

CITY COUNCIL AGENDA



Council Chambers, Guelph City Hall, 1 Carden Street

DATE Monday July 20, 2015 – 7:00 p.m.

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

**O Canada – Alexandra Delle Donne
Silent Reflection
Disclosure of Pecuniary Interest and General Nature Thereof**

PRESENTATION

a) None.

CONFIRMATION OF MINUTES (Councillor Gibson)

"THAT the minutes of the Council Meetings held June 9, 17 and 22, 2015 and the minutes of the Closed Meetings of Council held June 9 and 22, 2015 be confirmed as recorded and without being read."

CONSENT REPORTS/AGENDA – ITEMS TO BE EXTRACTED

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

Consent Reports/Agenda from:

Corporate Services Committee			
Item	City Presentation	Delegations	To be Extracted
CS-2015.29 Budget Formula City Guideline			
CS-2105.30 Councillor Allt's Motion from Council February 23, 2015 Re: Reinstatement of the Long Form Census			
CS-2105.31 Capital Renewal Reserve Fund: Urbacon Settlement			

Adoption of balance of Corporate Services Committee Fifth Consent Report -
Councillor Hofland, Chair

Governance Committee			
Item	City Presentation	Delegations	To be Extracted
GOV-2015.3 Conflict of Interest in Hiring Policy			
GOV-2015.4 Procedural By-law and Associated Documents Review			
GOV-2015.9 Councillor Kovach's motion from Council July 28, 2014 re: Quarterly Reporting from Council Appointees to Government Associations			

Adoption of balance of Governance Committee Second Consent Report – Mayor Guthrie, Chair

Infrastructure, Development & Enterprise Committee			
Item	City Presentation	Delegations	To be Extracted
IDE-2015.17 Speedvale Avenue East from Manhattan Court to Woolwich Street – Road Design – Referred from June 22 nd Council Meeting		<ul style="list-style-type: none"> • Lindsay Core • Nathan Proper • Vicki Beard <u>Correspondence:</u> <ul style="list-style-type: none"> - Edward Kurys - Clover Woods 	✓
IDE-2015.21 Integrated Operational Review (IOR) – Annual Report (2014-2015)			
IDE-2105.23 Essex Street On-Street Parking: Background to Notice of Motion and Recent Survey			
IDE-2015.24 Sign By-law Variances – 275 Hanlon Creek Boulevard			
IDE-2015.26 Green Meadow Park Flood Protection Facility – Schedule B Municipal Class Environmental Assessment			

IDE-2015.27 Federation of Canadian Municipalities – Green Municipal Fund Leadership in Asset Management Program			
IDE-2015.28 Town of Aurora Resolution Regarding Installation of Community Mailboxes			

Adoption of balance of Infrastructure, Development & Enterprise Committee
Seventh Consent Report – Councillor Bell, Chair

Public Services Committee			
Item	City Presentation	Delegations	To be Extracted
PS-2015.21 Business Licence By-law Review – Food Vehicle Schedule and Temporary Food Sales Update		• Jakki Prince	✓
PS-2015.22 Northview Park – Conceptual Master Plan			
PS-2015.23 New Trail Sections Near Hanlon Creek			
PS-2015.24 Speedvale Avenue Bridge Underpass			
PS-2015.25 Crane Park Footbridge			

Adoption of balance of Public Services Committee Sixth Consent Report – Councillor
Downer, Chair

Council Consent Agenda			
Item	City Presentation	Delegations	To be Extracted
CON-2015.32 Proposed Demolition of 1517 Gordon Street and 15 Lowes Road West – Ward 6			
CON-2015.33 Decision Report 24, 26, 28 and 0 Landsdown Drive – Proposed Draft Plan of Vacant Land Condominium and Associated Zoning By-law			

Amendment and Proposed Demolition (File 23CSM-1307 / ZC1317)			
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Adoption of balance of the Council Consent Agenda – Councillor

ITEMS EXTRACTED FROM COMMITTEES OF COUNCIL REPORTS AND COUNCIL CONSENT AGENDA (Chairs to present the extracted items)

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.*

Reports from:

- Corporate Services Committee– Councillor Hofland
- Governance Committee – Mayor Guthrie
- Infrastructure, Development & Enterprise Committee – Councillor Bell
- Public Services Committee– Councillor Council Downer
- Consent – Mayor Guthrie

SPECIAL RESOLUTIONS

BY-LAWS

Resolution – Adoption of By-laws (Councillor Gordon)

MAYOR’S ANNOUNCEMENTS

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

NOTICE OF MOTION

ADJOURNMENT

**Minutes of Guelph City Council
Held in the Council Chambers, Guelph City Hall on
Tuesday June 9, 2015 at 6:30 p.m.**

Attendance

Council: Mayor Guthrie
Councillor P. Allt
Councillor B. Bell
Councillor C. Billings
Councillor C. Downer
Councillor J. Gordon
Councillor J. Hofland
Councillor M. Salisbury
Councillor A. Van Hellemond
Councillor K. Wettstein

Absent: Councillor D. Gibson
Councillor M. MacKinnon
Councillor L. Piper

Staff: Mr. A. Horsman, Deputy CAO, Infrastructure, Development & Enterprise
Mr. T. Salter, General Manager, Planning Services
Ms. K. Dedman, General Manager Engineering and Capital Infrastructure
Services/City Engineer
Ms. M. Aldunate, Manager, Policy Planning & Urban Design
Ms. L. Sulatycki, Senior Development Planner
Mr. M. Witmer, Development Planner II
Ms. T. Agnello, Deputy Clerk
Ms. D. Black, Council Committee Coordinator

Call to Order (6:30 p.m.)

Mayor Guthrie called the meeting to order.

Authority to Resolve into a Closed Meeting of Council

1. Moved by Councillor Van Hofland
Seconded by Councillor Allt

That the Council of the City of Guelph now hold a meeting that is closed to the public, pursuant to Section 239 (2) (a) of the *Municipal Act* with respect to security of the property of the municipality.

CARRIED

Closed Meeting (6:31 p.m.)

Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures.

The following matter was considered:

C.2015.23 Guelph Junction Railway Action Plan

Rise from Closed Meeting (6:58 p.m.)

Council recessed and reconvened in open session at 7:00 p.m.

Open Meeting (7:00 p.m.)

Mayor Guthrie called the meeting to order.

Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures.

The General Manager, Planning, Urban Design and Building Services introduced Peter Kelly, Great Lakes West Regional Director and Ontario Nature Board member.

Mr. Kelly explained the 2014 Ontario Nature's Lee Symmes Municipal Award for Exceptional Achievement in Environmental Planning and presented the award to Mayor Guthrie and planning staff.

Council Consent Agenda

The following items were extracted:

- | | |
|--------------------|---|
| CON-2015.24 | 209 to 211 Liverpool Street Proposed Zoning By-law Amendment (File: ZC1504) – Ward 3 |
| CON-2015.27 | Willow Watermain Replacement – Contract 2-1509 |

Balance of Council Consent Items

1. Moved by Councillor Hofland
Seconded by Councillor Van Hellemond

That the balance of the June 9, 2015 Consent Agenda as identified below, be adopted:

CON-2015.25 223 Suffolk Street West Proposed Zoning By-law Amendment (File: ZC1414) and Proposed Demolition – Ward 3

1. That the application by 785412 Ontario Limited and 1773438 Ontario Inc. for the approval of a Zoning By-law Amendment from the R.1B (Residential Single Detached) Zone to the R.2 (Residential Semi-Detached/Duplex) Zone to permit the development of a semi-detached dwelling on the property municipally known as 223 Suffolk Street West and legally described as Plan 29, Part Lot 7, City of Guelph, be approved in accordance with the zoning regulations and conditions outlined in Schedule 2 attached hereto.
2. That the proposed demolition of one (1) single detached dwelling at 223 Suffolk Street West be approved.
3. That the applicant be requested to erect protective fencing at one (1) metre from the dripline of any existing trees on the property or on adjacent properties which can be

preserved prior to commencement of demolition and maintain fencing during demolition and construction of the new semi-detached dwelling.

4. That the applicant be requested to contact the General Manager of Solid Waste Resources, within Infrastructure, Development and Enterprise regarding options for the salvage or recycling of all demolition materials.

CON-2015.26 Stone Road East Reconstruction (Between Gordon Street South and Village Green Drive) – Contract 2-1510

1. That the tender of Cox Construction Limited be accepted and that the Mayor and Clerk be authorized to sign the agreement for Contract No. 2-1510 for Stone Road East Reconstruction between Gordon Street and Village Green Drive for a total tendered price of \$2,816,308.05 including HST with actual payment to be made in accordance with the terms of the contract.

CON-2015.28 Elizabeth Street Reconstruction – Contract 2-1503

1. That the tender of Goetz Construction Inc., Guelph be accepted and that the Mayor and Clerk be authorized to sign the agreement for Contract 2-1503 for the Elizabeth Street Reconstruction Contract for a total tendered price of \$6,191,651.24 with actual payment to be made in accordance with the terms of the contract.

**CON-2015.29 15 WYNDHAM STREET SOUTH: HERITAGE REVIEW APPLICATION
(PROPOSED REMOVAL FROM MUNICIPAL REGISTER OF CULTURAL
HERITAGE PROPERTIES)**

1. That Report 15-48, regarding the recommendation to remove 15 Wyndham Street South from the *Municipal Register of Cultural Heritage Properties* dated June 9, 2015 be received.
2. That staff be authorized to remove all references to 15 Wyndham Street South from the *Municipal Register of Cultural Heritage Properties*.

**CON-2015.30 372 CRAWLEY ROAD: HERITAGE REVIEW APPLICATION
(PROPOSED REMOVAL FROM THE MUNICIPAL REGISTER OF
CULTURAL HERITAGE PROPERTIES)**

1. That Report 15-40, regarding the recommendation to remove 372 Crawley Road from the *Municipal Register of Cultural Heritage Properties* dated May 11, 2015 be received.
2. That staff be authorized to remove all references to 372 Crawley Road from the *Municipal Register of Cultural Heritage Properties*.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gordon, Hofland, Salisbury, Van Hellemond and Wettstein (10)

VOTING AGAINST: (0)

CARRIED

Extracted Items

CON-2015.24 209 to 211 Liverpool Street Proposed Zoning By-law Amendment (File: ZC1504) – Ward 3

Staff advised that urban design plans cannot be addressed because the semi-detached building currently exists and only interior work will be done on this property. They also advised that the 223 Suffolk Street West property urban design will be discussed with that applicant during the site plan process.

2. Moved by Cathy Downer
 Seconded by Councillor Wettstein

That the application by Mark Lough on behalf of The Chandler Holding Company Limited to recognize the existing semi-detached dwelling on the property municipally known as 209 to 211 Liverpool Street, and legally described as Part of Lot 7, Registered Plan 29, Northwest Side of Liverpool Street, City of Guelph, be approved in accordance with the zoning regulations and conditions outlined in Schedule 1 attached hereto.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gordon, Hofland, Salisbury, Van Hellemond and Wettstein (10)

VOTING AGAINST: (0)

CARRIED

CON-2015.27 Willow Watermain Replacement – Contract 2-1509

Staff explained the options for the road design and advised there will be an open house soon to provide residents an opportunity to provide input and be shown the City plans for that section of Willow Road and the intersection at Silvercreek Parkway.

They explained that the Delegation of Authority By-law has a threshold limit of 1.5 million dollars so large contracts need to be approved by Council.

3. Moved by Councillor Salisbury
 Seconded by Councillor Billings

That the tender of Drexler Construction Limited be accepted and that the Mayor and Clerk be authorized to sign the agreement for Contract 2-1509 for the Willow Watermain Replacement Contract for a total tendered price of \$2,020,000.00 with actual payment to be made in accordance with the terms of the contract.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gordon, Hofland, Salisbury, Van Hellemond and Wettstein (10)

VOTING AGAINST: (0)

CARRIED

By-laws

4. Moved by Councillor Bell
 Seconded by Councillor Billings

That By-laws Numbered (2015)-19914 to (2015)-19919, inclusive, are hereby passed.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gordon, Hofland, Salisbury, Van Hellemond and Wettstein (10)

VOTING AGAINST: (0)

CARRIED

Notice of Motion

Mayor Guthrie gave notice that he will be presenting a motion to a subsequent meeting of City Council with respect to staff exploring the option of City Councillors joining the County's Social Services Committee.

Authority to Resolve into a Closed Meeting of Council (7:25 p.m.)

5. Moved by Councillor Gordon
Seconded by Councillor Billings

That the Council of the City of Guelph now reconvene a meeting that is closed to the public, pursuant to Section 239 (2) (a) of the *Municipal Act* with respect to security of the property of the municipality.

CARRIED

The following matter was given further consideration:

C.2015.23 Guelph Junction Railway Action Plan

Rise from Closed Meeting (7:52 p.m.)

Council recessed and reconvened in open session at 7:53 p.m.

Adjournment (7:54 p.m.)

6. Moved by Councillor Hofland
Seconded by Councillor Allt

That the meeting be adjourned.

CARRIED

Minutes to be confirmed on June 22, 2015.

Mayor Guthrie

Tina Agnello – Deputy Clerk

209 to 211 Liverpool Street Recommended Zoning Regulations and Conditions

The property affected by the Zoning By-law Amendment application is municipally known as 209 to 211 Liverpool Street and legally described as Part of Lot 7, Registered Plan 29, Northwest Side of Liverpool Street, City of Guelph.

PROPOSED ZONING – R.2-?

The following zoning is proposed for 209 to 211 Liverpool Street:

R.2 (Residential Semi-Detached/Duplex) Zone

In accordance with Section 5.2 of Zoning By-law (1995)-14864, as amended.

Permitted Uses

In accordance with Section 5.2.1 of Zoning By-law (1995)-14864, as amended.

Regulations

In accordance with Section 5.2.2 of Zoning By-law (1995)-14864, as amended (see Table 5.2.2 below), with the following exceptions:

Despite Table 5.2.2, Row 5, and Sections 4.6, 4.24 and 5.2.2.1, the minimum **Front Yard** shall be 2.8 metres.

Despite Table 5.2.2, Row 15, the minimum **Landscaped Open Space** between the driveway and nearest **Lot Line** for 209 Liverpool Street shall be 0.2 metres.

TABLE 5.2.2 – REGULATIONS GOVERNING THE R.2 **ZONE**

1	Residential Type	<ul style="list-style-type: none"> • Duplex Dwelling • Semi-Detached Dwelling • Accessory Apartment in accordance with Section 4.15.1 • Bed and Breakfast establishment in accordance with Section 4.27 • Group Home in accordance with Section 4.25 • Home Occupation in accordance with Section 4.19
2	Minimum Lot Area	460 m ² for every two units 230 m ² for each unit
3	Minimum Lot Frontage	15 metres for every two units. 7.5 metres for each unit. Despite the above, the Lots located within the boundaries of Defined Area Map Number 66 of Schedule "A" shall have a minimum Lot Frontage of not less than the average Lot Frontage established by existing Lots within the same City Block Face .
4	Minimum Ground Floor Area 1 Storey 1.5 Storeys 2 or more Storeys	80 m ² 55 m ² 40 m ²

5	Minimum Front Yard	6 metres and in accordance with Sections 4.6, 4.24 and 5.2.2.1.
5a	Minimum Exterior Side Yard	4.5 metres and in accordance with Sections 4.6, 4.24, 4.28, 5.2.2.1.
6	Minimum Side Yard (each side)	1.2 metres Where a Garage, Carport or off- street Parking Space is not provided for each Dwelling Unit , each Side Yard shall have a minimum width of 3 metres to accommodate off- street parking. Despite the above, no interior Side Yard is required along the common Lot line of Semi-Detached Dwellings .
7	Minimum Rear Yard	7.5 metres or 20% of the Lot Depth , whichever is less.
8	Accessory Buildings or Structures	In accordance with Section 4.5.
9	Fences	In accordance with Section 4.20.
10	Maximum Building Height	3 Storeys and in accordance with Section 4.18.
11	Maximum Lot Coverage	40% of the Lot Area .
12	Off- Street Parking	In accordance with Section 4.13.
13	Garages	For those Lots located within the boundaries indicated on Defined Area Map Number 66, where a roofed porch is provided, the Garage may be located ahead of the front wall of the dwelling (enclosing Habitable Floor Space on the first floor) equal to the projection of the porch to a maximum of 2 metres.
14	Garbage, Refuse Storage and Composters	In accordance with Section 4.9.
15	Minimum Landscaped Open Space	The Front Yard of any Lot , excepting the Driveway (Residential) , shall be landscaped and no parking shall be permitted within this Landscaped Open Space . Despite the definition of the Landscaped Open Space , for Buildings that do not have a shared Driveway (Residential) access, a minimum area of 0.6 metres between the driveway and nearest Lot Line must be maintained as landscaped space in the form of grass, flowers, trees, shrubbery, natural vegetation and indigenous species and may include a surfaced walk in accordance with Section 4.13.7.2.4.

PROPOSED CONDITIONS

The following conditions are for the information of Council and are conditions of the Consent application:

1. That prior to endorsation of the deeds, the owner shall have a licensed Master Plumber certify in writing that the plumbing inside each unit is separate from and independent of the plumbing in the other unit.
2. That prior to endorsation of the deeds, the servient tenement (209 Liverpool Street, Part of Lot 7, Registered Plan 29), grants an easement approximately 2.80-metres (9.19 feet) wide by approximately 6.0-metres (19.69 feet) long, registered on title, in favour of the dominant tenement (211 Liverpool Street, Part of Lot 7, Registered Plan 29) as shown on the applicant's site plan for existing sanitary and water service laterals.
3. That prior to endorsation of the deeds, the owner shall have an Ontario Land Surveyor prepare a reference plan identifying the service easement.
4. That prior to endorsation of the deeds, the owner's solicitor certifies that the easement, in favour of the dominant tenement (211 Liverpool Street, Part of Lot 7, Registered Plan 29), has been granted and registered on title.

5. That prior to the endorsation of the deeds, a one hour fire separation be installed from the basement right through to the attic at the common party wall. A building permit is required for this work.
6. That prior to the endorsation of the deeds, the owner create a legal off-street parking space for the "severed" lands (211 Liverpool Street) being 2.5 metres by 5.5 metres, and located a minimum of 6 metres from the street line and behind the front wall of the building, to the satisfaction of the Chief Building Official or designate.

223 Suffolk Street West
Recommended Zoning Regulations and Conditions

The property affected by the Zoning By-law Amendment application is municipally known as 223 Suffolk Street West and legally described as Plan 29, Part Lot 7, City of Guelph.

PROPOSED ZONING

The following zoning is proposed for the subject site:

R.2 (Residential Semi-Detached/Duplex Zone) Zone

In accordance with Section 5.2 of Zoning By-law (1995)-14864, as amended.

PROPOSED CONDITIONS

The following conditions are provided as information to Council and will be imposed through evaluation of the future application for consent to sever and a subsequent development agreement with the City registered on title for the subject site:

1. The Owner shall pay to the City, as determined applicable by the Chief Financial Officer/City Treasurer, **development charges** and education development charges, in accordance with the City of Guelph Development Charges By-law (2014)-19692, as amended from time to time, or any successor thereof, and in accordance with the Education Development Charges By-laws of the Upper Grand District School Board (Wellington County) and the Wellington Catholic District School Board, as amended from time to time, or any successor by-laws thereof, prior to this issuance of any building permits, at the rate in effect at the time of the issuance of a building permit.
2. The Developer shall pay **cash-in-lieu of parkland** for the entire development, in accordance with the City of Guelph By-law (1989)-13410, as amended by By-law (1990)-13545, By-Law (2007- 18225), or any successor thereof, prior to the issuance of building permits.
3. The Owner shall pay to the City, the City's total cost of reproduction and distribution of the Guelph Residents' **Environmental Handbook**, to all future homeowners or households within the project, with such payment based on a cost of one handbook per residential dwelling unit, as determined by the City, prior to the issuance of any building permit for the lands.
4. The Owner shall submit a **site plan** under Section 41 of the *Planning Act* to, and have it be approved by the General Manager of Planning, Urban Design and Building Services and the City Engineer, prior to the issuance of a building permit for the new semi-detached dwelling that indicates:
 - a. The **location** of the semi-detached dwelling, drawn in a metric scale;
 - b. **Elevations** of the semi-detached dwelling, drawn in a metric scale, showing and detailing the use of building materials and colours that are respective and in character with the built form of the surrounding neighbourhood;

- c. All **trees** on the subject property, including the extent of their canopies that may be impacted by the development. Any trees within the City boulevard must also be shown, including appropriate protective measures to maintain them throughout the development process. The plan should identify trees to be retained, removed and/or replaced and the location and type of appropriate methods to protect the trees to be retained during all phases of construction; and
 - d. Comprehensive **grading, drainage and servicing** information.
- 5. The Owner shall not remove any vegetation during the **breeding bird season** (May-July), as per the *Migratory Bird Act*.
 - 6. That, if required, the Owner shall complete and submit a **Tree Inventory, Preservation and Compensation Plan** to the satisfaction of the General Manager of Planning, Urban Design and Building Services prior to any demolition, grading, tree removal or construction on the site in accordance with the *Urban Forest* policies as outlined in the Official Plan (2014 Consolidation).
 - 7. That the Owner enters into a **Storm Sewer Agreement**, as established by the City, providing a grading and drainage plan to the satisfaction of the General Manager/City Engineer, registered on title, prior to any construction or grading of the lands.
 - 8. Prior to any construction or grading of the lands, the Owner shall pay the flat rate **charge** established by the City per metre of **road frontage** to be applied to tree planting for the said lands.
 - 9. That the Owner pays the actual cost of constructing and **installing sanitary and water service** laterals required including any curb cuts and/or curb fills and furthermore, prior to any construction or grading of the lands, the Owner shall pay to the City the estimated cost of the service laterals, as determined by the General Manager/City Engineer.
 - 10. The Owner shall confirm and locate the position of the existing 150 mm sanitary sewer lateral and the existing 19 mm water lateral from the point where the existing 150 mm sanitary sewer lateral and the existing 19 mm water **lateral connects to the existing building** at 223 Suffolk Street West, satisfactory to the Plumbing Inspector, prior to demolition of the existing house.
 - 11. The Owner shall pay to the City the actual cost of the construction of the **new driveway entrances** and required curb cuts and curb fills. Furthermore, prior to any construction or grading of the lands, the Owner shall pay to the City, the estimated cost as determined by the General Manager/City Engineer of the construction of the new driveway entrances and required curb cuts and curb fills.
 - 12. The Owner shall pay the actual cost of the **removal of the existing driveway entrance** including asphalt pavement within the road allowance, the restoration of the boulevard with topsoil and sod including the required curb fill, with the estimated cost of the works as determined by the General Manager/City Engineer being paid, prior to any construction or grading of the lands.

13. Prior to any construction or grading of the lands, the Owner shall construct, install and maintain **erosion and sediment control facilities**, satisfactory to the General Manager/City Engineer, in accordance with a plan that has been submitted to and approved by the General Manager/City Engineer.
14. That the Owner provides legal **off-street parking** space(s) on the said lands at a minimum set-back of 6.0-metres from the property line at the street.
15. That the Owner constructs the new buildings at such an elevation that the lowest level of the new buildings can be **served with a gravity connection** to the sanitary sewer.
16. The Owner shall acknowledge that the City does **not allow retaining walls higher than 1.0 metre** abutting existing residential properties without the permission of the General Manager/City Engineer.
17. That the Owner shall make arrangements satisfactory to the Engineering Department of **Guelph Hydro** Electric Systems Inc. for the servicing of the lands, as well as provisions for any easements and/or rights-of-way for their plants, prior to any construction or grading on the lands.
18. That the Owner shall make arrangements with **Guelph Hydro** Electric Systems Inc.'s Technical Services department, prior to the demolition of the existing structure.
19. The Owner shall demonstrate on the site plan to be submitted that a **minimum distance of 1.5 metres** is maintained between any driveways/entrances and Guelph Hydro Electric Systems Inc.'s distribution or street light poles or pad-mounted equipment, and any relocations shall be at the Owner's sole expense.
20. That the Owner makes satisfactory arrangements with **Union Gas** for the servicing of the lands, as well as provisions for any easements and/or rights-of-way for their plants, prior to any construction or grading of the lands.
21. The Owner shall ensure that all **telecommunication service and cable TV** service on the Lands shall be underground. The Owner shall enter into a servicing agreement with the appropriate service providers for the installation of underground utility services for the Lands, prior to any construction or grading of the lands.
22. That prior to any construction or grading on the lands, the Owner shall **enter into an agreement** with the City, registered on title, satisfactory to the City Solicitor, the General Manager of Planning, Urban Design and Building Services, and General Manager/City Engineer, agreeing to satisfy the above-noted conditions and to develop the property in accordance with the approved plans.

**Minutes of Guelph City Council
Held in Meeting Room C, Guelph City Hall on
Wednesday, June 17, 2015 at 6:00 p.m.**

Attendance

Council: Mayor Guthrie (*left at 8:05 pm*) Councillor Hofland
Councillor P. Alt Councillor M. MacKinnon
Councillor B. Bell Councillor L. Piper
Councillor C. Billings Councillor M. Salisbury (*left at 7:30pm*)
Councillor C. Downer Councillor K. Wettstein
Councillor J. Gordon Councillor A. Van Hellemond (*left at 7:30pm*)

Absent: Councillor D. Gibson

Staff: Mr. M. Amorosi, Deputy CAO, Corporate Services
Mr. T. Salter, General Manager, Planning, Urban Design and Building Services
Ms. B. Powell, Manager, Community Investment and Social Services
Ms. K. Kawakami, Social Services Policy and Program Liaison
Ms. J. Jylanne, Senior Policy Planner
Ms. B. Swartzentruber, Senior Advisor Policy and Intergovernmental Affairs
Ms. M. Aldulante, Manager, Policy Planning & Urban Design
Ms. T. Agnello, Deputy City Clerk

Also

Present: Mr. E. Alton, Social Services Administrator, County of Wellington

Call to Order (6:00 p.m.)

Mayor Guthrie called the meeting to order.

Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures.

Affordable Housing Workshop

Mr. Todd Salter welcomed everyone and provided introductions and a brief overview of the purpose of the workshop. He advised that the City has approved a project charter for an affordable housing strategy.

Ms. Powell led the members of council through an exercise to read views form various housing stakeholders.

Ms. Swartzentruber provided an overview of housing roles and responsibilities.

Ms. Kawakami reviewed the Housing continuum and what is considered affordable housing. She also explained the breakdown of government contributions to housing.

Ms. Jylanne defined private market rental, home ownership and provided information with respect to City's vacancy rates and affordable housing reserve.

Ms. Powell facilitated an affordable housing perspectives exercise.

Councillors Salisbury and Van Hellemond left the meeting at 7:30pm.

Mr. Alton provided a review of key affordable housing issues facing the City.

Ms. Swartzentruber provided a summary and next steps.

1. Moved by Councillor Hofland
Seconded by Councillor Downer
 1. That the presentation Affordable Housing, be received.
 2. That the City's submission to the Provincial Consultation on the Long Term Affordable Housing Strategy Update, include the input received at City Council's June 17, 2015 Affordable housing workshop.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Hofland, MacKinnon, Piper and Wettstein (10)

VOTING AGAINST: (0)

CARRIED

Adjournment (8:37 p.m.)

2. Moved by Councillor Gordon
Seconded by Councillor Allt

That the meeting be adjourned.

CARRIED

Minutes to be confirmed on July 20, 2015.

Mayor Guthrie

Tina Agnello, Deputy Clerk

**Minutes of Guelph City Council
Held in the Council Chambers, Guelph City Hall on
June 22, 2015 at 5:30 p.m.**

Attendance

Council: Mayor Guthrie
Councillor P. Allt
Councillor B. Bell
Councillor C. Billings
Councillor C. Downer
Councillor D. Gibson
Councillor Gordon
Councillor Hofland
Councillor MacKinnon
Councillor Piper
Councillor Salisbury
Councillor Van Hellemond
Councillor Wettstein

Staff: Ms. A. Pappert, CAO
Mr. M. Amorosi, Deputy CAO of Corporate Services
Mr. A. Horsman, Deputy CAO of Infrastructure, Development & Enterprise
Mr. D. Thomson, Deputy CAO of Public Services
Mr. S. O'Brien, City Clerk
Ms. J. Sweeney, Council Committee Coordinator

Call to Order (5:30 p.m.)

Mayor Guthrie called the meeting to order.

Authority to Resolve into a Closed Meeting of Council

1. Moved by Councillor Hofland
Seconded by Councillor Wettstein

That the Council of the City of Guelph now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b), (d), (e) and (f) of the *Municipal Act* with respect to personal matters about identifiable individuals; labour relations or employee negotiations; litigation or potential litigation and advice that is subject to solicitor-client privilege.

CARRIED

Closed Meeting (5:31 p.m.)

Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures.

The following matters were considered:

C.2015.24 Fire Bargaining Update

C.2015.26 Update on OPA 54 / 48 OMB Appeals

**C-2015.27 635 Woodlawn Road East (Proposed "Guelph Lake" Subdivision)
OMB Appeals**

C-2015.28 Organizational Design Matter

Rise and recess from Closed Meeting (6:58 p.m.)

Council recessed.

Open Meeting (7:00 p.m.)

Mayor Guthrie called the meeting to order.

Jan Sherman and the Aboriginal Women's Drumming Group performed a song in recognition of National Aboriginal Day.

Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures.

Presentations

Tara Sprigg, General Manager Communications & Customer Service provided remarks and the Mayor presented the following awards to:

- Alison Thompson, Communications Officer receiving the International Association of Business Communicators, Gold Quill Excellence Award and the Canadian Public Relations Society Pinnacle Award in recognition for *My Guelph, My Vote*; a communications management program in support of the 2014 municipal election
- Michelle Rickard, Communications Officer receiving the Canadian Public Relations Society Pinnacle Award and Silver National Award; and the Don Rennie Memorial Award for Excellence in Government Communication in recognition for the Jubilee Park communications program, which significantly increased public participation in the park planning process.

David Godwaltdt, General Manager Human Resources introduced Natalie Norman of the Employment Coordination Committee and Cheryl Van Every of Links to Work who presented the City with an Outstanding Employer Award.

Public Meeting

Grange Road and Cityview Drive – Proposed Permanent Road Closure of Unused Portions of Grange Road and Cityview Drive and Renaming Portions of Grange Road and Cityview Drive

The Mayor asked if there were any delegations in attendance with respect to the matter listed on the agenda.

There were no delegations.

1. Moved by Councillor Billings

Seconded by Councillor Hofland

1. That the report (CAO-LR-1503) entitled "Grange Road and Cityview Drive – Proposed Permanent Road Closure of Unused Portions of Grange Road and Cityview Drive, and Renaming Portions of Grange Road and Cityview Drive", be received.
2. That Council enact a by-law to stop-up and close certain lands that are currently dedicated as a public highway described as:
Part Grange Road, Plan 53, designated as Parts 1, 2 and 3 on Reference Plan 61R-20598.
3. That Council enact a by-law to stop-up and close certain lands that is currently are dedicated as a public highway described as:
Cityview Drive, Plan 53, designated as Part 6 on Reference Plan 61R-20598.
4. That Council enact a by-law to rename a portion of Cityview Drive to Lee Street which portion is legally described as:
Cityview Drive, Plan 53, designated as Part 7 on Reference Plan 61R-20598.
5. That Council enact a by-law to rename a portion of Grange Road to Lee Street which portions are legally described as:
Part Grange Road, Plan 53, designated as Parts 4 and 5 on Reference Plan 61R-20598.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (13)

VOTING AGAINST: (0)

CARRIED

Confirmation of Minutes

2. Moved by Councillor Billings
Seconded by Councillor Bell

1. That the minutes of the Council Meetings held May 20 and 25, 2015 and the minutes of the Closed Meeting of Council held May 25, 2015 be confirmed as recorded and without being read.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (13)

VOTING AGAINST: (0)

CARRIED

Mayor Guthrie's motion for which notice was given June 9, 2015.

Warden George Bridge of the County of Wellington spoke in support of the City exploring the reinstatement of City representatives on the County of Wellington Social Services Committee.

Main Motion

3. Moved by Councillor Bell
Seconded by Councillor Billings

That the following motion be referred to the next Public Services Committee for consideration:

That staff explore the reinstatement of City of Guelph Council representatives on the County of Wellington Social Services Committee.

Amendment

4. Moved by Councillor Downer
Seconded by Councillor Allt

That the matter be referred to the September 9, 2015 Public Services Committee meeting.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (13)
VOTING AGAINST: (0)

CARRIED

Main Motion as Amended

5. Moved by Councillor Bell
Seconded by Councillor Billings

That the following motion be referred to the **September 9, 2015** Public Services Committee for consideration:

That staff explore the reinstatement of City of Guelph Council representatives on the County of Wellington Social Services Committee.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (13)
VOTING AGAINST: (0)

CARRIED

Consent Reports

Audit Committee Third Consent Report

The following item was extracted:

AUD-2015.9 2014 Draft Consolidated Financial Statements and External Audit Findings Report

Balance of Audit Committee Consent Items

Councillor Wettstein presented the balance of the Audit Committee Third Consent Report.

6. Moved by Councillor Wettstein
Seconded by Councillor Allt

That the balance of the June 22, 2015 Audit Committee Third Consent Report as identified below, be adopted:

AUD-2015.11 Appointment of Audit Committee Members to the Evaluation Committee for the Selection of the External Auditors

1. That report CS-2015-54 Appointment of Evaluation Committee for the Selection of the External Auditor be received.
2. That Mark Mackinnon and Phil Allt be appointed to the Evaluation Committee.
3. That Tara Baker and Jade Surgeoner be appointed to the Evaluation Committee.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (13)

VOTING AGAINST: (0)

CARRIED

Corporate Services Committee Fourth Consent Report

The following item was extracted:

CS-2015.23 2014 Final Year-End Report on Operating Variance Surplus Allocation and Deficit Funding

Infrastructure, Development & Enterprise Committee Fifth Consent Report

The following item was extracted:

IDE-2015.17 Speedvale Avenue East from Manhattan Court to Woolwich Street – Road Design

Balance of Infrastructure, Development & Enterprise Committee Fifth Consent Items

Councillor Bell presented the balance of the Infrastructure, Development & Enterprise Committee Fifth Consent Report.

7. Moved by Councillor Bell
Seconded by Councillor Salisbury

That the balance of the June 22, 2015 Infrastructure, Development & Enterprise Committee Fifth Consent Report as identified below, be adopted:

IDE-2015.15 Clair-Maltby Secondary Plan: Project Initiation

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.

IDE-2015.16 Downtown Zoning By-law Update: Downtown Secondary Plan Implementation and Proposed Project Charter

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.

IDE-2015.20 Outstanding Motions of the Infrastructure, Development and Enterprise Committee

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.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (13)

VOTING AGAINST: (0)

CARRIED

Public Services Committee Fifth Consent Report

The following item was extracted:

PS-2015 Blue Dot Guelph

Balance of Public Services Committee Consent Items

Councillor Billings presented the balance of the Public Services Committee Fifth Consent Report.

8. Moved by Councillor Downer
Seconded by Councillor Gordon

That the balance of the June 22, 2015 Public Services Committee Fifth Consent Report as identified below, be adopted:

PS-2015.17 2014 Land Ambulance Ministry of Health Service Review

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

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (13)

VOTING AGAINST: (0)

CARRIED

Council Consent Agenda

The following item was extracted:

**CON-2015.32 Construction of Salt Storage Facility at 45 Municipal,
Reference Number 15-086**

Balance of Council Consent Items

9. Moved by Councillor Bell
Seconded by Councillor Allt

That balance of the June 22, 2015 Consent Agenda as identified below, be adopted:

CON-2015.31 Proposed Demolition of 20 Cedar Street, Ward 5

1. That Report 15-49 regarding the proposed demolition of one (1) single detached dwelling at 20 Cedar Street, legally described as Plan 621, Part Lot 12; City of Guelph, from Infrastructure, Development and Enterprise dated June 22, 2015, be received.

2. That the proposed demolition of one (1) detached dwelling at 20 Cedar Street be approved.
3. That the applicant be requested to prepare and submit a Tree Preservation Plan prior to undertaking activities which may injure or destroy regulated trees.
4. That the applicant be requested to erect protective fencing at one (1) metre from the dripline of any existing trees to be retained on the property or on adjacent properties which may be impacted by demolition and construction activities.
5. That the applicant be requested to contact the City's Environmental Planner to inspect the tree protection fence prior to demolition and/or site alteration commencing.
6. That the applicant identify the access route and potential stockpile location on a site plan or aerial photo, and if stockpile location is not required a note specifying items such as a fill pile to be removed upon demolition be included on the plan and be submitted to the City's Environmental Planner.
7. That if demolition is to occur during breeding bird season (approximately May 1 to July 31), a nest search be undertaken by a wildlife biologist prior to demolition so as to protect the breeding birds in accordance with the Migratory Birds Convention Act (MBCA) prior to any works occurring.
8. That the applicant be requested to contact the General Manager of Solid Waste Resources, within Infrastructure, Development and Enterprise regarding options for the salvage or recycling of all demolition materials.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (13)
VOTING AGAINST: (0)

CARRIED

Extracted Items

CON-2015.32 Construction of Salt Storage Facility at 45 Municipal, Reference Number 15-086

10. Moved by Councillor Billings
Seconded by Councillor Wettstein
 1. That Council approve an increase to the 2015 Tax Supported Capital Budget in the amount of \$1,600,000 for project GG0233 Operations and Transit Lifecycle. The source of the funding is the Federal Gas Tax Reserve Fund.
 2. That the tender of Merit Contractors Niagara be accepted and that the Mayor and Clerk be authorized to sign the agreement for Reference Number 15-086

for the construction of a new salt storage facility at 45 Municipal Street for the total tendered price of \$3,249,315 including HST.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (13)

VOTING AGAINST: (0)

CARRIED

IDE-2015.17 Speedvale Avenue East from Manhattan Court to Woolwich Street – Road Design

Maggie Laidlaw provided a brief history on the inclusion of bicycle lanes on arterial roads. She requested that the City design the portion of Speedvale Avenue East with two lanes, a turning lane and bicycle lanes.

Yvette Tendick of the Guelph Coalition for Active Transportation spoke in support for the Environmental Assessment for the Emma and Earl Streets pedestrian bridge. She advised that the removal of the 2009 Bike Policy and 2013 Cycling Master Plan for the redesign of Speedvale Avenue is not supported.

Martin Collier advised of support for option 3 of a 3 lane cross section with bicycle lanes and requested that the City consider conducting a pilot project on this option. He also requested that the City not grant an exemption from the Bike Policy and send the issue of the Emma/Earl Streets pedestrian bridge back to the committee.

Luke Weiler suggested that the existing road does not serve any of its users, and this project provides an opportunity to address all user's needs. He requested that the City keep bicycle lanes on Speedvale Avenue.

Patrick Sheridan advised that he will wait to delegate at the Committee if the matter is referred. He advised of his support for the Emma/Earl Streets pedestrian bridge.

Hugh Whiteley questioned the public consultation process. He expressed support for referring this matter back to Committee and requested that the community engagement be expanded with a range of options for public input prior to making a decision.

Brianne Brady advised that she is the owner of property on Speedvale Avenue in the impacted area and supports option 3 which would provide the least impact to the residents. She requested that the City consider a 12 month pilot project for this option. She further advised that the staff recommended for 4 lane roadway with no bicycle lanes would greatly affect those living along the street.

Stephen Brady did not speak.

Vicki Beard suggested that the issue of truck traffic on Speedvale Avenue needs to be addressed. She expressed concern with the staff recommended option 4 and suggested it is the most expensive option and would have the greatest impact on the residents living on Speedvale Avenue.

Al de Jong did not speak.

Sian Matwey thanked the Ward Councillors for hosting a meeting on this issue.

Main Motion

11. Moved by Councillor Bell
Seconded by Councillor Salisbury

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 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.

Deferral

12. Moved by Councillor Piper
Seconded by Councillor Downer

That the decision on the Emma/Earl Streets bridge Environmental Assessment be deferred until such time as a road design for Speedvale Avenue is ratified by Council.

VOTING IN FAVOUR: Councillors Allt, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper and Van Hellemond (9)

VOTING AGAINST: Mayor Guthrie, Councillors Bell, Salisbury and Wettstein (4)

CARRIED

13. Moved by Councillor Bell
Seconded by Councillor Downer

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.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (13)

VOTING AGAINST: (0)

CARRIED

14. Moved by Councillor Gordon
Seconded by Councillor Hofland

That Council direct staff to proceed with Option 3 with regards to the Speedvale Avenue East road design from Manhattan Court to Woolwich Street.

Referral

15. Moved by Councillor Downer
Seconded by Councillor Piper

That option 3 for the road design of Speedvale Avenue East from Manhattan Court to Woolwich Street be referred to the July 7, 2015 meeting of the Infrastructure, Development & Enterprise Committee for consideration and report back to the July 20, 2015 Council meeting.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Bell, Billings, Downer, Gibson, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (10)

VOTING AGAINST: Councillors Allt, Gordon and Hofland (3)

CARRIED

Council recessed at 10:10 p.m. and resumed at 10:20 p.m.

Councillor Salisbury's motion for which notice was given May 11, 2015.

Craig Jacques provided information on the various components of a bike park and showed pictures of existing parks.

Hugh Whiteley requested that the following be added to clause 2 after the word staff "using City of Guelph Guiding Principles of Public Engagement (2014)".

16. Moved by Councillor Salisbury
Seconded by Councillor Piper

That the following resolution be referred to the Public Services Committee for consideration:

1. That as a follow up to the previous resolution of the Community Design and Development Services meeting of October 19, 2009, "That staff be directed to proceed with a study on the relocation of the Deerpath Park Skateboard area including a review of location, site treatments, cost and timing and opportunities for additional amenities such as a bicycle skills facility".
2. That staff develop a framework, using the City's guidelines for Community Engagement, to confirm need, potential site locations and operating models for a Bicycle Skills Facility.
3. And that staff report back to the Public Services Committee in October for consideration in the 2016 Capital Budget.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (13)

VOTING AGAINST: (0)

CARRIED

17. Moved by Councillor Piper
Seconded by Councillor Gibson

That the rules of the Procedural By-law be suspended to allow Council to continue beyond 11 p.m.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (13)

VOTING AGAINST: (0)

CARRIED

CS-2015.23 2014 Final Year-end Report on Operating Variance Surplus and Deficit Funding

Chief Jeff DeRuyter, was present on the Guelph Police Services Board and requested that the City establish a police reserve fund and that \$100,000 of the 2014 police surplus be moved into it.

18. Moved by Councillor Hofland
Seconded by Councillor Billings

1. That the report CS-2015-49 dated June 1, 2015 entitled "2014 Final Year-End Report on Operating Variance Surplus Allocation and Deficit Funding" be received.
2. That the Tax Supported deficit of \$1,085,154 be funded from reserve 198 – Operating Contingency reserve for the total portion of 2014 ice storm costs of \$682,000 and the difference be funded from reserve 180 – Tax Rate Stabilization reserve as follows:

Operating Contingency Reserve (198)	\$682,000
Tax Rate Stabilization Reserve (180)	\$403,154
Total allocation	\$1,085,154

3. That the Water deficit of \$307,993 be funded from reserve 181 – Water Stabilization reserve.
4. That the Wastewater surplus be allocated to Wastewater reserves as follows:

Wastewater Stabilization Reserve (182)	\$279,214
Wastewater Capital Reserve (153)	\$933,243
Total allocation	\$1,212,457

5. That the Court Services surplus of \$21,879 be allocated to reserve 120 – POA Relocation Reserve.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (13)

VOTING AGAINST: (0)

CARRIED

AUD-2015.9 2014 Draft Consolidated Financial Statements and External Audit Findings Report

19. Moved by Councillor Wettstein
Seconded by Councillor Allt

1. That Report CS-2015-51 entitled "2014 Draft Consolidated Financial Statements and External Audit Findings Report" be received.
2. That the 2014 Draft Consolidated Financial Statements be approved.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (13)

VOTING AGAINST: (0)

CARRIED

20. Moved by Councillor Downer
Seconded by Councillor Piper

That the letter from the Guelph Police Services Board dated June 10, 2015, regarding moving forward with the establishment of a police reserve, be referred to staff for consideration during the BMA study.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (13)

VOTING AGAINST: (0)

CARRIED

PS-2015 Blue Dot Guelph

It was requested that the clauses be voted on separately.

21. Moved by Councillor Billings
Seconded by Councillor Gordon

1. That Council receive the presentation made by the Headwaters Class about the Blue Dot Initiative.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (13)

VOTING AGAINST: (0)

CARRIED

22. Moved by Councillor Billings
Seconded by Councillor Gordon

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

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, Piper and Salisbury (10)

VOTING AGAINST: Councillors MacKinnon, Van Hellemand and Wettstein (3)

CARRIED

By-laws

23. Moved by Councillor Downer
Seconded by Councillor Wettstein

That By-laws Numbered (2015)-19920 to (2015)-19929, inclusive, are hereby passed.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, Piper, Salisbury, Van Hellemond and Wettstein (13)

VOTING AGAINST: (0)

CARRIED

Authority to Resolve into a Closed Meeting of Council (11:35 p.m.)

5. Moved by Councillor Hofland
Seconded by Councillor Piper

That the Council of the City of Guelph now reconvene a meeting that is closed to the public, pursuant to Section 239 (2) (b) of the *Municipal Act* with respect to personal matters about identifiable individuals.

CARRIED

The following matter was given further consideration:

C.2015.28 Organizational Design Matter

Rise from Closed Meeting (11:47 p.m.)

Council recessed and reconvened in open session at 11:48 p.m.

Adjournment (11:49 p.m.)

6. Moved by Councillor Bell
Seconded by Councillor Allt

That the meeting be adjourned.

CARRIED

Minutes to be confirmed on July 20, 2015.

Mayor Guthrie

Stephen O'Brien - City Clerk

CONSENT REPORT OF THE CORPORATE SERVICES COMMITTEE

July 20, 2015

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

Your Corporate Services Committee beg leave to present their FIFTH
CONSENT REPORT as recommended at its meeting of July 6, 2015.

*If Council wishes to address a specific report in isolation please
identify the item. The item will be extracted and dealt with
immediately. The balance of the Consent Report of the Corporate
Services Committee will be approved in one resolution.*

C-2015.29 Budget Formula City Guideline

That the budget formula city guideline be referred to the July 20, 2015 Council
meeting for consideration.

C-2015.30 Councillor Allt's motion from Council February 23, 2015 re: Reinstatement of the Long Form Census

1. That the City of Guelph affirm its support for the reinstatement of the long
form census.
2. **That the Mayor send a letter** to the Federation of Canadian Municipalities
(FCM), the Association of Municipalities of Ontario (AMO), the Large Urban
Mayors Caucus of Ontario (LUMCO) and the Minister of Industry.

C-2015.31 Capital Renewal Reserve Fund: Urbacon Settlement

1. That report CS-2015.63 "Capital Renewal Reserve Fund: Urbacon Settlement",
be received.
2. That staff be directed not to repay the amount transferred from the Capital
Renewal Reserve Fund to fund the Urbacon Settlement and unfunded legal
and project costs.
3. That Council approve a one-time exemption from the Capital Renewal Reserve
Fund Policy as established by By-law Number (2013)-19536 related to the
requirement to repay funding to the reserve.
4. That staff include a recommendation in the 2016 budget related to the Capital
Renewal Reserve Fund as part of the consideration of the findings of the BMA
Financial Condition Assessment, thereby ensuring highest and best use of the
funding of reserves.

- 5. That the BMA Financial Condition Assessment, reviewing the current funding level of all reserves be brought forward to the Corporate Services Committee meeting of October 5, 2015.**

All of which is respectfully submitted.

Councillor June Hofland, Chair
Corporate Services Committee

Please bring the material that was distributed with the Agenda for the July 6, 2015 Corporate Services Committee meeting.

STAFF REPORT



TO Corporate Services Committee

SERVICE AREA Corporate Services, Finance

DATE July 6, 2015

SUBJECT Budget Formula City Guideline

REPORT NUMBER CS-2015-46

EXECUTIVE SUMMARY

PURPOSE OF REPORT

To respond to the February 23, 2015 motion of Council related to the budget formula used by staff in the development of the City of Guelph's tax supported operating budget.

KEY FINDINGS

The budget formula in its current format was developed by staff in 2013 for the 2014 budget process. The use of the formula was endorsed by City Council for the 2014 budget and was used by staff to inform the development of the 2015 budget due to the timing of the election.

In February 2015, Council passed the following motion requiring staff to report back on options for the budget formula and define relevant indices:

*That the following be referred to the Corporate Services Committee:
That recommendations be brought back to Council on:*

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

The following motion from the December 5, 2013 Council meeting is also addressed in this report:

That the Chief Financial Officer report back to the Corporate Administration, Finance & Enterprise Committee regarding the incorporation of a productivity/continuous improvement measure into the budget formula.

In addition to establishing how budget direction will be provided going forward, staff recognize that there are a number of improvements and challenges facing the 2016 budget and beyond that are discussed in the background section of the report. These include:

- Multi-year Budgeting

STAFF REPORT

- Capital Financing Guidelines
- Cash versus Project Capital Budgeting
- Zero Based Budgeting

The staff report that follows provides eight options for Committee's review and consideration. Following a review of the options, staff is recommending continuing with the use of a budget formula due to the benefits it provides in comparison with using no guideline, an affordability measure or a standard cost index or group of indices as published by Statistics Canada.

As noted in the report whatever option is chosen is to guide staff in budget development. The guideline does not prevent Management from recommending a budget that they feel is reflective of the costs associated with providing Council approved programs and services. Nor does the guideline limit what Council can ultimately approve as the final budget increase.

FINANCIAL IMPLICATIONS

There are no financial implications resulting from this report. However, the direction from this report will impact how staff approaches budget development.

ACTION REQUIRED

1. That Corporate Services Committee receive Report CS-2015-46 Budget Formula Update
2. AND THAT Corporate Service Committee approve the use of the following budget formula to guide staff budget development:

*(5-year average for Ontario CPI) + (5-year average of MPAC's Market Change)
+ investment factor*

RECOMMENDATION

1. That Corporate Services Committee receive Report CS-2015-46 Budget Formula City Guideline
2. AND THAT Corporate Service Committee approve the use of the following budget formula to guide staff budget development:

*(5-year average for Ontario CPI) + (5-year average of MPAC's Market Change) +
investment factor*

STAFF REPORT

BACKGROUND

Budget Direction: Pre-2014 Budget

As part of the City's budget process, staff had historically provided Committee or Council with a budget guideline report that summarized known revenue and expenditure impacts that were expected to influence the development of the upcoming tax supported operating budget.

During a debrief with Council following the 2013 budget, it was determined that the traditional budget guideline report was found to offer very little in terms of predictability for the community and was not easily understood by the general public, Council and staff.

Budget Direction: 2014 & 2015 Budgets

In response to the concerns outlined above, staff worked with Council prior to the kick-off of the 2014 budget to develop an approach that would improve the level of transparency, understanding and predictability around the budget guideline for management, Council and the community. The ultimate goal of the new approach was to introduce the concept of predictability as a measure of control while recognizing that this was a guideline and that the staff recommended budget would still reflect whatever pressures existed for the Corporation at the time of budget development.

Through a series of workshops and reports, staff looked at the following:

- development of a predictable formula and what factors might be incorporated
- definition of various indices that were considered including Consumer Price Index, Construction Price Index, Energy Index, and the Municipal Price Index
- review of what other municipalities were doing in order to establish budget direction

Meetings and workshops were held with Council on February 12, 2013 and April 15, 2013 to provide information on the budget process and discuss the concept of the budget guideline. On April 30, 2013, Council directed staff to precede with the development the 2014 Tax Supported Operating budget using the following principles outline in the staff proposed guideline:

Guideline = (5-year average for Ontario CPI) + (5-year average increase in # of taxable properties) + (investment factor)

The formula was developed so that it accounted for the three aspects that influence budget development:

- base budget,
- volume, and;
- investment

STAFF REPORT

Base budget was reflected by the five year average of Ontario CPI. This was felt to provide a sufficient indicator for inflation while encouraging efficiencies and new revenue sources as a municipality's budget is not tied to inflationary increases.

In the development of the volume component, staff recommended the 5-year average in the increase to taxable properties that were added to the tax roll. Increased demand for City services due to growth is an essential component of a growing City's budget and needs to be recommended in any formula that seeks to provide a comprehensive overview a municipal budget. At the time of the development of this measure, it was recommended because it strictly considered volume increases and did not consider the value or class of property. As discussed later in the report, staff now feels that this was not the best measure of growth and have recommended a new metric for volume.

Finally, staff recommended the inclusion of an investment factor in the formula to recognize the need for funds to support investment in the City. In making this recommendation, staff reviewed various sources including Global Innovation indices, business school recommendations and past experience in Guelph, and found that a range between 0.5%- 1.0% was suggested for this section of the formula. Based on this review, staff recommended an investment factor of 0.5%.

The investment factor is an important element of the City's budget formula in that it provides the funding required to support such initiatives as the:

- tax increment based grant (TIBG) program,
- integrated operational review,
- IMICO assessment and request for expression of interest, and;
- the Guelph Innovation District (GID) business case.

In the examples of the TIBG program and the GID business case project, both investments have the ability to incentivize development that creates significant direct and indirect economic benefits. Furthermore, the GID business case successfully allowed the City to secure provincial buy-in on the secondary plan and helped to align public partners on the project. These initiatives may not have been possible or may not have been fully realized were it not for the acknowledgement and inclusion of some form of 'investment' in the operating budget submissions and subsequent Council approval.

Due to the timing of the election, the formula was also utilized in the 2015 budget process to guide the development of the budget.

A complete summary of the work undertaken around the development of the budget formula can be found in staff reports [FIN-13-06 2014 Budget Workshop](#) and [FIN-13-14 2014 Budget Workshop Follow-up and Responses](#).

STAFF REPORT

Budget Direction: 2016 Budget

On February 23, 2015, Council passed the below motion with respect to the 2016 budget formula:

That the following be referred to the Corporate Services Committee:

That recommendations be brought back to Council on:

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

The following motion from the December 5, 2013 Council meeting is also addressed in this report through the use of the budget formula:

That the Chief Financial Officer report back to the Corporate Administration, Finance & Enterprise Committee regarding the incorporation of a productivity/continuous improvement measure into the budget formula.

In addition to establishing how budget direction will be provided going forward, staff recognize that there are a number of improvements and challenges facing the 2016 budget and beyond. These include:

- Tax Supported Multi-Year Operating Budget – staff acknowledge that there is still significant work and improvements that can be made to this aspect of budget development going forward. In 2015, staff focused on developing the City's budget software to better facilitate multi-year budgeting. For the 2016 budget and beyond, staff will continue to focus on improving this process to provide added value to the overall budget process.
- Capital Impact on Operating – in 2015, staff recommended a capital financing guideline that reflected 16% of the prior year's net tax levy. The maximum contribution under the guideline is 20%. Over the next several budget cycles, the City will be under pressure to increase this guideline closer to the 20% that is allowable in order to meet asset management pressures and build capital reserve funds.
- Movement towards project based capital budgeting – the City's capital budget currently reflects projects that are budgeted on a cash versus project basis. Budgeting on a cash basis creates problems at the tendering stage as it limits the amount of funds approved. As such, staff often receives approval for a project over the course of several years and they accumulate all the funds required for the project before proceeding. This inflates the City's unspent capital balance and can lead to the perception that projects are not being executed on a timely basis. Therefore, staff are recommending that capital budgeting be done on a project basis.
- Zero based budgeting – a report will be coming forward to Committee in the fall of 2015 addressing the 2013 motion of Council related to zero based budgeting.

STAFF REPORT

REPORT

Options for Budget Guidelines

The balance of this report will provide options for budget guidelines that could be used in setting the direction during budget development. The options considered are:

- A. No guideline
- B. Affordability measure
- C. The use of specific indices as published by Statistics Canada or a combination thereof; or,
- D. A more robust budget formula that aims to incorporate the three distinct components involved with operating a City – base budget changes, impacts associated with volume and new investments.

In developing the options, staff used a set of guiding principles including ease of accessing the information, transparency to internal and external stakeholders, and predictability and stability to the taxpayer while considering the impacts of a growing City. These principles were balanced with the recognition that the formula is a budget development tool used by staff and does not necessarily reflect what will ultimately be recommended by management or what Council will approve. Nor does the formula guide what can and cannot be requested by Council as part of budget review and deliberations in terms of options.

A. NO GUIDELINE

Option #1 – No Budget Guideline (Not Recommended)

This option proposes that staff approach budget development with no direction from Council in terms of the guideline for the coming budget year. Staff would then present a budget that they feel is reflective of what is required to provide approved programs and services and would work with Council on strategies to increase or decrease the proposed budget to a level which Council feels is acceptable. This option is not recommended because it does not provide the predictability and stability that was identified as being needed during the development of the budget formula.

B. AFFORDABILITY MEASURE

Option #2 – Affordability Measure (Not Recommended)

Based on a scan of local and single tier municipalities, it was identified that the City of Barrie follows a policy that limits their base budget increase to a percentage of household income. Specifically, Barrie's policy states that:

The tax-supported operating budget will be developed in accordance with department work plans that describe the resources required to maintain existing services and service levels. The corporation's Financial Policies Framework establishes an affordability threshold for property tax supported services. Specifically, it states that annual property taxes for a typical household will not exceed 4.0% of household income.

In option 2, staff considered that a budget guideline equal to the lesser of an affordability measure similar to that used by Barrie or the budget formula could be

used. However, this is not recommended as the affordability measure only considers the base budget component while ignoring volume and investment and therefore does not provide the level of stability and transparency that staff seeks.

C. INDICES FOR INFLATION

Based on an environmental scan, it was noted that some municipalities benchmark against a simple index during budget development and presentations. It is felt that the use of inflationary indices are a fair predictor of future cost pressures, although on their own are not entirely representative of the basket of goods a municipality consumes. Therefore the following indices both individually and in combination are provided for consideration.

Option #3 - Consumer Price Index (Not Recommended)

One of the main pressures potentially impacting the City's annual budget is inflation on the price of goods and services the City purchases. The Consumer Price Index (CPI) calculated by Statistics Canada is the commonly used and best understood benchmark to estimate inflationary pressures. CPI can be defined as a measure that examines the weighted average price of a basket of consumer goods and services, such as transportation, food and medical care. The CPI is calculated by taking the price change for each item in the predetermined basket of goods and averaging them; the goods are weighted according to their importance. CPI does not consider increases in the quality or quantity of goods and services, just the price change over a historical time period. Due to the broad public understanding and relative stability of the index, staff feels that this continues to be a good predictor of some, but certainly not all, of the City's costs.

Specifically for CPI, it is recommended that the Ontario All-Items CPI index be used if incorporating CPI into budget direction.

Option #4 - Construction Price Index (Not Recommended)

The Non-residential Building Construction Price Index (CI) is produced by Statistics Canada on a quarterly basis and measures the change in the selling prices of non-residential building construction materials. This index aids in the interpretation of current economic conditions and is of particular interest to government bodies concerned about the impact of price changes on capital expenditures. Essentially, this index would provide a measure of the change to the capital financing component of the City's budget. However, due to the volatility of the CI and geographical influences associated with this index, staff cautions the use of this index in any formula where the ultimate goal is to achieve predictability. Should Council chose to use this index, staff recommends the use of the Toronto Construction Price Index which is consistent with what is used by the City to index Development Charges and Planning fees.

Option #5 - Municipal Price Index (MPI) (Not Recommended)

The municipal price index was originally designed to assist in determining the rate of inflation of the cost of goods a municipality purchases. This index is helpful to managers and Council in the following ways:

- It provides an indication of the direction of prices relative to municipal expenditures
- It measures the increase in overall municipal expenditures attributable to inflation
- It allows staff to monitor the increase in expenditures by category. This is helpful in the sense that such things as labour, construction costs and consulting may all increase at different rates and the MPI offers the flexibility to take this into consideration.

The downside of the municipal price index is that it is not calculated by a central agency such as Statistics Canada and rather the individual municipality is responsible for utilizing any number of indices to determine their own calculation. Due to the complexity of this calculation and inconsistent approach used in establishing the calculation, this index is not recommended by staff in the determination of a predictable and consistent guideline.

Option #6 – Combination of Indices (Not Recommended)

The various indices as discussed above could be weighted and used in combination to create a formula. Although this would provide a broader spectrum of inputs that are more reflective of the municipality's basket of goods, the same disadvantages identified for the individual index would continue to exist. In addition, the formula would be simplistic, relying on cost factors only as a budget guideline and the weightings would be subjective depending on how it was determined to weight the various indices.

D. BUDGET FORMULA AS A GUIDELINE

As demonstrated in the preceding sections, significant work around the creation of a budget formula has been undertaken. The formula was developed to address shortcomings under the former approach and while not without its own limitations, continues to be the preferred approach due to its ability to represent the various components of a growing City's financial profile, while offering a level of predictability and transparency that was originally sought. Therefore, a reflection on the existing formula and a recommendation for a new formula is provided in the following two options for consideration.

Option #7 – Use the Existing Formula (Not Recommended)

(5-year average for Ontario CPI) + (5-year average increase in # of taxable properties) + investment factor

The existing formula relies on a multi-dimensional approach and provides the following benefits:

- It is comprised of measures that are supportable (e.g. CPI) and transparent and take averages over a long enough period to address any cyclical activity in the measurement. By averaging inflation over a 5-year period, staff is averaging out any short to mid-term price impacts. Similarly, by averaging the increase (or decrease) in the number of taxable properties over the five

year period, staff are smoothing the impact of any significant changes to growth within the City,

- Inherent in the formula is the expectation that staff identifies efficiencies and cost savings through the budget process owing to the fact that CPI does not reflect a municipality's basket of goods. As this expectation is well understood it promotes a cycle of continuous improvement throughout the year as this expectation is understood,
- The formula reflects the pressures from growth and investments that a growing City is expected to make on behalf of the community,
- The formula addresses the main criticisms that had arisen out of the old approach while acknowledging that the City's budget is not tied to any one metric, such as CPI,
- The formula results in increased efficiency as staff understand the framework the budget will be developed under. The formula gives a predictable starting point that is quickly updated and this allows staff to spend more time undertaking budget development,
- Provides a starting point to undertake multi-year budgeting.

As mentioned earlier, the existing formula does have weaknesses that have become apparent over the past two budget cycles, including:

1. The formula does not provide separately for a capital component and as a result, contributions to capital reserve funds continue to be addressed as part of the base budget where normal operating activities are also captured. As a result, it is perceived that contributions to capital reserve funds can be adjusted in order to address increases to departmental operating budgets.

With respect to this concern, the City has a separate guideline to address contributions to capital reserve – the 20% Capital Financing Guideline – and as such, greater commitment must be made to returning to and maintaining those levels by both management and Council. In addition, improved information around asset management requirements will help to inform what appropriate funding levels are for the City's existing assets.

2. There is confusion around whether the increase in the number of taxable properties and prior year assessment growth are essentially the same thing and therefore being double counted. For purposes of the budget formula, it is important to distinguish assessment growth is applied to the **prior year** levy requirement to reset the base amount that the year over year increase is being calculated on. However, in terms of the formula, the "increase in taxable properties" component is attempting to account for the **in-year** cost of growth that is incurred by a growing municipality such as Guelph.

STAFF REPORT

Option #8 – Use the Existing Formula with a revised adjustment to reflect the impact of assessment growth on operating and capital (Recommended)

The existing formula has benefits and limitations as outlined above; however it is multi-dimensional and does provide representation of several relevant factors that impact on budget development: cost, assessment growth and the need to invest in future infrastructure.

Perhaps the greatest criticism of the existing formula is the use of the number of taxable properties to represent growth. This factor does not take into account the impact such properties actually have on City services. Five small residential properties will result in a higher growth factor (and hence a higher guideline) than one large industrial property; even though the latter may require significantly more in terms of infrastructure and service needs.

As an alternative, the formula could instead incorporate a 5 year average of MPAC's Market Change Profile which provides the in-year percentage change of assessment, including growth, class changes, and change in assessment value (not related to market reassessment). This factor is a much more accurate reflection of how the City's assessment base is growing and provides an indication of how that growth impacts on service delivery and infrastructure needs, in other words, it provides a component of "growth paying for growth". Additionally the factor reflects the increased capacity for a growing assessment base to handle additional cost pressures related to City services. The measure is objective as it is provided by MPAC.

Since 2009 when MPAC first began producing this figure, the factor has been within 1.44% to approximately 2% each year; this ensures that there is predictability in the formula.

Therefore, the revised formula under this option would be:

(5-year average for Ontario CPI) + ([5-year average of MPAC's Market Change](#)) + investment factor

RECOMMENDATION

As indicated above, staff is recommending ***Option #8: – Use the Existing Formula with a revised adjustment to reflect the impact of assessment growth on operating and capital***. This option offers the same benefits as the original formula, but improves on the measure that is being used to reflect the volume element within the formula. The 5-year average of the MPAC's Market Change is published by an outside agency, thereby increasing the objectivity of the formula.

STAFF REPORT



CORPORATE STRATEGIC PLAN

Organizational Excellence

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

Innovation in Local Government

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

DEPARTMENTAL CONSULTATION

This report has been reviewed with the City's Executive Team.

FINANCIAL IMPLICATIONS

There are no financial implications resulting from this report. However, the direction from this report will impact how staff approaches budget development.

COMMUNICATIONS

This was identified in the Corporate Services Agenda forecast as coming forward in July for Committee's consideration.

ATTACHMENTS

ATT-1 Scan of Local & Single Tier Comparator Municipalities & Budget Guideline Direction

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Attachment 1: Scan of Local & Single Tier Comparator Municipalities & Budget Guideline Direction

	CPI	MPI	Budget Formula	Budget Direction	Other	None	Comments
Barrie					X		Follows a policy that limits property taxes to a percentage of household income
Brantford					X		Council establishes a budget target
Cambridge						X	No guideline or target found
Hamilton						X	Staff prepare a budget based on a direction from Council to not impact programs and services. Staff then work with Council through the budget process to progress to an appropriate budget and balance tax increases while protecting services
Kingston				X	X		Budgets are developed based on Council's directions, guidelines and the forecasts approved in the prior year's budget
Kitchener						X	Information included in the budget presented to Council is CPI, MPI and taxes comparative to other municipalities per the BMA Municipal Study and compare against Kitchener's increase
London					X		Have developed a 5-year multi-year budget and established an average percentage increase that will be required to maintain existing service levels
Waterloo		X					Have Council approved direction to use MPI as the upset limit for base budget services in any given year
Waterloo Region						X	No guideline or target found
Wellington County					X		Provides a 5 year plan (1 – current, 4 – forecast) and then discusses changes to the current year versus what had been predicted in prior year

Note: a subset of the City of Guelph's comparator group was chosen due to proximity or because they are single tier with a similar population or demographic.

STAFF REPORT

TO Corporate Services Committee

SERVICE AREA Corporate Services, Finance

DATE July 6, 2015

SUBJECT Capital Renewal Reserve Fund: Urbacon Settlement

REPORT NUMBER CS-2015-63

EXECUTIVE SUMMARY

PURPOSE OF REPORT

To provide the Corporate Services Committee with options regarding the treatment of the funds transferred from the Capital Asset Renewal Reserve Fund (now known as the Capital Renewal Reserve Fund or CRR) to pay for the Urbacon settlement.

KEY FINDINGS

The Capital Renewal Reserve Fund is a discretionary reserve fund, created and controlled by Council.

In September 2014, Council approved the transfer of \$5.243 million from the Capital Renewal Reserve (CRR) Fund to pay for the Urbacon settlement and the associated unfunded legal and project costs. This action was done through a one-time amendment to the CRR policy. It was unclear as to what the amendment entailed. Although the report addressed the issue of repayment of the reserve, there was no related Council motion specifically directing staff to do so.

Through the 2015 budget process, staff was asked to provide options related to the repayment of the transferred funds. This report satisfies that request.

As reported to Council, BMA Municipal Consultants will be performing a Financial Condition Assessment of the City's finances, and it will include a holistic review of the current funding level of all reserves. The work of BMA will enable the City to make decisions on highest and best use of its reserves and whether funding, is in fact, available to repay CRR, which is a discretionary reserve.

Staff have reviewed the options available to Council to deal with the Urbacon settlement and have outlined the risks and opportunities associated with each. These options are outlined in the balance of the report.

FINANCIAL IMPLICATIONS

Financial implications of each option are presented within the body of the report.

ACTION REQUIRED

Corporate Services Committee receive the report and recommend that City Council direct staff to proceed with the recommended option of not repaying the funds transferred from the Capital Renewal Reserve Fund to pay for the Urbacon settlement and unfunded legal and project costs. Further that there be a one-time exemption from the policy requiring repayment to the reserve.

RECOMMENDATION

1. That report CS-2015-63 Capital Renewal Reserve Fund: Urbacon Settlement be received.
2. That Staff be directed not to repay the amount transferred from the Capital Renewal Reserve Fund to fund the Urbacon Settlement and unfunded legal and project costs.
3. That Council approve a one-time exemption from the Capital Renewal Reserve Fund Policy as established by By-law Number (2013) – 19536 related to the requirement to repay funding to the reserve.
4. That staff include a recommendation in the 2016 budget related to the Capital Renewal Reserve Fund as part of the consideration of the findings of the BMA Financial Condition Assessment, thereby ensuring highest and best use of the funding of reserves.

BACKGROUND

On September 8, 2014, City Council was advised that a settlement with Urbacon Limited (Urbacon) had been reached. Information was provided to City Council in an in-camera report **CHR-2014-62 Urbacon Litigation**. As a result, Council approved the following motion:

1. THAT Council receive for information Staff Report CHR-2014-62 "Urbacon Litigation", regarding settlement of Urbacon litigation.
2. THAT the details of the settlement be made public.
3. THAT Council rise and report during the Council meeting of September 8, 2014:
 - a) THAT a settlement has been reached out of court with Urbacon, the details of which will be released;
 - b) THAT Council direct staff to make a one-time amendment to the Capital Asset Renewal Reserve Fund (#351) policy and the staff

allocate funds in this reserve fund towards the Urbacon settlement and legal costs;

c) THAT Council direct staff to make the following reserve and reserve fund transfers for the settlement:

- Legal/OMB Reserve (#193) - \$1,693,100
- Capital Tax Reserve Fund (#150) - \$1,500,000
- Capital Asset Renewal Reserve Fund (#351) - \$2,662,164

d) THAT Council direct staff to make the following reserve and reserve fund transfer for the legal expenses and other project costs

- Capital Asset Renewal Reserve Fund (#351) - \$2,581,123

As part of the report, it was identified that the policy of the reserve required that the funds transferred would be repaid in 10 years or less, and noted that staff planned to repay the funds plus lost interest over a five year period. That further, the funds would be repaid using the amount allocated to the capital tax reserve fund under the City's capital financing guideline.

Through the 2015 budget process, staff was asked to provide options related to the repayment of the transferred funds and at the March 25, 2015 Council meeting the following motion was made:

"That the contribution to the Capital Tax Reserve in relation to the Urbacon repayment be reduced to \$500,000".

Staff have reviewed the options available to Council and have outlined the risks and opportunities associated with each. These options are detailed in the balance of the report.

CAPITAL RENEWAL RESERVE FUND POLICY

The policy governing the CRR Fund was approved by Council in March 2013 under By-Law number (2013)-19536. The reserve fund was established to preserve the proceeds from the disposition of significant assets which, at the time of the reserve fund creation, was the remaining proceeds from the monetization of the note receivable with Guelph Hydro. In July of 2009 Councillors voted to cash in the city's note and use the majority of the proceeds to fund the city's share of infrastructure-related construction projects.

The policy identifies the intended use of the funds to:

- Leverage funding from other sources such as grants or partnerships,
- Loan funds for a project which might otherwise require outside debt,
- Provide bridge financing for an emergency infrastructure project.

Further limitations around the use of funds in this reserve fund are that money loaned to a capital project or to an emergency project which requires bridge financing must be repaid within 10-years or immediately upon receipt of longer term financing respectively.

STAFF REPORT

Of the \$30,000,000 received from Guelph Hydro, approximately \$17,000,000 has been used for infrastructure fund projects, recreational infrastructure projects, wireless IT and a facility energy retrofit. When interest and repayments are added to the fund, less existing commitments and the \$5,243,287 for Urbacon, the current balance of the fund is approximately \$7,000,000.

For the purposes of the Urbacon settlement and unfunded legal and project costs, and recognizing that these costs did not meet the above outlined policy criteria, Council approved a one-time amendment to the policy in order to allow for the use of the reserve. However, the details of the intent of the one-time amendment were unclear, and there is no motion related to the repayment of the CRR.

The CRR fund policy is attached as **Appendix 1**.

REPORT

With respect to the Urbacon settlement, the following options were explored by staff:

Table 1: Repayment Options

Option #	Description
1	Do not repay the CRR Fund
2a	Maintain the Staff Proposed Repayment Schedule (adjusted for 2015 Budget Decisions)
2b	Accelerate the Repayment Schedule (Compared to Original Schedule)
2c	Extend the Repayment Schedule (Compared to Original Schedule)
2d	Fund the Repayment through Investment Income

Option #1: Do not repay the CRR Fund (recommended option)

As outlined above, the conditions under which the CRR Fund needs to be repaid per the Council approved policy are if the funds are loaned to a capital project which otherwise might require debt, or for an emergency infrastructure project that required bridge financing until longer term financing was received.

The CRR Fund is a discretionary reserve fund, created and controlled by Council; therefore not repaying the reserve is an option available through a decision of Council. This option will reduce the amount of money available in the CRR Fund for future capital projects and may limit the City's ability to participate in large grant programs due to lack of funding available to pay for the municipality's share of the project. This option also reduces the overall balances of the City's reserves and reserve funds by the \$5.243 million.

As previously reported to Council, BMA Municipal Consultants have been engaged to provide an updated Financial Condition Assessment; this will consist of a five year historical trend analysis on key financial and socio-economic indicators for Guelph

STAFF REPORT

and a comparison with peer municipalities for the most current year. They will be reviewing existing financial policies for debt, reserves, user fees, capital requirements and the infrastructure gap and will make recommendations, if required for amendments. It will also include a detailed review of the major reserve/reserve fund groups (capital, stabilization, employee benefits, insurance, etc.). This review will be all encompassing in nature and will provide recommendations related to the levels and future funding of City reserves.

It is anticipated that priorities will be set in terms of a funding strategy and it may be determined that mandatory reserves (such as the tax stabilization reserve) take precedence over the CRR which is a discretionary reserve. For this reason, staff is recommending that the CRR not be repaid at this time and that upon receipt of the BMA Report, a holistic approach to making recommendations to fund reserves be undertaken during the 2016 budget process.

Option #2: Repay the CRR Fund.

Sub-option #2a: Maintain the Staff Proposed Repayment Schedule (Adjusted for 2015 Budget Decisions)

In the September 2014 report to Council, staff had indicated that the funds transferred from the CRR Fund would be repaid over a five year period using the amount that was allocated to the capital tax reserve fund under the City's capital financing guideline. As a result of both Executive Team and Council decisions through the 2015 budget process, a repayment was approved at a lower than forecasted amount and this report was requested. Assuming that a 5-year repayment period is maintained, the original and amended repayment schedule resulting from decisions through the 2015 budget process are below.

	millions				
Year	1	2	3	4	5
Original	\$1.250	\$1.250	\$1.250	\$1.250	\$0.243
Amended	\$0.500	\$1.250	\$1.250	\$1.250	\$0.993

While this option does provide some limitations in terms of managing the year over year tax levy increase by reducing capital financing, this sub-option maintains the original proposal as outlined in the September 2014 report and does not result in any capital programs that are currently planned to be funded from the CRR Fund being adversely affected.

In years two and beyond, this repayment schedule will add to the pressures facing our operating budget and for the reasons outlined in Option #1, this sub-option is not being recommended by staff.

Sub-option #2b: Accelerate the Repayment Schedule (Compared to Original Schedule)

While this option would result in funding being returned to the CRR Fund at a faster than anticipated pace, it would result in either increased funding being required from the tax base or a reallocation of funding that is planned for other capital reserves in order to accommodate a faster repayment schedule. Given these considerations, this option is not recommended due to the pressures currently facing the City's operating and capital budgets and for the reasons as outlined in Option #1.

Sub-option #2c: Extend the Repayment Schedule (Compared to Original Schedule)

The CRR Fund policy requires that repayment be made over no more than 10-years. Therefore, the repayment schedule could be extended from 5-years to 10-years and be within the parameters of the policy while still rebuilding the CRR Fund balance. The revised repayment schedule is as follows:

- Year 1 (per 2015 Budget Decisions): \$0.500 million
- Years 2 – 9: \$0.527 million per year

This option provides greater flexibility in terms of managing the tax levy increase by reducing capital financing or allocating the additional financing to other capital reserve funds when compared to the original payback schedule. In addition, this option also smooth's the annual contribution based on the decisions made during the 2015 budget process. Extending the repayment period does not impact current capital projects funded from the CRR fund, however it could impact the City's ability to leverage third party funding or access funds for projects over the long-term horizon. For this reason and for those outlined in Option #1, this sub-option is not recommended.

Sub-option #2d: Fund the Repayment through Investment Income

Investment income is generated from the City's cash and short and long-term investments. This income is reflected as revenue in the City's operating budget and is then allocated to obligatory and capital reserve funds based on the projected year end average rate of return generated by our investments and the average of the opening and closing balance of the City's reserve funds. The revenue remaining after the investment income is allocated to the reserve funds becomes revenue in the City's operating budget reducing what needs to be raised from property taxes to fund the City's operations.

If the repayment to the CRR Fund was to be made through investment income, this decision would reduce the amount available to remain in the City's operating budget. This would put increased pressure on the City to cut services or require additional funding through property taxes to maintain existing service levels. Due to the additional pressures this option would create, and for the reasons outlined in Option #1 this sub-option is not recommended.

STAFF REPORT



RECOMMENDATION

Based on the two main options discussed in the above report, staff is recommending that the CRR not be repaid at this time, rather that subsequent to the findings of the BMA Financial Condition Assessment, a financial strategy for the funding of reserves be presented during the 2016 budget process. By waiting until that time, Council will have the maximum flexibility to prioritize the allocation of funding to the City's reserves.

CORPORATE STRATEGIC PLAN

Innovation in Local Government

- 1.3 Ensure accountability, transparency and engagement

DEPARTMENTAL CONSULTATION

N/A

FINANCIAL IMPLICATIONS

If the recommended option of not repaying the CRR is approved, there are no financial implications related to this report at this time.

However, it should be highlighted that a lower balance in the CRR fund, could limit future capital programs or the City's ability to leverage funding to participate in third party programs, such as grants. As noted the current balance is approximately \$7,000,000.

COMMUNICATIONS

Communications have been released stating that staff will be bringing forward a report regarding the treatment of the funds transferred from the Capital Renewal Reserve Fund to pay for the Urbacon settlement and unfunded legal and project costs.

ATTACHMENTS

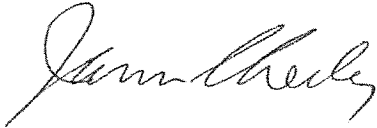
ATT-1 Capital Renewal Reserve Fund Policy

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GM Finance and City Treasurer

STAFF REPORT



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ON BEHALF OF

Approved By

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THE CORPORATION OF THE CITY OF GUELPH

By-law Number (2013) - 19536

A By-law to enact a Capital Renewal Reserve Fund Policy

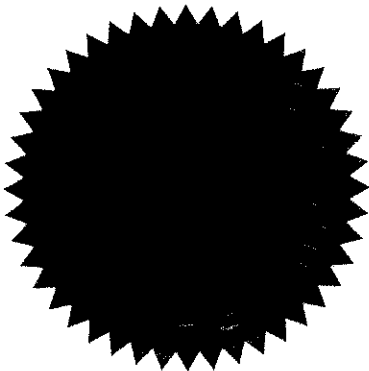
WHEREAS, under the provisions of subsection 10(2), paragraph 3, of the *Municipal Act, 2001*, S.O. 2001, c. 25, a single-tier municipality may pass by-laws respecting financial management of the municipality;


AND WHEREAS The Corporation of the City of Guelph is desirous of enacting a by-law for implementing a capital renewal reserve fund policy;

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

1. That the Capital Renewal Reserve Fund Policy set out in Schedule A to this By-law is hereby enacted.
2. That this By-law shall be effective immediately upon passing.

PASSED this TWENTY-FIFTH day of MARCH, 2013.




KAREN FARBRIDGE – MAYOR


TINA AGNELLO – DEPUTY CITY CLERK

POLICY	Capital Renewal Reserve Fund Policy
CATEGORY	Finance
AUTHORITY	Council
RELATED POLICES	General Reserve and Reserve Fund Policy
APPROVED BY	Council
EFFECTIVE DATE	March 2013
REVISION DATE	As required

1. POLICY STATEMENT

It is the policy of the City of Guelph to establish and maintain a reserve fund to preserve the proceeds from disposition of significant assets (including the remaining proceeds from monetization of the Hydro Note) for the exclusive purpose of financing capital assets identified in the City’s strategic priorities.

2. POLICY PURPOSE

The purpose of this policy is to ensure that the one-time revenue from the disposition of the City’s interest in Guelph Hydro and other significant assets is preserved to assist with the financing of capital assets in accordance with the limitations set out in this policy and not used for other projects or programs.

3. DEFINITIONS

In this policy,

“**Reserve fund**” means a fund with assets which are segregated and restricted to meet the purpose of the reserve fund. It is prescriptive as to the basis for collection and use of monies in the fund.

“**Discretionary reserve fund**” means a reserve fund created under the *Municipal Act* when Council wishes to earmark revenue to finance a future expenditure for which it has the authority to spend money, and to set aside a certain portion of any revenues so that the funds are available as required. The Capital Renewal Reserve Fund is a discretionary reserve fund.

“**Loan**” means money borrowed that is expected to be paid back with interest.

4. ADMINISTRATION

4.1 Creation

Council may establish a reserve fund to be used for any authorized exclusive purpose. A discretionary reserve fund may be created where Council wishes to set aside from general operations a revenue amount for financing future expenditures to ensure that it will not be used for any other purpose and be available when needed. The Capital Renewal Reserve Fund is a way of helping to stabilize the general municipal tax levy and minimize reliance on debentures.

4.2 Intended Use

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 this policy. 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.

4.3 Limitations

4.3.1 Transfers shall be made into or from the Capital Renewal Reserve Fund as approved by by-law, including but not limited to the annual budget by-law.

4.3.2 Money in the Capital Renewal Reserve Fund shall be spent only for the predetermined exclusive purpose of financing capital assets identified in the City's strategic priorities.

4.3.3 Money in the Capital Renewal Reserve Fund may be utilized

(i) to leverage funding from other sources (such as grants or partnerships) or

(ii) to loan funds for a project which might otherwise require outside debt or for an emergency infrastructure project which requires bridge financing.

4.3.4 Money shall be approved for transfer from the Capital Renewal Reserve Fund to a capital project only after presentation of a request accompanied by an acceptable business case.

4.3.5 (i) Money loaned to a capital project which might otherwise require outside debt shall be repaid to the Capital Renewal Reserve Fund within ten years.

(ii) Money loaned to an emergency infrastructure project which requires bridge financing shall be repaid to the Capital Renewal Reserve Fund immediately upon receipt of longer term financing.

CONSENT REPORT OF THE GOVERNANCE COMMITTEE

July 20, 2015

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

Your Governance Committee beg leave to present their SECOND CONSENT REPORT as recommended at its meeting of June 30, 2015.

If Council wishes to address a specific report in isolation please identify the item. The item will be extracted and dealt with immediately. The balance of the Consent Report of Governance Committee will be approved in one resolution.

GOV-2015.3 Conflict of Interest in Hiring Policy

That the Conflict of Interest in Hiring Policy be approved.

GOV-2015.4 Procedural By-law and Associated Documents Review

1. That the report dated June 30, 2015 entitled "Procedural By-law and Associated Documents Review", be received.
2. That Council approve of the redline changes to Procedural By-law (2014)-19784, through the repealing of this by-law and the enactment of a new Procedural By-law, **with the following amendment:**
That Section 2.8(f) be amended to read as follows:
"The Clerk may delegate the Clerk's duties with respect to recording minutes in a Closed Meeting of Council to a staff person. For Closed meetings of Committee or Council where CAO performance is addressed, the Clerk may delegate the Clerk's duties with instructions to a third party."
3. That the following documents be revised to align to the new corporate structure and amendments to the Procedural By-law be approved:
Council Terms of Reference
Standing Committee Terms of Reference
Closed Meeting Protocol
Meeting Flow for Chairs.
4. That City of Guelph By-law (1989)-13137, being a by-law adopting codification of the By-laws of the Corporation of the City of Guelph be repealed.

**GOV-2015.9 Councillor Kovach's motion from Council July 28, 2014
re: Quarterly Reporting from Council Appointees to
Government Associations**

That no action be taken on Councillor Kovach's motion adopted by Council 28, 2014 with respect to quarterly reporting from Council Appointees to Government Associations.

All of which is respectfully submitted.

Mayor Guthrie, Chair
Governance Committee

***Please bring the material that was distributed with the Agenda for the
June 30, 2015 meeting***

STAFF REPORT

TO Governance Committee

SERVICE AREA Corporate Services

DATE June 30, 2015

SUBJECT Conflict of Interest in Hiring Policy

REPORT NUMBER CS – 2015-57

EXECUTIVE SUMMARY

PURPOSE OF REPORT

To inform Council of the revised Conflict of Interest in Hiring Policy; to summarize the changes made to the revised policy and to seek Council's approval of the policy.

KEY FINDINGS

- *The Municipal Act 2001*, Section 270 requires the City to adopt and maintain a policy (see Appendix 1) for hiring of employees and relatives of elected officials.
- Both from an accountability and transparency perspective, its best practice to have a hiring policy that ensures both employees and elected officials are not placed in a position of conflict to choose between the interests of the Corporation and a family relative or a significant relationship.
- The attached policy was reviewed by external legal counsel to ensure compliance with applicable employment legislation.

FINANCIAL IMPLICATIONS

None

ACTION REQUIRED

Governance Committee to approve the Conflict of Interest in Hiring Policy.

RECOMMENDATION

That the Conflict of Interest in Hiring Policy be approved.

STAFF REPORT

BACKGROUND

The Conflict of Interest in Hiring Policy will replace the former "Hiring and Employment of Relatives" Policy that was approved by Council in April, 2005.

Both policies reference the City's commitment to:

- ensuring a transparent hiring process,
- making merit based hiring decisions,
- using fair and consistent practices that are free from influence based on family relationships.

REPORT

As a responsible and public employer within the City of Guelph it is important to have a policy that expresses a commitment to fair, merit-based hiring practices that are free from any real or perceived improper influence based on family or significant social relationships. This policy creates clarity for staff and elected officials by defining circumstances which could lead to real or perceived conflicts of interest in hiring or other employment related decisions at the City. The policy defines responsibilities, addresses how such situations will be remedied and speaks to how violations of the policy will be handled.

The following is a summary of the general changes that have been made to this policy from the last policy approved by Council in 2005:

1. Updates

This policy has been written using the current policy template. Updates have been made to the definitions section and titles and responsibilities have been changed to reflect the new Corporate structure.

2. Additions

The following key elements have been added to the new policy:

- Reference to the Ontario Human Rights Code S.24(1)(d) which states that the right to equal treatment with respect to employment is not infringed where an employer grants or withholds employment or advancement in employment to a person who is the spouse, child or parent of the employer or employee.
- Significant social relationships are recognized as a possible source of conflict of interest and therefore addressed in this policy. These relationships are defined as:
 - A current or former relationship outside of work that would make it difficult for the individual with the decision-making responsibility to be objective or that for a reasonable individual would create the appearance of bias, either favourable or unfavourable. Relationships can be as follows:
 - Romantic and/or sexual relationships

STAFF REPORT

- Significant personal/social relationships (friendships and emotional connections)
 - Godparents/godchildren
 - Business relationships (working together in a business outside the City)
- A section on compliance has been added to address violations of the policy.

3. Removals

A separate section referring specifically to summer and part-time hiring has been removed. Summer and part-time employees are included in the new policy under scope and the policy in its entirety applies to employees in these classifications.

Municipal Act - Elected Officials

Members of Council are required at all times to govern themselves in accordance with the provisions of the *Municipal Conflict of Interest Act* and must declare a conflict of interest in matters in which they have a direct or indirect pecuniary interest. The *Municipal Conflict of Interest Act* further provides that the "pecuniary interest, direct or indirect, of a parent or the spouse, same-sex partner or any child of the member shall, if known to the member, be deemed to also the pecuniary interest of the member."

CORPORATE STRATEGIC PLAN

Innovation in Local Government

2.3 Ensure accountability, transparency and engagement

DEPARTMENTAL CONSULTATION

The attached policy was reviewed by external legal counsel to ensure compliance with applicable employment legislation.

FINANCIAL IMPLICATIONS

Not applicable.

COMMUNICATIONS

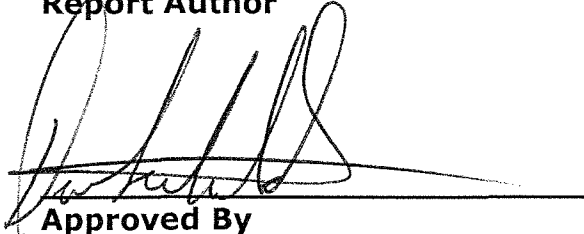
This policy will be communicated to staff upon approval.

STAFF REPORT

ATTACHMENTS

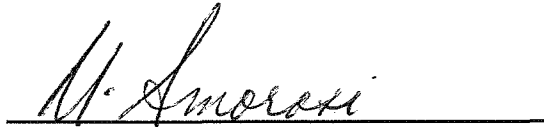
Appendix 1- Conflict of Interest in Hiring Policy

Dana Nixon, Manager, Staffing & Workforce Planning
Report Author



Approved By

David Godwaldt
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Recommended By

Mark Amorosi
Deputy CAO, Corporate Services
x 2281
mark.amorosi@guelph.ca

CORPORATE POLICY AND PROCEDURE



POLICY	Conflict of Interest in Hiring Policy (Formerly Hiring and Employment of Relatives)
CATEGORY	Corporate
AUTHORITY	Human Resources
RELATED POLICIES	Employee Code of Conduct Policy
APPROVED BY	Guelph City Council
EFFECTIVE DATE	April 18, 2005
REVISION DATE	June 1, 2015

POLICY STATEMENT

The City of Guelph ("the City") is committed to attracting and hiring quality employees using fair, equitable, and transparent practices that are consistently applied, free from influence, based on merit, and respectful of all applicants. This policy aims to eliminate the influence of nepotism/favouritism in City hiring and employment related decisions to maintain confidence in the integrity of the City's hiring and employment practices.

PURPOSE

The purpose of this policy is to ensure that employment related decisions, concerning existing or potential City employees, are free from any real or perceived improper influence based on family relationships and significant social relationships. At the same time, it is recognized that existing family member and significant social relationships with City employees should not unduly or unfairly restrict or enhance an individual's opportunity to pursue employment or changes in employment at the City.

SCOPE

This policy applies to all employees of the City and elected officials, and governs the City's actions in its hiring and employment processes. Employee includes full-time, part-time, contract, temporary, casual, co-op, or students.

DEFINITIONS

Conflict of Interest

A "Conflict of Interest" is a situation in which an employee has personal or private interests that may compete with the public interests of the City. Such competing interests can make it difficult to fulfill his or her duties impartially. A conflict of interest can create an appearance of impropriety or a perception of bias that can undermine confidence in the person and in the City generally. A conflict exists even

if no unethical or improper act results from it. A conflict of interest can either be an apparent conflict or a real conflict.

Apparent Conflict

An apparent conflict exists where an informed and reasonable person reviewing the matter and having thought the matter through could conclude that a conflict of interest exists.

Real Conflict

Exists where a personal interest exists and that interest:

- Is known to the employee; and
- Has a connection to the employee's duties that is sufficient to influence or interfere with the performance of those duties.

Related Individuals/ Family Members

The following family relationships are included under this policy:

- spouse (includes married and common-law of the same or opposite sex)
- mother, father, or legal guardian (foster or step)
- son, daughter (foster or step)
- sister, brother, step-sister, step-brother
- aunt, uncle, niece and nephew
- mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law or daughter-in-law
- grandchild, grandparent, step-grandparent, step-grandchild
- any Family Member who lives with the employee on a permanent basis

Significant Social Relationships

A current or former relationship outside of work that would make it difficult for the individual with the decision-making responsibility to be objective or that for a reasonable individual would create the appearance of bias, either favourable or unfavourable. Relationships can be as follows:

- romantic and/or sexual relationships
- significant personal/social relationships (friendships and emotional connections)
- godparents/godchildren
- business relationships (working together in a business outside the City)

Supervisor

Any employee, regardless of job description or title, with decision-making responsibility over another employee. A supervisory relationship exists even if there are many levels of supervision between two employees who are related individuals.

