



A great place to call home  
A vibrant downtown

A progressive diversified economy  
An appealing attractive city

## AGENDA

### GUELPH CITY COUNCIL

**July 16, 2007 - 7:00 p.m.**

*Please turn off or place on non-audible all cell phones, PDAs, Blackberrys and pagers during the meeting.*

- O Canada
- Silent Prayer
- Disclosure of Pecuniary Interest
- Confirmation of Minutes – June 18, 25 and July 9, 2007 (Councillor Piper)  
*“THAT the minutes of the Council meeting held June 18, 25 and July 9, 2007 and the minutes of the Council meeting held in Committee of the Whole on June 18, 25 and July 9, 2007 be confirmed as recorded and without being read.”*

### PRESENTATIONS

- a) Presentation of City medals to the Guelph CYO Knights in recognition of winning the Ontario Provincial Basketball Championships: Laura Doyle; Laura Brown; Gemma Bullard; Bree Chaput; Caitlyn Reynolds; Julia Prier; Natalie Achonwa; Emily Case; Alexandra Peloso; Rachel Meihm; Andy Chaput, Coach; Tom Doyle, Coach; John Case, Assistant Coach; Skye Angus, Assistant Coach
- b) Jennifer McDowell, Transportation Demand Management Coordinator:- Presentation of the Commuter Challenge Awards to:
  - Highest Participation Rate:- Karen Phipps from Compusense
  - Most Kilometres Travelled by Sustainable Mode and Most Emissions Prevented: - Gillian Maurice for the University of Guelph
- c) Gus Stahlmann, Director of Community Services and Randall French, Manager of Transit Services:- Canadian Urban Transit Association presentation of the Corporate Safety Award for ‘Safety and Security at Guelph Transit’

### REGULAR MEETING

### DELEGATIONS

Resolution (Councillor Salisbury)

***“THAT persons desiring to address Council be permitted to do so at this time.”***

Delegations are limited to a maximum of five (5) minutes.

No requests to appear as a delegation has been received at the time of printing.

## **COMMITTEE OF THE WHOLE**

Resolution – Councillor Wettstein

***“THAT Council now go into Committee of the Whole to consider reports and correspondence.”***

## **REPORTS FROM COMMITTEES OF COUNCIL AND OTHER COMMITTEES**

- a) Community Development and Environmental Services Committee – 9<sup>th</sup> Report  
***“THAT the NINTH REPORT of the Community Development and Environmental Services Committee be received and adopted.”***
- b) Emergency Services, Community Services & Operations Committee – 6<sup>th</sup> Report  
***“THAT the SIXTH REPORT of the Emergency Services, Community Services & Operations Committee be received and adopted.”***
- c) Finance, Administration and Corporate Services Committee – 6<sup>th</sup> Report  
***“THAT the SIXTH REPORT of the Finance, Administration and Corporate Services Committee be received and adopted.”***
- d) Governance and Economic Development Committee – 6<sup>th</sup> Report (*report to be delivered under separate cover*)  
***“THAT the SIXTH REPORT of the Governance and Economic Development Committee be received and adopted.”***

## **CONSENT AGENDA**

- A) Reports from Administrative Staff**
- B) Items for Direction of Council**
- C) Items for Information of Council**

Resolution to adopt the Consent Agenda.

Resolution:- Committee rise with leave to sit again (Councillor Beard)

***“THAT the Committee rise with leave to sit again.”***

Resolution:- proceedings in Committee of the Whole (Councillor Bell)

***“THAT the action taken in Committee of the Whole in considering reports and correspondence, be confirmed by this Council.”***

## **SPECIAL RESOLUTIONS**

## **BY-LAWS**

Resolution:- First and Second Reading of By-laws. (Councillor Billings)

Verbal Resolution:- Council go into Committee of the Whole to consider the by-laws.

NOTE: When all by-laws have been considered, a member of Council should move “THAT the Committee rise and report the by-laws passed in Committee without amendment (or as amended).

Resolution:- Third Reading of By-laws. (Councillor Burcher)

## **QUESTIONS**

## **MAYOR’S ANNOUNCEMENTS**

*Please provide any announcements, to the Mayor in writing, by 12:00 noon on the day of the Council meeting.*

## **NOTICE OF MOTION**

## **ADJOURNMENT**

Council Committee Room B  
June 18, 2007 5:30 p.m.

**A meeting of Guelph City Council.**

Present: Mayor Farbridge, Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury and Wettstein

Staff Present: Mr. D.A. Kennedy, Acting Chief Administrative Officer/Director of Finance/City Treasurer Chief S. Armstrong, Director of Emergency Services; Mr. D. McCaughan, Director of Operations; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Mr. J. Riddell, Director of Community Design and Development Services; Mr. G. Stahlmann, Director of Community Services; Mr. G. Hunt, Acting Director of Human Resources; Ms. T. Sinclair, Assistant City Solicitor; Mr. C. Walsh, Manager of Wastewater Services; Mrs. L.A. Giles, City Clerk/Manager of Council Administrative Services; and Ms. J. Sweeney, Council Committee Co-ordinator

- 1. Moved by Councillor Laidlaw  
Seconded by Councillor Kovach

THAT the Council of the City of Guelph now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b), (d) and (e) of the Municipal Act, with respect to:

- personal matters about an identifiable individual;
- labour relations or employee negotiations
- litigation or potential litigation.

Carried

The meeting adjourned at 5:31 o'clock p.m.

.....  
Mayor

.....  
Clerk

Council Committee Room B  
June 18, 2007 5:32 p.m.

**A meeting of Guelph City Council meeting in Committee of the Whole.**

Present: Mayor Farbridge, Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury and Wettstein

Staff Present: Mr. D.A. Kennedy, Acting Chief Administrative Officer/Director of Finance/City Treasurer Chief S. Armstrong, Director of Emergency Services; Mr. D. McCaughan, Director of Operations; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Mr. J. Riddell, Director of Community Design and Development Services; Mr. G. Stahlmann, Director of Community Services; Mr. G. Hunt, Acting Director of Human Resources; Ms. T. Sinclair, Assistant City Solicitor; Mr. C. Walsh, Manager of Wastewater Services; Mrs. L.A. Giles, City Clerk/Manager of Council Administrative Services; and Ms. J. Sweeney, Council Committee Co-ordinator

**DECLARATIONS UNDER MUNICIPAL CONFLICT OF INTEREST ACT**

There were no declarations of pecuniary interest.

Ms. L.E. Payne  
1. Moved by Councillor Kovach  
Seconded by Councillor Wettstein  
THAT the Litigation Status Report dated May 31, 2007 be received for information.

Carried

PASSED IN COUNCIL  
BY SPECIAL  
RESOLUTION  
2. Moved by Councillor Kovach  
Seconded by Councillor Laidlaw  
THAT the negotiated settlement with the Guelph Professional Fire Fighters Association of a four year contract for the period January 1, 2006 to December 31, 2009, providing wage and benefit increases in each of the four years be approved.

Carried

PASSED IN COUNCIL  
BY SPECIAL  
RESOLUTION  
3. Moved by Councillor Kovach  
Seconded by Councillor Burcher  
THAT the Mayor and City Clerk be authorized to sign the Naming Rights and Sponsorship Agreements and any related legal documents required therein with Sleeman Breweries Ltd. (Sleeman) for the Guelph Sports and Entertainment Centre (GSEC);

AND THAT the Mayor and City Clerk be authorized to sign an extension of the Pouring Rights Agreement with Sleeman Breweries Ltd. for the River Run Centre and the Naming Agreement with Sleeman Breweries Ltd. for the River Run Centre Foyer;

AND THAT the Mayor and City Clerk be authorized to sign the Advertising Rights Agreement with Guelph Storm Ltd.;

AND THAT the summary attached hereto as Appendix A and dated June 18, 2007 be released to the public.

Carried

4. Moved by Councillor Burcher  
Seconded by Councillor Piper

THAT staff be given direction with respect to a naming of property.

5. Moved by Councillor Kovach  
Seconded by Councillor Laidlaw

THAT the matter of naming of property deferred until a naming policy comes forward to Council.

The motion to defer took precedence and was voted on first. A recorded vote was requested which resulted as follows:

VOTING IN FAVOUR: Councillor Farrelly, Findlay, Kovach, Laidlaw, Piper and Salisbury (6)

VOTING AGAINST: Councillors Beard, Bell, Billings, Burcher, Hofland, Wettstein and Mayor Farbridge (7)

The motion was defeated.

6. Moved by Councillor Burcher  
Seconded by Councillor Piper

THAT the Community Design and Development Services Report 07-41, dated June 8, 2007, be received;

PASSED IN COUNCIL  
BY SPECIAL  
RESOLUTION

AND THAT the proposed trail section from Buckthorn Crescent to Grange Road be named 'Laura Baily Memorial Trail'.

A recorded vote was requested, which resulted as follows:

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Burcher, Hofland, Wettstein and Mayor Farbridge (7)

VOTING AGAINST: Councillors Farrelly, Findlay, Kovach, Laidlaw, Piper and Salisbury. (6)

The motion was carried.

PASSED IN COUNCIL  
BY SPECIAL  
RESOLUTION

7. Moved by Councillor Burcher  
Seconded by Councillor Piper  
THAT the Community Design and Development Services Report  
97-45, dated June 8, 2007, be received;

AND THAT the following proposed renaming of the Alf Hales  
river overlook structure be approved:

‘Marilyn Murray Riverview’

AND THAT staff be directed to proceed with renaming the  
overlook as such.

Carried

PASSED IN COUNCIL  
BY SPECIAL  
RESOLUTION

8. Moved by Councillor Burcher  
Seconded by Councillor Piper  
THAT Christopher Campbell be appointed to the Heritage Guelph  
Committee for a term expiring November, 2008.

Carried

PASSED IN COUNCIL  
BY SPECIAL  
RESOLUTION

9. Moved by Councillor Kovach  
Seconded by Councillor Laidlaw  
THAT no further namings be considered until a comprehensive  
naming policy has been approved by Council.

Carried

Mr. J. Riddell  
Ms. L.E. Payne

10. Moved by Councillor Billings  
Seconded by Councillor Beard  
THAT staff be given direction with respect to a litigation matter.

Carried

Mrs. L.A. Giles  
Mr. T. Sagaskie

11. Moved by Councillor Wettstein  
Seconded by Councillor Billings  
THAT David Jennison be appointed to the Guelph Junction  
Railway Board of Directors for a term expiring November 2008.

Carried

The meeting adjourned at 6:50 o'clock p.m.

.....  
Mayor

.....  
Clerk

Council Chambers  
June 18, 2007

**Council reconvened in formal session at 7:00 p.m.**

Present: Mayor Farbridge, Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury and Wettstein

Staff Present: Mr. D.A. Kennedy, Acting Chief Administrative Officer/Director of Finance/City Treasurer Chief S. Armstrong, Director of Emergency Services; Mr. D. McCaughan, Director of Operations; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Mr. J. Riddell, Director of Community Design and Development Services; Mr. G. Stahlmann, Director of Community Services; Mr. P. Cartwright, Manager of Economic Development and Tourism; Mr. G. Hunt, Acting Director of Human Resources; Ms. J. Loveys-Smith, Community Development Manager; Ms. T. Sinclair, Assistant City Solicitor; Mr. C. Walsh, Manager of Wastewater Services; Mrs. L.A. Giles, City Clerk/Manager of Council Administrative Services; and Ms. J. Sweeney, Council Committee Co-ordinator

**DECLARATIONS UNDER MUNICIPAL CONFLICT OF INTEREST ACT**

There was no declaration of pecuniary interest.

- 1. Moved by Councillor Beard  
Seconded by Councillor Farrelly

THAT the minutes of the Council meetings held on May 22 and June 5, 2007 and the minutes of the Council meeting held in Committee of the Whole on May 22 and 28, 2007 be confirmed as recorded and without being read.

Carried

## **PRESENTATIONS**

### **Guelph Barrier Free Access Awards**

The Mayor presented Guelph Barrier Free Access Awards to the following business and people:

Outstanding Contribution of a Business/Guelph:

- Homewood Health Centre
- Guelph Country Club Ltd.
- Wal-Mart

Outstanding Contribution by a Community Group/Guelph and Wellington:

- Wellington Accessibility Partnership (Bob Topping, Accessibility Consultant of Designable Environments Inc.; Bonnie Burgess, Upper Grand District School Board; Doug Grove, Guelph Accessibility Advisory Committee; France Tolhurst, Guelph Accessibility Advisory Committee; Jim Bowie, Upper Grand District School Board; Kim Denstedt, Wellington County Public Sector Consortium; Mathew Bulmer, County of Wellington; Mathew Fleet, Inclusive Planning; Michele Richardson, County of Wellington; Paul Morris, Homewood Health Centre; Walt Visser, Township of Centre Wellington; Betty Richard, City of Guelph; Murray McCrae, City of Guelph)

Outstanding Contribution by a Community Group/Guelph:

- Evergreen Outreach Program

Outstanding Contribution of an Individual:

- Carol McMullen
- Derek Brodie
- Joan Mathieu
- Lisa Henshall
- Shawna McCaughan
- Judy Callahan
- Rachelle Campbell
- Patricia Richards
- Steve Nesner

Outstanding Accomplishment of an Individual

- Eric Smart

Outstanding Accomplishment of an Individual – Adult:

- Carin Headrick

Outstanding Accomplishment of an Individual – Youth:

- Lucas Beatty

**Federation of Canadian Municipalities (FCM) Partnership with Mozambique**

Janet Loveys-Smith, Community Development Manager outlined the focus and benefits to the City of Guelph with respect to their partnership with Moatize and Xai Xai, Mozambique.

Councillor Lise Burcher highlighted the community involvement with this exchange and the next steps.

Mayor Farbridge  
Mr. G. Stahlmann

2. Moved by Councillor Burcher  
Seconded by Councillor Piper

THAT a letter be sent to CIDA and the Federation of Canadian Municipalities advising of the City’s support for the exchange with the municipalities of Moatize and Xai Xai, Mozambique.

Carried

**Councillor Laidlaw presented Clause 4 of the FIFTH REPORT of the Emergency Services, Community Services and Operations Committee.**

Mr. G.W. Stahlmann

3. Moved by Councillor Laidlaw  
Seconded by Councillor Beard

THAT the Community Services Report dated May 9, 2007 with respect to the Federation of Canadian Municipalities (FCM) Partnership with Mozambique – Project Definition Mission, be received.

Carried

4. Moved by Councillor Bell  
Seconded by Councillor Findlay

THAT persons wishing to address Council be permitted to do so at this time.

Carried

**REGULAR MEETING**

**DELEGATIONS**

**BEST PRACTICE REVIEW OF MUNICIPAL DOWNTOWN TWO HOUR FREE PARKING PROGRAMS**

Audrey Jamal, General Manager of the Downtown Board of Management advised of their support for two hour free on-street

parking program in the downtown. She suggested that this program would attract new businesses and residents to the area. She advised that the Downtown Board of Management would work with the City relating to education programs.

5. Moved by Councillor Kovach

Seconded by Councillor Piper

THAT Council receive the Best Practice Review of Municipal Downtown Two Hour Free Parking Programs prepared for Community Design and Development Services by the consultant Barbara Leibel;

AND THAT staff from Economic Development and Tourism, Operations and Finance be directed to work with representatives of the Downtown Board of Management to develop a two-hour free downtown “pilot” parking program in select downtown lots, which includes performance measurements and targets and to develop protocols for the management and enforcement of the project;

AND THAT staff report back in six months on the progress and the financial impact of the pilot project;

AND THAT staff be directed that after a twelve month period the “pilot” parking program is to be evaluated within the context of a comprehensive longer-term parking program that supports the implementation of a Community Improvement Plan for the downtown.

6. Moved by Councillor Salisbury

Seconded by Councillor Laidlaw

THAT the issue with respect to a two hour free parking program in the downtown be referred to staff to report back on the best way to implement the program.

Mr. D. McCaughan  
Mr. J. Riddell  
Mr. P. Cartwright

The motion to refer took precedence and was voted on first. A recorded vote was requested which resulted as follows:

VOTING IN FAVOUR: Councillors Beard, Bell, Billings, Farrelly, Kovach, Laidlaw, Piper and Salisbury (8)

VOTING AGAINST: Councillors Burcher, Findlay, Hofland, Wettstein and Mayor Farbridge (5)

The motion was carried.

7. Moved by Councillor Billings

Seconded by Councillor Burcher

THAT Council now go into the Committee of the Whole to consider reports and correspondence.

Carried

**Councillor Burcher presented the SEVENTH REPORT of the Community Development and Environmental Services Committee.**

Councillor Burcher advised that Clause 5 with respect to Howden Crescent Park Master Plan Update is still before the Committee for consideration and that Council does not need to deal with the issue this evening.

**Noise Control By-law Exemption Request for the Festival Italiano at the Italian Canadian Club of Guelph**

Mr. J. Riddell  
Chief R. Davis  
Mr. B. Poole

8. Moved by Councillor Burcher  
Seconded by Councillor Billings  
THAT an exemption from Schedule A of Noise Control By-law (2000)-16366, as amended, to permit noise from the various activities associated with the Festival Italiano including the amplification of music and speech and the operation of midway rides and generators between the hours of 11:00 a.m. to 11:00 p.m. and crowd noise from 11:00 p.m. to 1:00 a.m. from July 6<sup>th</sup> to July 8<sup>th</sup>, 2007, be approved.

Carried

**Proposed Rehabilitation of the Eramosa Road Bridge**

Mr. J. Riddell

9. Moved by Councillor Burcher  
Seconded by Councillor Billings  
THAT Gamsby and Mannerow Limited be retained to complete the Detailed Design, Contract Documents and Contract Administration for the rehabilitation of the Eramosa Road bridge.

Carried

**Site Plan Approval – 806 Gordon Street (SP07C009)**

Mr. J. Riddell

10. Moved by Councillor Burcher  
Seconded by Councillor Billings  
THAT the report from Community Design and Development Services (07-49) related to a site plan application at 806 Gordon Street be received;

AND THAT City Council approve the site plan submission for 806 Gordon Street as set out in the CDDS report (07-49) dated June 8, 2007 with the following amendments: 1) that there will be intermittent fence along the NorthWest side of the property; 2) that the entrance greenery be shifted south to allow for the existing dense greenery to remain and 3) that there be a protocol for the lighting to be put on timers;

AND THAT the Director of Community Design and Development Services or his designate be authorized to sign the plans, as approved by Council, following the execution of the required Site Plan Control Agreement containing the Council endorsed conditions of approval.

Carried

**Proposed Demolition of a Detached Dwelling known municipally as 31 Mary Street, Ward 5**

Mr. J. Riddell  
Mr. B. Poole

11. Moved by Councillor Burcher  
Seconded by Councillor Billings  
THAT the application to demolish the detached dwelling known municipally as 31 Mary Street, be approved.

Carried

**Redevelopment Master Plan for Waverley Park**

Mr. J. Riddell  
Mr. D.A. Kennedy

12. Moved by Councillor Burcher  
Seconded by Councillor Billings  
THAT the Community Design and Development Services Report 07-38, dated June 8, 2007, be received;

AND THAT the proposed master plan for the redevelopment of Waverley Park be approved as set out in Appendix 1 of the report;

AND THAT staff be directed to identify additional funding needs of \$275,000 for the redevelopment Plan during the 2008 budget process and examine opportunities to move the funding forward from 2014 to ensure a timely implementation of the plan.

Carried

**Shelldale Area Master Plan**

Mr. J. Riddell  
Mr. D.A. Kennedy

13. Moved by Councillor Burcher  
Seconded by Councillor Billings  
THAT the Community Design and Development Services Report 07-51 dated June 8, 2007 regarding the Shelldale Area Master Plan be received;

AND THAT the proposed master plan for the Shelldale Area and the associated Woodlot Management Plan for Norm Jary Park be approved as set out in the report;

AND THAT staff be directed to identify \$700,000 additional funding for the Shelldale Area Master Plan within future City budgets.

Carried

**Sign By-law Variances for Old Quebec Street at 55 Wyndham Street North**

Mr. J. Riddell  
Mr. B. Poole

14. Moved by Councillor Burcher  
Seconded by Councillor Billings  
THAT the request for a variance from the Sign By-law for 55 Wyndham Street North, to permit a freestanding sign to have a height of 7.62m, a sign face of 13m<sup>2</sup>, to be located within 2.5m of a sidewalk in the driveway sight line triangle and separated within 30m of a sign on another property, be approved.

Carried

**SPECIAL RESOLUTIONS**

**Naming of Guelph North East Trail**

Mr. J. Riddell

15. Moved by Councillor Burcher  
Seconded by Councillor Billings  
THAT the Community Design and Development Services Report 07-41, dated June 8, 2007, be received;

AND THAT the proposed trail section from Buckthorn Crescent to Grange Road be named 'Laura Baily Memorial Trail'

Carried

**Renaming of Alf Hales Trail River Overlook**

Mr. J. Riddell

16. Moved by Councillor Burcher  
Seconded by Councillor Billings  
THAT the Community Design and Development Services Report 97-45, dated June 8, 2007, be received;

AND THAT the following proposed renaming of the Alf Hales river overlook structure be approved:

'Marilyn Murray Riverview'

AND THAT staff be directed to proceed with renaming the overlook as such.

Carried

**Appointment of Citizen to Heritage Guelph**

Mrs. L.A. Giles

17. Moved by Councillor Burcher  
Seconded by Councillor Billings  
THAT Christopher Campbell be appointed to the Heritage Guelph Committee for a term expiring November, 2008.

Carried

18. Moved by Councillor Burcher  
 Seconded by Councillor Billings  
 Mr. J. Riddell THAT no further namings be considered until a comprehensive  
 Mr. G. Stahlmann naming policy has been approved by Council.  
 Carried

**Councillor Laidlaw presented the balance of the FIFTH REPORT of the Emergency Services, Community Services and Operations Committee.**

**Fire Dispatching Agreements**

19. Moved by Councillor Laidlaw  
 Seconded by Councillor Beard  
 Chief S. Armstrong THAT the report dated June 14, 2007 on the updated fire  
 dispatching agreements for the Townships of Centre Wellington,  
 Puslinch, Mapleton and Wellington North (Town of Arthur) and  
 the Towns of Minto and Erin along with the new dispatching  
 agreement with Wellington North (Town of Mount Forest) be  
 approved;

AND THAT the Mayor and Clerk be authorized to execute on behalf of The Corporation of the City of Guelph the updated fire dispatching agreements;

AND THAT the Mayor and Clerk be authorized to execute on behalf of the Corporation of the City of Guelph the new fire dispatching agreement with the Township of Wellington North (Town of Mount Forest).

Carried

**2007 Service Agreement with the Guelph Humane Society**

20. Moved by Councillor Laidlaw  
 Seconded by Councillor Beard  
 Mr. D. McCaughan THAT the Mayor and Clerk be authorized to sign an agreement  
 Mr. D.A. Kennedy with the Guelph Humane Society for the provision of services for  
 Ms. L.E. Payne dog control, dog licensing, and animal shelter at a cost of \$311,200  
 for the period January 1, 2007 to December 31, 2007.

Carried

**On-Street Parking on Essex Street**

21. Moved by Councillor Laidlaw  
 Seconded by Councillor Beard  
 Mr. D. McCaughan THAT a public loading zone be established on the east side of  
 Essex Street in the vicinity of 32 Essex Street.

Carried

## **SPECIAL RESOLUTION**

### **Naming Rights and Sponsorship Agreements for the Guelph Sports and Entertainment Centre, Extension of Naming Rights for the River Run Centre Foyer, and an Advertising Agreement with the Guelph Storm Hockey Club**

Mr. G.W. Stahlmann  
Ms. L.E. Payne

22. Moved by Councillor Laidlaw  
Seconded by Councillor Beard

THAT the Mayor and City Clerk be authorized to sign the Naming Rights and Sponsorship Agreements and any related legal documents required therein with Sleeman Breweries Ltd. (Sleeman) for the Guelph Sports and Entertainment Centre (GSEC);

AND THAT the Mayor and City Clerk be authorized to sign an extension of the Pouring Rights Agreement with Sleeman Breweries Ltd. for the River Run Centre and the Naming Agreement with Sleeman Breweries Ltd. for the River Run Centre Foyer;

AND THAT the Mayor and City Clerk be authorized to sign the Advertising Rights Agreement with Guelph Storm Ltd.;

AND THAT the summary attached hereto as Appendix A and dated June 18, 2007 be released to the public.

Carried

**Councillor Wettstein presented the FIFTH REPORT of the Finance, Administration and Corporate Services Committee.**

### **Technology Recommendations for Members of Council**

It was requested that the first clause be voted on separately.

Ms. L.E. Payne

23. Moved by Councillor Wettstein  
Seconded by Councillor Bell

THAT all members of council be provided with BlackBerry communication devices immediately.

Carried

Ms. L.E. Payne  
Mr. D.A. Kennedy

24. Moved by Councillor Wettstein  
Seconded by Councillor Bell

THAT members of Council have their equipment upgraded to wireless laptops when the new Civic Administration Centre opens;

AND THAT all future costs related to supporting technology needs for members of Council be imputed to account 702-0000-City

Council and submitted for Council approval as part of the 2008 budget process;

AND THAT staff work with individual members of Council with respect to the implementation of new technology.

Carried

**Compensation Savings Due to Gapping of Full Time Equivalents**

25. Moved by Councillor Wettstein  
Seconded by Councillor Bell

Mr. D.A. Kennedy

THAT a Salary Gapping Reserve be created with a maximum balance of \$1,000,000;

AND THAT it be funded from compensation saving experienced due to delayed hiring of approved expansions;

AND THAT staff bring forward a policy governing the gapping reserve prior to its establishment.

Carried

**Budgeting for Expansions**

26. Moved by Councillor Wettstein  
Seconded by Councillor Bell

Mr. D.A. Kennedy

THAT Council confirm the current definition of an expansion as:

- 1. the implementation of a new service
- 2. the enhancement to an existing service, including growth
- 3. the hiring of a new FTE or a new contract position;

AND THAT staff bring forward a policy governing expansions.

Carried

**Building Life Cycle Reserve Fund**

27. Moved by Councillor Wettstein  
Seconded by Councillor Bell

Mr. D.A. Kennedy  
Ms. L.E. Payne

THAT staff bring forward a policy governing the building life cycle reserve fund;

AND THAT the establishment of any future reserve funds be accompanied by a governing policy document.

Carried

**Reduce Budgets of Grant Funded Capital Projects**

Mr. D.A. Kennedy  
Dr. J.L. Laird

28. Moved by Councillor Wettstein  
Seconded by Councillor Bell  
THAT the capital budget of WM0020 Organic Waste Facility Upgrade be reduced by \$1,596,666, resulting in a revised budget of \$903,334;  
  
AND THAT the capital budget of WS0035 WWTP Biosolids Facility Upgrade be reduced by \$3,750,000, resulting in a revised budget of \$12,330,000.

Carried

**Tax Supported Budget 2008 Multi-Year Forecast and Staff Recommended Estimates and Strategies**

Mr. D.A. Kennedy  
Senior Mngt. Team

29. Moved by Councillor Wettstein  
Seconded by Councillor Bell  
THAT the guideline for the 2008 budget process be established as follows:  

- for departmental budgets of an overall tax rate increase for 2008 of 3.5% including all boards and agencies
- a 1% increase for expansions.

Carried

**SPECIAL RESOLUTION**

**Guelph Professional Fire Fighters Association – Contract Settlement**

Mr. G. Hunt

30. Moved by Councillor Wettstein  
Seconded by Councillor Bell  
THAT the negotiated settlement with the Guelph Professional Fire Fighters Association of a four year contract for the period January 1, 2006 to December 31, 2009, providing wage and benefit increases in each of the four years be approved.

Carried

**Councillor Kovach presented the balance of the FIFTH REPORT of the Governance and Economic Development Committee**

**CAO Recruitment Process**

Mayor Farbridge  
Mr. G. Hunt

31. Moved by Councillor Kovach  
Seconded by Councillor Piper  
THAT the “Procedure for Hiring the Chief Administrative Officer (CAO)” be approved.

Carried

**Councillor Laidlaw presented the SECOND REPORT of the Land Ambulance Committee**

**Consulting Services to Review Land Ambulance Services**

Chief S. Armstrong  
Mr. S. Wilson  
Mr. D.A. Kennedy

32. Moved by Councillor Laidlaw  
Seconded by Councillor Beard

THAT the request for proposal #07-052 to retain a consultant to review land ambulance services in Wellington County and City of Guelph be awarded to Emergency Management and Training Inc. at a cost not to exceed \$24,300, with the costs to be divided between the City and the County of Wellington;

AND THAT the Mayor and Director of Emergency Services be authorized to issue a contract to the consultant pending the outcome of the interview with the consultant.

Carried

**CONSENT AGENDA**

33. Moved by Councillor Kovach  
Seconded by Councillor Bell

THAT the June 18, 2007 Consent Agenda as identified below, be adopted:

Mr. J. Riddell  
Mr. D.A. Kennedy

a) **Kortright Heights Sewage Pumping Station and Inlet Sewers/Outlet Forcemain, Contract No. 2-0711**

THAT the tender of Drexler Construction Limited be accepted and that the Mayor and Clerk be authorized to sign the agreement for Contract No. 2-0711 for the Kortright Heights Sewage Pumping Station and Inlet Sewer/Outlet Forcemain, for a total tendered price of \$4,225,265.74 with actual payment to be made in accordance with the terms of the contract.

b) **Annual Asphalt – Contract No. 2-0701**

Mr. J. Riddell  
Mr. D.A. Kennedy

THAT the tender of Capital Paving be accepted and that the Mayor and Clerk be authorized to sign the agreement for Contract 2-0701 for the Annual Asphalt Contract for a total tendered price of \$3,466,152.37 with actual payment to be made in accordance with the terms of the contract.

c) **2007 Funding of Interim CAO Search and Compensation Costs and 2007 Funding of Permanent CAO Search and Compensation Costs**

Mr. D.A. Kennedy

THAT the fee for the search for an Interim CAO be funded from the 2007 operating budget contingency account;

AND THAT the financing of the Interim CAO position be allocated to the corporate administration business unit and any resulting negative variance offset from savings identified in other areas of the operating budget during 2007;

AND THAT the fee for the search for a permanent CAO and any resulting 2007 compensation costs be allocated to the corporate administration business unit and any resulting negative variance offset from savings identified in other areas of the operating budget during 2007.

**B Items for Direction of Council**

**1) Canada Day Fireworks**

Mr. P. Taylor  
Chief S. Armstrong  
Chief R. Davis  
Mr. D.A. Kennedy

THAT the request from the Rotary Club of Guelph to provide a fireworks display in Riverside Park on July 1, 2007 be approved subject to the Rotary Club of Guelph meeting the terms and conditions of the Guelph Fire Department;

AND THAT the Rotary Club of Guelph obtain liability coverage in the amount of \$5,000,000 with the City of Guelph named as an additional insured party, and provide a certificate indicating such coverage, be submitted to the City of Guelph prior to the event.;

AND THAT the City accepts no responsibility for any liability that arises out of the granting of this permission for use of City property and facilities.

Carried

34 Moved by Councillor Burcher  
Seconded by Councillor Billings

THAT the Committee rise with leave to sit again.

Carried

35. Moved by Councillor Farrelly  
Seconded by Councillor Hofland

THAT the action taken in Committee of the Whole in considering reports and correspondence, be confirmed by this Council.

Carried

**BY-LAWS**

36. Moved by Councillor Findlay  
Seconded by Councillor Piper  
THAT leave be now granted to introduce and read a first and second time By-laws Numbered (2007)-18312 to (2007)-18328, inclusive.

Carried

The By-laws were read a first and second time at 9:30 o'clock p.m.

Council went into Committee of the Whole on By-laws Numbers (2007)-18312 to (2007)-18328, inclusive.

Mayor Farbridge in the Chair.

At 9:31 o'clock p.m., the Committee rose and reported By-laws Numbered (2007)-18312 to (2007)-18328, inclusive, passed in Committee without amendment.

37. Moved by Councillor Hofland  
Seconded by Councillor Farrelly  
THAT By-laws Numbered (2007)-18312 to (2007)-18328, inclusive, be read a third time and passed.

Carried

The By-laws were read a third time and passed at 9:32 o'clock p.m.

**QUESTIONS**

In response to questions by Councillor Findlay, Councillor Burcher advised that the Community Development and Environmental Services will review limiting new water wells.

**ADJOURNMENT**

The meeting adjourned at 9:35 o'clock p.m.

Minutes read and confirmed July 16, 2007.

.....  
Mayor

.....  
Clerk

**City Council reconvened in Committee of the Whole at 9:45 p.m.**

Present: Mayor Farbridge, Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury and Wettstein

Staff Present: Mrs. L.A. Giles, City Clerk/Manager of Council Administrative Services

1. Moved by Councillor Laidlaw  
Seconded by Councillor Burcher  
THAT the recommendation of the interim CAO recruitment committee be accepted.

Carried

2. Moved by Councillor Findlay  
Seconded by Councillor Burcher  
THAT direction be given to the Mayor and City Clerk with respect to a personal matter about an identifiable individual.

Carried

3. Moved by Councillor Piper  
Seconded by Councillor Findlay  
THAT direction be given with respect to personal matters about identifiable individuals.

Carried

Mayor Farbridge

4. Moved by Councillor Kovach  
Seconded by Councillor Laidlaw  
THAT the Mayor send a letter on behalf of Council to all members of the Senior Management Team thanking them for their efforts during the transition period.

Carried

The meeting adjourned at 10:33 o'clock p.m.

.....  
Mayor

.....  
Clerk

June 18, 2007  
Appendix A

## **Naming rights and sponsorship agreements for the Guelph Sports and Entertainment Centre (GSEC)**

Guelph City Council has approved naming rights and sponsorship agreements for the Guelph Sports and Entertainment Centre, along with an advertising agreement with the Guelph Storm Hockey Club, and an extension of naming rights for the River Run Centre foyer.

In summary, the agreement highlights are as follows:

**Naming Rights Agreement:** This is an agreement to name the GSEC the “Sleeman Centre” for a term of 13 years (July 1, 2007 to June 30, 2020), for a price of one million dollars. The proposed agreement contains an option for Sleeman to renew for an additional ten years on the same terms and conditions, except for financial terms which will need to be renegotiated.

As part of the agreement, Sleeman will also make additional payments for marketing initiatives totaling \$120,000 to improve the facility and maximize its exposure. Sleeman will also pay for all of its internal and external signage. The City will provide use of a suite in the GSEC to Sleeman.

The agreement contains a provision which would allow Sleeman to terminate the agreement or reduce its contribution if the Ontario Hockey League Team permanently ceases to play at GSEC, or if there is a change in law or the OHL constitution that materially affects the advertising rights provided, or reduces the pouring rights available to Sleeman at the GSEC. The City may terminate the agreement if Sleeman defaults on its payment schedule. In the event the City decides to sell the facility, the City is required to arrange for the purchaser to assume the City’s rights and obligations under the agreement, or to provide a cash payment to Sleeman.

**Sponsorship Agreement:** This agreement requires that GSEC sell only Sleeman draught beer and the maximum amount of Sleeman’s products in bottles or cans that is permitted by law. The other products will be local brands as set out in the agreement. The parties agree to conform to the regulations of the Alcohol and Gaming Commission of Ontario. The agreement does contain a provision that will allow the City exceptions to pouring rights when a competing brewery is a title sponsor for a major event at the GSEC. Both proposed agreements, the Naming Rights and Sponsorship Agreements contain mutual insurance and indemnity clauses. The Sponsorship Agreement terminates immediately upon the date of termination of the Naming Rights Agreement.

**Extension of Naming Rights and Sponsorship at River Run Centre:** In 1997 the City entered into a Naming Agreement with Sleeman Brewing and Malting Company Limited to name the foyer in the River Run Centre, the “Sleeman Atrium.” The current agreement expires in 2007. The proposed agreement extends the terms of the existing agreement between Sleeman Breweries Ltd. and the River Run Centre for Naming Rights in the Foyer and pouring rights for a further period of 13 years. This is a stand alone agreement.

**Marketing Agreement:** This proposed agreement between the City of Guelph and the Guelph Storm Hockey Club is necessary as the Guelph Storm Hockey Club has an agreement with the City for advertising rights at the GSEC. The Guelph Storm Hockey Club will provide to the City certain advertising properties by way of this agreement in order to respond to the advertising needs of Sleeman. These advertising rights will be provided to Sleeman through the Naming Rights Agreement with the City.

Council is confident this partnership between Sleeman Breweries Ltd. and the City of Guelph will benefit the Guelph community in a variety of ways, including, for instance, through the creation of new jobs in Guelph and/or by keeping existing jobs here; and by providing funds to maintain Guelph’s state of the art sports and entertainment facility.

Council Chambers  
June 25, 2007

**Council convened in formal session at 5:00 p.m.**

Present: Mayor Farbridge, Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury and Wettstein

Staff Present: Mr. H. Loewig, Interim Chief Administrative Officer; Chief S. Armstrong, Director of Emergency Services; Mr. G. Hunt, Acting Director of Human Resources; Mr. D.A. Kennedy, Director of Finance/City Treasurer; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Mr. J. Riddell, Director of Community Design & Development Services; ; Mr. G. Stahlmann, Director of Community Services; Mr. P. Cartwright, Manager of Economic Development and Tourism; Mr. Rick Henry, City Engineer; Ms. A.M. O'Connell, Supervisor, Parking Facilities; Mrs. L.A. Giles, City Clerk/Manager of Council Administrative Services; and Ms. J. Sweeney, Council Committee Co-ordinator

**DECLARATIONS UNDER MUNICIPAL CONFLICT OF INTEREST ACT**

There was no declaration of pecuniary interest.

The Mayor advised that this was a special meeting of City Council to reconsider the two hour free parking in the downtown.

1. Moved by Councillor Salisbury  
Seconded by Councillor Piper

THAT Council reconsider the matter of two hour free parking on-street in the downtown.

A recorded vote was requested, which resulted as follows:

VOTING IN FAVOUR: Councillors Beard, Bell, Burcher, Farrelly, Findlay, Hofland, Piper, Salisbury, Wettstein and Mayor Farbridge (10)

VOTING AGAINST: Councillors Billings and Kovach (2)

ABSENT: Councillor Laidlaw

The motion was carried.

2. Moved by Councillor Kovach  
Seconded by Councillor Farrelly

THAT persons wishing to address Council be permitted to do so at this time.

Carried

The Manager of Economic Development and Tourism highlighted the Council resolution of December 2006 which gave direction to staff to review this matter. He suggested that the benchmarking study results of other municipalities were inconclusive and that other municipalities expressed similar concerns relating to providing two hour free on-street parking. He further suggested that two hour free parking in the downtown is a tool that could be used to increase economic development in the downtown. He advised that the proposed pilot project would provide data for benchmarking.

The Supervisor of Parking Facilities provided historical data relating to the use of the various parking lots.

## **DELEGATIONS**

Clare McNaul suggested that the two hour free parking should be provided in the parking lots and not on-street. She expressed concern that the two hour free on-street parking would be abused. she further suggested that providing the free parking in parking lots would be more environmentally friendly.

Jenn Lamarre on behalf of Santa Fe Market Place advised that she prefers two hour free parking on-street but suggested that the City should consider also providing two hour free parking in the various lots. She suggested that parking meters are a deterrent and that providing free parking would encourage short term patrons.

Harish Naidu was present and advised that he supports the comments made by the previous speaker. He expressed concern with the business employees abusing the two hour free on-street parking and that suggested that the city should put in controls which would address this problem.

Ingrid Rusk of Curious Kitchen advised that she is in support of the two hour free parking on-street. She suggested that short term parkers could use the on-street parking while people planning to be in the downtown for a lengthy period of time should be directed to the parking lots.

Audrey Jamal, General Manager of the Downtown Board of Management suggested that the consultant's report to Council was fair. She suggested that there is a major supply issue and that permit parking is taking up a large amount of parking lot capacity.

She further suggested that the City provide two hour free on-street parking as a pilot project while investing long term parking solutions.

Councillor Laidlaw arrived at 6:37 p.m.

Barb Minette advised that she received numerous complaints each week from her customers with respect to tickets received at metered parking. She suggested that two hour free downtown parking would allow more people to visit the downtown. She urged Council to approve the two hour free on-street parking in the downtown.

3. Moved by Councillor Salisbury  
Seconded by Councillor Wettstein

THAT Council receive the Best Practice Review of Municipal Downtown Two Hour Free Parking Programs prepared for Community Design and Development Services by the consultant Barbara Leibel;

AND THAT Staff from Economic Development and Tourism, Operations and Finance be directed to work with representatives of the Downtown Board of Management to develop a two-hour free downtown “pilot” parking program, which includes performance measurements and targets to be implemented by July 2007;

AND THAT staff be directed that after a twelve month period the “pilot” parking program is to be evaluated within the context of a comprehensive longer-term parking program that supports the implementation of a Community Improvement Plan for the downtown.

4. Moved in Amendment by Councillor Piper  
Seconded by Councillor Burcher

THAT staff report back in six months with a status report;

AND THAT the reference to implementation by July 2007 be deleted;

AND THAT add to the consultation program with the Downtown Board of Management the following: communications, marketing and public education.

Council requested that the amendments be voted on separately.

5. Moved in Amendment by Councillor Piper  
Seconded by Councillor Burcher

THAT staff report back in six months with a status report.

Carried

6. Moved In Amendment by Councillor Piper  
Seconded by Councillor Burcher  
THAT the reference to implementation by July 2007 be deleted.

Carried

7. Moved In Amendment by Councillor Piper  
Seconded by Councillor Burcher  
THAT the following matters be added to the consultation program with the Downtown Board of Management: communications, marketing and public education.

Carried

8. Moved by Councillor Salisbury  
Seconded by Councillor Wettstein  
THAT Council receive the Best Practice Review of Municipal Downtown Two Hour Free Parking Programs prepared for Community Design and Development Services by the consultant Barbara Leibel;

Mr. J. Riddell  
Mr. P. Cartwright  
Mr. D. McCaughan  
Mr. D.A. Kennedy

AND THAT Staff from Economic Development and Tourism, Operations and Finance be directed to work with representatives of the Downtown Board of Management to develop a two-hour free downtown “pilot” parking program, which includes performance measurements, targets and a communication and marketing program and a public education program;

AND THAT staff report back in six months with a status report on the pilot project;

AND THAT staff be directed that after a twelve month period the “pilot” parking program is to be evaluated within the context of a comprehensive longer-term parking program that supports the implementation of a Community Improvement Plan for the downtown.

A recorded vote was requested, which resulted as follows:

VOTING IN FAVOUR: Councillors Beard, Burcher, Findlay, Hofland, Laidlaw, Piper, Salisbury, Wettstein and Mayor Farbridge (9)

VOTING AGAINST: Councillors Bell, Billings, Farrelly and Kovach (4)

The motion was carried.

Mr. J. Riddell  
Mr. D. McCaughan

9. Moved by Councillor Burcher  
Seconded by Councillor Findlay  
THAT the issues with respect to green parking strategies,  
specifically related to parking and transit be referred to the  
Community Planning process for the downtown.

Carried

**ADJOURNMENT**

The meeting adjourned at 7:30 o'clock p.m.

Minutes read and confirmed July 16, 2007.

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Mayor

.....  
Clerk

Council Committee Room B  
June 25, 2007 7:35 p.m.

