sup>/year per home.
  - *Blue Built Home **Gold*** - estimated to use 95 m<sup>3</sup>/year (87 lcd) with an estimated average annual savings of 96m<sup>3</sup>/year per home.

It is to be noted that the above forecasted household average daily water demands are program objectives only and do not replace approved engineering estimates contained in the City's various water supply and linear servicing master plans. The pilot program demands do not include the potential net water use impacts associated with increased population densities on a per home basis, increased household seasonal demands associated with peak season irrigational, and habitual actions which promote water waste.

It is planned that a detailed monitoring and evaluation program will be undertaken by staff as part of implementation of the Blue Built Home Pilot Program to assess savings achieved on a home by home basis, and to confirm these targets or quantify and rationalize any potential regression of household water savings.

#### **Blue Built Home Participation Process:**

Through consultation with the City's Building Services, a rebate application and validation process has been developed for the Blue Built Home Pilot Program. This rebate process incorporates the collection of required information within current building permitting and approvals processes already administered by the City and will ensure through field inspection that desired fixture and appliance standards are achieved at the time of final home plumbing inspection.

As a first point in the process, the home builder will state on their Building Permit Application their intent to construct a new home to a Blue Built Home Bronze, Silver or Gold level. Following building permit approval, the home builder will be required to submit a completed project summary form stating fixtures and appliances chosen for use. Additional supporting supplier documentation will be included, noting fixture/appliances chosen for use in the home are in alignment with certification criteria of the Blue Built Home Pilot Program's water efficiency performance standards. During final home inspection by the City of Guelph Building Services Department, the plumbing inspectors will ensure that all fixtures and appliances installed within the home are those stated within the rebate documentation provided. Upon successful inspection, the electrical panel of the home will be labelled with a Blue Built Home sticker, noting the home certification number and date of certification. The City and home builder will provide a Blue Built Home welcome package, rebate claim form and certificate to the homebuyer. Upon receipt of their certificate, the homeowner will fax or mail a copy of their certificate and completed rebate claim form to the City of Guelph, to obtain the rebate for their Blue Built Home.

For reference, more information about the application process and applicant eligibility can be found within the Blue Built Home Pilot Program Terms and Conditions (Attachment A).



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**Stakeholder Consultation:**

Consultation was completed with a select group of Guelph home builders, including Reid's Heritage Homes and Fusion Homes. Their expertise helped staff to better understand current market conditions, evaluate acceptance and feasibility of home water efficiency standards, and to discuss marketing and promotion opportunities for the Blue Built Home Pilot Program. Consultation was also completed with members of the Guelph Water Conservation and Efficiency Public Advisory. Through the consultation process, valuable feedback was received from all parties and has been incorporated into the final pilot program.

**Official Mark Process – Municipal Trade-Marking:**

As part of implementation of a home labelling program, the need for control over use of the program brand identity is key to ensuring the long-term integrity of the program. Waterworks staff, in consultation with Legal Services, is working to obtain 'Official Mark' status of the program logos. As an initial step in the Official Mark process it is required that Guelph City Council formally endorse the use of program logos. Following Council endorsement, it is required that staff begin to use the logos within communications and marketing materials available within the public realm. Staff will apply for Official Mark status, which will protect the Blue Built Home trademarks into perpetuity.

**Next Steps:**

A launch date of November 1, 2010 has been identified for the Blue Built Home Pilot Program. Water Conservation staff will be working closely with local registered Tarion home builders to implement the Program and to generate awareness among their clientele. A communications plan in support of the Blue Built Home Program is currently under development. This plan will identify the Program's communications goal and objectives, communications and marketing tactics and tools to be employed over the next year, and key messages.

Following the point of construction of the City's first Blue Built Home, staff will be implementing a detailed water use monitoring and evaluation program for a subset of homes constructed to the prescribed water efficiency standards. Further design of the detailed monitoring program is currently underway with staff evaluating the potential use of remote radio frequency-based water meters to measure on-going household water use. Upon implementation of the maintenance and monitoring program, staff will report back to Council on observed water savings of the Blue Built Home Pilot Program.

As the Blue Built Home Pilot Program becomes more established, staff will be evaluating further areas of growth for the program. With the future emphasis on intensification and high density housing within the City, staff will evaluate the feasibility of expanding the focus of the program to multi-residential new home construction settings. In addition, further work is planned to define suitable outdoor water efficiency requirements for new home development, in alignment with the recommendations of the WCESU.

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## **CORPORATE STRATEGIC PLAN**

1. An attractive, well-functioning and sustainable city.
5. A community-focused, responsive and accountable government.
6. A leader in conservation and resource protection/enhancement.
- 6.4 Less waste per capita than any comparable Canadian city.
- 6.5 Less energy and water per capita use than any comparable Canadian city.

## **FINANCIAL IMPLICATIONS**

Funding for the 2010 Water Conservation project is within the Council approved 2010 Water and Wastewater User Pay Operating Budget. Future potential new funding requirements as required will be included within the City's annual budgeting process for Council consideration.

## **DEPARTMENTAL CONSULTATION**

Building Services, Corporate Communications, Finance Services, Legal Services, Wastewater Services

## **COMMUNICATIONS**

A communications plan in support of the Blue Built Home Program is currently under development. This plan will identify the Program's communications goal and objectives, communications and marketing tactics and tools to be employed over the next year, and key messages.

Blue Built Home Identity Guidelines document for home builders is also under development.

## **ATTACHMENTS**

- Attachment "A" Blue Built Home New Home Water Efficiency Labelling Pilot Program - Terms and Conditions
- Attachment "B" Blue Built Home Pilot Program Logos – Official Mark Process

### **Prepared By:**

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"original signed by Peter Busatto"

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### **Recommended By:**

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"original signed by Janet Laird"

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### **Recommended By:**

Janet L. Laird, Ph.D.  
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Planning, Engineering and  
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# **Blue Built Home New Home Water Efficiency Labelling Pilot Program Attachment A**

## **Terms and Conditions**

The City of Guelph is pleased to introduce Blue Built Home Water Efficiency Standards Program. Through this new home water efficiency labelling program each homeowner purchasing a new home constructed in Guelph to a prescribed water efficiency standard may be eligible for a rebate of up to \$2460 per qualifying new home. This Program provides benefits to the homebuyer, the community and the environment by protecting local resources and saving money over the long term.

### **Participant Eligibility**

To be eligible for the rebate it is required that:

- The homebuilder be Tarion-registered, constructing a new home within the City of Guelph on or after November 1, 2010
- The homebuilder construct a home to be serviced via the City of Guelph municipal water and wastewater supply
- The applicant enable the homebuilder to identify the Blue Built Home Water Efficiency Standard (Bronze, Silver, Gold) as part of the Building Permit Application submitted for each home to be constructed to this standard
- The applicant enter the related agreement with the City of Guelph
- The homebuilder submit a completed project summary form per home constructed at least three weeks prior to inspection, as well as supporting documentation (e.g. appliance/fixture specifications) for the applicable Water Efficiency Standard label being pursued
- The homebuilder construct the home to the prescribed Water Efficiency Standard of the Blue Built Home Program (Appendix A, B or C)
- The homebuilder make the home available for inspection once the application has been submitted

- The homebuilder plumber be available for final plumbing inspection by the City of Guelph Building Services Division

Please note there is a limited number of rebates available as part of the Blue Built Home Program, with applications to be processed on a first-come, first-served basis. The City of Guelph reserves the right to alter or cancel this Program at any time, in its sole discretion.

### **Blue Built Home Water Efficiency Standards**

For a new home to receive the Blue Built Home label, it must be a newly constructed single or semi-detached family home, meet all criteria for the applicable Blue Built Home Water Efficiency Standard, and be inspected and certified by City of Guelph's Building Services Division. This is a pass/fail program where all criteria must be met for the home to pass inspection, achieve label and receive rebate(s).

All Blue Built Home Water Efficiency Standards are performance-based and require the use of fixtures that meet specific water use and performance standards. For some fixtures, this means using specifically labelled products (e.g. WaterSense toilets and showerheads, Energy Star<sup>®</sup> or CEE clothes washer). Where performance-based standards are specified, the builder may, unless otherwise required, use any appropriate design or product that meets applicable codes and standards in order to meet the City's requirements (e.g. kitchen faucet aerators, waterless floor drains).

Prescribed Blue Built Home Water Efficiency Standards for Blue Built Home Bronze, Blue Built Home Silver and Blue Built Home Gold homes can be found within the following appendices to these terms and conditions.

- Appendix A: Blue Built Home – Bronze
- Appendix B: Blue Built Home – Silver
- Appendix C: Blue Built Home – Gold

Homes constructed to the prescribed Blue Built Home Water Efficiency Standards (see Appendix A, B and C) are eligible for a rebate from the City of Guelph. Typical rebate amounts for construction of typical approved single or semi-detached family Blue Built Homes are noted in Table 1.

## Blue Built Home – Water Efficiency Standard Rebates

Blue Built Home - Bronze		Blue Built Home - Silver		Blue Built Home - Gold	
Water Use Dashboard (\$200)	\$200	Water Use Dashboard (\$200)	\$200	Water Use Dashboard (\$200)	\$200
Toilet (\$20/unit)	\$60	Toilet (\$20/unit)	\$60	Toilet (\$20/unit)	\$60
Showerhead (\$10/unit)	\$20	Showerhead (\$10/unit)	\$20	Showerhead (\$10/unit)	\$20
Kitchen Faucet Aerator (\$10)	\$10	Kitchen Faucet Aerator (\$10)	\$10	Kitchen Faucet Aerator (\$10)	\$10
Bathroom Faucet Aerator (\$10/unit)	\$30	Bathroom Faucet Aerator (\$10/unit)	\$30	Bathroom Faucet Aerator (\$10/unit)	\$30
Washing Machine (\$80)	\$80	Washing Machine (\$80)	\$80	Washing Machine (\$80)	\$80
Waterless Floor Drain Trap Device (\$60)	\$60	Waterless Floor Drain Trap Device (\$60)	\$60	Waterless Floor Drain Trap Device (\$60)	\$60
		Greywater Reuse System (\$1,000)	\$1,000	Rainwater Harvesting System (\$2,000)	\$2,000
<b>Total Bronze Rebate</b>		<b>Total Silver Rebate</b>		<b>Total Gold Rebate</b>	
<b>\$460</b>		<b>\$1,460</b>		<b>\$2,460</b>	

***\*Based on a home with two full bathrooms, one powder room and main floor laundry***

Please note rebates will only be issued upon submission and validation of the completed application form, appropriate supporting documentation and completion of the final plumbing inspection by the City of Guelph’s Building Services Division. Upon achieving Blue Built Home Water Efficiency Standard, the homebuyer’s utility box will have a decal affixed by inspection staff, and will receive a water conservation new home welcome package, Blue Built Home Water Efficiency Standard Certificate and rebate claim form, to access their rebate cheque.

Please note the City of Guelph reserves the right to alter or cancel this Program at its sole discretion.

### **Monitoring and Evaluation**

The City of Guelph or its agents may access utility billing account information for the purpose of monitoring water consumption.

In addition, the home builder may be required to install additional water meter infrastructure in select homes for purposes of ongoing measurement of home water use on a home by home basis. This infrastructure may be removed only at the City’s discretion.

## **Blue Built Home Brand Guidelines**

Use of the Blue Built Home Logo and Blue Built Home Water Efficiency Standard Logos (Bronze, Silver, and Gold) must be in accordance with the Blue Built Home Brand Guidelines (see Appendix D). Misuse or misrepresentation of the Blue Built Home brand will not be tolerated.

## **Defects and Construction Issues**

The City of Guelph is not responsible for the selection of home water fixtures, appliances, plumbing components and/or auxiliary water systems nor for the selection of vendors or installers thereof.

The City of Guelph does not guarantee or warrant home water fixtures, appliances, plumbing components and/or auxiliary water systems or their installation, performance, freedom from defects, quality of workmanship or suitability for any purpose, or the suitability of the premises for installation. Further, the Applicant and/or homebuilder acknowledges and agrees to assume any and all costs of the installation, maintenance, or any alterations necessary for the proper installation of home water fixtures, appliances, plumbing components and/or auxiliary water systems.

Any possible deficiencies or failures of new home water fixtures, appliances, plumbing components and/or auxiliary water systems are the responsibility of the homebuilder in accordance with the Tarion Home Statutory Warranty coverage of defects in work and materials in the electrical, plumbing and heating delivery and distribution systems following new home possession by the homeowner.

## **Agreement**

In consideration of the City of Guelph receiving and considering the application for the rebate under the Blue Built Home Program, the Applicant acknowledges and agrees:

- That the Applicant shall provide The Corporation of the City of Guelph (the City of Guelph) or its agent with reasonable access to the building where the Applicant proposes to install the water fixtures, appliances, plumbing components and/or auxiliary water systems, and to inspect any residence approved for participation in this Program in order to verify the appropriate installation of the water fixtures, appliances, plumbing components and/or auxiliary water systems and eligibility of the same, if the City of Guelph so requests

- To indemnify, save and hold harmless the City of Guelph, and its agents, officials, officers, councillors, staff and employees (collectively, the agents) against all liability, loss, costs, damages, and expenses, causes of action, actions, claims, demands, lawsuits and other proceedings, by whomever made, sustained, brought or prosecuted, including by third parties, involving bodily injury, death, personal injury, and property damage, in any way based upon, occasioned by or attributable to the Applicant's participation in this Program
- That the rebate, if paid, will be paid to the Applicant by cheque after the satisfactory final home plumbing inspection by City of Guelph Building Services Staff
- Not to make any representations regarding the Blue Built Home Water Efficiency Standard of any home, other than the Blue Built Home Water Efficiency Standard actually achieved by the home
- To use the Blue Built Home logos only in accordance with the Blue Built Home Brand Guidelines
- To refund the rebate to the City of Guelph on request, if the application contains any material misstatement or misrepresentation on the Applicant's behalf, or if the Applicant breaches any of these terms or conditions

# Appendix A

## **Water Efficiency Standard – Blue Built Home – Bronze**

Homebuilders aiming to achieve Blue Built Home Bronze Water Efficiency Standard for a new home must meet the following criteria for in-home water use dashboard, toilets, bathroom and kitchen faucets, showerheads, washing machine, and waterless floor drain trap device, described in this section.

### **Water Use Dashboard**

- Home must be fitted with \_\_\_(type a)\_\_\_\_\_ or \_\_\_(type b)\_\_\_\_\_ integrated multi-utility and thermostat dashboard
- Product packaging and/or documentation shall be provided at time of inspection

### **Toilet Requirements**

- Home must be fitted only with WaterSense labelled tank-type toilet(s)
- The toilet capacity must be no larger than a 4.8L High Efficiency Toilet (HET)/Dual Flush Toilet (DFT) or 3.0L Ultra-high Efficient Toilet
- The toilet must be marked with its water consumption as required by the ASME/CSA performance standards
- Product packaging and/or documentation (which will likely bear the WaterSense label) must be provided at time of inspection

Listing of qualifying labelled toilets can be found at [www.epa.gov/watersense/product\\_search.html](http://www.epa.gov/watersense/product_search.html)

### **Bathroom Faucet and Aerator Requirements**

- Home must be fitted with WaterSense labelled bathroom faucet(s) and aerator(s)
- Faucets must meet provincial standard for a maximum flow rate of 8.35Lpm



- Product packaging and/or documentation (which will likely bear the WaterSense label) must be provided at time of inspection

Listing of qualifying labelled faucets and aerators can be found at [www.epa.gov/watersense/product\\_search.html](http://www.epa.gov/watersense/product_search.html)

### **Kitchen Faucet and Aerator Requirements**

- Home must comply with the Ontario Building Code for maximum flow rate of 8.3Lpm
- Product packaging and/or documentation must be provided at time of inspection

### **Showerheads and Shower Compartments Requirements**

These criteria are applicable to all fixed showerheads that direct water onto a user for bathing purposes and all hand-held showers.

- Home must be fitted with WaterSense labelled showerhead(s)
- The maximum flow rate must not exceed 7.6Lpm
- In cases where more than one showerhead or hand-held shower is provided in combination with others in a single device intended to be connected to a single shower outlet, the entire device must meet the maximum flow requirement in all possible operating modes\*
- Product packaging and/or documentation must be provided at time of inspection

*\*Note: Shower compartments – The total allowable flow rate of water from all showerheads flowing at any given time, including rain systems, waterfalls, bodysprays, and jets, must be limited to 7.6Lpm per shower compartment.*

### **High Efficiency Washing Machine Requirements**

- Home must be fitted with a high efficiency Energy Star<sup>®</sup> or Consortium for Energy Efficiency (CEE)-approved high efficiency washing machine
- Washing machine maximum water factor must be 6.0 or less (6.0 gallons per cycle per cubic foot) as per Energy Star<sup>®</sup> criteria (2011)

- Product packaging and/or documentation must be provided at time of inspection

Listing of qualifying Energy Star® and CEE-approved high efficiency washing machines can be found at [www.guelph.ca/smartwash](http://www.guelph.ca/smartwash)

### **Waterless Floor Drain Requirements**

If laundry facilities are located on the main, second or third floor of a home, a waterless floor drain must be installed. If laundry facilities are located in the basement, the floor drain must be primed using condensate from the heating, ventilating and air conditioning system and not from a non-potable water source. A basement floor drain primed using a non-potable water source does not qualify under these standards and is not eligible for rebate.

- Waterless Floor Drain device must be approved by the Ontario Building Materials Evaluation Commission
- Product packaging and/or documentation must be provided at time of inspection

Listing of qualifying waterless floor drain devices can be found at [www.guelph.ca/floordrain](http://www.guelph.ca/floordrain)

# Appendix B

## **Water Efficiency Standard – Blue Built Home – Silver**

Homebuilders aiming to achieve Blue Built Home Silver Water Efficiency Standard for a new home must meet the following criteria for in-home water use dashboard, toilets, bathroom and kitchen faucets, showerheads, washing machine, waterless floor drain trap device and must install a Greywater Reuse System, described in this section.

### **Water Use Dashboard**

- Home must be fitted with \_\_\_(type a)\_\_\_\_\_ or \_\_\_(type b)\_\_\_\_\_ integrated multi-utility and thermostat dashboard
- Product packaging and/or documentation must be provided at time of inspection

### **Toilet Requirements**

- Home must be fitted with WaterSense labelled tank-type toilet(s)
- The toilet capacity must be no larger than a 4.8L High Efficiency Toilet (HET)/Dual Flush Toilet (DFT) or 3.0L Ultra-high Efficient Toilet
- The toilet must be marked with its water consumption as required by the ASME/CSA performance standards
- Product packaging and/or documentation (which will likely bear the WaterSense label) must be provided at time of inspection

Listing of qualifying labelled toilets can be found at [www.epa.gov/watersense/product\\_search.html](http://www.epa.gov/watersense/product_search.html)

### **Bathroom Faucet and Aerator Requirements**

- Home must be fitted only with WaterSense labelled bathroom faucet(s) and aerator(s)
- Faucets must meet provincial standard for a maximum flow rate of 8.35Lpm

- Product packaging and/or documentation (which will likely bear the WaterSense label) must be provided at time of inspection

Listing of qualifying labelled faucets and aerators can be found at [www.epa.gov/watersense/product\\_search.html](http://www.epa.gov/watersense/product_search.html)

### **Kitchen Faucet and Aerator Requirements**

- Home must comply with the Ontario Building Code for maximum flow rate of 8.3Lpm
- Product packaging and/or documentation must be provided at time of inspection

### **Showerheads and Shower Compartments Requirements**

These criteria are applicable to all fixed showerheads that direct water onto a user for bathing purposes and all hand-held showers.

- Home must be fitted with WaterSense labelled showerhead(s)
- The maximum flow rate must not exceed 7.6Lpm
- In cases where more than one showerhead or hand-held shower is provided in combination with others in a single device intended to be connected to a single shower outlet, the entire device must meet the maximum flow requirement in all possible operating modes\*
- Product packaging and/or documentation must be provided at time of inspection

*\*Note: Shower compartments – The total allowable flow rate of water from all showerheads flowing at any given time, including rain systems, waterfalls, bodysprays, and jets, must be limited to 7.6Lpm per shower compartment.*

### **High Efficiency Washing Machine Requirements**

- Home must be fitted with a high efficiency Energy Star® or Consortium for Energy Efficiency (CEE)-approved high efficiency clothes washer
- Washing machine maximum water factor must be 6.0 or less (6.0 gallons per cycle per cubic foot) as per Energy Star® criteria (2011)

- Product packaging and/or documentation must be provided at time of inspection

Listing of qualifying Energy Star® and CEE-approved high efficiency washing machines can be found at [www.guelph.ca/smartwash](http://www.guelph.ca/smartwash)

### **Waterless Floor Drain Requirements**

If laundry facilities are located on main, second or third floor of a home, a waterless floor drain must be installed. If laundry facilities are located in the basement, the floor drain must be primed using condensate from the heating, ventilating and air conditioning system and not from a non-potable water source. A basement floor drain primed using a non-potable water source will not qualify under these standards and is not be eligible for rebate.

- Waterless Floor Drain device must be approved by the Ontario Building Materials Evaluation Commission
- Product packaging and/or documentation must be provided at time of inspection

Listing of qualifying waterless floor drain devices can be found at [www.guelph.ca/floordrain](http://www.guelph.ca/floordrain)

### **Greywater Reuse System Requirements**

To be eligible for rebate it is required that the residential greywater reuse systems include:

- A greywater storage capacity volume of 150L or larger
- Removal of particulate matter and debris from the source of greywater collection in accordance with the Ontario Building Code
- Disinfection of all greywater collected within the home (through Chlorination, Ultra Violet Light, or other standards means) in accordance with the treatment guidelines of the draft water quality standards of Health Canada's Canadian Guidelines for Domestic Reclaimed Water for Use in Toilet or Urinal Flushing

Note: Individually engineered residential greywater reuse systems are not eligible for rebate.

### System Installation Requirements:

- Installation of a grey water reuse system must be completed in accordance with applicable law including specifications of the Ontario Building Code, and CSA Standard B.128.1-06 with system approval subject to premise inspection and final plumbing approval by the City of Guelph Building Services Division
- As part of home installation all greywater reuse service lines must be marked with appropriate labelling, in French and English, indicating that the water service line contains non-potable water
- Installation of a residential greywater reuse system must be completed by a qualified plumber

### Premise Isolation Requirements:

- Installation must include an appropriate premise isolation device in accordance with specifications of City of Guelph Backflow Prevention Bylaw
- Homeowners are required to complete annual testing/inspection of premise isolation devices in accordance with City of Guelph Backflow Prevention Bylaw

# Appendix C

## **Water Efficiency Standard – Blue Built Home – Gold**

Homebuilders aiming to achieve Blue Built Home Gold Water Efficiency Standard for a new home must meet the following criteria for in-home water use dashboard, toilets, bathroom and kitchen faucets, showerheads, washing machine, waterless floor drain trap device and install a Rainwater Harvesting System, described in this section.