Direct decision-making responsibility

Includes, but is not limited to, the authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, discipline, approve pay sheets, alter working conditions, or responsibly direct employees or adjust their grievances, or to recommend, approve, or deny any of these actions.

In-direct decision making responsibility

Exists between the employee and the second-removed Manager.

Influence

Influence is the actual, potential, or perceived use of one's position at the City or relationship with another employee to gain a desired outcome. This could be through the relationship itself, or through fear, intimidation, or the other person's desire to please or to gain favour.

Chain of Command

A continuous reporting relationship of individuals. For example: Employee A reports to Supervisor B who reports to Manager C, who reports to General Manager D, who reports to Deputy CAO E. A, B, C, D, and E are in the same chain of command. Where clarification is required, it shall be provided by the Deputy CAO/CAO.

Nepotism or Favouritism

Preference granted to a family member or significant social relationship, usually in the form of hiring practices or other employment decisions without regard or with lesser regard to the individual's merit, qualifications or performance.

Management Plan

A plan created by the City to minimize the reality or perception of a conflict of interest in employment by, among other things, removing the decision-making power of one employee over another where the two employees are related individuals.

TERMS AND CONDITIONS

1. This policy is in accordance with the *Ontario Human Rights Code*. S. 24 (1) (d) of the Code states that the right under section 5 to equal treatment with respect to employment is not infringed where an employer grants or withholds employment or advancement in employment to a person who is the spouse, child or parent of the employer or an employee.
2. The hiring process promotes equitable opportunity. Candidates are selected and employment decisions made in accordance with the City's recruitment & retention practices that are consistent, free from influence, based on merit, and respectful of all applicants, collective agreements, the Employee Code of Conduct, as well as any other applicable City policies.
3. No employee shall attempt to use a family or significant social relationship for his or her personal benefit or gain. This includes an employee misusing their authority to influence or make an employment related decision. Employment related decisions where a benefit may be gained or authority may be misused include but are not limited to the following:
 - the approval/denial of compensation increases;
 - hire, transfer, promotion, demotion decisions;
 - performance rating, discipline or termination;
 - the assignment and approval of overtime;

-
- the assignment or direction of work assignments and project opportunities;
 - approval of leaves of absences;
 - the negotiation of salary level;
4. Applicants who are invited for interviews will be requested to disclose the names of any spouse, child or parent who is a current employee or elected official of the City. Job applicants will be asked whether they are aware of any family or significant social relationships currently working as a City employee or elected official by disclosing a "yes" or "no" response. With the exception of a spouse, child, or parent relationship, applicants will not be requested to provide the names of any other family member or significant social relationships, in accordance with the *Ontario Human Rights Code*.
 5. A spouse, child or parent of a current City employee or elected official shall not be considered for employment, or changes in employment, if placement would create a direct or indirect reporting relationship with the above mentioned family members.
 6. A spouse, child or parent of a current City employee or elected official shall not be considered for employment where the relationship would create operational issues for a department or division; or a conflict or perceived conflict of interest.
 7. No employee shall be in a direct or indirect reporting relationship; or be placed in a position of influence over an employed family member or significant social relationship.
 8. Employees who become involved in a spousal relationship, significant social relationship, or who become related over the course of their employment may continue as employees if no direct reporting or indirect reporting relationship exists between such employees, and if there is a direct reporting or indirect reporting relationship, a management plan will be developed.
 9. Family members of City employees or elected officials will be considered for employment or advancement provided they:
 - have made application in accordance with established procedure;
 - have been considered in accordance with established procedure;
 - possess the necessary qualifications; and
 - are considered to be the most suitable candidate.

RESPONSIBILITIES

Employee

- Immediately notify supervisor in writing of any conflict of interest. This includes the existence or formation of a direct or indirect reporting relationship with a family member or person with whom there is a significant social relationship.

Manager/Supervisor

- Inform General Manager or Human Resources directly, if the employee has knowledge of a reporting relationship where an undisclosed conflict of interest exists.
- Do not knowingly place employees in positions where their duties could create a conflict of interest with a family member or significant social relationship.
- Where a conflict of interest exists, notify the department's General Manager/Manager, who, in consultation with Human Resources, shall determine whether the employee has breached or may potentially become in breach of this Policy.
- Where a direct or indirect reporting relationship exists between family members or where a significant social relationship exists between employees, in consultation with Human Resources, the manager/supervisor will make reasonable efforts to transfer one of the employees to a different division or department.

If a conflict of interest cannot be avoided through a transfer, a Management Plan must be developed. The purpose of a Management Plan is to remove the decision-making responsibilities of one employee over another where there would be a conflict of interest or alternatively eliminate their working proximity. The employees' first neutral supervisor will create and recommend a Management Plan to the General Manager. Neither of the related individuals will be involved in the creation of the Management Plan.

The completed Management Plan must be approved by the General Manager and submitted to the General Manager of Human Resources for review and comment. It will then be submitted to the Service Area, Deputy CAO and the Deputy CAO, Corporate Services for final approval.

The Management Plan will strive to:

- Ensure objective decision-making
- Create and maintain an atmosphere of transparency, equity, and fairness
- Allow for the effective and efficient operation of the department/division
- To provide support as required.

Management Plans may be reviewed annually or earlier if needed, by the first neutral supervisor. There may be a secondary review by one of the General Manager(s), Deputy CAO(s), and the General Manager, Human Resources.

The affected employees will receive a copy of the Management Plan and a copy will be filed in the employees' file located in Human Resources.

General Manager / Manager

- If a real or apparent conflict exists, and it is reported that the employee is or may be or may become in breach of the Policy, instruct the employee in writing, to withdraw from participation in any dealings or decision-making processes relative to the issue at hand. If the employee has knowingly or wilfully breached the Policy, determine the appropriate disciplinary measure, in consultation with Human Resources.

Deputy CAO and CAO

- Ensure compliance with the policy
- Provide final approval of Management Plans
- Act as the point of contact should the real or apparent conflict exist between the General Manager and an employee within their department.

Human Resources

- Provide consultation, as requested or required to employees on this Policy and specific situations involving a conflict of interest.
- Review of Management Plans and submission to General Manager with recommendations.
- Coordinate the investigation of a suspected violation of the policy, consult on the appropriate disciplinary action if required, and maintain the necessary documentation
- Provide assistance with the development and implementation of Management Plans and transfers.

Elected Officials

Members of Council are reminded that they are required at all times to govern themselves in accordance with the provisions of the *Municipal Conflict of Interest Act* and must declare a conflict of interest in matters in which they have a direct or indirect pecuniary interest. The *Municipal Conflict of Interest Act* further provides that the "pecuniary interest, direct or indirect, of a parent or the spouse, same-sex partner or any child of the member shall, if known to the member, be deemed to also the pecuniary interest of the member."

COMPLIANCE

Violations of this policy are serious. A violation of this policy may include, but is not limited to, the deliberate concealment of a relationship that is defined in this policy, or refusal to comply with an approved Management Plan.

Anyone found to have concealed a relationship as defined within this policy or to have otherwise violated this policy may be subject to discipline up to and including termination.

LEGISLATION

Ontario Human Rights Code

COMMITTEE REPORT



TO **Governance Committee**

SERVICE AREA Corporate Services
DATE June 30, 2015

SUBJECT Procedural By-law and Associated Documents Review
REPORT NUMBER CS-2015-56

SUMMARY

PURPOSE OF REPORT:

To review and revise the Procedural By-law, the Council and Committee Terms of reference, the Meeting Flow, the Closed Meeting Protocol documents and to align them with the existing corporate structure and make housekeeping changes for clarity.

KEY FINDINGS

In late 2014, the corporate structure was realigned. As a result, the Procedural By-law and other corporate documents needed to be aligned with the new structure. In addition there have been issues requiring clarity of the Procedural By-law and this is an opportunity to comprehensively review the Procedural By-law and associated documents.

FINANCIAL IMPLICATIONS

As this is a procedural matter, there are no financial implications.

ACTION REQUIRED

To recommend Council amendments to the City's Procedural By-law and associated documents and to recommend repealing of the Municipal Code.

RECOMMENDATION

1. That the report dated June 30, 2015 entitled "Procedural By-law and Associated Documents Review" be received,
2. That Council approve of the redline changes to Procedural By-law (2014) - 19784, through the repealing of this bylaw and the enactment of a new Procedural by-law,

-
3. That the following documents be revised to align to the new corporate structure and amendments to the Procedural By-law be approved:
 - Council Terms of Reference
 - Standing Committee Terms of Reference
 - Closed Meeting Protocol
 - Meeting Flow for Chairs; and,
 4. That City of Guelph By-law (1989)-13137 being a by-law adopting codification of the By-laws of the Corporation of the City of Guelph be repealed.

BACKGROUND

At the Council meeting of December 8, 2014, as a result of a reorganization of the City's Services Areas from 5 to 3, Council acknowledged the change of the standing committee structure to align with the new service areas and directed as follows:

That the City's Procedural By-law, Standing Committee Terms of Reference and any other documents referring to the Standing Committees be amended accordingly.

As such a review of the Procedural By-law, the Council and Standing Committee Terms of Reference and the Committee Chairs Meeting Flow Guide have been revised to reflect the new standing committee structure. These documents will all be brought before Council for adoption.

REPORT

The Procedural By-law, the Council and Standing Committee Terms of Reference and the Meeting Flow document will require changes to align with the new corporate structure. In addition, this has been an opportunity to review the documents and in particular the Procedural By-law in order to make housekeeping changes and some more substantive changes to areas of the by-law that require clarity and also for process improvements.

In gathering information for the Procedural By-law review, input was sought from staff, the Executive Team and the Members of Council. In addition, Clerks staff tracked procedural matters at Committee and Council that were subject to interpretation or not clear. Attached hereto please find a document detailing comments from Members of Council and the staff responses.

A summary of material changes to the Procedural By-law is also attached. This summary details the type of change, nature and reason for the change. In particular, staff would like to highlight 4 main changes in the Procedural By-law:

- a) notice of motion procedure,
- b) clarity as to who can move and second a motion for reconsideration,
- c) removal of the Standing Committee Terms of Reference
- d) deletion of reference to the City Code.

There has been some confusion regarding the notice of motion process in particular with respect to the intent of the motions and the timing of delegations. It is being proposed that the notice of motion be on the agenda and in writing from its inception. This means that no verbal notices will be permitted. This also means that staff, and other members of Council will have time to be better prepare for fulsome discussion on the matter at a subsequent meeting of Council when it is brought forward for consideration.

There is also cause to streamline the delegation process. When the Notice of Motion is brought back and debated, Council must determine if it should be referred back to standing committee for consideration or if it is to be reconsidered. In both cases, there is a clearer opportunity for the public to delegate. With regard to a referral back to committee, it is best served for the public to speak at the standing committee meeting as that is the body who will make the decision on the matter. The initial discussion at Council is to refer back and discussion is limited to the merits of referral. Past experience has shown that inevitably delegations veer towards commenting on the main motion. In short, the appropriate opportunity to discuss the main motion is at the standing committee once it is referred back.

Reconsiderations are similar, in that the first motion on the floor is to reconsider. Again, only the merits of reconsideration should be discussed by Council, so there should be no discussion of the main motion. Once the matter is reconsidered, then the public shall be able to delegate to the main motion.

With respect to a motion to reconsider, the Procedural By-law wording is being clarified to detail that only those Members of Council who voted in the majority and those not present when the vote was taken, including those who were not a member of Council at the time, may move or second a motion to reconsider.

The Standing Committee Terms of Reference is a valuable document which details areas of responsibility for the standing committee and all parties involved in the standing committee process. Similarly a Council Terms of Reference details same. Although these are valuable documents that clarify roles and responsibilities, they are not documents that govern the proceedings of Council and its Committees, so it is proposed that these documents be updated and be stand alone and simply be referenced in the Procedural Bylaw.

In relation to the Closed Meeting Protocol, staff are suggesting added wording and scripts be included for greater transparency when rising from Closed Sessions.

When the Municipal Code came into existence in 1989, by-laws were only starting to be created electronically, and were not filed in a central repository for staff to access. There was no municipal search engine for Council documents and no electronic listing of City by-laws.

The Municipal Code was in the form of a Council By-law; the purpose of which was to provide for the indexing and depository of frequently referred to by-laws and by-laws frequently amended, into 300 potential chapters. The City paid a third-party to index these for us until 1993, when we started indexing the by-laws electronically in house. In that same year "RecordSearch" was implemented, which is an internal search engine to locate resolutions and by-laws.

At present staff do not access the Municipal Code as Council documents have been available on the internet back to 1999. In addition, staff rely on the "RecordSearch" tool to access resolutions dating back to 1993 and Council by-law recitals dating back to the City's inception.

Consequently, the original intent of keeping a Municipal Code is inefficient and redundant now that staff, Council and the public have more user friendly means of access to information. As we are always cognizant of public accessibility, posting documents to the City website is more useful than having documents in an internal drive that can only be accessed by staff. Therefore we are proposing to Council that the Municipal Code By-law be repealed. This change is reflected in recommendation number 4 noted above.

CORPORATE STRATEGIC PLAN

- Organizational Excellence: 1.3 Build robust systems, structures and frameworks aligned to strategy

DEPARTMENTAL CONSULTATION

Staff attended an Executive Team meeting to review the Procedural By-law for input and a copy of the current Procedural By-law was circulated to Council for comment. The proposed changes have been incorporated in the draft by-law.

COMMUNICATIONS

Not applicable.

ATTACHMENTS

ATT-1 Redline Procedural By-law
ATT-2 Changes Proposed by Members of Council
ATT-3 Material Changes to the Procedural By-law
ATT-4 Redline Council Terms of Reference
ATT-5 Redline Standing Committee Terms of Reference
ATT-6 Redline Closed Meeting Protocol
ATT-7 Redline Meeting Flow- Standing Committee Chair's Guide

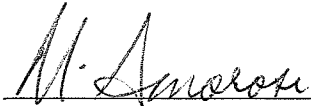
Prepared By:

Tina Agnello
Deputy City Clerk



Reviewed By:

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Recommended By:

Mark Amorosi
Deputy Chief Administrative
Officer
Corporate Services
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519 822-1260 X 2281

THE CORPORATION OF THE CITY OF GUELPH

By-law Number (2014) - 19784

A By-law to provide rules for governing the order and procedures of the Council of the City of Guelph, to adopt Municipal Code Amendment #518 and to repeal By-laws (2012)-19375, (2013)-19558 and (2013)-19634.

1. DEFINITIONS

In this By-law,

“Acting Chair” means a member of the Committee appointed by the Chair or by the members of the Committee to act in the place and stead of the Chair in his or her absence.

“Acting Mayor” means the Councillor is appointed, in alphabetical order by last name, to serve one month each, to act in the place and stead of the Mayor ~~when called upon to do so by the Mayor as required;~~

“Advisory Committee” means a Committee created by Council, ~~with no definitive end,~~ to report through the appropriate Standing Committee on a specific subject;

“By-law” means an enactment, in a form approved by Council, passed for the purpose of giving effect to a decision or proceedings of Council;

“CAO” means the Chief Administrative Officer of the City;

“Chair” means the Mayor or Acting Mayor of any Meeting of Council or the Chair or Acting Chair of any Meeting of a Committee.

“City” means The Corporation of the City of Guelph and includes the geographical area of the City of Guelph;

“Clerk” means the City Clerk, or his or her designate;

“Closed Meeting” means a meeting, or part of a meeting of Council or a Committee, which is closed to the public as permitted by the Municipal Act;

“Committee” means an Advisory or other Committee, Sub-Committee or similar entity of which at least half of the Members are also Members of one or more councils or local boards;

“Committee Chair” means the Chair of a Committee;

“Consent Agenda” means a listing of Consent Items being presented to Council and Committee for its consideration;

“Consent Item” means a report that is presented for approval without debate and with no delegation or presentation and is generally considered routine or time sensitive;

“Consent Report” means a report from a Standing Committees outlining items approved by the Committee and being forwarded to Council for its consideration;

“Council” means the Council of the City, comprised of the Mayor and Councillors;

“Councillor” means a member of Council, other than the Mayor;

“Delegate” means any person, group of persons, firm or organization, who is neither a member of Committee or Council or an appointed Official of the City, wishing to address Committee or Council upon request to the Clerk;

“~~Executive Director~~Deputy CAO” means staff who report to the CAO and are responsible for multijurisdictional service areas;

“Local Board” means a local board of the City as defined in the *Municipal Act*;

“Majority” means for the purpose of voting, unless otherwise specified, more than half the total number of the Members of Council or Committee present at the vote and not prohibited by statute from voting;

“Mayor” means the head of Council and includes the Acting Mayor when ~~the Acting Mayor is~~ acting in place and stead of the Mayor;

“Meeting” means any regular or special meeting when a quorum is present;

“Member” means, according to the circumstances, a member of Council, including the Mayor, or a member of the Committee including the Chair;

“Motion” means a proposal moved by a Member and seconded by another Member, for the consideration of Council or a Committee;

“Municipal Act” means the *Municipal Act, 2001*, S.O. 2001, c.25 as amended or replaced from time to time;

“Open Meeting” means a meeting which is open to the public;

“Presentation” means information presented to Council in person by an individual or group on an issue not requiring any action to be taken by Council;

“Quorum” means a majority of the total members of a Committee or Council;

“Registered Delegate” means an individual who has submitted a request for delegation to the Clerk within the prescribed timelines to address Council or Committee in relation to a matter appearing on the agenda;

“Resolution” means a motion that has been carried;

“Rules of Procedure” means the rules and procedures set out in this By-law;

“Special/Ad Hoc Committee” means a Committee created by Council, with a defined ending, to report directly to Council on a very specific matter.

“Standing Committee” means a Committee comprised of, appointed by resolution of, and directly reporting to Council, ~~created from time to time~~, and ~~currently~~ comprised of the following Committees:

Audit Committee

~~Community & Social Services Committee~~

Corporate ~~Services Administration, Finance & Enterprise~~ Committee

Governance Committee

~~Operations, Transit & Emergency~~Infrastructure, Development and Enterprise Services Committee

Nominating Committee

~~Planning, Building, Engineering & Environment~~ Public Services Committee

Emergency Governance Committee

“Vice Chair” means a member of the Committee appointed by ~~Council~~ the Committee members who shall have all the power and duties of the Chair in their absence; and consequently the words “Vice Chair” are interchangeable

with the word “Chair” in all sections of this by-law where the term applies to a Standing Committee Chair.

2. MEETINGS

2.1 Location, Date and Time of Meetings

- (a) Regular Council, Council Planning and Standing Committees shall meet in the Council Chamber of City Hall on the dates and times set by Council by Resolution each year, unless with adequate public notice, the Council selects an alternate Meeting location, date, or time. In the event the regular Meeting date falls on a public holiday, the Council shall meet at the same hour on the next day not being a public holiday.
- (b) When a Closed Meeting of Council is required, it shall be held no earlier than 5:00 p.m. on the day of an existing scheduled Council or Council Planning meeting.

2.2 Quorum and Commencement of Meetings

- (a) Unless there is a quorum present within fifteen minutes after the time appointed for the Meeting of the Council, the Council shall stand adjourned until the next Meeting date, and the Clerk shall take down the names of the Members present at the expiration of such fifteen minutes.
- (b) As soon after the hour of a Meeting of Council as there shall be a quorum present, the Mayor shall take the chair and call the Members to order. In the absence of the Mayor or Acting Mayor, the Clerk shall call the Members to order and the Council shall choose a Chair from the Members present and that person shall preside during the Meeting or until the arrival of the Mayor or Acting Mayor.

| 2.34 Public Notice of Meetings

- (a) Staff shall give public notice of all regular open and closed Council and Standing Committee Meetings by:
 - i. inclusion on the City's website at least 72 hours prior to the Meeting,
 - ii. posting in City Hall at least 72 hours prior to the Meeting; and
 - iii. publication in a local newspaper at least 72 hours prior to the meeting.
- (b) Staff shall give public notice of all special, Open and Closed Meetings of Council and Standing Committee by inclusion on the City's website as soon as possible after the meeting is called and no later than 24 hours prior to the meeting;
- (c) Notwithstanding Sections 2.34(a) and (b), staff shall give legislated notice of items on any agenda, in accordance with the applicable legislation.

| 2.42 Inaugural Meeting of Council

- (a) The first meeting of Council following a regular election shall be held on the first Monday in December at 7:00 p.m. in the Council Chambers of City Hall or at such alternate location as determined by the Clerk. If this day is a public holiday, the Council shall meet at the same hour on the next day, not being a public holiday.
- (b) At the inaugural Meeting, each member present shall make his or her declaration of office and sign Council's Code of Conduct, and Council shall not proceed with any regular business at this Meeting.

2.54 Meetings of Council Planning

- (a) ~~When required, a Council Planning Meeting shall be held on the first Monday of the month.~~ Council Planning shall consider matters where a public meeting is required to hear applications under the *Planning Act*. Reports in relation to public meetings required under the *Planning Act*, ~~shall be made available to the public at least one week in advance of the regular agenda distribution date.~~
- (b) Notwithstanding Section 8.8 of this By-law, the time limitation for delegations speaking at a public meeting to hear applications under the *Planning Act*, shall not exceed ten minutes. Council may extend the ten minute time period by a majority vote of the Council members present without debate. Council may ask questions of staff after the staff presentation and prior to the delegates addressing Council.
- (c) Once all registered delegates have spoken, the Mayor or Chair shall ask if anyone present wishes to speak. Such individuals shall be permitted to speak pursuant to Section 2.54(b) without advance notice.

2.5-6 Special Council Meetings

- (a) The Mayor may at any time summon a special Meeting of Council. The Mayor shall also summon a special Meeting of Council when so requested in writing by a majority of Members of Council.
- (b) Upon receipt of a petition of the majority of the Members of the Council, the Clerk shall summon a special Meeting for the purpose and at the time and place mentioned in the petition.
- (c) The Clerk shall give notice of the time, place and purpose of every special Meeting to all Members not less than 48 hours prior to the time fixed for the Meeting.
- (d) The notice calling a special Meeting of the Council shall state the business to be considered at the special Meeting and Council shall consider no business other than that stated in the notice at such Meeting, except with the unanimous consent of all Members present at such Meeting.
- (e) On urgent or extraordinary occasions, the Mayor may call an emergency special Council Meeting without the notice provided in Section 2.6 5(c).

2.76 Standing Committee Meetings

- ~~(a) Standing Committees shall meet in the Council Chamber of City Hall on the dates and times set by Council by resolution unless otherwise agreed. (moved into s 2.1)~~
- ~~(ab)~~ The Chair of the Standing Committee, the Mayor by reason of office, and the majority of members of a Standing Committee may call a special Standing Committee meeting.
- ~~(be)~~ Once a special Standing Committee meeting has been requested, the Meeting will be scheduled for the earliest possible time when a quorum would be available.
- ~~(cd)~~ At the direction of the Chair of a Standing Committee, the Clerk shall give notice of the time, place and purpose of every special Meeting or cancellation of a special Meeting to all members not less than 48 hours prior to the time fixed for the meeting.

- (de) The notice calling a special Meeting of the Standing Committee shall state the business to be considered at the special Meeting and the Standing Committee shall consider no business other than that stated in the notice at such Meeting, except with the unanimous consent of all Members present at such Meeting.
- (ef) On urgent or extraordinary occasions, an emergency special Standing Committee Meeting may be called without the notice provided for in sub-Section 2.76(d).
- (fg) Standing Committee recommendations become resolutions of Council upon approval.
- (g) Standing Committees ~~are not empowered to shall not~~ direct ~~that~~ any action be taken by the Corporation or any of its employees, except to request further clarification or unless referred to Council for final approval. ~~give minor administrative direction on any matter of business under consideration.~~

2.87 Closed Meetings

- (a) Meetings shall be open to the public.
- (b) Notwithstanding Section 2.87(a), a meeting or part of a meeting may be closed to the public if the subject matter being considered is:
 - i. the security of the property of the municipality or local board;
 - ii. personal matters about an identifiable individual, including municipal or local board employees;
 - iii. a proposed or pending acquisition or disposition of land by the municipality or local board;
 - iv. labour relations or employee negotiations;
 - v. litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - vi. advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - vii. a matter in respect of which a council, board, committee or other body may hold a Closed Meeting under an Act other than the Municipal Act; or,
 - viii. ~~Or~~ if a meeting is held for the purpose of educating or training the Members; and, at the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, local board or Committee.
- (cd) A Meeting shall be closed to the public if the subject matter relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act*, as amended or replaced from time to time.
- (de) Prior to holding a Closed Meeting, Council or Committee shall state by resolution the fact of the holding of the Closed Meeting and the general nature of the matter to be considered therein.
- (e) The Clerk and/or his or her designate shall attend Closed Meetings and record the proceedings, including procedural motions and direction given to staff, without note or comment.
- (f) The Clerk may delegate the Clerk duties with respect to recording minutes in a Closed Meeting of Council to a staff person only. ~~For Closed Meetings of the Audit Committee, the Clerk may delegate the Clerk's duties with instructions to the City's external Auditor.~~

(g) Council shall have regard to the closed meeting protocols in the conduct of closed meetings and the reporting out of information.

(hg) Electronic Devices

- i. All electronic devices must be turned off throughout Closed Meetings of Council or Committees with the exception of 'on call/on duty' medical or emergency services personnel (Council or employees).
- ii. Medical or emergency services personnel (Council or employees) who are on scheduled 'on call/on duty' while attending a Closed Meeting of Council or Committees, at the start of the meeting, shall advise the Chair, place their electronic devices in the 'loud' position audible setting in order to be notified, and upon notification, ~~that they~~ leave the room to respond.

3. ORDER OF BUSINESS

3.1 Council Agenda

The Clerk, in consultation with the Mayor and staff, shall have discretion to prepare for the use of Members, an agenda containing the following:

- Call to Order
- Singing of O Canada
- Silent PrayerReflection
- Disclosure of Pecuniary Interest and General Nature Thereof
- Confirmation of Minutes
- Presentations
- Consent Reports
- Consent Agenda
- Special Resolutions
- By-laws
- Announcements
- Notice of Motions
- Adjournment

3.2 Council Planning Agenda

The Clerk, in consultation with the Mayor and staff, shall have discretion to prepare for the use of Members, an agenda containing the following:

- Call to Order
- Singing of O Canada
- Silent PrayerReflection
- Disclosure of Pecuniary Interest and General Nature Thereof
- Public Meetings Pursuant to The Planning Act
- Presentations
- Consent Reports
- Consent Agenda
- Special Resolutions
- By-laws
- Announcements
- Notice of Motions
- Adjournment

3.3 Standing Committee Agenda

The Clerk, in consultation with the Chair and staff, shall have discretion to prepare for the use of Members, an agenda containing the following:

- Declaration of Pecuniary Interest and General Nature Thereof
- Confirmation of Minutes
- Presentations

- Consent Agenda
- Staff Updates and Announcements
- Adjournment

- 3.4 (a) Those matters which are extremely time sensitive and not appearing on an agenda or addendum may be added to an agenda with the consent of a majority vote of the Members present.
- (b) A member of Council may request that a matter appearing on the Information Items to Council, be listed on the appropriate Standing Committee agenda for discussion or consideration. Information Items are packages distributed to Members weekly.

4. DISCLOSURE OF PECUNIARY INTEREST

- 4.1 When a Member present at a Meeting has a pecuniary interest as defined ~~in by~~ the *Municipal Conflict of Interest Act*, as amended or replaced from time to time, the Member shall prior to any consideration ~~or discussion~~ of the matter at the meeting, disclose the pecuniary interest and the general nature thereof and ~~refrain from discussing, debating or voting on the matter, not take part in the discussion of, or vote on any question in respect of the matter, and not attempt in any way whether before, during or after the meeting to influence the voting on any such question.~~
- 4.2 When a Member has a pecuniary interest and is not present at the meeting when the matter is considered or discussed, the Member shall disclose the pecuniary interest and the general nature thereof at the first meeting attended by the Member after the matter was considered or discussed.
- 4.3 In addition to complying with the requirements of Section 4.1, if the matter is being considered or discussed at a Closed Meeting, the member retire shall leave from the Meeting for the portion in which that matter is ~~discussed, debated or voted on~~under consideration.
- 4.4 When a Member of Council has participated in any matter despite having previously declared a possible pecuniary interest regarding such matter, Council or Committee may consider deferring the matter for sufficient time to assess any impact such participation may have had on the decision making process.

5. MINUTES

- 5.1 The Clerk shall present the minutes, without note or comment, of previous Open and Closed Meetings to Council and Committee for adoption.
- 5.2 When the minutes of a Council Meeting have been adopted, the Mayor and Clerk shall sign them.

6. PUBLIC DECORUM AT MEETINGS

- 6.1 Members of the public who constitute the audience at a meeting, shall not:
- (a) address Council without permission;
 - (b) bring food or beverage, with the exception of water, into the Council Chamber or meeting room unless so authorized;
 - (c) engage in any activity or behaviour that would affect the Council or Committee deliberations.

7. PRESENTATIONS

- 7.1
- (a)

Presentations at meetings shall be limited to a maximum of 10 minutes.
- (b)

Presentations by outside organizations or individuals shall not be permitted for the sole purpose of generating publicity or promotion and shall provide information only.
- 7.2
- (a)

The following types of presentations shall provide information only and shall be heard at the beginning of a meeting:

i.

Presentations by staff and outside organizations providing information with no accompanying report; and,

ii.

Presentations recognizing achievements.
- (b)

Outside organizations or individuals shall provide the Clerk with written material for inclusion on the agenda by the agenda production deadline. Material from outside organizations or individuals shall not be added on the addendum.
- (c)

Presentations by outside organizations or individuals shall not be added on the addendum.
- (d)

A request from an outside organization or individual to make a presentation to Council or Standing Committee shall only appear on an agenda upon approval of the Chair and Deputy CAO ~~Executive Director~~ for the appropriate service area.
- 7.3
- Where a City-staff presentation involves an item on an agenda, the item shall be extracted from the Consent Report and/or Consent Agenda and shall be heard at the appropriate time in the agenda with the report brought forward for consideration immediately after the presentation has been made. If delegates wish to speak in addition to a presentation involving an item on the agenda, the item shall not be brought forward for consideration until all delegates on the same have been heard.

8. DELEGATIONS

- 8.1
- (a)

No delegations shall be made to Council or Committee on matters relating to litigation or potential litigation, including those matters which are before and under the jurisdiction of any court or administrative tribunals affecting the City unless such matter is referred to Council by the said administrative tribunal or court or, in the alternative, Council deems this matter to be sufficiently important to allow the delegate to be heard.
- (b)

No delegations shall be made to notices of motion on Council agenda. Delegates will have an opportunity to speak at Standing Committee for notices of motion that have been referred back to committee.
- (c)

Delegates shall only be permitted to Council budget meetings designated for the purpose of receiving budget delegations.
- 8.2
- No person, except Members of Council and appointed officials of the City of Guelph, shall be permitted to come within or behind the horseshoe during a meeting of the Council or Committee without the permission of Council or Committee.
- 8.3
- No person shall make detrimental comments, or speak ill of, or malign the integrity of staff, the public or Council and Committee.

- 8.4 Delegates shall not be permitted to appear before Council or Committee for the sole purpose of generating publicity for an event.
- 8.5 No delegate shall speak on a matter that is not within the jurisdiction of the Council or Committee. The Chair in consultation with the Clerk will determine if a matter is within the jurisdiction of the Committee or Council.
- 8.6 A delegate shall only register themselves to speak and not provide the Clerk with names of any other delegates.
- 8.7 If a delegate is unable to attend the meeting for which they are registered, they may have another person read their written submission.
- 8.8 A delegate may address Council or Committee for a period of time not exceeding five minutes. Council or Committee may extend the five minute time period by a majority vote of the Members present. Such question shall be decided without debate. Notwithstanding this, the time limitation for delegations at a Council Planning meeting with respect to hearing applications under the *Planning Act*, shall not exceed ten minutes.
- 8.9 (a) A delegate may only address Council or Committee with respect to an item on the agenda.
- (b) A delegate may not address Council or Committee with respect to a by-law on the agenda whose subject matter has previously appeared on a Standing Committee or Council agenda.
- (c) A delegate may not address Council or Committee with respect to a Notice of Motion.
- 8.10 (a) Notwithstanding 8.9, a delegate shall request in writing to speak on a matter not on the agenda. This request shall be received by the Clerk's office by the agenda production deadline.
- i. Matters requested by delegates shall not be placed on the agenda by way of addendum.
- ii. Matters requested by delegates shall be placed on the agenda of the appropriate Standing Committee and not on a Council agenda.
- iii. Standing Committee shall refer matters requested by delegates to staff with instructions for further information.
- (be) An individual representing three or more people wishing to address Council or Committee as a delegate shall be limited to a maximum of ten minutes for their delegation.
- (cf) Notwithstanding Section 8.8, designated representatives of the County of Wellington appearing before the Community & SocialPublic Services Committee with respect to land ambulance service matters, shall have no time limitations placed on their delegation.
- 8.11 (a) For the purpose of Council meeting agendas, delegates have until 9:00 a.m. on the Friday of the week prior to the meeting to notify the Clerk to be a delegate or to submit a written comment.
- (b) For the purposes of Standing Committee meeting agendas:
- i. Delegates have until 11:00 a.m. the day of the meeting to register with the Clerk to speak to an item listed on that meeting agenda.

- ii. Delegates have until 9:00 a.m. on the Friday of the week prior to the meeting to ~~notify the~~ submit a written comment to the Clerk ~~to submit a written comment~~ for any meeting occurring the following week.

8.12 For a meeting other than a public meeting pursuant to legislation, a delegate who is listed on the agenda and is unable to attend the meeting, may, by notifying the Clerk at least one business day prior to the meeting, submit a written statement.

8.13 Except ~~on matters for points~~ of order or privilege, Members of Council shall not interrupt a delegate while he or she is addressing Council or Committee.

8.14 Members may address a delegate only to ask questions and not to express opinions or enter into debate or discussion.

8.15 All registered delegates shall be heard before Council or Committee enters into discussion or debate.

8.16 After all delegations have been heard, the related item shall immediately be brought forward for the consideration of Council or Committee.

9. WRITTEN SUBMISSIONS

9.1 People may submit written correspondence on matters listed on the agenda by the timelines as specified in section 8.11 for inclusion on the agenda and addendum.

- 9.2 (a) Petitions shall include a statement or position that the signers are supporting, and include legible names.
- (b) The individual or group initiating the petition, or submitting the petition to the Clerk, Committee or Council must provide a key contact name, mailing address, and telephone contact information to the Clerk.

10. CONSENT REPORTS

10.1 The reports from a Standing Committee to Council shall be submitted to Council in the form of a Consent Report, and shall be dealt with by Council in the manner provided for as follows:

- (a) Standing Committee reports shall be presented by the Chair of the Committee or, in his or her absence, by a Member of the Committee, who shall move the adoption of the report.
- (b) Council Members shall identify any items contained in a Committee Consent Report, which they wish to speak to and the matter shall be extracted from the Consent Report to be dealt with separately.
- (c) The balance of items on the Committee Consent Report, which have not been extracted, shall be voted on in one motion.

10.2 A resolution "to receive" by a Standing Committee shall not be placed on a Standing Committee Consent Report to Council unless a resolution directing the item to be forwarded to Council is passed by the Committee.

10.3 A resolution "to refer back" to staff and report back ~~by to~~ a Standing Committee shall not be forwarded to Council unless direction to do so is included in the resolution.

- 10.4 Council shall consider reports of Standing Committees of Council as well as Committees, boards and commissions in the following order:
- (a) Standing Committees
 - (b) Special/Ad Hoc Committees; and
 - (c) Boards and commissions.
- 10.5 Reports from boards and commissions submitted in writing shall be signed by the Chair or Secretary. When such reports are requesting Council action, they shall include appropriate resolutions for consideration.

11. CONSENT AGENDA

11.1 Council and Council Planning Consent Agenda

- (a) The Council Consent Agenda shall consist of the following items:
- i. Reports from staff;
 - ii. Correspondence for the direction of Council, which may include:
 - Correspondence for which a policy decision or approval of Council is required;
 - Correspondence accompanied by a recommendation from staff;
 - ~~Correspondence for the information of Council;~~
 - iii. Items of a timely nature; and,
 - iv. Motions at the Standing Committee that result in a tie.
- ~~(b) Items that are not of a timely nature, shall be placed on the appropriate Standing Committee agenda.~~
- (c) Council may, by one single resolution adopt the Council Consent Agenda in its entirety. Members of Council who wish to address specific items on the Consent Agenda may identify such items, which shall be extracted and dealt with separately. The balance of the Council Consent agenda, which was not extracted, shall be adopted in one resolution.
- (d) No item shall be placed on an agenda ~~in-with~~ respect ~~to~~of a matter which is not within the jurisdiction of Council. The Mayor in consultation with the Clerk will determine if a matter is within the jurisdiction of the Committee or Council.

11.2 Standing Committee Consent Agenda

- (a) Each Standing Committee shall use a Consent Agenda which shall consist of the following items:
- i. Reports from staff;
 - ii. Matters referred by City Council;
 - Correspondence for the direction of a Standing Committee for which a policy decision or approval of the Standing Committee is required;
 - Correspondence accompanied by a recommendation from staff; and,
 - Correspondence for the information of the Standing Committee.
- (b) The Standing Committee may, by one single resolution adopt the Consent Agenda in its entirety. Members of the Standing Committee, ~~and other Members of Council present,~~ who wish to address specific items on the Consent Agenda may identify such items, which shall be extracted and dealt with separately. The

balance of the Consent Agenda which was not extracted shall then be adopted in one resolution.

- (c) No item shall be placed on an agenda in respect of a matter which is not within the jurisdiction of the Standing Committee. The Chair in consultation with the Clerk will determine if the matter is within the jurisdiction of the Committee.

12. CONDUCT OF MEMBERS

- 12.1 Council and Committee Members shall govern themselves according to Council's Code of Conduct.
- 12.2 The Mayor or Chair shall preserve order and decide questions of order and privilege.
- 12.3 Every Member desiring to speak, shall raise his or her hand so as to be recognized by the Mayor or Chair.
- 12.4 Every Member, on being recognized, shall remain seated in his or her place, and address themselves to the Mayor or Chair.
- 12.5 A Member called to order by the Mayor or Chair shall immediately cease stating further comment, and may appeal the call to order to the Council or Committee. The Council or Committee, if appealed to, shall decide on the case without debate and by way of a majority vote of the Members present. If there is no appeal, the decision of the Mayor or Chair shall be final.
- 12.6 No member shall without leave of the Council or Committee:
- (a) speak to an issue for more than five (5) minutes (cumulative);
 - (b) use offensive words or speak disrespectfully of Council, Committee staff, or any person;
 - (c) speak on any subject other than the subject under debate;
 - (d) speak in contempt of any decision of the Council or Committee;
 - (e) leave his or her seat or make any noise or disturbance while a vote is being taken or until the result is declared; or,
 - (f) disobey the rules or decisions of Council or a decision of the Mayor or Chair on questions of order or privilege, or upon the interpretation of the rules of procedure, and in case a Member persists in any such disobedience after having been called to order by the Mayor or Chair, such Member may be ordered by Council or Committee to leave his or her seat for that meeting. In the event that a Member refuses to vacate their seat, the Mayor or Chair may request that the Member be removed by the Clerk and /or staff as required police. In case of adequate apology being made by the Member they may, by way of majority vote of the Members present be permitted to take their seat.
- 12.7 Subsection 12.6(a) shall not apply to a Committee Chair, or his or her designate when presenting the Committee's report to Council.

13. POINTS OF ORDER OR PRIVILEGE

13.1 Point of Order

- (a) A Member may raise a point of order at any time, whereupon the Mayor or Chair shall:
- i. interrupt the matter under consideration;
 - ii. ask the Member raising the point of order to state the substance of and the basis for the point of order; and,

- iii. rule on the point of order immediately without debate by Council or Committee.
- (b) A Member of Council or Committee may appeal the ruling of the Mayor or Chair to Council or Committee which will then decide on the appeal, without debate, by way of a majority vote of the Members present. If there is no appeal, the decision of the Mayor or Chair shall be final.

13.2 Point of Privilege

- (a) A Member may raise a point of privilege at any time if he or she considers that their integrity or the integrity of Council or the Committee as a whole has been impugned, whereupon the Mayor or Chair shall:
 - i. interrupt the matter under consideration;
 - ii. ask the Member raising the point of privilege to state the substance of and the basis for the point of privilege; and,
 - iii. rule on the point of privilege immediately without debate by Council or Committee.
- (b) A Member of Council or Committee may appeal the ruling of the Mayor or Chair to Council or Committee.
- (c) If there is no appeal, the decision of the Mayor or Chair shall be final. The Council or Committee, if appealed to, shall decide the question without debate and its decision shall be final.
- (d) Where the Mayor or Chair considers that the integrity of any City employee has been impugned or questioned, the Mayor or Chair may permit staff to make a statement to Council or Committee.

14. **MOTIONS AND ORDER OF PUTTING QUESTIONS IN COUNCIL AND COMMITTEE**

- 14.1 Council or Committee shall not debate any motion until it has been seconded. When a motion has been seconded, it may upon request, be read or stated by the Mayor or Clerk at any time during the debate.
- 14.2 When a Councillor moves a main motion or an amendment to a motion that is not recorded as part of the agenda package, that Councillor shall provide a written copy of the motion to the Mayor prior to the vote being taken.
- 14.3 Whenever the Mayor is of the opinion that an amending Motion is contrary to the main Motion, the Mayor shall apprise the Members thereof immediately. A member of Council or Committee may appeal the ruling of the Mayor to Council or Committee. If there is no appeal, the decision of the Mayor shall be final. The Council or Committee, if appealed to, shall decide the question without debate and its decision shall be final.
- 14.4 A Motion in respect of a matter which is not within the jurisdiction of the Council or Committee shall not be in order. The Chair in consultation with the Clerk will determine if the matter is within the jurisdiction of Council or Committee.
- 14.5 After a motion has been moved and seconded, it shall be deemed to be in the possession of Council or Committee. Council or Committee may consent to the withdrawal of the motion at any time before amendment or decision.
- 14.6 When a motion is under consideration no other motion shall be received unless it is a motion:

- (a) to refer the motion to a Committee, or to Council, staff or any other person or body. Such a motion to refer:
 - i. is open to debate;
 - ii. is amendable; and
 - iii. shall preclude amendment or debate of the preceding motion unless resolved in the negative.
 - (b) to amend the motion. Such a motion to amend:
 - i. is open to debate;
 - ii. shall not propose a direct negative to the main motion;
 - iii. shall be relevant to the main motion;
 - iv. is subject to only one amendment, and any amendment more than one must be to the main question; and
 - v. if more than one, shall be put in the reverse order to that in which they were moved, and shall be decided or withdrawn before the main question is put to the vote.
 - (c) to defer the motion to another time. Such a motion to defer:
 - i. is not open to debate;
 - ii. is not subject to amendment; and
 - iii. applies to the main motion and any amendments thereto under debate at the time the motion to defer is made.
 - (d) to adjourn the meeting. Such a motion to adjourn:
 - i. is not open to debate;
 - ii. is not subject to amendment; and
 - iii. shall always be in order.
 - (e) to call the question. Such a motion to call the question:
 - i. cannot be amended;
 - ii. cannot be proposed when there is an amendment under consideration;
 - iii. shall preclude all amendments to the main motion
 - iv. when resolved in the affirmative, shall be followed by putting the question, without debate or amendment;
 - v. when resolved in the negative, shall be followed by resumption of debate; and
 - vi. shall always be in order.
- 14.7 (a) Once all motions relating to the main motion have been dealt with, and once the main motion is put, there shall be no further discussion or debate and the motion shall be immediately voted on.
- (b) A motion, once put, may be voted against by the mover and seconder.

15. VOTING

15.1 Open Meeting Voting

- (a) When one or more motions as set out in Section 14 have been made, the order of the vote shall be as follows:
 - i. to defer the motion;
 - ii. to refer the motion;
 - iii. upon the amendments in the reverse order to that in which they were moved, dealing with an amendment to an amendment immediately before the amendment it proposes to amend; and

- iv. then, upon the main motion or upon the main motion as amended, if any amendments have been carried.
- (b) Except as otherwise provided, every member of Council or Committee shall have one vote.
- (c) Tie Votes
 - i. Any question on which there is a tie vote shall be deemed to be lost, except where otherwise provided by any Act.
 - ii. Motions which end in a tie vote at any committee which reports to Council, shall be reported to Council, with no recommendation to allow Council the opportunity to discuss and make a decision.
- (d) A failure to vote by a Member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.
- (e) When the question under consideration contains distinct clauses, upon the request of any Member, the vote on each distinct clause, including each clause added by way of amendment, shall be taken separately.
- (f) After a question is finally put by the Mayor or Chair, no Member shall be recognized to speak to the question, or make any other motion after the result of the vote has been declared.
- (g) Members shall distinguish their vote by voting either in favour or opposed using an electronic voting system. Should Council or Committee meet in a location where there is no electronic voting system or should the electronic voting system be inoperable, each Member must distinguish their vote by clearly calling out if they are in favour or opposed to the question when their name is called.
- (h) Unless otherwise requested by a Member, no recorded vote is required for the following privileged and incidental motions:
 - i. Adjournment
 - ii. Recess
 - iii. Suspension of the Rules of Procedure
 - iv. Extend the automatic adjournment beyond 11:00 p.m.
 - v. Add an item not appearing on the agenda
 - vi. Moving in and out of a Closed Meeting
 - vii. Call the question
- (i) The Clerk shall record in the minutes the name of any Member of Council or Committee who is not present in the Chamber when such recorded vote is taken.
- (j) The Mayor or Chair shall vote on any question while in possession of the Chair, however, if the Mayor or Chair wishes to propose a Motion he or she shall step down and shall not resume the Chair until the vote is taken.

15.2 Closed Meeting Voting

- (a) In a Closed Meeting, Council or Committee shall only vote on motions pertaining to procedural matters or for giving directions or instructions to officers, employees or agents of the City, local board or Committee ~~of either of them~~ or persons, retained by, or under a contract with the City.
- (b) In relation to a matter considered in a Closed Meeting pursuant to Section 2.87, Council may vote on a procedural motion to rise, report and introduce a proposed recommendation as a Special Resolution in an Open Meeting;

- (c) In relation to a matter considered in a Closed Meeting pursuant to Section 2.~~87~~, Council or Committee may:
 - i. vote on a procedural motion to rise, report and introduce a proposed recommendation as part of a report appearing on an Open Meeting agenda; or,
 - ii. to give direction to staff to include a recommendation as part of an Open Meeting report on a subsequent meeting agenda.
- (d) Notwithstanding Section 15.1(g) there shall be no recorded votes in a Closed Meeting unless otherwise requested by a Member.

16. RECONSIDERATION OF A COUNCIL DECISION

- 16.1 (a) Council may reconsider an entire resolution that was decided ~~as a previous decision of~~during any term of Council. A reconsideration of a portion of a resolution shall not be permitted. Such reconsideration can either amend the previous decision or rescind it.
 - i. No question shall be reconsidered more than once during the term of Council.
 - ii. A motion to reconsider shall not be reconsidered.

(b) A resolution that was decided by Council cannot be reconsidered if action has been taken in implementing the resolution resulting in legally binding commitments that are in place on the date the motion to reconsider is considered by Council.
- (~~ce~~) If Council passes a resolution and adopts the same matter by by-law, only the resolution may be reconsidered.
- (~~de~~) If the decision resulting from the reconsideration warrants, the by-law will be amended or repealed accordingly.
- 16.2 (~~a~~) A motion to reconsider shall be introduced by way of a Notice of Motion to Council and considered as a Special Resolution at a subsequent regular meeting of Council pursuant to Section 19 of this By-law.

(b) No delegations shall be permitted to speak on a notice of motion to reconsider.
- 16.3 ~~Any~~Only a Member of Council who voted with the majority in respect of a previous decision or was absent from the vote or was not a member of Council at the time may move or second a motion for reconsideration.
- 16.4 A motion to reconsider must be carried in the affirmative by a minimum of a majority of the Whole of Council.
- ~~16.5 Debate or delegations on a motion for reconsideration must be confined to reasons for or against the reconsideration, and no discussion on the main question shall be allowed until the motion for reconsideration is carried.~~
- 16.~~56~~ If a motion to reconsider is decided in the affirmative, reconsideration of the original motion shall become the next order of business unless the motion for reconsideration called for a future definite date.
- 16.~~67~~ No question shall be reconsidered no more than once during the term of Council, nor shall a vote to reconsider be reconsidered.

Comment [TA1]: Legal opinion

17. BY-LAWS

- 17.1 The Clerk shall submit to Council a summary of all By-laws proposed for adoption, including the By-law numbers, titles and explanatory notes.
- 17.2 Every proposed By-law shall be at the Council Meeting and be available to any person interested in reviewing same.
- 17.3 Unless otherwise requested or separated, all By-laws proposed for adoption shall be passed in one single motion.
- 17.4 The Clerk shall be responsible for their correctness should they be amended at a Council Meeting.
- 17.5 As per section 8.9(be) a delegate may not address Council or Committee with respect to a by-law on the agenda whose subject matter has previously appeared on a Standing Committee or Council agenda.
- ~~17.65~~ Every By-law passed by Council shall:
- (a) be signed by the Mayor, or the presiding officer at the meeting;
 - (b) be signed by the Clerk or designate;
 - (c) be sealed with the seal of the City, and;
 - (d) indicate the date of passage.
- ~~17.76~~ Council shall enact a By-law to confirm all actions taken by Council at that meeting.

18. ANNOUNCEMENTS

- 18.1 Council meeting announcements shall be provided to the Mayor in writing prior to the Council Meeting, and the Mayor shall read the announcements at the end of the Council Meeting.
- 18.2 Standing Committee meeting updates may be made by the Deputy CAO's or their designate; and, announcements provided to the Chair prior of the meeting, shall be read by the Chair at the end of the Standing Committee meeting.

19. NOTICE OF MOTIONS AND SPECIAL RESOLUTIONS

- 19.1 Notice of Motions
- (a) At a Regular Council meeting or a Regular Council Planning meeting, aAny Member ~~may~~shall give notice that he or she intends to introduce a motion at a subsequent meeting of Council to initiate any measure within the jurisdiction of Council.
- i. The notice for the motion shall be in writing and shall be submitted to the Clerk prior to the regular agenda deadline for inclusion in the Council meeting agenda which is not a Council Planning meeting or a special meeting.
 - ii. The motion may not be submitted as part of an addendum to a Council agenda.
- (b) At the time of giving the notice coming forward on an agenda, the Member shall introduce and fully disclose its intent. The introduction of a notice does not require a seconder and is not, at that time, debatable.
- ~~(c)~~ A motion for which notice has been given, other than one to reconsider or rescind a prior decision of Council, shall be in the form of a referral to a Committee for a recommendation to Council, unless the matter is time sensitive and requires a more immediate decision of Council.

(d) Upon request of the member who introduced the notice, the motion for which notice has been given, shall be in writing, and shall be submitted to the Clerk prior to the agenda deadline for inclusion included as a Special Resolution in an agenda of ~~the next a~~ Council meeting which is not a Council Planning meeting or a special meeting.

(e) No delegations shall be permitted to speak on a notice of motion.

~~(f)~~ If a motion is introduced and not brought forward in the next two (2) subsequent meetings of Council, which are not Council Planning meetings or special meetings, the motion expires.

19.2 Special Resolutions for Notice of Motion

(a) Motions for which notice has been given shall be listed on the agenda under the Special Resolutions heading on a subsequent Council meeting which is not a Council Planning meeting or special meeting. Special Resolutions for which previous notice has been given shall not be placed on any addendum agenda.

(b) In introducing a Special Resolution to Council, a Member shall be permitted the opportunity of providing material and information in support of the resolution for the benefit of Council.

19.3 Special Resolutions for Closed Meeting Reporting

(a) Where Council has passed a procedural resolution at a Closed Meeting to report out at the same Open Meeting, such resolution may be introduced under the Special Resolution heading of the agenda pursuant to Section 15.2(c)(i) of this By-law.

(b) Council or staff may provide contextual information prior to Council's consideration of the Special Resolution.

20. **ADDENDUM AGENDA**

20.1 The Clerk shall prepare an addendum to advise Council or Committee of the names of registered delegates and written submissions relating to matters on the agenda.

20.2 Items or matters will not be added to the agenda after its distribution to Council or Committee by inclusion on the addendum unless directed by the Mayor or Chair, respectively, or CAO and/or ~~Executive Director~~ Deputy CAO(s) if the urgent nature of the matter requires a decision prior to the next Council or Committee meeting.

21. **ADJOURNMENT**

21.1 The Council shall adjourn at 11:00 p.m. if in session at that hour, unless otherwise decided before that hour by a two-thirds vote of the members present. If the Council is adjourned at 11:00 p.m., before the agenda is completed, Council shall establish a time and date for consideration of the balance of the agenda.

21.2 Only one motion to extend the automatic adjournment beyond 11:00 p.m. shall be permitted per meeting, and the maximum allowable extension shall be to 11:59 p.m.

21.3 A motion to adjourn may be made by any Member who has been recognized by the Mayor or Chair. The motion must be moved and seconded prior to being voted on. A motion to adjourn shall ~~be~~ not be made during a vote on any other motion.

21.4 Notwithstanding Section 21.1, if a motion to extend the automatic adjournment time is required prior to the hearing of all delegates on a matter being considered at the time such motion to adjourn is made, Council shall not adjourn the meeting until all listed delegates on the matter have been heard. Once the listed delegates have been heard, Council shall deal with the matter being considered at the time the motion to adjourn was made, as well as any other time sensitive issues on the agenda identified by the Clerk.

22. STRIKING COMMITTEE

- 22.1 (a) Council as a whole shall appoint Chairs to all Standing Committees.
- (b) Council as whole shall select the Chairs of the Standing Committees following a municipal election and two years thereafter, prior to the selection of the Standing Committee Members. The Council shall consider rotating the Standing Committee Chair position every two years when selecting a Standing Committee Chair. In appointing the Standing Committee Chair, consideration shall be given to workload balance, individual interests and Councillor development.
- (c) Each Standing Committee shall at their first meeting following the appointment of its members, select a Vice-Chair. The Standing Committee shall consider rotating the Vice-Chair every two years. In appointing a Standing Committee Vice-Chair, consideration shall be given to workload balance, individual interests and Councillor development.
- (d) In the first year of each new term, the Council shall meet as a Striking committee for the purpose of making citizen appointments to Boards, Committees and Commissions.

~~(e) In all other years of the Council term, the Striking Committee shall meet as part of the last regularly scheduled Council meeting in November.~~

23. NOMINATING COMMITTEE

- 23.1 In the first year of each new term, the Council shall establish a Nominating Committee for the purpose of making recommendations on the appointment of Council members to Committees, local boards and other public agencies.
- 23.2 The Mayor shall chair the Nominating Committee.
- 23.3 The Nominating Committee shall be composed of the Mayor and the Chairs of the Standing Committees.
- 23.4 In the first year of each new term of Council, the Nominating Committee shall, as soon as possible, make recommendations to Council on all other Council Member appointments.
- 23.5 In ~~all~~ other years of the Council term, and as needed, the Nominating Committee shall make recommendations on Councillor Member appointments to Council prior to the last regularly scheduled Council meeting in November.
- 23.6 For Councillor vacancies that occur during the term of Council, the Nominating Committee shall make a recommendation to Council.
- 23.7 Council shall consider both qualifications as well as individual interests when selecting Committee Members. ~~In order to balance Committee workload, each Councillor shall serve on at least two of the Standing~~

~~Committees.~~ The selected Members of each Standing Committee shall be appointed by Council for a two year term. ~~A quorum for a Standing Committee shall be three Members.~~

24. COMMITTEES REPORTING DIRECTLY TO COUNCIL

24.1 The following Committees ~~and Boards are appointed by and~~ report directly to Council:

- (a) Ad Hoc ~~Standing~~ Committees
 - ~~i. Striking Committee – comprised of Members of Council~~
 - ii. Nominating ~~Committee~~ – comprised of Chairs of the Standing Committee Chairs & Mayor
 - iii. ~~Emergency Governance~~
- (b) ~~Operating~~ Standing Committees
 - i. ~~Audit~~
 - ii. ~~Corporate Services~~
 - iii. Governance
 - iv. Infrastructure, Development and Enterprise
 - v. Public Services
 - ~~viiiv. Emergency Governance (as needed)~~

~~Note: These governance committees are delegated responsibilities to make recommendations to Council on the certain responsibilities of Council as a whole.~~

- ~~e) Operating~~
 - ~~i. Community & Social Services Committee~~
 - ~~ii. Corporate Administration, Finance & Enterprise Committee~~
 - ~~iii. Governance Committee~~
 - ~~iv. Operations, Transit & Emergency Services Committee~~
 - ~~v. Planning, Building, Engineering and Environment Committee~~
- ~~e) Corporations~~
 - ~~i. Guelph Municipal Holding Company (GMHI)~~
 - ~~ii. Guelph Junction Railway~~
- ~~cd) Quasi-Judicial / Adjudicative Committees~~
 - ~~i. Appeals Committee~~
 - ~~i. Municipal Election Compliance Audit Committee~~
- ~~f) Committees with Delegated Authority~~
 - ~~i. Committee of Adjustment~~
 - ~~ii. Appeals Committee~~
 - ~~iii. Property Standards/Fence Viewers Committee~~

25 COUNCIL MEETING AS SHAREHOLDER

~~25.~~ Council meets as the Shareholder of the following Corporations:

- ~~i. Guelph Municipal Holdings Incorporated (GMHI)~~
- ~~ii. Guelph Junction Railway Company~~

265. STANDING COMMITTEES COMPOSITION S, SPECIAL/AD-HOC COMMITTTES AND ADVISORY COMMITTEES

~~25.1 Standing Committee Procedures~~

- ~~e) Council shall appoint the following Standing Committees:~~
 - ~~i.~~

- 26.1 ~~(a)~~ A Standing Committee, other than the Emergency Governance Committee, shall be comprised of four (4) members of City Council and the Mayor, deal with the subject matter specific to its scope of responsibilities and make recommendations to Council for approval.
- 26.2 ~~(b)~~ The Emergency Governance Committee shall be comprised of a minimum of four and a maximum of six members of Council and quorum shall be four members.
- 26.3 ~~(c)~~ The Governance Committee shall be comprised of the Chairs of the Audit, Corporate Services, Infrastructure, Development and Enterprise, and Public Services committees and the Mayor.
- 26.4 ~~(d)~~ Notwithstanding Section 22.1, the Mayor shall Chair the Governance and Nominating Committees
- 26.5 ~~(e)~~ A Standing Committee is an advisory body to Council established by Council. Standing Committees are comprised of Councillors only and are supported by City staff.
- 26.6 ~~(f)~~ Standing Committees shall deal with matters relating to the specific area of jurisdiction regarding municipal functions as detailed in the Standing Committee Terms of Reference as adopted by Council resolution from time to time. Section 25.2.
- 26.7 ~~(g)~~ Where a matter may fall under the responsibility of more than one Standing Committee, the Clerk shall consult with the Mayor and the potential Chairs involved to confirm. which committee shall have jurisdiction regarding the matter.
- ~~(d) The responsibilities of each Standing Committee shall be as follows:~~
- ~~i. Leadership & Stewardship

 - ~~A. establish priorities for Committee work scheduled annually;~~
 - ~~B. track outstanding Committee items; and~~
 - ~~C. consider risk management issues when debating options and recommendations.~~~~
 - ~~ii. Empowerment & Accountability

 - ~~A. review annual reports on delegated authority for each service area~~
 - ~~B. recommend to Council opportunities for delegation of authority~~~~
 - ~~iii. Communication, Engagement & Transparency

 - ~~A. recommend improvements to information flows for each service area~~
 - ~~B. maintain a rolling calendar of regular performance and accountability reports~~~~
 - ~~iv. Service & Fairness

 - ~~A. ensure the Committee conducts its business consistent with Council's policies~~
 - ~~B. consider Guelph's commitment to sustainability in the areas of social, economic, cultural and environmental stewardship when developing recommendations~~~~
 - ~~v. Continuous Learning & Growth

 - ~~A. ensure members receive orientation on their service areas~~
 - ~~B. recommend service reviews for the consideration of the Internal Auditor~~~~
- ~~(f) The following Standing Committees shall be composed of four Councillors and the Mayor:~~

- ~~i. — Audit Committee~~
- ~~ii. — Community & Social Services Committee~~
- ~~iii. — Corporate Administration, Finance & Enterprise Committee~~
- ~~iv. — Planning, Building, Engineering and Environment Committee~~
- ~~v. — Operations, Transit & Emergency Services Committee~~

- ~~(g) — The Emergency Governance Committee shall be comprised of a minimum of four and a maximum of six members of Council and quorum shall be four members.~~
- ~~(h) — The Governance Committee shall be composed of the Chairs of the Community & Social Services Committee; Corporate Administration, Finance & Enterprise Committee; Planning, Building, Engineering and Environment Committee; Operations, Transit and Emergency Services Committee and the Mayor.~~
- ~~(i) — Notwithstanding Section 22.1 the Mayor shall chair the Governance Committee.~~
- ~~(j) — Where a matter may fall under the responsibility of more than one Standing Committee, the Clerk shall consult with the Mayor and the potential Chairs involved to confirm.~~

~~25.2 — Standing Committee Responsibilities~~

- ~~(a) — The Audit Committee scope of responsibilities includes:~~
 - ~~i. — External Audit (Annual Audit)~~
 - ~~ii. — Annual Financial Statements~~
 - ~~iii. — Auditor Performance and Review~~
 - ~~iv. — Compliance~~
 - ~~v. — Risk Management and Internal Control~~
 - ~~vi. — Reporting Responsibilities~~
 - ~~vii. — Adequacy of the City's Resources~~
 - ~~viii. — Internal Audit (save and accept May 26 to November 30, 2014)~~
 - ~~ix. — City Financial and Control Systems~~
 - ~~x. — Financial Literacy~~

~~Specific Committee Responsibilities:~~

~~Leadership & Stewardship~~
~~External Audit~~

- ~~• Review the external auditor's proposed audit scope and approach, including coordination of audit effort with City staff.~~
- ~~• Review with management and the external auditors the result of the audit, including any difficulties encountered and all other matters required to be communicated to the Committee under Generally Accepted Auditing Standards.~~
- ~~• Resolve any disagreements between management and the external auditors regarding financial reporting.~~
- ~~• At the conclusion of the audit, consult with the external auditors, without the presence of management, regarding internal financial controls, compliance and the fullness and accuracy of the City's financial statements.~~
- ~~• Ensure the timely presentation of the external auditor's annual audit report to Council.~~

~~Risk Management and Internal Control~~

- ~~• Understand the scope of the external auditor's review of internal financial control over financial reporting and obtain reports on significant findings and recommendations, together with management's responses and the timing of the disposition of significant findings.~~

- ~~Through the use of a risk management framework, assess the financial risks to be managed by the City and any change in significant financial risks.~~
- ~~Consider the effectiveness of the City's internal control system for the safeguarding of assets, including information technology security and control, and the adequacy of policies and procedures.~~
- ~~Review management and program performance regarding efficiency, effectiveness and economy in the use of resources.~~
- ~~Reviewing the effectiveness of management reporting systems regarding administrative and program performance.~~

~~Other~~

- ~~Recommend to Council special investigations and funding as required. Institute and oversee special investigations as authorized by Council.~~
- ~~With Council approval, retain independent counsel, accountants, or others to advise the Committee or assist in the conduct of a review.~~

~~Empowerment & Accountability~~

~~Compliance~~

- ~~Obtain regular updates from management and others (legal counsel, external auditors) regarding compliance with laws and regulations having a material impact on the financial statements including:~~
 - i. ~~Tax and financial reporting laws and regulations.~~
 - ii. ~~Legal withholding requirements.~~
 - iii. ~~Environmental protection laws and regulations.~~
- ~~Review by laws and policies specifically regulating the conduct of members of council, staff and suppliers.~~
- ~~Review the findings of any examinations by regulatory agencies, and any auditor observations.~~
- ~~Discuss with the City Solicitor, any significant legal, compliance or regulatory matters that may have a material effect on the financial statements or the business of the City, or on the compliance policies of the City.~~
- ~~Review the results of management's investigation and follow-up for any instances of non-compliance.~~
- ~~Review the effectiveness of the systems established to ensure compliance.~~

~~Adequacy of the City's Resources~~

- ~~Review the nature of evolving businesses managed by the City, including those changes occasioned by business or process redesign or through updated legislated requirements.~~
- ~~As new businesses and ventures are embarked on by the City, gain comfort that all appropriate processes have been put in place to evaluate feasibility of the new business and to ensure proper resources, both human and financial, have been provided.~~

~~Communication, Engagement & Transparency~~

~~Reporting Responsibilities~~

- ~~Ensure the creation of an annual report to council on progress achieved by the Committee and any concerns or issues that have been identified.~~
- ~~The report shall be prepared by the Committee Chair with input from staff and approved by the Committee.~~
- ~~Provide an open avenue of communication between the external auditor and City Council.~~

~~Accomplishment & Measurement~~

~~Financial Statements~~

- ~~Review significant accounting and reporting issues, including complex or unusual transactions, highly judgmental areas and recent professional and regulatory pronouncements, and understand their impact on the financial statements.~~

- ~~Review the representation letter provided by management to the external auditor.~~
- ~~Prior to the presentation of the annual financial statements to Council, review the financial statements and consider whether they are complete, consistent with information known to Committee members and reflect appropriate accounting principles.~~
- ~~Recommend to Council the approval and distribution of the annual financial statements.~~

~~Auditor Performance & Review~~

- ~~Review and confirm the independence of the external auditor by obtaining statements from the auditor on relationships between the auditor and the City, including non-audit services, and discussing the relationships with the auditor.~~
- ~~Direct and review the performance evaluation for the external auditor.~~
- ~~Recommend changes to the external auditor's compensation for Council approval.~~
- ~~Periodically determine whether a Request for Proposal should be issued to select an external auditing firm. As per the Ontario Municipal Act 2001 section 296 (3), the external auditor shall not be appointed for a term exceeding five (5) years.~~
- ~~Participate in the selection of an external auditing firm by reviewing the Request for Proposals and bids received, interviewing potential auditing firms and recommending the external auditor for final approval to Council.~~

~~Continuous Learning & Growth~~

~~Financial Literacy~~

- ~~Ongoing training and development is provided to enhance the financial literacy of the Committee members.~~

- ~~(b) The Community & Social Services Committee scope of responsibilities include:~~
- ~~i. Culture & Tourism~~
 - ~~ii. Community Engagement & Social Services Liaison~~
 - ~~iii. Parks & Recreation~~
 - ~~iv. Business Services~~
 - ~~v. Corporate Building Maintenance~~

~~The following Advisory Committees and Boards report to it:~~

~~Accessibility Advisory Committee
Cultural Advisory Committee
Guelph Museums Advisory Committee
Youth Council
Locomotive 6167 Restoration Committee~~

~~The following Local Boards report to it:~~

~~Police Services Board
Sports Hall of Fame
Guelph Public Library Board
Wellington-Dufferin-Guelph Public Health Board
Board of Trustees of the Elliott
Macdonald Stewart Art Centre Board of Directors
Guelph Cemetery Commission~~

- ~~(c) The Corporate Administration, Finance & Enterprise Committee scope of responsibilities includes:~~

- ~~i. Corporate Administration~~
- ~~ii. Finance & Enterprise~~
- ~~Community Energy~~
- ~~Downtown Renewal~~
- ~~Economic Development~~

<div><div><div><div><div></div><div>Finance</div></div></div><div><div><div>iii.</div><div>Corporate & Human Resources</div></div><div><div>Human Resources</div></div></div><div><div><div></div><div>City Clerk's Office</div></div></div><div><div><div></div><div>Corporate Communications</div></div><div><div></div><div>Information Technology</div></div><div><div></div><div>Legal & Realty Services</div></div><div><div></div><div>Court Services</div></div></div></div></div>	
<div><div><div><div><div></div><div>Specific Committee responsibilities:</div></div><div><div><div>Leadership & Stewardship</div><div><div><div>Review financial management policies and make recommendations to Council.</div><div>Monitor variance reporting for Enterprise, Operating and Capital Budgets</div><div>Make recommendations regarding the annual budget cycle.</div></div></div></div></div></div></div></div>	
<div><div><div><div><div></div><div>Members of the Committee are appointed by Council to hear appeals under the City's Business Licensing By-law as the Appeals Committee.</div></div></div></div></div>	
<div><div><div><div><div></div><div>The following Advisory Committees report to it:</div></div><div><div><div>Downtown Advisory Committee</div><div>Economic Development Advisory Committee</div></div></div></div></div></div>	
<div><div><div><div><div></div><div>The following Local Boards report to it:</div></div><div><div><div>Downtown Guelph Business Association</div></div></div></div></div></div>	
<div><div><div><div><div></div><div>The following Quasi-Judicial/Adjudicative Committees Agency report to it:</div></div><div><div><div>Appeals Committee</div></div></div></div></div></div>	
<div><div><div><div><div></div><div>(d) The Governance Committee scope of responsibilities includes ensuring that appropriate policies, principles, procedures and roles are established to guide and enhance:</div></div><div><div><div>i.</div><div>Effective Corporate Governance</div></div><div><div>ii.</div><div>Accountability and Transparency</div></div><div><div>iii.</div><div>Strategic Planning Processes</div></div><div><div>iv.</div><div>Committee and Council Effectiveness</div></div><div><div>v.</div><div>CAO Performance and Review</div></div><div><div>vi.</div><div>Oversight of Governance Policies</div></div><div><div>vii.</div><div>Succession Planning</div></div><div><div>viii.</div><div>Council Compensation</div></div><div><div>ix.</div><div>Council Performance Reporting</div></div></div></div></div></div>	
<div><div><div><div><div></div><div>Specific Responsibilities:</div></div><div><div><div>Leadership & Stewardship</div><div>Strategic Planning</div><div><div><div>Review and recommend governance principles, policies and guidelines with respect to strategic planning for Council approval.</div><div>Ensure an effective strategic planning and priority setting process is implemented during each new term of Council and advise on necessary improvements.</div><div>Review and recommend an annual strategic planning work plan for Council approval.</div><div>Receive regular update reports on the status of priority initiatives to ensure appropriate progress.</div><div>Receive regular updates on Key Performance Indicators related to the Strategic Plan.</div></div></div></div></div></div></div></div>	
<div><div><div><div><div></div><div>Enterprise Risk Management</div></div><div><div><div>Understand and address risks that threaten the achievement of the organization's objectives.</div><div>Assess risks in terms of likelihood and magnitude of impact.</div></div></div></div></div></div>	

- ~~Oversee the development of policies and appropriate response strategies to identify, prioritize, and respond to the risks (or opportunities).~~
- ~~Monitor progress on the effectiveness of policies and response strategies.~~

~~Empowerment & Accountability Accountability and Transparency~~

- ~~Receive and review recommendations for the development of strategic communications material to support community understanding of the City's financial standing and strategic directions.~~
- ~~Review and confirm the delegation of authority protocols.~~
- ~~Assess the need for discretionary positions as defined by the Municipal Act and make appropriate recommendations to Council (e.g. Auditor General, Integrity Commissioner, Lobbyist Registrar and Ombudsman).~~

~~Communication, Engagement & Transparency Committee Performance Reporting~~

- ~~Review annual information reports for Council on progress achieved by the Committee.~~
- ~~Regularly evaluate meeting effectiveness and incorporate improvements as appropriate.~~

~~Accomplishment & Measurement Effective Corporate Governance~~

- ~~Regularly review Council's governance principles, policies and procedures and make recommendations for improvements.~~
- ~~Ensure review of the Council Code of Conduct during new Council orientation; ensure Council signs confirming receipt at the Inaugural Meeting.~~
- ~~Receive and annual report from the Integrity Commissioner reviewing the effectiveness of the implementation of the Code of Conduct.~~
- ~~Review the completion of a sustainability audit for the corporation as well as a plan for ongoing assessment and reporting to the community.~~
- ~~Ensure a succession management plan is in place.~~
- ~~Review annual service approach and ongoing results.~~
- ~~Ensure strengthened performance governance including performance metrics and reporting practices.~~

~~CAO Performance and Review~~

- ~~Review and recommend governance principles, policies and procedures with respect to the recruitment, delegation of authority, compensation, succession planning and evaluation of the CAO.~~
- ~~Direct and discuss CAO succession planning efforts consistent with policy guidelines.~~
- ~~Oversee the recruitment process for a new CAO consistent with policy guidelines.~~
- ~~Oversee the performance evaluation process for the CAO consistent with policy guidelines.~~
- ~~Oversee the development of annual performance objectives for the CAO consistent with policy guidelines.~~
- ~~Direct and discuss CAO succession planning efforts consistent with policy guidelines.~~
- ~~Recommend changes to the CAO compensation for Council approval.~~

~~Council Compensation~~

- ~~Regularly review and assess ongoing work requirements of Council.~~
- ~~Direct the development of recommendations regarding principles of compensation for Council approval.~~

- ~~Recommend an appropriate compensation review process involving citizens and stakeholders.~~
- ~~Review and recommend required updates to existing compensation policies.~~

~~Continuous Learning & Growth
Committee and Council Effectiveness~~

- ~~Regularly assess Council effectiveness and solicit input on governance concerns to be addressed.~~
- ~~Provide input on changes to the Citizen Advisory Committee appointment process.~~
- ~~Recommend core elements of an orientation program for the following term of Council to address learning and knowledge requirements in a timely manner.~~
- ~~Recommend a Council Professional Development Program.~~
- ~~Review the Procedural By-law and recommend any changes to Council.~~
- ~~Review and recommend changes to the Committee Mandate and Charter of each Standing Committee once a term as needed and/or when substantive changes are proposed.~~
- ~~Annually review and recommend the Council budget.~~

~~(e) The Operations, Transit & Emergency Services Committee scope of responsibilities includes:~~

- i. ~~Community Connectivity & Transit (Guelph Transit)~~
- ii. ~~Public Works~~
- iii. ~~By-law Compliance, Security and Licensing~~
- iv. ~~Emergency Services~~

~~The following Advisory Committees report to it:
Transit Advisory Committee~~

~~(f) The Planning, Building, Engineering and Environment Committee scope of responsibilities includes:~~

- i. ~~Engineering Services~~
- ii. ~~Planning~~
- iii. ~~Building Services~~
- iv. ~~Solid Waste Resources~~
- v. ~~Wastewater Services~~
- vi. ~~Water Services~~

~~The following Advisory Committees report to it:
Environmental Advisory Committee
Guelph Cycling Advisory Committee
Heritage Guelph
Organic Waste Processing Facility Public Liaison Committee
River Systems Advisory Committee
Water Conservation & Efficiency Public Advisory Committee
Municipal Property & Building Commemorative Naming Policy Committee~~

~~The following Agency reports to it:
—Grand River Conservation Authority~~

~~The following Quasi-Judicial/Adjudicative Committees Agency report to it:~~

- ~~Committee of Adjustment~~
- ~~Property Standards/Fence Viewers Committee~~

~~(g) Council hereby delegates to the Emergency Governance Committee authority to exercise Council's legislative, quasi-judicial and administrative powers, subject to the limitations of the *Municipal Act*, with such delegated authority to be exercised only:~~

- ~~i. for the duration of an emergency which has been declared by the Mayor or his/her designate, in accordance with the City's Emergency Response Plan;~~
- ~~ii. at such time when at least seven members of Council are incapacitated through death, illness or injury, and are not able to attend a properly scheduled Meeting of Council; and~~
- ~~iii. for Council's normal decision making process and not for the management or co-ordination of emergency response activities.~~

**~~275.23~~ SPECIAL~~pecial~~/AD~~d~~ HOC~~ee~~
COMMITTEE~~s~~ommittees**

- ~~27.1~~ (a) Council may appoint Special/Ad Hoc Committees, with a defined ending, ~~each of~~ which shall consider a ~~very~~-specific matter and report to Council directly or through a Standing committee on that matter.
- ~~27.2~~ (b) Notwithstanding Section ~~25.56(a)~~30.1 only the Members of a Special/Ad Hoc Committee shall participate in, debate or ask questions at Special/Ad Hoc Committee meetings;
- ~~27.3~~ (c) Special/Ad Hoc Committees shall report back to Council.

~~285.34~~ ADVISORY~~visory~~ COMMITTEE~~s~~ommittees

- ~~28.1~~ (a) Advisory Committees are created by Council with no defined ending, to report through the appropriate Standing Committee on a specific subject matter.
- ~~28.2~~ (b) No Members of Council shall be appointed to Advisory Committees.
- ~~28.3~~ (c) The appointment of a citizen member to an Special/Ad Hoc committee or Advisory Committee may be ~~terminated~~forfeited if the citizen is absent from Meetings of the Committee for three consecutive months without being authorized to do so by a Resolution of the Committee entered upon its minutes.

**~~295.45~~ MEMBER~~ember~~ ABSENT~~bsent~~ FROM~~-from~~
COUNCIL~~ouncil~~**

- ~~29.1~~ (a) ~~The appointment of~~A The office of a Member of Council ~~becomes vacant~~ ~~to a Committee may be terminated~~ if the Member has been absent from Meetings of the Council Committee for three successive ~~consecutive~~ months without being authorized to do so by a resolution of the Council Committee entered upon its minutes.

**~~30.25.56~~ NON~~on~~ COMMITTEE~~ommittee~~ MEMBER~~ember~~
PARTICIPATION~~articipation~~ AT~~a~~
MEETING~~eeetings~~**

- ~~30.1~~ (a) Members of Council who are not Committee Members may attend both Open and Closed Meetings. They may ask questions for clarification for no more than 5 minutes cumulatively, but shall not enter into debate, nor extract items from the consent agenda.
- ~~30.2~~ (b) A Chair of a Standing Committee shall recognize Standing Committee Members prior to Non Standing Committee Members

~~(c) All Non Members of the Standing Committees may delegate regarding an issue for no more than five (5) minutes (cumulative).~~

3126. GENERAL RULES

- 3126.1** No provision of this By-law shall be suspended except by affirmative vote of at least two-thirds of the Members present for each incidence of suspension of the rules.
- 3126.2** Council and Committees shall observe the rules of procedure contained in this By-law in all proceedings of the Council and Committees. This By-law shall be used to guide the order and dispatch of business of the Council and wherever possible, with the necessary modifications, for all Committees of Council, including Advisory Committees and Special/Ad Hoc Committees unless otherwise provided.
- 3126.3** All matters relating to the proceedings of Council and Committees, for which Rules of Procedure have not been provided in this By-law, shall be decided by the Mayor or Chair. If a Member otherwise disagrees with the Mayor or Chair's ruling, that Member can submit an appeal to Council or Committee to overrule the ruling by a majority vote of the Members preset. governed where practicable by Roberts Rules of Order.
- 3126.4** This By-law comes into force on May 25, 2015.
- 3126.5** The short title of this By-law is the Procedural By-law.
- 3126.6** Appendix 1, the "Motions Table", forms part of this By-law and shall be used as a reference.

3227. PROCEDURAL BY-LAWS FOR OTHER BOARDS, COMMITTEES OR COMMISSIONS

- 3227.1** Where a board, committee or commission of the City has not adopted a procedural by-law, such board, committee or commission shall be deemed to have adopted this Procedural By-law with necessary modifications including the requirement that all meetings be open to the public, subject to the same exceptions applicable to Council Meetings as set out herein.

~~**28. MUNICIPAL CODE AMENDMENT**~~

- ~~**28.1** Municipal Code Amendment #518, which amends Chapter 20 of the City of Guelph Municipal Code by removing Article II and substituting the aforementioned clauses is hereby adopted.~~

3329. REPEAL OF PREVIOUS BY-LAW

- 3329.1** By-law Numbers ~~(2012)-19375, (2013)-19558 and (2013)-19634~~ (2014) - 19784 are is hereby repealed.

PASSED this TWENTYETH day of JULY, 2015.

CAM GUTHRIE - MAYOR

STEPHEN O'BRIEN - CITY CLERK

Appendix 1

Motions Table

Motion	Debatable	Non-Debatable	Amendable	Non-Amendable	Majority Vote	Special Majority
adjourn		X		X	X	
point of privilege		X		X		Chair Rules*
point of order		X		X		Chair Rules*
call the question		X		X	X	
motion to amend	X		X		X	
defer		X		X	X	
refer	X		X		X	
extend meeting beyond 11:00 p.m.	X			X		2/3 of Members Present
reconsideration	X			X		7 Members of the Whole of Council
appeal of the Chair's ruling*		X		X	X	
suspend the rules of procedure		X		X		2/3 of Members Present

**A point of order/privilege is ruled on by the Mayor/Chair. Any Member may appeal the Chair's ruling which must then be decided by a majority vote of the Members present without debate.*

**Proposed changes to the Procedural By-law
by Members of Council**

Legend:
 Staff Response
 Proposed Action

Add/Delete /Revise* *Please note bylaw section	Details Regarding Change	Staff response and Proposed Action
Index:	London contains an index of the various parts of the Bylaw, Niagara contains a Table of Contents, Guelph has nothing	<p>Agreed: For the consolidated version for council we will prepare a copy with a table of contents.</p> <p>Staff prepares a consolidated version with a table of contents once the by-law is passed.</p>
1 Definitions:	Guelph, London and Niagara are all different in terms of what is defined and how things are defined. Some are particular to the municipality (ie there might be no relevance to defining in a standard way in some circumstances because of unique nature of municipality).	<p>Each municipality is unique and varies in its terminology and definitions, so it's difficult to compare.</p> <p>Staff will add any definitions that Council directs as appropriate for clarification of terminology.</p>
2.7c) Closed Meetings	In the spirit of transparency - provide general rationale when going into closed session at the open meeting. NOTE: I think we are doing closed incorrectly. We should call meeting to order always in open session. Move to go to Closed in Council Chambers and then recess to ante room for closed discussion. In this manner, there is always an appearance that "closed session" is merely an adjunct of open and not a meeting of its own.	<p>Agreed and already included in section 2.7c). These concerns would be addressed if the chair at each meeting reads a script in open to go into closed and rises from closed into open to explain what was discussed in closed. Staff is supportive of such changes</p> <p>These concerns would be also be addressed by a change to the Closed meeting protocols and referral to them in the procedural by-law.</p>
2.7 (g)Electronic devices turned off in closed meetings	Electronic devices being turned off during closed meetings with exception of on call emergency personnel. This is not being enforced. Either it must be enforced or the rule must be changed/deleted.	<p>These concerns would be addressed by a change to the Closed meeting protocols to require that the Chair reads the closed meeting script regarding the rules for electronic devices at each meeting.</p>

3.1 and 3.2 Order of Business	Change "Silent Prayer" to "Silent Reflection" Secularity adheres to Supreme Court ruling. Should be labelled accurately since it's not a prayer time.	Agreed and is being proposed
6.1 (b) Public Decorum at Meetings	Water should be added as an exception to this rule	Water poses no problems. Agreed and is being proposed
8. Delegations	Delegations in London are always heard by Committee of the Whole Part 14. Note what it says about repetition. Very Important for getting through meetings.	We do not have a committee of the whole system as does London; we have a standing committee system. We are unlike London or Hamilton, who only accepts delegations at standing committee and not Council. It would not be prudent from a transparency and accountability perspective to limit delegations to either standing committee or Council only, although it may be more practical from an administrative perspective to do so. This change is not being recommended.
12.6 Speaking to a motion:	Niagara and London - specifically identifies you may speak once for a time of no more than 5 minutes. You must speak to the motion you cannot wander or pontificate	This is already covered in section 12.6 of the Guelph procedural bylaw.
12.6 & 12.7 Rules of Debate and Conduct -	RULES OF DEBATE AND CONDUCT 9.1 Order - decorum - maintained - Mayor The Mayor shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal to the Council. 9.2 Mayor - speaking on motion - to leave Chair The Mayor may answer questions and comment in a general way without leaving the Chair, but if he/she wishes to make a motion or to speak on a motion taking a	The majority of this is included in sections 12.6 & 12.7 of the Guelph By-law: 12.6 No member shall without leave of the Council or Committee: (a) speak to an issue for more than five (5) minutes (cumulative); (b) use offensive words or speak disrespectfully of Council, Committee staff, or any person; (c) speak on any subject other than the subject under debate; (d) speak in contempt of any decision of the Council or Committee;

	<p>definite position and endeavouring to persuade the Council to support that position, then he/she shall first leave the Chair.</p> <p>9.3 Mayor - leaving Chair - member designated in place</p> <p>If the Mayor desires to leave the Chair for the purpose of taking part in the debate or for any other reason, he/she shall designate another member to fill his/her place until he/she resumes the Chair.</p> <p>9.4 Speaking - recognition by Chair - required</p> <p>Before a member may speak to any matter, he/she shall first be recognized by the Chair.</p> <p>9.5 Speaking - order - determination</p> <p>When two or more members indicate simultaneously that they wish to speak, the Chair shall name the member who is to speak first.</p> <p>9.6 Speaking - limitation - subject - maximum 5 minutes</p> <p>When a member is speaking to a motion, he/she shall confine his/her remarks to the motion and in speaking shall be limited to a maximum of 5 minutes, unless otherwise decided by a majority vote of the members present.</p> <p>9.7 Speaking - once only - exception - vote - reply</p> <p>A member shall not speak more than once to any motion, unless otherwise decided by a majority vote of the members present, but the member who has made a motion shall be allowed to reply for a maximum of 5 minutes.</p> <p>9.8 Speaking - under debate - motion - prohibited</p> <p>A member who has already spoken to any motion under debate shall not be permitted to move any motion described in section</p>	<p>(e) leave his or her seat or make any noise or disturbance while a vote is being taken or until the result is declared; or,</p> <p>(f) disobey the rules or decisions of Council or a decision of the Mayor or Chair on questions of order or privilege, or upon the interpretation of the rules of procedure, and in case a Member persists in any such disobedience after having been called to order by the Mayor or Chair, such Member may be ordered by Council or Committee to leave his or her seat for that meeting. In the event that a Member refuses to vacate their seat, the Mayor or Chair may request that the Member be removed by the police. In case of adequate apology being made by the Member they may, by way of majority vote of the Members present be permitted to take their seat.</p> <p>12.7 Subsection 12.6(a) shall not apply to a Committee Chair, or his or her designate when presenting the Committee's report to Council.</p> <p>A change is being proposed that in lieu of the member being removed by the police, that the member be removed by Clerks and/or other staff as necessary.</p>
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	<p>11.7 of this by-law, except a motion to proceed beyond the hour of 11:00 PM.</p> <p>9.9 Motion - under debate - questions - before vote</p> <p>When a motion is under debate, a member may ask a concisely worded question of another member, the City Manager, Managing Director or appropriate staff, through the Chair prior to the motion being put to a vote by the Chair in accordance with section 12.4 of this by-law.</p> <p>9.10 Motion - under debate - read - at any time</p> <p>A member may require the motion under debate to be read at any time during the debate, but shall not interrupt a member who is speaking.</p> <p>9.11 Disruption - Council - by member - prohibited</p> <p>A member shall not disturb the Council by any disorderly deportment, including conduct contrary to the Code of Conduct established by the Council.</p> <p>9.12 Offensive language - insults - prohibited</p> <p>A member shall not use profane or offensive words or insulting expressions.</p> <p>9.13 Disobedience - rules - points of order - prohibited</p> <p>A member shall not disobey the rules of the Council or a decision of the Chair or of the Council on points of order or on the interpretation of the rules of procedure of the Council.</p> <p>9.14 Leaving seat - disturbance during vote - prohibited</p> <p>A member shall not leave his/her seat or make any noise or disturbance while a vote is being taken or until the result is declared.</p> <p>9.15 Speaking - rising and addressing</p> <p>A member may rise to speak, after</p>	
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	<p>addressing himself/herself to the Chair.</p> <p>9.16 Interruption - speakers - exception A member shall not interrupt a member who is speaking, except to raise a point of order or a question of privilege.</p> <p>9.17 Leaving meeting - not to return - Chair informed A member shall not leave the meeting when he/she does not intend to return thereto without first advising the Chair.</p> <p>9.18 Disorderly conduct - member to be removed - question In the event that a member persists in a breach of the rules prescribed in sections 9.11 to 9.17 inclusive of this by-law, after having been called to order by the Chair, the Chair shall put the question "Shall the member be ordered to leave his/her seat for the duration of the meeting?" and such question is not debatable.</p> <p>9.19 Disorderly conduct - member to leave seat If the Council decides the question set out in section 9.18 of this by-law in the affirmative by a majority vote of the members present, the Chair shall order the member to leave his/her seat for the duration of the meeting.</p> <p>9.20 Apology - member to resume seat - by permission If the member apologizes, the Chair, with the approval of the Council, may permit him/her to resume his/her seat.</p> <p>9.21 Failure to leave seat - removal by Sergeant-at-Arms If a member does not leave his/her seat after being ordered to do so by the Chair in accordance with section 9.19 of this by-law and if the member does not apologize in accordance with section 9.20 of this by-law, then the Chair shall seek the appropriate</p>	
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	assistance from the Sergeant-at-Arms.	
13.2d) Impugning Staff	Administration - integrity questioned - procedure (London) When a member considers that the integrity of a member of the Civic Administration has been impugned or questioned, the Chair shall, if they choose to do so, permit the City Manager or a Managing Director or his/her designate to make a statement to the Council.	Presently included in section 13.2(d)
14. Questions on a motion	When a motion is under debate, a member may ask a concisely worded question of another member, the City Manager, Managing Director or appropriate staff, through the Chair prior to the motion being put to a vote by the Chair in accordance with section 12.4 of this by-law.	Section 14 re: "Motions and order of putting questions" details with how motions are to be dealt with. It is understood that questions may be asked. The City of London bylaw is more prescriptive than that of the City of Guelph. Staff is trying to keep the Guelph by-law clear and concise and not overly prescriptive. Not being recommended.
14.1 Motions	Must first be put on the floor before they are discussed - this to me is paramount to making Council work.	Already included in 14.1. Council or Committee shall not debate any motion until it has been seconded. When a motion has been seconded, it may upon request, be read or stated by the Mayor or Clerk at any time during the debate.
14.6 c) Motions to Defer	Niagara region: "Defer" must contain a time when Council will again consider. In other words, you cannot kill a motion by deferring to time indefinite	A deferral in Guelph bylaw may be for a specific time. Council may not know when a matter is coming back, so a deferral may be appropriate. If it is the will of Council a deferred matter can be brought back at any time. Not being recommended.
19. Notices of Motion	Whereas Guelph gives an authority to NOM's, neither Niagara nor London do. In fact see my point #11 - this is the way it should be done.	Staff sees value in keeping the NOM process as it allows members of Council to bring forward matters which are otherwise not before committee or council for consideration.

	Note the "Schedules" attached to London's Procedural Bylaw - they preclude any NOM's - it becomes the Clerk's duty to assign "general matters" to Standing Committees. In other words, it reduces the potential for grandstanding/pontification at meetings.	The process requires that (other than reconsiderations) motions resulting from NOM's be referred back to standing committee for consideration. So the process is respectful to the standing committee/ Council decision making process and allows staff the time and opportunity to provide a review and comment on the matter. Not being recommended.
22 Striking Committee	Review needed of Committee Chairs being selected by Council and then they select committee members in camera. Preferred previous method of committee members being selected in open Council and then Committees selecting their Chairs. There are pros and cons to both but it is more transparent to have done in open Council. Don't understand need for in camera selection of committee members.	This is a substantive change which would require Council's direction.
23.7 Nominating Committee	Needs correction as there are not enough committees now for each Councillor to sit on two.	Agreed and is being proposed.
Section 25 – Standing committee Terms of Reference	Remove the Terms of Reference for committees. I think this is important so that when we change up the ToR we do not have to amend the by-law.	The terms of reference are important but they are not meeting procedures. Agreed and is being proposed
25(h) Standing Committees, Special/Ad Hoc Committees & Advisory Committees	I don't think that the Governance Committee needs to be made up of the Chairs. It can be any Councillor who has an interest in serving on Governance though I think the Mayor should be Chair. This would also mean that a Chair could sit on another committee instead of Governance.	There is some continuity in having the Chairs lead the decision making for Governance matters. Serving as Chair affords the individual insight into matters given that they attend previews and have input regarding the agenda. This is a substantive change which would require Council's direction.