**A meeting of Guelph City Council.**

Present: Mayor Farbridge, Councillors Beard, Bell, Billings,  
Burcher, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper,  
Salisbury and Wettstein

Staff Present: Chief S. Armstrong, Director of Emergency  
Services; Mr. G. Hunt, Acting Director of Human Resources; Ms.  
L.E. Payne, Director of Corporate Services/City Solicitor; Mr. P.  
Busatto, Manager of Waterworks; and Mrs. L.A. Giles, City  
Clerk/Manager of Council Administrative Services

1. Moved by Councillor  
Seconded by Councillor  
THAT the Council of the City of Guelph now hold a meeting that  
is closed to the public, pursuant to Section 239 (2) (b) of the  
Municipal Act, with respect to:

- personal matters about an identifiable individual.

Carried

The meeting adjourned at 7:36 o'clock p.m.

.....

Mayor

.....

Clerk

Council Committee Room B  
June 25, 2007 7:37 p.m.

**A meeting of Guelph City Council meeting in Committee of the Whole.**

Present: Mayor Farbridge, Councillors Beard, Bell, Billings, Burcher, Farrelly, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury and Wettstein

Staff Present: Chief S. Armstrong, Director of Emergency Services; Mr. G. Hunt, Acting Director of Human Resources; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Mr. P. Busatto, Manager of Waterworks; and Mrs. L.A. Giles, City Clerk/Manager of Council Administrative Services

**DECLARATIONS UNDER MUNICIPAL CONFLICT OF INTEREST ACT**

There were no declarations of pecuniary interest.

The Acting Director of Human Resources provided information on a personal matter about an identifiable individual.

The meeting adjourned at 7:45 o'clock p.m.

.....

Mayor

.....

Clerk

Council Chambers  
July 9, 2007

**Council reconvened in formal session at 5:30 p.m.**

Present: Mayor Farbridge, Councillors Beard, Bell, Billings, Burcher, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury and Wettstein

Absent: Councillor Farrelly

Staff Present: Mr. H. Loewig, Interim Chief Administrative Officer; Mr. M. Amorosi, Director of Human Resources; Chief S. Armstrong, Director of Emergency Services; Dr. J. Laird, Director of Environmental Services; Ms. L.E. Payne, Director of Corporate Services/City Solicitor; Mr. J. Riddell, Director of Community Design & Development Services; Mr. G. Hunt, Manager, Employee/Employer Relations, Assistant Director of Human Resources; Ms. J. Jylanne, Senior Policy Planner; Mr. I. Panabaker, Heritage/Urban Design Planner; Mr. R. Reynen, Supervisor of Inspection Services; Ms. T. Agnello, Deputy Clerk; and Ms. J. Sweeney, Council Committee Co-ordinator

The Mayor advised that the purpose of this meeting was to consider notice of intention to designate 67-71 Wyndham Street North, pursuant to the Ontario Heritage Act.

**DECLARATIONS UNDER MUNICIPAL CONFLICT OF INTEREST ACT**

There was no declaration of pecuniary interest.

1. Moved by Councillor Laidlaw  
Seconded by Councillor Kovach

THAT persons wishing to address Council be permitted to do so at this time.

Carried

Paul Ross, Chair of Heritage Guelph was present to answer any questions. Council had no questions for Mr. Ross.

**Councillor Burcher presented the EIGHTH REPORT of the Community Development & Environmental Services Committee.**

- 2. Moved by Councillor Burcher  
Seconded by Councillor Billings

THAT the City Clerk be authorized to publish and serve Notice of Intention to Designate 67-71 Wyndham Street North, originally known as the Victoria Hotel, as required by the Ontario Heritage Act and as recommended by Heritage Guelph;

AND THAT the designation by-law be brought before City Council for approval if no objections are received within the thirty (30) day objection period.

In response to questions, Ian Panabaker, Heritage/Urban Design Planner, outlined the designation process and advised that if no objections to the intended designation or property are received within 30 days, the designation by-law will be brought forward to Council for approval. He advised that once the notice of intention to designate is published, the property is protected from demolition.

In response to questions, Rob Reynen, Supervisor of Inspection Services, advised that the property owner has applied for a demolition permit today. He provided information that he has been advised that temporary bracing would cost approximately \$50,000 and a structural steel bracing would be approximately \$100,000.

- 2. Moved by Councillor Burcher  
Seconded by Councillor Billings

Mr. J. Riddell  
Ms. L.E. Payne

THAT the City Clerk be authorized to publish and serve Notice of Intention to Designate 67-71 Wyndham Street North, originally known as the Victoria Hotel, as required by the Ontario Heritage Act and as recommended by Heritage Guelph;

AND THAT the designation by-law be brought before City Council for approval if no objections are received within the thirty (30) day objection period.

Carried

**ADJOURNMENT**

The meeting adjourned at 6:10 o'clock p.m.

Minutes read and confirmed July 16, 2007.

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Mayor

.....  
Deputy Clerk

Council Committee Room B  
July 9, 2007 6:15 p.m.

**A meeting of Guelph City Council.**

Present: Mayor Farbridge, Councillors Beard, Bell, Billings, Burcher, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury and Wettstein

Absent: Councillor Farrelly

Staff Present: Mr. H. Loewig, Interim Chief Administrative Officer; Mr. M. Amorosi, Director of Human Resources; Mr. G. Hunt, Manager, Employee/Employer Relations, Assistant Director of Human Resources

- 1. Moved by Councillor Piper  
Seconded by Councillor Burcher

THAT the Council of the City of Guelph now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) of the Municipal Act, with respect to:

- personal matters about identifiable individuals.

Carried

The meeting adjourned at 6:16 o'clock p.m.

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Mayor

.....  
Acting Clerk

Council Committee Room B  
July 9, 2007 6:17 p.m.

**A meeting of Guelph City Council meeting in Committee of the Whole.**

Present: Mayor Farbridge, Councillors Beard, Bell, Billings, Burcher, Findlay, Hofland, Kovach, Laidlaw, Piper, Salisbury and Wettstein

Absent: Councillor Farrelly

Staff Present: Mr. H. Loewig, Interim Chief Administrative Officer; Mr. M. Amorosi, Director of Human Resources; Mr. G. Hunt, Manager, Employee/Employer Relations, Assistant Director of Human Resources

**DECLARATIONS UNDER MUNICIPAL CONFLICT OF INTEREST ACT**

There were no declarations of pecuniary interest.

Staff provided the Committee with information.

The meeting adjourned at 7:45 o'clock p.m.

.....  
Mayor

.....  
Acting Clerk

**REPORT OF THE COMMUNITY DEVELOPMENT AND ENVIRONMENTAL  
SERVICES COMMITTEE**

July 16, 2007

Her Worship the Mayor and  
Councillors of the City of Guelph.

Your Community Development and Environmental Services Committee beg leave to present their NINTH REPORT as recommended at its meeting of July 6, 2007.

- CLAUSE 1. THAT an exemption from Schedule A of Noise Control By-law (2000)-16366, as amended, to permit noise from the various activities associated with the New Student Orientation Week, including the amplification of music and speech and crowd noise between the hours of 11:00 p.m. to 12:00 a.m. from September 2<sup>nd</sup> to September 7<sup>th</sup>, 2007, be approved.
- CLAUSE 2. THAT an exemption from Schedule A of Noise Control By-law (2000)-16366, as amended, to permit noise from the operation of forklifts and the dumping of materials into waste bins in association with the redevelopment of Stone Road Mall, 435 Stone Road West, from July 7, 2007 to February 28, 2008 between the hours of 9 p.m. until 7:00 a.m. be refused.
- CLAUSE 3. THAT the request for a variance from the Sign By-law for 151 Stone Road West, to permit two building signs to have a sign face of 15 square metres each, in lieu of the Sign By-law's maximum 10 square metres when facing an adjacent property be approved.
- CLAUSE 4. THAT the work plan for the expansion of the Municipal Register of Cultural Heritage Properties, under the Ontario Heritage Act, be received and the process endorsed as presented in Community Development & Environmental Services Committee Report No. 07-64.
- CLAUSE 5. THAT the request for variances from the Sign By-law for 468-486 Woodlawn Road East, to permit two freestanding signs to have a separation distance of 85 metres apart in lieu of the required 120 metres and to permit a menu board sign be situated 1.5 metres from the nearest public road allowance, in lieu of the Sign By-law's required 9 metres, be approved.
- CLAUSE 6. THAT Report #07-61 from Community Design and Development Services regarding an update on the 2007 Development Priorities Plan be received;

AND THAT City Council direct staff to use the revised Draft Plan Approval Activity 2007 schedule outlined in Community Design and Development Services Report #07-61 to determine which applications will be considered for draft plan approval in 2007;

Report of the Community Development & Environmental Services Committee

AND THAT City Council endorses the revised objectives for the Development Priorities Plan as outlined in Community Design and Development Services Report 07-61 to guide the preparation of the 2008 DPP;

AND THAT the 2008 Development Priorities Plan include transitional targets to meet the targets in Places to Grow.

CLAUSE 7. THAT the report of the Director of Environmental Services dated July 6, 2007 entitled Review of Organic Waste Processing Technologies – Update be received for information;

AND THAT the formation of a Public Steering Committee for the selection of organic waste processing technologies, be approved as follows:

<b>Community Sector</b>	<b>Suggested Organization</b>	<b># Representatives</b>
Business/Industry	Chamber of Commerce	1
Academia	University of Guelph	1
Utilities	Guelph Hydro	1
Environment	Green Plan Steering Committee	1
Community at Large	Ward 1	1
	Other	1
City Council Representation	Guelph City Council	1

AND THAT the City Clerk be directed to advertise for the Community at Large representatives with the applications to brought back to the Community Design & Environmental Services Committee.

All of which is respectfully submitted.

Councillor Lise Burcher, Chair  
Community Development & Environmental Services Committee



# City of Guelph

Report: 07-57

## COMMUNITY DESIGN AND DEVELOPMENT SERVICES

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**TO:** COMMUNITY DEVELOPMENT AND ENVIRONMENTAL  
SERVICES COMMITTEE

**DATE:** JULY 6, 2007

**SUBJECT:** Noise Control By-law Exemption Request for the New Student  
Orientation Week at the University of Guelph

### RECOMMENDATION:

**"THAT an exemption from Schedule A of Noise Control By-law (2000)-16366, as amended, to permit noise from the various activities associated with the New Student Orientation Week including the amplification of music and speech and crowd noise between the hours of 11:00 p.m. to 12:00 a.m. from September 2nd to September 7th, 2007, be approved."**

### BACKGROUND:

The University of Guelph will be holding the annual New Student Orientation Week throughout various areas on the campus on their property. The University of Guelph received approval of the same Noise Exemption requests in 2005 and 2006.

### REPORT:

Orientation week is designed to introduce new students to the social, academic and cultural environment at the University of Guelph. There are over three hundred events planned throughout the week.

Orientation Week is an important tradition at the University of Guelph. It is their chance to introduce new students to the services, resources, and people at the University. Events organized range from music festivals to Ultimate Frisbee games, walks in the Arboretum to food fairs, a Guinness World Record Challenge, meet and greets, mock lectures and a Pep Rally.

The exemption to the Noise Control By-law (2000)-16366 is for one additional hour from 11:00 p.m. to 12:00 a.m., generally for crowd noise and amplified music. The exemption has been requested for the circumstance that some of the events may run past the 11:00 p.m. time restriction.

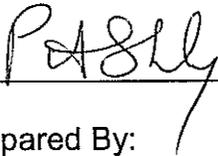
Since the University of Guelph is located in an "other" area as defined in Schedule B of Noise Control By-law (2000)-16366, as amended, the noise associated with amplified music or speech and crowd noise is prohibited from 11:00 p.m. to 7:00 a.m. Monday to Friday and from 11:00 p.m. to 9:00 a.m. on Saturday and Sundays.

If approved by this Committee, public notice of this noise exemption request will be advertised in the Guelph Tribune on July 13th, 2007 (see Schedule "A").

The applicant has been advised of our recommendation and of the date, time and location of this meeting.

### **ATTACHMENTS:**

Schedule "A"- Public Notice



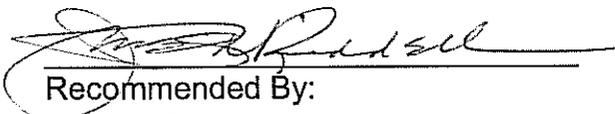
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Prepared By:  
Pat Sheehy  
Zoning Inspector  
837-5615 ext. 2388  
patrick.sheehy@guelph.ca



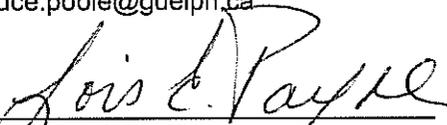
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Recommended By:  
Bruce A. Poole  
Chief Building Official  
837-5615 ext. 2375  
bruce.poole@guelph.ca



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Recommended By:  
James N. Riddell  
Director of Planning and Development Services  
837-5616 ext. 2361  
jim.riddell@guelph.ca



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Approved for Presentation:  
Member, Transitional Executive  
Team

## SCHEDULE "A"

# PUBLIC NOTICE

## Noise Control By-law Exemption

Notice is hereby given that an application is being made to Guelph City Council for an exemption to the City of Guelph Noise Control By-law (2000)-16366, as amended which prohibits amplified sound and crowd noise between the hours of 11:00 p.m. to 9:00 a.m. The applicant, the University of Guelph, 50 Stone Road East, Guelph, is requesting an exemption as follows:

**"An exemption to permit noise from the various activities associated with the annual Frosh Week activities, including the amplification of music, speech and crowd noise between the hours of 11:00 p.m. to 12:00 a.m. for the period of September 2 to September 7, 2007."**

The University of Guelph will be holding their annual New Student Orientation Week throughout various areas on the campus on their property. Orientation week is designed to introduce new students to the social, academic and cultural environment at the University of Guelph. There are over three hundred events planned throughout the week.

Orientation Week is an important tradition at the University of Guelph. It is their chance to introduce new student to the services, resources, and people at the University. The exemption to the Noise Control By-law (2000)-16366 is for one additional hour from 11:00 p.m. to 12:00 a.m., generally for crowd noise and amplified music. The exemption has been requested for the circumstance that some of the events may run past the 11:00 p.m. time restriction.

The application will be presented to Guelph City Council on July 16, 2007 in the Council Chambers, City Hall, 59 Carden Street, Guelph at 7:00 p.m. You are invited to attend this public meeting if you are interested in more details on the application or if you have any comments to offer which may aid City Council in making a decision on this matter.

If you wish to speak to Council on the application, you are encouraged to contact Lois Giles, City Clerk, City Hall, 837-5603, no later than July 16, 2007. If you are unable to attend the Council meeting and wish to comment, please feel free to send your comments to Lois Giles, City Clerk, in written form, no later than July 16, 2007.

Further information regarding this noise exemption request, including a copy of the Staff Report and recommendation, is available to you by visiting City Hall, 59 Carden Street or contacting Patrick Sheehy, Zoning Inspector or Bruce Poole, Chief Building Official, Community Design and Development Services at (519) 837-5615.



# City of Guelph

Report: 07-59

## COMMUNITY DESIGN AND DEVELOPMENT SERVICES

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**TO:** COMMUNITY DEVELOPMENT AND ENVIRONMENTAL  
SERVICES COMMITTEE

**DATE:** JULY 6, 2007

**SUBJECT:** Noise Control By-law Exemption Request for 435 Stone Road  
West, Stone Road Mall.

### RECOMMENDATION:

**“THAT an exemption from Schedule A of Noise Control By-law (2000)-16366, as amended, to permit noise from the operation of forklifts and the dumping of materials into waste bins in association with the redevelopment of the mall from July 7, 2007 to February 28, 2008 between the hours of 9 p.m. until 7:00 a.m., be refused.”**

### BACKGROUND:

Aecon Buildings is the construction company presently redeveloping the interior of Stone Road Mall at 435 Stone Road West (see Schedule A- Location Map). Due to the business operation of the mall during the day, construction and demolition must occur overnight. Aecon Buildings have advised staff that the anticipated noise would be from the operation of forklifts that would be dumping refuse materials into waste bins located at the exterior of the mall as shown on Schedule B- Site Map.

### REPORT:

Currently, Aecon is dumping all demolition waste materials in the South-West front parking area of the Mall. When new construction begins, Aecon is seeking approval to be able to dump waste material in the North-East side of the building (between the parking structure and the loading area for Sears) with noise being kept to a minimum. All work is to take place nightly from 9 p.m. – 7 a.m. Sunday to Friday.

Since Stone Road Mall is located in a "residential" area as defined in Schedule B of Noise Control By-law (2000)-16366, as amended, the operation of construction equipment is regulated. The noise associated with the operation of construction equipment is prohibited between 7:00 p.m. to 7:00 a.m. (9:00 a.m. on Saturdays) and at all times on Sundays and holidays).

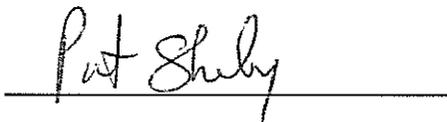
Members of Building Services staff met with a representative from Aecon Buildings on May 15, 2007 regarding the variance request. Staff advised that "blanket" exemptions are not recommended for approval as usual staff policy. Additionally, the rear of the mall faces a residential area in which the requested noise would impact residents. Staff advised that Aecon should in conjunction with the mall, work within Noise By-law parameters. Aecon was encouraged to utilize the area presently used at the front of the mall in order to lessen the impact on area residents. The previous comments provide the reasoning for staff recommending refusal of this application.

If approved by this Committee, then public notice of this noise exemption request will be advertised in the Guelph Tribune on July 13, 2007 (see Schedule "A").

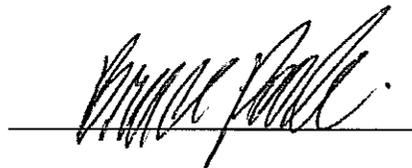
The applicant has been advised of our recommendation and of the date, time and location of this meeting.

#### ATTACHMENTS:

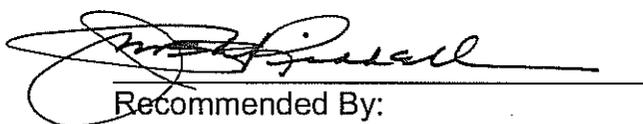
Schedule "A"- Location Map  
Schedule "B"- Site Map  
Schedule "C"- Public Notice



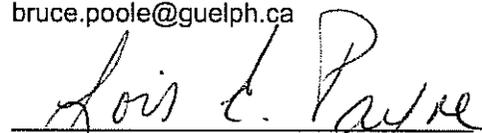
Prepared By:  
Pat Sheehy  
Zoning Inspector  
837-5615 ext. 2388  
patrick.sheehy@guelph.ca



Recommended By:  
Bruce A. Poole  
Chief Building Official  
837-5615 ext. 2375  
bruce.poole@guelph.ca

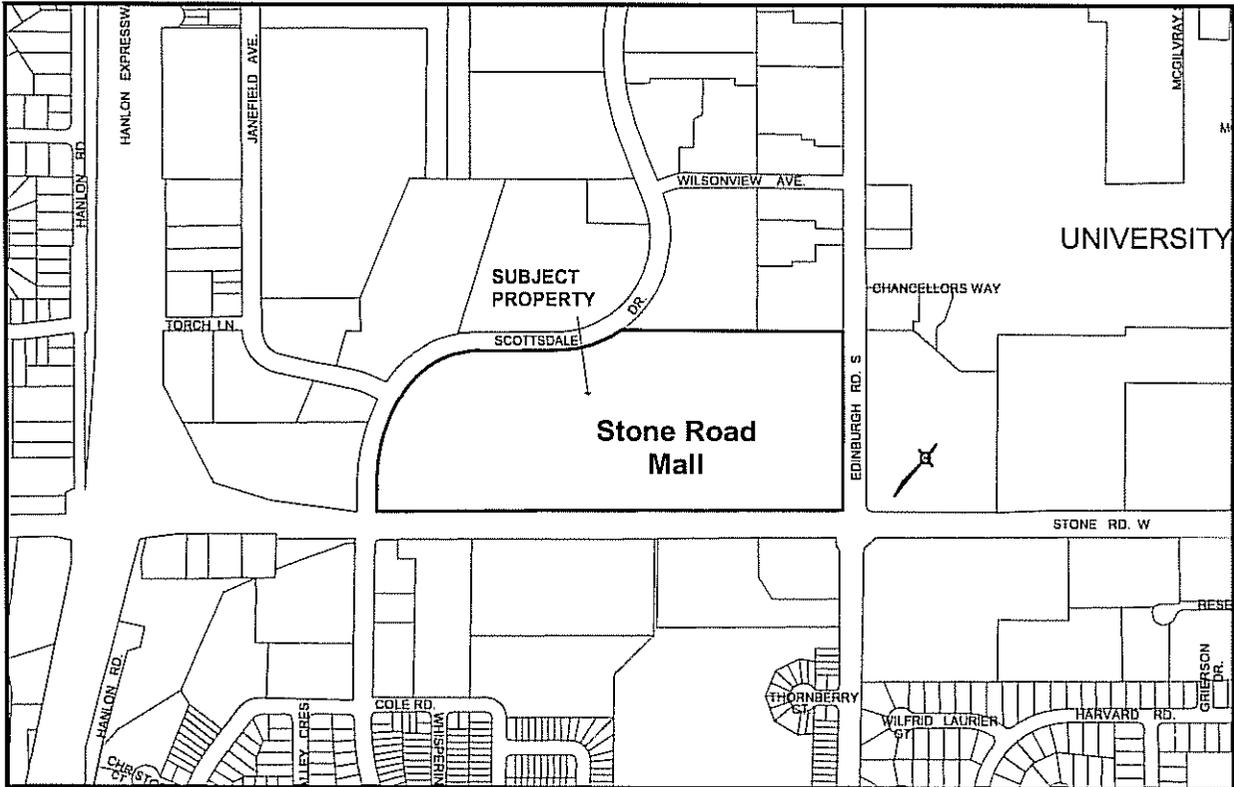


Recommended By:  
James N. Riddell  
Director of Planning and Development Services  
837-5616 ext. 2361  
jim.riddell@guelph.ca

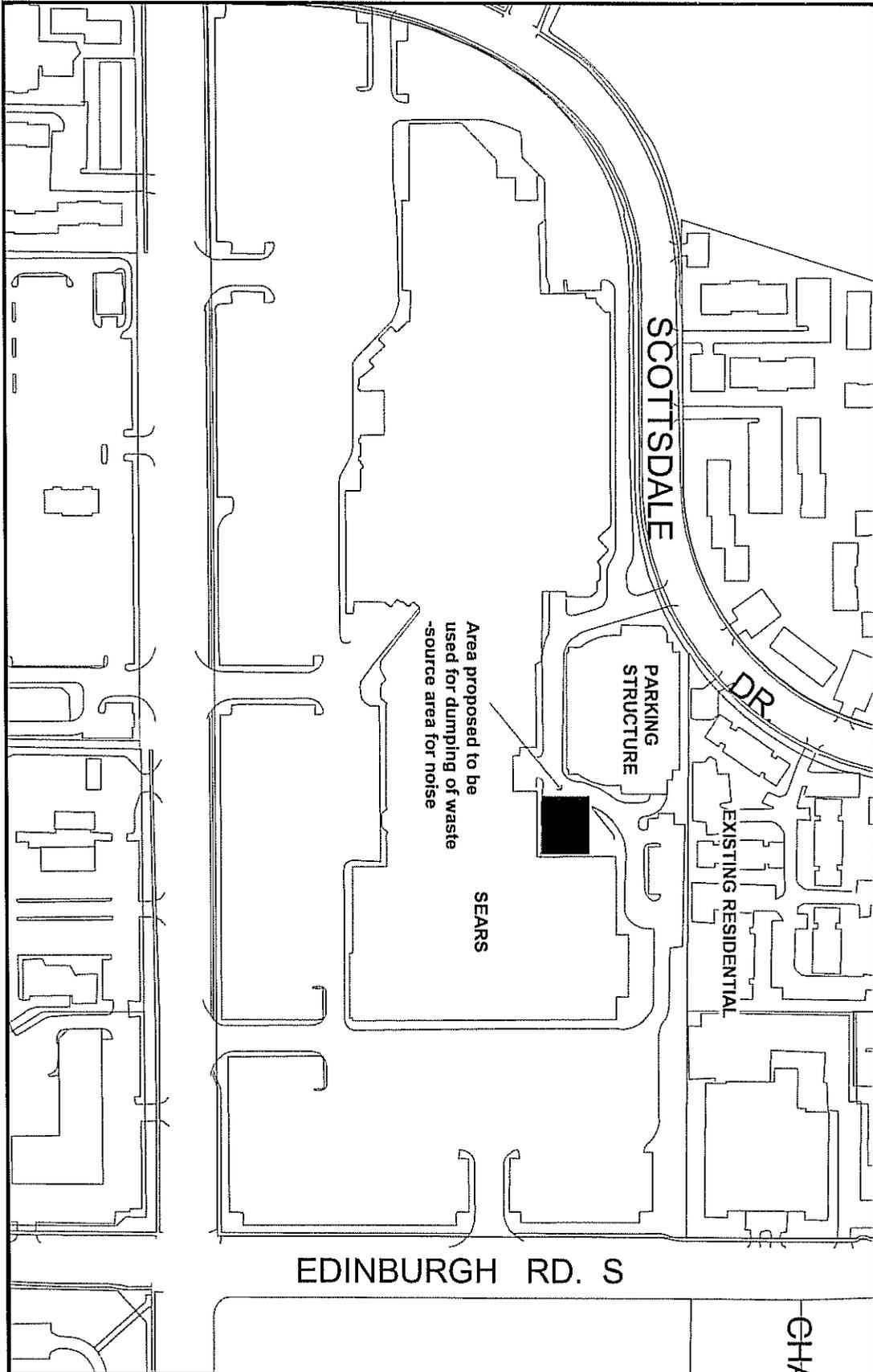


Approved for Presentation:  
Member, Transitional Executive  
Team

# SCHEDULE "A" LOCATION MAP



**SCHEDULE "B"  
SITE MAP**



## SCHEDULE "C"

# PUBLIC NOTICE

## Noise Control By-law Exemption

Notice is hereby given that an application is being made to Guelph City Council for an exemption to the City of Guelph Noise Control By-law (2000)-16366, as amended which prohibits noise from construction equipment from 7:00 p.m. to 7:00 a.m. The applicant, Aecon Buildings, 435 Stone Road West, Guelph, is requesting an exemption as follows:

**"An exemption from Schedule A of Noise Control By-law (2000)-16366, as amended, to permit noise from the operation of forklifts and the dumping of materials into waste bins in association with the redevelopment of the mall from July 7, 2007 to February 28, 2008 between the hours of 9 p.m. until 7:00 a.m."**

Aecon Buildings is the construction company presently redeveloping the interior of Stone Road Mall at 435 Stone Road West. Due to the business operation of the mall during the day, construction and demolition must occur overnight. Aecon Buildings have advised staff that the anticipated noise would be from the operation of forklifts that would be dumping refuse materials into waste bins located at the exterior of the mall between the parking structure and the loading area for Sears.

Since Stone Road Mall is located in a "residential" area as defined in Schedule B of Noise Control By-law (2000)-16366, as amended, the operation of construction equipment is regulated. The noise associated with the operation of construction equipment is prohibited between 7:00 p.m. to 7:00 a.m. (9:00 a.m. on Saturdays) and at all times on Sundays and holidays).

The application will be presented to Guelph City Council on July 16, 2007 in the Council Chambers, City Hall, 59 Carden Street, Guelph at 7:00 p.m. You are invited to attend this public meeting if you are interested in more details on the application or if you have any comments to offer which may aid City Council in making a decision on this matter.

If you wish to speak to Council on the application, you are encouraged to contact Joyce Sweeney, Council Committee Co-ordinator, City Hall, 837-5603, no later than June 18, 2007. If you are unable to attend the Council meeting and wish to comment, please feel free to send your comments to Joyce Sweeney, Council Committee Co-ordinator, in written form, no later than June 18, 2007.

Further information regarding this noise exemption request, including a copy of the Staff Report and recommendation, is available to you by visiting City Hall, 59 Carden Street or contacting Patrick Sheehy, Zoning Inspector or Bruce Poole, Chief Building Official, Community Design and Development Services at (519) 837-5615.



# City of Guelph

Report: 07-42

## COMMUNITY DESIGN AND DEVELOPMENT SERVICES

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**TO:** COMMUNITY DEVELOPMENT AND ENVIRONMENTAL  
SERVICES COMMITTEE

**DATE:** JULY 6, 2007

**SUBJECT:** SIGN BY-LAW VARIANCES FOR FUTURE SHOP AT 151 STONE  
ROAD WEST

### RECOMMENDATION:

"THAT, the request for a variance from the Sign By-law for 151 Stone Road West, to permit two building signs to have a sign face of 15 square metres each, in lieu of the Sign By-law's maximum 10 square metres when facing an adjacent property, be approved.

### BACKGROUND:

The property at 151 Stone Road West will be occupied by a stand alone Future Shop retail business. Site Plan approval was granted on April 2, 2007. Future Shop has received approval of sign permits for building signs. Approval was not granted for two signs on the east and west elevations that exceeded the maximum permitted size for properties facing adjacent lots (See Schedule A-Sign Locations). Subsequently, Future Shop requested a variance to permit the two building signs. Previously, the signs were proposed to be 23 square metres each. Comments from City staff encouraged the reduction to 15 square metres and the plans were revised accordingly.

### REPORT:

Future Shop is located in a commercial development on Stone Road West (see Schedule A-Location Map). Two proposed building signs will face Chancellors Way on the east side and the existing Zellers store and vacant University of Guelph lands on the west side. The two signs are proposed to exceed the maximum permitted size in the Sign By-law No. (1996)-15245. When facing an adjacent property, 10% of the building face to a maximum of 10 m<sup>2</sup> is permitted.

The two proposed Future Shop signs are 15 m<sup>2</sup> each; however they comprise only 4.5 % of the building face. The elevations of the east and west building faces are provided on Schedule B- Elevations.

The applicant has requested the variances to be approved with the following rationale:

- a) The signs do not dominate the building face
- b) The signs do not face directly onto public road allowances

The variance request is as follows:

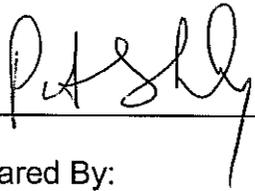
<b>Building Sign</b> (CC-16 Community Commercial zone)	<b>By-law Requirement</b>	<b>Request</b>
Building Sign  Maximum Size of Sign Face permitted per place	10% of building face to a maximum of 10m <sup>2</sup> when facing an adjacent property	<b>15 square metres each sign</b>

The requested Sign By-law variances for the increase of 15 m<sup>2</sup> are recommended for approval for the following reasons:

- Future Shop is located in a commercial node in such a location that the signs will not be intrusive to the traveling public
- Each sign does not dominate the building face comprising only 4.5% of the total area
- The intent of the Sign By-law is being maintained with respect to sign face size when calculating percentage.

**ATTACHMENTS:**

- Schedule A- Location Map/Proposed Sign Locations
- Schedule B- Elevations



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Prepared By:  
Pat Sheehy  
Zoning Inspector  
837-5615 ext. 2388  
patrick.sheehy@guelph.ca



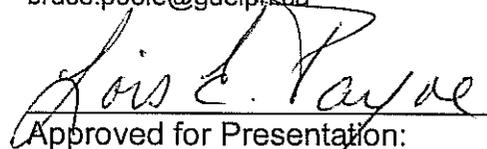
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Recommended By:  
James N. Riddell  
Director of Planning and Development Services  
837-5616 ext. 2361  
jim.riddell@guelph.ca



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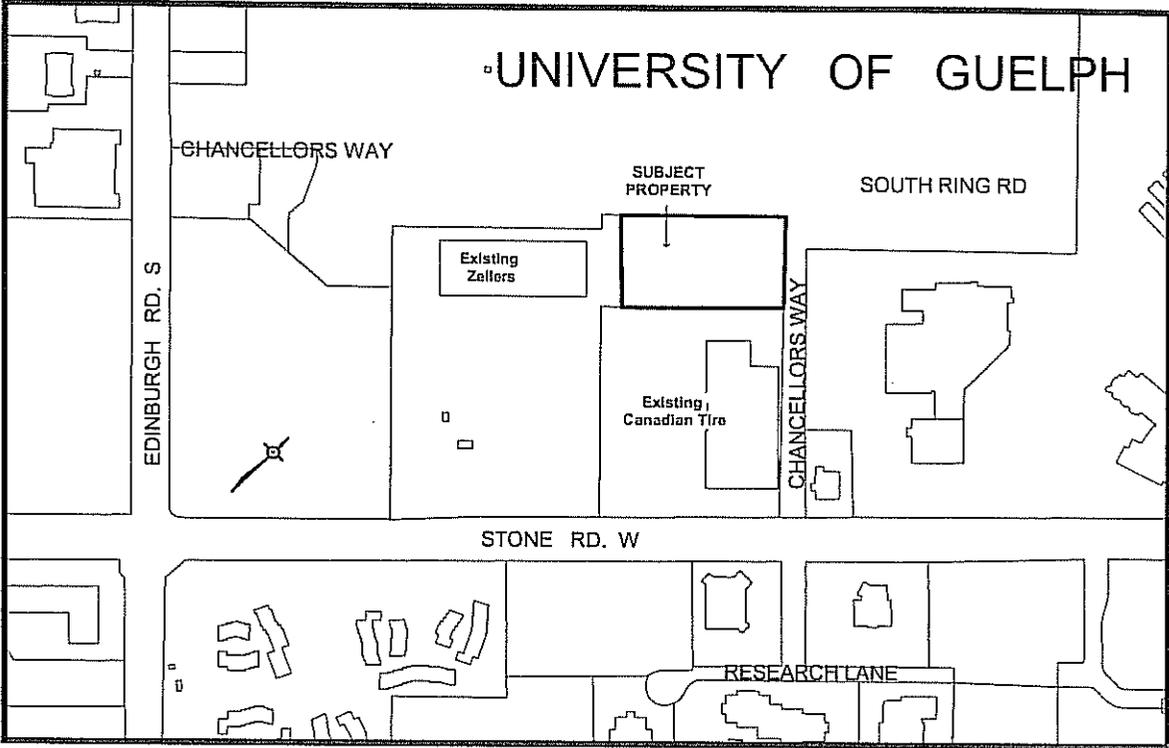
Recommended By:  
Bruce A. Poole  
Chief Building Official  
837-5615 ext. 2375  
bruce.poole@guelph.ca



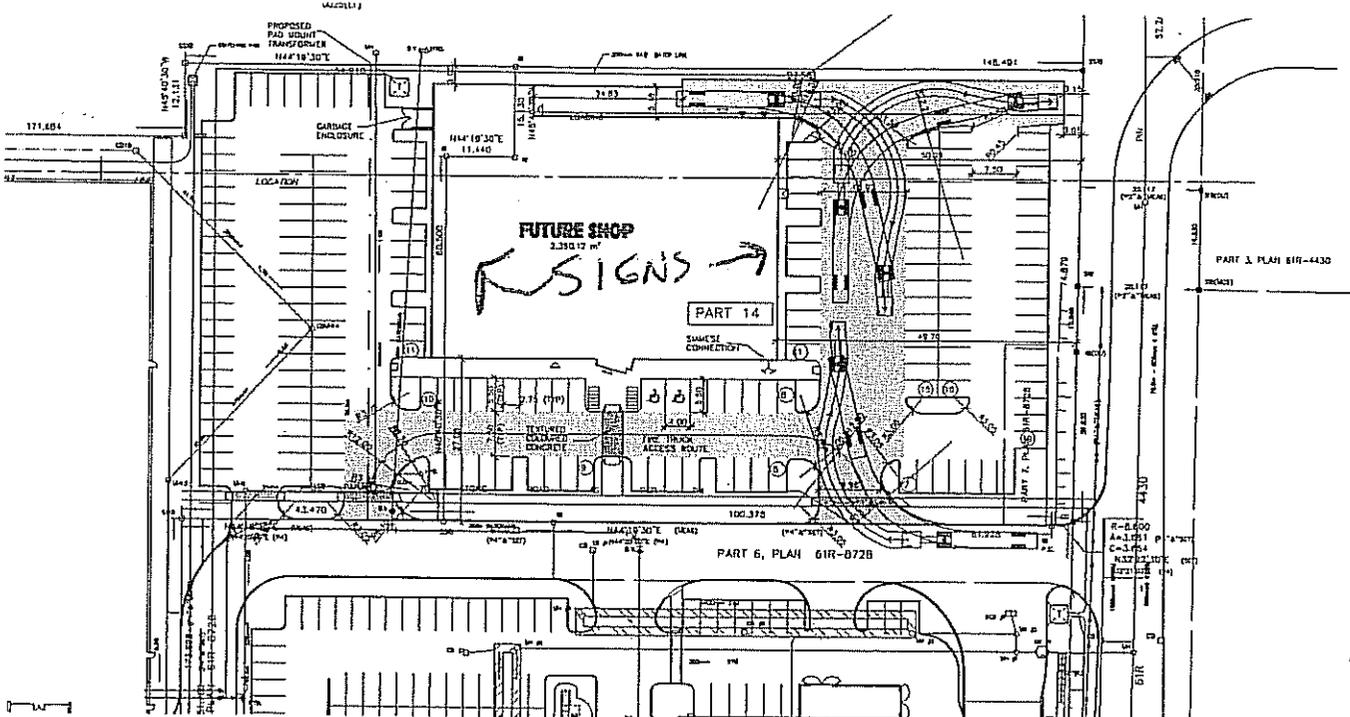
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Approved for Presentation:  
Member, Transitional Executive  
Team

# SCHEDULE A LOCATION MAP



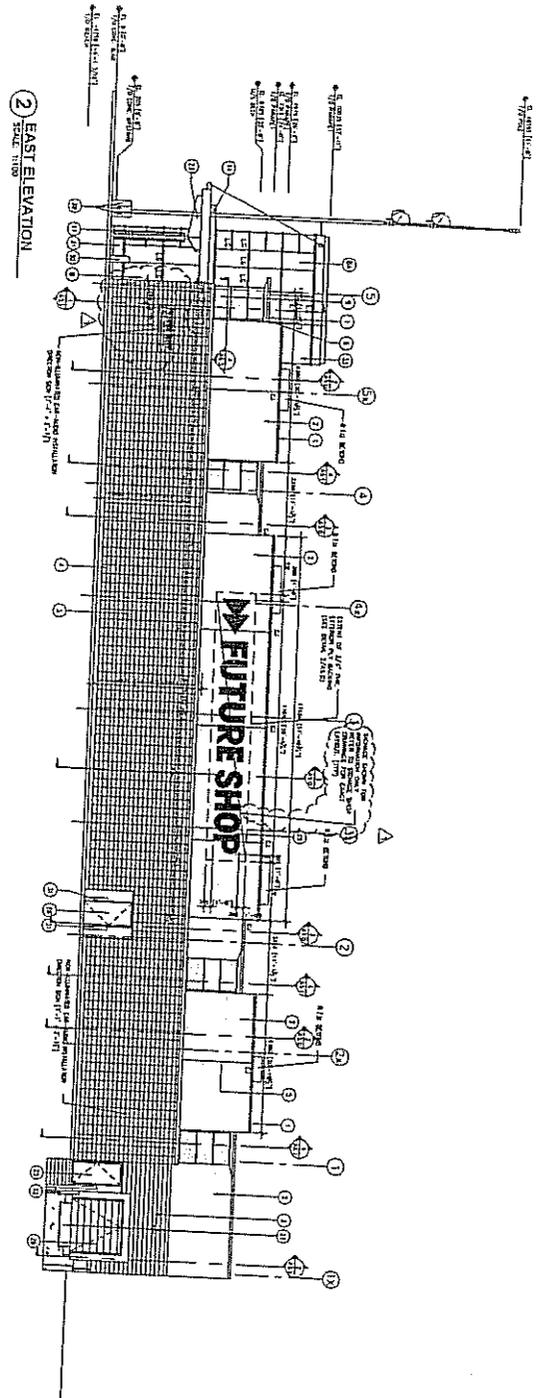
# SIGN LOCATIONS



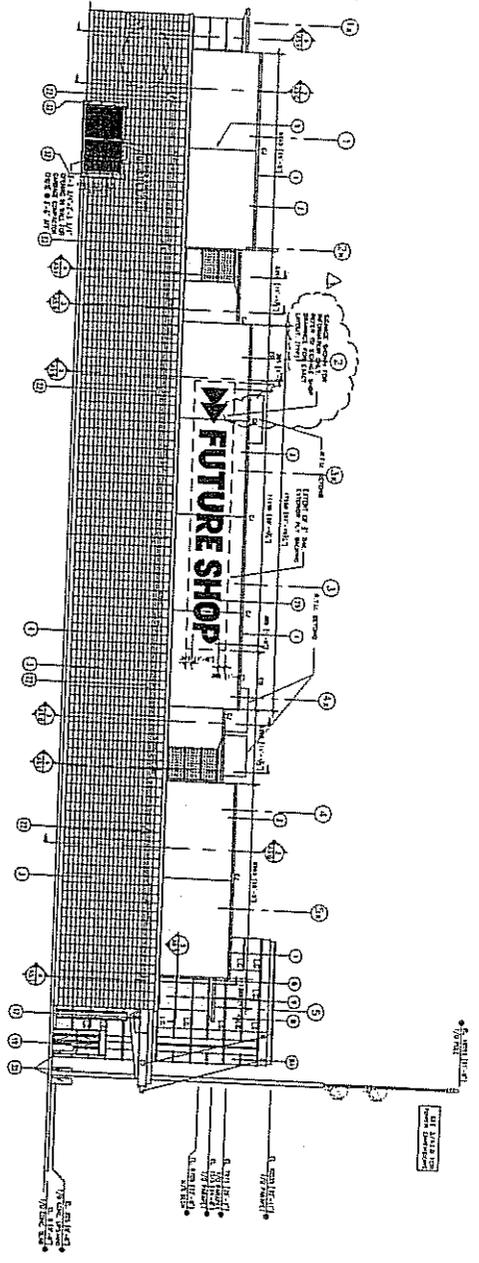
2 ENLARGED SITE PLAN  
SCALE: 1:500

*A Great Place to Call Home*

# SCHEDULE B ELEVATIONS



2 EAST ELEVATION  
SCALE: 1/16\"/>



2 WEST ELEVATION  
SCALE: 1/16\"/>

*A Great Place to Call Home*



# City of Guelph

Report:

## COMMUNITY DESIGN & DEVELOPMENT SERVICES (Report 07-64)

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**TO:** Community Development & Environmental Services Committee

**DATE:** July 6, 2007

**SUBJECT: EXPANSION OF THE MUNICIPAL REGISTER OF CULTURAL  
HERITAGE PROPERTIES WORK PLAN**

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### RECOMMENDATION:

**THAT the work plan for the expansion of the Municipal Register of Cultural Heritage Properties, under the Ontario Heritage Act, be received and the process endorsed as presented in Community Development & Environmental Services Committee Report No. 07-64.**

### BACKGROUND:

The Ontario Heritage Act allows municipalities to include properties of cultural heritage value that have not been designated on a Municipal Register. The Municipal Register is the official listing of cultural heritage properties identified as being important to the community. The Register includes all properties designated under Part IV (individual designation) and Part V (district designation) of the Ontario Heritage Act. The inclusion of non-designated properties is optional.

Amendments made to the Ontario Heritage Act in June 2006 provide interim protection from demolition for non-designated properties included on the Municipal Register. Owners of listed properties must provide the municipality with at least 60 days notice of their intention to demolish or remove a structure on the property. This allows sufficient time for a municipality to decide if it intends to formally designate a property under the Ontario Heritage Act which would provide greater protection including prohibiting the demolition of any structures of cultural heritage significance. This additional protection is essential in light of the accelerated building permit review timeframes established through changes to the Ontario Building Code Act in January 2006. This legislative change provides the statutory authority basis for current City practices. The Register would provide protection to all types of cultural heritage properties, not just residential properties which are currently protected by the City's demolition control by-law.

