

# COMMITTEE AGENDA



TO **Infrastructure, Development & Enterprise Committee**

DATE Tuesday, June 2, 2015

LOCATION Council Chambers, Guelph City Hall, 1 Carden Street

TIME 5:00 p.m.

## DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

**CONFIRMATION OF MINUTES** – May 5, 2015 Open Meeting Minutes

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

a) None

## CONSENT AGENDA

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

| ITEM  | CITY PRESENTATION  | DELEGATIONS | TO BE EXTRACTED |
|---|--|-------------|-----------------|
| IDE-2015.15<br>Clair-Maltby Secondary Plan<br>Project Initiation  | - Melissa Aldunate,<br>Manager Of Policy<br>Planning And Urban<br>Design |             | ✓               |
| IDE-2015.16<br>Downtown Zoning By-law<br>Update: Downtown<br>Secondary Plan<br>Implementation and Proposed<br>Project Charter | - David DeGroot,<br>Urban Designer                                       |             | ✓               |
| IDE-2015.17<br>Speedvale Avenue East from<br>Manhattan Court to Woolwich<br>Street – Road Design                              |  |             |                 |
| IDE-2015.18<br>2014 Solid Waste Resources<br>Annual Report  |  |             |                 |

---

|  |  |  |  |
|--|--|--|--|
| IDE-2015.19<br>2014 Wastewater Services<br>Annual Report   |  |  |  |
| IDE-2015.20<br>Outstanding Motions of the<br>Infrastructure, Development<br>and Enterprise Committee |  |  |  |

Resolution to adopt the balance of the Infrastructure, Development & Enterprise Committee Consent Agenda.

**ITEMS EXTRACTED FROM CONSENT AGENDA**

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

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

**STAFF UPDATES AND ANNOUNCEMENTS**

**ADJOURNMENT**

**NEXT MEETING** – July 7, 2015

**Infrastructure, Development & Enterprise Committee  
Held in the Council Chambers, Guelph City Hall  
Tuesday, May 5, 2015 at 5:00 p.m.**

---

**Attendance**

Members: Chair B. Bell  
Councillor D. Gibson  
Councillor L. Piper  
Councillor M. Salisbury

Absent: Mayor C. Guthrie

Councillors: Councillor C. Downer  
Councillor J. Gordon  
Councillor J. Hofland  
Councillor K. Wettstein

Staff: Mr. A. Horsman, Deputy CAO – Infrastructure, Development & Enterprise  
Mr. T. Salter, General Manager, Planning, Urban Design and Building Services  
Ms. S. Kirkwood, Manager of Development Planning  
Ms. M. Aldunate, Manager of Policy Planning and Urban Design  
Ms. D. Black, Council Committee Coordinator

---

**Call to Order (5:00 p.m.)**

Chair Bell called the meeting to order.

**Disclosure of Pecuniary Interest and General Nature Thereof**

There were no disclosures.

**Confirmation of Minutes**

1. Moved by Councillor Salisbury  
Seconded by Councillor Piper

That the open and closed meeting minutes of the Infrastructure, Development & Enterprise Committee held on April 8, 2015 be confirmed as recorded.

*VOTING IN FAVOUR: Councillors Bell, Gibson, Piper and Salisbury (4)*

*VOTING AGAINST: (0)*

CARRIED

**Consent Agenda**

The following items were extracted from the May 5, 2015 Consent Agenda to be voted on separately:

**IDE-2015.9 Guelph Growth Management – Annual Monitoring Report For 2014**  
**IDE-2015.10 2015 Development Priorities Plan**  
**IDE-2015.14 Gas Pump Labelling**

2. Moved by Councillor Piper  
Seconded by Councillor Gibson

That the balance of the May 5, 2015 Infrastructure, Development & Enterprise Committee Consent Agenda, as identified below, be adopted:

**IDE-2015.11 2014 Building Permit Fee Revenues, Costs, Building Stabilization Reserve Fund and Annual Setting of Building Permit Fees for 2015**

1. That the report from Infrastructure, Development and Enterprise dated May 5, 2015 entitled 2014 Building Permit Fee Revenues, Costs, Building Stabilization Reserve Fund and Annual Setting of Building Permit Fees for 2015, be received.
2. That Council approve the attached Schedule of Building Permit Fees, effective June 1, 2015.

**IDE-2015.12 Elementary School Speed Zones - Update**

1. That the report from Infrastructure, Development and Enterprise dated May 5, 2015 entitled "Elementary School Speed Zone – Update" be received.
2. That the existing 30 km/h reduced speed zone on Imperial Drive be replaced with "40 km/h when flashing" signage with the flashing beacons operating on school days from 8:00-9:00 a.m. and 3:00-4:00 p.m.
3. That staff use the City of Guelph Community Engagement Framework to consult with community members and provide opportunity to offer feedback on the existing Elementary School Speed Zones program. These inputs will contribute to developing the next steps of the program.
4. That staff continue to monitor the effectiveness of reduced speeds limits in school zones and report back to Committee with the additional analysis, including the feedback obtained through community engagement, after a full school year of operation.

**IDE-2015.13 Delegation of Authority Report**

That the report dated May 5, 2015 entitled "2014 Delegation of Authority Report", with respect to delegated authority under the purview of the Infrastructure, Development and Enterprise Committee be received.

*VOTING IN FAVOUR: Councillors Bell, Gibson, Piper and Salisbury (4)*  
*VOTING AGAINST: (0)*

CARRIED

**Extracted Consent Items**

- IDE-2015.9 Guelph Growth Management – Annual Monitoring Report for 2014  
and  
IDE-2015.10 2015 Development Priorities Plan**

The General Manager, Planning, Urban Design and Building Services explained that the Guelph Growth Management – Annual Monitoring Report for 2014 and the 2015 Development Priorities Plan report will be presented together due to their interconnection.

The Manager of Policy Planning and Urban Design highlighted the growth management areas within the City, the population and employment forecast to 2031, building permits by dwelling type, annual residential permits and the housing mix.

The Manager of Development Planning outlined the purpose, processes used and the criteria examined to draft the Development Priorities Plan. She advised staff are monitoring the housing supply to ensure a healthy, short-term supply while maintaining the long-term vision.

Staff advised the 2031 forecasts remain valid for population and density targets are currently being met. They are gathering data regarding the identified nodes within the City for inclusion in next year's report.

Discussion ensued regarding the correlation of the Development Priorities Plan and taxes. The issue of infrastructure and capital costs and the financial tools available were discussed - including ways to garner financial assistance from the Province.

3. Moved by Councillor Piper  
Seconded by Councillor Salisbury

That Report #15-33 from Infrastructure, Development and Enterprise titled "Guelph Growth Management: Annual Monitoring Report for 2014" dated May 5, 2015 be received.

*VOTING IN FAVOUR: Councillors Bell, Gibson, Piper and Salisbury (4)*  
*VOTING AGAINST: (0)*

CARRIED

4. Moved by Councillor Piper  
Seconded by Councillor Gibson

1. That Infrastructure, Development and Enterprise Report 15-36, 2015 Development Priorities Plan, dated May 5, 2015, be received.
2. That Council approve a 2015 target for the registration of 686 housing units within plans of subdivision in accordance with the 2015 Development Priorities Plan.
3. That Council approve a 2015 target for the draft plan approval of up to 1319 housing units within plans of subdivision in accordance with the 2015 Development Priorities Plan.
4. That amendments to the timing of registration of plans of subdivision be permitted only by Council approval unless it can be shown that there is no impact on the capital budget and that the dwelling unit targets for 2015 are not exceeded.

*VOTING IN FAVOUR: Councillors Bell, Gibson, Piper and Salisbury (4)*  
*VOTING AGAINST: (0)*

CARRIED

## **IDE-2015.14 Gas Pump Labelling**

Councillor Bell provided information regarding the motion brought forward and the organization leading the movement.

The Deputy CAO - Infrastructure, Development and Enterprise provided information regarding staff processes and involvement to date resulting from Councillor Bell's Notice of Motion to support the West Vancouver resolution regarding gas pump labelling.

Ms. Jamie Bauman, a Guelph University Student, supports putting warning labels on gas pumps. She noted that individuals contribute to global warming and believes the warning labels will increase awareness. She advised it is a wellbeing issue and requested the City to support the resolution.

Mr. Joshua Persi, a Guelph University student, supports the warning labels because it is the only innovation dealing with the issue at an individual level and they are a cost effective way to remind consumers of their effect on climate change. He advised that municipalities across Canada are working on staff reports to address gas pump warning labels and Guelph would be the first municipality in Ontario to provide their support. He noted the founder of Our Horizon is travelling through North America and Europe garnering support.

Ms. Dana Stephenson, a Guelph University student, supports the idea of warning labels on gas pumps. She noted that individuals cannot make good decisions if they are not informed of the impact of their choices and the warning labels may generate more public interest to address global warming.

5. Moved by Councillor Piper  
Seconded by Councillor Salisbury

THAT the City of Guelph supports the following resolution adopted by West Vancouver regarding Gas Pump Labelling and that Council support be advanced for consideration at the August 16-19, 2015 Association of Municipalities of Ontario (AMO) conference and the 2016 Federation of Canadian Municipalities (FCM) convention:

*WHEREAS there is evidence that combustion of petroleum products such as gas and diesel in vehicle engines contributes to greenhouse gas emissions that affect natural systems in ways that are injurious to human health and the environment;*

*AND WHEREAS point-of-sale warning labels have been required for other consumables, such as tobacco products, which has effectively curbed use of harmful products;*

*THEREFORE BE IT RESOLVED that all vendors of retail petroleum products in Canada be legislated to provide warning labels on all pump handles (pump talkers) and/or pump panels, and that those companies who do not have this feature on their pump handle be obligated to fit them with the plastic sleeves which will allow warning labels to be displayed.*

**VOTING IN FAVOUR:** Councillors Bell, Gibson, Piper and Salisbury (4)

**VOTING AGAINST:** (0)

**CARRIED**

Discussion ensued regarding various options for promoting, encouraging and/or mandating the gas pump warning labels and the level of City involvement.

6. Moved by Councillor Gibson  
Seconded by Councillor Piper

That the City encourages vendors of retail petroleum products to voluntarily provide warning labels on all pump handles (pump talkers) and/or pump panels and for those companies who do not have this feature on their pump handle to voluntarily fit them with the plastic sleeves to display the warning labels.

*VOTING IN FAVOUR: Councillors Bell, Gibson, Piper and Salisbury (4)*

*VOTING AGAINST: (0)*

CARRIED

### **Staff Updates and Announcements**

There were no updates or announcements.

### **Adjournment (6:39 p.m.)**

7. Moved by Councillor Gibson  
Seconded by Councillor Salisbury

That the meeting be adjourned.

CARRIED

---

Dolores Black  
Council Committee Coordinator

**INFRASTRUCTURE, DEVELOPMENT & ENTERPRISE COMMITTEE  
CONSENT AGENDA**

**June 2, 2015**

Members of the Infrastructure, Development & Enterprise Committee.

**SUMMARY OF REPORTS:**

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

**A Reports from Administrative Staff**

| <b>REPORT</b>   | <b>DIRECTION</b> |
|---|------------------|
| <p><b>IDE-2015.15      CLAIR-MALTBY SECONDARY PLAN: PROJECT INITIATION</b></p> <p>1. That Report 15-50 regarding the project initiation of the Clair-Maltby Secondary Plan, dated June 2, 2015, be received.</p> <p>2. That Council approve the initiation of the Clair-Maltby Secondary Plan generally in accordance with the approach and the timing outlined in Report 15-50, dated June 2, 2015.</p>  | Approve          |
| <p><b>IDE-2015.16      DOWNTOWN ZONING BY-LAW UPDATE: DOWNTOWN SECONDARY PLAN IMPLEMENTATION AND PROPOSED PROJECT CHARTER</b></p> <p>1. That Report 15-47 from Planning, Urban Design and Building Services regarding the Downtown Zoning By-law Update: Downtown Secondary Plan Implementation and Proposed Project Charter dated June 2, 2015 be received.</p> <p>2. That the Downtown Zoning By-law Update: Downtown Secondary Plan Implementation Project Charter included as Attachment 1 to Report 15-47 be approved.</p> | Approve          |

**IDE-2015.17      SPEEDVALE AVENUE EAST FROM MANHATTAN COURT TO WOOLWICH STREET – ROAD DESIGN**      Approve

1. That the report from Infrastructure, Development and Enterprise entitled "Speedvale Avenue East from Manhattan Court to Woolwich Street – Road Design", dated June 2, 2015, be received.
2. That an exemption from the 2009 Bike Policy and 2013 Cycling Master Plan be provided to permit the reconstruction of Speedvale Avenue East from Manhattan Court to Woolwich Street without bicycle lanes, as outlined in this Report.
3. That staff be directed to commence an Environmental Assessment for a pedestrian bridge across the Speed River from the west end of Emma Street to the east end of Earl Street.

**IDE-2015.18      2014 SOLID WASTE RESOURCES ANNUAL REPORT**      Receive

1. That the report from Infrastructure, Development & Enterprise dated June 2, 2015 entitled "2014 Solid Waste Resources Annual Report" be received.

**IDE-2015-19      2014 WASTEWATER SERVICES ANNUAL REPORT**      Receive

1. That the report from Infrastructure, Development & Enterprise dated June 2, 2015 entitled "2014 Wastewater Services Annual Report" be received.

**IDE-2015.20      OUTSTANDING MOTIONS OF THE INFRASTRUCTURE, DEVELOPMENT AND ENTERPRISE COMMITTEE**      Approve

1. That the report dated June 2, 2015 regarding outstanding motions of the Infrastructure, Development and Enterprise Committee, be received.
2. That the following motion, previously passed by the Planning, Building, Engineering and Environment Committee of Council, be eliminated from staff work plans and from the outstanding motion list:  
    April 26, 2010  
    *THAT the matter of reducing and minimizing the proliferation of all election signs on private and public properties be deferred until 2011 and considered during the 2011 priority planning session.*

Attach.

# STAFF REPORT



TO Infrastructure, Development and Enterprise Committee

SERVICE AREA Infrastructure, Development and Enterprise

DATE June 2, 2015

**SUBJECT Clair-Maltby Secondary Plan:  
Project Initiation**

REPORT NUMBER 15-50

## EXECUTIVE SUMMARY

### PURPOSE OF REPORT

The purpose of this report is to outline the proposed process for the Project Initiation Phase of the Clair-Maltby Secondary Plan. The Project Initiation Phase focuses on developing a detailed Terms of Reference for the overall Secondary Plan project in order to issue a Request for Proposal and retain a consultant team for the Secondary Plan. This report will describe the proposed approach to the overall project, introducing the Master Environmental Servicing Plan (MESP) process.

### KEY FINDINGS

The Clair-Maltby Secondary Plan is being initiated in order to comprehensively plan the last unplanned greenfield area of the City. This area has primarily been identified as requiring a secondary plan to: establish an appropriate range and mix of land use designations that contribute towards achieving the City's overall vision of planning a complete and healthy community; and to, undertake the necessary related studies to support future urban growth, including a comprehensive servicing strategy for the area.

A Master Environmental Servicing Plan (MESP) and Community Plan is the process being recommended in order to appropriately address in an efficient manner the complexity and number of factors that need to be considered as the City moves forward with the development of a Secondary Plan for the Clair-Maltby area. The MESP proceeds in accordance with the Master Plan requirements of the Municipal Engineers Association Class Environmental Assessment (EA) process (Section A.2.7 of the Class EA document). The MESP and Community Plan provide an integrated approach to advance the development of the Clair-Maltby area. This approach integrates land use, environment, transportation and servicing studies/plans to guide the Secondary Plan.

# STAFF REPORT

Community engagement will be important throughout the MESP and Community Plan process. Initially, staff will engage community stakeholders to assist in developing a detailed project Terms of Reference through facilitated sessions with different groups including landowners in the Clair-Maltby area. It is critical to engage key stakeholders in the development of the detailed Terms of Reference to ensure that, as much as possible, there is stakeholder support regarding the scope of the secondary plan from the outset of the process. Once finalized, the Terms of Reference will include the parameters for a fulsome community engagement process to be developed and executed by the consultants through the MESP and Community Plan work plan. It is anticipated that a Community Working Group will be established and that Council appointed Advisory Committees will be consulted throughout the process.

The Terms of Reference developed through this initial phase of the process will be the guiding document for the issuance of a Request for Proposal in order to retain a consulting group to prepare the MESP and Community Plan.

## **FINANCIAL IMPLICATIONS**

Funding has been provided through the City's approved Capital Budget.

The Terms of Reference process will include the development of a detailed project budget for the Clair-Maltby MESP and Community Plan process.

## **ACTION REQUIRED**

Approve the initiation of the Clair-Maltby Secondary Plan as outlined in this report.

## **RECOMMENDATION**

1. That Report 15-50 regarding the project initiation of the Clair-Maltby Secondary Plan, dated June 2, 2015, be received.
2. That Council approve the initiation of the Clair-Maltby Secondary Plan generally in accordance with the approach and the timing outlined in Report 15-50, dated June 2, 2015.

## **BACKGROUND**

The Clair-Maltby study area is generally located in the south of Guelph, south of Clair Road and north of Maltby Road and was part of a large annexation that brought lands into the City in 1993. The study area was generally identified through Official Plan Amendment 48 which identifies it as a 'Secondary Planning Area', however, the final boundary of the study area will be determined through Phase 1 of the Secondary Plan process. Attachment 1 illustrates the 'Secondary Planning Area' identified through OPA 48.

# STAFF REPORT



---

## Official Plan

### ***Reserve Lands Designation – Background History***

Official Plan Amendment 2 (OPA 2), which is also known as the South Guelph Secondary Plan, established land use designations for the 1993 annexed lands south of Clair Road. OPA 2 was adopted by Guelph City Council in 1996 and approved by the Province on July 24, 1998. The decision was subsequently appealed to the Ontario Municipal Board (OMB) and a final OMB decision was issued on May 7, 2001. Through the approval of OPA 2 the Ministry of Municipal Affairs and Housing raised concerns with respect to the amount of land being designated for urban use. Further, the Ministry of Environment expressed concern over the City's ability to provide services (sewage treatment capacity) to all of the lands being designated. Therefore, the Reserve Lands designation within the South Guelph Secondary Plan was established to recognize lands intended for future urban expansion as they were not required to accommodate growth within in the planning horizon of the Official Plan. The intent of the Reserve Lands designation was to ensure that detailed community planning will occur prior to any future development and that adequate services are provided to accommodate the proposed land uses prior to development.

### ***Current Official Plan***

A significant portion of the land within the Clair-Maltby study area is designated as 'Reserve Lands' under the current Official Plan. This designation identifies areas of the City that may be required for future urban expansion beyond the year 2021, and, where there may be servicing, access or other development related limitations for urban growth. The final objective of this designation is to outline the City's requirement to bring 'Reserve Lands' into urban use.

Other existing designations within the Clair-Maltby Study Area include: Corporate Business Park, Industrial, General Residential, Open Space, Significant Natural Area, and Natural Area.

The current in force Official Plan land use designations are included in Attachment 2.

### ***Official Plan Amendment 48 (under appeal)***

Official Plan Amendment 48 (OPA 48) (under appeal), a comprehensive update to the City's Official Plan, maintains the policies in the current Official Plan for the 'Reserve Land' designation with minor revisions/updates. The land area designated as 'Reserve Lands' was not amended through OPA 48. OPA 48 continues to identify these lands as part of the longer term urban land supply and generally sets out the following policies for development of the Reserve Lands within the Clair-Maltby study area:

- Development shall require the preparation of comprehensive environmental studies
- The redesignation of the lands shall be considered through a Secondary Plan which addresses the following issues:

- whether City population and household forecasts justify the need for incorporating such land as part of the City's unconstrained short to medium term land supply; and,
- whether additional residential and non-residential lands are required and the basis for the requirement;
- The provision of adequate services and a Secondary Plan are required to guide land use and phasing of development;
- The Secondary Plan for the Clair-Maltby area will consider the planning of this area as a sustainable community within the greenfield area that provides an appropriate range and mix of housing, commercial and employment opportunities while ensuring integration with the rest of the City.

Other designations within the Secondary Planning Area identified by OPA 48 include: Corporate Business Park, Industrial, Low Density Greenfield Residential, Open Space, Significant Natural Area, and Natural Area.

OPA 48 also reviewed and updated policies for Secondary Plans. The policies state that Secondary Plans should generally address the following:

- Patterns of land use, land use designations and density;
- Connectivity and integration with existing developed or planned development areas of the City;
- Urban design;
- Natural heritage features and systems;
- Cultural heritage and archaeological resources;
- Transportation including pedestrian and bicycle connections;
- Servicing strategy;
- Phasing of development;
- Water resources and stormwater management plans;
- Provision of trails and parks;
- Implementation of specific policies of this Plan; and
- Any other matters as deemed appropriate.

The proposed OPA 48 (under appeal) land use designations within the Clair-Maltby study area are included in Attachment 3 including the delineation of the preliminary Secondary Plan study area boundary.

### **Why Initiate a Secondary Plan?**

The Clair-Maltby Secondary Plan is being initiated in order to comprehensively plan the last unplanned greenfield area of the City. This area has primarily been identified as requiring a secondary plan to:

- Plan for an appropriate range and mix of land use that contributes toward achieving the City's overall vision of planning a complete and healthy community;
- Establish land use designations that contribute towards the goal of compact urban form to meet the density target for the greenfield area; and to,

# STAFF REPORT

- Undertake the necessary related studies to support future urban growth, including a comprehensive servicing strategy for the area.

Through the Local Growth Management Strategy it was determined that the lands south of Clair Road would be needed to meet projected population and employment growth in the latter stages of the planning period (i.e. 2020 and beyond). This takes into consideration the availability of units in draft approved and registered plans of subdivision and lands that are suitably zoned for residential use in other areas of the City that are anticipated to be developed in the short to medium term. The lands designated as Reserve Lands are considered to be part of the long term urban land supply. The completion of a secondary plan will provide further information about the potential of the Reserve Lands to support population and employment growth and will consider timing for future development of these lands. Development of lands designated as Reserve Lands will not occur until servicing becomes available. Servicing will be extended into these areas in a logical and economical manner.

## REPORT

### The Study Area

Through OPA 48 a study area for the Clair-Maltby Secondary Plan was generally established, however, it is intended that the final boundary of the study area will be determined through Phase 1 of the Secondary Plan process. The area is more than 520 hectares in size and is shown on the map included as Attachment 1. This area is generally bounded by Clair Road to the north, Victoria Road to the east, Maltby Road to the south and eastern limits of the Southgate Business Park to the west.

Currently the area is largely rural in nature and dominated by existing agricultural uses. Through this area, Gordon Street can generally be characterized as having rural residential lots and a number of remaining agricultural properties. The property known as Marcolongo Farm is also located on Gordon Street and a portion of it has been recognized as a cultural heritage landscape, although has not yet been designated under the Ontario Heritage Act. This farmstead is an example of an early Wellington County farm and was one of Puslinch Township's first farms. There are also some commercial uses, a retirement home and the Springfield Golf and Country Club located on Gordon Street.

The Rolling Hills Subdivision, which consists of over 50 properties zoned 'Estate Residential' in the Township of Puslinch Zoning By-law, is located in the north-east corner of the Secondary Planning area and there are additional large residential properties fronting onto Maltby Road and Victoria Road South within the Secondary Planning Area.

The natural heritage system is a prominent attribute of the area and includes:

- catchment areas for three sub watersheds; Hanlon Creek, Mill Creek and Torrance Creek

- a landscape dominated by rolling and hummocky topography, as the area is situated on the Paris-Galt Moraine.
- the Halls Pond Provincially Significant Wetland Complex and the Mill Creek Provincially Significant Wetland Complex
- important habitats for locally, provincially and federally significant species, including species and their habitats protected under the Endangered Species Act, 2007.
- significant woodland features that contribute to a number of ecological processes, as well as the City's overall canopy cover.
- ecological linkages that span subwatershed boundaries, providing important connections for wildlife. These linkages provide connections both within the City as well as to the broader natural heritage system in the County of Wellington.

This area of the City has also been confirmed as a Significant Ground Water Recharge area through the Tier 3 Water Budget and Local Area Risk Assessment Report.

## **Proposed Approach – Master Environmental Servicing Plan and Community Plan**

Due to the complexity and number of factors that need to be considered as the City moves forward with the development of a Secondary Plan for the Clair-Maltby area, staff are recommending that a Master Environmental Servicing Plan (MESP) and Community Plan be undertaken. The MESP proceeds in accordance with the Master Plan requirements of the Municipal Engineers Association Class Environmental Assessment (EA) process (Section A.2.7 of the Class EA document). The approach explicitly recognizes that there are real benefits in terms of better planning when a comprehensive approach is followed for studies where it is expected that a series of projects will be distributed geographically through the study area and will be prioritized and implemented at different stages of development.

An MESP and Community Plan is the preferred approach because it allows the city to:

- Co-ordinate the requirements of both the *Environmental Assessment* and the *Planning Act*;
- Better examine and understand groups of projects and the combined impact of alternatives, leading to the development of other options and better solutions;
- Provide an overall infrastructure system or a number of integrated systems through the development of long range multi-disciplinary plans;
- Integrate the environmental, servicing, transportation, land use and community planning studies with the Environmental Assessment process which provides a benefit to the City in the long term by reducing time and costs associated with specific infrastructure projects.

# STAFF REPORT

This approach also provides benefits to development proponents by facilitating a coordinated approach to future development approvals and related infrastructure requirements.

The overall purpose of the Clair-Maltby MESP and Community Plan is to establish the land use framework, plan the infrastructure and guide the future development of the lands included within the Clair- Maltby area.

The general process steps for the proposed MESP and Community plan includes:

- Project Initiation Phase – Development of the detailed Terms of Reference for the overall project and specific technical sub-components
- Phase 1 - Background Data Collection and development of a Technical Work Plan
- Phase 2 – Completion of Technical Memos and Studies
- Phase 3 – Completion of the MESP and Community Plan
- Prepare the final Secondary Plan and Official Plan Amendment

A preliminary process outline in diagram form for the Clair-Maltby MESP and Community Plan has been included as Attachment 4.

As part of the Community Plan component of the project work, the consultant will be required to engage the community and stakeholders in the development of a vision for the secondary plan. This vision will provide the basis for determinations such as the appropriate range and mix of land use designations, including commercial and employment land needs, appropriate heights and densities, and urban design considerations. The vision will need to conform to provincial policies and plans (i.e., PPS and Places to Grow) and generally conform to and implement Official Plan policy. As the Clair-Maltby area is a designated greenfield area, the greenfield area policies of the Official Plan (2.4.10 of the OP) will provide guidance to the planning for the area. These policies state that development must be compact and support walkable communities, cycling and transit and achieve an overall minimum density target of 50 persons and jobs per hectare. These policies also promote, where appropriate through secondary planning, “the development of identifiable, pedestrian oriented neighbourhood scale ‘urban villages’ through the use of medium and high-density, street-related built form that contains a mix of commercial, residential and employment uses, as well as supporting live-work opportunities”. The appropriate scale, density, intensity and form of an urban village will be unique to its context and vision for each secondary planning area and will be determined through consultation with the community and stakeholders as part of the secondary plan process.