25 (b)	I think there should be a Councillor on Heritage Guelph. HG has some provincial legislation attached to it and it is helpful to have a Councillor who has a better understanding of the issues.	<p>There are many advisory committees that are legislated such as the Accessibility Advisory Committee, to name one. Council previously made a decision, that unless otherwise legislated, members of Council would not serve on advisory committees for two main reasons; because they should focus on setting high level priorities and because they considered it a conflict for a member of Council to be representing the interests of the Advisory committee and that of Council.</p> <p>This is a substantive change which would require Council's direction. Furthermore, this may be considered as part of the broader Council Composition and Employment Status Review project which will be delivered through 2016-2018 subject to budget approval.</p>
26.2 General Rules	Authority - should be a reference right at the start of the Procedural By-law to which authority Guelph Council refers when our procedure is either ambiguous or silent (Roberts, Bourinot, Sturgis).	Agreed and staff is proposing Roberts as the parliamentary authority.
Schedules:	The London Schedules are pretty good at simply outlining roles of each standing committee.	<p>Staff is proposing the standing committee terms of reference be a stand-alone document referred to in the procedural by-law - as it does not speak to meeting procedures.</p> <p>Recommending removal of Standing Committee terms of reference.</p>
Cost and Motions: Region of Niagara	Niagara Region 19.2 Notwithstanding Section 19.1, a Motion which relates to an expenditure of \$1,000,000 or more may only be considered if written notice thereof and a written staff report thereon were distributed not less than twenty-four (24) hours prior to the time of the Meeting.	<p>As a practice, unbudgeted financial matters require a funding component to be identified, or they are referred to the budget process for consideration. This may be more appropriate as part of a financial policy approved by council.</p> <p>Staff is proposing a change in section 2.7g) which will clarify monetary item requests as follows: Standing committees do not have authority to</p>

		<p>direct action to be taken where it is not in the budget or the departmental work plan.</p> <p>If further change is proposed, this is a substantive change which would require Council's direction.</p>
Budget:	<p>Niagara - Budget Committee NOT Council receives delegation (5.10) London does Budget in Committee too - see Schedule "F" Strategic Priorities and Policy Committee - Note that Guelph could have a Budget "Committee of the Whole" and this might be a good idea. We could then entertain delegates far differently than we did.</p>	<p>We operate as Council in Committee of the Whole for the purpose of presenting and approving the budget. Council does entertain delegations on its budgets. It has been the will of Council at the City of Guelph that Council as a whole deals with the vetting and approval of the budget.</p> <p>Already included in the Procedural By-law as Council has the right to meet as Committee of the Whole for special meetings including Budget.</p>

Summary of material proposed changes to the Procedural By-law

New /Revised	Amendment	Purpose
New throughout	Change Executive Director to Deputy CAO and change Standing Committee names.	To align with the new corporate and governance structures.
New definition	Quorum defined as majority of total members of Council/ Committee.	For clarity
Revise : 2.7(g)	Standing Committees do not have authority to direct action to be taken where it is not in the budget or the departmental work plan	For clarity
New : 2.8(g)	Council shall have regard to the closed meeting protocols in the conduct of closed meetings and the reporting out of information.	To align closed meeting procedures with the protocols.
Revise: 3.1 & 3.2	Silent Prayer to Silent Reflection	To formalize existing process and to comply with recent Court rulings.
New : 3.3 & 18.2	Staff Updates & Announcements	To formalize existing process
New : 8.1(b) & 8.9 (c) & 19.1(e)	8.1(b) No delegations at Notice of Motion (NOM) stage as the public has the right to delegate at Standing Committee once referred back. 8.9(c) No delegations with respect to NOM. 19.1(e)No delegations shall be permitted to speak on a NOM.	Process improvement
New : 8.1(c)	Defining when public has opportunity to delegate regarding Budget	Process improvement
New: 8.9(b) & 17.5	No delegations on a by-law whose subject matter has appeared on any previous agenda.	Process improvement
Delete : 11.1(b)	Items shall routinely be placed on Standing Committee agenda unless they are timely in nature and shall therefore be placed on a Council agenda	Redundant as already detailed in 11.1(a)iii.

Revised: 11.2(b) & New 30.1	Non-member Councillor not able to extract items from a Standing Committee agenda	For clarity Only Standing Committee members shall be permitted to have rights to extract items from the agenda.
Revise : 16.1(a)	Process for reconsideration: To explain that motions must be reconsidered in their entirety.	Process improvement
Revise: 16.1(b)	Process for reconsideration: That matters where legally binding commitment has occurred, upon shall not be reconsidered.	Process improvement
Revised: 16.1(c)	Process for reconsideration: To define who may bring forward a motion to reconsider.	For clarity
New: 16.2(b) Delete: 16.5	No delegation shall be permitted to speak on a notice of motion to reconsider.	Process improvement Delegations will be able to speak to the main motion if it is reconsidered by Council.
Revise : 19.1(a) & (b)	Notice of Motion now required to be in writing and provided to the Clerk for inclusion on a council agenda.	Process improvement
Delete 22.1(e)	Council meets as Striking Committee once each term following the municipal election.	For clarity Other than immediately following an election, the Nominating Committee recommends Council member appointments.
Revise 24 & New 25	Defining committees of Council and Council as Shareholder	To formalize existing committees and reporting relationships and to align with the new corporate and governance structures.
Delete Most of : 26	Deleting details of Standing Committee(s) areas of jurisdiction	The purpose of The Procedural By-law is to provide rules for Council/Committee meeting proceedings. The Standing Committee Terms of Reference define the areas of responsibility.

Revised: 31.3	Where matters are not detailed in the City's Procedural By-law Roberts rules of order prevail	For clarity To rely on a recognised parliamentary document/procedure where a matter is not covered in the Procedural. By-law.
Delete : Old 28	Municipal Code	To delete reference to a records index that is no longer in use.

Guelph City Council Terms of Reference

This Guelph City Council Terms of Reference is the ~~overarching-a~~ guiding document for City of Guelph Council governance responsibilities. There are several companion documents that flow from it including Guelph Standing Committee Terms of Reference, Council's Code of Conduct, City of Guelph Corporate Values and the principle-based Governance Framework.

Introduction

Members of Council are elected by fellow Guelph citizens to make decisions about and oversee the provision of services by the City Management in exchange for taxes paid by the community.

The intent of this Terms of Reference is to clarify the role of Council on behalf of the community.

City Council uses a system of standing committees to manage its legislative process and make decisions. With some exceptions the business of the City is introduced at a committee and debated for recommendation to Guelph City Council. Committee and City Council meetings provide important forums for debate and public input on issues of importance to the community.

Guiding Principles

1. All Council work will be carried out in accordance with provisions of the Municipal Act and other governing legislation.
2. The Council's Code of Conduct, transparency and accountability will guide Council efforts, promoting the highest ethical standards and professionalism while ensuring that the best interests of the community are met.
3. The Council endorsed corporate values of wellness, integrity and excellence will be supported.
4. The Council endorsed principle based Governance Framework is reflected in the Responsibilities and Duties defined below.
5. Council will respect the work of Standing Committees; seeking clarification and adding value rather than replicating the work of those Committees.
6. Council will engage the public in its work.

Mandate

As provided by the Municipal Act, it is the role of City Council to,

1. Represent the public and to consider the well-being and interests of the municipality;
2. Develop and evaluate the policies and programs of the municipality;
3. Determine which services the municipality provides;
4. Ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
5. Ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
6. Maintain the financial integrity of the municipality; and
7. Carry out the duties of council under relevant Provincial Acts.

With respect to its responsibilities under the Ontario Planning Act and related legislation, it is the role of City Council to:

8. Uphold the purposes of the Act and related legislation;
9. Serve as the approval authority for all planning matters under the Act, with the exception of the approval of the Official Plan, planning matters appealed to the Ontario Municipal Board and those planning matters delegated to the staff or another body.

Specific Principle-Based Responsibilities:

Principle #1: Leadership & Stewardship

1. Approve the City's strategic direction.
2. Plan for the succession and renewal of senior administration.
3. Establish risk tolerance and ensure appropriate mitigating strategies are provided in reports and recommendations coming to Council.

Principle #2: Empowerment & Accountability

4. Delegate authority as permitted in the Municipal Act to ensure the best use of resources and highest appropriate expertise is applied to City business.
5. Allocate responsibilities to Council Standing Committees, Ad Hoc Committees and Advisory Committees through Terms of Reference and annual work plans and to City management through the Chief Administrative Officer.
6. Establish effective accountability mechanisms through annual work plans and yearly monitoring reports.
7. Ensure City compliance with the Municipal Act, Planning Act and all provincial and federal legislation.

Principle #3: Communication, Engagement & Transparency

8. Ensure overall flow of information among stakeholders and with Council is effective and efficient.

9. Ensure an annual communication plan exists to guide communication with citizens and stakeholders.
10. Oversee appropriate engagement of citizens and stakeholders in the development of reports brought to Council.
11. Ensure continuous access to performance results to citizens and prepare an annual report from Council.

Principle #4: Service & Fairness

12. Set an example for corporate social responsibility
13. Ensure Council conducts its business consistent with Council policies
14. Consider Guelph's commitment to sustainability in the areas of social, economic, cultural and environmental stewardship environmental stewardship when developing recommendations
15. Strive for balance when considering particular service needs within the context of the greater interests of the whole community, and within municipal resources.

Principle #5: Accomplishment & Measurement

16. Establish annual objectives and evaluate performance of the CAO. Monitor progress against the strategic plan.
17. Oversee performance measures process of Standing Committees and create additional measures if gaps exist.
18. Receive for information annual reports from Boards, Agencies and Corporations reporting to Council.
19. Evaluate Council's performance.

Principle #6: Continuous Learning & Growth

20. Set the tone for a culture that values innovation and change.
21. Ensure development for the CAO.
22. Approve annual operating priorities that include resources for employee and Council learning and development.
23. Ensure Mayor and Councillors have the information, knowledge and skills to optimize their contribution.

Committees Reporting Directly to Council

Ad Hoc Committees

1. Striking Committee – Council
2. Nominating Committee – Standing Committee Chairs & Mayor

Standing Committees

Governance

1. Audit **Committee**
2. Governance **Committee**
3. Emergency Governance (as needed)

Note: These governance committees are delegated responsibilities to make recommendations to Council on the certain responsibilities of Council as a whole.

Operating

1. ~~Community & Social~~Corporate Services ~~Committee~~
2. ~~Infrastructure, Development~~ ~~Corporate Administration, Finance & Enterprise~~ ~~Committee~~
3. ~~Governance~~ ~~Public Services~~ ~~Committee~~
4. ~~Operations, Transit & Emergency Services~~ ~~Committee~~
5. ~~Planning & Building, Engineering & Environment~~ ~~Committee~~

Quasi-Judicial/Adjudicative Committees

1. ~~Municipal Election Compliance Audit~~ ~~Committee~~ Appeals

Corporations

1. Guelph Municipal Holdings ~~Incorporated Company~~ (GMHI)
2. Guelph Junction Railway Company (GJR)

Committees with Delegated Authority

1. Committee of Adjustment
2. Municipal Election Compliance Audit
2. ~~Appeals~~ ~~Committee~~
3. Property Standards/Fence Viewers ~~Committee~~

Composition and Term

1. Council is comprised of 12 members plus the Mayor.
2. Two members are elected from each of six wards.
3. The Mayor is elected at-large and serves as Chair.
4. The Mayor is full-time and members of Council are part-time.
5. The term of Council is four years.
6. The compensation is reviewed each term.
7. The need for a review of representation and size of Council is reviewed each term.

Resources

As head of the administrative arm of city government, the Chief Administrative Officer (CAO) may be called upon by City Council to delegate work to staff in support of Council directions and requirements.

Individual Councillors may not provide direction to staff. Because Council has delegated responsibility to the CAO for the administration of the affairs of the City in accordance with policies and plans established and approved by Council, under the direction of the CAO staff have the responsibility and the authority to provide consultation, advice and recommend direction for the consideration of Council.

Operating Procedures

1. The operating procedures of Council are provided in the Procedural By-law.
2. The Procedural By-law is reviewed once a term, or as required to ensure it meets the needs of Council and its statutory responsibilities under the Municipal Act.

Roles of Stakeholders With Respect to Council Meetings

Chair's Role (Mayor)

Specific roles and responsibilities for the Mayor as Chair of Council include:

Preparation

1. Call the meetings.

In Council Meetings

2. Maintain order and decorum during meetings, decide questions of procedure, and generally ensure that the Council work proceeds smoothly.
3. Ensure adequate and appropriate opportunities are provided for input by the public and other key stakeholders at meetings.
4. Engage all members in the decision-making process.
5. Define discussion parameters.
6. Frame the issues and set the tone for Council's discussions.
7. Focus the discussion.
8. Build consensus, when possible.
9. Foster a constructive culture/tone of meetings.
10. Guard responsibilities and boundaries of all stakeholders.
11. Ensure the will of the whole of Council prevails.
12. Handle new business arising in a timely manner.

After Council Meetings

13. Serve as the primary spokesperson for Council.
14. Provide any clarification or follow up on matters related to the decisions of Council to the CAO.
15. Model the behavior expected of members.

Committee Chair's Role

Specific roles and responsibilities for the Committee Chairs include:

In Council Meetings

1. Present their Committee Report to Council.
2. Respond to questions regarding Committee deliberations and recommendations.
3. Refer questions to the ~~Executive Director(s)~~ Deputy CAO's as required.

Councillors' Role

Specific roles and responsibilities for the Councillors include:

Preparation

1. Read all agenda material and seek clarification of the ~~Executive Directors~~ Deputy CAO's or designates on any matters prior to meetings in order to make effective use of Council's time.
2. Access presentations made by staff or public delegations which occurred during Standing Committee meetings to become more knowledgeable about the issues and various points of view.
3. Have a broad awareness of the interrelationship of the City's strategic initiatives and its operations.
4. Understand the difference between the role of Council and the role of management.

In Council Meetings

5. Debate the issues in an open, honest and informed manner to assist the decision-making process.
6. Actively contribute to achieving Council recommendations and directions.
7. Represent and advocate on behalf of constituents, keeping in mind the entire municipality when considering and addressing issues.
8. Respect the role of Mayor as Chair.
9. Have a willingness to respectfully challenge management when necessary.

Chief Administrative Officer's Role

Specific roles and responsibilities for the CAO include:

Preparation

1. Provide overarching advice to ~~C~~ouncil on the policies and plans established and approved by Council on behalf of the municipality.

In Council Meetings

2. Provide advice to council with a view to exercising general control and management of the affairs of the municipality to ensure efficient and effective operation.
3. Offer suggestions to Council to ensure management and staff receive adequate information and direction in order to establish management practices and procedures to implement Council decisions.
4. Respond to Council's questions during Council meetings in areas not clearly within an ~~Executive Director's~~ Deputy CAO's scope of responsibility.

After Council Meetings

5. Serve as the primary spokesperson for Management or delegate this responsibility as per specific communications protocols.
6. Follow up on matters related to the decisions of Council with the Mayor and Clerk as required.

Executive Directors' Deputy CAO's Role

Specific roles and responsibilities for the Executive Directors Deputy CAO's include:

Preparation:

1. Undertake all necessary research and provide briefings in order to provide advice to council on the policies and programs of the municipality.
2. Direct the development of and approve all service area staff reports and presentations for Council ensuring that subject matter is of a strategic or legislated nature and/or an issue which will impact on the community as aligned to the Specific Principle-based Responsibilities of Council.
3. Ensure the specific expertise and skills are available to Council to provide response to questions arising from agenda items.
4. Confer with the City Clerk to ensure that all actions and materials arising from Standing Committee meetings and, as recommended for the consideration of City Council, are reflected in the appropriate Council Agenda, prior to circulation.

In Council Meetings

5. Attend open and closed Council meetings.
6. Answer questions referred by Committee Chairs or the Mayor during Council meetings at the request of the Committee Chair or call upon staff specialists to do so.
7. Provide advice and recommendations based on professional knowledge and experience.

After Council Meetings

8. Ensure that the policies and decisions of Council are implemented in a timely and efficient manner.
9. Provide timely communication updates to Council on the progress of major initiatives or issues being resolved.
10. Ensure that all essential but routine operational issues or administrative matters arising from the decisions of Council are addressed efficiently and promptly within approved policies, programs and procedures without the necessity of having those matters dealt with through the formal Council process.
11. Address any identified corporate operational issues or administrative matters arising from Council decisions to the CAO/Executive Team and ensure the resolution is to the satisfaction of the CAO.

City Clerk's Role

Preparation

1. Manage the City's overall legislative agenda and processes; ensure that all statutory responsibilities of the City pertaining to the City Clerk as prescribed in Provincial Legislation are executed accordingly on behalf of the Municipality (Municipal Act, Municipal Elections Act, Municipal Freedom of Information and Protection of Privacy Act, Planning Act, the Vital Statistics Act, etc).
2. Maintains Council's annual meeting calendar

3. Coordinates the registration of delegates and presentations to Council.
4. Lead the development of policies and appropriate training on relevant municipal legislation and governance issues with the Executive Team, City Councillors and the Mayor's office.
5. Provide strategic advice with respect to the governance and legislative considerations that surround the implementation of other City policies.
6. In conjunction with the Mayor as Chair of Council and, in consultation with Executive Directors and the CAO, produce each City Council Agenda and ensure the collection, publication and circulation of all applicable materials required for meetings of City Council.
7. Supervise staff in the preparation and distribution of all agendas and agenda materials.
8. Supervise the issuance of notices pursuant to statutory requirements.

In Council Meetings

9. Manage the legislative process for Council and all Council Committees, ensuring that meetings are held in accordance with the Procedural By-law, Council approved protocol and applicable legislation.
10. Attend, or designate staff to attend, all meetings of Council and its Committees.
11. Provide advice on legislative protocol and meeting procedures as requested.
12. Ensure the recording of minutes and resolutions.

After Council Meetings

13. Ensure the publication of minutes from meetings of Council and its Committees and catalog by-laws; which serve as the official record of the proceedings of Council.
14. Coordinate the issuance of correspondence and resolution extracts to external applicants, delegates and agencies on behalf of Council.

Public/Delegations Role

Preparation

1. Register as a delegation to speak to Council during Council meetings.
2. Access Council agendas and minutes from the City website.
3. Communicate with Councillors to make perspectives known and discuss issues and options.

In Council Meetings

4. Attend Council meetings.
5. Adhere to procedural rules for delegations to Council.
6. Respect the role of the Mayor as Chair of Council with responsibility for timely conduct of business and retaining meeting decorum.

Standing Committee Terms of Reference

Introduction

Standing Committees of Council ~~are created to enable Council's work~~ facilitate the decision-making process of Council. Committees work on behalf of Council to provide advice and make recommendations to Council. They are an important forum for policy debate and public input on issues within Council's area of responsibility. To capture the efficiency afforded by working in smaller groups, Council does not repeat the detailed discussion and analysis conducted by the Committee during Council sessions.

The Standing Committee structure was chosen by Council because it serves to gain efficiencies for Councillors as they work collaboratively to successfully manage and ~~equally~~ share the workload. A key advantage of the Standing Committee is the practical benefit of sharing the total Council workload ~~of Council~~ across a smaller group of Councillors appointed by the whole of Council to serve in the role of Committee Members. Further, Standing Committees of Council provide an opportunity for a smaller group of Councillors to engage with staff and the public in in-depth discussion and analysis of policy issues and options in the Committees area of responsibility. It is implicit to this model of governance that ~~all trust that~~ those appointed Committee Members ~~are will diligent~~ be diligent in fulfilling their roles.

The primary disadvantage with the Standing Committee system is the ~~lost~~ diminished opportunity for all Councillors to have the same deep level of understanding of the discussions that resulted in a Committee's final recommendation to Council, if they are not present at the Standing Committee meeting. ~~A second disadvantage is that some Councillors do not have an opportunity to influence Committee work during their discussions.~~

~~These two disadvantages can be mitigated by the sharing of comprehensive Committee minutes and by offering a~~ All Councillors have an opportunity to provide written input (prior to the meeting) and/or verbal input (at the meeting) to the Standing Committee Chair for a Committee's consideration on ~~any of the agenda items scheduled in the~~ a Committee's ~~annual work plan agenda~~.

Guiding Principles

1. All Committee work will be carried out in accordance with the City of Guelph Procedural By-law provisions of the Municipal Act, and other governing legislation and policies.
2. The 'Council's Code of Conduct, ~~transparency and accountability~~ will guide Committee efforts, promoting the highest ethical standards and professionalism while ensuring that the best interests of the community are met.
3. The Council-endorsed corporate values of wellness, integrity and excellence will also be observed.
4. The Council-endorsed 'Principle Based Governance model' is reflected in the Responsibilities and Duties defined below.
5. Committees will engage the public in their work ~~through receiving~~ by receiving public delegations at Committee and/or ensuring ~~the~~ Management has appropriately engaged the community and stakeholders in the development of their recommendation to Committee.

Mandate

The Committee's mandate defines its core areas of management and responsibility. ~~Established by the City's Procedural By-law, it is the mandate of the Committee~~ Standing -Committees are established by the City's Procedural By-law for the purpose of to-ensur ing that appropriate policies, principles, procedures and roles are established for the functional areas that comprise the scope of the Committee's responsibility.

Scope of Standing Committee Responsibilities

Council has established ~~six~~ seven Standing Committees.

The scope of responsibilities for each Standing Committee is found in the following schedules:

Operating

Schedule 1 – Corporate Services

Schedule 2 – Infrastructure, Development and Enterprise

Schedule 3 – Public Services

~~Schedule 4 – Planning, Building, Engineering and Environment Services~~

Governance

Schedule 4 – Audit

Schedule 5 – Governance

Schedule 6- Nominating

Specific Committee Responsibilities

The following specific responsibilities apply to all Standing Committees. Refer to Schedules for additional responsibilities for specific Standing Committees.

Leadership & Stewardship

1. Establish priorities for Committee work scheduled annually.
2. Track outstanding Committee items.
3. Consider risk management issues when debating options and recommendations.

Empowerment & Accountability

1. Review Annual Reports on delegated authority for each service area.
2. Recommend to Council opportunities for delegation of authority.

Communication, Engagement & Transparency

1. Recommend improvements to information flows for each service area.
2. Maintain a rolling calendar of regular performance and accountability reports.

Service & Fairness

1. Ensure the Committee conducts its business consistent with Council's policies.
2. Consider Guelph's' commitment to sustainability in the areas of social, economic, cultural and environmental stewardship when developing recommendations.

Continuous Learning & Growth

1. Ensure members receive orientation on their service areas.
2. Recommend service reviews for the consideration of the Internal Auditor.

Composition and Term

1. The Committees will be comprised of four members of Guelph City Council and the Mayor.
2. The Governance Committee is comprised of the Chairs of Audit, Corporate Services, Public Services, and Infrastructure, Development and Enterprise Committees. ~~Committees.~~ ~~CSS, CAFE, OTES, and PBEE.~~ The Mayor is the Chair of Governance.
3. ~~A Chair and a Vice Chair will be appointed by~~ City Council shall appoint the Chairs for Standing Committees of Audit, Corporate Services, Public Services, and Infrastructure, Development and Enterprise for the Standing Committees of Audit, CSS, CAFE, OTES every two years and PBEE.

- ~~4. Chairs, Vice Chairs and all committee members shall be appointed by Council for a two year term. Vice-Chairs shall be appointed by their respective Committee members.~~
- 4.5. Standing Committees shall consider rotating the appointment of the Standing Committee Vice-Chairs every two years.

Resources

The Chief Administrative Officer (CAO), the ~~Service Area Executive Director~~ Deputy CAO's and other specialists may be called upon to conduct research, communications or any other Committee identified requirements.

As Council has delegated responsibility to the CAO for the administration of the affairs of the City, in accordance with decisions adopted by Council, under the direction of the CAO staff has the responsibility and the authority to provide consultation, advice and direction recommendations to Council. ~~and by inference to Council Standing Committees.~~

Operating Procedures

Meetings

- The frequency of Committee meetings shall be established at the beginning of the year, with the authority to convene additional meetings as may be necessary to exercise its responsibilities.

Meeting Agenda

- Items included on the Committee meeting agendas shall be the responsibility of the ~~Executive Director~~ Deputy CAO of the Committee working in collaboration with the Chair and City Clerk.

Notice of Meetings

1. Public notice of all committee meetings will be provided on the City's electronic general calendar at least 72 hours prior to a meeting, by posting a notice in City Hall at least 72 hours prior to the meeting, and by publication in a local paper at least 72 hours prior to the meeting.
2. It is recognized that some items consistent with Section 239 in the Municipal Act may permit a meeting to be closed to the public. The holding of any closed meetings and the general nature of the matter to be considered will be made public to ensure full transparency.

Meeting Minutes

- ~~Meeting minutes will be recorded~~ without note or comment in accordance with section 239 (7) of the Municipal Act. Minutes from the meeting will be included in a forthcoming agenda for confirmation by the respective Committee. and distributed to the Committee members with each meeting

~~agenda. Minutes will capture a summary of discussions and debate without attribution.~~

Committee Working Process

- All decisions that lead to the formulation of recommendations for Council consideration will take place at the Committee meetings only and not through electronic or other outside exchanges. All pertinent information will be shared with all Committee members in advance of meetings. This can include, but not be limited to, meeting minutes, any supplemental information, public input, media requests, etc.

Quorum

- A quorum shall be a majority of the whole committee (3).

Chair Votes

- The Chair shall vote on all motions.

Attendance at Meetings

- Committee members are expected to attend all Committee meetings to which they have been appointed. They are expected to advise the Chair and City Clerk, in a timely manner, if they are unable to attend a meeting. Committee members are expected to be punctual.

Reporting to Council

- The Committee will report to Council with recommendations for approval.

Procedural Rules

- Any rule not stated herein is deemed to be provided in the current Procedural By-law, as amended from time to time.

Roles of Stakeholders With Respect to Committee Meetings/Business

The following key stakeholders are recognized:

1. Committee Chair (applies to the Vice Chair when serving as Chair)
2. Committee Members
3. Visiting Councillors
4. Chief Administrative Officer
5. ~~Executive Director~~ Deputy CAO
6. City Clerk
7. Public/Delegations

1. Committee Chair Role

Specific roles and responsibilities for the Committee Chair include:

Preparation

1. Call the meetings.
- ~~2.~~ Work in collaboration with the ~~Executive Director~~ Deputy CAO and City Clerk on the development of the agenda; including delegations; sequence; flow and timing; and to be apprised of any changes to the agenda prior to the meeting. ~~The final Committee meeting agendas shall be the responsibility of the Executive Director~~ Deputy CAO.
- ~~3.~~2. Seek out the opinions of Ward Councillors relevant to specific Committee work.
- ~~4.~~3. In reviewing materials, ensure clarity on the discussion parameters for each report appearing on the agenda.

In Committee Meetings

1. Ensure Committee works within the assigned mandate.
2. Collaborate with the Service Area Executive Director, CAO (as required), Mayor and City Clerk to encourage efficient and effective conduct of Committee business and accomplish the work of each meeting agenda.
3. ~~Model Exhibit~~ the behavior expected of all Committee members.

Specific to agenda items:

4. Define discussion parameters and remind members of decision options that include *approve*, ~~not approved~~ ~~defeat~~, ~~reject~~, *amend*, *refer* or *defer a staff recommendation*.
5. Frame the issues, focus discussion and set the tone for the Committee's discussions: fostering a constructive culture for respectful dialogue between Councillors, community and staff.

Specific to decision-making:

6. Maintain order and decorum during meetings, decide questions of procedure, and generally ensure that the Committee work proceeds smoothly according to the Committee's work plan.
7. Engage all Committee members in the decision-making process.
8. Ensure the Committee has sufficient information to make a decision.
9. Ensure that the ~~Executive Director~~ Deputy CAO has been provided with the opportunity to clarify any matters of fact or seek professional advice.
10. Build consensus where possible.
11. Ensure the will of the Committee prevails.

Specific to engaging the public and stakeholders:

12. Ensure adequate and appropriate opportunities are provided for input by the public and other key stakeholders at meetings.
13. Ensure delegations understand the process and are treated with respect.
14. ~~Guarding responsibilities and boundaries~~ Be respectful of all stakeholders' points of view.

After Committee Meetings

1. Speak on behalf of the Committee at the Council level.
2. Act as the primary spokesperson for any Committee-related inquiries in concert with the ~~Executive Director~~ Deputy CAO or delegate, as per a communications plan.
3. Work closely with the Service Area Deputy CAO ~~Executive Director~~ and the Executive Team, as required.
4. Maintain strong communications with committee members between meetings.

Vice Chairs

Vice Chairs will assume the role and responsibilities of the Chair when the Chair is unable to fulfill their role. For Operating Standing Committee Vice Chairs, this includes serving on the Governance Committee and the CAO Performance Appraisal Committee.

- ~~23. The Chair will provide the Vice Chair a minimum of two opportunities during a year to chair a Committee meeting.~~

2. Committee Member Role

Specific roles and responsibilities for the Committee Members include:

Preparation

1. Read all agenda material and seek clarification from staff on any matters prior to meetings in order to make the most effective use of the Committee's time.
2. Have a broad awareness of the interrelationship of the City's strategic initiatives and its operations.
3. Understand the difference between the role of the Committee and the role of management.

In Committee Meetings

1. Attend meetings and participate fully in all Committee work.
2. Debate the issues in an open, honest and informed manner to assist the decision-making process.
3. Actively contribute to ~~reaching the development of~~ Committee recommendations and directions.
4. Represent and advocate on behalf of constituents, keeping in mind the entire municipality when considering and addressing issues.
5. Respect the role of Committee Chair.
6. Respect the role of staff.
7. Have a willingness to respectfully challenge ~~m~~Management when necessary.

3. Visiting Councillor Role

Specific roles and responsibilities for Visiting Councillors include:

Preparation

1. Contact staff prior to Committee and Council meetings with questions.
2. Provide written input to the Chair in advance of the meeting on any committee agenda item. All members of Council, whether attending a Committee meeting or not, may provide written comment through the Chair.

In Committee Meetings

3. Add value to Committee work by offering verbally, to the Committee Chair, items of new information on items Committee extracted from the consent agenda, reinforcing the interests of constituents or ~~offering presenting opinions or~~ questions.
4. Make specific requests of the Committee Chair for additional information or analysis prior to recommendations coming before Council.
5. Respect the intent of the Standing Committee structure.
6. Do not directly ~~participate in the meeting with~~ engage with delegations, ~~or~~ City Staff, ~~or in~~ Committee debates, or voting on motions.

4. Chief Administrative Officer

The Chief Administrative Officer (CAO) may attend and speak at a meeting of any Standing Committees on an as needed basis, ~~with the right to speak~~.

5. ~~Executive Directors'~~ Deputy CAO's Role

Specific roles and responsibilities for the ~~Executive Directors~~ Deputy CAOs include:

Preparation

1. Collaborate with the Committee Chair and City Clerk to develop the Committee mandate and charter. Review once a term or as required.
2. Work in collaboration with the Committee Chair and City Clerk on the development of the agenda; including delegations; sequence; flow and timing; ~~and~~ to be apprised of any changes to the agenda prior to the meeting; and attend all Preview Meetings. ~~The Items on the~~ final Committee meeting agendas shall be the responsibility of the ~~Executive Director~~ Deputy CAO.
3. Ensure the timely submission of all agenda related materials to the City Clerk's Office by the prescribed submission deadlines.
4. At the request of the Committee Chair, draft an annual report from the Committee to Council
5. Maintain, in consultation with the Chair, a rolling planning calendar for the Committee.

6. In conjunction with the City Clerk, plan Committee agendas, collaborate with the Committee Chair in the finalization of all agendas and attend all preview meetings. ~~Final committee meeting agendas shall be the responsibility of the Executive Director of the Committee working in collaboration with the Chair.~~
7. Approve staff reports for presentation to Committee.
8. Answer questions posed by Council members prior to Committee meetings.

In Committee Meetings

1. Attend open ~~Committee meetings~~ and closed Committee meetings.
2. Engage in Committee discussion and deliberation.
3. Engage in decision making at the direction of the Chair.
4. Offer opinion to Committee members in advance of, and during, Committee meetings.
5. Review written input from the public and ~~listen~~ consider verbal content from public delegations.
6. Ensure any correction of fact is provided to Committee.

After Committee Meetings

1. Ensure follow up on all matters related to the discussion and decisions of the Standing Committee and on all time specific requests for additional information required by Council prior to their final deliberation of reports.
2. Serve as the primary spokesperson for the Service Area unless responsibility has been delegated as per ~~communication plan~~ the information flow protocol.
3. Bring to the attention of the CAO any matters of conflict or contraventions that impact ~~the~~ relevant and applicable by-laws, resolutions, policies or guidelines of City Council.

6. City Clerk's Role

Specific roles and responsibilities for the City Clerk include:

Preparation

1. In consultation with Committee Chair and ~~Executive Director~~ Deputy CAO, develop Committee mandate and charter and review once a term or as required.
2. Oversee the process of appointing the Committee Chair and Committee members.
3. Manage the ~~legislative Committee~~ agenda and process for ~~Council~~ Committees and ensure that meetings are held in accordance with Council-approved protocol and applicable legislation.
4. In conjunction with the ~~Executive Director~~ Deputy CAO, plan committee agendas and support preview meetings.
5. Supervise staff in the preparation and distribution of agendas and agenda materials.

In Committee Meetings

1. Attend, or designate staff to attend, all meetings of ~~Council~~ Standing Committees.
2. Provide advice on legislative protocol and meeting procedures as requested by the Chair.
3. Supervise the issuance of notices, recording of minutes and resolutions and other meeting and documentary processes.

After Committee Meetings

4. Evaluate the effectiveness of Committee meetings and offer suggestions for improvement to the Chair and Executive Director.
5. Lead the development of policies and appropriate training on relevant municipal legislation and governance issues with the Executive Team, City Councillors and the Mayor's office.
6. Provide strategic advice with respect to the governance and legislative considerations that surround the implementation of other City policies.

7. Public/Delegations Role

Preparation

1. Register as a delegation to speak to the Committee with respect to a matter appearing on a meeting agenda.
2. Access Committee agendas and minutes from the City website.
3. Communicate with Councillors to make perspectives known and discuss issues and options.
4. Participate in community engagement processes related to their issue of interest.

In Committee Meetings

5. Attend Committee meetings
6. Adhere to procedural rules for delegations to Committees
7. Respect the role of the Committee Chair with responsibility for timely conduct of business and retaining meeting decorum

Additional Detail to Assist Stakeholders with Role and Responsibilities

The following two tables provide additional detail to assist stakeholders to understand how they should participate in Committee work and during Committee meetings.

Standing Committee RACI Chart

Activity	Responsible	Accountable	Consult	Inform
<i>Mandate and Charter</i>				
Develop	Clerk	Chair	DCAOED /Chair	
Review and recommend	Cttee	Clerk		IS/ES
Approve	Council	Cttee		IS/ES
Review once a term or as required	Cttee	Chair	Clerk/ DCAOED	
Report to Council (annual)	DCAOED	Chair		IS/ES
<i>Planning</i>				
Maintain rolling calendar	DCAOED	Chair	Clerk	Cttee/IS/ES
Manage meeting forecast	Clerk	DCAOED	Chair/ DCAOED	
Manage outstanding list of actions/motions	Chair/ DCAOED	Council	ET/CAO	
Agenda planning and preview	DCAOED	Clerk	Chair	
<i>Meetings</i>				
Call meetings	Clerk	Chair	Cttee/ IS	IS/ES
Submit agenda material	DCAOED	DCAOED	Clerk	
Distribute agenda packages	DS	Clerk		IS/ES
Chair meetings	Chair	Council		
Participate in meetings	See Separate Document Guideline			
Draft minutes	DS	Clerk		
Approve minutes	Cttee	Clerk		IS/ES
Present committee consent report to Council	Chair	Cttee		IS/ES
Evaluate meeting effectiveness	Clerk	Chair	Cttee/ DCAOED	
<i>Leadership</i>				
Appoint Chair	Striking Cttee	Clerk		
Recommend committee members	Nominating	Mayor	Council	
Approve committee members	Council	Nominating		IS/ES
Provide leadership to the committee	Chair	Council		
Ensure mandate is fulfilled	Chair	Cttee	DCAOED	
Annual report to Council	DCAOED	Chair	Cttee	

[CAO – Chief Administrative Officer](#)

[Cttee - Committee](#)

[DCAO- Deputy CAO](#)

DS - Designated staff

ES - External stakeholders

IS - Internal stakeholders as
appropriate

~~ES - External stakeholders as
appropriate~~

~~ED - Executive Director~~

~~CAO - Chief Administrative Officer~~

~~Cttee - Committee~~

Standing Committee Participation of Stakeholders during Meetings

City of Guelph Council Standing Committee Guidelines on Participation During Committee Meetings					
Obligations and Expectations of Stakeholders Participating in Standing Committee Meetings					
Principles: 1. Committees publish their annual work plan to encourage input from the public and Council colleagues. 2. Input is received in writing or in person during scheduled times in Committee meetings. 3. Committee meeting minutes capture the essence of discussions and analysis without attributing specific comments. 4. Commitment to fair, effective and efficient decision making practices.					
Activity	Chair	Committee Members	Visiting Councillors	Staff	Delegations/ Public
Receive background material, staff report	All Councillors receive Standing Committee agendas, staff reports and public correspondence			Create staff reports	May download from City website
Contact staff to ask questions prior to Committee meeting	Yes	Yes	Yes	<u>Not Applicable</u>	Yes
Attend entire Committee meeting: Open session Closed session	Yes Yes	Yes Yes	Yes Yes	Yes as required	Yes in open session No in closed
Engage in Committee discussion and deliberation. Engage in decision making.	Leads the Committee to stay focused on task and conclude	Yes Yes	No No	Yes. Yes as requested.	No No
Offer opinion to Committee through the Chair: in advance	Yes	Yes	Yes All Councillors	Yes	Yes
At meeting	Yes	Yes	Yes	Yes	Yes
Review written input	Yes	Yes	Yes	Yes	Yes
Listen to public delegations	Yes	Yes	Yes	Yes	Yes
Ask questions of delegations	Yes	Yes	No	No	No
Ask questions of visiting Councillors	Yes	Yes	No	No	No
Ask questions directly to staff	Yes	Yes	No	No	No
Pose questions and/or provide input to the Chair for the Committee's consideration	N/A	N/A	Yes	Yes	Yes
Request of <u>through</u> the Chair for additional information prior to Council meeting	Not Applicable	Yes	Yes	Not Applicable	Yes

Schedule 31 – Community and Social Public Services

Scope of Community & Social Services Committee's Responsibilities

The Community & Social Services Committee's scope of responsibilities includes the following functional areas:-

- Culture & Tourism
- Community Engagement
- Parks & Recreation
- Business Services
- Corporate Building Maintenance

The Community & Social Services Committee has the following Advisory Committees and Boards reporting to it:-

1. Accessibility Advisory Committee
2. Cultural Advisory Committee
3. Guelph Museums Advisory Committee
4. Youth Council
5. Locomotive 6167 Restoration Committee

The Community & Social Services Committee has the following Local Boards reporting to it:-

1. Police Services Board
2. Sports Hall of Fame
3. Guelph Public Library Board
4. Wellington-Dufferin-Guelph Public Health Board
5. Board of Trustees of the Elliott
6. Macdonald-Stewart Art Centre Board of Directors
7. Guelph Cemetery Commission

Scope of Public Services Committee's Responsibilities

The Public Services Committee's scope of responsibilities includes the following functional areas:

- Culture & Tourism
- Community Engagement
- Parks & Recreation
- Business Services
- Corporate Building Maintenance
- Emergency Services

- Guelph Transit
- Public Works
- By-law Compliance, Security & Licensing
- Service Performance & Development

The Public Services Committee has the following Advisory Committees and Boards reporting to it:

1. Accessibility Advisory Committee
2. Guelph Museums Advisory Committee
3. Public Art Advisory Committee
4. Tourism Strategy Advisory Committee
5. Youth Council
6. Community Wellbeing Grant Allocation Panel
7. Transit Advisory Committee

The Public Services Committee has the following Local Boards reporting to it:

1. Police Services Board
2. Sports Hall of Fame
3. Guelph Public Library Board
4. Wellington-Dufferin-Guelph Public Health Board
5. Board of Trustees of the Elliott
6. Macdonald Stewart Art Centre Board of Directors
7. Guelph Cemetery Commission

In addition, the Public Services Committee also acts as the Committee of Management for the Elliott.

Schedule 12 – Corporate Administration, Finance and Enterprise Services

Scope of Corporate Administration, Finance & Enterprise Services Committee's Responsibilities

The Corporate Services Committee's scope of responsibilities includes:

- Corporate Services
 - Finance
 - Human Resources
 - City Clerk's Office
 - Corporate Communications
 - Information Technology
 - Legal & Realty Services
 - Court Services

In addition, Members from the Committee are appointed by Council to hear appeals under the City's Business Licensing By-law as the Appeals Committee.

The Corporate Services Committee has the following Quasi-Judicial/Adjudicative Committees Agency reporting to it:

1. Appeals Committee

~~The Corporate Administration, Finance & Enterprise Committee's scope of responsibilities includes:-~~

- ~~• Corporate Administration~~
- ~~• Finance & Enterprise~~
 - ~~○ Community Energy~~
 - ~~○ Downtown Renewal~~
 - ~~○ Economic Development~~
 - ~~○ Finance~~
- ~~• Corporate & Human Resources~~
 - ~~○ Human Resources~~
 - ~~○ City Clerk's Office~~
 - ~~○ Corporate Communications~~
 - ~~○ Information Technology~~
 - ~~○ Legal & Realty Services~~
 - ~~○ Court Services~~

~~In addition, Members from the Committee are appointed by Council to hear appeals under the City's Business Licensing By-law as the Appeals Committee.~~

~~The Corporate Administration, Finance & Enterprise Committee has the following Advisory Committees reporting to it:-~~

- ~~1. Downtown Advisory Committee~~
- ~~2. Economic Development Advisory Committee~~

~~The Corporate Administration, Finance & Enterprise Committee has the following Local Boards reporting to it:~~

- ~~1. Downtown Guelph Business Association~~

~~The Corporate Administration, Finance & Enterprise Committee has the following Quasi-Judicial/Adjudicative Committees Agency reporting to it:~~

- ~~1. Appeals Committee~~

Specific Governance Committee Responsibilities:

Leadership & Stewardship

- ~~1. Review financial management policies and make recommendations to Council.~~
- ~~2. Monitor variance reporting for Enterprise, Operating and Capital Budgets.~~
- ~~3. Make recommendations regarding the annual budget cycle.~~

Schedule 3 – Operations, Transit & Emergency Services

Scope of Operations, Transit & Emergency Services Committee's Responsibilities

~~The Operations, Transit & Emergency Services Committee's scope of responsibilities includes:~~

- ~~• Community Connectivity & Transit (Guelph Transit)~~
- ~~• Public Works~~
- ~~• By-law Compliance, Security & Licensing~~
- ~~• Emergency Services~~

~~The Operations, Transit & Emergency Services Committee has the following Advisory Committees reporting to it:~~

- ~~1. Transit Advisory Committee~~

Schedule 423 – Planning & Building, Engineering & Environment Infrastructure, Development & Enterprise

Scope of Planning & Building, Engineering & Environment Infrastructure, Development & Enterprise Committee's Responsibilities

The Infrastructure, Development & Enterprise Committee's scope of responsibilities includes:

- Engineering Services
- Planning Services
- Building Services
- Solid Waste Resources
- Wastewater Services
- Water Services
- Downtown Renewal
- Economic Development
- Community Energy

The Infrastructure, Development & Enterprise Committee has the following Advisory Committees reporting to it:

1. Downtown Advisory Committee
2. Economic Development Advisory Committee
3. Environmental Advisory Committee
4. Heritage Guelph
5. Municipal Property and Building Commemorative Naming Policy Committee
6. Organic Waste Processing Facility Public Liaison Committee
7. River Systems Advisory Committee
8. Water Conservation and Efficiency Public Advisory Committee

The Infrastructure, Development & Enterprise Committee has the following Agencies reporting to it:

1. Downtown Guelph Business Association
2. Grand River Conservation Authority

The Infrastructure, Development & Enterprise Committee has the following Quasi-Judicial/Adjudicative Committees Agencies reporting to it (for citizen appointments only):

1. Committee Of Adjustment
2. Property Standards/Fence Viewers Committee

The Planning & Building, Engineering & Environment Committee's scope of responsibilities includes:-

- Engineering Services
- Planning
- Building Services
- Solid Waste Resources
- Wastewater Services
- Water Services

The Planning & Building, Engineering and Environment Committee has the following Advisory Committees reporting to it:-

- 1.—Environmental Advisory Committee
- 2.—Guelph Cycling Advisory Committee
- 3.—Heritage Guelph
- 4.—Organic Waste Processing Facility Public Liaison Committee
- 5.—River Systems Advisory Committee
- 6.—Water Conservation and Efficiency Public Advisory Committee
- 7.—Municipal Property and Building Commemorative Naming Policy Committee

The Planning & Building, Engineering and Environment Committee has the following Agency reporting to it:-

- 1.—Grand River Conservation Authority

The Planning & Building, Engineering and Environment Committee has the following Quasi-Judicial/Adjudicative Committees Agency reporting to it:-

- 1.—Committee Of Adjustment
- 2.—Property Standards/Fence Viewers Committee

Schedule 54: Audit Committee

Scope of Audit Committee's Responsibilities

The Audit Committee's scope of responsibilities includes:

- External Audit (Annual Audit)
- Annual Financial Statements
- Auditor Performance and Review
- Adequacy of the City's Resources
- City Financial and Control Systems
- Financial Literacy
- Internal Audit
- Compliance
- Risk Management and Internal Control
- Reporting Responsibilities

Specific Committee Responsibilities:

Leadership & Stewardship

External Audit

1. Review the external auditor's proposed audit scope and approach, including coordination of audit effort with City staff.
2. Review with management and the external auditors the result of the audit, including any difficulties encountered and all other matters required to be communicated to the Committee under Generally Accepted Auditing Standards.
3. Resolve any disagreements between management and the external auditors regarding financial reporting.
4. At the conclusion of the audit, consult with the external auditors, without the presence of management, regarding internal financial controls, compliance and the fullness and accuracy of the City's financial statements.
5. Ensure the timely presentation of the external auditor's annual audit report to Council.

Risk Management and Internal Control

6. Understand the scope of the external auditor's review of internal financial control over financial reporting and obtain reports on significant findings and recommendations, together with management's responses and the timing of the disposition of significant findings.
7. Through the use of a risk management framework, assess the financial risks to be managed by the City and any change in significant financial risks.
8. Consider the effectiveness of the City's internal control system for the safeguarding of assets, including information technology security and control, and the adequacy of policies and procedures.

9. Review management and program performance regarding efficiency, effectiveness and economy in the use of resources.
10. Reviewing the effectiveness of management reporting systems regarding administrative and program performance.

Other

11. Recommend to Council special investigations and funding as required. Institute and oversee special investigations as authorized by Council.
12. With Council approval, retain independent counsel, accountants, or others to advise the Committee or assist in the conduct of a review.

Empowerment & Accountability

Compliance

13. Obtain regular updates from management and others (legal counsel, external auditors) regarding compliance with laws and regulations having a material impact on the financial statements including:
 - a. Tax and financial reporting laws and regulations.
 - b. Legal withholding requirements.
 - c. Environmental protection laws and regulations.
14. Review by-laws and policies specifically regulating the conduct of members of council, staff and suppliers.
15. Review the findings of any examinations by regulatory agencies, and any auditor observations.
16. Discuss with the City Solicitor, any significant legal, compliance or regulatory matters that may have a material effect on the financial statements or the business of the City, or on the compliance policies of the City.
17. Review the results of management's investigation and follow-up for any instances of non-compliance.
18. Review the effectiveness of the systems established to ensure compliance.

Adequacy of the City's Resources

19. Review the nature of evolving businesses managed by the City, including those changes occasioned by business or process redesign or through updated legislated requirements.
20. As new businesses and ventures are embarked on by the City, gain comfort that all appropriate processes have been put in place to evaluate feasibility of the new business and to ensure proper resources, both human and financial, have been provided.

Communication, Engagement & Transparency

Reporting Responsibilities

21. Ensure the creation of an annual report to Council on progress achieved by the Committee and any concerns or issues that have been identified.
22. The report shall be prepared by the Committee Chair with input from staff and approved by the Committee.

23. Provide an open avenue of communication between the external auditor and City Council.

Accomplishment & Measurement

Financial Statements

24. Review significant accounting and reporting issues, including complex or unusual transactions, highly judgmental areas and recent professional and regulatory pronouncements, and understand their impact on the financial statements.
25. Review the representation letter provided by management to the external auditor.
26. Prior to the presentation of the annual financial statements to Council, review the financial statements and consider whether they are complete, consistent with information known to Committee members and reflect appropriate accounting principles.
27. Recommend to Council the approval and distribution of the annual financial statements.

Auditor Performance and Review

28. Review and confirm the independence of the external auditor by obtaining statements from the auditor on relationships between the auditor and the City, including non-audit services, and discussing the relationships with the auditor.
29. Direct and review the performance evaluation process for the external auditor.
30. Recommend changes to the external auditor's compensation for Council approval.
31. Periodically determine whether a Request for Proposal should be issued to select an external auditing firm. As per the Ontario Municipal Act 2001 section 296 (3), the external auditor shall not be appointed for a term exceeding five (5) years.
32. Participate in the selection of an external auditing firm by reviewing the Request for Proposals and bids received, interviewing potential auditing firms and recommending the external auditor for final approval to Council.

Continuous Learning & Growth

Financial Literacy

33. Ongoing training and development is provided to enhance the financial literacy of the Committee members.

Schedule 65: Governance Committee

Scope of Governance Committee's Responsibilities

The Governance Committee's scope of responsibilities includes ensuring that appropriate policies, principles, procedures and roles are established to guide and enhance:

- Effective Corporate Governance
- Accountability and Transparency
- Strategic Planning Processes
- Committee and Council Effectiveness
- CAO Performance and Review
- Oversight of Governance Policies
- Succession Planning
- Council Compensation
- Council Performance Reporting

Specific Governance Committee Responsibilities:

Leadership & Stewardship

Strategic Planning

1. Review and recommend governance principles, policies and guidelines with respect to strategic planning for Council approval.
2. Ensure an effective strategic planning and priority setting process is implemented during each new term of Council and advise on necessary improvements.
3. Review and recommend an annual strategic planning work plan for Council approval.
4. Receive regular update reports on the status of priority initiatives to ensure appropriate progress.
5. Receive regular updates on Key Performance Indicators related to the Strategic Plan.

Enterprise Risk Management

6. Understand and address risks that threaten the achievement of the organization's objectives.
7. Assess risks in terms of likelihood and magnitude of impact.
8. Oversee the development of policies and appropriate response strategies to identify, prioritize, and respond to the risks (or opportunities).
9. Monitor progress on the effectiveness of policies and response strategies.

Empowerment & Accountability

Accountability and Transparency

10. Receive and review recommendations for the development of strategic communications material to support community understanding of the City's financial standing and strategic directions.
11. Review and confirm the delegation of authority protocols.
12. Assess the need for discretionary positions as defined by the Municipal Act and make appropriate recommendations to Council (e.g. Auditor General, Integrity Commissioner, Lobbyist Registrar and Ombudsman).

Communication, Engagement & Transparency

Committee Performance Reporting

13. Review annual information reports for Council on progress achieved by the Committee.
14. Regularly evaluate meeting effectiveness and incorporate improvements as appropriate.

Accomplishment & Measurement

Effective Corporate Governance

15. Regularly review Council's governance principles, policies and procedures and make recommendations for improvements.
16. Ensure review of the Council Code of Conduct during new Council orientation; ensure Council signs confirming receipt at the Inaugural Meeting.
17. Receive an annual report from the Integrity Commissioner reviewing the effectiveness of the implementation of the Code of Conduct.
18. Review the completion of a sustainability audit for the corporation as well as a plan for ongoing assessment and reporting to the community.
19. Ensure a succession management plan is in place.
20. Review annual service review approach and ongoing results.
21. Ensure strengthened performance governance including performance metrics and reporting practices.

CAO Performance and Review

22. Review and recommend governance principles, policies and procedures with respect to the recruitment, delegation of authority, compensation, succession planning and evaluation of the CAO.
23. Direct and discuss CAO succession planning efforts consistent with policy guidelines.
24. Oversee the recruitment process for a new CAO consistent with policy guidelines.
25. Oversee the performance evaluation process for the CAO consistent with policy guidelines.
26. Oversee the development of annual performance objectives for the CAO consistent with policy guidelines.

27. Direct and discuss CAO succession planning efforts consistent with policy guidelines.
28. Recommend changes to the CAO compensation for Council approval.

Council Compensation

29. Regularly review and assess ongoing work requirements of Council.
30. Direct the development of recommendations regarding principles of compensation for Council approval.
31. Recommend an appropriate compensation review process involving citizens and stakeholders.
32. Review and recommend required updates to existing compensation policies.

Continuous Learning & Growth

Committee and Council Effectiveness

33. Regularly assess Council effectiveness and solicit input on governance concerns to be addressed.
34. Provide input on changes to the Citizen Advisory Committee appointment process.
35. Recommend core elements of an orientation program for the following term of Council to address learning and knowledge requirements in a timely manner.
36. Recommend a Council Professional Development Program.
37. Review the Procedural By-law and recommend any changes to Council.
38. Review and recommend changes to the Committee Mandate and Charter of each Standing Committee of Council once a term and as needed and/or when substantive changes are proposed.
39. Annually review and recommend the Council budget.

Schedule 6: Nominating Committee

Scope of Nominating Committee's Responsibilities

The Nominating Committee's scope of responsibilities include:

- Making recommendations on the appointment of Council members to Committees, local board and other public agencies.
- Review the qualifications of Council members applying to particular Committees, local boards and other public agencies, while also taking into consideration the individual preferences of Council member applicants.
- Responding to Committee, local board, or other public agency vacancies that may arise from time to time and, as soon as possible, make recommendations to Council for a replacement Councillor.

Schedule 7: Emergency Governances Committee

Scope of Emergency Governances Committee's Responsibilities

The Emergency Governances Committee's scope of responsibilities include:

- the exercise of Council's legislative, quasi-judicial and administrative powers, subject to the limitations of the *Municipal Act*, with such delegated authority to be exercised only:
 - for the duration of an emergency which has been declared by the Mayor or his/her designate, in accordance with the City's Emergency Response Plan;
 - at such time when at least seven members of Council are incapacitated through death, illness or injury, and are not able to attend a properly scheduled Meeting of Council; and
 - for Council's normal decision making process and not for the management or co-ordination of emergency response activities.

SUBJECT: CLOSED MEETING PROTOCOL

PROTOCOL STATEMENT: To provide information regarding the statutory requirements and City procedures with respect to Council and Committee meetings that are closed to the public

1. DEFINITIONS

Closed Meeting – A meeting that is closed to the public pursuant to Section 239 of the *Municipal Act*.

2. SHOULD THE MEETING BE CLOSED?

In the interests of accountability and transparency, and when possible, Guelph City Council endeavours to conduct its decision making in public. Staff are requested to consider the following questions when determining whether a matter should be considered in a Closed Meeting:

Question 1: Does the matter meet the criteria in the *Municipal Act* (Section 2.87 of the City's Procedural By-law) for the meeting to be closed?

Question 2: If so, just because the meeting can be closed, does that mean it should be closed?

The determination regarding whether a matter should be dealt with in a Closed Meeting is the responsibility of the ~~Executive Director~~ Deputy CAO in consultation with the Chair, the City Clerk and/or the City Solicitor.

3. MUNICIPAL ACT RULES FOR CLOSED MEETINGS

Topic/MA Exception	Discussion Can Include	Voting Permissions
Security of City Property [Sec. 239(a)]	<ul style="list-style-type: none"> City property City facilities City Assets Management issues identified by auditors 	<ul style="list-style-type: none"> procedural matters giving directions or instructions to staff
Personal Matters about Identifiable Individuals [Sec. 239(b)]	<ul style="list-style-type: none"> Municipal employees Members on various boards and committees 	<ul style="list-style-type: none"> procedural matters giving directions or instructions to staff
A Proposed or Pending Acquisition or Disposition of Land [Sec. 239(c)]	<ul style="list-style-type: none"> Purchases Sales Leases Expropriation 	<ul style="list-style-type: none"> procedural matters giving directions or instructions to staff

Labour Relations or Employee Negotiations [Sec. 239(d)]	<ul style="list-style-type: none"> • Union or Employee Negotiations 	<ul style="list-style-type: none"> • procedural matters • giving directions or instructions to staff
Litigation or Potential Litigation [Sec. 239(e)]	<ul style="list-style-type: none"> • Current or Pending Litigation 	<ul style="list-style-type: none"> • procedural matters • giving directions or instructions to staff
Solicitor-Client Privilege [Sec. 239(f)]	<ul style="list-style-type: none"> • Legal Opinions, Advice and or Status Reports /Briefings 	<ul style="list-style-type: none"> • procedural matters • giving directions or instructions to staff
Matters under Other Legislation [Sec. 239(g)]	<ul style="list-style-type: none"> • Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) 	<ul style="list-style-type: none"> • procedural matters • giving directions or instructions to staff
Educating or Training [Sec. 239(3.1)]	<ul style="list-style-type: none"> • Council Orientation • Team Building Exercises • Professional Development 	<ul style="list-style-type: none"> • No discussion or decisions that materially advance the business or decision-making of Council/ Committee

4. STATUTORY REQUIREMENTS FOR CLOSED MEETINGS

Pursuant to Sec. 239, *Municipal Act*:

- Public notice of a Closed Meeting must be given
Before holding a meeting or part of a meeting that is to be closed to the public, Council must state, by resolution, the fact of the holding of the closed meeting and the general nature of the matter to be considered at the Closed meeting
- All resolutions, decisions and other proceedings at Closed Meetings are to be recorded without note or comment
- Closed Meeting proceedings shall be recorded by the Clerk or designate
- Any person can request an investigation of whether the City has complied with the Closed Meeting rules
 - Association of Municipalities of Ontario/Local Authority Services has been appointed by the City to investigate any such complaints
 - All investigation reports are to be made available to the public

5. ACCESS REQUESTS FOR CLOSED MEETING REPORTS AND MATERIALS

Reports and materials prepared for consideration at Closed Meetings are records that may be subject to FOI access requests under the *Municipal Freedom of Information and Protection of Privacy Act*. While it would be desirable to protect the confidentiality of records that are considered at Closed Meetings, in the event of an appeal, the City could be ordered to release such records.

The City cannot refuse to disclose information provided in a Closed Meeting report simply on the basis that it was considered at a Closed Meeting. To qualify for exemption from disclosure, the information in the records has to reveal the actual substance of Council's deliberations. Content that would not reveal the substance of the deliberations may be subject to disclosure. Examples of records that may be subject to disclosure are:

- Background or historical information
- Attachments
- Copies of correspondence and cover letters
- Scope, definition, and purpose of report
- Recommendations
- Power point presentations
- Statistical data

Written material for a Closed Meeting should, when possible, be limited to only that information which would qualify for discussion at a Closed Meeting. If general context is required to frame the Closed Meeting discussion, it is recommended that it also be disclosed publically by way of one of the recommended approaches identified in Section 5 below.

6. CLOSED MEETING REPORTS AND RECOMMENDATIONS

6.1 REPORTS

Whenever possible, written Closed Meeting reports are preferred over verbal reports as the former provides for a more detailed account of the confidential record. Written reports also ensure that Council/Committee is prepared for any decisions they may need to consider in relation to a Closed Meeting discussion. It is also important to ensure that information that can be made available to the public is disclosed appropriately. Aside from a singular report appearing on a Closed Meeting agenda, consideration shall also be given to the following:

Option A: A companion report to appear on the accompanying Open Meeting agenda which provides for as much general context in relation to the Closed Meeting matter as possible without disclosing confidential details; or,

Option B: A recommendation for Council/Committee to direct staff to prepare a related information report to be included as part of a subsequent Open Meeting agenda.

6.2 RECOMMENDATIONS

Under the *Municipal Act*, Council or Committee in a Closed Meeting is permitted to vote on procedural motions or to direct or instruct City officers, agents or employees. Some actions which conform to this requirement are inherently confidential and should not be considered publically. Other actions, however, can and should be voted on in an Open Meeting. The following are best practices with respect to the consideration of an Open Meeting motion related to a matter discussed by Council or Committee in a Closed Meeting:

Option A: If a companion report appears on the accompanying Open Meeting agenda, a procedural motion can appear as part of a recommendation within a staff report and be passed in a Closed Meeting to allow for the consideration of a related action in the Open Meeting. In this case, the following clause should be used to introduce the potential action:

That Council/Committee rise, report and introduce the following motion as part of the Open Meeting report entitled <NAME> appearing on the <MEETING DATE> Council <OR> Committee agenda:

1. THAT <STAFF RECOMMENDATION>

Option B: If there is no companion report appearing on the accompanying Open Meeting agenda but the matter requires an immediate action of Council or Committee, the following procedural motion can appear as part of a recommendation within a staff report and be passed in a Closed Meeting to introduce the potential action as a Special Resolution (this process is not recommended for a Standing Committee)

That Council rise, report and introduce the following motion as a Special Resolution of Council at its <MEETING DATE> meeting:

1. THAT <STAFF RECOMMENDATION>

In order to ensure that there is appropriate context for the introduction of a motion as a Special Resolution, the Mayor, a Member of Council or City staff shall consider presenting background information prior to Council's consideration of the motion.

Option C: If there is no companion report appearing on the accompanying Open Meeting agenda, and the recommendation does not require immediate action, direction can be given to staff to report back to a subsequent Open Meeting by way of a staff report. The following direction can appear as part of a recommendation within a staff report and be passed in a Closed Meeting:

1. That staff be directed to report back to a subsequent Open Meeting of Council <OR> Committee in relation to this matter.

If determined to be appropriate, greater detail can also be provided as part of this recommended direction. The following is an example to illustrate this:

1. That staff be directed to prepare an Open Meeting report and recommendation for the March 31, 2012 Council meeting in relation to the approach contemplated in Option Two of the March 3, 2012 Closed Meeting Council report entitled "Option One and Two".

7. PUBLIC DISCLOSURE

7.1 DISCLOSING CLOSED MEETING INFORMATION

Pursuant to the City Council Code of Conduct, Members of Council shall not disclose or release information considered in a Closed Meeting. This is a standard practice established to protect the interests of both Council and the municipality. However, if Council deems it desirable and appropriate that such information is released, Council may include the following clause as part of the recommendation which will authorize staff to manage the appropriate public disclosure:

1. That staff be directed to manage and coordinate the appropriate disclosure of information as it pertains to the <DATE OF REPORT> Closed Meeting Council report entitled <REPORT NAME>.

The proposed communications strategy in relation to a Closed Meeting matter (ie. business and communications objectives, strategic approach, target audiences, key messages, tactics, timing, spokespersons etc.) may be summarized in the Communications section of the staff report. Included in the communications strategy should be an explanation of the details/decisions (or part thereof) that are being subsequently disclosed to the public. Sharing the proposed communications strategy in advance will provide Council with the assurance that the public disclosure with respect to confidential matters will be managed appropriately and, with the support of Council, lead to a coordinated communications approach.

7.2 DISCLOSING CLOSED MEETING AGENDA ITEMS

Although information contained in closed meeting reports shall not be disclosed, the *Municipal Act* requires that public notice of meetings be provided in a *Procedural By-law*. The City's *Procedural By-law* requires that there be public notice of meetings and that the agenda, including all items to be dealt with at each meeting, be publicly posted and made available prior to the meeting. Section 239(7) of the *Municipal Act* states that the municipality:

"shall record without note of comment all resolutions, decisions and other proceedings at a meeting... ."

In order to be accountable and transparent and inform all present in public of matters dealt with in closed session, Council and its committees shall open all meetings in open session and pass a motion to move into closed meeting. Once the matters in the closed meeting have been dealt with, the Council shall reconvene in open session to disclose, in a general manner, how the agenda items were dealt with in the Closed meeting. —A sample Chair's script is attached as Appendix A.

8. ADDITION OF A CLOSED MEETING ITEM NOT ON THE AGENDA

Notwithstanding concerns in relation to providing reasonable public notice for matters to be considered as part of an agenda, as well as Council's ability to be fully aware of matters to be considered at a meeting, there are exceptional circumstances where items not appearing on an agenda or addendum must be added. These are typically urgent and/or time sensitive issues which require a Council resolution prior to the next scheduled meeting or in advance of the time required to convene a special meeting.

In order for a 'time sensitive' matter to be added to an agenda it requires, as soon as practicable, the CAO or ~~Executive Director~~Deputy CAO to provide Council with an overview of the issue and provide an explanation as to its urgency. Pursuant to the City's Procedural By-law, the associated item can then be added to the agenda by a majority vote of the Members present at a meeting. If the matter is to be discussed in a Closed Meeting, Council must, in the Open Meeting, authorize the addition of the item, state the authority under the *Municipal Act* to discuss the matter in a Closed Meeting and, if possible, disclose the general nature related thereto. Such a resolution could appear as follows:

1. That a matter concerning potential litigation against the City in relation to an existing contractual agreement be added to the Closed Meeting agenda.
2. That the Council of the City of Guelph now hold a meeting that is closed to the public pursuant to Section 239(e) of the Municipal Act.

9. ATTENDANCE AT A CLOSED MEETING

Unless otherwise directed by Council/Committee, attendance at Closed Meetings is limited to the CAO, Executive Team, Clerk and/or his or her designate and other staff at the discretion of the Executive Team. Staff are to remain outside the Closed Meeting room until called to speak to their specific matter. They should vacate the meeting once that matter has been dealt with by Council/Committee.

10. CLOSED MEETING PRELUDE

In order to remind the ~~M~~members of ~~C~~committee/ ~~C~~council of their obligations in closed session, the Chair shall read a script, at the beginning of ~~e~~the closed session detailing the closed meeting rules for the City of Guleph attached as Appendix B.

Appendix "A"

Sample Chair's Script when rising from closed meeting

Council then moved a Motion to move into Closed Session to consider business it is permitted to do so under the *Municipal Act*, and as listed on today's meeting closed meeting agenda. The following items were considered during closed session:

- *read List of items here (including review of closed meeting minutes)*

In the continuing interest of transparency and open government, I will be reporting in public session any outcomes from today's closed session business.

As a result of our Closed Session today, I wish to report the following:

List here

Example: Minutes – council Closed Session – dated May 4, 2015 – **these minutes were acknowledged by Council**

Example: Citizen Appointments

There was direction given that a motion be considered in open session regarding this matter and is on the regular open Council agenda for consideration.

Example: OMB appeal update

Council received information regarding OMB -litigation.

Example: Local XXX negotiations

There was direction given to staff respecting negotiations.

Appendix "B"

Script at the beginning of closed meetings

Please be advised that we are meeting in closed session as permitted in sub sections 239(2)(3) of the Municipal Act to discuss the any of following:

239(2)

- (a) security of municipal property;
- (b) personal matters about an identifiable individual;
- (c) a proposed or pending acquisition or disposition of land;
- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation;
- (f) advice that is subject to solicitor-client privilege;
- (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act.

Only those matters pertaining to the section-s of the ~~M~~municipal ~~A~~act already mentioned may be discussed. Any other matters related to the subject at hand that do not relate to these cannot be discussed.

Closed meeting matters shall not be discussed either before or after the meeting with any person(s) not related to the subject matter outside of the closed meeting.

I will be verbally reporting out in a general sense on all items in this agenda when we move into open session.

As per the ~~P~~rocedural By-law please turn off any electronic devices while attending this meeting; with the exception of on call /on duty medical or emergency service personnel who must identify themselves and place their device in a loud position and must leave the room to respond.

Meeting Flow: Committee Chair's Guide

STEP	NOTES
1. Agenda Item Extracted	<u>Only</u> Committee Members and Visiting Councillors can <u>may</u> extract an agenda item. <u>If visiting Councillors would like to speak to a consent agenda, they may request a member of the committee to do so, if they are agreeable.</u>
2. Executive Director <u>(ED) Deputy CAO (D-CAO)</u> Introduction (optional)	If required, Chair requests ED <u>D-CAO</u> to: <ul style="list-style-type: none"> provide introductory comments introduce the staff person who is present to speak to the report and/or answer questions
3. Staff Presentation	Staff have 10 minutes to present (unless a longer time is prearranged <u>and noted on the agenda</u> with the Chair)
<i>Questions of Staff</i>	<i>Committee Members only</i>
4. Public Delegations	Delegates have 5 minutes <u>(10 minutes for public meetings under the Planning Act)</u> to pose questions, request information, propose changes to the staff recommendation, provide additional information, express their opinion
<i>Questions of Delegates</i>	<i>Committee Members only</i>
5. Visiting Councillor Delegations	Visiting Councillors have 5 minutes to pose questions <u>through the Chair</u> , request information, propose changes to the staff recommendation, provide additional information, express their opinion. <u>They are not to engage in debate with Committee members, delegations, or staff.</u>
<i>Questions of Visiting Councillors</i>	<i>Committee Members only</i>
6. Final Comments by <u>D-CAO</u> ED (optional)	Chair provides opportunity for ED <u>D-CAO</u> to make final comments or provide clarification on matters raised by delegates
<i>Questions of <u>D-CAO</u></i>	<i>Committee Members only</i>
CHAIR TO SIGNAL TRANSITION TO COMMITTEE DELIBERATION	
7. Introduction of Motion	<ul style="list-style-type: none"> Chair requests that the staff recommendation be placed on the floor (the procedural by-law does not prohibit a Member from introducing a different motion). If there is no one willing to place the motion on the floor, the Chair can test <u>ask someone to place a motion on the</u>

Meeting Flow: Committee Chair's Guide

	<p><u>floor</u> for a referral, deferral or a motion of no action for <u>(ie. receipt for information), which means that no action be taken.</u></p> <ul style="list-style-type: none"> Only Committee Members should participate in deliberation, however, clarification can be sought through staff or a Visiting Councillor at the Chair's discretion.
8. Voting	Approve, reject <u>defeat</u> , amend, defer, refer, <u>receive</u>

CONSENT REPORT OF THE INFRASTRUCTURE, DEVELOPMENT & ENTERPRISE COMMITTEE

July 20, 2015

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

Your Infrastructure, Development & Enterprise Committee beg leave to present their SEVENTH CONSENT REPORT as recommended at its meeting of July 7, 2015.

If Council wishes to address a specific report in isolation please identify the item. The item will be extracted and dealt with immediately. The balance of the Consent Report of the Infrastructure, Development & Enterprise Committee will be approved in one resolution.

IDE-2015.17 Speedvale Avenue East from Manhattan Court to Woolwich Street – Road Design – Referred from June 22nd Council Meeting

1. That the report from Infrastructure, Development and Enterprise entitled "Supplementary Report for Speedvale Avenue East from Manhattan Court to Woolwich Street – Road Design", dated July 7, 2015, be received.
2. That the 2009 Bike Policy and 2013 Cycling Master Plan be amended to re-route the bike lanes identified for Speedvale Avenue from Manhattan Court to Woolwich Street to an alternate location on Emma Street such that Speedvale Avenue is reconstructed in accordance with the Recommended Option to retain the existing four lanes of traffic and sidewalks on both sides of the road.
3. That funding for the reconstruction of Speedvale Avenue East from Manhattan Court to Woolwich Street be referred to the 2016 budget process for consideration.
4. **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-2015.21 Integrated Operational Review (IOR) – Annual Report (2014-2015)

1. That Report 15-63 from the Infrastructure, Development and Enterprise Services, regarding the Integrated Operational Review Annual Report and associated process enhancements and mandatory pre-consultation for the period 2014-2015, be received.
2. That the draft by-laws as shown in Attachment 3 – Pre-consultation By-law – in Report 15-63 from the Infrastructure, Development and Enterprise Services, regarding mandatory pre-consultation and complete application requirements be approved and adopted.

IDE-2015.23 Essex Street On-Street Parking: Background to Notice of Motion and Recent Survey

1. That Report IDE-BDE-1504 titled “Essex Street On-Street Parking”, from Infrastructure, Development and Enterprise, dated July 7, 2015 be received.
2. That staff undertake the proposed on-street parking pilot as described in the report, and report back to IDE Committee by Q2 2016.
3. **That staff report back to the IDE Committee, through the Information Sheets, by Q4 2015 while maintaining the 1 year pilot project.**

IDE-2015.24 Sign By-law Variances – 275 Hanlon Creek Boulevard

1. That the report from Infrastructure, Development and Enterprise dated July 7, 2015 regarding sign by-law variances for 275 Hanlon Creek Boulevard, be received.
2. That the request for variances from the Sign By-law for 275 Hanlon Creek Boulevard to permit one (1) sign with an area of 5.89m² to be located on the second storey of a building face fronting an adjacent property at a distance of 6.5 metres from the property line, be approved.
3. That the request for variances from the Sign By-law for 275 Hanlon Creek Boulevard to permit one (1) sign with an area of 12.59m² to be located on the second storey of a building face fronting an adjacent property at a distance of 6.5 metres from the property line, be approved.

**IDE-2015.26 Green Meadow Park Flood Protection Facility –
Schedule B Municipal Class Environmental Assessment**

1. That the Infrastructure, Development and Enterprise report dated July 7, 2015, regarding the Schedule B Municipal Class Environmental Assessment - Green Meadow Park Flood Protection Facility be received.
2. That staff be authorized to complete the Municipal Class Environmental Assessment process as required and to proceed with the implementation of the preferred alternative (#4 – New Storm Sewer on William Street) as outlined in the report from Infrastructure, Development and Enterprise report dated July 7, 2015.

**IDE-2015.27 Federation of Canadian Municipalities – Green
Municipal Fund Leadership in Asset Management
Program**

1. That the Infrastructure, Development and Enterprise report dated July 7, 2015, regarding the Federation of Canadian Municipalities – Green Municipal Fund Leadership in Asset Management Program (LAMP) be received.
2. That Council support the City of Guelph's participation in the LAMP program.

**IDE-2015.28 Town of Aurora Resolution Regarding Installation of
Community Mailboxes**

1. That the City of Guelph Council direct the Mayor to send a letter, copied to Members of Parliament, Ontario Members of Provincial Parliament, the Federation of Canadian Municipalities, and the Association of Ontario Municipalities, that the Federal Minister of Transport, who oversees Canada Post, to require Canada Post to halt installation of community mailboxes immediately and adhere to its Five-point Action Plan requirement to engage in full and meaningful consultation with all stakeholders, including the City of Guelph and its residents;
2. That Council direct staff to bring forward recommendations to a future 2015 meeting of the IDE committee, in consultation with legal services, on a process and timeline to update the City of Guelph Encroachment of City Owned Lands By-law (2009)-18799 regarding the installation of Canada Post Community Mailboxes in established neighbourhoods.

3. That Council direct staff to develop a recommended process to require Canada Post to apply for installation permits, with an appropriate fee that reflects the resources required and costs incurred by the City to install and/or maintain community mailboxes in established neighbourhoods.

All of which is respectfully submitted.

Councillor Bell, Chair
Infrastructure, Development &
Enterprise Committee

***PLEASE BRING THE MATERIAL THAT WAS DISTRIBUTED WITH THE
AGENDA FOR THE July 7, 2015 INFRASTRUCTURE, DEVELOPMENT &
ENTERPRISE COMMITTEE MEETING.***

STAFF REPORT



TO Infrastructure, Development and Enterprise Committee

SERVICE AREA Infrastructure, Development and Enterprise

DATE July 7, 2015

**SUBJECT Supplementary Report for 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 provide additional information regarding the design options for Speedvale Avenue from Manhattan Court to Woolwich Street and obtain authorization to proceed with the recommended option.

KEY FINDINGS

- Staff recommend that the road design for Speedvale Avenue retain the existing four lanes of traffic and sidewalks on both sides of the road for the entire length, with the addition of bike lanes on either side of the road from Woolwich Street to Riverview Drive;
- In the absence of bike lanes between Riverview Drive and Manhattan Court, it is recommended that an alternate east-west route be provided along Emma Street, including a pedestrian bridge crossing at the Speed River;
- In addition, staff will explore opportunities to increase the curb lane width on Speedvale Avenue to create a wider shared lane for cyclists and vehicles during the detailed design phase;
- This recommendation represents a balanced and affordable approach in that it meets the intent of the Cycling Master Plan by providing a safe east-west route on an alternate road while minimizing social impacts and construction costs;
- The three lane road option (road diet) for Speedvale is not recommended due to the negative impact this option would have on Emergency Services response times, Guelph Transit service levels, and traffic flow.

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. The preliminary cost estimates based on conceptual designs for the various options evaluated range from approximately \$9,150,000 to \$15,884,000. Capital funding for the project will be requested through the 2016 budget process from

STAFF REPORT

tax-supported accounts for road, storm and bridge work (65%), non-tax supported accounts for water and wastewater work (15%), and development charges accounts for the transmission watermain (20%).

ACTION REQUIRED

Approve the report entitled "Supplementary Report for 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 "Supplementary Report for Speedvale Avenue East from Manhattan Court to Woolwich Street – Road Design", dated July 7, 2015, be received.
2. That the 2009 Bike Policy and 2013 Cycling Master Plan be amended to re-route the bike lanes identified for Speedvale Avenue from Manhattan Court to Woolwich Street to an alternate location on Emma Street such that Speedvale Avenue is reconstructed in accordance with the Recommended Option to retain the existing four lanes of traffic and sidewalks on both sides of the road.
3. That funding for the reconstruction of Speedvale Avenue East from Manhattan Court to Woolwich Street be referred to the 2016 budget process for consideration.

BACKGROUND

At the June 2, 2015 meeting of IDE Committee, the report "Speedvale Avenue East from Manhattan Court to Woolwich Street – Road Design" (Attachment 1) was considered. The following two staff recommendations were approved and carried forward to the June 25, 2015 Council meeting:

- 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.
- 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.

However, no action was taken on the following recommendation:

- 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.

At the June 25, 2015 meeting of Council, the report and recommendations contained therein were referred back to the IDE Committee for further consideration.

The purpose of this report is to provide supplemental information requested by both Committee and Council regarding the design options for Speedvale Avenue from Manhattan Court to Woolwich Street and to obtain Committee/Council authorization to proceed with the recommended option.

REPORT

Additional Information Requested by IDE Committee:

At the June 2, 2015 meeting of IDE Committee, the report "Speedvale Avenue East from Manhattan Court to Woolwich Street - Road Design" was considered and additional information was requested. The following describes three specific requests of IDE Committee for information.

- The cost and logistics of doing a pilot road diet on Speedvale for three to six months was requested. An estimated cost of \$50,000 for the pilot project was identified and detail are provided in Attachment 2. Given that the Speedvale Avenue reconstruction project is required to replace and upgrade underground infrastructure, this approach presents significant concern as it will further delay the infrastructure work since the road configuration concept must be decided prior to proceeding with the detailed design.
- Committee members also requested information regarding the volume decrease through a modal shift to transit that would be required to bring volumes to an acceptable level for a three lane cross section. As noted in Attachment 2, improvements in transit opportunities over time along this corridor may induce a modal shift. However, it is not expected to be substantial enough to meet the traffic volume decrease required to support a three lane cross section option. Both the existing and future traffic volumes on Speedvale Avenue warrant a four lane cross-section.
- Cost estimates and impacts were requested for an additional option consisting of Option 1 (four lanes of traffic, sidewalks and bike lanes) if hydro were buried on both sides of the road and lane widths decreased. The estimated cost is the highest of all options at \$15,844,000.00 as detailed in Appendix 2. Therefore, this option is not recommended.

STAFF REPORT

Response to Council Discussion Regarding Road Diet Option:

During the June 25, 2015 meeting of Council, there was significant discussion regarding the Option 3. This option is commonly referred to as a "road diet" since the existing four lanes of vehicular traffic (two lanes in either direction) would be reduced to one lane in each direction and a centre turn lane, with bicycle lanes on both sides of the road. As noted in the original report, this option was evaluated but not recommended by staff for several reasons including impacts on traffic flow, transit service, and emergency service.

While staff have fully supported the implementation of road diets in other locations within the City, this location is different in several respects including high existing traffic volumes, close proximity of Emergency Services and a hospital, and the potential for a transit priority corridor.

Traffic Flow:

The existing and future traffic volumes for Speedvale would result in congestion and operational impacts not experienced in other locations. The following table demonstrates that traffic volumes are considerably lower for other locations where the road diet option has been recommended by staff as compared to Speedvale Avenue.

Weekday Peak Hour Peak Direction Traffic Volumes (vph)

Road Name	Road Segment	Year	AM Peak Hour	PM Peak Hour
Speedvale	Woolwich-Manhattan	2015	910	1200
		2031	1120	1240
Willow	Edinburgh-Applewood	2015	520	710
		2031	950	1030
College	Edinburgh-Janefield	2015	630	650
		2031	570	550
Downey	Niska to Teal	2015	760	600
		2031	590	700
Silvercreek	Speedvale-Willow	2015	380	780
		2031	610	900
Stevenson	Speedvale-Eramosa	2015	450	520
		2031	470	520

Note:

The traffic forecast for 2031 has taken into account future roadway improvements including interchanges along Hanlon Expressway.

STAFF REPORT

The one lane traffic capacity for arterial roads such as Speedvale Avenue is 900 vehicles per hour which is equivalent to 15 vehicles per minute. However, the existing peak hour traffic volumes are found to be up to 1,200 vehicles per hour on Speedvale Avenue. Therefore, implementation of a road diet under existing conditions is not appropriate.

It is also noted that a road diet to implement cycling lanes on Woodlawn Road between Victoria Road and the Speed River bridge was recently implemented. This is a parallel route north of Speedvale Avenue and, with limited arterial route options to cross the Speed River, allowing for adequate traffic flow on Speedvale Avenue is further warranted.

Transit Impacts:

Guelph Transit staff have reviewed the road diet option and advise that the restriction of all traffic, including buses, will have an immediate and negative impact on the level of service for transit.

Currently, Guelph Transit is considering improved transit coverage that would fill gaps in transit service on Speedvale Avenue and work towards increasing transit use. However, the additional congestion resulting from a reduction to one lane in either direction would impede the ability of Guelph Transit to provide a level of transit service that would attract new passengers and improve the transit mode share along Speedvale Avenue.

Longer term, the ongoing Guelph Transit Priority Project is considering a priority corridor that would make a bidirectional loop on Woodlawn Road and Speedvale Avenue with a focus on expediting east-west buses through key intersections and an overlay of limited-stop transit service. However, if Speedvale Avenue is restricted to one lane in each direction, these potential service improvements would need to be re-visited.

Emergency Services:

Emergency Services (EMS) staff have also expressed significant concern regarding the road diet option. Guelph Fire Station #2 is located within the project limits on Speedvale Avenue at Riverview Drive. In addition, Guelph General Hospital is located on Delhi Street, immediately south of the projects limits. EMS staff note that congestion is currently experienced on Speedvale Avenue during peak periods causing delay for emergency vehicles. A reduction in capacity by reducing the existing number of lanes is expected to extend the periods of congestion and negatively affect emergency response times. Therefore, the current four lane configuration that allows traffic to move through the area faster thereby reducing the length of the overall congested periods is required from an emergency response perspective.

Recommended Option:

Notwithstanding the additional feedback received at the June 25, 2015 Council meeting, staff recommend that the road design for Speedvale Avenue retain the existing four lanes of traffic and sidewalks on both sides of the road for the entire length, with the addition of bike lanes on either side of the road from Woolwich Street to Riverview Dr. In the absence of bike lanes between Riverview Drive and Manhattan Court, it is recommended that an alternate east-west route be provided along Emma Street including a pedestrian bridge crossing at the Speed River. As well, though the detailed design phase, staff explore opportunities to increase the curb lane width on Speedvale Avenue to create a wider shared lane for cyclists and vehicles.

This recommendation represents a balanced and affordable approach in that it meets the intent of the Cycling Master Plan by providing a safe route on an alternate road while minimizing social impacts and construction costs.

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. The preliminary cost estimates based on conceptual designs for the various options evaluated range from approximately \$9,150,000 to \$15,884,000. Capital funding for the project will be requested through the 2016 budget process from tax-supported accounts for road, storm and bridge work (65%), non-tax supported accounts for water and wastewater work (15%), and development charges accounts for the transmission watermain (20%).

DEPARTMENTAL CONSULTATIONS

This report has been circulated for review and comment to Emergency Services and Guelph Transit.

COMMUNICATIONS

N/A

STAFF REPORT

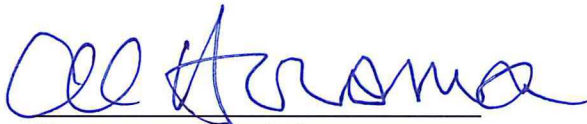
ATTACHMENTS

- Attachment 1 - Report to IDE dated June 2, 2015 entitled "Speedvale Avenue East from Manhattan Court to Woolwich Street – Road Design"
- Attachment 2 - Information provided to Council following June 2, 2015 IDE Committee Meeting



Report Author

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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

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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
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Four lane cross section with Bicycle Lanes

Option 2:	60
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Four lane cross section

Option 3:	45
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Three lane cross section with Bicycle Lanes

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.

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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
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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

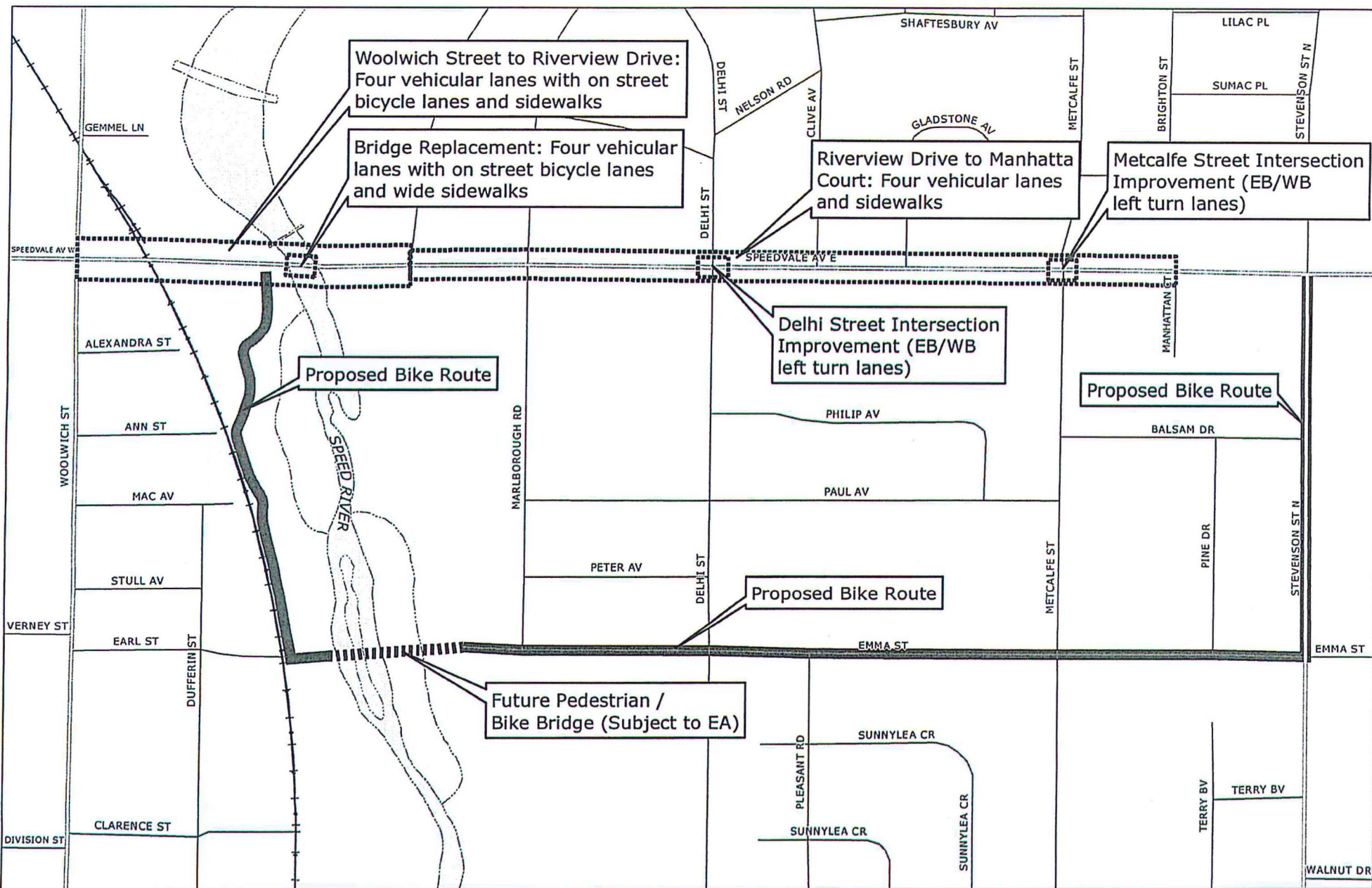
Category	Criteria	Option 1 – Four lane cross section with Bicycle Lanes	Option 2 – Four lane cross section	Option 3 – Three lane cross section with Bicycle Lanes	Recommended Option – Four lane cross section with partial Bicycle Lanes
Natural Environment	Terrestrial Features	Includes the widest asphalt 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.			
	Constructability	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
	Traffic Management	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
	Utility Conflicts	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
	Active Transportation (Cycling)	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
Other	Compatibility with City Plans and Policies	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
Financial	Estimated Cost	\$14,350,000.00	\$14,200,000.00	\$9,150,000.00	\$12,700,000.00



Attachment 2 Speedvale Avenue Reconstruction Recommended Option

June 17, 2015

Additional information requested for June 2, 2015 IDE Committee Report: Speedvale Avenue East from Manhattan Court to Woolwich Street – Road Design

In response to discussion at the June 2, 2015 IDE Committee meeting, the following information is provided:

1) The cost and logistics of doing a pilot road diet (ie. Re-paint, re-sign, etc. the existing road with 3 lanes and bike lanes) for a few months

- Estimated cost would be \$50,000.00
- Estimated time to implement revised temporary lane markings is three to five working days
- Anticipated work required would include installation of advance signage and signs in pilot area, removal of existing lane markings, new temporary lane markings including bicycle symbols, modifications to traffic signals
- Extensive communications program to advise travelling public of pilot project changes and opportunity to provide feedback on pilot project
- Monitoring, analysis and reporting back to committee and council on pilot road diet traffic operations (eg. public feedback, congestion, travel times, etc.)
- If pilot is not deemed successful, removal and remarking of pavement to current four lane cross section until reconstruction of roadway occurs

2) Information regarding the transit priority study and how it fits with the various options including the volume decrease (modal shift to transit) needed to bring volumes to an acceptable level for a three lane cross section

- Staff reviewed 2031 traffic scenarios with the assumption of a mature transit mode share that was developed for the "Transit Growth Strategy and Plan Study" and the following are the findings:
 - The mature transit mode share can only be achieved by a very successful public transit system with a 15% overall internal mode share and 12 % external mode share
 - The existing peak hour traffic volumes are found to be up to 1,200 vehicles per hour in the peak direction. The industry standard for one lane traffic capacity for arterial roads such as Speedvale Avenue is 900 vehicles per hour. This is equivalent to 15 vehicles per minute

- By 2031 under the four lane cross-section scenario, the peak hour peak directional traffic volumes will continue to grow up to 1,240 vehicles per hour
- By 2031 under the three lane cross-section scenario, some traffic will use alternative routes but the peak hour peak directional traffic volumes on Speedvale Avenue will be up to 1,010 which is over the one lane traffic capacity
- In summary, the existing and future traffic volumes on Speedvale Avenue warrant a four lane cross-section. Additional comments on transit impacts are as follows:
 - It is expected that improvements in transit operations along this corridor in the long term may induce a modal shift, however it is not anticipated to be sufficient to meet the traffic volume decrease required to support a three lane cross section option
 - In order to achieve the modal shift required, a community environment/framework where the use of single passenger vehicles becomes an undesirable option would need to be created

3) Cost estimates and impacts for modified Option 1 with buried hydro on both sides and also decrease lane width.