## REPORT:

### City of Guelph Register and Heritage Inventory:

Currently the City of Guelph has 81 properties/structures designated under Part IV of the Ontario Heritage Act included on its Municipal Register. There is potential for roughly 2,900 additional properties to be included on the Register which are currently on the City of Guelph Heritage Inventory but not yet designated. The City of Guelph Heritage Inventory consists of two lists; the Couling Inventory and the Burcher/Stokes Inventory. The Couling Inventory was developed in the 1970's with a focus on age and stone architecture. Essentially, any building/structure constructed prior to 1927 (Guelph's Centennial) was included on the inventory. During the 1990's a second inventory was completed, over a ten year timeframe, to update the Couling Inventory, in part to include properties located within areas annexed to the City. The Burcher/Stokes inventory looked at every building/structure within the City's current boundaries with a focus on architectural and historical merit. Since the two inventories used different criteria, different results were generated. Some properties included in the Couling Inventory are absent from the Burcher/Stokes Inventory and visa-versa. As a result there are approximately 3,000 properties on the combined inventory list.

The City's Official Plan defines a *Built Heritage Resource* as follows:

***Built Heritage Resource*** means a building, structure, landscape, monument, installation (or a group of them) or visible remains, which meets the designation criteria adopted by the Guelph Local Architectural Conservation Advisory Committee (LACAC) and which is included in the City of Guelph Inventory of Heritage Structures as it is completed and as it may be amended. All buildings, structures, landscapes, monuments, installations or visible remains constructed prior to 1930, but not limited to those constructed prior to 1930, shall be considered to be built heritage resources until considered otherwise by the Guelph LACAC.

### Current Practices:

Currently the combined Heritage Inventory is used by the City as a source of potential designations and is a consideration in the development approval process. The inventory is included in the City's property tracking system, AMANDA, which serves as a flag for any development applications or queries made on a property. Essentially, owners become aware of their inclusion on the inventory when they want to do something with their property. The inventory has not been part of a comprehensive public consultation process nor has it been approved by City Council. Management of the inventory has been left up to Heritage Guelph members and City staff. In addition, there has been no assessment or weighting of properties on the inventory to guide the priority of future designations, however, this is contemplated in the future. Designations have largely occurred in response to owner requests and/or due to threatened status.

## **Statutory Requirements to Add Non-designated Properties to the Municipal Register:**

Under the Ontario Heritage Act, Municipal Council approval is required to add properties of cultural heritage value that have not been designated to the Municipal Register. In addition Council must consult with its Municipal Heritage Committee before a non-designated property is added or removed from the Register.

The only information that needs to be included in the Register is a unique identifier such as a property's street address. However, a brief rationale would be helpful explaining the property's cultural heritage value. Public notification is not required but is recommended so that property owners become aware of the Register and understand the implications of listing a non-designated property. Register contents for designated properties include a legal description, owner name and address, and a statement of cultural heritage value or interest and description of heritage attributes.

## **Recommended Workplan:**

It is recommended that the Municipal Heritage Register be expanded to include non-designated properties through a three phase process outlined in Schedule 1.

The first stage would involve incorporating the Burcher/Stokes Inventory into the Register once a quick verification process is completed to ensure consistency with current designation criteria prescribed by the revised Ontario Heritage Act, etc. This verification would be a sampling exercise and not an intensive review of every property. The Burcher/Stokes Inventory includes approximately 1,900 entries. These properties have already been inputted into the AMANDA system. This work would be completed by a consultant with the assistance of an Advisory Committee comprised of members of Heritage Guelph and staff. It is anticipated that this phase would be completed in 2007.

A communications process will be developed to inform individual property owners of their inclusion on the Inventory and the intent to incorporate the properties on the Municipal Heritage Register before the matter is brought before Council. This notification would involve public information meetings, information brochures/bulletins, web postings, and individual correspondence to property owners. Key communication materials such as fact sheets on the designation process and the purpose of a Register need to be established prior to contacting individual property owners to help dispel some myths and inform people of the implications of a Register listing and property designation. A well informed public during the first phase will help immensely with subsequent phases that require further research.

The second phase in 2007/2008 would involve defining how properties on the Registry should be weighted or ranked in importance. This stage is not necessary to gain the 60 day demolition protection, however it would help in the consideration of individual and district designation priorities. At the very least it would be helpful to determine priority characteristics that would assist in determining the relative importance of a heritage

resource and may assist in developing effective heritage retention and restoration incentive programs. For example the character defining elements unique to the City of Guelph could be used, i.e. within original planned town boundaries, limestone construction, agricultural use, tie to Canadian Heritage River, etc.

A third phase would involve the analysis of the Couling Inventory properties for inclusion on the Register that are not on the Burcher/Stokes Inventory using the weighting methodology developed in phase II. This assessment would be completed for each individual property. This phase would also include consideration of non-inventoried properties that could warrant inclusion, such as cultural heritage landscapes that were not recognized under the legislative framework in place when the two inventories were compiled. This phase will also involve the development of communication and notification materials as outlined in phase I.

This initiative has been identified by Heritage Guelph as the top priority project for 2007 and the Committee endorsed the draft workplan for the Register at its May 28, 2007 meeting. The proposed phased approach creates a quick register of non-designated properties that have been subject to a recent evaluation. The Registry will provide additional protection to these sites, i.e. 60 day notice provision for demolition requests. The first phase would recognize the most recent heritage inventory compiled by Burcher/Stokes and would help "test" the new provisions of the Ontario Heritage Act. The second phase helps to determine the relative importance of properties and assist in the prioritization of new registry entries and designations. Phase III helps assess gaps in the Registry and determine new additions including Couling Inventory sites and other properties, such as cultural heritage landscapes, now recognized under the legislation. Establishment of a formal Register through Council approval will also signal a stronger level of commitment to heritage protection than currently exists. In the interim the Municipal Heritage Committee, Heritage Guelph, could establish criteria within its business practices to prioritize inventory sites to research and ultimately consider for designation. Heritage Guelph will be involved in all phases of the project.

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

The Municipal Register of Cultural Properties is integral to achieving the City's strategic goals of providing support for natural, cultural and architectural heritage. In directly the Register will also influence the goal of managing growth in a balanced and sustainable manner.

#### **FINANCIAL IMPLICATIONS:**

The City has included \$6,500 in the Tax Supported Capital Budget for professional consulting fees involving heritage projects.

**DEPARTMENTAL CONSULTATION:**

The Municipal Register Expansion Project will involve a number of City Departments including Corporate Services, and Community Design and Development Services. An advisory committee will be established to help guide the process and use the expertise and experience of staff from various departments.

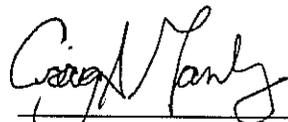
**COMMUNICATIONS:**

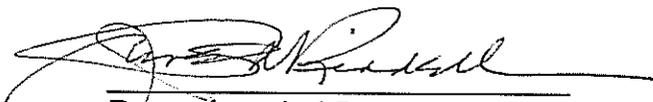
A communications plan consisting of public information meetings, information brochures/bulletins, web postings, and individual correspondence to property owners will be implemented to solicit feedback from individual property owners and keep them informed of the process.

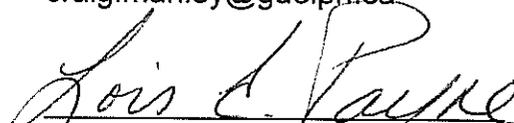
**ATTACHMENTS:**

Schedule 1 – Municipal Register of Cultural Heritage Properties  
Inclusion of Non-designated Properties Work Plan

  
Prepared By:  
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Recommended By:  
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Director of Community Design and  
Development Services  
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[jim.riddell@guelph.ca](mailto:jim.riddell@guelph.ca)

  
Approved for Presentation:  
On behalf of the Transitional  
Executive Team

**Schedule 1  
Municipal Register of Cultural Heritage Properties  
Inclusion of Non-designated Properties  
Work Plan**

<b>INITIAL WORK</b>		
<b>Item</b>	<b>Details</b>	<b>Timing</b>
CDES Report on Municipal Heritage Register	Work plan for Register	July 6, 2007
⇒ <i>Determine if work should advance to Phase I</i>		
Establish Advisory Committee	Committee to include: - Heritage Guelph Members - Corporate Communications Rep - City Clerk Rep	July
Hire Consultant	Develop RFP and send out	July
Develop Key Communication Materials	Web Site, FAQ Brochure, Bulletin	July – Aug.
Consider development of Interim Prioritization Standards	Formalize Heritage Guelph's business practices regarding the prioritization of heritage sites for research and ultimate designation	August
<b>PHASE I – Burcher/Stokes Inventory Assessment and Incorporation</b>		
Purpose: (1) Assess consistency with current designation criteria; (2) Suggest verification be a sampling exercise and not an intensive review of the Inventory's approximately 1,900 entries; and (3) Advise property owners and proceed with Register incorporation.		
<b>Item</b>	<b>Details</b>	<b>Timing</b>
Verify Inventory Entries	Sample sites against current designation criteria/characterization rules	July – Aug.
Hold Public Information Meeting and Individually Contact Owners	Advertise in paper and send invite and letter to individual property owners	Sept.
⇒ <i>Consult with Heritage Guelph</i>		
CDES Update Report	Report on Community Feedback and Potentially Recommend Incorporation into Municipal Register	Nov.
⇒ <i>Register List and send out Notice of Decision</i>		
⇒ <i>Determine if work should advance to Phase II</i>		

## PHASE II – Weighting of Properties

Purpose: To develop weighting characteristics to help determine the relative importance of properties and assist in the prioritization of new registry entries and designations.

Item	Details	Timing
Determine weighting characteristics	Consider Guelph defining characteristics, themes, etc.	2007-2008
Develop Key Communication Materials	Web Site, FAQ, Brochure, Letter to Property Owners	
⇒ Consult with Heritage Guelph		
Hold Public Information Meeting and Individually Contact Owners	Advertise in paper and send invite and letter to individual property owners	
CDES Update Report	Seek agreement on weighting characteristics and determine whether they should be applied to non-designated Register entries	

## PHASE III – Couling Inventory Assessment and Incorporation

Purpose: To assess consistency with current designation criteria. Each property should be examined. (approximately 1,000 entries) Also consider new entries.

Item	Details	Timing
Determine Entries to Assess	Compare Burcher/Stokes Inventory against Couling Inventory and confirm sites still exist (not demolished or modified beyond significance) Also look at new properties, e.g. cultural heritage landscapes	2009
Verify Inventory Entries	Assess sites against current designation criteria/characterization rules	
⇒ Consult with Heritage Guelph		
Hold Public Information Meeting and Individually Contact Owners	Advertise in paper and send invite and letter to individual property owners	
CDES Update Report	Report on Community Feedback and Potentially Recommend Incorporation into Municipal Register. Also present process for future inclusions.	
⇒ Register List and send out Notice of Decision		



# City of Guelph

Report: 07-58

## COMMUNITY DESIGN AND DEVELOPMENT SERVICES

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**TO:** COMMUNITY DEVELOPMENT AND ENVIRONMENTAL  
SERVICES COMMITTEE

**DATE:** JULY 6, 2007

**SUBJECT:** SIGN BY-LAW VARIANCES FOR COMMERCIAL DEVELOPMENT AT  
468-486 WOODLAWN ROAD EAST

### RECOMMENDATION:

"THAT, the request for variances from the Sign By-law for 468-486 Woodlawn Road East, to permit two freestanding signs to have a separation distance of 85 metres apart in lieu of the required 120 metres and to permit a menu board sign be situated 1.5 metres from the nearest public road allowance, in lieu of the Sign By-law's required 9 metres, be approved.

### BACKGROUND:

The property at 468-486 Woodlawn Road East is zoned CC- Community Commercial in Zoning By-law No. (1995)-14864. It is an older commercial development that is the subject of a current Site Plan Approval application (see Schedule A- Location Map). During the Site Plan Approval review process, comments from City staff encouraged the location of a drive thru for the Tim Horton's restaurant be located in the area specified on the proposed site development as illustrated in Schedule B- Proposed Site Development. During the Site Plan Approval process, comments were also made that variances would be required for the menu board sign and for two separate freestanding signs located at different entrances on two road allowances (corner lot development).

### REPORT:

The property at 468-486 Woodlawn Road East is in the final stages of approval for a Site Plan application. The applicant is proposing a freestanding sign at each entrance to the commercial development. One sign will be on Victoria Road North and the other on Woodlawn Road East. The separation distance of 120 metres cannot be met where the entrances presently exist. Additionally, through staff comments, the applicant was encouraged to place the drive thru of

the restaurant and the signage in a specified location. However, due to the proximity to the road allowance, a variance to the Sign By-law No. (1996)-15245 is required. Urban Design comments from staff encouraged the placement of the building to feature the architecture of the building at the intersection. Due to the proximity of the building to the road allowance, the sign placement therefore requires a variance. The location of the proposed menu board is mitigated by the proposed landscape treatment for the drive thru.

The applicant has requested the variances to be approved with the following rationale:

- a) The two freestanding signs are on separate road allowances and will be placed at existing approved entrances.
- b) The freestanding signs will meet all other Sign By-law regulations except the separation distance.
- c) The menu board placement was a result of staff comments regarding the placement of the building and drive thru
- d) Landscaping measures will suitably screen the menu board from the street

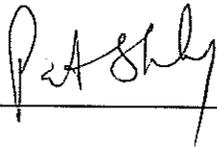
Staff has reviewed the applicant's rationale and is supportive of the variance. The requested Sign By-law variances for the separation distance of 85 metres and the menu board setback of 1.5 metres are recommended for approval.

The variance requests are as follows:

<b>Freestanding Signs</b> (CC Community Commercial zone)	<b>By-law Requirement</b>	<b>Request</b>
Freestanding Sign Minimum Separation Distance Required between Signs	120 metres for signs on the same property	<b>85 metres between two signs</b>
Freestanding Sign Menu Board-Permitted Location on Private Property	At least 9 metres away from the nearest public road allowance	<b>1.5 metres from public road allowance</b>

**ATTACHMENTS:**

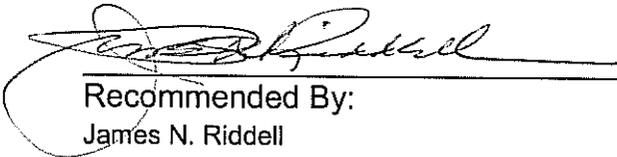
Schedule A- Location Map  
Schedule B- Proposed Site  
Development



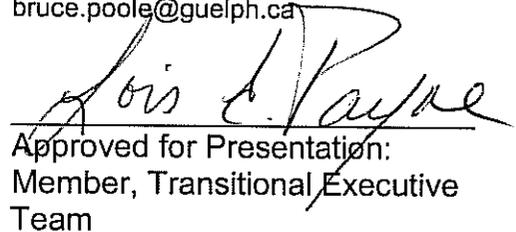
Prepared By:  
Pat Sheehy  
Zoning Inspector  
837-5615 ext. 2388  
patrick.sheehy@guelph.ca



Recommended By:  
Bruce A. Poole  
Chief Building Official  
837-5615 ext. 2375  
bruce.poole@guelph.ca

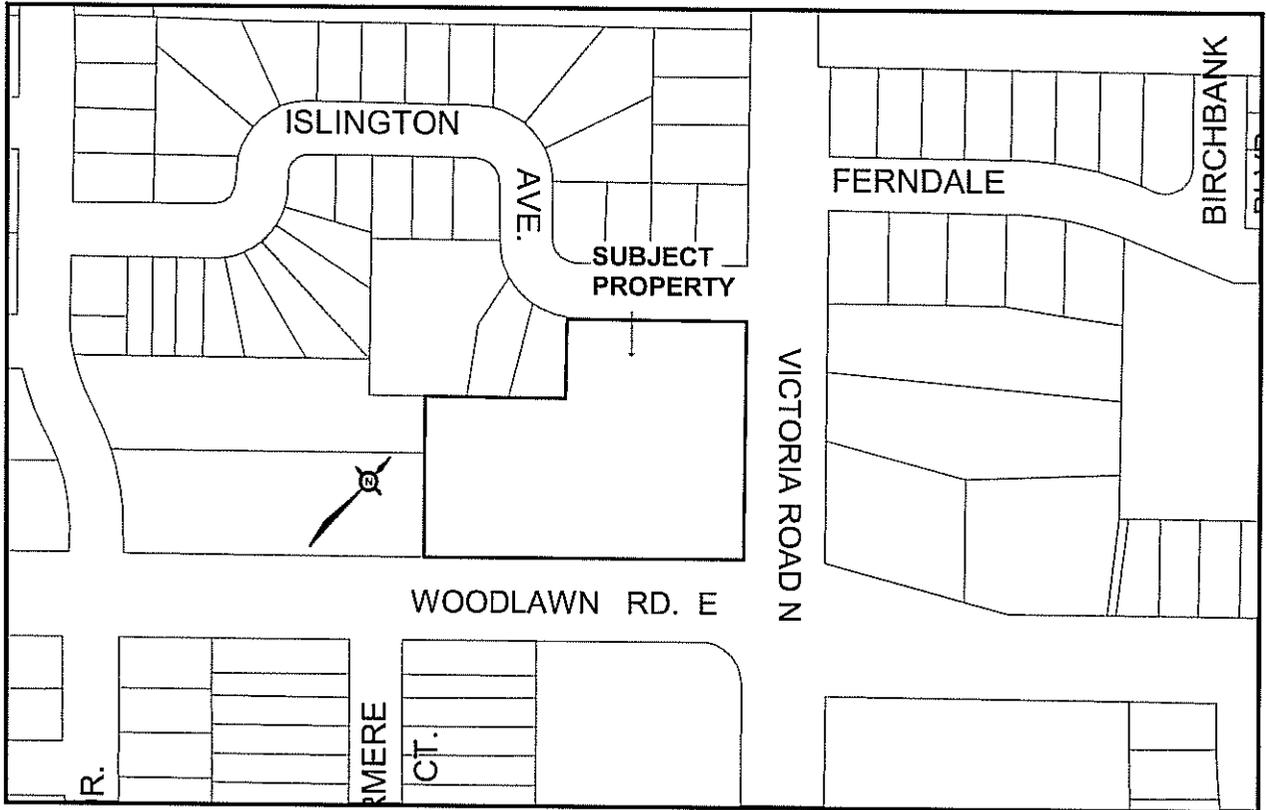


Recommended By:  
James N. Riddell  
Director of Planning and Development Services  
837-5616 ext. 2361  
jim.riddell@guelph.ca



Approved for Presentation:  
Member, Transitional Executive  
Team

**SCHEDULE A  
LOCATION MAP**







# City of Guelph

Report:  
**COMMUNITY DESIGN AND DEVELOPMENT  
SERVICES** (Report 07-61)

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**TO:** Community Development & Environmental Services Committee

**DATE:** 2007/07/06

**SUBJECT:** DEVELOPMENT PRIORITIES PLAN (DPP) - UPDATE REPORT

---

**RECOMMENDATION:**

**THAT Report 07-61 from Community Design and Development Services regarding an update on the 2007 Development Priorities Plan BE RECEIVED;**

**THAT City Council direct staff to use the revised Draft Plan Approval Activity 2007 schedule outlined in Community Design and Development Services Report 07-61 to determine which applications will be considered for draft plan approval in 2007; and**

**THAT City Council endorses the revised objectives for the Development Priorities Plan as outlined in Community Design and Development Services Report 07-61 to guide the preparation of the 2008 DPP.**

**BACKGROUND:**

This report provides an update to Council's resolution for the 2007 DPP related to:

- Reduction of units in draft plan approvals to be considered in 2007
- Revision of objectives for the Development Priorities Plan

The Council resolutions are attached in **Schedule 1**.

**REPORT:**

**Draft Plan Approvals for 2007**

Council directed staff to reduce the number of residential units proposed for draft plan approval in the 2007 DPP by 200 units for a total of approximately 675 units.

The 2007 DPP identified 7 plans that were expected to proceed to Council in 2007 for consideration of draft plan approval. Two of these plans are industrial subdivisions and do not contain any residential units. Of the five remaining plans, 2 have already received draft plan approval (23T-06501 and 23T-06502).

On May 10, 2007, the Manager of Development and Parks Planning sent a letter to the applicants of three proposed plans of subdivision to determine if there was a willingness to delay consideration of their application for draft plan approval until 2008 (see **Schedule 2**). Peter Linke, on behalf of Almondale Homes, responded that he would be willing to delay his application for 23T-04501 340 Eastview Road Phase 2 (see **Schedule 3**). This plan contains a total of 352 potential units (68 detached, 94 semi-detached, 25 townhouse units and 165 apartment units). The removal of this plan from consideration for draft plan approval in 2007 satisfies Council's resolution with respect to the reduction of draft plan approvals.

If there had not been a willingness on the part of any of the applicants to delay consideration of their application until 2008, staff would have conducted an objective review of the applications from the perspective of the Places to Grow legislation and would have recommended delay of the plan or plans that do not yet satisfy the Growth Plan for the Greater Golden Horseshoe. While staff did not have to conduct this type of review at this time, staff will conduct a full review of the plans conformity to the Growth Plan and document their findings and recommendations in a Council report as the applications come forward to Council for consideration.

The following table displays the updated list of plans to be considered for draft plan approval in 2007:

## Draft Plan Approval Activity

### Plans Anticipated to be Considered for Draft Plan Approval in 2007

	Single	Semi-Detached	Townhouses	Apartments	Total
<b>Northeast</b>					
23T-00501 Warner Custom Coating					
23T-06501 Walkover & Redline to 23T-98501*	25		64		89
<b>Total Northeast</b>	<b>25</b>	<b>0</b>	<b>64</b>	<b>0</b>	<b>89</b>
<b>Northwest</b>					
<b>Total Northwest</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>South</b>					
23T-01508 Kortright East	175	28			203
23T-02502 Westminster Woods East	89		136		225
23T-06502 974 Edinburgh Road South*	9				9
UP0608 Southgate Business Park					
<b>Total South</b>	<b>273</b>	<b>28</b>	<b>136</b>	<b>0</b>	<b>437</b>
<b>Overall Total</b>	<b>298</b>	<b>28</b>	<b>200</b>	<b>0</b>	<b>526</b>

\* received draft plan approval January/February 2007

### Revised Objectives for the 2008 DPP

Council asked that staff report back on revised objectives for the 2008 DPP. The current objectives of the DPP are attached in **Schedule 4**. The objectives are proposed to be updated to reference monitoring of the City's obligations under the Growth Plan for the Greater Golden Horseshoe, ensuring consistency with the population projections and reporting on the costs of growth and the associated financial model.

Upon completion of the Local Growth Management Study, another objective will be added to reflect how the DPP will be used to implement its objectives and recommendations. Further, references in the DPP to the City's Strategic Plan will be updated upon adoption of a new strategic plan.

The proposed revised objectives are:

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.

**ATTACHMENTS:**

Schedule 1: Council Resolutions for the 2007 DPP

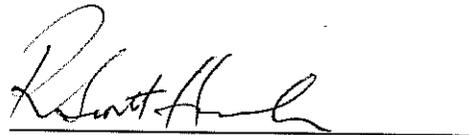
Schedule 2: Letter to Applicants re: reduction of draft plan approvals by 200 units

Schedule 3: Response from Peter Linke re: 23T-04501 340 Eastview Road Phase 2

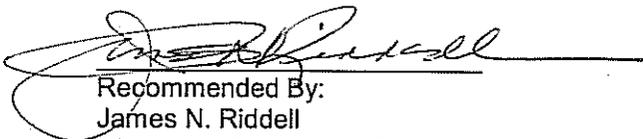
Schedule 4: Current DPP objectives



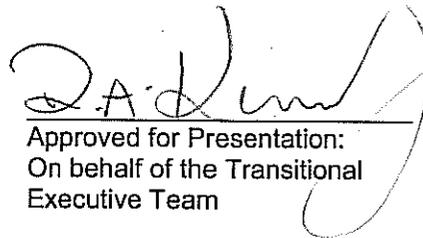
Prepared By:  
Melissa Castellan  
Senior Development Planner



Recommended By:  
R. Scott Hannah  
Manager of Development and Parks Planning



Recommended By:  
James N. Riddell  
Director of Community Design and  
Development Services



Approved for Presentation:  
On behalf of the Transitional  
Executive Team

T:\Planning\CD&ES REPORTS\2007\07-61 (07-06) DPP 2nd quarter update (Melissa).doc

# SCHEDULE 1

## Council Resolutions



INFORMATION SERVICES DEPARTMENT  
CITY CLERK'S DIVISION  
City Hall, 59 Carden Street  
Guelph, Ontario, Canada N1H 3A1  
Telephone: (519) 837-5603 Fax: (519) 763-1269  
Website: [guelph.ca](http://guelph.ca)

February 16, 2007

Mr. J. Riddell  
Director of Community Design and Development Services

Dear Mr. Riddell,

At a meeting of the Community Development and Environmental Services Committee held on February 9, 2007, the following direction was given:

"THAT staff report back within the context of the local growth management strategy and the Development Priorities Plan, on the implications of reducing registration activity in the peripheral areas of the City and encouraging infill and brownfield development;

AND THAT staff report back on the implications of reducing the inventory of units in future years from 7 years to 5 years by the next meeting of the Community Development and Environmental Services Committee;

AND THAT staff report back on an objective standard to guide the implementation of the Development Priority Plan's flexibility clause in 2007;

AND THAT staff report back with a revised set of objectives for the 2008 Development Priorities Plan by the end of the second quarter of 2007 and the status of our progress in achieving these objectives;

AND THAT the 2007 Development Priorities Plan report be deferred to the March 9, 2007 Community Development and Environmental Services Committee meeting."

Yours truly,

Lois A. Giles  
City Clerk/Manager of Council  
Administrative Services

\*nhm





INFORMATION SERVICES DEPARTMENT  
CITY CLERK'S DIVISION  
City Hall, 59 Carden Street  
Guelph, Ontario, Canada N1H 3A1  
Telephone: (519) 837-5603 Fax: (519) 763-1269  
Website: [guelph.ca](http://guelph.ca)

March 30, 2007

Mr. J. Riddell,  
Director Community Design and  
Development Services Services

Dear Sir:

At a meeting of Guelph City Council held on March 26, 2007 the following resolution was adopted:

“WHEREAS Schedule 7 of the 2007 Development Priorities Plan shows the total potential lots created by draft and registered plans of subdivision for 2006 yields approximately a 7 year supply of lots;

THAT staff be directed to use the Development Priorities Plan to manage the timing of development within the City for the year 2007;

AND THAT staff be directed to use the standard for the DPP flexibility clause described in Community Design and Development Services Report 07-21 as amended to include the posting of a letter of credit in addition to the signing of the subdivision agreement ;

AND THAT amendments to the timing of development, as outlined by Schedule 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 the dwelling unit targets for 2007 are not exceeded;

AND THAT staff be directed to include the recommended changes to the 2008 Development Priorities Plan, as identified in Community Design and Development Services Report 07-06, to respond to the Provincial Growth Plan for the Greater Golden Horseshoe.”

Yours truly,

Ms. T. Agnello  
Deputy City Clerk





INFORMATION SERVICES DEPARTMENT  
CITY CLERK'S DIVISION  
City Hall, 59 Carden Street  
Guelph, Ontario, Canada N1H 3A1  
Telephone: (519) 637-5603 Fax: (519) 763-1269  
Website: [guelph.ca](http://guelph.ca)

March 30, 2007

Mr. J. Riddell,  
Director of Community Design  
& Development Services

Dear Sir:

At a meeting of Guelph City Council held on March 26, 2007 the following resolution was adopted:

“THAT Council approve the Development Priorities Plan with a reduction in the number of draft plan approved units to be considered in 2007 by 200, and that staff develop a list of draft plan approved developments for Council based on this reduced number.”

Yours truly,

Ms. T. Agnello,  
Deputy City Clerk



# SCHEDULE 2

## Letter to Applicants



COMMUNITY DESIGN AND DEVELOPMENT SERVICES  
City Hall, 59 Carden Street  
Guelph, Ontario, Canada N1H 3A1  
Tel: 519-837-5618 Fax: 519-837-5640  
guelph.ca

(Offices located at 2 Wyndham Street North, 3rd Floor)

May 10, 2007

Mr. Peter Linke  
141 King Street North  
Guelph, Ontario N1E 4P7

Dear Mr. Linke:

### Re: Development Priorities Plan – Future Draft Plan Approvals

As you are aware, the 2007 DPP has now been approved. During the deliberation of the DPP, and as part of the approved resolution, Council asked staff to report back on a number of different issues. One issue relates to the following resolution, which deals with the consideration of Draft Plan approvals in 2007:

**“That Council approve the Development Priorities Plan with a reduction in the number of draft plan approved units to be considered in 2007 by 200 and that staff develop a list of draft approved developments for Council based on this reduced list.”**

The draft 2007 DPP that went to Council for consideration identified 878 potential dwelling units from Draft Plans of Subdivision anticipated to be considered in 2007 (see attached). Based on the direction from Council, this figure needs to be reduced to approximately 678 units.

This letter has been sent to you as you are involved (either as an owner or planning consultant) in the three (3) plans of subdivision that have not yet been considered by Council for Draft Plan approval and that make up the majority of the units that were originally anticipated to be considered in 2007. All three of the plans (Kortright East, Almondale Homes and Westminster Woods East) contain more than 200 potential units and a delay of any one of these plans to 2008 would satisfy Council’s resolution. Therefore, my first request to you is to see if there is a willingness to delay consideration of your plan for draft plan approval until 2008. If you decide to delay, you have my commitment that staff will continue to work with you to resolve issues to allow the plan to be considered early in the DPP calendar year for 2008 (i.e. post November 2007).

If there is no interest in a delay by any of the parties, Staff intend to objectively review the plans from the perspective of the new Places to Grow legislation and recommend delay of the plan or plans that, in our opinion, do not yet satisfy the Growth Plan for the Greater Golden Horseshoe.

..../2

THE CITY OF GUELPH

**Development Priorities Plan -- Future Draft Plan Approvals**

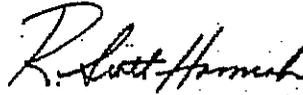
May 10, 2007

Page 2

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Your cooperation is requested, since Planning Staff will need to report back to Council in the near future regarding this issue. At this time, we anticipate bringing this report back to the Community Design and Environmental Services Committee of Council on July 6, 2007. Your response to this letter would be appreciated by the end of May to meet our reporting deadlines. If you have any questions or concerns, please do not hesitate to give me a call at (519) 837-5616 Ext. 2359.

Yours truly,



**R. Scott Hannah**

**Manager of Development and Parks Planning**

---

cc: Jim Riddell  
Melissa Castellan

Attachment(s)



## SCHEDULE 3

Response from Peter Linke

---

**From:** peter linke [mailto:almondale@rogers.com]

**Sent:** May 11, 2007 3:05 PM

**To:** Scott Hannah

**Subject:** Timing of our Phase 2 Draft Plan Approval: Your letter of May 10, 2007

Hi Scott.

If it is of help to Staff and Council to achieve planning objectives, we can be flexible on this one.

Whether we get Draft approval for our Phase 2 in 2007 does not matter materially. Early 2008 approval, followed by registration and servicing, with housing construction in 2009 would suit us well.

Have a great weekend.

Peter Linke

# SCHEDULE 4

## Current DPP Objectives

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 preparation and approval of the DPP is in keeping with one of the goals of the 'City of Guelph Strategic Plan 2005 and beyond – A great place to call home' being "To manage growth in a balanced sustainable manner". Through the recommendations in the DPP, City Council establishes priorities for the planning and development of future growth areas.

Other objectives of the Plan include:

1. To outline the municipal intentions with respect to the review, processing and servicing of plans of subdivision (residential and industrial).
2. 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.
3. To help estimate potential development charge revenues and expenditures.
4. 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.
5. To monitor the number of new lots being created as part of the Provincial Government's "Municipal Performance Measurement Program".
6. 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 development industry, individual landowners and the general public should use the DPP as data and information related to the priority for current and future residential and industrial development.



**ENVIRONMENTAL SERVICES**

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**TO:** Community Development & Environmental Services Committee

**DATE:** July 6, 2007

**SUBJECT: REVIEW OF ORGANIC WASTE PROCESSING TECHNOLOGIES  
- UPDATE**

---

**RECOMMENDATION:**

**“THAT the report of the Director of Environmental Services dated July 6, 2007 entitled Review of Organic Waste Processing Technologies - Update be received for information.”**

**BACKGROUND:**

At the March 26, 2007 Council meeting the following resolution was passed:

“THAT the report of the Director of Environmental Services dated March 9, 2007 entitled Organic Plant Commissioning Update, be received;

AND THAT staff to report back to the Community Development & Environmental Services Committee with a work plan which makes provision for reporting on a quarterly basis;

AND THAT staff be directed to release a Request for Expression of Interest to explore options regarding proven processing technologies to divert wet waste from landfill and report back to Council and report back to the Community Development & Environmental Services Committee in May 2007;

AND THAT the City of Guelph engage the immediate and broader community in the process for the organic plant.”

**REPORT:**

After consulting with the Finance Department, staff released a "Request for Prequalification Bids". A "Request for Prequalification Bids" differs from a "Request for Expression of Interest" in that it is intended to result in responses which are adequate to short-list, or pre-qualify respondents. This approach was taken to ensure the project proceeds without unnecessary delays or steps.

The Pre-Qualification document was released May 29, 2007, and at the time this report was written, has been requested by 25 different companies. Staff conducted two site tours for potential respondents on Friday, June 8, 2007. These site tours were attended by representatives from 12 different companies. At the request of numerous potential respondents, the deadline for submission was extended first to June 22nd, and then to July 4th (from June 15). Environmental Services and Finance staff felt that an extension would increase the number of respondents as well as improve the quality of submissions received. Staff intends to provide a verbal update at the July 6, 2007 meeting of the Community Development & Environmental Services Committee regarding the number of responses received and scope of technologies.

A technical team consisting of staff and consultants will then review and assess the responses. The technical team will include representation from Guelph Hydro if the responses include technologies that generate energy from the residual waste remaining after the diversion process.

As we are seeking only "proven" technologies, the next step will be to arrange to tour the facilities of the short-listed respondents. Depending on location(s) distance, we are hoping to have representatives of staff, Council, and the MOE participate in the tours. It is anticipated that tours would be arranged for late July.

Staff are also in the process of forming a Steering Committee to provide input into the technology selection process. Membership would include representatives of the local community around the site, as well as the broader community. Staff will work with Corporate Services – Clerks to place advertisements in the local media for Steering Committee members, who will be appointed by Council.

Quarterly reports will be provided to the Community Development & Environmental Services Committee. A further report will be provided to CDES in September, 2007.

**CORPORATE STRATEGIC PLAN:**

- 5.3 Engage the residential, industrial, commercial and institutional communities in best practices for resource management and environmental protection.
- 5.4 Promote and implement environmentally sustainable initiatives.
- 5.5 Evaluate and implement proven and leading-edge environmental technologies and programs.

**FINANCIAL IMPLICATIONS:**

N/A

**DEPARTMENTAL CONSULTATION:**

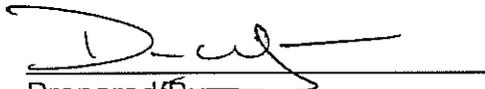
N/A

**COMMUNICATIONS:**

N/A

**ATTACHMENTS:**

N/A



Prepared By:  
Dean Wyman  
Manager, Solid Waste Resources  
519-767-0598, ext. 222  
dean.wyman@guelph.ca



Recommended By:  
Janet L. Laird, Ph.D.  
Director, Environmental Services



Approved for Presentation:  
Approved for Presentation:  
Member, Transitional Executive Team

**ORGANIC WASTE – TECHNOLOGY SELECTION STEERING COMMITTEE**

“THAT Guelph City Council approve the formation of a Public Steering Committee for the selection of organic waste processing technologies, as outlined in summary provided by the Director of Environmental Services July 6, 2007.”

<b>Community Sector:</b>	<b>Suggested Organization:</b>	<b># Rep's:</b>
Business/Industry	Chamber of Commerce	1
Academia	University of Guelph	1
Utilities	Guelph Hydro	1
Environment	Green Plan Steering Committee	1
Community at Large	Ward 1 Other	1 1
City Council Representation	Guelph City Council	1

**REPORT OF THE EMERGENCY SERVICES, COMMUNITY SERVICES &  
OPERATIONS COMMITTEE**

July 16, 2007

Her Worship the Mayor and  
Councillors of the City of Guelph.

Your Emergency Services, Community Services & Operations Committee beg leave to present their SIXTH REPORT as recommended at its meeting of July 11, 2007.

CLAUSE 1 THAT staff be directed to develop conceptual development scenarios and associated business cases, including full economic cost-benefit analysis of the 2 preferred sites as brought forward by the Library Site Search Committee;

AND FURTHER THAT staff undertake the following:

- consider integrated mixed use design and development scenarios for both sites and that may include additional or reconfigured parking, residential, commercial and community uses
- consider opportunities for future expansion of library uses within the development envelop
- consider site expansions into adjacent properties on both sites
- consult with Co-operators to determine conditions and opportunities for site utilization, development and associated costs with the MacDonnel Street site;

AND THAT staff report back on the process, timing and resources required to complete this direction.

CLAUSE 2 THAT staff be directed to establish a working group comprised of community stakeholders and city staff to review current requirements to wear personal safety equipment by our park and facility patrons, with a specific focus on risk assessment and mitigation strategies;

AND THAT staff report back to Council prior to the start-up of the 2007/2008 outdoor ice rink season on the findings and recommendations of the working group reviewing the use of personal safety equipment and risk mitigation.

CLAUSE 3 THAT the application from the Ontario Conference of Seventh-Day Adventists Pathfinder Parade to hold a parade on July 21, 2007, on Woolwich Street from the River Run Centre to Riverside Park be approved.

CLAUSE 4 THAT the report of July 11, 2007, Review of Overnight Parking be received;

AND THAT on-street overnight parking restrictions be revisited to increase on-street overnight parking to accommodate intensification under Places to Grow.

July 16, 2007  
Report of the Emergency Services, Community Services & Operations Committee

CLAUSE 5 THAT Council approves the Museum Board recommendation to relocate the Guelph Civic Museum to the Loretto Convent;

AND THAT staff be directed to negotiate an agreement with the Diocese of Hamilton on the terms outlined in the Loretto Convent report dated July 11, 2007 and report back through Committee with the results;

AND THAT staff be directed to bring forward the timing of this capital project with substantial completion scheduled for 2010, in order to qualify for federal grant funding under the Cultural Spaces Canada (CSC) program

All of which is respectfully submitted.

Councillor Maggie Laidlaw, Chair  
Emergency Services, Community Services & Operations  
Committee



THE CITY OF  
**Guelph**

**GUELPH PUBLIC LIBRARY**  
100 Norfolk Street  
Guelph, Ontario, Canada N1H 4J6  
Telephone: (519) 824-6220 Fax: (519) 824-8342  
NORMAN C. MCLEOD  
Chief Librarian

Mayor Farbridge  
Members of Guelph City Council.

Your Worship:

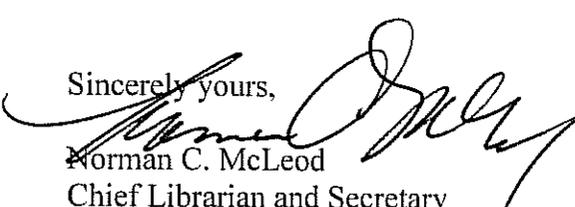
I am pleased to send to you, as noted by the Chair of the Public Library Board, a CD with the final report of the Guelph Public Library Site Selection Committee and all supporting documentation.

These documents will be mounted on the library's website in the very near future so that we may keep the public fully informed of developments in the process.

I wish to re-iterate at this point, the message of the Chair, that the Board and the staff look forward to meeting with you or any committee of council that you designate to discuss the report or the supporting documentation.

We look forward to working with you on this exciting new venture which offers such enormous benefits to this city and its residents.

Sincerely yours,

  
Norman C. McLeod  
Chief Librarian and Secretary  
Guelph Public Library Board.





## **Guelph Public Library - Headquarters Library Location/Redevelopment**

### **Final Report of the Main Library Site Selection Committee To the Guelph Public Library Board**

**Board Meeting - June 12, 2007**

The Guelph Public Library Site Selection Committee is pleased to present to the Guelph Public Library this final report of its activities and decisions.

#### **Recommendation:**

After a two-year review that included fifteen meetings and produced three planning studies, the Site Selection committee recommends three sites – in this order - as the best locations for a new main library branch:

1. The Baker St. parking lot.
2. The Cooperators Day Care (with/without Car Wash)
3. The current Norfolk St. site.

#### **Site Identification and Selection**

In total, the Committee considered **fourteen** sites within its mandate.<sup>1</sup> Those marked with an \*\* where also reviewed in the original (2001-2003) main branch redevelopment feasibility study.

These are listed in no particular priority, with a brief summary of the Committee's decision in each case:

- **\*\*MacDonnell Street Parking Lot (beside the Dettmer Tire store)** - not feasible because the site was considered too small, and additional land assembly required too costly;
- **\*\*Baker Street Parking Lot** – for most of the period of this study the parking garage was slated to occupy the south end of this parcel of land; the remnant in the north end of the lot remained under review. When the parking structure project was cancelled in 2006 it was assumed that the whole lot could again be considered a potential site. The Monteith-Brown concept of a two-storey building located in the south end of the lot (with some commercial or residential space on two additional floors above and ample space for underground parking below) was deemed the best location option by the Site Selection Committee.

---

<sup>1</sup> Mandate of the committee; established at Oct. 6, 2005 meeting:

"To recommend to Guelph City Council, a site upon which to locate the Headquarters of the Guelph Public Library. The site must allow for a building of 60,000 square feet with room for future expansion."

"The search for the site will be limited to the city plan for the City of Guelph drawn by John Galt."

"The search will include an examination of the possibilities for expansion on the current site, 100 Norfolk Street"

- **\*\*Fountain Street Parking Lot** – not available, an environmental clean-up probably required, with an unknown cost and timeline;
- **\*\*The Guelph Armoury and Market Area** - not available and will not be during the term of this study;
- **\*\* The current site with some additional land assembly** - this placed third in the Monteith-Brown evaluation of site locations.
- **The Fire Station site at Wyndham and Wellington Streets** - not available;
- **The former Rockwell Plant site at Gordon and Wellington Streets** - not available;
- **\*\*the Co-operators Day Care (with or without the car wash)**– this site placed second in the Monteith-Brown evaluation of site locations and is considered a viable location for a new main library.
- **The J.P. Hammill Plant site on Wyndham Street** – site envelope considered to be too small to warrant further consideration;
- **\*\*The former Post Office building on Wyndham Street** - not available either as a stand alone property or in conjunction with the Baker Street Parking Lot.
- **An area termed “From the Matrix to the Manse “** by St. George's Church on Woolwich Street – the current owners have shown no interest in selling;
- **An area incorporating the former Post Office building** running up to the old Sears Building (now housing the Guelph Community Health Centre)- was ultimately not pursued because of the difficulty of land assembly.
- **The Royal Plaza Site on Norfolk and Paisley Streets** - not available and considered too expensive to pursue;
- **\*\*The Marsh Tire property on Wellington Street**- considered too small, not a suitable location.

### **Selection Process**

The Committee initially decided to break the potential sites into “A” and “B” lists depending upon certain criteria. These included (in no order of priority):

- likely availability;
- potential economic costs of acquisition, development or construction;
- environmental factors;
- size;
- accessibility;
- parking availability;
- visibility or visual prominence.