## **Project Initiation: Developing a Terms of Reference**

As a first step staff are proposing to proceed with the development of a detailed Terms of Reference (TOR) for the MESP and Community Plan for approval by Council, in consultation with landowners, stakeholders and the community.

# STAFF REPORT

The TOR is the guiding document for the issuance of a Request for Proposal in order to retain a consulting group to prepare the MESP and Community Plan. City staff will manage the project with a technical steering committee.

The TOR for the MESP and Community Plan process will address (at a minimum) Provincial Policies and Plans, the policies of the Official Plan and OPA 48, including the general policies, the requirements for Secondary Plans and the specific policies for the Clair-Maltby area. Staff envision that the Terms of Reference will determine the studies that will need to be completed as part of the MESP and Community Plan including the scope for various studies/elements, these are anticipated to include:

- Land Use/Community Plan
- Comprehensive Environmental Impact Study
- Storm water management plan
- Municipal Service Requirements
- Transportation System
- Non-Municipal Utilities
- Cultural Heritage Assessment
- Community Energy Initiative Implementation
- Fiscal Impact Assessment

The TOR will set out the project components along with a work plan and estimated timing for each project phase and the overall Secondary Plan process.

## **Community Engagement**

In developing the TOR, staff will engage community stakeholders through facilitated sessions with different groups including landowners in the Clair-Maltby area. It is intended that following these facilitated discussions a draft TOR would be prepared by staff and presented back to them for their review and feedback prior to the TOR being finalized.

Council Appointed Advisory Committees such as EAC, RSAC and Heritage Guelph will also be included in the review of the draft Terms of Reference for the MESP and Community Plan.

The TOR will include the parameters for a community engagement process to be developed and executed by the consultant through the MESP and Community Plan work plan. It is critical to engage key stakeholders in the development of the detailed TOR to ensure that, as much as possible, there is stakeholder support regarding the scope of the secondary plan from the outset of the process.

Further, the MESP and Community Plan process will include additional community engagement, including the establishment of a Community Working Group.

## **Timing/Next Steps**

The following preliminary schedule is proposed for the Project Initiation Phase of the Clair-Maltby MESP and Community Plan:

# STAFF REPORT



---

|                        |   |
|------------------------|---|
| June 2015              | Project Initiation: Report to IDE Committee   |
| July to September 2015 | Initial Facilitated Sessions with landowners and stakeholders                             |
| October/November 2015  | Draft Terms of Reference presented to landowners and stakeholders for review and feedback |
| January/February 2016  | Present the Final Terms of Reference to Council   |

## **CORPORATE STRATEGIC PLAN**

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

**Strategic Direction 3.2:** Be economically viable, resilient, diverse and attractive for business.

## **FINANCIAL IMPLICATIONS**

Funding has been provided through the City's approved Capital Budget. The Terms of Reference process will include the development of a detailed project budget for the Clair-Maltby MESP and Community Plan process which will confirm the overall project budget and the budget for study sub-components.

## **DEPARTMENTAL CONSULTATION**

It is anticipated that staff from a number of service areas will be consulted in order to draft the Terms of Reference for the MESP and Community Plan, including:

- Planning, Urban Design and Building Services (Development Planning)
- Engineering and Capital Infrastructure Services (Infrastructure Planning, Development and Environmental Engineering, Transportation Planning and Source Protection Planning)
- Business Development and Enterprise (Economic Development)
- Finance
- Environmental Services (Water, Wastewater)
- Parks and Recreation (Open Space Planning, Forestry)
- Intergovernmental Relations, Policy and Open Government (Community Engagement)
- Corporate Communications and Customer Service (Communications)

## **COMMUNICATIONS**

A Community Engagement Plan and Communications Plan will be developed in coordination with Community Engagement and Communications staff. Key stakeholders and the general public will be engaged throughout the process.

# STAFF REPORT

---

## ATTACHMENTS

|              |   |
|--------------|---|
| Attachment 1 | Clair-Maltby Secondary Planning Area                    |
| Attachment 2 | Official Plan Land Use Designations                     |
| Attachment 3 | OPA 48 Land Use Designations                            |
| Attachment 4 | Clair-Maltby Secondary Plan Preliminary Process Outline |

### Report Author

Stacey Laughlin  
Senior Policy Planner

### Approved By

Melissa Aldunate  
Manager of Policy Planning and Urban Design



---

### Approved By

Todd Salter  
General Manager  
Planning, Urban Design  
and Building Services  
519-822-1260 ext. 2395  
todd.salter@guelph.ca



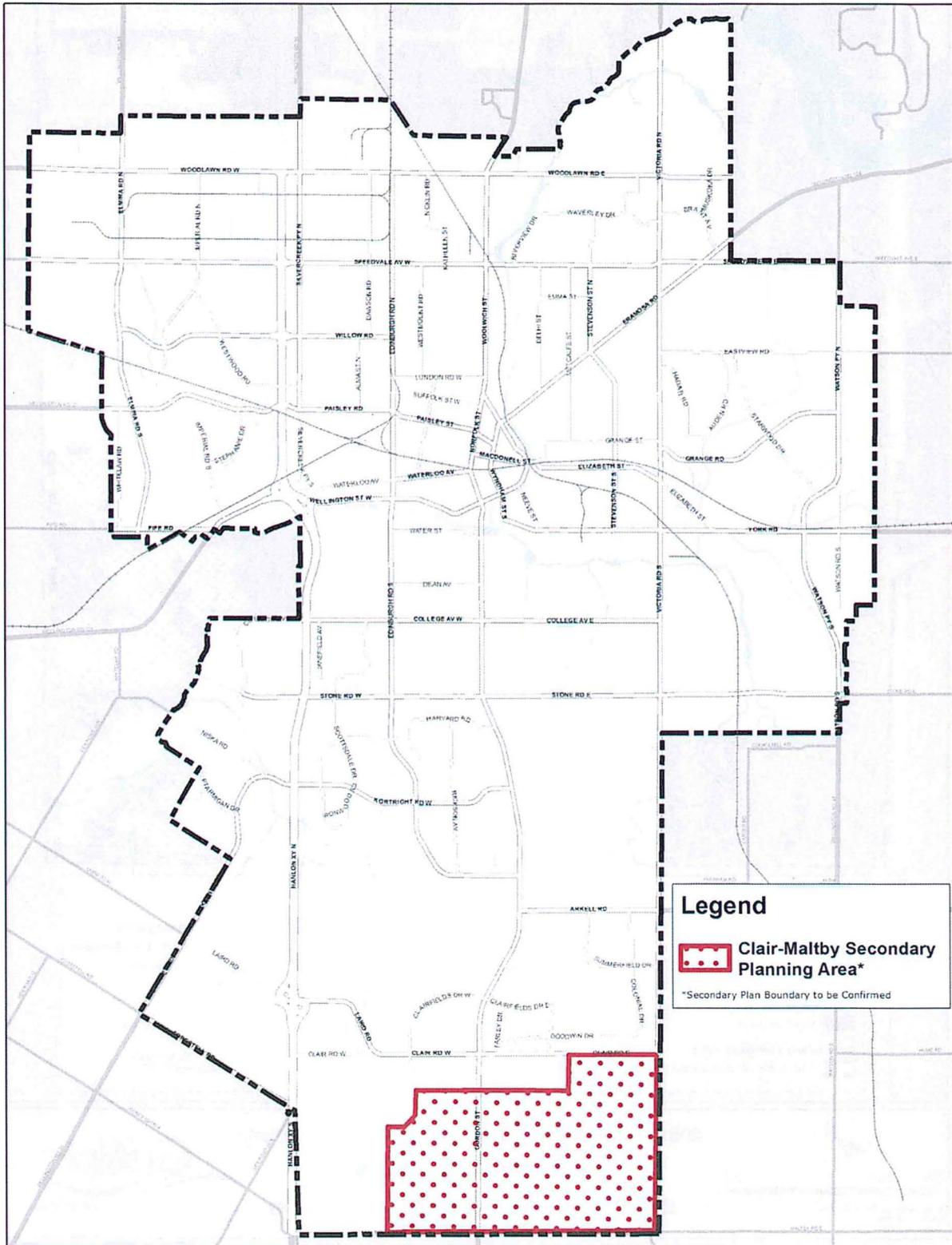
---

### Recommended By

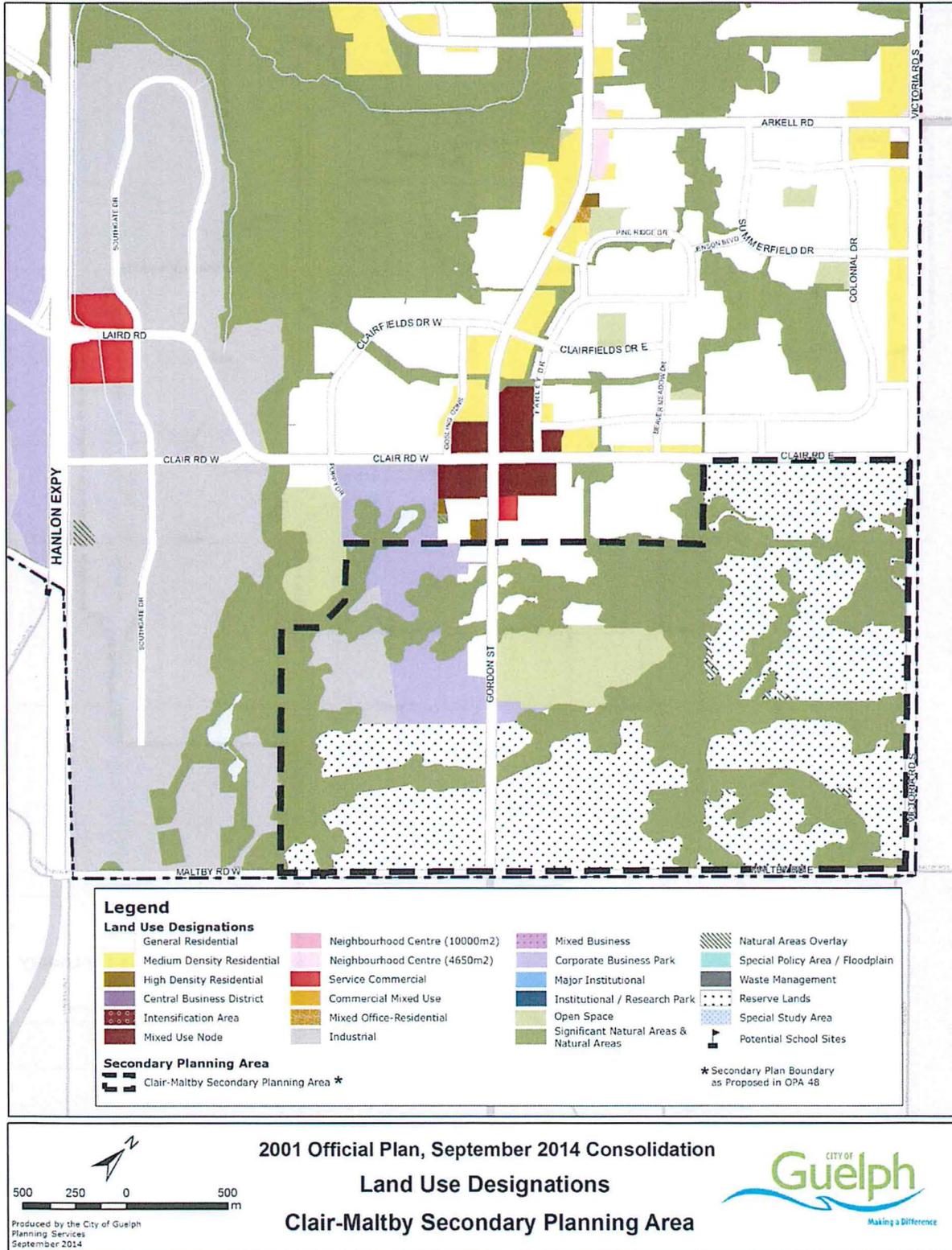
Albert Horsman  
Deputy CAO  
Infrastructure, Development  
and Enterprise  
519-822-1260 ext. 5606  
al.horsman@guelph.ca

# STAFF REPORT

## Attachment 1 – Clair-Maltby Secondary Planning Area

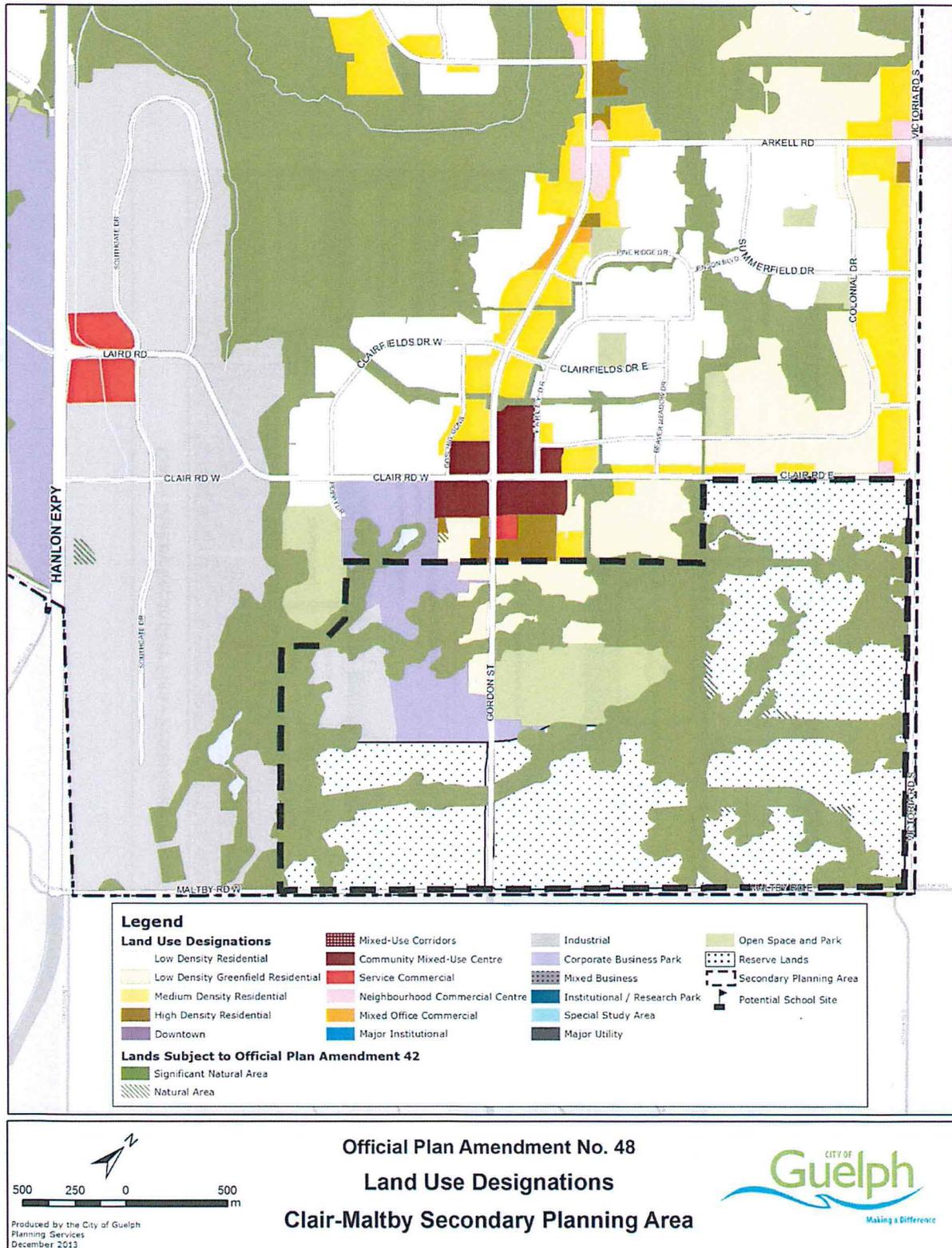


## Attachment 2 – Official Plan Land Use Designations

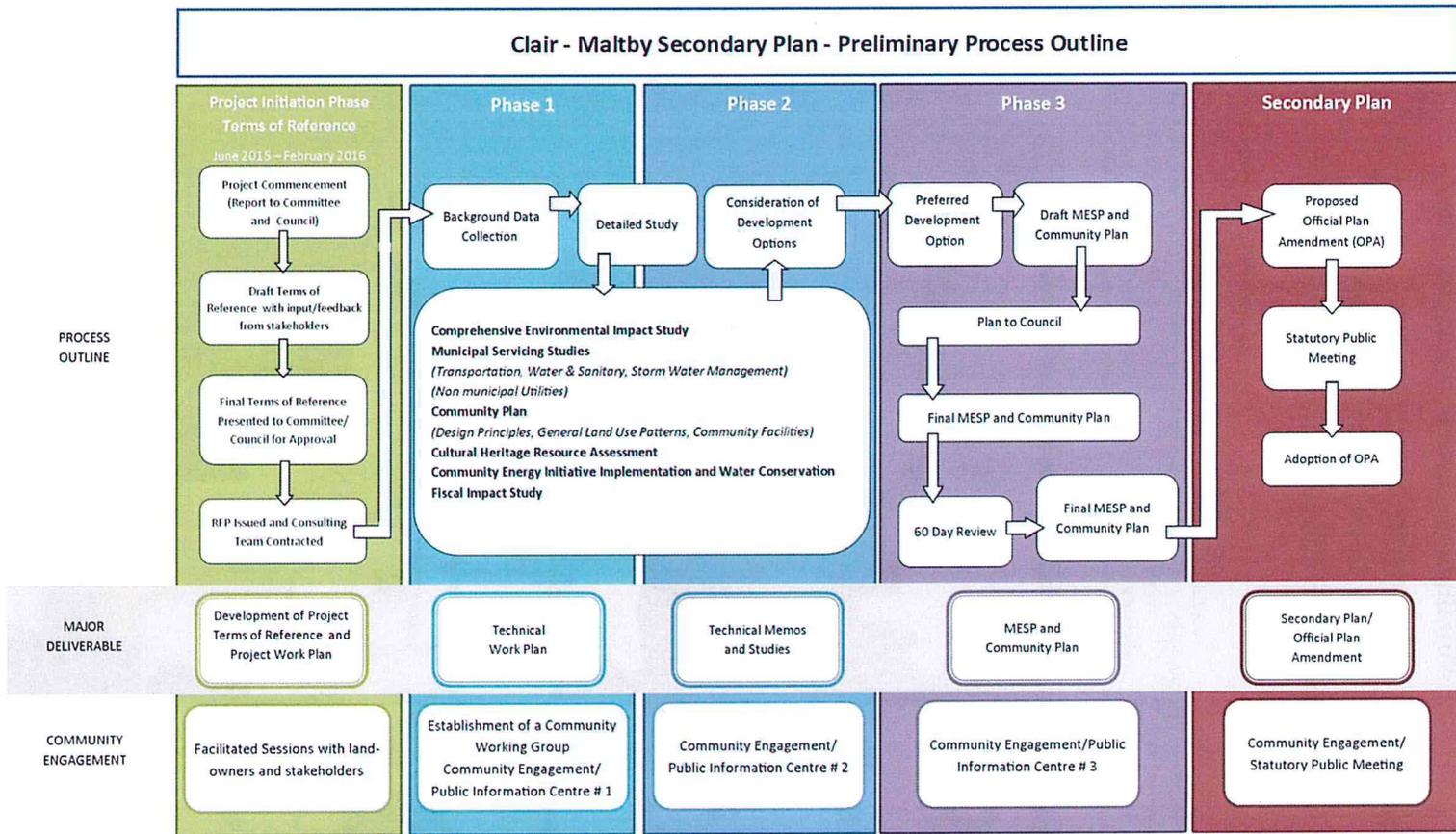


# STAFF REPORT

## Attachment 3 – OPA 48 Land Use Designations



## Attachment 4 – Clair-Maltby Secondary Plan Preliminary Process Outline



# STAFF REPORT



TO Infrastructure, Development and Enterprise Committee

SERVICE AREA Infrastructure, Development and Enterprise

DATE June 2, 2015

**SUBJECT Downtown Zoning By-law Update: Downtown Secondary Plan Implementation and Proposed Project Charter**

REPORT NUMBER 15-47

## EXECUTIVE SUMMARY

### PURPOSE OF REPORT

The purpose of this report is to introduce the Downtown Zoning By-law Update: Downtown Secondary Plan (DSP) Implementation project and present the project charter outlining its scope. The report also sets out the timelines for the completion of the Zoning By-law amendment.

### KEY FINDINGS

To assist in the implementation of the Downtown Secondary Plan, staff proposes undertaking a project to update the Zoning By-law regulations that apply to Downtown Guelph.

The purpose of the update is to align the Zoning By-law regulations with the Downtown Secondary Plan, as appropriate. The update will help facilitate appropriate development in keeping with the approved vision of the Secondary Plan. This update is targeted in nature focusing specifically on new policy directions established through the DSP (Official Plan Amendment 43). As such, it is scoped to focus on regulations in the Central Business District (e.g. CBD.1, CBD.2, OR, etc.) and areas with Mixed Use DSP designations. The review will not deal with site specific zoning amendment requests or matters that are not related to new policy directions established through the DSP.

A comprehensive Zoning By-law Update for Zoning By-law (1995)-14864 in its entirety will be initiated in the future upon completion of the OMB process for the Official Plan Update—OPA 48. This comprehensive update will address regulations in the By-law that are more city-wide in nature, including those not addressed by this project (e.g. natural heritage features, residential zones, floodway etc.).

### FINANCIAL IMPLICATIONS

The Downtown Zoning By-law update review is funded through the approved capital budget with anticipated costs associated with peer review and community engagement.

# STAFF REPORT



## **ACTION REQUIRED**

To receive and approve the project charter.

## **RECOMMENDATION**

1. That Report 15-47 from Planning, Urban Design and Building Services regarding the Downtown Zoning By-law Update: Downtown Secondary Plan Implementation and Proposed Project Charter dated June 2, 2015 be received.
2. That the Downtown Zoning By-law Update: Downtown Secondary Plan Implementation Project Charter included as Attachment 1 to Report 15-47 be approved.

## **BACKGROUND**

Through Official Plan Amendment 43 (OPA 43) Council adopted the Downtown Secondary Plan (DSP) in 2012. The DSP presents a comprehensive vision for the revitalization and development of Downtown Guelph up to the year 2031 by replacing the Central Business District policies found within the Official Plan with policies that apply to the Urban Growth Centre. More specifically, the DSP amended the Central Business District policies, introduced new land use designations and defined the boundary of the Urban Growth Centre.

In order to move forward with the implementation of the DSP, an amendment to the current Zoning By-law (1995)-14864 is needed to ensure that regulations for development align with the new downtown Official Plan policies.

As part of the Official Plan, the DSP sets out the municipality's general policies for future land use. In the Downtown lands are generally designated Mixed Use 1, Mixed Use 2, Office-Residential, etc.

The City's comprehensive Zoning by-law implements the Official Plan and provides for its day-to-day administration through regulations. It contains specific requirements that are legally enforceable. Construction or new development that doesn't comply with a zoning by-law is not allowed, and the municipality will refuse to issue a building permit.

## **REPORT**

The purpose of the proposed Downtown Zoning By-law Update is to align the current Zoning By-law (1995)-14864 with the approved DSP. To be clear, this project does not include the development of new policy direction as this was achieved through the DSP; it will establish updated zoning regulations which support implementation of the new policies of the DSP. A comprehensive City-wide zoning by-law update is planned for the future once the City Official Plan Update (OPA 48) is in effect.

# STAFF REPORT

The reasons for the proposed Zoning-By-law amendment are as follows:

- To facilitate achievement of the Downtown Guelph vision by updating the Zoning By-law (1995)-14864, as appropriate, so that it conforms with the Official Plan and implements its key directions;
- To support investment and development downtown through alignment of Zoning By-law regulations with Official Plan policies; and,
- To streamline the development review process through a potential reduction in the need for zoning amendments/minor variances and the need for specialized regulations.

## *Proposed Project Scope*

The project scope is focused on reviewing downtown commercial zoning categories (e.g. CBD.1, CBD.2 and OR zones etc.) to align regulations with the Downtown Secondary Plan Mixed Use 1 (MU1) and Mixed Use 2 (MU2) designations (see Attachment 2). For example, the Secondary Plan has established policies related to land uses, heights, floor space index and other urban design directions within the MU1 and MU2 land use designations. These policies will provide the basis for this Zoning By-law Amendment.

The project will further review and make recommendations for the following Zoning By-law regulations:

- Floor Space Index requirements
- Floor plate sizes to address building massing
- Permitted uses
- Right-of-way requirements
- Required building setbacks and build-to-lines to address how buildings meet the street
- Required building setbacks
- Angular planes to assist in massing for transitions
- Land use permissions to address active frontage requirements
- Regulations related to heritage sensitivities
- Building heights
- Parking regulations for private development

See Attachment 1 for further details.

## *Items Out of Project Scope*

Generally, residential zones, lands within the Natural Heritage System, Special Policy Areas and lands within the floodplain/Special Policy Area limits are not within the project scope (see Attachment 2), as these are more appropriately addressed through the future city-wide review of the comprehensive Zoning By-Law. However,

# STAFF REPORT



administrative changes may be necessary in the Urban Growth Centre and may be considered through this process.

Site specific zoning amendment requests will also not be considered within the scope of this project. The Zoning By-law Amendment application process or minor variance process are more appropriate avenues for these requests.

The scope of this project does not consider regulations that were not addressed through the DSP including: regulations for hotels, bars, and the Natural Heritage System. A review of these items will be considered through the scoping of the comprehensive zoning by-law review.

See Attachment 1 for further details.

## Next Steps

The next steps will include completing research of other municipal zoning regulations and best practices to inform the preparation of a directions/discussion paper. An interdepartmental technical team has been formed to provide ongoing input and review of research documents and proposed directions.

The following sets out the key milestones for the completion of the Downtown Zoning By-law Update. It should be noted that the projected timelines may be influenced by the extent and nature of community and stakeholder input.

|         |  |            |  |
|---------|--|------------|--|
| Phase 1 | Project initiation                               | Q2 2015    | Report to IDE Committee                        |
| Phase 2 | Research and analysis                            | Q3-Q4 2015 | Draft Directions/Discussion Paper to IDE       |
| Phase 3 | Community/stakeholder engagement                 | Q1 2016    | Draft Zoning By-law Amendment                  |
| Phase 4 | Statutory Public Meeting of Council and Decision | Q2/3 2016  | Recommendation Report to IDE Committee/Council |

## Alignment with other City Initiatives

### *Downtown Parking Master Plan*

The Business Development and Enterprise department is currently undertaking a Downtown Parking Master Plan. The purpose of this plan is to assess the parking needs and opportunities for the Downtown and to support the vision for the urban core as it develops and intensifies up to 2031. This study is intended to provide guidance to future planning decisions related to parking. This has implications for how the regulations for private sites are developed.