- Estimated cost: \$15,844,000.00
 - This is a net increase of approximately \$1.5M over the original Option 1 primarily due to the burying hydro partially and offset by lessened costs for the reduced lane width
- Underground hydro estimated cost: \$2,775,000.00
 - Underground hydro costs are significantly higher for this option since, in addition to hydro being relocated underground on both sides of Speedvale, the local hydro distribution to each property will also need to be relocated underground
- Property acquisition estimated cost: \$3,404,000.00
 - Property Requirement North Side: 1 to 5 metres plus transformer pad locations
 - Number of Properties Affected North Side: 16
 - Property Requirement South Side: 1 to 3 metres plus transformer pad locations
 - Number of Properties affected South Side: 24
 - Transformer pad locations will need to be included in the design for underground hydro which will result in property impacts and will be determined at detailed design stage.
- Attached are preliminary estimate and property impact summary tables

Speedvale Avenue Preliminary Estimate

17-Jun-15

	Option 1	Option 2	Option 3	Recommended	June 2 IDE Committee Option Review Request (Option 1 with underground hydro and minimum lane widths)
ROAD RECONSTRUCTION					
SUB-TOTAL ROAD CONSTRUCTION	\$4,083,000	\$3,956,000	\$3,831,000	\$4,019,000	\$4,083,000
SPEEDVALE BRIDGE	\$2,350,000.00	\$2,350,000.00	\$2,350,000.00	\$2,350,000.00	\$2,350,000.00
PEDESTRIAN BRIDGE AT EMMA/EARL	\$1,130,000.00	\$1,130,000.00	\$1,130,000.00	\$1,130,000.00	\$1,130,000.00
SUB - TOTAL CONSTRUCTION	\$7,563,000.00	\$7,436,000.00	\$7,311,000.00	\$7,499,000.00	\$7,563,000.00
PROPERTY ACQUISITION	\$4,538,000.00	\$4,538,000.00	\$0.00	\$2,269,000.00	\$3,404,000.00
HYDRO RELOCATION	\$250,000.00	\$250,000.00	\$0.00	\$925,000.00	\$2,775,000.00
STREET LIGHTING	\$100,000.00	\$100,000.00	\$0.00	\$125,000.00	\$250,000.00
ENGINEERING	\$1,135,000.00	\$1,116,000.00	\$1,097,000.00	\$1,125,000.00	\$1,135,000.00
CONTINGENCY	\$757,000.00	\$744,000.00	\$731,000.00	\$750,000.00	\$757,000.00
TOTAL	\$14,343,000.00	\$14,184,000.00	\$9,139,000.00	\$12,693,000.00	\$15,884,000.00

See details and descriptions on next page

Option 1 included 3m of property across the south side of Speedvale and 5m across the north side of Speedvale. The hydro would be above ground in both cases. Bike lanes would be included and left turn lanes added at Delhi and Metcalfe. Traffic signals would be replaced at Delhi, Metcalfe would not receive traffic signals. 1.5m Sidewalks would be replaced on both sides of Speedvale. Traffic lanes would be 3.35m wide.

Option 2 included 3m of property across the south side of Speedvale and 5m across the north side of Speedvale. The hydro would be above ground in both cases. Bike lanes would not be included in this option. Left turn lanes would be added at Delhi and Metcalfe. Traffic signals would be replaced at Delhi, Metcalfe would not receive traffic signals. 1.5m Sidewalks would be replaced on both sides of Speedvale. Traffic lanes would be 3.35m wide.

Option 3 was the 3 lane option and it would not require any property as the road would fit within the existing curb alignment. This option would include bike lanes. Sidewalk would be replaced on both sides of Speedvale. Traffic lanes would be 3.35m wide. Hydro would not need to be replaced or relocated.

Recommended Option was the combination of 1 & 2 that was used to generate the real estate cost estimate for land + expropriation value. It included 1m of property across the south side of Speedvale and a widening at Delhi on the north side to allow the installation of left turn lanes. require any property as the road would fit within the existing curb alignment. Bike lanes would be added from Woolwich to Riverside Park. No bike lanes east of Riverside Park. Sidewalks would be added on both sides of the street. Traffic lanes would be 3.35m wide. Hydro would be overhead on the south side and underground on the north side.

The June 2 IDE Committee Option Review Request (Option 1 with underground hydro and minimum lane widths) includes underground hydro on both sides of Speedvale. Underground hydro costs are higher for this option since in addition to hydro being relocated underground on both sides of Speedvale, the local hydro distribution to each property will also need to be relocated underground. Transformer pad locations will also need to be included in the design for underground hydro which will result in property impacts to be determined at detailed design stage. The property cost was estimated based on Option 1 and the Recommended Option costs.

Speedvale Avenue East Reconstruction – Property Impact Summary

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

Option Description and Property Impacts	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	Option to be reviewed following June 2 IDE Committee – Option 1 with underground hydro and minimum lane widths
	Highest property acquisition costs.	Highest property acquisition costs	lowest property acquisition costs	Higher than Option 3 property acquisition costs	Higher than Option 3 property acquisition costs
Property Requirement North Side	5 metres	5 metres	0	1.5 to 5 metres	1 to 5 metres plus transformer pad locations
Number of Properties Affected North Side	16	16	0	4 located at Delhi intersection	16
Property Requirement South Side	3 metres	3 metres	0	3 metres	1 to 3 metres plus transformer pad locations
Number of Properties affected South Side	24	24	0	23	24

- Property impacts are based on preliminary design and estimates

EDWARD KURYS PRESENTATION TO COMMITTEE RE BIKE LANES ON SPEEDVALE (Long version)

July 7, 2015

Honorable mayor, councilors, fellow delegates, ladies and gentlemen. I wish to thank you for giving me an opportunity to express my views on putting bike lanes on Speedvale.

GENERAL COMMENT

Before I get into my main discussion, I would like to make a general comment on what I feel to be Guelph's obsession for putting bike lanes on main arteries in Guelph.

Guelph is not located in a sunshine state and peak biking occurs in only about 4 or 5 months out of 12. In this regard, I note that on April 9th, the day of the public information session regards bike lanes on Speedvale, (a beautiful sunny spring day); I drove from Marlborough Rd to the Athletic Club on Stone Rd. using Woolwich, Norfolk and Gordon streets, all with bike lanes for a number of years. On the way to the club at 1:30PM, I saw 1 bike and on the way home at about 3 PM, I saw 4. According to the Guelph-Wellington Transportation Study Cyclists are responsible for no more than 1.5% of daily trips in Guelph compared to about 90% for motorized vehicles – of course in winter bike trips reduce to almost zero.

It does not seem reasonable to me to make 90 % of the travelling public experience frustrating traffic congestion year long to please a very small percentage of cyclists for

THE ARGUMENT FOR BIKES ON SPEEDVALE

From what I can gather, the argument for the 3 lane w/ bike lanes proposal for Speedvale rather than the 4 lane solution is based on the following premises;

- 1.0 ADDING CONTINUOUS BIKE LANES WILL REDUCE VEHICLE
 TRAFFIC, LONDON ENGLAND USED AS AN EXAMPLE
- 2.0 CHEAPEST
- 3.0 KEEPS PROPERTY VALUES UP & TAXES LOWER BY
 ENCOURAGING BUSINESSES SET UP IN GUELPH

- 4.0 MANDATED BY GUELPH'S CYCLING MASTER PLAN
- 5.0 3 LANES SAFEST

Each of these arguments is flawed as I will demonstrate

1.0 ARGUMENTS SHOWING THE FLAWED NATURE OF THE PRO BIKE LANES ON SPEEDVALE.

City's staff position

The city's own staff recommends the 4-lane solution warning that the 3-lane w/bike lanes could lead to traffic queues as long as 630 meters on Speedvale east of Woolwich by 2023. They also asked for the council's permission to deviate from Guelph's bike lane policy set in 2009 & 2012.

Their traffic congestion warning was confirmed by our actual experience a few weeks ago when Speedvale was reduced to 2 lanes for construction reasons – traffic queues stretched from Woolwich to Delhi – I think staff is actually low balling the queues that will take place by 2023

London England example discredited.

Some councilors like to use London, England as an example where the city has benefited from reduced vehicle traffic. Using London as an example is somewhat inappropriate as London has one of the best subway systems in the world and is a city comprised of dense neighborhoods. I worked in London for about 3 months and never used a car during that period. Anywhere you were in London, you could see a subway stop and get anywhere you needed to be by subway. Car drivers therefore had a viable and cheap alternative and could be easily be convinced to park their cars.

Position of the consultants who developed the Guelph-Wellington Transportation Study

Guelph is different from London however as explained in The Guelph-Wellington Transportation Study, (pg 40) and makes the case for widening existing arterial roads such as Speedvale for the following reasons;

- Many strategies available to reduce traffic demand will take several years and / or decades to be effective given the current urban form and low density nature of Guelph

- The increases in density and intensification necessary to reduce auto demand are not currently being supported by market realities...
- This study further states that “There are no proven examples in small to medium size cities demonstrating that significant travel demand reductions that will obviate the need for capacity increases, can be achieved.”
- (pg ii) of this study shows a 50% increase in daily per capita trip rate in only 5 years from 1996 to 2001. Vehicular travel demand in Guelph is actually growing at a significantly faster rate than the growth in population according to this study. And non vehicle trips have actually declined during this same period.

Guelph’s own consultants recognize that traffic in Guelph will continue to grow over time and that there is no examples where comparable cities to Guelph have been able to reverse the growth of vehicle traffic.

Concluding item 1.o

Therefore we can reasonably conclude that the 3 lane w/ bike lane option will be detrimental as it will cause considerable congestion on Speedvale - the premise that traffic will be reduced over time by adding bike lanes is therefore wrong.

2.0 DEBATING THE COST ARGUMENT

I would now like to debate the cost issue. Some council members say that the 4-lane option is more costly by something like \$5 million. I disagree with this as I feel that the costs associated with the huge congestion caused by adopting the 3-lane option w/bike lanes have not been taken into account.

I believe that an Economist is needed to accurately quantify these costs – I will however attempt to make a rough estimate of the first of these costs – human capital costs associated with people caught in traffic.

Human Capital Costs

Assumptions for the human capital costs of people caught in traffic:

- 3000 cars per day use Speedvale
- 5 minutes lost per trip x 2 (both ways) comes to 10 minutes lost per day
- 5x50 = 250 working days per year.

Human capital lost therefore would be $3000 \times 10 \text{ minutes} \times 250 \text{ days}$ divided by 60 = 125,000 hours lost per year. I don't know what you would use for the value of human capital, but applying a value of \$10 per hour would mean a human capital loss of \$1,250,000 per year each and every year increasing as traffic and delays increase. I feel that this is a low ball figure as I note that the Guelph-Wellington Transportation Study indicates that there are over 300,000 (and increasing) daily trips in Guelph. A more accurate calculation by an Economist could quite feasibly increase this yearly human capital cost to about \$3 or \$4 million.

Costs to Business. There is also a cost to business of increased transportation and delivery costs due to delays in traffic. Congestion would also discourage businesses from setting up in Guelph.

Extra Taxi Costs. There is a cost to anyone taking taxis that get caught up in traffic congestion. Unfortunately it seems that many of those that need to take taxis are the poorest in the city that cannot afford cars and are forced to take taxis to shop.

Environmental Cost. There is an environmental cost associated with cars idling and spewing carbon and carbon monoxide in the air longer than necessary. This would not be good for the image of Guelph – a city that prides itself for its environmental record.

Health costs. Traffic Congestion is stressful to drivers and can lead to future mental problems. Studies by **Susan Turk Charles. Professor of Psychology & Social Behaviour.** Ph.D. University of Southern California have shown that this is indeed the case. The findings echo the premise of the 1993 Michael Douglas film *Falling Down*, in which his character 'snaps' while waiting in LA traffic

Traffic congestion also exposes the public to more traffic generated air pollution than they would otherwise be exposed if traffic moved smoothly with minimal delays.

2.0 Conclusion to the cost discussion

I am convinced that if the above costs associated with traffic congestion caused by accommodating bike lanes on Speedvale were quantified by an experienced economist, you would find that the costs of the 3-lane and bike lane option would far exceed the 4-lane option that is recommended by Guelph staff.

3.0 Discussion of the premise that bike lanes on Speedvale will keep property values up and taxes down.

The main way to keep properties up is through demand. Demand will not occur if people and businesses shun the city because of chronic traffic congestion throughout the city.

Similarly for taxes – the tax base needs to expand in order to lower taxes, otherwise the opposite will occur.

4.0 Discussion of the argument that bike lanes are mandated by Guelph's bicycle lane policy set in 2009 and 2012

It seems that the contentious debate over bike lanes on Speedvale have been caused by a Guelph's bicycle lane policy set in 2009 and 2012. I believe that this policy with respect to the main arteries in Guelph is flawed and should be reworked. This policy appears to be based on the premise that adding bike lanes will result in lower traffic in the long run. However as our experts have advised, this will not occur in the case of a small low density city like Guelph – and in fact the opposite will occur, namely traffic congestion. Even Guelph staff recognizes this as they have asked the council for permission to deviate from this policy. I believe that council should seriously consider revisiting Guelph's cycling policies as strict and blind observance to this policy could result in poor traffic outcomes in the future.

5.0 Discussion of the safety Aspect

There may be an argument that bike lanes are safer for mature experienced bikers on main arteries with bike lanes. A better option however would be to avoid putting bike lanes on major arteries as even bike lanes offer little protection from distracted drivers. Certainly parents with children would not even consider letting their young children ride their bikes on busy arteries even with bike lanes.

With respect to Speedvale Ave, the city has to take into account the safety and well being of the people who depend on the only hospital in Guelph, the Guelph General, and the fire station on Speedvale. Emergency services supplied by these two entities would be impaired if increased congestion on Speedvale caused delays in the movement of fire trucks and hospital emergency vehicles.

CONCLUSION

I hope that I have demonstrated that the only valid option for Guelph is the 4-lane option that has been recommended by staff and as per the guidelines in the Guelph-Wellington Transportation Plan. The 3-lane with bike lanes option does not warrant future consideration as it will cause serious congestion on Speedvale that will increase with time. This congestion in turn will result in large human capital costs, extra costs to businesses, lower land values and higher taxes, increased taxi costs, increased environmental costs, increased health risks and have a detrimental effect on the services offered by the Guelph

General and the fire station on Speedvale when their emergency vehicles are delayed by traffic congestion.

Bikers should not be distressed by this decision as Guelph has always and will always support the biking community – I understand that they already have something like 70 kilometers of trails in Guelph with more on the way – I don't feel that they will miss not having bike lanes on Speedvale. I hope that they will in fact support the 4-lane option for Speedvale as a city without serious traffic congestion is a win-win for everyone.

OPTIONAL COMMENT

Many of us have fond memories of the time when milk and bread were delivered by horse and carriage, however that time is past and will never return – we must look ahead and face to-day's reality of accommodating cars and trucks on Guelph streets. Therefore the road forward should focus on developing Win-Win solutions that satisfy biking demand without sacrificing traffic flow.

Policies should not be developed that pit bikes against motorists – policies which breed conflicts between various groups do not help create a city where people like to live.

I believe that cyclists have the right to travel down any public road safely. When I ride my bike down Speedvale Avenue I find it terrifying and unsafe. The best solution for this are bike lanes on Speedvale Avenue incorporated in the new reconstruction of that road. I don't support making the road wider. I support the option of two lanes, with a central turning lane and bike lanes on both sides.

The roads are for all modes of transportation that are legally allowed to be there, NOT JUST CARS. There is no reason, that I, as a cyclist, should be designated to other routes, just so cars can get to their destination sooner. Why should I not be able to travel the same routes as cars so I can get to my destination in a timely manner as well? If I have an appointment or errands to do, just like anyone in a car, I'll choose a convenient (definition: fitting in well with a person's needs, activities and plans) and quick route. If I have a desire to take a quite scenic route, I will. Bike lanes on Speedvale will also make it safer for pedestrians who face cyclists riding on the sidewalk, when those cyclists feel unsafe riding on the very dangerous Speedvale Avenue.

Thank you for your time in considering my comments.

Clover Woods,

I completely disagree with Speedvale turning into a 3 lane road. I take Speedvale or Eramosa to get to everything on the west of Guelph including Silvercreek shopping, Imperial Rd Zehrs, Costco, West end Rec Center, and parks/playgrounds, as well as every trip to Cambridge, Kitchener or requiring the 401 West. Taking Eramosa requires adding to the downtown traffic congestion and sitting at the unsynched Paisley lights (Baker St & Woolwich) so it basically isn't an option at a lot of times of the day.

Speedvale is often congested and has needed wider lanes for a long time.

That road needs more room for cars not less.

3 lane roads on turn heavy roads are just a nightmare. A center turning lane is a great option on roads that have a lot of space between roads and plazas to turn into. On busy roads? Not so much. I've been almost hit multiple times by people going into the center turning lane way too early and cutting me off from making my turn or blocking/stopping my entry into it with only a car length away from my turn so I am STILL holding up the traffic behind me in the ONE moving lane. There will be SO many accidents if 3 lanes is what happens on Speedvale.

And not to take ANY kind of accident lightly but cars colliding in a center lane is way worse than any cyclist-on-the-sidewalk accident would be. I've done a lot of biking in this city (lived here 33 years) and when traffic was too busy for me to feel safe on the road hopping up on the sidewalk until the next bike lane is not a big deal. Having as many bike lanes as possible is fantastic, but not at the cost of increased motor vehicle accidents and artery clogging a main very much needed road. Even when its somewhat slower... What's going to happen when drivers want to pass the elderly couple thats leasurely doing 38km/h ALL the way day the road. They're going to road rage and try passing and risk hitting someone else. I also envision sitting completely stuck in the center lane when its busy waiting to turn left with no end in sight to the line of cars driving past that are not letting me through even if they're crawling. Cuz let's face it. There are definitely a lot of kind, considerate drivers in Guelph, but also a large percentage of inconsiderate, careless drivers and impatient, road rage drivers we need space from.

Please repave Speedvale Ave with 4 lanes.

Thank you.

Amanda vandePol

As posted on Facebook, regarding the proposed lane reduction on Speedvale Avenue:

I would vote no to 3 lanes; keep it the way it is. I live near and drive Speedvale frequently; it is a very busy main artery already, with especially heavy traffic congestion at the intersection of Speedvale and Woolwich. Cars idling in traffic due to lane reductions is hardly green. It can be frustrating enough trying to get through Guelph, with the myriad of traffic lights on some main arteries (from Woolwich up through the U of G is bad enough. If one doesn't get the lights timed in one's favour, the motorist is stopped at a red light almost every block.) Why slow down the traffic further?

Sharon Klimkosz

Hello,

I wanted to voice my disagreement with the proposed idea to convert speedvale down to 2 lanes. I think this is crazy. I love riding my bike and see no reason why I can't use smaller residential streets instead of pushing cars onto those streets during congestion periods. We have enough of a traffic issue in guelph as it is, aas one who loves guelph (despite its driving shortcomings) I hope that we refuse to go ahead with this particular one.

Thanks for your time.

Nicholas Kelly

To Whom it May Concern:

Have you tried to drive down speedvale ave around 8-9 and at 5? Traffic is absolutely ridiculous. It's busy in each direction. To change the road to one lane in both directions from woolwich to Stevenson will just make congestion worse. I urge the counsellors to look at alternatives for this road.

Sincerely,

Amanda Jennings

My name is Judy Noonan, I am for the bike lanes to stay in and having the road wider.. could we cut out the grass space between the sidewalk and road not as wide? Thank you for giving us an opportunity as a community to say our thoughts!

Judy

I just want to write in regarding the road changes to Speedvale. I drive this section of road every day and to change it to two lanes with a turning lane is a terrible idea. There is far too much traffic and congestion through this area to reduce the number of lanes and therefore reduce traffic flow. I am strongly opposed to this idea and I hope that this issue gets some further discussion and consideration.

Carrie Good

To the attention of Guelph's Mayor, Council and City Staff:

The issue of road work on Speedvale Avenue has obviously been a hot topic. It's a major arterial roadway in Guelph. Having lived in Guelph for the better part of 40 years, I can't recall a time when traffic wasn't an issue.

The fact that some councilors are touting the 3-lane option as environmentally friendly is laughable. How are cars stuck idling in traffic good for the environment? I also think it's insulting to city staff that they came to council with a resounding "NO" when asked about the 3-lane option, and some council members choose to ignore staff findings in favour of their own agenda. There are places where 3 lanes with bike lanes can work. Speedvale is definitely not one of them.

As for cyclists, I've seen a lot of positive feedback on the pedestrian bridge option to bypass a section of Speedvale. If it can't happen right away, so be it, but isn't the whole point of this exercise to look at what is going to serve the community long term, not placate a number of small, very vocal groups in the moment?

Wanting to encourage cycling in our City is a noble cause. Doing so while neglecting the facts is irresponsible. It is a fact that Speedvale is a heavily traveled road. It is a fact that during "rush hour" it's already slow-moving. I can imagine the traffic nightmare lane reductions will cause, and that's just based on what I see. If city staff have done the research and are saying this is a bad idea, it's time to move on. Adding bike lanes only to cause traffic jams that result in more cars idling thus *increasing* vehicle emissions hardly seems the environmentally friendly thing to do.

Guelph can do better.

Jennifer Berry

Please don't reduce lanes! Westbound Speedvale was a mess when they just recently resurfaced from Woolwich to Edinburgh. I drove through downtown just to avoid that.....

Sincerely,

Mark Lodder

I do enjoy my bicycle I'm 60 years old but I don't ride on Speedvale Ave if I don't have to. When I head downtown I ride through my residential neighbourhood to the Firehall cross at the lights and take the trail downtown or to Hasting Stadium. Even though there is a bike lane down Woolwich it is redundant because of the great trail. why do we need bikes on busy streets? Why not promote neighbourhood routes? Less costly than maintaining busy city streets for bicycles.

Keith McLaren

With the increase in congestion how will anyone who lives on Riverview, Marlborough, Clive, Gladstone, Metcalfe and Manhattan be able to get on to Speedvale? It's bad enough trying to make a left turn onto most of these streets heading eastbound. The solution will be to turn at Delhi and Stephenson at the lights forcing an increased amount of traffic needlessly through a residential neighbourhood. Please rethink this stupid plan

Keith McLaren

Hello

I'M VOTING NO TO SPEEDVALE AVE BECOMING 1 LANE #GUELPH

I don't know if this is all you need from me.

But myself and my spouse are voting no to speedvale becoming 1 lane!!

Thanks Deanna Dingman and Adam Murray

There should be an X number of main artery roads which should be off limits to diets. Speedvale is most definitely one of them. Any traffic backup in a reduced lane environment, beyond just aggravated drivers, drivers taking shortcuts on residential streets, more pollution to idling, will cause havoc in this location with the Fire Station and Ambulance needing access to this very stretch. A traffic jam preventing EMS services will increase the risk of death to whoever is in dire need of these services.

Stuart Burke

Car breakdowns, tow trucks, buses, garbage trucks, ambulances, fire trucks, police. They all need space with the traffic Speedvale sees everyday. Choking Speedvale down to 3 lanes to accommodate a line of paint for bicycle lanes no one will use because of the traffic doesn't benefit anyone. Silvercreek and Woodlawn's 3 lane diets are living proof that a road diet in the wrong location causes nothing but more problems.

Stuart Burke

Please do not make an already busy and chaotic road single lanes. Please expand the lanes to give room for cyclists. The lanes are especially narrow making it extremely dangerous for cyclists.

Ashley Dyer

I've lived in Guelph my entire life. I've watched this city grow and been a licensed driver on its roads since the age of 16 in 1992. I will never understand why this city has felt the need to continuously remove traffic lanes from a growing city. When Edinburgh was reduced to 2 lanes with a center turning lane from 4 lanes between London and Willow it showed the stupidity of the people behind these decisions. (There is nowhere between London and Willow road to turn left when traveling North!) Please stop removing lanes from our roads, we deserve to move throughout the city in a timely manner.

Sincerely,
Jeff Groves.

I'm A Concerned Citizen Of Guelph & I'm an Old Resident who lived at the Low Income Complex On Speedvale Ave for 4 year's before I moved away & Now I have recently moved back to this area in Guelph again just off Silvercreek as of March 15 2015 I walk, Bike & Take City Transportation I am in this area almost every week for Appointment's & tests & other stuff as I do have friend's & family that also live in this same area I see daily. Please reconsider this area cause this is only going to cause more problems for the Fire Hall & The Ambulances which already experience may issues along with city transit! I'm Sorry I Have to agree with Cam Guthrie On this To take Speedvale Ave from Stevenson St to Woolwich St down to a one lane is Stupid Especially with Delhi Street right there all The Ambulances have had many head on collision's trying to make that left turn to getting people to the Hospital going to one lane only will over congest that Extremely high volume traffic & let's not forget we have the churches many home so that stretch as well as we have a Fire Hall The Speed River That Joins Riverside Park to this area which again has a high volume of traffic. P.S. Let's not forget there is also a main CITY BUS ROUTE THERE AS WELL This Is Just More Accident's Waiting to happen. We Need Bike Lane's on both sides up & down We need Sidewalks on both sides up & down, We need Turn Lanes at Delhi & At Woolwich Streets as well as we need Two lanes of Traffic to continue the flow of traffic through this area as it's a Highly traveled area!!! I lived in that Area for 4 year's before I moved away& got married seen kid's get hit by car's I have seen people on Bikes get hit including my own family member's on this stretch. Like I said it's HIGH TRAFFIC VOLUME we have Riverside Park that you can get to through a trail & through a side street you have railroad track's that trains run through daily on you have the Fire Hall you have a Daycare & Some Churches you also have DELHI STREET WHICH HAS THE HOSPITAL ALL KINDS OF MEDICAL DR'S BUILDING'S THE GUELPH HOME WOOD IS ALSO ON THAT STREET & AGAIN A MAIN CITY BUSES RUN UP & DOWN THROUGH THERE DAILY, As well as a Low income Apartment like Townhouse setting way back in off the road which has two driveways as there are Two set unit's that have multiple Apartment's in it then you have more Apartments further down & a 7-11 Store at the corner of Speedvale & Stevenson Street's! Also again I make Mention we have a regular CITY BUS SERVICE THAT RUNS THROUGH HERE DAILY AS WELL!!! THIS STREET ALREADY HAS MANY PROBLEM'S AS IT IS IT'S TIME TO FIX THE PROBLEM'S IN THAT AREA P.S. LET'S NOT FORGET THERE ARE MANY HOMES IN THIS AREA AS WELL & BUSINESSES.

Thank You & Sincerely; A Very Concerned Citizen & Resident Of Guelph P.S. I was Born At the Guelph General Hospital & Raised in the Guelph Area. May God Bless You All As You Try To Resolve This Problem There's Only one real & true solution to this problem Praying for you all to come to a proper "SMART DECISION" As you all Keep our First Responders & Fire, Police & Ambulance In Mind!

BlueEyes (Bridget Crispin/Bishop.

No. No. No. To reduced lanes on Speedvale. That is ridiculous. Let's consider the majority for a change

Marino Gazzola

To whom it may concern; “everyone”;

I am not in favor of Lane reductions in our beautiful city of Guelph at all. I vote No, No, No, to this idea as it will and has already created a Big Mess and will only cause further problems.

I live on Speedvale Ave. east and it is difficult enough trying to get out of my driveway now so I can anticipate it will get much worse with Traffic being backed up for who knows how long.

It is a ludicrous idea to begin with and as Tax Payers we have a perfect right to have a vote as to what is taking place with our Money.

Did anyone ever stop to consider how difficult it is going to be for Ambulances, Fire trucks and Police Cruisers to navigate through Traffic and how dangerous it will be not only for them but the people they are trying to help.

How about people going to and from their work place every day, if you think we have problems with Road Rage now just wait and see how bad it will really get.

Woodlawn Road is a fine example right now as no one knows where to go or how to get there. It is a Mess.

It is time to reconsider this costly idea and Listen to the citizens of Guelph.

Regards,

Millie Timbers

Hello City of Guelph,

I use the section on speedvale that is being discussed for lane reduction every Monday-Friday at around 8:25-8:40. Reducing this stretch of road would cause huge traffic related issues. Dedicated bike lanes on arterial/high traffic streets are not only dangerous for cyclists, but dangerous for motorists. Don't even get me started about the e-bikes....I give full credit to those brave enough to go on main streets, but you would never catch me there...Reducing Speedvale to 1 lane is a terrible idea and is a threat to public safety.

Regards,

Matthew Dobson

Hello,

I would like to share my opinion on the article written by Mayor Guthrie found here:

<http://mayorguthrie.com/2015/06/29/im-voting-no-to-speedvale-ave-becoming-1-lane-guelph/>

PLEASE do NOT shrink the current slim traffic lanes from 4 to 2 lanes. Yes the lanes are small, and we are in need of a change, but the change for the better would be to widen the current four lanes, not reduce them to one lane going in either direction with a dedicated turning lane.

If you plan on making a change for the better, consider taking away from the oversized grass areas between the roads and the sidewalk (especially on the North side) and widen our lanes, put in a bicycle lane, or don't, but whatever you do, I know that 90% of motorists would agree, taking away from the current 4 lanes will ruin lives, create some serious traffic back ups in high traffic times, so if anything, more lanes!

Sincerely a Guelphite going on 32 years,

--

Jordi von Fielitz

To whom it may concern,

I am writing to say that I support a four lane road on Speedvale at whatever cost to the cyclists in the city that this entails. There is currently no way to cycle safely on the road in its' current form so cyclists' should have already adapted their travelling patterns. Traffic flow on Speedvale is already poor with 4 lanes during certain times of the day, dropping it to two would be absurd...

Yours truly,

Pam Shelton

To whom it may concern,

The reduction of the Speedvale east lanes down to one in each direction is a terrible and dangerous idea. The construction and the delays that it caused that just finished on Speedvale west of Woolwich should be a very obvious sign of why the reduction will not work. The backup east of Woolwich every day caused by the reduction to one lane was enough to back up traffic all the way to Delhi at times, making it next to impossible to turn left onto Woolwich anywhere near there. The backup extends on to side streets, and causes drivers to whip down smaller residential streets to try and avoid the back up. Emergency responders trying to get out of the area were slowed down considerably. Reducing to one lane did not reduce the amount of traffic trying to take one of the only straight through east-west roads in Guelph, and adding bike lanes will not do so either. Unfortunately many people are not realistically able to bike to work. As long as only a tiny fraction of the traffic on the road is bicycles, constricting the road traffic in order to better accommodate a small few is a terrible waste of resources and an exercise in futility. Through traffic in Guelph is already a nightmare, don't make it any worse in a pitiful attempt to seem "ecologically friendly" with bike lanes.

Paul Taylor

Sent from my iPhone

Speedvale ave proposed to have 2 lane with centre turning lane and bike lanes

We have seen many streets turned into a fiasco and now city hall thinks this is a course of action for Speedvale Ave. This street is one of the most heavily used streets in our city, maybe some city hall workers have never been on this road during lunch hours or after 3pm, think about trying it there is no need for bike lanes for the 1% of bikers in Guelph and plus they are used for approx. 6 months of year Please stop your making our streets backed up traffic jams. This issue has a sore spot for many Guelphites listen to the people whom pay your salary.

Anne Bennett

I'm voting NO to the one lane on Speedvale.

Tracy Dunk

I live near speedvale and woolwich if you make it two lanes you will have major congestion. When they repaved a few weeks ago the traffic was ridiculous because of it having to go down to two lanes well under construction it will be a big mistake if you choose to do so and a lot of cyclists don't even bother obeying the rules of the road anyways they see a red light they hop on the side walk so they can go right threw. It will cause to many traffic problems. Thanks Patricia Ennis
Ps I am not against cycling I bike myself and it's unfortunate people don't follow the rules

Patricia Ennis

Sent from my iPhone

An issue of proposed work to Speedvale changing into a single lane caught my attention today. I was advised to send my concerns to this email.

Speedvale is easily the tightest double lane road I've ever been on but I'll happily take what we've got rather than a single lane. If anything happens to Speedvale in that regard I hope it would include double lanes AND bike lanes. I live on Metcalfe and love bike riding with my kids. I would love to see bike lanes on Speedvale but not at the loss of our double lanes.

Thank you.

Matt Tacoma

I am very displeased with the new lane reduction on Woodlawn and I would say I started feeling enraged when I heard Speedvale is next on the list.

I am sure pros and cons have been considered and I am sure there are good points in both columns but I find myself frustrated quite frequently as I try to get around the city.

Construction aside, I find there is no great way to get across town. Woodlawn, Speedvale, Victoria, the Halon and Edinburgh used to be the best way.

Woodlawn now has the walmart, Home Depot section which constant delays and now a lane reduction.

Edinburgh had a lane reduction which has reduced its efficiency to get across town.

The halon has more traffic than ever and I seem to catch every light every time I use it.

And now I hear you're looking at lane reductions on Speedvale. I just don't get it. I question if the people making these decisions drive around town at all.

In my opinion we need to have good flowing traffic. Reductions do not help when the volume is as high as our roads are experiencing. I think lane reductions work well for calming traffic but that is not what we need here. If we want to grow as a city we need to make it easier for people to get around.

Please consider my plea to abandon any more lane reductions on our major roads!!

Very frustrated,
Scott Smith

My husband and I are in favor of 4 vehicle lanes for traffic. Adding bike lanes would be nice. We strongly believe 2 lanes with a turn lane would be a HUGE mistake.

Desiree and Richard Kendrick.

My Name is Mark McDowall,

I felt compelled to reach out and provide some input from a resident who lives on Stevenson St North, a street that was converted from 4 lanes to 3 lanes to accommodate bike lanes....

In theory I get what the intent was....but the reality is much different after a couple years with the change

For the most partit has been a negative transition other than the 2 or three users we see occasionally using over the course of a month

- The bike lanes are unnecessary in the winter months
- where the street converts from 4 lane to 3 lane becomes confusion thus a traffic hazard
- Residents living along the street have difficulty negotiating and entering the traffic especially when you need to cross over the traffic lane nearest to you house. Speedvale will be twice as bad as it is used more than Stevenson
- Neither the city or the bike enthusiasts are really taking stock of the current situationthat my estimation as I am walking on the street multiple times every day**is NO one really uses the bike lanes , in favour of the side walk. regardless of their age!**
- I do remember an article in the Tribune some time ago stating pedestrians could be given a ticket for walking in a bike lane.....Never see anyone giving he same for cyclists riding illegally on sidewalks....
- If police are not actively telling people to use the lanes....old habits will never die and I will continue to worry my kids will be hurt by bicycles being on the sidewalks..when they should be on the bike lanes

To purposely redo Speedvale to create the propensity for traffic issuesseems a bit silly unless cyclists and I am talking lots of cyclists use them.....Unless there is a plan to train and police these lanes initially after they are implemented to get cyclists conditioned

Part of the problem is many cyclists are uncomfortable in any sort of bike lane on a busy street, and in my estimation will not use the ones on Speedvale because of that.....

Creating bike lanes in the hope they may be used is quite silly.

--

Sincerely

Mark McDowall

We have exactly no major roads from east to west that don't have a choking point. Who the heck thought of these idiotic road plans?

Coming from a city like Vancouver where poor planning like this in the 70s and 80s has caused catastrophic grid lock. It's very frustrating to see the beginnings of something I moved across the country to get away from!

You can make as many bike lanes as you want but people don't use them enough to warrant paying for them.

Christopher Dawson

July 1, 2015.

Dear Sir,

This email is being sent to confirm our very strong opposition to the proposed reduction of Speedvale Avenue traffic lanes from 4 down to 2 lanes with a centre turn lane.

We travel Speedvale every day and have done so for 35 years. It is obvious to anybody that volumes are increasing as time passes and to think that reducing the lanes will magically cause people to ride bicycles is fantasy at best. Back ups already exist in the proposed area and that is with the existing 4 lanes.

One needs to witness the debacle of Woodlawn Road and its recent reduction of lanes to have an idea of what awaits us on Speedvale. On Friday, June 26th a woman arrived late to our office. She was absolutely furious because it took her 4 lights on Woodlawn to get past Inverness and Victoria to make a right hand turn onto Victoria. You don't want to know how she described the City. She is not alone, believe us.

Our priority as a city should be to move traffic, not to make it difficult. If we ever need emergency ambulance care, I want it to be able to reach us "ASAP". The centre lane may not always be open for emergent care.

Please do whatever you can to inform/educate Council to the benefits of voting for the City Staff recommendation of 4 lanes and no bike paths in this area.

Thank you for your consideration,

Frank and Karen Guthrie

I am against it being reduced to three lanes for a few cyclists, when the majority are cars. Why, because of the volume of back up this would cause, and I figure it would go past Delhi Street (have fun ambulances getting to the hospital), and have fun Fire Trucks getting out of the station.

I am so angry as to what just transpired on Woodlawn Road where I am now affected.

Here is a fact for council: Has anyone ever counted how many cyclists use Woodlawn other than to cross over it to the trails? Hummm.....maybe one or two a week might traverse down Woodlawn Road from Victoria towards Woolwich. Not many ride bikes to work unless the work places have showers, otherwise they would be all sweaty and smelly and the workplace would object.

Fact: Woodlawn Road is a truck route for a few different trucking companies. If council was thinking they should have thought of a right turn on Inverness, cos this now holds up traffic with all the right turns (which are more often than left turns and now there is a turning lane for few lefts). Transport trucks being forced to slow down more often now because of lane reduction take a long time to get going again. And if someone is crossing Inverness this also holds up traffic yet again for the people turning right.

Also, as you proceed to Victoria, most of the cars turn RIGHT and that lane has been REDUCED - whose brain wave was that one????? Only a few go straight through with the now NICE WIDE LANE!!! I guess the majority who voted on this do not drive on Woodlawn Road!

Guelph is growing (unfortunately) and I don't want it to become like Mississauga - wall to wall cars.

I strongly suggest that all the councillors get on Speedvale Avenue from 4 to 5 and likewise on the newly renovated Woodlawn Road and see how much fun it is now. Also please take note of how many people are cycling on the road - and I will guess PROBABLY NONE.

One angry tax payer!

Linda

I am opposed to the 1 LANE plan for Speedvale Ave e. between Stevenson & Woolwich.
I live on Speedvale between Stevenson & Waverley. This area can be very busy but will be worse @ the other end if the plan of 1Lane is approved.

Sheila Stevenson

I'm writing to express my concern over the proposed lane reduction on Speedvale ave. I hope the city will reconsider. Traffic is bad enough in this city at rush hour as it is.

Do I even need to say this? We live in Canada!!! The weather is only decent enough to ride your bike for a few months a year and the city is proposing changing the roads to accommodate a small percentage of the population for a fraction of the year? What business would ever make this type of decision?

Your policy of adding bike lanes when the infrastructure needs repairing has to go.

"Gee...I'd like to spend more time in my car commuting" said no one - ever!

If there is a petition against the bike lanes please add my name to it.
Thank you,

Krista Sentance

Dear Mr. Gordon and Mr. Vanhellemond:

My husband, John and I feel very strongly that Speedvale Avenue should definitely remain two lanes in each direction. The traffic at present is increasingly busy. If restricted to one lane in each direction, it will cause more serious delays, lineups, driver frustration, and particularly pollution, for the sake of a few cyclists. Surely cyclists can use quieter off streets, making it safer for everyone!!!

For example, Norfolk Street was narrowed down to one lane each way and the line-up of traffic is next to grid lock at times.

We should rethink that Guelph is an automotive city with Linemar employing about 10,000 people.

Please give this your serious consideration!

Thank you,

John and Adrienne Tedesco

Dear Sir/Madam

Could you please add this e-mail to Guelph City Council's correspondence package regarding the Speedvale Avenue redesign.

First, I would like to register my opposition to the "road diet" design being considered.

Second, I would like add my support to Staff's recommendation of a hybrid of Options 1 and 2 (<http://guelph.ca/wp-content/uploads/IDEReport-SpeedvaleConstruction-June2-2015.pdf> - page 6).

This decision was arrived at from my experience with Silvercreek Parkway. Because my wife works near the Silvercreek and Woodlawn, we frequent the Food Basics on Silvercreek. The traffic there is steady because it's a single lane that instead of turning left, I will often turn right and drive to the plaza where Burger King was in order to make a safe left-hand turn onto Silvercreek. To which I wonder how this additional driving reduces greenhouse gas emissions.

I can only imagine the chaos along Speedvale as residents try to back out of, or make a left-hand turn from, their driveways into steady traffic. And also take into account the various businesses along that road, side streets and Parkview Church. As a bus route there are already traffic line-ups in the curb lane as motorists wait while passengers embark and disembark from the buses. May I also suggest a possibility of a reduction in property values to residents in that area who will be unable to sell homes that people can't safely access?

As a Ward 1 resident who regularly uses Speedvale Avenue as an east/west access, I feel a road diet of two lanes/turning lane/bike lanes will only lead to further congestion, increased safety risk to motorists, pedestrians and cyclists and will not result in the proposed benefits of quicker travel times and a reduction in greenhouse gas emissions.

Speedvale Avenue is already a busy east/west thoroughfare, which can be congested with traffic at the worst of times. A road diet will only make that worse. And that's the reason I support Staff's recommendation of a hybrid of Options 1 and 2 (<http://guelph.ca/wp-content/uploads/IDEReport-SpeedvaleConstruction-June2-2015.pdf> - page 6).

Yours sincerely
Robert White

Hello,

In advance of the decision re: adding a bike lane to Speedvale Avenue between Woolwich and Stevenson, I'd like to submit this feedback for the public record.

The only way to get people more active (and healthier), and reduce their driving (and carbon emissions) is to change our infrastructure to make it safer to bike! Plain and simple.

For too long we've designed our cities for cars. It's time to give people a choice to ride, walk, or drive (safely)! Speedvale between Woolwich and Stevenson is absolutely unsafe for biking, and it's time to change that. The result? We'll get more people leaving their cars behind, (i.e. less cars on the road) and more people riding their bikes to work. Most importantly we'll create a healthier environment, and healthier population!

Thank you for your time.

Shirley

--

Shirley Hunt

The debate regarding the options for pending Speedvale alterations deserves consideration from the broader perspective.

There is no-one in Guelph or most anywhere else in Canada, who is not dependent on motorized vehicles. Be they personal autos, buses, the myriad of transport vehicles carrying goods back and forth - from the time raw input materials are harvested or manufactured, through final processing and onward to wholesalers, retailers - and finally to consumers.

Large numbers of the drivers of these machines also are also bicyclists. They care as much about Guelph and the collective welfare of all of us who call it home, as does every other thinking and caring person who argues we must attempt to restrict motorized transport.

Reducing vehicular traffic is laudable. Reducing traffic to the point of causing greater congestion, frustration and potential increased hazards is not. To begin with, in Guelph we typically have as a minimum, at least three months of the year when bicycles are both not practical, as well as dangerous for all who wish to live long enough to ride into their retirement years.

Being now part of that aging population demographic, we have serious concerns for those in the part of Guelph which will be most impacted by the pending significant restrictions on traffic flow. What about someone needing a hospital or urgent medical care? Will his or her family be comforted by the fact that although the necessary care was not received in time, there was at least the opportunity for a leisurely last ride? Will all those who cease using the new bottle-neck route not seek out other residential streets to clog?

Common sense says that those who wish to ride their bicycles will continue to do so, whether Speedvale has its midriff truncated or not. The same common sense says that people will not give up motorized transport because of a City policy which has unduly focussed on a limited point of view.

Such a policy would be an affront to logic and, worse, provide a legacy for future generations that would embarrass us all.

Susan and Paul Nelson

As a tax payer in Guelph, I am in support of bike lanes on Speedvale Avenue. Not only will it reduce the number of cars on the street (and therefore greenhouse gases) but it will also allow those residents in Guelph, who do not have access to a car, to travel safely down this road. I was unable to go to the council meetings but would like my opinion on public record.

Thank you,
Deirdre Conway

I would like to go on record as being against the reduction to one lane on Speedvale Ave. East as well.

I am an avid cyclist but understand that the main arteries are for cars and commuters going to work, shopping etc. We have to use some common sense and realize that bikes are not year round and should be used on trails and less busy roadways.

For 45 years I worked on Speedvale Ave. (Hammonds, Sihi Pumps and N.C. Pestill) and travelled that road every work day. It Is always busy and would be a nightmare if reduced to one lane.

When Stevenson was reduced it is really busy now after 4 pm and I haven't seen the bike lanes used all that much and I can tell you that making a left turn onto Pleasant Rd. now is a very dangerous undertaking.

Thank you Mayor Guthrie for being the voice of reason and common sense.

Dan Breaton

Obesity and mental illness are serious problems that as a society we all have to deal with. Encouraging a more active lifestyle should be a top priority for our community leaders. I was disappointed to read the Mayors blog where he states "many feel called upon to change societies behaviour through creating forced driving discomfort - on purpose- to people like you and me who drive cars". He goes on to urge less not more bike lanes. I drive a car but I also ride a bike as often as I am able. Simply put, more bike lanes mean safer bicycle transport, which means more people being active and subsequently less obesity and less mental illness. I urge council to follow the recommendations and put bike lanes in place with road infrastructure changes.

David Cranmer MD, CCFP, FCFP

Guelph

To Mayor Guthrie and Council Members,

I am urging City Council to support Staff's recommendation to not reduce future traffic lanes from 4 to 3 between Riverside Drive and Manhattan .

Speedvale Avenue will continue to be a main arterial road. To reduce traffic lanes would create undue traffic backups and delays. Presently, I suspect the ratio of vehicle traffic to bicycle user is at least 200 to one (1). That future ratio is not likely to change. Staff most likely have done their traffic counts to determine actual volumes. To impose future traffic delays on the vast majority of users in that area is not time & cost effective.

Unlike in Canada, In Holland and many U.S. cities, cyclists are allowed to share sidewalks with pedestrians. Why can this not be done in Guelph, at least, for this stretch of Speedvale Avenue? The north and south side of the sidewalks maybe could be widen to accommodate both cyclists and pedestrians.

Thank you,

Morris Haley
Guelph, Ontario

Good morning,

My input on the proposal to reduce the number of lanes on Speedvale Avenue: **Do Not Reduce The Number Of Lanes. Please vote against this proposal.** Guelph needs, especially East - West, routes that move without congestion! Since Woodlawn has been reduced to two lanes, with a centre turn lane to NOWHERE for half the distance, the number of good East - West routes that transverse Guelph without weird, only seen in Guelph, lane reductions is ONE, Speedvale Ave.

Please find alternative ways to add bike lanes, used by a small percentage of the population for only part of the year.

Sincerely,

-Lance Wylie
Ward 1 resident

Mr. Mayor.

I am very concerned about the proposal to narrow Speedvale Ave. E to 3 lanes to accommodate a few cyclists. Speedvale Ave is an important and heavily used east west artery and as such, I feel must be maintained as four lanes.

As you know it is probably the main route to Guelph General hospital. As well it moves traffic from a growing area in the north east section of Guelph. It is the main artery moving traffic to the Hanlon and the businesses in both the west and south west business parks. This road is always busy and to reduce the number of lanes to placate a very few, but vocal cyclists, does not seem to be in the best interest of the majority of Guelphites . At one time, and this may still be true, it was deemed the most heavily travelled artery in this wonderful city.

I feel one of the duties of city council should be to maintain an even, smooth flow of traffic through our city, not hinder it. As our population grows, so too will the traffic. I realize that people like to use their bicycles, and certainly have the right to do so. However, this should not be to the detriment of safely, and smoothly moving automobile traffic. As pointed out by staff, the narrowing of lanes will create more congestion, and thus add to the pollution problem that we are all concerned with. I trust that you and your fellow councillors will realize that this is a time to vote for ALL OF GUELPH and not just a very few citizens who may use this area during only the most favourable of weather. Certainly not during the winter months. Remember, most adults have to use a car for travel, shopping and getting to work, the use of a bicycle is used mostly(not always) as pleasure. Safety must over rule pleasure.

Thank you for taking the time to read this rather long e-mail.

Carl white

Hello Mr. Gibson and Mr. Bell,

My name is Thomas Loik, and I live in Ward One at 56 Shackleton Drive. I am writing to you today to urge you both to reject the proposed lane reduction on Speedvale Avenue.

Although Speedvale does not fall within our ward, it is the most frequent thoroughway used by my wife and I to reach the central and west ends of the city. My wife is an elementary school teacher in the West end, and uses Speedvale daily in her morning commute. Reducing Speedvale to one lane from Manhattan to Riverside would increase an already lengthy and traffic-filled drive to and from work.

Adding bike lanes sounds like a wonderful and environmentally friendly idea, but it simply is not practical for anyone on the east side. Since virtually all shopping venues are on the other side of the city, adding bike lanes will not inspire us to buy groceries and carry home diapers for our daughter on our bikes. All it will do is increase congestion, increase frustration levels, and make shopping in Guelph far more inconvenient.

With the recent reduction of Woodlawn to one lane, the commute to the centre and west end is already more difficult than it was. Please don't let a loud minority of bike enthusiasts speak for us.

Kind Regards,
Thomas Loik

I think the people who advocate reducing Speedvale Avenue from 4 lanes are missing a basic fact, Bicycle travel is not as important as travel by car or truck because bicycles can only be used in fairly good weather. How many bicycles do you see on winter days, especially in snow, or in pouring rain or bracing wind? Furthermore, it is logical to give priority to trucks and cars because people in general are more reliant on them for important matters such as getting to work on time, transporting needed goods, and emergency services. Timely arrival by road is important to business of all kinds. Bicycle travel is less vital and should be given lower priority.

Bob Higgins

Guelphite

It is my opinion that the city should seriously consider widening sidewalks to allow bikes and pedestrians. It works in Australia it can work here. Let's keep the cyclists safe and the traffic moving. We also need to look at traffic signals. Advanced green and delayed green as well. Whatever it takes to keep the traffic moving. There are so many boulevards that are extremely wide that could accommodate both pedestrians and cyclists.

Carolyn Stuart

COMMITTEE REPORT



TO Infrastructure, Development and Enterprise Committee

SERVICE AREA Infrastructure, Development and Enterprise

DATE July 7, 2015

SUBJECT Integrated Operational Review (IOR) – Annual Report (2014 – 2015)

REPORT NUMBER 15-63

EXECUTIVE SUMMARY

PURPOSE OF THE REPORT

The purpose of IDE Report 15-63 is to provide Council with an update of IOR implementation to date as well as outline next steps. Beginning in 2014, a highly collaborative process began that focused on comprehensively mapping the City's development approval processes and identifying process enhancements and associated action plans. Staff with the assistance of our partners are building this core IOR foundational building block. This and many other IOR deliverables are ushering in a significant cultural shift for staff and Guelph's development community.

KEY FINDINGS

As outlined in the first IOR Annual Report PBEE Report 14-45, core foundational elements of the IOR were introduced and set the stage for future actions and enhancement improvements. The following provides a summary of accomplishments based on the key priorities identified for 2014-2015:

Key Priorities 2014-2015	Accomplishments	
Map all Development Approval Processes, identify and begin implementing enhancement opportunities	✓	Completed mapping all processes (November 2014-March 2015) and developed an action plan to implement 23 process enhancements in 2015-2016.
Implement Mandatory Pre-consultation Process and Development Review Committees	✓	Piloting Development Review Committee from March 2015 – to be formalized with all pre-consultation by-law and materials July 2015
Develop and Implement the Interim Rapid Response Protocol for high impact Industrial, Commercial and Institutional development and investment opportunities	✓	Finalized ICI Lead Handling and Rapid Response Protocol approved by IOR GM Committee. To begin pilot in Spring/Summer 2015.
Develop a foundation and pilot specific performance measurement systems and targets in the development approval process in 2015-2016	✓	Developed "As-Is" Performance Model with proposed system to monitor and track (May 2015-June 2015)
Develop Communications and Customer Service Strategies and initial Action Plans	✓	RFP released for Communications and Web strategy in June 2015. An IOR Communications

		<i>Plan was developed and is being implemented. Future actions will build on completed process mapping and process manuals.</i>
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The first immediate priority was mapping all development approval processes (DAPs). By focusing on this specific area, and making development approval processes the foundational building block for IOR, subsequent priorities such as implementing the mandatory Pre-consultation Process establishing the Development Review Committee, and implementing a performance measurement system, including initial benchmarking and key performance indicators could be put into action and become solid testing grounds for revised development approval processes.

In order to accomplish these strategic IOR Implementation priorities the following goals were developed:

Goal 1: Complete process mapping for development approval processes, formalize process enhancement recommendations and begin implementation

Goal 2: Develop technical process manuals to support the enhanced development approval processes

Goal 3: Develop and implement a Communications Plan and Web Strategy

Goal 4: TENTATIVE - Hold an IOR Year in Review Forum

By placing emphasis on the service delivery model for development applications, the City is creating a new culture of doing business where enhanced communication with our stakeholders is bringing a coordinated and integrated approach to the delivery of its business services.

Moving Forward

Identifying and implementing process enhancements quickly identified the need to formalize City development approval processes in the form of new process manuals to support the streamlined development approval processes. These new manuals will provide predictable and consistent technical requirements that are well understood/adhered to by all business units and external stakeholders. This new priority was identified by both internal and external partners through the process mapping exercise which identified a new set of 23 process enhancements.

Process Recommendations

Staff from all IOR service areas developed a total of 23 process enhancements for the following development approval processes - Site Plan Approval, Official Plan Amendments, Zoning Changes, Draft Plan of Subdivision, Part Lot Control and Condo and Vacant Land Condo/Conversion.

Four key themes emerged that demonstrated the following:

1. The need to document the development approval process
2. The need to establish mechanisms at the front end of the development process
3. The need to explore new ways/practices in the development approval process
4. The need for up-to-date file management systems to support the development approval processes and performance measurements/monitoring

Developed over the course of Q1/2015 and early Q2, a number of these process enhancements are well underway and have begun to see results and improve the development approval processes. An implementation plan was reviewed by external partners and approved by the external Business Stakeholder Working Group.

A key issue that surfaced during the process mapping exercise and discussions with external stakeholders was **current staffing constraints**. The City's current performance in the key stages of the development process is being impacted by the staff resource constraints (i.e. development engineering, environmental planning and parks planning). This report will highlight opportunities to significantly enhance on current performance benchmarks through strategic investment in staff resources. This will be examined and be a part of the 2016 and future budget processes.

The other critical piece of the work is the development of performance measurement systems and targets for City of Guelph development approval processes. As a part of the process mapping exercise, staff worked with a process expert to establish key initial performance benchmarks and developed a model that will provide a clear process for all development application types to enable more complete applications and timely approvals. These performance indicators will be piloted in Fall 2015 and into 2016. The objective is to report back to Council through the 2015/16 IOR Annual Report and demonstrate the effectiveness of these new metrics, identify new City standards and capitalize on improvement opportunities.

The year ahead – 2015/2016

- IOR is in full implementation mode with improvements well underway
- This is a new model for doing business that will need to be communicated to the public and business community
- New systems are being developed to track revised development approval processes with business practices that will enhance applicant submissions
- All stakeholders, including the City need to commit to these process enhancements to ensure the applicant, staff and public receives the best possible service and excellent developments
- To make IOR successful, all partners need to be a part of this journey

FINANCIAL IMPLICATIONS

The IOR Program is slightly past the **midpoint** and in full implementation mode.

To date, the IOR Program has required significant and sustained multi-year commitment of existing staff and additional resources from all involved IOR service areas. The IOR investments approved in the 2015 budget - \$130,000K – included funding for IOR technology implementation (i.e. GIS mapping tools), customer service strategies and the continued piloting of key performance indicators that will be needed to deliver and monitor performance improvements for each development approval process. The need for additional investment to support IOR priorities, including staff resources will be examined as a part of the 2016 budget process.

ACTION REQUIRED

This report is to be received and approved by the Infrastructure, Development and Enterprise Committee.

RECOMMENDATION

1. That Report 15-63 from the Infrastructure, Development and Enterprise Services, regarding the Integrated Operational Review Annual Report and associated process enhancements, mandatory pre-consultation for the period 2014-2015 be received.
2. That the draft by-law as shown in Attachment 3 – Pre-consultation By-law – in Report 15-63 from Infrastructure, Development and Enterprise Services, regarding mandatory pre-consultation and complete application requirements be approved and adopted.

BACKGROUND

The IOR multi-year plan (2013-2016) was approved and developed through an integrated and collaborative approach between city staff, the development community and local businesses. As referenced earlier, a strategic focus to map all development approval processes was undertaken in 2014/15 to pull the focus back to this pivotal and foundational piece of work. The following outlines the 2015 goals that dovetail into the earlier the IOR Implementation Plan with its integrated four themes.

Theme 1: Build a More Adaptive Learning Organization

- ❖ GOAL 4: IOR Year in Review Forum

Theme 2: Improve Management Direction and Communications

As noted in PBEE Report 14-45, governance structures are now well-established and fully operational. In addition, an external Business Stakeholder Working Group has been installed and continues to be a part of all IOR outreach activities.

Theme 3: Improve Development Review Process

- ❖ GOAL 1: Complete process mapping for development approval processes, formalize process enhancement recommendations and begin implementation
- ❖ GOAL 2: Develop technical process manuals to support the streamlined development approval processes

Theme 4: Improve Communications Interdepartmental and with Stakeholders.

- ❖ GOAL 3: Develop and implement a Communications Plan and Web Strategy

This second Annual Report provides an update to Council on this next phase of IOR that is focused on implementation with many pieces underway that are beginning to demonstrate real value added to the development community.

REPORT

GOAL 1: Complete process mapping for development approval processes, formalize process enhancement recommendations and begin implementation
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As identified in the first annual report, staff began to map and detail the specifics of the existing development review processes through Process Mapping (IOR REC. 3.14) that will document the base information for the City and the development industry. It's important to note that although identified as a priority item, it was upgraded to the key priority for the balance of 2014 and into 2015. This piece of work enables a number of other components to be positioned to move a number of IOR recommendations forward.

Over the course of Fall 2014 and Winter 2015, all IOR service areas immersed themselves into this work and developed a total of 23 Process Enhancements for the following development approval processes: Site Plan Approval, Official Plan Amendments, Zone Changes, Plan of Subdivision, Part Lot Control and Condo and Vacant Land Condo/Conversion.

During this exercise, over 50+ stakeholders from the business community participated in a series of facilitated sessions. They reviewed the 23 process enhancements (Attachment 1) and provided invaluable feedback and direction. Four key trends emerged that demonstrated the following:

1. The need to document/formalize the development approval process

Over 70% of the recommendations focused on formalizing the City of Guelph's development approval processes. City staff and external stakeholders agreed that collateral materials and/or process manuals were needed to document each development approval processes with clear procedures and protocols.

2. The need to establish mechanisms/committees at the front end of the development Process to provide greater clarity and certainty

Mandatory Pre-consultation and Development Review Committee were frequently cited as tools that provide a better understanding of key items and issues at the front end of the development process. Both are used by comparator communities as an effective method to address potential issues in a timely manner.

3. The need to explore new ways/practices in the development approval process

One area that was identified by external stakeholders was the process of exemptions to development approval processes such as Part Lot Control (PLC) where municipalities regulate the sale, transfer or division of part lots or blocks within a Plan of Subdivision after the plan has been registered. Many municipalities exempt PLC and greatly reduce the amount of staff time required to process these applications.

4. The need for up-to-date file management systems to support the development approval processes and performance measurements/monitoring

The lack of transparency regarding the status, file history and tracking of individual applications was described by all stakeholders. Staff is working on

aligning the results of this current mapping exercise with the City's new management system. Future improvements will include the development of accessible 'online' status for development applications.

The 23 process enhancements and implementation plan were approved by the IOR – GM Committee and external Business Stakeholder Working Group. Attachment 2 outlines in detail how these recommendations will be implemented or underway.

KEY DELIVERABLES

As highlighted in PBEE Report 14-45, the first IOR Annual Report outlined the importance of Mandatory Pre-Consultation and the Development Review Committee (IOR REC. 3.4 and 3.5). Through the process mapping exercise, it was confirmed by all stakeholders that these two items were needed to be installed immediately to move the development process forward.

Mandatory Pre-consultation

The Mandatory Pre-consultation process allows an applicant(s) to present a development proposal to the City and gives staff the opportunity to clarify the application process and provide preliminary comments regarding the proposed application. The process also enables staff to identify key issues and confirm the necessary plans, supporting studies, reports, drawings and any other information that will be required in order for the application to be considered a complete application. Mandatory pre-consultation, a key process currently used by various comparator communities (Table 1) ensures that submission requirements to support the application are provided at the time of the pre-consultation meeting.

Table 1: Best Practices – Pre-consultation

Best Practices	Hamilton	London	Cambridge	Kitchener	Kingston	Guelph
Effective pre – consultation	YES	YES	YES	YES	YES	NO
Mandatory Pre-consultation						currently piloting Mandatory pre-consultation

Benefits of Pre-consultation

The benefits of pre-consultation include, but are not limited to the following:

- Pre-consultation facilitates the application process as prospective development applicants meet with City staff to scope the issues associated with a particular type of planning application before submitting their formal application for consideration at a pre-consultation meeting.
- This procedure sets out clear requirements for a complete application and ensures that the appropriate information can be circulated to the various City divisions/departments and other commenting agencies early in the process.
- The pre-consultation process aims to promote a better understanding of the issues related to the proposed development helps address potential issues in a timely manner and avoids delays in the processing of an application.

Pre-consultation was strongly encouraged in the past as it has been a common practice for prospective applicants to consult with City staff prior to the submission of a formal planning application. These meetings are currently held on an ad-hoc basis as required.

Over the course of 2014, the City worked with stakeholders to review all the pre-consultation documentation and materials. By formally implementing the requirement for a mandatory pre-consultation meeting through a by-law, the City will be assured that this process continues and that applications are processed in an efficient and effective manner. This will be achieved through an established meeting schedule and staff/agency participation.

Staff have drafted the by-law in Attachment 3 for Council's consideration, which will require a mandatory pre-consultation meeting for the following applications in accordance with the *Planning Act*:

- Official Plan Amendment;
- Zoning By-law Amendment;
- Site Plan Control;
- Plan of Subdivision;
- Plan of Condominium.

Additional details regarding the pre-consultation process can be found in Attachment 4 and 5a/b/c (e.g. deeming applications complete, delegated authority).

Development Review Committee

Establishing the City of Guelph Development Review Committee (DRC) which consists of all departments responsible for land development application processing was the other top priority for the development community. Development Review Committee began meetings in March 2015 on an informal basis. Staff from pertinent departments attend the Development Review Committee and the applicant is invited. A form is completed outlining the various concerns and comments from each department and the form also outlines the need for support studies for a formal application together. The owner applicant and all departments sign the form. This form has to be included with any development application.

Benefits of Development Review Committee

The benefits of development review committee include the following:

- Regular scheduled meetings to review pre-consultation applications.
- Ability to discuss specific time targets (i.e. predictable review cycle), concerns or questions.
- Enhanced interdepartmental coordination and problem solving.
- Provides staff the ability to identify how a development proposal can be designed to add value for everyone.

Development Review Committee currently meets every two weeks, alternating from Site Plan Review Committee meetings. The process is coordinated by the Planning, Urban Design and Building Services Department; applicants are required to complete a form. Following the piloting of Development Review Committee in 2015, it will become a permanent formal addition for all development applications moving forward. As described by both internal and external stakeholders the adoption of the pre-consultation by-law and installation of Development Review Committee will provide a platform to resolve issues during the development review process.

Industrial, Commercial and Institutional (ICI) Lead Handling and Rapid Response Protocol

In 2014, a sub-committee led by Economic Development and several IOR departments was formed to examine how to develop a rapid response protocol/Triage for high impact development and investment opportunities (IOR REC. 3.3a). This component was flagged by the business community and Economic Development as an important initiative with long term benefits to Guelph.

The ICI Lead Handling and Rapid Response Protocol outlines a process that allows a ICI inquiry to be received by the City. It provides a clear path for business inquiries, expansions and investments. The protocol is being aligned with new development processes (e.g. integration with Development Review Committee) and will be piloted in 2015. Please see Attachment 6 for more details.

This is a “best practice” that will position Guelph as being more “business like”, and acts as another important step for IOR.

Key Performance Targets

A part of the process mapping exercise involved staff reviewing resource capacity, benchmarks and key performance indicators (KPI) that will be required to deliver and monitor performance improvements for each development approval process.

Municipal Sector Comparisons

It is important to note that there is no globally reported performance data on municipal development application processing timeframes. In many cases, communities use the number of controllable business days for municipal review (actual versus target) to determine and develop their own performance targets. A review of municipal peer benchmarking Table 2 illustrates that KPI/Targets for development application processing do not exist.

Table 2: Municipal Peer Benchmarking Realities

Benchmarking Initiative	KPI/Targets for Development Application Processing
Municipal Performance Measurement Program (MPMP)	None
Ontario Municipal Benchmarking Initiative (OMBI)	None
Ministry of Municipal Affairs and Housing (MAH)	None
Ontario Professional Planners Institute (OPPI)	None

The Guelph Process

As identified in PBEE Report 13-13, the implementation model and performance measurement framework was established. The framework reflects a strategic approach to performance measurement and monitoring systems in relationship to the development approvals process and included the following:

- Building the performance metrics and monitoring framework, which will include addressing staff training needs, resources, as well as establish baseline data;
- Developing initial metrics, targets and benchmarks which can be further built on through the implementation of the plan; and
- Benchmarking performance against Guelph's own baseline data and performance targets over time.

Staff undertook mapping and detailing the processes for each of the following (see Attachment 7):

- Official Plan Amendment;
- Zoning By-law Amendment;
- Site Plan Control;
- Plan of Subdivision;
- Plan of Condominium; and
- Part Lot Control

The maps outline process steps and associated timing for the controllable processing duration within the control of the City. The following three concepts highlight how the City can begin to measure controllable business days per application file.

Timely DRP Execution

The key concept underlying timely execution of development review process (DRP) is *controllable processing duration* – measured in the number of controllable business days of application file processing. Through the process mapping exercise, the City was able to determine the DRP processing steps within control of the City – versus processing steps under the control of the applicant.*

Efficient and Affordable DRP Execution

The key concept underlying DRP efficiency and affordability is the ability to track *DRP processing intensity* – measured in the number of DRP processing hours expended by City staff. The processing hours will be tracked against key DRP application categories – Site Plans, Subdivisions, Rezoning and Condominiums. Within each of the key DRP application categories, performance targets of budgeted file processing hours will be established for various types of development applications.

Predictable and Consistent DRP Execution

The key to consistent and predictable DRP execution is to zero-in on critical process steps. Once these critical process steps have been identified, performance indicators can be identified to track consistency of step execution against the total number of applications and service level targets can be communicated to stakeholders to increase certainty.

*More details will be illustrated in the 2015-2016 Proposed Model (Table 3).

KEY DELIVERABLES

As noted earlier, the City is benchmarking performance against Guelph's own baseline data and performance targets over time. Staff focused on developing standards for the types of development applications in areas that allows staff to measure and develop more tangible metrics as this is the first time Guelph is measuring and tracking performance for development approval processes. Over the course of 2015-2016, staff will be monitoring how development applications are tracked and documented in order to develop new standards that measure up to current "As-Is" procedures. The objective is to measure performance in the following approach:

Table 3: 2015-2016 Proposed Model

Zone Changes, Official Plan Amendments and Plans of Subdivision (to draft plan approval) Benchmarks for Key Steps

Step (City Controllable Hours)	City of Guelph "As-Is" Benchmark
Step 1 (Pre-consultation) <ul style="list-style-type: none"> For formal pre-consultation (from formal request to formal pre-consultation meeting with Development Review Committee) 	2 - 4 weeks
End of Step 2 (Formal Application Submission) to Step 5 (Statutory Public Meeting) <ul style="list-style-type: none"> From application deemed complete to statutory public meeting 	8-10 weeks <i>*Overlaps with end of 1st Review Cycle/Step 6</i>
End of Step 2 (Formal Application Submission) to Step 6 (Formal Application Review Period) <ul style="list-style-type: none"> From application deemed complete to end of 1st Review Cycle <p style="text-align: right;">Official Plan Amendment and Zone Changes Draft Plan of Subdivision</p>	16-20 weeks 20-24 weeks
End of Step 6 to Step 8 <ul style="list-style-type: none"> From completion of staff review (i.e. all issues resolved, application formalized to decision report) 	8-12 weeks

2015-2016 Proposed Model

Key Steps (City Controllable Hours)	City of Guelph "As-Is" Benchmark	Total # Completed	Average Processing Time	City of Guelph 'Go Forward' Target

Expected results include the following:

- A clear process for all development processes that enables more complete applications and timely approvals
- An improved understanding by the development community of how the City delivers its development processes
- An integrated approach to the delivery of services that are based on process enhancements from the customer/development community
- A revised service delivery model that boosts levels of customer service

GOAL 2: Develop technical process manuals to support the enhanced development approval processes

As noted earlier, identifying and implementing process enhancements quickly identified the need to formalize City development approval processes in the form of new process manuals to support the streamlined development approval processes. Table 4 highlights best practices from comparator communities.

Table 4: Best Practices – Documentation/Process Manuals Scan

Best Practices	Hamilton	London	Cambridge	Kitchener	Kingston	Guelph
Well - structured, transparent, managed review processes	YES One-stop service centre with online support.	YES Well-structured processes with flowcharts and time standards provided.	YES All documents/ manuals accessible on user-friendly page	YES Development Handbook. Flowcharts for processes.	YES New materials- SP Guidelines, Planning Rationale, Development Guidelines	NO In Progress To complete process manuals 2015-2016

Following the completion of process mapping in early 2015, staff is developing process manuals formalizing roles, procedures and timelines. A Process Manuals Group was established to review recommended action items and prioritize which materials will be completed in 2015. These new manuals will provide predictable and consistent technical requirements that are well understood/adhered to by all business units and external stakeholders.

This new need was identified by both internal and external partners as a top priority. With the formalization of mandatory pre-consultation, the timing of the process manuals will align with all of the revised and new procedures and protocols.

GOAL 3: Develop and implement a Communications Plan and Web Strategy

Earlier IOR reports focused on the Communications and Customer Service Strategies as a key priority. A recent review of all materials developed to date highlighted the importance of readjusting the focus on the communications and web strategy. The web portion will include reorganizing the development approvals sections of the website, creating appropriate linkages and ensuring

proper/accessible content in place to ensure all users can navigate website. When fully developed, the updated sections will accomplish the following:

- A user-friendly, service-based navigation structure that incorporates the following service areas – Planning, Urban Design and Building Services, Engineering and Capital Infrastructure Services and Business Development and Enterprise - and other associated departments involved with the development review process
- The development of content that will accompany the improved navigation and provide users the ability to easily navigate the City of Guelph website to access all available resources for the development review process and related subject areas
- Integrate tools and resources to support the development review process for each of the service areas currently in development by the City of Guelph.
- Provide linkages for resources (e.g. process manuals) to assist all users throughout the development process
- Integrate the City of Guelph's new corporate structure
- Support collaboration among all service areas

A staff working group is in place to work to oversee this first component and set up the next stage of work which is the Customer Service Strategy. This piece will deliver new customer service and communications protocols that will be launched in 2016. The development of new 2015 collaterals (i.e. manuals, enhanced processes) need to be effectively implemented by staff and communicated to stakeholders. The web site improvements will be launched in early 2016. All communications efforts are detailed in an IOR Communications Plan that was developed by the Communications and Customer Service Committee. The plan is being implemented and supports the broad goals and specific objectives of the IOR implementation phase by drawing focus to process improvements.

IOR Technology Implementation Plan

Following the completion of the comprehensive process mapping review in 2015, this area builds on the expanded use of information systems and performance measurements to support development application processing and improve customer service. Additional support will be needed to incorporate all process enhancements with new performance tracking systems (i.e. City's Amanda 6 software and implementation plan). This initiative will align with the GIS Strategic Implementation Plan – Five Year Tactical Plan of Action – to deliver new GIS interactive mapping tools for internal and external use.

A Steering Committee is being set up to coordinate with IT/GIS staff to assess Guelph's current information systems, to identify gaps and areas for improvement. This work will also include the development of on-line applications systems which will provide 'real time' status to departments, agencies and users.

Goal 4: IOR Year in Review Forum

As identified in the IOR Implementation Plan (2013-2016), an annual review forum has been discussed as a way to highlight IOR successes to date. More importantly, showcasing revised processes and introducing new developed materials. Given the

timing for completion of process mapping and process manuals in 2015, the IOR Year in Review Forum will be held in 2016. Current options include joint-programming with Economic development.

YEAR 3 TARGETED PRIORITIES (2015 – 2016)

The IOR Work Plan has been reviewed in detail and revised (Attachment 8) based on staff capacity and the priority of each recommendation. The following highlights Q3 and Q4 of 2015 and Q1 and Q2 of 2016 action items:

- Implementation of the 23 process enhancements underway
- Formalizing Mandatory Pre consultation Process and Development Review Committees following Council pre-consultation bylaw adoption
- Piloting ICI Lead Handling and Rapid Response Protocol for high impact Industrial, Commercial and Institutional development and investment opportunities
- Operationalizing performance measurement systems and targets in the development approval process in 2015-2016
- Releasing process manuals and related materials
- Launching revised website showcasing development approval processes and related IOR materials
- Beginning Customer Service Strategy in early 2016
- Development of new GIS interactive mapping tools for internal and external use (mid to late 2016)

CORPORATE STRATEGIC PLAN

This corporate initiative touches a significant portion of the CSPs objectives including:

1. Organizational Excellence

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

2. Innovation in Local Government

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

3. City Building

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

DEPARTMENTAL CONSULTATION

The following City departments have been involved in the 2014 – 2015

Implementation activities:

- Planning Services
- Engineering Services
- Building Services
- Enterprise Services
- Office of the CAO
- Human Resources
- Information Technology
- Communications
- Clerks
- Finance Services
- Community and Social Services
- Legal

FINANCIAL IMPLICATIONS

As noted earlier, the IOR Program is slightly past the *midpoint* and in full implementation mode. To date, the IOR Program has required significant and sustained multi-year commitment of existing staff and additional resources from all involved IOR service areas. The IOR investments approved in the 2015 budget - \$130,000K – included funding for IOR technology implementation (i.e. GIS mapping tools), customer service strategies and the continued piloting of key performance indicators that will be needed to deliver and monitor performance improvements for each development approval process.

The need for additional investment to support IOR priorities, including business cases for IOR related expansion packages (e.g. staff resources) will be explored and presented during the 2016 budget process. This need for additional investments will have financial benefits to both the City and private sector developers/investors. The objective for a “business like” corporate culture with more efficient, timely and predictable, Development Approval Processes will save both time and money for both the City and the private sector.

COMMUNICATIONS

A detailed Communications Plan for the IOR was developed by the Communications and Customer Service Committee and is being implemented. The Plan supports the broad goals and specific objectives of the IOR implementation phase by drawing focus to process improvements. The plan aims to:

- Generate awareness and enthusiasm for the IOR implementation process.
- Focus messaging on the City’s revised and improved way of doing business.
- Position the City of Guelph as “businesslike”.

“Businesslike” is understood as the City improving its ability to respond to the needs of the business sector and the development industry in a clear, concise and timely fashion, while upholding the rights of the public to engage on planning and development matters.

ATTACHMENTS

Attachment 1 – Process Enhancements

Attachment 2 – Process Enhancements – Implementation Plan

Attachment 3 – Pre-consultation By-law

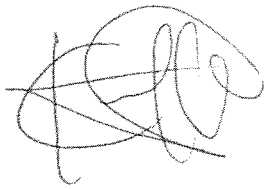
Attachment 4 – Pre-consultation Requirements

Attachment 5a/b/c – Pre-consultation Materials

Attachment 6 – ICI Lead Handling and Rapid Response Protocol

Attachment 7 – City of Guelph Process Maps

Attachment 8 – Updated IOR Work plan



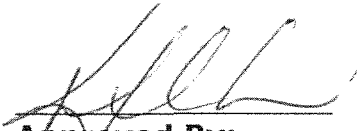
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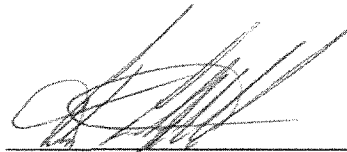
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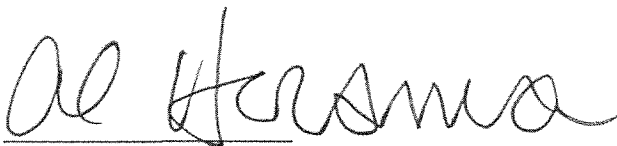
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Attachment 1 – 23 Process Enhancements

Key Trend 1: The need to document/formalize the development approval process

Recommendation	Process
1 City staff will produce process manuals in 2015 formalizing roles and responsibilities for each SPRC Member that will establish clear protocols and identify standard conditions in the development approval process.	SPA
2 Staff to update SPRC Guidelines and schedules and ensure they are maintained and updated on a periodic basis annually or as changes to process warrants. In addition, established protocols to ensure any significant changes to SPRC process are reviewed with business stakeholders in advance of implementation.	SPA
3 Staff to provide a user friendly template to applicants outlining which items need to be addressed before resubmission.	SPA
4 Update site plan process flowchart and manual to clarify the purpose of the different types of meetings between the City and applicant.	SPA
5 Update site plan process flow chart and manual to indicate the site plan coordinator to be the central point for all complete submissions (reports, plans, securities) are received from the applicant. Informal discussions directly with technical staff as necessary.	SPA
6 Staff will provide a list of unacceptable tree and shrub species that should not be used in landscaping plan. (Note: This does not address planting in environmental buffer areas which are normally subject to specific EIS/EIR requirements).	SPA
7 Through the update to the Site Plan Guidelines, staff to define what constitutes a minor and major application and subsequent implications.	SPA
8 As a part of the pre-consultation process, staff will develop and prioritize a detailed list of terms of references for studies (e.g. planning justification) to deem applications complete.	OPA, ZC, PofS
9 City staff to produce process manuals in 2015 formalizing roles and responsibilities for internal and external stakeholders.	OPA, ZC, PofS
10 The lead planner to provide clarity for the circulation of comments and information back to the applicant.	OPA, ZC, PofS
11 City staff will produce process manuals in 2015 that will establish clear protocols and procedures including how condominium registration and the timing of building inspections can align. In addition, the pre-consultation process will allow staff to provide this information to applicant.	PLC/ Condo
12 City staff to update standard conditions and ensure they are maintained and updated on a periodic basis annually or as changes to process warrants.	PLC/ Condo
13 Staff to provide detailed documentation of the condominium registration process during pre-consultation resulting in improved timing for the applicant	PLC/ Condo
14 Staff to review the EAC process including processing times and deferrals. In addition, an updated version of EIS Guidelines are set to be released in 2015.	OPA, ZC, PofS
15 Staff to define the subdivision registration process following draft approval in 2016	OPA, ZC, PofS
16 Applicant to provide final registered documents in order for staff to use for street numbering and record keeping.	PLC/ Condo

Key Trend 2: The need to establish mechanisms/committees at the front end of the process to provide greater clarity and certainty

17 Staff to present the pre-consultation by-law to City Council with standard operating procedure to follow in Q3/2015	OPA, ZC, PofS
18 Staff to develop a simplified checklist (a component of pre-consultation) to qualify submissions in order to deem submissions complete	OPA, ZC, PofS
19 The Development Review Committee to be operationalized following the adoption of the pre-consultation by-law in Q3/2015. It will be the platform to resolve issues during the development review process.	OPA, ZC, PofS
20 The development coordination process will be the central point where staff can manage and track development applications.	OPA, ZC, PofS

Key Trend 3: The need to explore new ways/practices in the development approval process

- | | | |
|----|---|---------------|
| 21 | Staff to develop criteria for exemptions to the condominium process resulting in a streamlined approval process that would reduce the time which staff would have to spend processing new condominium applications. | PLC/
Condo |
| 22 | Approval of a part lot control exemption by-law should not require that a building foundation be installed. Surveyors now pin the location of the foundations accurately. By not requiring the foundation to be installed prior to a part lot control exemption by-law being approved the number of by-laws and the amount of staff time required to process these applications will be reduced | PLC/
Condo |

Key Trend 4: The need for an up-to-date file management systems to support DAP

- | | | |
|----|---|-------------------------------------|
| 23 | Staff to align all results from current process mapping into the new version of City's file management system set to be launched in 2015. This will enable the future development of accessible 'online' real time status for development applications. | SPA, OPA,
ZC, PofS,
PLC/Condo |
|----|---|-------------------------------------|
-

Attachment 2 – 23 Process Enhancements - Implementation Plan

Recommendation		Process	Staff Lead	Timing of Implementation	Status
1	City staff will produce process manuals in 2015 formalizing roles and responsibilities for each SPRC Member that will establish clear protocols and identify standard conditions in the development approval process.	SPA	Process Manuals Group ✓ To be established in early April ✓ Will review a priority list and devise a plan moving forward	Q2/Q3-2015	Underway
2	Staff to update SPRC Guidelines and schedules and ensure they are maintained and updated on a periodic basis annually or as changes to process warrants. In addition, established protocols to ensure any significant changes to SPRC process are reviewed with business stakeholders in advance of implementation.	SPA	Process Manuals Group	Q3/Q4 - 2015	Underway
3	Staff to provide a user friendly template to applicants outlining which items need to be addressed before resubmission.	SPA	Process Manuals Group	Q3/Q4 – 2015	Underway
4	Update site plan process flowchart and manual to clarify the purpose of the different types of meetings between the City and applicant.	SPA	Process Manuals Group and Manager of Development Planning ✓ Pre-consultation by-law drafted and will be presented at the July Council Meeting	Q3/Q4 -2015	✓ Underway and Pre-consultation by-law to Council in July 2015
5	Update site plan process flow chart and manual to indicate the site plan coordinator to be the central point for all complete submissions (reports, plans, securities) are received from the applicant. Informal discussions directly with technical staff as necessary.	SPA	Process Manuals Group	Q3/Q4 -2015	Underway
6	Staff will provide a list of unacceptable tree and shrub species that should not be used in landscaping plan. (Note: This does not address planting in environmental buffer areas which are normally subject to specific EIS/EIR requirements).	SPA	Process Manuals Group *Landscape Planner additional resource	Q3/2015	Underway
7	Through the update to the Site Plan Guidelines, staff to define what constitutes a minor and major application and subsequent implications.	SPA	Process Manuals Group w/subgroup	Q3/Q4 -2015	Underway
8	As a part of the pre-consultation process, staff will develop and prioritize a detailed list of terms of references for studies (e.g. planning justification) to deem applications complete.	OPA, ZC, PofS	Process Manuals Group	Q2/Q3 – 2015	Underway
9	City staff to produce process manuals in 2015 formalizing roles and responsibilities for internal and external stakeholders.	OPA, ZC, PofS	Process Manuals Group	Q3/Q4 -2015	Underway
10	The lead planner to provide clarity for the circulation of comments and information back to the applicant.	OPA, ZC, PofS	Process Manuals Group	Q3/Q4 - 2015	Underway
11	City staff will produce process manuals in 2015 that will establish clear protocols and procedures including how condominium registration and the timing of building inspections can align. In addition, the pre-consultation process will allow staff to provide this information to applicant.	PLC/ Condo	Process Manuals Group ✓ To be established in early April ✓ Will review a priority list and devise a plan moving forward	Q3/Q4-2015	Underway
12	City staff to update standard conditions and ensure they are maintained and updated on a periodic basis annually or as changes to process warrants.	PLC/ Condo	Process Manuals Group	Q3/Q4 - 2015	Underway
13	Staff to provide detailed documentation of the condominium registration process during pre-consultation resulting in improved timing for the applicant	PLC/ Condo	Process Manuals Group	Q3/Q4 – 2015	Underway

14	Staff to review the EAC process including processing times and deferrals. In addition, an updated version of EIS Guidelines are set to be released in 2015.	OPA, ZC, PofS	Environmental Planner	Q2/Q3 - 2015	✓ Completed & EIS Guidelines underway
15	Staff to define the subdivision registration process following draft approval in 2016	OPA, ZC, PofS	Engineering and Capital Infrastructure Services	2016	2016
16	Applicant to provide final registered documents in order for staff to use for street numbering and record keeping.	PLC/Condo	Process Manuals Group w/discuss with BSWG	Q3/Q4 - 2015	Underway
17	Staff to present the pre-consultation by-law to City Council with standard operating procedure to follow in Q3/2015	OPA, ZC, PofS	Manager of Development Planning ✓ Pre-consultation by-law drafted and will be presented at the July Council Meeting	Q3/2015	✓ Completed
18	Staff to develop a simplified checklist (a component of pre-consultation) to qualify submissions in order to deem submissions complete	OPA, ZC, PofS	Manager of Development Planning ✓ Materials completed reviewed by GWDA and pre-consultation materials at first DRC Meeting in March 2015	Q2/Q3 - 2015	✓ Completed
19	The Development Review Committee to be operationalized following the adoption of the pre-consultation by-law in Q3/2015. It will be the platform to resolve issues during the development review process.	OPA, ZC, PofS	Manager of Development Planning ✓ Consulted with all service areas ✓ DRC to be piloted in March 2015	Q1/Q2 - 2015	✓ Completed
20	The development coordination process will be the central point where staff can manage and track development applications.	OPA, ZC, PofS	Development Coordination Committee ✓ DCC will require assistance to share both processes internally & externally	Q2/Q3 – 2015	Underway
21	Staff to develop criteria for exemptions to the condominium process resulting in a streamlined approval process that would reduce the time which staff would have to spend processing new condominium applications.	PLC/Condo	Legal Working Group ✓ To start in April/May and will determine deliverables given that exemptions are a priority for our external stakeholders	Q2/Q3-2015	Underway
22	Approval of a part lot control exemption by-law should not require that a building foundation be installed. Surveyors now pin the location of the foundations accurately. By not requiring the foundation to be installed prior to a part lot control exemption by-law being approved the number of by-laws and the amount of staff time required to process these applications will be reduced	PLC/Condo	Legal Working Group	Q2 - 2015	✓ Completed
23	Staff to align all results from current process mapping into the new version of City's file management system set to be launched in 2015. This will enable the future development of accessible 'online' real time status for development applications.	SPA, OPA, ZC, PofS, PLC/Condo	IOR Tech Steering Committee ✓ To begin in June 2015 and will determine deliverables for 2015/2016	Q2/Q4 - 2015	Underway

Attachment 3
Pre-Consultation By-law

CORPORATION OF THE CITY OF GUELPH

By-law Number (2015) XXXX

A by-law requiring applicants to consult with the City of Guelph prior to the submission of certain types of planning applications and to delegate Council's authority to deem applications complete to the General Manager of Planning Services.

WHEREAS subsections 22(3.1)(b), 34(10.0.1)(b), 41(3.1)(b), and 51(16.1)(b) of the *Planning Act* authorize the Council of a municipality to pass a by-law requiring applicants to consult with the municipality prior to submitting applications for any Official Plan Amendment, Zoning By-law Amendment, Site Plan and Plan of Subdivision or Condominium; and

WHEREAS subsections 22(6.1), 34(10.4) and 51(19.1) of the *Planning Act* require the Council of a municipality to notify an applicant within 30 days of the applicant paying the fee for an application for an Official Plan Amendment, Zoning By-law Amendment and Plan of Subdivision or Condominium, that they have provided, or have not provided, as the case may be, the information and material required, and subsection 53(4)(a) of the *Planning Act* allows the Council of a municipality or a Committee of Adjustment to whom authority to grant Consents is delegated to refuse to accept an application for a Consent where the information and material required pursuant to subsections 53(2) and 53(3) is not provided; and

AND WHEREAS subject to certain restrictions, sections 23.1 and 23.2 of the *Municipal Act, 2001* authorizes the Council of a municipality to delegate its powers and duties under the *Planning Act* to a person or body;

NOW THEREFORE the Council of The Corporation of the City of Guelph enacts as follows:

DEFINITIONS

1. In this by-law:

"Applicant" means the person or public body, including the land owner or authorized agent, making an Application;

"Application" means an application pursuant to the *Planning Act* for an amendment to the City's Official Plan under subsection 22(1), an amendment to the City's Zoning By-law under subsection 34(10), the approval of a draft plan of subdivision or condominium under subsection 51(16), or the approval of a site plans or drawings under subsection 41(4);

"City" means the Corporation of the City of Guelph;

"Consult", "Consultation", and "Pre-consultation" mean one or more meeting(s) between the Applicant and the General Manager of Planning, Urban Design and Building Services or their designate to discuss and exchange information respecting the proposed Application and the requirements for a Complete Application;

"Complete Application" means an Application which includes the prescribed information and material under the *Planning Act* and any information and material deemed necessary by Council or the General Manager of Planning, Urban Design and Building Services or their designate for the evaluation of an Application in accordance with the provisions of the *Planning Act*, and the City of Guelph's Official Plan;

"Council" means the municipal council of the City;

"General Manager" means the General Manager of Planning, Urban Design and Building Services, or any successor thereto, or their designate;

"Municipal Act, 2001" means the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, or any successor thereto;

"Planning Act" means the *Planning Act*, R.S.O 1990 c. P-13, as amended, or any successor thereto;

"Record of Pre-Consultation" means a Written record issued by the General Manager in the form established by the City and as amended from time to time that:

- (a) acknowledges that the City's Pre-consultation requirements have been satisfied;
and
- (b) sets out the information and material required to constitute a Complete Application.

"Request for Pre-Consultation" means a written request in the form established by the City and as amended from time to time for Pre-Consultation;

"Written" means a letter sent via mail, facsimile transmission and/or electronic mail messages.

INTERPRETATION

2. Any reference herein to any by-law or Act of any government shall be construed as a reference thereto as amended or re-enacted from time to time or as a reference to any successor thereto then in force, and includes any in force regulations thereto.
3. This by-law is to be construed with all changes in number and gender as may be required by the context. Words and phrases used herein should be construed so that the singular shall include the plural and the plural includes the singular.
4. If a court of competent jurisdiction declares any provision or part of a provision of this by-law to be invalid, illegal, unenforceable or of no force and effect, it is the intention of Council in enacting this by-law that the remainder of the by-law shall continue in force and be applied and enforced in accordance with its terms to the fullest extent possible according to law.

REQUIREMENT TO CONSULT WITH CITY

5. Persons or Public Bodies intending to make an Application shall be required to Consult with City staff prior to the submission of the application for the purpose of reviewing a draft development proposal and to identify the scope of additional supporting information or material required by the City and/or other affected agencies to allow full consideration of the Application.
6. In the absence of Consultation prior to the submission of an Application the General Manager may refuse to accept the Application under the provisions of the *Planning Act*.
7. Where the Applicant fails to submit all required supporting information or material, the General Manager may deem an application as incomplete under the provisions of the *Planning Act*.
8. Where appropriate, the City may waive or vary the information and material requirements specified in the Official Plan where completion of such studies has occurred for an earlier, relevant planning approval or where the study requirement would result in unnecessary duplication of effort.
9. Where a Consultation is held , a consultation checklist or agreement shall be completed and signed by all parties present.

CONSULTATION PROCEDURE

10. An Applicant shall Consult with the General Manager for the purpose of reviewing a preliminary planning application and identifying the need for, and the scope of, information and material required by the General Manager to constitute a Complete Application as required by the *Planning Act* and the City's Official Plan prior to the submission of the following planning applications:
 - (a) Official Plan Amendment;
 - (b) Zoning By-law Amendment;
 - (c) Site Plan Approval;

- (d) Plan of Subdivision; or
- (e) Plan of Condominium.

11. Prior to scheduling a Pre-consultation meeting, an applicant shall submit to the General Manager, a completed Request for Pre-consultation, which shall include:

- (a) the general location and physical address of the lands;
- (b) the current use of the lands;
- (c) a short summary of the proposed Application;
- (d) the following, if applicable:
 - i. the proposed land use including dwelling unit types;
 - ii. concept plan;
 - iii. population and employment densities;
 - iv. environmental, servicing, and transportation issues as known to the applicant; and,

such other information as may be required by the General Manager.

12. Upon receiving a completed Request for Pre-consultation that includes the required information, the General Manager, shall:

- (a) determine whether more than one Pre-consultation meeting is needed; and
- (b) set a date for the Pre-consultation.

13. If two or more of the Applications relate to the same lands, the General Manager may permit, or require, more than one Application to be addressed in the same Pre-consultation.

14. The form and extent of Pre-consultation may vary based on Application type and context and shall, in any case, be acceptable to the General Manager.

15. Upon completion of the Pre-consultation process, the General Manager shall prepare and deliver a Record of Pre-consultation to the Applicant.

16. Where a Record of Pre-consultation has been delivered to the Applicant but the Application which was the subject of the Pre-consultation is not been submitted, or where the Application that was the subject of the Pre-consultation has been submitted but has not been determined to be a Complete Application, within the time-frame satisfactory to the General Manager, the Applicant may be required to submit a new Request for Pre-consultation to the General Manager and attend a further Pre-consultation meeting before submitting an Application.

DELEGATION OF AUTHORITY TO DEEM APPLICATIONS COMPLETE

17. Council hereby delegates to the General Manager, the authority to:

- (a) conduct Consultations prior to the submission of any Application;
- (b) issue Records of Pre-consultation on behalf of the City in accordance with Section 15;
- (c) determine, in accordance with the *Planning Act* and the City's Official Plan, what information and/or material will be required for a Complete Application and to require such additional information and/or material from the applicant;
- (d) determine if an Application is a Complete Application in accordance with the *Planning Act* and the City's Official Plan; and

- (e) issue any notice with respect to the completeness of
 - i. a request to amend and Official Plan that is required under section 22(6.1) of the *Planning Act*;;
 - ii. a request to amend a Zoning By-law that is required under section 34(10.4) of the *Planning Act*;
 - iii. an application for approval of a Plan of Subdivision or a Plan of Condominium that is required under section 51(19.1) of the *Planning Act*.
18. The General Manager may refuse to further consider an Application that is not determined to be a Complete Application.