By process of study, discussion, meetings with personnel connected with each site, and on-site examinations, the original “A” and “B” lists were pared down to three sites by May 2006. These were:

- The current site at 100 Norfolk Street with some additional land assembly;
- The Baker Street Parking Lot;
- The Cooperators Day Care (with/without the car wash)

### **Norfolk Street Location**

The mandate of the Committee included an investigation of the current site at 100 Norfolk St. The committee retained the services of Monteith-Brown Planning Consultants to examine the feasibility of renovating or replacing the current headquarters branch site on the existing site envelope. Monteith-Brown conducted a planning review (known as the Phase I report) that was presented to the committee in July, 2006, and that concluded there were significant planning obstacles associated with the current site. Its expansion potential was extremely limited by the lack of suitable adjacent property, lack of adequate parking, and its proximity to a designated residential heritage district.

To ensure that all possible considerations be given to this site, including those of potential cost, the Committee instructed the consultants to conduct an additional study of the site (known as the Phase II report) to examine its potential from an engineering and architectural perspective. This was undertaken in the fall of 2006, and a final report was made to the committee in January, 2007.

Four scenarios for redevelopment were considered in this study:

- Add square footage to the existing building with no additional property acquisition.
- Remove the current building and build a new building with no additional property acquisition.
- Keep the existing building, acquire adjacent property on Paisley Street and add to the existing building.
- Remove the existing building, acquire adjacent property, rebuild, and add a underground parking component to meet the parking standard set.

The report concluded that even with the acquisition of property along Paisley Street the square footage requirements could just barely be met. There would be no further potential for expansion, and expectations for adequate parking spaces could not be met. The two renovation scenarios were considered unsuitable because too many aspects of the current building do not meet current building standards and would have to be upgraded to meet Building Code requirements (eg. heating and air handling, electrical capacity, light fixtures, ceiling and floor tiles.) The two replacement scenarios were considered the best options. The estimated capital costs for those two options ranged from \$20,279,900 to \$26,039,400. Estimates for land acquisition, possible long-term service relocation, moving, and bedrock removal were not included in the cost estimates.

### **Selection Committee – Phase III (March-May, 2007)**

At its meeting on March 20, 2007, the Selection Committee decided to move the existing site to the third position of the three sites under active consideration and then directed Monteith-Brown to:

- Evaluate and rank in preferred order the remaining two sites using the same selection matrix used to evaluate sites in the 2002 study.
- Provide preliminary capital costs for all three locations for budgetary purposes.
- Report the results to the committee by the end of April, 2007.

Prior to the issuance of a final draft report the Site Selection Committee met with city staff to review the ranking matrix. At the meeting of May 8, Monteith-Brown was instructed to make some minor modifications to the matrix that would rank parking availability higher, subject all three sites to one more thorough analysis, and draft a final report.

The final draft report was presented on May 22. At that meeting the site committee members recommended that the three sites, in this order, Baker St. (87 points), the Cooperator's Day Care site (67 points; with the car wash 70 points), and the Norfolk St. site (59 points) be recommended to the Library Board as the most suitable locations for a new main library branch. While the Baker St. site was considered the best, the committee did not want to present an "all or nothing" report to the Board or to the City of Guelph. It was felt that the best chance to see this project move forward was to present three options with a rationale for selecting each. Capital cost estimates for each location are detailed in the final Monteith-Brown Phase III report.

A joint meeting of the Site Selection Committee and the Library Board is scheduled for Tuesday, June 12 at which time the Site Selection committee will present its findings and seek approval of the board of the three sites selected.

All of which is respectfully submitted:

On behalf of the Guelph Public Library Site Selection Committee

Robert Ireland  
Committee Chair

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This day, May 31, 2007

**Committee Membership**

Chair: Robert Ireland, Guelph Tool Inc.

Members: David Smith, Smith-Valeriote

Murray Taylor, Royal LePage – Royal City Realty

Laura Baily, Councillor, City of Guelph (2005-2006);

Ian Findlay, Councillor (2007) – Councillor Findlay recused himself in May 2007 because of a possible conflict of interest

Lise Burcher, Councillor, City of Guelph

Doug Gruber, Guelph Public Library Board

Bruce Weaver, Guelph Public Library Board

Norman McLeod, Guelph Public Library

Linda J. Kearns, Guelph Public Library

# Phase III

## Library Site Selection Study

Short-List of Potential Sites for a New Central Library

Final Report

Prepared for:  
**Guelph Public Library**  
100 Norfolk Street  
Guelph, Ontario  
N1H 4J6

May 14, 2007

Prepared by:

**Monteith & Brown Planning Consultants**  
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Tel: (519) 686-1300, Fax: (519) 681-1690  
Email: [mbpc@mbpc.ca](mailto:mbpc@mbpc.ca)

*In Association  
With*

The Walter Fedy Partnership -- Architects -- Engineers -- Project Planners

## Site Evaluation Summary

Based on the findings of this Site Selection Study the Baker Street Parking Lot has emerged as the top ranked site, followed by the Day Care/Car Wash site, the Day Care site, and the existing Main Branch site.

A number of other factors must be considered in the pursuit of the final development site. Among these other factors are considerations of the overall Downtown Parking Strategy; Downtown Revitalization and Urban Renewal; together with the complexities associated with implementation of any of the evaluated site options. Each design option contains a host of implementation issues, including: land acquisition; building demolition; heritage impact assessment; partnership agreements for mixed use and/or parking; potential for interim main library service; servicing relocation; and coordination with other City initiatives.

Each of these additional implementation factors must be contemplated against the ranked evaluation of the best physical site location in determining the most appropriate site for the development of a new Central Library in Guelph

## *Executive Summary*

This Report represents the culmination of a three-phased study which re-evaluates the Baker Street Parking Lot Site and the Day Care/Car Wash Site against the recent findings of a detailed assessment of the existing Main Branch Library Site. All three of these sites were previously analyzed through the original site selection and conceptual design process undertaken between 2001 and 2003. This Report also provides a ranking of these sites based on the previously established matrix of site selection criteria subject to a couple of minor revisions as directed by the current Steering Committee.

For the purposes of this analysis, an additional option was considered due to the limited site area of the Day Care property on its own. This option included the addition of the Car Wash property adjacent to the Day Care site (to the north). This joint site configuration was previously evaluated during the first site selection process.

Phase I was completed in July of 2006 and identified that the existing Main Branch Library site is extremely constrained in its current configuration and limited, at best, in its ability to provide for both the required functional library space and on-site parking, with no opportunity for future expansion.

Phase II substantiated the preliminary conclusions identified in Phase I through an examination of existing building and planning conditions and the creation of redevelopment concepts and capital cost estimates. The conceptual design program completed through Phase II confirmed that even with the acquisition of additional lands, all of the objectives established by the Site Selection Committee cannot be met by the existing Main Library site.

Based on the findings of the site development analysis, and the identified estimates of capital cost for construction, Phase II recommended that:

- ◆ *"With the opportunity for the utilization of other previously identified sites which more effectively satisfy the site selection criteria at a significantly lower cost (excluding land acquisition), and given the research on the existing site contained in the report, no further evaluation of the subject lands is recommended unless or until the other alternative sites are no longer available; and*
- ◆ *That careful consideration of other site options be pursued as a priority and that no additional funds be expended on the evaluation of the existing site."*

Given the limited number of potential sites for a 65,000 sq. ft. Main Library in the CBD of Guelph, evaluation of the existing site against an evaluation of 2 other short-listed sites was undertaken in this Report.

Phase III was initiated in March of 2007, as a result of the findings of Phase's I and II and changes in situation of two of the previously examined sites. In undertaking this Phase, the Library directed Monteith Brown Planning Consultants and The Walter Fedy Partnership to re-evaluate the previously examined Baker Street Parking Lot site and the Day Care/Car Wash site against the recent findings on the Existing Main Branch Site.

While Phase III was to re-evaluate the three sites based on the original site evaluation criteria and matrix, after further review, it was a recommendation of the Committee that minor revisions to the criteria and evaluation matrix should be made to reflect recent changes in conditions affecting the selection of a site for a Central Library in Guelph. These revisions included a separate evaluation for a site's ability to provide appropriate parking for the library and any associated uses. This change was deemed necessary as a result of a shift in the parking strategy for downtown. It was also directed that site expansion potential has become an increasing concern as a result of the growth that has been forecasted through the Places to Grow initiative, and as such, the site expansion criteria should be moved up to Tier 2 (Mandatory Criteria) from Tier 3 (Desirable Criteria).

Architectural and building assessments, conceptual building designs and cost estimates were prepared for each design option and an analysis of the characteristics of each of the short-listed sites/site combinations was performed to illustrate how each "fits" with the site evaluation criteria. In developing the site design concept and evaluating the sites potential to accommodate a new central library a number of assumptions were made, and where necessary, issues requiring further clarification were identified. Assumptions included issues such as acquisition of land, entering into agreements with property owners, expanding adjacent parking facilities, closing lanes, relocating services, maintaining access, etc.

## Analysis of Conceptual Site Opportunities

The following outlines a brief summary of the analysis of each site:

### Site A: Baker Street Parking Lot

The Baker Street Parking Lot Site is sufficient in area to accommodate the required library space on two floors with expansion potential on a third floor which could be utilized as leaseable office space in the interim. Sufficient parking for the library is available under the proposed library with additional opportunity for parking at the north end of the site.

Previous design concepts had also illustrated how the site could accommodate the proposed library space on both a two and three storey footprint on the site in conjunction with the previously proposed six storey parking garage.

The conceptual drawings identify that the library design can fit within the established performance standards in the Zoning By-Law. The site is compatible with the surrounding uses and provides an excellent opportunity for placemaking and mixed use development. The site is centrally located, in close proximity to four major roads, has access to servicing, and has the potential to integrate design into an emerging commercial mews along the rear of the Wyndham Street properties to generate additional focal point opportunities.

Design option assumes that agreements with the City can be made for the construction of the site, that agreement can be made with the County for vehicular circulation around the site, and that existing pedestrian linkages to Wyndham Street are maintained. Further exploration into the conversion of Baker Street from a one-way street to a two-way street may benefit vehicular access to the site.

#### Site B-1: Day Care Site

The Day Care Site is limited in area but can accommodate the required library space on three floors with expansion potential on a fourth floor which could be utilized as leaseable office space in the interim. Additional development potential could see the construction of two residential storeys (22 units) above the fourth floor for a total of six storeys. Opportunity may exist to amend the zoning to allow for increased building height based on existing development adjacent to the site.

While sufficient parking cannot be accommodated on-site, there is the potential for an additional +/-135 parking spaces to be added on to the adjacent East Parkade which is owned by the City. This would satisfy the combined parking needs for the proposed overall development. The site has access to services and is compatible with the surrounding uses. The location provides an excellent focal point opportunity as the site is situated at a prominent location at the intersection of two arterial roads adjacent to the River Run Performing Arts Centre, The Guelph Sports and Entertainment Centre, the Old Quebec Street Mall and John Galt Park.

The northeast corner of the site is situated within the Flood Fringe of the Speed River which will impose minor restrictions on site development respecting building openings and depth of construction in that area. The Conceptual design illustrates that the proposed library can be developed within the existing performance standards of the Zoning By-Law and that opportunity may exist to increase building height.

Design option assumes that an agreement can be negotiated with the current private landowner for the acquisition and/or development of the site as well as agreement with the City for the enlargement of the adjacent East Parkade in order to supply sufficient parking. Additionally, it is assumed that Priory Lane adjacent the site can be closed, and the existing underground services relocated (cost effectively) to facilitate the construction of underground parking in this location.

Site B-2: Day Care / Car Wash Site

The Day Care / Car Wash Site together provides an increased development envelope that can accommodate the required library space on two and one-half floors with expansion potential on the remainder of the third floor which could be utilized as leaseable office space in the interim. Additional development potential could see the construction of one additional floor of leaseable office space and two residential storeys (28 units) above the fourth floor for a total of six storeys. Opportunity may exist to amend the zoning to allow for increased building height based on existing development adjacent the site.

Sufficient parking for the complete design concept cannot be accommodated on-site even with the additional +/- 135 parking spaces to be added on to the adjacent East Parkade. As a result, additional parking (+/- 68 spaces) will need to be identified for the proposed uses. The site has access to services and is compatible with the surrounding uses. The location provides an excellent focal point opportunity as the site is situated at a prominent location at the intersection of two arterial roads adjacent to the River Run Performing Arts Centre, The Guelph Sports and Entertainment Centre, the Old Quebec Street Mall and John Galt Park.

The majority of the car wash site is situated within the Flood Fringe of the Speed River which will impose restrictions on site development respecting building openings and depth of construction in that area subject to Conservation Authority Approval. The Conceptual design illustrates that the proposed library can be developed within the existing performance standards of the Zoning By-Law and that opportunity may exist to increase building height.

Design option assumes that an agreement can be negotiated with the current private landowners for the acquisition and/or development of the site as well as agreement with the City for the enlargement of the adjacent East Parkade in order to supply sufficient parking. Additionally, it is assumed that Priory Lane adjacent the site can be closed, and the existing underground services relocated (cost effectively) to facilitate the construction of underground parking in this location and that Conservation Authority Approval can be obtained.

Site C: Existing Main Branch Library Site

The existing Main Branch Library site is insufficient in area to accommodate the required library space and as a result the acquisition and demolition of adjacent properties along Paisley Street is required. The amalgamated site is capable of accommodating the new library on a blended 2 and 3 storey building pending a favourable Heritage Impact Statement supporting the demolition of the heritage inventoried building at 9-13 Paisley Street.

Removal of the existing Main Library facility will be necessary to accommodate this development option, as such additional moving costs and a temporary library facility will be required. Expansion potential exists to increase the 2 storey building portion to a third floor. Discussions with City staff indicated that they would not be supportive of a four storey structure in this location given its proximity and relationship to the established heritage residential neighbourhood.

On-site parking is provided to accommodate most of the Library's required parking needs (deficient by 41 spaces). A limited number of additional on-street parking spaces are proposed as part of road improvements to Norfolk Street. Vehicular access to the site is constrained by ingress off of Oxford Street, a local residential road and right only egress onto Norfolk Street.

An amendment to the Zoning will be required to permit the library use on the adjacent lands as well as to relax the building setbacks to comply with the established building lines along Paisley Street. The existing building is owned by the Library but adjacent lands would have to be acquired. The site is in a highly visible location and is historically recognized as the location of the Main Library; however, the site has very limited, if any, opportunity to combine with other planned facilities, commercial space or open space opportunity.

This design option assumes that the adjacent lands can be acquired and the heritage building demolished and the zoning can be amended to permit the development and that additional opportunity for parking will exist in the area to offset the identified deficiency.

## Ranking of Short-Listed Sites

Each of the short-listed site/ variations was evaluated by utilizing the established Site Evaluation Criteria Matrix. None of the evaluations included a consideration of cost but were evaluated on each individual site's potential to satisfy the established building program for a new Central Library in Guelph. The results of this process identified the following ranking of sites out of a maximum possible score of 99 points:

1. Site A: Baker Street Parking Lot (Total Site Score: 87)
2. Site B-1: Day Care / Car Wash Site (Total Site Score: 70)
3. Site B-2: Day Care Site (Total Site Score: 67)
4. Site C: Existing Main Branch Library Site (Total Site Score: 59)

## Top Ranked Site

The Baker Street Parking Lot (Site A) emerged from the evaluation matrix as the "Top Ranked" site. It should also be noted that not only did this site rank the top amongst the other sites considered in this evaluation, but it also ranked second in the previous site evaluation process in 2003, coming in second behind an amalgamated Baker Street/Post Office site.

The Baker Street site is well positioned to provide city-wide access to main library functions and to attract people to the downtown. Its central location is well known to the majority of residents from its current role as a prime parking location for downtown destinations. The site is large enough to accommodate the required library space in the recommended number of storeys and within the performance standards established by the Zoning By-Law, together with the accommodation of the recommended number of onsite parking spaces and an appropriate amount of future expansion area. With the remaining lands, the site also has the potential to accommodate a variety of other mixed-use opportunities including an open space component, commercial space above the proposed library as well as lands for additional building development and/or parking on the north end of the site.

The site enjoys an existing pedestrian linkage which provides connection and exposure to the Wyndham streetscape north of St. George's Square. A number of additional potential opportunities exist in this location including: the integration of the building and site design into an evolving commercial mews in the area; an opportunity for placemaking and urban renewal in the Downtown by integrating public building space with public open space; and a mixed use of complementary buildings and land use activities.

## Summary of Capital Construction Costs

A comparison of capital costs was performed to identify the financial impact of a new central library at each of the short-listed sites. Parking space and non-library space construction costs have been provided separately in the body of the Report to be consistent with previous costing approaches.

Total Project Cost includes costs for underground parking and adjacent expansions to parking facilities (where required), ancillary costs such as design and consultant fees, GST with 4% rebate (to be confirmed by owner), contingency and permit costs, furnishings and equipment and relocation/moving costs. The estimates do not include land acquisition costs, temporary relocation of library facilities (where required), or the relocation of services under a site (where required). Extensive bedrock removal, if required, would be an additional cost.

### **Site A: Baker Street Parking Lot Site**

***Library Only \$ 25,264,625.51***

***Complete Concept \$ 33,157,407.76***

### **Site B-1: Day Care Site**

***Library Only \$ 23,224,894.04\* Plus Parking***

***Complete Concept \$ 32,972,134.17***

### **Site B-2: Day Care / Car Wash Site**

***Library Only \$ 23,785,536.87\* Plus Parking***

***Complete Concept \$ 40,461,645.24***

### **Site C: Existing Main Branch Site**

***Library Only \$ 26,039,413.13***

\*Note: Without the addition to the adjacent parking structure the current site cannot meet the recommended parking spaces for the Library. Estimated costs for parking addition are \$2.4 million.



# City of Guelph

Report:  
**OPERATIONS AND COMMUNITY SERVICES**

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

**DATE:** 2007/07/11

**SUBJECT: FORMATION OF WORKING GROUP TO REVIEW PERSONAL SAFETY EQUIPMENT REQUIREMENTS OF PARK AND FACILITY PATRONS**

**RECOMMENDATION:**

THAT staff be directed to establish a working group comprised of community stakeholders and city staff to review current requirements to wear personal safety equipment by our park and facility patrons, with a specific focus on risk assessment and mitigation strategies;

AND THAT staff report back to Council prior to the start-up of the 2007/2008 outdoor ice rink season on the findings and recommendations of the working group reviewing the use of personal safety equipment and risk mitigation.

**BACKGROUND:**

The fatal injury sustained by a 10 year old child last winter while playing hockey on the outdoor community ice rink at St. George's Park has brought into question the use of personal safety equipment while participating in recreational activities and the City's current risk mitigation strategy.

**REPORT:**

To address current concerns, staff are prepared to assemble a working group comprised of community stakeholders from the Sports Advisory Group and recognized neighbourhood associations, and city staff representing Risk and Procurement, Community Services, and Operations, with a mandate to review our risk management practices related to sporting activities and requirements to wear personal safety equipment at both our indoor and outdoor recreational facilities.

Staff will report on trends within the public realm regarding the requirement to wear personal safety equipment while participating in both casual and formal recreational activities, and messaging used to reinforce any personal safety equipment requirements.

**CORPORATE STRATEGIC PLAN:**

The creation of the working group supports the corporate goal of having exemplary management practices, and the strategic direction to build on relationships and partnerships with stakeholders to enhance service provision.

**FINANCIAL IMPLICATIONS:**

n/a

**DEPARTMENTAL CONSULTATION:**

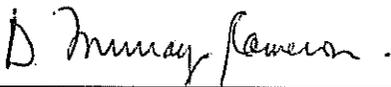
Finance, Community Services and Operations concur with this approach.

**COMMUNICATIONS:**

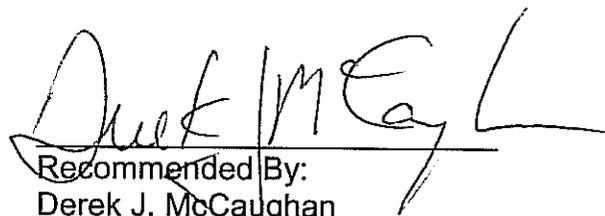
n/a

**ATTACHMENTS:**

n/a



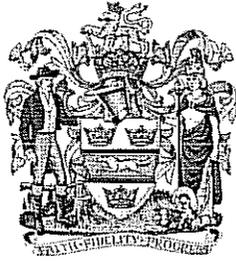
Prepared By:  
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Approved for Presentation:  
On behalf of the Transitional  
Executive Team



# City of Guelph

## OPERATIONS

Report:

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

**DATE:** 2007/07/11

**SUBJECT: SPECIAL EVENT - SEVENTH-DAY ADVENTIST PATHFINDER PARADE**

### RECOMMENDATION:

**"THAT the application from the Ontario Conference of Seventh-Day Adventists Pathfinder Parade to hold a parade on July 21<sup>st</sup>, 2007, on Woolwich Street from the River Run Centre to Riverside Park be approved"**

### BACKGROUND:

The Seventh-Day Adventists organization is an established religious group with worldwide membership.

### REPORT:

This report has been prepared in response to an application from the Ontario Conference of Seventh-Day Adventists to hold a Pathfinder Parade in the City of Guelph on Saturday, July 21<sup>st</sup>, 2007. The parade will commence on Woolwich Street at the River Run Centre (35 Woolwich Street) and finish at Riverside Park. A map of the route is included in Appendix A – Route Map. The affected street segments below will require full or partial closures between the hours of 3:00pm to 6:00pm on the day of the event:

<u>Street Name</u>	<u>From</u>	<u>To</u>
Woolwich Street	Macdonell Street	Norfolk Street
Woolwich Street	Norfolk Street	Speedvale Avenue
Woolwich Street	Speedvale Avenue	Marilyn Drive
Marilyn Drive	Woolwich Street	Riverside Park

Affected residents will be notified of the event by hand-delivered letters distributed by the organizer.

**CORPORATE STRATEGIC PLAN:**

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

**FINANCIAL IMPLICATIONS:**

N/A

**DEPARTMENTAL CONSULTATION:**

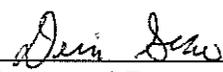
Staff has consulted with City services and the Downtown Board of Management and no objections were received.

**COMMUNICATIONS:**

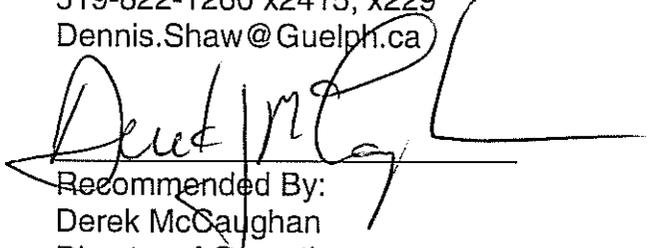
N/A

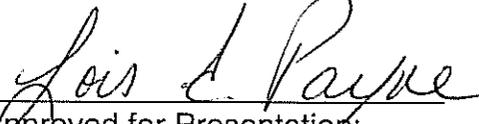
**ATTACHMENTS:**

Appendix A – Route Map

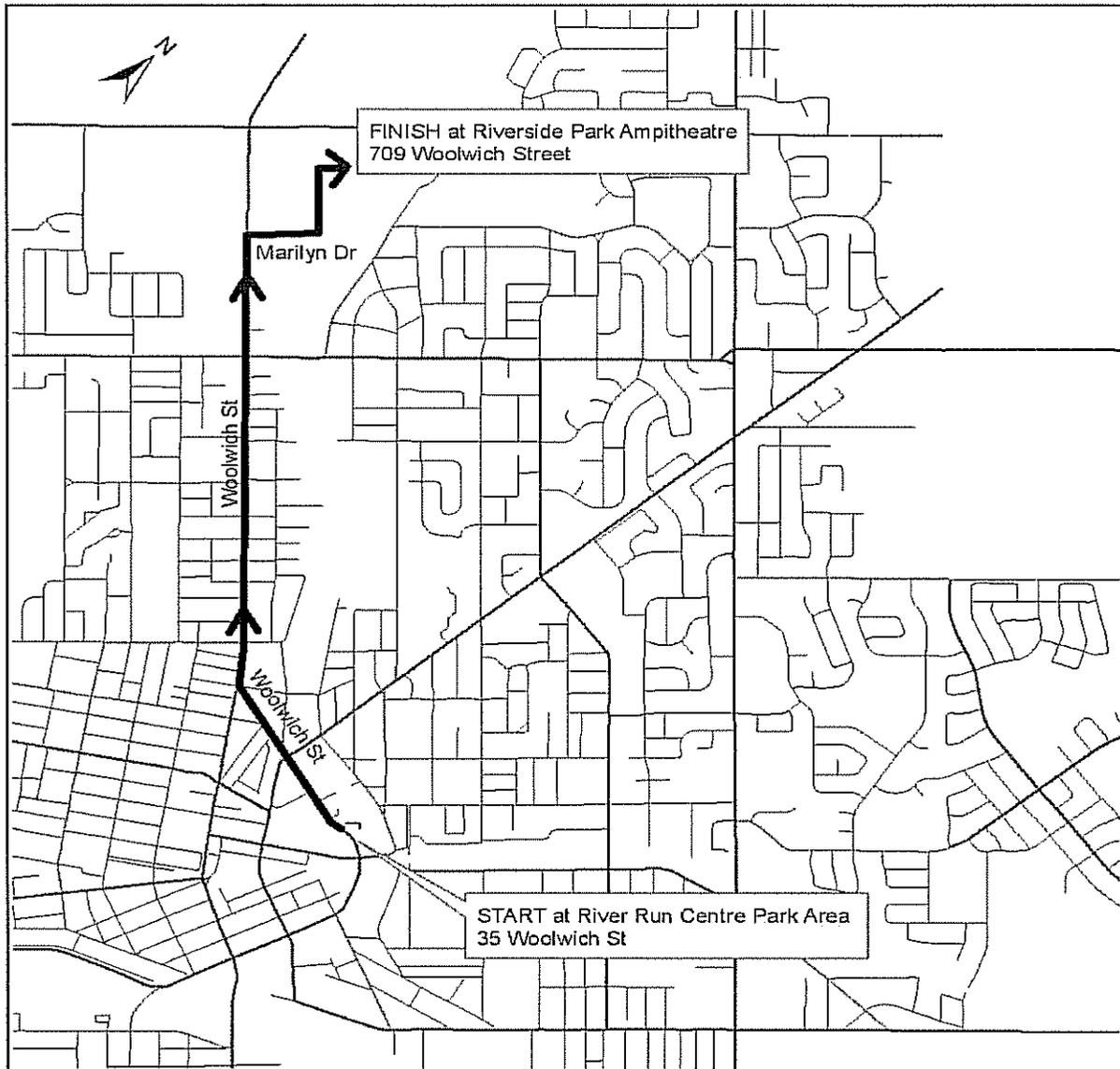
  
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\_\_\_\_\_  
Approved for Presentation:  
On behalf of the Transitional  
Executive Team

Emergency Services, Community Services & Operations Committee  
Appendix A – Route Map





# City of Guelph

## OPERATIONS

Information Report

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

**DATE:** 2007/07/11

**SUBJECT:** REVIEW OF OVERNIGHT PARKING

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### RECOMMENDATION:

**“THAT the report of July 11, 2007, Review of Overnight Parking be received.”**

### BACKGROUND:

At their meeting of December 13<sup>th</sup>, 2006, Council passed the following resolution:

**“THAT staff be directed to review overnight parking city wide.”**

The City’s overnight parking restriction, from 2:00 a.m. to 6:00 a.m., has been in effect since prior to 1970. The significant majority of streets have this restriction in place. However, in the older, central areas of town, where homes were built without off-street parking prior to the advent or realization of the role the automobile would come to play, some on-street parking is still permitted. Rather than sign the majority of streets **No Parking 2:00a.m. – 6:00a.m.**, the City employs a **permissive** signage system wherein signs indicating the restriction are posted at all vehicular entrances to the City. Internal to the City’s entry points, the only signs pertaining to overnight parking are displayed on those streets where it is permitted.

The restriction offers many benefits to the community including:

- Controlled on-street parking
- More effective and efficient municipal services
- Easier overnight mobility within neighbourhoods, especially by emergency services

- More efficient recovery of stolen vehicles
- Easier identification and removal of abandoned vehicles
- Enhanced neighbourhood security

Unfortunately the restriction has been a source of consternation for a number of residents and visitors to our community. To address expressed concerns about the restriction, enforcement practices have evolved over time to be more lenient. Current policies/practices included:

- The provision of twelve (12) exemptions per household to accommodate up to two vehicles of overnight guests per occasion with each exemption valid for up to two (2) nights. In 2006, 16,500 such exemptions were provided.
- Enforcement of the restriction *outside of the downtown area* does not commence until 3:00 a.m. unless a complaint is received or to facilitate street maintenance;
- Enforcement of the restriction downtown does not commence until 4:00 a.m. recognizing a significant number of downtown businesses are open for business past 2:00 a.m. Enforcement prior to 4:00 a.m. only occurs when municipal service (snow removal, road maintenance etc) is necessary. When this occurs, the Downtown Board of Management is forewarned so that they may alert their members in advance.
- Exemptions are routinely granted for compassionate reasons, driveway work or construction. Such exemptions are in addition to the twelve guest exemptions previously mentioned.
- Tickets are regularly withdrawn for new residents or guests who claim ignorance of the bylaw.

These enforcement practices/policies have evolved in an attempt to accommodate the parking needs of the community while maintaining the City's control of on-street, overnight parking. Despite these efforts, staff still issue approximately 18,000 Parking Infraction Notices for illegal overnight parking annually.

## **REPORT:**

In response to Council's direction, Staff have undertaken the following:

- A comparison of how thirty (30) other municipalities approach overnight parking;
- A survey of municipal service providers;

- A cursory consideration of the Places To Grow Legislation as to its impact on the current restriction.

### **Municipal Survey**

Staff contacted twenty-nine (29) municipalities to determine how each addresses on-street, overnight parking. The majority of municipalities (27) had some form of overnight parking control in place precluding residents from becoming dependant on the street for their on-going parking needs. The following summarizes some of the pertinent information collected:

- Eleven (11) municipalities had overnight parking restrictions similar to Guelph's
- Fourteen (14) municipalities had seasonal overnight parking restrictions
- Two (2) municipalities had no overnight parking controls at all.

The complete survey is attached as Appendix A.

### **Municipal-Service Providers**

The City's various service providers were asked to comment on how their specific services would be impacted if the current overnight parking restriction were repealed. The responses are paraphrased as follows:

Guelph Police Service, Guelph Fire Department and Royal City Ambulance – removal of the restriction would negatively affect the efficiency and effectiveness of these service providers. Correspondence from these agencies is attached as Appendixes B, C and D respectively.

Operations – removal of the restriction would negatively affect the Department's effectiveness and efficiency in providing many of its services but particularly snow removal and street sweeping. The removal would likely have a negative budgetary and service impact.

Waterworks – would lead to increased delays for operations and maintenance activities after hours i.e. watermain breaks. If the overnight restriction is removed, would request parking prohibitions be created in front of or near any water supply facilities.

Transit – being that their regular service doesn't start to 5:45 am any change would not have a significant impact to the operation

Solid Waste Resources – the ban should not be removed. Parked cars are a problem and safety concern for collections staff as our one man packers are driving from the right hand side in large vehicles with limited visibility

### **Places To Grow Implications**

The Places to Grow Legislation will require the City to add approximately 12,000 new intensification units in the already built area of our community over the next 25 years. It is anticipated the bulk of these new units will be directed to specific targeted areas (nodes, corridors and downtown). A key challenge to the success of our infill/intensification efforts will be meeting required parking standards. Regardless of whether Council decides to amend the current overnight restriction at this time or not, it is anticipated that the City's current parking standards, including the overnight parking restriction, will need to be revisited to find a more flexible on-street parking regime to support our intensification responsibilities.

### **CORPORATE STRATEGIC PLAN:**

Enhance our emergency services and support the development of vibrant and safe neighbourhoods.

### **FINANCIAL IMPLICATIONS:**

N/A

### **DEPARTMENTAL CONSULTATION:**

Guelph Police Service, Guelph Fire Department, Royal City Ambulance Service, Operations Department, Waterworks, Solid Waste Resources and Transit.

### **COMMUNICATIONS:**

N/A

### **ATTACHMENTS:**

- Appendix A – Survey of Municipalities
- Appendix B – Correspondence from Guelph Police Service
- Appendix C – Correspondence from Guelph Fire Department
- Appendix D – Correspondence from Royal City Ambulance

*Bob Chapman*

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Prepared By:  
Bob Chapman  
Manager of Traffic and Parking  
(519) 837 5612 ext 2275  
Bob.chapman@guelph.ca

*Lois E. Payne*

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Approved for Presentation:  
On behalf of the Transitional  
Executive Team

*Derek J. McCaughan*

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Recommended By:  
Derek J. McCaughan  
Director, Operations  
(519) 837 5628 ext 523  
Derek.mccaughan@guelph.ca

Review of Overnight Parking – Appendix A

Overnight Restrictions						
Municipality	Population	Year Round	Seasonal	3 hour	None	Exemptions Offered
Aurora	40167	√				
Barrie	150000		√			
Belleville	49060		√			
Brantford	86417	√ (Specific Streets)				√
Burlington	150836			√		√
Cambridge	124000	√		√		√
Grimsby	84574				√	
Guelph	125872	√				√
Hamilton	490268	√		√		(only for 3 hour restriction)
Kitchener	190399		√	√		(only for 3 hour restriction)
Kingston	114195	√ (Specific Streets)	√ (Specific Streets)			
London	336539	√				
Markham	208615	√				√
Midland	16800		√			
Milton	58700			√		√
Mississauga	612925			√		
Niagara on the Lake	14000	√				
North Bay	56000		√			
Oakville	144738		√	√		√
Orangeville	23000		√			
Oshawa	139051		√	√		
Ottawa	860704		√			
Owen Sound	22000	√ (Specific Streets)	√ (Specific Streets)			
Peterborough	74600			√		
Sarnia	70876	√				√ (May1-Nov1)
Sault Ste. Marie	75000		√			
Stratford	30000	√				
Sudbury	155219		√			
Thunder Bay	109016		√			
Windsor	208402				√	



## Guelph Police Service

15 Wyndham Street S., Guelph, Ontario N1H 4C6  
(519) 824-1212  
TTY (519) 824-1466

June 7, 2007

Doug Godfrey – Supervisor  
Parking Regulation and Enforcement  
Operations Department  
City of Guelph

### Re: 2am – 6am Parking Restriction

Deputy Chief Eden has requested a brief response regarding consideration of the removal of the 2am – 6am parking restrictions, either as a seasonal ban or an outright removal of the parking restriction itself.

The Traffic Unit of the Guelph Police Service does not support this endeavour.

The proliferation of additional parked vehicles on city streets adds a further degree of difficulty to quickly move emergency vehicles through narrowed streets. The size of emergency vehicles, such as fire trucks and ambulances, will enhance this difficulty even more.

Adding vehicles to streets creates opportunities for reducing sight lines for pedestrians and vehicle drivers alike. There are numerous pedestrians even during these hours of the morning and some of them are under the influence of alcohol.

Currently we have parking enforcement officers who deal with complaints of motor vehicles abandoned on private property. The current bylaw requires private property owners to have appropriate signage in the event vehicles are to be removed from property if they are parked without authority. If parking of vehicles is permitted, many of them unfit to be driven on a highway, these 'wrecks' will clog streets. If a vehicle is 'abandoned', there is legislation which will allow that vehicle to be removed – after time. During that time, 'wrecks' may become targets of vandals. Reporting of damage may increase volumes of calls for service which will result in police response, further removing police from other pressing matters that the community may be concerned about.

When 'wrecks' clog the streets, I would anticipate that the general public will complain of untidy neighbourhoods, that streets are not being kept clean and this will again increase calls to police and city staff. Private property owners bear the responsibility for their own property and they deal effectively now with bylaw enforcement on removing those vehicles from their property. Other property owners who own these vehicles currently will keep these vehicles on their own property. The likelihood of any of these vehicles having current insurance coverage is minimal.

With an increase in vehicles abandoned on city streets, the risk increases for the safety of children and adults due to sight line visibility during the day as well. There is the potential hazard for children at play, visibility at crosswalks, corners and mid-block locations. If the parking restriction is in place, the discovery of abandoned vehicles on streets is known quicker because of the monitoring/enforcement of the parking authority.

This is not meant to be an in-depth study of this matter but rather just a few quick thoughts from the Traffic Unit.

Regards,



Sergeant Derek McNeilly



Inspector Maurice Obergan

# City — of Guelph —

M e m o



**To:** Bob Chapman  
**From:** K. Shawn Armstrong  
**Department:** Emergency Services  
**Date:** June 13, 2007  
**Subject:** Removal of parking restrictions overnight -2am -6am.

We were asked to comment on the removal of overnight parking restrictions between 2am – 6am for areas of Guelph. Our concern would be access in the early hours to fires within residential dwellings. It is reasonable to expect a higher number of parked cars between 2am and 6am as residents are occupying the home and often sleeping.

Parked vehicles reduce the accessibility of certain roadways to a point of being impassable.

Lane reductions due to Emergency apparatus responding to a medical call at a residence with numerous vehicles parked on the street front could render a street closed until the conclusion of the event.

We would request careful consideration be given to this aspect when waiving any restrictions.

Sincerely,

K. Shawn Armstrong  
Director  
Emergency Services- Fire /Ambulance

# Royal City Ambulance Service Ltd.

355 Elmira Road N. Guelph, On. N1K-1S5

'Serving Guelph and Wellington County'



*June 14, 2007*

**To: Doug Godfrey** | Supervisor Parking Regulation and Enforcement|  
Operations Department | City of Guelph |

"Our preference would be to have access and road allowances maintained for Emergency Responders. I assume there would be more vehicles parked on street overnight compared to the daytime. Depending on the street width adding any additional vehicles for apparatus to manoeuvre around could pose a problem that we currently do not have to deal with as much under the current parking restrictions."

Royal City Ambulance Service concurs with the above stance taken by Fire Services.

Sandy M. Smith, Director E.M.S.  
Royal City Ambulance Service E.M.S.  
355 Elmira Road, N.  
Guelph, On. N1K-1S5  
office (519) 843-5909  
cell (519) 766-5864

**SERVING GUELPH and WELLINGTON COUNTY**

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# City of Guelph

## FINANCE

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

**DATE:** July 11, 2007

**SUBJECT:** LORETTO CONVENT

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### **RECOMMENDATION:**

THAT Council approves the Museum Board recommendation to relocate the Guelph Civic Museum to the Loretto Convent;

AND THAT staff be directed to negotiate an agreement with the Diocese of Hamilton on the terms outlined in the Loretto Convent report dated 11 July 2007 and report back through Committee with the results;

AND THAT staff be directed to bring forward the timing of this capital project with substantial completion scheduled for 2010, in order to qualify for federal grant funding under the Cultural Spaces Canada (CSC) program.

### **BACKGROUND:**

Since 2001, Guelph Museums Board of Management and staff have been planning for the future of Guelph Civic Museum. A study to determine the feasibility of expanding at the current location was already underway when the Diocese of Hamilton applied for a permit in early 2004 to demolish the historic Loretto Convent. During the public meetings that ensued the possibility of relocating the Guelph Civic Museum to the Convent was suggested.

In March 2005 the Loretto Convent Task Force, appointed by Mayor Quarrie and chaired by Dr. Summerlee, recommended that the possibility of renovating the Convent for museum use should be pursued.

A number of proposals were reviewed by the Task Force during this process but in the end the Diocese indicated that the only use they would consider would be a community museum. A two-part feasibility study was then undertaken by the Museum Board between July 2005 and March 2006 which concluded the building to be a good match for the Museum in all respects and that the projected construction cost was \$10 million.

During the 2007 budget process, the project was included in the 2011 capital forecast.

A timeline of significant events to date is attached as Appendix 1, and FAQ sheet for information purposes is attached as Appendix 2.

**REPORT:**

The Guelph Museums Board of Management passed a motion 24 May 2007 requesting that

*“the City of Guelph enter into an agreement with the Diocese of Hamilton to secure the Loretto Convent as the future home of the Guelph Civic Museum”.*

This project is identified in the current Capital Forecast for 2011, but if approved, it would be appropriate to advance it into 2008/09 in order to potentially secure substantial grant monies that are currently available.

The main source of government funding for capital projects is a federal program, Cultural Spaces Canada (CSC), through the Department of Canadian Heritage. Museum staff worked with CSC staff from January to May 2007 to prepare and submit a grant application. The program could provide a maximum of 33% of the project cost and, if successful, money would be available in the 2008/09 fiscal year. The CSC program will conclude in 2010 and there is no guarantee of a new capital program or what the criteria might be.

In order to secure this grant, a lease agreement between the City and Diocese is required prior to October 2007 and substantial completion of the work must occur before the end of March 2010.

A commitment from Guelph City Council that this project will proceed in the timeframe indicated above is now required by CSC for the grant application to move forward through the funding process.

Staff are recommending that they be directed to commence negotiations with the Diocese for an agreement to lease this property for a term in the range of 50-100 years. The negotiations would make it clear to the Diocese that the long term lease is completely conditional upon the approval of the CSC federal grant application.

The feasibility study conducted by J. David McAuley Architects has been reviewed by Corporate Properties staff, and they advise a time-adjusted full estimated cost of \$13 million to undertake the work is required.

In order to achieve the desired substantial completion by 31 March 2010, the project should commence before early 2008 with an RFP for architectural design. Staff propose that the total project cost may be allocated over the coming years as follows:

2007 – 2008	\$2.25 Million
2009	\$7.75 Million
2010	\$3.00 Million

A letter has been received from the Business Administrator of the Diocese of Hamilton noting the City's declared future interest for 2011 and requesting that the City take over effective control of the Loretto Convent (see Appendix 3). The request is being made at this time because of problems associated with maintaining insurance, concerns about vandalism, and associated potential liabilities.

Staff have inspected the building with a view to determining what would be necessary to secure and maintain the building pending redevelopment. Details are provided in Appendix 4 as to the scope of this work and it is estimated that initial one-time work will cost about \$126,000 and ongoing annual security, maintenance, and insurance costs are estimated at \$40,000 per year until such time as renovation work commences.

Council should be aware that there is an immediate opportunity to create a gravel parking area which will accommodate approximately 34 parking spaces on a level portion of the site at an estimated cost of \$39,000. These spaces could be used by staff or others in the interim, but further discussion is necessary. If the property is to be held for any period of time before redevelopment, staff will likely incorporate such a use into the recommendation.

**CORPORATE STRATEGIC PLAN:**

This initiative supports the following Corporate Strategic Directions:

- 1. To manage growth in a balanced, sustainable manner.
- 3. To support our natural, cultural and architectural heritage.
- 6. To have exemplary management practices.

**FINANCIAL IMPLICATIONS:**

\$126,000 for initial one-time work to secure the building structure, as detailed in Appendix 4.

\$40,000 operating costs annually for heating, security and liability insurance until such time as the renovation project commences.

Total capital expenditure of \$12 million for the proposed Loretto Convent Museum conversion as follows

2007 – 2008	\$2.25 Million
2009	\$7.75 Million
2010	\$3.00 Million

Of which

- 33% (\$4.3 Million) to be covered by federal CSC grant, if approved
- Expected \$1 Million in provincial funding
- Expected \$500,000 in fundraising/ donations
- Expected \$25,000 in partner contributions
- Expected \$475,000 from sale of current building asset.

Net capital cost to the City would therefore be

2007 – 2008	\$1.125 Million
2009	\$3.875 Million
2010	\$1.700 Million

And assuming 100% debt funding, the impact on the tax rate for each year would be approximately

2008 0.00%  
2009 0.10%  
2010 0.36%  
2011 0.09%

An alternative would be to identify and postpone other debt-funded projects already identified in the capital forecast in order to make way for this Loretto Convent Museum project, and mitigate the impact on the tax rate.