# STAFF REPORT



The Downtown Zoning By-law Review will support the directions of the Parking Master Plan by aligning Zoning By-law regulations with its recommendations. Therefore, the project teams will closely collaborate to ensure appropriate alignment.

## *Comprehensive Zoning By-law Review*

In accordance with the *Planning Act*, Planning Services will be undertaking a comprehensive Zoning By-law review upon the completion of the OMB process for the Official Plan update (OPA 48). This process will ensure the Zoning By-law conforms to the Official Plan. This will address the city-wide zoning matters, including implementation of new Official Plan policy directions.

## **CORPORATE STRATEGIC PLAN**

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

## **FINANCIAL IMPLICATIONS**

The Downtown Zoning By-law update review is funded through the approved capital budget funds with an anticipated costs of \$10,000- \$20,000. These costs are associated with peer review and community engagement.

## **DEPARTMENTAL CONSULTATION**

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

Planning, Urban Design and Building Services (Development, Zoning)  
Engineering and Capital Infrastructure Services (Development Engineering & Parking Operations)  
Business Development and Enterprise (Downtown Renewal)

## **COMMUNICATIONS**

The goal of community engagement for this project is to obtain feedback from key stakeholders, identify potential issues and generally establish support from stakeholders. The general public will be engaged on an informational level due to the technical nature of the update. Staff anticipates meetings with Council advisory committees (e.g. DAC, Heritage Guelph) and key stakeholders early in the process as well as public input through forums such as an open house.

# STAFF REPORT



---

## ATTACHMENTS

- ATT-1 Project Charter for Downtown Zoning By-law Update: Downtown  
Secondary Plan Implementation
- ATT-2 Zoning Amendment Study Area

### Report Author

David de Groot  
Senior Urban Designer

### Report Author

Stacey Laughlin  
Senior Policy Planner

### Approved By

Melissa Aldunate  
Manager of Policy Planning and Urban Design

---

### Approved By

Todd Salter  
General Manager,  
Planning, Urban Design  
and Building Services  
(519) 822-1260 ext. 2395  
todd.salter@guelph.ca

---

### Recommended By

Al Horsman  
Deputy CAO,  
Infrastructure, Development and Enterprise  
(519) 822-1260, ext. 5606  
al.horsman@guelph.ca

# ATTACHMENT 1

## Project Charter for Downtown Zoning By-law Update: Downtown Secondary Plan Implementation

|              |             |
|--------------|-------------|
| Version No.: | 1           |
| Date:        | April, 2015 |

|                               |  |              |               |
|-------------------------------|--|--------------|---------------|
| Project Name:                 | Downtown Zoning By-law Update:<br>Downtown Secondary Plan<br>Implementation      | Number:      |               |
| Current Name Phase:           |  |              |               |
| Project Manager:              | David de Groot, Senior Urban Designer/<br>Stacey Laughlin, Senior Policy Planner | Telephone #: | 2358/<br>2327 |
| Division Functional Director: | Melissa Aldunate, Manager of Policy<br>Planning and Urban Design                 | Telephone #: | 2361          |
| Project Sponsor:              | Todd Salter, General Manager Planning,<br>Urban Design and Building Services     | Telephone #: | 2395          |

### PROJECT DEFINITION

|   |
|---|
| <b>CORPORATE PROJECT PURPOSE:</b> Describe the project and the reason it is required  |
| <p>The purpose of this project is to amend Zoning By-law (1995)-14864 to align with policies of the Downtown Secondary Plan (DSP), which was developed through Official Plan Amendment 43 (OPA 43). The DSP represents a comprehensive vision for the revitalization of Downtown Guelph up to the year 2031, by replacing the Central Business District policies found within the Official Plan with policies that apply to the Urban Growth Centre in its entirety.</p> <p>Specifically, OPA 43:</p> <ul style="list-style-type: none"> <li>• amended the 'Central Business District' policies and other existing land use policies within the Urban Growth Centre; and,</li> <li>• defined the boundary of the Urban Growth Centre and introduced new land use designations and policies for the Urban Growth Centre</li> </ul> <p>The reasons for this Zoning By-law amendment include:</p> <ul style="list-style-type: none"> <li>• To facilitate achievement of the Downtown Guelph vision by updating the Zoning By-law (1995)-14864, as appropriate, so that it conforms with the Official Plan and implements its key directions;</li> <li>• To support investment and development downtown through alignment of Zoning By-law regulations with Official Plan policies; and,</li> <li>• To streamline the development review process through a potential reduction in the need for zoning amendments/minor variances and the need for specialized regulations.</li> </ul> |

|   |
|---|
| <b>PROJECT GOALS:</b> What is the project trying to achieve, in detail? |
| <b>Baseline Stage:</b>  |

## Project Charter

- Discussion Paper identifying Official Plan policies to be reviewed in terms of developing zoning regulations:
  - Downtown zone categories
  - Permitted uses
  - FSI requirements
  - Floorplate requirements
  - Active frontage requirements
  - Required building setbacks
  - Required building setbacks
  - Angular plane requirements
  - Build-to-lines
  - Regulations related to heritage sensitivities
  - Parking

### Other Considerations:

- Review Committee of Adjustment decisions
- Review Site specific zoning

### Zoning Amendment:

- Implement policies identified in the Downtown Secondary Plan and Downtown Built Form Standards through an amendment to Zoning By-law (1995)-14864.

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

- Stakeholder support of work and scope
- Support from internal departments including: Building Services, Legal, Development Planning, Engineering
- Council acceptance and approval of final amendment

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

High-level phasing strategy attached.

### PROJECT PRODUCT DEFINITION

#### END PRODUCTS: At the end of the project, what products will the project deliver?

- By-law to amend the Downtown regulations in Zoning By-law (1995)-14864

#### KEY INTERIM PRODUCTS: During the project what are the key interim products to be delivered?

- Downtown Zoning Discussion/Directions Paper
- Community Engagement Plan/Communications Plan
- Draft zoning by-law amendment

## Project Charter

### PROJECT SCOPE

| Project Scope Is (Includes):  | Project Scope Is Not (Does Not Include):  |
|---|---|
| <p>Review and make recommendations for zoning by-law regulations related to:</p> <ul style="list-style-type: none"> <li>• The implementation of the Downtown Secondary Plan (OPA 43)- lands designated MU1 and MU2</li> <li>• Existing downtown zoning categories (e.g. CBD.1, CBD.2, OR, etc. See attached map)</li> <li>• Consideration/development of new zoning categories and definitions to implement the Downtown Secondary Plan</li> <li>• FSI requirements</li> <li>• Floor plates</li> <li>• Active frontage</li> <li>• ROW requirements</li> <li>• Required building setbacks</li> <li>• Required building stepbacks</li> <li>• Angular planes</li> <li>• Build to lines</li> <li>• Uses to address active frontage requirements</li> <li>• Regulation related to heritage sensitivities</li> <li>• Building heights</li> <li>• Parking regulations for private development</li> </ul> | <ul style="list-style-type: none"> <li>• Review of regulations for Natural Heritage System and Special Policy Area regulations</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Format changes to Zoning By-law</li> <li>• Public view corridors</li> <li>• Building materials policy</li> <li>• Definitions</li> <li>• Outdoor patios</li> <li>• Properties that require an urban design master plan (e.g. Woods I, Woods II, Baker St.) and properties that have recent approval within the DSP scope (5 Gordon, 160 MacDonnell St., 150 Wellington St. E. and 40 Wellington St. W.). However, administrative review may be required.</li> <li>• Generally, any changes to R.1B and R.4 zones that exist in DSP area (see attached map)</li> <li>• Review of downtown bar and hotel regulations</li> </ul> |

### PROJECT PARAMETERS

| SCHEDULE: A high level outline of key dates |  |
|---|--|
| Q2 2015                                     | <ul style="list-style-type: none"> <li>• Staff Report to Infrastructure, Development &amp; Enterprise (IDE) Committee regarding project initiation and Project Charter</li> <li>• Community Engagement/ Communications Plan</li> <li>• Internal technical meetings</li> <li>• Request for proposals for scoped peer review services</li> </ul> |
| Q3/4 2015                                   | <ul style="list-style-type: none"> <li>• High-level Downtown Zoning Directions Paper to IDE Committee</li> <li>• Stakeholder consultation (e.g. DGBA, DAC, Heritage Guelph)</li> <li>• Peer review of draft Directions Paper by consultant</li> </ul>  |
| Q1 2016                                     | <ul style="list-style-type: none"> <li>• Public open house/presentation</li> <li>• Public meeting of Council draft of Zoning By-law amendment</li> </ul>   |

## Project Charter

Q2/3 2016

- Final recommended Zoning By-law to go to Council for consideration

### BUDGET:

The Downtown Zoning By-law update is funded through the approved capital budget with anticipated costs associated with peer review and community engagement.

### RISK ASSESSMENT

### BEGINNING ASSUMPTIONS:

- Zoning is required to facilitate achievement of the vision of the Downtown Secondary Plan

### KNOWN CONSTRAINTS

- Staff time- various departments involved in project
- Capacity of Planning Staff
- Scope expansion would affect schedule
- Extent of stakeholder input

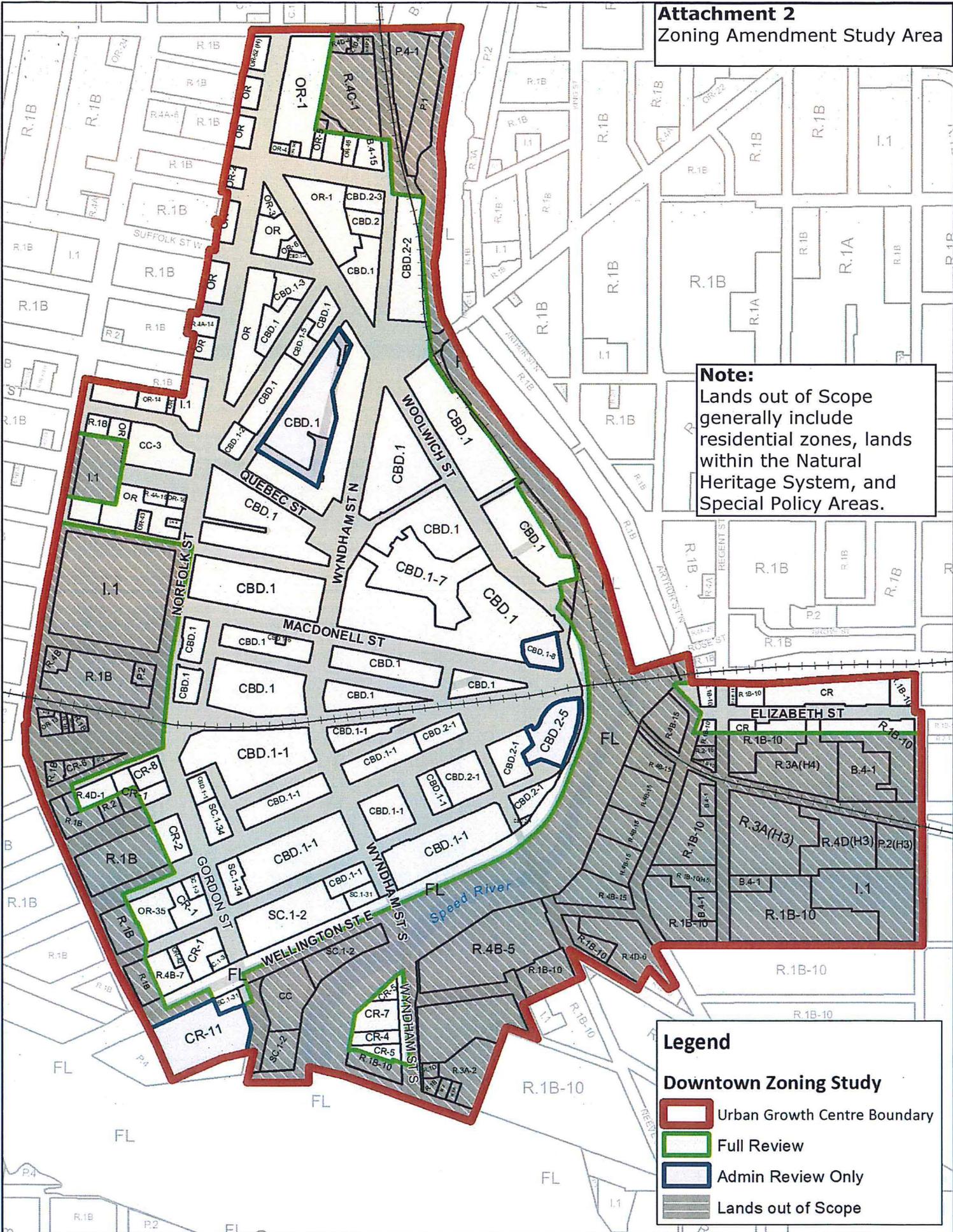
# Project Charter

## Downtown Zoning By-law Review- Strategy

|                     | <b>Phase 1</b><br>Project Initiation   | <b>Phase 2</b><br>Research and analysis  | <b>Phase 3</b><br>Community Engagement   | <b>Phase 4</b><br>Public Meeting and Council Decision           |
|---------------------|--|--|--|---|
| <b>Major tasks</b>  | Project Charter (define scope)<br><br>Introductory meetings with internal team<br><br>Develop Community Engagement Strategy/ Communications Strategy<br><br>Project Initiation Staff report to IDE                         | Directions/ Discussion paper<br><br>Internal technical meetings<br><br>Stakeholder consultation  | Public open house/ presentation with first draft policy and regulation (informal meeting)<br><br>Formal public meeting | Final draft of Zoning By-law amendment to go to Council Meeting |
| <b>Deliverables</b> | Project Charter<br><br>Community Engagement Strategy/ Communications Strategy<br><br>Staff report and project charter to go to IDE Committee to define and justify scope<br><br>Issue RFP for Peer Review/strategic advice | Downtown Zoning Directions/ Discussion Paper<br><br>Peer Review of Directions/ Discussion Paper  | First draft of zoning amendment  | Final draft Zoning By-law amendment to Council                  |
| <b>Meetings</b>     | Internal technical meeting<br><br>IDE Committee/Council Meeting  | Internal technical meetings<br><br>Stakeholder consultation: DGBA, DAC, Heritage Guelph<br><br>Bring draft Directions/ Discussion Paper to IDE Committee | Internal technical meeting<br><br>Public open house with draft<br><br>Planning Council Meeting                         | Planning Council Meeting  |
| <b>Dates</b>        | Q2 2015  | Q3/4 2015  | Q1 2016  | Q2/3 2016   |

**Attachment 2**  
Zoning Amendment Study Area

**Note:**  
Lands out of Scope generally include residential zones, lands within the Natural Heritage System, and Special Policy Areas.



**Legend**

**Downtown Zoning Study**

- Urban Growth Centre Boundary
- Full Review
- Admin Review Only
- Lands out of Scope

# STAFF REPORT



TO Infrastructure, Development and Enterprise Committee

SERVICE AREA Infrastructure, Development and Enterprise

DATE June 2, 2015

**SUBJECT Speedvale Avenue East from Manhattan Court to Woolwich Street – Road Design**

REPORT NUMBER

## EXECUTIVE SUMMARY

### PURPOSE OF REPORT

The purpose of this report is to obtain Committee/Council authorization for the design of Speedvale Avenue from Manhattan Court to Woolwich Street.

### KEY FINDINGS

- Speedvale Avenue between Riverview Drive and Manhattan Court is a narrow four lane road section that does not meet current standards for the vehicle lane widths, underground infrastructure is old and in need of replacement and the Water and Wastewater Servicing Master Plan recommends the continuation of a water transmission main along this corridor.
- The existing bridge over the Speed River is in poor condition, does not have bicycle lanes and the sidewalks are narrow.
- A preliminary design of a four lane road with bicycle lanes and sidewalks on both sides of the street was completed by the City's consultant that would have represented significant property impacts to the adjacent land owners along Speedvale Avenue.
- City staff directed the City's consultant to develop two additional preliminary designs to reduce the impacts to adjacent properties and a total of three design options were presented at a Public Information Centre (PIC) in February 13, 2014.
- A second PIC was held on April 9, 2014 where a preferred option based on public and stakeholder comments was identified as follows:
  - construction of a four lane road with bike lanes on both sides of the road from Woolwich Street to Riverview Drive;
  - construction of a four lane road with no bicycle lanes from Riverview Drive to Manhattan Court;
  - implementation of a bicycle route from Speedvale Avenue between the TransCanada Trail on the west side of the Speed River and Stevenson Street to Earl Street and Emma Street;

- construction of a pedestrian bridge to connect the TransCanada Trail/Earl Street to Emma Street as part of the Guelph Trail Master Plan and would be a subject to an Environmental Assessment;
- construction of underground hydro on the north side of Speedvale Avenue from Gladstone Avenue to Riverside Park.
- It is anticipated that detailed design will be completed in 2015 with property acquisition and utility relocations in 2016. Construction is planned to commence in 2017 and be completed in stages over two or three years to 2020.

## **FINANCIAL IMPLICATIONS**

Following the approval of the recommended design concept, the project budget will be reviewed and an estimated total project budget will be developed. Funding for the project will be from various accounts in the tax supported Capital Budget (road and stormwater) and non-tax supported Capital Budget (water and wastewater) including development charges funding (transmission watermain).

## **ACTION REQUIRED**

Approve the report entitled "Speedvale Avenue East from Manhattan Court to Woolwich Street – Road Design" and the staff recommendations made therein.

## **RECOMMENDATION**

1. That the report from Infrastructure, Development and Enterprise entitled "Speedvale Avenue East from Manhattan Court to Woolwich Street – Road Design", dated June 2, 2015, be received.
2. That an exemption from the 2009 Bike Policy and 2013 Cycling Master Plan be provided to permit the reconstruction of Speedvale Avenue East from Manhattan Court to Woolwich Street without bicycle lanes, as outlined in this Report.
3. That staff be directed to commence an Environmental Assessment for a pedestrian bridge across the Speed River from the west end of Emma Street to the east end of Earl Street.

## **BACKGROUND**

The existing Speedvale Avenue East between Manhattan Court and Woolwich Street is a four lane arterial road in a right of way (ROW) that varies in width between 20 metres and 30 metres. The Official Plan identifies that this section of road should have a 30 metre ROW. The existing average lane width on Speedvale Avenue East between Riverview Drive and Manhattan Court is approximately 2.9 metres. The current guidelines from the Transportation Association of Canada (TAC) recommend a

# STAFF REPORT

minimum lane width of 3.25 metres. The existing section of Speedvale Avenue East between Riverview Drive and Manhattan Court includes 1.2 metre sidewalks on both sides of the street and no bicycle lanes. The existing infrastructure under the road was constructed in approximately 1950 and is in need of replacement and upgrading. As well, the installation of a transmission watermain is required in accordance with the approved Water and Wastewater Master Plans (December 2008.)

The existing bridge over the Speed River was constructed in 1950 and widened in 1974. Minor rehabilitation work was performed in 2012 to ensure that the bridge would remain functional until the proposed replacement. The existing bridge does not have bicycle lanes and the sidewalks are only 1.2 metre in width.

During the past four years, Speedvale Avenue East has been reconstructed from Watson Parkway to Manhattan Court. Between Eramosa Road and Manhattan Court, Speedvale Avenue reconstruction included four vehicle lanes, bicycle lanes on both sides of the road and 1.5m sidewalks. The Speedvale Avenue East section from Manhattan Court to Woolwich Street is a continuation of the reconstruction work. In 2013, AMEC Earth & Environmental was retained to design the section of Speedvale from Manhattan Court to Woolwich Street.

## REPORT

The road reconstruction on Speedvale Avenue is proposed due to replacement and upgrade requirements for the water and sewer system as well as the deteriorated condition of the existing bridge at the Speed River which requires replacement. The installation or replacement of the underground sewer and water pipes will require a complete reconstruction of the road surface. Since the existing road lane widths do not meet current standards and the road reconstruction will require the installation of bicycle lanes in accordance with the 2009 Bike Policy and the 2013 Cycling Master Plan, various options for reconstructing the road to current standards have been evaluated.

A preliminary design of a four lane road with bicycle lanes and sidewalks on both sides of the street was initially prepared by AMEC. Although the Class Environmental Assessment (EA) for this design is considered a Schedule A+, meaning it is preapproved with public notification only, the preliminary design would have represented significant property impacts to the adjacent land owners along Speedvale Avenue. Therefore, it was concluded that there should be public consultation with respect to the design of Speedvale Avenue East and two additional preliminary designs for the section of Speedvale from Manhattan Court to Woolwich Street were developed. The three options were presented at a Public Information Centre (PIC) held on February 13, 2014. The options were as follows:

1. The construction of two lanes in each direction, bicycle lanes on both sides of the road, and the relocation of the sidewalk and hydro poles. This option

# STAFF REPORT

would have significant property impacts as between 3m and 5m of property would be require on either side of Speedvale Avenue.

2. The construction of two lanes in each direction, no bicycle lanes on the road, and the relocation of the sidewalk and hydro poles. This option would have some property impacts as between 3m and 5m of property would be require on either side of Speedvale Avenue.
3. The construction of one lane in each direction and a centre turn lane, bicycle lanes on both sides of the road, and the potential for a minor adjustment/relocation of the sidewalk and hydro poles. This option would result in no property impacts, but will have significant traffic flow impacts.

Residents were encouraged to forward comments regarding the three options to project staff. In total, 63 residents signed in to the PIC and a number of comments were received at PIC #1 with the preferences for the project options as follows:

|   |    |
|---|----|
| Option 1:                                   | 17 |
| Four lane cross section with Bicycle Lanes  |    |
| <hr/>                                       |    |
| Option 2:                                   | 60 |
| Four lane cross section                     |    |
| <hr/>                                       |    |
| Option 3:                                   | 45 |
| Three lane cross section with Bicycle Lanes |    |
| <hr/>                                       |    |

## Discussion of Alternatives

### **Option 1**

Option 1 includes four vehicle lanes, bicycle lanes and sidewalks on both sides of Speedvale Avenue. Left turn lanes would be installed at Delhi St. and Metcalfe St. The bridge at the Speed River would be replaced with a four lane structure that includes bicycle lanes and wider sidewalks. The Guelph Hydro lines on both the north and south sides of the street would be relocated and remain above ground. The property impacts for this option were significant with a requirement of 5m on the north side of the road and 3m on the south side of the road. The property impacts would result in significant social impacts to existing residents and businesses. As well, this option represents the most expensive alternative. For these reasons, this option was not recommended.

## **Option 2**

Option 2 includes four vehicle lanes and sidewalks on both sides of Speedvale Avenue. No bicycle lanes would be installed. Left turn lanes would be installed at Delhi St. and Metcalfe St. The bridge at the Speed River would be replaced with a four lane structure that includes wider sidewalks. The Guelph Hydro lines on both the north and south sides of the street would be relocated and remain above ground. The property impacts for this option were significant with a requirement of 5m on the north side of the road and 3m on the south side of the road. The property requirements for this option are the same as option 1 due to the space required for the Hydro relocations. The property impacts for this option would result in significant social impacts to existing residents and businesses as well, this option is slightly less expensive than Option 1 due to the narrower road and bridge. For these reasons, this option was not recommended.

## **Option 3**

Option 3 involves three vehicle lanes, bicycle lanes and sidewalks on both sides of Speedvale Avenue. The three vehicle lanes include one through lane in each direction and a continuous centre turn lane. The centre turn lane would become a left turn lane at Delhi St. and at Metcalfe St. The bridge at the Speed River would be replaced with a three lane structure that includes bicycle lanes and wider sidewalks. The Guelph Hydro lines on both the north and south sides of the street would not be relocated; however, Guelph Hydro may replace their plant. Hydro lines would remain above ground. The property impacts for this option were negligible. This option represents the least expensive alternative; however this option results in significant traffic impacts.

Based upon the three lane section, the maximum traffic volume on Speedvale Avenue occurs during the afternoon rush hour in the eastbound direction. The 2013 traffic volume was 1,059 vehicles per hour (vph) and the traffic model projects that the volume will grow to 1,292 vph by 2023. The maximum traffic volume for the westbound direction was in the morning rush hour and the 2013 traffic volume was 866 vehicles per hour (vph) and the traffic model projects that the volume will grow to 1,057 vph by 2023.

The estimated length of the traffic queue on Speedvale Avenue based upon the three lane section option was also analysed. In the eastbound direction on Speedvale Avenue, the traffic queue would extend from Delhi Street 330m toward Woolwich Street based upon 2013 traffic volumes. This would extend past the existing fire station at the corner of Riverview Drive and Speedvale Avenue. In 2023, the traffic queue would extend 630m which would be to the west side of the Woolwich Street/Speedvale Avenue intersection. Both the existing and future queue lengths would cause significant operational issues for Emergency Services in their ability to respond to emergencies east of the fire station. The future queue length would also cause operational problems at the intersection at Woolwich Street/Speedvale Avenue as the queue on Speedvale Avenue would extend past the intersection. Also, the proposed design would include the installation underground

# STAFF REPORT

utilities to allow for the future traffic signals at Metcalfe Street. If traffic signals were installed at Metcalfe Street, there would be similar queuing (as compared with the queuing at Delhi Street) occurring at this location. Upon review, the three lane option was not recommended due to the anticipated traffic congestion and operational issues for Emergency Services.

## **Recommended Option**

Based on feedback from the first PIC and the evaluation of options (refer to Attachment 1), the recommended option is a combination of Options 1 and 2. Option 1 is recommended from Woolwich Street to Riverview Drive and Option 2 is recommended from Riverview Drive to Manhattan Court. This approach includes four vehicle lanes and sidewalks on both sides of Speedvale Avenue. Bicycle lanes would be installed from Woolwich St. to Riverside Park only. Left turn lanes would be installed at Delhi St. and Metcalfe St. The bridge at the Speed River would be replaced with a four lane structure that includes bicycle lanes and wider sidewalks. The Guelph Hydro lines on both the north and south sides of the street would be relocated. Further, to minimize property requirements on the north side of Speedvale Avenue, the hydro lines on the north side would be placed underground. The property impacts for this option would require a 1m widening across the south side of the street and widening on the north side at Delhi St. to allow for the installation of left turn lanes.

While this approach is not consistent with the City's Cycling Master Plan and the Bike Policy (2009) since it does not include bicycle lanes between Riverview Drive and Manhattan Court, the bicycle route would be relocated from Speedvale Avenue between the TransCanada Trail on the west side of the Speed River and Stevenson Street to Earl Street and Emma Street. This would require the construction of a pedestrian bridge to connect the TransCanada Trail/Earl Street to Emma Street. The recommended option including this alternative bicycle route is shown on Attachment 2.

This recommended approach will reduce the impact on the socio-economic environment as compared with either options 1 or 2, and represents approximately a 10% reduction in cost compared with options 1 or 2. This approach also minimizes the property requirements and maintains the vehicle traffic flow. Bicycle traffic would have the option of riding on Speedvale Avenue with traffic or detouring onto Emma Street. For these reasons, this option is being recommended by City staff.