### **Water Use Dashboard**

- Home must be fitted with \_\_\_(type a)\_\_\_\_\_ or \_\_\_(type b)\_\_\_\_\_ integrated multi-utility and thermostat dashboard
- Product packaging and/or documentation must be provided at time of inspection

### **Toilet Requirements**

- Home must be fitted only with WaterSense labelled tank-type toilet(s)
- The toilet capacity must be no larger than a 4.8L High Efficiency Toilet (HET)/Dual Flush Toilet (DFT) or 3.0L Ultra-high Efficient Toilet
- The toilet must be marked with its water consumption as required by the ASME/CSA performance standards
- Product packaging and/or documentation (which will likely bear the WaterSense label) must be provided at time of inspection

Listing of qualifying labelled toilets can be found at [www.epa.gov/watersense/product\\_search.html](http://www.epa.gov/watersense/product_search.html)

### **Bathroom Faucet and Aerator Requirements**

- Home must be fitted with WaterSense labelled bathroom faucet(s) and aerator(s)
- Faucets must meet provincial standard for a maximum flow rate of 8.35Lpm

- Product packaging and/or documentation (which will likely bear the WaterSense label) must be provided at time of inspection

Listing of qualifying labelled faucets and aerators can be found at [www.epa.gov/watersense/product\\_search.html](http://www.epa.gov/watersense/product_search.html)

### **Kitchen Faucet and Aerator Requirements**

- Home must comply with the Ontario Building Code for maximum flow rate of 8.3Lpm
- Product packaging and/or documentation must be provided at time of inspection

### **Showerheads and Shower Compartments Requirements**

These criteria are applicable to all fixed showerheads that direct water onto a user for bathing purposes and all hand-held showers.

- Home must be fitted with WaterSense labelled showerhead(s)
- The maximum flow rate shall not exceed 7.6Lpm
- In cases where more than one showerhead or hand-held shower is provided in combination with others in a single device intended to be connected to a single shower outlet, the entire device must meet the maximum flow requirement in all possible operating modes\*
- Product packaging and/or documentation must be provided at time of inspection

*\*Note: Shower compartments – The total allowable flow rate of water from all showerheads flowing at any given time, including rain systems, waterfalls, bodysprays, and jets, shall be limited to 7.6Lpm per shower compartment.*

### **High Efficiency Washing Machine Requirements**

- Home must be fitted with a high efficiency Energy Star® or Consortium for Energy Efficiency (CEE)-approved high efficiency washing machine



- Clothes washer maximum water factor must be 6.0 or less (6.0 gallons per cycle per cubic foot) as per Energy Star<sup>®</sup> criteria (2011)
- Product packaging and/or documentation must be provided at time of inspection

Listing of qualifying Energy Star<sup>®</sup> and CEE-approved high efficiency washing machines can be found at [www.guelph.ca/smartwash](http://www.guelph.ca/smartwash)

### **Waterless Floor Drain Requirements**

If laundry facilities are located on main, second or third floor of a home, a waterless floor drain must be installed. If laundry facilities are located in the basement, the floor drain must be primed using condensate from the heating, ventilating and air conditioning system and not from a non-potable water source. A basement floor drain primed using a non-potable water source will not qualify under these standards and is not be eligible for rebate.

- Waterless Floor Drain device must be approved by the Ontario Building Materials Evaluation Commission
- Product packaging and/or documentation must be provided at time of inspection

Listing of qualifying waterless floor drain devices can be found at [www.guelph.ca/floordrain](http://www.guelph.ca/floordrain)

### **Rainwater Harvesting System Requirements**

To be eligible for the rebate it is required that the home rainwater harvesting system include:

- A rainwater storage capacity volume of 2,500 litres or larger
- Collection of rainwater from no less than 50% of the available household roof area
- Provision for removal of rough debris from source rainwater as well as particulate filtration removal from purified rainwater in accordance with the Ontario Building Code
- Provision for disinfection of all rainwater collected (through Chlorination, Ultra Violet Light, or other standards means) in

accordance with the treatment guidelines of the draft water quality standards of Health Canada's Canadian Guidelines for Domestic Reclaimed Water for Use in Toilet or Urinal Flushing

- Provision for the use of a municipal water top-up system including the addition of municipal water through means of an approved air gap in the event of insufficient rainfall collection
- Provision for management of excess rainfall discharge in accordance with site stormwater management requirements and subject to final approval of the City of Guelph Engineering Services Division
- Utilization of purified rainwater inside the home for toilet/urinal flushing as well as outside the home (if desired)

### **System Installation Requirements**

To be eligible for the rebate it is required that the home rainwater harvesting system installation:

- Is completed in accordance with applicable law including specifications of the Ontario Building Code, and CSA Standard B.128.1-06 with system approval subject to premise inspection and final plumbing approval by the City of Guelph Building Services Division
- Results in all rainwater service lines being completely marked with appropriate labelling, in French and English, indicating that the water service lines contain non-potable water
- Is completed by a qualified professional rainwater harvesting contractor and/or qualified plumber

### **Premise Isolation Requirements**

- Installation must include an appropriate premise isolation device in accordance with specifications of the City of Guelph Backflow Prevention Bylaw
- Homeowners are required to complete annual testing/inspection of premise isolation devices in accordance with the City of Guelph Backflow Prevention Bylaw

# Appendix D

## Blue Built Home Brand Guidelines

- No one may use any Blue Built Home Logo (the “Logo”) except with the prior written permission of the City of Guelph, and in accordance with such prior written permission
- The Logos may be used only in circumstances consistent with the Blue Built Home Water Efficiency Standards Program and its goals and objectives, and where use of the Logos would not be misleading to consumers
- A City of Guelph representative must review the homebuilder’s marketing material that uses the Logos
- Anyone who uses the Logos in print or online must provide the City of Guelph with a copy of the print material or screen shot of how the Logo was used
- The City of Guelph intends to protect the integrity of the Blue Built Home Water Efficiency Standards Program and its Logos by any means available in law

# Blue Built Home

## New Home Water Efficiency Labelling Pilot Program

### Attachment B



# COMMITTEE REPORT



**TO** **Community Development and Environmental Services**

**SERVICE AREA** Planning, Engineering and Environmental Services  
**DATE** September 20, 2010

**SUBJECT** **Rockwood Wastewater Treatment and Conveyance Agreement**

**REPORT NUMBER**

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## RECOMMENDATION

"THAT the Mayor and Clerk be authorized to sign an agreement between The Corporation of the City of Guelph and the Township of Guelph/Eramosa, for the increased allocation of treatment and conveyance of wastewater capacity for the Village of Rockwood for a total of 1710 cubic metres per day, subject to the form and content of the agreement being satisfactory to the Executive Director of Planning, Engineering and Environmental Services and the City Solicitor."

## BACKGROUND

In November, 1977, an agreement with the City of Guelph, Township of Eramosa and the Province was entered into for the treatment of sewage from the Village of Rockwood (Rockwood). Staff have been advised that the Province, through the Ministry of Environment, has since transferred the responsibility and obligations associated with Rockwood's communal water and wastewater systems to the Township, now known as the Township of Guelph/Eramosa (Township).

The Wastewater Treatment Strategy Class EA from 1998, noted that the intent of the 1977 agreement was to prevent potential contamination problems from the use of septic systems in Rockwood. The 1977 agreement also assigned the assimilative river capacity for Rockwood to the City. This assignment recognized that Rockwood, being located upstream of the City's Arkell Spring Ground's intake on the Eramosa River, would not be permitted to discharge wastewater to the Eramosa River, which in turn plays a role in protecting the City's water supply.

The City, through the agreement, has committed to provide wastewater treatment for Rockwood to a maximum level of 1200 cubic metres per day. The 1977 agreement allowed for the "moderate additional quantity of sewage over the presently stipulated 1200 cubic metres per day". Since the 1977 agreement, the City has agreed to allocate an additional 60 cubic metres per day for a total of 1260 cubic metres per day based on the original agreement.

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During discussions regarding the proposed new Rockwood wastewater agreement, Township staff asked that City staff to review previous payments made for Rockwood sewage to determine if any of those payments applied to increasing plant capacity. City staff analyzed payments made between 1998 and 2008 and determined that payments totaling \$126,700 were made that could be related to increasing plant capacity. These payments were found to be equivalent to 63.4 cubic metres of capacity based on the most recent Wastewater Treatment Plant expansion. Staff recommend that, as part of the negotiated terms of the proposed Agreement, these payments be applied as a credit towards the costs relating to the Township's request for increased capacity.

## **REPORT**

The Township has requested that the City of Guelph revise the original 1977 agreement to allow for increased wastewater flows from Rockwood. The requested increase would bring Rockwood's total allocation up to 1710 cubic metres per day which is the equivalent increase of approximately 475 new residential units plus an allowance for infill and residential intensification of 85 units. The requested increase has been based on the Township's projected residential growth at this time. City staff has reviewed the request to allocate a total of 1710 cubic metres per day and can confirm that the City's wastewater treatment plant has capacity to allocate this additional wastewater flow from Rockwood.

In discussion with the Township, County of Wellington staff and consultants, it was noted that additional capacity, beyond the current request, may be required for Rockwood in the future based on the County of Wellington's projected growth plans and discussions with the City. New development within Rockwood will have to reflect the need to be responsive to the Places to Grow Plan which calls for more compact development. It is projected by the Township that the ultimate potential capacity for Rockwood wastewater flow would be approximately 2054 to 2074 cubic metres per day. This is the equivalent increase of approximately 935 to 1035 new residential units. Therefore, future agreements with respect to additional capacity requirements may be requested and will be brought before Council for consideration. Any future capacity requests would be evaluated in terms of available treatment capacity at the City's wastewater treatment facility and the Township's efforts to achieve the City's water conservation targets, as outlined in the Water Supply Master Plan, to confirm the wastewater allocation.

Wastewater capacity calculations to determine the capacity of the wastewater infrastructure are done in accordance with Ministry of Environment guidelines. The calculations are updated on an annual basis and reported as part of the Development Priorities Plan. In the event the requested additional servicing commitment for Rockwood wastewater is granted, firm capacity based on current wastewater treatment capacity would be available for an additional 3093 units and planning capacity based on the assimilative capacity the Speed River and future treatment plant expansion would be available for 7518 units. These calculations are based on the wastewater capacity reported in the 2010 Development Priorities Plan.

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In order to proceed with allocating the additional total wastewater capacity of 1710 cubic metres per day for Rockwood, staff recommend that a new agreement between the Township and the City be approved since the 1977 agreement contains clauses that are no longer relevant and the agreement should be updated to include current requirements such as requiring Rockwood to meet the standards set out by the City's Sewer Use By-Law. Staff has worked with the Township to draft the new agreement and Guelph/Eramosa Township staff intend on tabling a report for the Township to enter in the agreement at a Township Council meeting in September, 2010.

## **CORPORATE STRATEGIC PLAN**

Goal 1: An attractive, well functioning and sustainable city

Goal 6: A leader in conservation and resource protection/enhancement

## **FINANCIAL IMPLICATIONS**

The agreement requires the Township (Rockwood) to pay the City of Guelph a proportionate share (based on flows) of all wastewater costs less:

1. the costs of billing; and
2. the Grand River Conservation (GRCA) levy.

Billing costs are deducted as they apply only to water meters read and billed by Guelph Hydro on behalf of the City. Rockwood has a single meter station which is reported directly to the City, and therefore is not read and billed by Guelph Hydro. The GRCA levy is deducted because it is calculated based on land area and use, and the Township already pays their portion of the levy directly to the GRCA.

The agreement also requires the Township to pay a one-time payment of \$773,200 for development charges related to purchasing additional capacity that will be transferred to the City's Wastewater Development Charges Reserve Fund.

## **DEPARTMENTAL CONSULTATION**

Engineering Services, Wastewater Services, Finance and Legal Services have worked together to draft the new agreement.

## **COMMUNICATIONS**

No formal notification is required for this report or agreement.

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## ATTACHMENTS

"original signed by Don Kudo"

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**Prepared By:**

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Manager of Infrastructure Planning  
Design and Construction  
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**Endorsed By:**

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"original signed by Janet Laird"

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**Recommended By:**

Janet L. Laird, Ph.D.  
Executive Director  
Planning, Engineering and  
Environmental Services  
(519) 822-1260, ext. 2237



## **Submission by Diane Nelson**

### **Habitat for Humanity's Contribution to Affordable Housing**

#### **Philosophical & Practical Implications**

##### **PHILOSOPHICAL PREMISE OF HOME OWNERSHIP IN RESPONSE TO HOMELESSNESS**

We believe that everyone deserves a decent home. We provide a solution to the lack of affordable housing by providing affordable home ownership to low income families who would not qualify to buy a home through a bank or credit union. In today's market, a family must have at least an income of \$65,000 to be considered for a bank mortgage. And this income level would not qualify a family for any type of domicile in Guelph. Homelessness, under housing, shortage of subsidized housing, expensive market rental housing form a continuum of housing and is a contributing factor to poverty for a great many families in Guelph and in Wellington County. HFHWC offers a solution for families who are can manage a mortgage and the obligations that come with owning a house. It is an exit point for families who have needed the services of public and/or supportive housing. Without an option of ownership, these families would continue to occupy subsidized housing units, and the cycle of social service use would repeat for the children. Families who need subsidized housing will continue to wait on a waiting list.

##### **BUSINESS MODEL**

Habitat mortgages are long-term and interest-free. Families must have a regular income in order to pay a monthly mortgage, property taxes and house insurance. An eligible family must earn sufficient income to contribute at least \$250 toward the mortgage portion of their monthly payment. The payment (mortgage, interest and insurance) is equal to at least 25% and not more than 30% of their gross income. Each year we adjust the mortgage payment amount to their annual income as reported on their notice of assessment. Typically, mortgage payments increase over the years, equal to their income increases.

Habitat is committed to successful homeownership through its education and support of partner families. This commitment has decreased mortgage default rates to approximately 1% in Canada. Habitat makes every effort to work with the homeowner families to avoid foreclosure by renegotiating mortgages and by organizing financial and credit counselling and courses in basic home repair. While foreclosure is the last resort, it sometimes cannot be avoided. Ignoring homeowners delinquencies would be unfair to other homeowners. Habitat realizes that homeownership may not be the best solution for some families. In the event that the homeowner desires to sell the house, HFHWC holds the right of first refusal. It is HFHWC's policy to buy back the house at fair market value, less 5%, and sell it to another eligible partner family.

##### **SIMPLE, DECENT & AFFORDABLE HOUSES**

HFHWC seeks to be a good steward of its resources by building as many houses as possible with the money and resources it receives. We are also concerned with the affordability of the house for the

family, as we do not want it to become a burden instead of a blessing. Therefore we build simple houses, using good quality but relatively inexpensive products. We build to the Energy Star standard of efficiency to reduce the cost of utilities as much as possible. Energy star appliances are donated by Whirlpool; windows, doors and furnace units are high efficiency rated; building practices ensure a tight envelop; we are also including solar ready features in the 2010 build.

## **Resources & Sustainability Strategies**

### **PRICING PRACTICE**

We seek three independent real estate agent assessments of the houses. The house is sold to the partner family using an average of the three estimates.

### **FUND FOR HUMANITY**

HFHWC is the mortgage holder for all partner families in Wellington County. Mortgage payments received are earmarked for future house building. In this way, our partner families are paying if forward for future partner families. Using the current estimate that it costs \$150,000 (not including the products we receive as gift in kind) we will need between 25 and 30 mortgage payments to reach the point where the Fund For Humanity reaches the threshold to pay for one house construction. We anticipate that we will be at that level by 2012.

### **RESTORE**

We operate one of 52 ReStores in Canada. It is a year round fundraising operation. Our store opened in 2004; we are celebrating our 6<sup>th</sup> anniversary by holding a 60% off sale on September 18<sup>th</sup>. Each year the net profits have been increasing. For the past three years, the profits have been sufficient to pay for all administrative expenses, including salaries of the Affiliate. This is a significant achievement and is enthusiastically received by donors. As we host fundraising events, send direct mail requests to households and solicit businesses to sponsor our builds, we can confidently inform them that their entire donation will go towards the build and the families we serve, and not to administration.

### **HABITAT FOR HUMANITY WELLINGTON COUNTY**

Habitat for Humanity Wellington County (HFHWC) incorporated in November 2000. Our house building history is as follows:

2001	2 houses, semi-detached, built in Rockwood
2002	1 single family house in Fergus
2003	2 houses, semi-detached, built in Elora
2005	2 houses, semi-detached, built in Rockwood
2006	1 single family house built in Mount Forest
2007	1 single family house built in Guelph
2008	2 single family houses built in Guelph
2009	2 houses, semi-detached, built in Guelph and one single family home in Arthur
2010	2 houses, semi-detached, being built in Guelph

This year we will be assuming the management and hold the mortgages for two partner families in Orangeville and Grand Valley. The Affiliate of Dufferin-Caledon closed down operations last year.

The strategic plan for 2011 - 2013 that have been approved by the Board of Directors, outlines the ways and means of increasing our house building capacity to 21 houses over the next three years. We will build in both Guelph and at least one County community each year.

## **Habitat for Humanity Governance Structures**

### **HABITAT FOR HUMANITY INTERNATIONAL (HFHI)**

HFHI and the International Board of Directors (IBOD), headquartered in Americus Georgia, USA, establish policy for Habitat for Humanity operations and programs worldwide. Five regions report to HFHI:

1. Canada/USA
2. Latin America/Caribbean
3. Middle East/Africa
4. Europe/Central Asia
5. South Asia

Each national entity signs an agreement with HFHI that also covers the Standards of Excellence and the Covenant. The agreement gives the National organization the authority to operation the Habitat for Humanity program in their county. In turn, each national office is responsible to Habitat for Humanity International for the good functioning and stewardship of the Affiliates under its umbrella.

### **HABITAT FOR HUMANITY CANADA (HFHC)**

Habitat for Humanity Canada, with its national office in Waterloo, Ontario, entered into its' agreement with HFHI in 1985. The role of the national office is to support Canadian affiliates to help them meet and surpass the minimum standards required to remain in good standing. HFHC grants name use and affiliate member status and empowers each Affiliate member with the rights and responsibilities to operate.

### **HABITAT FOR HUMANITY CANADA AFFILIATES**

Habitat affiliates are locally incorporated non-profit entities responsible for enacting Habitat's mission within their respective geographical boundaries. Affiliates join the greater Habitat federation, mutually support each other's efforts and cooperate with HFHC to safeguard the Habitat for Humanity name and build increasing awareness of affordable housing issues in Canada. Each affiliate also supports HFHI's international efforts by tithing a percentage of its non designated donations. In turn, the tithes help build homes in the 100 counties in with Habitat now operations. Each Affiliate member's by-laws must adhere to the Standards of Excellence and to the Covenant in order to be in good standing.

# COMMITTEE REPORT



**TO** Community Development and Environmental Services Committee

**SERVICE AREA** Planning, Engineering and Environmental Services

**DATE** September 20, 2010

**SUBJECT** Habitat for Humanity Request for Relief of Development Charges, Development Fees and Servicing Costs for Two Semi-detached Units at 133 and 135 Bagot Street

**REPORT NUMBER** (10-95)

**RECOMMENDATION:**

“THAT Report Number (10-95), from Planning, Engineering and Environmental Services dated September 20, 2010, regarding a Habitat for Humanity Wellington County Request for Relief of Development Charges, Development Fees and Servicing Costs for a semi-detached dwelling at 133 and 135 Bagot Street BE RECEIVED;

AND THAT the request for a grant by Habitat for Humanity Wellington County to cover the Development Charges for the semi-detached dwelling at 133 and 135 Bagot Street, BE APPROVED in the form of conditional grants for a total sum of \$45,656 provided from the Affordable Housing Reserve;

AND THAT staff BE DIRECTED to proceed with the development and finalization of Agreements with Habitat for Humanity Wellington County, for a term of ten (10) years, for the above cited conditional grants to the satisfaction of the General Manager of Planning and Building Services and the City Solicitor;

AND THAT the Mayor and Clerk BE AUTHORIZED to sign the Agreement.”

**SUMMARY**

<b>Purpose</b>	To respond to a request for financial assistance by Habitat for Humanity Wellington County (H for H).
<b>Committee Action</b>	Receive and consider the report and make a decision on whether to approve financial support to H for H.
<b>Next Steps</b>	Prepare comprehensive policy to guide future requests for funding for social and affordable housing (including financial assistance requests from H for H).

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## **BACKGROUND:**

H for H has requested that funding assistance be provided by the municipality for a semi-detached dwelling at 133 and 135 Bagot Street. This request is similar to previous requests that this non-profit housing group has made to Council in the past several years. Previously, Council has granted funding assistance to cover development charges, development fees and site servicing costs, (see Attachment 1 for a Summary of City of Guelph Financial Assistance to Habitat for Humanity 2007 - 2009)

H for H has also requested that a longer term development partnership be formulated with the City to establish a consistent on-going financial partnership. This report briefly reviews this topic but does not recommend an on-going financial policy commitment at this time.

To assess the request for financial assistance on the Bagot Street request, staff have given consideration to the following.

- 1) Previous Council decisions respecting financial assistance to H for H within Guelph.
- 2) Consideration of the City's most recent work respecting affordable housing found in the October 2009 Affordable Housing Discussion Paper.
- 3) A staff review of what other municipalities are doing in Ontario with respect to financial assistance to Habitat for Humanity.
- 4) The City's current fiscal situation.

H for H is responsible for implementing the Habitat Homebuilding Program in Guelph and Wellington County (see Attachment 2 for a general description of this housing program as taken from the national Habitat website at [habitat.ca](http://habitat.ca)).

The local affiliate is one of 36 found in municipalities across Ontario, and is part of the international association started in 1976. H for H is a non-profit affordable housing organization that was incorporated in 2000 and since then has built 14 homes in the local area: five in Guelph and nine elsewhere in the County of Wellington.

The affiliate is governed by a volunteer board of directors and administered by a small paid staff with support from a series of volunteer standing committees that assist with identifying land suitable for new projects, selecting and supporting partner families, publicity and communications, planning and supervision of house construction, and fundraising.

## **REPORT:**

### **Request for Funding**

By letter dated July 27, 2010 (see Attachment 3), H for H requested that the City provide relief from development charges, development costs and City development fees for a semi-detached dwelling they are completing on Bagot Street. During the

past several years, the City has provided a grant equivalent to the development charges, development planning and building permit application fees, , the cost for new sewage and water connections, and frontage right-of-way/driveway/boulevard restitution charges.