**DEPARTMENTAL CONSULTATION:**

The Director of the Museum has provided much of the information for this report. Corporate Properties and Realty Services were both consulted with regard to content of this report.

**ATTACHMENTS:**

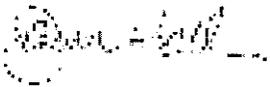
- Appendix 1 – Timeline of significant events for Loretto Convent project.
- Appendix 2 – FAQ Sheet prepared for Guelph Museums Board of Management.
- Appendix 3 – Letter from Diocese of Hamilton.
- Appendix 4 – Cost Estimates for securing building structure and parking lot budget.



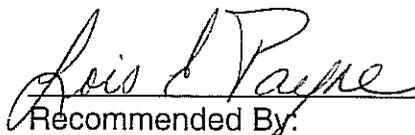
Prepared By:  
Michael Humble, CGA  
Financial Consultant



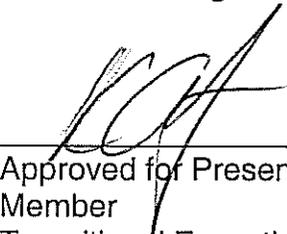
Recommended By:  
Katherine McCracken  
Director of Guelph Museums



Recommended By:  
Jim Hall  
Chair, Guelph Museums  
Board of Management



for  
Jim Stokes  
Manager of Realty Services



Approved for Presentation:  
Member  
Transitional Executive Team

## Highlights of the Museum Expansion / Relocation Project

May 2, 2001	Sheila Copps announces Cultural Spaces Canada Program at Department of Canadian Heritage.
2001	Museum staff and Board begin to discuss the possibility of expanding Guelph Civic Museum.
Jan -- Mar 2002	Museum staff begin work on grant application with Cultural Spaces Canada staff to complete a study to examine the possibility of expanding at the current location
May 2002	RFP issued through City of Guelph
August 2002	Final grant application submitted to Cultural Spaces
September 2003	Official approval of \$15,000 grant from Cultural Spaces
December 2003	Submissions revised and reviewed – David McAuley awarded contract
January 2004	First official meeting of the Expansion Feasibility Study Committee
February 2004	Threat to Loretto Convent announced in press
April 2004	Phase 1 report of Expansion Feasibility Study submitted by David McAuley
June 2004	Diocese offers Convent to City for use as “museum or art gallery” on a long-term lease – Museum Board expressed an interest – Council passed motion not to use the site for City purposes and not to initiate a feasibility study
August 2004	Guelph Museums presentation to Community Services Committee
September 2004	Guelph Museums presentation to City Council
September 2004	Dr. Summerlee appointed to head Convent Task Force
February 3, 2005	Public Meeting at Guelph Civic Museum regarding Museum expansion/relocation
February 2005	Phase 2 & 3 of Expansion Feasibility Study submitted by David McAuley. Conclusion was that expansion at the current location would be possible at a cost of \$4.3 million but all parking would be lost. Considerable discussion of parking alternatives including underground parking, purchasing adjacent properties for parking, or off-site parking. Final recommendation was to consider alternative locations.

March 2005	Convent Task Force Report released
May 10, 2005	Council approves one recommendation of the Task Force Report – to allow Guelph Museums to explore the possibility of converting Loretto Convent for museum use
June 17, 2005	Meeting with Guelph Museums Board and Director, John O'Brien, and City staff for initial discussions
July 2005	Guelph Museums hires David McAuley to prepare Loretto Convent Feasibility Study
October 2005	Phase 1 of Loretto Convent Feasibility Study received by Board – no major problems identified and Board votes to continue with next phase. Report submitted to City Council.
March 2006	Phase 2 of Loretto Convent Feasibility Study received by Board and submitted to City Council. Project cost is identified as \$10 million.
April 20, 2006	Meeting with Provincial Minister of Culture, Caroline DiCocco to inform her of this project and make a direct request for financial assistance – Mayor Kate Quarrie, CAO Larry Kotseff, MPP Liz Sandals, John O'Brien, Ian Panabaker, Katherine McCracken
September 2006	Update to City Council on Loretto Convent project
November 2006	Municipal election
January 2007	Museum relocation project included in Capital Forecast for 2011
January – May 2007	Museum staff work with Cultural Spaces Canada program staff to submit application to renovate Loretto Convent for use as Guelph Civic Museum. This program will grant up to 33% of the total project cost -- \$3.3 million.

## Frequently Asked Questions Museum / Convent Project

June 19, 2007

*What is the square footage of the current Guelph Civic Museum?*

11,000 square feet including the basement.

*What square footage is required to meet the needs of the Museum for the next 25 years?*

Approximately 21,000 square feet was identified in the expansion quantification document completed in May 2004. (This is useable space and did not take into account halls, stairwells, elevator, etc.).

*What is the size of the current Convent building?*

Gross floor area (as measured from interior side of exterior walls) – 20,296 square feet

Gross floor area (as defined by zoning by-law from exterior side of exterior walls – 24,440 square feet.

*What is the size of the Convent once renovation takes place?*

In the Feasibility Study completed by David McAuley, he proposed a plan that would result in a museum of 27,282 square feet (measured to exterior side of exterior wall).

He recommended demolishing 2,490 square feet of the existing building, which is the 2 story addition on the west side as well as an addition to the 3<sup>rd</sup> and 4<sup>th</sup> levels on the west side. Heritage Guelph has determined that they do not have historical significance. The plan developed by McAuley includes an addition of new construction of approximately 6,000 square feet including a basement on the west side. The area of the existing building to be renovated is 21,276 square feet.

*What is the size of the collection?*

30,000 items, which includes the photo and postcard collections which now number 6,000.

*What are the most pressing space needs of Guelph Civic Museum?*

1. Curatorial - proper storage of the collection, area for exhibition preparation, public research space, holding area for incoming artifacts, loading dock for large items.
2. More flexible programming space – allow for larger groups, accommodate a booked group and the general public, distinct exhibit and program space that are not competing, larger children's gallery, a group entrance, programming space with after-hours accessibility for community use
3. More effective administrative space – dedicated meeting room, support space for volunteers, gift shop storage, administrative file storage

*Is the Loretto Convent designated?*

No, the building is not designated. Heritage Guelph is interested in working with the Diocese of Hamilton to designate all of "Catholic Hill" rather than any one of the buildings individually. This was one of the recommendations of the Convent Task Force, chaired by Dr. Summerlee,

and Heritage Guelph is keen to pursue this at the appropriate time. To date, the Diocese is obviously not interested in designation as it would complicate any future demolition application.

The Church of Our Lady is a designated National Historic Site.

*What is the current condition of Loretto Convent?*

There has been considerable vandalism to the interior of the Convent since 2004 and also deterioration due to the lack of heat and infiltration of water and moisture. In the last year, much of the paint has peeled from the walls and ceilings.

The key point, however, is that this is not a restoration project – it is complete adaptive reuse. The proposed design by McAuley would maintain the existing floor structure but all interior partitions, with the exception of the load bearing walls, would be removed to accommodate the museum layout. The extensive damage has virtually destroyed all finishes but these would not be maintained anyway. There are few architectural features of significance inside the building. There is some 12” wood baseboard that could be maintained and the central staircase could be maintained as the required second exit from each floor. In general, this was an extremely plain building that has been renovated dozens of times over its 150 year history so there is little “original” fabric left.

*Is expansion at the current site possible?*

In 2003, Guelph Museums hired David McAuley to do a feasibility study of 6 Dublin Street. The final report was submitted in December 2004. The conclusion was that a 2 story addition, with a finished basement, could be built to accommodate our space requirements but it would assume the entire parking lot. The possibility of off-site parking, underground parking, and purchasing adjacent properties for parking were all explored with no obvious solution. The final recommendation was that it would be advisable to consider a different site.

The budget for an addition to the current museum was estimated to be \$4.3 million.

*What would happen to the existing building if the Museum relocated?*

That would be determined by the City of Guelph. It is anticipated that once the new Civic Administration Centre opens in 2008, the City will not require additional office space so the building would probably be sold if the Museum did relocate. An informal appraisal by realtor Murray Taylor estimated the value of the property at \$500,000. The Museum Board of Management would request that any revenue from the sale of the building be used toward the museum relocation.

*What parking would be available if the Museum relocated to the Convent?*

From the outset, the Diocese made it clear that the Museum would require dedicated parking. The proposed plan by McAuley indicates a lot with entry off Cork Street for 34 vehicles as well as one parking spot for a bus. There is ample room for a lot of this size and it would still leave lots of green space stretching down to Norfolk Street. It is anticipated that many visitors will go to both Church of Our Lady as well as the Museum, so in reality there would be some people who park in the Church’s upper lot and visit both locations. It is possible that the lot would be metered as it is at the Library.

*What influence would the Diocese have over programming, exhibitions, or any activities at the Museum?*

This was discussed at initial meetings with John O'Brien from the Diocese and it was determined that some of this might be addressed in the lease but more importantly with ongoing communication. In 2005, Museum staff provided the Diocese with an "operating plan" indicating the types of events, lectures, exhibitions, programs, etc. that take place at Guelph Civic Museum so that they are aware of the range and timing of our activities. Any potentially "controversial" subjects would have to be addressed ahead of time with the Diocese but it is probable that issues of concern for the Diocese would also be issues of concern for the Museum Board of Management. This is one of the reasons that the Diocese will not consider an art gallery in the Convent as the potential for conflict is much greater. It is important to remember that we are a community museum with a well-defined mission statement and the potential for conflict is minimal.

*Could we consider "branch" museums?*

Although it is common for a municipality or an organization to own and operate more than one museum, they are usually separate facilities. For example, Guelph Civic Museum and McCrae House – these are not "branch" museums but are two separate museums. The Region of Waterloo operates Doon Heritage Crossroads, Joseph Schneider Haus, and McDougall Cottage which are 3 distinct museums.

The notion of breaking up the Civic Museum into "branches" is not advisable in terms of programming, curatorial, or administration. The collection would be scattered, programming would be diluted, and more full-time staff would definitely be required.

Libraries can offer essentially the same service at each branch by ordering 5 copies of the same book or one copy can be quickly transported to another branch – this concept does not translate to museums.

*Will operating costs increase in a new facility?*

The largest part of the operating budget is the human resources costs, salaries and benefits, and it is not anticipated that the number of full-time positions will change. Utilities and maintenance would increase although probably not proportionately as the existing building is extremely inefficient in terms of heating/cooling, electrical, etc.

It is expected that revenues would increase in a number of areas: admissions (especially in the first few years when a new facility opens), rentals of meeting and programming space, larger or even double classes could be accommodated, after-hours rentals will be possible, etc.

*Has the Board considered new construction?*

Since the Guelph Civic Museum Feasibility Study was completed in February 2005, it has been the stated desire of Guelph Museums Board of Management for the museum to remain in the downtown core in a heritage building. Although new community museums have certainly been built in other municipalities, it was felt that with a wealth of built heritage in Guelph, a heritage building is more appropriate and desirable.

That being said, being “shoe horned” into a heritage building that does not work in terms of the public or private spaces, is not desirable either. Many community museums have been “given” heritage buildings and are expected to move into a space that simply does not work. One advantage of the Convent is that the interior allows for an extensive renovation providing the spaces that are required for a modern museum yet retaining an authentic character.

Although it was not mentioned in the study, David McAuley clearly indicated during a verbal presentation to the Board that comparable new construction would cost more than renovating the Convent.

*What does the \$10 million price tag of the Convent location include?*

David McAuley provided a range for each section of the capital budget. By adding up his high estimates, the total is \$10 million. This includes \$7 million for the building conversion including the previously described demolition, the new construction, the renovation, the site preparation, the parking lot and landscaping and then an additional \$3 million for FFE (fixtures, furnishings, and equipment). There are two items of note that were not included: professional fees including architects, specialized engineers, museum consultants, etc. as well as the cost of moving.

*What would be the sources of funding?*

For planning purposes, we have estimated \$3.3 million from Cultural Spaces Canada which is the federal program, \$500,00 from the provincial government including grants and a direct appeal to the Minister of Culture, \$500,000 from fundraising (corporate and individuals), \$500,000 from the sale of the current building, and \$5.2 million from the City of Guelph.

*What have other new community museums cost?*

These are the most recent examples of new community museum projects in Ontario:

Bruce County Museum, Southampton

Renovated 1878 schoolhouse and constructed new 24,000 sq. ft. museum wing – \$7.7 million

FFE, exhibits, contingencies - \$3.4 million

TOTAL - \$11.1 million

Grey Roots Heritage and Visitor Centre, Owen Sound

New construction – 36,000 square feet

TOTAL - \$11 million

Red Lake Regional Heritage Centre, Red Lake

New construction – 8,000 square feet

TOTAL - \$3 million

Proposed Region of Waterloo Museum

New construction at Doon Heritage Crossroads, Kitchener – approximately 40,000 square feet.

TOTAL - \$22 million

This project has been in the capital forecast for a decade. It was approved by a Committee of Council on June 12, 2007.

*Have we considered other locations?*

Guelph Museums has not undertaken a feasibility study for any location other than Loretto Convent. Any feasibility study will cost a minimum of \$30,000, as was the case with the Convent study, which does limit the number of studies that can be done.

Board members and staff did visit Chalmers Church when it was available but it was quickly determined that the space was not appropriate for museum use. Another location mentioned by previous members of Council is the Guelph Armoury. To date, the Armoury is not available and we do not know if it would be appropriate.

The work done by Guelph Public Library over the past several years to select a location for a new central library is relevant. That work has been ongoing for a number of years and the main message is that there are few options in the downtown.

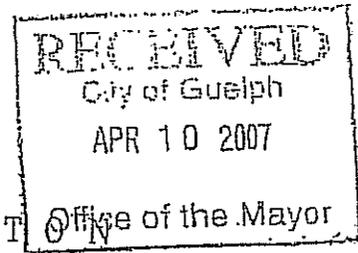
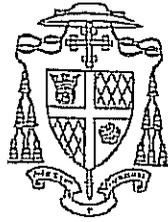
The other document of use is the Guelph Visual Arts Community Centre Feasibility Study and Business Plan completed by Roger Jones & Associates in May 2003 for Guelph Arts Council. Again, the number of potential locations that could be identified is limited. The location that ranked the highest for them is the current library. In speaking with Sally Wismer, there is still a strong interest in creating a Visual Arts Centre in the library, if and when the library relocates. The Arts Council has, in fact, recently reiterated this desire to Mayor Farbridge.

I do not know if the Library would be appropriate to renovate for Museum use and a feasibility study would be required to make that determination. The overall size is adequate as it is apparently 30,000 square feet. While it is certainly a visible location in the downtown, it is not a heritage building which was previously identified as a priority. As well, it should be noted that it is not available at this time and the future of the central library is completely unknown.

*Why should Guelph Museums Board of Management and the City of Guelph pursue the Convent project?*

1. The need for an expanded facility has long been identified and necessary for Guelph Civic Museum to remain relevant to this community.
2. The Convent is the only option that is currently available.
3. McAuley's study has shown that the building is a "good fit" for museum use.
4. It is a significant heritage building, prominently located in the downtown, and adjacent to the largest tourist attraction in the City.
5. The Convent's availability to the City on a long-term lease for a nominal payment represents good value
6. If the Convent project is dropped, relocation of the Civic Museum will not be a priority. This is an opportunity that has presented itself and it should be pursued fully until City Council has determined otherwise.

Katherine McCracken  
Director



DIOCESE OF HAMILTON

April 4, 2007

cc: Lois Payne  
Doreen Kennedy  
Katherine McCracken

Her Worship Karen Farbridge  
City Hall  
59 Carden Street  
Guelph, ON, N1H 3A1

Dear Mayor Farbridge:

Re: Loretto Convent Building – Museum Proposal

It is my understanding that the recent budget deliberations undertaken by the City of Guelph confirmed that any consideration of the conversion of the former Loretto Convent into the new home of the Guelph City Museum has been deferred until 2011 at the earliest.

As you may be aware, the Diocese of Hamilton submitted a Demolition Permit for the Loretto Convent but agreed to participate in the previous administration's Task Force headed by Dr. Allstair Summerlea, President of the University of Guelph, to consider options for the adaptive reuse of the convent building; the result of which was the recommendation that it be converted for museum purposes.

We have since been advised that our insurance coverage provider will no longer extend coverage to the vacant Loretto Convent. As you may also be aware, there have been recent and continuous vandalism of the property. Unauthorized access to the building is an ongoing nuisance and exposes the Diocese to potential liability claims arising from someone injuring themselves.

I had been hopeful that the City of Guelph would be more proactive in the conversion of this building given the interest from many sectors of the Guelph community including members of City Council in making this investment a priority.

If it is the eventual intention of the City to re-locate the existing Guelph Museum to the former Loretto Convent, then I request that immediate steps be taken to

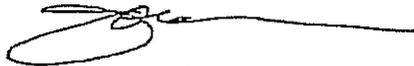
(con'td)

(Mayor Farbridge – Loretto Convent) -2-

have responsibility for the property transferred to the City of Guelph, including but not limited to security (both lighting and surveillance), maintenance and upkeep. The Loretto Convent is deteriorating. Currently there is no heat, hydro, water or sewer functioning in the building. To preserve the integrity of the structure, an ongoing care and maintenance program needs to be developed until such time as the City is ready to proceed with the redevelopment.

The Diocese remains committed to the concept of having the former Loretto Convent converted to museum purposes. However, in view of our multi-million dollar commitment to restore the landmark Church of Our Lady, the Diocese is not prepared to assume both maintenance and liability costs for the next four years or more until the City makes a final decision. The Diocese is prepared to enter into negotiations to see responsibility of the former Loretto Convent assumed by the City of Guelph. Your consideration of our request would be appreciated.

Yours very truly,  
THE ROMAN CATHOLIC DIOCESE OF HAMILTON



John J. O'Brien  
Business Administrator

jjo:mwd

cc: Very Reverend Dennis Noon  
Church of Our Lady Parish

Project Budget Summary

Appendix B

OPM Codes	Description	Budget Price	Budget Allocation	Contract Date	To	Actual To Date	Previously Approved	Total Due this Draw	Total Cost
	Security (Cost includes 3 years monitoring)								
5200	Hydro (Temporary Service only)	4,500	4,500						
5300	Union Gas	350	350						
5400	Abatement ( includes asbestos, lead paint, mercury, PCB's, mold)	10,000	10,000						
6111	Roofing Repairs	5,000.00	5,000.00						
6131	Downspouts/RWL	5,000.00	5,000.00						
6161	Soffits and Eaves	2,000.00	2,000.00						
6144	Trees/Shrub Removal	1,000.00	1,000.00						
6222	Grout/Removal Debris Base Building	5,000.00	5,000.00						
6231	Repoint Masonry Major Cracks	20,000.00	20,000.00						
6239	Remove Wrought Iron Fire Escape	3,000.00	3,000.00						
6244	Place Plywood over windows	25,000.00	25,000.00						
6246	Install No Trespassing Signs	2,000.00	2,000.00						
6247	HE Fumigates	25,000.00	25,000.00						
6248	New Granular Parking								
6249	Permit								
6250	Site Plan Approval								
6251									
6252									
6254									
6255									
6300									
6325									
8210	Contingency	15,000.00	15,000.00						
8211									
8212									
8213									
8311									
	TOTAL BEFORE GST		5125,050.00						

Parking Lot Budget

Grading and Granular	12,000
Gate Arm	2000
PreCast Curbs	7000
Site Plan Engineer	5000
Site Plan Approval	3000
Contingency	10000
Total	39000

**REPORT OF THE FINANCE, ADMINISTRATION AND CORPORATE SERVICES  
COMMITTEE**

July 16, 2007

Her Worship the Mayor and  
Councillors of the City of Guelph

Your Finance, Administration and Corporate Services Committee beg leave to present this their SIXTH REPORT as recommended at its meeting of July 4, 2007;

CLAUSE 1. THAT the request of the Guelph and District Labour Council that the rides at Riverside Park be offered at no charge during the annual Labour Day Picnic be approved and that funding be approved from the City's grant budget.

CLAUSE 2. THAT the City will provide a grant to Habitat for Humanity Wellington County in the amount of \$26,000 to cover the development charges and various permit fees charged to the organization in connection with the building of a low income house on Morris Street;

AND THAT the \$26,000 financial assistance be provided from the Affordable Housing Reserve.

CLAUSE 3. THAT City staff be authorized to commence negotiations immediately with the County of Wellington for the purposes of developing a new cost sharing agreement for the Wellington Terrace.

All of which is respectfully submitted.

Councillor Karl Wettstein, Chair  
Finance, Administration & Corporate Services  
Committee



# City of Guelph

## FINANCE

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**TO:** Finance, Administration & Corporate Services Committee

**DATE:** July 4, 2007

**SUBJECT:** LABOUR DAY PICNIC AT RIVERSIDE PARK

---

### **RECOMMENDATION:**

That the request of the Guelph and District Labour Council that the rides at Riverside Park be offered at no charge during the annual Labour Day picnic be approved and that funding be approved from the City's grants budget.

### **BACKGROUND:**

Each year the Guelph and District Labour Council hosts an annual picnic at Riverside Park which is open to the entire community. In the past, as part of this celebration, the rides at the park have been provided at no cost.

### **REPORT:**

Correspondence has been received from the Guelph and District Labour Council requesting that the City of Guelph provide the rides at Riverside Park at no cost during the annual Labour Day picnic which is hosted by the Guelph and District Labour Council. It is staff's recommendation that this request be approved by Council. Staff at the Operations Department have indicated that the cost associated with this request would be approximately \$1,500.00. Staff have determined that there are sufficient funds remaining in the grants budget to offset these costs.

### **CORPORATE STRATEGIC PLAN:**

- 6.4 Build on relationships and partnerships with stakeholders to enhance service provision.

**FINANCIAL IMPLICATIONS:**

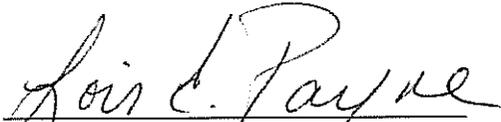
Funding to be provided from the City's grants budget.

**DEPARTMENTAL CONSULTATION:**

Operations Department.



Prepared & Recommended By:  
David A. Kennedy, C.A.  
Director of Finance



Approved for Presentation:  
Member, Transitional Executive Team



# City of Guelph

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**TO:** Finance, Administration & Corporate Services Committee

**DATE:** July 4, 2007

**SUBJECT:** Habitat for Humanity Request for Relief of Development Charges and Permit Fees for Morris Street Project

---

## **RECOMMENDATION:**

That the City will provide a grant to Habitat for Humanity Wellington County in the amount of \$26,000 to cover the development charges and various permit fees charged to the organization in connection with the building of a low income house on Morris Street.

That the \$26,000 financial assistance be provided from the Affordable Housing Reserve.

## **BACKGROUND:**

At a meeting of the Finance, Administration & Corporate Services Committee held May 2, 2007 the Director of Finance was directed to report back to the Committee with a recommendation with respect to providing relief from the various permit fees for Habitat for Humanity Wellington County's Morris Street project.

## **REPORT:**

During the summer of 2007, Habitat for Humanity Wellington County, in partnership with a low income family from Guelph, will build a house on Morris Street. Land and construction costs of approximately \$125,000 will be raised by Habitat for Humanity Wellington County. In a letter dated March 16, 2007, Habitat for Humanity has requested that the City provide relief from the Development Charges and various permit fees that will be incurred as follows (Appendix 1):

Development Charges:	\$10,655
Sewer line installation:	7,231
Water line installation:	7,097
Curb cut:	130
Building permit:	865 (1,042 sq. ft. @ 0.83 per sq. ft.)
<b>Total</b>	<b>\$25,978</b>

As outlined in the letter, this project will contribute to intensification in the city core and result in additional property taxes for the City from the homeowner for years to come.

In a subsequent letter from Habitat for Humanity Wellington County dated May 15, 2007 (Appendix 2) examples have been provided of previous cases where other municipalities in Wellington County have granted relief from these types of charges for this organization's build projects.

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

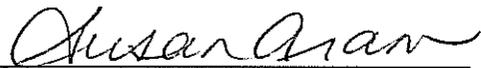
- (1) To manage growth in a balanced, sustainable manner:
  - Determine and pursue infill and brownfields development
  
- (4) To enhance community wellness:
  - Strengthen our commitment to volunteerism and community partnerships

#### **FINANCIAL IMPLICATIONS:**

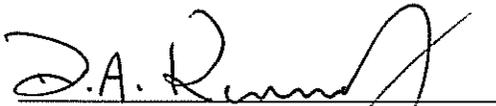
Funding is available in the Affordable Housing Reserve (Appendix 3). This reserve is to be used for capital costs associated with providing affordable housing in partnership with the County and is funded through contributions from the operating budget. This project will provide additional tax revenue through infill development in the city core.

#### **ATTACHMENTS:**

- Appendix 1: Letter from Habitat for Humanity Wellington County (March 16, 2007)
- Appendix 2: Letter from Habitat for Humanity Wellington County (May 15, 2007)
- Appendix 3: Affordable Housing Reserve Forecast



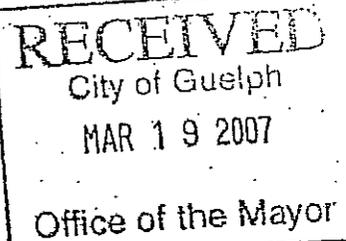
Prepared by:  
Susan Aram, CGA  
Supervisor of Budget and Reporting



Recommended by:  
David A. Kennedy, C.A.  
Director of Finance



Approved for Presentation:  
Member, Transition Executive Team



March 16, 2007

Mayor Karen Farbridge  
City Hall  
59 Carden Street  
Guelph ON N1H 3A1

Dear Mayor Farbridge:

This summer, in partnership with a low income family from Guelph, our organization's volunteers will build a house on Morris Street. The house will be sold at cost, through a no-interest mortgage, to a young woman who is the single parent of three young children. This family will not only gain decent and affordable housing but more importantly, the opportunity to acquire some financial security and break the cycle of poverty.

In order to build this home and give this family a "hand-up" to a better future, we must raise approximately \$125,000 to cover the cost of the land and construction materials. We have been advised, however, that we will also face a total of \$25,978 in charges from the City of Guelph, as follows:

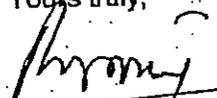
Development charges for a new house:	\$10,655
Installation of a sewer line	\$ 7,231
Installation of water line	\$ 7,097
Curb Cut	\$ 130
Building permit	\$ 865 (1,042 sq. ft @ 0.83 per sq. ft.)
<b>Total</b>	<b>\$ 25,978</b>

As you can imagine, the need to raise an additional \$26,000 is a considerable burden to our voluntary organization. In the spirit of supporting the development of more affordable housing in the City of Guelph, we are requesting as much relief as possible from the payment of these charges. In return, our volunteers will contribute to the development and densification of the city core while the new Habitat for Humanity homeowner will begin many years of paying municipal taxes on her property.

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. We would like to take this opportunity to request a meeting with you to discuss the future development of our homebuilding program in Guelph.

We look forward to a favourable consideration of our submission for relief from development and other charges by the City of Guelph and to meeting with you. If we can provide any more information to support our request, we will be pleased to do so.

Yours truly,

  
Richard Charity  
President



Finance Department

MAY 22 2007

ACTION

BF \_\_\_\_\_

File \_\_\_\_\_

Circulate to:

DK GB ✓ SK

May 15, 2007

Mr. David Kennedy  
Director of Finance, City of Guelph  
City Hall, 59 Carden Street, Guelph  
ON N1H 3A1

Dear Mr. Kennedy:

Recently, Richard Charity, the president of our organization, made a presentation to the Finance, Administration and Corporate Services Committee in which he requested relief from the development and other charges that our organization is required to pay in connection with the construction of a home on Morris Street this July. Richard noted in his presentation that other municipalities in Wellington County have granted relief from these charges to support the construction of a Habitat for Humanity home(s) in their communities.

At your request, I am providing information on the relief of charges given for previous builds:

- |  |   |
|--|---|
| Rockwood Builds in 2001 and 2005 (two homes in each year)        | In 2001 Township of Guelph/Eramosa gave relief from the development charges (with the exception of education portion) and from the variance fee. The County of Wellington gave relief from the severance charge.  |
|  | In 2005, the Township of Guelph/Eramosa absorbed the municipal portion of the development charges (excluding water and sewage charge), building permit fees and the water meter cost. The County of Wellington absorbed the development charges.  |
| Centre Wellington builds in 2002 and 2003 (total of three homes) | The Township of Centre Wellington gave a grant of \$10,000 to offset some of the development charges. In addition, Public Works provided needed sand and gravel and covered the cost associated with sidewalks. Recreation and Parks provided a portable toilet and picnic benches for use on the build site. |
| Mount Forest build in 2006 (one home)                            | Township of North Wellington gave relief from all development charges and the cost of the building permit.  |

Thank you for your consideration of our request. If you require any additional information, please contact our office.

Yours sincerely

Clare Irwin  
Secretary

#119

**Affordable Housing Reserve**  
(negative/debit values shown in brackets)

Last updated: June 14, 2007

Interest rate:

Non-interest as of 2005 Reserve Policy

	2003	2004	2005	2006	2007	2008	2009	2010
Opening Balance	351,044.00	763,766.79	1,081,333.43	831,773.43	588,488.43	543,660.43	543,660.43	543,660.43

**Expenditures**

Fund Affordable Housing Programme

Additional Committed Amounts not yet paid

Habitat for Humanity Relief - Morris Street

	(249,560.00)	(243,285.00)	(18,828.00)	(26,000.00)
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<b>Total Expenditures</b>		(249,560.00)	(243,285.00)	(44,828.00)
---------------------------	--	--------------	--------------	-------------

**Revenue**

Transfer From Ops

Interest Allocation

Total Revenue

Closing Balance

Transfer From Ops	400,000.00	300,000.00	-	-	-	-	-	-
Interest Allocation	12,722.79	17,566.64	-	-	-	-	-	-
Total Revenue	412,722.79	317,566.64	-	-	-	-	-	-
Closing Balance	763,766.79	1,081,333.43	831,773.43	588,488.43	543,660.43	543,660.43	543,660.43	543,660.43

**Funding Commitment - Wellington County Partnership**

Affordable Housing Program Scheduled Payment Stream:

1) Phase 1 - 90 days after contribution agreement signed:

2) After Structural framing complete

3) Project Completion

TOTAL

Surplus

	Project 1	Project 2	Project 3
	805395 Ontario Ltd	GNPH	Army/Navy
1) Phase 1 - 90 days after contribution agreement signed:	65,410.00	56,232.00	6,276.00
2) After Structural framing complete	65,410.00	56,232.00	6,276.00
3) Project Completion	130,820.00	112,465.00	12,552.00
TOTAL	\$ 261,640.00	\$ 224,929.00	\$ 25,104.00
Outstanding	\$ 511,673.00	\$ 18,828.00	\$ 18,828.00
Balance Remaining	\$ 492,845.00	\$ 511,673.00	\$ 18,828.00
Total Committed	\$ 492,845.00	\$ 511,673.00	\$ 18,828.00
Actual Paid			



City  
of Guelph  
FINANCE

---

**TO:** Finance, Administration & Corporate Services Committee

**DATE:** July 4, 2007

**SUBJECT:** COUNTY OF WELLINGTON/WELLINGTON TERRACE

---

**RECOMMENDATION:**

That City staff be authorized to commence negotiations immediately with the County of Wellington for the purposes of developing a new cost sharing agreement for the Wellington Terrace.

**BACKGROUND:**

Wellington Terrace Home for the Aged is a long term care facility located in the County of Wellington and owned and operated by the County of Wellington.

**REPORT:**

In response to a letter from the Ministry of Health and Long Term Care and in order to comply with Section 3 of the Homes for the Aged and Rest Home Act, the City of Guelph entered into a joint agreement with the County of Wellington in May of 1994. The purpose of the agreement, made under Section 7 of the Homes for the Aged and Rest Homes Act, R.S.O. 1990, C.H. 13, was to provide City of Guelph funding to maintain a home for the aged. This agreement expired December 31, 1995 and was replaced by a new agreement in March of 1996. This agreement had a term of one year and expired on December 31, 1996. It was anticipated that the City of Guelph and the County of Wellington would negotiate a new master agreement to cover all the joint and shared services between the two municipalities. A new master agreement has yet to be put in place and City staff have continued to provide funding to the Wellington Terrace under the old agreement which was capped at a maximum annual contribution of \$166,000.

Annual operating costs for the Terrace have risen dramatically over the past few years and the County has attempted to increase the funding contribution from the City of Guelph.

Recent discussions between the Mayor, the County Warden and staff from the City of Guelph and County of Wellington have been held in an attempt to resolve the funding issue. At this point, no agreement has been reached.

The 2007 Operating Budget Summary (attached) details the budget requests for 2006 and 2007 respectively. A recent invoice from the County of Wellington dated March 22, 2007 indicated the County was expecting a contribution for 2006 in the amount of \$1,026,525 from the City of Guelph. This represents an unfavourable budget variance of \$392,525 or 61.76%. It is also anticipated that a similar variance for 2007 can be expected.

In order to provide stability in the City of Guelph's operational budget and protect against these large negative variances, staff are recommending that negotiation of a new agreement commence immediately.

**CORPORATE STRATEGIC PLAN:**

To have exemplary management practices.

**FINANCIAL IMPLICATIONS:**

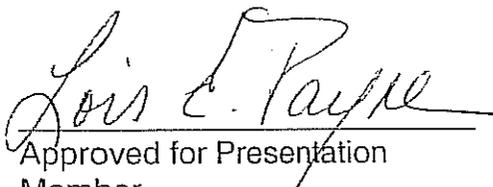
A new agreement will provide confidence in budget request and prevent major budget variances that must be funded from other sources.

**ATTACHMENTS:**

2007 Operating Budget Summary



Prepared & Recommended By:  
David A. Kennedy, C.A.  
Director of Finance



Approved for Presentation  
Member  
Transitional Executive Team



## 2007 OPERATING BUDGET Program/Service Summary

N2

**Division:** OTHER PROGRAMS AND BOARDS  
**Service:** Social Services

Activity	2006 Budget		2007 Budget	
	Base	FTE	Base	FTE
750-0100 SOCIAL ASSISTANCE-ADMINISTRATI	\$2,443,600	-	\$2,561,000	-
750-0200 SOCIAL ASSISTANCE-INCOME MAINT	\$6,133,100	-	\$6,624,000	-
750-0300 EMPLOYMENT SERVICES	\$445,800	-	\$512,000	-
754-0100 WELLINGTON TERRACE	\$634,000	-	\$620,000	-
756-0100 CHILD CARE-ASSISTANCE	\$1,246,000	-	\$1,447,000	-
756-0200 WILLOWDALE MAINTENANCE	\$177,000	-	\$124,000	-
756-0400 CHILD CARE ADMINISTRATION	\$337,500	-	\$375,000	-
<b>TOTAL BUDGET</b>	<b>\$11,417,000</b>	<b>-</b>	<b>\$12,263,000</b>	<b>-</b>

# REPORT OF THE GOVERNANCE & ECONOMIC DEVELOPMENT COMMITTEE

July 16, 2007

Her Worship the Mayor and  
Councillors of the City of Guelph

Your Governance & Economic Development Committee beg leave to present this their SIXTH REPORT as recommended at its meeting of July 12, 2007;

CLAUSE 1 THAT the Economic Development and Tourism 2007, Q1 Project Update be received for information;

AND THAT City Council accepts this report and directs the staff of the Economic Development and Tourism Division to make it accessible to the public, business community, other City departments and the City's strategic partners.

CLAUSE 2 THAT the composition of the Downtown Guelph Coordinating Committee as described in the June 12, 2007 report of the Manager of Economic Development and Tourism Services be approved as amended to reflect public at large membership being comprised of one member from the business community and one citizen appointed at large;

AND THAT staff is directed to initiate meetings of the Downtown Guelph Coordinating Committee to assist with the management and implementation of the 2007 to 2011 Downtown Action Plan.

CLAUSE 3 THAT City Council receive the report of July 12, 2007 prepared by the Manger of Economic Development and Tourism regarding the proposed Municipal Twinning with the Province of Treviso;

AND THAT City Council direct staff to coordinate with the Guelph Twinning Committee and representatives from the Province of Treviso a Twinning Agreement between the City of Guelph and the Province of Treviso;

AND THAT City Council direct staff to coordinate with the Guelph Twinning Committee and local stakeholders the hosting in 2007 of a reciprocal delegation of Officials from the Province of Treviso for the purpose of executing a Twinning Agreement.

CLAUSE 4 THAT a special Accountability and Transparency Committee be established;

AND THAT representation of the Accountability and Transparency Committee be as follows:

- a. 2 members of Council
- b. 2 members of the public
- c. 1 representative of the media
- d. 1 representative of a local community group or organization
- e. 1 representative of the business community;

AND THAT the proposed terms of reference for the committee include:

Page No. 2 - July 16, 2007  
Report from Governance & Economic Development Committee

- a. A review of the Accountability and Transparency Part of the Municipal Act;
- b. A review of existing policies, the procedural by-law, code of ethics and other documentation that currently govern the conduct of Council;
- c. Develop a Code of Conduct;
- d. Develop an Accountability and Transparency policy;
- e. Make recommendations to Council relating to the appointment of an Integrity Commissioner, an Ombudsman, and Auditor General, a Lobbyist Registrar and a Special Investigator; and
- f. Such other duties as Council may assign;

AND THAT appropriate staff act as a resource to the committee.

CLAUSE 5 THAT the City of Guelph request the Province of Ontario to make amendments to the Municipal Elections Act as outlined in Schedule "A" to the report dated April 10<sup>th</sup>, 2007;

AND THAT the City Clerk be directed to prepare budget packages for the 2008, 2009 and 2010 budgets for the cost of enhancements to local election procedures;

AND THAT the support of the Association of Municipalities of Ontario be sought for these changes to the Municipal Elections Act;

AND THAT in the event of a change in government following the next Provincial election, the Province again be asked to make these changes to the Municipal Elections Act;

AND THAT correspondence to the Province be directed to both the Ministry of Municipal Affairs & Housing and the Ministry of Finance with respect to these changes to the Municipal Elections Act;

AND THAT in the event MPAC continues to be the source of municipal election voters lists, the Province develop a mechanism for removal of names of people who have died or moved away.

CLAUSE 6 THAT the Council Chambers electronic voting system be used for all Public Council meetings;

AND THAT all voting (other than procedural motions) be by recorded vote and be recorded in the minutes.

CLAUSE 7 THAT Council review and approve a four year service review cycle for aspects of major programs and services;

AND THAT Council adopt the review framework suggested in the attached report which allows for process flexibility while ensuring accountability.

All of which is respectfully submitted.

Councillor Gloria Kovach, Chair  
Governance & Economic Development  
Committee



# City of Guelph

Report:  
**COMMUNITY DESIGN AND DEVELOPMENT  
SERVICES: ECONOMIC DEVELOPMENT AND  
TOURISM**

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**TO:** Governance and Economic Development Committee

**DATE:** 2007/06/14

**SUBJECT:** CITY OF GUELPH ECONOMIC DEVELOPMENT AND TOURISM 2007,  
Q1 PROJECT UPDATE

---

## **RECOMMENDATION:**

That the Economic Development and Tourism 2007, Q1 Project Update be received for information:

And That City Council accepts this report and directs the staff of the Economic Development and Tourism Division to make it accessible to the public, business community, other City departments and the City's strategic partners.

## **BACKGROUND:**

Economic Development and Tourism is continuing to provide quarterly reports to City Council to provide updates on its strategic programs, current projects and recent accomplishments.

## **REPORT:**

In accordance with the Division's 2006 - 2008 Business Plan, the Quarterly Project Update helps to meet our goal to improve communications with Council, other City departments, the business community and the public. This reporting tool also increases the profile of the division's programs and activities to our strategic partners in the academic community and the Provincial and Federal levels of government.

## **CORPORATE STRATEGIC PLAN:**

- To strengthen our economic base.
- To manage growth in a balanced and sustainable manner.
- To support our natural, cultural and architectural heritage.

**FINANCIAL IMPLICATIONS:**

Funds for the activities highlighted have been approved by City Council in the 2007 Operating and Capital budgets.