A second PIC was held on April 9, 2014 to present the recommended option.

# STAFF REPORT

---



## Construction Timing

It is anticipated that the negotiations for the required property will be completed by the spring of 2016. Non City utility relocations (Guelph Hydro, Bell and Rogers) will occur between the spring 2016 and spring 2017. Construction would be completed in two or three phases depending on the availability of funding with the first phase of construction anticipated to occur in 2017.

Staff will be holding a construction open house to advise the public of the detailed design prior to each phase of construction.

## Bridge Underpass

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

Further, the matter of a trail underpass at this location is subject to the following resolution passed by Council on February 23, 2015:

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

## **CORPORATE STRATEGIC PLAN**

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

## **FINANCIAL IMPLICATIONS**

Following the approval of the recommended design concept, the project budget will be reviewed and an estimated total project budget will be developed. Funding for the project will be from various accounts in the tax supported Capital Budget (road and stormwater) and non-tax supported Capital Budget (water and wastewater) including development charges funding (transmission watermain).

## **DEPARTMENTAL CONSULTATIONS**

The three options and the recommended option for Speedvale Avenue have been circulated to various city departments for review and comment including Parks and Recreation, Operations, Emergency Services and Transit.

# STAFF REPORT

---

## COMMUNICATIONS

Notices for the Speedvale Avenue PIC #1 and #2 were published in the City Pages of the Guelph Tribune, advertised on signs along Speedvale Avenue and notices were delivered to residents and property owners along Speedvale Avenue. The information presented at each PIC was also available on the City web page.

## ATTACHMENTS

- Attachment 1 - Evaluation of Alternatives
- Attachment 2 - Speedvale Avenue Reconstruction – Recommended Option

### Report Author

Andrew Janes, P.Eng.  
Project Engineer Supervisor



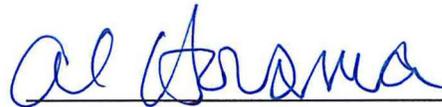
---

### Approved By

Kealy Dedman, P.Eng.  
General Manager/City Engineer  
Engineering and Capital  
Infrastructure Services  
519-822-1260 ext. 2248  
kealy.dedman@guelph.ca

### Reviewed by

Don Kudo, P.Eng.  
Deputy City Engineer



---

### Recommended By

Al Horsman  
Deputy CEO  
Infrastructure, Development and  
Enterprise  
519-822-1260, ext. 5606  
al.horsman@guelph.ca

Attachment 1 - Speedvale Avenue East Reconstruction – Option Evaluation Summary

**City of Guelph: Speedvale Avenue – Manhattan Court to Woolwich Street**

**Evaluation Matrix for Right of Way Alternatives**

| Category                   | Criteria                    | Option 1 – Four lane cross section with Bicycle Lanes   | Option 2 – Four lane cross section   | Option 3 – Three lane cross section with Bicycle Lanes  | Recommended Option – Four lane cross section with partial Bicycle Lanes   |
|----------------------------|-----------------------------|---|--|---|---|
| Natural Environment        | Terrestrial Features        | Includes the widest asphalt surface and largest impacts to private property.  | Includes 4 lanes of asphalt surface and largest impacts to private property.   | Includes 3 lanes of asphalt surface and maintains the road at the current width. This will have the least impacts on private property.                                    | Includes 4 lanes of asphalt surface and impacts to private property will be greater than Option 3 but less than Options 1 & 2..             |
| Socio-Economic Environment | Noise                       | All Options will have similar noise impacts   | All Options will have similar noise impacts  | All Options will have similar noise impacts   | All Options will have similar noise impacts   |
|                            | Accessibility to Properties | Property will be accessed off a 4 lane arterial road. There will be difficulties during entry and egress of driveways.          | Property will be accessed off a 4 lane arterial road. There will be difficulties during entry and egress of driveways          | Property will be accessed off a 3 lane arterial road. There will be difficulties during entry and egress of driveways. Traffic queuing may cause additional difficulties. | Property will be accessed off a 4 lane arterial road. There will be difficulties during entry and egress of driveways                       |
|                            | Capital and Operating Costs | Capital Construction costs are similar for all options. Higher utility relocation costs and highest property acquisition costs. | Capital Construction costs are similar for all options. Higher utility relocation costs and highest property acquisition costs | Capital Construction costs are similar for all options. Lowest utility relocation costs and lowest property acquisition costs   | Capital Construction costs are similar for all options. Highest utility relocation cost and higher than Option 3 property acquisition costs |
|                            | Construction Disruptions    | Road construction will be similar to all options. Will also include relocation of private utilities.                            | Road construction will be similar to all options. Will also include relocation of private utilities.                           | This Option includes a minimal amount of private utility relocations. Road construction will be similar to all options.   | Road construction will be similar to all options. Will also include relocation of private utilities.  |
| Engineering Factors        | Safety                      | Provides sufficient lanes for the vehicles and bicycles.  | Provides sufficient lanes for the vehicles. Bicycle traffic rerouted to Emma St.   | Provides sufficient lanes for the bicycles. Queuing in the vehicle lanes will cause operational difficulties for Emergency  | Provides sufficient lanes for the vehicles. Bicycle traffic rerouted to Emma St..   |

Attachment 1 - Speedvale Avenue East Reconstruction – Option Evaluation Summary

**City of Guelph: Speedvale Avenue – Manhattan Court to Woolwich Street**

**Evaluation Matrix for Right of Way Alternatives**

|                  |   |   |  | Services.  |   |
|------------------|---|---|--|--|---|
|                  | <b>Constructability</b>                           | Requires private utility relocations to be complete prior to phased road construction           | Requires private utility relocations to be complete prior to phased road construction                        | Road construction to be completed in phases.   | Requires private utility relocations to be complete prior to phased road construction   |
|                  | <b>Traffic Management</b>                         | Provides sufficient capacity for current and future vehicle and cycling traffic                 | Provides sufficient capacity for current and future vehicle traffic. Bicycle traffic diverted to Emma Street | Provides sufficient capacity for bicycle traffic. Projections for current and future queue lengths along Speedvale at Delhi are excessive and will cause operational issues for Emergency Services | Provides sufficient capacity for current and future vehicle traffic. Bicycle traffic diverted to Emma Street                                    |
|                  | <b>Utility Conflicts</b>                          | Private utilities will require relocation, Hydro to remain overhead on both sides of the street | Private utilities will require relocation, Hydro to remain overhead on both sides of the street              | Minimal private utility relocation.  | Private utilities will require relocation, Hydro to remain overhead on south side of the street and underground on the north side of the street |
|                  | <b>Active Transportation (Cycling)</b>            | On street bike lanes are provided   | No bike lanes  | On street bike lanes are provided  | Bike lanes from Woolwich to Riverside Park, no bike lanes from Riverside Park to Stevenson  |
| <b>Other</b>     | <b>Compatibility with City Plans and Policies</b> | Complies with existing City Plans and Policies  | Does not comply with the Cycling Master Plan or Bike Policy, exemption would be required                     | Does not meet needs of the arterial road network   | Does not comply with the Cycling Master Plan or Bike Policy, exemption would be required  |
| <b>Financial</b> | <b>Estimated Cost</b>                             | \$14,350,000.00   | \$14,200,000.00  | \$9,150,000.00   | \$12,700,000.00   |



# STAFF REPORT



TO Infrastructure, Development & Enterprise Committee

SERVICE AREA Infrastructure, Development & Enterprise

DATE June 2, 2015

**SUBJECT 2014 Solid Waste Resources Annual Report**

REPORT NUMBER

## EXECUTIVE SUMMARY

### PURPOSE OF REPORT

To inform Council and Guelph residents of the operations and successes of Solid Waste Resources during 2014.

### KEY FINDINGS

1. Operated all aspects of Solid Waste Resources in compliance with all applicable legislation;
2. Attained a residential diversion rate of 68% (unaudited);
3. Successfully completed the conversion to automated cart-based waste collection and achieved promised savings through reduction of staff and equipment;
4. Decreased recyclable commodity prices negatively affected predicted sale of goods revenues;
5. Received recognition from the Solid Waste Association of North America (SWANA) and the Recycling Council of Ontario (RCO) for excellence in communication and marketing

### FINANCIAL IMPLICATIONS

N/A

### ACTION REQUIRED

That Council receive the 2014 Solid Waste Resources Annual Report for information.

## RECOMMENDATION

1. That report from Infrastructure, Development and Enterprise dated June 2, 2015 entitled "2014 Solid Waste Resources Annual Report" be received.

# STAFF REPORT

## REPORT

The Solid Waste Resources Annual Report provides an overview of the operations and activities relating to the management of solid waste performed by the City of Guelph. The 2014 Annual Report provides a high level summary of the successes and learnings of Solid Waste Resources; opportunities for future improvement; and year-over-year comparisons, where applicable.

## CORPORATE STRATEGIC PLAN

Strategic Direction # 2.3: To ensure accountability, transparency and engagement.

## DEPARTMENTAL CONSULTATION

N/A

## COMMUNICATIONS

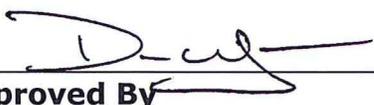
N/A

## ATTACHMENTS

**Attachment 1** 2014 Solid Waste Resources Annual Report

### Report Author

Sanjay Saxena  
Service Performance and Development Coordinator  
Solid Waste Resources

  
\_\_\_\_\_

### Approved By

Dean Wyman  
Plant Manager  
Solid Waste Resources  
519-822-1260, ext. 2053  
dean.wyman@guelph.ca

  
\_\_\_\_\_

### Recommended By

Al Horsman  
Deputy CAO  
Infrastructure, Development & Enterprise  
519-822-1260, ext. 5606  
al.horsman@guelph.ca



Give Waste  
a New Life

# **SOLID WASTE RESOURCES**

## **Annual Report**

**2014**

# Table of Contents

Introduction & Overview.....1

SWR Scorecard .....3

2014 Selected Highlights & Review .....5

Preparing for 2015 .....11

## Introduction & Overview

The 2014 Solid Waste Resources (SWR) Annual report provides an overview of the operations and activities related to the management of waste at the City of Guelph. This report provides an operational summary related to the collection, processing and disposal of waste, providing year-over year comparisons where applicable.

Solid Waste Resources plays a vital role in facilitating the processing, diversion and disposal of waste generated within the City of Guelph and delivers public services better by finding innovative ways to manage Guelph's organic, recyclable, household hazardous and other solid waste. The department provides integrated waste management services to residential and commercial customers. These services are provided in compliance with all provincial legislation and regulations and build on Guelph's leadership in waste management for a sustainable, service focused and economically viable future. Key activities at SWR include:

- Providing three-stream, yard waste and bulky item collection services to residential clients in Guelph
- Operating Guelph's Material Recovery Facility (MRF), Organic Waste Processing Facility (OWPF), Public Drop-Off facility (PDO), Household Hazardous Waste Recovery Facility, and Transfer Station
- Planning and implementing waste reduction and diversion programs
- Monitoring and maintenance of the former Eastview Landfill and operation of a Methane Gas Collection System

A high level summary of the SWR operations is shown in Figure 1.

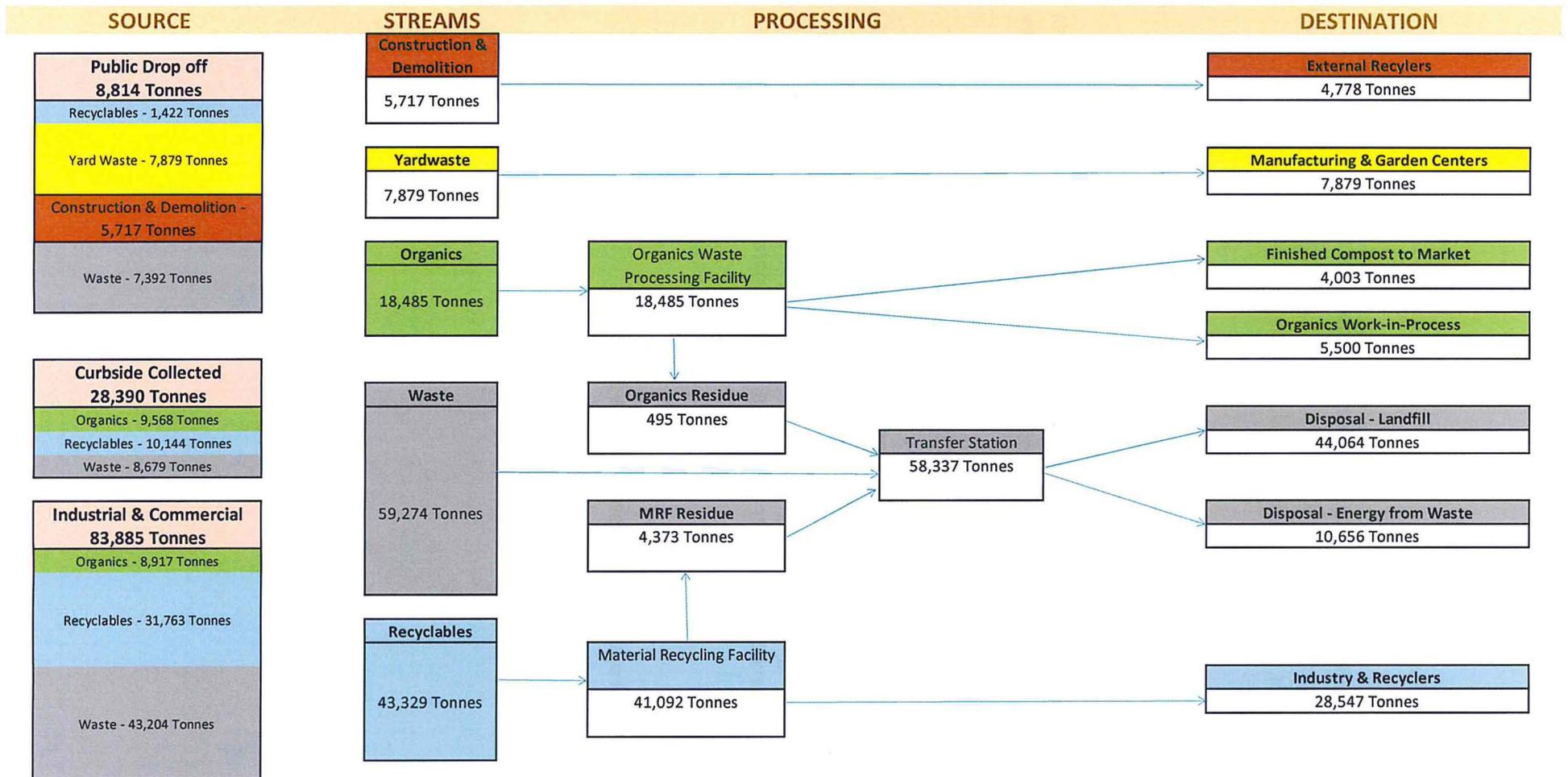


Figure 1: Summary of 2014 SWR Operations

## SWR Scorecard

The 2014 SWR scorecard visually demonstrates how the business is performing against its strategy. The scorecard metrics followed from the understanding that the SWR strategy focused around three key themes:

1. Maintaining compliance with regulations
2. Maximizing diversion of incoming waste away from landfill while minimizing operating costs
3. Reviewing, monitoring and promoting programs to reduce waste generation to both residential and commercial customers

The metrics that are monitored in the scorecard are grouped into three key areas of performance:

- Regulatory compliance
- Operational Excellence
- Customer Service and Community Engagement

The scorecard, shown on the next page, provides information on:

- 2014 Actuals
- 2015 Targets
- Explanatory notes, where applicable
- Status with Trend using the following legend:

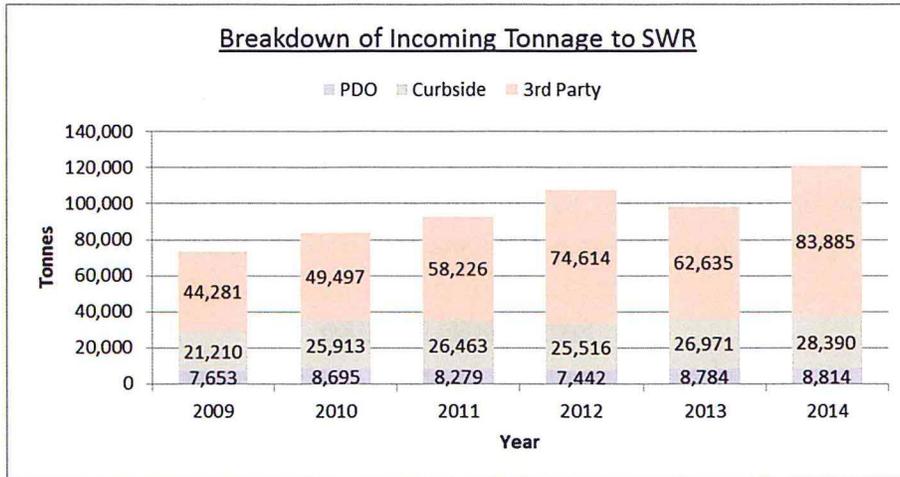
|   |   |
|---|---|
|   | Indicates that 2014 target was met or exceeded.                                       |
|   | Indicates that the metric is new.   |
|   | Indicates that 2014 target was not met.   |
|   |   |
| + | Indicates a positive trend; the metric is moving in the right direction as planned.   |
| - | Indicates a negative trend; the metric is moving in the wrong direction than planned. |
| = | Indicates a stable trend; the metric is being maintained.                             |

**Table 1: 2014 Solid Waste Resources Performance Scorecard**

|  | Indicator   | Measure   | 2013 Actuals                                       | 2014 Target | 2014 Actuals | 2015 Target | Trend | Notes  |
|--|---|---|--|-------------|--------------|-------------|-------|--|
| Operational Excellence                                   | Financial Viability   | To be within 5% of the approved operating budget ( - is favourable)       | 0.0%   | +/- 5%      | 12.6%        | +/- 5%      | -     | Reductions in prices for recyclable commodities resulted in not achieving sale of goods revenue targets.                                     |
|  |   | Increase volume of third party waste into Transfer Station (tonnes/month) | 3,180  | 3,339       | 3,600        | 3,780       | +     | Increase by 5% over previous year  |
|  | Minimize operating costs of waste processing                  | Total SWR department costs funded by tax base per household per week      | \$3.99   | \$4.05      | \$4.39       | \$4.10      | -     | Based on 51,120 houses   |
|  |   | Cost per Tonne processed – Materials Recovery Facility                    | \$122.05   | \$117.00    | \$114.13     | \$114.00    | +     |  |
|  |   | Cost per Tonne collected - Collections                                    | \$183.24   | \$175.00    | \$180.27     | \$175.00    | =     |  |
|  |   | Unplanned employee absenteeism at SWR (hours)                             | 3,762 hours  | 3,375 hours | 6,316 hours  | 3,375 hours | -     | 2014 actual amount includes absenteeism from 2nd shift operation which was not part of 2014 Target. The 2nd shift accounted for 1,196 hours. |
|  | Customer Service & Community Engagement                       | Customer Service  | Customer collection complaints per 1000 households | 9           | 10           | 5           | 7     | +  |
| Wait time for residents at PDO                           |   |   | No Data  | TBD         | No Data      |             |       | We will measure when new PDO is operational in 2015 to set metric for 2016.  |
| Maximize diversion of incoming waste away from landfill. |   | Annual residential diversion rate %                                       | 69.15%   | 69.00%      | 67.66%       | 69.00%      | =     | The 2014 figure has not yet been audited by Waste Diversion Ontario.   |
| Regulatory Compliance                                    | Maintain compliance with environmental and labour regulations | SWR Work Well Audit Score   | 77%  | 80%         | 84%          | 85%         | +     | Measures the effectiveness of our H&S program based on WSIB workwell program standards, which requires 75% to obtain a passing score.        |
|  |   | Number of verified odour complaints per year                              | 0  | 0           | 0            | 0           | =     | 2 complaints were received and investigated, however, source was not traced back to WRIC   |
|  |   | Charges from MOE or MOL   | 0  | 0           | 0            | 0           | =     |  |

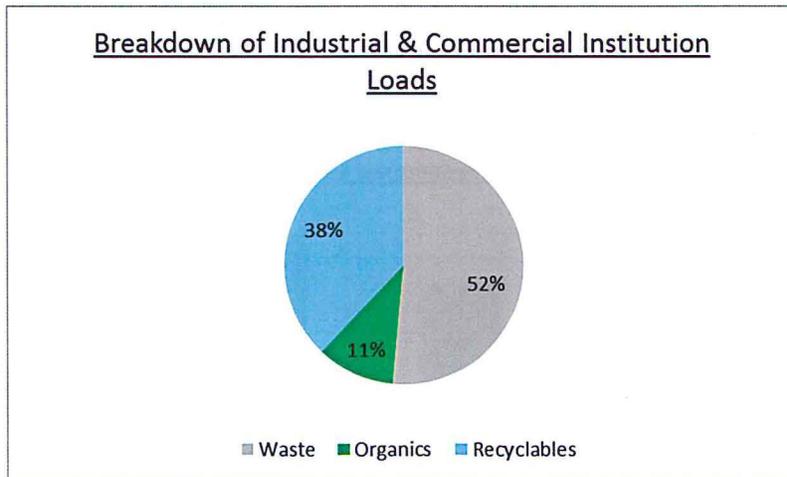
## 2014 Selected Highlights & Review

In 2014, Solid Waste Resources (SWR) saw a total of 121,089 tonnes of material come into the site across its scales. This material was brought in by City collections staff, Guelph residents and third party commercial haulers.



### Industrial and Commercial Institutions

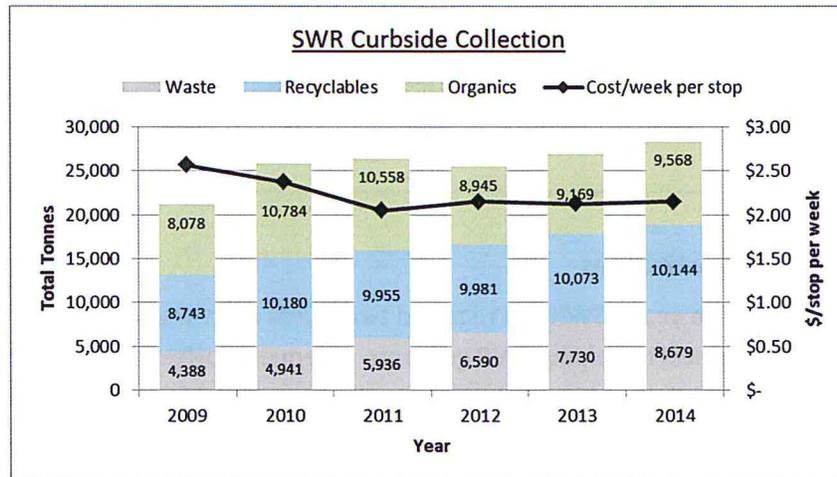
Consistently, over the last five years, SWR has received two thirds of its waste from third party haulers. This third party volume is critical in helping SWR generate revenue to offset operating costs and also highlights our ability to build relationships and partner with commercial haulers as the waste management facility of choice. In 2014, this number was slightly higher being closer to 70%, mainly due to our efforts to increase third party volume by 5% year over year. As shown in the chart below, more than half of our ICI tonnage consists of waste that is brought in from local businesses and other waste companies.



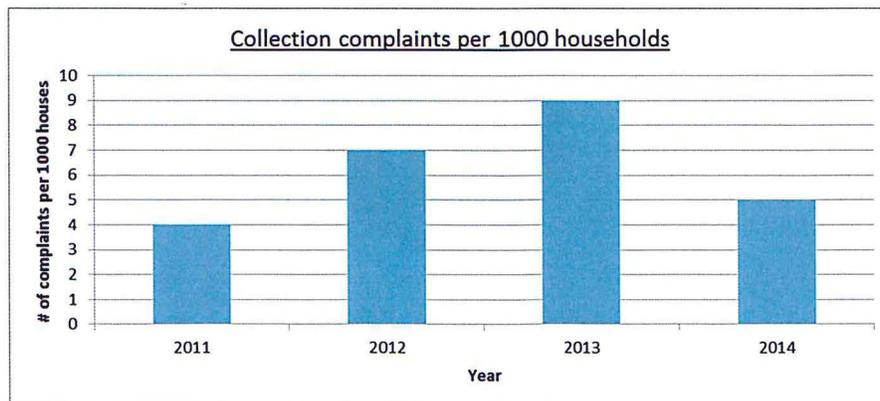
In 2014, SWR began receiving material from Detroit, which accounts 25% of ICI recyclables and played an integral part in opening a second shift at our Material Recycling Facility. The Region of Waterloo is a major contributor to the ICI organics stream, at 11%. Though we are pursuing additional divertible volume, we anticipate that waste will remain our biggest ICI component.

### Residential Collection

Residential waste, collected by the City at curbside and dropped off by the residents at our Public Drop Off facility, has been a stable one third of the total waste processed at our facility. Curbside collection can be broken down into three streams: Waste (Grey), Recyclables (Blue), and Organics (Green). While total tonnes of waste collected at curbside have been trending upwards, the collection costs have remained within the range of \$2.00 to \$2.51 per stop per week. The costs per week per stop have decreased from a high of \$2.51 in 2009 and have remained relatively constant over the last three years.



In addition to reducing costs, the other key metric for collections is resident satisfaction with the service. In 2014, the complaints for waste not collected dropped by 50% from 9 to 5 per 1000 households. Part of this improvement was driven by collections formalizing the process for the assistance program that is available to residents that are unable to bring their waste to the curb. A historical trend for resident complaints is shown below



## Carts Rollout

In 2014, SWR completed the final phase of the carts rollout program which began in 2012. In 2014, SWR staff coordinated delivery of over 50,000 carts to residents. With the carts program fully implemented, the City has achieved the promised operating savings through a reduction of three FTEs and four vehicles used in collections.

As part of the carts rollout, SWR also upgraded systems to facilitate resident requests for cart transactions by investing in a web-based solution to enter cart orders. While currently it is being used by SWR customer service, the system has the flexibility to be opened to the public in the future, allowing them to enter their requests through at their convenience. In addition to the website, we also upgraded RFID technology to allow real-time updating of cart data through scanning. This allows us to better track carts assigned to addresses and is a vital part of the tracking and reporting systems in our automated trucks.