PASSED this ____ day of _____ 2015.

CAM GUTHRIE - MAYOR

STEPHEN O'BRIEN – CITY CLERK

ATTACHMENT 4

Excerpt from City of Guelph Official Plan

10.18 Pre-consultation and Complete Application Requirements

Having all relevant information and material pertaining to a particular planning application available early in the planning process is essential to making good land use decisions. Requiring this information and material to be provided at the time a planning application is submitted enables Council to make a well informed decision within the timeframe provided by the *Planning Act* and ensures the public and other stakeholders have access to the information early in the process. Understanding the issues related to development and having the appropriate studies completed early in the planning process can avoid delays and provide opportunities to resolve potential differences prior to Council's consideration of the matter.

1. Prior to the submission of an application for an Official Plan Amendment, *Zoning By-law* Amendment, draft plan of subdivision or *condominium* and/or a site plan approval, applicants are required to pre-consult with City staff. Prior to the submission of any other development application, applicants are encouraged to pre-consult with City staff. The pre-consultation process is intended to scope the issues associated with a specific *development* proposal and/or change(s) in land use and set out clear requirements for a complete application. The form and level of pre-consultation will vary based on application type and context and shall be according to the process described in a Pre-consultation By-law.
2. Any application for amendment(s) to the Official Plan or *Zoning By-law*, application for approval of a plan of subdivision or *condominium*, or application for *consent* will not be deemed complete by the General Manager of Planning Services and the time period within which the Council is required to make a decision will not commence, unless it is accompanied by:
 - i) the prescribed information and material as required under the *Planning Act*; and
 - ii) other information and material deemed necessary by the General Manager of Planning Services or their designate in accordance with this Plan.
3. In addition to the requirements noted in the applicable sections of the Official Plan, the City may require additional information and material to be submitted as part of a complete application. The following broad categories describe additional information and material that may be required and the type of studies or documents that may be identified during the pre-consultation process as being required to be submitted as part of a complete development application:
 - i) *Natural Heritage*

The submission of reports, studies and/or drawings, which identify and demonstrate, to the satisfaction of the City, that there will be no *negative impacts* on *natural heritage features* and areas or their *ecological functions*; and identifies proposed mitigation measures to ensure *ecological functions*, diversity, and connectivity of *natural heritage features and areas* are maintained, restored, and where possible enhanced. Any information and material submitted must recognize linkages between and among *natural heritage features* and areas and *surface water features* and *groundwater features*.

This may include, but shall not be limited to:

- *Environmental Impact Study*
- *Scoped Environmental Impact Study*
- Environmental Implementation Report
- Ecological Land Classification
- *Flood plain/flood fringe* and top of stable slope mapping and mitigation measures as required by the GRCA
- Hydrogeological Study
- Hydrology Study
- Water Budget
- Soil Stability and Geotechnical Analysis
- Tree and/or Vegetation Inventory Report
- *Vegetation Compensation Plan*
- Topographical Survey/Slope Analysis
- Geotechnical Report

ii) Planning Matters

The submission of reports, studies and/or statements that demonstrate, to the satisfaction of the City, how the proposed development and/or change in land use is consistent with the applicable provisions of the Provincial Policy Statement, conforms to the Official Plan, conforms to any *Provincial Plans* that are in effect, and provides an integrated approach to land use planning.

This may include, but shall not be limited to:

- Planning Justification Report
- Statement of Conformity and/or Consistency with applicable policies
- Demonstration of how new *development* contributes to the achievement of *Growth Plan* density and *intensification targets*
- Employment and/or Residential Lands Needs Analysis
- Employment Lands *Conversion* Justification Report
- Affordable Housing Report
- Rental Conversion Report
- Conceptual Site Plan Layout
- Detailed Site Plan
- Comprehensive Open Space and Parks Conversion Study

iii) Transportation

The submission of reports, studies and/or drawings, which address any change or impact to the transportation network resulting from a proposed *development* and/or change in land use and demonstrates, to the satisfaction of the City, how the proposed *development* can be accommodated by the existing transportation network or where new *transportation infrastructure*, or an expansion to the existing *transportation infrastructure* is necessary, demonstrate that the improved *transportation infrastructure* will be adequate to accommodate all modes of transportation in an efficient manner with minimal impact on surrounding land uses, and the natural and social environment.

This may include but, shall not be limited to:

- Traffic Impact or Transportation Study
- Parking Study
- Transportation Demand Management Plan

iv) Servicing and Infrastructure

The submission of reports, studies and/or drawings, which demonstrate, to the satisfaction of the City, that the existing infrastructure is sufficient to accommodate the proposed *development* and/or change in land use, or where new infrastructure is required or an expansion of the existing infrastructure is necessary, demonstrate that the improved infrastructure will be adequate to accommodate the proposed *development* and/or change in land use as well as any anticipated users of the infrastructure.

This may include but shall not be limited to:

- Water and Wastewater Servicing Study
- Stormwater Management/Drainage Report and Plan
- Community Services/Facilities Study
- Infrastructure Study

v) Built Form

The submission of reports, studies, drawings and/or three dimensional models, which demonstrate, to the satisfaction of the City, that the proposed *development* and/or change in land use is *compatible* with the City's existing built form and will not negatively impact the *public realm* including, but not limited to, the streetscape and access to open space such as trails and parks.

This may include, but shall not be limited to:

- Building Mass Model (physical or computer generated)
- Pedestrian Level Wind Study
- Sun and Shadow Study
- Streetscape Analysis

vi) Cultural Heritage Resources

The submission of reports that demonstrate, to the satisfaction of the City, how a proposed *development* and/or change in land use will not negatively impact on the City's *cultural heritage resources*, including *development* proposals on lands adjacent to *protected heritage property*.

This may include, but shall not be limited to:

- *Cultural Heritage Review*
- *Cultural Heritage Impact Assessment*
- *Scoped Cultural Heritage Impact Assessment*
- *Cultural Heritage Conservation Plan*
- Archaeological Assessment
- Structural Engineering Report
- *Cultural Heritage Landscape Assessment*
- Views and Vistas Impact Study

vii) Development Impacts

The submission of reports, studies and/or drawings that identify and assess all potential nuisance or safety issues from natural and human made hazards including issues related to potential environmental contamination, which may result from or affect the proposed *development* and/or change in land use and demonstrate, to the satisfaction of the City, that potential nuisances or safety issues can be effectively mitigated.

This may include but shall not be limited to:

- Noise Impact Study
- Vibration Study
- Acoustical Design Study
- Lighting Plan
- Site Screening Questionnaire
- Phase 1 Environmental Site Assessment
- Phase 2 Environmental Site Assessment
- Record of Site Condition
- *Sensitive Land Use* Report

viii) Financial Impacts

The submission of reports and studies that demonstrate, to the satisfaction of the City, that a proposed *development* and/or change in land use will not have an unreasonable or unanticipated negative financial impact on the City including, but not limited to, short-term and long-term costs to the City for the provision of municipal infrastructure and services required to support the proposed *development* and/or change in land use.

This may include, but shall not be limited to:

- Market Impact Study
- Economic Impact Study
- Infrastructure Cost Assessment• Long Term Maintenance Cost Assessment

ix) Sustainability

The submission of reports, studies, and/or drawings that demonstrate, to the satisfaction of the City, how a particular *development* proposal and/or change in land use meets the energy, water, and sustainability policies of this Plan.

This may include, but shall not be limited to:

- Completion of the City's Sustainability Checklist
 - *District Energy* Feasibility Study
 - Renewable Energy Feasibility Study
 - Water Conservation Efficiency Study
 - Energy Conservation Efficiency Study
4. The City will, within 30 days of receiving a *development* application, provide notice to the applicant that the application is complete or, alternatively indicate additional information and material that is required to constitute a complete application. The date of application shall be the date upon which all required information and material is submitted in a form that is satisfactory to the General Manager of Planning Services.
 5. The information and material described in Section 10.18.3 of this Plan that maybe required to accompany a *development* application is not intended to preclude the City from requiring additional reports, studies, and/or drawings that may be identified during the *development* review process if circumstances necessitate the need for such information and material as part of the decision making process.
 6. Where appropriate, the City may waive or vary the information and material requirements specified in this Plan, where completion of such studies has occurred for an earlier, relevant planning approval or where the study requirement would result in unnecessary duplication of effort.

ATTACHMENT 5A

Dated: April 23, 2015



City of Guelph – Mandatory Pre-Consultation Checklist Development Review Committee

Date of Mandatory Pre-Consultation Meeting			
Property Information			
Municipal Address:		Legal Description:	
Site Area: ha ac			
Existing Planning Applications on Property			
Applicant and/or Owner Information			
Applicant Company Name:		Contact Name:	
Address:		Email:	
Phone:		Fax:	
In accordance with the Guelph Official Plan, the following items are required to deem the application(s) complete:			
Completed Application Form(s) and Fees		Required (Y/N) and Type	
Zoning By-law Amendment (Zone Change, Lifting of H, Temporary Use)			
Official Plan Amendment			
Draft Plan of Subdivision			
Draft Plan of Condominium (Conversion, Leasehold Stream, Freehold, Standards, Common Elements, Phased)			
Site Plan Approval (Full, Minor Amendment, As Built)			
Other Approvals/Requirements			
Site Plan Approval			
GRCA Approval			
Building Permit			
Development Charges			
Securities			
Cash-in-Lieu of Parkland			
Development Agreement			
Site Plan Control Agreement			
Other			
<u>Study/Report Name</u>		<u>Required (Y/N)</u>	<u># Copies Required</u>
<u>Natural Heritage</u>			
Environmental Impact Study			
Scoped Environmental Impact Study			
Environmental Implementation Report			
Ecological Land Classification			
Flood plain/flood fringe and top of stable slope mapping and mitigation measures as required by the GRCA			
Hydrogeological Study			

ATTACHMENT 5A

Hydrology Study		
Water Budget		
Soil Stability and Geotechnical Analysis		
Tree and/or Vegetation Inventory Report		
Tree and/or Vegetation Preservation, Planting and/or Management Plan		
Topographical Survey/Slope Analysis		
Geotechnical Report		
<u>Planning Matters</u>		
Planning Justification Report		
Statement of Conformity and/or Consistency with applicable policies		
Demonstration of how new development contributes to the achievement of Growth Plan density and intensification targets		
Employment and/or Residential Lands Needs Analysis		
Employment Lands Conversion Justification Report		
Housing Issues Report		
Conceptual Site Plan Layout		
Detailed Site Plan		
<u>Transportation</u>		
Traffic Impact, Truck Access or Transportation Study		
Parking Study		
Pedestrian and Cycling Accommodation Report		
<u>Servicing and Infrastructure</u>		
Water and Wastewater Servicing Study		
Storm Water Management/Drainage Report and Plan		
Community Services/Facilities Study		
Infrastructure Study		
<u>Built Form</u>		
Building Mass Model (physical or computer generated)		
Pedestrian Level Wind Study		
Sun and Shadow Study		
Streetscape Analysis		
<u>Cultural Heritage Resources</u>		
Cultural Heritage Impact Study		
Scoped Cultural Heritage Impact Study		
Archeological Assessment		
Structural Engineering Report		
Cultural Heritage Landscape Assessment		
Views and Vistas Impact Study		
<u>Development Impacts</u>		
Noise and Vibration Study		
Lighting Plan		
Site Screening Questionnaire		
Phase 1 Environmental Site Assessment		
Phase 2 Environmental Site Assessment		

ATTACHMENT 5A

Record of Site Condition		
Sensitive Land Use Report		
Financial Impacts		
Market Impact Study		
Economic Impact Study		
Infrastructure Cost Assessment		
Long Term Maintenance Cost Assessment		
Sustainability		
Completion of the City’s Sustainability Checklist		
District Heating Feasibility Study		
Water Conservation Efficiency Study		
Energy Conservation Efficiency Study		
Source Water Protection		
Source Water Protection (* Additional Information to be Provided by Risk Management Official)		
Other		

Notes

This form addresses only those items that are required in order for the City to deem that application complete and be able to begin the review process. If an application does not contain the items (along with the appropriate copies) noted above, along with the appropriate application form, the application will be deemed incomplete and will not be considered by the City of Guelph.

An application deemed complete may still require the submission of amendments, addendums, and/or additional studies and materials as necessitated through the review of the application.

Consultation

Is further consultation required? Yes [] No []

If yes, please explain:

***The applicant is to request further consultation, unless otherwise described above, upon addressing the issue to be discussed.**

Expiration

As per By-Law No. xxx-xx, a new Mandatory Pre-Consultation Meeting will be required if the application is not submitted by the expiry date. If additional consultation is required, it must be held prior to the expiry date to ensure all matters have been addressed and the application submission is complete.

Mandatory Pre-Consultation Review Meeting Expiry Date: _____ (time period to be determined from date of meeting)

Agreement of Complete Application Requirements

The proposal as described on this form has been reviewed during the Mandatory Pre-Consultation Meeting and both the applicant and the City of Guelph staff are on agreement that the terms checked on the list contained in this Form identify all material that will be required for the indicated application to be deemed complete.

Applicant

Name: _____ Signature: _____ Date: _____

Manager of Development Planning. General Manager of Planning, Urban Design, and Building Services or designate

Name: _____ Signature: _____ Date: _____

ATTACHMENT 5B

April 23, 2015

Mandatory Pre-Consultation Meeting Request Form

In accordance with the *Planning Act*, and pursuant to OPA 48 Section 10.18 Pre-consultation and Complete Application Requirements and Bylaw 2015-xxxx, applicants are required to consult with the City prior to submission of the following development applications:

- Official Plan Amendment
- Zoning By-law Amendment
- Plans of Subdivision
- Plans of Condominium
- ***Site Plan Approval – Please refer to the Site Plan Review Committee Process***

MEETING PURPOSE: To confirm the appropriate planning approvals required for the development of a site. This meeting will also identify required drawings, supporting studies and reports that are necessary for the application(s) to be deemed complete. The applicant is also provided the opportunity to determine what planning policies apply to the site, processing timelines, recent Council decisions which may be of relevance and potential areas of concern.

MEETING PROCEDURE:

Mandatory Pre-Consultation Meetings shall be managed by the Development Review Committee (DRC) on a bi-weekly basis. Please see the attached annual meeting schedule.

Applicants and/or landowners are required to attend the Mandatory Pre-consultation Meeting and must submit the following information to Planning Services.

1. A Completed Mandatory Pre-Consultation Meeting Request Form;
2. A Scaled Site Plan or a Concept Plan of the proposal which includes the property location, lot lines, proposed access, building location, parking, landscaping and setbacks; and,
3. Concept Elevation drawings and/or Coloured Renderings, if available.

All documents submitted must be legible and to a recognized scale. Electronically submitted documents cannot exceed 11" x 17".

Once the applicant has submitted the above-noted material, the City shall:

- a) Schedule a meeting date with the applicant;
- b) Circulate information to various internal departments and external agencies for review;
- c) Provide comments presented by relevant City staff and agencies.
- d) The DRC will provide the applicant with the feedback meeting minutes together with a copy of the Mandatory Pre-Consultation Meeting Form, which will be signed by the Manager of Development Planning or his/her designate as well as the applicant. This form will outline the required supporting documentation which must be submitted prior to an application being deemed complete and circulated for comments.

All comments and direction offered by City Staff will be preliminary and based solely on the information available at the time of the meeting.

Once an application has been submitted, deemed complete and circulated for comments, additional information may be required during the processing of the application.

NOTE:

Please submit the completed Mandatory Pre-Consultation Meeting Request Form and required information in person at the 3rd Floor Planning, Urban Design and Building Services Counter, or by email or fax to:

Planning, Urban Design and Building Services

T. 519-822-1260

E. planning@quelfh.ca

F. 519-822-4632

ATTACHMENT 5B

March 25, 2015
City of Guelph – Pre-Consultation Meeting Request Form

Subject Site			
Site Address:			
Site Legal Description:			
Site Area:		Site Frontage:	
Current Zoning:		Current OP Designation:	
Type of Application			
<input type="checkbox"/> Zoning By-law Amendment		<input type="checkbox"/> Official Plan Amendment	
<input type="checkbox"/> Draft Plan of Subdivision		<input type="checkbox"/> Site Plan	<input type="checkbox"/> Condominium
Registered Owner			
Company Name:		Contact Name:	
Address:		Email:	
Phone:		Fax:	
Applicant (If different from above)			
Company Name:		Contact Name:	
Address:		Email:	
Phone:		Fax:	
Brief Description of the Proposal:			
Additional information:			
Check attachment(s) provided (maximum size 11" x 17"):			
<input type="checkbox"/> Concept Plan		<input type="checkbox"/> Survey	<input type="checkbox"/> Severance Sketch
<input type="checkbox"/> Building Elevations		<input type="checkbox"/> Location Plan	
<input type="checkbox"/> Other			

If I am not the owner of the property, I have the complete authority from the owner to apply for a Pre-Consultation Meeting and to proceed with the development as indicated on the accompanying plan(s).

Applicant Signature _____ Date _____

Personal information contained in this application form (name, address, phone number, e-mail address) is part of the public record and by signing such application form the applicant acknowledges that such information can be disclosed to the public.

Any questions regarding the completion of this form should be directed to Planning, Urban Design and Building Services 519-837-5616 or planning@guelph.ca.

Please submit completed form and attachments to planning@guelph.ca or Planning, Urban Design and Building Services 3rd Floor of Guelph City Hall 1 Carden Street, Guelph.

For Office Use Only:

Date Received:
Development Review Committee Meeting Date:
Staff Assigned:

ATTACHMENT 5C

April 23, 2015

Initial Meeting Request Form

The City of Guelph welcomes the opportunity for potential applicants to meet with Planning Staff to discuss their proposal prior to attending a formal mandatory pre-consultation meeting or submitting a planning application. For the purpose of this meeting Planning Applications may include, Official Plan and Zoning Amendments, Minor Variance and Consents, draft Plans of Subdivision and Condominium, Site Plan and Part Lot Control applications.

The purpose of such a meeting is to discuss the proposal, identify the appropriate development applications and the process required as well as discuss areas of concern or issues based on the information provided.

To request a preliminary meeting, the applicant and/or landowner must submit the following information to Planning, Urban Design and Building Services:

- ___ A Completed Initial Meeting Request Form
- ___ A Concept Plan of the proposal, if available, (which includes the property location, boundary/property survey, proposed access, parking areas and existing and proposed building locations, building elevations)
- ___ Any other information that may be applicable

Note: Please ensure that any material submitted is legible and can be printed on maximum 11x17 paper.

Once the applicant or landowner has submitted the above- noted material, the meeting will be booked/arranged within five (5) business days. At the meeting, Planning Staff will provide the applicant feedback regarding the proposal. Please note that all comments and direction offered by Staff is preliminary and based solely on the information available at the time of the meeting. Through a review of the application, and/or attendance at a mandatory pre-consultation meeting, additional information may be identified or discussed.

Please submit the completed Initial Meeting Request Form to the 3rd Floor Counter attention: Planning Urban Design and Building Services in person, or by email at planning@guelph.ca or fax to:

Planning, Urban Design and Building Services

T. 519-822-1260

E. planning@guelph.ca

F. 519-822-4632

ATTACHMENT 5C

March 25, 2015

Initial Meeting Request Form

The City of Guelph welcomes the opportunity for potential applicants to meet with Planning Staff to discuss their proposal prior to attending a formal mandatory pre-consultation meeting or submitting a planning application. For the purpose of this meeting Planning Applications may include, Official Plan and Zoning Amendments, Minor Variance and Consents, draft Plans of Subdivision and Condominium, Site Plan and Part Lot Control applications.

The purpose of such a meeting is to discuss the proposal, identify the appropriate development applications and the process required as well as discuss areas of concern or issues based on the information provided.

Subject Site	
Site Address:	
Site Legal Description:	
Site Area:	Site Frontage:
Current Zoning:	Current OP Designation:
Registered Owner	
Company Name:	Contact Name:
Address:	Email:
Phone:	Fax:
Applicant (If different from above)	
Company Name:	Contact Name:
Address:	Email:
Phone:	Fax:
Brief Description of the Proposal:	
Additional information:	
Check attachment(s) provided (maximum size 11" x 17"):	
<input type="checkbox"/> Concept Plan	<input type="checkbox"/> Survey
<input type="checkbox"/> Building Elevations	<input type="checkbox"/> Other _____
<input type="checkbox"/> Severance Sketch	<input type="checkbox"/> Location Plan

If I am not the owner of the property, I have the complete authority from the owner to apply for a preliminary meeting and to proceed with the development as indicated on the accompanying plan(s).

Applicant Signature

Date

ATTACHMENT 5C

Personal information contained in this application form (name, address, phone number, e-mail address) is part of the public record and by signing such application form the applicant acknowledges that such information can be disclosed to the public.

Once the applicant or landowner has submitted the above- noted material, the meeting will be arranged/booked within five (5) business days. At the meeting, planning staff will provide the applicant feedback regarding the proposal. Please note that all comments and direction offered by staff are preliminary and based solely on the information available at the time of the meeting. Through a review of the application, and/or attendance at a mandatory pre-consultation meeting additional information may be identified or discussed.

Any questions regarding the completion of this form should be directed to Planning, Urban Design and Building Services 519-837-5616 or planning@guelph.ca.

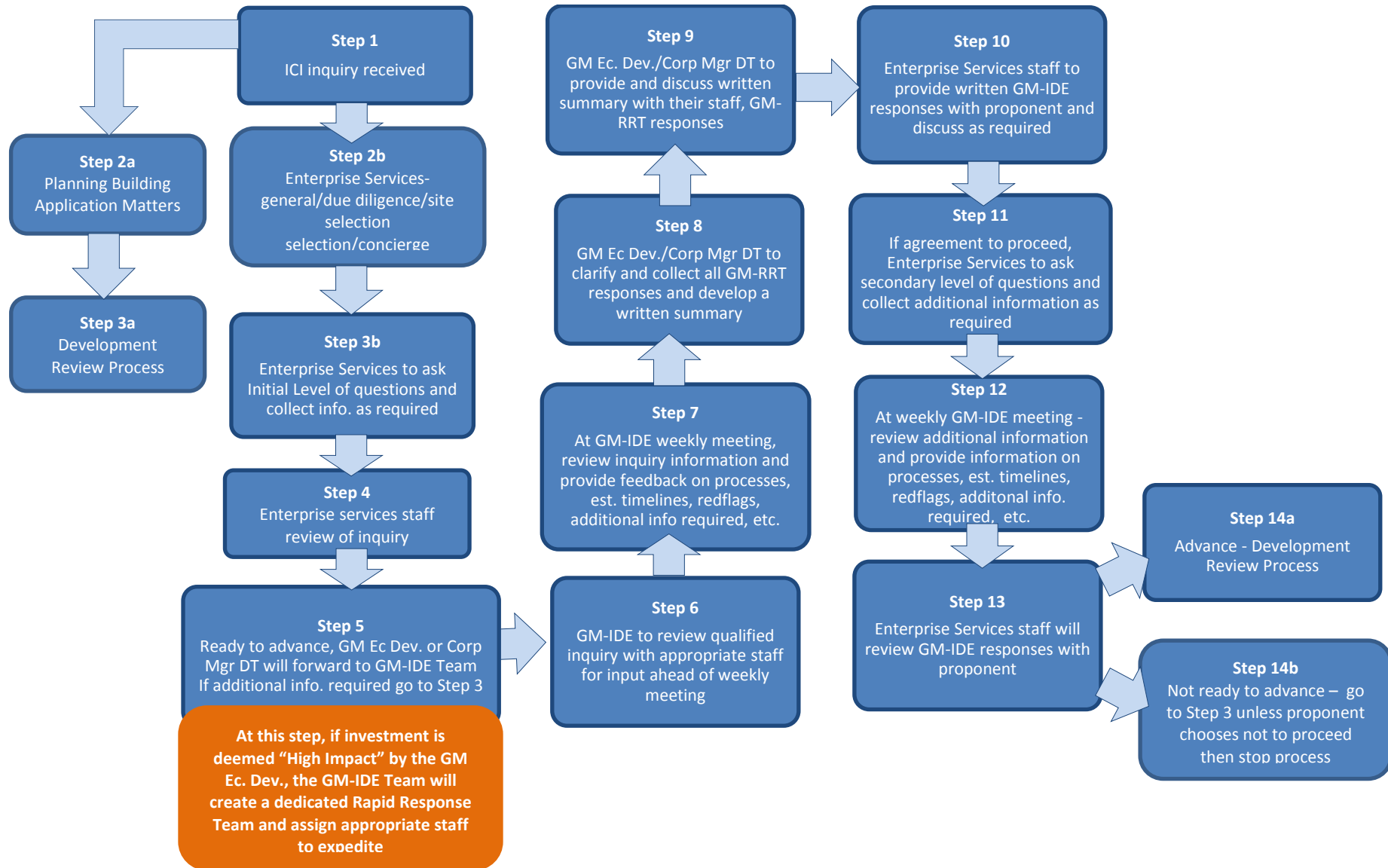
Please submit completed form and attachments to planning@guelph.ca or Planning, Urban Design and Building Services 3rd Floor of Guelph City Hall 1 Carden Street, Guelph.

For Office Use Only:

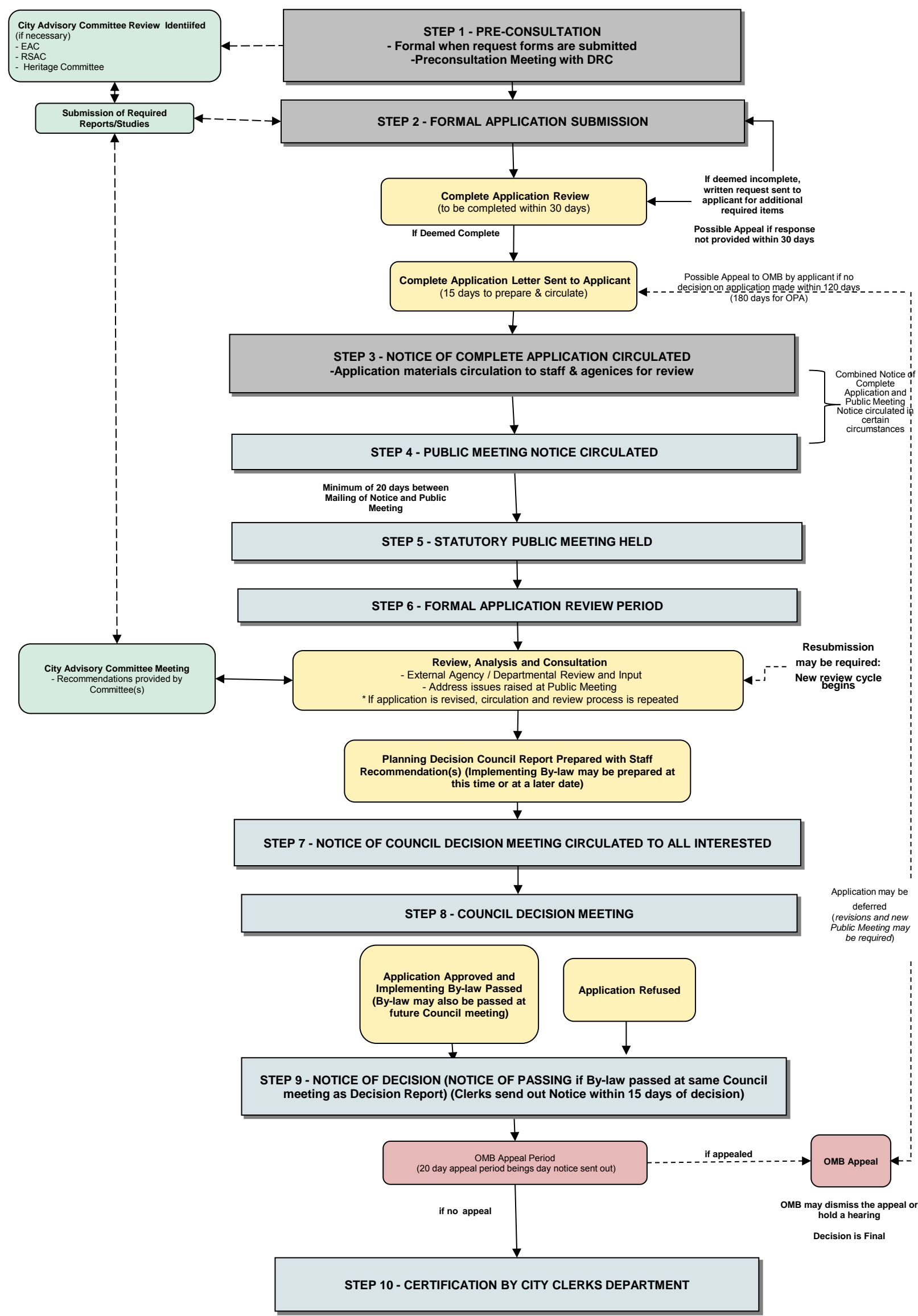
Date Received:

Staff Assigned:

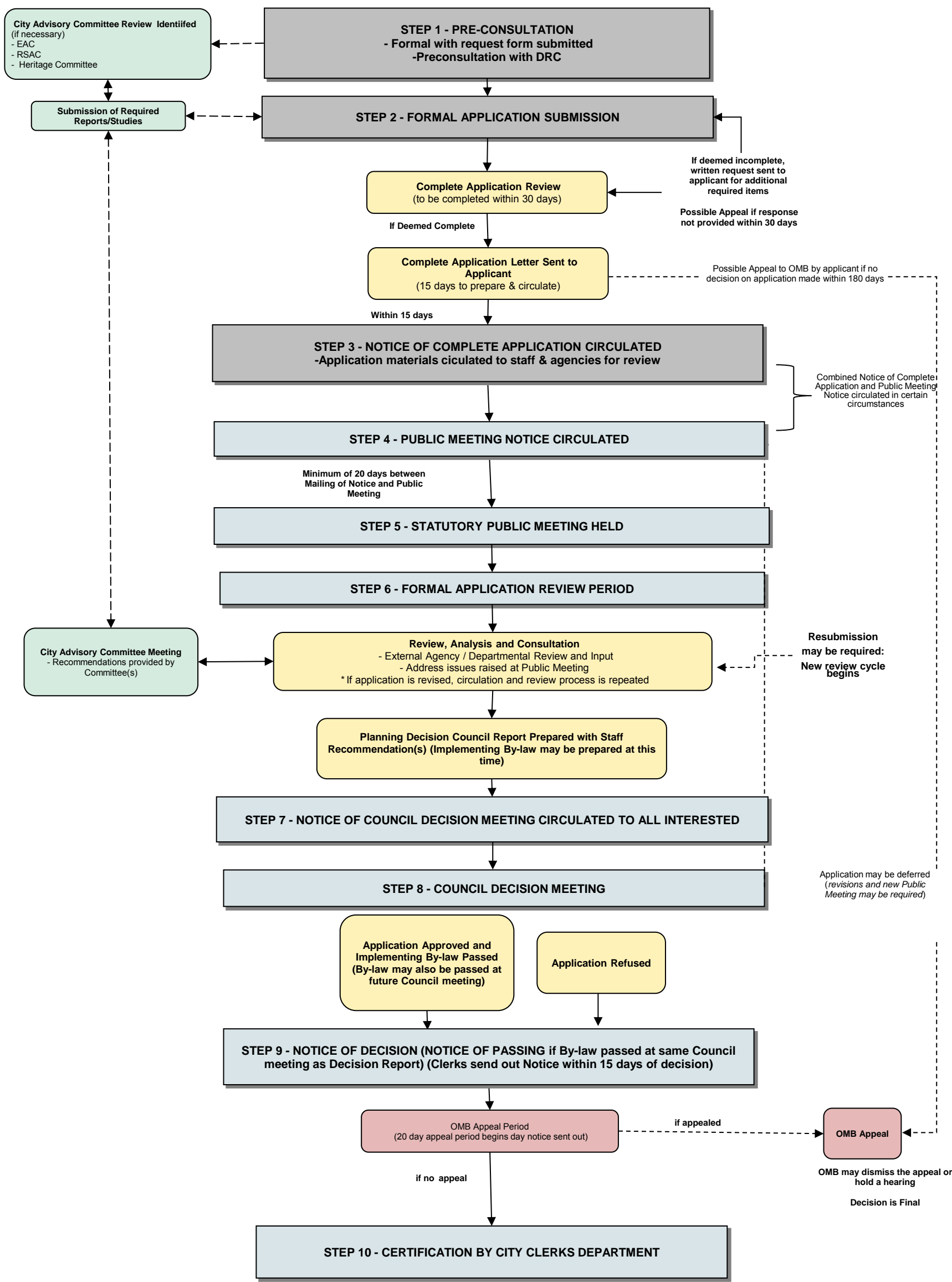
Attachment 6 – ICI Lead Handling and Rapid Response Protocol

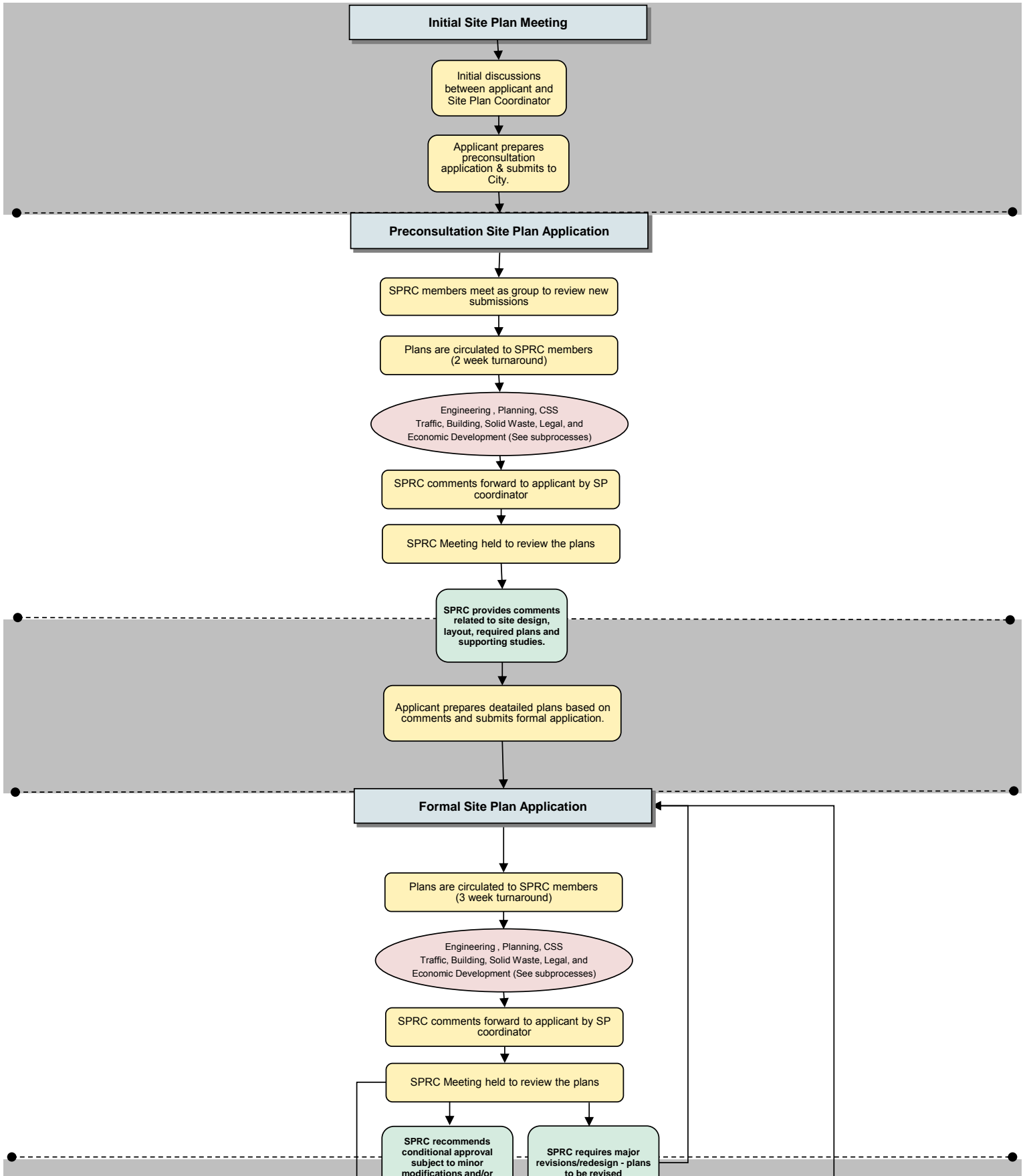


Zoning By-law & OP Amendment Approval Process

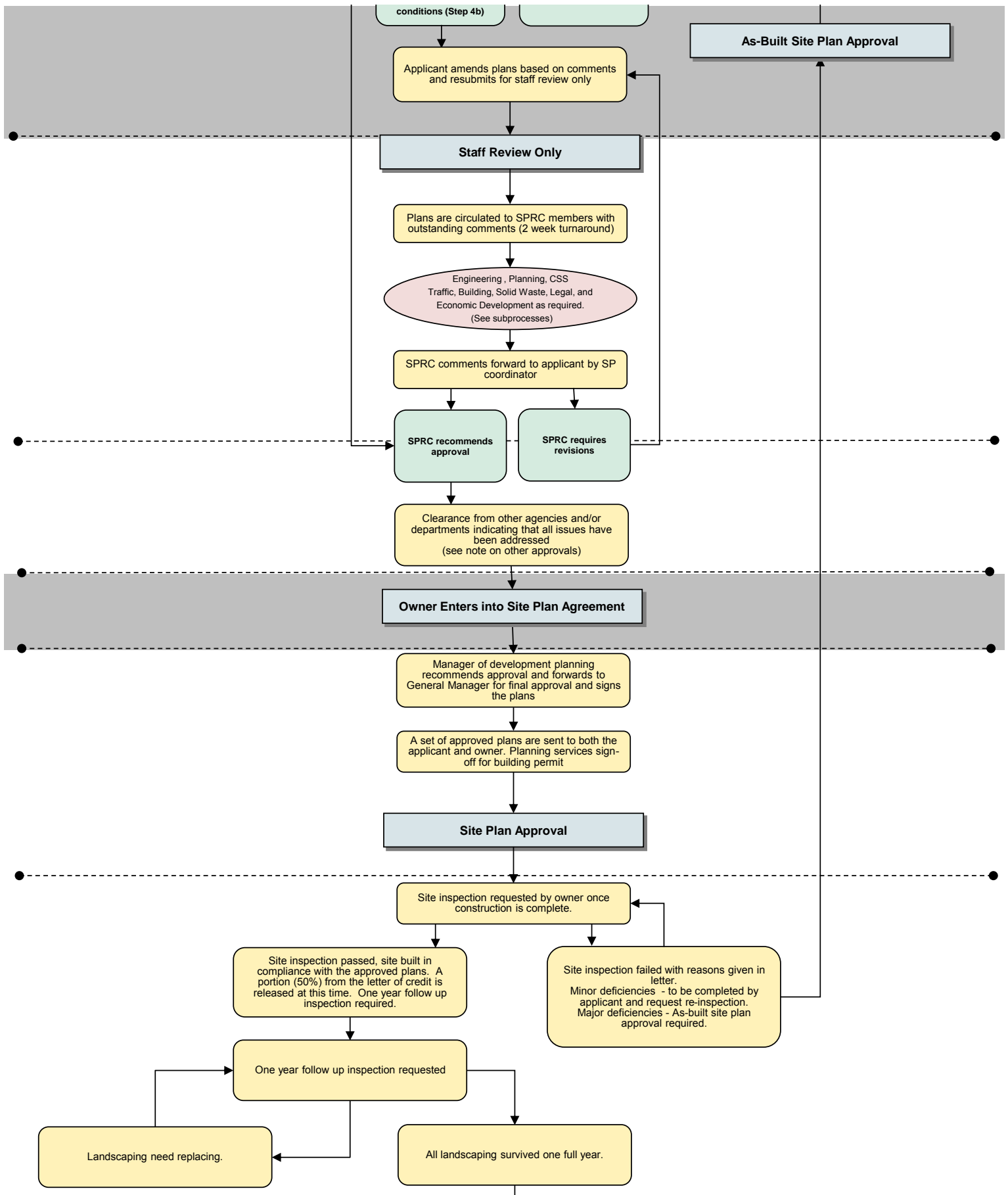


Draft Plan of Subdivision Approval Process



Site Plan Process

Attachment 7

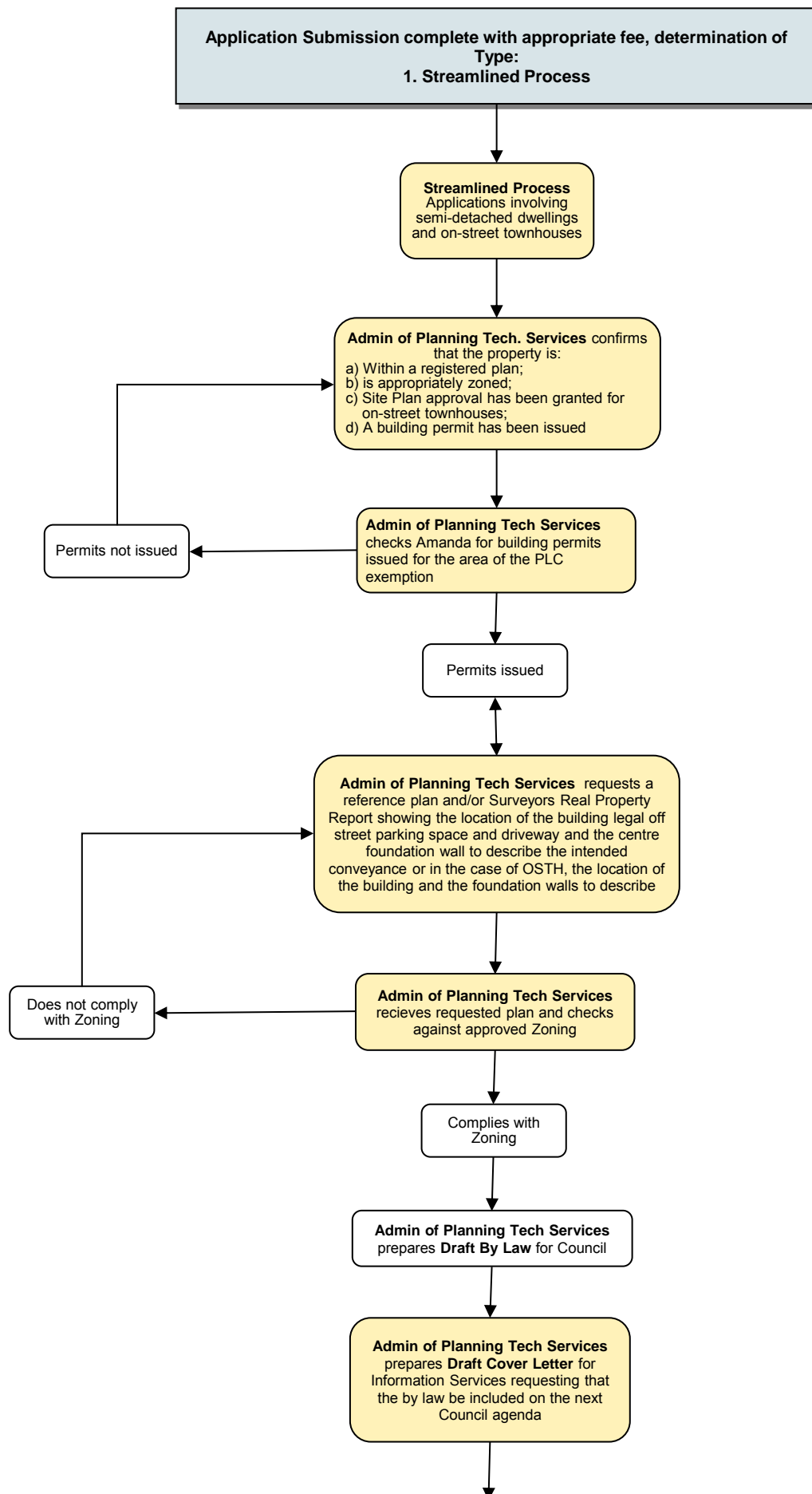


Attachment 7

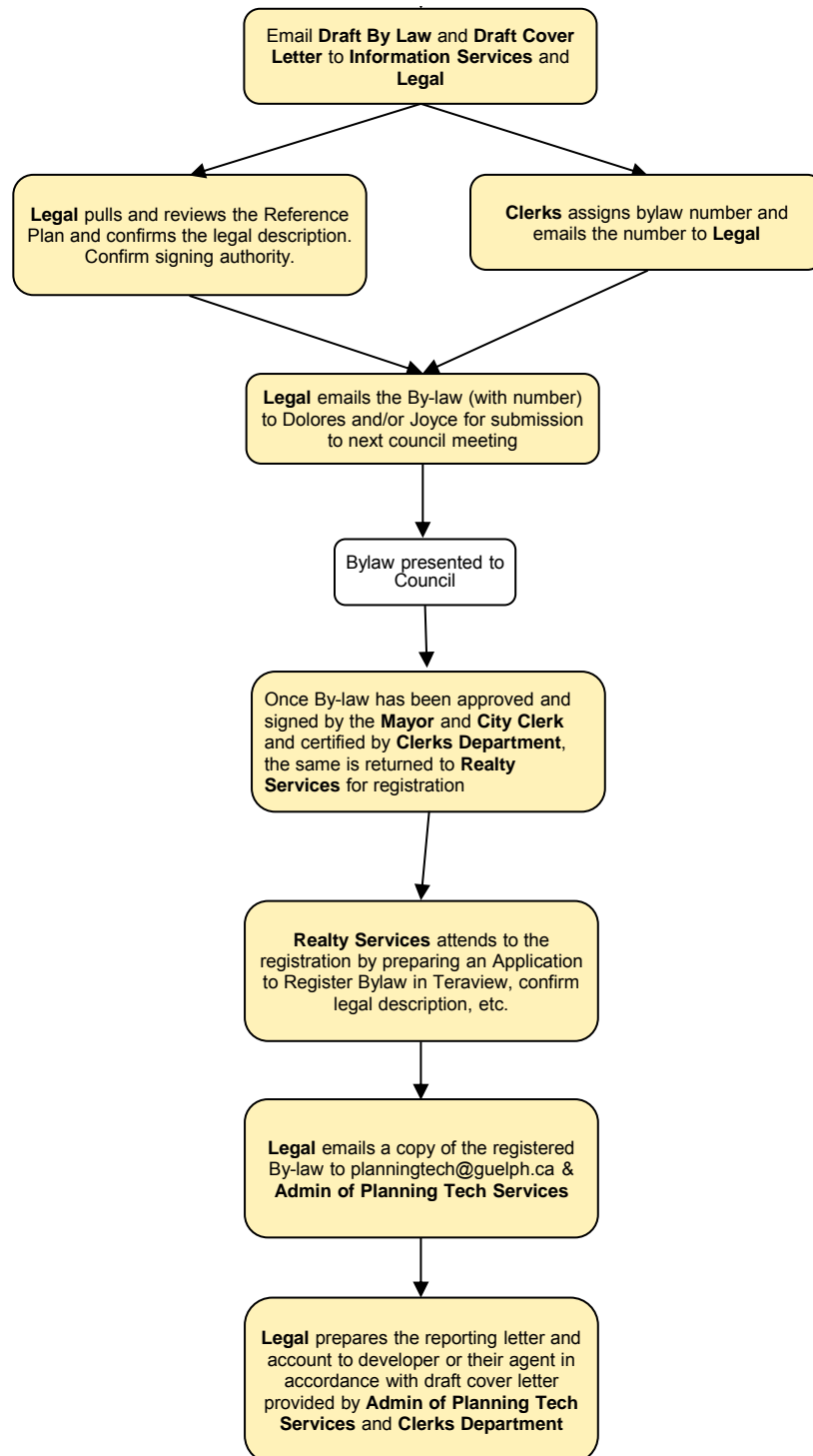


Project now in full compliance with the approved plans, with the remaining letter of credit is released.

Part Lot Control Process



















Attachment 7




ID	Task Name	Duration	Start	Finish	
1	Integrated Operational Review (IOR) - 2015 Work plan (Dec 2014 - Dec 2015)	284 days	Mon 01/12/14	Thu 31/12/15	
2	Key Deliverables/Outcomes (Based on Four themes 2013-2016 IOR Work Plan)				
3	Theme 1: Adaptive Learning	261 days	Thu 01/01/15	Thu 31/12/15	
7	Theme 2: Improve Management Direction and Communication	239 days	Mon 02/02/15	Thu 31/12/15	
9	Theme 3: Improve Development Review Processes	326 days	Thu 02/10/14	Thu 31/12/15	
21	Theme 4: Improve Communications	261 days	Thu 01/01/15	Thu 31/12/15	
23					
24	2015 Four Key Goals	284 days	Mon 01/12/14	Thu 31/12/15	
25	GOAL 1/Theme 3: Complete Process Mapping for DAPs (Rec. 3.14)	152 days	Mon 01/12/14	Tue 30/06/15	
26	Four (4) 3hr Workshops for staff to review current state DAPs and propose changes	6 days	Wed 10/12/14	Wed 17/12/14	
27	Consolidate comments/revise process maps (Initial phase)	35 days	Mon 05/01/15	Fri 20/02/15	
28	Meet w/team leads (3X meetings)	19 days	Mon 12/01/15	Thu 05/02/15	
29	Hire external consultant (GPLi)	63 days	Mon 05/01/15	Wed 01/04/15	
30	Release Materials for External Workshops	1 day	Fri 20/02/15	Fri 20/02/15	
31	Three (3) 2.5hr Workshops for external business community	3 days	Tue 03/03/15	Thu 05/03/15	
32	Draft revised DAPs, SOPs and supporting materials based on stakeholder input	1 day?	Thu 05/03/15	Thu 05/03/15	
33	Meet w/team leads (3-4X meetings)	10 days	Mon 02/03/15	Fri 13/03/15	
34	Finalize DAPs, SOPs, and Develop KPIs (1-3 mths)	70 days	Mon 16/03/15	Fri 19/06/15	
35	Hire External consultant (Performance Concepts Consulting)	74 days	Tue 21/04/15	Fri 31/07/15	
41	Establish IOR Technology Steering Committee	4 days	Thu 25/06/15	Tue 30/06/15	
42	First Committee Meeting	15 days	Mon 15/06/15	Fri 03/07/15	
43	IOR Annual Report - July 7, 2015	1 day	Tue 07/07/15	Tue 07/07/15	
44					
45	GOAL 3/Theme 3: Develop technical process manuals to support the enhanced DAPs educational materials, training etc.) (Rec. 4.4)	207 days	Wed 18/03/15	Thu 31/12/15	
46	Establish Process Manuals Group	22 days	Wed 01/04/15	Thu 30/04/15	
47	Develop Manuals (Begins June 2015)	144 days	Mon 15/06/15	Thu 31/12/15	
50	Clarification of which manuals can be completed internally or outsourced	21 days	Tue 05/05/15	Tue 02/06/15	
51	Develop RFP for external pieces	21 days	Tue 02/06/15	Tue 30/06/15	
52	Release RFP	11 days	Mon 06/07/15	Mon 20/07/15	
53	Award Contract	1 day	Mon 27/07/15	Mon 27/07/15	
54	Duration of Contract (July - December)	133 days	Tue 30/06/15	Thu 31/12/15	
55	Key Internal Manuals - completed June/July - Site Plan Guidelines & EIS	87 days	Tue 02/06/15	Wed 30/09/15	
56					

Project: GEIS
Date: Mon 22/06/15

Task		External Milestone		Manual Summary Rollup	
Split		Inactive Task		Manual Summary	
Milestone		Inactive Milestone		Start-only	
Summary		Inactive Summary		Finish-only	
Project Summary		Manual Task		Progress	
External Tasks		Duration-only		Deadline	

ID		Task Name	Duration	Start	Finish	4
57		GOAL 3/Theme 4 : Develop and implement a Communications Plan and Web Strategy (Rec. 4.1 & 4.3)	261 days	Thu 01/01/15	Thu 31/12/15	
58		Development of ToFR w/IT, Communications & CCS Committee	17 days	Thu 01/01/15	Fri 23/01/15	
59		Clarification of next steps	5 days	Mon 26/01/15	Fri 30/01/15	
60		Develop RFP	7 days	Fri 17/04/15	Mon 27/04/15	
61		Release RFP	42 days	Thu 30/04/15	Fri 26/06/15	
62		Award Contract	1 day	Fri 10/07/15	Fri 10/07/15	
63		Duration of Contract (July-December)	133 days	Tue 30/06/15	Thu 31/12/15	
64		Final Web Release (all components)	22 days	Mon 30/11/15	Tue 29/12/15	
65						
66		GOAL 4/Theme 1: Hold an IOR Year in Review Forum - (Rec. 1.3)	139 days	Wed 22/04/15	Sat 31/10/15	
67		Decision - To Proceed with 2015 or 2016 event	5 days	Mon 01/06/15	Fri 05/06/15	
68		Meetings to discuss 2016 event (Fall 2015)	10 days	Mon 23/11/15	Fri 04/12/15	

Project: GEIS
Date: Mon 22/06/15

Task		External Milestone		Manual Summary Rollup	
Split		Inactive Task		Manual Summary	
Milestone		Inactive Milestone		Start-only	
Summary		Inactive Summary		Finish-only	
Project Summary		Manual Task		Progress	
External Tasks		Duration-only		Deadline	

IOR Implementation

Annual Report (2014-2015)



IDE Committee
July 7, 2015

Agenda

Introduction – What is the IOR?

Where we began

Implementation – moving forward

Process mapping, enhancements and performance measurement

Integrated Operational Review (IOR)

City of Guelph Business Development and Enterprise; Engineering and Capital Infrastructure Services; and Planning, Urban Design and Building Services departments are in the process of implementing the Integrated Operational Review (IOR), which is Phase 3 of a three phase process.





Phase 3 addresses recommendations provided by Prosperity 2020 relating to the need for the City of Guelph to become more “businesslike” in attracting and retaining private business investment.

Introduction

- **IOR is in full implementation mode with improvements well underway**
- **IOR is ushering in a significant cultural shift for staff and Guelph's business and development community**
- **Implementing the IOR will improve existing development processes and overall customer service**
- **All partners, stakeholders and the City need to commit to these improvements to make IOR a success**

Where we began






IOR Implementation Work Plan (2013-2016)

IOR Implementation Work Plan (2013-2016)		Status	Comments
Theme 1: Build a more adaptive learning organization	1.1 Re-establish Planner II positions and implement team organization 1.2 Establish HR staffing and & a Succession Plan		Completed
	1.3 Integrate and orient new employees and provide mentorship and training		Underway
Theme 2: Improve management direction and communications	2.1 Clarify roles and responsibilities of all manager positions in PBEE 2.2 Establish Manager Level IMCD 2.3 Planning and Engineering General Managers to review, track, and monitor application processing, project issues and timelines		Completed
Theme 3: Improve Development Review Process	3.1 Develop a Business Services Centre in conjunction with the Information Services Area on the main floor of City Hall 3.2 Establish a new position of "Business Facilitator" to assist City businesses, including the development industry 3.3 Establish Gold Star Protocol for new development proposals which would have major benefits to the City – Gold Star Program 3.9 Review the City's Comprehensive Zoning By-law relative to allowable uses* 3.10 Consolidate enforcement of all property-related By-laws within one department 3.11 Improve the management, coordination and review of the City's capital projects *Linked or aligned to other IOR Recommendation		To review in 2016

Continued...

Where we began

IOR Implementation Work Plan (2013-2016)

IOR Implementation Work Plan (2013-2016)		Status	Comments
Theme 3: Improve Development Review Process	3.4 Implement a Mandatory Pre-consultation Process for all development applications		Completed
	3.5 Establish a Development Review Committee with regularly scheduled meetings		
	3.6 Implement a revised Site Plan Review process with updated Urban Design Guidelines		Underway
	3.7 Reinstate One Step Engineering Review and Comments Process*		
	3.8 Expand the Use of & Improve Management Information Systems and Performance Measurement to Support Development Application Processing*		
	3.13 Enterprise Departments Should Become More Proactive in Investment Attraction & Business Retention		Underway
	*3.14 Process Mapping and Establish Service Targets – Supporting Development Approval Processes (Process Manuals)		
	*Linked or aligned to other IOR Recommendation		
Theme 4: Improve Communications (Interdepartmental and & with external stakeholders)	4.1: Develop an overall Communications Plan to support the IOR		Completed
	4.4: Encourage better interdepartmental communication and -coordination amongst PBEE and Enterprise staff		
	4.2: Establish a Customer Service Mission Statement in consultation with staff and provide Customer Service training		Underway
	4.3: Revise the City website to better support development		

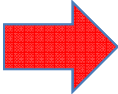







75% of the recommendations are currently underway or completed

2014 – A turning point

- 2014 was a pivotal year with a focus on comprehensively mapping the City's development approval processes
- This core IOR foundational building block allows other improvements to move forward

What we accomplished to date:

Key Priorities 2014-2015	Accomplishments
 Map all Development Approval Processes, identify and begin implementing enhancement opportunities	 Completed mapping all processes (November 2014-March 2015) and developed an action plan to implement 23 process enhancements in 2015-2016.
Implement Mandatory Pre-consultation Process and Development Review Committees	 Piloting DRC from March 2015 – to be formalized with all pre-consultation by-law & materials July 2015
Develop and Implement the Interim Rapid Response Protocol for high impact Industrial, Commercial and Institutional development & investment opportunities	 Finalized ICI Lead Handling and Rapid Response Protocol approved by IOR GM Committee. To begin pilot in Spring/Summer 2015.
Develop a foundation and pilot specific performance measurement systems and targets in the development approval process in 2015-2016	 Developed “As-Is” Performance Model with proposed system to monitor & track (May 2015-June 2015)
Develop Communications & Customer Service Strategies and initial Action Plans	 RFP released for Communications and Web strategy in June 2015. An IOR Communications Plan was developed and is being implemented. Future actions will build on completed process mapping and process manuals.

Implementation – Moving Forward

- Engaged in a highly collaborative process with City staff, development community and local businesses



Implementation – Moving Forward

+50

stakeholders

+20

4

stakeholders sessions

4

3

specialized working groups

2

1

External Business Stakeholder Working Group

1



- *Continuous feedback from external stakeholders*
- *Committed staff = Countless hours reviewing process improvements*

Implementation – Moving Forward

23 process enhancements

Staff from all IOR service areas developed a total of **23 process enhancements** for the following development approval processes:

- ❖ Site Plan Approval
- ❖ Official Plan Amendments
- ❖ Zone Changes
- ❖ Plan of Subdivision
- ❖ Part Lot Control
- ❖ Condo and Vacant Land Condo/Conversion

- 50+ stakeholders reviewed the recommendations
- Business Stakeholder Working Group (BSWG) vetted the recommendations and implementation plan
- Additional recommendations were added based on BSWG and stakeholder workshops

Implementation – Moving Forward

Overall, the following trends emerged:



Trend 1 : The need to document/formalize the development approval process to provide predictability

Trend 2: The need to establish mechanisms/committees at the front end of the development process to provide greater clarity and certainty

Trend 3: The need to explore new ways/practices in the development approval process

Trend 4: The need for up-to-date file management systems to support the DAPs and performance measurements/monitoring

Implementation – Moving Forward

23 Process Enhancements – Implementation Plan

The need to document/formalize the development approval process

16 Recommendations = Underway 

Site Plan Approval

R Recommendation

- 1 City staff will produce process manuals in 2015 formalizing roles and responsibilities for each SPRC Member that will establish clear protocols and identify standard conditions in the development approval process.

Recommendation

- 2 Staff to update SPRC Guidelines and schedules and ensure they are maintained and updated on a periodic basis annually or as changes to process warrants. In addition, established protocols to ensure any significant changes to SPRC process are reviewed with business stakeholders in advance of implementation.

Recommendation

- 3 Staff to provide a user friendly template to applicants outlining which items need to be addressed before resubmission.

Recommendation

- 4 Update site plan process flowchart and manual to clarify the purpose of the different types of meetings between the City and applicant.

Recommendation

- 5 Update site plan process flow chart and manual to indicate the site plan coordinator to be the central point for all complete submissions (reports, plans, securities) are received from the applicant. Informal discussions directly with technical staff as necessary.

Recommendation

- 6 Staff will provide a list of unacceptable tree and shrub species that should not be used in landscaping plan. (Note: This does not address planting in environmental buffer areas which are normally subject to specific EIS/EIR requirements).

Recommendation

- 7 Through the update to the Site Plan Guidelines, staff to define what constitutes a minor and major application and subsequent implications.

OPA_ZC_PofS

Recommendation

- 8 As a part of the pre-consultation process, staff will develop and prioritize a detailed list of terms of references for studies (e.g. planning justification) to deem applications complete.

Recommendation

- 9 City staff to produce process manuals in 2015 formalizing roles and responsibilities for internal and external stakeholders.

Recommendation

- 10 The lead planner to provide clarity for the circulation of comments and information back to the applicant.

PLC/Condo

- 11 City staff will produce process manuals in 2015 that will establish clear protocols and procedures including how condominium registration and the timing of building inspections can align. In addition, the pre-consultation process will allow staff to provide this information to applicant.

Recommendation

- 12 City staff to update standard conditions and ensure they are maintained and updated on a periodic basis annually or as changes to process warrants.

Recommendation

- 13 Staff to provide detailed documentation of the condominium registration process during pre-consultation resulting in improved timing for the applicant.

- 14 Applicant to provide final registered documents in order for staff to use for street numbering and record keeping.

Implementation – Moving Forward

23 Process Enhancements – Implementation Plan

The need to document/formalize the development approval process (*Continued...*)

OPA_ZC_PofS

15	Recommendations
	Staff to review the EAC processing times and deferrals. In addition, an updated version of EIS Guidelines are set to be released in 2015.
16	Recommendations
	Staff to define the subdivision registration process following draft approval in 2016



2016



2 New Recommendations from External Stakeholders

The need to establish mechanisms/committees at the front end of the process

= **4 Recommendations = Completed**

OPA_ZC_PofS

R 17	Recommendation
	Staff to present the pre-consultation by-law to City Council with standard operating procedure to follow in early 2015 (Q1/Q2).
18	Recommendation
	Staff to develop a simplified checklist (a component of pre-consultation) to qualify submissions in order to deem submissions complete.

19	Recommendation
	The Development Review Committee to be operationalized following the adoption of the pre-consultation by-law in early 2015. It will be the platform to resolve issues during the development review process.
20	Recommendation
	The development coordination process will be the central point where staff can manage and track development applications.

Implementation – Moving Forward

23 Process Enhancements – Implementation Plan

The need to explore new ways/practices in the development approval process
= 2 Recommendations = 1 completed and 1 underway

PLC/Condo

Recommendation

21

Staff to develop criteria for exemptions to the condominium process resulting in a streamlined approval process that would reduce the time which staff would have to spend processing new condominium applications.



22

Recommendation

Approval of a part lot control exemption by-law should not require that a building foundation be installed. Surveyors now pin the location of the foundations accurately. By not requiring the foundation to be installed prior to a part lot control exemption by-law being approved the number of by-laws and the amount of staff time required to process these applications will be reduced



City Legal Working Group was formed to work with external stakeholders to review these recommendations and explore options.

The need for an up-to-date file management systems to support DAP
= 1 Recommendation = Underway 

Recommendation

23

Staff to align all results from current process mapping into the new version of City's file management system set to be launched in 2015. This will enable the future development of accessible 'online' real time status for development applications.



PLC/Condo

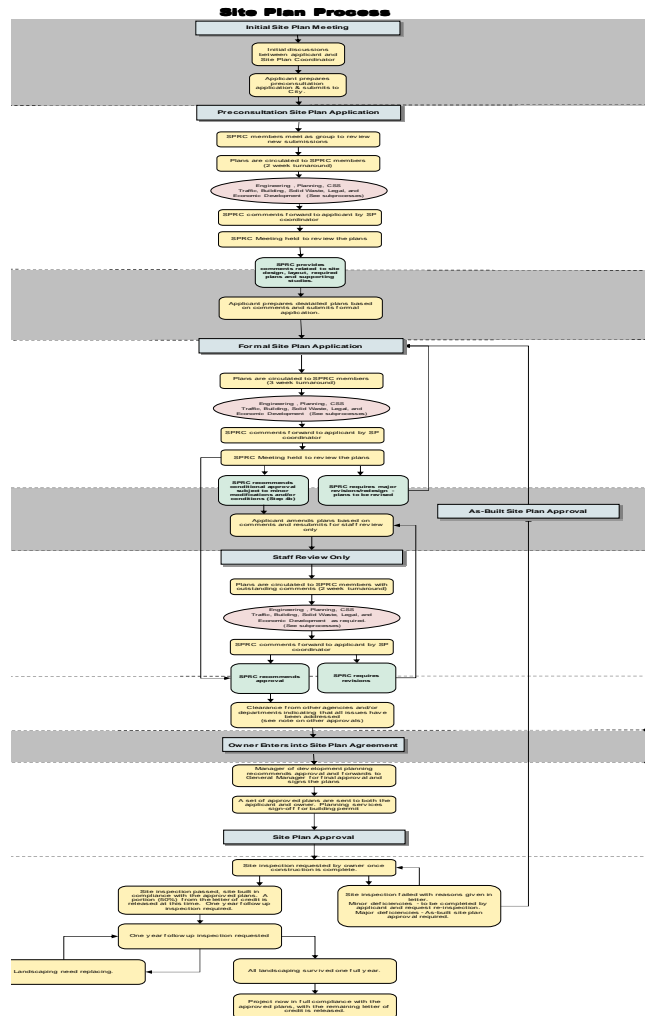
Site Plan Approval

OPA_ZC_PofS

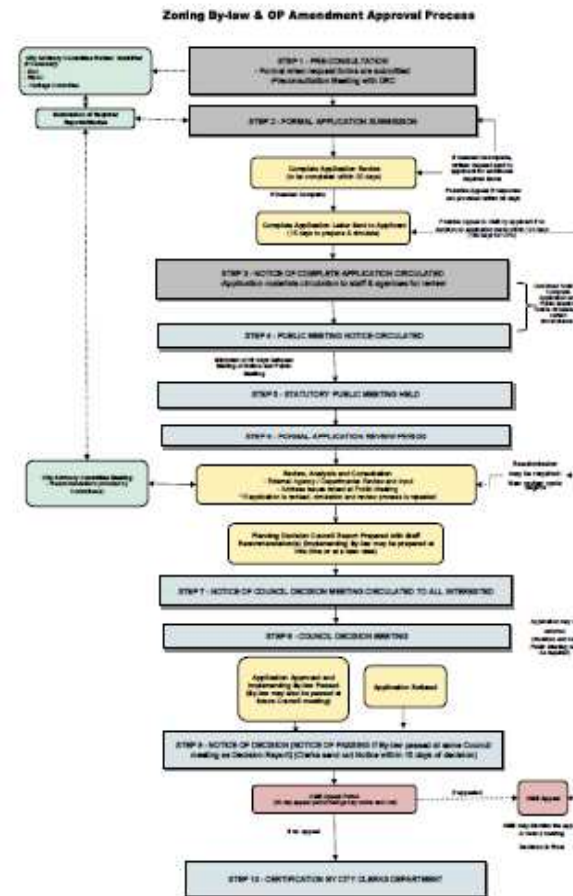
Process mapping, enhancements and performance systems

- A part of the process mapping exercise involved staff reviewing resource capacity, benchmarks and key performance indicators (KPI) that will be required to deliver and monitor performance improvements for each development approval process
- Staff undertook mapping the following:
 - Official Plan Amendment;
 - Zoning By-law Amendment;
 - Site Plan Control;
 - Plan of Subdivision;
 - Plan of Condominium; and
 - Part Lot Control
- The maps outline process steps and associated timing for the controllable processing duration within the control of the City and reviewed three concepts highlight how the City can begin to measure controllable business days per application file – *Timely Development Review Process* (DRP) *Execution, Efficient and Affordable DRP Execution*, and *Predictable and Consistent DRP Execution*.

Site Plan Approval

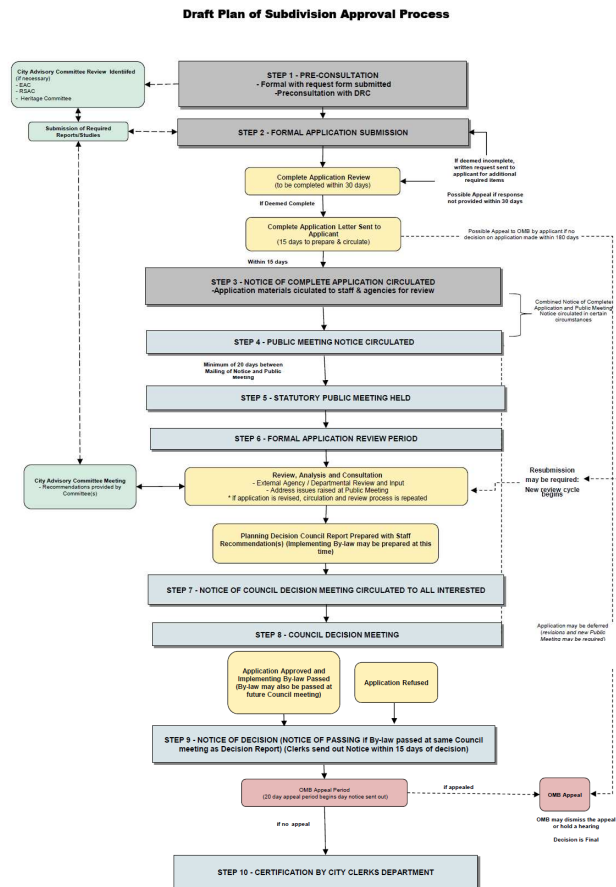


Official Plan Amendments/ Zoning Changes

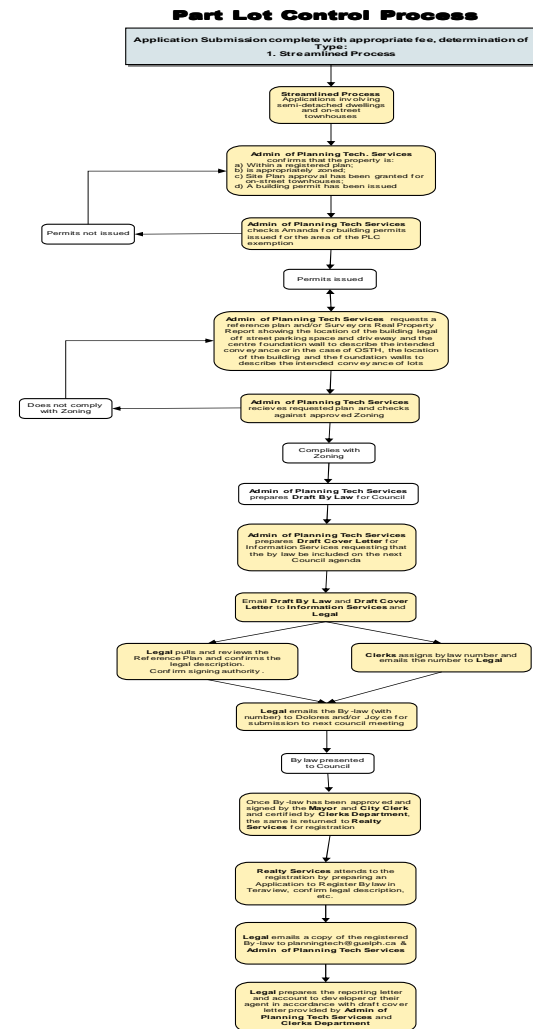


Process Mapping:

Draft Plan of Subdivision



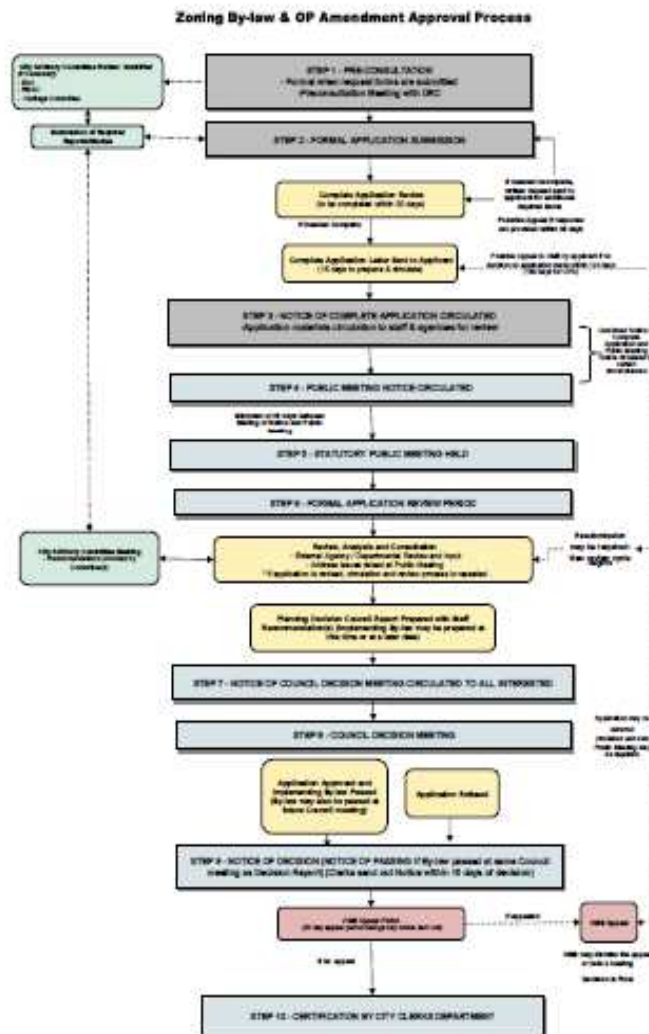
Part Lot Control



Condo and Vacant Land Condo Conversion
**Finalized version to be shared in Fall 2015*

Process Mapping:

Official Plan Amendments/ Zoning Changes



Proposed Model 2015 -2016

Key Step (City Controllable)	City of Guelph "As-Is" Benchmark
Step 1 (Pre-consultation) <ul style="list-style-type: none"> For formal pre-consultation (from formal request to formal pre-consultation meeting with Development Review Committee) 	2 - 4 weeks
Uncontrollable = applicant takes feedback from Pre-con for Formal Submission	
Complete Application Review (City Controllable within 30 days as per Plng Act)	
End of Step 2 (Application deemed complete) to Step 5 (Statutory Public Meeting) <ul style="list-style-type: none"> From application deemed complete to statutory public meeting 	8-10 weeks *Overlaps with staff 1 st Review Cycle
End of Step 2 (Application deemed complete) to Step 6 (Formal Application Review Period) <ul style="list-style-type: none"> From application deemed complete to end of 1st Review Cycle 	
Official Plan Amendment and Zone Changes Draft Plan of Subdivision	16-20 weeks 20-24 weeks
Uncontrollable = applicant responds to all comments and makes resubmission as required. 2 nd Public Meeting may be required if major revisions.	
End of Step 6 to Step 8 <ul style="list-style-type: none"> From completion of staff review (i.e. all issues resolved, application formalized to decision report) 	8-12 weeks

Performance systems – What we can share next year

Expected Results

- A clear process for all development approval processes that enables more complete applications and timely approvals
- An improved understanding by the development community of how the City delivers its development processes and what is expected of them to support efficient processes
- An integrated approach to the delivery of services that are based on process enhancements from the customer/development community
- A revised service delivery model that boosts levels of customer service

Year 3 Priorities (2015-2016):

- Implementation of the 23 process enhancements underway
- Formalizing Mandatory Pre consultation Process and Development Review Committees following Council pre-consultation bylaw adoption
- Piloting ICI Lead Handling and Rapid Response Protocol for high impact Industrial, Commercial and Institutional development and investment opportunities
- Operationalizing performance measurement systems and targets in the development approval process in 2015-2016
- Releasing process manuals and related materials
- Launching revised webpages on guelph.ca for development approval processes and related IOR materials
- Beginning Customer Service Strategy in early 2016
- Development of new GIS interactive mapping tools for internal and external use (mid to late 2016)

Thank you



STAFF REPORT



TO Infrastructure, Development and Enterprise Committee

SERVICE AREA Infrastructure, Development and Enterprise

DATE July 7, 2015

**SUBJECT Essex Street On-Street Parking:
Background to Notice of Motion and Recent Survey**

REPORT NUMBER IDE-BDE-1504

EXECUTIVE SUMMARY

PURPOSE OF REPORT

This report is to provide background to a Notice of Motion referred by Council to Committee on March 23, 2015 and to provide an update and recommended course of action related to the parking issues on the mixed commercial end of Essex Street in Downtown Guelph.

KEY FINDINGS

Essex Street, between Waterloo and Dublin Streets, is a 'shoulder' street in the Downtown, straddling residential and commercial areas, which has evolving parking needs.

Councillor Piper's Notice of Motion, to be discussed at Committee, reflects the need to set aside existing engagement policy on streets that have complex use profiles.

Being directly adjacent to the Central Business District and currently having all-day permissive parking regulations, means that the street is largely filled with daytime employee parking during the week.

A petition has been received that proposed changing the daytime, weekday operation of the on-street parking to 2hr / 8am-6pm which reflects wanting to achieve additional turnover for commercial uses.

Staff undertook an additional survey of the street based on the downtown parking operations standard of 2hr / 9am-9pm Monday to Saturday.

Having reviewed the feedback and considered the varying needs of the street, Staff are proposing a pilot arrangement for this section of the street that tries to address the unique needs profile that has emerged.

STAFF REPORT

This process highlights the need for renewed policy and a framework to support Staff in proactively working with these types of mixed-use streets as part of managing the downtown inventory.

FINANCIAL IMPLICATIONS

The change in signage for the pilot is estimated at \$1,000 and is within the approved budget for the Public Operations Department.

ACTION REQUIRED

Received and approve recommendation.

RECOMMENDATION

1. That Report IDE-BDE-1504 titled "Essex Street On-Street Parking", from Infrastructure, Development and Enterprise, dated July 7, 2015 be received.
2. That staff undertake the proposed on-street parking pilot as described in the report, and report back to IDE Committee by Q2 2016.

BACKGROUND

Essex Street is an original Galt Plan street that runs between Gordon and Bristol Streets to the west of Downtown Guelph, just south of Waterloo Avenue. In the block closest to the downtown, between Gordon and Dublin, is a mix of older service related businesses, residential and emerging commercial uses. Staff consider this a 'shoulder' street in its relationship between the downtown parking operations and the fully-residential blocks further on its length.

The street has been reconfigured over the course of both the recent reconstruction of Gordon (where the entrance to the street was changed from the intersection and later reintroduced further along Waterloo) as well as having the new six storey mixed-use project Market Commons be constructed at the corner where a long-standing unattended parking lot existed for many decades.

Essex Street straddles the Downtown Secondary Plan area, with the commercial end contained within it, and the further west blocks existing outside the Plan. Essex is identified to evolve through the plan into a mixed-use area, reflecting the residential but also business intensification that is expected to take place over the next 20 years. (This is different then the previous planning work which identified only residential intensification over time.)

In 2013 a Public Engagement took place based prompted by residents asking for a review due to continually limited on-street parking during daytime hours. With its adjacency to the downtown, Essex is a prime area for daytime employees parking and walking into the central business area. This engagement did not reach any conclusion based on the limited response to options available.

STAFF REPORT

Over the course of 2014/15 the building at the corner, Market Commons, completed construction and its residents and initial business tenant moved-in. It was noted that the block was busier and not able to support short stay turnover based on the current parking restrictions.

On March 23, 2015, Councillor Piper tabled the following Notice of Motion based on her discussions with local business interests and creating the potential for pilot solutions to be tested on the street:

"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."

The Motion was passed by Council and referred to a future IDE Committee agenda for discussion. This report is providing background for this discussion and to describe staff undertakings during the interim period.

Over May 2015 a second Public Engagement survey was undertaken based on a petition submitted to staff related to the interest in developing additional daytime turnover on the Gordon-Dublin block through the introduction of daytime 2 hour parking along the block.

Finally, in the spring of 2015, Parking and Operations staff made some minor adjustments to the signage and on-street line-painting that created approximately seven more on-street parking spaces on the street.

REPORT

The results of the staff-initiated survey (which asked about the potential to introduce the full Downtown standard of 9am-9pm Monday to Saturday 2 Hour parking arrangement) were mixed but ultimately not supportive of change.

The situation remains however, that the mix of uses and needs on the block are evolving and the current situation is limiting the vitality of this section of the street. Since a mix of daytime all-day and shorter duration parking is seen as needed by different constituents, and as well, the impact of being adjacent to downtown for employees only exists during the week, staff are recommending that a one year pilot be undertaken that would introduce the following to the on-street operation of parking on Essex Street from Gordon to Dublin Streets.

Proposed Essex Street (Gordon to Dublin) Pilot:

	Inventory	Current Restrictions	Proposed Restrictions
North side of Essex between Waterloo and Dublin	17 spaces	All day permissive	2hr / 8am to 6pm / Monday to Friday
South side of Essex between Waterloo and Dublin	9 spaces	All day permissive	All day permissive (no change)
Essex stub at Gordon	5 spaces	1 - Barrier-Free 1 - CarShare 3 - 2hr	1 - Barrier-Free 1 - CarShare 3 - 15 minute – 8am to 6pm

This combination allows the on-street inventory to function with daytime quick stop and short duration parking while maintaining some all-day permissive throughout the week. Overnight and weekend permissive parking would remain on the whole, except for the 15 minute spaces remaining as weekend daytime restrictions.

Staff are proposing that this pilot be undertaken following Council discussion and direction and that the pilot be allowed to run for a year upon which the street would be resurveyed and Staff report back to Council by Q2/2016.

Discussion on Notice of Motion

The current practice of surveying outlined in 'On-Street Parking Policy (#03-003)' is based on complaint and trying to successfully achieve 75% return rates on questions of change of on-street operations. This has proven over time to be difficult to achieve. It has left situations unresolved based on the design of the engagement process.

The Essex Street example illustrates that consensus-based decision-making is unlikely to be able to address complex needs on mixed-use streets and that staff need a better framework and authorisation to proactively improve parking issues on a continuing basis.

Staff believe that the intent of the Motion is to identify that the current policy needs review and new ways for staff and the public to champion proactive change should be identified. Staff would be supportive of this direction from Council and would work this direction into upcoming work planning surrounding the Parking Master Plan.

CORPORATE STRATEGIC PLAN

3.2 Be economically viable, resilient, diverse and attractive for business

STAFF REPORT

DEPARTMENTAL CONSULTATION

Business Development and Enterprise
Transportation Services (Parking Operations)

FINANCIAL IMPLICATIONS

The change to street signage to run the pilot described is estimated at \$1,000. This is within the approved budget for the Public Operations Department.

COMMUNICATIONS

Business Development and Enterprise staff have advised all owners and tenants of the section of Essex Street under review about the upcoming IDE Committee meeting and the staff recommendations for the pilot project.

Report Author

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Approved By

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STAFF REPORT



TO Infrastructure, Development and Enterprise Committee

SERVICE AREA Infrastructure, Development and Enterprise

DATE July 7, 2015

**SUBJECT SIGN BY-LAW VARIANCES
275 Hanlon Creek Boulevard**

REPORT NUMBER

EXECUTIVE SUMMARY

PURPOSE OF REPORT

To advise Council of two Sign By-law variance requests for 275 Hanlon Creek Boulevard.

KEY FINDINGS

The City of Guelph Sign By-law Number (1996)-15245, as amended, restricts signage facing an adjacent property to the first storey of a building face in an Industrial Zone. In addition, the Sign By-law requires that building signs facing an adjacent property be limited to a size of 10m² and be located at least 7.0m from an adjacent property.

Lovett Signs has submitted a sign by-law variance application on behalf of the owner of 275 Hanlon Creek Boulevard:

- To permit one (1) sign with an area of 5.89m² to be located on the second storey of a building face at fronting an adjacent property at a distance of 6.5 metres from the property line; and
- To permit one (1) sign with an area of 12.59m² to be located on the second storey of a building face fronting an adjacent property at a distance of 6.5 metres from the property line.

The requested variances from the Sign By-law are recommended for approval for the following reasons:

- The request is reasonable given the surrounding area and the size of building;
- The proposed signage will not face a residential zone;
- The proposed location on the second storey will not detract from the appearance of the building; and
- The proposed signs will not have a negative impact on the streetscape or surrounding area.

FINANCIAL IMPLICATIONS

N/A

STAFF REPORT



ACTION REQUIRED

To approve the requested Sign By-law variances for 275 Hanlon Creek Boulevard.

RECOMMENDATION

1. That the report from Infrastructure, Development and Enterprise dated July 7, 2015 regarding sign by-law variances for 275 Hanlon Creek Boulevard, be received.
2. That the request for variances from the Sign By-law for 275 Hanlon Creek Boulevard to permit one (1) sign with an area of 5.89m² to be located on the second storey of a building face fronting an adjacent property at a distance of 6.5 metres from the property line, be approved.
3. That the request for variances from the Sign By-law for 275 Hanlon Creek Boulevard to permit one (1) sign with an area of 12.59m² to be located on the second storey of a building face fronting an adjacent property at a distance of 6.5 metres from the property line, be approved.

BACKGROUND

Lovett Signs had submitted a sign permit application on behalf of the owner of 275 Hanlon Creek Boulevard (see "Schedule A - Location Map"). Upon review of the application, it was observed that two of the proposed signs do not meet the requirements of the Sign By-law.

The first sign with an area of 5.67m² was also proposed to be located on the second storey of a building face, fronting an adjacent property at a distance of 6.5 metres from the property line. The second sign that did not meet the requirement of the Sign By-law had a proposed area of 12.59m² and was to be located on the second storey of a building face, fronting an adjacent property, also at a distance of 6.5 metres from the property line. The City of Guelph Sign By-law Number (1996)-15245, as amended, restricts signage to the first storey of a building face in an Industrial Zone. The Sign By-law requires that building signs facing an adjacent property be limited to a size of 10m² and be located at least 7.0m from an adjacent property. Given that the signs did not meet these requirements, the sign permit application was refused.

STAFF REPORT

REPORT

Lovett Signs has submitted a sign variance application on behalf of the owner of 275 Hanlon Creek Boulevard:

- To permit one (1) sign with an area of 5.89m² to be located on the second storey of a building face at fronting an adjacent property at a distance of 6.5 metres from the property line; and
- To permit one (1) sign with an area of 12.59m² to be located on the second storey of a building face fronting an adjacent property at a distance of 6.5 metres from the property line.

See "Schedule B- Sign Variance Drawings" for illustrations. Lovett Signs has also provided a letter of rationale in support of the variance; please see Schedule C - "Letter of Rationale from Applicant":

The requested variances are as follows:

	By-Law Requirements	Variance Request
Permitted location on a building face fronting an adjacent property	1 st Storey of a building face and at least 7m from an adjacent property	Two signs to be located on the second storey at a distance of 6.5m from the adjacent property
Permitted size of a sign facing an adjacent property in an Industrial Zone	10% of the building face to a maximum of 10m ²	One sign measuring 5% of the building face, with an area of 12.59m ²

The requested variances from the Sign By-law are recommended for approval for the following reasons:

- The request is reasonable given the surrounding area and the size of building;
- The proposed signage will not face a residential zone;
- The proposed location on the second storey will not detract from the appearance of the building; and
- The proposed signs will not have a negative impact on the streetscape or surrounding area.

STAFF REPORT



CORPORATE STRATEGIC PLAN:

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

FINANCIAL IMPLICATIONS:

N/A

DEPARTMENTAL CONSULTATION:

N/A

COMMUNICATIONS:

N/A

ATTACHMENTS

Schedule A	Location Map
Schedule B	Sign Variance Drawings
Schedule C	Letter of Rationale from Applicant

Prepared By:

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Approved By:

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Approved By

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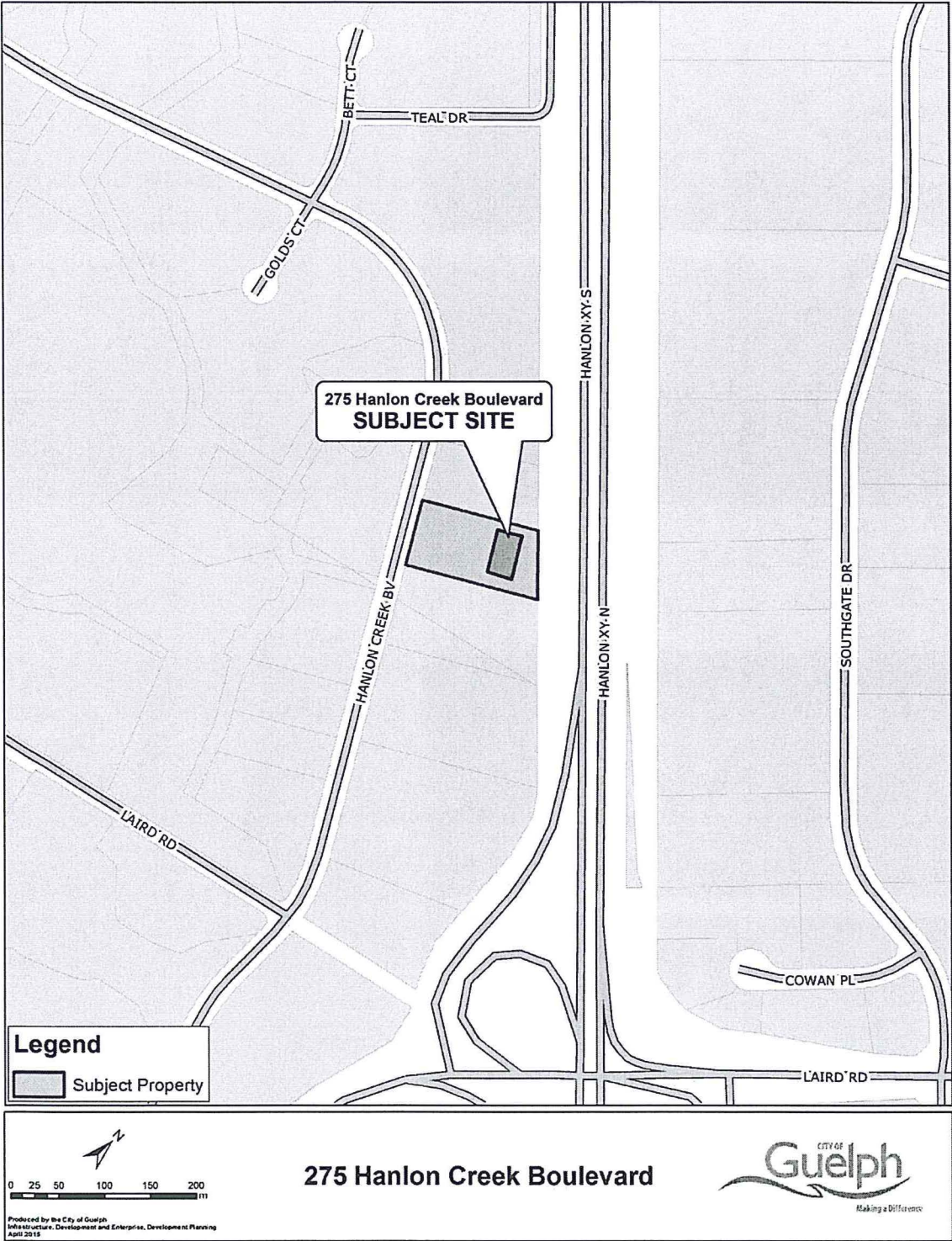
Recommended By:

Bruce A. Poole
Chief Building Official

Recommended By

Al Horsman
Deputy CAO
Infrastructure, Development and Enterprise
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al.horsman@guelph.ca

SCHEDULE A- Location Map

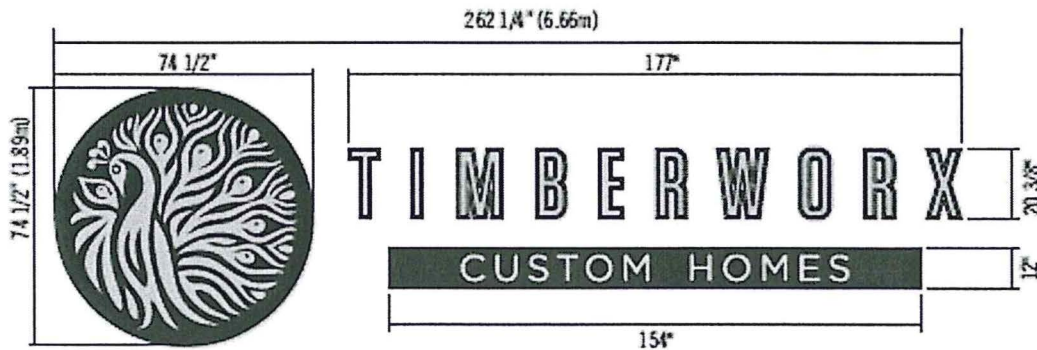


SCHEDULE B- Sign Variance Drawings

Signage

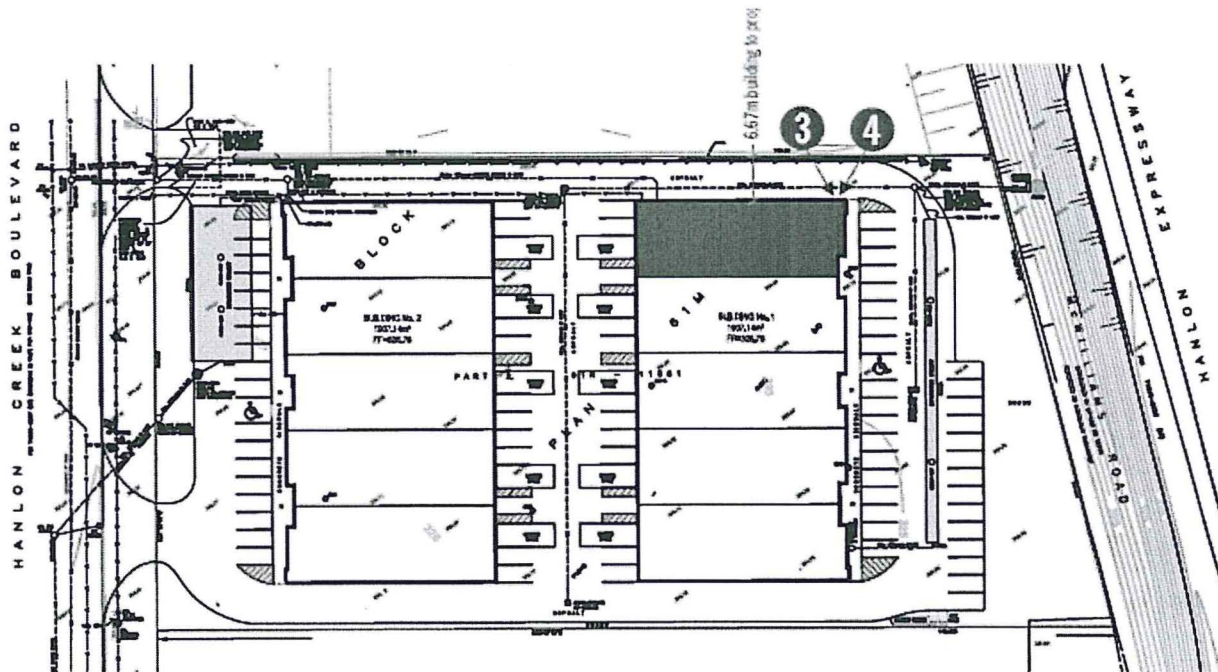


- 3 NORTH ELEVATION**
- Signage Sq Footage: 61sq ft / 5.89 sq m
 - Building Elevation Sq Footage: 2871 sq ft / 266.72 sq m
 - Signage % to Elevation: 2.12%
 - Weight: 110 lbs.