- a) For the current Bagot Street development, H for H has requested that funding assistance totaling nearly \$92,000 be considered by the City (see Attachment 3). Their funding request has been adjusted by staff in the following Table 1 to be reflective of costs directly attributable to the City of Guelph, including site servicing expenditures.

**Table 1: Total Municipal Fees/Costs Associated with the H for H Wellington Semi-Detached Project at 133 and 135 Bagot Street**

Description of Development Fees in Dollars:	H for H Request	City Costs
Development Charges	48,250	45,656*
Planning application fees – zone change, severance	5,055	5,055
Parkland dedication fee and boulevard tree planting	2,500	2,500
Building permit fees and meter connection charges	3,440	3,440
Site Servicing fees and boulevard/driveway/r-o-w restitution	27,866	27,866
Landscaping fees	2,750	---**
Letter of Credit	2,000	---***
<b>Total</b>	<b>91,861</b>	<b>87,111</b>

**Notes:**

- \* City DC charges do not include School Board Education DCs
- \*\* Not a servicing requirement
- \*\*\* 'Letter of credit' expenditure is not an 'out of pocket' expenditure as this will be returned upon fencing provision on site.

Based on the above considerations, it is recommended that partial conditional grants in the amount equal to the development charges of \$45,656 be made to H for H. These conditional grants will be subject to agreements between the City and H for H and run for a period of ten years, and be conditional upon H for H remaining as the owner and the mortgagee of the properties. It is important that the subject units to be constructed remain as affordable dwellings within the City. The agreements will stipulate that the conditional grants from the City be forgiven at the end of the ten years, provided the conditions of the agreements are fulfilled including having the dwellings remain within the control of H for H as affordable housing units. However, should the terms of the agreements not be met within the ten year period and the units are sold in the free market, then the conditional grants will be required to be repaid on the basis of a pro-rated formula reduced by 10% per year. Alternatively, 10% of the grant could be forgiven each year that the condition remain satisfied.

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After careful consideration, it has been determined that no security is required to ensure compliance with the terms of the agreement since it is understood that the main purpose of H for H is to provide affordable ownership housing to those who have difficulty obtaining conventional mortgages. Requiring securities defeats the purpose of H for H providing sufficient monies to continue financing additional projects in the community. In addition, Habitat for Humanity for Canada and its international affiliate are a large organization who are committed to providing affordable housing in many communities.

This format and level of funding for the H for H Bagot Street request is considered reasonable in consideration of the following factors:

- it recognizes the general level of financial assistance given to H for H in 2007 and 2008;
- it represents the form of financial assistance that many other municipalities in Ontario provide to specific Habitat projects;
- it is recognized that the policy review to guide future consideration of requests for affordable housing may offer different mechanisms of support; and
- it is reflective of a constrained operating budget for the City in 2010.

### **Rationale for Recommended Funding**

The provision of affordable housing in Guelph is a strategic priority of City Council as articulated in Guelph's Strategic Plan 'Making a Difference' - Objective 2.2 to provide "diverse housing options and health care services to meet the needs of current and future generations".

As well, the H for H project meets many objectives for the provision of affordable housing within Guelph as defined through the City's existing Official Plan and draft 2010 Official Plan Update. For example, Section 6.3.1 of the City's Official Plan Update indicates that the City will "encourage and support the development of affordable housing".

In relation to financial assistance, a best practice review has been conducted of the initiatives and actions that other comparator municipalities in Ontario have undertaken with respect to Habitat for Humanity projects (see Attachment 4 for municipal comparator list). From a review of this information, staff have made the following observations:

- Most municipalities deal with H for H financial assistance requests yearly on the basis of an individual request to the City/Council.
- Many municipalities assist H for H in finding suitable building sites, in the form of providing land base information as well as providing 'surplus city land' for development. The provision of surplus city lands comes in a variety of ways, including providing free land to a tendering process with stipulations that only non-profit organizations qualify.

- 
- The most common offer of assistance is the deferral/grant back of development charges. Again this is completed in a variety of ways: from a grant in the amount of the DCs to an agreement format where charges are deferred for all non-profit housing development with a grant after a certain number of years, e.g., 20 years or 35 years.
  - Several municipalities provide specific/unique financial off-sets to fees and servicing costs associated with the development of a particular piece of difficult-to-develop infill land, e.g., servicing to remnant blocks of land, forgiveness of municipal building fees, site plan fees, servicing hookup fees, etc.

In terms of the financial incentives that the City of Guelph has provided to the local H for H affiliate in the past several years and in comparison to what other municipalities are doing, the financial assistance provided by the City is on the generous side through the provision of funds to offset all development fees as well as providing reimbursement for development charges and local servicing costs.

### **Long Term Partnership Request**

H for H has requested that the City enter into an on-going financial incentive partnership. At this time, this approach is not recommended because of several considerations:

- The County of Wellington, the City's Service Manager for affordable/social housing, is updating the Affordable Housing Strategy for our area (to be complete by end of 2010), and it would be premature to commit on-going City operating funds to a particular affordable housing sector prior to the completion of this work. As a result, the City's comprehensive review of potential funding mechanisms to assist in the development of affordable housing has not been completed.
- The concept of municipality-funded assistance to affordable housing was considered during the preparation of the 2008 Development Charges By-law update. In consideration of implementing the Development Charges By-law in January 2009, Council determined that development charges would not be explicitly waived for social and/or affordable housing, and instead applications for funding assistance would be considered on a case by case basis;
- The City may use other means besides financial outlay to assist H for H in the delivery of new affordable ownership housing, (i.e. provision of surplus City land), and therefore some flexibility in funding arrangements for Habitat should be retained and considered as part of the City's future policy.
- Based on a scan of other municipal initiatives for financial assistance, the most common approach was to work with H for H affiliates on an on-going, yearly request basis. This approach permits maximum flexibility when considering municipal grants.



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## **Next Steps**

In association with the H for H request for funding in 2009, Council passed the following motion in May 2009:

*" THAT Council direct Community Design and Development Services and Finance Services to review and develop policy to guide future consideration of requests for social and affordable housing as part of the Official Plan update."*

To assist in addressing this matter, staff has prepared the October 2009 Affordable Housing Discussion Paper, which was a background document to the preparation for the policies in the 2010 Official Plan Update. With the completion of strategic planning work by the County this fall on affordable housing as well as the anticipated release of the Provincial Government's Affordable Housing Strategy for Ontario, staff will be in a position to put forward a policy document regarding financial mechanisms to assist in the development of affordable/social housing in Guelph. It is anticipated this document will be available for Council consideration early in their new term.

## **CORPORATE STRATEGIC PLAN:**

Goal 2: A healthy and safe community where life can be lived to the fullest.

Goal 5: A community-focused, responsive and accountable government.

## **FINANCIAL IMPLICATIONS:**

The City's Affordable Housing Reserve was established by Council with the approval of the 2002 Affordable Housing Action Plan. The intent of the housing reserve was to financially assist in the creation of new affordable housing in the community. This reserve has sufficient funds to off-set development costs and fees associated with this year's request by H for H. Funds in the Affordable Housing Reserve are provided by contributions to the annual operating budget.

If Council wishes to enter into an on-going, long term financial partnership with H for H, Finance advises that starting in the 2013 budget, additional funding will be required to be added to the Affordable Housing Reserve account.

It should be noted that there is a projected shortfall in planning application fees for the year's end. Therefore, apart from the conditional grant of reimbursement of development charges, a reimbursement or forgiveness of other City fees is not recommended at this time.

The H for H project will provide additional tax revenue to the City through its infill project on Bagot Street. It is estimated there will be annual increase in municipal taxes for each semi detached unit of \$2,000 annually, based on an average house value of \$187,000.

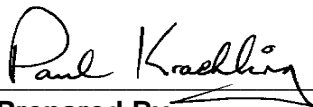
## **DEPARTMENTAL CONSULTATION**

Financial Services, Legal and Realty Services


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**ATTACHMENTS:**

- Attachment 1: Previous Municipality Assistance to H for H Wellington builds in Guelph (2007-2009)
- Attachment 2: A Brief Explanation of the 'Habitat for Humanity' Homeownership Program
- Attachment 3: Financial Assistance Request Letter from Habitat for Humanity Wellington County (July 27, 2010)
- Attachment 4: List of Comparator Municipalities: Financial Incentive Mechanisms for Habitat for Humanity Projects



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**Attachment 1 – Summary of City of Guelph Financial Assistance to Habitat for Humanity  
2007 - 2009)**

<b>Year</b>	<b>Location</b>	<b>Per unit cost</b>
2007	Morris Street single detached unit	\$26,000
2008	18 Harris Street, 24 Alma Street	\$25,000
2009	Johnston Street build, 2 semi-detached units	\$40,000

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## Attachment 2 – A Brief Explanation of the ‘Habitat for Humanity’ Homeownership Program (the following information taken from the Habitat Canada website at habitat.ca)

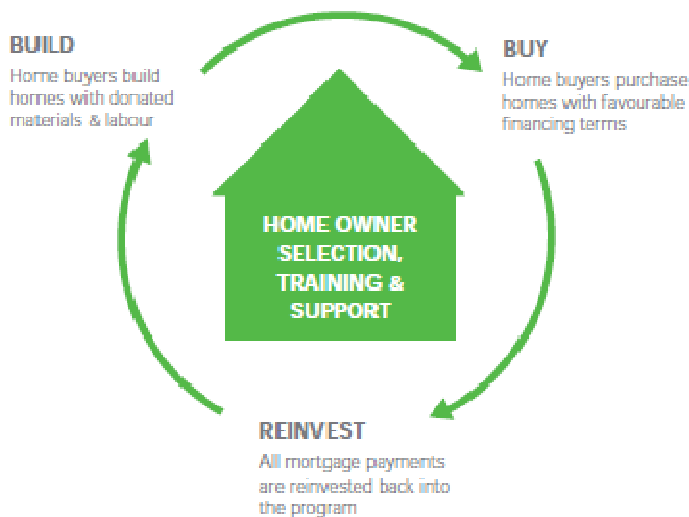
### Background

The Habitat for Humanity’ Homeownership Program helps individuals and families in financially vulnerable situations build and buy quality affordable homes by reducing barriers to homeownership.

Barriers to homeownership are reduced by selling Habitat for Humanity homes with:

- No downpayment
- No-interest mortgages
- Payments set at 30% of gross income or less (including principal, property tax and insurances), and
- Homeowner training and support services

The program gives households access to affordable housing while helping them build equity for the future, and as recipients of community support in helping them help themselves to escape the cycle of poverty and poverty housing, they are grateful for that support and are eager to contribute back to their own community and repay this by way of thanks.



### Habitat Homeowner Selection

In order to qualify for this program, homebuyers must be able to:

- demonstrate their need
- be able to carry a mortgage, and
- contribute "sweat equity" into building their own home.

### How Does Habitat Keeps Costs Low for Partner Households

Habitat for Humanity reduces the cost of new homes by using:

- modest designs

- 
- donated materials
  - volunteer labour
  - minimal marketing expenses, and
  - all mortgage payments received by homeowners are reinvested back into the program, thus helping more lower income families in the future.

### **How Are Qualifying Households for Habitat Homes Chosen**

People living below the poverty line who are able to repay an interest-free mortgage can qualify to become partner households with Habitat for Humanity.

- Future homeowners put in hundreds of hours of sweat equity, share the labour of homebuilding, and participate in valuable training and preparation sessions.
- In return, their lives are transformed by the positive experience of receiving a hand up, and the many benefits that come from owning their own home.

### **Volunteers are an Essential Component of the Housing Production Model**

The organization is dependant upon many volunteers and partner organizations to build the homes.

- Experienced builders gain the satisfaction of knowing they have contributed something of real value to people who need it most.
- Newcomers have the opportunity to learn construction skills in a supportive and safe environment, and feel the pride of giving back to their community and their society.
- Other volunteers work behind the scenes – on committees, raising funds, supporting families and advocating in their own communities.
- Through their combined efforts, volunteers enable Habitat to control the costs of home building, and make housing affordable.

In the instance of the Wellington Affiliate, a Reuse Store operation is in place that allows valuable recycling of construction materials within the community to occur. The sale of products from the store are used to pay for the administration costs of staff at the local affiliate office.

### **How are Local Habitat Affiliate Builds Funded?**

While some supplies are donated, there are many other items that need to be purchased before a home can be constructed:

- Land on which to build the homes
- The hiring of licensed trades people to ensure all homes built meet industry safety codes
- Any building materials and supplies that are not donated

These funds are provided through donations from various individuals, businesses and corporate sponsors.

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## Attachment 3 - Request from Habitat for Humanity Wellington County for Financial Assistance for Bagot Street Project



*Building  
houses,  
building*

*hope*

Lois Giles, Director of Information Services/City Clerk

City Hall  
1 Carden Street  
Guelph ON N1H 3A1

July 27, 2010

Dear Ms. Giles:

The City of Guelph has been a partner with Habitat for Humanity Wellington County for the past three years, as we have built homes in Guelph. We are grateful for the level of support you have provided, and are pleased to acknowledge your commitment to creating affordable housing.

We understand from the correspondence forwarded to us last year, dated June 4<sup>th</sup>, 2009 that consideration would be given to develop policy to guide requests for social and affordable housing. In the spirit of supporting the development of more affordable housing in the City of Guelph, we are requesting relief, by refund or through a grant, from the payment of development charges and permit fees. In return, our volunteers will contribute to the development and densification of the city core while the new Habitat for Humanity homeowners will begin many years of paying municipal taxes on their properties.

We believe that our organization, working in partnership with municipal and provincial governments, can play a valuable role in the expansion of affordable homeownership opportunities in Guelph/Wellington County.

This summer, in partnership with two low income families from Guelph, our organization's volunteers will build two semi-detached houses on Bagot Street. The houses will be sold at fair market value, through a no-interest mortgage. These families have little chance of being approved for a mortgage that would afford them a home in today's market in Guelph. By partnering with Habitat for Humanity they will not only gain decent and affordable housing but more importantly, the opportunity to acquire some financial security and break the cycle of poverty.

Suite 300,  
104 Dawson Rd,  
Guelph, ON  
N1H 1A7  
Phone: (519) 767-9752  
Fax: (519) 767-9096  
info@habitatwellington.on.ca  
www.habitatwellington.on.ca



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In order to build houses and give these families a "hand-up" to a better future, we must raise approximately \$185,000 in cash, trades service and in-kind building materials. The value of development charges and fees are a significant portion of the cost of building. We are attaching our accounting records that demonstrate the charges and fees paid to-date for the properties of 133 and 135 Bagot Street, Guelph.

We look forward to your favourable reply in regard to relief of development charges and permit fees associated with the semi-detached houses we are building on Bagot Street. Please contact our office if there is any information we can provide.

Sincerely,



Diane Nelson  
Executive Director

cc. Karen Farbridge, Mayor  
Jim Riddell, Director of Community Design and Development Services  
Marion Plaunt, Manager of Policy Planning and Urban Design  
Sue Aram, Deputy Treasurer

**Habitat for Humanity Wellington County  
Vendor Aged Detail As at 15/07/2010**

Source	Date	Transaction Type	Total	Current	31 to 60	61 to 90	91+
<b>City of Guelph</b>							
April 3, 2008	03/04/2008	Invoice	966.12	-	-	-	966.12
1032	14/03/2008	Payment	-966.12	-	-	-	-966.12
07/04/2008	07/04/2008	Invoice	798.00	-	-	-	798.00
1034	07/04/2008	Payment	-798.00	-	-	-	-798.00
CN-n/s	14/04/2008	Invoice	-11,336.00	-	-	-	-11,336.00
Harris Street	14/04/2008	Payment	11,336.00	-	-	-	11,336.00
Harris Street	14/04/2008	Invoice	11,336.00	-	-	-	11,336.00
Harris Street	14/04/2008	Payment	-11,336.00	-	-	-	-11,336.00
Alma St	29/04/2008	Invoice	12,792.00	-	-	-	12,792.00
1066	29/04/2008	Payment	-12,792.00	-	-	-	-12,792.00
May 2008	06/05/2008	Invoice	1,612.79	-	-	-	1,612.79
1072	29/04/2008	Payment	-1,612.79	-	-	-	-1,612.79
April 2008	16/05/2008	Invoice	850.81	-	-	-	850.81
1088	18/05/2008	Payment	-850.81	-	-	-	-850.81
Alma 2008	18/05/2008	Invoice	11,531.00	-	-	-	11,531.00
1092	21/05/2008	Payment	-11,531.00	-	-	-	-11,531.00
Harris 2008	18/05/2008	Invoice	195.00	-	-	-	195.00
1093	21/05/2008	Payment	-195.00	-	-	-	-195.00
May	28/05/2008	Invoice	25.00	-	-	-	25.00
1094	28/05/2008	Payment	-25.00	-	-	-	-25.00
0000	12/06/2008	Invoice	11,269.00	-	-	-	11,269.00
1049	12/06/2008	Payment	-11,269.00	-	-	-	-11,269.00
June 16, 2008	18/06/2008	Invoice	197.00	-	-	-	197.00
1126	18/06/2008	Payment	-197.00	-	-	-	-197.00
3rd Installment	27/06/2008	Invoice	197.00	-	-	-	197.00
1135	27/06/2008	Payment	-197.00	-	-	-	-197.00
July 4 statement	08/07/2008	Invoice	227.81	-	-	-	227.81
1164	11/07/2008	Payment	-227.81	-	-	-	-227.81
100608	16/10/2008	Invoice	450.00	-	-	-	450.00
1284	16/10/2008	Payment	-450.00	-	-	-	-450.00
2nTaxes for Johns...	08/04/2009	Invoice	179.69	-	-	-	179.69
1563	08/04/2009	Payment	-179.69	-	-	-	-179.69
Lottery Permit	26/05/2009	Invoice	120.00	-	-	-	120.00
1611	26/05/2009	Payment	-120.00	-	-	-	-120.00
Mezzanine	02/06/2009	Invoice	508.69	-	-	-	508.69
1620	26/05/2009	Payment	-508.69	-	-	-	-508.69
June 30 09	02/06/2009	Invoice	213.00	-	-	-	213.00
1629	02/06/2009	Payment	-213.00	-	-	-	-213.00
Dev Fees	24/06/2009	Invoice	50,248.00	-	-	-	50,248.00
1679	24/06/2009	Payment	-50,248.00	-	-	-	-50,248.00
Permit Fee	24/06/2009	Invoice	5,102.21	-	-	-	5,102.21
1680	24/06/2009	Payment	-5,102.21	-	-	-	-5,102.21
Dev Charges Mezz	29/07/2009	Invoice	11,122.12	-	-	-	11,122.12
1705	29/07/2009	Payment	-11,122.12	-	-	-	-11,122.12
4th Intl - John Tax	02/09/2009	Invoice	212.54	-	-	-	212.54
1771	02/09/2009	Payment	-212.54	-	-	-	-212.54
Part Lot Creation	06/10/2009	Invoice	<u>1,285.00</u>	-	-	-	1,285.00
1852	04/11/2009	Payment	-1,285.00	-	-	-	-1,285.00
75234	11/11/2009	Invoice	54.00	-	-	-	54.00
1874	11/11/2009	Payment	-54.00	-	-	-	-54.00
75679	14/11/2009	Invoice	104.00	-	-	-	104.00
1879	25/11/2009	Payment	-104.00	-	-	-	-104.00
Severance Chg 20...	25/11/2009	Invoice <i>Bayot</i>	<u>1,070.00</u>	-	-	-	1,070.00
1878	25/11/2009	Payment	-1,070.00	-	-	-	-1,070.00
2010 Zone Change	25/11/2009	Invoice <i>Bayot</i>	<u>3,320.00</u>	-	-	-	3,320.00
1877	25/11/2009	Payment	-3,320.00	-	-	-	-3,320.00
By-law Reg	26/11/2009	Invoice	70.50	-	-	-	70.50
1889	02/12/2009	Payment	-70.50	-	-	-	-70.50
2009/11/30	02/12/2009	Invoice	86.00	-	-	-	86.00
1913	09/12/2009	Payment	-86.00	-	-	-	-86.00
2009/12/19	19/12/2009	Invoice	33.00	-	-	-	33.00
1949	31/12/2009	Payment	-33.00	-	-	-	-33.00
2009/12/31	31/12/2009	Invoice	154.00	-	-	-	154.00
1949	31/12/2009	Payment	-154.00	-	-	-	-154.00
2010/01/16	16/01/2010	Invoice	43.00	-	-	-	43.00
1990	20/01/2010	Payment	-43.00	-	-	-	-43.00
77553	20/02/2010	Invoice	83.00	-	-	-	83.00



**Habitat for Humanity Wellington County  
Vendor Aged Detail As at 15/07/2010**

Source	Date	Transaction Type	Total	Current	31 to 60	61 to 90	91+
2029	04/03/2010	Payment	-83.00	-	-	-	-83.00
334447	05/03/2010	Invoice	103.00	-	-	-	103.00
2042	15/03/2010	Payment	-103.00	-	-	-	-103.00
78236	31/03/2010	Invoice	10.00	-	-	-	10.00
2062	21/04/2010	Payment	-10.00	-	-	-	-10.00
78266	03/04/2010	Invoice	69.00	-	-	-	69.00
2062	21/04/2010	Payment	-69.00	-	-	-	-69.00
Bagot	08/04/2010	Invoice	665.00	-	-	-	665.00
2055	08/04/2010	Payment	-665.00	-	-	-	-665.00
78390	17/04/2010	Invoice	20.00	-	-	20.00	-
2082	11/05/2010	Payment	-20.00	-	-	-20.00	-
79088	22/05/2010	Invoice	67.00	-	67.00	-	-
2115	09/06/2010	Payment	-67.00	-	-67.00	-	-
Bagot Permit	09/06/2010	Invoice	21,580.40	-	21,580.40	-	-
2116	09/06/2010	Payment	-21,580.40	-	-21,580.40	-	-
Bagot Street	09/06/2010	Invoice	48,250.00	-	48,250.00	-	-
2117	09/06/2010	Payment	-48,250.00	-	-48,250.00	-	-
Jun 12	12/06/2010	Invoice	20.00	-	20.00	-	-
2142	21/06/2010	Payment	-20.00	-	-20.00	-	-
Application Bagot	14/06/2010	Invoice	6,368.08	-	6,368.08	-	-
2126	14/06/2010	Payment	-6,368.08	-	-6,368.08	-	-
79356	19/06/2010	Invoice	69.00	69.00	-	-	-
2156	29/06/2010	Payment	-69.00	-69.00	-	-	-
79460	30/06/2010	Invoice	64.00	64.00	-	-	-
2171	13/07/2010	Payment	-64.00	-64.00	-	-	-
Fees Landscape	07/07/2010	Invoice Bagot	2,750.00	2,750.00	-	-	-
2172	13/07/2010	Payment	-2,750.00	-2,750.00	-	-	-
Eng Cost	14/07/2010	Invoice Bagot	5,857.40	5,857.40	-	-	-
2188	12/07/2010	Payment	-5,857.40	-5,857.40	-	-	-
Ltr of Credit	14/07/2010	Invoice Bagot	2,000.00	2,000.00	-	-	-
2189	12/07/2010	Payment	-2,000.00	-2,000.00	-	-	-
<b>Total outstanding:</b>			-	-	-	-	-
<b>Total unpaid invoices:</b>			-	-	-	-	-
<b>Total prepayments/prepaid order:</b>			-	-	-	-	-
<b>Total outstanding:</b>			-	-	-	-	-

\$ 91,860.88

## Attachment 4 – List of Comparator Municipalities: Financial Incentive Mechanisms for Habitat for Humanity Projects

Staff conducted a scan of financial incentives provided by Ontario municipalities in August 2010. The following is a summary of information obtained from the national office of Habitat for Humanity, and several of the 36 Habitat affiliates across the Province (within the City's comparator municipalities group).