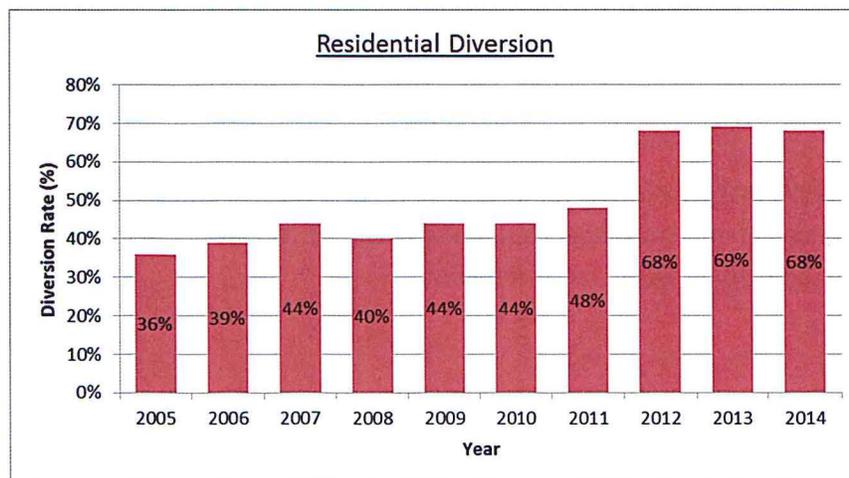
Currently, this system is independent of AMANDA, however, once the AMANDA upgrade is completed, we will look at integrating the two systems to allow us to simplify data management and ensure data accuracy.

## Residential Diversion

Diversion is a term used to measure the amount of waste that was diverted away from landfill. SWR receives funding from Waste Diversion Ontario (WDO) based on its collection and processing of recyclables. The City of Guelph has long been recognized as a leader in waste collection and diversion activities. As part of the WDO municipal data reporting audit, the City of Guelph received the Ron Lance Memorial Award for Highest Residential Waste Diversion Rate in Ontario, in 2012. Recently, the City was again audited and recognised from WDO, as having the highest residential waste diversion rate in 2013 in Ontario at 69%, well above the 2013 provincial average of 47%. In 2014, the City also received:

- RCO, 2014, Silver, Municipal Diversion Award
- SWANA, 2014, Gold, Awareness Campaign Excellence Award - Waste Cart Rollout

A historical look at Guelph's diversion rate going back 10 years is shown in the graph below.



The 2014 data call, submitted in April 2015, resulted in a reported diversion rate was at 68% (subject to audit by Waste Diversion Ontario).

### Solid Waste Management Master Plan

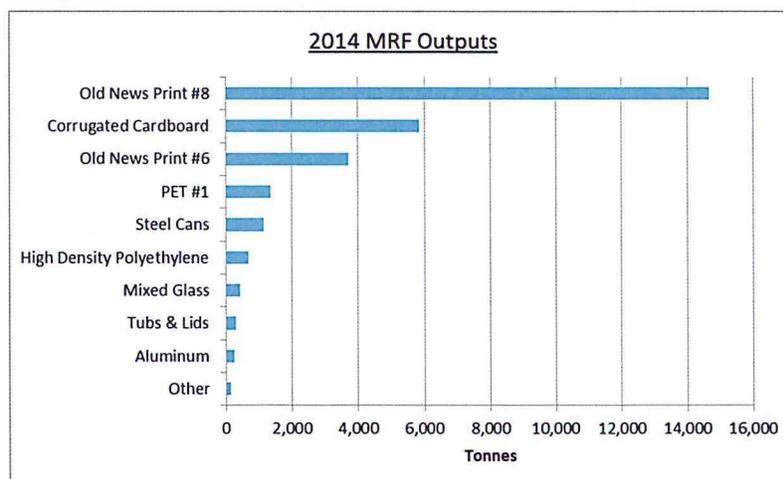
SWR began a five year review of the Solid Waste Management Master Plan (SWMMP) in 2013 that made recommendations that build on Guelph's leadership in waste minimization and diversion for a sustainable, service focused and economically viable future.

The new Master Plan was approved by Council in 2014 and is focused on developing and enhancing waste minimization and diversion initiatives to meet the plan's waste diversion target of 70% by 2021. Specific projects associated with the SWMMP that were approved in the 2015 budget cycle have begun.

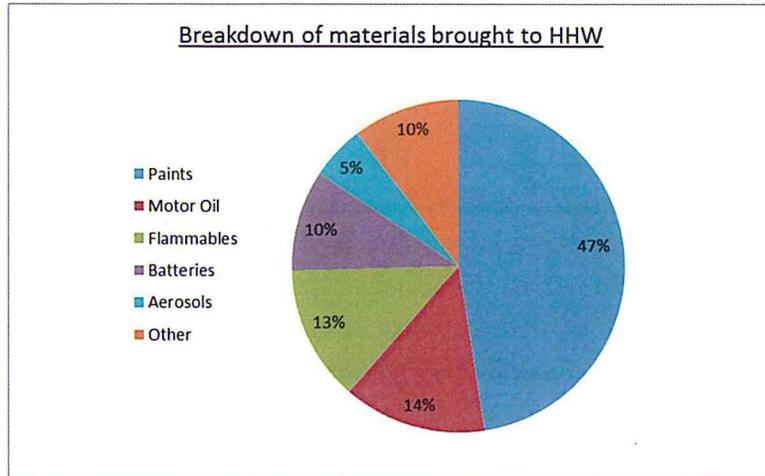
### SWR Processing Operations

Our continuing success with achieving a high residential diversion rate is due to the partnership between Guelph residents and SWR processing operations. SWR processes recyclables and organics in the SWR Material Recovery Facility (MRF) and the Organic Waste Processing Facility (OWPF) respectively.

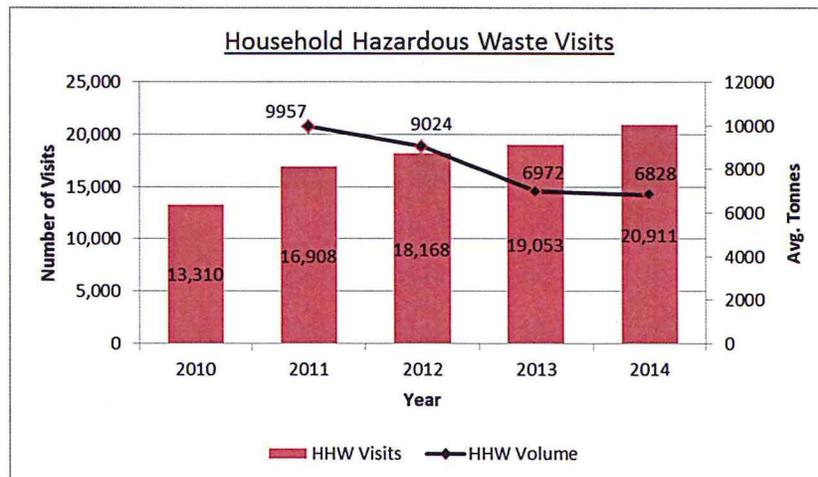
Overall in 2014, the MRF produced and shipped out in excess of 28,500 tonnes of material. The top 10 commodities shipped are shown in the chart below.



In addition to materials that we process for diversion, we also receive different types of waste at our Public Drop Off site and at our Household Hazardous Waste (HHW) facility. A breakdown of the top 5 items brought into the HHW in 2014 is shown below.



In 2014, a total of 20,911 residents made a visit to the PDO to drop off Household Hazardous Waste, which has seen an increasing trend since 2010 as seen in the chart below.



With the increasing number of visits from Guelph residents, we are working to expand our public drop off area. In 2014, we completed earthworks and tree planting and will be beginning construction in 2015, with an expected opening in the third quarter of 2015.

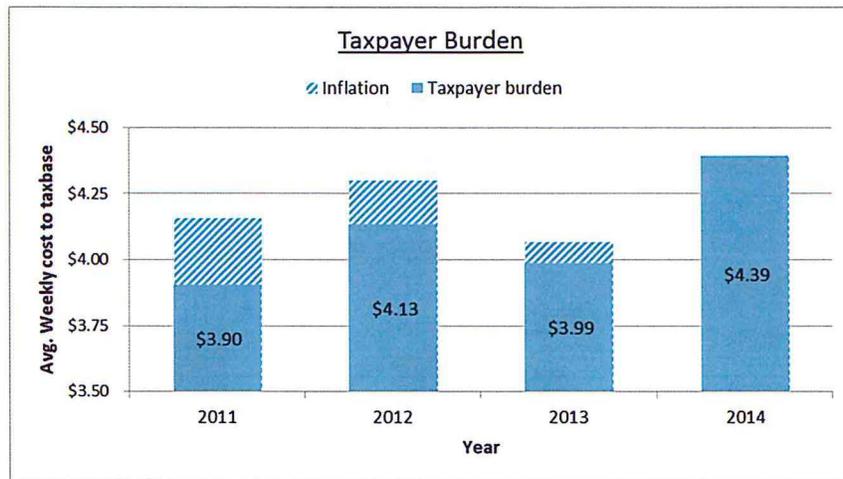
### Compliance

Maintaining compliance with Ministry of Environment and Ministry of Labour standards are a critical part of the operations at SWR. We are continuously committed to meeting Environmental and Occupational Health & Safety compliance. We have strategically scheduled and executed safety activities and are changing our safety culture to become more proactive, as indicated by our Workwell audit score of 84%. SWR's demonstrated commitment and improvement to health and safety management to prevent workplace injuries directly affects the City's bottom line. Similarly, SWR is also committed to ensuring that our operations do not have a negative impact on our neighbors in the community through ongoing training and monitoring to ensure that we are exceeding the requirements

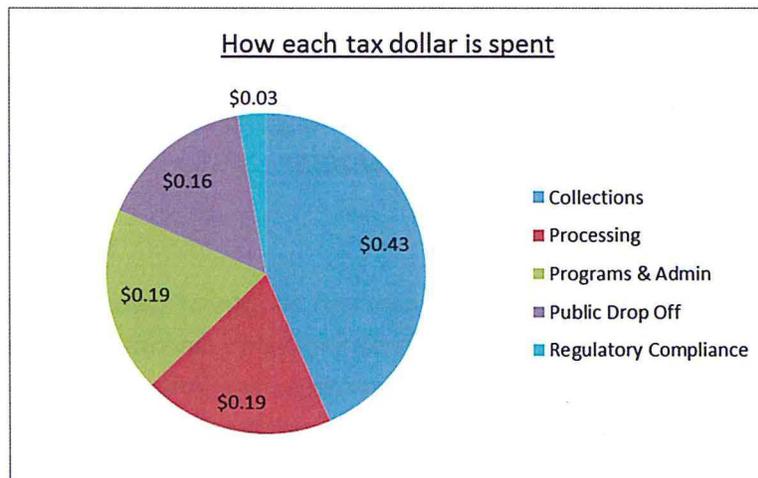
set out in our Environmental Compliance Approval. During 2014, we received two odour complaints; however investigations did not trace the source of these odours to our operations.

### Net burden on Guelph Tax base

Solid Waste Resources is a service that is partially funded through the property taxes collected by the City of Guelph. The net cost to provide the varied SWR services to Guelph’s residents and industries is shown in the chart below. The chart shows the actual net costs incurred by SWR spread over the total households in City. To enable us to do an appropriate year over year comparison, we have added 2% (assumed inflation rate) to the 2011 through 2013 numbers.



SWR has been successful in being able to keep costs down year-over-year to less than the cost of inflation to provide the service. Our 2015 operating budget of \$10,669,210 represents a 5.1 percent increase over 5 years. A breakdown of how each dollar funds SWR is shown in the chart below.



As we continue to gain efficiencies in our operations, we would expect our costs to keep decreasing, provided that there are no unexpected changes to our operating environment.

## Preparing for 2015

In 2015, SWR will continue to search for innovative methods to drive continuous improvement activities in our daily operations. Some key areas we will be looking to further explore include:

- Planning and resourcing 2015 projects associated with the recommendations of SWMMP
- Completing the construction of new Public Drop-Off facility to improve customer service and address health and safety concerns
- Investigating converting the fleet to use natural gas as a fuel source
- Exploring opportunities to increase ICI tonnage coming onto the site
- Complete a series of comprehensive waste audits to highlight areas for future operational improvements and/or new diversion programs
- Once the new PDO is fully operational, the Department will be repurposing the old PDO into a “Free Zone” where Guelph residents will be able to drop off more recyclable materials at the WRIC for free.
- Support the Internal Auditor to complete a Service Review of the Residential Waste Collection service

# STAFF REPORT



**TO** Infrastructure, Development & Enterprise Committee

**SERVICE AREA** Infrastructure, Development and Enterprise

**DATE** June 2, 2015

**SUBJECT** **2014 Wastewater Services Annual Report**

**REPORT NUMBER**

## EXECUTIVE SUMMARY

### PURPOSE OF REPORT

To inform Council and Guelph residents of the successes and key achievements/milestones for Wastewater Services during 2014.

### KEY FINDINGS

- During 2014 Wastewater Services maintained full regulatory compliance with respect to treated wastewater quantity and quality as well as biosolids quality;
- Fewer spills responses occurred in 2014;
- More sanitary sewer locates were requested in 2014;
- The number of sewer blockages and WWTP bypasses were unchanged and decreased respectively;
- Wastewater Services continued its health and safety efforts to ensure staff and contractors were safe;
- The laboratory became CALA accredited;
- Data capture and management efforts continued;
- Wastewater Services continued replacement program for inefficient lighting;
- Wastewater Services completed the pre-approval application and meeting with the Ministry of Environment regarding plant re-rating;
- Digester 2 gas proofing and repairs started;
- Biosolids storage design complete;
- The engagement survey results in 2014 were much better than the result in 2012;
- SWI funded Anammox project, construction commenced in 2014 with completion expected in 2015.

### FINANCIAL IMPLICATIONS

All financial implications related to this report are already accounted for in the approved Wastewater operating and Capital budget.

### ACTION REQUIRED

That Council receive the report for information.

# STAFF REPORT

## RECOMMENDATION

1. That the report from Infrastructure, Development & Enterprise dated June 2, 2015 entitled "2014 Wastewater Services Annual Report" be received.

## REPORT

This report outlines:

- Wastewater Services responsibilities;
- Current wastewater treatment plant processes;
- Regulatory requirements;
- Performance highlights 2014;
- Wastewater Services programs (including Health & Safety and Laboratory Quality Management System);
- Current and planned projects;
- Performance indicators; and
- 2014 accomplishments and goals for 2015.

The report sections have been categorized based on the following:

| Categories   |  |  |   |  |
|--|--|--|---|--|
|  |  |  |  |  |
| System Reliability   | Health and Safety  | Environmental  | By-Law Enforcement  | Customer Satisfaction  |

## WASTEWATER SERVICES RESPONSIBILITIES

Wastewater Services operates and maintains the Wastewater Treatment Plant (WWTP) that receives domestic, institutional, commercial and industrial wastewater from the City and a portion of the Village of Rockwood. The WWTP also services the Gazer-Mooney subdivision which is located in the Township of Guelph/Eramosa. Wastewater Services also operates and maintains the City's collection system which has approximately 514 KM of Sewer mains and six pumping stations.

## CURRENT WASTEWATER TREATMENT PLANT PROCESSES

The Guelph WWTP is a tertiary treatment facility, having the rated capacity to treat 64 million litres (ML) of wastewater per day. The treatment process includes preliminary screening and grit removal, primary treatment by sedimentation, secondary treatment by conventional activated sludge, a two-stage tertiary treatment using rotating biological contactors (for additional ammonia removal) and sand filtration (for additional solids removal), disinfection and de-chlorination. The

de-chlorinated, disinfected effluent from the WWTP is discharged into the Speed River.

The solids generated during the wastewater treatment process are stabilized by anaerobic digestion and concentrated by a process known as mechanical dewatering, after which they are referred to as biosolids. Dewatered biosolids are either disposed of in a landfill, or receive further treatment through the Lystek process, which produces a pathogen-free, nutrient-rich product that is applied to agricultural land for beneficial re-use. The digester gas generated during the anaerobic digestion process is used for heating and to co-generate electricity that is used at the plant, to offset power costs.

## REGULATORY REQUIREMENTS

The City of Guelph is required to comply with the terms and conditions of the Environmental Compliance Approval (ECA), which is issued by the Ministry of Environment and Climate Change (MOECC) under the Environmental Protection Act, and the Ontario Water Resources Act. The ECA outlines requirements for the operation and maintenance of the facility, monitoring and reporting, and treatment objectives and limits for the effluent.

The application of biosolids to agricultural lands is regulated through the Nutrient Management Act. The MOECC's "Guidelines for the Utilization of Biosolids and Other Wastes on Agricultural Lands" contains the criteria for the application of biosolids on agricultural land.

As initiated in 2013, reporting on the Federal Wastewater Systems Effluent Regulation continued in 2014. This regulation mandates minimum treatment requirements and requirements for monitoring, record-keeping, reporting, and toxicity testing. Municipalities are required to submit quarterly reports for compliance with this regulation. As we have tertiary treatment and meet the minimum treatment requirements, we do not need to upgrade the treatment facility to comply with the new Federal regulations.

## PERFORMANCE HIGHLIGHTS 2014



### Wastewater Collection

In 2014, a total of 19,712 million litres were collected and conveyed to the WWTP through the collection and conveyance system.

#### Legend

#### Performance Measurements



**Positive**  
Stay the course



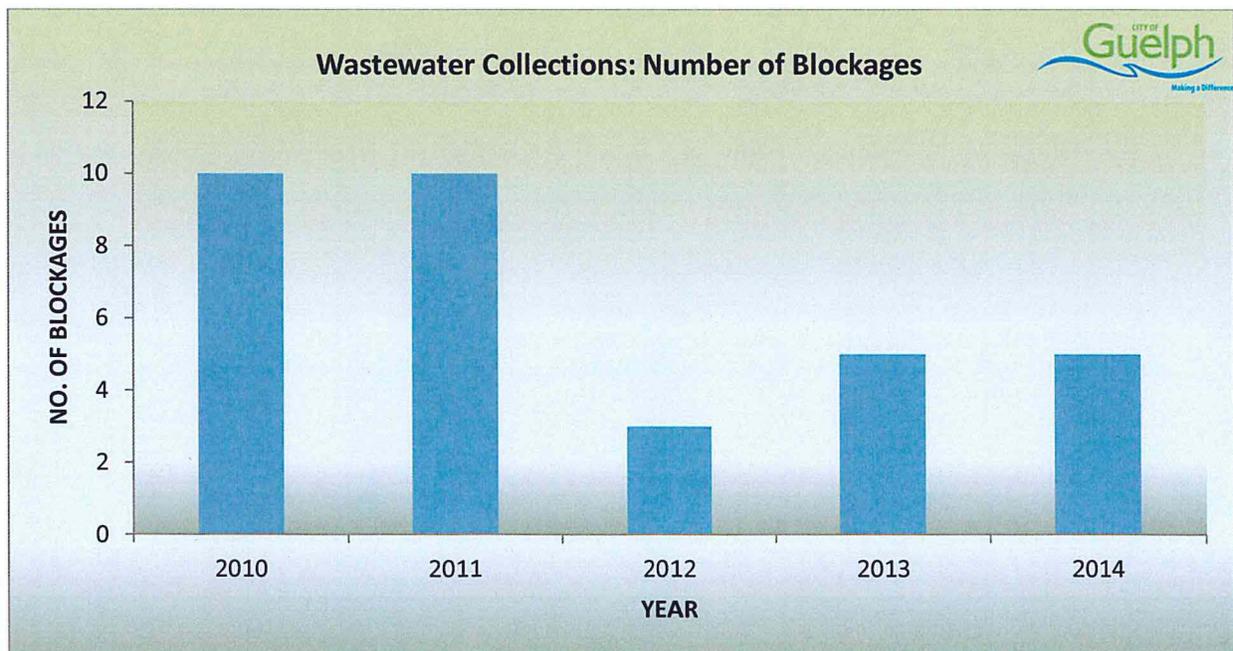
**Caution**  
In range but  
may be moving  
in the wrong  
direction



**Negative**  
Corrective  
actions and/ or  
initiative may  
be required

#### Wastewater Collections: Number of Blockages

|                        | 2013<br>Performance | 2014<br>Performance |   |
|------------------------|---------------------|---------------------|---|
| Number of<br>Blockages | 5                   | 5                   |  |



# STAFF REPORT

The dashboard above shows that the number of blockages did not change from the five blockages in 2013. Wastewater Services continues to be committed to its proactive maintenance program and educating dischargers about keeping fats, oils and greases out of the sanitary sewer system.

As in 2013, there were zero cases of sanitary sewer overflows in 2014.

  **Wastewater Treatment Plant Process Performance**

| Legend   |   |  |   |
|--|---|--|---|
| Performance Measurements   |   |  |   |
|  <b>Positive</b><br>Stay the course |  <b>Caution</b><br>In range but may be moving in the wrong direction |  <b>Negative</b><br>Corrective actions and/ or initiative may be required |   |
| % Removal  |   |  |   |
|  | 2014 Performance  |  |   |
| Actual % Removal TSS   | 99.2  |  |  |
| Actual % Removal BOD <sub>5</sub>  | 99.0  |  |  |
| Actual % Removal NH <sub>3</sub> -N  | 97.8  |  |  |
| Actual % Removal TP  | 97.6  |  |  |

In 2014 the Guelph WWTP treated an average of 54 million litres per day, with a maximum daily flow of 84.6million litres. These values are less than the rated capacity of the facility. The WWTP saw a 9.3 percent increase in total flow compared to 2013.

The dashboard above shows that there was little change in the removal efficiency of the WWTP over the past year. The effluent quality continues to surpass required ECA limits and objectives.

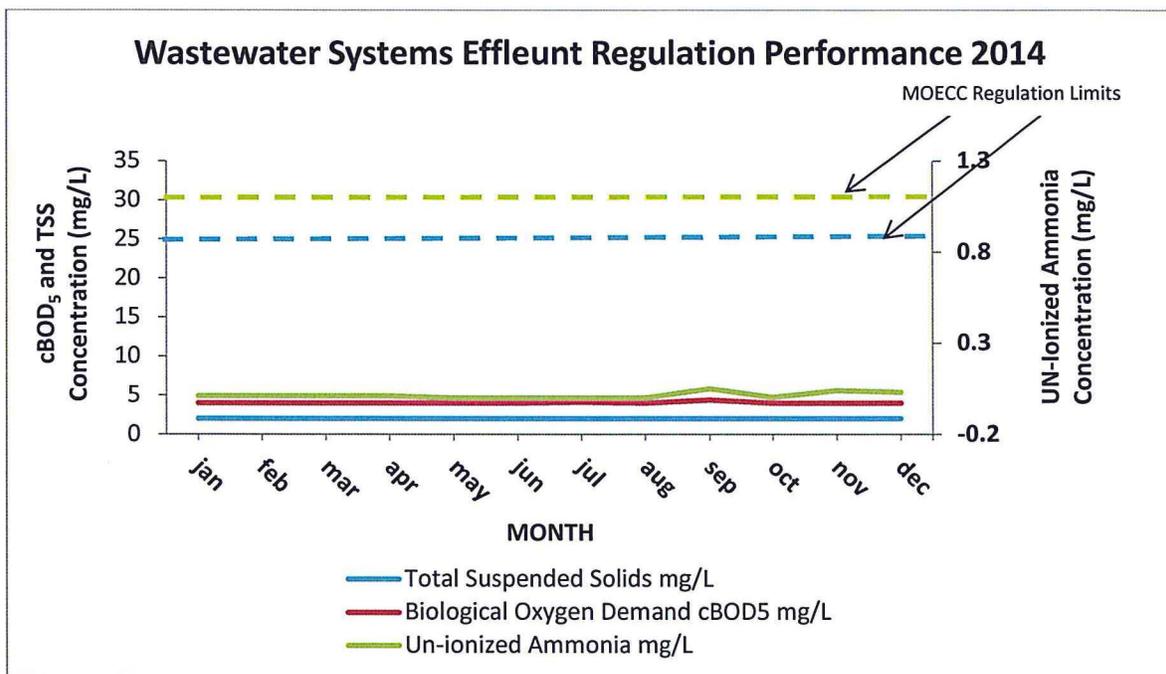
# STAFF REPORT

The treatment process at the WWTP generated 4926 dry tonnes of dewatered biosolids in 2014. Of that amount, 50 percent received further treatment through the Lystek process and was beneficially land applied.

There were zero non-compliance events in 2014. All the treated effluent from the WWTP met the quality limits and objectives outlined in the ECA. Additionally, all the biosolids requirements for disposal were met.

## Federal Effluent Regulatory Reporting

In 2013, new federal effluent regulatory reporting commenced. The chart below further compares cBOD<sub>5</sub>, TSS and un-ionized ammonia to the federal regulatory limits. In 2014, the WWTP effluent was well below the limits for these three parameters.





## Wastewater Treatment Plant Bypasses

### Legend

#### Performance Measurements



**Positive**  
Stay the course



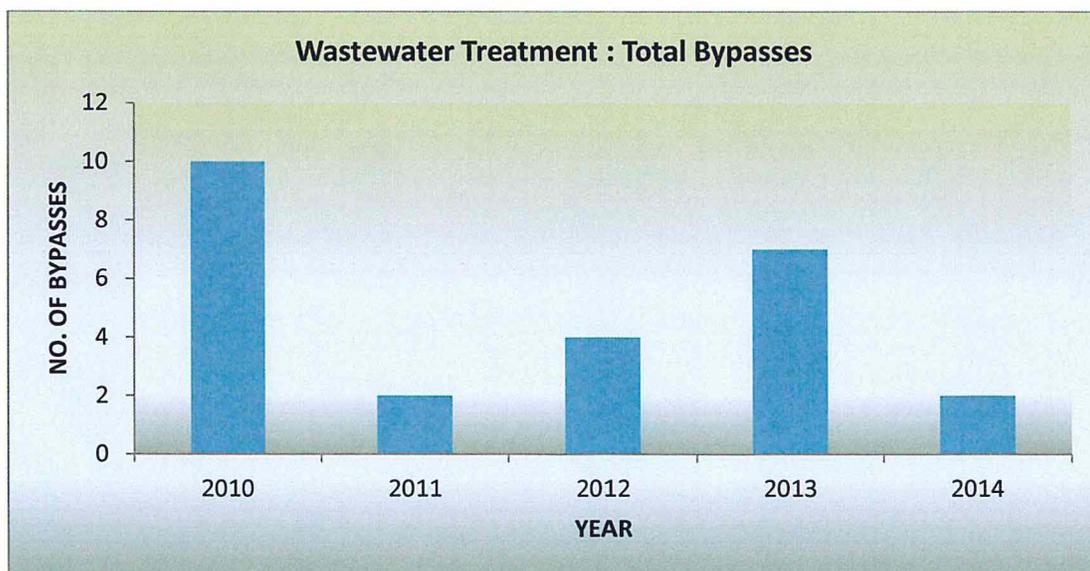
**Caution**  
In range but  
may be moving  
in the wrong  
direction



**Negative**  
Corrective  
actions and/  
or initiative may  
be required

### Wastewater Treatment Bypasses

|                    | 2013<br>Performance | 2014<br>Performance |  |
|--------------------|---------------------|---------------------|--|
| Number of Bypasses | 7                   | 2                   |  |



Bypasses or spills from wastewater treatment plants is not uncommon. Wastewater treatment plants are designed with the provision to bypass. Typical causes for bypasses are weather related (inflow and infiltration), power failure, equipment failure and other unknown causes. Wastewater Services is committed to reducing the occurrence of bypasses.