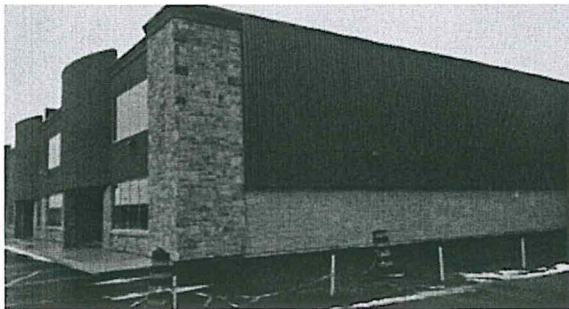


- 4 NORTH ELEVATION**
- Signage Sq Footage: 135.67 sq ft / 12.589 sq m
 - Building Elevation Sq Footage: 2871 sq ft / 266.72 sq m
 - Signage % to Elevation: 4.72%
 - Weight: 135 lbs.

Proposed Locations of the Signs on the Building



North Elevation



STAFF REPORT

SCHEDULE C- Letter of Rationale from the Applicant

LovettSigns

525 Southgate Drive, Guelph, ON N1G 3W6 Phone: 519-822-9558 Fax: 519-822-2075 Toll: 855-614-7446



VARIANCE RATIONAL

Proposal Created exclusively For: The City of Guelph

Property Address: Timberworx 265 Hanlon Creek Blvd, Retail Commercial Center

Re: Application for variance requesting Signage Installation on second story, Separation distance between adjacent property and Maximum sign allowance.

To: City Variance Committee

Date: 14/04/2015

Pursuant to your request for a letter of rational, we are seeking leniency for the following,

- (1) Second storey signage
- (2) Minimum separation between adjacent property
- (3) Maximum size of second sign

Please allow consideration for the strict application of the current City of Guelph sign code, specifically, the bylaw that restricts the installation of signs on to the second story of the building, Sign shall be at least 7.0m away from any adjacent property and the maximum size of sign face permitted.

Timberworx has recently built a second story elevation for their office space dwelling. The second story elevation is currently only 35% of the main floors total square footage. Leaving 65% of the building a one level facility. We are asking for lenience on the application of the bylaw to allow this company to properly represent both divisions of their businesses, Timberworx (custom homes) and Eve Claxton (Realty Brokerage)

This specific parcel and the use intended requires both divisions to be visible and clear to the community for its purpose of retail sales on Custom Homes, but also the Realty Brokerage to be clearly identified to the end user and the general public. While they are affiliated, they do not have the same purpose. Without providing clear identification to the community, people will be left with less than adequate information to proceed deliberately.

There are many locations nearing Timberworx which negate the bylaw in regards to second story signage. Please review the below location, which was granted approval for second story signage.

- Good Life Fitness
101 Clair Road East, Pergola Commons, Guelph, ON N1L 1G6

STAFF REPORT

This location is a smaller building with only one aspect of business carried out on the premise.

The distance from the Good Life Fitness to Timber works is 1.5km.

The Timberworx and Eve Claxton Realty proposed location is on the north elevation of the building with a driveway the runs allow this side. The driveway is adjacent to a parking lot for the adjacent business. While the adjacent building is approx. 20m away from the proposed sign, the sign is located 6.5m from the property/parking lot. We are proposing to have the sign installed on this elevation to allow our client sufficient exposure and for greater visibility when driving south on Hanlon Expressway as this location is at the rear of the property and the only sign that they would have is in the rear facing the Hanlon Expressway (which the signs have received approval and permit has been issued by the Ministry of Transportation).

The Timberworx sign located on the north elevation is 12.59m². The bylaw states that the maximum permitted is 10m² therefore our sign exceeds the maximum by 2.59m². We are well with the % permitted and if the logo and the channel letters were to be calculated individually the proposed sign would only be 7m² therefore being well within the permitted size for this elevation and in compliance.

It is important that this business Timberworx is presented to the community in a way that will both grow both divisions of their business and bring awareness to the end users (residence of Guelph). In addition by allowed Timberworx the adequate signage to achieve its' required cliental, the entire plaza will also flourish. This business will provided employment to the Guelph community and also increase the income of business' in the plaza by attracting frequent and repeat customers into the plaza.

The proposed hardship will not be detrimental to other owners in the area; the code currently does not address this specific type of use and is therefore a hardship to the end user. Finally, the consideration of this hardship will not be contrary to the one of codes objectives to moderate sizes, placement of signage and signage clutter.

Thank you in advance for your consideration

STAFF REPORT

TO Infrastructure, Development and Enterprise Committee

SERVICE AREA Infrastructure, Development and Enterprise

DATE July 7, 2015

**SUBJECT Green Meadow Park Flood Protection Facility - Schedule B
Municipal Class Environmental Assessment**

REPORT NUMBER

EXECUTIVE SUMMARY

PURPOSE OF REPORT

To advise Council of the completion of the Green Meadow Park Flood Protection Facility Schedule B Municipal Class Environmental Assessment (EA) and to present the study results and recommendations.

KEY FINDINGS

- A stormwater management facility in Green Meadows Park was determined not to be the preferred alternative
- A new trunk storm sewer along William Street is the preferred alternative and is a Schedule A+ activity
- A notice of completion will be published and circulated to advise the public of the study results and the study report file will be made available for review

FINANCIAL IMPLICATIONS

The cost estimate for the preferred alternative that includes full reconstruction of road, sanitary sewer, watermain and storm sewer is \$4,000,000.00 and will be completed in stages. Funding for the proposed future construction projects related to the EA results and recommendations will be included in future capital budgets for Road, Stormwater, Water and Wastewater projects.

ACTION REQUIRED

Authorize staff to complete the Municipal Class Environmental Assessment process for this project.

RECOMMENDATION

1. That the Infrastructure, Development and Enterprise report dated July 7, 2015, regarding the Schedule B Municipal Class Environmental Assessment - Green Meadow Park Flood Protection Facility be received.

2. That staff be authorized to complete the Municipal Class Environmental Assessment process as required and to proceed with the implementation of the preferred alternative (#4 – New Storm Sewer on William Street) as outlined in the report from Infrastructure, Development and Enterprise report dated July 7, 2015.

BACKGROUND

The Stormwater Master Plan completed in 2012 recommended enhancements to stormwater management for the area defined as Stevenson Street, Eramosa Road, Cassino Avenue, William Street, Elizabeth Street and Green Meadows Park. Further to this Master Plan, the City initiated in 2013 a Schedule B Municipal Class Environmental Assessment (EA) to select a recommended alternative for stormwater management for the study area. The study area is depicted in Exhibit 1.

The Master Plan recommended constructing a stormwater management (SWM) Pond within Green Meadows Park. The function of the pond would have been to contain stormwater in excess of the storm sewer system capacity during a major rain event and slowly release water to the sewers when capacity is available. This would allow the storm system to convey only the volume to which it is capable and therefore reduce the risk of flooding. A stormwater pond would reduce, but not eliminate the basement flooding issues.

REPORT

The Green Meadows Park Flood Protection Facility EA was undertaken as a Schedule B due to the potential for some adverse natural and socio-economic environmental impacts. The Project Team developed and evaluated alternatives that were presented at a Public Information Centre (PIC) held on April 24, 2014.

The following were the alternatives presented at the PIC for public review and comment:

Alternative 1: Surface Storage at Green Meadows Park and utilize existing Corrugated Steel Pipe (CSP) storm sewer

Storage to attenuate flows and therefore alleviate storm sewer capacity problems would be provided in the form of surface storage within Green Meadows Park. This alternative would require the construction of a stormwater management pond that would utilize approximately one-third of the Green Meadows Park area. A new storm sewer system would be required on Stevenson Street from the park to Cassino Avenue. The trunk sewer would utilize the existing CSP storm sewer located through public easements and private property. This existing sewer would need to be rehabilitated where required.

Alternative 2: Surface Storage at Green Meadows Park and build new sewer on William Street

Storage to attenuate flows and therefore alleviate storm sewer capacity problems would be provided in the form of surface storage within Green Meadows Park. This alternative would require the construction of a stormwater management pond that

STAFF REPORT

would utilize approximately one-third of the Green Meadows Park area. The existing CSP storm sewer through public easements would be utilized from Stevenson Street to Normandy Drive. A new storm sewer system would be built along Normandy Drive to William Street and along William Street to the outlet at Elizabeth Street.

Alternative 3: New storm sewer on Stevenson Street

This alternative provides additional capacity of storm sewers by providing larger sewers to convey the storm water away from the existing problem areas. A new larger storm sewer system would be constructed along Stevenson Street to Elizabeth Street and along Elizabeth Street to the outlet.

Alternative 4: New storm sewer on William Street

This alternative provides additional capacity of storm sewers by providing larger sewers to convey the storm water away from the existing problem areas. A new storm sewer would be constructed along Stevenson Street to Cassino Avenue, along Cassino Avenue to William Street and along William Street to the outlet at Elizabeth Street.

Following the first PIC, the project team considered all of the comments received from the public and approval agencies and determined a preferred alternative. The preferred alternative was presented at a PIC held on November 13, 2014.

Preferred Alternative

Alternative 4– New Trunk Storm Sewer along William Street was selected as the preferred alternative. This alternative will reduce the risk of flooding by constructing new large diameter storm sewer pipe with higher capacity to handle large rainfall events. The construction of the sewers will be phased in over time and thus the flooding concerns will remain until construction is complete. This decision was made by evaluating each alternative, taking into account stakeholder input. This alternative was recommended for the following reasons:

- Less expensive new storm sewer alternative
- Depth of sewer is less than other alternatives and therefore would reduce impact through residential area
- No impact on the existing trunk watermain on Stevenson Street during construction
- Stormwater Master Plan recommends a new storm sewer along William Street to replace the existing CSP storm sewer currently located within private property
- Existing CSP storm sewer on existing properties can be abandoned and new storm sewer will be constructed and maintained on City right of way
- Greater storm water capacity provided than pond alternatives with no surcharging of existing storm sewer
- No impact to Green Meadows Park

During the public consultation and evaluation process, the Stormwater Master Plan recommended alternative for a stormwater management facility in Green Meadows Park was not recommended in the EA study due to the following reasons:

-
- Comments received from the public did not support constructing a stormwater management pond in the Green Meadows Park primarily because of the changes to the park usage for surface water storage.

The construction of a stormwater management pond within Green Meadows Park would alter the landscape within the park area. The configuration of this alternative would reduce the existing usage of the park by approximately one-third. Community members indicated they did not want a third of the park used for surface water storage.

- The existing CSP storm sewer from Stevenson Street (at Cassino Avenue) to William Street (north of the railway tracks) is located within property not owned or controlled by the City of Guelph. A registered easement (which allows the City access to the sewers) is in place for some of the properties; however, there are eleven (11) properties within this area that contain a large storm sewer underground without a registered easement. Several sections of the existing sewer outside of the registered easements require repairs to continue being useful. The City will be required to obtain easements (where none exist) from property owners to make these repairs.

The preferred alternative is classified as a Schedule A+ pre-approved activity under the Municipal Class Environmental Assessment and can proceed to construction. Since the original project was commenced as a Schedule B undertaking, staff will be publishing a notice of completion and have the project file available for review.

The Project File Report has been completed and will be filed for public review. Upon completion of the review period, the project can move forward to implementation without further consultations or decision making.

Proposed Construction

The proposed construction of the preferred alternative will be undertaken in the future and will occur in stages. At this time, it is anticipated that construction will occur in the five year timeframe. This timing would coincide with the completion of downstream stormwater infrastructure and would be subject to capital budget funding approval.

CORPORATE STRATEGIC PLAN

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

FINANCIAL IMPLICATIONS

The cost estimate for the preferred alternative that includes full reconstruction of road, sanitary sewer, watermain and storm sewer is \$4,000,000.00 and will be completed in stages. Funding for the proposed future construction projects related to the EA results and recommendations will be included in future capital budgets for Road, Stormwater, Water and Wastewater projects.

STAFF REPORT

DEPARTMENTAL CONSULTATION

Parks and Recreation were consulted during the EA study regarding storm water retention pond in Green Meadows Park.

COMMUNICATIONS

On April 24, 2014 and November 13, 2014, Public Information Centres (PIC) were held with respect to this project. The PIC's were advertised on the City Page, information signage posted along the corridor and notices delivered to area residents and businesses

The PIC's were well attended and a project website, including a frequently asked questions section, was set up.

The completion of the study report concludes the planning and preliminary design stage of the project. The study report will be made available for review for a thirty (30) calendar day period and a Notice of Completion will be advertised in the City Pages of the Guelph Tribune and posted on the City's website.

ATTACHMENTS

ATT-1 Study Area

ATT-2 Alternative Review

ATT-3 Draft Notice of Completion

Report Author

Ike Umar, C.E.T.
Project Manager

Reviewed by

Don Kudo, P.Eng.
Manager, Infrastructure
Services/Deputy City Engineer



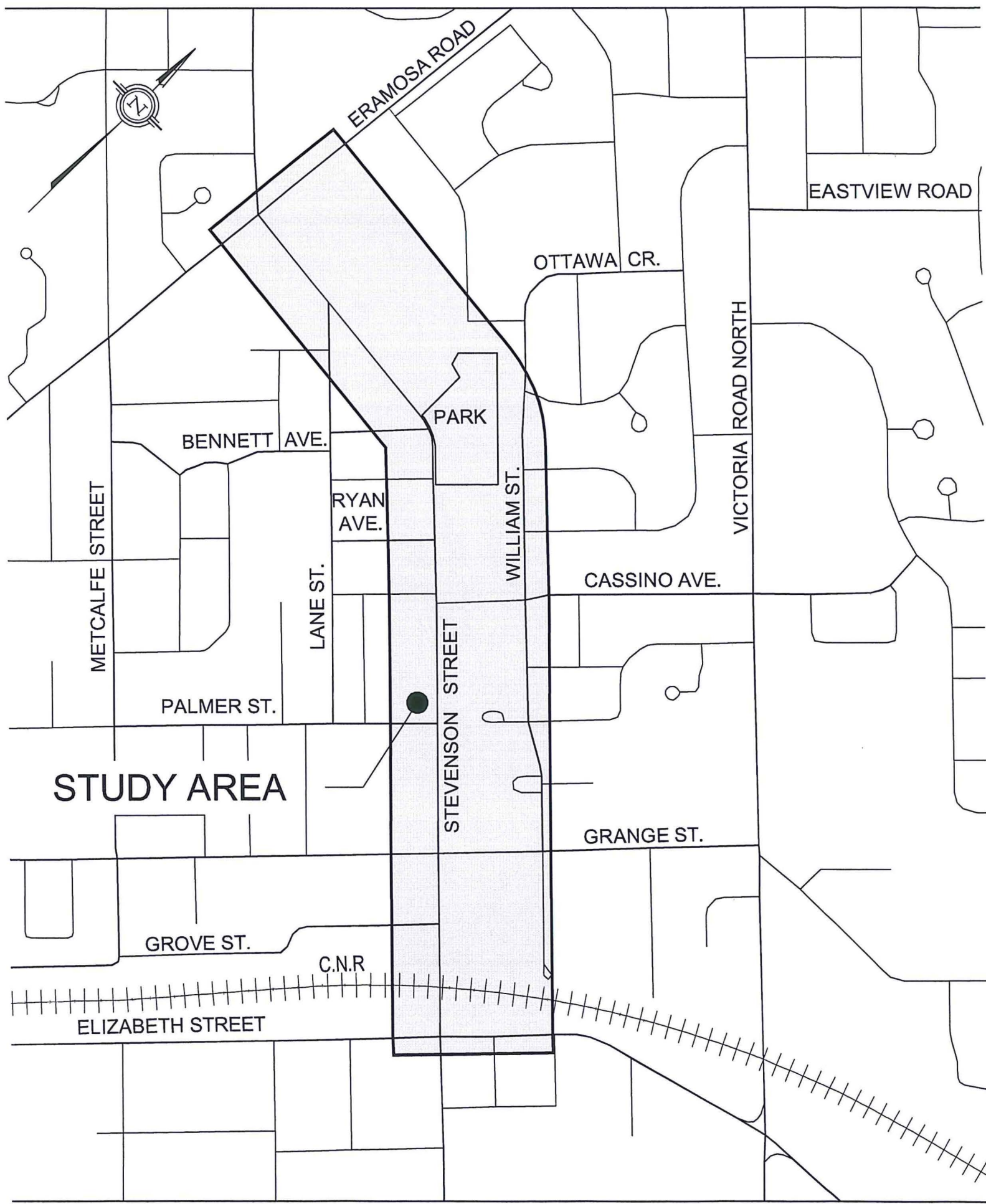
Approved By

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Recommended By

Albert Horsman
Deputy CAO
Infrastructure, Development
and Enterprise
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ALTERNATIVE REVIEW

STEVENSON STREET, ERAMOSA ROAD, CASSINO AVENUE,
WILLIAM STREET, ELIZABETH STREET AND
GREEN MEADOWS PARK AREA FLOOD PROTECTION
MUNICIPAL CLASS ENVIRONMENTAL ASSESSMENT
Public Information Centre No. 1
April 24, 2014

Attachment 2

Analysis Criteria	Criteria Indicators	Alternative 1 → Flood Retention in Park → Utilize Existing Sewer	Alternative 2 → Flood Retention in Park → Existing Sewer in Easement to Normandy → New Sewer on William	Alternative 3 → Abandon Existing Sewer → New Sewer on Stevenson Street	Alternative 4 → Abandon Existing Sewer → New Sewer on William Street
		1 - Pond	2 - Pond		
Hydraulic Impacts	Flood Reduction	→ No surface flooding during 5yr event → Surge cannot be eliminated → Flooding resolved when pond constructed	→ No surface flooding during 5yr event → Surge cannot be eliminated → Flooding resolved when pond constructed	→ No surcharge during 5yr event → Flooding resolved when Stevenson Street Reconstructed (3-5 years)	→ No surcharge during 5yr event → Flooding resolved when William Street Reconstructed (Unknown)
	Increased Risk of Flooding Downstream	→ None	→ None	→ Quantity control may be required at future Ward 1 quality control site	→ Quantity control may be required at future Ward 1 quality control site
Socio-Economic Impacts	Capital Cost	\$ 2.4 M	\$ 2.8 M	\$ 6.0 M	\$ 4.0 M
	Operation and Maintenance Costs	\$ 20,000 / year	\$ 20,000 / year	No additional	No Additional
	Net Present Value 50 year Life Span	\$ 2.8 M	\$ 3.2 M	\$ 6.0 M	\$ 4.0 M
	Aesthetic Impacts	→ 1.5m deep dry pond	→ 1.5m deep dry pond	→ None	→ None
	Recreational Impacts	→ Loss of park space → 1.5m deep pond during heavy rainfall	→ Loss of park space → 1.5m deep pond during heavy rainfall	→ None	→ None
Natural Environment	Enhancement Opportunities	→ Oil/grit separators for downstream water quality → Opportunity for infiltration	→ Oil/grit separators for downstream water quality → Opportunity for infiltration	→ No quality enhancements identified at this time	→ No quality enhancements identified at this time
Solution Lifecycle		40-50 years	100 years	100 years	100 years
Construction Duration / Staging		2 years	→ 2 years (pond and Stevenson Street) → Future Capital Project (William Street) → Full closure block to block (William St)	→ 5 years → Full closure (block to block)	→ 2 years (pond and Stevenson Street) → Future Capital Project (William Street) → Full closure block to block (William St)
Other Considerations		→ Recommended by SWM Master Plan → Relies on 50 year old CSP pipe → Repairs required to CSP Pipe → Easements required → Maintains trunk sewer in close proximity to private residents	→ Additional Capital Project → Minor repairs required to 50 year old pipe → Abandoned trunk sewer to be stabilized (grout)	→ Proximity to existing 600mm Ø transition watermain → Assume 310m of transition watermain to be replaced → Abandoned trunk sewer to be stabilized (grout)	→ Additional Capital Project → Abandoned trunk sewer to be stabilized (grout)

CITY OF GUELPH

Stevenson Street, Eramosa Road, Cassino Avenue, William Street, Elizabeth Street and Green Meadow Park Area Flood Protection

Schedule B Class Environmental Assessment

NOTICE OF COMPLETION

The Project

The City of Guelph has completed a Class Environmental Assessment study to consider solutions to best manage stormwater in the study area during large storm events.

Background

A stormwater management facility within Green Meadow Park was recommended in the Stormwater Management Master Plan completed by the City in 2011. A number of options to address stormwater flows in the study area and how these options will affect the neighbourhood and natural environment were reviewed by the project team.

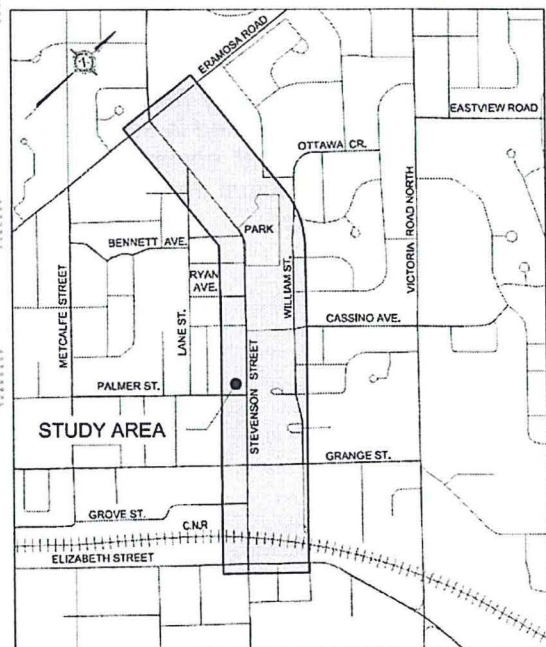
The Process

The study was completed in accordance with the Ontario Environmental Assessment Act following the approval process for Schedule 'B' projects under the "Municipal Class Environmental Assessment" (EA) process (2000, as amended 2007 and 2011). The EA process includes public and review agency consultation, an evaluation of alternatives, an assessment of potential environmental effects of the proposed improvements, and identification of reasonable measures to mitigate possible adverse impacts.

Recommendations

The Recommended Design Alternative includes the following key elements:

- Construct a new storm sewer on Stevenson Street from Eramosa Road Park to Cassino Avenue;
- Construct a new storm sewer on Cassino Avenue from Stevenson Street to William Street; and
- Construct a new storm sewer on William Street from Cassino Avenue to the outlet at Elizabeth Street.



Project File Report

By this Notice, the Project File Report, including conclusions and recommendations, and how public input was received and considered is being placed on the public record for a 30-day review period in accordance with the requirements of the EA. The Report will be available for public review for a period of 30 calendar days, starting on **DATE** and ending on **DATE**. The Project File Report is available for review online at guelph.ca and at the following locations during normal business hours:

ServiceGuelph City Hall, 1 Carden Street Guelph, ON N1H 3A1 T 519-822-1260 Monday to Friday - 8:30a.m. – 4:30 p.m. Saturday and Sunday – Closed	Guelph Public Library – Main Branch 100 Norfolk Street T 519-824-6220 Monday to Thursday – 9:00 a.m. – 9:00 p.m. Friday and Saturday – 9:00 a.m. to 5:00 p.m. Sunday – 1:00 p.m. to 5:00 p.m.
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Comments

Interested persons are encouraged to review the Project File Report and provide written comments. Written comments should be addressed to the following team member within the 30-day review period:

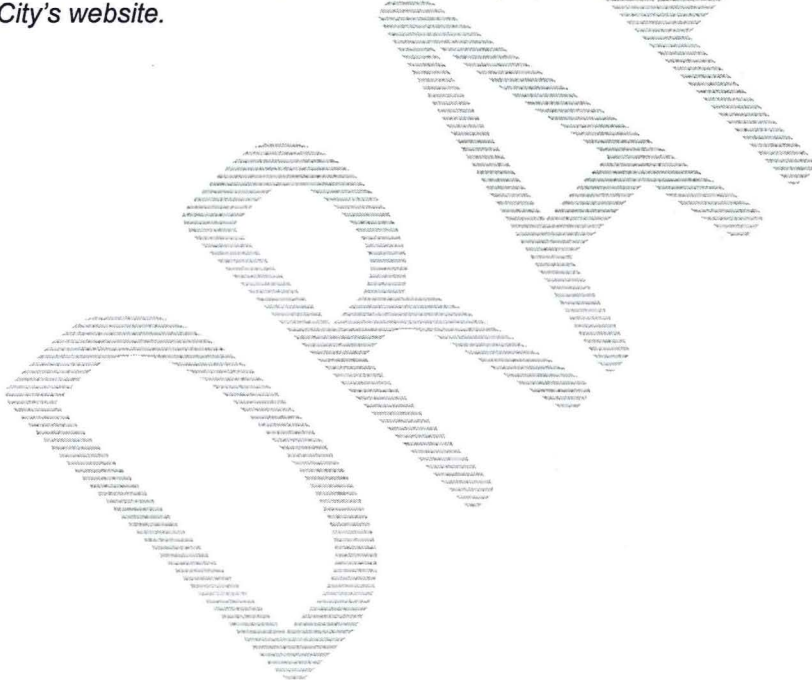
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*During the public review period, a person or party may request that the Minister of the Environment make an order for the project to comply with Part II of the Environment Assessment Act (commonly referred to as a Part II Order or "bump-up request"). Requests for the Part II Order must be received by the Minister, at the address below (A copy of the request must also be sent to Ike Umar and Dan Green) by **DATE**.*

The Honourable Glen Murray, Minister of the Environment and Climate Change
Ministry of the Environment and Climate Change
77 Wellesley Street West, 11th Floor, Ferguson Block
Toronto, Ontario M7A 2T5

*If no request is received by **Date**, the City of Guelph may intend to proceed with construction of this project. Information will be collected in accordance with Municipal Freedom of Information Act. With the exception of personal information, all comments and information received will become part of the public record. This notification and any future documentation for the project will be publicized in the Guelph Tribune and posted on the City's website.*



STAFF REPORT

TO Infrastructure, Development and Enterprise Committee

SERVICE AREA Infrastructure, Development and Enterprise

DATE July 7, 2015

SUBJECT Federation of Canadian Municipalities – Green Municipal Fund Leadership in Asset Management Program

REPORT NUMBER

EXECUTIVE SUMMARY

PURPOSE OF REPORT

The purpose of this report is to introduce the Federation of Canadian Municipalities – Green Municipal Fund: Leadership in Asset Management Program (LAMP) and to seek Council support to participate in the program.

KEY FINDINGS

- The Green Municipal Fund has launched a new program called Leadership in Asset Management Program (LAMP) to help increase municipalities' capacity to plan for and prioritize policies and investments in sustainable and resilient infrastructure and services.
- LAMP is a 36 month peer learning program and participating municipalities will be able to access GMF grant funding up to 50% of project costs up to a maximum of \$175,000.
- All participating municipalities will be required to implement a Phase 1 project to develop an asset management strategy, policy and governance structure such that it becomes well integrated with corporate sustainability goals and objectives while Phase 2 is optional and allows the municipality to identify a project related to one of three additional priority areas identified by GMF for the program.
- Guelph is currently working towards a more mature asset management state and, therefore, is ideally suited for both phases of this program.
- Staff are proposing a project to link assets to levels of service and outcomes for the Phase 2 project.

FINANCIAL IMPLICATIONS

If selected to participate in the Leadership in Asset Management Program, the total cost of the two phases as described is estimated to be \$250,000 that would result in a City contribution of \$125,000 for 50% of the total. Funding that was previously approved through GG0039 Capital Asset Management to support asset management activities would be available for this initiative.

ACTION REQUIRED

As part of the application process for LAMP, Council endorsement of municipal participation in the program is required.

RECOMMENDATION

1. That the Infrastructure, Development and Enterprise report dated July 7, 2015, regarding the Federation of Canadian Municipalities – Green Municipal Fund Leadership in Asset Management Program (LAMP) be received.
2. That Council support the City of Guelph's participation in the LAMP program.

BACKGROUND

The Green Municipal Fund (GMF) has a specific mandate to build sustainable Canadian cities and communities that improve air, water and soil and mitigate impacts on the climate. As part of its current initiatives, GMF is developing programming to support improved asset management (AM) planning and practice in Canadian municipalities through a new program called the GMF Leadership in Asset Management Program (LAMP). This new program is being developed to help increase municipalities' capacity to plan for and prioritize policies and investments in sustainable and resilient infrastructure and services. LAMP will seek to demonstrate municipal examples of asset management practice that integrate environmental, economic and social sustainability considerations better than is done in current practice across Canada.

A key element of LAMP is the delivery of a funded peer learning program that will enable participating municipalities to strengthen their asset management practice holistically, while focusing on better integrating sustainability considerations. LAMP will support municipalities in addressing some of the major structural barriers that limit them from making progress in this area, so that their infrastructure investments yield the best possible long-term environmental, social and economic results for their communities. In doing so, municipalities will be testing new approaches to governance and decision making and will collectively develop improved practices that GMF will share nationally with other municipalities. GMF would like to ensure participation from a cross-section of municipalities from across Canada, ranging from small communities to large cities. The current intent is to recruit and select a cohort of 5 – 10 Anglophone municipalities in the 2014-2015 fiscal year.

LAMP aims to support the uptake and continuous improvement of asset management practice in Canadian municipalities, with a view to:

- Supporting the adoption of asset management as a strategic business approach to managing infrastructure sustainably;
- Ensuring integration of municipal (and community-wide) sustainability objectives and asset management;
- Improving the environmental performance of municipal infrastructure; and
- Supporting the integration of life cycle management in infrastructure decisions.

The program has been designed as a 36 month GMF-funded peer learning program for municipal governments. Participating municipalities will be able to access GMF grant funding to strengthen organizational adoption of asset management, and

STAFF REPORT

better integrate environmental and sustainability considerations into their existing asset management practice. GMF will cover up to 50% of project costs up to a maximum of \$175,000.

Phase 1 of the program aims to strengthen organizational adoption of asset management and will support decision making processes that better integrate AM with sustainability strategies and policies of the municipality. All participating municipalities will be required to implement a Phase 1 project to develop (or improve) an asset management strategy, policy and governance structure such that it becomes well integrated with corporate sustainability goals and objectives. This component of the program will involve a high degree of collaboration among participating municipalities, including face-to-face work meetings. It is expected that each municipality will designate a project team with a staff lead to coordinate the implementation of the Phase 1 project, which should be able to be completed within 18 months of the inception of the program. Participating municipalities will be required to collectively select a supporting institution to guide them in their Phase 1 project, through an open and transparent RFP process.

When they apply to the program, municipalities will also be provided with an option to identify a Phase 2 project type they are interested in undertaking related to one of three additional priority areas identified by GMF for the program:

- i) better linking assets to services and outcomes (levels of service),
- ii) developing more robust risk assessment frameworks, or
- iii) integrating life cycle management into decision making about infrastructure investments.

REPORT

City departments are at various stages in developing asset management practices. While no department has a comprehensive process in place, the roads, water, wastewater and stormwater assets are the most advanced. In December 2013, Council received report FIN-13-52 Corporate Asset Management Program which summarized the current state of asset management practices across the City (attached). Through this report, Council approved a Corporate Asset Management Program policy to align with the Ministry of Infrastructure requirements. This Policy laid the foundation for all Asset Management work to be undertaken at the City and demonstrated Councils commitment to moving the City in that direction. However, limited resources have prevented further implementation of the recommendations for next steps such as developing a long term financial plan to address infrastructure needs and integrating operational activities into the long term plan.

The City of Guelph is ideally suited to participate in the Green Municipal Fund Leadership in Asset Management Program (LAMP). If selected to participate in Phase 1 of LAMP, it will assist the City of Guelph in strengthening corporate asset management practices and ensuring integration of corporate sustainability goals. In particular, it is anticipated that LAMP will draw corporate attention to the need and value of proper asset management practices that will optimize the delivery and performance of the City's physical assets. It is a change management opportunity that will also highlight the significance of integrating sustainability goals within the

STAFF REPORT

decision making process and ensure engagement across the corporation due to the cross functional Steering Committee. LAMP is the first step for the municipality in moving towards more mature asset management practices.

There is also an opportunity for the City to participate in Phase 2 of LAMP under the eligible project category that better links assets to levels of service and outcomes. In 2012, Engineering staff presented a Sustainable Infrastructure Report that used a range of measures and indicators to evaluate asset performance and lifecycle costs for select asset classes including water, wastewater, roads and stormwater infrastructure (attached.) While the report provided good insight into asset health, the measures tend to be inward facing and focus on physical properties and therefore make it difficult to evaluate operational efficiency and report on the quality and effectiveness of service being delivered to the public, or on the affordability of service.

Consequently, City staff are seeking a more progressive approach by adopting a service-focused view of its infrastructure and investments across the corporation. By establishing a customer-centric level-of-service (LOS) framework, measures and targets, and weighing investment based on service impact and risk, the City will establish a clear relationship between infrastructure investment and service outcomes.

The specific deliverables for this project would include a clearly defined LOS framework for corporate physical assets, methodology for data collection, identification of current LOS and target LOS that link to corporate sustainability goals. Corporate and Community consultation will also assist in preparing the deliverables.

It is anticipated that both Phase 1 and the proposed Phase 2 project for the city would be completed by early 2018. In addition, the total cost of the two phases is estimated to be \$250,000 that would result in a City contribution of \$125,000 for 50% of the total. Based on asset management best practices, this initiative would involve a cross-functional Steering Committee of senior staff from the Engineering, Operations, Finance, Corporate Facilities and Corporate Sustainability departments that would oversee and direct the specific tasks.

As part of the application process for LAMP, Council endorsement of municipal participation in the program is required. Given the numerous benefits to the City that would result from participating in the LAMP program and the opportunity to leverage funding previously identified for asset management activities, staff are seeking Council's support of an application to the Green Municipal Fund for the LAMP program.

CORPORATE STRATEGIC PLAN:

Participation in the Leadership in Asset Management Program addresses several Corporate Strategic Directions:

- 1.2 Develop collaborative work teams and apply whole systems thinking to deliver creative solutions

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- 2.1 Build an adaptive environment for government innovation to ensure fiscal and service sustainability
- 2.2 Deliver Public Service better
- 2.3 Ensure accountability, transparency and engagement
- 3.1 Ensure a well designed, safe, inclusive, appealing and sustainable City

FINANCIAL IMPLICATIONS:

If selected to participate in the Leadership in Asset Management Program, the total cost of the two phases as described is estimated to be \$250,000 that would result in a City contribution of \$125,000 for 50% of the total. Funding that was previously approved through GG0039 Capital Asset Management to support asset management activities would be available for this initiative.

DEPARTMENTAL CONSULTATION:

Operations

Finance

Economic Development and Enterprise (Corporate Sustainability)

Corporate Facilities

COMMUNICATIONS:

As a participant in the GMF Leadership in Asset Management Program, a communications plan would be developed to support the initiatives.

ATTACHMENTS:

- 1. FIN-13-52 Corporate Asset Management Program report
- 2. Infrastructure Sustainability Report
<http://guelph.ca/city-hall/planning-building-zoning/infrastructure/>.



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STAFF REPORT



TO Corporate Administration, Finance and Enterprise

SERVICE AREA Finance and Enterprise

DATE December 3, 2013

SUBJECT Corporate Asset Management Program

REPORT NUMBER FIN-13-52

EXECUTIVE SUMMARY

PURPOSE OF REPORT

- To update Committee on Asset Management activities occurring within the City
- To provide a forecast of planned activity in order to meet the Provincial guidelines for Asset Management
- To present the "Corporate Asset Management Program Policy" for approval.

KEY FINDINGS

- City departments are at various stages in developing Asset Management plans; none have a complete comprehensive plan in place,
- Roads, Water Services and Waste Water are the most advanced; in line with the Ministry of Infrastructure requirements for December 31, 2013,
- All departments see the value of Asset Management and are dedicated to moving the process forward.

FINANCIAL IMPLICATIONS

- This report includes no specific financial implications, however, future reports will lay out the funding needed to see Asset Management fully implemented.

ACTION REQUIRED

THAT FIN-13-52 Corporate Asset Management Program report be received and,

THAT the "Corporate Asset Management Program Policy" attached to FIN-13-52 as Appendix 1 be approved.

RECOMMENDATION

THAT FIN-13-52 Corporate Asset Management Program report be received and,

THAT the "Corporate Asset Management Program Policy" attached to FIN-13-52 as Appendix 1 be approved.

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BACKGROUND

As per PSAB 3150, on January 1, 2009 all Municipalities in Canada were required to record the historical value of Tangible Capital Assets (TCA) on their balance sheet along with accumulated depreciation and each year in the financial statements the annual depreciation amount is shown as an expense. In order to accomplish this, the City undertook an extensive inventory and valuation process to establish the opening balances as of January 1, 2009. In many cases estimates for in-service date, original cost and remaining useful life were used to allow for a timely and complete starting point. Also, a number of smaller value items such as equipment were pooled to meet the value thresholds established. These procedures were appropriate for the exercise of creating an accounting valuation for financial statement use. However, this inventory is missing much of the data that is required to undertake a more wholesome asset management program. When PSAB 3150 was introduced it was always intended as a first step towards the main goal of proactive and ongoing asset management.

The Ministry of Infrastructure set December 31, 2013 as a deadline to demonstrate that an Asset Management Plan (AMP) is in place for the following asset groups: roads and bridges, water and waste water systems and social housing. As the City does not own and manage social housing this has been excluded from the proposed policy. Additionally, as Storm water management is closely managed with the City's roads, water and waste water systems, this asset group has been included as one of the key focus areas. The Ministry has provided guidelines on what an AMP should include and the type of activities that it will drive. There is still some uncertainty regarding the level of detail that they are requiring in the plan and the Ministry is continuing to work with municipalities to clear this up through workshops and webinars. Their expectations are that as municipalities use and revise their plans they will also increase the detail and scope of them over time.

REPORT

An AMP is a system that will ultimately drive planning, budgeting and maintenance decisions within the City. It requires numerous points of contact on an ongoing basis to ensure that its usefulness is maintained. Over time as experience is gained, assumptions will improve which will further increase its usefulness.

This report will describe the current state of Asset Management at the City and the direction that it is heading. It identifies the points where we have made great progress, the issues and road blocks encountered to date as well as future issues that will need to be resolved in order to meet the end goal of a comprehensive Corporate AMP.

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Corporate Asset Management Program Policy

One of the key pieces the Ministry has identified is the demonstration by a municipality that asset management is a corporate wide initiative supported by Council. To this end a policy has been included for approval in Appendix 1 that sets out the major components of any AMP, the scope of application across all City departments and key roles and responsibilities for staff.

The policy is intended to be high level so that each department and type of asset can use the document as a guide, and will require customization during the development of specific AMPs. As well, timeframes have been excluded from the policy as many departments will be starting with very little information and the time involved to meet guidelines is currently unknown. Within this report there is a proposed work plan for the next 18 months that includes a number of points of contact with Council when updates on progress, successes and hurdles will be brought forward. As part of each AMP, departments will commit to reporting and reviewing timeframes that will include communication to Council as well.

In addition, Council will be consulted specifically on issues that enter into their jurisdiction such as service level setting, risk mitigation alternatives and financial strategy implementation.

Where are we now

The scorecard below shows a high level score for each of the 18 areas identified in the policy as well as a summary for the City of Guelph. This scorecard will be a key communication piece as the City moves forward in developing AMPs for each department.

The scorecard has been split into two groups; the four Ministry directed asset category focus areas and the balance of the City assets. For the Ministry directed group, the goal is to integrate the large volume of data already collected into a coherent system that allows for improved decision making and forecasting over the life of the assets. The focus for the balance of assets will be ensuring that all asset categories are brought to the minimum standard of having complete and accurate data that is easily updatable through the use of common systems. Once this is accomplished, they will move to the second phase of using this data to improve decision making and forecasting.

STAFF REPORT

Asset Management Plan Scorecard as of October 31, 2013

	Complete Data	Systems Integration	Processes & Practices	People & Resources	Strategic Planning	Overall
Roads & Bridges	Good	Average	Average	Good	Good	Good
Storm Water Management	Average	Average	Average	Good	Good	Average
Waste Water	Good	Average	Good	Good	Good	Good
Water Services	Good	Average	Good	Good	Good	Good
Arts, Culture and Tourism						
Bylaw Compliance, Security and Licensing	Poor	Poor	Poor	Average	Average	Average
Corporate Building Maintenance	Average	Average	Poor	Good	Average	Average
EMS	Good	Poor	Average	Average	Average	Average
Fire	Good	Poor	Average	Average	Average	Average
Fleet	Good	Good	Good	Good	Good	Good
Forestry	Poor	Poor	Poor	Average	Poor	Poor
Information Technology	Good	Poor	Good	Good	Good	
Parking						
Parks	Poor	Poor	Poor	Poor	Poor	Poor
Recreation	Poor	Poor	Poor	Poor	Poor	Poor
Solid Waste	Good	Average	Good	Good	Average	Good
Traffic Signals						
Transit						
City of Guelph	Average	Average	Average	Average	Average	Average

Legend: Poor (Red), Low (Yellow), Average (Light Yellow), Good (Blue), Excellent (Green)

Four Ministry Directed Focus Areas

Roads & Bridges, Water and Waste Water systems and Storm Water Management

As the scorecard above indicates, these four areas (except storm water management) are the furthest along in developing and maintaining a comprehensive AMP.

With the use of Geographic Information Systems (GIS), engineering is able to maintain a very accurate inventory of the individual components that make up these four systems. The GIS system is integrated within Engineering to overlay road condition data as well as track work activity such as main breaks and storm flooding. This allows for development of both maintenance work plans and prioritization of capital projects.

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In 2012 Engineering services contracted Aecom to undertake a comprehensive review of these assets and produce a report which demonstrated at a high level the replacement value of the systems, the annual operating and maintenance costs and the age distribution of the various components. The report also included a scorecard based on the ratio of the 2012 approved budget spending on each service to the 100 year average based on the above costs. This report was brought to Council and demonstrated that over the past 8 years, progress has been made on all of the above in terms of funding levels.

Both water services and waste water operate within a heavily legislated environment which dictates much of the operational and capital renewal activities that they must undertake. The main issue for them is the integration of various sources of information that would allow them to make decisions quickly as well as provide mandatory reporting to various Ministry agencies as needed.

Combined, these areas have a solid basis for their respective AMPs and the next steps will involve integrating this information into a system that allows for more detailed analysis and planning. As well further expansion of the service level, risk analysis and financial strategy components will continue over the next 12 months.

Balance of Asset Groups

The rest of the City is not as advanced with asset management techniques (with the exception of Fleet and Solid Waste); however, all departments do have a starting point and a desire to develop an AMP. There are a number of issues that all areas are facing: availability of data, appropriate management systems, ownership and resources. The AMP Scorecard was developed through preliminary discussions with all groups, and represents only a high level view of their current situations. More investigative and preliminary work is required for some areas and over the next 18 months the specifics of each area will be reviewed and analyzed and a comprehensive plan developed for each. Below is a summary of the issues the City is currently facing and will have to overcome to develop an AMP.

Common Issues

Availability of Data

As mentioned previously, many areas are unsure of the completeness and accuracy of their asset data. Also, they don't have the necessary resources or systems to gather the data required to create a complete AMP. The output of the AMP is only as good as the data that goes into it. Ensuring that data is complete

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and accurate, will be the first exercise for most departments as they begin to build their AMP.

Data gathered for PSAB 3150 will be a starting point, with additional work required to ensure completeness and accuracy at the level of detail required for an AMP.

Systems

Currently there are a large number of systems used to store and access the data that is available on the City's assets.

JDE	WAM	GIS
Amanda	Microsoft Access	Microsoft Excel
Paper File	Cherwell Service Management	Cartegraph Navigator
CAPS	SAWS	Bridge Management

The above represents AM systems identified during three one hour group meetings held in preparation for this report. There are most likely additional resources being used that may or may not be integrated in some way with our core systems JDE/RAC/WAM.

The reasons cited for the large number of systems were varied: lack of WAM training; WAM unable to perform certain required functions or track specific types of data; resources unavailable to input and maintain the information.

The consequence of this lack of centralization is that data needed in various departments for multiple purposes is either difficult to locate, or once located, is being maintained in multiple locations. Both lead to the data becoming outdated and potentially inaccurate. An integrated solution would allow departments to coordinate efforts and create efficiencies when working on cross-departmental tasks or projects.

The lack of integration with the City's core systems decreases the value of the data in relation to budget preparation and work planning. A fully integrated set of systems will allow for better planning both at budget time and throughout the year. Efficiencies will be gained through elimination of redundant activities, better prioritizations and economies of scale across departments.

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Through the work plan attached in Appendix 2, a systems needs assessment will be completed and coordinated with the ongoing activities of the ERP and WAM Steering Committees and User Groups.

Ownership

Many of the City's assets involve multiple departments in their use, maintenance and purchase/replacement. This lack of single ownership leads to confusion amongst departments as to who is responsible for what activities related to the asset. In many cases a coordinated effort is required where one party acts as the owner/service provider and the other as the customer.

Developing clearer guidelines with regard to who is responsible for which assets will allow departments to focus work plans on their activities and will prevent duplication or gaps in review and oversight of the City's assets.

Resources

A lack of human resources to compile the information necessary to create an AMP was expressed clearly as one of the key issues that need to be resolved. Departments are aware that the information they currently possess is incomplete, outdated and in a format that is not optimal. However, finding the time using existing resources is not feasible, although a clear picture of how many additional staff, in what capacity and for how long is also not clearly defined at this time. Through ongoing discussions, a better understanding of the time commitment and resources required to complete the necessary tasks will be identified.

The focus of current staff will be on identifying the gaps and drafting the timeline of how such gaps can be addressed.

Once AMPs are developed and new systems are in place, additional resources will be required to maintain and update the data within the system. This will be a combination of permanent staff, temporary positions and consultants depending on the functions required. The AMP will clearly define each role and the timing and volume of work that is required.

One final piece of the resourcing puzzle will be to provide the appropriate training on systems and asset processes. As the AMP's are developed, it is critical that the information is disseminated to those who use the assets and interact with the system and AMP. Ensuring a good understanding of the AMP and associated systems is critical in seeing the positive benefits of the plan fulfilled.

Outputs of an AMP

Service Level Measurement

For most departments the service that they provide is clear and the service level is in some way defined. What is missing is the link between service level and the assets that are required to provide it. How do assets impact service level and what are the costs associated with particular levels of service? This is the question that a good AMP should be able to answer, thereby helping departments and the City as a whole to decide the relative importance of various services and what investment is needed to keep the service at the optimal level.

Once departments have gathered the necessary asset data and input it into an integrated system, the next step will be to set service level expectations. This work will involve the Executive Team and Council as well as the public to ensure a consistent set of expectations.

Risk Identification

There is risk involved in every action the City does or doesn't take; understanding the costs and consequences of these various actions is the key to delivering effective services. As part of the long term planning driven by the AMP, determining the types of risks and how to measure them will be a first step. From here, a discussion of acceptable levels of risk and decisions about which mitigation actions to undertake can take place. In most cases risk will be related to a financial cost, which will then be weighed against available resources or identification of additional funding.

Financial Strategy

Once departments have identified service levels and assessed risk, a comprehensive financial strategy can be prepared and decisions made regarding funding methods. The starting point of a solid AMP is to view the needs of the City's assets without first applying the budget constraints; however, the final decisions will need to be made based on available funding. With a complete AMP the decisions around funding are applied on a more transparent and objective basis.

Next Steps

Work Plan Development

Over the next 6-9 months work plans will be developed for each area based on their unique starting point. These work plans will identify key obstacles and the

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resources required to overcome them. The outputs from these work plans will be incorporated into future reporting to Council regarding progress on the Corporate AMP as well as through both the Operating and Capital budget processes.

Follow up reporting to Council

The next reporting to Council on the Corporate AMP will be in March of 2014 so as to inform the budget process, and then September/October of 2014 to provide an update on progress made. Future years will have the same reporting pattern. Additional reports will be provided if unique situations or opportunities arise which dictate Council's involvement.

CORPORATE STRATEGIC PLAN

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

DEPARTMENTAL CONSULTATION

A series of AMP meetings were held involving all City departments to gather information at a high level. Additionally, Finance has worked closely with all departments in developing capital budgets.

FINANCIAL IMPLICATIONS

No specific financial needs identified at this time. Future reports will make clearer the required funding to move the process forward.

COMMUNICATIONS

None noted.

ATTACHMENTS

Appendix 1 – Corporate Asset Management Program Policy
Appendix 2 – 18 month work plan

Report Author

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Sr. Corp Analyst, Capital Asset Management

Approved By

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Manager
Financial Reporting & Accounting

Recommended By

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Finance & Enterprise
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Appendix 1 – Corporate Asset Management Program Policy

CORPORATE POLICY

POLICY	Corporate Asset Management Program Policy
CATEGORY	Finance
AUTHORITY	Council
RELATED POLICES	PSAB 3150 Tangible Capital Asset Policy
APPROVED BY	Council
EFFECTIVE DATE	January 1, 2014
REVISION DATE	_____

1. POLICY STATEMENT

The City will promote the use of asset management principles and practices in all City departments.

The program will develop and implement processes to assist departments in acquiring, creating, operating, maintaining, renewing and disposing of assets.

The program will promote the provision of services at a level that balances customer expectations with cost and risk.

2. PURPOSE OF POLICY

To outline the Corporation's position with regard to Asset Management including applicable roles and responsibilities.

3. CITY STRATEGIC PLAN DIRECTIONS

The Asset Management Program fits into the Corporate Strategic Plan under Strategic Focus Area 3 – City Building

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

4. CORPORATE ASSET MANAGEMENT PROGRAM

The major components of the program will include a corporate asset registry, corporate work management system, decision support models and asset management plans.

The objectives of the program are to:

- a. Establish and maintain a record of the value and lifecycle costs of all tangible capital assets owned by the City.
- b. Review processes related to asset acquisition, maintenance, disposition and service provision. Establish a corporate standard to promote consistency in how assets are managed.
- c. Modify current practices where appropriate to improve effectiveness and efficiency of asset management.
- d. Meet all legislative requirements and regulatory standards.
- e. Support the development and improvement of decision making tools that promote doing the right thing to the right asset at the right time.
- f. Develop communication tools that demonstrate complex concepts in plain language.
- g. Strive for continuous improvement in the process through improved data quality and refinement of forecast reliability.

6. SCOPE AND APPLICATION

This policy applies to all staff using or managing tangible capital assets owned by the City. These assets fall into one of the following 18 groups:

- | | |
|--------------------------|------------------|
| • Bylaw and Security | • Parks |
| • Corporate Buildings | • Recreation |
| • Art & Culture | • Roads |
| • EMS | • Solid Waste |
| • Fire | • Storm Sewer |
| • Fleet | • Traffic |
| • Forestry | • Transit |
| • Information Technology | • Waste Water |
| • Parking | • Water Services |

Each of these groups will be assigned an asset owner and an asset steward.

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7. ROLES AND RESPONSIBILITIES

Council – approves asset management policy and asset funding through the annual corporate budget process

Executive Team – provides corporate oversight of service delivery and levels

Asset Owner – General Manager or Manager with accountability for one or more of the 18 asset groups; responsible for leading the creation and maintenance of the related Asset Management Plan

Sr. Corp Analyst–Capital Asset Management – coordinates the development, implementation and delivery of asset management program including, frameworks, priorities, data collection, evaluation and service levels

Asset Steward – manages the applicable asset registry and improvement/replacement projects that impact the sustainability of the assets

DEFINITIONS

"Asset Management" – is a combination of management, financial, economic, engineering and other practices applied to tangible capital assets with the objective of providing the required level of service in the most cost-effective manner at an acceptable level of risk. It involves decision-making and actions throughout the asset lifecycle.

"Asset Management Plan" – provides the details for a particular asset group which are updated regularly and refined over time. Each plan will contain:

- Asset listing
- Condition assessment
- Current and desired service levels
- Financial needs of the assets
- Requirements for sustainability
- Risks associated with the assets

"Corporate Asset Management"- the application of asset management principles at a corporate level to maximize consistency among diverse asset groups. Corporate asset management creates efficiency by harmonizing service levels and business processes wherever possible.

"Lifecycle Costing" – the total of all costs associated with an asset throughout its life, including, planning, design, construction, acquisition, operation, maintenance, rehabilitation, renewal and disposal.

"Service Level" – the performance of an asset as it relates to service delivery to the City's customers. This will be measured through the development of asset specific performance measures.

"Tangible Capital Asset" – a non-financial asset having a physical substance that is held for use by the City, has a useful life of greater than 1 year and is not intended for sale in the normal course of business.

"Risk" – The probability of some type of loss or damage occurring. Both quantitative and qualitative impacts of the various scenarios will be evaluated to build a complete risk profile.

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Appendix 2 – 18 month work plan

	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15
Four focus areas																		
Detailed gap identification																		
GIS Technology Plan																		
System needs identification																		
Work to address gaps																		
Service level discussions																		
Risk identification																		
Financial Strategy																		
Balance of areas																		
Detailed gap identification																		
Resources requirements																		
System needs identification																		
Work to address gaps																		
Service level discussions																		
Risk identification																		
Financial strategy																		
Reporting to Council																		
Progress updates																		

CONSENT REPORT OF THE PUBLIC SERVICES COMMITTEE

July 20, 2015

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

Your Public Services Committee beg leave to present their SIXTH
CONSENT REPORT as recommended at its meeting of July 6, 2015.

*If Council wishes to address a specific report in isolation please
identify the item. The item will be extracted and dealt with
immediately. The balance of the Consent Report of the Public Services
Committee will be approved in one resolution.*

PS-2015.21 Business Licence By-law Review – Food Vehicle Schedule and Temporary Food Sales Update

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

That recommendation number 8 in Attachment 2 of the report entitled Business License By-law Review – Food Vehicle Schedule and Temporary Food Sales Update be amended to the following:

That Mobile Food Preparation Vehicles be permitted to operate in the Guelph Farmers' Market parking lot and along Gordon Street/Wilson Street along the frontage of the Farmers' Market to Carden Street during market hours, providing that such operation complies with the Farmers' Market By-law (2009)-18874 and does not impede traffic flow on Wilson Street, with the exception of special events.

4. That after one year of implementation of the initial and the final amendments to the Business Licence By-law (2009)-18855 with respect to Food Vehicles and Temporary Food Sales as contained in Public Services Report # PS-15-36, staff be directed to engage the public along with representatives of the Food Vehicle, Temporary Food Sale industries to identify the effectiveness of the amended licensing regime.

PS-2015.22 Northview Park – Conceptual Master Plan

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

PS-2015.23 New Trail Sections Near Hanlon Creek

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

PS-2015.24 Speedvale Avenue Bridge Underpass

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

PS-2015.25 Crane Park Footbridge

1. That the Public Services Report # PS-15-37 "Crane Park Footbridge" dated July 6, 2015 be received.
2. That staff proceed with an environmental impact study for the proposed trail and bridge location in 2016 subject to budget approval.
3. That discussions on the installation of a footbridge take place during the Guelph Trails Master Plan update.

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Public Services Committee Consent Report

All of which is respectfully submitted.

Councillor Cathy Downer, Chair
Public Services Committee

Please bring the material that was distributed with the Agenda for the July 6, 2015 Public Services Committee meeting.

STAFF REPORT



TO Public Services Committee

SERVICE AREA Public Services – Operations Department

DATE July 6, 2015

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

REPORT NUMBER PS-15-36

EXECUTIVE SUMMARY

PURPOSE OF REPORT

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

KEY FINDINGS

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

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

FINANCIAL IMPLICATIONS

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

ACTION REQUIRED

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

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RECOMMENDATION

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

BACKGROUND

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

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

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

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

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

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

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

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

REPORT

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

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

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

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The roundtable participants discussed a number of topics, including:

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

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

Implementation/Timeline:

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

Compliance:

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

Set Fines/Summonses:

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

STAFF REPORT



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

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

Cost for Implementation:

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

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

Fees and Revenues:

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

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

Follow up:

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

CORPORATE STRATEGIC PLAN

Innovation in Local Government

2.3 Ensure accountability, transparency and engagement

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City Building

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

FINANCIAL IMPLICATIONS

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

DEPARTMENTAL CONSULTATION

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

COMMUNICATIONS

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

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

ATTACHMENTS

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

Report Authors:

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STAFF REPORT

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Engagement Comments

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

Engagement Comments

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

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

	<p>City Councillors create laws that prohibit other Candidates to campaign against them simply because they may lose their jobs? Of course not. All businesses must compete to succeed . . . anything else is a subsidy to be paid by others. RECOMMENDATION: <i>City Staff needs to establish its clear cut mandate to respond to overwhelming public demand for food truck excitement. It needs to clearly define that it isn't the city's role to institute protectionist strategies that only benefits one singular stakeholder in a myriad of Downtown Merchants. Governments do not challenge emerging Technologies, changing Consumer preferences, shifting Lifestyles, changing Industry Trends & it definitely shouldn't be concerned about "leveling" the Playing Field among competing Foodservice Types. This fundamental position should preface EVERY Discussion leading to possible barriers to Free Market competition. Within the Industry, we equally consider FOOD TRAILERS as an integral part of the FOOD TRUCK MOVEMENT:</i> Food Trailers are subject to the exact same HEALTH, FIRE & TSSA Standards as Food Trucks. There's no reason whatsoever to omit this sub-category of Mobile Food Vendors from any Street Vending Bylaw. RECOMMENDATION: <i>Include FOOD TRAILERS as part of the GUELPH FOOD TRUCK BYLAW in every aspect. HAMILTON is an Industry-leading City that favours a LICENSING STRUCTURE that lasts a full 12 months to provide greater Term Value & permits easy License Renewal:</i> Some cities only issue Licenses per Calendar Year. This means, a Food Trucker who doesn't obtain a License early in the season, could end up paying a Full Year's Fee for only a few months of operation . . . Again this is a common barrier that especially restricts newly-established Vendors from investing in a "partial" License Term in Guelph.</p> <p>RECOMMENDATION: Adopt a Food Truck Licensing Fee that is valid for 12 Full Months OR offers a PRORATED FEE if obtained mid to late Season. All SCHOOLS should be able to solicit food truck service at its own discretion. School Administrations have historically hosted PIZZA DAYS, BAKE SALES & CATERED SCHOOL EVENTS without additional due process, restriction OR special permit. We simply trust our School Administrators to oversee these minor events as responsible curators. This should be no different for food trucks. Subject to written invitation, food trucks should be able to enter school property & provide specialized food services no different than restaurants, caterers OR any other food providers. Let's avoid the over-regulation of these school-run events & allow these responsible administrators to oversee all on-premise activities at their sole discretion. These are Academic Professionals who frequently manage school-run Bake Sales, Pizza Days & most certainly, a food truck service. RECOMMENDATION: Make sure the new Food Truck Bylaw permits Food Trucks to service School Events upon written request of School Administration . . . exactly how it's done now for other counterpart forms of foodservices that operate under their sole discretion. GUELPH LICENSE FEES should be based on the Quality of MARKET OPPORTUNITIES it offers & not solely on how much other Cities charge: There is an overwhelming tendency for City Staff & common observers to value LICENSE FEES based on what other Cities like Kitchener, Waterloo, Cambridge, Hamilton & even Toronto charge. However, not all communities offer the same quality of Street Vending Opportunities regardless of population or proximity to Guelph. If a city only permits food trucks to operate outside the Downtown (BIA) Area without any</p>
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	<p>specifically designated areas, many food trucks will simply look elsewhere to populate its Daily Schedule. Like any other business, Vending Opportunities determine the strength & vitality of any local market. If there are fewer “daily” or “marquee” opportunities to vend, the less likely a regional food trucker will invest in a GUELPH Licence. Remember, Guelph already has Food Truck Licenses available – it’s just that nobody feels that it’s worth the investment based on its sheer lack of “attractive” Vending opportunities. RECOMMENDATION: Use the WATERLOO MODEL as a comparable city in terms of size, BIA sentiment & its food truck-hungry community. If you can allow food trucks to operate at Designated Downtown Guelph Areas, on Private Property subject to a 10 metre Radius Restriction from an “open” Restaurant, Business Parks & Schools with written permission – you could probably charge a similar LICENSE FEE of \$310 per 12 Months renewable to Date of Issue. Please accept the above recommendations & consider their merits as they relate to your Review of current food truck bylaws in the City of Guelph. Again, there really is no perfect Food Truck Model you should emulate but rather a collection of Program features that can be adopted to suit Guelph’s particular needs. Above all, I simply request that the food truck industry be included into all aspects of your review process. The food truck movement clearly represents a growing evolution of Foodservices that has captured the imagination of entire communities. Business Improvement Areas are capitalizing on both its popularity & economic viability to animate its urban centres, enrich community events, to promote a positive food culture & even stimulate the local economy itself. In nearby Hamilton, the nationally-awarded SEW HUNGRY EVENT attracts 30,000 Visitors to the economically-challenged Fabric District of the OTTAWA STREET BIA.</p> <p>Generating a single day revenue stream of over \$700,000 and \$96,400 in estimated economic impacts, this Industry-leading Community Event has single-handedly revitalized a local economy. Today, a few food trucks have now invested considerable monies opening brand new B&M Restaurants as part of the growing food culture that SEW HUNGRY has helped create within the Ottawa Street Village. Food trucks continue to become incubators for more traditional Business Development & are now treated as an intrinsic part of its BIA Community. The SEW HUNGRY Model demonstrates a complete partnership between Food Trucks & B&M Restaurant Owners collaborating to further enrich its burgeoning local food scene. All throughout Hamilton & beyond, Food Truck Advocates & Event Planners are developing partnerships between business & community leaders raising thousands of dollars each week towards Charity Groups & Not-for-Profit Organizations. As an expatriate of the Hospitality Industry with almost 25 years of Foodservices experience, I am particularly proud of the positive social & economic impacts food trucks have contributed to the many communities it services. Regularly contributing up to 10% of their weekly revenues to a myriad of community-based programs, I am constantly amazed by the good will of this growing industry even despite its regional challenges to achieve business sustainability. Dedicated to the positive & responsible growth of the food truck movement, I happily offer my efforts as part of our industry struggle towards business sustainability. In this spirit, please feel free to contact me anytime should you require any additional assistance. Thank you both again</p>
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	for all your hard work & sincere advocacy . . . I truly look forward to working with city staff in bringing the excitement & positive community impacts of food trucks to the City of Guelph.
Downtown Restaurant Business Owner	I absolutely do not agree with amending any by-law to allow for mobile food service. Honestly, how are any of the existing restaurants going to survive (and thrive) with more food being available downtown?? We're barely getting by as it is. NO MORE FOOD BUSINESSES DOWNTOWN!!!!!!!!!!!!!! That's my 2 cents.
Potential food truck owner	My wife and I are a start-up that will be operating as a Food Truck, festival food vendor and caterer. We are working with Scotia Bank in Guelph on Federal funding applications to purchase and retrofit the food truck so are just operating as a festival food vendor at this point. We are not doing any catering yet but may consider this in the future as we are booking festivals around Southern Ontario at this point and this seems to be more than filling our time! When we do get the truck completed, we do want the opportunity to operate here in Guelph since we are from here and our business is registered here! The current restrictions however, do not make it a profitable venture for us to operate when even with travel costs; we can operate in Hamilton, Niagara or Kitchener without issue. They certainly have their restrictions as well but are quite a bit more open to how the trucks operate. I only have about an hour to spend at the meeting as I have to work at 7 but certainly want to hear what the City is thinking along with addressing any concerns that businesses have.
Downtown Restaurant Business Owner	I wanted to forward my thoughts regarding food trucks. As you know, I had a very difficult time opening. It took us almost 2 years and more than triples our original budget. Now that we're open, we're slowly learning the dynamics of downtown Guelph. Our feelings on having food trucks allowed in the downtown are not great and frankly, very scary. As discussed in the last meeting, many restaurant owners in the downtown area struggle with lunch hour. We're no exception. Many days we are just breaking even. I believe having food trucks come in during our lunch hour would really affect our business. I don't think it's fair that food trucks come in during our busy times of day and then are able to leave whenever they like. We pay rent, taxes, etc. The thought of food trucks really scares a lot of business owners in the area including us. Most of our business is late night (after 11pm) Is allowing food trucks to come in at lunch a gateway to allowing them to come in on weekends to service the after bar crowd? Cities that do allow food trucks in downtown areas have restrictions regarding how far away from existing restaurants they're allowed to park, etc. What would be the situation for us? Guelph is such a great city, however its population is small. . I'm all for competition but I believe more infrastructure has to be put in place before food trucks become a positive. Parking is a serious issue. For example, George and I pay between \$300 and \$400 a month on parking. We've been on a wait list for a parking permit since August and are forced to pay between \$15.00 and \$18.00 per day plus the occasional ticket we get due to overstaying our 2 hours of free parking. Those in favour of food trucks state that it will bring more people to the downtown area. Where would they park? Where would they use the restroom? I think improvements to the parking issue and more interesting retail has to be put in place. That should be a priority in my opinion. I personally like food trucks but as a business owner who has invested a lot of money and a lot of time into their restaurant, I don't believe it's fair. Having said that, I don't have an issue with food trucks during festivals

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

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

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

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

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

Summary of Recommendations:

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

Reasoning for Recommendations

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

Who should be licensed?

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

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

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

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

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

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

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

Reasoning for Recommendations

Where should vendors operate?

Downtown

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

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

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

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

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

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

Reasoning for Recommendations

Special Events

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

Residential Streets

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

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

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

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

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

Commercial/Industrial Streets

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

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

Reasoning for Recommendations

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

City Parks

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

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

City of Guelph Farmers' Market

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

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

Private Land

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

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

Reasoning for Recommendations

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

What classes of licences should be implemented?

Annual Licence

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

Short Term

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

Event Licence

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

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

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

THE CORPORATION OF THE CITY OF GUELPH

By-law Number (2015) – XXXX

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

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

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

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

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

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

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

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

“Land” means land other than a Highway;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

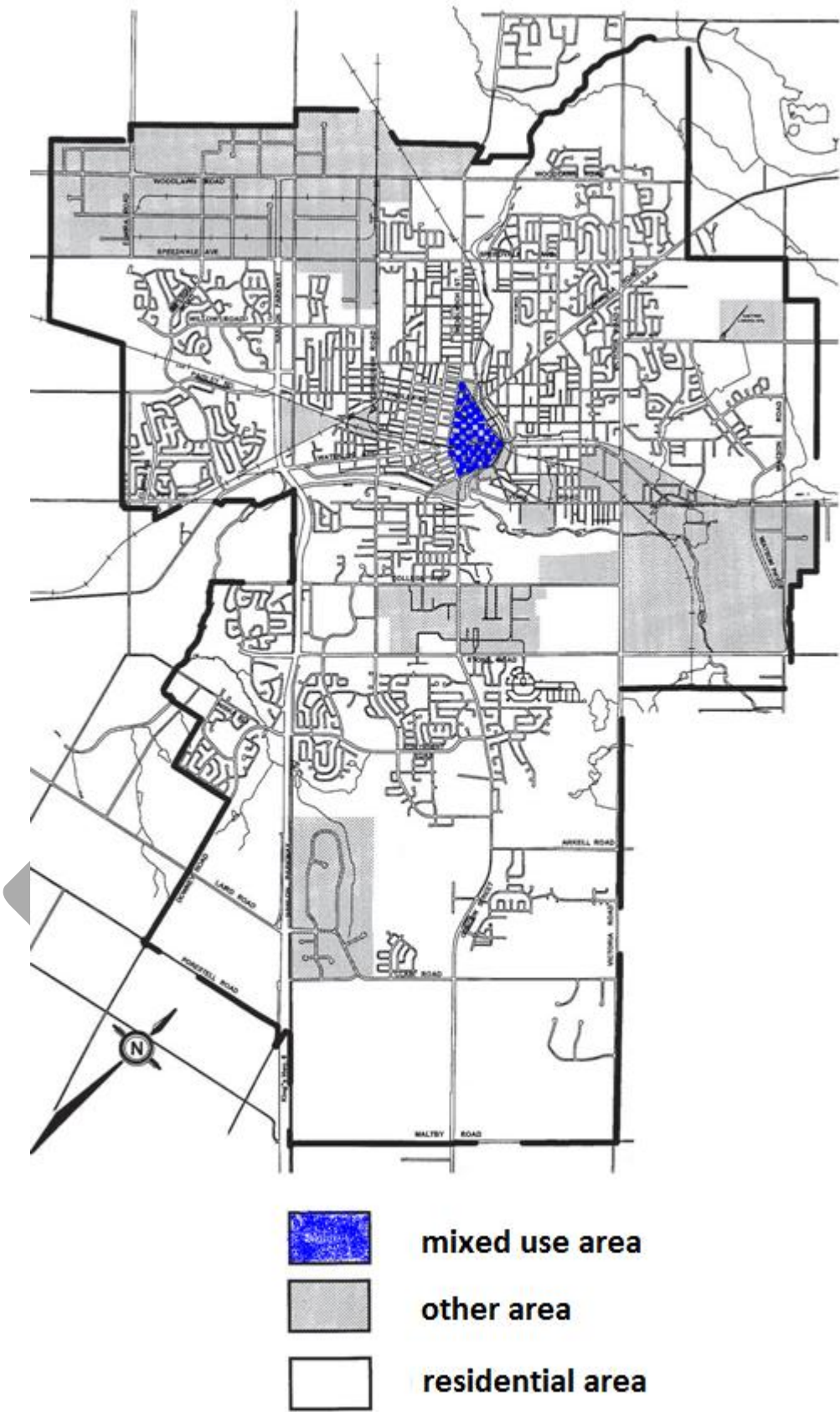
PASSED this day of , 2015.

CAM GUTHRIE – MAYOR

STEPHEN O'BRIEN – CITY CLERK

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

Areas within the City



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

Proposed Timeline

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

STAFF REPORT



TO Public Services Committee

SERVICE AREA Public Services – Parks and Recreation

DATE July 6, 2015

SUBJECT Northview Park – Conceptual Master Plan

REPORT NUMBER PS-15-32

EXECUTIVE SUMMARY

PURPOSE OF REPORT

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

KEY FINDINGS

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

FINANCIAL IMPLICATIONS

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

ACTION REQUIRED

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

RECOMMENDATION

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

BACKGROUND

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

STAFF REPORT

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

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

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

REPORT

Introduction

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

Consultant

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

Community Engagement Sessions

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

STAFF REPORT

Online "Mindmixer" Community Engagement

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

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

Conceptual Design

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

Budget Estimate

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

Next Steps & Scheduling

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

CORPORATE STRATEGIC PLAN

Organizational Excellence

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

Innovation in Local Government

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

STAFF REPORT

City Building

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

DEPARTMENTAL CONSULTATION

Office of the Chief Administrative Officer

- Community Engagement

Infrastructure, Development and Enterprise

- Accessibility Services
- Water Services

Corporate Services

- Corporate Communications

COMMUNICATIONS

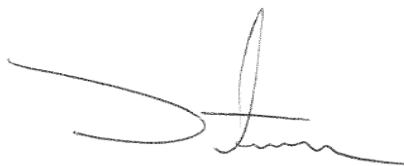
Communications staff has provided communication expertise in alerting residents to upcoming meeting times and locations, and has assisted in community messaging throughout the process.

ATTACHMENTS

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

Report Author

Luke Jefferson
Parks – Project Manager

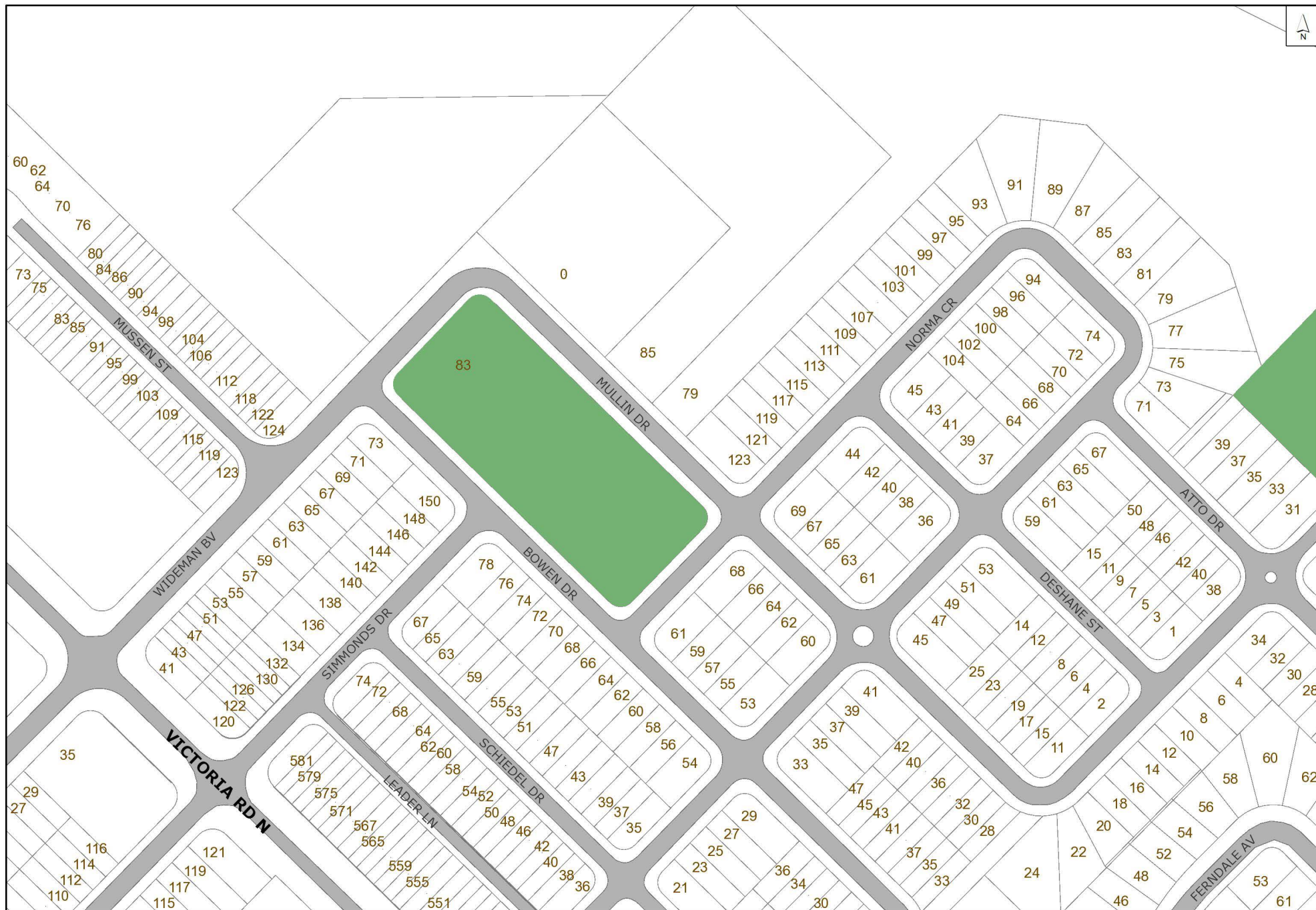


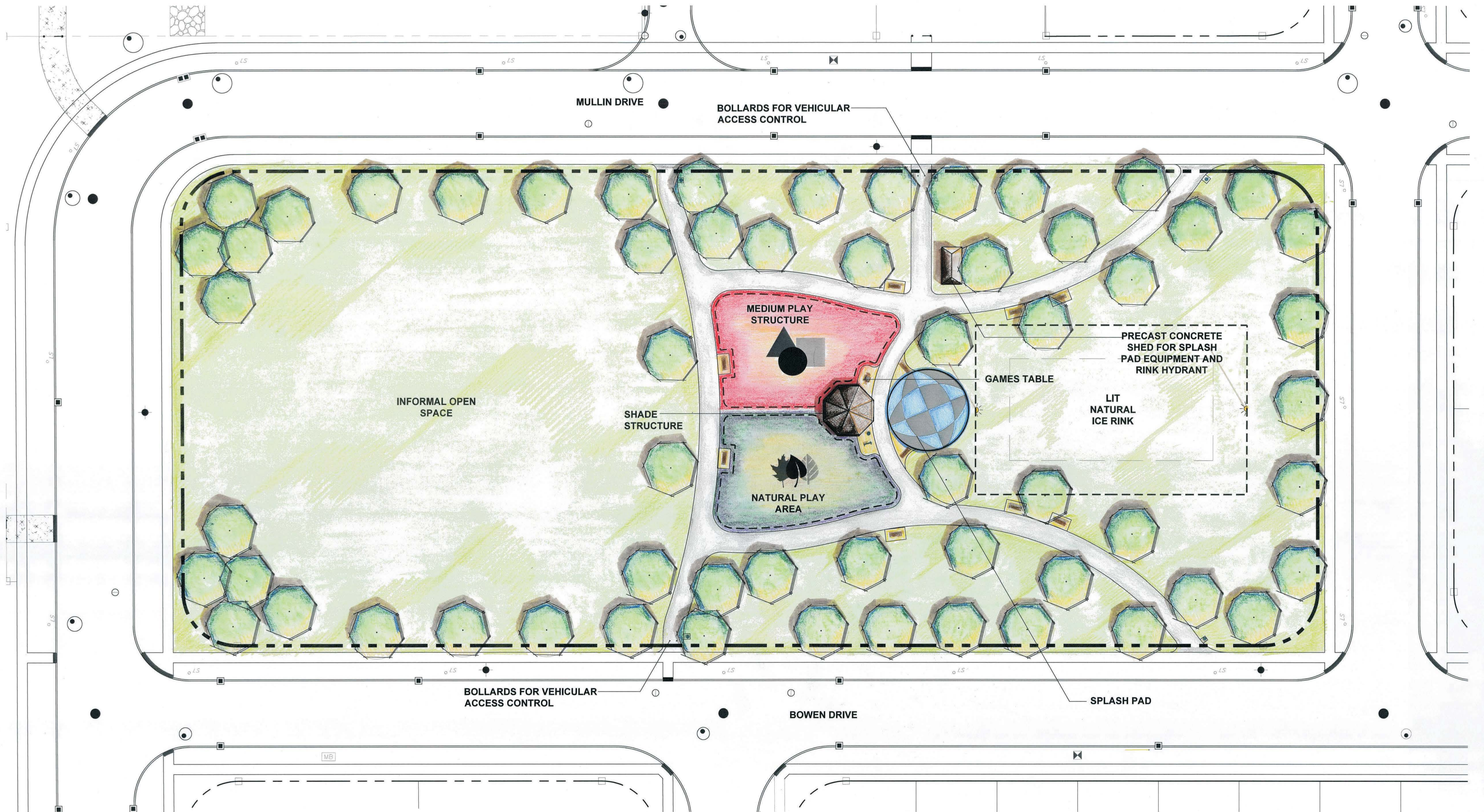
Approved By

Kristene Scott
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Recommended By

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Deputy CAO
Public Services
519- 822-1260 ext. 2665
derrick.thomson@guelph.ca






LEGEND

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

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

-  **DECIDUOUS TREE**



SCALE 1:250

NORTHVIEW PARK
Bowen Drive, Guelph, ON

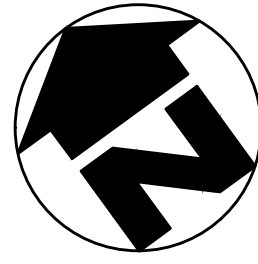
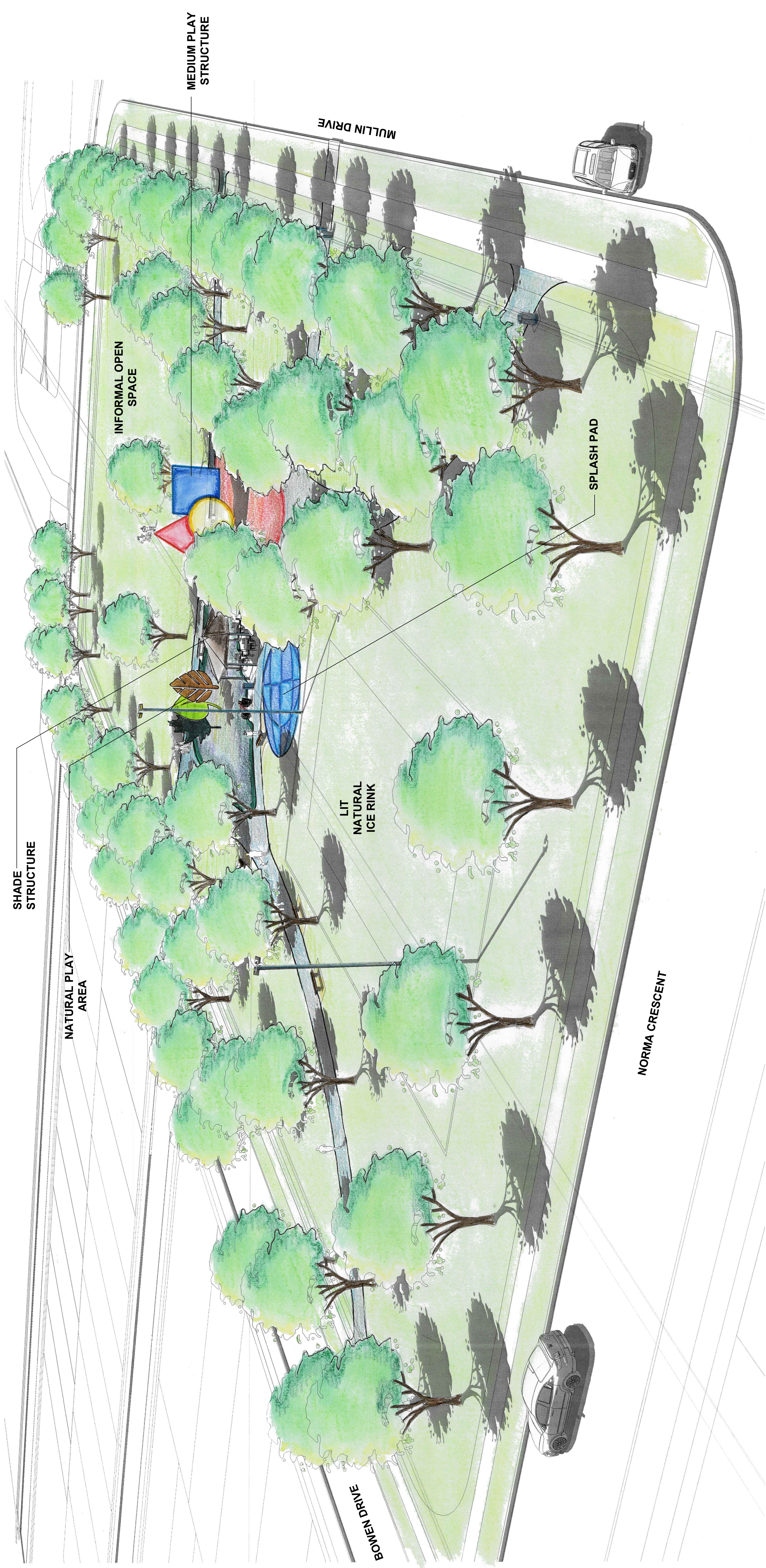
MASTERPLAN CONCEPT



Mackinnon & Associates
a division of 907216 Ontario Inc.

Providing Solutions in Urban,
Landscape and Environmental Planning

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



NORTHVIEW PARK
Bowen Drive, Guelph, ON

MASTERPLAN PERSPECTIVE



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Associates**

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STAFF REPORT

TO Public Services Committee

SERVICE AREA Public Services – Parks and Recreation

DATE July 6, 2015

SUBJECT New Trail Sections Near Hanlon Creek

REPORT NUMBER PS-15-33

EXECUTIVE SUMMARY

PURPOSE OF REPORT

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

KEY FINDINGS

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

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

FINANCIAL IMPLICATIONS

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

ACTION REQUIRED

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

RECOMMENDATION

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

BACKGROUND

On February 23, 2015 Council adopted the following resolutions:

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

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

REPORT

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

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

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

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

STAFF REPORT

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

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

STAFF REPORT

CORPORATE STRATEGIC PLAN

City Building

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

DEPARTMENTAL CONSULTATION

Park Operations and Forestry
Planning

FINANCIAL IMPLICATIONS

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

COMMUNICATIONS

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

ATTACHMENTS

ATT-1 Hanlon Creek Area Trails

Report Author:

Helen White
Park Planner, Parks and Recreation



Approved By

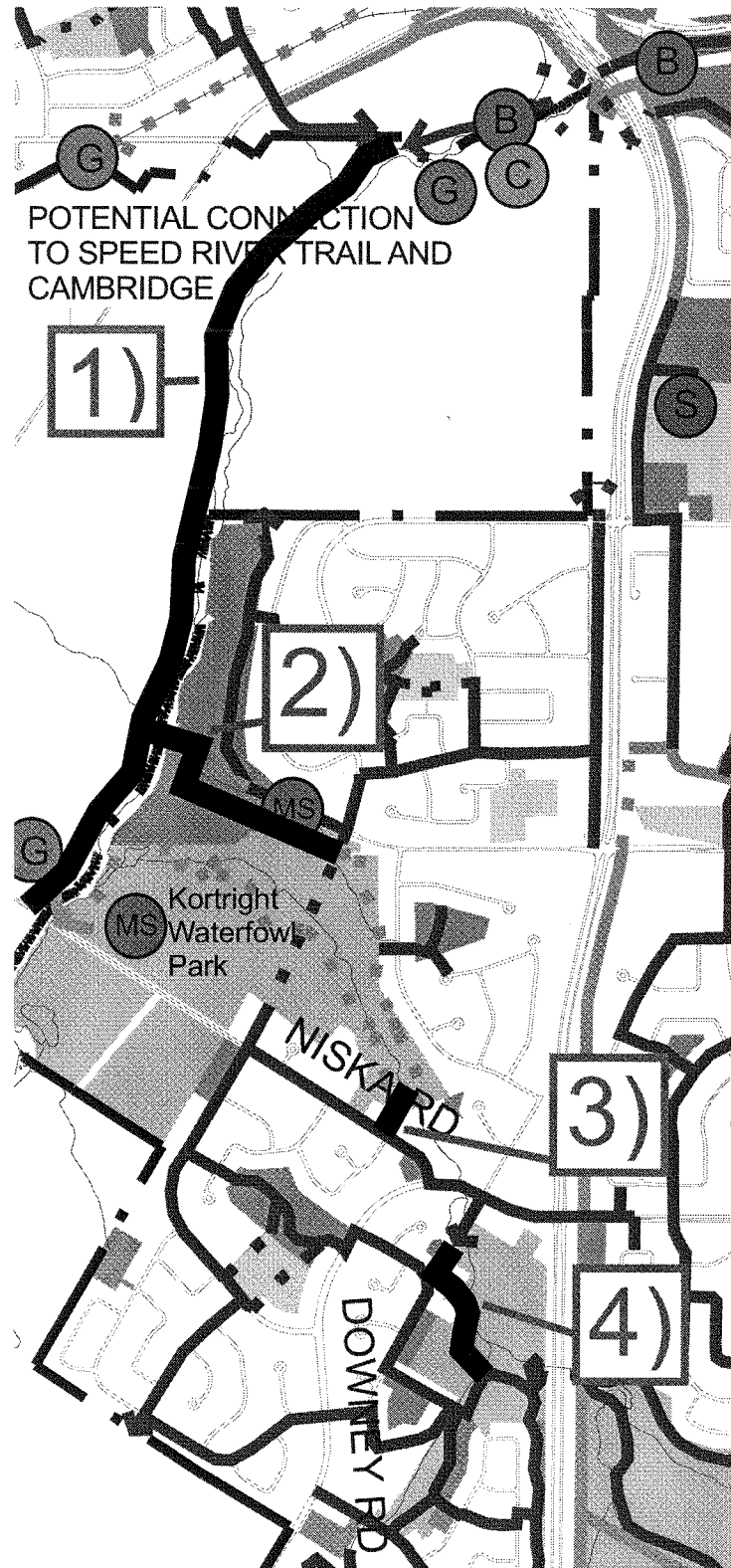
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Recommended By

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Appendix A – Hanlon Creek Area Trails



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

STAFF REPORT



TO Public Services Committee

SERVICE AREA Public Services – Parks and Recreation

DATE July 6, 2015

SUBJECT Speedvale Avenue Bridge Underpass

REPORT NUMBER PS-15-34

EXECUTIVE SUMMARY

PURPOSE OF REPORT

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

KEY FINDINGS

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

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

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

FINANCIAL IMPLICATIONS

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

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

ACTION REQUIRED

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

RECOMMENDATION

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

BACKGROUND

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

STAFF REPORT

Guelph Trail Master Plan (GTMP):

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

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

REPORT

Desired Trail Route:

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

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

Rationale for the trail route revision:

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

Community Support for underpass:

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

STAFF REPORT

Speedvale Avenue bridge reconstruction project:

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

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

Environmental Impact Study:

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

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

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

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

STAFF REPORT



Timelines:

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

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

CORPORATE STRATEGIC PLAN

Organizational Excellence

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

Innovation in Local Government

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

City Building

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

DEPARTMENTAL CONSULTATION

Infrastructure, Development and Enterprise

- Engineering Services
- Planning Services
- Accessibility Services

Corporate Services

- Finance

Office of the Chief Administrative Officer

- Realty Services

FINANCIAL IMPLICATIONS

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

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

STAFF REPORT



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

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

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

COMMUNICATIONS

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

ATTACHMENTS

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

Report Author:

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Parks Planner
Parks and Recreation Department

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Approved By

Derrick Thomson
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February 23, 2015 Guelph City Council Meeting

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

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

VOTING AGAINST: Councillors Gibson and Wettstein (2)

CARRIED

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

9. Moved by Councillor Van Hellemond
Seconded by Councillor MacKinnon

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

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

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

CARRIED

10. Moved by Councillor Van Hellemond
Seconded by Councillor MacKinnon

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

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

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

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

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

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

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

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

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

10. Moved by Councillor Piper
Seconded by Councillor Downer

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

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

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

CARRIED

11. Moved by Councillor Piper
Seconded by Councillor Downer

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

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

VOTING AGAINST: Councillors Allt and Hofland (2)

CARRIED

12. Moved by Councillor Piper
Seconded by Councillor Downer

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

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

VOTING AGAINST: Councillor Hofland (1)

CARRIED

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

Main Motion

13. Moved by Councillor Billings
Seconded by Councillor Bell

That the following be referred to the Corporate Services Committee:

That Recommendations be brought back to Council on:

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

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

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

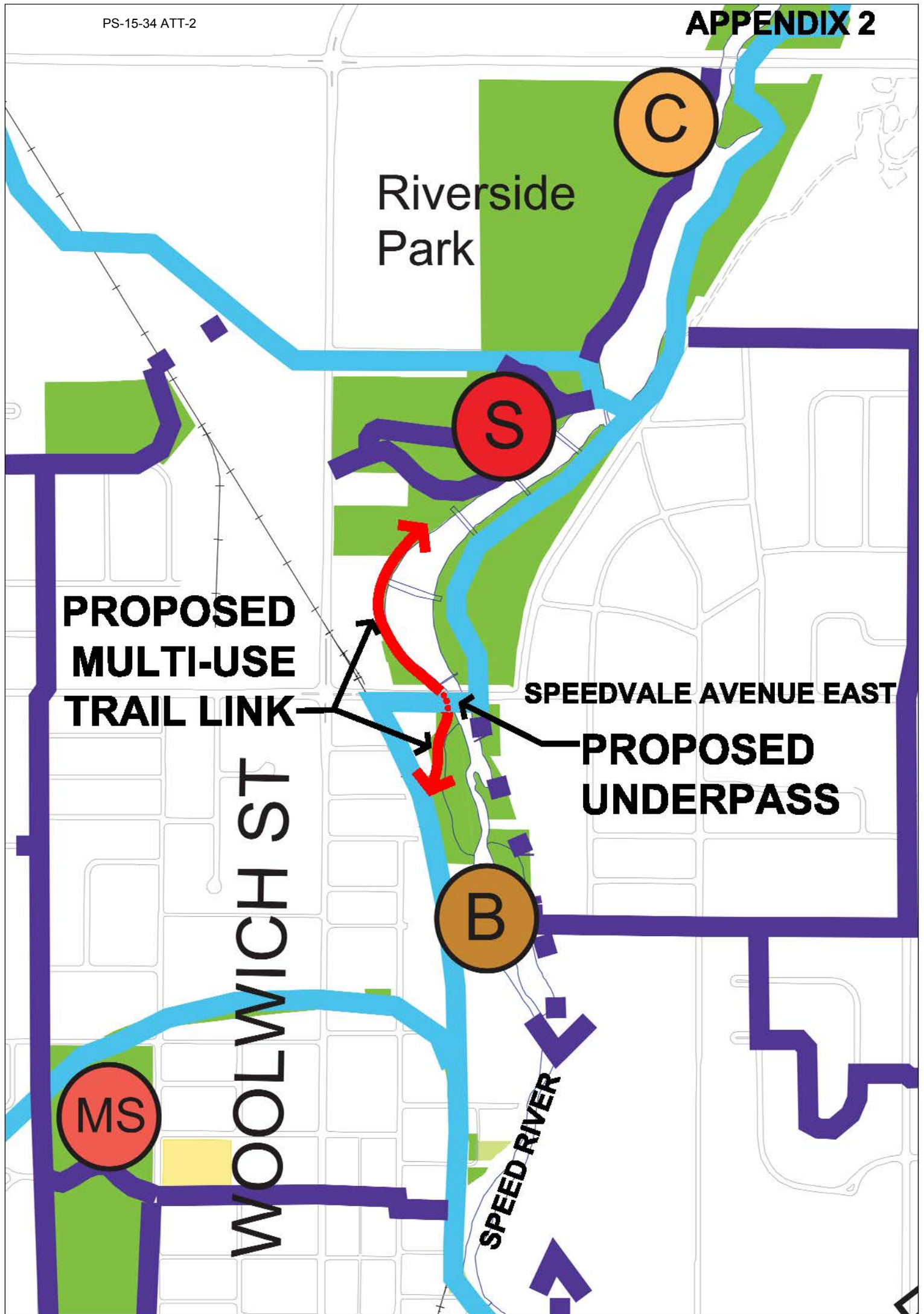
First Amendment

14. Moved by Councillor Downer
Seconded by Councillor Gibson

That the following be referred to the Corporate Services Committee:

That recommendations be brought back to Council on:

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



STAFF REPORT



TO Public Services Committee

SERVICE AREA Public Services – Parks and Recreation

DATE July 6, 2015

SUBJECT Crane Park Footbridge

REPORT NUMBER PS-15-37

EXECUTIVE SUMMARY

PURPOSE OF REPORT

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

KEY FINDINGS

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

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

FINANCIAL IMPLICATIONS

Full implications have not been determined at this time.