Affiliate Location	Inception Year	No. of Units Built	Examples of Municipal Incentives
<b>1) Niagara</b>			
<a href="http://www.habitatniagara.ca">www.habitatniagara.ca</a>	1993	35 units (sgls, semis)	<ul style="list-style-type: none"> <li>- Niagara Region: Development Charges(DCs) are exempt for non-profits like H for H (standing by-law for all projects)</li> <li>-Welland : City lands provided at 'low end of market value' (or \$1)as well as DC fee breaks</li> <li>- Fort Erie: City property provided for \$1,and \$33k grants/unit in lieu of development fees/DCs</li> <li>- Thorold: DC fee breaks &amp; reduced sewer and lateral costs by 50%</li> </ul>
<b>2) Wellington County</b>			
<a href="http://www.habitatwellington.on.ca">www.habitatwellington.on.ca</a>	2000	14 (5 in the City and 9 in the county) (sgls, semis)	<ul style="list-style-type: none"> <li>- Wellington North (Arthur): fees waived</li> <li>- Erin: currently the municipality is assisting Habitat to locate a lot; looking at waiving development fees</li> </ul>
<b>3) Waterloo Region</b>			
<a href="http://www.habitatwaterlooregion.on.ca">www.habitatwaterlooregion.on.ca</a>	1989	75 units (sgls, semis, twhs)	<ul style="list-style-type: none"> <li>- Waterloo Region: DC fees on all H for H builds are 'exempt' by regional by-law, and subject to re-ratification at the beginning of each new elected Council</li> <li>- Cambridge: DCs are waived and small grants (offset building permit fees</li> <li>- Waterloo: DCs are waived</li> <li>- Elmira/ New Hamburg: DCs are waived</li> </ul>
<b>4) Brantford</b>			
<a href="http://www.habitatbrant.org">www.habitatbrant.org</a>	1988	8 units (sgls, semis)	<ul style="list-style-type: none"> <li>- Brantford: donation of municipal land with lots at reduced price, i.e. \$10k/lot. Tipping fees for construction waste are waived</li> </ul>
<b>5)Thunder Bay</b>			
<a href="http://www.habitattbay.com">www.habitattbay.com</a>	1994	17 units (sgls, semis)	<ul style="list-style-type: none"> <li>- Thunder Bay: assistance to purchase land equivalent to10% of the land cost</li> </ul>
<b>6) Durham Region</b>			
<a href="http://www.habitatdurham.com">www.habitatdurham.com</a>	2008	2 units (sgls)	<ul style="list-style-type: none"> <li>- Regional DCs are waived with codicil on title that if house leaves H for H then fees are payable (Ajax)</li> <li>- Oshawa provided land and DC fees rebate</li> </ul>

<b>7) Kingston</b>			
<a href="http://www.habitakingston.com">www.habitakingston.com</a>	2008	10 units (sgls, semis)	- Kingston: Land donation for 2 houses valued at \$80k; DC fees waived and also building permit/other development fees rebated
<b>8) Barrie</b>			
<a href="http://www.habitathuronia.com">www.habitathuronia.com</a>	2006	5 units (sgls, semis)	- Barrie: no assistance has been provided
<b>9) Sudbury</b>			
<a href="http://www.habitsudbury.com">www.habitsudbury.com</a>	2003	7 units (sgls)	- Sudbury: donated land for build
<b>10) Halton Region</b>			
<a href="http://www.habitahalton.ca">www.habitahalton.ca</a>	1999	6 units(sgls)	- Milton: municipal land provided via bonusing provisions of the Planning Act - Burlington: lot provided by the municipality
<b>11) London</b>			
<a href="http://www.habitatlondon.ca">www.habitatlondon.ca</a>	1993	24 units	- London: Purchase land from the municipality at low end of market; offset building \$20k – 21k/house; downpayment assistance
<b>12) Windsor</b>			
<a href="http://www.habitawindsor.org">www.habitawindsor.org</a>	1994	50 units; latest build a renovation of a donated house	- Windsor: development fees waived
<b>13) York Region</b>			
<a href="http://www.habitayork.ca">www.habitayork.ca</a>	2002	8 units (sgls)	- York Region waives regional DC fee if local municipality does the same (by by-law)  - Vaughan: agreement in place to defer DC fees for 35 years if home remains in H for H control, then fee is forgiven
<b>14) Hamilton</b>			
<a href="http://www.habitahamilton.ca">www.habitahamilton.ca</a>	2008	8 units (twhs)	- Hamilton: all fees including development charges waived for a total of \$221k
<b>15) Mississauga</b>			
<a href="http://www.habitatmississauga.ca">www.habitatmississauga.ca</a>	2005	1 unit	- Peel Region: free lot to Habitat
<b>16) Ottawa</b>			
<a href="http://www.habitatncr.com">www.habitatncr.com</a>	1993	35 units including 5 renovations	- Ottawa: DC fees are deferred for 20 year time period

TO **Community Development and Environmental Services Committee**

SERVICE AREA Planning, Engineering and Environmental Services  
DATE September 20, 2010

**SUBJECT Grant for Energy Efficiency Upgrades to the Material Recovery Facility (MRF)**

REPORT NUMBER

---

## **RECOMMENDATION**

“THAT the Mayor and Clerk be authorized to enter into a contract with the Continuous Improvement Fund (CIF) under Waste Diversion Ontario (WDO) to enable the City of Guelph to receive a grant of \$118,399 to perform energy upgrades to the Materials Recovery Facility, subject to the satisfaction of the Executive Director of Planning, Engineering and Environmental Services and the City Solicitor;

AND THAT funding from the approved 2010 Solid Waste Resources Equipment Replacement budget be reallocated to cover the City share of this project.”

## **BACKGROUND**

The Materials Recovery Facility (MRF) at the Waste Resource Innovation Centre (WRIC) recently underwent an energy audit to determine areas that could be improved, to ensure that the plant operates more efficiently. A comprehensive assessment of the energy needs of the MRF was performed in cooperation with the Continuous Improvement Fund (CIF) by Rose Technology Inc. (formerly Optimira Energy Canada Limited). The energy audit was at no cost to the City of Guelph.

## **REPORT**

The energy audit recommended a number of upgrades and changes to the existing equipment and control systems in the Material Recovery Facility (MRF). If implemented, these recommendations would result in substantial annual cost savings for the City by reducing the annual energy usage within the MRF. The recommended upgrades (Attachment 1) are broken down into different areas detailing what should be upgraded, the cost of the upgrade, and the payback that the City would recognize through reduced energy costs.

As this project was not planned for 2010, no funds were budgeted for implementation of the recommendations in the 2010 budget. As CIF funding is now available, the recommended upgrades that would provide a reasonable payback are recommended to be undertaken during late 2010/early 2011 by reallocating the

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necessary funds from the approved 2010 Solid Waste Resources Equipment Replacement budget. The budget reallocation would result in the deferral of one project, specifically the replacement of truck doors during 2010. This project will be completed in future years within the approved Solid Waste Resources Equipment Replacement funding envelopes.

The total cost of the recommended upgrades is \$228,567, with the City portion being \$164,177 (58%). As shown in the attached chart, the payback on the City portion will be less than 1.5 years.

### **CORPORATE STRATEGIC PLAN**

- 5.4 Partnerships to achieve strategic goals and objectives;
- 6.4 Less waste per capita than any comparable Canadian city
- 6.5 Less energy and water per capita use than any comparable Canadian city

### **FINANCIAL IMPLICATIONS**

Reallocation of approved funds within the approved 2010 Solid Waste Resources Equipment Replacement budget will cover the City share of this project. A grant from the Continuous Improvement Fund (CIF) will cover the remaining costs. A funding summary is attached.

### **DEPARTMENTAL CONSULTATION**

Finance Department

### **COMMUNICATIONS**

N/A

### **ATTACHMENTS**

- 1) Recommended equipment upgrades, cost and payback
- 2) Funding Summary

### **Prepared By:**

Catherine McCausland  
Supervisor, Plants and Maintenance  
519-822-1260 ext 2054  
catherine.mccausland@guelph.ca

“original signed by Dean Wyman”

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### **Endorsed By:**

Dean Wyman  
Manager of Solid Waste Resources  
519-822-1260 ext 2053  
dean.wyman@guelph.ca

“original signed by Janet Laird”

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### **Recommended By:**

Janet L. Laird, Ph.D.  
Executive Director  
Planning, Engineering and  
Environmental Services  
519-822-1260, ext 2237  
janet.laird@guelph.ca

## Attachment 1: Recommended Equipment Upgrades, cost and payback

<u>CITY RECOMMENDED UPGRADES</u>		<u>COST OF UPGRADE</u>	<u>ENERGY SAVINGS</u>
Item #		(\$)	(\$ PER YEAR)
1	REPAIR POWER FACTOR CORRECTION	6,806	1,194
2	BUILDING AUTOMATION SYSTEM	152,427	101,618
3	VFD BYPASS CONTROL	2,360	738
4	VENTILATION CONTROL VIA VOC SENSORS	28,738	1,830
5	HVAC FILTER PRESSURE TRACKING	30,250	4,959
6	LIGHTING	61,995	6,888
		<b>\$282,576</b>	<b>\$117,227</b>
	<b>PAYBACK IN YEARS - TOTAL PROJECT</b>	<b>2.4</b>	
	<b>PAYBACK IN YEARS - CITY PORTION</b>	<b>1.4</b>	

<u>DESCRIPTION OF UPGRADES</u>	
Item #	
1	ENSURES PROPER POWER IS BEING SUPPLIED TO THE PLANT TO REDUCE PREMATURE WEAR ON ELECTRICAL COMPONENTS
2	CONTROLS ALL OF THE HVAC UNITS ALLOWING FOR TEMPERATURE ADJUSTMENTS BASED ON TIME OF DAY
3	BY PASSES VARIABLE FREQUENCY DRIVES ON MOTORS WHEN THEY ARE NOT REQUIRED REDUCING ENERGY CONSUMPTION
4	MONITORS AND CONTROLS AIR EXCHANGES IN THE BUILDING RESULTING IN IMPROVED AIR QUALITY FOR STAFF AS WELL AS ENERGY SAVINGS
5	IDENTIFIES WHEN INDIVIDUAL FILTERS NEED REPLACEMENT, ENSURING THEY ARE NOT CHANGED BEFORE THEY REACH THE END OF THEIR USEFUL LIFE, REDUCING MAINTENANCE COSTS AS WELL ENERGY-SAVINGS
6	IMPROVE ENERGY CONSUMPTION AS WELL AS IMPROVED INTERIOR VISIBILITY FOR STAFF, CREATING A SAFER, WORKING ENVIRONMENT

Total Project Cost	282,576
minus: CIF Funding	118,399
City's Portion of Project Cost	164,177
minus: Current HVAC Funding in Approved 2010 Budget	50,000
Total Funding Requiring Reallocation	<b>\$114,177</b>

<u>UPGRADES TO BE CONSIDERED AT A FUTURE DATE</u>	<u>COST OF UPGRADE</u>	<u>ENERGY SAVINGS</u>	<u>TOTAL</u>
	(\$)	(\$ PER YEAR)	PAYBACK (YRS)
PREMIUM EFFICIENCY MOTORS	\$69,619	\$7,613	9.1
ENERGY SAVER UNITS	\$131,588	\$8,570	15.4
SOLAR WALL	\$513,935	\$31,017	16.6

## Attachment 2: Funding Summary

### Budget and Financing Schedule

JDE Project number: WM0048  
 Project name: **MRF Energy Upgrades**  
 Date: September 7, 2010

	Total Cost	External Financing			Internal Financing		
		Subsidy	Dev't Charges	Developer/ Other	Current Revenues	Reserve	Debt
<b><u>A. Budget Approval</u></b>							
WM0044 WRIC Equipment Replacement 10 - HVAC units	50,000	0	0	0	0	50,000	0
WM0044 WRIC Equipment Replacement 10 - MRF truck doors	114,177	0	0	0	0	114,177	0
<b>Budget Approval</b>	<b>164,177</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>164,177</b>	<b>0</b>
<b><u>B. Budget Requirement</u></b>							
Contract Price - Rose Company Incorporated	282,576						
minus: CIF approved funding	-118,399						
<b>City Share</b>	<b>164,177</b>	0	0	0	0	164,177	0
plus: Expenditures to Date	0	0	0	0	0	0	0
plus: Committed Funds	0	0	0	0	0	0	0
plus: Contingency	0	0	0	0	0	0	0
<b>TOTAL BUDGET REQUIREMENT</b>	<b>164,177</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>164,177</b>	<b>0</b>
<b><u>C. Surplus / (Deficit)</u></b>	0	0	0	0	0	0	0
<b><u>D. Revised project budget</u></b>	<b>164,177</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>164,177</b>	<b>0</b>

**NOTE:** A new project (WM0048 MRF Energy Upgrades) will be created using funding originally approved in WM0044 Equipment Replace 2010.

# COMMITTEE AGENDA



TO **Community Development & Environmental Services  
Committee – CLOSED MEETING**

DATE September 20, 2010

LOCATION City Hall Committee Room (112)

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<b>ITEMS FOR CONSIDERATION</b>	<b>STAFF RECOMMENDATION</b>
<b>CITIZEN APPOINTMENTS TO THE ENVIRONMENTAL ADVISORY COMMITTEE</b>  THAT _____ and _____ and _____ be appointed the Environmental Advisory Committee for a term ending November, 2011.	Approve



# COUNCIL REPORT



TO **Community Development & Environmental Services  
Committee – CLOSED MEETING**

SERVICE AREA Information Services Department – City Clerk’s Office  
DATE September 20, 2010

**SUBJECT Citizen Appointments to the Environmental Advisory  
Committee**

REPORT NUMBER

---

## **RECOMMENDATION**

THAT \_\_\_\_\_ and \_\_\_\_\_ and \_\_\_\_\_ be appointed to the Environmental Advisory Committee for a term ending November, 2011;

## **BACKGROUND**

The Environmental Advisory Committee has had three members resign within the last two months. The Committee is having difficulty meeting quorum as a result and the staff liaison has requested the vacancies be filled so the Committee can be restored to its full complement of nine citizen members to enable them to deal with planning applications in a timely manner.

## **REPORT**

The Environmental Advisory Committee is a technical advisory committee to provide advice and assistance to City Administrative Staff in Planning and Management with respect to conservation of the natural environment.

The advertisement for the vacancies stated the committee specifically needs members with stormwater management expertise, ecology expertise or biology expertise.

The committee meets the second Wednesday of the month at 7:00 p.m. at city Hall.

## **CORPORATE STRATEGIC PLAN**

Goal 3: A diverse and prosperous local economy

Goal 5: A community-focus, responsible and accountable government

## **FINANCIAL IMPLICATIONS**

N/A

## **DEPARTMENTAL CONSULTATION**

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Planning Department

**COMMUNICATIONS**

An advertisement posting the vacancies on this Committee was placed in the August 5<sup>th</sup> and 12th Guelph Tribune on the City News page and provided to the Wellington-Guelph Volunteer Centre and various City facilities that have public bulletin boards for posting for two weeks.

**ATTACHMENTS**

Applications for this committee.  
Staff liaison comments.

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**Prepared By:**

Dolores Black  
Assistant Council Committee Coordinator  
519-822-1260, ext. 2269

dolores.black@guelph.ca

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**Recommended By:**

Lois A. Giles  
General Manager, Information  
Services/City Clerk  
519-822-1260 ext. 2232  
lois.giles@guelph.ca

**From:** Jessica McEachren  
**Sent:** September 13, 2010 10:12 AM  
**To:** Dolores Black  
**Subject:** EAC member recommendations

Good morning Dolores,

I have reviewed the applications for EAC and the following are the 3 I think would be best suited given the expertise we have lost or are missing on the Committee:

1. Bill Mungall
2. Greta Najcler
3. Chris Parent

There are some great candidates to choose from so it was tough!

**Jessica McEachren M.ES** | Environmental Planner  
Planning Services | **Community Design and Development Services**  
**City of Guelph**  
T 519-822-1260 x 2563 | F 519-837-5640  
E [Jessica.McEachren@guelph.ca](mailto:Jessica.McEachren@guelph.ca)  
**guelph.ca**



Please consider the environment before printing this email



# APPLICATION

TO GUELPH CITY COUNCIL  
FOR APPOINTMENT TO A  
STATUTORY BOARD, COMMITTEE  
OR ADVISORY COMMITTEE

**RECEIVED**  
NOV - 7 2008

**CITY CLERK'S OFFICE**

*\*Please note: If you are applying for the Accessibility Advisory Committee, a different application form will be used. Available at the City Clerk's Office or on our website: [guelph.ca](http://guelph.ca)*

NAME: Shannon Catton  
ADDRESS: 85 Galt Street Guelph, ON N1H 3G8  
(Include Postal Code) N1H 3G8  
TELEPHONE NO: (H) 519.831.5925 (W) 519.836.6050  
OCCUPATION: Terrestrial Ecologist and Project Manager

STATUTORY BOARD, COMMISSION OR ADVISORY COMMITTEE TO WHICH YOU ARE SEEKING APPOINTMENT: (If more than one, please list in order of preference)(if applying for the Accessibility Advisory Committee, please use that specific application form)

- (1) Environmental Advisory Committee
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_

**REASONS FOR SEEKING APPOINTMENT:**

To help provide conservation and natural heritage advice and recommendations to City staff with regards to planning and land use management.

**ADDITIONAL INFORMATION WHICH MAY BE HELPFUL IN CONSIDERATION OF YOUR APPLICATION: (Attach additional information if needed)**

resumé attached

SIGNATURE: Scatton DATE: Nov. 4-08

**PLEASE RETURN THIS APPLICATION TO :** CITY CLERK'S OFFICE  
CITY OF GUELPH  
59 CARDEN STREET  
GUELPH, ON N1H 3A1

**IN ORDER TO BE ELIGIBLE FOR APPOINTMENT, YOU MUST BE A CANADIAN CITIZEN, OVER 18 YEARS OF AGE AND EITHER THE OWNER OR TENANT OF LAND OR THE SPOUSE OF AN OWNER OR TENANT OF LAND IN THE MUNICIPALITY.**

PURSUANT TO THE MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT, THE PERSONAL INFORMATION CONTAINED IN THIS FORM WILL BE USED SOLELY TO ASSESS YOUR QUALIFICATIONS FOR APPOINTMENT TO ONE OF THE CITY'S STATUTORY BOARDS, COMMISSIONS OR ADVISORY COMMITTEES.

ADDITIONAL INFORMATION MAY BE OBTAINED BY CONTACTING THE CITY CLERK'S OFFICE AT PHONE: (519) 837-5603; FAX: (519) 763-1269

**APPLICATIONS ARE DUE BY 4:30 p.m. ON THE CLOSING DATE.**

## **SHANNON CATTON M.Sc.**

85 Galt St. Guelph, ON N1H 3G8

519-831-5925

shannon.catton@stantec.com

### **OBJECTIVE**

To help provide sound, ecological recommendations and advice regarding planning applications and various environmental reports.

### **EDUCATION**

**M.Sc. Botany:** specialized in restoration ecology; September 2003-April 2006, University of Guelph, Guelph Ontario

**Thesis:** A comparison of the biophysical characteristics and seed banks of abandoned limestone quarry floors in southern Ontario and alvars

**BA/Sc. with Honours** in both Sociology and Biology; 1998-2003, University of Guelph, Guelph Ontario

### **FIELD and RESEARCH SKILLS and RELEVANT EXPERIENCE**

#### **Terrestrial Ecologist and Project Manager**

Provide Stantec Consulting Ltd. in Guelph with botanical, vegetation community and wildlife technical inventories and recommendations; November 2006 to present.

- Write a variety of reports including Natural Heritage Evaluations and Reviews, Technical Terrestrial Appendices to Environmental Assessments, Natural Heritage Chapters for Environmental Assessments and Environmental Impact Statements
- Provide ecological recommendations to developers, land owners and other clients when submitting planning permits to various municipalities
- Conduct terrestrial fieldwork including botanical, wildlife and vegetation community classification surveys
- Other tasks include presentations and client/agency meetings to inform agencies of expected potential impacts and their appropriate mitigation measures

#### **Ecological Land Classification Coordinator**

Provided the Hamilton Conservation Authority (HCA) and the City of Hamilton with current vegetation inventories of pre-selected natural areas of interest and classified each habitat type; May 2006 to November 2006.

- Supervised ecological land classification technicians to ensure quality field studies and data collection
- Ensured that accurate flora and fauna surveys were conducted following the ELC protocols
- Described mineral and organic soil profiles, moisture regimes, and drainage types
- Produced the ELC habitat mapping for each site through air photo interpretation, orienteering, GPS, GIS resources and ground truthing
- Initiated and undertook landowner contact in preparation for fieldwork
- Recognized and addressed landowner concerns in relation to land management practices and land classification
- Interpreted maps and air photos to create various polygons within each site using the ELC protocols
- Assisted with the collection and preparation of herbarium specimens to ensure that all significant taxa of the Hamilton area were represented in the collection

- Completed all ELC data cards and individual site files for each natural area of interest and submitted reports to the HCA and the City of Hamilton
- Accumulated all wildlife and vegetation data from the past 4 years to meticulously and efficiently compile and update Access databases for the HCA and the City of Hamilton
- Though my job was focused on ELC, I participated in several other projects such as the following:
  - Service water quality assessment sampling to determine the temperature, pH, dissolved oxygen content and water conductivity and water levels of several streams throughout the Hamilton watershed
  - Electro-fishing to determine the health of the fish populations at Valens Conservation Area by identifying and measuring the size and weights of the fish
  - Site visits to confirm the habitat classifications and vegetation identifications of Environmental Impact Statements

#### **M.Sc. candidate**

Examined the ecological similarities and differences of abandoned limestone quarry floors and alvars to determine whether alvar habitat could be a potential restoration target for abandoned limestone quarry floors; 2003-2006.