**DEPARTMENTAL CONSULTATION:**

N/A

**COMMUNICATIONS:**

N/A

**ATTACHMENTS:**

Attachment 1: Q1 Program Matrix



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Prepared By:  
Jennifer Peleschak  
Marketing & Event Coordinator

519-837-5600  
jennifer.peleschak@guelph.ca



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Recommended By:  
Peter Cartwright  
Manager, Economic Development &  
Tourism

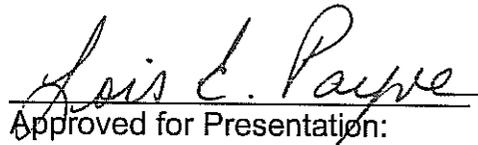
519-837-5600  
peter.cartwright@guelph.ca



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Recommended By:  
Jim Riddell  
Director of Community Design and  
Development Services

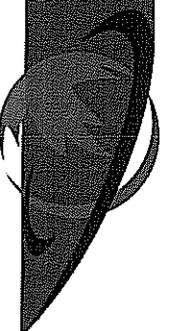
519-837-5616  
jim.riddell@guelph.ca



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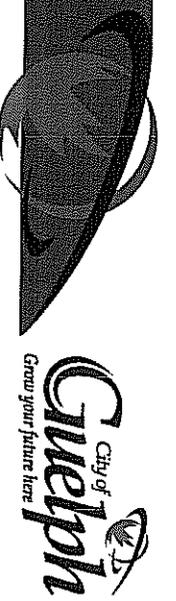
Approved for Presentation:  
On behalf of the Transitional  
Executive Team

**2007 Project Report Updates for Q1  
Economic Development and Tourism**



Program	Project Description	Activities for Q1	Key Objectives for Q2	Critical Factors
<p><b>Land Development</b></p> <p><b>Council Strategy:</b> To strengthen our economic base</p> <ul style="list-style-type: none"> <li>○ Ensure a sufficient supply of serviced employment lands</li> </ul> <p><b>Further information contact:</b> Peter Cartwright Manager, Economic Development and Tourism 519-837-5600 peter.cartwright@guelph.ca</p>	<p><b>Hanlon Creek Business Park</b></p> <ul style="list-style-type: none"> <li>● In 2000 the City of Guelph purchased +/- 400 gross acres of land for the purpose of developing a business park.</li> <li>● In 2006 the Ontario Municipal Board (OMB) approved the planning documents and minutes of settlement for this development.</li> <li>● Subsequent to the OMB approvals the City of Guelph and Belmont Equities (HCBP) Inc. have entered into an agreement to jointly develop a first phase, which consists of approximately 120 net developable acres (77 acres for the City of Guelph and 43 for Belmont Equities (HCBP) Inc.).</li> </ul>	<ul style="list-style-type: none"> <li>● Public Liaison Committee meetings initiated.</li> <li>● Completed archaeological site assessment for Phase 1 lands.</li> <li>● Issued 'Request for Proposals' to undertake detailed engineering design and Environmental Implementation Report.</li> <li>● Retained environmental consultants – Baseline site monitoring program initiated.</li> <li>● Retained development project manager.</li> <li>● Commenced developing draft urban design standards.</li> <li>● Completed negotiations for interim intersection and full interchange improvements between landowners, City and Ministry of Transportation.</li> <li>● Completed Environmental Assessment for the interim interchange improvements.</li> <li>● Commenced detail design work for interim intersection improvements</li> <li>● Completed topographic survey plan for phase 1 and 2.</li> <li>● Substantially completed calculation survey for subdivision plan.</li> </ul>	<ul style="list-style-type: none"> <li>● Obtaining clearance of archaeological assessment survey and report from the Ministry of Culture.</li> <li>● Award engineering consultant contract.</li> <li>● Approval of the Environmental Implementation terms of reference by the Grand River Conservation Authority (GRCA) and the City of Guelph's Environmental Advisory Committee (EAC).</li> <li>● Finalize the detailed engineering design.</li> <li>● Finalize the urban design standards.</li> <li>● Tender and issue interim intersection construction contracts.</li> </ul>	<ul style="list-style-type: none"> <li>● Securing approval of the Environmental Implementation Report's terms of reference from GRCA and EAC.</li> <li>● Securing City and Provincial approvals for detailed engineering design</li> </ul>

**2007 Project Report Updates for Q1  
Economic Development and Tourism**



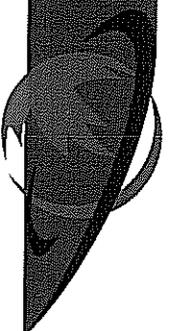
Program	Project Description	Activities for Q1	Key Objectives for Q2	Critical Factors
<p><b>Land Development</b></p> <p><b>Council Strategy:</b> To strengthen our economic base</p> <ul style="list-style-type: none"> <li>○ Ensure a sufficient supply of serviced employment lands</li> </ul> <p><b>Further information contact:</b> Jim Mairs Senior Business Development Specialist 519-837-5600 jim.mairs@guelph.ca</p>	<p><b>South Guelph Industrial Lands</b></p> <ul style="list-style-type: none"> <li>● In 2004, Economic Development and Tourism initiated discussions with private sector developers to bring to market new employment lands south of Clair Road and adjacent to the Hanlon expressway.</li> <li>● Developers for these lands include Tim Hortons Development Limited, Cooper Construction and Industrial Equities Inc.</li> </ul>	<ul style="list-style-type: none"> <li>● Commenced finalizing cost sharing agreement between developers for interim Hwy 6 intersection improvements.</li> <li>● Subdivision agreement for Industrial Equities prepared.</li> <li>● Assisted with due diligence activities between Industrial Equities and a potential client.</li> <li>● Site plan application submitted for Cooper Construction lands</li> </ul>	<ul style="list-style-type: none"> <li>● Finalize the cost sharing agreement for interim Hwy 6 intersection improvements.</li> <li>● Subdivision agreement for Industrial Equities land executed between City and developer.</li> <li>● Site plan application submitted for Industrial Equities site.</li> <li>● Site plan application approved for Cooper Construction lands.</li> </ul>	<ul style="list-style-type: none"> <li>● Unforeseen matters may raise between the City, developers and the Ministry of Transportation with respect to the construction of Hwy 6 interim improvements.</li> <li>● Approval of Industrial Equities site plan application may be delayed due to required revisions.</li> <li>● Cooper Construction's site plan approval may be delayed due technical matters or a change in the developer's business requirements</li> </ul>

**2007 Project Report Updates for Q1**  
**Economic Development and Tourism**



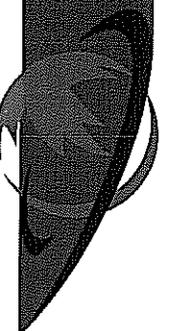
Program	Project Description	Activities for Q1	Key Objectives for Q2	Critical Factors
<p><b>Agri-food &amp; Innovation Sector</b></p> <p><b>Council Strategy:</b>            To strengthen our economic base</p> <ul style="list-style-type: none"> <li>○ Encourage and support commercialization opportunities within emerging innovation sectors</li> </ul> <p><b>Further information contact:</b>            Barb Maly            Business Development Specialist            Agri-food &amp; Innovation Sectors            519-837-5600            barb.maly@guelph.ca</p>	<p><b>Implementation of Guelph's Agri-food, Life Science and Innovation Sectors' Marketing Plan</b></p> <p>Guelph Partnership for Innovation (GPI) Agri-food and Life Science marketing plan was completed in March 2006 along with a Guelph Food Industry Analysis. The key objective of this marketing plan is to develop commercialization and marketing programs to position Guelph as one of the top agri-food and life science innovation clusters in the country. This will be achieved through:</p> <ul style="list-style-type: none"> <li>○ The creation of local networking events to share information and create awareness of opportunities with existing and potential customers.</li> <li>○ The development of programs to support entrepreneurs and early stage innovation</li> </ul>	<ul style="list-style-type: none"> <li>● Secured \$50,000 in funding through IRAP to develop a mentorship support programs for early stage and expanding companies in Guelph.</li> <li>● Completed a Technical Sales and Marketing mentorship program</li> <li>● Assisted an early stage functional food research company to secure \$5 million in investment to establish a 10,000 sq.ft. pilot plant facility in Guelph by the end of 2007.</li> <li>● Prepared proposals and met with a British Columbia bakery considering an \$80M, 250 job operation in Guelph</li> <li>● Coordinated activities between the City of Guelph, Township of Guelph Eramosa and County of Wellington to advance a proposed state-of-the-art 375 metric tonnes/day flour mill looking to locate just north of the</li> <li>● Commenced planning activities to develop a Guelph Agri-food partners booth and Ambassador program at International Food Technologies Expo in July 2007 with the University of Guelph, Guelph Food Technology Centre, Canadian Institute for Food Safety,</li> </ul>	<ul style="list-style-type: none"> <li>● Development of Agri-food partner's booth, video and marketing materials for IFT Food Expo</li> <li>● Attending BIO Boston in May, 2007</li> <li>● Exploratory visit to the Province of Treviso, Italy in late May/early June 2007</li> <li>● Assist in the hiring of a new dedicated Executive Director for GPI</li> <li>● Coordinate follow up activities between City, Province and British Columbia Bakery</li> <li>● Coordinate follow up activities between City, Township of Guelph Eramosa, Wellington County and flour mill</li> </ul>	<ul style="list-style-type: none"> <li>● Securing CISP funding to assist in funding IFT Food Expo Marketing Initiatives.</li> </ul>

**2007 Project Report Updates for Q1  
Economic Development and Tourism**



Program	Project Description	Activities for Q1	Key Objectives for Q2	Critical Factors
	<p>companies</p> <ul style="list-style-type: none"> <li>○ Domestic and international marketing, investment attraction and business development activities</li> <li>○ The creation of communication programs to create awareness</li> <li>○ The development of partnerships within the University of Guelph research community and those who can help commercialize and move research to the marketplace</li> </ul>	<p>Laboratory Services, Ontario Soybean Growers Food Expo, GPI and City of Guelph</p> <ul style="list-style-type: none"> <li>● Secured funding from Community Investment Support Program; support joint City Guelph Partnership for Innovation (GPI) to marketing and investment attraction initiatives</li> </ul>		

**2007 Project Report Updates for Q1  
Economic Development and Tourism**



Program	Project Description	Activities for Q1	Key Objectives for Q2	Critical Factors
<p><b>Downtown</b></p> <p><b>Council Strategy:</b> To strengthen our economic base</p> <p><b>Further information contact:</b> Peter Cartwright Manager, Economic Development and Tourism 519-837-5600 peter.cartwright@guelph.ca</p>	<p>Council approved funds in Economic Development and Tourism's 2007 to 2009 operating budget to implement programs to increase private sector investment within the downtown.</p>	<ul style="list-style-type: none"> <li>• Advertised and interviewed for the Downtown Economic Development Manager's position</li> <li>• Finalized downtown action plan report and recommendations for Council's approval</li> <li>• Commenced stakeholder discussions regarding a request for development proposals for the Baker Street site.</li> <li>• Commenced a best practice review of municipal free parking programs.</li> </ul>	<ul style="list-style-type: none"> <li>• Fill the Downtown Economic Development Manager's position.</li> <li>• Approval of the downtown action plan by Guelph City Council.</li> <li>• Finalize the request for development proposal package and process for the Baker Street site.</li> <li>• Finalize and present to Guelph City Council a best practice review of municipal free parking programs.</li> </ul>	<ul style="list-style-type: none"> <li>• Additional interviews for the Downtown Economic Development Manager's position identified may be required.</li> <li>• Additional information may be requested by Council for the approval of the downtown action plan.</li> <li>• Stakeholder discussions may identify additional matters that need to be addressed prior to the issuance of a request for development proposals for the Baker Street site.</li> <li>• Stakeholder discussions may identify additional matters that will need to be</li> </ul>

**2007 Project Report Updates for Q1**  
**Economic Development and Tourism**



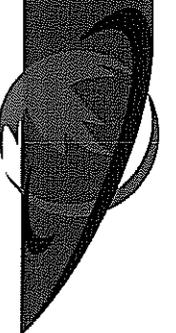
Program	Project Description	Activities for Q1	Key Objectives for Q2	Critical Factors
				addressed prior to the finalizing the best practice review of municipal free parking programs.

**2007 Project Report Updates for Q1**  
**Economic Development and Tourism**



Program	Project Description	Activities for Q1	Key Objectives for Q2	Critical Factors
<p><b>Tourism</b></p> <p><b>Council Strategy:</b> To strengthen our economic base</p> <p><b>Further information contact:</b> Sue Trerise Senior Business Development Specialist 519-837-1335 sue.trerise@guelph.ca</p>	<p><b>Shakespeare Made in Canada Marketing Campaign</b></p> <p>Consumer marketing campaign organized and implemented to attract visitors to the city over the course of the festival.</p>	<ul style="list-style-type: none"> <li>Continuation of marketing and promotion programs until the end of May.</li> <li>Overnight and day-trip visitation being tracked through the website, tourism industry partners, and by phone and email inquiries to the Visitor Information Centre.</li> <li>Daily visitation at MacDonald Stewart Art Centre increased 400%</li> </ul>	<ul style="list-style-type: none"> <li>Conclude marketing program.</li> <li>Review final statistics and program results with Event Partners, including the University, as well as local tourism industry partners.</li> </ul>	<ul style="list-style-type: none"> <li>Cooperation and coordination required from the University of Guelph, Guelph Arts Council and the city's Corporate Communications department.</li> </ul>
<p><b>Tourism</b></p> <p><b>Council Strategy:</b> To strengthen our economic base</p> <p><b>Further information contact:</b> Sue Trerise Senior Business Development Specialist 519-837-1335 sue.trerise@guelph.ca</p>	<p><b>2007 Guelph Wellington Tourism Partnership Program</b></p> <p>A comprehensive package that offers marketing benefits to Guelph and Wellington County tourism industry partners at a competitive annual rate.</p>	<ul style="list-style-type: none"> <li>Commenced 2007 Partnership benefits program</li> <li>Increased partnerships from 124 industry partners (2006) to 156 partners (still increasing) in 2007.</li> <li>2007 Partnership revenue targets met with the increase of 32 Partners</li> </ul>	<ul style="list-style-type: none"> <li>Deliver bus advertising benefit for top level (Profile) partners.</li> <li>Deliver tourism packaging seminar for all partners to increase tourism product inventory in the region.</li> <li>Complete delivery of all partnership benefits for 2007.</li> </ul>	<ul style="list-style-type: none"> <li>Revised pricing structure and deliverable benefits package.</li> <li>Partnership sales were coordinated with sales of the 2007 Visitor Guide.</li> <li>Increased and improved communication with partners throughout the process.</li> </ul>

**2007 Project Report Updates for Q1**  
**Economic Development and Tourism**



Program	Project Description	Activities for Q1	Key Objectives for Q2	Critical Factors
<p><b>Marketing &amp; Promotional Activities</b></p> <p><b>Further information contact:</b>                      Jennifer Peleschak                      Marketing &amp; Event Coordinator                      519-837-5600                      jennifer.peleschak@guelph.ca</p>	<p>Develop and implement effective communication and marketing programs to a wide range of audiences to attract and retain business investment, employment, assessment and tourism opportunities</p>	<ul style="list-style-type: none"> <li>Initiated marketing activities (signage; information packages; networking activities) for the Hanlon Creek Business Park</li> <li>Increase advertising revenue for both the 2007 Guelph Business Directory (from \$4200 in 2006 to \$11,800 in 2007) and the 2007 Visit Guelph and Wellington Visitor Guide (from \$46,200 in 2006 to \$72,054 in 2007)</li> </ul>	<ul style="list-style-type: none"> <li>2007 Guelph Business Directory available for sale: CD and print version</li> <li>2006 Annual Review</li> <li>Developments Newsletter</li> <li>HCBP website presence</li> </ul>	<ul style="list-style-type: none"> <li>Increase of Advertising Sales Agents – covered larger area.</li> <li>Better cooperation and increased participation from County of Wellington Municipal Partners for the Visitor Guide</li> </ul>
<p><b>Miscellaneous</b></p> <p><b>Further information contact:</b>                      Jennifer Peleschak                      Marketing &amp; Event Coordinator                      519-837-5600                      jennifer.peleschak@guelph.ca</p>	<p><b>Film Sector Development</b></p> <p>Provide economic investment for Guelph, to give local support and guidance to the film and television community and to promote the city as a location for filming.</p>	<ul style="list-style-type: none"> <li>Developed web presence for the Guelph Film Office</li> <li>Coordinated 20 film inquiries, 1 completed production</li> <li>Coordinated with an international production that will be in Guelph from May to October</li> </ul>	<ul style="list-style-type: none"> <li>Continue to assist production companies find locations and obtain approvals for filming</li> <li>Work with the international production</li> <li>Upgrade web presence</li> </ul>	<ul style="list-style-type: none"> <li>Securing requested locations</li> <li>Securing support from City departments and the community at large</li> </ul>



# City of Guelph

Report

## COMMUNITY DESIGN and DEVELOPMENT SERVICES Economic Development and Tourism

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**TO:** Governance & Economic Development Committee

**DATE:** 2007/06/14

**SUBJECT:** Proposed Guelph Downtown Coordination Committee

**RECOMMENDATION:**

**“THAT Council approves the composition of the Downtown Guelph Coordinating Committee as described in the June 12, 2007 report of the Manager of Economic Development and Tourism Services;**

**AND THAT staff is directed to initiate meetings of the Downtown Guelph Coordinating Committee to assist with the management and implementation of the 2007 to 2011 Downtown Action Plan.”**

**BACKGROUND:**

At a meeting of the Governance and Economic Development Committee held April 10, 2007, the following resolution was passed:

**“THAT the matter of the establishment of a Guelph Downtown Coordinating Committee to assist with the implementation of the 2007 to 2011 Downtown Guelph Action Plan be referred back to staff;**

**AND THAT staff report back with an enhanced membership for a Guelph Downtown Coordinating Committee.”**

**REPORT:**

The 2007 to 2010 Downtown Guelph Investment Action Plan report presented by staff at the April 10, 2007 Governance & Economic Development Committee (GEDC) meeting recommended actions for the downtown including the establishment of a Guelph Downtown Coordinating Committee.

The mandate of this Committee is to work closely with the City's Downtown Project Manager to achieve the following:

*A Great Place to Call Home*

- To clearly identify the roles and responsibilities of all municipal and non-municipal stakeholders within the downtown;
- To provide recommendations to City staff regarding:
  - the development and implementation of programs designed to address ongoing issues of operation/design/safety/maintenance/use of downtown area;
  - the development, implementation to plans and programs for improvements in the downtown area;
- To improve the scheduling and operating of events and programs in the downtown area between stakeholders; and
- To coordinate communications amongst the municipal and stakeholder groups.
- To monitor the results of the Action Plan and to provide recommendations for any required amendments to the plan.

The actions recommended in the April 10, 2007 report were approved by GEDC and subsequently by Guelph City Council at its April 23, 2007 meeting, with the exception of the composition of the Guelph Downtown Coordinating Committee.

As instructed, staff has reconsidered the composition of the Guelph Downtown Coordinating Committee, and through consultation with City and other downtown stakeholders, as highlighted in the Consultation/Concurrence portion of this report, provides a revised proposed structure and rationale as detailed in Appendix "A".

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

- To Strengthen Our Economic Base
- To Support Our Natural, Cultural and Architectural Heritage

#### **FINANCIAL IMPLICATIONS:**

- Based on this report's recommendations, currently there are no additional financial implications beyond those highlighted in staff's April 10, 2007 GEDC report, which are:

**2007** - \$97,700 (Staff salary and benefits)

**2008** - \$297,700 (Staff salary and benefits and seed funds for incentive programs)

2009 - \$297,700 (Staff salary and benefits and seed funds for incentive programs)

**DEPARTMENTAL CONSULTATION/CONCURRENCE:**

o

**COMMUNICATIONS:**

o None required

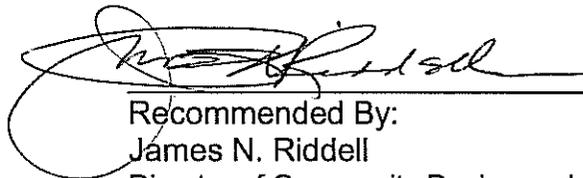
**ATTACHMENTS:**

o **Appendix "A"** – Proposed Guelph Downtown Coordinating Committee



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Prepared & Recommended By:  
Peter Cartwright  
Manager, Economic Development Services  
  
519-837-5600  
[peter.cartwright@guelph.ca](mailto:peter.cartwright@guelph.ca)



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Recommended By:  
James N. Riddell  
Director of Community Design and  
Development Services  
519-837-5616  
[jim.riddell@guelph.ca](mailto:jim.riddell@guelph.ca)



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Approved for Presentation:  
On behalf of the Transitional  
Executive Team

**Appendix "A"**  
**Proposed Downtown Coordinating Committee**  
**For Discussion Purposes Only!**

<b>Group or Association</b>	<b>Members</b>	<b>Suggested Representatives</b>	<b>Rationale</b>
Downtown Board of Management	2	The General Manager and one member from the Board of Directors.	The Downtown Board of Management will provide input from the perspective of the downtown business community in the development, implementation and monitoring of actions identified in the 2007 – 2011 Downtown Action Plan.
Guelph City Council	2	Two Councillors or one Councillor and Mayor.	The inclusion of elected officials will ensure that effective liaison occurs between Council, City Staff and Stakeholders on matters that will arise during the development, implementation and monitoring of the 2007 – 2011 Downtown Action Plan.
University of Guelph	1	One representative from the School of Environmental Design & Rural Development, College of Arts, or College of Management & Economics.	The University of Guelph has expressed an interest in developing a downtown campus. The University has indicated that a downtown campus may include one of the programs noted in this matrix. The inclusion of a University representative on this committee will assist in strategically locating a campus as well as assisting with other components of the Downtown Action Plan.
City of Guelph - Economic Development & Tourism	2	Downtown Economic Development Manager Manager, Economic Development and Tourism	As the Downtown Economic Development Manager will be responsible for the management and coordination of the 2007 – 2011 Downtown Action Plan it is proposed that this staff person actively participate on this committee.
City of Guelph - Operations	1	As designated by the Director of Operations	A representative from the City's Operations Department is required to ensure parking and maintenance programs are coordinated with other downtown activities.
City of Guelph – Community Design and Development Services (CDDS)	1	As designated by the Director of CDDS	A representative from the CDDS is required to ensure municipal planning, urban design and capital works activities are coordinated with other downtown programs.
Guelph Chamber of Commerce	1	A staff member of the Chamber as designated by the Board	Inclusion of the Guelph Chamber of Commerce on this committee will assist with the development of small business opportunities in the downtown
Guelph Developers Association	1	As designated by the Chair of the GDA	Input from the GDA will assist with the structuring of real estate Pilot Projects for the downtown.
Public at Large	2	Representatives from the corporate business community such as the Cooperators, Banks, etc.	Inclusion of such a representative will ensure corporate business practices and input into the 2007 – 2011 Downtown Action Plan
Total =	<b>13</b>		



COMMUNITY DESIGN and DEVELOPMENT SERVICES  
Economic Development and Tourism

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**TO:** Governance & Economic Development Committee  
**DATE:** July 12, 2007  
**SUBJECT:** Proposed Twinning Relationship with the Province of Treviso

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**RECOMMENDATION:**

***“THAT City Council receive the report of July 12, 2007 prepared by the Manager of Economic Development and Tourism regarding the proposed Municipal Twinning with the Province of Treviso;***

***AND THAT City Council direct staff to coordinate with the Guelph Twinning Committee and representatives from the Province of Treviso a Twinning Agreement between the City of Guelph and the Province of Treviso;***

***AND THAT City Council direct staff to coordinate with the Guelph Twinning Committee and local stakeholders the hosting in 2007 of a reciprocal delegation of Officials from the Province of Treviso for the purpose of executing a Twinning Agreement .”***

**BACKGROUND:**

At a meeting of Guelph City Council held April 18, 2006, the following resolution was passed:

***“THAT the City of Guelph execute a Letter of Intent to explore a twinning relationship with the Province of Treviso;***

***AND THAT Staff and the Guelph Twinning Committee report back to Guelph City Council within 12 months with recommendations regarding the entering into a formal twinning relationship with the Province of Treviso.”***

## REPORT:

Since the execution of the letter of intent to explore a twinning relationship with the Province of Treviso, Economic Development and Tourism, with the assistance of the Guelph Twinning Committee have been working with representatives of the Province of Treviso and the Italian Chamber of Commerce of Toronto to evaluate the City of Guelph and the Province of Treviso entering into a formal twinning relationship.

As per the City's Twinning Program terms of reference, as summarized in **Attachment 1** the focus of this evaluation was based on potential economic development opportunities, primarily in the Agri-Food, the Advanced Manufacturing and the Innovation and Research sectors.

The Province of Treviso invited representatives from Guelph to meet with the elected officials, trade representatives and local business leaders of their Province as summarized in the itinerary found in **Attachment 2** of this report.

In order to best assess the economic development opportunities that might exist in the noted sectors, staff and the Guelph Twinning Committee recommended that the Guelph delegation should include City staff and representatives from each sector of interest. Therefore the following organizations participated with the Manager of Economic Development and Tourism on this exploratory trip:

- **Friends of Guelph:**

This private sector organization advocates the business needs for the manufacturing and advanced manufacturing sectors.

- **Representative:** Ken Hammill - Director

- **Guelph Chamber of Commerce:**

The Chamber represents the voice of a wide range of local business interests. It also serves as a strong civic organization that encourages the economic and social development of the Guelph community.

- **Representative:** Randy Seager, Business Development Officer

- **Ontario Agri-foods Technology (OAFT) & Guelph Partnership for Innovation (GPI):**

OAFT, established in 1997, is a non-profit organization representing the interests of grower associations, universities, and the agri-food industry. GPI is a consortium of research and innovation stakeholders with the vision of making Guelph one of the top five innovation centres in North America. Its mandate is to coordinate information sharing among life science and agri-food companies in Guelph.

- **Representative:** Dr. Gord Surgeoner - President of OAFT and Director of GPI

The exploratory visit occurred during the period May 25<sup>th</sup> to June 3<sup>rd</sup>. **Attachment 3** highlights the findings of this exploratory visit.

During the visit the elected officials of the ten communities which comprise the Province of Treviso provided a common resolution supporting a twinning agreement with the City of Guelph. This resolution includes the Town of Loria, which expressed a desire to replace its current twinning relationship with the City of Guelph with a twinning agreement between Guelph and the Province of Treviso.

Based on our findings it is the recommendation of Staff, the members of the exploratory visit and the Twinning Committee that the necessary economic development opportunities exist for the City of Guelph to enter into a formal twinning agreement with the Province of Treviso. They include:

- The existence of a strong Agri-food sector that has interest in developing stronger business relationships with North American markets and firms. Particular areas of interest were in dairy processing and pasta production. The region has similar crops to the Guelph region;
- A strong interest and potential for the University of Padua and the University of Guelph to enter into academic, research and commercialization partnerships within the fields of Food and Culinary arts; Agri-food; as well as Life Sciences and Innovation;
- The existence of a strong Advanced Manufacturing sector that also has interest in developing stronger business relationships with North American markets and firms;
- The strategic location of the Province of Treviso to the European, North African and Middle East markets, which may benefit Guelph exporters; and
- A strong interest in developing tourism programs.

In addition there appears to be the potential to structure a twinning relationship around a number of cultural, sports and arts opportunities, including but not limited to:

- Secondary and post secondary school exchanges, and
- The exchange of youth sports teams, especially soccer.

It is therefore the recommendation of the Guelph Twinning Committee, Staff and the participants of the May 25<sup>th</sup> to June 3<sup>rd</sup> exploration trip that the City of Guelph and the Province of Treviso enter in a twinning relationship and that the City host a reciprocal visit in the latter part of 2007 to execute this agreement.

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

- To Strengthen Our Economic Base

#### **FINANCIAL IMPLICATIONS:**

- A summary of the May 25<sup>th</sup> to June 3<sup>rd</sup> exploratory trip budget and expenditures will be provided to Council upon the receipt of all expenses.
- Expenses associated with a 2007 reciprocal visit will be funded through the approved 2007 Economic Development and Tourism Operating budget.
- Future expenses to implement the twinning relationship, which are estimated not to exceed \$10,000 per year, will be identified in the 2008 to 2010 Economic Development and Tourism Operating budget.

#### **DEPARTMENTAL CONSULTATION:**

- None required

#### **COMMUNICATIONS:**

- None required

#### **ATTACHMENTS:**

- **Attachment 1- Guelph Twinning Program**
- **Attachment 2- Province of Treviso Exploratory Trip – Itinerary**
- **Attachment 3- Exploratory Trip Report**



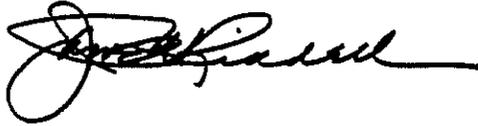
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Prepared & Recommended By:  
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peter.cartwright@guelph.ca



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Recommended By:  
Randy Seager  
Member, Guelph Twinning Committee  
On behalf of Catherine Knipe  
Chair, Guelph Twinning Committee



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Recommended By:  
James Riddell  
Director of Community Design and  
Development Services  
519-822-1260 ext 2361



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Approved for Presentation:  
On behalf of the Transitional Executive Team

## TWINNED CITY SELECTION CRITERIA

In order for a City, domestic or international, to be considered as a potential candidate for a twinning relationship with the City of Guelph, it is preferable that **all** criteria contained within the following two categories be met: (1) Economic Development and (2) General. Both categories of criteria are listed below. Complementary criteria that should be considered but not mandatory are also presented.

It should be noted that a potential twinned city should offer the possibility of developing a wide range of activities involving the following areas: culture, sport, arts, tourism, and education. However, all of these areas do not have to be present in order to form a twinning relationship with Guelph. However, a City **must** have an economic development component in order to be considered for a twinning relationship with the City of Guelph. Without the economic development aspect, twinning discussions will end – a relationship will not exist.

*Note: the criteria described in this document does not however preclude City departments participating in international programs, in particular, programs like and similar to, the Federation of Canadian Municipalities Partnership Program.*

### **Economic Development Criteria**

- The identified City must have the potential of developing economic development activities such as trade, investment opportunities, business alliances, business development and promotion in order to be considered for a twinning relationship.
- The identified City should be economically comparable with Guelph so as to provide possible opportunities for trade and business exchange.
- The identified City should have a stable political and economic environment.
- The identified City should have complementary industrial base/sectors.
- The identified City should have complementary economic development goals and visions.
- The identified City should have business associations that are able to assist with the coordinating of economic missions on trade and commercial exchanges.
- The identified City should provide a range of potential opportunities for the development of relationships with small to large scale Guelph businesses.

## **General Criteria**

Both Cities Should:

- benefit from the twinning relationship.
- have a clear understanding of the purpose and objectives of the twinning relationship.
- have access to the appropriate funds in order to meet the goals and objectives of the twinning relationship.
- have the existence of core groups of individuals that are committed to providing the necessary resources to ensure a long-term and successful relationship.
- depending on the purpose(s) of the twinning relationship, have special interest groups and private enterprise willing to support and participate in developing and promoting the twinning agreement.
- be able to communicate effectively with one another.
- be able to promote good-will and provide potential opportunities for learning.
- be willing to take part in the promotion of the twinning relationship.
- have complementary community visions.

## **Complementary criteria (to be considered but not mandatory)**

Both Cities May:

- be of similar population size.
- share historical significance/ties.
- have similar infrastructure and amenities (i.e. University).
- have the presence of existing community strengths which will facilitate cultural, civic, educational, technical, economic and business exchanges on a continuous basis.

## Process for the Selection and Development of a Twinning Relationship

### Identification of City

- Request is received from (or conveyed to) another city/municipality regarding a potential twinning relationship with the City of Guelph (twinning relationships should involve balanced representation from domestic and international geographical locations).

### Evaluation

- Economic Development staff and the Guelph Twinning Committee undertake research to assess the expression of interest based on Guelph's twinning criteria.
- Review of information obtained from the completed "Guelph Twinning Questionnaire" by the identified city.
- Review of the benefits and challenges of establishing a relationship and anticipated community interest for such a relationship.
- Report results/recommendations to Community Services Committee/City Council.

### Letter of Intent

- Development of Letter of Intent outlining the goals, objectives, and overall intention of a future twinning relationship.
- Signing of Letter of Intent by respective Mayors.

### Communication Strategy

- Development and implementation of communication plan.
- Plan will provide strategy for informing of local organizations and public of the development of the potential twinning relationship.

### Implementing Letter of Intent (up to 12 month development period)

- Both communities will work together in order to explore the economic development component that is required for the formation of an official twinning relationship (trade alliances, investment, business promotion etc.)
- Other areas to be explored and developed include: culture, arts, tourism, sport, education, etc.
- Both communities will take this time period to develop mutual understanding, friendly relations, and cooperation.

### **Formation of Twinning Agreement**

- With the economic development component being developed and other areas of interest explored, the formation of a formal twinning agreement is initiated. If economic development initiatives are not possible after the development period (12 month maximum), then, the relationship ends.
- Signing of Twinning Agreement by respective Mayors.

### **Implementation and Promotion of Twinning Agreement**

- Economic Development staff and the Guelph Twinning Committee to coordinate and manage the agreement.

### **Review**

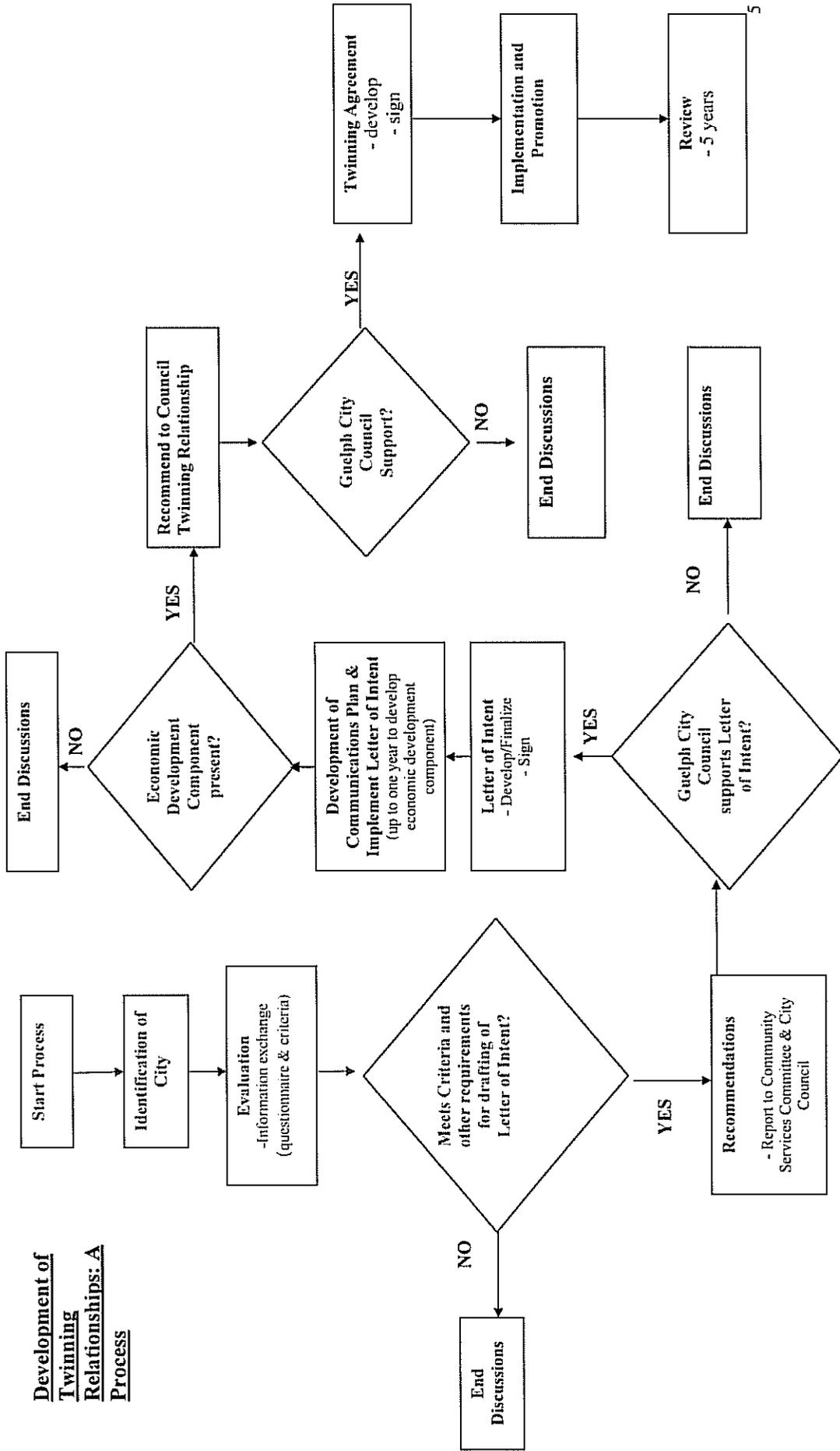
- Annual discussions of the twinning relationship will form a basis for a formal review of the agreement within five years of the signing date (events may require an earlier review).

*(Note: For a diagrammatical presentation see flowchart below)*

### **Financial**

Budgetary requirements are to be based on current and future activities associated with a twinning agreement. A roll-over account should be established given the nature of municipal twinning (i.e. timing/scheduling issues with twinned community may necessitate the accumulation of funds).

**Development of Twinning Relationships: A Process**





## TWINNING WITH GUELPH - ONTARIO - CANADA

Vedelago, Altivole, Castelfranco Veneto, Castello di Godego, Fonte, Loria  
Resana, Riese Pio X, San Zenone degli Ezzelini, Trevignano  
Associazione Trevisani nel Mondo

Piazza Martiri Libertà, 16 - 31050 VEDELAGO (TV) - ITALIA  
tel. 0423 702851 fax. 0423 401242 e mail vedelago.guelph@comune.vedelago.tv.it

### Welcome Plan for the Delegation of the City of Guelph

26 May - 3 June 2007 - 8 days – five people and 3 companions, total: 8 people

#### Member of the delegation:

Peter Cartwright	Manager Economic Development & Tourism Services, City of Guelph
Randy Seager	Business Development Manager – Guelph Chamber of Commerce
Gordon Surgeoner	President - Ontario Agri-Food Technologies – Bio Tech
Ken Hammill	Director of Friends of Guelph — Blount Canada Industries
Rita Molinari	Trade Analyst – Italian Chamber of Commerce of Toronto

#### Companions:

John Ostetto, Past President, Associazione Trevisani nel Mondo -Guelph and Head Coordinator of the Guelph Treviso Organizing Group.

Sandra Pobega, President of the Associazione Trevisani nel Mondo-Guelph and secretary of the Organizing Group.

Benito Monico-President - Committee S. Pio X Guelph and representative of the Organizing Group.

John Candiotta-Principal of the Secondary School "Our Lady of Lourdes" Guelph and representative of the Organizing Group (not present).

The delegation has explorative and preparatory functions for the agreements and protocols involved with the Twinning.

In this phase, it has a considerable economic interest and it intends to evaluate which companies have the highest level of technological innovation and those which excel in the agri-food technology sector and the bio-tech sector, who might be interested in expanding to Canada.

#### Saturday 26th May -Asolo

**Morning At 9:00 a.m. departure** from Piazza Donatore Avis Aido –Biblioteca-Official welcome by the Mayor of Vedelago, Paolo Quaggiotto, the Mayor of Riese Pio X, Gianluigi Contarin, and the Mayor of Loria, Roberto Vendrasco ?.

Arrival in Venice at 10:00 a-m - Transfer from Venice Tesserà Airport to Castelfranco Veneto

**Lunch at 1p.m.** Arrival at Castelfranco Veneto for check in at the "Al Moretto" Hotel, followed by lunch at the "Ristorante alla Torre" in Castelfranco Veneto (paid by the Twinning Committee ).

**Afternoon** (departure at 4p.m.) short excursion to the village of Asolo with a reception in the town hall. (for those who wish to, it is possible to remain in Castelfranco to rest as it is understood that such a long trip can be very tiring)

**Evening** dinner at Bacaro of Asolo, followed by a return to Castelfranco Veneto and an overnight stay at the Al Moretto Hotel (paid by the Twinning Committee)

#### Sunday 27<sup>th</sup> May First day – Venice

**Morning.** An international breakfast (buffet) will be available every morning from 7:30a.m. – 9:00 a.m.

**Touristic visit in Venice.** Take the train from Castelfranco Veneto at 9:23a.m., arrival in Venice at 10.15 a.m.

Short walking tour of the city to include the exterior of the following sights : Ponte degli Scalzi, San Rocco, Madonna Gloriosa dei Frari, the Church and the Pala dell'Assunta del Tiziano, if possible, the Chiesa di San Pantalon, Campo Santa Margherita, San Barnaba, Antico Squero di San Trovaso, Ponte dell'Accademia,

Campo Santo Stefano, San Moisè, Piazza San Marco, Basilica di San Marco, (inside the Basilica if possible and there is not too much of a line), Palazzo Ducale, Riva degli Schiavoni, Arsenale.

**Lunch** Ristorante El Garanghelo (paid by the Twinning Committee).

**Afternoon** Ferry boat to the railway station for departure at 3:44/4:13 p.m. Arrival in Castelfranco Veneto at 4:48/5:03 p.m. Break.

**At 6:00 p.m.** "Palazzetto Preti": Meeting with teachers and presentation of Degree in Science and Culture of Gastronomy and Catering Industry (Faculty of Agriculture, Economics and Art of the University of Padua-Headmaster Giovanni Bittante, Deputy- headmaster Francesco Favotto).

**Evening**, Dinner at Pizzeria Da Tony and overnight stay at the Hotel Al Moretto (paid by the Twinning Committee).

Monday 28<sup>th</sup> May, Second Day, Center and North companies

**Morning at 8:30 a.m.** transfer to **Altivole**, to visit the VELO company

**At 10:30 a.m.** transfer to **Loria** to visit a flower company: VIVAI PORCELLATO.

**At 12:30 a.m.** **Lunch** in a typical restaurant (paid by the mayor of Loria)

**Afternoon at 3:00 p.m.** visit at Castello di Godego, followed by a visit to the BRETON company, then return to Vedelago

**At 5:00 p.m.** visit at the ROSSL E DUSO company and at 6:00 a.m. visit at LATTERIE TREVIGIANE company.

**Evening** eventual return to the Hotel for a break- transfer to Vedelago to have dinner at the Locanda Pizzeria - Corona d'Oro and overnight stay at the Hotel Al Moretto (paid by the Twinning Committee).

Tuesday 29<sup>th</sup> May Third day -Treviso -Mestre -Vedelago

**Morning**

**At 8:00 a.m. departure** from Castelfranco Veneto for **Treviso**

**At 9:15** The delegation will be received by the **Provincia di Treviso** in the presence of the **Association Trevisani nel Mondo**.

**Between 10-12a.m.** The delegation, with the Mayors of Vedelago and Riese Pio X, will be received by the Chamber of Commerce for a workshop with the agent of the productive categories of Treviso: Confartigianato, Ascom, Confesercenti, Confagricoltori, Confcommercio, Unindustria, CNA Artigiani (organised and financed by Treviso Glocal and Centro Estero Veneto)

If conditions permit, and the delegation is interested, some local monuments. Churches and Palazzi can be pointed out en-route from the Chamber of Commerce to the headquarters of the Province of Treviso.

**At 12:30 a.m.** The delegation will be received by the **City Hall of Treviso**.

**At 13:30 a.m. Lunch** in a typical restaurant, in the centre of the city: "Trattoria 2 Mori"(paid by the Municipal Government of Treviso).

**At 3:00 p.m.** Transfer to Mestre

**Afternoon**

**Between 4 -6 p.m.** Presentation of the **Centro Estero Veneto** by Dr Annalisa Bruscoli in the Centro Estero Veneto of Mestre. Presentation of Guelph and its economic capacities by the Delegation of Guelph.

**Between 6-8 p.m.** eventual return to Castelfranco for a break.

**At 8:00 p.m. official reception** with all the mayors of the Committee, the leaders of the Association Trevisani nel mondo, the leaders of the Credito Trevigiano, those responsible for the local economic and productive categories (Confartigianato, Ascom, Confesercenti, Confagricoltori, Coldiretti, Consorzio Radicchio, Consorzio Asparagi, Confcommercio, Unindustria, CNA Artigiani, ecc.).

**At 9:00 Final Musical welcome** by the Tenor Michele Manfrè and the Soprano Makiko Inoue of the Amici della Musica Piero Fullin of Vedelago.

**Ore 9,15 p.m. Visit at the Villa Emo**

**At 9:45 p.m.** Final buffet (paid by the Credito Trevigiano Vinicola dal Bello and Latterie Trevigiane) Also the other categories of agri-food technology sector can show their products.

**Evening**, return to Castelfranco - (no dinner) overnight stay at the Hotel Al Moretto.

Wednesday 30<sup>th</sup> May Fourth Day -Castelfranco Veneto

**At 9:00 a. m.** Teatro Accademico

Visit at the Theatre, designed by F. M. Preti (1754 – 1780 with modifications in the 1800s).

**At 9:30 a. m. Visit at the Church of Giorgione's House – friezes of the Arti Liberali e Meccaniche, and the frescos of Giorgione (1502-1503c.)**

**At 10:00** Visit of the Duomo, which was constructed between 1724 and 1746 by Francesco Maria, \*Pala di Giorgione (around 1504) \*Quadreria della Sacrestia: The frescos of Paolo Veronese (1551), the paintings by Paolo Piazza and Pietro Damini (sec. XVII), of Jacopo da Ponte detto il Bassano, Jacopo Palma il Giovane (sec. XVI).

**FURTHER OPTIONS**

**At 10.45-11.00** Visit of the north-east tower called 'di Giorgione', with a view of the city and (time permitting) a visit of Castellana

**At 12:00** A visit of Monte di Pietà, situated at the Town Library (sec. XVI-XIX) and a presentation of bibliographic documents and rare archives.

**At 13:00 Lunch** at a restaurant in Castelfranco Veneto (The Teatro dei Saponi restaurant paid by the Mayor of Castelfranco Veneto)

**Afternoon at 15:00** visit of the FRACCARRO RADIO INDUSTRIE company followed by a visit of the CASTELGARDEN company in Castelfranco Veneto.

**Evening.** Break. Dinner at Cozzeria and overnight stay at the Al Moretto Hotel (paid by the Twinning Committee).

Thursday 31<sup>st</sup> May, Fifth Day – Northern Region

**Morning, Leaving at 8:30,** Journey to **San Zenone degli Ezzelini** to visit EVAN company – metal manufacturers.

Journey to **Fonte**, to visit the BAMAX and VINICOLA DAL BELLO company.

**Lunch at 12:30** at San Zenone (paid by the Mayor of San Zenone in a typical local restaurant, Ristorante alla Torre)

**Afternoon at 15:00** transfer to Riese Pio X for the arrival of the 'Giro d'Italia' and other celebrations.

**At 16:00** Travel to **Padova** to visit the Institute of the Agricultural and Biomedical Research Campus Agripolis – Legnaro (PD) Facoltà di Agraria prof. Raffaele Cavalli e Paolo Sambo, prof. Gianni Barcaccia prof. Alessio Giacomini .