ACTION REQUIRED

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

RECOMMENDATION

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

BACKGROUND

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

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

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

REPORT

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

Trail Connection

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

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

STAFF REPORT

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

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

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

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

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

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

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

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

Risk and Liability

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

STAFF REPORT

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

Bridge Structure

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

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

Finance

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

Environmental Impact Study

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

Process

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

Cost and Timeline

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

STAFF REPORT



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

2. Construction of the bridge by the City

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

Risk and Liability

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

Bridge Structure

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

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

Finance

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

3. Hybrid of Option #1 and Option #2

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

STAFF REPORT



CORPORATE STRATEGIC PLAN

City Building

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

DEPARTMENTAL CONSULTATION

Engineering
Legal/Risk Management
Planning

COMMUNICATIONS

No formal communication plan has been determined at this time.

ATTACHMENTS

ATT-1 Bridge Context Plan

Report Author:

Kristene Scott
General Manager, Parks and Recreation

Recommended By

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Approved By

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Appendix A - Bridge Context Plan



CONSENT AGENDA

Monday July 20, 2015

His Worship the Mayor
and
Members of Guelph City Council.

SUMMARY OF REPORTS:

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

A REPORTS FROM ADMINISTRATIVE STAFF

REPORT	DIRECTION
<p>CON-2015.32 Proposed Demolition of 1517 Gordon Street and 15 Lowes Road West – Ward 6</p> <ol style="list-style-type: none">1. That Report 15-46 regarding the proposed demolition of two (2) single detached dwellings at 1517 Gordon Street and 15 Lowes Road West, legally described as Lots 1 and 2, Registered Plan 508 (Geographic Township of Puslinch), City of Guelph, County of Wellington from Infrastructure, Development and Enterprise dated July 20, 2015, be received.2. That the proposed demolition of two (2) detached dwellings at 1517 Gordon Street and 15 Lowes Road West be approved.3. The applicant shall complete an updated Tree Inventory, Preservation and Compensation Plan, satisfactory to the General Manager of Planning, Urban Design and Building Services and in accordance with the City of Guelph Bylaw (2010)-19058 prior to undertaking activities which may injure or destroy regulated trees.4. That the applicant erect protective fencing at one (1) metre from the dripline of any existing trees to be retained on the property or on adjacent properties which may be impacted by demolition and construction activities, prior to the issuance of any demolition permits.5. That the applicant shall contact the City's Environmental Planner to inspect the tree protection fence prior to demolition and/or site alteration commencing.	Approve

6. That if demolition is to occur during breeding bird season (approximately May 1 to July 31), a nest search be undertaken by a wildlife biologist prior to demolition so as to protect the breeding birds in accordance with the federal *Migratory Birds Convention Act* (MBCA) prior to any works occurring.
7. That the applicant be requested to contact the General Manager of Solid Waste Resources, within Infrastructure, Development and Enterprise regarding options for the salvage or recycling of all demolition materials.

**CON-2105.33 DECISION REPORT: 24, 26, 28 AND 0
LANDSDOWN DRIVE – PROPOSED DRAFT PLAN OF
VACANT LAND CONDOMINIUM AND ASSOCIATED
ZONING BY-LAW AMENDMENT AND PROPOSED
DEMOLITION (FILE: 23CDM-1307 / ZC1317)**

Approve

1. That the application from Astrid J. Clos Planning Consultants on behalf of Dunsire (Landsdown) Inc. for approval of a proposed Draft Plan of Vacant Land Condominium of 26 condominium residential single detached dwellings and one freehold residential single detached dwelling located at 28 Landsdown Drive, as shown in Attachment 6, applying to the property municipally known as 24, 26, 28 and 0 Landsdown Drive and legally described as Lot 10 and Part of Lots 6, 9 and 13, on Plan 488, designated as Parts 1, 2, 3 and 4 on Reference Plan 61R20544, City of Guelph, be approved for a period of three (3) years in accordance with Conditions noted in Attachment 2 of the Infrastructure, Development and Enterprise Report 15-62 dated July 20, 2015.
2. That the application by Astrid J. Clos Consultants on behalf of Dunsire (Landsdown) Inc. for approval of a Zoning By-law Amendment from the "Residential Single Detached" (R.1B) Zone to three separate "Specialized Residential Single Detached" (R.1B-?) Zones with 'Holding' (H) provisions, "Conservation Land" (P.1) Zone and "Wetland" (WL) Zone to permit the development of 26 single detached dwellings fronting on a private condominium road and one lot for a free hold single detached dwelling at 28 Landsdown Drive, be approved, as outlined in Attachment 2 of the Infrastructure, Development and Enterprise Report 15-62 dated July 20, 2015.
3. 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 24, 26, 28 and 0 Landsdown Drive.

4. That the proposed demolition of one single detached dwelling at 28 Landsdown be approved.
5. That the applicant provide protective fencing at one (1) metre of the dripline of any existing trees on 28 Landsdown Drive or on adjacent properties that are to be preserved as recommended in the Environmental Impact Study dated July 2014 prior to the demolition of the single detached dwelling.
6. That if demolition is to occur during breeding bird season (approximately May 1 to July 31), a nest search be undertaken by a wildlife biologist prior to demolition so as to protect the breeding birds in accordance with the Migratory Birds Convention Act (MBCA) prior to any work occurring.
7. That the applicant contact the General Manager of Solid Waste Resources, within Infrastructure, Development and Enterprise regarding options for the salvage or recycling of all demolition materials.

attach.

STAFF REPORT



TO City Council

SERVICE AREA Infrastructure, Development and Enterprise

DATE July 20, 2015

**SUBJECT Proposed Demolition of 1517 Gordon Street and
15 Lowes Road West
Ward 6**

REPORT NUMBER 15-46

EXECUTIVE SUMMARY

PURPOSE OF REPORT

To provide background and a staff recommendation related to a request for demolition approval of two (2) single detached dwellings.

KEY FINDINGS

Two (2) existing single detached dwellings are proposed to be demolished and replaced with a mixed-use office commercial-residential building.

FINANCIAL IMPLICATIONS

None.

ACTION REQUIRED

Council is being asked to approve the demolition requests.

RECOMMENDATION

1. That Report 15-46 regarding the proposed demolition of two (2) single detached dwellings at 1517 Gordon Street and 15 Lowes Road West, legally described as Lots 1 and 2, Registered Plan 508 (Geographic Township of Puslinch), City of Guelph, County of Wellington from Infrastructure, Development and Enterprise dated July 20, 2015, be received.
2. That the proposed demolition of two (2) detached dwellings at 1517 Gordon Street and 15 Lowes Road West be approved.
3. The applicant shall complete an updated Tree Inventory, Preservation and Compensation Plan, satisfactory to the General Manager of Planning, Urban Design and Building Services and in accordance with the City of Guelph Bylaw (2010)-19058 prior to undertaking activities which may injure or destroy regulated trees.

STAFF REPORT

4. That the applicant erect protective fencing at one (1) metre from the dripline of any existing trees to be retained on the property or on adjacent properties which may be impacted by demolition and construction activities, prior to the issuance of any demolition permits.
5. That the applicant shall contact the City's Environmental Planner to inspect the tree protection fence prior to demolition and/or site alteration commencing.
6. That if demolition is to occur during breeding bird season (approximately May 1 to July 31), a nest search be undertaken by a wildlife biologist prior to demolition so as to protect the breeding birds in accordance with the federal *Migratory Birds Convention Act* (MBCA) prior to any works occurring.
7. That the applicant be requested to contact the General Manager of Solid Waste Resources, within Infrastructure, Development and Enterprise regarding options for the salvage or recycling of all demolition materials.

BACKGROUND

Two (2) applications to demolish two (2) single detached dwellings at 1517 Gordon Street and 15 Lowes Road West were received on January 29, 2015 by Planning, Urban Design and Building Services.

The subject lands are situated directly at the northwest corner of the intersection of Gordon Street and Lowes Road West (see Location Map in Attachment 1). The subject lands are zoned R.1B (Residential Single Detached) Zone, which permits single detached dwellings, accessory apartments, bed and breakfast establishments, day care centres, group homes, home occupations and lodging houses Type 1.

The applicant is requesting to demolish the existing dwellings on the subject lands and subsequently construct a mixed use office commercial residential building (see site photos in Attachment 2). The proposed site plan and front elevation concept drawing for the commercial-residential building are included in Attachments 3 and 4 for information.

REPORT

On December 8, 2014, Council approved the demolition of one (1) single detached dwelling at 1511 Gordon Street, which forms part of the total site area proposed to be redeveloped into a mixed use office commercial development. The property owner has now submitted demolition applications to remove the remaining two (2) single detached dwellings from the subject site to facilitate the proposed development. The entire site area and proposed development is shown on the development Site Plan in Attachment 3. The applicant has also submitted an Official Plan and Zoning By-law Amendment (Files OP1402 and ZC1408) to permit the proposed mixed use office commercial development. A staff recommendation on these applications will come before Council at a later date.

STAFF REPORT

The City's Demolition Control By-law was passed under the authority of Section 33 of the *Planning Act*. The By-law is intended to help the City "...retain the existing stock of residential units and former residential buildings in the City of Guelph." Section 33 of the *Planning Act* allows that Council's decision may be appealed by the applicant to the Ontario Municipal Board. In addition, an applicant may appeal if there is no decision within 30 days of filing the application.

Cultural Heritage Resources

Both the single detached dwellings at 1517 Gordon Street and 15 Lowes Road West are not designated under the Ontario *Heritage Act* and have not been listed (as non-designated) in the City of Guelph's *Municipal Register of Cultural Heritage Properties* according to Section 27 of the Ontario *Heritage Act*.

Section 27, Subsection 4 of Part IV of the Ontario *Heritage Act* states that restriction on demolition applies only if a property is listed in the register before any application is made for a permit under the *Building Code Act, 1992* to demolish or remove a building or structure located on the property. It is Planning staff's opinion that the two houses do not have significant architectural/design value, historical/associative or contextual value. Heritage Planning staff have no objection to the proposed demolition of the building on the subject property.

Tree Protection

The applicant has prepared and submitted a Tree Inventory and Management Plan and Report to the City as part of a complete submission of an Official Plan and Zoning By-law Amendment (Files OP1402/ZC1408). The City's Environmental Development Planner has reviewed the Tree Inventory and Management Plan and Report and has requested some revisions to the Plan prior to any grading work or tree removal taking place.

The subject lands were three (3) individual part lots under the same ownership that have been since consolidated and merged on title under Section 50 the *Planning Act*. This has been confirmed by the applicant. As the subject lands are greater than 0.2 hectares, the property is regulated by the City's Private Tree Protection Bylaw (2010-19058). There are a larger number of trees on site (at least 266) which provide various benefits and services to the City including reduction of air pollution, moderation of the urban heat island effect, carbon sequestration, shade, habitat for urban adapted wildlife and mental health benefits.

A Tree Preservation Plan is required prior to undertaking activities which may injure or destroy regulated trees. A Tree Protection Zone (TPZ) would need to be established where protective tree hoarding would be installed and should be in accordance with the City of Guelph's Standard Specification for tree preservation fencing (SD90-a). The owner will also be requested to erect protective hoarding around any trees outside the TPZ on the property prior to demolition activities and maintain the hoarding throughout the demolition and construction process. There should be no equipment within or materials stored within the TPZ or the tree's critical root zone.

STAFF REPORT

It should be noted that if the demolition is to occur during breeding bird season (approximately May 1 to July 31), a nest search must be undertaken by a wildlife biologist prior to demolition and any anticipated tree removal so as to protect the breeding birds in accordance with the federal *Migratory Birds Convention Act* (MBCA).

Recommendation

The approval of the demolition applications is recommended as the existing dwellings are not significant cultural heritage resources, and are proposed to be replaced with a mixed use office commercial residential building where residential dwelling units will also be permitted.

CORPORATE STRATEGIC PLAN

City Building – Strategic Directions 3.1: Ensure a well-designed, safe, inclusive, appealing and sustainable City.

FINANCIAL IMPLICATIONS

None

DEPARTMENTAL CONSULTATION

The City's Senior Heritage Planner and Environmental Development Planner were consulted regarding the proposed demolition permit.

COMMUNICATIONS

Signs were posted on the subject property advising that a demolition permit has been submitted and that interested parties can contact Planning, Urban Design and Building Services for additional information.

ATTACHMENTS

Attachment 1 - Location Map

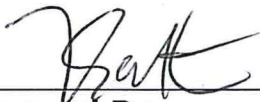
Attachment 2 - Site Photos

Attachment 3 - Proposed Site Plan

Attachment 4 - Proposed Front Elevation (Gordon Street)

Prepared By:

Michael Witmer
Development Planner II



Approved By

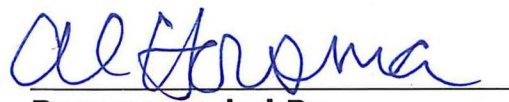
Todd Salter
General Manager
Planning, Urban Design and Building
Services

519-822-1260, ext.2395

todd.salter@guelph.ca

Approved By:

Sylvia Kirkwood
Manager of Development Planning



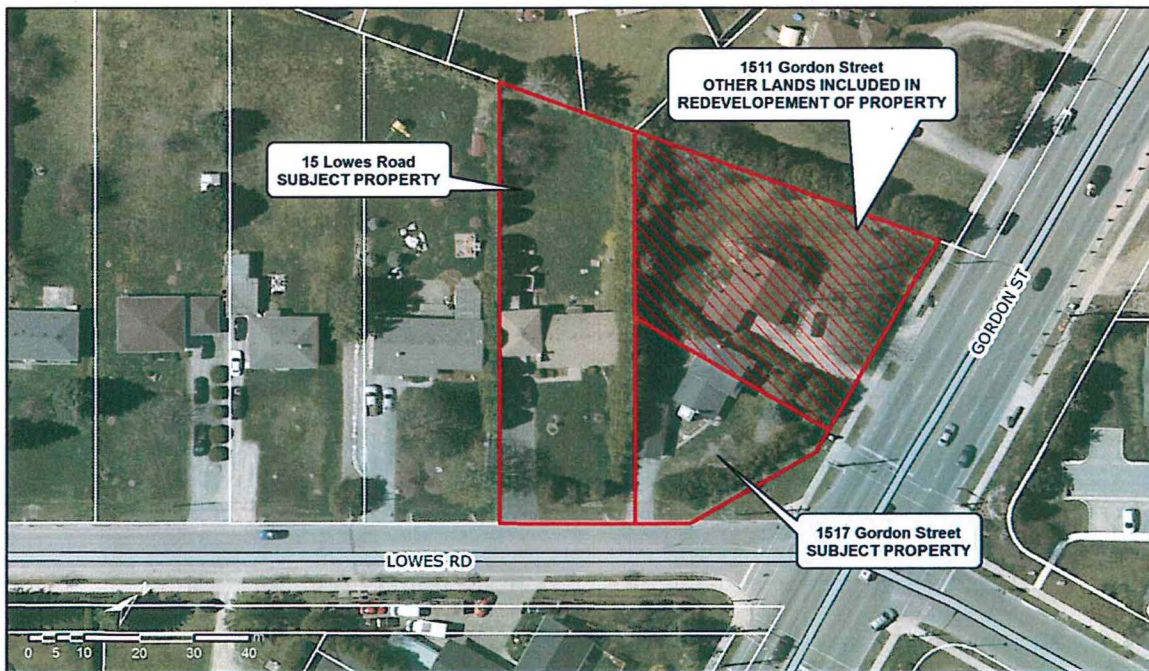
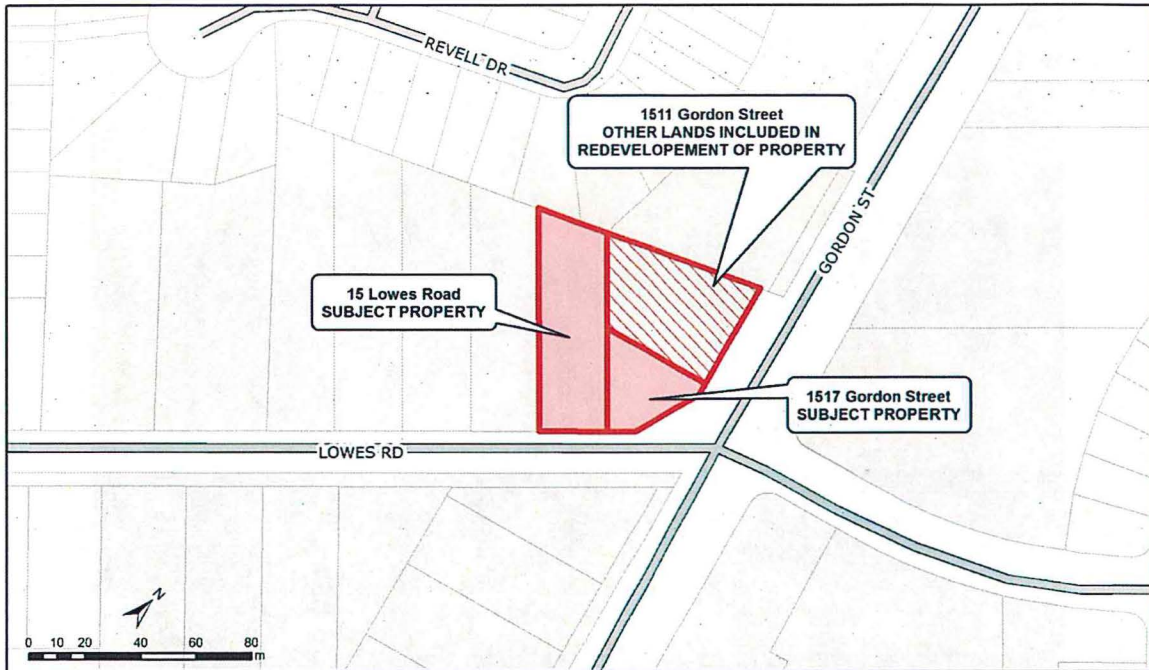
Recommended By

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Deputy CAO
Infrastructure, Development
and Enterprise

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ATTACHMENT 1 – Location Map



ATTACHMENT 2 – Site Photos



Photo of 1517 Gordon Street



Photo of 15 Lowes Road West

(Photos taken by M. Witmer June 2015)

**CITY OF
Guelp**
Making a Difference

Making a Difference

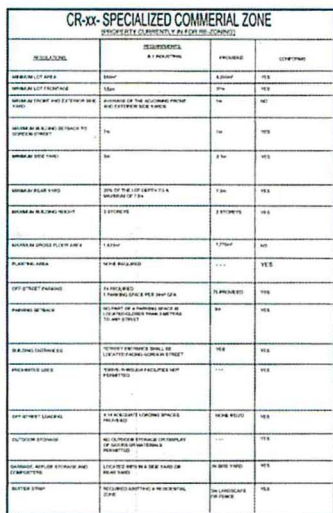
THEORY

The theory and use of structural modelling is discussed in the performance strategy of the 10 performers. It is noted that structural modelling is used in this field to model the structure of a system or process. It is used to represent the structure of a system or process in a way that is easy to understand and use.

Structural modelling is used in a wide range of applications and is a key tool for understanding and managing complex systems. It is used to model the structure of a system or process in a way that is easy to understand and use.

The structural modelling approach is used to model the structure of a system or process in a way that is easy to understand and use. It is used to model the structure of a system or process in a way that is easy to understand and use.

Structural modelling is used in a wide range of applications and is a key tool for understanding and managing complex systems. It is used to model the structure of a system or process in a way that is easy to understand and use.



LEGEND

	DESIGNATED PARKING AREA LOCATED AT PROPERTY
	DESIGNATED NEW DEVELOPMENT PARKING
	EXISTING PARKING LOT/STREET PARKING
	EXISTING PARKING LOT/STREET
	NEW PROPOSED LOT/STREET
	EXISTING DRIVEWAY/STREET
	NEW DRIVE

PARKING REQUIREMENTS

SEE CITY OF DENVER PARKING GUIDE

PARKING BREAKDOWN

SEE CITY OF DENVER PARKING GUIDE

MINIMUM REQUIRED PERCENTAGE
 10% NEW DEVELOPMENT
 20% EXISTING DEVELOPMENT
 30% EXISTING DEVELOPMENT (PARKING REQUIRED)

APPLICABLE TO ALL NEW DEVELOPMENT PROJECTS

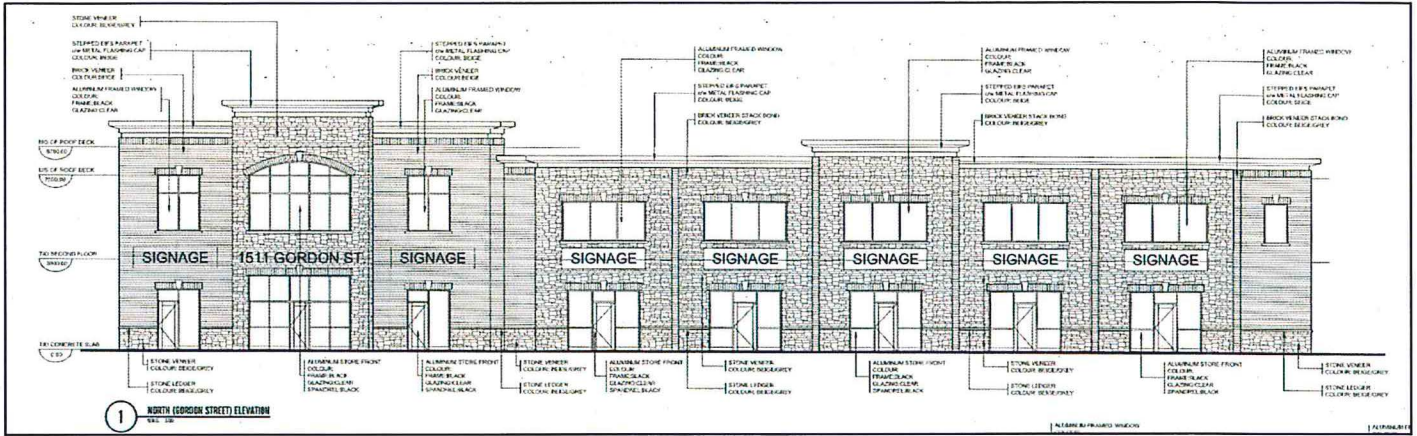
BICYCLE PARKING

MINIMUM REQUIRED DEVELOPMENT PERCENTAGE
 10% NEW DEVELOPMENT
 20% EXISTING DEVELOPMENT
 30% EXISTING DEVELOPMENT (PARKING REQUIRED)



STAFF REPORT

ATTACHMENT 4 – Proposed Front Elevation (Gordon Street)



Elevation from BJC Architects

STAFF REPORT

TO City Council

SERVICE AREA Infrastructure, Development and Enterprise

DATE July 20, 2015

**SUBJECT Decision Report
24, 26, 28 and 0 Landsdown Drive - Proposed Draft Plan
of Vacant Land Condominium and Associated Zoning By-
law Amendment and Proposed Demolition (File: 23CDM-
1307 / ZC1317)
Ward 6**

REPORT NUMBER 15-62

EXECUTIVE SUMMARY

PURPOSE OF REPORT

This report provides a staff recommendation to approve a Draft Plan of Vacant Land Condominium and associated Zoning By-law Amendment to permit the development of 26 single-detached dwellings within a condominium and one freehold single-detached dwelling at 28 Landsdown Drive. This report also provides a staff recommendation to approve the demolition of the existing single detached house located at 28 Landsdown Drive.

KEY FINDINGS

Planning staff support the proposed demolition, Draft Plan of Vacant Land Condominium and associated Zoning By-law Amendment, including Holding provisions to ensure the development does not proceed until easements/right-of-ways for servicing and access are granted and registered on title subject to the Draft Plan of Vacant Land Condominium conditions and Zoning Regulations in Attachment 2.

FINANCIAL IMPLICATIONS

Estimated Development Charges: \$797,121 (Based on 2015 DC Rates of \$29,523 per single detached dwelling)

Estimated Annual Taxes Once Developed: \$202,500 (based on \$7,500 estimate per single detached dwelling)

ACTION REQUIRED

Council is being asked to approve the Draft Plan of Vacant Land Condominium, the Zoning By-law Amendment with Holding provisions and demolition of the single detached dwelling.

STAFF REPORT

RECOMMENDATION

1. That the application from Astrid J. Clos Planning Consultants on behalf of Dunsire (Landsdown) Inc. for approval of a proposed Draft Plan of Vacant Land Condominium consisting of 26 condominium residential single detached dwellings and one freehold residential single detached dwelling located at 28 Landsdown Drive, as shown in Attachment 6, applying to the property municipally known as 24, 26, 28 and 0 Landsdown Drive and legally described as Lot 10 and Part of Lots 6, 9 and 13, on Plan 488, designated as Parts 1, 2, 3 and 4 on Reference Plan 61R-20544, City of Guelph, be approved for a period of three (3) years in accordance with Conditions noted in Attachment 2 of the Infrastructure, Development and Enterprise Report 15-62 dated July 20, 2015.
2. That the application by Astrid J. Clos Planning Consultants on behalf of Dunsire (Landsdown) Inc. for approval of a Zoning By-law Amendment from the "Residential Single Detached" (R.1B) Zone to three separate "Specialized Residential Single Detached" (R.1B-?) Zones with 'Holding'(H) provisions, "Conservation Land" (P.1) Zone and "Wetland" (WL) Zone to permit the development of 26 single detached dwellings fronting on a private condominium road and one lot for a freehold single detached dwelling at 28 Landsdown Drive, be approved, as outlined in Attachment 2 of the Infrastructure, Development and Enterprise Report 15-62, dated July 20, 2015.
3. 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 24, 26, 28 and 0 Landsdown Drive.
4. That the proposed demolition of one single detached dwelling at 28 Landsdown be approved.
5. That the applicant provide protective fencing at one (1) metre of the dripline of any existing trees on 28 Landsdown Drive or on adjacent properties that are to be preserved as recommended in the Environmental Impact Study dated July 2014 prior to the demolition of the single detached dwelling.
6. That if demolition is to occur during breeding bird season (approximately May 1 to July 31), a nest search be undertaken by a wildlife biologist prior to demolition so as to protect the breeding birds in accordance with the Migratory Birds Convention Act (MBCA) prior to any works occurring.
7. That the applicant contact the General Manager of Solid Waste Resources, within Infrastructure, Development and Enterprise regarding options for the salvage or recycling of all demolition materials.

STAFF REPORT

BACKGROUND

Applications for a residential Draft Plan of Vacant Land Condominium and a Zoning By-law Amendment were received for the lands municipally known as 24, 26, 28 and 0 Landsdown Drive on December 20, 2013 (see Location Map in Attachment 1). The applications were deemed complete on January 16, 2014. The statutory Public Meeting was held on June 7, 2014. The application for Draft Plan Approval of the Vacant Land Condominium proposes to subdivide the subject site to create 26 units or lots for single-detached dwellings with common elements comprised of private roads, a stormwater management facility, visitor parking and a snow storage area and proposes to create one freehold single-detached lot at 28 Landsdown Drive, further to the demolition of the existing single detached dwelling. The proposed vacant land condominium will have access through the existing 15 Valley Road condominium development (located to the south) by the private common element roadway. The existing private road in the 15 Valley Road condominium development will be extended north. The proposed condominium development will remain separate from the existing 15 Valley Road condominium development. The second access to the proposed condominium development will be from Landsdown Drive, the private road will be created by future severance of 28 Landsdown Drive or through Condominium registration.

The subject lands were previously in multiple ownerships and have been assembled by Dunsire (Landsdown) Inc. The land assembly comprises the rear yards of 24 and 26 Landsdown Drive in addition to lands at 28 and 0 Landsdown Drive. Consent applications were approved by the Committee of Adjustment under Files B-48/13 and B-49/13 to facilitate this land assembly.

An application to demolish the existing single detached dwelling located at 28 Landsdown Drive was received by Building Services in June of 2015. This report also recommends approval of the demolition to allow for the proposed redevelopment of the property. The approval of the demolition application is recommended as the existing dwelling is not a significant cultural heritage resource and the subject property is proposed to be redeveloped as part of the larger development. There will be no loss of residential capacity in the City as a result of the demolition.

Revisions to the Applications

The original applications were received by the City on December 20, 2013 and were deemed to be complete on January 16, 2014. The Statutory Public Meeting was held on June 9, 2014. Staff Report 14-27 provided background information on the application at the statutory Public Meeting.

The original submission requested the following zoning:

"Specialized Residential Single Detached" (R1.B-?) with zoning regulations to include:

- That development may occur on a privately owned street;

STAFF REPORT

- Minimum Lot Frontage of 13 metres for the one (1) freehold lot;
- Maximum Building Height of 2 storeys;
- Minimum Front Yard for Habitable Floor Space 4.5 metres;
- Minimum Front Yard for garage 6 metres;
- Minimum Side Yard of 1.2 metres including Exterior Side Yard of corner lots on a private road;
- Severability Provision - The provisions of this By-law shall continue to apply collectively to the whole of the subject lands in this zone, despite any future severance, phase of registration, partition or division for any purpose.

Description of the July 29, 2014 Revised Proposal (second submission)

The second submission was prepared in response to the comments received from the agencies and the public through the circulation process and the Statutory Public Meeting.

As part of the second submission, visitor parking and a snow storage area were added to the plan and the specialized regulation limiting the building height to two storeys was removed. The standard building height of 3 storeys permitted in the parent R.1B Zone was requested to recognize the revised grading plans that address the high groundwater levels on the lands. (Note: The Developer's intent is to build bungaloffs with walkout/look out basements. The revisions to the grading plan in combination with the definition of a storey in the City's Zoning By-law (ie. more than 50% of the basement level being above grade is considered to be a **storey**) has resulted in the Developer requesting the standard height of 3 storeys. In order to address resident concerns regarding building height, the implementing By-law will permit a maximum building height of two (2) storeys plus a partially exposed walk out or look out basement as required for grading.)

Description of December 19, 2014 Revised Proposal (third submission)

The third submission was prepared to address further comments received through the circulation of the second submission. Two additional specialized zoning regulations were requested as follows:

- minimum lot area of 425m²
- minimum rear yard of 4.5 m

These changes were made to increase the buffer to the wetland.

Location

The subject property has a total area of 1.87 hectares. The portion of the property included within the Draft Plan of Vacant Land Condominium has an area of 1.572 hectares. Excluded from the Draft Plan of Condominium is a proposed freehold lot (480 square metres) with frontage on Landsdown Drive as well as a wetland and associated buffer which is proposed to be conveyed to the City of Guelph. The subject property has a frontage of 22.86 metres on Landsdown Drive. Approximately 13.86 metres of this frontage is proposed for the freehold lot. Nine (9) metres is proposed for the provision of a private condominium road access.

The property abuts the registered Wellington Vacant Land Condominium Corporation No. 169 development which is comprised of 21 single detached dwellings to the south. Single detached dwellings fronting onto Landsdown Drive surround this property to the west and single detached dwellings on Bathgate Drive and the detached dwelling at 16 Landsdown Drive abut this property to the north. To the east of the property is the Torrance Creek wetlands, buffers and natural areas.

The subject property is located within the Torrance Creek Subwatershed and contains and is adjacent to the Torrance Creek Provincially Significant Wetland (PSW) which is also considered Significant Woodland to the north east. The wetland boundary was delineated on May 13, 2013 by the Developer's consultant, Dougan and Associates and was confirmed with Grand River Conservation Authority (GRCA) staff on May 28, 2013.

Existing Official Plan Land Use Designations

The applications were submitted in 2013 and are therefore subject to the policies of the 2001 Official Plan. A significant portion of the subject property is designated "General Residential" with a small portion being designated as "Core Greenlands" in the Official Plan. The property also includes a "Non-Core Greenlands Overlay".

The "General Residential" land use designation permits all forms of residential development, including multiple unit residential buildings subject to the satisfaction of specific development criteria. The Official Plan land use designations and related policies are included in Attachment 3.

The "Core Greenlands" and "Non-Core Greenlands Overlay" form part of the Greenlands System that represents a planning framework which recognizes that natural heritage features and their associated landscapes need to be considered in a holistic manner in order to provide a comprehensive and integrated approach for conservation and enhancement.

The "Core Greenlands" land use designation recognizes areas of the Greenlands System which have greater sensitivity or significance. The following *natural heritage feature* areas have been included in the "Core Greenlands" designation: provincially significant wetlands, the significant portion of habitat of threatened and endangered species, and the significant areas of natural and scientific interest (ANSI). Natural heritage features within the "Core Greenlands" designation are to be protected and development is not permitted within this designation. Where a development proposal is made on adjacent lands to these natural heritage features, the proponent is responsible for completing an Environmental Impact Study (EIS).

A significant portion of the property also contain a "Non-Core Greenlands Overlay". Lands associated with the "Non-Core Greenlands" overlay may contain natural heritage features, natural features adjacent lands and natural hazard lands that should be afforded protection from development. The following natural features and

STAFF REPORT

their associated adjacent lands are found within the "Non-Core Greenlands" area: fish habitat, locally significant wetlands, significant woodlands, significant environmental corridors and ecological linkages, significant wildlife habitat. In many instances these natural features also have hazards associated with them which serve as development constraints. Development may occur on lands associated with the "Non-Core Greenlands Overlay" consistent with the underlying land use designation in instances where an Environmental Impact Study (EIS) has been completed as required by the Official Plan, and it can be demonstrated that no negative impacts will occur on the natural features or the ecological functions which may be associated with the area. The existing Official Plan Land Use Designations and Policies can be found in Attachment 3.

Since the subject property is located within the Torrance Creek Subwatershed and a portion of the Torrance Creek PSW and Significant Woodland is located on the property, an Environmental Impact Study has been prepared to demonstrate that there will be no negative impacts on the natural features or their ecological functions. The EIS was conditionally approved at the Environmental Advisory Committee (EAC) on September 10, 2014 subject to seven (7) conditions plus the preparation of an Environmental Implementation Report (EIR). An EIS Addendum was prepared and submitted to City staff and the GRCA to address the motion endorsed by EAC. A second EIS Addendum has also been prepared and is satisfactory to staff. Further details regarding the EIS and Addendums can be found in the Planning Analysis in Attachment 10.

Official Plan Amendment 42 (OPA 42)

The City's Natural Heritage Strategy (NHS - Official Plan Amendment 42) that was approved by Council designates the subject property as "Significant Natural Areas and Natural Areas" on Schedule 1: Land Use Plan. The City's Natural Heritage System (NHS) is comprised of a combination of natural heritage features and areas, including Significant Natural Areas including Ecological Linkages, Restoration Areas and minimum buffers, Natural Areas and Wildlife Crossings as identified on Schedule 10. Together, these elements maintain local biological, hydrological and geological diversity, ecological functions, connectivity, support viable populations of indigenous species, and sustain local biodiversity. OPA 42 further identifies this property on Schedule 10: 'Natural Heritage System' as "Significant Natural Areas". Schedule 10A: 'Natural Heritage System - ANSIs and Wetlands' further identifies this property as containing Provincially Significant Wetlands (PSW).

Development is not permitted within "Significant Natural Areas" or their minimum buffers. Development or site alteration may be permitted within "Natural Areas" provided it has been demonstrated through an Environmental Impact Study that there will be no negative impacts on the protected natural features or their associated ecological functions. It is noted that the applications were submitted prior to OPA 42 being in effect have been processed under the 2001 Official Plan. However, the review of the applications has had regard for the policies of OPA 42.

STAFF REPORT

Further analysis regarding how this development has regard for OPA 42 is found in the Planning Analysis in Attachment 10.

Official Plan Amendment 48 (OPA 48)

On June 5, 2012, the City adopted OPA 48, a comprehensive update to its Official Plan. OPA 48 is currently under appeal and is not yet in effect. Further, since the applications for the subject property were submitted prior to the adoption of OPA 48, they are not required to conform to the policies of OPA 48. However, consideration is given to the policies of OPA 48 since these policies provide current guidance for development within the City and within the context of the Provincial Growth Plan.

OPA 48 proposes to designate the property as "Low Density Residential" and does not affect "Significant Natural Areas and Natural Areas" land use designation through OPA 42. The proposed uses for this development will be in conformity with the land use designations and policies in OPA 48.

Official Plan Amendment 42 and 48 Land Use Designations and Policies can be found in Attachment 5.

Existing Zoning

The subject property is currently in the R.1B (Single-Detached Residential) Zone with a "Lands Adjacent to Provincially Significant Wetlands Overlay". See Attachment 8 for details of the existing zoning on the property.

REPORT

Description of Proposed Draft Plan of Vacant Land Condominium

The application for Draft Plan Approval of the Vacant Land Condominium proposes to subdivide the subject property to create 26 units or lots for single detached dwellings. The private road, a stormwater management facility, visitor parking and a snow storage area form the common elements. One freehold single detached lot at 28 Landsdown Drive is also proposed. The proposed vacant land condominium is planned to be physically connected to the existing 15 Valley Road condominium development (located to the south) by the private common element roadway and by sharing municipal services. Both the proposed condominium and existing 15 Valley Road condominium will remain as separate condominium corporations.

The applicant's proposed development concept is shown in Attachment 6. These unit/lots, which will be created through the Draft Plan of Vacant Land Condominium application, have minimum lot frontages of 15 metres. The freehold lot, fronting onto Landsdown Drive does not form part of the condominium development but is being zoned as part of the application. Two site accesses are proposed; one from Landsdown Drive, the private road will be created by future severance of 28 Landsdown Drive or through Condominium registration and one through the existing Vacant Land Condominium Corporation 169 (shown as Lane A in the Draft Plan found in Attachment 6).

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On May 21, 2008, Guelph City Council approved the Draft Plan of Vacant Land Condominium (23CDM-075031) for the abutting property located to the south of the subject property which, at that time, was municipally known as 0 and 11 Valley Road. This Plan of Condominium has since been registered as Wellington Vacant Land Condominium Corporation No. 169. The following condition of approval was included at the time:

"The owner shall register on title to the subject lands to the satisfaction of the City Solicitor, pursuant to Section 20 of the Condominium Act, 1998, rights of easement for access and servicing in favour of four properties located directly to the north of the subject site municipally known as 16, 24, 26 and 32 Landsdown Drive, prior to the registration of the plan. Such easements shall provide for the opportunity, but not any obligation, for the four property owners to the north to use the roads and access, expand and use the sanitary pumping station on the subject site, subject to an appropriate payment of a share of the costs for the use of these facilities, to ensure the potential use of shared facilities and reciprocal rights of easements to roads and services is available to allow for further future development on private lands to the north of the site."

The purpose of this condition was to encourage the landowners to work together on a cost-sharing arrangement that would benefit the developments. 16 and 32 Landsdown Drive do not form part of this development application.

Description of Proposed Zoning By-law Amendment

Through the Zoning By-law Amendment application, the developable portion of this property will be rezoned to three (3) "Specialized Residential Single Detached" (R.1B) Zones to permit the construction of 27 single detached dwellings (26 condominium dwellings and 1 freehold dwelling). The undevelopable portion will be zoned "Conservation Land" (P.1) and "Wetland" (WL) and be dedicated to the City. A 'Holding' (H) provision is being recommended by City staff to ensure that development does not occur until the lands are serviceable. Further details on the proposed zoning can be found in Attachment 2.

Requested "Specialized Residential Single Detached" (R1.B - ?) zoning regulations include:

- Development may occur on a privately owned street;
- Minimum Lot Frontage of 13 metres (freehold lot);
- Maximum Building Height of two storeys plus partially exposed walk out or look out basement as required for grading;
- Minimum Front Yard to Habitable Floor Space 4.5 metres;
- Minimum Front Yard to garage 6 metres;
- Minimum Side Yard of 1.2 metres including Exterior Side Yard of corner lots on a private road;
- Minimum Side Yard of 1.2 meters and a Minimum Exterior Side Yard of 0.9 metres for the freehold lot
- Minimum Lot Area of 425 square metres;
- Minimum Rear Yard of 4.5 metres;

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- Severability Provision: The provisions of this By-law shall continue to apply collectively to the whole of the subject lands in this zone, despite any future severance, phase of registration, partition or division for any purpose.

Additional specialized zoning regulations recommended by Engineering staff include provisions to protect the underground infiltration storm gallery as follows:

- No **Buildings** or **Structures** (excluding fences) shall be located or constructed within 2.4 metres of the Rear Lot Line in order to protect the underground infiltration storm gallery. This specialized regulation is only required on units/lots which contain the underground infiltration storm galleries.

A review of the proposed zoning is found in the Planning Analysis in Attachment 10.

Documents Submitted in Support of this Application

The following information was submitted in support of the application:

- Planning Report prepared by Astrid J. Clos Planning Consultants dated December 20, 2013
- Draft Plan of Vacant Land Condominium, last revision dated December 3, 2014
- Functional Servicing and Stormwater Management Report by KAM Engineering Ltd. dated December 2013 including Site Servicing and Grading Drawings
- Functional Servicing Report and Stormwater Management Report, prepared by Strik Baldinelli Moniz Civil and Structural Engineers, dated December 2014, last revised March 2015
- Environmental Impact Study prepared by Dougan & Associates dated December 2013, EIS Addendum dated December 18, 2014, 2nd EIS Addendum dated July 2, 2015

Staff Review/Planning Analysis

The staff review and planning analysis for these applications is provided in Attachment 10. The analysis addresses all relevant planning considerations, including the issues raised through review of the application. The issues generally include:

- Review criteria outlined in Section 51(24) of The Planning Act (subdivision control);
- Evaluation of the proposal against the 2014 Provincial Policy Statement and Growth Plan for the Greater Golden Horseshoe;
- Evaluate how the application conforms to the applicable Official Plan land use designations and policies including any related amendments;
- Environmental review;
- Review of proposed zoning;
- Review of site servicing;
- Review of trail development;
- Review of the proposed development in coordination with adjacent development proposals and surrounding lands, including trail connections;

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- Confirm support for the Community Energy Initiative; and
- Address all comments and issues raised during the review of the applications, including those noted at the Statutory Public Meeting.

Planning Staff Recommendation

Planning staff are satisfied that the Draft Plan of Vacant Land Condominium Application and Zoning By-law Amendment Application are consistent with the 2014 Provincial Policy Statement and conform to the Growth Plan for the Greater Golden Horseshoe. In addition, the applications conform to the objectives and policies of the Official Plan.

The revisions made to the Zoning By-law Amendment application are considered minor and therefore staff recommend that no further public meeting is required in accordance with Section 34(17) of the *Planning Act*. In addition to the circulation of the original application, staff circulated both the second and third revisions to prescribed agencies and property owners within 120 metres of the subject property. These second and third circulations gave agencies and property owners the opportunity to provide new comments if desired. Planning staff are recommending that Council approve the applications for Draft Plan of Vacant Land Condominium and Zoning By-law Amendment and the demolition of the existing house at 28 Landsdown Drive subject to the conditions and zoning regulations outlined in Attachment 2.

Community Energy Initiative

The proposed development will contribute towards implementing the Community Energy Initiative in recognition that it satisfies many of the objectives and policies outlined in Section 3.8 of the Official Plan that promote energy conservation. The proposed development represents development on underutilized lands and has been designed to appropriately integrate the surrounding lands to promote connectivity and pedestrian movement. The Developer has made the commitment, as outlined in Attachment 12.

CORPORATE STRATEGIC PLAN

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

FINANCIAL IMPLICATIONS

Estimated Development Charges: \$797,121 (Based on 2015 DC Rates of \$29,523 per single detached dwelling)

Estimated Annual Taxes Once Developed: \$202,500 (based on \$7,500 estimate per single detached dwelling)

DEPARTMENTAL CONSULTATION

Comments received from the Agencies and City departments from the circulation of the original and revised applications are summarized in Attachment 13. Written

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correspondence received from the public from the circulation of the original and revised applications are summarized in Attachment 14.

COMMUNICATIONS

Key dates for the public process regarding the planning applications are included in Attachment 15.

ATTACHMENTS

- Attachment 1 - Location Map
- Attachment 2 - Recommended Draft Plan of Vacant Land Condominium Conditions and Zoning Regulations
- Attachment 3 - Existing Official Plan Land Use Designations and Policies
- Attachment 4 - Existing Official Plan Natural Heritage Features and Development Constraints
- Attachment 5 - Official Plan Amendment #42 and 48 Land Use Designations and Policies
- Attachment 6 - Proposed Draft Plan of Vacant Land Condominium
- Attachment 7 - Draft Plan of Vacant Land Condominium Presented at Statutory Public Meeting June 9, 2014
- Attachment 8 - Existing Zoning and Details
- Attachment 9 - Proposed Zoning and Details
- Attachment 10 - Planning Analysis
- Attachment 11 - Photo of 28 Landsdown Drive Dwelling to be Demolished
- Attachment 12 - Community Energy Initiative Commitment
- Attachment 13 - Department and Agency Circulation Comments Summary
- Attachment 14 - Written Correspondence Received from the Public Summary
- Attachment 15 - Public Notification Summary

Report Author

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Approved By

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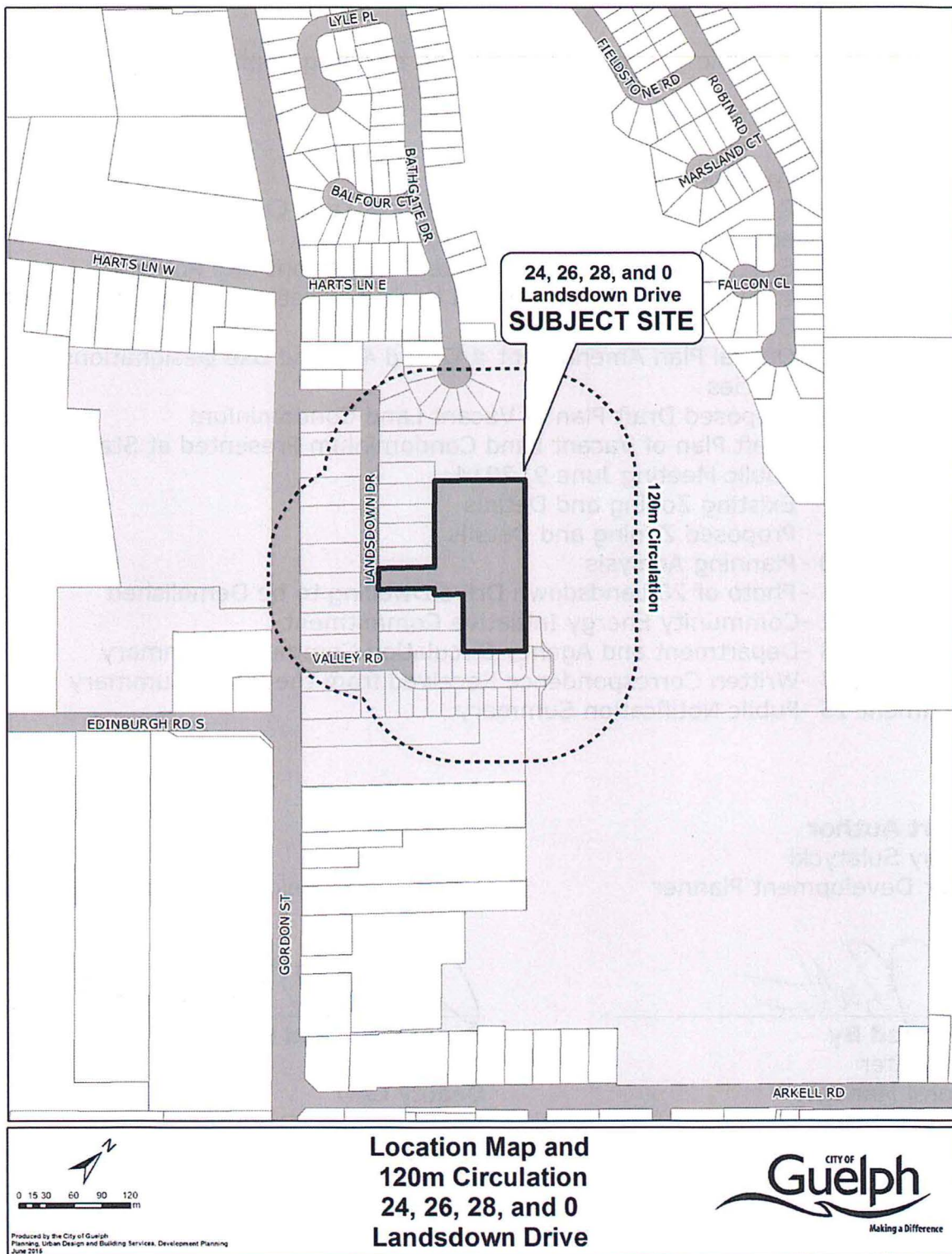
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Recommended By

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Attachment 1 Location Map



Attachment 2
Recommended Draft Plan of Vacant Land Condominium (23CDM-1307)
Conditions and Zoning Regulations

PART A: DRAFT PLAN OF VACANT LAND CONDOMINIUM CONDITIONS

THAT the application by Astrid J. Clos Planning Consultants on behalf of Dunsire (Landsdown) Inc. for approval of a proposed Draft Plan of Vacant Land Condominium applying to property municipally known as 24, 26, 28 and 0 Landsdown Drive and legally described as Lot 10 and Part of Lots 6, 9 and 13, on Plan 488, designated as Parts 1, 2, 3 and 4 on Reference Plan 61R-20544, City of Guelph, save and except those lands shown as "Proposed Lot" on Schedule A, be **APPROVED**, subject to the following conditions:

CITY CONDITIONS

This approval applies to a **Draft Plan of Vacant Land Condominium Application** prepared by Astrid J. Clos Planning Consultants (Project No. 1323), on behalf of Dunsire (Landsdown) Inc. dated December 3, 2014, identifying 26 single detached dwellings within a condominium and one lot for a freehold single detached dwelling at 28 Landsdown Drive, including the following minor adjustment to the draft plan of condominium: include new common element blocks that contain any shared services (watermain, sanitary sewer and stormwater infiltration galleries) located on or shared between individual units.

Conditions to be met prior to grading and site alteration

1. The Developer shall complete a **tree inventory, preservation and compensation plan**, satisfactory to the General Manager of Planning, Urban Design and Building Services and City Engineer, in accordance with the City of Guelph By-law (2010)-19058, prior to any tree removal, grading or construction on the site.
2. The Developer shall obtain a **Site Alteration Permit** in accordance with City of Guelph By-law (2007)-18420 to the satisfaction of the City Engineer if grading/earthworks is to occur prior to the approval of the required engineering studies plan, plans and reports.
3. The Developer agrees that no work, including, but not limited to **tree removal, grading or construction**, will occur on the lands until such time as the Developer has obtained written permission from the City Engineer or has entered into a Condominium Agreement with the City.
4. The Developer shall prepare and implement a **construction traffic access and control plan** for all phases of servicing and building construction to the satisfaction of the City Engineer. Any costs related to the implementation of such a plan shall be borne by the Developer.

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5. Prior to any construction or grading on the lands, the Developer shall provide to the City, to the satisfaction of the General Manager/City Engineer, any of the **following studies, plans and reports;**
 - i) a revised functional servicing report including a stormwater management report that is certified by a Professional Engineer in accordance with the City's Guidelines and the latest edition of the Ministry of the Environment's "Stormwater Management Practices Planning and Design Manual", which addresses the quantity and quality of stormwater discharge from the site together with a monitoring and maintenance program for the stormwater management facility to be submitted;
 - ii) revised grading, drainage and servicing plan prepared by a Professional Engineer for the site;
 - iii) and a detailed erosion and sediment control plan, certified by a Professional Engineer, that indicates the means whereby erosion will be minimized and sediment maintained on-site throughout grading and construction.
6. The Developer shall, to the satisfaction of the General Manager/City Engineer, address and be responsible for **adhering to all the recommended measures** contained in the plans, studies and reports outlined in subsections 5 i) to 5 iii) inclusive.
7. The Developer shall retain a **qualified environmental inspector**, satisfactory to the General Manager of Planning, Urban Design and Building Services and the City Engineer, to inspect the site during all phases of development and construction including grading, servicing and building construction. The environmental inspector shall monitor and inspect the erosion and sediment control measures and procedures on a weekly or more frequent basis if required. The environmental inspector shall report on their findings to the City on a monthly or more frequent basis.
8. The Developer shall ensure that any **domestic wells as well as all boreholes and monitoring wells installed for environmental, hydrogeological or geotechnical investigations are properly decommissioned** in accordance with current Ministry of the Environment Regulations (O. Reg. 903 as amended) and to the satisfaction of the City Engineer, prior to site plan approval and prior to any construction or grading on the lands.
9. The Developer shall prepare **an off-site private domestic well monitoring program** to the satisfaction of the City and shall implement the program to the satisfaction of the City. The program will be used for pre-development, during construction and post-development monitoring.

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10. The Developer shall **stabilize all disturbed soil** within 90 days of being disturbed, control all noxious weeds and keep ground cover to a maximum height of 150 mm (6 inches) until the completion of the landscaping within the unit boundary.
11. The Developer shall prepare an **Environmental Implementation Report** (EIR) based on terms of reference approved by the City and Grand River Conservation Authority (GRCA).
 - a. The EIR will provide details with respect to: stormwater management and wetland water balance mitigation; hydrogeological related details confirming that predevelopment infiltration rates will be maintained post development, including a post construction monitoring program and baseline information; discussion of soils and topography in relation to drainage, detailed tree management plans including compensation plans, detailed habitat management plans including any invasive species management, buffer enhancement/design, detailed landscape plans (by an accredited landscape architect), detailed design and mitigation plans to support the trail and detailed trail design, a salt management plan, a de-watering plan and, a monitoring plan with identified thresholds as well as any other information to implement recommendations from the Environmental Impact Study dated July 2014, the EIS Addendum dated December 2014 and the 2nd EIS Addendum dated July 2, 2015. As well, the EIR will include: grading, drainage and erosion and sediment control plans, baseline data to inform an effectiveness monitoring program and will address the Grand River Conservation Authority comments from their letter dated April 30, 2015. The EIR will also address comments from Beacon Environmental dated June 16, 2015.
 - b. The Developer will undertake a post-development monitoring program as detailed in the Environmental Implementation Report to the satisfaction of the General Manager of Planning, Urban Design and Building Services. The Developer shall provide the City with a letter of credit to cover the City approved cost estimate for the post-development monitoring program to the satisfaction of the General Manager of Planning.
 - c. The Developer shall implement all recommendations of the EIR to the satisfaction of the City and GRCA.
12. The Developer acknowledges that the City does not allow **retaining walls higher than 1.0** metre abutting existing residential properties without the permission of the City Engineer.

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13. The Developer shall be responsible for the **actual cost of any service laterals** required for the lands and furthermore, prior to any grading or construction on the lands, the Developer shall pay to the City, the estimated cost as determined by the City Engineer of any service laterals.
14. The Developer shall pay the **actual cost of removing or decommissioning** to the satisfaction of the General Manager/City Engineer, any existing sanitary sewers, storm sewers, manhole and/or watermain that are not going to be used for service laterals. Furthermore, prior to any grading or construction on the lands, the Developer shall pay to the City, the estimated cost (as determined by the City Engineer) of the Developer's share of the cost of the removals and decommissioning works.
15. The Developer shall pay to the City the **actual cost of the construction of the new driveway entrance and required curb cut and/or curb fill**. Furthermore, prior to any grading or construction on the lands, the Developer shall pay to the City, the estimated cost as determined by the City Engineer of the construction of the new driveway entrance and required curb cut and/or curb fill.
16. The Developer shall pay the **actual cost of the removal of the existing driveway entrance** including the asphalt pavement and gravel within the road allowance, the restoration of the boulevard with topsoil and sod including the required curb fill, with the estimated cost of the works as determined by the City Engineer being paid, prior to any grading or construction on the lands.
17. The Developer acknowledges that all **electrical services** to the lands shall be underground and the Developer shall make satisfactory arrangements with Guelph Hydro Electric Systems Inc. for the servicing of the lands, as well as provisions for any easements and/or rights-of-way for their plants, prior to any construction or grading on the lands.
18. The Developer shall make satisfactory arrangement with **Union Gas** for the servicing of the lands, as well as provisions for any easements and/or rights-of-way for their plants, prior to any construction or grading on the lands.
19. The Developer shall ensure that all **telephone service and cable TV service** in the plan shall be underground. The Developer shall enter into a servicing agreement with the appropriate service providers to provide for the installation of underground utility services for the lands prior to any construction or grading on the lands.
20. The Developer shall ensure that the Lands marked as "Proposed Lot" on the attached Schedule A are excluded from the draft plan of vacant land condominium and the description of the condominium shown in the declaration.

Conditions to be met prior to execution of the Condominium Agreement

21. The Developer shall be responsible for the cost of design and development of the **demarcation** of all lands conveyed to the City in accordance with the City of Guelph Property Demarcation Policy. This shall include the submission of drawings for approval by the City and the administration of the construction contract up to the end of the warrantee period by an Ontario Association of Landscape Architects (OALA) member to the satisfaction of the Deputy CAO of Public Services. The Developer shall provide the City with **cash or letter of credit** to cover the City approved estimate for the cost of development of the demarcation for the City lands to the satisfaction of the Deputy CAO of Public Services.
22. The Developer shall be responsible for the cost of design and implementation of the **Open Space Works and Restoration** in accordance with the "Environmental Implementation Report" to the satisfaction of the Deputy CAO of Public Services. This shall include the submission of drawings and the administration of the construction contract up to the end of the warrantee period completed by a full member of Ontario Association of Landscape Architects (OALA) for approval to the satisfaction of the Deputy CAO of Public Services. The Developer shall provide the City with **cash or letter of credit** to cover the City's estimate for the cost of the Open Space works and restoration for the City lands to the satisfaction of the Deputy CAO of Public Services.
23. The Developer shall be responsible for the cost of detailed design of the **Pedestrian Trail System** for the Storm Water Management & Open Space Blocks. This shall include obtaining any required permits, submitting drawings for approval, identifying the trail system, interpretative signage and trail design details, to the satisfaction of the Deputy CAO of Public Services and the City Engineer. This shall include the submission of drawings for approval completed by a full member, with seal, of Ontario Association of Landscape Architects (OALA) member to the satisfaction of the Deputy CAO of Public Services.
24. The Developer shall be responsible for the cost of design and development of the **"Basic Trail Development"** as per the City of Guelph current "Specifications for Basic Trail Development", which includes rough grading and drainage, any associated infrastructure (bridges and abutments, guard and hand rails, retaining walls) and sodding/ seeding to the satisfaction of the Deputy CAO of Public Services. The Developer shall provide the City with **cash or letter of credit** to cover the City approved estimate for the cost of development of the Basic Trail Development to the satisfaction of the Deputy CAO of Public Services.
25. The Developer shall provide Public Services and Infrastructure, Development and Enterprise with a **digital file** in either AutoCAD - DWG format or DXF format containing the following final approved information: parcel fabric, street

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network, grades/contours and landscaping of the trail corridor open space blocks.

26. The Developer shall install, at no cost to the City, a 1.5m high black vinyl chain link fence adjacent to Units/Lots 1-12. The Developer further agrees that the fencing will be installed following grading operations of the Vacant Land Condominium in accordance with the current standards and specification of the City and to the satisfaction of the Deputy CAO of Public Services. Further, all property lines must be accurately surveyed and clearly marked in the field prior to establishing all fence line locations. Fences shall be erected directly adjacent to the established property line within the City owned lands.

Conditions to be met prior to registration of the plan

27. The Developer acknowledges and agrees that the suitability of the land for the proposed uses is the responsibility of the Developer and/or the owner of the lands. The Developer shall retain a Qualified Person as defined in Ontario Regulation 153/04 to prepare and submit a **Phase One Environmental Site Assessment** and any other subsequent phases required, in accordance with Ontario Regulation 153/04, to assess any real property to ensure that such property is free of contamination. If contamination is found, the consultant will determine its nature and the requirements for its removal and disposal at the Developer's expense. Prior to site plan approval, a Qualified Person shall certify that all properties to be developed are free of contamination.
28. If **contamination** is found, the Developer shall:
- a. submit all environmental assessment reports prepared in accordance with the **Record of Site Condition** (O. Reg. 153/04) describing the current conditions of the land to be conveyed to the City and the proposed remedial action plan to the satisfaction of the City;
 - b. complete any necessary remediation work in accordance with the accepted remedial action plan and submit certification from a Qualified Person that the lands to be conveyed to the City meet the Site Condition Standards of the intended land use; and
 - c. file a Record of Site Condition (RSC) on the Provincial Environmental Registry for lands to be developed.
29. The Developer shall obtain approval of the City with respect to the availability of **adequate water supply and sewage treatment capacity**, prior to the registration of the plan, or any part thereof.
30. That all **easements, blocks and rights-of-way** required within or adjacent to the proposed vacant land condominium be conveyed free and clear of any encumbrances to the satisfaction of the City of Guelph, Guelph Hydro Electric Systems Inc. and other Guelph utilities. Every Transfer Easement shall be accompanied by a Postponement, satisfactory to the City Solicitor, for any

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mortgage, charge or lease and such Postponement shall be registered on title by the City at the expense of the Developer.

31. The Developer shall ensure that all **buildings and structures shown in the Declaration and Description** as being included in the common elements shall be constructed prior to final approval and registration of the Plan of Condominium.
32. Prior to final approval and registration of the Plan of Condominium, the Developer shall provide **certification** to the General Manager of Engineering/City Engineer that all buildings, structures, facilities and services (including landscaping and grading) shown on the Plan of Condominium as being included in the common elements have been completed, installed, and provided in accordance with the requirements of the *Condominium Act, 1998*.
33. Should all facilities and services (including landscaping and grading) not be installed and provided prior to final approval, the Developer shall have his professional engineer provide a written, detailed estimate of 100% of the cost to install and provide the facilities and services shown in the Plan of Condominium to be included in the common elements, to the City's satisfaction, and provide security in the accepted amount plus 25% for administration and contingencies in a form acceptable to the City Treasurer.
34. That prior to registration of the Plan of Condominium the Developer shall provide the City with a **certificate from a Professional Engineer** certifying that the sanitary sewers, building drains, building sewers, building storm drains, building storm sewers, watermains, water distribution system, hydrants, catchbasins, roadways, driveways, parking areas and sidewalks that are to become part of the common elements and areas, are in good repair, free from defects and functioning properly.
35. That prior to registration of the Plan of Condominium the Developer shall provide the City with a **drainage certificate from an Ontario Land Surveyor or a Professional Engineer** stating that the buildings constructed and the grading of the units is in conformity with the drainage plan and that any variance from the plan has received the prior approval of the City Engineer.
36. That prior to the registration of the Plan of Condominium the Developer shall have the **Professional Engineer who designed the storm water management system certify** to the City that he/she supervised the construction of the storm water management system, and that the storm water management system was approved by the City and that it is functioning properly.
37. The Condominium Declaration shall contain appropriate provisions setting out responsibility for maintaining, repairing and replacing services which serve:

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- a. More than one unit, whether or not those services are within the common elements or within a unit;
 - b. An owner's unit only, that are located within the owner's unit or another unit; and
 - c. The owner's unit only, that are located within the common elements.
38. The Developer shall pay any **outstanding debts** owed to the City.
39. The Developer shall pay **Development Charges** to the City in accordance with By-law Number (2014) - 19692, as amended from time to time, or any successor thereof and in accordance with the Education Development Charges By-laws of the Upper Grand District School Board (Wellington County) and the Wellington Catholic District School Board as amended from time to time, or any successor by-laws thereto, prior to the issuance of any building permits, at the rate in effect at the time of issuance of a building permit.
40. That prior to the registration the owner shall provide the City with a **drainage certificate from an Ontario Land Surveyor or a Professional Engineer** stating that the buildings constructed and the grading of the units is in conformity with the drainage plan and that any variance from the plan has received the prior approval of the City Engineer.
41. That prior to the registration the owner shall provide the City with a **certificate from a Professional Engineer** certifying that the sanitary sewers, building drains, building sewers, building storm drains, building storm sewers, watermains, water distribution system, hydrants, catchbasins, roadways, driveways, parking areas and sidewalks that are to become part of the common facilities and areas, are in good repair, free from defects and functioning properly.
42. That a **Professional Engineer and/or Ontario Land Surveyor identifies** all the sanitary sewers, building drains, building sewers, building storm drains, storm sewers, stormwater management system, watermains and water distribution system serving the site and also identifies the locations where easements are required prior to registration.
43. That prior to the registration, an **independent lawyer shall certify that the proposed vacant land condominium has valid easements and reciprocal maintenance agreements registered with and certified by the Land Registry Office** for all the sanitary sewers, building drains, building sewers, building storm drains, storm sewers, stormwater management system, watermains and water distribution system serving the vacant land condominium, which are located on private lands other than the lands included in the Plan of Condominium.

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44. That prior to the registration of the Plan of Condominium the Developer shall have the **Professional Engineer who designed the storm water management system certify** to the City that he/she supervised the construction of the storm water management system, and that the storm water management system was approved by the City and that it is functioning properly.
45. Prior to registration, the Developer is required to **reimburse the City Engineering Department for the cost of reviewing development plans** at a rate of 5% of the estimated cost of all the site works.
46. The Developer shall erect and maintain **signs** at specified entrances to the subdivision showing the proposed land uses and zoning of all the units/lots and blocks within the proposed subdivision and predominantly place on such signs the wording "For the zoning of all lands abutting the condominium, inquiries should be directed to Planning, Urban Design and Building Services, City Hall". The signs shall be resistant to weathering and vandalism.
47. The Developer shall place the following **notifications** in all offers of purchase and sale for all lots/units and agrees that these same notification shall be placed in the Condominium Agreement between the Developer and the City and shall be registered on title, as well as the Condominium Declaration:
- a. "Purchasers and/or tenants of all Units/Lots abutting City owned lands are advised that abutting City owned lands may be fenced in accordance with the current standards and specifications of the City."
 - b. "Purchasers and/or tenants of all Units/Lots abutting City owned lands are advised that no private gates will be allowed from Units/Lots 1-12 into City owned lands."
 - c. "Purchasers and/or tenants of all Units/Lots are advised that a public trail will be installed or exists abutting or in close proximity to Units/Lots 1 to 12 and that public access to this trail will occur close to these Units/Lots."
 - d. "Purchasers and/or tenants of all Units/Lots are advised that the Open Space Block has been vegetated to create a natural setting. Be advised that the City will not carry out routine maintenance such as grass cutting. Some maintenance may occur in the areas that are developed by the City for public trails."
 - e. "Purchasers and/or tenants of all Units/Lots are advised that the Open Space Block has been retained in its natural condition. Be advised that the City will not carry out routine maintenance such as grass cutting. Periodic maintenance may occur from time to time to support the open space function and public trail system."
48. The Developer shall place the following **notification** in all offers of purchase and sale for units/lots 1, 2, 11, 12, 16 and 17 and agrees that this same

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notification shall be placed in the Condominium Agreement between the Developer and the City and shall be registered on title:

- a. "Purchasers and/or tenants are advised that storm water will flow in the drainage swale located in the sideyard adjacent to the dwelling and is designated as an overland flow route to convey high levels of storm water during heavy rainfall events. Be advised that this drainage swale must not be blocked or obstructed with any buildings or structures."
49. The Owner shall prior to or upon registration of the plan register on title to the said lands to the satisfaction of the City Solicitor, or create pursuant to Section 20 of the Condominium Act, 1998, **rights of easement for access and servicing** in favour of the property located directly north of the said lands, municipally known as 16 Landsdown Drive. Such easement shall provide for the opportunity, but not any obligation, for the property 16 Landsdown to use the roads and access, watermain and sanitary sewer on the said lands, subject to an appropriate payment of a share of the costs for the use of these facilities, to ensure the potential use of shared facilities and reciprocal rights of easements to roads and services is available to allow for further future development on the private lands to the north of the said lands.
50. The Developer agrees to provide **temporary signage** describing the existing/proposed open space, trail and required fencing on all entrance signs for the development, at the street frontage of open space blocks and entrance/exits of trails, to the satisfaction of the Deputy CAO of Public Services. The signage shall:
- a. Advise prospective purchasers of dwellings in the area of the type of open space and/or trail and level of maintenance of these parcels of land owned by the City;
 - b. Clearly state that the maintenance of the trail are the responsibility of the Developer until such time as the City accepts the trail, and partially releases the associated Letter of Credit;
 - c. Clearly state that all questions relating to the maintenance of the trail shall be directed to both Developer; and,
 - d. Be erected when rough grading on and adjacent to the building lots has begun and must be maintained by the Developer until acceptance of the Blocks by the City. The Developer further agrees that the proposed open space block, trails and fencing be identified on any marketing or promotional material.
51. The Developer shall **dedicate to the City** lands owned by the Developer that are adjacent to the Draft Plan of Vacant Land condominium that form part of the wetlands, buffers and open space. Furthermore, the Developer shall

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demarcate the boundaries of any lands conveyed to the City in accordance with the policies of the City.

52. The Developer shall pay **cash-in-lieu of parkland dedication** for the entire development, in accordance with Section 51.1(1) of The Planning Act.
53. To determine the value of the cash-in-lieu of parkland payment, the property shall be appraised by a qualified real estate appraiser appointed by the City and the **Developer shall pay for such appraisal.**
54. The Developer agrees to eliminate the use of any **covenants that would restrict the use of clotheslines** and that prior to the registration of all or any portion of the plan, the Developer's lawyer shall certify to the General Manager of Planning, Urban Design and Building Services that there are no restrictive covenants which restrict the use of clotheslines.
55. The Developer shall pay to the City, the total cost of reproduction and distribution of the **Guelph Residents Environmental Handbook**, to all future residents within the plan of condominium, with such payment based on a cost of one handbook per residential dwelling unit as determined by the City.
56. The Developer acknowledges and agrees that the dwelling units on the subject property will be constructed to a standard that promotes energy efficiency in order to comply with the **Community Energy Initiative**, to the satisfaction of the City in accordance with the letter attached as Attachment 12 in Infrastructure, Development and Enterprise Report 15-62 dated July 20, 2015.
57. The Developer shall enter into a **Condominium Agreement** with the City, to be registered on title, to the satisfaction of the City Solicitor and General Manager/City Engineer which includes all requirements, financial and otherwise as noted to the satisfaction of the City of Guelph.

Conditions to be met prior to the issuance of a building permit

58. Prior to the issuance of a building permit, the Developer shall provide a **Waste Management Plan** in accordance with the Waste Management By-law (2011) - 19199 outlining how the three stream sorting requirements and provision of information to potential users of the program will be met. The waste management plan will be required to provide a description of the program including how storage, handling and collection of the anticipated volumes of waste will be conducted whether provided by the City or by a private collection service.
59. The Developer constructs the new dwellings at such an elevation that the **lowest level of the new dwellings** can be serviced with gravity connection to the sanitary sewer.

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60. The Developer shall ensure that homes built on **Lots 1, 2, 11, 12, 16 and 17** **be constructed without any basement or at-grade openings** on the building elevation directly adjacent to the overland flow route as shown on the Site Grading Plan prepared by Strik Baldinell Moniz (Sheet C5) and dated March 27, 2015.
61. The Developer shall grade, develop and maintain the site including the **storm water management facilities** designed by a Professional Engineer, in accordance with the grading and drainage, site servicing and stormwater management plans and report that has been submitted to and approved by the General Manager/City Engineer.
62. The Developer shall provide the City with written confirmation from the Engineering Department of **Guelph Hydro Electric Systems Inc.** that the vacant land condominium hydro servicing has been completed to the satisfaction of Guelph Hydro.
63. The Developer shall submit a report prepared by a Professional Engineer to the satisfaction of the Chief Building Official certifying that all **fill** placed below proposed building locations has adequate structural capacity to support the proposed building. All fill placed within the allowable Zoning By-law envelope for building construction shall be certified to a maximum distance of 30 metres from the street line. This report shall include the following information: lot number, depth of fill, top elevation of fill and the area approved for building construction from the street line.
64. The Developer shall submit a report prepared by a Professional Engineer to the satisfaction of the Chief Building Official providing an opinion on the presence of **soil gases (Radon and Methane)** in the plan in accordance with applicable provisions contained in the Ontario Building Code.

AGENCY CONDITIONS:

65. Prior to any grading or construction on the site and prior to the registration of the plan or any phase thereof, the owners or their agents shall submit the following plans and reports to the satisfaction and approval of the **Grand River Conservation Authority**:
 - a. A detailed stormwater management report in accordance with the 2003 Ministry of the Environment Report entitled, "Stormwater Management Practices Planning and Design Manual. This report should include geotechnical information addressing the infiltration potential on the site. In addition, a storm-servicing plan for the site should be included.
 - b. An erosion and siltation control plan in accordance with the Grand River Conservation Authority Guidelines for sediment and erosion control,

- indicating the means whereby erosion will be minimized and silt maintained on site throughout all phases of grading and construction.
- c. Detailed lot grading and drainage plans showing existing and proposed grades.
 - d. Plans illustrating that no basement windows are proposed on the sides of dwellings adjacent to the proposed overland flow routes.
 - e. An Environmental Implementation Report (EIR) to the satisfaction of the GRCA in consultation with the City. The EIR should include the above noted reports and monitoring, recommendations, and mitigation outlined in these reports.
 - f. The approval and issuance of a Permit from the GRCA for any development within the regulated areas on the subject lands pursuant to Ontario Regulation 150/06 (Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation).
66. The Developer and the **Wellington Catholic School Board** shall reach an agreement regarding the supply and erection of signage, at the Developer's expense, affixed to the subdivision sign advising potential Separate School supporters of the location of schools serving the area and the current practice of busing students outside the immediate area should schools in the area be at capacity.
67. The Developer agrees to provide the **Upper Grand District School Board** with a digital file of the plan of subdivision in either ARC/INFO export or DXF format containing the following information: parcel fabric and street network.
68. The Developer agrees in the Condominium Agreement to **advise all purchasers** of residential units and/or renters of same, by inserting the following clause in all offers of Purchase and Sale/Lease, until such time as a permanent school is assigned:
- "Whereas the Upper Grand District School Board has designated this subdivision as a Development Area for the purposes of school accommodation, and despite the best efforts of the Upper Grand District School Board, sufficient accommodation may not be available for all anticipated students from the area, you are hereby notified that students may be accommodated in temporary facilities and/or bused to a school outside the area, and further, that students may in future have to be transferred to another school."
 - "This development has private road access, Service de transport de Wellington-Dufferin Student Transportation Services does not run school buses on private roadways and therefore potential busing students will be required to meet the bus at a congregated bus pick-up point."
69. The Developer and the **Upper Grand District School Board** shall reach an agreement regarding the supply and erection of a sign (at the developer's

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expense and according to Upper Grand District School Board specifications) affixed to the permanent development sign advising perspective residents that students may be directed to schools outside the neighbourhood.

70. The Developer agrees in the Condominium Agreement to advise the future **Condominium Corporation** that adequate sidewalks, lighting and snow removal must be provided to allow children to walk safely to school or a congregated bus stop.
71. The Developer shall satisfy all requirements and conditions of **Canada Post** including but not limited to: advisories and suitable mailbox locations. The Developer shall ensure that the eventual unit/homeowner is advised in writing by the developer / subdivider / builder that Canada Post has selected the municipal easement to their lot for a Community Mail Box installation and the developer shall be responsible for the installation of concrete pads in accordance with the requirements of Canada Post, in locations to be approved by Canada Post to facilitate the placement of Community Mail Boxes.

NOTES: That this **Draft Plan Approval shall lapse** at the expiration of 3 years from the date of issuance of Draft Plan approval.

That prior to the registration of all or any portion of the plan, the **Grand River Conservation Authority** shall advise the City in writing how conditions 11 and 65 have been satisfied.

That prior to the registration of all or any portion of the plan, the **Wellington Catholic District School Board** shall advise the City in writing how condition 66 has been satisfied.

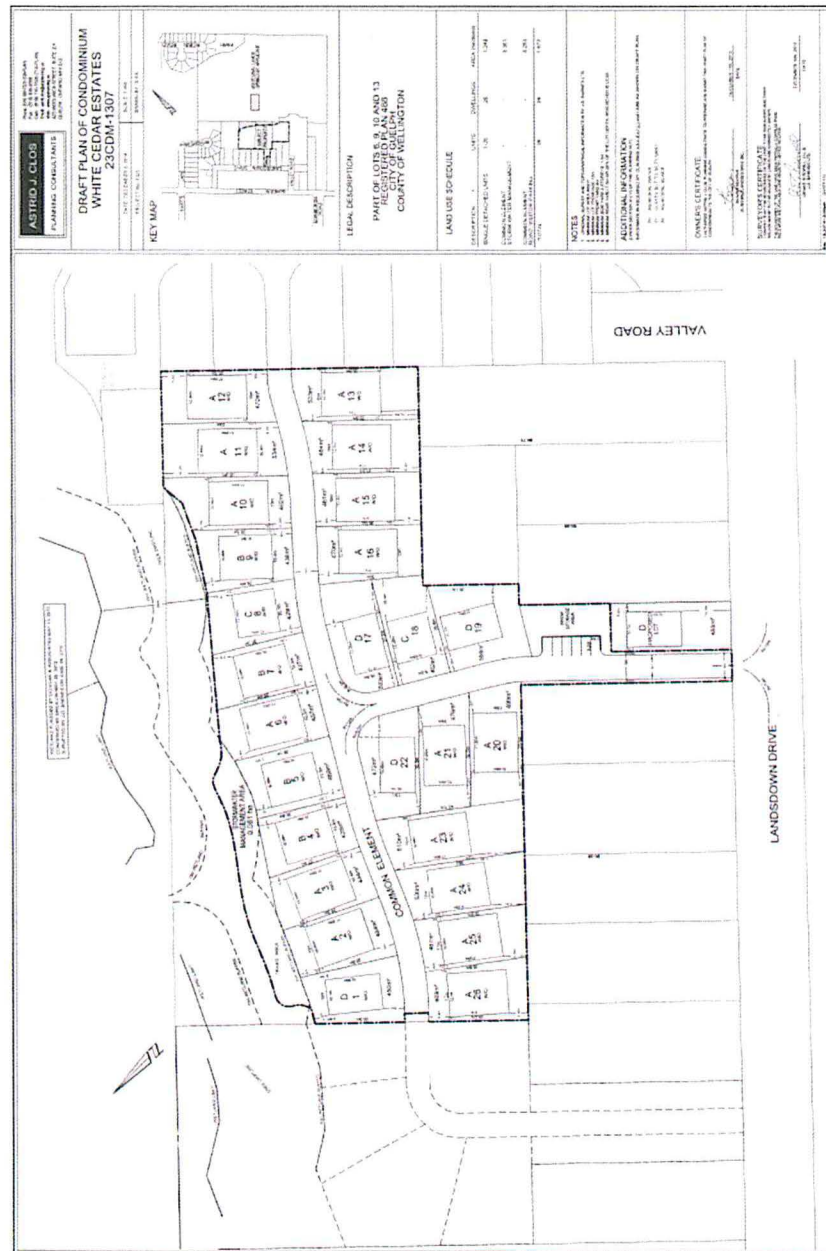
That prior to the registration of all or any portion of the plan, **Upper Grand District School Board** shall advise the City in writing how conditions 67, 68, 69 and 70 have been satisfied.

That prior to the registration of all or any portion of the plan, **Guelph Hydro Electric Systems Inc.**, shall advise the City in writing how conditions 17, 30 and 62 have been satisfied.

That prior to the registration of all or any portion of the plan, **Canada Post** shall advise the City in writing how condition 71 has been satisfied.

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Schedule 'A'



AND

PART B: ZONING REGULATIONS

That the Zoning By-law Amendment application be approved and that City Staff be instructed to prepare the necessary amendment to Zoning By-law Number (1995)-14864, as amended, to transfer the subject lands from the "Residential Single Detached (R.1B) Zone with a "Lands Adjacent to Provincially Significant Wetlands Overlay", as follows:

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PROPOSED ZONING

The following zoning is proposed for the subject lands:

R.1B - ? (H) (Specialized Residential Single Detached with a Holding Provision) Zone (Lots 1,2,3,6, 7, 8, 11-19, 23, 24, 25)

In accordance with Section 5.1 of Zoning By-law (1995)-14864, as amended.

Permitted Uses

In accordance with Section 5.1.1 of Zoning By-law (1995) – 14864, as amended.

Regulations

In accordance with Section 5.1.2 of Zoning By-law (1995) – 14864, as amended (see excerpt of Table 5.1.2 below), with the following exceptions:

Despite Section 4.1, development in this zone may occur on a privately owned **Street**.

Despite Table 5.1.2, Row 3, the minimum **Lot Area** shall be 425 square metres.

Despite Table 5.1.2, Row 5, and Section 4.18, the maximum **Building Height** shall be two storeys plus a partially exposed walk out or look out basement as required for grading.

Despite Table 5.1.2, Row 6, and Sections 4.6, 4.24, 5.1.2.3, 5.1.2.4 and 5.1.2.7, the minimum **Front Yard** shall be 4.5 metres to habitable floor space and 6 metres to the front wall of the garage.

Despite Table 5.1.2, Row 7, and Sections 5.1.2.8, 5.1.2.1 and 5.1.2.2, the minimum **Side Yard** shall be 1.2 m including the **Exterior Side Yard** of corner lots on a private road.

Despite Table 5.1.2, Row 8, and Section 5.1.2.4, the minimum **Rear Yard** shall be 4.5 metres.

In addition to the requirements of Table 5.1.2, no **Buildings, Structures or Swimming Pools** (excluding fences) shall be located or constructed within 2.4 metres of the Rear Lot Line in order to protect the underground infiltration storm gallery.

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R.1B - ?? (H) (Specialized Residential Single Detached) Zone (Lots 1,2,3,6, 7, 8, 11-19, 23, 24, 25) (Lots 4, 5, 9, 10, 20-22, 26)

In accordance with Section 5.1 of Zoning By-law (1995)-14864, as amended.

Permitted Uses

In accordance with Section 5.1.1 of Zoning By-law (1995) – 14864, as amended.

Regulations

In accordance with Section 5.1.2 of Zoning By-law (1995) – 14864, as amended (see excerpt of Table 5.1.2 below), with the following exceptions:

Despite Section 4.1, development in this zone may occur on a privately owned **Street**.

Despite Table 5.1.2, Row 3, the minimum **Lot Area** shall be 425 square metres.

Despite Table 5.1.2, Row 5, and Section 4.18, the maximum **Building Height** shall be two storeys plus a partially exposed walk out or look out basement as required for grading.

Despite Table 5.1.2, Row 6, and Sections 4.6, 4.24, 5.1.2.3, 5.1.2.4 and 5.1.2.7, the minimum **Front Yard** shall be 4.5 metres to habitable floor space and 6 metres to the front wall of the garage.

Despite Table 5.1.2, Row 7, and Sections 5.1.2.8, 5.1.2.1 and 5.1.2.2, the minimum **Side Yard** shall be 1.2 m including the **Exterior Side Yard** of corner lots on a private road.

Despite Table 5.1.2, Row 8, and Section 5.1.2.4, the minimum **Rear Yard** shall be 4.5 metres.

R.1B - ??? (H) (Specialized Residential Single Detached) Zone (Lot D, currently known municipally as 28 Landsdown Drive)

In accordance with Section 5.1 of Zoning By-law (1995)-14864, as amended.

Permitted Uses

In accordance with Section 5.1.1 of Zoning By-law (1995) – 14864, as amended.

Regulations

In accordance with Section 5.1.2 of Zoning By-law (1995) – 14864, as amended (see excerpt of Table 5.1.2 below), with the following exceptions:

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Despite Section 4.1, development in this zone may occur on a privately owned **Street**.

Despite Table 5.1.2, Row 3, the minimum **Lot Area** shall be 425 square metres.

Despite Table 5.1.2, Row 4, and Section 5.1.2.6, the minimum **Lot Frontage** shall be 13 metres.

Despite Table 5.1.2, Row 5, and Section 4.18, the maximum **Building Height** shall be two storeys plus a partially exposed walk out or look out basement as required for grading.

Despite Table 5.1.2, Row 6, and Sections 4.6, 4.24, 5.1.2.3, 5.1.2.4 and 5.1.2.7, the minimum **Front Yard** shall be 4.5 metres to habitable floor space and 6 metres to the front wall of the garage.

Despite Table 5.1.2, Row 7, and Sections 5.1.2.8, 5.1.2.1 and 5.1.2.2, the minimum **Side Yard** shall be 1.2 metres and the **Exterior Side Yard** on a private road shall be 0.9 metres.

Despite Table 5.1.2, Row 8, and Section 5.1.2.4, the minimum **Rear Yard** shall be 4.5 metres.

Holding Provision

Purpose: To ensure that development of the subject lands does not proceed until the following conditions have been met to the satisfaction of the **City** related to the subject development.

Prior to the removal of the 'Holding' (H) provision, the Developer shall complete the following conditions to the satisfaction of the City:

- a. The Developer's solicitor certifies that the **easements/right-of-ways** in favour of the Developer on 15 Valley Road for access and servicing has been granted and are registered on title.
- b. That a **Reference Plan** is prepared and deposited indicating the boundaries of the easements/rights-of-ways on 15 Valley Road (Wellington Vacant Land of Condominium Corporation No. 169).
- c. The **servicing/cost-sharing agreement between Dunsire (Landsdown) Inc. and Wellington Vacant Land of Condominium Corporation No. 169** be registered on title. Furthermore, prior to the removal of the (H), the Developer's solicitor certifies that the agreement has been registered on title.
- d. The Developer shall pay to the City, their share of the **frontage assessment costs** for the existing sanitary sewer main and existing

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watermain and the actual costs associated with the installation of the sanitary sewer lateral and the water service lateral to the property line, on Landsdown Drive across the frontage of 28 Landsdown Drive as determined by the General Manager/City Engineer.

Severability Provision

The provisions of this By-law shall continue to apply collectively to the whole of the subject lands in this zone, despite any future severance, phase of registration, partition or division for any purpose.

EXCERPT FROM TABLE 5.1.2 - REGULATIONS GOVERNING R.1B ZONE

1	Residential Type	Single Detached Dwellings
2	Zone	R.1B
3	Minimum Lot Area	460 m ²
4	Minimum Lot Frontage	15 metres and in accordance with Section 5.1.2.6.
5	Maximum Building Height	3 Storeys and in accordance with Section 4.18.
6	Minimum Front Yard	6 metres and in accordance with Sections 4.6, 4.24, 5.1.2.3, 5.1.2.4 and 5.1.2.7.
6a	Minimum Exterior Side Yard	4.5 metres and in accordance with Sections 4.6, 4.24, 4.28, 5.1.2.3, 5.1.2.4 and 5.1.2.7.
7	Minimum Side Yard 1 to 2 Storeys Over 2 Storeys	1.5 metres 2.4 metres and in accordance with Sections 5.1.2.8, 5.1.2.1 and 5.1.2.2.
8	Minimum Rear Yard	7.5 metres or 20% of the <i>Lot Depth</i> , whichever is less and in accordance with Section 5.1.2.4.
9	Accessory Buildings or Structures	In accordance with Section 4.5
10	Fences	In accordance with Section 4.20.
11	Off-Street Parking	In accordance with Section 4.13.
12	Minimum Landscaped Open Space	The <i>Front Yard</i> on any <i>Lot</i> , excepting the <i>Driveway (Residential)</i> shall be landscaped and no parking shall be permitted within this <i>Landscaped Open Space</i> . Despite the definition of <i>Landscaped Open Space</i> , a minimum area of 0.5 metres between the <i>Driveway (Residential)</i> and nearest <i>Lot Line</i> must be maintained as landscaped space in the form of grass, flowers, trees, shrubbery, natural vegetation and indigenous species.
13	Garbage, Refuse and	In accordance with Section 4.9.