- Field research: developed sampling designs for quarry floor surveys and seed bank analyses, surveyed lichen, bryophyte and vascular plant species richness and percent frequencies, identified vascular plants, measured environmental characteristics and extracted soil samples for detailed soil analyses and soil seed bank analyses, used GPS to capture all data points and sites
- Greenhouse experience: researched and applied seed bank concentration methods and germination techniques, determined species richness and abundance, identified seedlings
- Lab experience: identified vascular and non-vascular vegetation, entered and analysed descriptive data using Excel, entered and analysed multivariate data using SAS, CANOCO and CANODRAW, wrote several technical reports and prepared Power Point presentations to update those providing funding for my research

#### **Research assistant**

Surveyed biological and physical properties of abandoned limestone quarry floors; summer 2003.

- Developed a sampling design to survey the biophysical characteristics of limestone quarry floors and a sampling design to extract soil samples
- Identified vascular plants, bryophytes and lichens
- Applied principles of experimental design and research to field and survey work

### **TEACHING and MANAGERIAL SKILLS**

#### **Ecological Land Classification Coordinator**

- Obtain landowner permission and prepare each natural area of interest for my crew and myself to carry out the ELC fieldwork
- Oversee and supervise two ecological land classification technicians to ensure that all flora and fauna data are collected according to the ELC protocols
- Prepare daily and weekly tasks and plans to organize the ELC crew to keep them focused
- Finalize and submit each site report to the Hamilton Conservation Authority and City of Hamilton
- Taught a group of MNR Rangers the ELC protocols and methods and led them through a site to teach them how to implement the protocols

### **M.Sc. student**

- Landowner and operator contact was necessary to obtain permission to use his/her quarry for my research
- A team of 5 research assistants helped me in all areas of my research: the field, greenhouse, and lab

### **Teaching assistant** College of Biological Sciences, University of Guelph, 2003-2005

- Courses included: Biology, Plants in the Ontario Landscape, and Ecology (both distance education and in-class)

## **PRESENTATIONS and PUBLICATIONS**

- Tomlinson, S., U. Matthes, P.J. Richardson, D.W. Larson. 2008. The ecological equivalence of quarry floors to alvars. *Applied Vegetation Science* 11: 73-82.
- Currently working on two publications from my Masters research: 1) A comparison of the seed banks of limestone quarry floors and alvars
- A comparison of the biophysical characteristics and seed banks of abandoned limestone quarry floors in southern Ontario and alvars. MSc Thesis, Department of Botany, University of Guelph, 2006
- Graduate student oral presenter at the World Conference on Ecological Restoration by the Society for Ecological Restoration (SER) in Spain: A comparative analysis of the seed bank, vegetation and environmental conditions of abandoned limestone quarry floors of southern Ontario and alvars on the Bruce Peninsula, Canada, 2005
- Oral presenter at the Aggregate Producers of Ontario Pit and Quarry Restoration workshop 2005
- The quarry-to-alvar initiative: progress report 2004 in The Ontario Aggregate Resources Corporation (TOARC) Annual Report, 2004
- Graduate student oral presenter at the Ontario Ecology and Ethology Colloquium (OEEC): A comparative analysis of the seed bank, vegetation and environmental characteristics of abandoned limestone quarry floors of southern Ontario and alvars on the Bruce Peninsula, 2004
- Graduate student poster presenter at the A.D. Latornell Conservation Symposium: Using alvars as a reference ecosystem to restore abandoned limestone quarries, 2004
- The quarry-to-alvar initiative: progress report 2003 in The Ontario Aggregate Resources Corporation (TOARC) Annual Report, 2003
- The quarry-to-alvar initiative: restoring value to abandoned quarries. Progress report in The Ontario Aggregate Resources Corporation (TOARC) Annual Report, 2002

## **ACHIEVEMENTS and AWARDS**

- Certified in the Ecological Land Classification for Southern Ontario, 2006
- Participated in the Fern Identification workshop at the Guelph Arboretum, 2006
- Participated in the Dragonfly and Damselfly Identification workshop at the Guelph Arboretum, 2006
- Participated in the Shrub Identification workshop at the Guelph Arboretum, 2006
- Participating in the Tree Identification workshop at the Guelph Arboretum, 2006
- Participating in GIS tutorials (using ArcView), 2006
- Moderator at the A.D. Latornell Conservation Symposium, 2004
- Recipient of an Honourable Mention Poster Award at the A.D. Latornell Conservation Symposium, 2004
- Recipient of the A.D. Latornell Travel Scholarship
- Recipient of the University of Guelph Entrance Scholarship
- Currently teaching myself amphibian, reptile, bird, and mammal identification skills along with bird and frog calls by studying several field guides and the Marsh Monitoring Program Training Kit and Instructions

# RECEIVED

AUG - 6 2010

CITY CLERK'S OFFICE Appendix A



## APPLICATION TO COUNCIL FOR CONSIDERATION OF APPOINTMENT TO ADVISORY COMMITTEES/BOARDS

Please note: If you are applying for the Accessibility Advisory Committee, a different application must be used. Available at ServiceGuelph in City Hall or on our website: [guelph.ca](http://guelph.ca)

<b>Name:</b>	CAROLINE HARVEY-SMITH
<b>Address:</b>	15 PROSPECT AVE GUELPH N1E2W7.
<b>Home Tel:</b>	519 763 4307
<b>Fax:</b>	
<b>Business Tel:</b>	
<b>Email:</b>	carolineharveysmith@gmail.com
<b>Committee(s) or Board(s) To Which You Are Seeking Appointment</b> Please list order of preference:	<ol style="list-style-type: none"> <li>1. Environmental Advisory Committee.</li> <li>2.</li> <li>3.</li> </ol>
<b>Are you currently a member of any other city committee/board?</b> If so, please name and provide date of term expiry.	
<b>Please list the reasons for seeking appointment to this (these) Committee(s) and other pertinent information you may deem helpful in considering your application.</b>	<ul style="list-style-type: none"> <li>- Keen interest in environmental issues.</li> <li>- Constantly thinking about ways to decrease human impact on the environment.</li> <li>- Recently retired so would have time to devote to EAC.</li> </ul>
<b>Please list the skills or qualifications you would bring to the committee position</b>	<ul style="list-style-type: none"> <li>- PhD in Science (Zoology).</li> <li>- Chair of TRER (Thames Region Ecological Association) London Ontario for 4 years.</li> <li>- Organized many public educational events in London, Ont.</li> </ul>
<b>Please list prior or current community involvement or experience within the City or otherwise: (past experience is not necessarily a pre-requisite for appointment)</b>	<ul style="list-style-type: none"> <li>- Member of the Advisory Committee on the Environment London, Ontario for 4 years.</li> <li>- Mayor's New Year Honours List for work in the Environment London Ont.</li> </ul>
<b>City Council's Policy Limits Membership on A Board Or Committee To A Maximum Of Eight (8) Years. Indicate Below If You Have Served On The</b>	





APPLICATION

TO GUELPH CITY COUNCIL  
FOR APPOINTMENT TO A  
STATUTORY BOARD, COMMITTEE  
OR ADVISORY COMMITTEE

RECEIVED  
OCT 24 2008

CITY CLERK'S OFFICE

\*Please note: If you are applying for the Accessibility Advisory Committee, a different application form may be used. Available at the City Clerk's Office or on our website: [guelph.ca](http://guelph.ca)

NAME: David Mackay  
ADDRESS: 780 Scottsdale Dr Guelph N1G 3L8  
(Include Postal Code)  
TELEPHONE NO: (H) 519-780-2889 (W) 519-823-1268  
OCCUPATION: Scientist

STATUTORY BOARD, COMMISSION OR ADVISORY COMMITTEE TO WHICH YOU ARE SEEKING APPOINTMENT: (If more than one, please list in order of preference)(if applying for the Accessibility Advisory Committee, please use that specific application form)

- (1) Bicycle Transportation Advisory Committee
- (2) Environmental Advisory Committee
- (3) River System Advisory Committee
- (4) \_\_\_\_\_

REASONS FOR SEEKING APPOINTMENT:

I would like to help to improve the city of Guelph. I am an avid cyclist and I have travelled throughout the city by bicycle.  
I have an Honours Degree From the U of Guelph in Marine + Freshwater Biology. I work in a lab that conducts environmental testing.

ADDITIONAL INFORMATION WHICH MAY BE HELPFUL IN CONSIDERATION OF YOUR APPLICATION: (Attach additional information if needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: [Signature] DATE: Oct 22, 2008

PLEASE RETURN THIS APPLICATION TO: CITY CLERK'S OFFICE  
CITY OF GUELPH  
59 CARDEN STREET  
GUELPH, ON N1H 3A1

IN ORDER TO BE ELIGIBLE FOR APPOINTMENT, YOU MUST BE A CANADIAN CITIZEN, OVER 18 YEARS OF AGE AND EITHER THE OWNER OR TENANT OF LAND OR THE SPOUSE OF AN OWNER OR TENANT OF LAND IN THE MUNICIPALITY.

PURSUANT TO THE MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT, THE PERSONAL INFORMATION CONTAINED IN THIS FORM WILL BE USED SOLELY TO ASSESS YOUR QUALIFICATIONS FOR APPOINTMENT TO ONE OF THE CITY'S STATUTORY BOARDS, COMMISSIONS OR ADVISORY COMMITTEES.

ADDITIONAL INFORMATION MAY BE OBTAINED BY CONTACTING THE CITY CLERK'S OFFICE AT PHONE: (519) 837-5603; FAX: (519) 763-1269

APPLICATIONS ARE DUE BY 4:30 p.m. ON THE CLOSING DATE.

<b>Name:</b> BRYAN MYPHERSON
<b>Address:</b> # 78-252 STONE RD W. GUELPH, ON N1G 2V7
<b>Home Tel:</b> 519-265-6855
<b>Fax:</b>
<b>Business Tel:</b> " " "
<b>Email:</b> bmyphers@oooguelph.ca
<b>Committee(s) or Board(s) To Which You Are Seeking Appointment</b> Please list order of preference:
1. ENVIRONMENTAL ADVISORY COMMITTEE 2. 3.
<b>Are you currently a member of any other city committee/board?</b> If so, please name and provide date of term expiry.
<b>Please list the reasons for seeking appointment to this (these) Committee(s) and other pertinent information you may deem helpful in considering your application.</b> <ul style="list-style-type: none"><li>◦ INTEREST IN REVIEWING APPLICATIONS THAT PERTAIN TO ENVIRONMENTAL PLANNING.</li><li>◦ OPPORTUNITY TO WORK WITH OTHER MEMBERS ON ENV. PLANNING INITIATIVES.</li></ul>
<b>Please list the skills or qualifications you would bring to the committee position</b> <ul style="list-style-type: none"><li>◦ BACKGROUND &amp; WORK EXPERIENCE IN RESTORATION ECOLOGY, LANDSCAPE ANALYSIS AND STORMWATER MANAGEMENT.</li><li>◦ PROFESSIONAL EXPERIENCE WITH MUNICIPAL INITIATIVES AND COMMUNITY-BASED PROGRAMS.</li></ul>
<b>Please list prior or current community involvement or experience within the City or otherwise: (past experience is not necessarily a pre-requisite for appointment)</b> <ul style="list-style-type: none"><li>◦ PARTICIPATION IN CYCLING ADVISORY COMMITTEE.</li><li>◦ SUBMITTED VISUAL IMPACT ASSESSMENT REPORT FOR "HANLON CREEK TRIBUTARY A" TO CITY COUNCIL FOR REVIEW.</li></ul>
<b>City Council's Policy Limits Membership on A Board Or Committee To A Maximum Of Eight (8) Years. Indicate Below If You Have Served On The Committee Before And If So, For How Many Years.</b>
<b>Have You Served On This Committee Before?</b> Yes _____ No <input checked="" type="checkbox"/> Number Of Years _____
<b>Please attach any additional information</b> RESUME.

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AUG 13 2010

CITY CLERK'S OFFICE

# Bryan Douglas McPherson, GISP

Unit 78, 252 Stone Road West, Guelph, Ontario, Canada N1G 2V7

Phone: 519.265.6855

Email: [bmcphers@uoguelph.ca](mailto:bmcphers@uoguelph.ca)

## EXPERIENCE SUMMARY

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- Professional experience in community planning and environmental design.
- Five years experience managing projects and coordinating office employees.
- Accreditation as a Geographic Information Systems Professional (GISP).
- Proposal and grant writing experience for environmental design and digital mapping projects.
- Training and education in plant identification, restoration ecology and stormwater management.

## EMPLOYMENT HISTORY

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**Graduate Research / Teaching Assistant** **Sept 09 – Aug 10**  
**University of Guelph, Ontario, Canada**

Teaching assistant for landscape design, digital mapping and environmental planning courses. Duties include marking assignments, reviewing design submissions, and creating training modules.

**Geographic Information Systems Coordinator** **Mar 06 – Jun 08**  
**Musqueam Indian Band, Vancouver, British Columbia, Canada**

Coordinated landscape analysis and cartographic production efforts. Managed mapping projects for floodplain analysis, traditional ecological knowledge, community planning, and land negotiation.

**Senior Mapping Technician** **Feb 05 – Mar 06**  
**BC Assessment, Burnaby, British Columbia, Canada**

Managed a team of field inventory personnel to implement a parking tax role for businesses in the Vancouver Regional District. The tax was part of a Translink initiative to acquire funds for public transportation improvements.

**GeoBase Analyst, L3 Communications, Tokyo and Okinawa, Japan** **Mar 00 – Jun 04**

Provided on-site digital mapping and ground surveying services for Civil Engineering Squadrons in Japan. Established survey methods for environmental services, public works and emergency response (typhoon and earthquake readiness plans).

**Park Mapping Specialist** **May 97 – Nov 99**  
**Ministry of Natural Resources, Peterborough, Ontario, Canada**

Provided cartographic design and landscape modeling services to support a strategy for expanding Ontario's system of parks and protected areas. Developed computer models to identify wildlife and water conservation opportunities for the province.

## ACCOMPLISHMENTS

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### Communication

- Preparation of proposals for funding grants related to active transportation and urban design.
- Managed workflow and guided staff to develop creative solutions to meet project deliverables.
- Collaboration with NGOs and civil servants on environmental and digital mapping projects.
- Developed posters and presentations for community-based public information sessions.
- Created training materials and delivered courses for university students and government officials.
- Experience working with First Nations in BC and Ontario.
- Prepared weekly and monthly task assignments for field and office staff.
- Acted as an expert witness to provide evidence and testimony in a courtroom setting.

### Environmental Design

- Evaluation of greenhouse design strategies for application in sustainable agriculture.
- Creation of hand constructed contour models to illustrate proposals for landscape design.
- Preparation of design submissions for city parks, urban farms, and improvements to civic spaces.
- Participation in design charrettes for green roof design (Big Carrot, Toronto) and a children's greenhouse (Evergreen Brick Works, Toronto).
- Experience evaluating site level design strategies with green rating systems including LEED for Neighbourhood Development and the Sustainable Sites Initiative.

### Landscape Visualization and Assessment

- Conducted a field inventory and prepared a visual impact assessment report for a subdivision proposal in the City of Guelph (Hanlon Creek Tributary).
- Prepared flood scenario models and presented findings to community residents in a public forum.
- Customized online map applications to link to municipal land-use and planning databases.
- Developed map archive database to catalog map images of historic places and events.
- Map visualization services for marine protected areas on the Pacific Coast (World Wildlife Fund).

### Community Level Participation

- Organized and led bicycle tour introducing city residents to park trails, indigenous tree species and heritage buildings in the City of Guelph (as part of Jane's walk initiative).
- Participation in habitat restoration projects including the remediation of invasive species, and volunteering on tree plantings events in Southern Ontario (Nature Conservancy of Canada).
- Committee member for environmental and active transportation advocacy.

## EDUCATION / CERTIFICATION

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Masters of Landscape Architecture Candidate, Guelph, ON (Expected graduation in Spring 2011)

St. John's First Aid and CPR Certification, Guelph, ON, 2010

Open Water and Advanced SCUBA Certification, Okinawa, Japan, 2003

Mapping Application Specialist Certificate, Sir Sandford Fleming College, Lindsay, ON, 1997

B.Sc. (Hons.), Environmental Science, Trent University, Peterborough, ON, 1996

August 19, 2010

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AUG 19 2010

CITY CLERK'S OFFICE

## **Environmental Advisory Committee Application**

**ALISON MORRISON**  
251 Arthur Street North  
519-760-9774  
Backyardfarming@gmail.com

Alison Morrison Request for Consideration for Environmental Advisor Committee  
Representative

**Appendix A**

**APPLICATION TO COUNCIL  
FOR CONSIDERATION OF APPOINTMENT TO  
ADVISORY COMMITTEES/BOARDS**

*Please note: If you are applying for the Accessibility Advisory  
Committee, a different application must be used. Available at  
ServiceGuelph in City Hall or on our website: [guelph.ca](http://guelph.ca)*

**Name:** Alison Morrison

**Address:** 251 Arthur Street North

**Home Tel:** 519-760-9774

**Fax:**

**Business Tel:** 519-824-2091

**Email:** [backyardfarming@gmail.com](mailto:backyardfarming@gmail.com)

**Committee(s) or Board(s) To Which You Are Seeking  
Appointment**

**Please list order of preference:**

1. Environmental Advisory Committee
- 2.
- 3.

**Are you currently a member of any other city  
committee/board?** No

**If so, please name and provide date of term expiry.**

Alison Morrison – Request for Consideration for Environmental Advisor Committee Representative

**Please list the reasons for seeking appointment to this (these) Committee(s) and other pertinent information you may deem helpful in considering your application.**

As a 26 year old citizen of the Guelph/Wellington County area I was born and raised in this community. I have watched the city change and grow. With optimism and enthusiasm it would be an honour to be involved in the decision-making process that will affect the city that I deeply care about now and for years to come.

For several years I have been an active member in various areas of the environmental community in Guelph. I have a great range of knowledge about the pressures and priorities that this city faces, especially where protecting the environment is concerned. I want to help bridge the gap between the activism, academia and municipal leadership to build a cohesive community with a reputation that cares for its people and its land.

**Please list the skills or qualifications you would bring to the committee position**

My experience as Speed River Project Coordinator involves coordinating and planning restoration projects along the Speed and Eramosa Rivers. I am familiar with many of the City Staff and their ideas, concerns and vision on land use practices and how public and private space is managed within the city.

I have a Diploma in Horticulture from the University of Guelph and will be writing my Arborist Certification autumn 2010.

As a Consulting Arborist and a member of the private contracting sector, I have very practical experience with on-site construction and understand the implications and the necessity of a connected and well planned construction site.

I have seen storm water management ponds that work and ones that don't. I have implemented planting plans that were well thought out and involved current knowledge and practices. I have also seen plans that were totally out of date by the time the site was graded. I am comfortable reading and understanding Guidelines and Site Plan documents.

Alison Morrison – Request for Consideration for Environmental Advisor Committee Representative

I am committed to keeping up to date on new management techniques and technological advances. My current interest is in soil management guidelines for construction activities. I would like to see the City of Guelph follow the Canadian west-coast's philosophy and work towards healthy soil management practices.

**Please list prior or current community involvement or experience within the City or otherwise: (past experience is not necessarily a pre-requisite for appointment)**

In addition to the groups listed below I routinely attend or assist events hosted by GUFF, Council of Canadians, Pollination Guelph, Urban Forest Council, International Society of Aboriculture, Latornell and Headwaters

**Coordinator** **2006-Current**  
**Backyard Farming Co-op**  
**Wellington Area**

- Assist people who choose to have vegetable gardens but do not necessarily have the time or resources to maintain them
- Educate people on basic horticulture, seed germination, pruning, and appropriate plant selection
- Prepare vegetable beds; planting, weed, and harvest
- Encourage rainwater collection and composting
- Basic flower bed planning and woody plant maintenance

**Apple Seed Collective** **2007-Current**  
**Collective Member**  
**Guelph ON**

- Seed collection and tree planting
- Fruit tree project: harvesting fruit trees from locations in the Guelph and Wellington area and donating the produce to local shelters
- Public education via planting and seed seminars, and tabling at fairs and markets

**OPIRG-GUELPH Board Member** **Winter-Summer 2010**

- Attend Board meetings, advise staff on programming
- Attend anti-oppression and consensus decision-making training
- Collectively manage organization's finances
- Strategic planning
- Organize and host the annual Speed River cleanup



Alison Morrison – Request for Consideration for Environmental Advisor Committee Representative

**City Council's Policy Limits Membership on A Board Or Committee To A Maximum Of Eight (8) Years. Indicate Below If You Have Served On The Committee Before And If So, For How Many Years. Have You Served On This Committee Before? Yes  No  Number Of Years 0 Please attach any additional information**

Signature: 

Date: Aug 19, 2010

**Please return your completed application to the attention of:**

**City Clerks Office  
City Of Guelph  
1 Carden Street  
Guelph, ON N1H 3A1**

**or: fax to: 519-763-1269 or: email to [clerks@guelph.ca](mailto:clerks@guelph.ca)**

In order to be eligible for appointment, you must be a resident of Guelph, and 18 years of age or over.

If you would require assistance to complete this form or would like additional information, please contact the City Clerk's Office at phone: (519) 837-5603; fax: (519) 763-1269

Applications are due by 4:00 p.m. on the closing date.

Personal information, as defined by Section 2(i) of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is collected under the authority of the Municipal Act, 2001, and in accordance with the provisions of MFIPPA. Personal information on this form will be used to assess the candidates qualifications for appointment to one of the City's various committees or boards. Personal information may form part of meeting agendas and minutes, and therefore may be made available to members of the public at the meetings, through requests, and through the website of the Corporation of the City of Guelph.

Questions regarding the collection, use, and disclosure of this personal information may be directed to the Information, Privacy and Records Coordinator, City Clerk's Office, 1 Carden Street, Guelph, Ontario, N1H 3A1. The Nominating Panel reserves the right to check references and verify information contained on these forms.