**Evening,** Eventual return to the Hotel for a break. Transfer to Vedelago – Dinner in a local restaurant: Birreria della Barchessa Villa Pola (paid by the Mayor of Vedelago) followed by the return to Castelfranco Veneto and overnight stay in Hotel Al Moretto

Friday 1<sup>st</sup> June – Sixth Day -Center and South companies

**At 8:00** Journey to **Riese Pio X** to visit the PASTA ZARA company.

Transfer to **Trevignano** to visit the GEOX company.

**Lunch at 12:30** at a Trattoria (courtesy of the Mayor of Trevignano)

**Afternoon**

**At 15:00** Transfer to **Resana**, to visit the METALCO company

**At 16:00** Journey to **Padova** to visit the Institute of Agricultural and Biomedical Research CRIBI Faculty Biologia dell'Università of Padova meeting with prof. Gian Antonio Danielli.

**Evening** return to Castelfranco Veneto – Final dinner at the "Ristorante Fior", Good-bye of the Mayors of the Twinning Committee, followed by the return to Castelfranco for an overnight stay at Al Moretto Hotel (paid by the Twinning Committee).

Saturday 2<sup>nd</sup> June - Seventh Day Free day

(This is a public holiday - Festa della Repubblica)

Free day to rest or visit other places as desired.

Sunday 3<sup>rd</sup> June, Eighth Day Departure

**Morning** Free morning to rest and pack before leaving Castelfranco at 11:00a.m.

**Afternoon:** At 14:00 the flight leaves from Venice Tessera Airport for Canada.

A brochure including necessary documents and outlining all the events will be available (including passes for the town halls, presentations of the Mayors, minutes etc)

## ATTACHMENT 3

June 16, 2007

Peter Cartwright  
Manager, Economic Development and Tourism  
City of Guelph

Ref: Trip report to Castellana – TV – Italy

Dear Peter,

We first would like to thank the City of Guelph for inviting us on the recent trip to Italy to investigate the potential for economic linkages between the ten communities in the Province of Treviso and Guelph.

It was clear from the outset that the organizing committees on both ends did an outstanding job in communicating with each other and arranging the schedules to deliver the types of companies we wished to visit and assess the potential for an economic relationship. We were met at Marco Polo Airport outside Venice by a delegation of Mayors and were driven to our hotel in Castelfranco to deposit our personal effects and to quickly re-assemble for a working lunch to become acquainted with some of our host Mayors. In the late afternoon we returned to our hotel to freshen up and dress for a meeting with the Mayor of Asolo's representative and for a dinner in a local restaurant. This was the pattern that we would keep for the next week. Sunday during the day was set aside to reset our internal clocks and we visited the City of Venice for a few hours before returning to Castelfranco for a meeting at 6 pm with the Faculty of Agriculture, Economics and Art of the University of Padua with Headmaster Giovanni Bittante and Deputy Headmaster Francesco Favotti. It was very clear that the similarities and potential linkages with both the University of Guelph's Agriculture College and the College of Management & Economics would have great benefits to both organizations. Both representatives from the University of Padua joined us for dinner that evening.

**Monday May 28<sup>th</sup> 2007**

We first met with representatives of Velo Group ([www.velo.it](http://www.velo.it)) a manufacturer of equipment for the wine making and beer brewing industry. They currently sell into North America with representation through agents. One issue surfaced very early in the conversation was that they currently ship welded tanks and filters to North America by sea container fully assembled and this wastes space and is very inefficient. They are beginning the search for a supplier that can weld prefabricated parts to their specifications in North America. This would lower there shipping costs and they were

looking at a company in Michigan; however after our visit they are willing to look at companies in the Guelph area that might be able to fulfill their technical requirements.

The delegation visited a nursery stock company Vivai Porcellato (<http://www.vivaiporcellato.com>). They are located in the town Loria Italy with whom we currently have a twinning relationship. There is little opportunity for an economic relationship with the nursery stock companies as the agricultural regulations make it difficult to transport live plants with soil. One point of interest in how businesses flourish in that part of Italy is that virtually all residents had nursery stock growing on their properties; some in their front yards while others had 50 hectare farms in the middle of the town.

We next visited Breton ([www.breton.it](http://www.breton.it)) an advanced machinery manufacturer that designs and build 5 axis machine tools as well as compound stone manufacturing systems and machinery to cut and shape natural stone. They have a telephone service centre in Florida and repair agents scattered throughout North America to service the equipment that has been sold. Further exploration of Breton capabilities may reveal potential customers for them in the Guelph area as our advanced manufacturing companies take on increasingly complicated and specialized components to machine.

Visited Rossi E. Duso Company who specialize in machining very large metal components. Some of the machine capabilities include the turning of marine propulsion shafts up to 20 meters in length. They are actively searching for expansion in the alternate energy sector and currently machine wind turbine blade hubs as well as large diameter steam turbine casings and components for runner blades and wicket gates used in hydroelectric generation facilities.

Our final visit of the day at 6:00 pm was to Latterie Trevigiane (<http://www.latterietrevigiane.it/>) who makes specialty cheeses distinct to the Veneto region. They purchase the cultures used in their cheeses from the site at the University of Padua we visited later in our trip.

## **Tuesday May 28<sup>th</sup> 2007**

We were received by the Provincia di Treviso at 9:30 am, the Treviso Chamber of Commerce at 11:00 am and the City of Treviso at noon.

In the afternoon we traveled to Mestre to visit the Centro Estero Veneto (<http://www.centroesteroveneto.com/eng/veneto.html>) between 4 and 6 pm. This centre is funded by the seven chambers of commerce in the Veneto region as well as the regional government to promote exports. An economic briefing was provided and questions were answered on some of the capabilities and expertise in the Veneto region. It is clear that this region is a major economic powerhouse but they had concentrated on the European, North African, Middle East and Far East markets and have only recently started to look toward North America in a serious way.

At 8 PM we attended an official reception with all ten Mayors and representatives from key industries, civic organizations and financial institutions. A dinner followed the presentations in the Villa Emo.

### **Wednesday May 29<sup>th</sup> 2007**

At 9:00 am we had a meeting with the Mayor of Castelfranco and a tour of the city within the old city walls. This tour included a visit to the Theatre Accademico, an intimate public facility that is used extensively for the arts community as well as host to many small academic conferences and presentations. There was quite a discussion centered on support of public institutions and cultural venues including sports facilities.

After lunch we visited Fraccarro Radio Industrie for a briefing on their business as well as a tour of the manufacturing operation. This company is a family business that has annual sales revenue of approximately \$100 million Cdn and once again does virtually no business in North America. They manufacture in Italy and have recently opened a second factory in Tunisia for lower cost advantages. Their main business was centered on small antenna for radio and television reception but over the last decades has moved to the satellite and cable broadcast industry. They are interested in expanding to N.A. and there may be opportunities locally for them to build on. They are currently designing and manufacturing their own circuit boards within the plant.

Our last visit of the day was to Castlegarden Company, a member of the Group Garden Products organization, a privately held company focused on the lawn and garden equipment business for both home and industrial/commercial applications. It was interesting to see Omark saw chain on their chain saws provided by Blount in Guelph. There are further opportunities for Blount if they can meet the delivery and supply requirements. Castlegarden has 5 divisions located in Sweden, England, France, Romania and Italy. They have recently started exporting their high end commercial quality lawn equipment to China.

### **Thursday May 31<sup>st</sup> 2007**

At 9:00 am we visited the Evan Company that is a small manufacturer of gold and silver chain for the jewellery industry. This was a fascinating look into not only the processes involved in making fine metal chain but the security surrounding the facility was exceptional due to the value of Gold and silver stored on site. They have done some business in N.A. however were interested in making connections in Guelph with the thought to expanding their sales.

We traveled a short distance to visit a high end furniture manufacturing company by the name of Bamax ([http://www.bamax.it/home\\_esp.htm](http://www.bamax.it/home_esp.htm)). They import most of their wood supplies from Romania and design and build their extensive range of furniture and cabinetry in Fonte in the family owned plant. They are similar to our local company Barzotti however they focus on custom hand made pieces to a larger extent.

At noon we visited Vinicola Dal Bello a winery that produces mainly prosecco wines that are exported to Ontario. After lunch we were the guest of the Mayor of Riese Pio X where we were able to view the finish to one of the stages of the Tour D'Italia, the national bicycle race. After the conclusion of the race some members traveled to the University of Padua to tour and visit the Agriculture and Biomedical Research Campus

### **Friday June 1<sup>st</sup> 2007**

At 8:00 am we traveled to Riese Pio X once again to tour the Pasta Zara Company ([www.pastazara.it](http://www.pastazara.it)). This is a very sophisticated high production facility producing 420 tons of pasta per day. They export to N.A. as well as supplying the domestic market. Most of their wheat comes from Canada and is milled in southern Italy. It is then trucked over 800 kilometers to the plant to be made into pasta and the trucks dead head back. This defies all N.A. thoughts about locating plants close to supplies and markets but is rationalized by a shrug of the shoulders saying the employees and their families live here so the plant will remain here. This further emphasized the relationship that privately held companies make business decisions sometimes for very different reasons than N.A. publicly held companies.

Later that morning we visited Geox ([www.geox.biz](http://www.geox.biz)) an eleven year old footwear and apparel company that had 2006 sales of \$ > 900 million Cdn. and a growth in sales over the last five years in excess of 30% per year. The President and majority shareholder spent almost 90 minutes with us explaining his philosophy and commitment to R&D as well as his interest in becoming the world leader in the comfort shoe market. This was very heady information when you consider he is the 4<sup>th</sup> richest person in Italy and 282<sup>nd</sup> in the world. He has a very strong bond to this area through family and employee connections. They manufacture in several locations around the world but Italy is not one of them. They retain head office R&D and prototyping and design here.

Metalco ([www.metalco.it](http://www.metalco.it)) was the final manufacturing company we visited on the trip. This company manufactures a complete range of metal furniture and structures primarily for use in public spaces. They have a small division that makes very high end outdoor furniture and devices for home usage. This company has made massive investments in design and manufacturing technologies to be able to compete on a global basis. Over the last ten years they have redesigned some product line to combat the Chinese threat by taking products that were 80% labour and 20% material cost to 80% material and 20% labour through advanced manufacturing techniques including robotic welding.

We finished off the day and the work week with a return trip to the University of Padua and a tour of the CRIBI facility. This is an interesting programme as many of their commercial customers are in the agriculture field and they perform fee for services in the DNA mapping of organisms that range from Radicchio lettuce to Prosciutto hams. They are able to keep state of the art equipment running 24X7 and generate income at a level to continually replace and update to the most modern standards available. We left the facility at 7:00 pm on a Friday evening of a national holiday long weekend where most of the staff were still working.

**Conclusion:**

To say that we were well treated and afforded the utmost respect would be an understatement. At times it was slightly overwhelming in the care and detail that was given to our needs and requirements. There is no question in my mind that the ten communities in Italy truly wish to conclude a twinning relationship with Guelph. I can also state categorically that they also recognize the need for economic benefit to both parties and clearly demonstrated that they have the economic base and the intellectual capacity to compete with our region very successfully. That being said there are many things we can learn from them and vice versa. While their technical and shop floor capabilities are equal to or greater than ours the inclusiveness of qualified females in the workforce and the adoption of N.A. management practices in accounting and inventory controls would have some dramatic impacts on their already profitable operations. As a team the delegation identified many synergies and potential areas where businesses on both sides could co-operate and perhaps do business in the medium to long term.

The scope of businesses was significant. We visited and met personally with the owners and managers of businesses that had annual sales in excess of \$5 billion Cdn. The most striking difference to me was the amount of privately held firms and their lack of penetration into the N.A. markets. Guelph would be well positioned with our strong cultural and family ties to this region to take advantage of opportunities where we can leverage the value of relationships that are so important to decision making in family run businesses. There is a massive amount of work to be done to foster and build on this already established relationship. To conclude, a meaningful twinning relationship would be a significant step in the right direction to doing more business in Italy and it would also provide an entry route into Europe, the Middle East and North Africa over time.

We wholeheartedly recommend that the City of Guelph proceed with this twinning agreement as it meets virtually all the criteria required and benefits both communities.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Randy Seager', with a horizontal line drawn through the bottom of the signature.

Randy Seager  
Business Development Manager  
Guelph Chamber of Commerce



Ken Hammill  
Director  
Friends of Guelph



Dr. Gord Surgeoner  
President  
Ontario Agri-Food Technology  
Director – Guelph Partnership for Innovation



# City of Guelph

## CORPORATE SERVICES

Report:

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**TO:** Governance & Economic Development Committee

**DATE:** 2007 06 14

**SUBJECT: TRANSPARENCY AND ACCOUNTABILITY PROVISIONS IN REVISED MUNICIPAL ACT**

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### RECOMMENDATIONS:

1. **THAT a special Accountability and Transparency Committee be established.**
2. **THAT representation of the Accountability and Transparency Committee be as follows:**
  - a. **2 members of Council**
  - b. **2 members of the public**
  - c. **1 representative of the media**
  - d. **1 representative of a local community group or organization**
  - e. **1 representative of the business community**
3. **THAT the proposed terms of reference for the committee include:**
  - a. **A review of the Accountability and Transparency Part of the Municipal Act**
  - b. **A review of existing policies, the procedural by-law, code of ethics and other documentation that currently govern the conduct of Council;**
  - c. **Develop a Code of Conduct;**
  - d. **Develop an Accountability and Transparency policy;**
  - e. **Make recommendations to Council relating to the appointment of an Integrity Commissioner, an Ombudsman, an Auditor General, a Lobbyist Registrar and a Special Investigator; and**
  - f. **Such other duties as Council may assign.**
4. **That appropriate staff act as resource to the committee.**

## **SUMMARY:**

As a result of Bill 130, the Municipal Act has been amended to make discretionary provisions for municipal councils to deal with certain matters of accountability and transparency.

## **BACKGROUND:**

The new provisions of the Municipal Act give authority to councils to:

- Establish a Code of Conduct to set the minimum standards for behaviour of members of Council in carrying out their municipal roles and functions.
- Appoint an Integrity Commissioner who reports to council and who is responsible for performing the functions assigned by the municipality regarding the code of conduct for members of council and for members of local boards.
- Appoint a Registrar responsible for a lobby registration which is a formal tracking of lobbyists and their meetings with public officials that would be made available for public inspection.
- Appoint an Ombudsman responsible for investigating in an independent manner any decision or recommendation made or act done or omitted in the course of the administration of the municipality, its local boards and such municipally-controlled corporations as the municipality may specify
- Appoint an Auditor General responsible for assisting Council in "holding itself and its administrators accountable for the quality of stewardship over public funds and for achievement of value for money in municipal operations". This does not include the duties of the municipal auditor.
- Appoint an investigator to investigate complaints respecting compliance with open meeting requirements. If no investigator is appointed, the provincial Ombudsman will investigate. (NOTE: This provision of the Act does not come into effect until January 1, 2008.)

Effective January 1, 2008, it will be mandatory that each municipality have in place a policy dealing with the manner of ensuring accountability and transparency.

## **REPORT:**

Various approaches are being used by municipalities to deal with these new accountability and transparency provisions. One approach that is being used, is to appoint a special committee to review these new provisions, and to develop policies and make recommendations that Council could adopt to ensure accountability and transparency in the City's operations. Such a committee could have representation from members of Council, members of the public, organizations, special interest groups, the media, etc.

If a special committee is established, it is hoped that it would complete its work prior to the end of 2007, so that Council can begin to put in place the actions that will ensure accountability and transparency of its operations for the public.

**CORPORATE STRATEGIC PLAN:**

This report supports the strategic direction of having exemplary management practices.

**FINANCIAL IMPLICATIONS:**

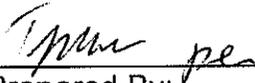
There will be minor costs relating to advertising, holding of public meetings, etc.

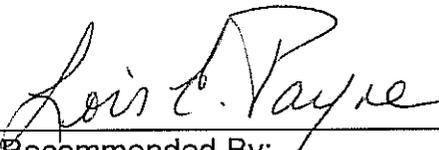
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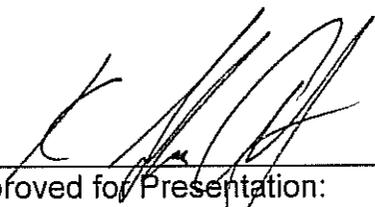
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**COMMUNICATIONS:**

The meetings of the special committee will be advertised in both the local media and on the City's web site.

  
\_\_\_\_\_  
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\_\_\_\_\_  
Approved for Presentation:  
On behalf of the Transitional  
Executive Team



# City of Guelph

## CORPORATE SERVICES

Report:

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**TO:** Governance & Economic Development Committee

**DATE:** 2007 06 14

**SUBJECT:** MUNICIPAL ELECTIONS ACT REFORM

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### RECOMMENDATION:

**THAT** the City of Guelph request the Province of Ontario to make amendments to the Municipal Elections Act as outlined in Schedule "A" to the report dated April 10<sup>th</sup>, 2007,

**AND THAT** the City Clerk be directed to prepare budget packages for the 2008, 2009 and 2010 budgets for the cost of enhancements to local election procedures.

**AND THAT** the support of the Association of Municipalities of Ontario be sought for these changes to the Municipal Elections Act;

**AND THAT** in the event of a change in government following the next Provincial election, the Province again be asked to make these changes to the Municipal Elections Act;

**AND THAT** correspondence to the Province be directed to both the Ministry of Municipal Affairs & Housing and the Ministry of Finance with respect to these changes to the Municipal Elections Act;

**AND THAT** in the event MPAC continues to be the source of municipal election voters lists, the Province develop a mechanism for removal of names of people who have died or moved away;

**AND THAT** Council give direction on whether or not to support the suggestion to eliminate the requirement for a 50% turn out in order to determine whether the results of a question are binding.

## SUMMARY:

This report responds to suggestions made by delegations at the April 16, 2007 meeting of Council regarding reforms to the Municipal Elections Act.

## BACKGROUND:

At the April 16<sup>th</sup> meeting of Council, delegations Susan Watson and Bruce Shapka made the following suggestions with respect to reforms to the Municipal Elections Act.

1. if no action is taken by the Province to make amendments to the MEA within 18 months, that a formal complaint be lodged with the Ombudsman of Ontario;
2. That the correspondence to the Province requesting amendments to the MEA be sent to both the Ministry of Municipal Affairs & Housing and the Ministry of Finance;
3. A mechanism for removal of names of people who have died or moved away;
4. The criteria for a binding referendum be 50% plus 1 of those who voted in the election.

## REPORT:

1. **Complaint to Ombudsman** - Under the Ombudsman Act, the function of the Ombudsman is to investigate any decision or recommendation made or any act done or omitted in the course of the "*administration*" of a governmental organization. My understanding of this provision is that the powers of the Ombudsman to investigate complaints, does not extend to the legislative actions of the Ontario Government, but rather to administrative actions of government ministries and agencies. In conversation with the Ombudsman's office, we were advised that this office does not get involved in broad policy issues of the government. As such, the matter of an official complaint is not a course of action that is open to the City.

As an alternative, it suggested that the support of the Association of Municipalities of Ontario be sought for amendments to the MEA. AMO acts as a lobby group on behalf of municipalities in Ontario with the provincial government. The Association has a proven track record of success in advocating on behalf of Ontario municipalities. In addition, in the event of a change in government as a result of the upcoming Provincial election, the Province should again be requested to make the needed changes to the MEA.

2. **Correspondence to Ministry of Municipal Affairs & Housing and the Ministry of Finance** – This is an excellent suggestion and the City's correspondence will be directed accordingly.

3. **Removal of Names of Deceased Persons and Persons Who Have Moved**  
– The intent of this suggestion should be supported in the event that MPAC continues to be the source of municipal voters lists.
  
4. **Binding Referendums** – Under the existing legislation with respect to questions on ballots, we would have to experience a turn out greater than 50% before the results of a vote were binding. The intent behind this provision is that with a very low turn out, a small minority of the voting public could dictate a change. According to AMO's 2006 election survey, the lowest turn out experienced in a municipal election in 2006 was 10%. In the 2006 Guelph election, almost 9% of the ballots cast, had no votes on the question. As can be seen with these statistics, it is possible for a very small number of eligible voters to determine whether or not the result of a question is binding on a municipality.

However, since 10% of the eligible voters can determine who will be elected to a municipal council, perhaps it is reasonable to assume that they should also be permitted to determine the outcome of a question on the ballot by a majority vote. It then becomes a political question as to whether or not this suggestion should be supported, and the direction of Council should be given.

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

This report

#### **FINANCIAL IMPLICATIONS:**

n/a

#### **DEPARTMENTAL CONSULTATION:**

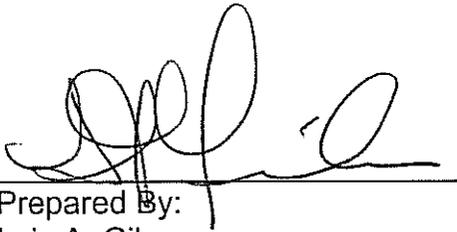
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#### **COMMUNICATIONS:**

The

#### **ATTACHMENTS:**

April 16<sup>th</sup>, 2007 Report on Municipal Election Reform



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Approved for Presentation:  
On behalf of the Transitional  
Executive Team



# City of Guelph

CORPORATE SERVICES

Report:

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**TO:** Governance & Economic Development Committee

**DATE:** April 10, 2007

**SUBJECT: MUNICIPAL ELECTION REFORM**

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**RECOMMENDATION:**

**THAT the City of Guelph request the Province of Ontario to make amendments to the Municipal Elections Act as outlined in Schedule "A" to the report dated April 10th, 2007, and that the City Clerk be directed to prepare budget packages for the 2008, 2009 and 2010 budgets for the cost of enhancements to local election procedures.**

**SUMMARY:**

All local elections in Ontario (municipal/school board) are governed by the Municipal Elections Act. This Act has not seen any significant amendments in over ten years. Municipalities in Ontario as well as the Association of Municipalities of Ontario and the Association of Municipal Managers, Clerks and Treasurers of Ontario have requested amendments numerous times, but to date, these concerns have not been fully addressed.

**BACKGROUND:**

The Governance and Economic Development Committee has directed that the City Clerk prepare a report with recommended changes to the Municipal Elections Act for submission to the Ministry of Municipal Affairs & Housing which would improve the local election process. This report identifies a number of areas in the legislation that require change.

## REPORT:

### VOTERS LIST:

An informal survey of how municipal lists in other parts of Canada are generated, indicates that Ontario is unique in its method. The most common source is the provincial voters list, followed by a locally generated list, a voter registration process and lastly the federal voters list.

Provincial List	Municipal List	Voter Registration	Federal List
British Columbia New Brunswick Newfoundland Nova Scotia Quebec	NWT Nunavut PEI	Alberta Saskatchewan	Manitoba

Both Elections Ontario and Elections Canada maintain a permanent list for their elections, and although there has been extensive discussion regarding the creation of a single list for all three levels of government, to date this has not been achieved.

As an alternative to using a voters list, municipalities in Alberta and Saskatchewan use a form of voter registration whereby voters register at the polls on voting days. This would require more resources on voting days in order to process voters and not create line-ups, however the costs would likely be far less than it costs municipalities by having MPAC generate the list.

In Ontario municipal elections, on or before July 31 in the year of a regular election, the Municipal Property Assessment Corporation (MPAC) prepares a preliminary list for each local municipality.

The enumeration process for municipal elections takes place in April and the election is held in November. The return rate on enumeration forms was about 32% in 2006. Enumeration is too far in advance of our election for two reasons. Firstly, the six month timeframe between the enumeration and the election is just too long. Secondly, being a university city experiencing growth, many ownership and tenancy changes can happen between April and November. For example, when the preliminary list was received last July, it included the names of the on-campus students from the 2003 election, most of whom would no longer be in residence. The students who were coming onto campus in September of 2006, had to be captured through a supplementary enumeration.

With respect to current ownership information, MPAC contacts all new owners and requests information that will assist them in updating the voters list. The return rate from new owners is about 59%. Even though 59% of new owners do respond, the responses are often incomplete for election purposes - hence the unconfirmed citizenship, missing children of voting age, missing tenants, boarders, etc.

MPAC has difficulty in obtaining accurate tenant information in time for our election process. The return rate by landlords of buildings of 7 units and greater for tenant information in an election year, is about 68%. Unfortunately, this information is not

received from landlords in time for our preliminary voters list, which requires MPAC to produce a supplementary list. There does not appear to be a mechanism to require information for tenancies of less than 7 units.

Both the new owner information forms and the enumeration forms do not have a mandatory return deadline similar to the mandatory requirement for census information to be returned. As long as MPAC's requests for information are not responded to, we will continue to have problems with the accuracy of our list.

A serious issue that arose in 2006 was with respect to unconfirmed citizenship. The preliminary list is to contain the name of persons who are entitled to be electors. One of the eligibility requirements to be a municipal elector in Ontario is that of Canadian citizenship. In 2006, MPAC included on the preliminary list, the names of individuals whose citizenship they had been unable to confirm. In Guelph's case, nearly 10,000 names were coded into the electronic voter notification data file with unconfirmed citizenship.

In order to address the question of unconfirmed citizenship, the City Clerk's Office had to mail a notice to each person with a "U" designation, along with a form that would allow them to confirm their citizenship prior to the November 13<sup>th</sup> municipal election. Unfortunately, the return rate for these forms was low, and many of the "U" designations remained on the list.

An individual having unconfirmed citizenship who wished to vote on election day, was required to take an oath confirming their Canadian citizenship and was then permitted to vote. Any person who would not swear or affirm the oath, or who identified themselves to election staff as not being a Canadian citizen would not have been permitted to vote.

The Municipal Elections Act is quite clear in stating that only the names of eligible voters shall be included in the list. It is unfortunate that MPAC did not follow the legislation and included the names of persons whose citizenship was unconfirmed. As a result, the City incurred additional expenses of over \$5,000 for postage costs and notices that were published in the local media.

In 2006, Clerk's Office staff processed 14,683 additions to the list and 27,326 modifications for electors. This included several thousand changes that were accepted at the polls on election day.

Questions have arisen with respect to what is to be considered a post-secondary student's place of residence for voting eligibility purposes. In particular, differing interpretations have occurred with respect to a student's eligibility to vote in the municipality where they reside when not attending school and also in the municipality where they reside during the school year.

**Recommendation:** That the Municipal Property Assessment Corporation no longer be the source of municipal voters lists, and that municipalities be given the flexibility to use either the provincial or federal lists, a locally generated list, or a voter registration process.

**Recommendation:** That in the event alternatives to the current method of generating municipal voters lists in Ontario are not permitted, that the Municipal

*A Great Place to Call Home*

**Property Assessment Corporation include only the names of persons with Canadian citizenship on the preliminary list of electors.**

**Recommendation: That the residency requirements set out in Section 2 of the Municipal Elections Act be amended to clarify the residency provisions applicable to students.**

## **REQUIREMENT TO PROVIDE IDENTIFICATION:**

The MEA doesn't currently require that a voter must produce identification in order to be added to the voters list, or to be allowed to vote. A poll conducted of surrounding municipalities confirmed that they followed Guelph's practice of not requiring proof of identification. Some municipalities in Ontario do require identification, such as Toronto. The MEA currently permits applications to be added to the voters list to be submitted by mail or by an agent on the voters behalf. In this situation, there is no opportunity to examine identification.

In Ontario elections, in order to have your name added to the list, a voter must produce one identification document that shows name, address, and signature, such as a driver's licence. Alternatively, a voter can produce two other identification documents, one that shows name and signature, such as an old age security card, credit card, passport or citizenship card, and one that shows name and residence address, such as a tax bill or a utility bill. There are other documents that may serve to satisfy poll officials. These could include a book of cheques printed with your residence address or a letter from a major corporation such as a bank or trust company. In order to vote in an Ontario election, a voter is not required to produce identification, but it is suggested that a voter have identification as well as the voter notification card.

The federal government has introduced new legislation with respect to the requirement for voters to provide identification. In order to get on the federal voters list, it is proposed that a voter must produce one valid official document showing name, address and signature (such as a driver's licence) – or - two valid official documents, one showing name and address (such as a telephone or electricity bill), and one showing name and signature (such as a health card or a library card). Alternatively, an affidavit signed before a person authorized to receive oaths in the province or territory and showing the name, current address of ordinary residence and signature of the elector. When an elector cannot provide any of these documents, a document showing the name and current address of ordinary residence of the elector's spouse or of the person on whom the elector is dependent. Both the elector to be registered and the person whose name appears on this document must be present at the time it is offered, and they must reside together.

In order to vote in a federal election, it is proposed that voters will be required to provide one piece of government-issued identification with a photograph and residential address before being allowed to vote (i.e. a driver's licence). If an elector does not have photo identification, he or she will be required to provide two pieces of acceptable identification to establish his or her identity and residence. If a prospective voter does not have two acceptable pieces of identification, he or she will be required to swear an oath as to his or her identity and will need to have another eligible voter vouch for him or her.

**Recommendation:** That the Municipal Elections Act be amended to require that voters are required to produce appropriate identification in order to be added to the voters list, and in order to be permitted to vote in a municipal election.

## **Registrants for Questions:**

The MEA provides the opportunity for an individual, corporation or trade union that proposes to incur expenses with respect to a question on a ballot, to file a registration notice that provides similar rights and obligations as a candidate with regard to raising funds and incurring campaign expenses. The Act makes no provision for registrants to receive a copy of the voters list as do candidates for office. An informal survey of municipalities with questions on their ballots determined that registrants were allowed to obtain a copy of the list even though there was no specific provision in the Act.

**Recommendation:** That the Municipal Elections Act be amended to provide that persons and organizations who register on questions are entitled to receive a copy of the voters list.

## **Scrutineers:**

Under the MEA, the rights of candidates and scrutineers are limited to their ability to remain in a voting place and to inspect ballots, ballot boxes and documents prior to the opening of the poll. The Act makes no specific provision that allows a candidate/scrutineer to examine the voters list once a poll has opened. Despite this, most candidates and scrutineers have expressed the need to be able to access information from the list during the hours of voting.

**Recommendation:** That the provisions of the Municipal Elections Act with respect to the rights of candidates and scrutineers in a voting place be clarified to indicate whether or not access to the voters list is permitted.

## **Recounts:**

Under the MEA, a recount is only automatic in the event of a tie vote. In situations other than a tie vote, the council itself can direct that a recount be held, and there are two instances where an individual can request a judicial recount. A person who is entitled to vote in an election and has reasonable grounds for believing the election results to be in doubt may apply to the Superior Court of Justice for an order that the clerk hold a recount. If satisfied that there are sufficient grounds, the court shall make an order requiring the clerk to hold a recount. Subsequent to a recount being held, a person who disputes the validity of a ballot or of the counting of votes in a ballot under a recount may apply to the Superior Court of Justice for a recount limited to the disputed ballots.

In the early 1990's, the Municipal Elections Act provided for an automatic recount if the difference in votes was less than the greater of:

- Ten votes, or
- One half of one vote for each polling subdivision, or .25% of the total number of votes cast for that office, whichever was less.

This formula resulted in numerous school board recounts across the Province (including Guelph), and the legislation was subsequently changed to provide for an automatic recount only in the event of a tie vote.

Provincial and federal elections have formulas that permit automatic recounts. In Ontario, a recount is automatic if the difference in votes is less than 25 votes. Federal elections in Canada provide for an automatic recount if the difference is less than 1/1000 of total ballots cast.

Prior to 1996, municipalities were responsible for candidates' recount expenses. That provision was repealed, and the Act currently makes the candidates responsible for those expenses. Candidates are permitted to continue to accept contributions to cover their costs relating to a recount.

If the MEA was amended to provide for close-vote recounts, there would be no requirement to apply to the courts, and consequently no costs to candidates in seeking a recount in a close-vote situation. The municipality should not be responsible for candidates' costs in situations where the close vote conditions are not met. Further, the municipality should not be responsible for a candidates' costs if they choose to have a lawyer represent them at a recount.

**Recommendation: That the Municipal Elections Act be amended to provide for an automatic recount upon request in close vote situations, and that the Provincial standard of less than 25 votes be established as the threshold for an automatic recount upon request of a candidate who received votes within that threshold.**

**Recommendation: That in the event amendments providing for automatic close-vote recounts are not permitted, the Municipal Elections Act be amended to provide that the municipality will be responsible for all or a portion of candidates' costs relating to a recount where the difference in votes between an elected candidate and an unsuccessful candidate is less than 25 votes.**

## **DISPUTED BALLOTS:**

The MEA currently provides that when the court is hearing an application for a recount of disputed ballots, the hearing is to be conducted "in a summary manner, without application records or factums". In the judgment by Justice van Rensburg earlier this year, the Justice allowed evidence and affidavits to be submitted. The prohibition against such records remains in the MEA.

**Recommendation: That the provisions of the Municipal Elections Act with respect to disputed ballots be clarified with respect to the ability of the court to accept records or factums where required.**

## **TIE VOTES:**

There are several situations under the Act that require the municipal clerk to choose the successful candidate or candidates by lot when a tie vote occurs. Concerns have been raised about this provision in the MEA following the 2006 municipal election.

In the case of Ontario elections, the Returning officer is the one to cast the final vote, but legislation does not specify how he or she may do so. In the case of federal elections, a by-election must be held.

Since the options appear to be either a breaking of the tie by a returning officer, or a by-election which would have significant costs, it is not recommended that the current tie vote provisions in the MEA be changed.

## **COMPLIANCE AUDITS:**

In 2004, the City wrote to the Association of Municipalities of Ontario to express concerns with the provisions of the MEA relating to compliance audits, and to seek the support of the Association in petitioning the provincial government to make appropriate amendments to the legislation.

Council recognized and supported the need for there to be a process that allows contraventions of the legislation governing election campaign finances legislation to be dealt with, however there were certain provisions of the MEA that caused Council concern.

The Act provides that any elector who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of this Act relating to election campaign finances may apply for a compliance audit of the candidate's election campaign finances. In our last election, there were over 50 candidates for elected offices. This means that the potential exists for there to be over 50 requests for compliance audits. The cost of an audit ranges anywhere from \$15,000 to \$50,000 (based on costs experienced by other municipalities in 2000 and estimates provided to us by KPMG, LLP). If Council refuses the audit request, the elector has the right to appeal to the courts who can then order an audit to be conducted. The result is that in either case, the municipality can be faced with unforeseen expenditures after its budget is set. If an audit is done, and the results indicate that there was no contravention, the likelihood of the municipality recovering the costs is questionable.

A request for a compliance audit against one of its own sitting members places the Council in the position of having to determine whether or not an audit should take place, without the benefit of hearing both sides of the issue. Since a sitting member of Council must refrain from speaking to or voting on a request involving their campaign finances in order to comply with the Municipal Conflict of Interest Act, only the complainant's comments are known to Council. It seems unfair that the successful candidate cannot defend him or herself, and it also seems unfair that the Council only gets to hear one side of the issue before having to make its decision. This would not be the case if the matter was considered by another jurisdiction such as Elections Ontario, as the successful candidate would be able to make representation on their own behalf.

To our knowledge, there is no similar provision in the legislation that governs provincial and federal elections. There should be a better way of ensuring that there is a process that allows for compliance audits to take place.

Municipal councils should not be placed in the position of having to determine whether or not an audit is warranted, nor should they be the body to determine whether or not a legal proceeding should be commenced against an individual who may have contravened the Municipal Elections Act. This is Provincial legislation and not a local by-law, and a municipal council should not be seen as part of the enforcement process.

**Recommendation - That the Municipal Elections Act be amended to provide that monitoring and enforcement of the provisions of the Municipal Elections Act be the responsibility of Elections Ontario and that sufficient power be given to Elections Ontario to provide appropriate enforcement of the compliance audit provisions of the Municipal Elections Act.**

## **USE OF SCHOOLS IN MUNICIPAL ELECTIONS:**

The majority of locations used as polls are schools, churches and municipal facilities. In recent years, many schools have begun to express growing concerns regarding the safety of children within their school on voting day(s) and have made requests ranging from requirements that the municipality hire security personnel to be in the school throughout the day to requests that the municipality find an alternate voting station location. While recognizing the legitimate safety concerns being expressed, continued access to school facilities for municipal and school board election purposes is very important. Noting that the municipal voting day is a fixed date, it has been suggested that the school's safety concerns could be alleviated by scheduling a Professional Activity (P.A.) Day to coincide with voting day so that students will not be in the school facilities.

**Recommendation: That for future municipal and school board elections, a Professional Activity Day be scheduled to coincide with Voting Day to address student safety concerns.**

## **LOCAL ELECTION PROCEDURES:**

Some municipalities have adopted the practice of issuing a voter information notice to each elector in September of an election year. The intent of these notices is to advise voters of their status on the voters list, and to encourage them to make any required changes prior to election day. The cost associated with generating these notices would be approximately \$50,000 including printing and postage.

In 2006, the City used poll tabulators to process ballots. This is the most common method of vote counting used by urban municipalities in Canada. The tabulators used in Guelph's election were also equipped with an audio vote feature for persons with visual or other impairments that made it difficult for them to read or mark a ballot.

Prior to 2006, central vote tabulators were used in our elections. The benefit of using poll tabulators is that ballots are processed during the day as voting takes place, and at the close of the polls, the tabulators are totaled. Election workers return the tabulators to a central location and the memory cards are uploaded into the election system software.

This is far less labour intensive than central count where all ballots are returned to the counting centre for processing.

The City used a total of 67 tabulators for both the advance and election day voting. One tabulator was used per ward in the advance votes, and on election day, one tabulator was used per voting location, regardless of the number of polls at that location. Actual cost to use the poll tabulator system was approximately \$100,000. In an effort to reduce wait times for voting, it is intended that in future elections, tabulators will be provided for each poll in a multiple polling location. Based on pricing in 2006, the cost to provide the additional tabulators would be approximately \$36,000.

In previous election years, the City held advance votes at one location. In 2006, we used two locations. The number of persons who took advantage of advance voting increased in the wards where the two polls were located. This suggests that more people found it convenient when the advance vote was located within their ward. The majority of people will still vote on election day (96% in 2006). In order to encourage people to take advantage of advance voting, which in turn reduces waiting times on election day, we propose to have advance voting locations located in each of the 6 wards. Based on pricing in 2006, the cost to provide an advance poll in each of the 6 wards would be approximately \$20,000.

Following the 2006 election, concern was expressed about the waiting time some voters experienced in some polls. We have no way of predicting what the turn out will be at any individual poll. In 2006 voter turn-out ranged anywhere from a low of 7% to a high of 67% across polls, but averaged 39.8%. When we prepared for the 2006 election, we determined our worker requirements based on a 40% turn-out.

**Recommendation:** That the City Clerk be directed to prepare budget packages for the 2008, 2009 and 2010 budgets for the cost of enhancements to local election procedures.

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

This report supports the strategic direction of having exemplary management practices.

#### **FINANCIAL IMPLICATIONS:**

If enhancements to local election procedures are funded in future budget years, the annual cost would be approximately \$32,000 per year in 2008, 2009 and 2010.

#### **DEPARTMENTAL CONSULTATION:**

n/a

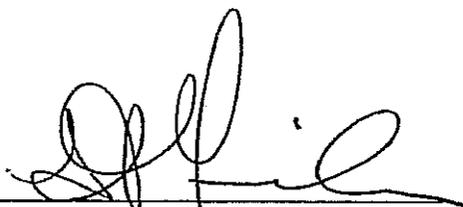
#### **COMMUNICATIONS:**

n/a

#### **ATTACHMENTS:**

Schedule "A" Summary of Recommendations

*A Great Place to Call Home*



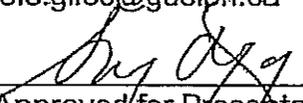
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Approved for Presentation:  
Larry E. Kotseff,  
Chief Administrative Officer.

## Schedule "A"

1. Recommendation: That the Municipal Property Assessment Corporation no longer be the source of municipal voters lists, and that municipalities be given the flexibility to use either the provincial or federal lists, or a voter registration process.
2. Recommendation: That in the event alternatives to the current method of generating municipal voters lists in Ontario are not permitted, that the Municipal Property Assessment Corporation include only the names of persons with Canadian citizenship on the preliminary list of electors.
3. Recommendation: That the residency requirements set out in Section 2 of the Municipal Elections Act be amended to clarify the residency provisions applicable to students.
4. Recommendation: That the Municipal Elections Act be amended to require that voters are required to produce appropriate identification in order to be added to the voters list, and in order to be permitted to vote in a municipal election.
5. Recommendation: That the Municipal Elections Act be amended to provide that persons and organizations who register on questions are entitled to receive a copy of the voters list.
6. Recommendation: That the provisions of the Municipal Elections Act with respect to the rights of candidates and scrutineers in a voting place be clarified to indicate whether or not access to the voters list is permitted.
7. Recommendation: That the Municipal Elections Act be amended to provide for an automatic recount upon request in close vote situations, and that the Provincial standard of less than 25 votes be established as the threshold for an automatic recount upon request of a candidate who received votes within that threshold.
8. Recommendation: That in the event amendments providing for automatic close-vote recounts are not permitted, the Municipal Elections Act be amended to provide that the municipality will be responsible for all or a portion of candidates' costs relating to a recount where the difference in votes between an elected candidate and an unsuccessful candidate is less than 25 votes.
9. Recommendation: That the provisions of the Municipal Elections Act with respect to disputed ballots be clarified with respect to the ability of the court to accept records or factums where required.
10. Recommendation - The Task Force recommends that the Municipal Elections Act be amended to provide that monitoring and enforcement of the provisions of the Municipal Elections Act be the responsibility of Elections Ontario and that sufficient power be given to Elections Ontario to provide appropriate enforcement of the provisions of the Municipal Elections Act.



# City of Guelph

## CORPORATE SERVICES

Report:

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**TO:** Governance & Economic Development Committee

**DATE:** 2007/07/12

**SUBJECT:** COUNCIL CHAMBERS ELECTRONIC VOTING SYSTEM PROCEDURES

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### RECOMMENDATION:

**That the Council chambers electronic voting system be used for all Public Council meetings; and,**

**That the Councillors remain seated when speaking and that the City of Guelph Procedural Bylaw be amended accordingly; and,**

**That all voting (other than procedural motions) be by recorded vote.**

### BACKGROUND:

With the previous sound system the Councillors operated the system by standing to speak as they were recognized by the Chair.

By 2005 the sound system was failing to properly record the ROGERS sound feed to the live recorded council meetings for the public. Subsequently, staff researched systems available for purchase and investigated system enhancements which could be used in the course of meetings.

A sound system with a voting component was purchased that could be used in various formats.

### REPORT:

The current council has used the sound system by pressing a button to speak when recognized by the chair. Using this method the Chair must keep track of the list of speaking requests, whilst chairing the meeting and following the debate.

In the proposed procedure, members of Council will press the button when they wish to speak and the system will automatically list them in a queue in the order in which the request was made.

Standing when speaking was effective when the microphones could be held up to the speaker's face. The microphones are now affixed to the tables and although the system picks up sound extremely well, poor reception occurs when Councillors are addressing delegations and staff because they tend to turn towards them and away from the microphones. Therefore, for best reception, Councillors, should sit to speak because they will be much closer to the microphone.

Currently, a manual system for recording votes is in effect for recorded votes only. When a Councillor calls for a recorded vote the City Clerk calls each individual's name and records their vote in the affirmative or negative. When completed she, states whether the motion has been carried or defeated. Meetings having many recoded votes have been lengthy due to the time required to call a recorded vote.