# STAFF REPORT

The dashboard above shows that there were two bypass incidents in 2014. Of these bypasses, 0 were secondary treatment bypasses, 0 were full tertiary treatment bypasses and 2 were partial tertiary bypasses. In each case, the wastewater was treated by the rotating biological contactors and was disinfected and de-chlorinated prior to discharge into the Speed River. Both of these bypass incidents resulted in effluent to the river that met all specifications of the ECA.

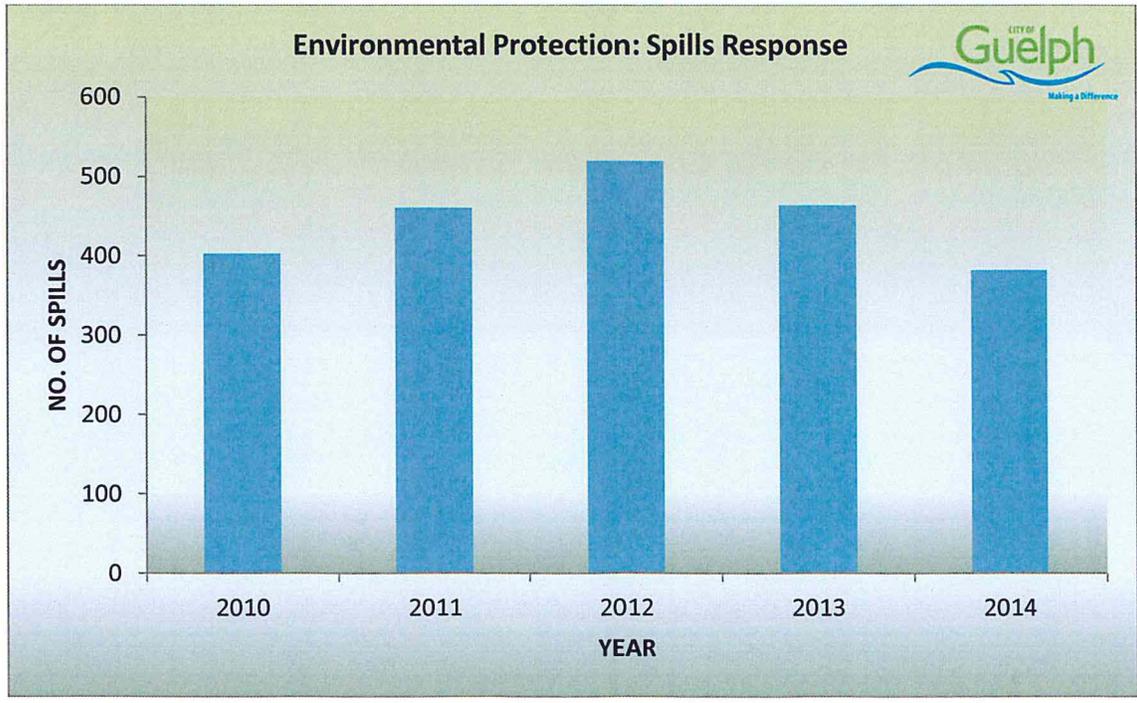
## Environmental Protection

### Legend

| Performance Measurements           |   |  |
|------------------------------------|---|--|
| <b>Positive</b><br>Stay the course | <b>Caution</b><br>In range but may be moving in the wrong direction | <b>Negative</b><br>Corrective actions and/ or initiative may be required |

### Environmental Protection: Spills Response

|                           | 2013 Performance | 2014 Performance |  |
|---------------------------|------------------|------------------|--|
| Number of Spill Responses | 464              | 382              |  |

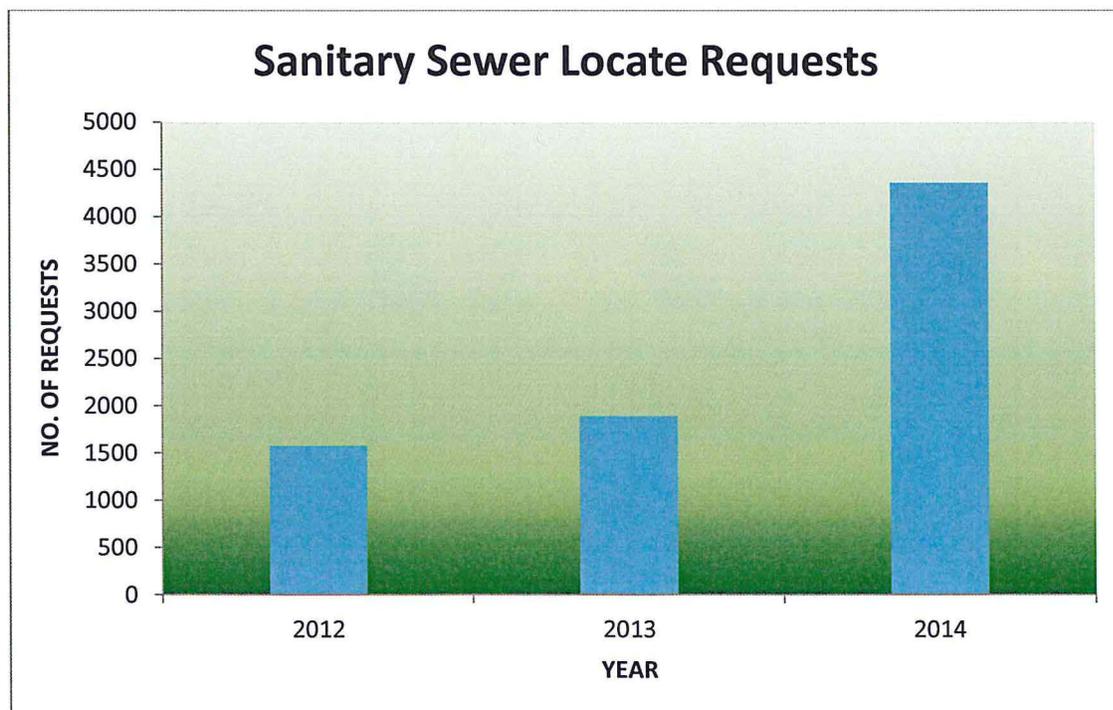


# STAFF REPORT

Wastewater Services has increased spill awareness within the community and as a result the City's Environmental Protection Officers had seen a downward trend in spills responses. As seen in 2013 the downward trend in spills responses continued in 2014. This may be due the growing awareness of spill prevention, resulting in fewer spills.

## Sanitary Sewer Locate Requests

| Legend   |   |  |   |
|--|---|--|---|
| Performance Measurements   |   |  |   |
|  <b>Positive</b><br>Stay the course |  <b>Caution</b><br>In range but may be moving in the wrong direction |  <b>Negative</b><br>Corrective actions and/ or initiative may be required |   |
| Sanitary Sewer Locate Requests   |   |  |   |
|  | 2013 Performance  | 2014 Performance   |   |
| Number of Blockages  | 1891  | 4348   |  |



# STAFF REPORT

Prior to 2012 Wastewater Services did not electronically track the number of sanitary sewer locate requests. In 2013 the detailed tracking of request for locates was initiated. Wastewater Services will continue to track the number of sanitary sewer locates for each type.

As anticipated as a result of the legislated Ontario One Call that came in to effect June 19th 2014, the number of locate requests increased. There was a 130% increase in sanitary sewer locate requests in 2014 as compared to 2013. Wastewater Services would like to see a decrease in priority, emergency, after hours and relocate requests as they indicate lack of planning or emergency situations.



## Customer Satisfaction and Education

In 2014 there were no complaints regarding Wastewater Services. Wastewater Services continue to collect wastewater and treat it to high standards.

### Public Education

Wastewater Services have continued our tradition of providing education to children and the general public.

Our Outreach program includes:

#### Youth education (upon request)

- In 2014, presenting to a number of grade 8 science students was carried out.

#### Providing Tours

- In 2014, the Wastewater Services operators provided tours to 13 different institutions to over a 100 participants. Requests included McMaster University, University of Guelph, Seneca College and Conestoga College.

Opening our doors to the GRCA to bring grade 8 students through our facility. These tours are supported by our staff providing pre-tours to the GRCA officials so that they can safely and accurately provide the information to these studies and generally occur in the spring and then the fall.

- Approximately 500 high school students participated in 2014

Participating in City sponsored Open Houses. In 2014 this included:

- The H2O festival in March
- Waterworks Open House in May
- Emergency Preparedness Day in May (our EPO's set up a booth for this daylong event)

# STAFF REPORT

## WASTEWATER SERVICES PROGRAMS (including Health and Safety and Laboratory Quality Management System)



### Health and Safety

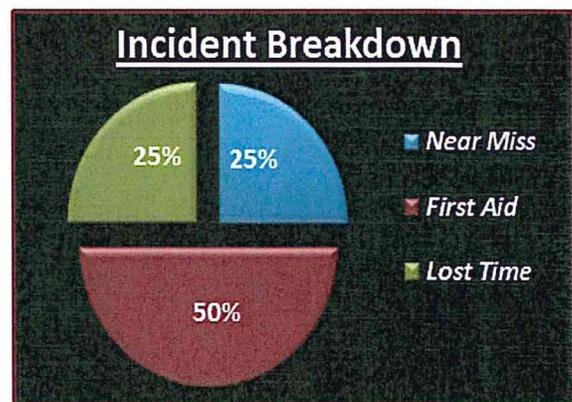
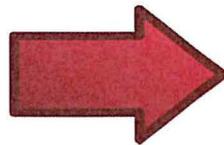
#### Summary

In 2014 Wastewater Services continued efforts in the ongoing development of their health and safety program. This included a focus on visitor and contractor safety due to the number of construction projects that were undertaken in 2014. Staff were also trained on a variety of health and safety programs during throughout the year, in alignment with our safety training matrix. Wastewater Services also worked on advancing provisions for emergency response, by upgrading plant emergency alarm systems and preparing contingencies for emergency events.

Key metrics are used to track our safety performance within Wastewater Services. They include: Worker Participation, Safety Management Practices, and a Safety Dashboard to track our incident rates. The incident rate for Wastewater Services continued to demonstrate success in health and safety performance. Near miss incidents as well as minor incidents were reported and investigated in an effort to prevent more serious injuries from occurring in future, which is our goal for safety.

#### Wastewater Services Safety Dashboard for 2014

| <u>Incident Class</u>  | <u>Occurrences</u> |
|------------------------|--------------------|
| <i>Near Miss</i>       | 1                  |
| <i>First Aid</i>       | 2                  |
| <i>Medical Aid</i>     | 0                  |
| <i>Lost Time</i>       | 1                  |
| <i>Critical</i>        | 0                  |
| <i>Fatal</i>           | 0                  |
| <i>Total Incidents</i> | 4                  |



***Days lost due to workplace injury: 8***

# STAFF REPORT

## Worker Participation

Wastewater Services is represented at the JHSC by 3 staff members who partake in monthly workplace safety inspections. These inspections are a proactive tool that encourages worker involvement and participation in the health and safety process. Inspection findings are reported to Wastewater Services as well as the JHSC, and necessary corrective actions are investigated, prioritized and acted upon where necessary.

Staff are also encouraged to raise health and safety issues with their supervisors, as well as at staff meetings where they can be communicated and understood along with potential solutions in an open forum.

## Wastewater Services Health and Safety Management Practices

| <b>Leadership Practices</b>                   | <b>Actioned in<br/>2014</b>         |
|---|-------------------------------------|
| <i>Staff &amp; Management Safety Meetings</i> | <input checked="" type="checkbox"/> |
| <i>Management Led Workplace Inspections</i>   | <input checked="" type="checkbox"/> |
| <i>Vehicle Safety Audits</i>                  | <input checked="" type="checkbox"/> |
| <i>Job Hazard Analysis</i>                    | <input checked="" type="checkbox"/> |
| <i>Safety Training Sessions</i>               | <input checked="" type="checkbox"/> |
| <i>Inspection findings / Close Outs</i>       | <input checked="" type="checkbox"/> |

## Going Forward

Wastewater Services plans to continue with implementation of a comprehensive health and safety management system that is aligned with the City's values for staff and public safety. This will include the development and implementation of new health and safety programs, as well as the expansion of existing ones. Wastewater Services will continue to investigate workplace incidents and use near misses as opportunities for improvement, striving to prevent similar incidents from recurring. Reporting and investigating minor events has proven to be an effective strategy in the prevention of more serious workplace accidents. These actions will assist us in our goal of protecting the safety of staff, visitors, contractors and the public as we strive for continuous improvement in the control and elimination of workplace hazards.



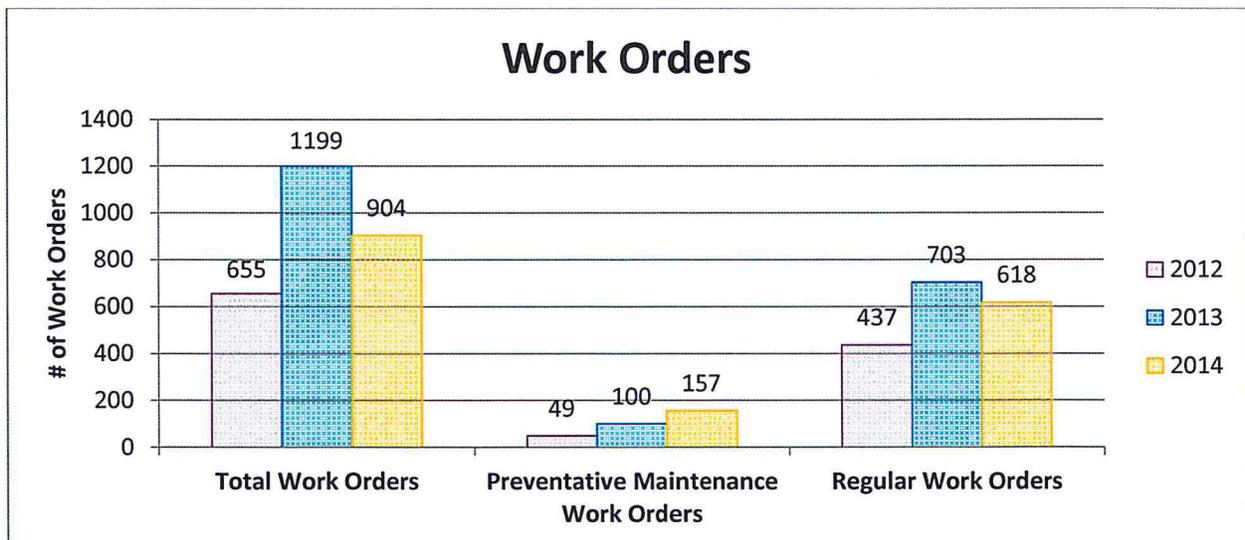
## Laboratory Quality Management System

In 2012 Wastewater Services began its application for ISO/ IEC 17025 accreditation from the Canadian Association for Laboratory Accreditation (CALA). An assessment of the QMS system was completed in 2013. In 2014, Wastewater Services received this accreditation. Wastewater Services continues to be committed to testing and calibration procedures.



## Data Management Programs

In 2012 Wastewater Services implemented a program to enhance the current maintenance management program. Wastewater Services now captures more complete data to provide various key performance indicators (KPIs) to better manage work orders and project management programs. This system will improve records management and enables more proactive planning and budgeting for ongoing maintenance of plant equipment. This has resulted in a shift of work being done in planned (preventative) mode rather than a demand/breakdown maintenance situation. The quick access to accurate information will also increase efficiency.



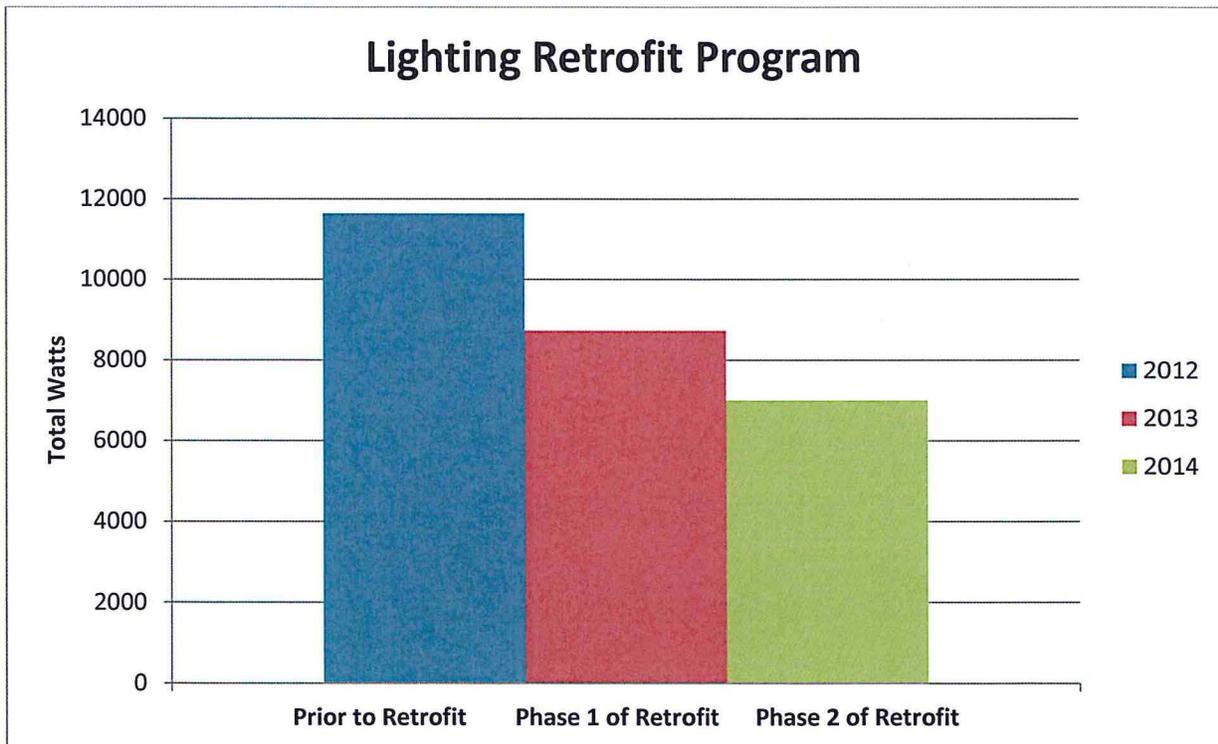
Wastewater Services has installed data collection devices in the Co-Generation facility to accurately measure the amount of natural gas used, compared to the methane gas used to power the Co-Generator engines. This better enables Wastewater Services to track fuels usage and savings.

In 2015, Wastewater Services plan to enhance the computerized maintenance management plan.



## Lighting Retrofit Program

In 2013 the maintenance team continued to work on a lighting retrofit program to replace obsolete plant lighting with the new energy efficient T5 florescent lighting with 25% energy savings. Through the program Wastewater Services was able to receive a rebate to fund the next phase of retrofit. In some cases using occupancy sensors realized an additional 50% savings. For example, replacing Sodium Vapor lamps and T12 florescent lighting has lowered energy consumption from 11,648 watts down to 8732 watts (an approximate savings of \$2,500 annually) and in 2014 we have reduced this number down to 7000 watts (a further 1732 watts). Wastewater Services anticipates more rebates and more savings as the retrofit program continues, phase 3 will begin late 2015 with outdoor lighting being the focus. The energy savings as a result of the Phase 1 and Phase 2 programs are shown below.



## CURRENT AND PLANNED PROJECTS

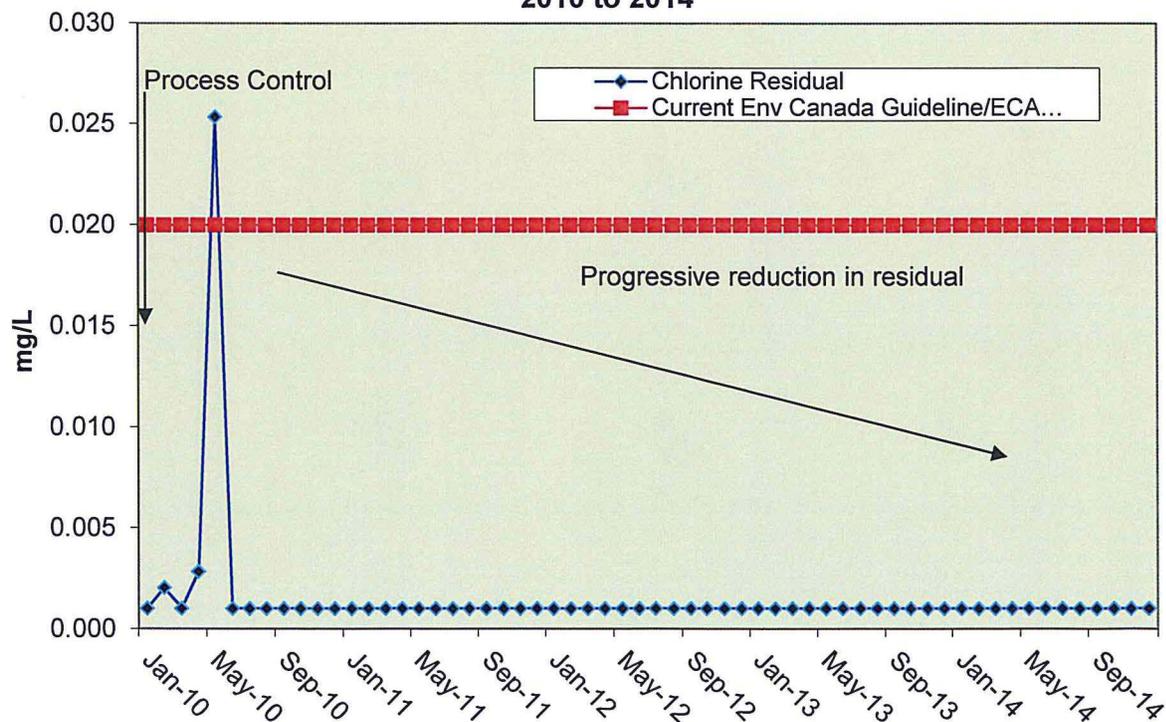


### WWTP Optimization and Capacity Demonstration

Wastewater Services continued throughout 2014 to strive for a comprehensive optimization program. Maintaining the objectives of the program to work with City staff, regulatory agencies, and external partners and stakeholders to achieve exemplary, sustainable, and economical performance from the physical and human asset.

In 2012, Wastewater Services began working on a capacity demonstration to demonstrate the actual capability of the WWTP. The current rated capacity by the MOECC is 64 million litres per day. Wastewater Services successfully demonstrated that target flows of 73.3 million litres per day can be treated with existing infrastructure. This successful demonstration means that it may be possible for the Wastewater Services to defer the capital upgrading program if the MOECC accepts a new rated capacity. The application for pre-approval for rerating was submitted in 2014 to MOECC.

**Final Effluent Monthly Average Chlorine Residual  
2010 to 2014**





## **Anammox Treatment**

Wastewater Services was awarded a grant from the MOECC's Showcasing Water Innovation (SWI) program to assist the City financially in implementing the Anammox project. This project will be the first of its kind constructed in Canada, and demonstrates Guelph's commitment to environmental stewardship and leadership. Construction began in 2014 with commissioning anticipated in 2015.



## **Process Operations Centre**

Construction of the Process Operations Centre is expected to be completed in 2015.



## **Digester No. 2 Clean-Out, Repairs and Gas Proofing**

In 2014, the digester cleaning program was complete with Digester No. 2. Included in these repairs was replacing the gas proofing inside digester. Completion and commissioning is anticipated in 2015.

### Standby Power Requirement Evaluation

In 2014, Wastewater Services completed the evaluation of standby power for the treatment plant. Based on the evaluation in 2015, a detailed design & implementation plan will be developed.

# STAFF REPORT

## PERFORMANCE INDICATORS

### Category Legend

|                       |    |    |  |  |
|--|---|---|--|---|
| System Reliability   | Health and Safety   | Environmental   | By-Law Enforcement   | Customer Satisfaction   |
| Rating   | Category  | Description   |  |   |
| <br><b>Positive</b> |       | <b>Wastewater collection:</b> zero sanitary sewer overflows   |  |   |
|  |       | <b>WWTP process performance:</b> compliant with ECA objectives and limits   |  |   |
|  |       | <b>WWTP process performance:</b> landfill diversion up to 50%   |  |   |
|  |    | <b>WWTP bypasses:</b> decrease in bypasses from 2013 to 2014  |  |   |
|  |   | <b>Environmental protection:</b> fewer spills reported in 2014 compared to 2013   |  |   |
|  |   | <b>Sanitary sewer locate requests:</b> increase in requests from 2013 to 2014   |  |   |
|  |    | <b>Customer satisfaction:</b> no complaints regarding Wastewater Services in 2014; continued outreach program for public  |  |   |
|  |    | <b>Health and safety:</b> comprehensive work-plan developed in 2013, training, emergency response, eight (8) days lost due to workplace injury, JHSC participation, staff engagement  |  |   |
|  |   | <b>Laboratory quality management systems:</b> In 2013 the laboratory was assessed for ISO/IEC 17025 accreditation by the Canadian Association for Laboratory Accreditation (CALA). The assessment went well and accreditation was awarded in 2014 |  |   |
|  |    | <b>Data management:</b> Implementation of data management program, installation of data collection devices, initiated the enhanced computerized maintenance system  |  |   |
|                     | <b>Lighting retrofit program:</b> Replacing obsolete plant lighting with new energy efficient lighting  |   |  |   |

# STAFF REPORT

|   |   |   |
|---|---|---|
|   |  | <b>WWTP optimization and capacity demonstration:</b> Successful demonstration that WWTP can treat 73.3 million litres per day (compared to 64 million current rated capacity) |
|   |  | <b>Anammox treatment:</b> first of its kind in Canada; construction in progress in 2014 with expected completion in 2015  |
|   |  | <b>Process operations centre (POC):</b> construction completion for 2015  |
|   |  | <b>Digester No. 2 clean-out, repairs and gas proofing:</b> clean-out and repairs and gas proofing has continued in 2014   |
| <br><b>Caution</b>   |  | <b>Wastewater collection:</b> blockages maintained to a minimum   |
| <br><b>Negative</b> | <b>None</b>   |   |

## 2014 ACCOMPLISHMENTS AND GOALS FOR 2015

As seen in the summary dashboard, Wastewater Services has had many positive performance indicators. In 2014, the WWTP was operated in line with ECA specifications and biosolids from the treatment process met all disposal requirements. Wastewater Services continues to help protect the environment through spills response and preventing sanitary sewer overflows. Raising general awareness for spills and appropriate use of the sanitary sewer system was accomplished through the release of four information pamphlets.

Wastewater Services also has many successful programs in place. Wastewater Services is committed to health and safety. In 2014 Wastewater Services continued to develop a comprehensive Health and Safety work plan and continued to provide staff training. Staff were engaged in other activities such as vehicle safety audits and job hazard analysis. There were eight days lost due to workplace injury. Wastewater Services has become CALA accredited in 2013; demonstrating commitment to testing and calibration procedures. Additionally, Wastewater Services is working towards making the WWTP operate more sustainably by replacing obsolete lighting with energy efficient lighting.