**APPLICATION TO COUNCIL  
FOR CONSIDERATION OF APPOINTMENT TO  
ADVISORY COMMITTEES/BOARDS**

*Please note: If you are applying for the Accessibility Advisory Committee, a different application must be used. Available at ServiceGuelph in City Hall or on our website: [guelph.ca](http://guelph.ca)*

<b>Name: Bill Mungall</b>	
<b>Address: 34 Hickory Street</b>	
<b>Home Tel: 836-5567</b>	<b>Fax:</b>
<b>Business Tel:</b>	<b>Email: <a href="mailto:wmungall0809@rogers.com">wmungall0809@rogers.com</a></b>
<b>Committee(s) or Board(s) To Which You Are Seeking Appointment</b> Please list order of preference:	
<ol style="list-style-type: none"> <li>1. Environmental Advisory Committee</li> <li>2.</li> <li>3.</li> </ol>	
<b>Are you currently a member of any other city committee/board? No.</b> If so, please name and provide date of term expiry.	
<b>Please list the reasons for seeking appointment to this (these) Committee(s) and other pertinent information you may deem helpful in considering your application.</b>	
See Attached Letter and Resume.	
<b>Please list the skills or qualifications you would bring to the committee position</b>	
See attached Letter/resume.	
<b>Please list prior or current community involvement or experience within the City or otherwise: (past experience is not necessarily a pre-requisite for appointment)</b>	
Growth Management Advisory Committee River Systems Advisory Committee Planning Advisory Committee Committee of Adjustment	
<b>City Council's Policy Limits Membership on A Board Or Committee To A Maximum Of Eight (8) Years. Indicate Below If You Have Served On The Committee Before And If So, For How Many Years.</b>	
Have You Served On This Committee Before? Yes <input type="checkbox"/> NO <input type="checkbox"/> No <input type="checkbox"/> Number Of Years _____	
<b>Please attach any additional information</b>	

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AUG 19 2010  
CITY CLERK'S OFFICE

Signature:

Date:

34 Hickory Street  
Guelph, ON  
N1G 2X3  
Aug. 19, 2010

City of Guelph  
Clerks Dept.  
59 Carden St.  
Guelph, ON

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AUG 19 2010  
CITY CLERK'S OFFICE

Dear Sir/Madame;

**Subject: Environmental Advisory Committee**

Please accept this application for the EAC. I enclose a current resume.

My interest in the committee is based most recently upon my recent activities associated with stormwater management research and with active participation on committees chaired by the Ontario Ministry of the Environment and the Ontario Ministry of Municipal Affairs and Housing.

Most recently, as a Senior Disaster Policy Advisor with the Ontario Ministry of Municipal Affairs and Housing, I served upon MOE's Stormwater Management EA Review Committee as MMAH's representative, and also as the chief researcher and secretary for MMAH's related Urban Flooding Task Group. Both groups were charged with coordinating research into fundamental change that may be required to both stormwater management and storm and sanitary sewer infrastructure system design standards and land use planning practice in Ontario.

Earlier, my careers as manager of facilities for OMAFRA and in managing conservation authorities provided me with a knowledge basis to identify and facilitate management and financial solutions for stormwater management issues in environmental systems. With a further background in corporate financial management, I have monitored the financial structures of recently approved stormwater management solutions approved lately by urban municipalities within the broader region.

More locally, I have seen first hand the downstream effects of Guelph's increasing stormwater surges upon riverbanks between Guelph and Cambridge as coordinator of the Speed River Trail (Guelph Hiking Trail Club) between these two centres.

In past years with the City, I have served as an appointee to the River Systems Advisory Committee (Chaired), the Planning Advisory Committee, and the Committee of Adjustment, and obtained my AMCT certification, so I am well aware of the positive impact the City can have upon local environmental improvement through Council decisions.

I would welcome any further discussion of my interest in this committee.

Yours very truly

Bill Mungall

**RESUME**  
**WILLIAM A. MUNGALL**  
34 Hickory Street  
Guelph, Ont. N1G 2X3  
(519) 836-5567

**Key Related Qualifications**

- innovator of change management model that led to the transfer of 17 agricultural colleges and research stations and fiscal resources from Ontario Government to the Agricultural Research Institute of Ontario, an OMAFRA agency
- management and team lead responsibility for preparation and negotiation of OMAFRA's Infrastructure Plan; recommending facilities and other capital investment programs to senior management teams in OMAFRA and MPIR; effective briefing of Minister; recommendation of capital repairs for "base" building components to the Ontario Realty Corporation
- hands on CA leadership role, partnering with municipalities re: critical flood emergencies: planning, emergency operations, post-flood response, communications planning, etc.,
- initiated ministry-wide program of business continuity and disaster recovery planning from facilities and service management perspective
- advanced knowledge of municipal finance and policy development through numerous municipal committee memberships
- sound knowledge of policy, strategic planning, process and financing of municipal project approvals and implementation; good relations with local senior municipal staff and political leadership on behalf of City-appointed committees and trails club
- establishment and tracking of total Ministry infrastructure deficit, including deferred retrofit, maintenance and service shortfalls

**Work Experience**

- Senior Policy Advisor, Disaster Management – Municipal Programs and Education Branch, Ontario Ministry of Municipal Affairs and Housing, 2009-Jan. 2010; led consultations and working group to establish new program to abate effects of urban flooding; disaster relief program administration and analysis; authored major, integrated disaster mitigation green paper
- Executive Assistant to CAO (Acting), Office of Assistant Deputy Minister, Research and Corporate Services Division, Ontario Ministry of Agriculture, Food and Rural Affairs,(OMAFRA), – substituted for EA over several periods of extended illness
- Manager - Facilities Management, Business Services Branch, OMAFRA 1999-2009; responsible for managing relationships and issues with landlords, service providers, contractors, co-tenants, central agencies of government, and ministry senior program managers; plan strategic and program-specific requirements for space and secure same; management of portfolio of projects and of construction

project managers, interior designers, and facility/accommodation officers; co-ordination of third party (industry, donor, federal) ORC/MPIR, and OMAFRA capital funding partnerships for major capital construction projects; co-ordinator of Ministry's Infrastructure / Capital program submission; management, communication and marketing of leasehold improvement, space planning and interior design services; management of rent administration for 445 buildings of OMAFRA real property portfolio.

- Co-ordinator, Drainage Program Review, Resources Management Branch, OMAFRA 1998-99; policy review of long-established, multi-component drainage program; designed consultation program and Communications Plan for Cabinet review; development of a dike safety program for Ontario; creation of complex plan for sale of portfolio of tile drainage debentures
- General Manager of Appeals, Farm Products Appeal Tribunal, OMAFRA 1991-92; drafting of complex legal decisions, scheduling of hearings, training of tribunal members; drafting of a Practice for the Tribunal; member of interministerial Adjudicative Agency Administration Consolidation Committee
- Program Analyst, Financial Management Branch, OMAFRA 1989-90 / 1993-98; manager responsible for Ministry budget (Estimates) submission for two years; corporate revenue initiatives co-ordinator; lecturer in financial variance analysis and revenues forecasting to Ontario Financial Officers' Council;
- Policy Advisor / Program Analyst, Ontario Ministry of Tourism and Recreation (MTR), Toronto 1985-89; policy co-ordination and advice to senior managers and central agencies, Ministry Agency relations for parks commissions and historic attractions; issues management, corporate financial cycle; ministry Results Co-ordinator co-Chair, Model OPS Wellness Program Task Force
- Resources Manager / Liaison Officer, Ontario Ministry of Natural Resources, (MNR), Exeter/London 1978-85; program management of rural Conservation Authorities in SW Ontario; cost/benefit and rate of return analysis of CA flood and erosion control capital project proposals, and for developments aimed at revenue generation; consultant to other CA's on financial self-sufficiency, private sector investments, audit, management turnarounds, and marketing / communications of conservation areas
- Parks Planner / District Planner, North Bay / Essex / Owen Sound, MNR, 1974-76, summers 1971-73; developed Parks Systems Plan for northern half of Niagara Escarpment and first Integrated Resources Plan for Grey/Bruce Counties; interim property management policy for MNR Escarpment Parks; served on inaugural Bruce Trail Route Optimization Committee; drafted inaugural Detroit River Parkway Plan; short term secondment to Niagara Escarpment Commission in plans preparation section

### **Formal Training/Education**

- Leadership and Development School (LEADS) – inaugural class of the Ontario Public Service senior management development program
- Municipal Administration Certificate, Association of Municipal Clerk-Treasurers

- Masters of Natural Resources Management (MNRM) program, University of Manitoba, specializing in water resources management
- Honours Bachelors of Arts (Hons. BA) Geography, McMaster University, specializing in rural and urban analysis, planning and development

### **Community / Other Interests**

- Guelph Growth Management Advisory Committee
- VP, Guelph Hiking Trail Club; Coordinator, Speed River Trail... active hike leader and trainer
- Chair, Guelph River Systems Advisory Committee
- Guelph Committee of Adjustment (adjudicated in c.1,025 hearings over 3 years)
- Guelph Planning Advisory Committee
- Waterloo-Wellington Canoe Club executive
- President, Stone Road Toastmasters Club
- Founder & CFO, Speed River Paddling Inc. – an incorporated canoe rental business owned and managed by my 3 teenagers
- Backpacking, related European travel

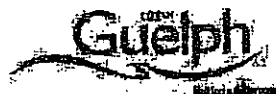
### **References**

- available on request

519-703-1269

1 of 5

Appendix A



APPLICATION TO COUNCIL  
FOR CONSIDERATION OF APPOINTMENT TO  
ADVISORY COMMITTEES/BOARDS

RECEIVED  
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Please note: If you are applying for the Accessibility Advisory Committee, a different application must be used. Available at ServiceGuelph in City Hall or on our website: [guelph.ca](http://guelph.ca)

CITY CLERK'S OFFICE

**Name:** Greta Najcler

**Address:** 54 Baxter Drive  
Guelph, ON N1L 0C8

**Home Tel:** 519-265-5464 **Fax:**

**Business Tel:** 519-826-4260 **Email:** gnajcler@hotmail.com

**Committee(s) or Board(s) To Which You Are Seeking Appointment**  
Please list order of preference:

1. Environmental Advisory Committee
- 2.
- 3.

**Are you currently a member of any other city committee/board?**  
If so, please name and provide date of term expiry.  
None

**Please list the reasons for seeking appointment to this (these) Committee(s) and other pertinent information you may deem helpful in considering your application.**

- Recently moved to Guelph and interested in being an active part of my community and new city.
- Have about 20 years experience working in the environmental field (consulting, private industry, non profit).
- Please see attached resume for details on my experience.

**Please list the skills or qualifications you would bring to the committee position**

- P. Geo.
- Articulate, good judgment
- understand environmental / earth processes & form as well as regulatory processes & requirements
- Good listener
- See attached resume for more info

**Please list prior or current community involvement or experience within the City or otherwise: (past experience is not necessarily a pre-requisite for appointment)**  
Member of Cambridge Environmental Advisory Committee for 5 years (1999-2004)

**City Council's Policy Limits Membership on A Board Or Committee To A Maximum Of Eight (8) Years. Indicate Below If You Have Served On The Committee Before And If So, For How Many Years.**

**Have You Served On This Committee Before?** Yes \_\_\_\_\_ No  **Number Of Years** \_\_\_\_\_

**Please attach any additional information**

Signature: *Greta Najcler* Date: Aug. 19/10

Please return your completed application to the attention of:

City Clerks Office  
City Of Guelph  
1 Carden Street



2 of 5

August 19, 2010

Re: Environmental Advisory Committee

Dear Selection Committee:

I am an environmental professional who has recently moved back to the City of Guelph and am interested in becoming a member of the Environmental Advisory Committee. I am well-organized, thoughtful, and thorough with the educational and practical background to learn from and contribute to this committee. Attached is the required application form as well as copy of my resume. Please get in touch should you have any questions and I look forward to hearing from you regarding this opportunity.

Sincerely,



Greta Najcler  
519-265-5464 (h)  
519-826-4260 (w)  
gnajcler@hotmail.com

3 of 5

# **GRETA NAJCLER**

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54 Baxter Drive, Guelph, Ontario N1L 0C8. (519) 265-5464 (h); (519) 826-4260 (w-direct)

## **EDUCATION**

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UNIVERSITY OF GUELPH, Master of Science, 1991  
UNIVERSITY OF TORONTO, Bachelor of Science, 1989

## **PROFESSIONAL ASSOCIATIONS**

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ASSOCIATION OF PROFESSIONAL GEOSCIENTISTS OF ONTARIO (P.GEO.)

## **PROFESSIONAL EXPERIENCE**

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**MINISTRY OF ENVIRONMENT, APRIL 2010 – PRESENT**  
**District Supervisor, Guelph District Office**

- Oversee the work of Environmental Officers who work to help maintain the quality of Ontario's air, land, and water and to ensure compliance with environmental legislation.

**THE TDL GROUP CORP., February 1997 – April 2010**  
**Manager, Environmental Affairs (July 2007 – April 2010)**

- Evaluate environmental regulations and issues; provide advice and guidance on regulatory compliance and appropriate actions.
- Prepare and present effective recommendations to Sr. Management for a range of environmental issues and programs.
- Identify and implement environmental programs and initiatives and apply best practices and solutions.
- Apply principles and practices of environmental science and exercise confidentiality and judgment to resolve a diversity of environmental matters.
- Consult with internal and external stakeholders on a range of environmental concerns and issues including regulatory changes and regional/municipal issues.
- Lead cross-functional teams and manage implementation of various projects related to business environmental stewardship initiatives.
- Manage projects by creating requests for proposals, drafting contracts, managing timelines and budgets and ensuring quality of work.
- Respond to media and public inquiries, complaints, and concerns related to environmental programs and performance.
- Provide leadership and direction to staff, onsite and remotely, to carry out programs of the business environmental strategy.

4 of 5

- Undertake staff reviews, create development plans, monitor progress, and resolve issues along with completing administrative tasks such as approving expense reports and invoices to ensure budgets are maintained.

#### **Environmental Specialist (Feb. 1997 - June 2007)**

- Managed the due diligence investigations of over 100 sites a year across Canada and the US., which included Phase I and II ESAs, Geophysical Surveys (GPR, EM), Remediations, Risk Assessments, Designated Substance Surveys, and Geotechnical Investigations.
- Applied geoscience knowledge to interpret technical information and relevant legislation to various components of the business - *Brownfields Act, Safe Drinking Water Act, Environmental Enforcement Statute Law Amendment Act, Water Resources Act*, as examples.
- Established internal environmental protocols, policies, and procedures for due diligence testing, water well construction and testing, septic system capacity and monitoring
- Summarized and communicated technical and regulatory information to internal team members (Administrative Personnel, Planners, Lawyers, Real Estate Personnel, Engineers, Construction Managers, Property Managers, and Sr. Management) within the context of internal policies and development objectives and to facilitate business decisions and compliance.
- Advised on actions to take with respect to environmental issues to ensure compliance was maintained and to enhance systems as appropriate.
- Enforced policies and procedures with internal and external stakeholders.
- Consulted with environmental lawyers on sensitive environmental matters.
- Assessed capacity and treatment requirements for sites operating on private sewage treatment systems and/or water systems and ensured systems were in compliance with regulations and operational guidelines (Acts or Certificates of Approval).
- Liaised and negotiated with regulatory agency staff including for Certificates of Approval application and compliance, application of pertinent regulations, order compliance and risk assessments.

#### **CUMMING COCKBURN LIMITED (CCL), Environmental Scientist, March 1992 - February 1997**

- Designed and undertook studies, through applied research and in collaboration with other team members, for a range of projects including, Environmental Impact Assessments for proposed developments (including small hydroelectric developments in Ontario, Quebec, British Columbia, and the Philippines), Watershed Studies, Habitat Enhancement and Rehabilitation plans for degraded urban creek systems ("natural" channel design), lake littoral zones, wetlands, forest areas, erosion control, etc.. All projects required practical integration of technical, earth science, biological, and land use planning information.
- Field data collection included surveying for topography, detailed spatial and temporal measurements of discharge, sediment load, channel morphology, and stratigraphy, sampling and evaluation of surface water quality for microbiological parameters, VOCs, inorganics and pesticides/herbicides.

5 of 5

- Prepared and presented report findings to clients, including Conservation Authorities, Ministry of Natural Resources, Municipalities and participated at public meetings.

## OTHER RELEVANT SKILLS

### **Communication and Leadership**

- Effective relationships and integrated project experience with a diverse group of individuals and professionals (internal and external), including lawyers, planners, engineers, hydrogeologists, geoscientists, real estate developers, construction personnel, government agencies, NGOs, the public, etc..
- Situational Leadership course to more effectively assess and apply different leadership skills to successfully work with diverse team members.
- Toastmaster with CTM designation, Toastmasters International: weekly experience in running meetings, giving presentation/speeches/education sessions, and conducting evaluations for other club members' speeches.
- Volunteered on the Cambridge Environmental Advisory Committee (CEAC) which required input to a wide variety of projects with potential environmental impacts to natural features, functions, or systems. Recommendations provided to municipal council in written summary reports.

GRETA NAJCLER



**APPLICATION**

TO GUELPH CITY COUNCIL  
FOR APPOINTMENT TO A  
STATUTORY BOARD, COMMITTEE  
OR ADVISORY COMMITTEE

**RECEIVED**  
OCT 24 2008

**CITY CLERK'S OFFICE**

*\*Please note: If you are applying for the Accessibility Advisory Committee, a different application must be used. Available at the City Clerk's Office or on our website: guelph.ca*

NAME: Paul Nicholson  
ADDRESS: 5 Jean Anderson Cres. Guelph, ON, N1G5A5  
*(Include Postal Code)*  
TELEPHONE NO: (H) 519-837-9009 (W) 519-822-2230 1256  
OCCUPATION: Engineer

STATUTORY BOARD, COMMISSION OR ADVISORY COMMITTEE TO WHICH YOU ARE SEEKING APPOINTMENT: *(If more than one, please list in order of preference)(if applying for the Accessibility Advisory Committee, please use that specific application form)*

- (1) Environmental Advisory Committee
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_

**REASONS FOR SEEKING APPOINTMENT:**

- strong desire to ensure protection of Env. while maintaining sustainable development
- ability to connect my expertise to city planning with a focus on env. issues
- interested in protecting wildlife habitat and water quality.
- want to be more involved in my community.

**ADDITIONAL INFORMATION WHICH MAY BE HELPFUL IN CONSIDERATION OF YOUR APPLICATION: (Attach additional information if needed)**

- 20 year resident of Guelph
- Environmental-Chemical Engineer
- work for local environmental consulting company

SIGNATURE: P. Nicholson DATE: Oct 24, 2008.

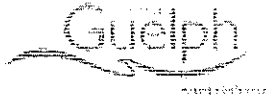
**PLEASE RETURN THIS APPLICATION TO :** CITY CLERK'S OFFICE  
CITY OF GUELPH  
59 CARDEN STREET  
GUELPH, ON N1H 3A1

**IN ORDER TO BE ELIGIBLE FOR APPOINTMENT, YOU MUST BE A CANADIAN CITIZEN, OVER 18 YEARS OF AGE AND EITHER THE OWNER OR TENANT OF LAND OR THE SPOUSE OF AN OWNER OR TENANT OF LAND IN THE MUNICIPALITY.**

*PURSUANT TO THE MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT, THE PERSONAL INFORMATION CONTAINED IN THIS FORM WILL BE USED SOLELY TO ASSESS YOUR QUALIFICATIONS FOR APPOINTMENT TO ONE OF THE CITY'S STATUTORY BOARDS, COMMISSIONS OR ADVISORY COMMITTEES.*

*ADDITIONAL INFORMATION MAY BE OBTAINED BY CONTACTING THE CITY CLERK'S OFFICE AT PHONE: (519) 837-5603; FAX: (519) 763-1269*

**APPLICATIONS ARE DUE BY 4:30 p.m. ON THE CLOSING DATE.**



APPLICATION TO COUNCIL  
FOR CONSIDERATION OF APPOINTMENT TO  
ADVISORY COMMITTEES/BOARDS

RECEIVED  
AUG 19 2010

Please note: If you are applying for the Accessibility Advisory Committee, a different application must be used. Available at ServiceGuelph in City Hall or on our website: [guelph.ca](http://guelph.ca)

CITY CLERK'S OFFICE

Name: <b>Chris Parent</b>
Address: <b>196 Arthur Street North, Unit 10 Guelph N1E 4U8</b> Home Tel: <b>(519) 766-1606</b> Fax: Business Tel: <b>(519) 224-3740</b> Email: <b>cparent25@golden.net</b>
Committee(s) or Board(s) To Which You Are Seeking Appointment Please list order of preference:  1. <b>Environmental Advisory Committee</b> 2. 3.
Are you currently a member of any other city committee/board? If so, please name and provide date of term expiry.  <b>No</b>
Please list the reasons for seeking appointment to this (these) Committee(s) and other pertinent information you may deem helpful in considering your application.  <b>See attached</b>
Please list the skills or qualifications you would bring to the committee position  <b>See attached</b>
Please list prior or current community involvement or experience within the City or otherwise: (past experience is not necessarily a pre-requisite for appointment)  <b>See attached</b>
City Council's Policy Limits Membership on A Board Or Committee To A Maximum Of Eight (8) Years. Indicate Below If You Have Served On The Committee Before And If So, For How Many Years.  Have You Served On This Committee Before? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Number Of Years _____
Please attach any additional information

Signature: **Chris Parent** Date: **August 17, 2010**

Please return your completed application to the attention of:

City Clerks Office  
City Of Guelph  
1 Carden Street

196 Arthur Street North, Unit 10  
Guelph, Ontario  
N1E 4V8

August 19, 2010

City Clerk's Office  
City of Guelph  
1 Carden Street  
Guelph, Ontario  
N1H 3A1

RECEIVED  
AUG 19 2010  
CITY CLERK'S OFFICE

To whom it may concern:

Please accept my application to Council for consideration of appointment to the City of Guelph's Environmental Advisory Committee.

I attended the University of Guelph from 1989-1994 and graduated with an Honours Bachelor of Science degree in Zoology. During this period, I was actively involved in a number of activities within the University community. I have provided a list and brief description of these activities as Attachment A. After graduating from the University of Guelph, I completed a M.Sc. degree at Carleton University. I then focused on developing my career, first as a Species at Risk Biologist with the Ministry of Natural Resources in Parry Sound, and then as a Biologist with Ecoplans Limited, an environmental consulting firm based in Kitchener.

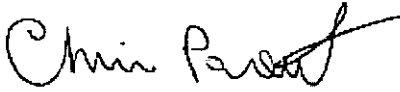
My current employer, Aquafor Beech Limited, recently opened an office in Guelph. To permit me to commute to and from work by bicycle, I purchased a condominium in Guelph and six months ago relocated from my rental apartment in Kitchener. Having now established myself in my new office and my new home, I am seeking opportunities to become more actively involved in the community. The Environmental Advisory Committee provides an ideal opportunity for me to apply my professional expertise in the service of my new home.