Non-recorded votes are taken by a show of hands, and occasionally it is necessary for the chair to repeat the vote, especially when it is a close vote. In the philosophy of openness and accountability it is proposed that all votes (other than procedural motions\*) be recorded. The Chair would call the question and the members of Council would have a fixed amount of time to vote. The members can vote in the affirmative or negative by pressing the appropriate button and the vote would be displayed on the overhead screen as to how each individual voted. The Mayor would announce that the vote has been carried or defeated.

\* Procedural motions are motions which facilitate the conduct of the business of the meeting such as moving into committee of the whole, moving into closed session, reading of the bylaws etc... as identified on the agenda to assigned Councillors.

## **CORPORATE STRATEGIC PLAN:**

The recommendations in this report support strategic direction #6: To have exemplary management practices by implementing best practices for Council and strengthening the capabilities of Council.

## **FINANCIAL IMPLICATIONS:**

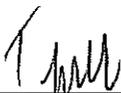
As this is a procedural matter there are no financial costs incurred.

## **DEPARTMENTAL CONSULTATION:**

N/A

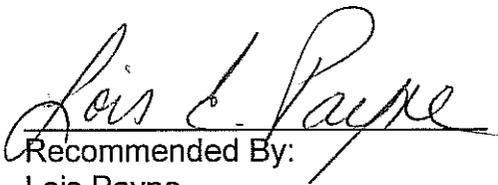
**COMMUNICATIONS:**

N/A



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Prepared By:  
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tina.agnello@guelph.ca



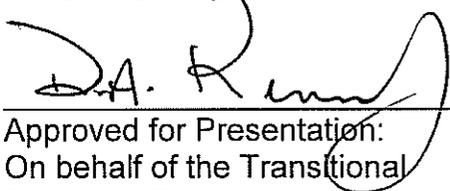
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Recommended By:  
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Director of Corporate Services/City Solicitor  
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Approved for Presentation:  
On behalf of the Transitional  
Executive Team



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**TO:** Governance and Economic Development Committee

**DATE:** 2007/07/12

**SUBJECT: CITY OF GUELPH SERVICE REVIEW CYCLE AND FRAMEWORK**

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**RECOMMENDATION:**

THAT COUNCIL review and approve a four year service review cycle for aspects of major programs and services; and

THAT COUNCIL adopt the review framework suggested in the attached report which allows for process flexibility while ensuring accountability.

**BACKGROUND:**

Municipal service review is a key performance and accountability mechanism that, in part, enables Council to fulfill its responsibilities in Section 224 of the Municipal Act to:

- a) represent the public and to consider the well-being and interests of the municipality;
- b) develop and evaluate the policies and programs of the municipality;
- c) determine which services the municipality provides;
- d) ensure that administrative practices and procedures are in place to implement the decisions of Council;
- e) maintain the financial integrity of the municipality; and
- f) carry out the duties of council under this or any other act.

At a meeting of the Governance and Economic Development Committee held February 13, 2007, the following resolution was passed:

“THAT staff be directed to prepare a 4 year review cycle of the City’s services and functions”;

AND THAT staff develop a proposed framework to guide the service/function review”. To that end, the following report has been prepared.

Taken together, a service review cycle and evaluation process form a key means of ensuring that Guelph meets its expectations for efficient and effective service delivery and accountability standards. To that end, a review of similar work in other municipalities has been undertaken and the following document produced which proposes a four year service review cycle for aspects of major programs and services, details a framework to guide service reviews and suggests a pilot project to pursue. The content builds on the best practices in other municipalities and is customized to suit the City of Guelph.

## **REPORT:**

Given staff and funding limitations, a four year review of aspects of major programs or services is suggested as a prudent course of action. Results and findings gained at modest cost can then be used to gauge the value of launching a review of an entire program or service.

Regular review of all other programs and services provided to the public could be expected over time to assess continuing relevance to community needs and how well intended results are being achieved. It is suggested in the attached report that review results and planned reviews can be reported in departmental business plans and that a list of potential review projects for major programs and services could be presented to Council each fall for review and direction.

The proposed service review framework is comprised of three major components: the drivers of a service review, the service review methodology, and service review supporting tools. The framework is applicable to both programs and services.

Guided by established principles that included staff and community involvement, the four steps in the proposed Service Review Methodology include:

- 1.0 Plan
- 2.0 Assess
- 3.0 Implement
- 4.0 Evaluate

Various drivers will dictate the nature of the service review to be conducted as well as the supporting tools that are used in the process. Review elements to be addressed include service objectives, description, current performance and indicators, strengths, issues and opportunities to improve service sustainability. Larger scale services or programs may need a more elaborate review while smaller undertakings can be reviewed using a smaller number of questions. As well, specific tools, techniques and considerations can be used to make immediate improvements in service delivery.

**CORPORATE STRATEGIC PLAN:**

A service review cycle and evaluation process form a key means of ensuring that Guelph meets its expectations of efficient and effective service delivery and accountability standards. As such, this work relates to Goal 6 in our current strategic plan regarding exemplary management practices.

**FINANCIAL IMPLICATIONS:**

There are financial implications that will occur due to approval of this proposed cycle and framework as it will result in the initiation of additional evaluation work that will vary in depth and scope within the organization.

**DEPARTMENTAL CONSULTATION:**

Directors of all the Departments have been consulted in the development of this review cycle and framework. Approval of the Senior Management Team was received in advance of this report going to Council for review.

**COMMUNICATIONS:**

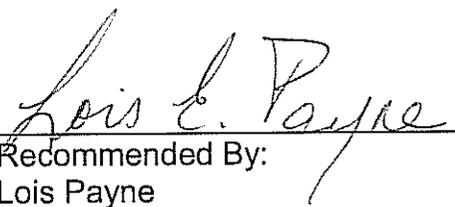
Communication of the content of this report will be undertaken with staff once formally approved.

**ATTACHMENTS:**

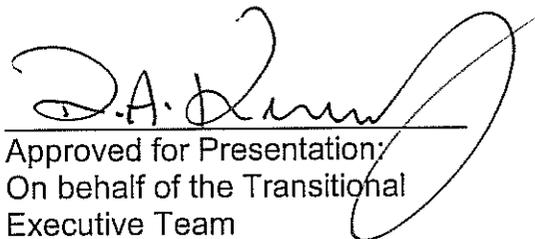
Appendix "A" – City of Guelph Service Review Cycle and Framework



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Recommended By:  
Lois Payne  
  
Director, Corporate Services



Approved for Presentation:  
On behalf of the Transitional  
Executive Team

# **City of Guelph Service Review Cycle and Framework**

## **INTRODUCTION:**

Taken together, a service review cycle and evaluation process form a key means of ensuring that Guelph meets its expectations for efficient and effective service delivery and accountability standards. To that end, a review of similar work in other municipalities has been undertaken and the following document produced which proposes a four year service review cycle, details a framework to guide service reviews and suggests a pilot project to pursue. The content builds on the best practices in other municipalities and is customized to suit the City of Guelph.

Sections of the following report include:

- I. Service Review Definition
- II. Other Municipal Experiences in Ontario
- III. Purpose of Service Review
- IV. Guiding Principles
- V. Criteria for Selecting a Service for Review
- VI. Service Review Framework
- VII. Roles and Responsibilities
- VIII. Suggested Pilot Project

## **REPORT:**

### **I. Service Review Definition**

A service review is an evaluation process in which a specific municipal program or service is systematically reviewed to determine the most appropriate way to provide the service. The review process focuses on setting priorities and where possible, reducing the cost of delivery while maintaining or improving the service and service levels. A service delivery review is a departmental project that can be conducted for both front-line services to clients and internal support services.

### **II. Other Municipal Experiences in Ontario**

A number of municipalities in Ontario have undertaken service reviews of major programs and services based on a Council approved process which include Mississauga, Toronto, Barrie, Ottawa and Peel. For these municipalities, a guiding framework has been "The Guide to Service Delivery Review for Municipal Managers" produced by the Ministry of Municipal Affairs and Housing in 2004. Experience suggests that while the drivers for review vary, work undertaken in this area has been beneficial and effective. Many efforts have also been highly consultative in nature, most specifically in Barrie, where both staff and the public were consulted during a very comprehensive service review using tools ranging from traditional focus groups and workshops to

benchmarking and web-based surveys. The framework and review cycle proposed for Guelph builds on what has been accomplished in these areas to date. Many other municipalities are currently devising review frameworks including Windsor, Hamilton and Oshawa.

### **III. Purpose of Service Review**

1. To answer broad strategic questions related to a specific service such as:
  - How well is the service performing? How much does it cost to provide the service?
  - Does the service need to be improved?
  - Should the service continue to be provided?
  - Should we be in the business of providing the service?
2. To ensure that the service responds to citizen needs within the strategic plan and program goals.
3. To ensure that the service(s) is relevant and being delivered efficiently and effectively.
4. To provide validated evidence that the right service is being delivered to the right recipients at the right funding level (user fees vs. tax or rate base and comparable to service costs elsewhere) on a sustainable basis.
5. To ensure that a service compliments and does not duplicate services provided by other governments, non-profits or the private sector.
6. To enable the development of clear and well articulated strategies to consistently deliver valued services to the community
7. To improve alignment of activities and resources with expected service levels
8. Enable reporting on the performance, economy, efficiency and effectiveness of City services to Council and the public based on a consistent methodology.

### **IV. Guiding Principles**

- 1. Council and Senior Management Team driven and supported:** service reviews are initiated by Council, the Senior Management Team or the Chief Administrative Officer (CAO) with a commitment to take action based on the recommendations of the review.
- 2. Voices of the Community and Employees are Involved:** Citizen, stakeholder and employee expectations, satisfaction levels and service improvement priorities are key inputs that inform the service review process.

**3. Common Framework with a Customized Approach:** service reviews are conducted within a common framework that utilizes a customized approach suitable to the purpose and goals of the review. The service review framework includes: selection of services for review, planning, assessment, implementation and evaluation. The assessment aspect considers service objectives, description, current performance and indicators, strengths, issues and opportunities to improve service sustainability.

**4. Aligned with the Business Planning Process:** the results of all reviews will be regarded as relevant input into the business planning process and the budget process when decisions are made that affect resources, activities or performance expectations for specific services.

**5. Ongoing and Incremental Review Process:** each program and service at the City of Guelph seeks to achieve best value for the community on a regular basis. The review of major programs *or particular aspects* as identified by Council, the CAO and SMT is conducted on a four year cycle. Given staff and funding limitations, review of part of a service or a service in one area of the municipality is recommended as a prudent course of action. Results and findings gained at modest cost can then be used to gauge the value of launching a review of an entire service or program.

Regular review of all other programs and services provided to the public is expected over time to assess continuing relevance to community needs and how well or if intended results are being achieved. Review results and planned reviews are reported in annual departmental business plans.

## **V. Criteria for Selecting a Service for Review**

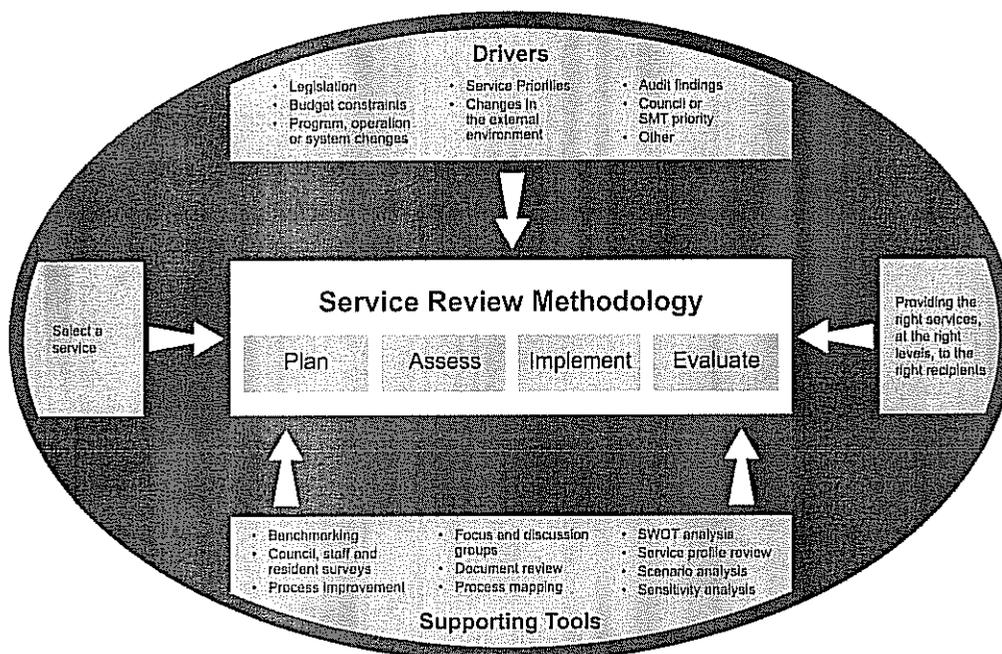
The ultimate outcome of any service review is to provide the right services, at the right levels, to the right recipients at a sustainable level. Criteria for selecting a program or service to review include the following:

- Financial significance
- Changes to programs, operations and/or systems
- Experience/perceptions of management and staff
- Complexity of operations
- Political exposure/adverse publicity
- Potential for liability, penalties and litigation
- Issues that address Council priorities
- Opportunities for significant impact
- Significant changes in the external environment (e.g. demographic shifts, social change, technology change, legislation)
- Need to address issues already identified by media, public, special interest groups
- Significant growth/expansion in service scope
- Recent staff and/or operational changes
- Absence of a recent review
- Emergence of unintended consequences of service delivery

It is interesting to note that services including road maintenance, snow plowing, waste water treatment and collection, fire prevention and operations, land use planning, water main and sanitary sewer maintenance are often identified by citizens in many areas as being the core services provided by their municipality. It could be advantageous for Council to consider surveying Guelph residents and staff regarding overall service levels in terms of their importance to residents, how well services are being provided, recent experiences and priorities for improvement for additional insight into which programs and services could be selected for review.

## VI Service Review Framework

The following diagram depicts the City of Guelph's Service Review Framework. It is comprised of three major components: the drivers of a service review, the service review methodology, and service review supporting tools. This framework is applicable to both programs and services.



The four steps in the proposed Service Review Methodology include:

- 1.0 Plan
- 2.0 Assess
- 3.0 Implement
- 4.0 Evaluate

Various drivers will dictate the nature of the service review to be conducted as well as the supporting tools that are used in the process. Review elements to be addressed include service objectives, description, current performance and indicators, strengths, issues and opportunities to improve service sustainability. Larger scale services or programs may need a more elaborate review while smaller undertakings can be reviewed using a smaller number of questions. As well, specific tools, techniques and considerations can be used to make immediate improvements in service delivery.

## 1.0 Plan

Step	Action	Accountability
1.1	Select a service for review.	Council, CAO and/or SMT
1.2	Determine the scope, purpose, intended outcome and methodology of the review.	Council, CAO and/or SMT
1.3	Identify an SMT member who will act as the 'Project Lead'. The Project Lead selects a staff member to act as a Project Manager.	Council, CAO and/or SMT
1.4	<p>Create a project plan for approval by the Project Lead including a methodology, proposed review team and communication strategies.</p> <p>The team is a 4-8 person multidisciplinary team including those currently delivering the service. They are committed significantly to the project during the duration of the review which could last 2-6 months. The work level of the team would vary during the project. (e.g. data analysis may require more time than data collection). The team would have the right staff or external resources with the required expertise to effectively complete the review. (e.g skills in costing, program evaluation, benchmarking, survey research design etc.)</p>	Project Manager and Project Lead
1.6	Assign a third party facilitator - Council member, appointed resident and/or consultant independent of the service to provide objectivity, promote transparency and provide any required skills.	Project Manager and Project Lead

## 2.0 Assess

Step	Action	Accountability
2.1	Complete the review elements ( <b>see Table 1*</b> ) using appropriate supporting tools as required - customize the method according to depth and scope of review (e.g. benchmarking, community feedback, process	Project Manager and Review Team

	improvement).	
2.2	Report back to service review client for approval of recommendations	Project Manager and Project Lead

### 3.0 Implement

Step	Action	Accountability
3.1	Establish reporting expectations and mechanisms with the service review client	Project Lead and Project Manager
3.2	Undertake approved recommendations with the intention to: <ul style="list-style-type: none"> <li>➤ increase the number of benefits from the service</li> <li>➤ increase the outputs of the service</li> <li>➤ decrease the number of inputs into the service</li> <li>➤ decrease the cost of inputs into the service</li> </ul>	Project Lead, Project Manager (and members of the review team where necessary)

### 4.0 Evaluate

Step	Action	Accountability
4.1	Monitor and evaluate the effectiveness and efficiency of changes	Project Manager
4.2	Develop final recommendations	Project Lead and Project Manager

\*Table 1

Review Elements	Areas for Review	Approach
2.1 Service Objectives	<p>➤ <b>Review and document service objectives</b></p> <ul style="list-style-type: none"> <li>• Why has this service been selected for a review?</li> <li>• What is this service intended to accomplish?</li> <li>• What would be different if this service did not exist?</li> <li>• How does this service impact the quality of life in Guelph?</li> <li>• How does this service impact the effectiveness of the organization?</li> <li>• What are the service standards and targets that exist?</li> </ul>	<ul style="list-style-type: none"> <li>• Document review - business plan budget; service advertisement and promotion; past studies, surveys and reviews, any other relevant documentation</li> <li>• Staff focus groups</li> <li>• Interviews with key stakeholders, management team, Directors</li> </ul>
2.2. Service Description	<p>➤ <b>Complete a profile of the program or service</b></p> <ul style="list-style-type: none"> <li>• Define any linkages to other internal services</li> <li>• What are the service offerings that create value for the customer/community/organization?</li> <li>• Who are the target recipients for this service?</li> <li>• What distribution channels are used to deliver this service to the community?</li> <li>• What resources are used and how they supplied?</li> <li>• What are the primary core processes?</li> <li>• What is the organization structure of all employees involved in service provision?</li> <li>• What are the core required capabilities?</li> <li>• How is technology used?</li> <li>• Is there a partnership network?</li> <li>• What is the cost structure?</li> <li>• What is the revenue model?</li> <li>• Does the program or service align</li> </ul>	<ul style="list-style-type: none"> <li>• Document review to include all relevant documentation including org charts and job descriptions; business plan; financial plans; Councillor requests; resident/stakeholder feedback</li> <li>• Interviews with management, staff, residents and key stakeholders</li> <li>• Examination of resource costs</li> <li>• Process mapping</li> </ul>

Review Elements	Areas for Review	Approach
	with identified goals, the Departmental mission and City Vision?	
2.3 Current Performance and Indicators	➤ <b>Complete an assessment of service standards and performance outcomes</b>	
	<ul style="list-style-type: none"> <li>• How important is the service to residents and stakeholders?</li> <li>• How well is it meeting their needs and expectations?</li> <li>• What is the effect that the service is intended to have on residents and stakeholders?</li> <li>• What trends have there been in costs, resource use and service levels over the past 3 to 5 years?</li> <li>• What are some of the anticipated pressures, risks and opportunities for the future?</li> <li>• What commitments and expectations are included in the Business plan?</li> <li>• What types of management tools and methods are in place to manage performance?</li> <li>• What service performance measures current exist for efficiency and effectiveness?</li> <li>• <u>Effectiveness</u> – what evidence is there that service objectives have been satisfied? Is this service on track to contribute to the achievement of business plans? Is the service effective in achieving the desired results? To what extent are residents and stakeholders satisfied with the quality and availability of the service?</li> <li>• <u>Efficiency</u> – What are the economic, financial and social benefits of the service? How do costs of providing this service</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant documents review</li> <li>• Process mapping</li> <li>• Benchmarking resident/stakeholder surveys</li> <li>• Process performance metrics</li> <li>• Resource costs</li> <li>• Municipal performance measurement program data</li> <li>• Cost/benefit analysis</li> </ul>

Review Elements	Areas for Review	Approach
	<p>compare with historical information, planned targets and goals, benchmarked municipalities, industry association benchmarks? Is there excess capacity in the service delivery model?</p> <ul style="list-style-type: none"> <li>• <u>Economy</u> – What are the per-unit costs of resources used to provide the service? What is the quantity of resources employed? How does the cost and quantity of resources compare with benchmarked municipalities? Is the service affordable within the current fiscal environment?</li> </ul>	
<b>2.4 Service Strengths</b>	➤ <b>Assemble key findings regarding current performance</b>	
	<ul style="list-style-type: none"> <li>• Which aspects of this service are employees most proud of?</li> <li>• Which aspects of this service are residents and stakeholders most pleased with?</li> <li>• Which aspects compare most favorably with benchmarked municipalities?</li> <li>• Which aspects of this service demonstrate operational excellence?</li> </ul>	<ul style="list-style-type: none"> <li>• Observations</li> <li>• Surveys</li> <li>• Other feedback from Councillors, management staff and employees</li> </ul>
<b>2.5 Service Issues</b>	➤ <b>Assemble key findings regarding current performance</b>	
	<ul style="list-style-type: none"> <li>• How does the current performance compare to the resident, stakeholder and employee expectations?</li> <li>• In what ways does this service fall short of service objectives?</li> <li>• In what ways is this service contributing to less than expected business plan targets?</li> <li>• Where are resources not being used to their full potential?</li> <li>• Which aspects of this business</li> </ul>	<ul style="list-style-type: none"> <li>• Document review</li> <li>• Absenteeism and overtime reports</li> <li>• Interviews with management staff, key stakeholders and employees</li> <li>• Project reports</li> </ul>

Review Elements	Areas for Review	Approach
	<p>model are not sustainable into the future?</p> <ul style="list-style-type: none"> <li>• Where do work processes create inefficiencies?</li> <li>• What are the barriers to operational excellence?</li> <li>• What are the most significant performance gaps?</li> </ul>	
<p><b>2.6 Opportunities to Improve Service Sustainability</b></p>	<p>➤ <b>Develop and present recommendations to SMT and Council based on results.</b></p>	
	<ul style="list-style-type: none"> <li>• What are the actions required to move from current performance levels to target levels?</li> <li>• What opportunities exist to: reduce resource costs; improve process efficiency; enhance service offerings; improve alignment of processes with service objectives; improved capacity utilization; improve organizational structure; improve resident/stakeholder relationships; improve core capabilities; improve partnership network; improve performance tracking and management systems?</li> <li>• How will improvements be reinvested in this service to create new value?</li> <li>• Are there savings that can be redirected to other services in the organization?</li> <li>• Will this service require new investment to meet service objectives?</li> <li>• Should this program or service be outsourced? What the possible alternative delivery approaches?</li> </ul>	<ul style="list-style-type: none"> <li>• Create recommendations to continue the service at the current level; increase or decrease the service level, outsource or discontinue service provision.</li> </ul>

## **VII Roles and Responsibilities**

### **Mayor and Council**

- receive updates on service reviews through the GED committee
- approves recommendations from service reviews
- can initiate requests for service reviews

### **Chief Administrative Officer**

- receives updates on service reviews
- approves recommendations from service reviews initiated by the CAO
- accountable for ensuring that actions are taken on recommendations for service reviews
- can initiate requests for service reviews

### **The SMT**

- endorses the service review framework and proposed methodology
- initiates and approves requests for service reviews
- receives updates on service reviews
- approves the final report with recommendations to Council as required
- ensures actions are taken on recommendations from all Service reviews

### **The Project Lead**

- is a member of the SMT, or in some cases the CAO
- determines the priorities between various constraints (time, cost and scope)
- approves the project work plan, schedule and budget
- provides appropriate resources for efficient and effective project completion
- protects the project from external influences
- resolves conflicts beyond the project manager's control and provides ongoing guidance
- communicates project goals to the SMT
- encourages the finalization of project requirements and scope
- reviews and monitors progress

### **Review Team**

- assist in preparing the project plan
- participate in identifying issues and the full assessment
- review preliminary findings and recommendations
- is involved in implementation or recommended changes as approved

### **Independent Third Party**

- provides objectivity and ensures transparency
- could take on the role of project manager or provide a skill set required for completion of the specific review - could be staff, a Council member or an external consultant

## VIII Proposed Pilot Project

### 1. Review of by-law enforcement operations

- As directed by CDES Committee on May 22, "[t]o review by-law enforcement operations across the City to seek corporate efficiencies with a strategic, longer term perspective that would incorporate pesticide enforcement".
- To make a recommendation to service review client (Council and SMT) pertaining to improvements in the manner in which by-law enforcement services are delivered and structured. This work is not to include development of an implementation plan.

A review of the cleanliness of buses is another potential candidate for service review pilot work. It is suggested here that a list of potential candidates could be presented to Council each fall for review and direction.

# CONSENT AGENDA

July 16, 2007

Her Worship the Mayor  
and  
Members of Guelph City Council.

## SUMMARY OF REPORTS:

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

### **A Reports from Administrative Staff**

#### **REPORT**

#### **DIRECTION**

A-1) **COST-SHARING AGREEMENTS FOR THE HANLON EXPRESSWAY INTERIM IMPROVEMENTS AND INTERCHANGE CONSTRUCTION**

Receive

THAT the Community Design and Development Services report dated July 16, 2007 with respect to cost-sharing agreements for the Hanlon Expressway interim improvements and interchange construction, be received.

### **B ITEMS FOR DIRECTION OF COUNCIL**

### **C ITEMS FOR INFORMATION OF COUNCIL**

attach.



**TO:** Council

**DATE:** 2007/07/16

**SUBJECT: COST-SHARING AGREEMENTS FOR THE HANLON EXPRESSWAY  
INTERIM IMPROVEMENTS AND INTERCHANGE CONSTRUCTION**

**RECOMMENDATION:**

"THAT the Community Design and Development Services Report 07- , dated July 16, 2007, be received."

**BACKGROUND:**

The draft approval of the plan of subdivision for the Hanlon Creek Business Park (HCBP) includes the following Ministry of Transportation (MTO) conditions:

- a) Guelph should enter into a legal agreement with MTO for cost-sharing the construction of a new interchange at Laird Road on the Hanlon Expressway;
- b) Development in the HCBP would be limited to 682,000 sq.ft. (gross floor area) until the new interchange is completed.

Following discussions between MTO and City staff, MTO agreed to increase the development cap in the HCBP to 3.2 M sq.ft, on the Westside of the Hanlon Expressway, and allow an additional 1.9M sq.ft. in the South Guelph Industrial Lands (SGIL) on the east side (see Figure 1). The total development of 5.1M sq.ft. could proceed prior to the construction of the new interchange, but will require interim improvements at the existing at-grade intersections of the Hanlon Expressway at Laird Road and at Clair Road.

The cost of the interim improvements will be paid by the developers of the HCBP (that includes the City of Guelph) and the SGIL lands; the cost of the new interchange will be shared by the City and the Province, with the City's share paid out of the DC revenue.

In May 2006, Council agreed in principle to enter into a cost-sharing agreement with MTO and directed staff to undertake negotiations with MTO for that purpose. In October 2006, Council authorized the Mayor and Clerk to execute the cost-sharing agreement after it was finalized as outlined in the staff report to Council, dated October 16, 2006. Council also directed staff to update the Development Charges By-law to include the City's share of the cost of the new interchange, which is estimated to be \$11M.

### City of Guelph – MTO Cost-Sharing Agreement

The main aspects of the cost-sharing agreement between MTO and the City are:

- 1) Development Cap: With the interim improvements in place MTO will allow 3.2M sq.ft. development in the HCBP and 1.9M sq.ft. development in the SGIL lands, subject to a review of the traffic impacts and roadway capacity at 75% development levels. The HCBP and the SGIL lands will proceed to full development after the new interchange is completed.
- 2) Interim Improvements: The City will be responsible for coordinating developer contributions and implementing the interim improvements as approved by MTO.
- 3) Interchange Works: The City responsibilities for interchange construction include assisting MTO with land acquisition for the interchange and the payment of the City's share of the interchange construction costs. The estimated cost is \$16.2M, and MTO's share is expected to be \$5.2M made up of estimated land credits and a lump sum contribution of \$3.1M. The City's share will be paid after the completion of the interchange.

### City of Guelph – Developers Cost-Sharing Agreement for Interim Improvements

This agreement provides for undertaking interim improvements and for allocating the development cap stipulated in the MTO agreement. The developers of the HCBP and SGIL lands will share the estimated cost of \$2.1M proportionately according to the projected gross floor area of each developer. The City of Guelph (for the City-owned lands in the HCBP) and four private development companies will contribute to the interim improvements and share the development cap allowed in the MTO Agreement.

Totten Sims Hubicki Associates were hired as Consultants for the interim improvements undertaking. The design work has been completed and the tender for construction has been advertised and will close on July 18. The construction contract will be awarded by July 23 in order to have the interim improvements completed by November 2007. This would enable lands in the HCBP and SGIL to be developed commencing 2008.

The City-MTO Cost-Sharing Agreement was signed by the Mayor and Clerk on July 9, 2007, and has been passed on to MTO for signing by the Minister of Transportation prior to the award of the contract for interim improvements. By-Laws for authorizing the execution of the City-Developers Cost-Sharing Agreement and the Engineering Consultancy Agreement have been submitted separately for Council approval on July 16, 2007.

The Environmental Assessment for the new interchange at Hanlon/Laird has been initiated by MTO as part of the EA for improving the section of the Hanlon Expressway south of the Speed River. This EA is currently under way and is expected to be completed in early 2008. The construction of the interchange is expected to commence in 2009 and be completed in 2011.

### **CORPORATE STRATEGIC PLAN:**

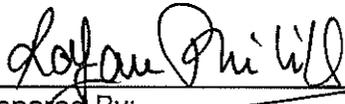
1. To Manage Growth in a Balanced Sustainable Manner
  - Ensure the City's infrastructure is appropriate for current and anticipated growth
  - Work with neighbouring municipalities and all levels of government on policy and direction

**FINANCIAL IMPLICATIONS:**

- (1) Interim Improvements: The estimated cost is \$2.1M and the City's share of \$740,000 will be paid from the Hanlon Creek Business Park Capital Project #SS0002.
- (2) Interchange Construction: Capital Project #RD0139 has been set up to pay the City's share of the Hanlon/Laird interchange. The estimated share of \$11M will be paid from the DC revenue after the interchange works have been completed.

**ATTACHMENTS:**

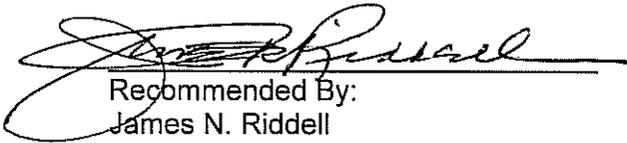
Figure 1: Location Map – HCBP and SGIL Lands and Hanlon Improvements



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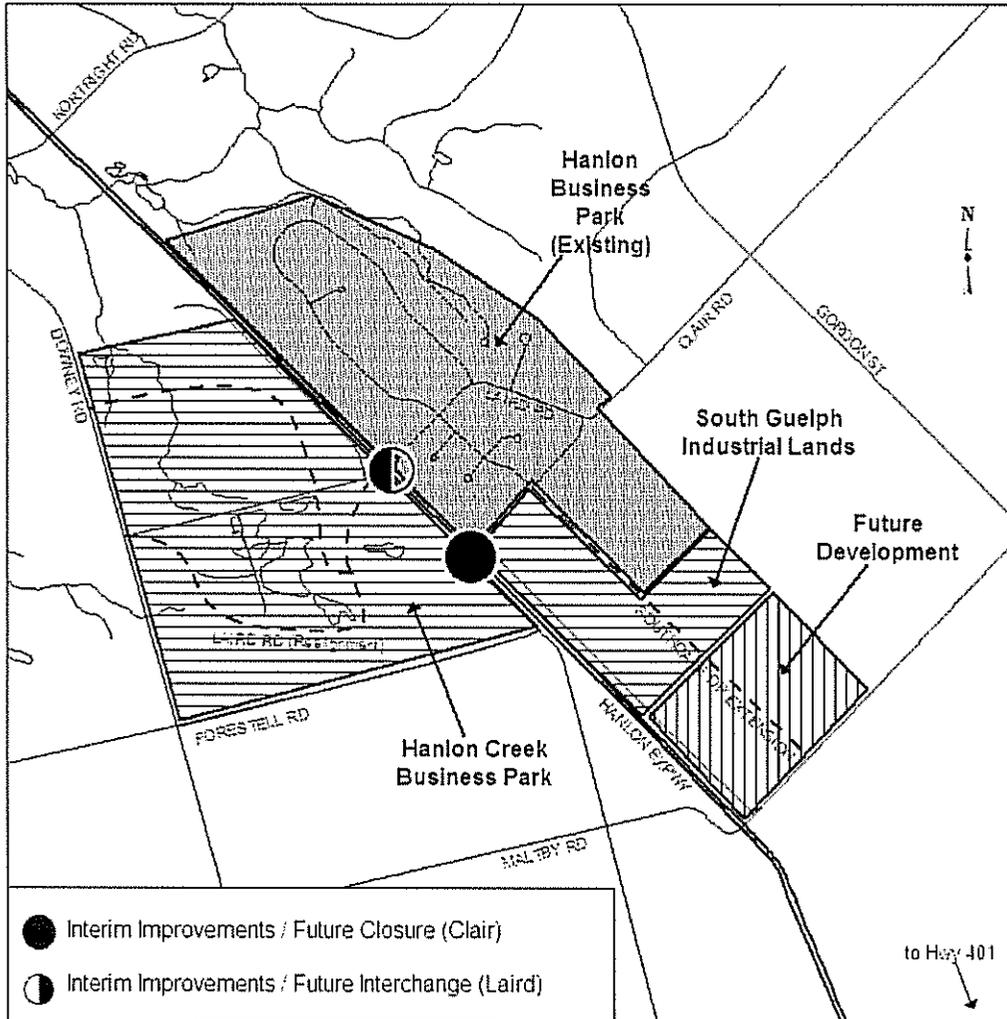
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# APPENDIX A



**Figure 1: Location Map – Hanlon Creek Business Park, South Guelph Industrial Lands and Hanlon Improvements**

Please recycle!

- BYLAWS -

- July 16, 2007 -

<p>- July 16, 2007 -</p>	
<p>By-law Number (2007)-18329 A by-law to authorize the execution of a Partial Release of Development Covenants and Restrictions with respect to Part of Lot 19, Registered Plan 599, designated as Part 4, Reference Plan 61R-1331 – 340 Woodlawn Road West)</p>	<p>Execution of a partial release of development covenants and restrictions as the conditions have been met to the satisfaction of the City.</p>
<p>By-law Number (2007)-18330 A by-law to authorize the execution of an Agreement between the Township of Wellington North (Town of Arthur) and The Corporation of the City of Guelph. (fire dispatching services)</p>	<p>To execute a fire dispatching services agreement as approved by Council June 18, 2007.</p>
<p>By-law Number (2007)-18331 A by-law to authorize the execution of an Agreement between the Township of Wellington North (Town of Mount Forest) and The Corporation of the City of Guelph. (fire dispatching services)</p>	<p>To execute a fire dispatching services agreement as approved by Council June 18, 2007.</p>
<p>By-law Number (2007)-18332 A by-law to authorize the execution of an Agreement between the Township of Centre Wellington and The Corporation of the City of Guelph. (fire dispatching services)</p>	<p>To execute a fire dispatching services agreement as approved by Council June 18, 2007.</p>
<p>By-law Number (2007)-18333 A by-law to authorize the execution of an Agreement between the Township of Puslinch and The Corporation of the City of Guelph. (fire dispatching services)</p>	<p>To execute a fire dispatching services agreement as approved by Council June 18, 2007.</p>
<p>By-law Number (2007)-18334 A by-law to authorize the execution of an Agreement between the Town of Erin and The Corporation of the City of Guelph. (fire</p>	<p>To execute a fire dispatching services agreement as approved by Council June 18, 2007.</p>

dispatching services)	
By-law Number (2007)-18335 A by-law to authorize the execution of an Agreement between the Township of Mapleton and The Corporation of the City of Guelph. (fire dispatching services)	To execute a fire dispatching services agreement as approved by Council June 18, 2007.
By-law Number (2007)-18336 A by-law to authorize the execution of an Agreement between the Town of Minto and The Corporation of the City of Guelph. (fire dispatching services)	To execute a fire dispatching services agreement as approved by Council June 18, 2007.
By-law Number (2007)-18337 A by-law to authorize the execution of an agreement between the Guelph Humane Society and The Corporation of the City of Guelph. (provision of services for dog control, dog licensing and animal shelter)	To provide services for dog control, dog licensing and animal shelter.
By-law Number (2007)-18338 A by-law to appoint members to various Boards, Committees and Commissions and to amend By-laws Numbered (2004)-17442, (2004)-17545, (2005)-17824 and (2006)-18033.	To appoint citizens to various Boards, Committees and Commissions as approved by Council.
By-law Number (2007)-18339 A by-law to amend By-law Number (2002)-17017 and to adopt Municipal Code Amendment #436. (amend Permissive Truck Routes in Schedule XIII; adding U-turn restrictions on Imperial Rd., 142m north of Paisley Rd. in the Prohibited U-Turn Schedule I; removing the left turn restriction in Imperial Rd. S. Sat 1045 Paisley Rd. in the Prohibited Turn Schedule II; adding traffic signals on Elmira Rd. N. at Massey Rd., Paisley Rd. at 191m east of Elmira Rd. S. and Waterloo Ave. at Yorkshire St. S. in the Traffic Signal Schedule VI; removing the lane designations on York Rd. at Victoria Rd. S. in the Lane Designation Schedule VII; adding a yield sign on Florence Lane at Lawrence Ave. in the Yield Sign Schedule VIII; removing Florence	To amend the Traffic By-law.

<p>Lane from Lawrence Ave. to Victoria in the One-Way Streets Schedule XI; removing the pedestrian crossovers on Eramosa Rd. at a point 3m south of Mitchell St., Woolwich St. at the Recreation &amp; Parks Spur Line Trail and London Rd. at Exhibition St. from the Pedestrian Crossover Schedule X; amending the no parking zone on Norwich St. E. between Cardigan and Woolwich in the No Parking Schedule XV; adding a no stopping zone on Wimbledon Rd. (east side) from Westwood to 73m north thereof in the No Stopping Schedule XVI; adding a 2-hour zone on Norfolk St. E. in the Restricted Parking Schedule XVII; adding a prohibited pedestrian crossing on Waterloo Ave. at Yorkshire St. S. in the Prohibited Pedestrian Crossings Schedule XXVII)</p>	
<p>By-law Number (2007)-18340 A by-law to authorize the execution of an Agreement between Regional Sewer and Watermain Ltd. and The Corporation of the City of Guelph. (Contract No. 2-0713 for the servicing and road construction of Westminister Woods Subdivision Phase 3)</p>	<p>To execute Contract No. 2-0713 for the servicing and road construction of Westminister Woods Subdivision Phase 3.</p>
<p>By-law Number (2007)-18341 A by-law to provide for the temporary closure of Goodwin Drive, Wilkie Crescent, Pearson Street, Laughland Lane, Baxter Drive and Frederick Drive during the servicing of Westminister Subdivision Phase 3. (Contract No. 2-0713)</p>	<p>To temporary close various streets during the servicing of the Westminister Subdivision Phase 3 under Contract No. 2-0713.</p>
<p>By-law Number (2007)-18342 A by-law to authorize the execution of an Engineering Services Agreement between Terra View Custom Homes Limited and The Corporation of the City of Guelph. (974 Edinburgh Road South (23T-06502))</p>	<p>Authorization to execute an engineering services agreement with respect to 974 Edinburgh Road South.</p>
<p>By-law Number (2007)-18343 A by-law to authorize the execution of an Amending Agreement between the Corporation of the City of Guelph and</p>	<p>To execute an amending agreement as approved by Council May 22, 2007.</p>

<p>2050705 Ontario Inc. (Part Block 3, Registered Plan 696, designated as Parts 7 and 8, Reference Plan 61R-9282)</p>	
<p>By-law Number (2007)-18344  A by-law to authorize the execution of a Partial Release of Development Covenants and Restrictions. to Part of Lots 39, 40 and 41, Registered Plan 680, designated as Part 1, Reference Plan 61R-8744.) (450 Southgate Drive)</p>	<p>To execute a partial release of development covenants and restrictions for property known municipally as 450 Southgate Drive, as the conditions have been met to the satisfaction of the City.</p>
<p>By-law Number (2007)-18345  A by-law to authorize the execution of an Agreement between The Corporation of the City of Guelph and Dakon Construction Ltd. (Contract No. 7-035 for accessibility upgrades at Margaret Greene Park washroom and arena changerooms at Victoria Road Community Centre)</p>	<p>To execute Contract No. 7-035 for accessibility upgrades at Margaret Greene Park washroom and arena changerooms at Victoria Road Community Centre.</p>
<p>By-law Number (2007)-18346  A by-law to authorize the execution of an Agreement between PCN Construction Group Inc. and The Corporation of the City of Guelph. (Contract No. 2-0719 for the servicing and road construction of Northern Heights Subdivision, Phase 3)</p>	<p>To execute Contract No. 2-0719 for the servicing and road construction of Northern Heights Subdivision, Phase 3.</p>
<p>By-law Number (2007)-18347  A by-law to provide for the temporary closure of Ingram Drive, Kinlock Street, Webster Street and Wideman Boulevard during the servicing of Northern Heights Subdivision Phase 3. (Contract No. 2-0719)</p>	<p>To temporary close various streets during the servicing of the Northern Heights Subdivision Phase 3 under Contract No. 2-0719.</p>
<p>By-law Number (2007)-18348  A by-law to dedicate certain lands as part of Speedvale Avenue. (Part of Lot 14, Plan 403, designated as Part 1, Reference Plan 61R9908)</p>	<p>To dedicate land as part of Speedvale Avenue.</p>
<p>By-law Number (2007)-18349  A by-law to declare surplus and authorize the conveyance to the abutting owner of those lands described as Part of Lot 14, Plan 403, designated as Part 2, Reference Plan 61R9908.</p>	<p>To declare surplus and convey lands to the abutting owner as approved by Council May 22, 2007.</p>

<p>By-law Number (2007)-18350  A by-law to authorize the execution of an Agreement between The Corporation of the City of Guelph and the Guelph Professional Firefighters' Association. (Collective Agreement for the years 2006/2007/2008/2009)</p>	<p>To execute the collective agreement for the years 2006 – 2009 as per Council approval June 18, 2007.</p>
<p>By-law Number (2007)-18351  A by-law to authorize the execution of a Subdivision Agreement between Simon-Wood Limited, The Corporation of the City of Guelph and Royal Bank of Canada. (Watson East Subdivision – Phase 5)</p>	<p>To execute the Subdivision Agreement for Watson East Subdivision, Phase 5.</p>
<p>By-law Number (2007)-18352  A by-law to remove land from Part Lot Control. (Lot 27, Plan 61M129, designated as Parts 5 and 6, Reference Plan 61R10512) (10 &amp; 12 Davison Drive)</p>	<p>To remove land known municipally as 10 and 12 Davison Drive from part lot control for the creation of a semi-detached lot.</p>
<p>By-law Number (2007)-18353  A by-law to authorize the execution of Cost-Sharing Agreement between Industrial Equities Guelph Corporation, 2057147 Ontario Limited, 1195765 Ontario Limited, Guelph Land Holdings Inc. and The Corporation of the City of Guelph. (Hanlon Expressway at Laird Road Interim Improvements)</p>	<p>To execute a cost-sharing agreement with respect to the Hanlon Expressway at Laird Road for interim improvements.</p>
<p>By-law Number (2007)-18354  A by-law to authorize the execution of an Agreement between The Corporation of the City of Guelph and Totten Sims Hubicki Associates (1997) Limited . (Professional Consulting Services – Hanlon Expressway improvements at Laird Road)</p>	<p>To execute a professional consulting services agreement with respect to improvements to the Hanlon Expressway at Laird Road.</p>