Wastewater Services continued to successfully demonstrate that the WWTP can treat 73.3 million litres per day compared to the current MOECC rated capacity of 64 million litres per day. The Anammox Treatment project is progressing. Commissioning is scheduled for 2015. The Process Operations Centre is to be opened in 2015. The clean-out and repairs to Digester No. 2 continued in 2014. The digester is expected to be back online in by the second quarter of 2015.

## 2015 GOALS

In 2015, Wastewater Services will continue to target compliance with ECA limits and objectives as well as biosolids disposal requirements. Wastewater Services will continue to educate dischargers about materials known to cause blockages in the sanitary system in order to reduce the number of blockages. Enhanced data collection will continue to support and improve the preventative maintenance program for the sanitary sewer system. Wastewater Services will also inform the community about spill prevention and response procedures in order to protect the environment. In 2014, there were zero complaints regarding Wastewater Services. By keeping the community involved and updated on programs and projects in 2015, Wastewater Services expects to maintain this status.

Health and safety is an essential metric that Wastewater Services is committed to. Wastewater Services will continue its commitment to health and safety by training staff, participating in JHSC activities, tracking and investigating health and safety incidents as well as having staff engaged in activities such as health and safety meetings and audits.

Data management is an important contributor to performance analysis. Wastewater Services will continue to capture and manage data to be used for work orders and project management. Inefficient lighting will continue to be replaced in 2015, reducing Wastewater Services energy footprint and reducing operation costs.

In 2015, Wastewater Services will continue consultation with the MOECC regarding WWTP plant re-rating to 73.3 million litres per day. The construction of the Process Operations Centre and Digester No. 2 repairs are scheduled for completion in 2015. Construction of the Anammox treatment system is scheduled to be commissioned in 2015.

# STAFF REPORT

---

## ATTACHMENTS

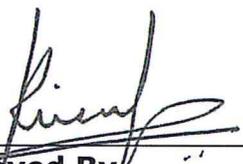
N/A

### Report Authors:

John Boakes  
Program Manager – Safety & Abatement

Tim Robertson  
Operations Manager

John Scheeringa  
Supervisor, Plant Maintenance/Laboratory Services

---

**Approved By**  
Kiran Suresh  
Plant Manager  
Wastewater Services  
519-822-1260, ext. 2960  
kiran.suresh@guelph.ca

---

**Recommended By**  
Al Horsman  
Deputy CAO  
Infrastructure, Development and Enterprise  
519-822-1260, ext. 5606  
al.horsman@guelph.ca

# STAFF REPORT



---

TO Infrastructure, Development and Enterprise Committee

SERVICE AREA Infrastructure, Development and Enterprise

DATE June 2, 2015

**SUBJECT Outstanding Motions of the Infrastructure, Development and Enterprise Committee**

REPORT NUMBER

---

## EXECUTIVE SUMMARY

### PURPOSE OF REPORT

To advise the Infrastructure, Development and Enterprise Committee of the status of all outstanding Committee resolutions, and to advise the Committee if there are any outstanding resolutions that may no longer be of community and Council interest.

### KEY FINDINGS

Staff are continuing to plan work required to address outstanding motions previously passed by the Committee. In some cases, motions previously passed may no longer be of community interest or have the same level of priority, based on more recent events or circumstances.

The status of all outstanding motions is provided.

### FINANCIAL IMPLICATIONS

All work previously endorsed by Council has been resourced through the approved Operating and Capital budgets.

### ACTION REQUIRED

To be advised of the status/timing of all outstanding IDE Committee motions and to update the outstanding motion list by eliminating any motions no longer of priority to the Committee.

## RECOMMENDATION

1. That the report dated June 2, 2015 regarding outstanding motions of the Infrastructure, Development and Enterprise Committee, be received.
2. That the following motion, previously passed by the Planning, Building, Engineering and Environment Committee of Council, be eliminated from staff work plans and from the outstanding motion list:
  - **April 26, 2010**  
THAT the matter of reducing and minimizing the proliferation of all election signs on private and public properties be deferred until 2011 and considered during the 2011 priority planning session.

## BACKGROUND

For some time, with input from the City Clerk's Office, a record of outstanding motions of Committee has been maintained. The Executive Team has decided to bring to each Committee of Council a biannual update of all outstanding motions. The biannual report may include recommendations, where appropriate, to eliminate from the list any outstanding motions that may no longer be of priority to the Committee. The current report is the fourth biannual report.

## REPORT

Please find attached for information the outstanding motion list for the Infrastructure, Development and Enterprise Committee, including the status of the work and the timing, when available, for when the work may be completed.

Staff are recommending that one outstanding motion (above) may no longer be of priority to the Committee. There have been no Council priority planning sessions and no concerns raised by the public or Council since April, 2010. Staff recommend that this motion be removed from the outstanding motion list.

## CORPORATE STRATEGIC PLAN

Innovation in Local Government

2.3 Ensure accountability, transparency and engagement.

## DEPARTMENTAL CONSULTATION

N/A

## COMMUNICATIONS

N/A

# STAFF REPORT

---

## ATTACHMENTS

Attachment 1      Infrastructure, Development and Enterprise -  
                                 Council/Committee Outstanding Motions



**Recommended By**

Albert Horsman  
Deputy CAO  
Infrastructure, Development and Enterprise  
519-822-1260, ext. 5610  
al.horsman@guelph.ca

Infrastructure, Development and Enterprise  
**Council/Committee Outstanding Motions**  
 ATTACHMENT 1

| Date                                       | Resolution  | Contact          | Report Required to Committee?<br>Yes/No | Status   |
|--|---|------------------|---|--|
| <b>BUSINESS DEVELOPMENT AND ENTERPRISE</b> |   |                  |   |  |
| August 25, 2014                            | <ol style="list-style-type: none"> <li>1. That Council receive report # FIN-ED-14-08 titled '200 Beverly Street – IMICO – Redevelopment Update'; and</li> <li>2. That Council direct staff to proceed with the IMICO Phase 2 Marketing Program as described in report FIN-ED-14-08; and</li> <li>3. That Council approve the transfer of funds in the amount of Forty-Four Thousand, Six Hundred and Ten Dollars (\$44,610.00) from the DC Exempt Reserve Fund Account #156 for the purpose of implementing the IMICO Phase 2 Marketing Program as described in report FIN-ED-14-08; and</li> <li>4. That Council direct staff to report back to Council on the status of the IMICO Phase 2 Marketing Program as described in report FIN-ED-14-08 by no later than the end of Q1 2015.</li> </ol> | Peter Cartwright | Yes                                     | <ul style="list-style-type: none"> <li>▪ CBRE, a real estate brokerage and consulting firm has been retained to advise the City of actions required to position the IMICO property for private investment.</li> <li>▪ CBRE is scheduled to present its preliminary findings and recommendations to staff this July regarding redevelopment options, funding and possible incentive requirements to market the property.</li> </ul> |
| July 28/14                                 | That consideration of the Hanlon Creek Business Park Phase 3 development options be deferred until the General Manager of Economic Development reports back on the option of a 5 year extension to draft plan approval.   | Peter Cartwright | Yes                                     | <ul style="list-style-type: none"> <li>• Finance has recently provided up dated expenditure numbers which are required to revise the business case. It is anticipated that the revised business case will be presented to Council in Q3.</li> </ul>  |
| June 18 2014<br>Report #<br>FIN-DR-14-04   | <ol style="list-style-type: none"> <li>1. That Report FIN-DR-14-04 "The Enterprise Framework Approach" be received; and</li> <li>2. That Council endorses the "Enterprise Framework" approach and that the tool be further developed for inclusion in Council's strategic planning process; and</li> <li>3. That the Strategic and Capital Planning priority setting discussions for the next term of Council inform use of the Framework; and</li> <li>4. That the Communications and Engagement Strategy as described in Attachment 3, as amended, be undertaken as part of this work.</li> </ol>   | Ian Panabaker    |   | <ul style="list-style-type: none"> <li>• Enterprise Framework approach is being integrated into new term of Council budget process.</li> </ul>   |
| June 18 2014<br>Report #<br>FIN-DR-14-05   | <ol style="list-style-type: none"> <li>1. THAT Report FIN-DR-14-05 'Downtown Renewal Projects Update: Baker District and Parking Master Plan' be received;</li> <li>2. THAT based on the decision level pro forma attached to this report, Council endorses the 'Private and Major Institutional' mixed-use development as the preferred option for the Baker District lands;</li> <li>3. THAT Council directs that, while acknowledging the ongoing Parking Master Plan community discussions, a 350 space structured parking project is required in the immediate term, and that the project start be identified in Year One of the 2015 10 year</li> </ol>   | Ian Panabaker    |   | <p>Motion 3 – garage was illustrated in 2015 budget as a 'not recommended' item. Parking Master Plan will be making further recommendations.</p> <p>Motion 4 – Province is not supporting the College in its application for the Post-Secondary Expansion program</p>  |

Infrastructure, Development and Enterprise  
**Council/Committee Outstanding Motions**  
 ATTACHMENT 1

| Date  | Resolution  | Contact       | Report Required to Committee? Yes/No | Status  |
|---|---|---------------|--------------------------------------|---|
|   | Capital Budget for consideration.<br>4. THAT staff bring back to Council the recommended 'Level of Municipal Support' to be approved ahead of Conestoga College submitting a Post Secondary Expansion RFP to the Province.  |               | Yes                                  | and therefore there are no financial contribution discussions with the municipality as yet.   |
| April 28<br>Special Resolution              | Moved by Councillor Findlay<br>Seconded by Councillor Piper<br><br>Whereas public urination continues to detract from the presentation of our downtown; and<br>Whereas Council has approved the use of pissiors conditional on a permanent public washroom facility being available; and<br>Whereas there are no permanent public washrooms in place or currently planned for that would service late night downtown activity;<br>1. That this resolution be forwarded to the Corporate Administration, Finance & Enterprise Committee for consideration.<br>2. Therefore be it resolved that the Downtown Renewal Office be charged with collaborating with downtown stakeholders to determine the most effective and timely manner to create a public washroom to serve downtown activity during all hours for the consideration of City Council.<br>3. That the Downtown Renewal Office present its recommendation by the end of Q3. | Ian Panabaker | Yes                                  | Q3 Status – (July – Sept)<br><br><ul style="list-style-type: none"> <li>• DRO working on report and 'downtown stakeholder' collaboration</li> <li>• Recommendation to coordinate with Streetscape Manual project to allow Council to understand connections between public realm objectives and potential washroom directions</li> <li>• Last CAFÉ committee is August 12 – Preview deadline July 24</li> <li>• Seeking ET direction on level of information required to meet Q3 deadline.</li> </ul> |
| April 7<br>2014<br>Report #<br>FIN-DR-14-03 | 150-152 Wellington Street East – Downtown Guelph Community Improvement Plan (DGCIP) – Major Downtown Activation Grant (MDAG) Request<br><br>That the following staff recommendation with respect to 150-152 Wellington Street East – Downtown Guelph Community Improvement Plan (DGCIP) and Mayor Downtown Activation Grant (MDAG) Request, be referred to Council:<br><br>1. That \$2,801,339 of Brownfield TIBG Reserve Funds be reallocated to the Downtown TIBG Reserve Funds.<br>2. That \$1,838,870 of the Heritage Redevelopment Reserve TIBG Funds be reallocated to the Downtown TIBG Reserve Funds.<br>3. That the application by 150 Wellington Guelph Limited for a Tax Increment-Based Grant pursuant to the Downtown Guelph Community Improvement Plan and applying to 150-152 Wellington Street East, be approved with an upset limit of \$4,640,209.  | Ian Panabaker | No                                   | Approved by Council –agreement executed.  |

Infrastructure, Development and Enterprise  
**Council/Committee Outstanding Motions**  
 ATTACHMENT 1

| Date                          | Resolution   | Contact   | Report Required to Committee?<br>Yes/No | Status   |
|-------------------------------|--|---|---|--|
|                               | 4. That the remaining TIBG funds be directed to the Heritage Redevelopment Reserve.<br>5. That staff be directed to finalize Downtown Tax Increment-Based Grant agreements between the City and 150 Wellington Guelph Limited, or any subsequent owner, as described in this report to the satisfaction of the Corporate Manager, Downtown Renewal; the City Solicitor; and the City Treasurer.<br>6. That the Mayor and Clerk be authorized to execute the agreements.  |   |   |  |
| Feb.26/14                     | That Council endorses the principles outlined in Attachment 1 to structure the development of the Guelph Economic Investment Fund as identified in the staff report and that the Investment Fund recommendation be brought forward to Council at a meeting in May 2014.  | Peter Cartwright  |   | <ul style="list-style-type: none"> <li>This project has been paused. Direction from the CAO and Executive Team is required on when (if) this matter is to proceed further.</li> </ul>  |
| Oct. 28/13<br>Council         | 1. That Downtown Renewal Report FIN-DR-13-03, "Downtown Entertainment District: Safe Semester Update", dated October 15, 2013, be received.<br>2. That the financial directions recommended in report FIN-DR-13-03 related to the continued financial support for the Safe Semester Project and to end further study of a Bar Stool Tax, October 15, 2013, be approved.<br>3. That a summary of full annual costs associated with late night downtown bars (policing and clean-up), be referred back to the Corporate Administration, Finance & Enterprise Committee.<br>4. That a request be made to the Guelph Police Services Board to provide the information. | Ian Panabaker   |   | <ul style="list-style-type: none"> <li>Motion 3 &amp; 4 – staff to be incorporating motion back into resource planning following Shared Agenda setting and annual work plan reviews.</li> </ul>  |
| Dec 5 2013<br>Council Meeting | Main Motion 13<br><br>Whereas the Capital Renewal Reserve Fund is to be used for the exclusive purpose of financing capital assets identified in the City's strategic priorities and in accordance with the limitations set out in its policy;<br><br>And whereas it may be utilized to leverage funding from other sources (such as grants or partnerships), to loan funds for a project which might otherwise require outside debt, or to provide bridge financing for an emergency infrastructure project;<br>Be it resolved<br><br>1. That an allocation of \$250,000 from the Capital Renewal Reserve   | Al Horsman<br><br>Peter Cartwright<br><br>Katrina Power |   | Resolutions 1 through 3: <ul style="list-style-type: none"> <li>CBRE and staff are currently working to prepare an investment prospectus for the IMICO property.</li> <li>Staff will be providing Council with a briefing on this activity this August, and will be seeking direction to continue to market with the IMICO property.</li> <li>It is anticipated that the Capital Renewal Reserve Fund will form part of the</li> </ul> |

Infrastructure, Development and Enterprise  
**Council/Committee Outstanding Motions**  
 ATTACHMENT 1

| Date                                      | Resolution   | Contact          | Report Required to Committee? Yes/No | Status   |
|---|--|------------------|--------------------------------------|--|
|   | <p>Fund will be approved in principle to support the development of the IMICO site subject to the intention and conditions of the policy.</p> <ol style="list-style-type: none"> <li>2. That the transfer of this allocation from the Capital Renewal Reserve Fund to a capital project will only be approved upon the acceptance of a business case including but not limited to the leveraging of funding from other sources.</li> <li>3. That staff pursue applications under the eligible Brownfield components of the federal FCM Green Municipal Fund as potential matching funds for IMICO (200 Beverley) and other strategic property development needs.</li> <li>4. That Finance and Enterprise staff conduct a comprehensive review of the City's strategic real estate needs and report back in Q2 2014 with a policy framework supporting the creation and administration of a Strategic Real Estate Reserve.</li> </ol> |                  |                                      | <p>prospectus.</p> <ul style="list-style-type: none"> <li>▪ It is also assumed that the market response to the prospectus will include information to support a business case to access funds from this reserve.</li> </ul> <p>Resolution 4</p> <ul style="list-style-type: none"> <li>▪ This matter is being addressed by Finance as well as Corporate Services.</li> </ul>   |
| Sept. 30, 2013                            | <ol style="list-style-type: none"> <li>1. That Council receive report FIN-ED-13-05</li> <li>2. That Council direct staff to proceed with the process to attract an investor that will acquire and redevelop 200 Beverley St. as described in report FIN-ED-13-05.</li> <li>3. That a Strategic Real Estate Reserve Fund be established for the IMICO property through the 2014 budget process.</li> <li>4. That the Reserve be funded with an initial contribution of a minimum of \$250,000 in 2014 be considered and subsequent contributions be assessed and approved by Council through the creation of a detailed business case.</li> <li>5. That Council direct staff to report back at the key milestones outlined in report FIN-ED-13-05 regarding the status of the process to attract an investor that will acquire and redevelop 200 Beverley Street.</li> </ol>  | Peter Cartwright |                                      | <ul style="list-style-type: none"> <li>▪ CBRE, a real estate brokerage and consulting firm has been retained to advise the City of actions required to position the IMICO property for private investment.</li> <li>▪ CBRE is scheduled to present its preliminary findings and recommendations to staff this July regarding redevelopment options, funding and possible incentive requirements to market the property.</li> </ul> |
| Sept 16, 2013<br>Report #<br>FIN-ED-13-05 | <p>Disposition and Redevelopment of Property Framework 200 Beverley Street, Guelph, Ontario (former IMICO)</p> <ol style="list-style-type: none"> <li>1. That Council receive report FIN-ED-13-05.</li> <li>2. That Council direct staff to proceed with the process to attract an investor that will acquire and redevelop 200 Beverley Street as described in report FIN-ED-13-05.</li> <li>3. That Council direct staff to report back at the key milestones outlined in report FIN-ED-13-05 regarding the status of the process to attract an investor that will acquire and redevelop 200 Beverley Street.</li> </ol>   | Peter Cartwright |                                      | <ul style="list-style-type: none"> <li>▪ CBRE, a real estate brokerage and consulting firm has been retained to advise the City of actions required to position the IMICO property for private investment.</li> <li>▪ CBRE is scheduled to present its preliminary findings and recommendations to staff this July regarding redevelopment options, funding and possible</li> </ul>  |

Infrastructure, Development and Enterprise  
**Council/Committee Outstanding Motions**  
 ATTACHMENT 1

| Date   | Resolution   | Contact                            | Report Required to Committee?<br>Yes/No | Status  |
|--|--|------------------------------------|---|---|
|  |  |                                    |   | incentive requirements to market the property. <ul style="list-style-type: none"> <li>▪ Staff will be reporting CBRE's findings to Council this August, and will be providing further recommendations regarding the marketing of the property.</li> </ul>   |
| <b>ENGINEERING AND CAPTIAL INFRASTRUCTURE SERVICES</b> |  |                                    |   |   |
| March 23, 2015<br>Council                              | Councillor Piper's notice for which notice was given February 23, 2015.<br>Moved by Councillor Piper<br>Seconded by Councillor Downer<br>That the matter of suspending On-Street Parking Policy (#03-003) in order to implement an on-street parking review on Essex Street, between Waterloo and Dublin Streets, be referred to the Infrastructure, Development and Enterprise Committee.   | (Engineering)<br>Allister McIlveen | Yes                                     | Report to July IDE based upon results of Essex Parking Survey. Survey letter has been drafted and is in the hands of Economic Development for approval. Once approval of letter has been obtained a parking survey will be hand delivered.  |
| July 28, 2014  | <ol style="list-style-type: none"> <li>1. That staff be provided the authority to declare a temporary on-street parking ban effective 2014.</li> <li>2. That overnight on-street parking on Guelph Transit bus routes be restricted during the period of the winter overnight on-street parking restriction effective 2014.</li> <li>3. That the following be referred to the 2015 budget process for consideration:<br/>             That the duration of the winter overnight on-street parking restriction be reduced from six months to four months (December 1 until March 31) [Note: Staff only recommend this in conjunction with the authority to declare a temporary on-street parking ban]; and</li> <li>4. That the following be referred to staff to develop a policy and criteria for any local street that does not currently have, but where there is a request for, year-round permissive overnight parking, permit year-round overnight parking on one side of the street if the street has a travel width (curb face to curb face) of at least 7 metres and if the street has at least one residence with no driveway and no options to provide a driveway, and report back to the Operations, Transit, and Emergency Services Committee.</li> </ol> | (Traffic)                          | Yes for Item #4                         | <ol style="list-style-type: none"> <li>1. Is in place.</li> <li>2. Only street that was affected is Goodwin Drive and permissive overnight parking signs have been removed and bylaw amended.</li> <li>3. Bylaw has been amended and it was discussed at 2015 budget (revenue loss).</li> <li>4. Outstanding; propose report Oct. 6/15 to IDE Committee.</li> </ol> |
| September 10, 2013                                     | <ol style="list-style-type: none"> <li>1. That a Recycled Water Distribution System and an Edinburgh Road Trail Underpass not be included within the scope of final design</li> </ol>  | (Engineering)<br>Don Kudo          | No                                      | <ol style="list-style-type: none"> <li>1. Completed.</li> </ol>   |

Infrastructure, Development and Enterprise  
**Council/Committee Outstanding Motions**  
 ATTACHMENT 1

| Date              | Resolution  | Contact   | Report Required to Committee?<br>Yes/No | Status   |
|-------------------|---|---|---|--|
|                   | <p>and construction of the York Trunk Sewer and Paisley-Clythe Feedermain project.</p> <p>2. That staff review the proposed business case and timing for implementation of a proposed Recycled Water Distribution System as part of future master plan updates such as the ongoing update to the City's Water Supply Master Plan, Wastewater Treatment Master Plan, Water and Wastewater Servicing Master Plan and Water Conservation and Efficiency Plan.</p> <p>3. That staff review the proposed timing for implementation of an Edinburgh Road Trail Underpass or alternative trail connection in conjunction with the future reconstruction of the Edinburgh Road bridge.</p>  |   |   | <p>2. Future work.</p> <p>3. Future work.</p>  |
| April 29, 2013    | <p>1. That the report entitled "Supporting the Expansion of Community CarShare Cooperative to Guelph", dated April 22, 2013, be received.</p> <p>2. That Council approve the transfer of entitlement of the free parking space in the Baker Street Parking Lot from the former Guelph Community Car Coop (GCCC) to the Community CarShare Cooperative.</p> <p>3. That Council approve providing a second dedicated CarShare space downtown free of charge in a location mutually agreed upon by Community CarShare and staff.</p> <p>4. That staff be directed, as part of the Zoning By-law Review, to develop a change in policy to reduce parking requirements for a development that has provided access to a car sharing practice.</p> <p>5. That staff be directed to set the term of the proposed spaces for car sharing to ten years.</p> | <p>Jennifer Juste<br/>Don Kudo</p> <p>Pat Sheehy<br/>Melissa Aldunate</p> <p>Anna Marie O'Connell</p> | Yes                                     | <p>1. Completed.</p> <p>2. Completed.</p> <p>3. Completed.</p> <p>4. Outstanding. Transportation Demand Coordinator to coordinate response with Planning staff. To be addressed through the Comprehensive Zoning Bylaw Review. Timing to be determined.</p> <p>5. Completed.</p> |
| April 8, 2013     | That the Site Alteration by-law be referred back to staff for review and report back to the Planning, Building, Engineering and Environment Committee.  | (Engineering)<br>Kealy Dedman   | Yes                                     | Outstanding. Report back to IDE in Q3-2015.  |
| February 19, 2013 | <p>1. That the Planning, Building, Engineering and Environment Report entitled "Guelph Cycling Master Plan", dated February 19, 2013, be received.</p> <p>2. That Council approve the Cycling Master Plan, including the cycling network, as illustrated in Schedule 1 to this report, and the recommendations for implementing physical and social infrastructure for cycling, as outlined in this report.</p> <p>3. That Council approve the recommended network of on-street bike lanes, and direct staff to implement them as part of road</p>  | (Engineering)<br>Jennifer Juste   | No                                      | <p>1. Completed.</p> <p>2. Completed.</p> <p>3. Completed<br/>– Network approved;</p>  |

Infrastructure, Development and Enterprise  
**Council/Committee Outstanding Motions**  
 ATTACHMENT 1

| Date             | Resolution   | Contact                      | Report Required to Committee?<br>Yes/No | Status  |
|------------------|--|------------------------------|---|---|
|                  | <p>reconstruction or road restriping projects, subject to appropriate budget approvals as outlined in this report, and categorized in Schedules to the report as follows:</p> <p>a. Schedule 3: On-street bike lanes involving road widening<br/>           b. Schedule 4: On-street bike lanes without road widening<br/>           c. Schedule 5: On-street Shared (Sharrow) lanes without road widening</p> <p>4. That Council approve the implementation of on-street bike lanes on the five streets (Downey Road, Eastview Road, Grange Road, Starwood Drive and Stevenson Street) listed in Schedule 4, that will result in the removal of on-street parking as currently provided on those streets, and direct staff to:</p> <p>(i) inform residents, as well as the community at large, that on-street parking may be impacted by the need to provide bike lanes on those streets to establish a continuous and convenient citywide cycling network;<br/>           (ii) give those residents adequate notice and opportunity to provide feedback on safety concerns or other relevant information; and<br/>           (iii) take steps to address residents' concerns and minimize the impact on parking to the extent possible.</p> <p>5. That Council authorize staff to investigate the feasibility, including costs, of paving and maintaining approximately 30 km of the City's existing primary trail system to provide a continuous system of on-street and off-street cycling network for commuter use.</p> <p>6. That a summary of capital financing to implement the Guelph Cycling Master Plan be brought back in advance of the capital prioritization process.</p> <p>7. That staff consider current trail systems that currently do not allow bicycling within the overall network.</p> |                              |   | <p>– Staff is implementing.</p> <p>4. Completed Stevenson Street. Downey Road subject to further study, commencing May 2015 and reporting back to Council in Q3 2015, as directed. Other locations will be addressed when they require resurfacing or reconstruction work.</p> <p>5. Ongoing. Feasibility Study awarded in April and study will commence in May 2015. Work is underway.</p> <p>6. Completed.</p> <p>7. Ongoing.</p> |
| February 4, 2013 | <p>1. That Council endorse the Proposed Source Water Protection Plan, provided in Attachment 1, to the Planning, Building, Engineering and Environment Report 13-05, including the City of Guelph specific policies;</p> <p>2. That staff comments on the implementation and next steps in the process, provided to the Source Protection Authority, dated January 21, 2012 and as set out in Attachment 3, to the Planning, Building, Engineering and Environment Report 13-05, be endorsed;</p> <p>3. That Council request the Source Protection Authority to consult the</p>  | (Engineering)<br>Peter Rider | Yes                                     | <p>1. Completed.</p> <p>2. Completed.</p> <p>2. Completed.</p>  |