I believe that I have many skills and qualifications that would allow me to help fulfill the duties of the Environmental Advisory Committee. I have more than 10 years of wildlife management experience in the public and private sectors, with a focus on wildlife species at risk. As a member of Aquafor Beech Limited, I serve as biologist/project manager and am responsible for the completion of life science inventories and environmental impact assessments, including the design of technical study protocols, the collection, summary and analysis of data, and report preparation. I also provide input into the design and implementation of mitigation measures to reduce development impacts on wildlife and to identify opportunities for enhancement. I have managed, undertaken or contributed to more than 40 projects, including subwatershed studies, Class Environmental Assessments and environmental impact statements, with a specific emphasis on habitat assessments for species at risk, particularly herpetofauna. I have appeared successfully as an expert witness before the Ontario Municipal Board and the Environmental Review Tribunal. I have included a copy of my CV to provide further information on the skills and qualifications that I would bring to the Environmental Advisory Committee.

I believe that I would make a positive contribution to the Environmental Advisory Committee and look forward to hearing from you soon. Should you have any questions, please feel free to contact me by phone at (519) 224-3740 (work) or by email at [cparent25@golden.net](mailto:cparent25@golden.net).

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Chris Parent". The signature is written in black ink and is positioned above the printed name.

Chris Parent



## Attachment A

### Community Involvement (1989-1994)

#### EXTRA-CURRICULAR ACTIVITIES

##### **Conference on Teaching and Learning (1994)**

I initiated the organization of a conference on teaching and learning issues. The resulting community forum at the University of Guelph was extremely successful and attracted more than 120 faculty, staff and students.

##### **University of Guelph Senate (1992-94)**

I served on the University of Guelph Senate for two years and served as the elected chair of the Senate student caucus during 1993-1994. As chair it was my responsibility to organize and chair meetings and to coordinate the activities of the eight graduate and 25 undergraduate student senators.

##### **Senate Committee on University Planning (1992-94)**

This committee makes recommendations to Senate regarding long-term planning and reviews proposals for organizational changes to the University of Guelph. As a member of this committee I was heavily involved with discussion of the University budget as well as reports from the Strategic Planning Commission.

##### **Strategic Planning Commission (1992-94)**

This group was appointed by the President to review the University of Guelph's current procedural and structural organization regarding teaching and research and to develop priorities for future growth and development. I was the only undergraduate student appointed to the commission.

##### **Teaching and Learning Committee (1991-94)**

This committee promotes innovative teaching techniques and reviews various courses and programs within the University of Guelph's College of Biological Science. I was the student representative of the College of Biological Sciences Student Council.

##### **Committee on Student Rights and Responsibilities (1991-92)**

I served on this committee, which establishes and documents the various rights and responsibilities of students attending the University of Guelph.

##### **Residence Admission Review Committee (1991-92)**

Faced with a shortage of on-campus accommodation, this group of faculty, staff and students reviewed the policies governing admission to the University of Guelph's residence system and made numerous recommendations to the administration.

### **College of Biological Science Student Council (1990-93)**

The CBS Student Council represents undergraduate biology students on numerous committees and provides a variety of administrative services as well as academic and social opportunities. I served in a number of elected positions, including Zoology representative, treasurer and assistant vice president.

### **Judicial Committee (1990-91)**

This body hears reported incidents of alleged non-academic misconduct and, when appropriate, imposes disciplinary penalties. As the student representative of the College of Biological Sciences I participated in most hearings.

## **COMMUNITY OUTREACH ACTIVITIES**

### **Elementary School Presentations (1990-95)**

I made 12 voluntary presentations in local elementary schools on herpetology and conservation biology between 1990 and 1995.

## **AWARDS**

### **R.P. Gilmor Student Life Award (1995)**

This annual award is presented to an individual or group who shares former Provost Paul Gilmor's commitment to improving the student experience and has contributed to the betterment of student life at the University of Guelph.

### **College of Biological Science Gold Medal (1994)**

The CBS Gold Medal is presented to the College of Biological Science nominee for the Winegard Medal, the most prestigious graduating award of the University of Guelph.

### **W.N. Vaughn Medal (1993)**

The W.N. Vaughn Medal is awarded annually to a student senator who has high academic standing and has made a substantial contribution to student life and to the University of Guelph, particularly through involvement in and commitment to Senate activities.

### **President's Scholarship (1989-1993)**

The most prestigious University of Guelph entrance award, ten \$16 000 scholarships are awarded annually to students of academic distinction who have made significant contributions to their schools and communities and demonstrated the potential to become leaders in society.

### EXPERIENCE AND ACCOMPLISHMENTS

Mr. Parent has more than 10 years experience in the public and private sector relating to wildlife biology and the conservation of species at risk. He has extensive knowledge of ecological research techniques, such as experimental design, data collection, statistical analysis and scientific writing. He has also conducted a variety of research programs, including wildlife inventories, habitat assessments and mark-recapture and radio telemetry studies.

As a member of Aquafor Beech, Mr. Parent's responsibilities include the review of scientific literature, life science inventories and all aspects of environmental impact assessment, such as the design of technical study protocols, the collection and analysis of data, and report preparation. He also contributes to the development and implementation of mitigation measures to reduce the impacts of development on wildlife. He has managed, undertaken or contributed to the natural environment assessment component of more than 40 projects and has appeared successfully as an expert witness before the Ontario Municipal Board and the Environmental Review Tribunal.

### WORK CHRONOLOGY

- 2009 - present. Aquafor Beech Limited. Wildlife Biologist
- 2002 - 2009. Ecoplans Limited. Species at Risk Biologist
- 2000 - 2002. Scientific Consultant - Eastern Massasauga Rattlesnake Recovery Team (Contract)
- 1999 - 2002. Species at Risk Biologist - Ministry of Natural Resources (Seasonal Contracts)

### EDUCATION AND PROFESSIONAL MEMBERSHIPS

- Carleton University, Ottawa, Ontario - M.Sc. (Biology) 1998.
- University of Guelph, Guelph, Ontario - Honours B.Sc. (Zoology) 1994.

### CERTIFICATIONS

- Ministry of Natural Resources certified Butternut Health Assessor (June, 2010).
- Class 2 Back Pack Electrofishing Certification (June, 2009).

### PROJECT EXPERIENCE

During his career, Mr. Parent has managed and participated in a range of projects in both the private and public sector. Some examples by sector are listed below.

#### **TRANSPORTATION PROJECTS**

Mr. Parent has been involved in several projects to assess and mitigate the impacts of transportation infrastructure on wildlife (particularly snakes) since 1992. These projects include the following:

**Fairway Road Extension EA (Kitchener)** - Conducted a habitat assessment and population survey along the technically preferred location of a proposed new crossing of the Grand River to assess the potential impacts on over-wintering habitat of the provincially endangered Bald Eagle.

#### **Highway 400 Extension (Parry Sound, Ontario)**

- Conducted a habitat assessment and population survey for the provincially threatened Eastern Massasauga Rattlesnake along the technically preferred route of a proposed new corridor.
- Designed and implemented a study to assess the effects of construction of a new highway corridor on Eastern Massasauga Rattlesnakes and to assess the effectiveness of proposed mitigation measures. Artificial gestation sites were constructed to mitigate habitat loss resulting from highway construction.
- Conducted an aerial survey to identify potential conflicts between new corridor alternatives and White-tailed Deer migration routes between their summer home range and traditional over-wintering areas.

**Killbear Provincial Park (Parry Sound, Ontario)** - Developed signage and public education programs to reduce campground road mortality of three provincially threatened snake species.

**Queenston-Lewiston Bridge EA (Niagara Falls)** - Conducted a habitat assessment and population survey to assess the potential impacts of proposed bridge improvements on the provincially endangered Dusky Salamander.

**Greenough Point Development (Stokes Bay, Ontario)** - Provided input regarding the location and design of mitigation measures (e.g. fencing and culverts) to reduce Eastern Massasauga Rattlesnake road mortality.

#### **NATURAL HERITAGE PLANNING**

**Ancaster Meadowlands EIS (Hamilton)** - Prepared an Environmental Impact Statement that involved surveys for spring breeding amphibians and the delineation of an Environmentally Significant Area and Provincially Significant Wetland.

**Environmental Implementation Reports (Newmarket)** - Completed Environmental Implementation Reports for two Special Study Areas in the Northwest Newmarket Planning Area to assess the potential environmental impacts of proposed subdivision development and recommended appropriate management and mitigation measures.

**Queensville Community (York Region)** - Conducted field surveys of natural areas and made recommendations regarding infrastructure location, including the retention/protection of core areas and possible mitigation/restoration measures.

**Headwaters Subwatershed Study - Phase II (Orangeville)** - Working with Credit Valley Conservation and a multi-disciplinary technical team to develop and apply indicators, objectives and targets to the evaluation of alternative development scenarios as defined by existing Official Plans and the Provincial Growth Plan (Places to Grow) and to recommend environmental management strategies.

#### **South Waterdown Subwatershed Study (Hamilton)**

- Worked with multi-agency steering committee to coordinate a comprehensive study intended to develop a management plan for portions of five subwatersheds potentially affected by the urban development of the South Waterdown lands.
- Elements of the first stage of the study included hydrological modeling, the delineation of aquifers and karst topography, groundwater flow tracing, water quality sampling, botanical and wildlife surveys, erosion potential analysis and ESA boundary delineation (Completed April 2006).
- Elements of the second stage included the identification of opportunities and constraints to development, the assessment of potential impacts of future land uses and the development of management strategies to maintain significant natural heritage features. Management strategies included the identification of a Natural Heritage System, the preparation of a groundwater protection plan and the preparation of a storm water management strategy (Completed March 2008; subject to minor revision).
- Elements of the third stage included the preparation of an implementation plan as well as monitoring plans for surface water, groundwater, stream morphology (erosion) and terrestrial and aquatic ecology (Completed May 2008; subject to minor revision).

**Milton Zone 5L Reservoir Assessment (Halton Region)** - Assessed the potential impacts of the construction of a proposed in-ground water reservoir on the habitat of the threatened Eastern Milk Snake and recommended appropriate mitigation measures.

**Ancaster Agricultural Society (Hamilton)** - Prepared an Existing Conditions Technical Report that described the subject property's Natural Heritage features, identified opportunities and constraints to development and recommended additional studies to address the requirements of future planning stages.

NATURAL RESOURCE MANAGEMENT

Killbear Provincial Park (Parry Sound, Ontario)

- Initiated and led a long-term snake conservation program that included applied scientific research (mark-recapture and radio telemetry studies) as well as a variety of public education programs and best management practices.
- Reviewed areas proposed for construction of infrastructure (e.g. Visitor Centre, recreational trail) for potential impacts on two provincially threatened snakes, the Eastern Massasauga Rattlesnake and Eastern Fox Snake.
- Provided input on Eastern Massasauga Rattlesnake habitat use during park management plan review.

Greenough Point Development (Stokes Bay, Ontario) - Developed a study protocol to identify significant portions of Eastern Massasauga Rattlesnake habitat.

INSTRUCTION

Taught the herpetology component of the Fauna Identification course (ENVR 9259) that comprises part of Niagara College's Ecosystem Restoration Graduate Certificate Program (2008-2010).

DEVELOPMENT OF BEST MANAGEMENT PRACTICE

Assisted in the development of a handbook of best management practices for Eastern Massasauga Rattlesnakes for use by public land managers.

Authored a handbook for land use planners and developers in Ontario to facilitate the identification of the significant portions of Eastern Massasauga Rattlesnake habitat.

PEER REVIEW

Critically reviewed draft Blue Racer status report for Canadian Wildlife Service (October 1998).

Critically reviewed the draft Natural Heritage System for the Lake Simcoe Watershed prepared for the Lake Simcoe Region Conservation Authority (April 2007)

PUBLICATIONS

Johnson, G., B. Kingsbury, R. King, C. Parent, R. Seigel and J. Szymanski. 2000. The Eastern Massasauga Rattlesnake: A Handbook for Land Managers. U.S. Fish and Wildlife Service, Fort Snelling, MN. 52 pp.

Casper, G.S., T.G. Anton, R.W. Hay, A.T. Holycross, R.S. King, B.A. Kingsbury, D. Mauer, C. Parent, C.A. Phillips, A. Resetar, R.A. Seigel and T.P. Wilson. 2001. Recommended Standard Survey Protocol for the Eastern Massasauga, *Sistrurus catenatus catenatus*. U.S. Fish and Wildlife Service, Fort Snelling, MN. 10 pp.

Parent, C. and P.J. Weatherhead. 2000. Behavioural and life history responses of eastern massasauga rattlesnakes (*Sistrurus c. catenatus*) to human disturbance. *Oecologia*. 125: 170-178.

Blouin-Demers, G., P.J. Weatherhead, C.M. Shilton, C. Parent and G.P. Brown. Use of inhalant anesthetics in three snake species. *Contemporary Herpetology*. 2000(1).

Gibbs, H.L., K.A. Prior and C. Parent. 1998. Characterization of DNA microsatellite loci from a threatened snake, the eastern massasauga rattlesnake (*Sistrurus c. catenatus*) and their use in population studies. *Journal of Heredity*. 89(2): 169-173.

**PRESENTATIONS AT CONFERENCES/MEETINGS**

Rattlesnake Conservation in Killbear Provincial Park. Presentation given at the Midwest Herpetological Symposium on October 20, 2001 in Chicago, Illinois.

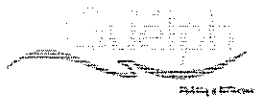
Response of Rattlesnakes to Humans and the Incidence of Snakebite. Presentation given at the West Parry Sound Health Centre Symposium on the Treatment of Snakebite on April 25, 1998 in Parry Sound, Ontario.

The Effects of Human Disturbance on Eastern Massasauga Rattlesnakes. Presentation given at the Management of Human-Rattlesnake Interactions Conference on June 12, 1998 in Killbear Provincial Park, Ontario.

Monitoring Strategies for Eastern Massasauga Rattlesnakes in Killbear Provincial Park. Presentation given at the Second International Symposium and Workshop on the Conservation of the Eastern Massasauga Rattlesnake on October 3, 1998 at the Toronto Zoo, Ontario.

Community Involvement in Rattlesnake Research. Presentation given at the Second International Symposium and Workshop on the Conservation of the Eastern Massasauga Rattlesnake on October 3, 1998 at the Toronto Zoo, Ontario.

Protecting the Eastern Massasauga Rattlesnake in Ontario. Presentation given at the Westwind Forest Stewardship Conference on February 23, 1999 in Huntsville, Ontario.



**APPLICATION TO COUNCIL  
FOR CONSIDERATION OF APPOINTMENT TO  
ADVISORY COMMITTEES/BOARDS**

*Please note: If you are applying for the Accessibility Advisory Committee, a different application must be used. Available at ServiceGuelph in City Hall or on our website: [guelph.ca](http://guelph.ca)*

**RECEIVED**  
AUG 17 2010

<b>Name:</b> Tricia Radburn, M.Sc. (Plan)
<b>Address:</b> 29 Division St., Guelph, ON N1H 1R1
<b>Home Tel:</b> (519) 763-4820 <b>Fax:</b> N/A
<b>Business Tel:</b> (519) 823-4995 x479 <b>Email:</b> radburntricia@hotmail.com
<b>Committee(s) or Board(s) To Which You Are Seeking Appointment</b> <b>Please list order of preference:</b>
1. Environmental Advisory Committee 2. 3.
<b>Are you currently a member of any other city committee/board?</b> <b>If so, please name and provide date of term expiry.</b> I am not currently a member of any other City committee or board.
<b>Please list the reasons for seeking appointment to this (these) Committee(s) and other pertinent information you may deem helpful in considering your application.</b> I have recently moved to Guelph and am interested in becoming involved in the community. I have an education, work experience and strong interest in environmental issues. I feel that my skills can positively contribute to the environmental well-being of this City.
<b>Please list the skills or qualifications you would bring to the committee position</b> I have undergraduate and graduate degrees in Environmental Science and Environmental Planning. I have ten years of work experience undertaking environmental inventories, ecological restoration projects, preparing Environmental Impact Studies and reviewing applications on behalf of a number of municipalities. I am skilled at assessing the impacts of road reconstruction, subdivisions, transit project and other developments on environmental features.
<b>Please list prior or current community involvement or experience within the City or otherwise: (past experience is not necessarily a pre-requisite for appointment)</b> I have no volunteer experience with the City of Guelph. As a student I volunteered at the University of Guelph's Arboretum and U of G's Environmental Symposium. I have also volunteered my time at various community environmental restoration events, including tree plantings, prescribed burns in tallgrass prairie habitats and at fish counts at the Dunnville Fishway.
<b>City Council's Policy Limits Membership on A Board Or Committee To A Maximum Of Eight (8) Years. Indicate Below If You Have Served On The Committee Before And If So, For How Many Years.</b>  <b>Have You Served On This Committee Before? Yes ___ No <input checked="" type="checkbox"/> Number Of Years ___ N/A ___</b>
<b>Please attach any additional information</b> My CV is attached.

CITY CLERK'S OFFICE

**Signature:** *Radburn*

**Date:** August 17, 2010

**Please return your completed application to the attention of:**

**City Clerks Office  
City Of Guelph  
1 Carden Street**

# Tricia Radburn, M.Sc. (Plan)

29 Division Street  
Guelph, ON N1H 1R1  
(519) 763-4820  
radburntricia@hotmail.com

## Profession

Environmental Planner,  
Ecological Restoration Specialist

## Education

M.Sc. (Planning), University of  
Guelph, 2010  
Diploma, Ecosystem Restoration,  
Niagara College, 2001  
B.Sc. (Env.), University of  
Guelph, 2000

## Certificates

Wetland Evaluation, 2006  
Ecological Land Classification,  
2004  
Low Complexity Prescribed  
Burns, 2004  
Electrofishing, 2001  
BioMAP, 2000

## Employment Record

Environmental Planner, R.J.  
Burnside & Associates Limited  
(2006-Present)  
Generic Regulations Assistant,  
Upper Thames River  
Conservation Authority (2005-  
2006)  
Stewardship Assistant, Ontario  
Ministry of Natural Resources  
(2003-2004)  
Surface Water Monitoring Officer,  
Ontario Ministry of Natural  
Resources (2002-2003)  
Eco-Tourism Consultant, CIDA/  
Cerro Blanco Protected Forest,  
Ecuador (2001)

## Citizenship

Canadian

## Languages

English

Tricia is experienced in assessing and analyzing development impacts on environmental and natural heritage features. Certified in Ecological Land Classification and Wetland Evaluation, Tricia has conducted field studies and analyzed environmental conditions for Environmental Impact Studies under the *Planning Act*, Greenbelt Plan, Oak Ridges Moraine Conservation Plan, Niagara Escarpment Plan and a variety of class environmental assessment processes. She is knowledgeable of a wide variety of permitting processes and has experience with approvals under the *Public Lands Act*, *Endangered Species Act*, *Species at Risk Act*, *Fisheries Act* and Conservation Authority regulations. Prior to working at Burnside, Tricia worked for the Upper Thames River Conservation Authority where she helped to incorporate *Ontario Regulation 97/04 – Development, Interference with Wetlands and Alterations to Shorelines and Watercourses* into UTRCA policies and guidelines.

## Species at Risk Surveys and Permitting

Species at Risk Project Biologist, XTEC, Former Camp Ipperwash, Ipperwash, Ontario (2007-2009)

Worked in conjunction with the unexploded ordnance clearing team and the Kettle and Stony Point First Nations on the Former Camp Ipperwash, Military Training Center. Ensured adherence to the Canadian Wildlife Services ("CWS") Species at Risk Permit required for vegetation clearing. Worked with the local community for several months over two field seasons to identify and avoid Federal and Provincial Species at Risk and culturally important species and sites during site operations. Attended an Aboriginal Cultural Awareness Training sessions presented by the Kettle and Stony Point First Nations.

Detroit River International Crossing Individual Environmental Assessment and Endangered Species Act Permit Review, Windsor, Ontario (2008-Present)

Reviewed Natural Heritage background reports, Environmental Assessment documents, *Endangered Species Act* permits and Management Plans for Rare Species on behalf of the Walpole Island First Nation ("WIFN") to determine if Aboriginal interests and rights associated with traditional use of the area were appropriately addressed. WIFN's primary interests related to rare tallgrass prairie habitat and species, given the presence of similar habitats on Walpole Island.

Species at Risk Act and Endangered Species Act Permitting, Moose Deer Point First Nation, Mactier, Ontario (2009)

Prepared and coordinated permit applications under provincial and federal species at risk legislation in association with construction of a new water treatment and distribution system in proximity to the habitat of several protected reptiles and amphibians. Developed mitigation and monitoring plans to ensure potential impacts were minimized.

## Advisory Services

Peer Review Services, Township of Adjala-Tosorontio, ON (2009- Ongoing)

Reviewed various Natural Heritage Evaluations on behalf of the Township of Adjala-Tosorontio to confirm conformity with the natural heritage policies of the Oak Ridges Moraine Conservation Plan. Also assisted the Township in preparing guidelines for proponents in preparing Natural Heritage Evaluations.



Tricia Radburn  
(519) 763-4820  
radburntricia@hotmail.com

**Peer Review of the McMahon Woods Subdivision Environmental Impact Study, Township of Tiny, Ontario (2008)**

Reviewed the Environmental Impact Study ("EIS") and identified several inconsistencies between the Township's Official Plan and Zoning By-law that created a challenge for approval of the proposed subdivision. Specifically, the site was located on lands designated as an Area of Natural and Scientific Interest ("ANSI"), limiting development potential but had inadvertently been designated for "Future Development" in the Township's zoning by-law. It was also identified that proposed servicing for the subdivision was not consistent with the PPS. Worked with the developer and the Township to resolve concerns and reach an agreement on an appropriate level of development.

**Peer Review of the MAQ Quarry Natural Environment Report, Township of Grey Highlands, Ontario (2007-2009)**

Reviewed PPS, Township of Grey Highlands and Grey County to determine if a proposed quarry expansion met natural heritage and aggregate resources policies. Significant environmental resources were present on, and adjacent to, the proposed below-water table quarry, including a provincially significant wetland, habitat of endangered species and other provincially-rare species.

**Peer Review of the Duntroon Quarry Natural Environment Report, Clearview Township, Ontario (2006-2009)**

Reviewed the Natural Environment Report prepared in support of the proposed Duntroon Quarry expansion on behalf of the Township of Clearview. Consulted the PPS, Township of Clearview, County of Simcoe and Niagara Escarpment Plan to determine if a proposed quarry expansion conformed to all applicable natural heritage and aggregate resources policies. Advised the Township on how to proceed with the application and requirements for additional information and detailed studies. Challenges at the site included a number of rare species, wetlands and significant wildlife habitats.

**Peer Review of the Sargeant-Waverley Pits #1 and 2 Natural Environment Report, Tiny Township, Ontario (2006)**

Reviewed the Natural Environment Report relative to the policies of the PPS, Aggregate Resources Act, Township of Tiny and County of Simcoe Official Plans to determine if two new proposed aggregate extraction pits, one involving below water table extraction, met natural heritage and aggregate resource policies.