Infrastructure, Development and Enterprise  
**Council/Committee Outstanding Motions**  
 ATTACHMENT 1

| Date                          | Resolution   | Contact                           | Report Required to Committee? Yes/No | Status  |
|-------------------------------|--|-----------------------------------|--------------------------------------|---|
|                               | <p>City of Guelph on any comments or requested revisions to the Source Water Protection Plan proposed by the Ministry of Environment as part of the approval of the Plan or any subsequent amendments to the Source Water Protection Plan;</p> <p>4. That City staff be directed to consult with adjacent municipalities regarding options and opportunities for coordinated implementation of the Source Water Protection Plan, and to identify synergies and efficiencies, and report back to Council by late 2013;</p> <p>5. That City staff be directed to inform the Source Protection Authority that the staff comments and the Proposed Source Water Protection Plan have been endorsed by Council.</p>   |                                   |                                      | <p>4. Outstanding – Report back to Council in Q1, 2015. MOU in preparation – details being drawn up – deter to later in 2015 until MOU is finalized.</p> <p>5. Completed.</p> |
| <b>ENVIRONMENTAL SERVICES</b> |  |                                   |                                      |   |
| July 7, 2014                  | <ol style="list-style-type: none"> <li>1. That Council receive the Water Supply Master Plan Update Report (final draft).</li> <li>2. That the Water Supply Master Plan Update be approved in principle.</li> <li>3. That staff be directed to implement the recommendations, subject to budget approval.</li> </ol>  | (Water Services)<br>Peter Busatto |                                      |   |
| June 23, 2014                 | <ol style="list-style-type: none"> <li>1. That Council endorse, in principle, the Grand River Watershed Water Management Plan.</li> <li>2. That the City continue to collaborate with other Plan partners to develop and voluntarily implement the best value solutions to water management issues in the Grand River Watershed.</li> </ol>  | (Wastewater)<br>Kiran Suresh      | No                                   | <ol style="list-style-type: none"> <li>1. Complete.</li> <li>2. Ongoing initiative. Staff could provide update in the budget report.</li> </ol>                               |
| April 28, 2014                | <ol style="list-style-type: none"> <li>1. That the Executive Director of Planning, Building, Engineering and Environment be authorized to enter into a contract with Recyclable Material Marketing (ReMM) and Rizzo Environmental Services to process recyclable material at Guelph's Material Recovery Facility (MRF), subject to the satisfaction of the Executive Director of Finance and Enterprise and the City Solicitor, or their designates.</li> <li>2. That the Executive Director of Planning, Building, Engineering and Environment be authorized to enter into a contract with ReMM to haul and dispose of 22,500 tonnes of residual waste at a waste-to-energy facility, subject to the satisfaction of the City Solicitor, or designate.</li> <li>3. That Council approves the hiring of up to an additional thirty-six (36) staff to operate a second shift at the MRF for the term of this contract.</li> </ol> | (Solid Waste)<br>Dean Wyman       | No                                   | <ol style="list-style-type: none"> <li>1. Outstanding. Contract being written.</li> <li>2. Outstanding. Contract being written.</li> <li>3. Completed.</li> </ol>             |
| June 27, 2011                 | WHEREAS the Executive Team has been directed to advise Council, based on Council's ranking of the initial 75 services, regarding which   | (Solid Waste)<br>Dean Wyman       | Yes                                  |   |



Infrastructure, Development and Enterprise  
**Council/Committee Outstanding Motions**  
 ATTACHMENT 1

| Date                              | Resolution  | Contact                        | Report Required to Committee? Yes/No | Status  |
|-----------------------------------|---|--------------------------------|--------------------------------------|---|
|                                   | 4. That City Council approve the By-law to lift the Holding symbol imposed by Bylaw (2014)-19793, which shall take effect upon confirmation of the registration on title to the property of the development agreement referred to in recommendations 2 and 3, above, by the City Solicitor.   |                                |                                      | 4. Completed  |
| March 9, 2015<br>Council Planning | <ol style="list-style-type: none"> <li>1. That the Council Planning Report 15-02, dated March 9, 2015 regarding the notice of intention to designate 18 Kathleen Street pursuant to Part IV of the Ontario Heritage Act be received.</li> <li>2. That the City Clerk be authorized to publish and serve notice of intention to designate 18 Kathleen Street pursuant to the Ontario Heritage Act and as recommended by Heritage Guelph.</li> <li>3. That the designation by-law be brought before City Council for approval if no objections are received within the thirty (30) day objection period.</li> </ol>   | (Planning)<br>Stephen Robinson | No                                   | <ol style="list-style-type: none"> <li>2. Complete</li> <li>3. Scheduled for Council June 9/15</li> </ol> |
| December 8, 2014                  | <ol style="list-style-type: none"> <li>1. That Report 14-71 regarding an application for Site Plan Approval submitted by Reid's Heritage Homes Ltd. on behalf of Loblaw Properties Limited proposing a temporary real estate sales office/trailer on the lands municipally known as 1750 Gordon Street, and legally described as Part of Block 64, Plan 61M-65, from Infrastructure, Development and Enterprise dated December 8, 2014, be received.</li> <li>2. That approval authority for a site plan application submitted by Reid's Heritage Homes Ltd. on behalf of Loblaw Properties Limited proposing a temporary real estate sales office/trailer to be located on a vacant portion of an existing mixed use commercial development on the lands municipally known as 1750 Gordon Street, and legally described as Part of Block 64, Plan 61M-65, be given to the General Manager of Planning Services, subject to resolving the technical issues set out in Attachment 2 of Infrastructure, Development and Enterprise Report 14-71, dated December 8, 2014 to the satisfaction of the General Manager of Planning Services.</li> </ol> | (Planning)<br>Sylvia Kirkwood  | No                                   | <ol style="list-style-type: none"> <li>1. Completed</li> <li>2. Completed March 10, 2015</li> </ol>       |
| August 25, 2014                   | 1. That Report 14-38 regarding Official Plan and Zoning By-law Amendment applications by 5 Arthur Street Developments, 2278560 Ontario Inc., for approval of an Official Plan Amendment and Zoning By-law Amendment to permit the development of a six (6) phase mixed use, residential and commercial development for the property municipally known as 5 Arthur Street South, and legally described as Part of Grist Mill Lands, East side of Speed River, Plan 113 and Part Lot 76, and Lots 77, 78, 79, 80, 81 and  | (Planning)<br>Katie Nasswetter | No                                   | 1. Completed  |

Infrastructure, Development and Enterprise  
**Council/Committee Outstanding Motions**  
 ATTACHMENT 1

| Date            | Resolution  | Contact                     | Report Required to Committee?<br>Yes/No | Status   |
|-----------------|---|-----------------------------|---|--|
|                 | <p>82, Plan 113, (as amended), designated as Parts 11, 12 and 13, Reference Plan 61R11955, together with an easement over Part 17, 61R11955 as in Instrument No. WC212993; Guelph and Part of Grist Mill Lands, Plan 113, East of River Speed, designated as Parts 14, 15 and 16, Reference Plan 61R11955; subject to an Easement as in Instrument No. RO682767; together with an Easement over Part 17, 61R11955 as in Instrument No. WC212993; City of Guelph, be approved in accordance with the zoning regulations and conditions, as amended, outlined in Attachment 2.</p> <p>2. That in accordance with Section 34(17) of the Planning Act, City Council has determined that no further public notice is required related to the minor modifications to the proposed Zoning By-law Amendment affecting 5 Arthur Street South.</p> <p>3. That the CAO be authorized to approve a development agreement or related agreement(s) including terms described in Staff Report 14-38 pursuant to terms described in the staff report and subject to applicable policies and legislation, in consultation with the City Solicitor, Executive Director for Community and Social Services, the Executive Director Planning Building, Engineering &amp; Environment and the Chief Financial Officer, for the period of September 12, 2014 through to December 1, 2014</p> |                             |   | <p>2. Completed</p> <p>3. Completed.</p>   |
| August 25, 2014 | That the Streetscape Manual (contained in Chapter 2 of Attachment 1) be adopted and that staff be directed to use the Streetscape Manual to guide the design of the City's public realm capital projects and private investments that impact the public realm in the Downtown.  | (Planning)<br>David DeGroot | No                                      | Completed  |
| August 25, 2014 | That the Downtown Built Form Standards (contained in Chapter 3 of Attachment 1) be adopted and that staff be directed to use the document to guide the review of development applications within Downtown.  | (Planning)<br>David DeGroot | No                                      | Completed  |
| August 25, 2014 | That, as individual public realm capital projects begin advancing through the detailed design phase prior to construction, such as St. George's Square and other streetscape reconstruction projects, staff continue to engage the public and businesses in the design and construction planning process phase; and that staff keep council informed regarding refinements and improvements to the design made through the detailed design process.   | (Planning)<br>David DeGroot | Yes                                     | Outstanding. To be addressed by Downtown Renewal Office in conjunction with Planning and Engineering |
| August 25, 2014 | That the cost estimates for the Streetscape Manual and the Conceptual Design for St. George's Square be referred to the 2015 operating and capital budget and 10 year capital budgeting process.  | (Planning)<br>David DeGroot | No                                      | 2015 Budget process completed. 10 yr. Capital forecast outstanding.                                  |

Infrastructure, Development and Enterprise  
**Council/Committee Outstanding Motions**  
 ATTACHMENT 1

| Date            | Resolution  | Contact   | Report Required to Committee? Yes/No | Status   |
|-----------------|---|---|--------------------------------------|--|
| August 25, 2014 | <ol style="list-style-type: none"> <li>1. That Report 14-48 regarding the proposed demolition of a detached dwelling at 103 Grange Street, legally described as Plan 298, Lot 9, Part Lot 8, 61R4686, Part 2, Part 3, from Planning, Building, Engineering and Environment dated August 25, 2014, be received; and</li> <li>2. That the proposed demolition of the detached dwelling at 103 Grange Street be approved; and</li> <li>3. That the applicant prepare and submit a Tree Inventory, Preservation and Compensation Plan in accordance with the Private Tree Protection By-law to the satisfaction of the General Manager of Planning Services prior to issuance of a demolition permit; and</li> <li>4. That the applicant erect any required protective fencing recommended by the Tree Inventory, Preservation and Compensation Plan at one (1) metre from the dripline of any existing trees on the property or on adjacent properties prior to the commencement of demolition and maintain fencing during demolition and construction of the new dwelling; and</li> <li>5. That the applicant be requested to contact the General Manager of Solid Waste Resources, within Planning, Building, Engineering and Environment regarding options for the salvage or recycling of all demolition materials.</li> </ol> | (Planning)<br>Michael Witmer                              | No                                   | <ol style="list-style-type: none"> <li>1. Competed</li> <li>2. Completed. Demolition Permit issued Oct. 17, 2014</li> <li>3. Completed Oct. 3, 2014</li> <li>4. Completed Oct. 3, 2014</li> <li>5. Completed. Applicant advised of the request.</li> </ol> |
| August 25, 2014 | <ol style="list-style-type: none"> <li>1. That Report 14-29 from Planning, Building, Engineering and Environment regarding the Rental Housing Licensing Recommended Approach dated August 5, 2014 be received.</li> <li>2. That Council approve, in principle, the recommended alternative approach to a rental housing licensing program described in Report 14-29 from Planning, Building, Engineering and Environment dated August 5, 2014.</li> <li>3. That the proposed expansion package for one full-time proactive inspector and a comprehensive communications and education plan be referred to the 2015 budget process.</li> <li>4. <b>That staff report back in Q4 in 2015 to demonstrate the effectiveness of the alternative approach.</b></li> </ol>   | (Planning)<br>Joan Jylanne<br><br>(Building)<br>Bill Bond | Yes                                  | <ol style="list-style-type: none"> <li>1. Completed</li> <li>2. Completed</li> <li>3. Completed</li> <li>4. Outstanding</li> </ol>   |
| July 14, 2014   | <ol style="list-style-type: none"> <li>1. That Report 14-40 regarding the proposed demolition of two (2) detached dwellings at 170 to 178 Elizabeth Street inclusive, legally described as Part Lot 5, Plan 263 designated as Parts 3 &amp; 4, Plan 61R11826, Lot 6, Plan 263 and Lot 7, Plan 263; City of Guelph, from Planning, Building, Engineering and Environment dated July 14, 2014, be received.</li> </ol>  | (Planning)<br>Randy Harris                                | No                                   | <ol style="list-style-type: none"> <li>1. Completed.</li> <li>2. Completed. Demolition Permit</li> </ol>   |



Infrastructure, Development and Enterprise  
**Council/Committee Outstanding Motions**  
 ATTACHMENT 1

| Date              | Resolution  | Contact   | Report Required to Committee?<br>Yes/No | Status  |
|-------------------|---|---|---|---|
|                   | demolition and construction of the new dwelling.  |   |   |   |
| May 26, 2014      | That the matter of the Rental Housing Licensing Recommended Approach be referred back to Planning & Building, Engineering and Environment Committee.  | (Planning)<br>Joan Jylanne  | Yes                                     | Completed   |
| May 21, 2014      | <ol style="list-style-type: none"> <li>1. That report CHR-2014-39 entitled "Wilson Farmhouse – Submissions to the Request for Expression of Interest" be received.</li> <li>2. That Council withdraw the Notice of Intention to Designate the property known as 80 Simmonds Drive, in accordance with Section 29 (14) of the Ontario Heritage Act.</li> <li>3. That once the Notice of Intention to Designate has been withdrawn, the farmhouse be demolished, while documenting and salvaging, where possible, significant architectural and heritage features to the satisfaction of the City's Senior Heritage Planner.</li> <li>4. That the existing walnut trees be protected, prior to and during demolition, by fencing to define a Tree Protection Zone beyond the dripline of the trees.</li> <li>5. That the land area surrounding the farmhouse be retained as parkland and that Park staff integrate the parcel into the Wilson Farm Park Master Plan.</li> </ol> | <p>(Planning)<br/>Stephen Robinson</p> <p>(Parks)<br/>Karen Sabzali</p> | No (not by Planning)                    | <ol style="list-style-type: none"> <li>2. Completed. Advertised June 2014</li> <li>3. Completed</li> <li>4. Completed</li> <li>5. Referred by Council to Parks</li> </ol> |
| April 7, 2014     | That the definition of "Mobile Sign" within the City's Zoning By-law be referred to the Comprehensive Sign By-law Review.   | (Building)<br>Bruce Poole   | No                                      | Has been referred to the next comprehensive sign by-law review process. Future work: sign by-law review is not scheduled in any present or future work plans.             |
| February 10, 2014 | <ol style="list-style-type: none"> <li>1. That the application by 5 Arthur Street Developments, 2278560 Ontario Inc. for a Tax Increment-Based Grant (TIBG) pursuant to the Brownfield Redevelopment Community Improvement Plan and applying to 5 Arthur Street South, be approved with an upset limit of \$3,121,305.</li> <li>2. That \$2,319,694 of Brownfield TIBG Reserve Funds be reallocated to the Downtown TIBG Reserve Funds.</li> <li>3. That the application by 5 Arthur Street Developments, 2278560 Ontario Inc. for a Tax Increment-Based Grant pursuant to the Downtown Guelph Community Improvement Plan and applying to 5 Arthur Street South, be approved with an upset limit of \$8,566,117.</li> <li>4. That staff be directed to finalize Brownfield and Downtown Tax Increment-Based Grant agreements between the City and 5 Arthur Street Developments, 2278560 Ontario Inc., or any subsequent</li> </ol>  | (Planning)<br>Tim Donegani  | No                                      | <ol style="list-style-type: none"> <li>1. Completed</li> <li>2. Completed</li> <li>3. Completed</li> <li>4. Completed</li> </ol>  |

Infrastructure, Development and Enterprise  
**Council/Committee Outstanding Motions**  
 ATTACHMENT 1

| Date               | Resolution  | Contact   | Report Required to Committee?<br>Yes/No | Status  |
|--------------------|---|---|---|---|
|                    | <p>owner, as described in this report to the satisfaction of the General Manager of Planning Services, the Corporate Manager, Downtown Renewal, the City Solicitor, and the City Treasurer.</p> <p>5. That staff be directed to respond to the next application (Tricar) received in sequence within the remaining funds allocated across the TIBG reserves and provide their recommendation to committee.</p> <p>6. That staff include options for the replenishment and/or continuation of TIBG programs reserve funding within the Guelph Economic Investment Fund discussions occurring over Q1/2 2014.</p>   | <p>5. Downtown Renewal Office - Ian Panabaker</p> <p>6. Downtown Renewal Office - Ian Panabaker</p> |   | <p>5. Completed</p> <p>6. Completed. GEIS framework presented to Council June 2014; will address TIBG programming.</p>  |
| November 4, 2013   | <p>1. That Report 13-67 regarding the proposed demolition of a four (4) unit apartment building at 1159 Victoria Road South, legally described as Concession 8, Rear Part Lot 5, City of Guelph, from Planning, Building, Engineering and Environment dated November 4, 2013, be received.</p> <p>2. That the proposed demolition of the four (4) unit apartment building at 1159 Victoria Road South be approved.</p> <p>3. That the applicant shall erect protective fencing at one (1) metre from the dripline of any existing trees on the property being preserved and also that have the potential of being impacted by demolition activities, prior to commencement of demolition and maintain fencing during demolition.</p> <p>4. That the applicant consult with the Ministry of Natural Resources regarding Barn Swallow habitat, undertake any habitat screening activities and obtain clearance as required, prior to commencement of any demolition activities.</p> <p>5. That the applicant be requested to contact the General Manager of Solid Waste Resources, within Planning, Building, Engineering and Environment regarding options for the salvage or recycling of all demolition materials.</p> | (Planning)<br>Michael Witmer  | No                                      | <p>1. Completed. Demolition Permit issued May 13, 2014</p> <p>2. Completed.</p> <p>3. Completed</p> <p>4. Completed Oct. 18, 2013.</p> <p>5. Completed. Applicant advised of request.</p> |
| October 9, 2013    | That the Chair of Planning & Building, Engineering and Environment Committee be directed to bring the concerns related to coordinating work regarding stranded assets, brownfield field liabilities and the implementation of the Brownfield Redevelopment Community Improvement Plan to the CAO to discuss with the Executive Team.  |   | Yes                                     | Finance is lead. IDE staff is involved in work regarding stranded assets.   |
| September 30, 2013 | <p>1. Whereas a great deal has been learned from the failed conservation of the Wilson Farmhouse.</p> <p>2. That the matter of appropriate funding for the maintenance and conservation of heritage resources in City ownership be referred to the 2014 capital budget process.</p>   | 2. CSS (Corporate Bldg. Maintenance) -  | Yes                                     | 2. Completed. Responded to by Corporate Building Maintenance during 2014 Operating Budget   |

Infrastructure, Development and Enterprise  
**Council/Committee Outstanding Motions**  
 ATTACHMENT 1

| Date               | Resolution  | Contact  | Report Required to Committee? Yes/No | Status  |
|--------------------|---|--|--------------------------------------|---|
|                    | 3. That the matter of the appropriate commemoration of heritage sites throughout the City be referred to Heritage Guelph for review and a recommendation to come back to PBEE.<br>4. That Council seek the advice of Heritage Guelph, in consultation with the Senior Heritage Planner or delegate, research best practices in Ontario for municipal heritage marker/plaque programs as part of its review.   | Mario Petricevic<br><br>3. & 4. (Planning)<br>– Stephen Robinson |                                      | process.<br><br>3 & 4. Ongoing. Added to the Heritage Guelph Workplan   |
| September 10, 2013 | 1. That the request to change the cell tower policy be referred to staff to report back to the Planning & Building, Engineering and Environment Committee on options regarding:<br>a) changes to City policy; and<br>b) advocacy for a review of Safety Code 6.<br>3. That the matter of the Grange and Starwood cell towers and the extended pole on Auden Road be placed on a future meeting agenda of the Planning & Building, Engineering and Environment Committee.  | Bruce Poole<br>Grant Ferguson                                    | 2. Yes                               | 1. Completed.<br>2. Outstanding. Neither cell tower nor extended pole has been installed. Service provider is confirming usage levels and will be required to undertake further community consultation prior to any installation. |
| April 8, 2013      | 1. That the Council Planning Report 13-11, regarding the proposed removal of the barn at 132 Hart's Lane West from the Municipal Register of Cultural Heritage Properties, dated April 8, 2013, be received.<br>2. That, given the severe structural condition of the Hart barn and the addition, Council authorize staff to amend the description of the heritage attributes pertaining to 132 Hart's Lane West, a listed non-designated property in the City's Municipal Register of Cultural Heritage Properties, to refer only to the Hart farmhouse and to remove all references to the large bank barn and the addition as identified in this report.<br>3. That the property owner and applicant be directed to develop and implement a strategy at their cost, to the satisfaction of City staff, that satisfies the following cultural heritage conditions: <ul style="list-style-type: none"> <li>• that the Hart barn and its interior framing be completely documented through measured drawings and photographs (before and during disassembly);</li> <li>• that all salvageable wood members (e.g. beams, posts or cladding) and the stone foundation will be retained and appropriately stored for future study of potential reuse in situ or within a future proposed subdivision;</li> <li>• that heritage interpretive material presented in the form of an outdoor plaque be created by the proponent and installed for public view near the retained farmhouse to explain the former</li> </ul> | (Planning)<br>Stephen Robinson                                   | No                                   | 2. Completed.<br><br>3. <ul style="list-style-type: none"> <li>• Completed.</li> <li>• Completed.</li> <li>• Outstanding. Part of future development application.</li> </ul>  |

Infrastructure, Development and Enterprise  
**Council/Committee Outstanding Motions**  
 ATTACHMENT 1

| Date              | Resolution   | Contact                        | Report Required to Committee?<br>Yes/No | Status   |
|-------------------|--|--------------------------------|---|--|
|                   | Hart farm complex and its cultural heritage value.   |                                |   |  |
| April 8, 2013     | 1. That staff be directed to report back to the Planning & Building, Engineering and Environment Committee on the most appropriate mechanism to determine the integrity and potential retention of any barns that remain on the City of Guelph Heritage Register.  | (Planning)<br>Stephen Robinson | Yes                                     | Outstanding. Added to Heritage Guelph Workplan.  |
| February 25, 2013 | 1. That the proposal for an affordable housing project by Michael House, and located at 185-187 Bristol Street, be approved in principle.<br>2. That staff be directed to finalize the form of an Indemnity Agreement between the City and the County of Wellington, to the satisfaction of the City Solicitor and the Chief Financial Officer.<br>3. That the Mayor and Clerk be authorized to execute the Indemnity Agreement in time for it to be received by the County by February 28, 2013.<br>4. That the Clerk be directed to inform the County of Wellington by February 28, 2013 of the City's decision regarding the proposal, and to further advise that no City action is required to provide the mandatory municipal incentives required by the Investment in Affordable Housing for Ontario program.<br>5. That municipal incentives be offered in the form of a grant equivalent to the cost of the rezoning application site plan fees, building permit fees, development charges and parkland levy to Michael House, and notwithstanding various by-laws that staff be authorized to accept deferred payment of required municipal fees and charges to coincide with the timing of receipt of funds through the Investment in Affordable Housing program.<br>6. That staff be directed to finalize an agreement with Michael House to implement the municipal incentives to the satisfaction of the General Manager of Planning Services, the City Solicitor and the Chief Financial Officer.<br>7. That the Mayor and Clerk be authorized to execute the Municipal Incentives Agreement.<br>8. That the proposed demolition of one detached dwelling at 185 Bristol Street be approved.<br>9. That the applicant be requested to contact the General Manager of Solid Waste Resources, Planning, Building, Engineering and Environment, regarding options for the salvage or recycling of all demolition materials. | (Planning)<br>Tim Donegani     | No                                      | 2. Completed.<br>3. Completed.<br>4. Completed – letter to County Clerk from City Clerk dated Feb.27/13<br>5. Completed.<br>6. Completed.<br>7. Completed.<br>8. Completed.<br>9. Completed. Applicant advised of request. |
| December 10/12    | 1. THAT the Planning, Building, Engineering and Environment Report 12-102, regarding the Brooklyn and College Hill Heritage  | (Planning)<br>Stephen Robinson | No                                      |  |

Infrastructure, Development and Enterprise  
**Council/Committee Outstanding Motions**  
 ATTACHMENT 1

| Date                       | Resolution   | Contact                     | Report Required to Committee? Yes/No | Status  |
|----------------------------|--|-----------------------------|--------------------------------------|---|
|                            | <p>Conservation District Boundary – Final Recommendation, dated December 10, 2012, be received;</p> <p>2. AND THAT Council adopt the Alternative Boundary Option B as the final boundary for the Brooklyn College Hill Heritage Conservation District Plan as shown in Attachment 4 of PBEE Report 12-102 (dated December 10, 2012);</p> <p>3. AND THAT staff and Heritage Guelph be directed to undertake background research and initiate preliminary discussion with the property owners of 220 Gordon Street and 22 James Street East regarding the potential for individual designation under Part IV of the Ontario Heritage Act;</p> <p>4. AND THAT the City enter into discussion with the University of Guelph regarding height and scale limits and appropriate setbacks with respect to the redevelopment of 346 Gordon Street.</p> |                             |                                      | <p>2. Completed</p> <p>3. Ongoing – Added to Heritage Workplan</p> <p>4. Completed</p>  |
| October 22, 2012           | THAT staff be directed to report back with a cost/benefit analysis of different service delivery models to support the most efficient and effective implementation of the Urban Forest Management Plan.  | (Planning and Forestry)     | Yes                                  | Completed as part of Council approval of Urban Forest Management Plan and subsequent budget approvals.  |
| September 24, 2012 Council | <p>1. THAT the Planning, Building, Engineering and Environment report 12-58, regarding the Heritage Planning: Annual Activity Report and Four Year Work Plan Update, dated September 17, 2012, be received;</p> <p>2. AND THAT Heritage Guelph be requested to report to Council on financial mechanisms utilized in other communities best practices to support the maintenance and restoration of heritage properties;</p> <p>3. AND THAT staff be directed to conduct an orientation session for Council in consultation with Heritage Guelph.</p>  | (Planning) Stephen Robinson | Yes                                  | <p>2. Outstanding. Added to Heritage Guelph Workplan.</p> <p>3. Outstanding. Following election 2014.</p>   |
| September 26, 2011         | THAT the proposed renaming of York Road Park be referred back to the Planning & Building, Engineering and Environment Committee; AND THAT the Committee give consideration to alternative opportunities for recognizing the legacy of Jessica's Footprint in our community including the possibility of renaming a portion of York Road Park.  | (Planning) Rory Templeton   | Yes                                  | Staff are continuing to work with Jessica's Footprint to resolve the resolution.  |
| April 26, 2010             | THAT the matter of reducing and minimizing the proliferation of all election signs on private and public properties be deferred until 2011 and considered during the 2011 priority planning session.   | (Building) Bruce Poole      | No                                   | Outstanding. There have been no Council priority planning sessions and no concerns raised by the public or Council since April, 2010. Will bring a motion to remove from Outstanding Motion List following 2014 election. |

Infrastructure, Development and Enterprise  
**Council/Committee Outstanding Motions**  
ATTACHMENT 1

| Date                         | Resolution              | Contact | Report<br>Required to<br>Committee?<br>Yes/No | Status |
|------------------------------|-------------------------|---------|---|--------|
| <b>FACILITIES MANAGEMENT</b> |                         |         |   |        |
|                              | No outstanding motions. |         |   |        |