**Peer Review of Amaranth Estates Environmental Impact Assessment, Amaranth Township, Ontario (2006)**

Provided advisory services to the Township of Amaranth with respect to an Environmental Impact Assessment for a proposed subdivision. Recommended an approach to appropriately resolve concerns with a wetland on the property that had inadvertently been left off Greenlands mapping in a recent update to the Township's Official Plan.

**Water Resources Management**

**Comprehensive Review and Overhaul of Barbados' Groundwater Protection Zoning Policy and System, Barbados (2007-Present)**

Reviewed zoning bylaws, land use restrictions and incentive programs designed to protect groundwater resources in four jurisdictions including the Regional Municipality of Waterloo; Miami-Dade County, Florida; the US Virgin Islands; and the State of Western Australia. Analyzed policies for their relevance and applicability to environmental, economic and social conditions in Barbados. Recommended policies, including legal and incentive-based instruments that could be used by Barbados to protect groundwater resources.

**Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation Development, London, Ontario (2005-2006)**

Assisted with the incorporation of *Ontario Regulation 97/04 – Development, Interference with Wetlands and Alterations to Shorelines and Watercourses* into Upper Thames River Conservation Authority policies and guidelines. Included preparation of a submission for approval of the regulation by the Province of Ontario, public information documents and public consultation materials.

**Review and Updates to Ontario's Low Water Response Program, Peterborough, Ontario (2002-2003)**

Coordinated and facilitated a workshop to evaluate the success and challenges associated with the first version of Ontario's Low Water Response Program. Updated the program document to reflect new policies and clarify protocols. Coordinated posting of the program changes on Ontario's Environmental Bill of Rights Registry.

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### Environmental Impact Studies

#### **Lake Simcoe Aeropark Environmental Impact Study, Oro-Medonte, Ontario (2008-Present)**

Identified impacts to natural heritage features associated with a proposed industrial subdivision located adjacent to the Lake Simcoe Regional Airport. Work involved staking boundaries of natural features with the local Conservation Authority and coordinating a number of sub consultants to conduct detailed vegetation and wildlife inventories, including a study of bird hazards to aviation safety at the airport in relation to habitat areas on the subject lands.

#### **Preliminary Environmental Constraints Analysis of the Proposed YMCA Cedar Glen Camp Expansion and Redevelopment, King Township, Ontario (2010- Ongoing)**

The YMCA was interested in preparing a Master Plan for the Cedar Glen camp to plan future expansion and redevelopment of the site. Met with the client to clarify their needs and the scope of work required. Identified all applicable natural heritage policies and identified potential development constraints associated with the Natural Heritage System of the Greenbelt Plan and Natural Linkage policies of the Oak Ridges Moraine Conservation Plan. Identified and recommended future study and work requirements in order to move the development forward.

#### **Environmental Impact Study of the Balzer Creek Trail, Kitchener, Ontario (2009-2010)**

An Environmental Impact Study was prepared at the request of the Grand River Conservation Authority ("GRCA") because the proposed trail was located within the GRCA's regulation limit. The EIS considered how the trail would be constructed, where it was to be located and how it would be used in order to assess potential impacts on the adjacent Balzer Creek. During the EIS several Butternut trees, and endangered species, were identified in close proximity to the trail. Discussions were held with the Ministry of Natural Resources to determine how to proceed, including the process under the Endangered Species Act. Negotiations were successful in avoiding the need for a permit based on trail routing.

#### **Preliminary Environmental Constraints Analysis of the Proposed Millicroft Inn Expansion, Alton, Ontario (2008-2009)**

Identified all applicable natural heritage policies, including policies related to expansion of a commercial/resort recreational facility in the protected countryside zone of the Greenbelt Plan. Negotiated with the Conservation Authority to confirm the boundaries of natural heritage features and to confirm whether a conifer plantation should be considered a "significant woodland". Consultations with the Conservation Authority identified a significant development constraint associated with flood hazards. The two existing entrances had aging bridge crossings that were located below the floodline and thus did not meet the PPS requirement for "safe access". Identified and recommended future study and work requirements in order to move the development forward.

#### **Humber College Orangeville Campus Environmental Impact Study, Town of Orangeville, Ontario (2006-2008)**

Identified natural heritage features, analyzed potential impacts and recommended mitigation measures for the proposed Humber College Orangeville Campus in the Town of Orangeville. Field studies including Ecological Land Classification and amphibian monitoring were conducted in order to determine the significance and sensitivity of environmental features. The analysis included implications of the development on wildlife corridors, valleylands, wetlands and a coldwater stream.

#### **Veteran's Way Residential Subdivision Environmental Impact Study, Town of Orangeville, Ontario (2006-2008)**

Identified natural heritage features, analyzed potential impacts and recommended mitigation measures for a proposed residential subdivision and commercial development in the Town of Orangeville. Field studies including Ecological Land Classification and amphibian monitoring were conducted in order to determine the significance and sensitivity of environmental features. The analysis included implications of the development and stormwater management proposal.

### Secondary and Master Servicing Plans

#### **Community of Colgan Master Servicing Plan, Township of Adjala-Tosorontio, County of Simcoe, Ontario (2008-Present)**

Identified land use and natural heritage policies of relevance to infrastructure planning and recommended measures to incorporate natural heritage protection into the Master Servicing Plan.

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**Churchville Planning and Heritage Study, City of Brampton, Ontario (2007)**

Inventoried existing natural heritage and natural hazard conditions and reviewed land use policies in the City and Regional Official Plans, PPS, Secondary Plan and Subwatershed Study. Developed comprehensive land use guidelines for the Churchville planning area to protect natural heritage features and provide clarity with respect to natural hazard lands.

**West Fergus Secondary Plan Environmental Impact Assessment, Fergus, Ontario (2007)**

Identified all natural heritage and hazard land constraints, recommended lands for protection, recreation and trail development as part of the West Fergus Secondary Plan.

**Environmental Assessments**

**Creemore Drainage Project File Report, Schedule B Municipal Environmental Assessment, Clearview Township, Ontario (2009-2010)**

Prepared an Environmental Assessment to identify and assess alternative solutions to improve drainage and resolve ongoing flooding issues in the Creemore Village Core as well as on lands designated for future development. The preferred solution was identified based on environmental impacts, effectiveness in managing flooding, economics and its consistency with the Official Plan.

**GO Transit Hamilton to Niagara Rail Expansion Environmental Assessment, Ontario (2009-Ongoing)**

Reviewed Official Plan policies for all municipalities along the proposed rail line route. Identified environmental and land use constraints in areas proposed for new GO transit rail stations as part of the Environmental Assessment for the proposed expansion.

**Dissette Street Schedule C Municipal Class Environmental Assessment, Bradford-West Gwillimbury, Ontario (2008-2010)**

Reviewed Official Plan policies and Conservation Authority policies with respect to their impact on wetland, floodplain and woodlots being affected by the proposed road widening of 8<sup>th</sup> Line and Dissette Street, Bradford. Consulted with the Conservation Authority and proposed a compensation strategy to deal with features lost, partially or entirely during construction. Attended a Public Information Centre, summarized public comments associated with land acquisitions, encroachment into a natural area and increased traffic and noise.

**GO Transit Georgetown to Kitchener Rail Expansion Environmental Assessment, Ontario (2008-2009)**

Reviewed Official Plan policies for all municipalities along the proposed rail line route. Identified environmental and land use constraints in areas proposed for new GO transit train stations and layover sites.

**Renewable Energy Approvals**

**Elgin Grovlea Class 2 Wind Facility Renewable Energy Approval Application, Elgin County, Ontario (2010- Ongoing)**

Prepared a Renewable Energy Approval Application under O. Reg. 359/09 for a Class 2 wind facility. Considered how the construction and operation of turbines could impact adjacent natural heritage features. Ensured that all neighbours, stakeholders and agencies were consulted as required under the regulation.

**Westerhout Class 2 Wind Facility Renewable Energy Approval Applications, Elgin County, Ontario (2009-Ongoing)**

Consulted with agencies to confirm approval application requirements under the new Renewable Energy Approval Regulation, O. Reg. 359/09. In particular, discussions were held regarding the need for archaeological assessments. Different agencies interpreted the new regulations in different ways. Ensured that a consensus was achieved and all parties agreed to the same conclusion. Ensured that all consultation requirements with agencies and stakeholders were completed.

**Preliminary Wind Farm Planning, Wabaseemoong and Ginoogaming First Nations, Longlac, Ontario (2009)**

Conducted a preliminary assessment of environmental constraints associated with proposed wind farms in the Ginoogaming and Wabaseemoong First Nations. Conducted initial interviews with community leaders to identify concerns, resources and

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areas of importance within the communities that will require additional study and discussion as the projects progress.

**South River Wind Farms Environmental and Regulatory Constraints Screening, Nipissing and Parry Sound Districts, Ontario (2007)**

Four proposed wind farm sites were assessed for environmental and regulatory constraints that could limit energy development. Sites spanned organized and unorganized municipalities which included Crown and private lands. Results allowed the client to make an informed decision about whether to proceed with wind farm development on the sites.

**Honeywood Wind Power Constraints Analysis and Environmental Assessment, Mulmur Township, Ontario (2006-2008)**

The first stage of this project was to prepare a preliminary environmental constraints analysis, including a compilation of all relevant municipal, provincial and federal policies in effect in the study area. A search of background data sources was conducted to identify potential environmental constraints and list all the necessary approvals required for the project. Based on this review, the project moved forward into the Environmental Assessment process. Conducted fieldwork and data reviews to document natural heritage features to support the EA and requirements of the Niagara Escarpment Commission.

**East Garafraxa and Marsville Wind Farm Environmental and Regulatory Constraints Screening, East Garafraxa, Ontario (2006-2007).**

Environmental and regulatory constraints were assessed for two potential wind farm sites. Natural heritage features were identified through a desktop review and consultation with applicable agencies. The report was used by the client to assist in making a decision about whether to proceed with the project.

**Captus Energy Wind Farm Environmental Assessment, Huron County, Ontario (2006)**

Initiated preparation of a natural heritage report to supplement the Environmental Assessment. Identified natural heritage features and described preliminary protection measures to minimize impacts. Project did not move forward due to constraints in transmission line capacity.

**First Nations Planning and Advisory Services**

**Territorial Planning Concepts, Grand Council Treaty #3, Kenora, Ontario (2010).**

The overall goal of the project was to initiate discussions that may eventually lead to a consultation agreement between the Grand Council Treaty #3 ("GCT3"), Ministry of Natural Resources and Ministry of Northern Development, Mines and Forests that will clarify how the GCT3 wishes to be consulted on land use and resource management applications and how the GCT3 may use consultation opportunities to create new economic partnerships and economic development opportunities. Summarized legislation associated with land use and resource management in Northern Ontario. Identified policies in the Public Lands Act, Mining Act, Crown Forest Sustainability Act that allow for participation of the Grand Council Treaty #3 ("GCT3") and its member communities in land use planning decisions. The Proposed Growth Plan for Northern Ontario was also reviewed for strategies and objectives that could provide new economic opportunities for the GCT3. Surveyed member communities by phone to understand community concerns with their relationship with the MNR and MNDMF. Prepared materials for, organized and assisted in delivering a presentation and community workshop to further understand the GCT3's interests in land use planning. Suggestions were made to resolve misunderstandings and challenges that were limiting the current relationship between all parties.

**Land Use Planning Guide for Northern Ontario for the Métis Nation of Ontario (2010)**

Created a planning guide for the Métis Nation of Ontario ("MNO"). The guide included summaries of planning legislation and policies including the Planning Act, Public Lands Act and Crown Forests Sustainability Act among others. Particular attention was paid to new or recently updated legislation such as the Mining Act, Proposed Growth Plan for Northern Ontario and Bill 191, draft Far North Act. Recommendations were then made to increase the MNO's involvement in planning and resource management in Northern Ontario.

**Review of Amendments to the Township of Pelee Official Plan on behalf of the Walpole Island First Nation (2010)**

Reviewed draft updates to the Township of Pelee Official Plan. Identified which were relevant to the rights and interests of the Walpole Island First Nation ("WIFN"), including policies for the identification and protection of natural and cultural resources. It

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was found that the Official Plan did not appropriately identify the WIFN's existing land claim to portions of the Township or known WIFN archaeological sites on Pelee Island. Recommended appropriate responses for the WIFN to ensure that their rights and interests are considered and incorporated.

**Sheshatshiu Innu Community Commercial Zoning and CEEA Screening, North West River, Labrador (2010-Ongoing)**

The community is interested in designating a portion of its reserve lands for leasing to non-First Nation commercial development. I prepared materials for, and assisted in organizing and facilitating a community workshop to help the community identify where commercial development should be located. The workshop was used to help community members consider types of existing development are compatible or incompatible with the proposed commercial development. Reviewed Indian and Northern Affairs Canada's land use policies to understand the process for designating reserve lands and writing a Head Lease to allow reserve lands to be leased to non-First Nation developers and business owners.

**Review of Amendments to the Bruce County Official Plan on behalf of the Saugeen Ojibway First Nations, Wiarton, Ontario (2009-Present)**

Reviewed major amendments proposed to the Bruce County Official Plan. Identified which were relevant to the rights and interests of the Saugeen Ojibway First Nation ("SON"), including policies for the identification and protection of cultural resources, policies for shoreline areas with the potential to affect water quality and fisheries resources as well as policies for large scale wind power developments and boundary mapping of significant natural heritage features. Recommended appropriate responses for the SON to ensure that their rights and interests are considered and incorporated into planning documents.

**Review of Coast Guard Proposal to Store Dredged Material from the St. Clair River at the Walpole Island High Banks Pit Site, Walpole Island First Nation, Ontario (2007)**

Provided review and analysis of existing documentation, inventories and previous studies documenting the significance and sensitivity of natural heritage features on, and adjacent to, the Walpole Island High Banks lands. Prepared a community questionnaire to identify the cultural uses of plants, recreational opportunities and cultural significance of the property. Assisted with organization of a Public Information Centre to provide information and collect community opinion on the project. Provided advise to the community regarding the suitability of the borrow pit to store the dredged material. Identified the permitting requirements needed to proceed with the project ie. Environmental Assessment, Fisheries Act authorization and Species at Risk Act permits.

**Matawa First Nation Winter Road Realignment Preliminary Environmental Assessment (2007)**

Prepared a preliminary INAC CEEA Screening to identify opportunities and constraints related to the realignment and potential upgrading to all-season roads for the winter road system servicing five First Nation communities in northern Ontario.

**Eco-Tourism and Park Planning**

**Eco-Tourism and Park Planning Strategy, Cerro Blanco Protected Forest, Guayaquil, Ecuador (2001)**

Developed a park planning strategy to increase tourism potential for a 6000 ha protected forest while protecting significant natural features and rare species. Identified locations for a new trail systems, butterfly garden, aviary and tourist accommodations as well as areas requiring environmental protection, restoration and enhancement.

**The Corporation of the City of Guelph  
Community Development & Environmental Services  
Committee  
Monday, September 20, 2010 at 12:30 p.m.**

A meeting of the Community Development and Environmental Services Committee was held on Monday, September 20, 2010 in the Council Committee Meeting Room 112 at 12:30 p.m.

Present: Councillors Piper, Bell, Burcher, Salisbury and Mayor Farbridge

Also Present: Councillors Beard, Hofland and Wettstein

Staff in Attendance: Dr. J. Laird, Executive Director, Planning, Engineering and Environmental Services; Ms. M. Neubauer, Chief Financial Officer/City Treasurer; Mr. J. Riddell, General Manager, Planning & Building Services; Ms. T. Agnello, Deputy Clerk and Ms. D. Black, Assistant Council Committee Coordinator

There was no disclosure of pecuniary interest.

1. Moved by Mayor Farbridge  
Seconded by Councillor Burcher

THAT the minutes of the Community Development and Environmental Services Committee meeting held on August 23, 2010 be confirmed as recorded and without being read.

Carried

**Consent Agenda**

The following items were extracted from the Community Development & Environmental Services Committee September 20, 2010 Consent Agenda:

- |                |  |
|----------------|--|
| CDES 2010-A.50 | Wilson Farm Park Master Plan   |
| CDES 2010-A.51 | Conditions of Approval for Fencing and Trail Notification to New Home Buyers   |
| CDES 2010-A.52 | Blue Built Home – New Home Water Efficiency Labelling Pilot Program  |
| CDES 2010-A.54 | Habitat for Humanity Request for Relief of Development Charges, Development Fees and Servicing Costs for Two Semi-Detached Units at 133 and 135 Bagot Street |

2. Moved by Councillor Burcher  
Seconded by Mayor Farbridge

THAT the balance of the September 20, 2010 Community Development & Environmental Services Consent Agenda as identified below be approved:

- REPORT
- a) **Municipal Hazardous and Special Waste Funding**
- THAT the Mayor and Clerk be authorized to enter into a contract with Stewardship Ontario to fund the full cost of the operation of the City's Household Hazardous Waste Facility, subject to the satisfaction of the Executive Director of Planning, Engineering and Environmental Services;
- AND THAT, based on the funding received from Stewardship Ontario, the operation hours and staffing levels of the Household Hazardous Waste Facility be returned to 2009 levels.
- REPORT
- b) **Rockwood Wastewater Treatment and Conveyance Agreement**
- THAT the Mayor and Clerk be authorized to sign an agreement between The Corporation of the City of Guelph and the Township of Guelph/Eramosa for the increased allocation of treatment and conveyance of wastewater capacity for the Village of Rockwood for a total of 1710 cubic metres per day, subject to the form and content of the agreement being satisfactory to the Executive Director of Planning, Engineering and Environmental Services and the City Solicitor.
- REPORT
- c) **Grant for Energy Efficiency Upgrades to the Material Recovery Facility (MRF)**
- THAT the Mayor and Clerk be authorized to enter into a contract with the Continuous Improvement Fund (CIF) under Waste Diversion Ontario (WDO) to enable the City of Guelph to receive a grant of \$118,399 to perform energy upgrades to the Materials Recovery Facility, subject to the satisfaction of the Executive Director of Planning, Engineering and Environmental Services and the City Solicitor;
- AND THAT funding from the approved 2010 Solid Waste Resources Equipment Replacement budget be reallocated to cover the City share of this project.

Carried

**Habitat for Humanity Request for Relief of Development Charges, Development Fees and Servicing Costs for Two Semi Detached Units at 133 and 135 Bagot Street**

Ms. Diane Nelson, Habitat for Humanity, provided information regarding their program and advised the committee they intend to

increase their number of builds within the City over the next ten years.

3. Moved by Councillor Burcher  
Seconded by Mayor Farbridge

REPORT

THAT Report Number (10-95), from Planning, Engineering and Environmental Services dated September 20, 2010, regarding a Habitat for Humanity Wellington County Request for Relief of Development Charges, Development Fees and Servicing Costs for a semi-detached dwelling at 133 and 135 Bagot Street be received;

AND THAT the request for a grant by Habitat for Humanity Wellington County to cover the Development Charges for the semi-detached dwelling at 133 and 135 Bagot Street, be approved in the form of a conditional grants for a total sum of \$45,656 provided from the Affordable Housing Reserve;

AND THAT staff be directed to proceed with the development and finalization of Agreements with Habitat for Humanity Wellington County, for a term of ten (10) years, for the above-cited conditional grants to the satisfaction of the General Manager of Planning and Building Services and the City Solicitor;

AND THAT the Mayor and Clerk be authorized to sign the Agreement.

Carried

**Wilson Farm Park Master Plan**

4. Moved by Mayor Farbridge  
Seconded by Councillor Burcher

REPORT

THAT the Planning, Engineering and Environmental Services Report 10-97 dated September 20, 2010, pertaining to the proposed master plan for Wilson Farm Park, be received;

AND THAT the Wilson Farm Park Master Plan as proposed in Appendix 2 of the Planning, Engineering and Environmental Services Report 10-97 dated September 20, 2010, be approved;

AND THAT staff be directed to proceed with the implementation of the Wilson Farm Park Master Plan.

Carried



**Conditions of Approval for Fencing and Trail Notification to New Home Buyers**

5. Moved by Mayor Farbridge  
Seconded by Councillor Salisbury

REPORT

THAT the Planning, Engineering and Environmental Services Report 10-68, dated September 20, 2010, pertaining to the proposed Conditions of Approval for fencing and trail notification to new home buyers in all future subdivisions, be received;

AND THAT the proposed Conditions of Approval for fencing and trail notification to new home buyers in all future subdivisions attached as Appendix 2 of the Planning, Engineering and Environmental Services Report 10-68, dated September 20, 2010 be approved;

AND THAT staff be directed to proceed with the implementation of the proposed Conditions of Approval for fencing and trail notification to new home buyers in all future subdivisions where fencing and trails are planned.

Carried

**Blue Built Home – New Home Water Efficiency Labelling Pilot Program**

6. Moved by Councillor Burcher  
Seconded by Councillor Salisbury

REPORT

THAT the report of the Executive Director of Planning, Engineering and Environmental Services, dated September 20, 2010, entitled 'Blue Built Home – New Home Water Efficiency Labelling Pilot Program', be received;

AND THAT Council authorizes and approves in principle the Blue Built Home Pilot Program Terms and Conditions, included as Attachment A to the report;

AND THAT Council authorizes the Executive Director of Planning, Engineering and Environmental Services to approve and execute related documents, including agreements, if any, required to implement the Blue Built Home Pilot Program, subject to the satisfaction of the Executive Director of Planning, Engineering and Environmental Services and the City Solicitor;

AND THAT Council authorizes the adoption and use of the Blue Built Home Logos for the Blue Built Home – Water Efficiency Standards Pilot Program, included as Attachment B to the report;

AND THAT staff be directed to report back to the Community Development and Environmental Services Committee as a part of the annual Water Conservation Program Progress Report on program participation and water savings achieved through the Blue Built Home Pilot Program.

Carried

- 7. Moved by Councillor Burcher  
Seconded by Mayor Farbridge

THAT the Community Development & Environmental Services Committee now hold a meeting that is closed to the public pursuant to Section 239(2)(b) of the Municipal Act with respect to:

- Personal matters about identifiable individuals.

**The remainder of the meeting was closed to the public.**

- 1. Moved by Mayor Farbridge  
Seconded by Councillor Burcher

REPORT TO COMMITTEE  
OF THE WHOLE

*THAT Bill Mungall, Greta Najcler and Chris Parent be appointed to the Environmental Advisory Committee for a term ending November, 2011.*

THAT staff be given direction with respect to appointments to the Environmental Advisory Committee.

The meeting adjourned at 1:19p.m.

.....  
Chairperson