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	Storage	
14	Garages	For those <i>Lots</i> located within the boundaries indicated on Defined Area Map Number 66, attached <i>Garages</i> shall not project beyond the main front wall of the <i>Building</i> . Where a roofed porch is provided, the <i>Garage</i> may be located ahead of the front wall of the dwelling (enclosing <i>Habitable Floor Space</i> on the first floor) equal to the projection of the porch to a maximum of 2 metres.

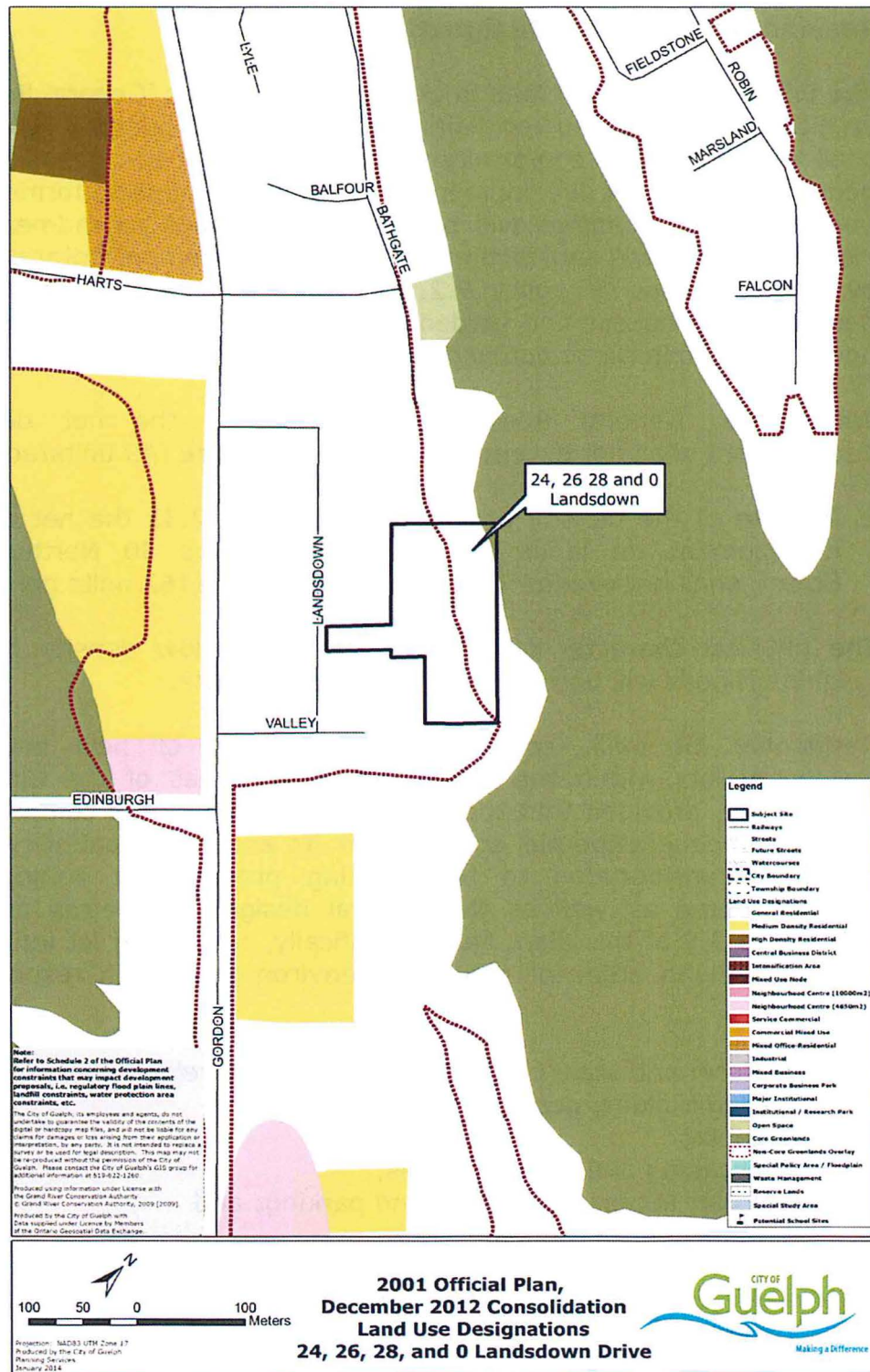
P.1 (Conservation Land) Zone

In accordance with Section 9.1.1 of Zoning By-law (1995)-14864, as amended.

WL (Wetland) Zone

In accordance with Section 13.2 of Zoning By-law (1995)-14864, as amended.

Attachment 3 Existing Official Plan Land Use Designations and Policies



Attachment 3 (continued) Existing Official Plan Land Use Designations and Policies

'General Residential' Land Use Designation

- 7.2.31 The predominant use of land in areas designated, as 'General Residential' on Schedule 1 shall be residential. All forms of residential *development* shall be permitted in conformity with the policies of this designation. The general character of development will be low-rise housing forms. *Multiple unit residential buildings* will be permitted without amendment to this Plan, subject to the satisfaction of specific development criteria as noted by the provisions of policy 7.2.7. Residential care facilities, lodging houses, coach houses and garden suites will be permitted, subject to the development criteria as outlined in the earlier text of this subsection.
- 7.2.32 Within the 'General Residential' designation, the net density of development shall not exceed 100 units per hectare (40 units/acre).
1. In spite of the density provisions of policy 7.2.32 the net density of development on lands known municipally as 40 Northumberland Street, shall not exceed 152.5 units per hectare (62 units per acre).
- 7.2.33 The physical character of existing established low density residential neighbourhoods will be respected wherever possible.
- 7.2.34 Residential lot infill, comprising the creation of new low density residential lots within the older established areas of the City will be encouraged, provided that the proposed development is compatible with the surrounding residential environment. To assess compatibility, the City will give consideration to the existing predominant zoning of the particular area as well as the general design parameters outlined in subsection 3.6 of this Plan. More specifically, residential lot infill shall be compatible with adjacent residential environments with respect to the following:
- a) The form and scale of existing residential development;
 - b) Existing building design and height;
 - c) Setbacks;
 - d) Landscaping and amenity areas;
 - e) Vehicular access, circulation and parking; and
 - f) Heritage considerations.
- 7.2.35 Apartment or townhouse infill proposals shall be subject to the development criteria contained in policy 7.2.7.

'Core Greenlands'

7.13.1 The 'Core Greenlands' land use designation recognizes areas of the Greenlands System which have greater sensitivity or significance. The following natural heritage feature areas have been included in the 'Core Greenlands' designation of Schedule 1: provincially significant wetlands, the significant portion of habitat of threatened and endangered species, and the significant areas of natural and scientific interest (ANSI). Natural hazard lands including steep slopes, erosion hazard lands and unstable soils may also be associated with the 'Core Greenlands' areas. In addition, the floodways of rivers, streams and creeks are found within the 'Core Greenlands' designation.

1. Policies relating to *natural heritage features* are contained in Section 6 of this Plan.
2. Policies relating to natural hazard lands are contained in Section 5 of this Plan.

7.13.2 The natural heritage features contained within the 'Core Greenlands' designation are to be protected for the ecological value and function. Development is not permitted within this designation. Uses that are permitted include conservation activities, open space and passive recreational pursuits that do not negatively impact on the natural heritage features or their associated ecological functions.

7.13.3 The natural heritage features contained within the 'Core Greenlands' designation are outlined on Schedule 2 of this Plan. Where a development proposal is made on adjacent lands to these natural heritage features, the proponent is responsible for completing an environmental impact study in accordance with the provisions of subsection 6.3 of this Plan. Where appropriate and reasonable, consideration will be given to measures to provide for the enhancement of natural heritage features within the 'Core Greenlands' designation as part of such an environmental impact study.

7.13.4 In implementing the Greenlands System provisions of this Plan, 'Core Greenland' areas shall be placed in a restrictive land use category of the implementing Zoning By-law, which prohibits development except as may be necessary for the on-going management or maintenance of the natural environment.

'Non-Core Greenlands Overlay'

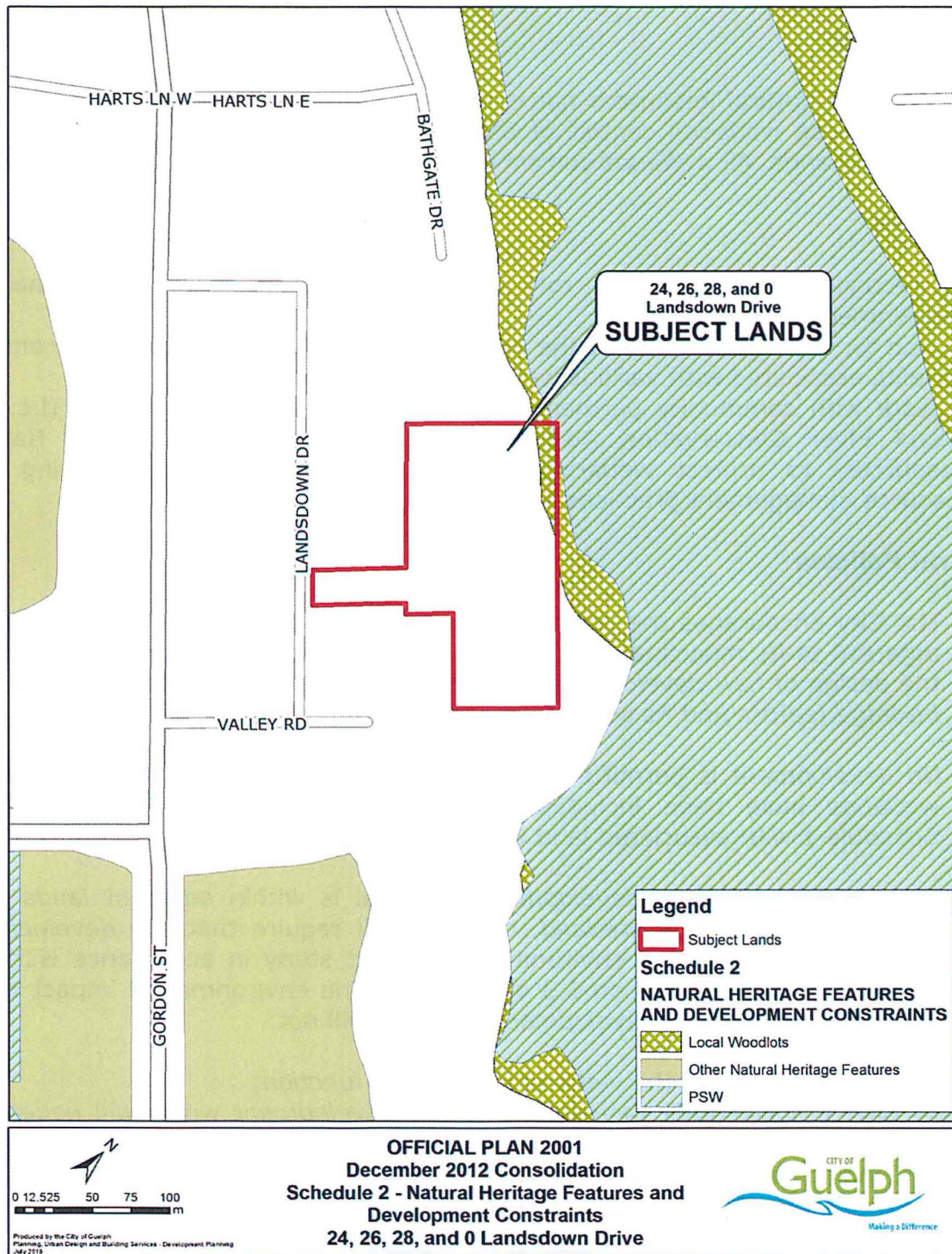
7.13.5 The lands associated with the Non-Core Greenlands overlay on Schedule 1 may contain natural heritage features, natural feature adjacent lands and natural hazard lands that should be afforded protection from

development. The following natural features and their associated adjacent lands are found within the Non- Core Greenlands area: fish habitat, locally significant wetlands, significant woodlands, significant environmental corridors and ecological linkages, significant wildlife habitat. In many instances these natural features also have hazards associated with them which serve as development constraints.

1. Policies relating to *natural heritage features* are contained in Section 6 of this Plan.
2. Policies relating to *natural hazard lands* are contained in Section 5 of this Plan.

- 7.13.6 Development may occur on lands associated with the Non-Core Greenlands overlay consistent with the underlying land use designation in instances where an environmental impact study has been completed as required by subsection 6.3 of this Plan, and it can be demonstrated that no negative impacts will occur on the natural features or the ecological functions which may be associated with the area. Where appropriate and reasonable, consideration will be given to measures to provide for the enhancement of any identified natural heritage feature as part of such environmental impact study.
- 7.13.7 It is intended that the natural heritage features associated with the Non-Core Greenlands overlay are to be protected for their ecological value and function. The implementing Zoning By-law will be used to achieve this objective by placing such delineated features from an approved environmental impact study in a restrictive land use zoning category.
- 7.13.8 Development may occur on lands associated with the Non-Core Greenlands overlay where the matters associated with hazard lands as noted in Section 5 can be safely addressed. In addition, development within the flood fringe areas of the Two Zone Flood Plain will be guided by the policies of subsection 7.14.

Attachment 4 Existing Official Plan Natural Heritage Features and Development Constraints



Attachment 4 Existing Official Plan Natural Heritage Features and Development Constraints (continued)

6.4 Wetlands

The Ministry of Natural Resources has evaluated and classified *wetlands* in the City of Guelph. These *wetlands* consist of *provincially significant wetlands* and *locally significant wetlands*. All *wetlands* currently evaluated are delineated on Schedule 2.

Objectives

- a) To recognize the important role of *wetlands* of all sizes in the natural environment;
- b) To plan for the optimization of the hydrological, social, ecological and economic benefits associated with various wetland resource areas;
- c) To work with community partners and various government agencies, (i.e. the Grand River Conservation Authority and the Ontario Ministry of Natural Resources) to protect *wetlands* through accepted land use planning and resource management practices.

General Policies

- 6.4.1 The City encourages the retention of all *wetlands* located within Guelph and adjacent to its municipal boundaries. In all instances the City will encourage the design of new *development* proposals to minimize impacts on this *natural heritage feature* and its associated *ecological functions*.
- 6.4.2 No *development* is permitted within *provincially significant wetlands*. These *wetlands* have been included in the 'Core Greenlands' designation on Schedule 1 with associated land use policies as outlined in subsection 7.13.
- 6.4.3 In instances where a *development* proposal is within *adjacent lands* to a *provincially significant wetland*, the City will require that the *development* proponent complete an environmental impact study in accordance with the requirements of subsection 6.3 of this Plan. The environmental impact study shall indicate that the *development* proposal will not:
 - a) Result in a loss of the *wetland's ecological function*;
 - b) Create subsequent demand for future *development* which will *negatively impact* on the *wetland's ecological function*;
 - c) Conflict with existing site-specific *wetland* management practices;
 - d) Result in loss of contiguous *wetland*.
- 6.4.4 *Locally significant wetlands* are associated with the Non-Core Greenlands overlay on Schedule 1 and with associated land use policies outlined in

subsection 7.13. The City recognizes the importance of *locally significant wetlands* in maintaining the ecological health of natural systems.

6.4.5 In instances where a *development* proposal falls within or *adjacent* to a *locally significant wetland*, the City will require the *development* proponent to complete an *environmental impact study* in accordance with the provisions of subsection 6.3 of this Plan. The environmental impact study shall indicate that the *development* proposal will not:

- a) Result in loss of the *wetland's ecological function*;
- b) Create subsequent demand for future *development* which will *negatively impact* on the *wetland's ecological function*;
- c) Conflict with existing site-specific *wetland* management practices.

Significant Woodlands

6.8.3 The City has classified certain wooded areas in the Municipality as being *significant*. These *woodlands* have been classified as being *significant* due to their natural heritage *functions* as noted in policy 6.8.1, in addition to their contiguous size of at least 1 hectare and existence in a natural setting. *Significant woodlands* are included within the Greenlands System outlined on Schedule 1. They are also delineated as *natural heritage features* on Schedule 2.

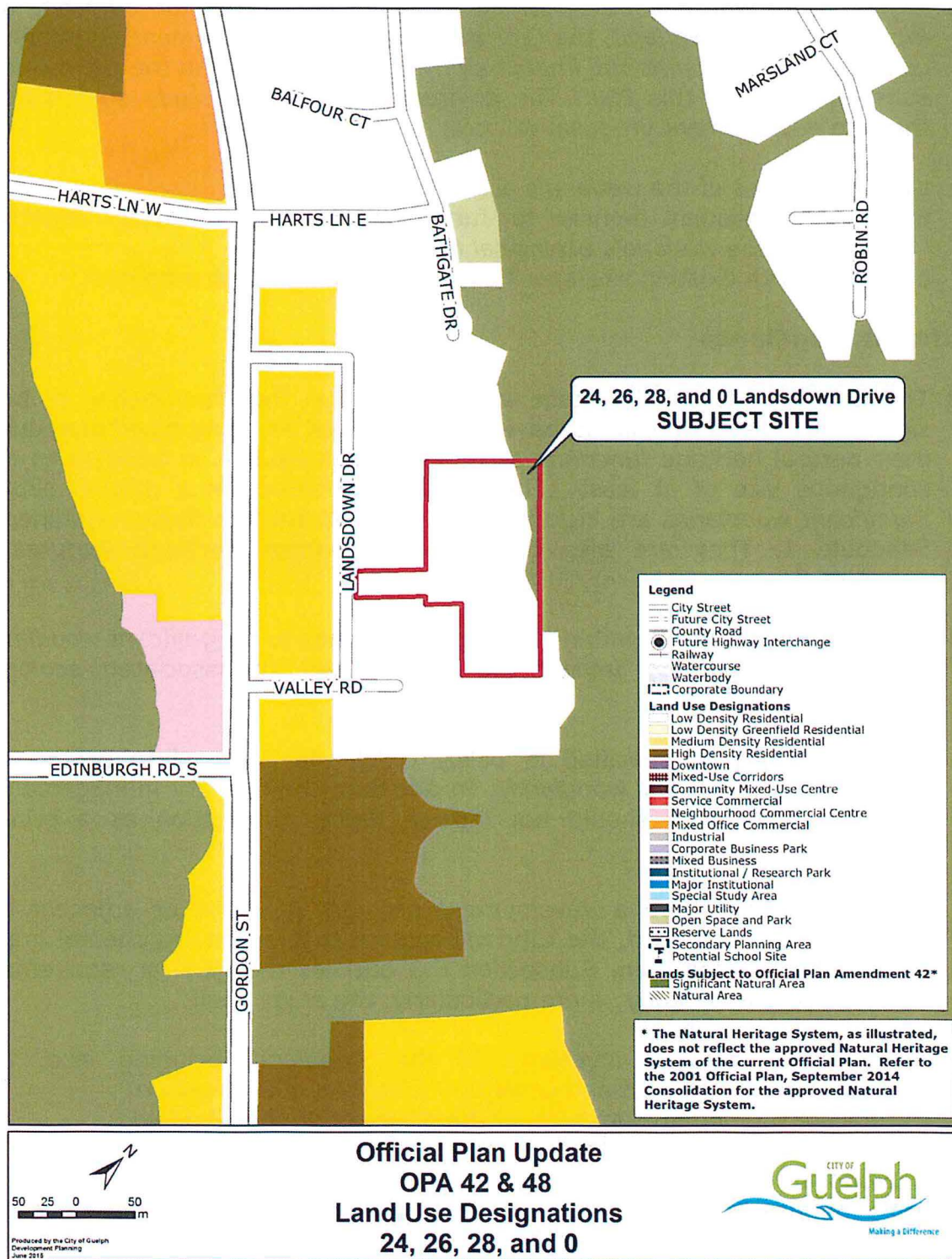
6.8.4 *Development* proposals within or on *adjacent* lands to a *significant woodland* should not *negatively impact* the *feature* and its associated *ecological functions*.

1. The actions as specified in policy 6.8.1 will be used to protect and preserve *significant woodlands*. In addition, the forestry management of these *woodlands* should not include timber production as a primary activity.
2. In instances where a *development* proposal is within or *adjacent* to a *significant woodland*, the City will require that an environmental impact study be undertaken. Subsection 6.3 outlines the general requirements for this type of study; more particularly, the study shall:
 - a) Contain a detailed inventory of the *woodland* including size, age, composition, condition and *ecological functions* of the *feature*;
 - b) Indicate the *negative impacts* of the proposal on the *woodland*;
 - c) Indicate any measures that would reduce the *negative impacts* of the proposal;
 - d) Recommend provisions, in instances where trees need to be removed, for their replacement or any other enhancement opportunities.

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Attachment 5

Official Plan Amendment #42 and #48 Land Use Designations and Policies



Attachment 5 Official Plan Amendment #42 and #48 Land Use Designations and Policies (continued)

6A Natural Heritage System

The City's Natural Heritage System (NHS) is comprised of a combination of natural heritage features and areas, including Significant Natural Areas and minimum buffers, Natural Areas, Ecological Linkages, Restoration Areas and Wildlife Crossings as identified on Schedule 10. Together, these elements maintain local biological, hydrological and geological diversity, ecological functions, connectivity, support viable populations of indigenous species, and sustain local biodiversity.

A diverse and well-connected Natural Heritage System contributes to the City's environmental, social, cultural and economic values. The wide range of ecological services provided by the Natural Heritage System includes, but is not limited to, the protection of natural heritage features and areas, and ecological functions, biodiversity and water resources, reduced need for engineered stormwater management, attenuation of air and water pollutants, moderation of the urban heat island effect, the provision for natural and open spaces for leisure activities and aesthetic enjoyment, and opportunities for residents and visitors to experience nature in the City.

6A.1 Purpose

The Natural Heritage System is made up of natural heritage features and areas, linked by natural corridors which are necessary to maintain biological and geological diversity, natural functions, viable populations of indigenous species, and ecosystems within the City of Guelph. The system can include lands that have been restored and areas with the potential to be restored to a natural state. This is accomplished by: protecting natural heritage features and areas for the long term, and maintaining, restoring, and where possible, improving the biodiversity and connectivity of natural heritage features and areas, and ecological functions of the Natural Heritage System, while recognizing and maintaining linkages between and among natural heritage, surface water features and groundwater features.

In order to achieve this purpose, the Natural Heritage System:

- i) provides permanent protection to the Significant Natural Areas (including Ecological Linkages) and established buffers;
- ii) identifies Natural Areas for further study to determine the features and functions that should be incorporated into the Natural Heritage System for permanent protection or, alternatively, identify the areas that may be developed; and
- iii) identifies wildlife crossings to ensure that mitigative measures are undertaken to minimize any harm to wildlife, the public and/or property.

The policies in Section 6A aim to strike a balance between protection of the Natural Heritage System and limited compatible development. The Natural Heritage System fosters partnerships with public agencies, community organizations and private land owners by promoting stewardship and enjoyment of these natural assets.

6A.1.1 General Policies

1. The City shall ensure the long term protection of the Natural Heritage System and associated ecological and hydrologic functions.
2. Each of the Natural Heritage System components is subject to specific policies as set out in 6A.2, 6A.3 and 6A.4.
3. Significant Natural Areas, Natural Areas and Wildlife Crossings are designated based on the best available mapping, on Schedules 1 and 10.
4. The Natural Heritage System is identified on Schedules 1 and 10, and consists of Significant Natural Areas (including Ecological Linkages), Natural Areas, and Wildlife Crossings.
5. The individual components that make up Significant Natural Areas and Natural Areas are listed below and are illustrated on Schedules 10, and 10A through 10E. These schedules provide additional detail to assist in the interpretation of Schedules 1 and 10.

i) Significant Natural Areas include:

- a. Significant Areas of Natural and Scientific Interest (ANSI),
- b. Significant Habitat for Provincially Endangered and Threatened Species,
- c. Significant Wetlands,
- d. Surface Water Features and Fish Habitat,
- e. Significant Woodlands,
- f. Significant Valleylands,
- g. Significant Landform,
- h. Significant Wildlife Habitat (including Ecological Linkages),
- i. Restoration Areas, and
- j. Minimum or established buffers (where applicable).

ii) Natural Areas include:

- a. Other Wetlands,
- b. Cultural Woodlands
- c. Habitat of Significant Species, and
- d. Established buffers (where applicable)

6A.2 Significant Natural Areas

This section outlines specific objectives, criteria for designation and policies for Significant Natural Areas and their *buffers*. Specific policies related to Natural Heritage System management and stewardship are provided in Section 6A.

6A.2.1 General Policies: Significant Natural Areas

1. Development or site alteration shall not be permitted within Significant Natural Areas including their established or minimum buffers as designated on Schedule 1, except in accordance with the general policies in 6A.1.2 and the Significant Natural Areas policies in 6A.2.
2. In accordance with the applicable policies in 6A.1.2 and 6A.2, development or site alteration may be permitted within the adjacent lands to Significant Natural Areas provided that it has been demonstrated through an EIS or EA that there will be no negative impacts to the protected natural heritage features and areas or their associated ecological functions.

9.3.2 Low Density Residential

This designation applies to residential areas within the built-up area of the City which are currently predominantly low-density in character. The predominant land use in this designation shall be residential.

Permitted Uses

1. The following uses may be permitted subject to the applicable provisions of this Plan:
 - i) detached, semi-detached and duplex dwellings; and
 - ii) multiple unit residential buildings, such as townhouses and apartments.

Height and Density

The built-up area is intended to provide for development that is compatible with existing neighbourhoods while also accommodating appropriate intensification to meet the overall intensification target for the built-up area as set out in Chapter 3. The following height and density policies apply within this designation:

2. The maximum height shall be three (3) storeys.
3. The maximum net density is 35 units per hectare and not less than a minimum net density of 15 units per hectare.
4. Notwithstanding policies 9.3.2.2 and 9.3.2.3, increased height and density may be permitted for development proposals on arterial and collector roads without an amendment to this Plan up to a maximum height of six (6) storeys and a maximum net density of 100 units per hectare in accordance with the Height and Density Bonus policies of this Plan.

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Attachment 6 (continued)
Proposed Draft Plan of Vacant Land Condominium

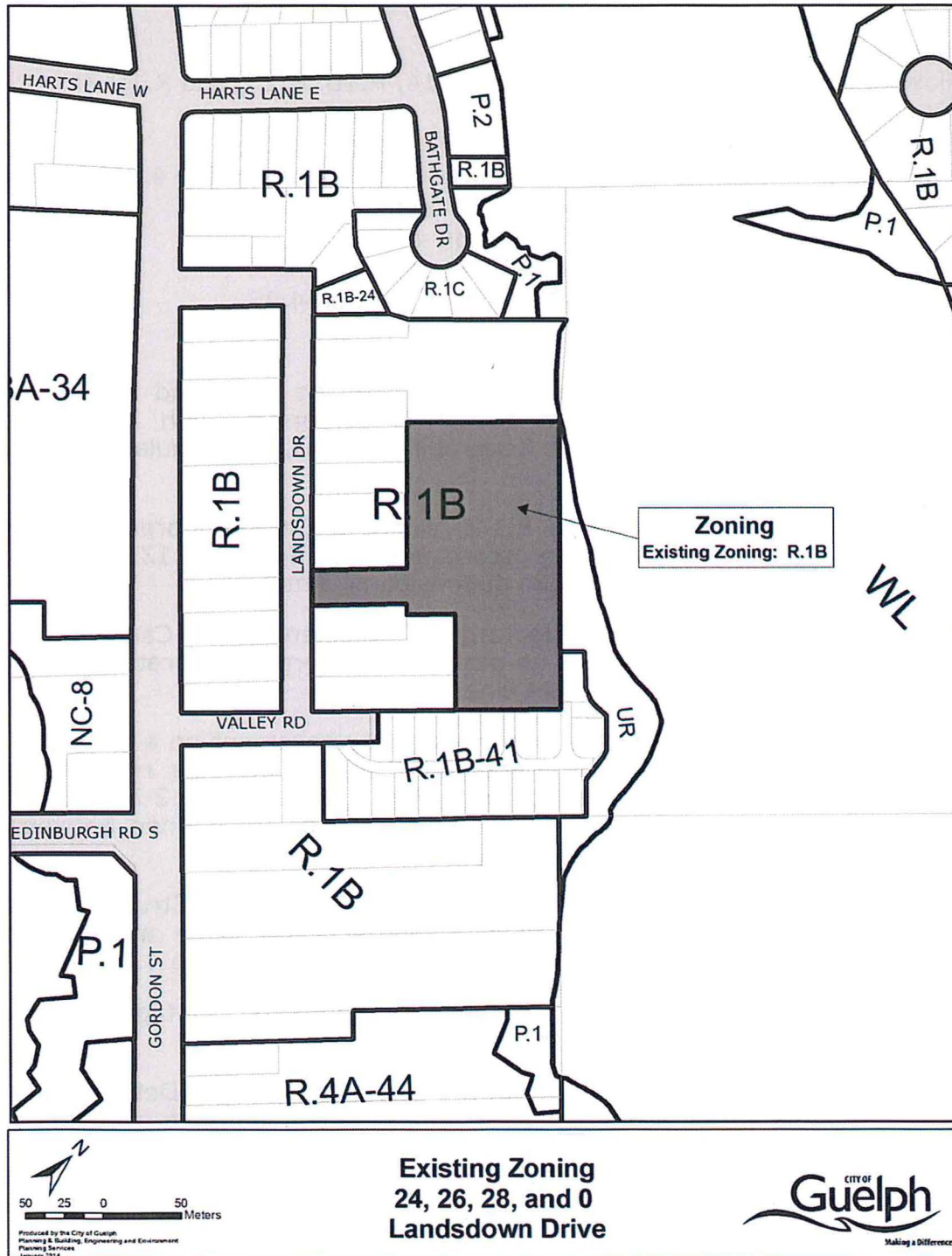
USE	UNITS	DWELLINGS	AREA (hectares)
Single Detached Units	1-26	26	1.248
Common Element Storm Water Management	-	-	0.061
Common Element Road, Visitor Parking	-	-	0.263
TOTAL	26	26	1.572

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Attachment 7 Draft Plan of Vacant Land Condominium Presented at Statutory Public Meeting June 9, 2014

ASTRID J. CLOS PLANNING CONSULTANTS 1000 GERRARD ST. E. SUITE 201 GUELPH, ONTARIO N1E 4T1 TEL: 519-836-8888 FAX: 519-836-8889 EMAIL: info@ajc.ca		DRAFT PLAN OF CONDOMINIUM WHITE CEDAR ESTATES DATE: SEPTEMBER 18, 2013 DRAWN BY: AJC PROJECT NO. 1000		KEY MAP 		LEGAL DESCRIPTION PART OF LOTS 8, 9, 10 AND 13 REGISTERED PLAN 488 CITY OF GUELPH COUNTY OF WELLINGTON		LAND USE SCHEDULE <table border="1"> <thead> <tr> <th>USE</th> <th>PERCENTAGE</th> <th>PERCENTAGE</th> <th>PERCENTAGE</th> </tr> </thead> <tbody> <tr> <td>RESIDENTIAL</td> <td>100%</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>COMMERCIAL</td> <td>0%</td> <td>0%</td> <td>0%</td> </tr> <tr> <td>INDUSTRIAL</td> <td>0%</td> <td>0%</td> <td>0%</td> </tr> <tr> <td>TOTAL</td> <td>100%</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table>		USE	PERCENTAGE	PERCENTAGE	PERCENTAGE	RESIDENTIAL	100%	100%	100%	COMMERCIAL	0%	0%	0%	INDUSTRIAL	0%	0%	0%	TOTAL	100%	100%	100%	NOTES 1. THIS PLAN IS A DRAFT AND IS NOT TO BE USED FOR CONSTRUCTION. 2. THE CITY OF GUELPH HAS REVIEWED THIS PLAN AND HAS NO OBJECTION TO ITS SUBMISSION. 3. THE CITY OF GUELPH HAS REVIEWED THIS PLAN AND HAS NO OBJECTION TO ITS SUBMISSION. 4. THE CITY OF GUELPH HAS REVIEWED THIS PLAN AND HAS NO OBJECTION TO ITS SUBMISSION. 5. THE CITY OF GUELPH HAS REVIEWED THIS PLAN AND HAS NO OBJECTION TO ITS SUBMISSION.		ADDITIONAL INFORMATION INFORMATION REQUIRED BY CLARIFIED REGULATION 101, AS AMENDED BY DRAFT PLAN, 2013. 1. THE CITY OF GUELPH HAS REVIEWED THIS PLAN AND HAS NO OBJECTION TO ITS SUBMISSION. 2. THE CITY OF GUELPH HAS REVIEWED THIS PLAN AND HAS NO OBJECTION TO ITS SUBMISSION. 3. THE CITY OF GUELPH HAS REVIEWED THIS PLAN AND HAS NO OBJECTION TO ITS SUBMISSION.		OWNER'S CERTIFICATE I, the undersigned, being the owner of the land described in the above plan, do hereby certify that the information contained in the above plan is true and correct. _____ DATE: _____		REGISTERED PLAN I, the undersigned, being the owner of the land described in the above plan, do hereby certify that the information contained in the above plan is true and correct. _____ DATE: _____	
USE	PERCENTAGE	PERCENTAGE	PERCENTAGE																																		
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TOTAL	100%	100%	100%																																		

Attachment 8 Existing Zoning and Details



Attachment 8 Existing Zoning and Details (continued)

5.1 RESIDENTIAL SINGLE DETACHED (R.1) ZONES

5.1.1 PERMITTED USES

The following are permitted Uses within the R.1A, R.1B, R.1C, and R.1D Zones:

- Single Detached Dwelling
- Accessory Apartment in accordance with Section 4.15.1
- Bed and Breakfast establishment in accordance with Section 4.27
- Day Care Centre in accordance with Section 4.26
- Group Home in accordance with Section 4.25
- Home Occupation in accordance with Section 4.19
- Lodging House Type 1 in accordance with Section 4.25

5.1.2 REGULATIONS

Within the Residential 1 (R.1) Zones, no land shall be Used and no Building or Structure shall be erected or Used except in conformity with the applicable regulations contained in Section 4 - General Provisions, the regulations listed in Table 5.1.2, and the following:

- 5.1.2.1 Despite Row 7 of Table 5.1.2, where a Garage, Carport or Parking Space is not provided in accordance with Section 4.13.2.1, one Side Yard shall have a minimum dimension of 3 metres.
- 5.1.2.2 Despite any required Side Yard on a residential Lot, Carports shall be permitted provided that no part of such Carport is located closer than 0.6 metres to any Side Lot Line.
- 5.1.2.3 In the event that there is a transformer easement on a particular Lot, portions of the Single Detached Dwelling may be required to be Setback further than specified in Row 6 of Table 5.1.2 in order that a minimum separation of 4.5 metres may be maintained between the transformer easement and any part of the dwelling.
- 5.1.2.4 Despite Rows 6 and 8 of Table 5.1.2, Buildings or Structures located on Through Lots shall have a Setback the same as the nearest adjacent Main Building and in accordance with Section 4.24.
- 5.1.2.5 Despite Row 4 of Table 5.1.2, the minimum Lot Frontage for a Corner Lot in a R.1D Zone shall be 12 metres.
- 5.1.2.6 Despite Row 4 of Table 5.1.2, the Lots located within Defined Area Map Number 66 of Schedule "A" of this By-law shall have a minimum Lot Frontage of the average Lot Frontage established by the existing Lots within the same City Block Face, but in no case less than 9 metres. Nothing in this section shall require the minimum Lot Frontage to be greater than the minimum Lot Frontage established in Table 5.1.2. Where the average Lot Frontage of the existing Lots on the Block Face cannot be determined, the minimum Lot Frontage shall be as indicated in Table 5.1.2.

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5.1.2.7 Despite Row 6 of Table 5.1.2, the minimum Front or Exterior Side Yard for dwellings located within Defined Area Map Number 66 of Schedule "A" of this By-law, shall be:

- i. The minimum Front Yard or Exterior Side Yard shall be 6 metres or the average of the Setbacks of the adjacent properties. Where the off-street Parking Space is located within a Garage or Carport, the Setback for the Garage or Carport shall be a minimum of 6 metres from the Street Line.
- ii. In accordance with Section 4.6 and 5.1.2.3; and
- iii. In accordance with the Ontario Building Code, as amended from time to time or any successor thereof, regulations for above ground electrical conductor clearances to Buildings.

Where a road widening is required in accordance with Section 4.24, the calculation of the required Front or Exterior Side Yard shall be as set out in Section 5.1.2.7, provided that the required Front or Exterior Side Yard is not less than the new Street Line established by the required road widening.

5.1.2.8 Despite Row 7 of Table 5.1.2, properties Zoned R.1B or R.1C with Buildings over 2 Storeys located within Defined Area Map Number 66 of Schedule "A" of this By-law shall have a minimum Side Yard requirement of 1.5 metres.

5.1.2.9 Deleted.

5.1.2.10 Despite Row 7 of Table 5.1.2 in the R.1A Zone, where a Building has a one Storey portion and a 1.5 to 2 Storey portion, the required Side Yard shall be 1.5m from the Side Lot Line to the foundation wall of the 1 Storey portion and 2.4m from the Side Lot Line to the wall of the 1.5 to 2 Storey portion.

5.1.2.11 Where Lots have less than 12 metres of Frontage, the Garage is limited to a maximum of 55% of the Lot width (as measured at the Front Yard Setback).

13.3 **LANDS ADJACENT TO PROVINCIALY SIGNIFICANT WETLANDS**

Lands adjacent to ***Provincially Significant Wetlands*** have a shading pattern placed on them in the Defined Area Zoning Maps and are subject to the following regulations:

13.3.1 Properties with ***Adjacent Lands*** shading shall be required to complete an ***Environmental Impact Study*** when a ***Development*** or ***Redevelopment*** proposal, requiring an Official Plan amendment, a Zoning ***By-law*** amendment, a plan of subdivision (excluding a plan of condominium), or a consent is submitted for the portion of the property with ***Adjacent Lands*** shading.

13.3.1.1 Plans of condominium will be exempted from having to complete an ***Environmental Impact Study*** only if the lands to which the plan of condominium

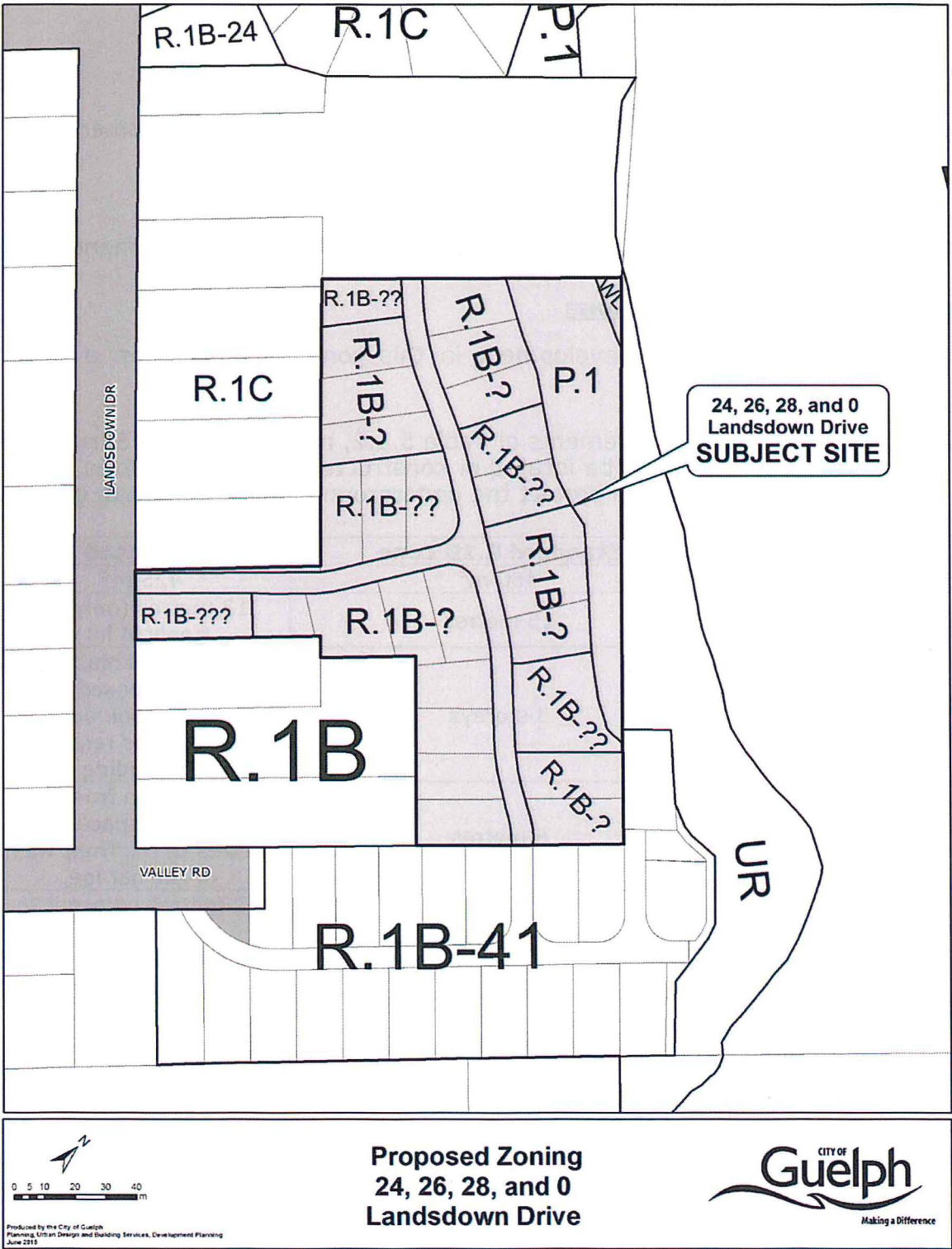
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applies have had a required **Environmental Impact Study** approved through a plan of subdivision, Official Plan amendment, Zoning **By-law** amendment, or consent.

EXCERPT FROM TABLE 5.1.2 - REGULATIONS GOVERNING R.1B ZONE

1	Residential Type	Single Detached Dwellings
2	Zone	R.1B
3	Minimum Lot Area	460 m ²
4	Minimum Lot Frontage	15 metres and in accordance with Section 5.1.2.6.
5	Maximum Building Height	3 Storeys and in accordance with Section 4.18.
6	Minimum Front Yard	6 metres and in accordance with Sections 4.6, 4.24, 5.1.2.3, 5.1.2.4 and 5.1.2.7.
6a	Minimum Exterior Side Yard	4.5 metres and in accordance with Sections 4.6, 4.24, 4.28, 5.1.2.3, 5.1.2.4 and 5.1.2.7.
7	Minimum Side Yard 1 to 2 Storeys Over 2 Storeys	1.5 metres 2.4 metres and in accordance with Sections 5.1.2.8, 5.1.2.1 and 5.1.2.2.
8	Minimum Rear Yard	7.5 metres or 20% of the <i>Lot Depth</i> , whichever is less and in accordance with Section 5.1.2.4.
9	Accessory Buildings or Structures	In accordance with Section 4.5
10	Fences	In accordance with Section 4.20.
11	Off-Street Parking	In accordance with Section 4.13.
12	Minimum Landscaped Open Space	The <i>Front Yard</i> on any <i>Lot</i> , excepting the <i>Driveway (Residential)</i> shall be landscaped and no parking shall be permitted within this <i>Landscaped Open Space</i> . Despite the definition of <i>Landscaped Open Space</i> , a minimum area of 0.5 metres between the <i>Driveway (Residential)</i> and nearest <i>Lot Line</i> must be maintained as landscaped space in the form of grass, flowers, trees, shrubbery, natural vegetation and indigenous species.
13	Garbage, Refuse and Storage	In accordance with Section 4.9.
14	Garages	For those <i>Lots</i> located within the boundaries indicated on Defined Area Map Number 66, attached <i>Garages</i> shall not project beyond the main front wall of the <i>Building</i> . Where a roofed porch is provided, the <i>Garage</i> may be located ahead of the front wall of the dwelling (enclosing <i>Habitable Floor Space</i> on the first floor) equal to the projection of the porch to a maximum of 2 metres.

Attachment 9 Proposed Zoning and Details



Attachment 9 (continued) Proposed Zoning and Details

Proposed Zoning:

P.1 (Conservation Land) Zone

In accordance with Section 9.1.1 of Zoning By-law (1995)-14864, as amended.

WL (Wetland) Zone

In accordance with Section 13.2 of Zoning By-law (1995)-14864, as amended.

Specialized Zoning Regulations

- Despite Section 4.1, development in this zone may occur on a privately owned **Street**.
- In addition to the requirements of Table 5.1.2, no **Buildings** or **Structures** (excluding fences) shall be located or constructed within 2.4 metres of the Rear Lot Line in order to protect the underground infiltration storm gallery.

Regulation	Standard R.1B Zone	Proposed
Minimum Lot Area	460 m ²	425 m ²
Minimum Lot Frontage	15 metres	13 metres (only for freehold lot)
Maximum Building Height	3 storeys	2 storeys plus a partially exposed walk out or look out basement as required for grading
Minimum Front Yard	6 metres	4.5 metres to front wall of habitable space and 6 metres to the front wall of the garage
Minimum Exterior Side Yard	4.5 metres	1.2 metres adjacent to private streets 0.9 metres for freehold lot
Minimum Side Yard 1 to 2 storeys Over 2 storeys	1.5 metres 2.4 metres	1.2 metres n/a
Minimum Rear Yard	7.5m or 20% of the lot depth	4.5 metres

Attachment 10 Planning Analysis

2014 Provincial Policy Statement

The 2014 Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Key objectives of the PPS include: building strong communities; wise use and management of resources; and protecting public health and safety. The PPS promotes efficient land use and development patterns that support strong, liveable and healthy communities, protect the environment and public health and safety, and facilitate economic growth. Planning decisions are required to be consistent with the 2014 PPS.

The 2014 Provincial Policy Statement (PPS) refers to focusing growth within settlement areas with densities and a mix of land uses which efficiently use land and resources. In addition, the PPS indicates that Planning authorities shall identify and promote opportunities for intensification and redevelopment where this can be accommodated, taking into account existing building stock or areas and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs. The proposed development is within the City's settlement area and will allow efficient use of existing infrastructure.

Policies that relate specifically to this development include Policy 1.5 which promotes the creation of healthy, active communities by planning and providing for a full range and equitable distribution of publicly-accessible built and natural heritage settings for recreation, including trails and linkages. A condition of development is the dedication of lands to the City for public trail purposes. The trail will be located mostly within the outer 15 metres of the 30 metre buffer to the PSW.

Policy 1.6.6 speaks to planning for sewage, water and stormwater services. In particular policies speak to stormwater management minimizing changes in water balance and erosion, and promote stormwater management best practices including stormwater attenuation and re-use and low impact development (LID). The proposed development satisfactorily addresses all aspects of Policy 1.6.6.

Policy 2.1 (Natural Heritage) speaks to the protection of natural features and areas for the long term. Development and site alteration are not permitted in a significant wetland. The proposed development does not propose development or site alteration within the Torrance Creek Provincially Significant Wetland. The development is proposed adjacent to the PSW and through the preparation of an EIS, it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.

Policy 2.2 (Water) speaks to the protection of quality and quantity of water. This is achieved by identifying and implementing restrictions on development and site alteration to protect municipal drinking water supplies and ground water, and their

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hydrologic functions, thereby minimizing any potential negative impacts to quality and quantity of water. The City's Risk Management Official (RMO) has reviewed the application to identify whether there would be any concerns as they relate to Significant Drinking Water Threats once the Source Water Protection Plan comes into force. Based on the RMO's review of the application, there are no outstanding concerns in relation to Source Water Protection Plan requirements for Significant Drinking Water Threats, in relation to the proposed zoning or proposed plan of condominium. However the RMO did note that any future activities may be subject to policies and requirements regarding the handling and storage and Dense Aqueous Non Phased Liquids (DNAPLs) on the site. This would be addressed, if applicable, once the Source Water Protection Plan is in place.

In summary, the proposed development is in compliance with the PPS.

Provincial Growth Plan for the Greater Golden Horseshoe (Places to Grow)

The Provincial Growth Plan for the Greater Golden Horseshoe Area (GGH) was prepared under the Places to Grow Act, 2005, and took effect on June 16, 2006. The Growth Plan builds on other provincial initiatives and is intended to guide decisions on growth, including policies to manage growth by building compact, transit supportive communities in designated greenfield areas. In order to meet these provincial Growth Plan objectives, the City completed a Local Growth Management Strategy (LGMS) and ultimately the approval of Official Plan Amendment 39 (OPA 39) that implemented changes to the Official Plan to bring it into conformity with the Growth Plan.

The "Growth Plan for the Greater Golden Horseshoe" includes policies that direct a significant portion of growth to the built-up area of the community through intensification where the capacity exists to best accommodate the expected population and employment growth. More specifically, by the year 2015, a minimum of 40% of all residential development will be within the built-up area. In addition, the development of compact, vibrant and complete communities with a diverse mix of land uses, and a range and mix of employment and housing types is encouraged.

The proposed development provides residential intensification within the City's Built-Up Area. The site design with single detached lots on a private condominium road represents appropriate residential intensification on a relatively small area that will protect adjacent natural features and make efficient use of existing infrastructure.

Official Plan Conformity

The proposed development meets several of the major goals and objectives of the Official Plan. This includes efficiently utilizing the land base and establishing complementary and compatible land uses that are well integrated with adjacent lands.

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Other major goals and objectives of the Official Plan satisfied by the proposed development include:

- directing development to an area where municipal services and related infrastructure are most readily or can be made available;
- assists in promoting a compact development pattern to avoid urban sprawl;
- ensuring development is sympathetic and compatible with the built form of existing land uses;
- assists in accommodating projected growth within the settlement area boundary;
- provides for additional residential land uses;
- assists in providing for an adequate supply and range of housing types;
- respects the protection of the natural environment; and
- supports transit, walking and cycling for everyday activities.

The subject property is designated "General Residential" and "Core Greenlands" with a "Non-Core Greenlands Overlay" in the Official Plan.

The applicant is proposing single detached dwellings on the portion of the property designated as "General Residential". The predominant use of land in areas designated, as "General Residential" is residential. All forms of residential development is permitted in conformity with the policies of this designation. The general character of development will be low-rise housing forms. The net density of development is not to exceed 100 units per hectare within the "General Residential" land use designation. The proposed density is 16.67 units/hectare.

The "Core Greenlands" and "Non-Core Greenlands Overlay" form part of the Greenlands System that represents a planning framework which recognizes that natural heritage features and their associated landscapes need to be considered in a holistic manner in order to provide a comprehensive and integrated approach for conservation and enhancement. The Greenlands System is intended to include features and areas which, are part of the City's natural heritage as well as areas in which natural hazards may pose a threat to public safety. These areas include: wetlands, forestry resources, streams and valleys, ponds, areas of natural and scientific interest, fish, wildlife and plant habitats, flood plains and hazard lands and habitat areas for endangered and threatened species.

The objective of the Greenlands System is to outline a comprehensive natural heritage system containing landscapes, resources and ecological functions that are essential to environmental and public health in the City and to recognize the many important and inter-related functions of our natural environmental system, and to encourage its protection and enhancement. The Greenlands System also aims to provide for the careful conservation of the City's land, animal, plant, water and air resources to provide a healthy, prosperous and enjoyable community.

Natural heritage features within the "Core Greenlands" designation are to be protected and development is not permitted within this designation. Where a

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development proposal is made on adjacent lands to these natural heritage features, the proponent is responsible for completing an Environmental Impact Study (EIS). This property contains a number of natural heritage features including: a provincially significant wetland and a significant woodland.

Forestry and Woodland resources require a tree inventory of all trees over 10 cm diameter at breast height (DBH), with consideration of the feasibility of retaining desired trees, and the protection measures required for these trees during site development and building construction. For proposals within or adjacent to a significant woodland, the City requires that an EIS will, among other things, indicate the negative impacts of the proposal on the woodland; indicate any measures that would reduce the negative impacts; and recommend provisions, in instances where trees need to be removed, for their replacement or any other enhancement opportunities. A portion of the significant woodland (Austrian Pine Plantation) is proposed for removal. In accordance with Section 6.8 the EIS has developed a compensation plan which outlines measures that both reduce negative impacts of the proposed development, and provides provisions for enhancements. A Vegetation Compensation Plan is required for the replacement of all healthy, non-invasive trees measuring over 10cm DBH proposed for removal. With respect to the Natural Heritage System (NHS) it is stated that where appropriate and reasonable, consideration will be given to measures to provide for the enhancement of natural heritage features within the NHS designation. The development of a Vegetation Compensation Plan shows additional enhancements to ecological function of the site with the use of native plantings and the removal of exotic and/or invasive species. A detailed compensation plan will be provided in the EIR.

The EIS has provided a strategy for maintaining natural heritage features and functions by avoiding the most significant and sensitive areas through design of the proposed development. Buffer recommendations have been incorporated into the proposed development plan to protect and enhance the functions of the significant and sensitive areas within the subject property. The boundaries of the PSW have been identified and no development will occur in the wetland. Appropriate buffers have been included to protect wetland features and functions.

A significant portion of the property also contain a "Non-Core Greenlands Overlay". Lands associated with the "Non-Core Greenlands" overlay may contain natural heritage features, natural feature adjacent lands and natural hazard lands that should be afforded protection from development. The following natural features and their associated adjacent lands are found within the "Non-Core Greenlands" area: fish habitat, locally significant wetlands, significant woodlands, significant environmental corridors and ecological linkages, significant wildlife habitat. In many instances these natural features also have hazards associated with them which serve as development constraints. Development may occur on lands associated with the "Non-Core Greenlands Overlay" consistent with the underlying land use designation in instances where an Environmental Impact Study has been completed as required by the Official Plan, and it can be demonstrated that no negative

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impacts will occur on the natural features or the ecological functions which may be associated with the area. An EIS and two EIS Addendums have been prepared and demonstrate to staff's satisfaction that no negative impacts will occur on the natural features or the ecological functions associated with the area.

Official Plan Amendment 42 (OPA 42)

The City's Natural Heritage Strategy (NHS - Official Plan Amendment 42) that was approved by Council designates the subject property as "Significant Natural Areas and Natural Areas" on Schedule 1: Land Use Plan. The City's Natural Heritage System (NHS) is comprised of a combination of natural heritage features and areas, including Significant Natural Areas, Ecological Linkages, Restoration Areas and minimum buffers, Natural Areas and Wildlife Crossings. Together, these elements maintain local biological, hydrological and geological diversity, ecological functions, connectivity, support viable populations of indigenous species, and sustain local biodiversity. OPA 42 further identifies this property on Schedule 10: 'Natural Heritage System' as "Significant Natural Areas". Schedule 10A: 'Natural Heritage System - ANSIs and Wetlands' further identifies this property as containing Provincially Significant Wetlands (PSW).

Development is not permitted within "Significant Natural Areas" or their minimum buffers. Development or site alteration may be permitted within "Natural Areas" provided it has been demonstrated through an Environmental Impact Study that there will be no negative impacts on the protected natural features or their associated ecological functions. It is noted that the applications were submitted prior to OPA 42 being in effect and is processed under the 2001 Official Plan. However, the review of the applications has had regard for the policies of OPA 42.

It is recognized that OPA 42 prescribes a minimum 30 metre buffer to a PSW boundary. In general this has been provided, notwithstanding the presence of the trail in the buffer (largely, but not entirely, within the outer 15 – 30 m portion of the PSW buffer) as well as SWM measures in the buffer, some limited grading in the outer 15 – 30 m buffer zone, plus proposed invasive species management and restoration plantings. EAC recommended that a 15 metre no disturbance buffer be provided adjacent to the PSW and a 5 metre no disturbance buffer adjacent to the Significant Woodland be provided, and maximized where feasible. This has been accomplished to the extent feasible with the current Draft Plan. The Developer's team has made a number of changes to try and maintain a 15 metre no disturbance buffer adjacent to the PSW and a 5 metre no disturbance buffer adjacent to the Significant Woodland. Revisions to the limits of lots 1 through 10 have been made so that all of the proposed units/lots are all outside the 30 metre PSW buffer and the 10 metre Significant Woodland buffer. It appears from the EIS that all the infiltration galleries, and the related ponding areas are within the outer 15 – 30 metre PSW buffer zone. It appears that the two-stage weir is also within the outer 15 – 30 metres PSW buffer zone. The proposed SWM "dry pond" is within the outer 20 – 30 metres of the PSW buffer zone. However, the combination of grading constraints, the need to incorporate infiltration and other SWM measures

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outside rear yards, the need to incorporate a trail, and the need to outlet some treated water to the wetland have resulted in some limited disturbances related to SWM as well as small portions of the trail within 0 – 15 m of the PSW and 0 – 5 m of the Significant Woodland.

The EIS has identified the Scot's/Austrian Pine plantation on the subject property as a small finger extension of the larger Significant Woodland associated with the PSW. This finger extension is proposed for removal in the EIS, and compensation for the removal of these trees is recommended in the form of tree plantings/naturalization within the buffer. Because the application for the proposed development on the subject property was made prior to the City's new Natural Heritage System policies being approved by the Board in June 2014, the application is subject to the City's former Greenlands policies which permit development within a Significant Woodland if it can be demonstrated that it does not negatively impact the feature or its ecological functions. The EIS does demonstrate that removal of this feature and related compensation in the buffer areas will result in a net positive impact (i.e., no negative impact) from an ecological perspective, therefore this is acceptable. However, it should be noted that under the current Official Plan policies (Official Plan, 2014 consolidation) removal of this feature would not be permitted.

Official Plan Amendment 48

On June 5, 2012, the City adopted OPA 48, a comprehensive update to its Official Plan. OPA 48 is currently under appeal and is not yet in effect. Further, since the applications for the subject property were submitted prior to adoption of OPA 48, they are not required to conform to this plan. However, consideration is given to the policies of OPA 48 since these policies provide current guidance for development within the City and within the context of the Provincial Growth Plan.

OPA 48 proposes to designate the subject property as "Low Density Residential". This designation applies to residential areas within the built-up area of the City which are currently predominantly low-density in character. The predominant land use in this designation shall be residential. The maximum height shall be three (3) storeys in this designation and the maximum net density is 35 units per hectare and not less than a minimum net density of 15 units per hectare. The development is consistent with the "Low Density Residential" designation as it proposes single detached dwellings with a maximum building height of two (2) storeys plus a walkout basement and a density of 16.67 units/hectare.

Environmental Review

A number of issues related to the environmental impact of the proposed development were raised through the circulation of the application and at the June 9, 2014 Statutory Public Meeting. Generally, these issues related to the approximate buffer areas being provided to the PSW and Significant Woodland, water balance and stormwater management (SWM) design which includes infiltration galleries.

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The environmental policies of the Official Plan have been addressed during the review of the application through the approval of an Environmental Impact Study (EIS). The EIS and associated Addenda have been supported by City staff, the Grand River Conservation Authority (GRCA) and the Environmental Advisory Committee (EAC). The chronology with respect to the environmental review of the applications is provided below:

- Environmental Impact Study (EIS) submitted as part of the complete application submission deemed complete on January 16, 2014.
- At the Environmental Advisory Committee meeting held on May 14, 2014 the EIS was deferred until outstanding issues were addressed which included: demonstrating that there are no negative impacts to the provincially significant wetland (PSW) and significant wildlife habitat (SWH), that alternative SWM plan is considered and groundwater elevations are confirmed, limits of Significant Woodlands confirmed, opportunity for tree retention is further examined and an appropriate compensation plan is provided, recommendations with respect to monitoring are provided, an appropriate trail alignment is recommended, a minimum 2 season Botanical Study be included, Nature Guelph comments be addressed and rationale be provided.
- Revised Environmental Impact Study submitted July 29, 2014 to address comments received from the original circulation and May 14 EAC meeting.
- EIS approved by EAC at their meeting held September 10, 2014 with the following conditions:
 - That a wetland water balance and SWM design are provided to the satisfaction of the GRCA and City;
 - That infiltration galleries form part of the SWM design to ensure no impacts to the PSW,
 - That a 15 metre no disturbance buffer is provided adjacent to PSW and a 5 metre no disturbance buffer adjacent to the Significant Woodland, and maximized where feasible;
 - That in total, a 30 metre wetland buffer and 10 metre woodland buffer is provided;
 - That adjustments to the rear lot lines of lots/units 1-12 and the lot widths of lots/units 20-22 be considered;
 - That continuous data loggers are placed in the monitoring wells to inform detailed design;
 - That Nature Guelph's comments be addressed;
 - That an Environmental Implementation Report (EIR) be prepared and approved.
- EIS Addendum submitted December 19, 2014, revised draft plan received as well which decreased areas of units/lots 1-12 to increase the buffer width to the PSW.
- 2nd EIS Addendum submitted July 2, 2015 in response to Environmental Planning's review of the EIS Addendum. The 2nd EIS Addendum has been reviewed by City staff and is considered to be satisfactory.

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- There are a number of items noted in Beacon Environmental's memo dated June 16, 2015 that are to be carried forward in the EIR. The requirement for an EIR has been included as draft plan condition 11. The EIR must be approved to the satisfaction of the City and Grand River Conservation Authority (GRCA) prior to grading and site alteration.

Grand River Conservation Authority

The Grand River Conservation Authority (GRCA) has provided comments on the original application and revised submissions. The GRCA has advised no objection to the approval of the subject applications provided their recommended conditions are included as Draft Plan Conditions.

The Grand River Conservation Authority is authorized under Section 28 of the Conservation Authorities Act to implement and enforce the Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses (Ontario Regulation 150/06). Because the proposed development is within 120 metres of the PSW, a permit from the GRCA is required in accordance with the requirements of this Act.

Arkell Springs Water Resource Protection Area

Schedule 2 of the Official Plan identifies the subject property as being within the Arkell Springs Water Resource Protection Area. Arkell Springs is an area southeast of the City in which the City is reliant on for the majority of its water supply. Lands identified on Schedule 2 of the Official Plan as being within the Arkell Springs Water Resource Protection Area contribute to the recharge of ground water for Arkell Springs. Sections 4.3 and 5.7.1 of the Official Plan contain policies ensuring the protection of the associated recharge area, including the protection of surface water and groundwater resources. Inclusion and adherence to these policies in the Official Plan is consistent with the requirements of Section 2.2 of the PPS, 2014.

Policy 4.3.6 provides specific requirements for the protection of ground water resources that include: protecting wetlands and other areas that make significant contributions to ground water recharge; ensure that stormwater management systems protect water quality and quantity; and, requiring impact studies where proposed development has the potential to affect ground water resources. Policies for the Arkell Springs Water Resource Protection Area are specifically included within Section 4.3.8.

Staff are satisfied that these requirements have been addressed in this development through the review of the technical information provided. This has been achieved by:

- The preparation of a stormwater management plan and water balance that incorporate LID measures to achieve an annual balance of surface water runoff to the Arkell Provincially Significant Wetland in relation to the post-development to pre-development conditions, and also provides treatment of stormwater runoff to contribute to maintaining water quality;

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- Maintaining on-site predevelopment infiltration rates post development as supported by the stormwater management study and Environmental Impact Statement (including all addenda) in order to maintain on site infiltration/recharge functions; and
- Protection of the Arkell Provincially Significant Wetland including its ecological and hydrological functions as supported by the EIS.
- The requirement that a salt management plan be completed for the development as part of the preparation of the EIR.

Source Water Protection & The *Clean Water Act*

Source Water Protection Plan requirements are not yet in place, as the City is awaiting the Ministry of Environment and Climate Change's (MOECC) approval of the Source Water Protection Plan.

In anticipation of the Source Water Protection Plan's approval and policy implementation, the City's Risk Management Official (RMO) has reviewed the application to identify whether there would be any concerns as they relate to Significant Drinking Water Threats once the Plan comes into force. Based on the RMO's review of the application, there are no outstanding concerns in relation to Source Water Protection Plan requirements for Significant Drinking Water Threats, in relation to the proposed zoning or proposed plan of condominium. However the RMO did note that any future activities may be subject to policies and requirements regarding the handling and storage and Dense Aqueous Non Phased Liquids (DNAPLs) on the site. This would be addressed, if applicable, once the Source Water Protection Plan is in place.

Parkland Dedication

A payment in lieu of parkland conveyance will be required for the proposed development of the subject property in accordance with Section 51.1(1) of the Planning Act prior to the registration of the Vacant Land Condominium.

The proposed amendment will permit development of 26 residential units on the subject lands (1.62 hectares) at a net density of 16 residential units per hectare and a single detached dwelling on a freehold lot. A payment in lieu of parkland conveyance will be required at 5% of the property value. The property will be appraised by a qualified real estate appraiser appointed by the City to determine its value.

Existing Natural Heritage features and associated buffers to protect the natural heritage features will not be accepted as parkland dedication as these lands can not be developed or used for active recreational purposes.

Trail Development

The Guelph City-wide Trail Masterplan identifies an important north-south, multi-use trail connection from Bathgate Drive (south of Kortright Road East) to Arkell Road along the west side of the significant Torrance Creek PSW Complex. The City's Parks

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& Recreation Department requires that lands along the eastern edge of the development be conveyed to the City and zoned P.1 (Conservation Lands) to develop a 2.5 metre wide public multi-use trail connection. A linear parcel having a minimum clear width of 6 m will be required to develop the public trail. The route and design of the trail will be considered as part of the application in order to assess impacts of the trail on the PSW and other sensitivities.

The trail alignment within the proposed buffer to the wetland as recommended through the Environmental Impact Study and included on the Engineering drawings is satisfactory. The detailed design will be finalized through Landscape, Engineering and Trail Plans/Drawings and the recommendation from the Environmental Implementation Report and will be incorporated in the plans. Drawings showing trail design details such as grading and drainage, trail furnishings, gates, structures, signage, etc. will be provided. The trail design will be consistent with the 'Guelph Trail Master Plan' standards as appropriate to the site conditions and consistent with the 'Facility Accessibility Design Manual' and 'Design Principles for Storm Water Management Facilities'. A cost estimate for the trail development for works will be required. The rough grading and drainage work for trail will be completed prior to registration of the draft plan.

It appears that the trail can be designed to meet City standards. However, the trail grading and drainage may need to be refined at the EIR stage to incorporate its recommendations if necessary.

Open Space Works and Restoration

The Developer is required to seed and plant the open space to restore disturbed areas and enhance buffers and wildlife corridors and other works as recommended through the EIS. Detailed Landscape and Trail plans will be required with the Environmental Implementation Report.

Environmental Education:

The Developer is required to provide environmental education signage at all major trail access points to provide resident education on the area's environmental features and to address many of the common resident impact items including: dumping of yard waste, encroachments, pet waste, etc.

Environmental Implementation Report

An Environmental Implementation Report (EIR) will be required prior to grading and site alteration as per Draft Plan Condition 11. The EIR will provide details with respect to: stormwater management and wetland water balance mitigation; hydrogeological related details confirming that predevelopment infiltration rates will be maintained post development, including a post construction monitoring program and baseline information; discussion of soils and topography in relation to drainage, detailed tree management plans including compensation plans, detailed habitat management plans including any invasive species management, buffer enhancement/design, detailed landscape plans (by an accredited landscape

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architect), detailed design and mitigation plans to support the trail and detailed trail design, a salt management plan, a de-watering plan and, a monitoring plan with identified thresholds as well as any other information to implement recommendations from the Environmental Impact Study dated July 2014, the EIS Addendum dated December 2014 and the 2nd EIS Addendum dated July 2, 2015. As well, the EIR will include: grading, drainage and erosion and sediment control plans, baseline data to inform an effectiveness monitoring program and will address the Grand River Conservation Authority comments from their letter dated April 30, 2015. The EIR will also address comments from Beacon Environmental dated June 16, 2015.

Landscape Plan

Detailed Landscape Plans will include compensation, restoration and enhancement planting, property demarcation, signage, structures, etc., as per the City's design standards and specifications. The Landscape Plans will be reviewed and approved in conjunction with the EIR. The Developer will be responsible to implement the approved landscape plans and to deposit a security for the landscape works. The security will be partially released after the substantial completion of the works and fully released after the final approval at the end of the two year warranty period as per the City's specifications.

Road Infrastructure & Site Access:

Landsdown Drive abutting the subject property is designated as a two (2) lane local road with asphalt pavement, curb and gutter and concrete sidewalk on the west side of the street. In front of the subject lands, the road right-of-way width is 20.0 metres (66 feet) and meets the ultimate width specified in the Official Plan therefore no road widening will be required from the subject lands.

The proposed development would have a single full movement access onto Landsdown Drive as well as a connection to the existing private road (Lane A) owned by the condominium located to the south of the subject lands, known municipally as 15 Valley Road. The Developer and the Condominium Board representing 15 Valley Road have a signed agreement regarding the connection of common elements, including utilities, services and Lane A. As such, prior to the removal of the 'Holding' provision, the Developer's solicitor is to provide a copy of the reference plan as well as a copy of the registered deed or instrument detailing the easement/right-of-way that is registered in favour of the Developer for vehicular and/or pedestrian use on 15 Valley Road.

Municipal Services:

Existing services within the right-of-way along Landsdown Road are as follows:

- 300mm diameter storm sewer approximately 2.0m in depth;
- 200mm diameter sanitary sewer approximately 4.1m in depth;
- 150mm diameter watermain approximately 2.0m in depth.

The development will be serviced utilizing the existing privately owned sanitary

STAFF REPORT

sewer and privately owned and operated pumping station located at the adjacent condominium at 15 Valley Road. The water servicing for this site is also proposed to connect to the privately owned watermain located at 15 Valley Road and be looped and connect to Landsdown Drive. The City has been provided a copy of a signed agreement between the parties regarding the connection of the common elements to service the site. Prior to the removal of the 'Holding' provision, the Developer's solicitor is to provide a copy of the reference plan as well as a copy of the registered deed or instrument detailing the easement that is registered in favour of the Developer for provision of water and sanitary services on 15 Valley Road.

According to service records, the existing single detached dwelling at 28 Landsdown Drive was provided a 19mm water services and 100mm sanitary sewer lateral to property line during reconstruction of Landsdown Drive in 2005. The Developer will be responsible for the fees associated with the construction of the new municipal services and the cost of a water and sanitary service as a condition of redevelopment as per by-law (2006)-18068. Should the existing services not be suitable for the development of the subject lands, the owner will be responsible for the costs associated with their complete removal.

The Developer will be responsible to pay for the estimated cost of any servicing upgrades including any curb cuts or curb fills, if required, prior to any construction or grading on the lands.

Storm Water Management:

The storm water from the subject site currently sheet flows easterly towards the Provincially Significant Wetland identified as the Torrance Creek Subwatershed. The proposed storm water management design for the property controls the peak flow for all design storm events up to the 100 year storm and provides stormwater quality for water discharging from the site. The proposed design reflects the criteria set out in the "Torrance Creek Subwatershed Study Management Strategy – January 1999".

In consultation with staff from the Grand River Conservation Authority, it will be required that the lots that share an overland flow route eliminate any basement or ground level openings directly adjacent to the route corridor in order to eliminate the possibility of surface water entering the residence during high level storm events.

The cost of all the storm water management works and quality controls will be the responsibility of the owner.

Environmental

Prior to registration of the plan, the Developer shall submit a Phase 1 Environmental Site Assessment in accordance with the Record of Site Condition regulation (O. Reg. 153/04 as amended), describing the current conditions of the

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subject properties to the satisfaction of the City. If contamination is found, the consultant will determine its nature and the requirements for its removal and disposal at the Developer's expense.

The Developer will be required to ensure that all boreholes and monitoring wells installed for environmental, hydrogeological or geotechnical investigations are properly decommissioned prior to site grading and servicing in accordance with current Ministry of the Environment regulations (O.Reg. 903 as amended) and to the satisfaction of the General Manager/City Engineer.

The Developer will also be required to decommission any existing septic systems and domestic wells within the subject lands, as per current MOE regulations prior to site plan approval and prior to any construction or grading on the lands.

An Environmental Implementation Report (EIR) will be a requirement of this development.

The City's Development Engineering Division has recommended a number of conditions that are included as part of the Draft Plan of Vacant Land Condominium Conditions and has also recommended regulations in the Zoning By-law for Storm Gallery Protection.

Site Plan Approval (Section 41 of The Planning Act)

Since this development proposes 27 single detached dwellings (26 within a condominium and one freehold lot), site plan approval under Section 41 of the Planning Act is not required. Detailed Engineering and Landscaping plans that are normally be provided through a site plan application will be provided and approved prior to registration of the Condominium.

Subdivision Design and Integration with Surrounding Lands

Section 51(24) of the Planning Act sets out criteria that the City must consider when determining the appropriateness of a draft plan of subdivision. This Draft Plan of Vacant Land Condominium can be evaluated against the same criteria as draft plan of subdivision would. Regard shall be had, among other matters, to the health, safety, convenience, accessibility for persons with disabilities and welfare of the present and future inhabitants of the municipality. The proposed Vacant Land Condominium has been designed to ensure that a comprehensive development pattern and private street network can be implemented with the surrounding lands. The proposed development has been designed in coordination with the adjacent existing residential uses.

The proposed draft plan of vacant land condominium is consistent with the criteria of the Official Plan. The details are provided in the following sections:

- a) The plan of subdivision conforms to the objectives, policies and land use designations of the Official Plan.**

The lands within the proposed development are designated "General Residential" and "Core Greenlands" with a "Non-Core Greenlands Overlay".

All forms of residential development are permitted in the General Residential designation. The general character of development will be low-rise housing forms. The maximum net density of development in the "General Residential" designation shall not exceed 100 units per hectare, and the physical character of existing established low density residential neighbourhoods will be respected wherever possible. The density of this development is 16.67 units/hectare and will be zoned for single detached residential uses in conformity with the adjacent surrounding residential uses.

The "Non-Core Greenlands Overlay" applies to lands that may contain: natural heritage features, natural feature adjacent lands and natural hazard lands that should be afforded protection from development. Development may occur on lands within the "Non-Core Greenlands Overlay" designation if an Environmental Impact Study has been completed and it can be demonstrated that no negative impacts will occur. A small portion of the property is designated "Core Greenlands" and development is not permitted or proposed within this designation. Development adjacent to this designation is permitted and an EIS has been previously submitted and approved to the satisfaction of the City and GRCA that demonstrates no negative impacts to the Greenlands system.

b) The plan of subdivision can be supplied with adequate municipal services.

The development will be serviced utilizing the existing privately owned sanitary sewer and privately owned and operated pumping station located at the adjacent condominium at 15 Valley Road. The water servicing for this development is proposed to connect to the privately owned watermain located at 15 Valley Road and be looped and connect to 15 Valley Road. A 'Holding' provision is being recommended until the Developer's solicitor provides a copy of the reference plan as well as a copy of the registered deed or instrument detailing the easement registered in favour of the Developer for provision of water and sanitary services on 15 Valley Road.

c) The plan of subdivision will not adversely impact upon the transportation system, adjacent land uses and the natural environment.

The proposed development represents an extension of residential uses from the south. There is currently one stub road (shown as Lane A on the draft plan) that will be extended and function as a second access for this development. An Environmental Impact Study has been provided and demonstrates no negative impacts to the natural environment. In addition, draft plan conditions are included that protect all undevelopable lands in the plan.

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d) The plan of subdivision can be serviced economically without imposing an undue financial burden upon the Municipality.

The development will be serviced utilizing the existing privately owned sanitary sewer and privately owned and operated pumping station located at the adjacent condominium at 15 Valley Road. The water servicing for this development is proposed to connect to the privately owned watermain located at 15 Valley Road and be looped and connect to 15 Valley Road.

e) The plan of subdivision proposal has incorporated all necessary studies and assessments to ensure impacts on natural heritage features and cultural heritage resources are minimized:

As noted previously an Environmental Impact Study has been submitted and approved. Draft Plan conditions require the preparation of an Environmental Implementation Report to the satisfaction of the City and GRCA.

f) The *plan of subdivision* can be integrated with adjacent lands, subdivisions and streets:

The proposed development will be compatible with the existing single detached residential dwellings on Landsdown Drive and the existing Valley Road Condominium development to the south. The proposed draft plan will also implement community trail linkages in conjunction with the City-wide Trail Masterplan.

g) The *plan of subdivision* is considered to be necessary, timely and in the public interest:

The approval of the draft plan is consistent and timely.

h) The plan of subdivision is designed in accordance with accepted and contemporary subdivision design principles:

The proposed development design has been reviewed and accepted. The proposed lot sizes and locations provide for an efficient use of land.

Review of Proposed Zoning

A 'Holding' (H) provision is being recommended by City staff to ensure that development does not occur until the lands are serviceable.

The requested Specialized R.1B-? zoning is appropriate to implement the proposed development for the subject property. This will allow for single detached lots to be developed on the subject property through a Draft Plan of Condominium, with minimum lot frontages of 15 metres.

The specialized R.1B zoning regulations requested are minor in nature and considered appropriate to address specific site design issues associated with this site and the development of single detached dwellings on a private condominium road. Further discussion is provided below.

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- The request for a minimum front yard of 4.5 metres, while still maintaining 6 metres for the garage or legal parking space, is appropriate to provide additional rear yard amenity space and results in improved urban design by recessing garages to minimize their prominence along the streetscape.
- The request for a minimum lot area of 425 square metres in lieu of the required 460 square metres is appropriate. The majority of the units/lots will be in excess of 460 square metres. The units/lots with less than 460 square metres are located adjacent to the buffer. This reduction in lot area has resulted in the lots being completely outside of the 30 metre buffer.
- The specialized regulation proposed to permit a rear yard setback of 4.5 metres, in lieu of the standard 7.5 metres is also considered appropriate. 4.5 metres is the minimum proposed and is proposed mainly on the units/lots that abut the buffer. 4.5 metres will still provide sufficient rear yard amenity space for residents. Further, this reduced rear yard setback has facilitated reducing the depth of the lots that abut the surrounding natural areas, which has allowed a greater buffer width to the protected areas.
- The request to permit an exterior side yard setback of 1.2 metres in lieu of the standard 4.5 metres is considered minor and appropriate, noting that it will only affect two of the proposed units/lots (units/lots 17 and 22) and is suitable for this scale and form of single detached dwellings on a private condominium road. This will not have a negative impact on adjacent properties and adequate space for drainage, access and maintenance will be maintained.
- The maximum building height permitted in the standard R.1B zone is 3 storeys. A number of residents in the area expressed concerns with allowing a maximum building height of 3 storeys since the Developer is proposing walk out basements. Residents expressed concerns that these houses could have the appearance of 4 storeys from the back which would not be consistent with the surrounding residential dwellings. The Developer's intent is to build bungalofs with walkout/look out basements. The revisions to the grading plan in combination with the definition of a storey in the City's Zoning By-law (ie. more than 50% of the basement level being above grade is considered to be a storey) has resulted in the Developer requesting the standard height of 3 storeys. In order to address resident concerns regarding building height, the implementing By-law will permit a maximum building height of two (2) storeys plus a partially exposed walk out or look out basement as required for grading.

Draft Plan of Vacant Land Condominium Approval

Registration of a Draft Plan of Vacant Land Condominium is required to establish condominium ownership of the 26 single detached lots fronting onto the private road, as per the plan shown in Attachment 6. Vacant land condominiums include

STAFF REPORT

units and common elements. The common elements would include the internal private roadway, the stormwater management area, visitor parking and the snow storage area. These common elements will be owned and maintained by a condominium corporation and a reserve fund will be required to cover the ongoing maintenance and operation of the common elements.

The “unit” is the parcel of land on which the single detached dwelling would be constructed. When a vacant land condominium is registered, each unit may be sold to a future homeowner, either before or after the dwelling has been constructed on the unit. The building or structures on the vacant land are not part of the condominium.

Requested Demolition of Existing One (1) Single Detached Dwelling (*municipally known as 28 Landsdown Drive*)

The City’s Demolition Control By-law was passed under the authority of Section 33 of the *Planning Act*. The By-law is intended to help the City “...retain the existing stock of residential units and former residential buildings in the City of Guelph.” Section 33 of the Planning Act allows that Council’s decision may be appealed by the applicant to the OMB. In addition, an applicant may appeal if there is no decision within 30 days of filing the application.

The applicant has submitted a demolition permit to demolish the one (1) single detached dwelling at 28 Landsdown Drive. The single detached dwelling is not designated nor listed (as non-designated) in the City of Guelph’s Municipal Register of Cultural Heritage Properties according to Section 27 of the Ontario *Heritage Act*.

Conditions regarding tree preservation and protection of any breeding birds have been included. Specifically if demolition is to occur during breeding bird season (approximately May 1 to July 31), a nest search must be undertaken by a wildlife biologist so as to protect any breeding birds in accordance with the federal *Migratory Birds Convention Act* (MBCA) prior to any works occurring.

Further, as the subject lands are greater than 0.2 hectares, protective tree fencing shall be installed at one (1) metre from the dripline of any existing trees to be retained on the property or on adjacent public or private properties (including City trees) that may be impacted by demolition activities, prior to the issuance of any demolition permits. The tree protection fencing shall also be inspected by the City’s Environmental Planner prior to any demolition works commencing.

No comments or concerns have been received by the public regarding the proposed demolition of the dwelling.

The approval of the demolition application is recommended as the existing dwelling is not a significant cultural heritage resource, and it will be replaced with one detached dwelling as part of the larger proposed development.

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Statutory Public Meeting Comments

The Statutory Public Meeting was held on June 9, 2014. Issues raised by Council and members of the public are summarized and addressed below:

Garbage Trucks

There was a concern expressed regarding waste collection for the subject development and whether garbage trucks could be accommodated on the private roadway. The Developer has confirmed that waste collection for this development will be provided by the City. Condition 58 in Attachment 2 outlines the requirement for a waste management plan to be prepared and submitted to the City's Solid Waste Department for approval prior to the issuance of building permits. This plan will address all details of waste sorting and collection in accordance with the City's Waste Collection By-law. This includes accommodating the three stream waste collection system and municipal collection.

Fire Trucks/Emergency Vehicles

There was a concern expressed regarding the suitability of the private roadway for fire trucks/emergency vehicles. Two accesses are proposed to the condominium development and the roadway is a width that will accommodate fire trucks and emergency vehicles.

Construction Traffic on stub road

Residents of the Wellington Vacant Land Condominium Corporation 169 (located to the south of the proposed development) expressed concerns regarding construction traffic. The agreement between Wellington Vacant Land Condominium Corporation No. 169 and Dunsire (Landsdown) Inc. states that no construction traffic along Lane 'A' (ie. stub road) is permitted.

Snow Plowing and Snow Storage

There was a concern expressed regarding snow plowing and snow storage. As this development is private road, the City will not be providing snow clearing services. The Developer and future Condominium Corporation will be responsible for snow plowing. A snow storage location has been added to the draft plan of condominium and will form part of the common elements.

Parking Plan – Where will visitors park?

There was a concern expressed regarding visitor parking. As part of the revised draft plan, six (6) visitor parking spaces have been added to the draft plan and form part of the common elements.

The SWM design should be based on field measurements for the site as it is a "hill top".

The Engineering Consultant has confirmed that the infiltration measures/SWM design have been informed by analysis of local soil and drainage conditions.

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Geotech report shows high water table in the boreholes –a description and analysis of the ground water characteristics including the high water table should be provided and considered

A concern was expressed regarding groundwater level monitoring both on-site and in the adjacent buffer. Monitoring is being undertaken to inform the detailed design of the various infiltration and SWM components. Analysis of the groundwater table is included in the March 2015 SWM Report by Strik Baldinelli Moniz Civil and Structural Engineers, and care has been taken to ensure the bottom of infiltration trenches is at least 1.0 m about the anticipated high groundwater levels.

Staff Response to Other Issues/Concerns

Lot Area

Through the revised circulation, area residents expressed concern regarding the reduced lot area. The standard R.1B zone requires a minimum lot area of 460 square metres. Lot area is reduced to increase the buffer to the Provincially Significant Wetland (PSW). The majority of lots remain above this minimum lot area requirement. Only lots abutting the buffer areas have reduced lot areas.

Building Height

The maximum building height permitted in the standard R.1B zone is 3 storeys. As part of the revised submission, the Developer requested the standard building height of 3 stories to accommodate walk out basements. A number of residents in the area expressed concerns with allowing a maximum building height of 3 storeys. Residents expressed concerns that these houses could have the appearance of 4 storeys from the back which would not be consistent with the surrounding residential dwellings. The Developer's intent is to build bungalofs with walkout/look out basements. The revisions to the grading plan in combination with the definition of a storey in the City's Zoning By-law (ie. more than 50% of the basement level being above grade is considered to be a storey) has resulted in the Developer requesting the standard height of 3 storeys. In order to address resident concerns regarding building height, the implementing By-law will permit a maximum building height of two (2) storeys plus a partially exposed walk out or look out basement as required for grading.

Well water

Residents along Landsdown Drive expressed concerns regarding the affect of the development/construction on their well water. As a condition of draft plan approval, the Developer shall prepare **an off-site private domestic well monitoring program** to the satisfaction of the City and shall implement the program to the satisfaction of the City. The program will be used for pre-development, during construction and post-development monitoring.

Mature Trees

Concerns were expressed regarding the mature trees on site in particular the shared boundary trees. The EIS identifies trees to be retained and removed. The

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EIR will provide detailed tree management plans including compensation plans.

Compatibility of Development with Existing Neighbourhood

A concern was expressed regarding the compatibility of the proposed development with the existing neighbourhood. The neighbourhood is made up of single detached dwellings along Landsdown Drive and single detached dwellings within the residential condominium corporation to the south. The development proposes single detached dwellings which for the most part have similar lot sizes and R.1B zoning.

Attachment 11
Photo of 28 Landsdown Drive Dwelling to be Demolished



Attachment 12 Community Energy Initiative Commitment



DUNSIRE
DEVELOPMENTS

54-5100 South Service Road
Burlington, Ontario
L7L 6A5

July 6th, 2013

City of Guelph
Guelph City Hall
1 Carden Street
Guelph, Ontario
N1H 3A1

**RE: 24, 26, 28 and 0 Landsdown Drive - White Cedar Estates Development
Community Energy Initiative Plan**

Dear Sir/ Madam,

A zoning by-law amendment and a draft plan of condominium applications has been made for the above mentioned properties. The proposed development consists of 26 detached units with a common private road and one free hold single detached lot.

The 1.792 hectare site is bound by single family residential lots and Landsdown Drive to the south, existing residential lands to the east & west, and an existing Grand River Conservation Authority (GRCA) wetland to the north.

The designed storm sewer system has incorporated as many infiltration trenches as possible to ensure that the pre and post water run-off into the wetland is balanced. All Roof water leaders are to discharge to grade to promote pre-treatment, and groundwater recharge before being conveyed to the infiltration trenches.

The proposed dwellings will have the following Energy initiatives:

- Ceiling will have R31 or R50 insulation depending on the design.
- Walls above grade will have R22 insulation.
- Basement Walls will have R12 Insulation as a minimum.
- Low E Argon filled windows, glass doors, and skylights. All windows will have a maximum U-Value of 1.8.
- All homes will incorporate a contemporary, low slope roof design that is well suited to the future installation of solar panels.
- High efficiency furnaces will be used (94% efficiency)
- Heat recovery ventilator (HRV) will be a standard in all homes.
- All homes will be constructed to the Energuide 80 Standard promoting energy efficiency.
- A comprehensive erosion and sedimentation control plan will be incorporated throughout the development of the site.

WWW.DUNSIRE.COM
INFO@DUNSIRE.COM

T: 1.888.519.2346
F: 1.888.540.1172

STAFF REPORT



DUNSIRE
DEVELOPMENTS

54-5100 South Service Road
Burlington, Ontario
L7L 6A5

- All exterior streetlighting for parking and pedestrians will shine down in order to light the intended areas and minimize light pollution.
- Exterior streetlights will be controlled by light sensors to conserve hydro.
- Sump pumps will be installed for all units.
- High Efficiency hot water tanks.
- Programmable digital thermostats will be offered for all the homes.
- High efficiency CFL lights and light fixtures will be offered.
- The home will utilize low flow faucets, and shower heads. Dual flush toilets will be offered as an alternative during the homeowner décor studio.
- Laundry closets will be designed to encourage the use of front loading washer/dryer.
- Cork, laminate and bamboo flooring will be offered as an alternative flooring option during the homeowner décor studio.
- Low-VOC paint for interior of homes.
- Caulking and weather stripping to prevent air leakage and ensure closed building envelope.
- Radon mitigation through expelling radon through roof mounted vent pipe from below basement slab.

Regards,



Shawn R. Keeper P.Eng, President

C: 416.389.1664

E: shawn.keeper@dunsire.com

A: 54-5100 South Service Road
Burlington, Ontario
L7L 6A5

STAFF REPORT

Attachment 13 Department and Agency Circulation Comments Summary

Respondent	No Objection or Comment	Conditional Support	Issues / Concerns
Planning		✓	Subject to conditions in Attachment 2
Engineering*		✓	Subject to conditions in Attachment 2
Parks Planning*		✓	Subject to conditions in Attachment 2
Environmental Planning (Beacon Environmental)*		✓	Subject to conditions in Attachment 2
Environmental Advisory Committee (EAC)*		✓	Subject to conditions in Attachment 2
City of Guelph - Risk Management Official		✓	Subject to conditions in Attachment 2
Building Services - Zoning	✓		
Canada Post*		✓	Subject to conditions in Attachment 2
Union Gas	✓		
Guelph Hydro*		✓	Subject to conditions in Attachment 2
Hydro One	✓		
Guelph Police	✓		
Grand River Conservation Authority*		✓	Subject to conditions in Attachment 2
Upper Grand District School Board		✓	Subject to conditions in Attachment 2
Guelph and Wellington Development Association	✓		

STAFF REPORT



Guelph Fire	√		
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* letters attached

Attachment 13 Department and Agency Circulation Comments Summary (continued)

MEMO



FILE: 16.131.001

TO: Lindsay Stulatycki
FROM: Development Engineering
DEPARTMENT: Engineering Services
DATE: July 2, 2015
SUBJECT: 0, 24, 26 & 28 Landsdown Drive – Draft Plan of Vacant Land Condominium and Zoning By-law Amendment (23CDM1307/ZC1317)

The application is for a Draft Plan of Vacant Land Condominium and Zoning By-law Amendment to permit 26 single detached homes within a condominium that will include private roads and infrastructure as well as one freehold single detached home fronting onto Landsdown Drive. The lands are currently zoned in the R.1B (single detached residential) and WL (wetland) zone with Lands Adjacent to a Provincially Significant Wetland.

The comments below are in response to the review of the following plans & reports:

- Draft Plan of Condominium – Astrid J. Clos Planning Consultants (December 3, 2013)
- Functional Servicing and Stormwater Management Report – Strik Baldinelli Moniz (March 2015)
- White Cedar Estates Drawing Set - Strik Baldinelli Moniz (March 27, 2015)
- Supplementary Geotechnical Investigation Report & "Response to City Comments" – Inspec-Sol (December 9, 2014 & March 27, 2015)

1. Road Infrastructure & Site Access:

Landsdown Drive abutting the subject property is designated as a two (2) lane local road with asphalt pavement, curb and gutter and concrete sidewalk on the west side of the street. In front of the subject lands, the road right-of-way width is 20.0 metres (66 feet) and meets the ultimate width specified in the Official Plan therefore no road widening will be required from the subject lands.

The proposed development would have a single full movement access onto Landsdown Drive as well as a connection to the existing private road (Lane A) owned by the condominium located to the south of the subject lands, known municipally as 15 Valley Road. The Developer and the Condominium Board representing 15 Valley Road have a signed agreement regarding the connection of common elements, including utilities, services and Lane A. As such, prior to the lifting of the holding designation, the Developer's solicitor is to provide a copy of the reference plan as well as a copy of the registered deed or instrument detailing the easement/right-of-way that is registered in favour of the Developer for vehicular and/or pedestrian use on 15 Valley Road.

2. Municipal Services:

Landsdown Drive

Existing services within the right-of-way along Landsdown Road are as follows:

- 300mm diameter storm sewer approximately 2.0m in depth;
- 200mm diameter sanitary sewer approximately 4.1m in depth;

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- 150mm diameter watermain approximately 2.0m in depth.

The development will be serviced utilizing the existing privately owned sanitary sewer and privately owned and operated pumping station located at the adjacent condominium at 15 Valley Road. The water servicing for this site is also proposed to connect to the privately owned watermain located at 15 Valley Road and be looped and connect to Landsdown Drive. As previously mentioned, the City has been provided a copy of a signed agreement between the parties regarding the connection of the common elements to service the site. As such, prior to the lifting of the holding designation the Developer's solicitor is to provide a copy of the reference plan as well as a copy of the registered deed or instrument detailing the easement that is registered in favour of the Developer for provision of water and sanitary services on 15 Valley Road.

According to our service records, the existing single family home at 28 Landsdown Drive was provided a 19mm water services and 100mm sanitary sewer lateral to property line during reconstruction of Landsdown Drive (2005). The Developer will be responsible for the fees associated with the construction of the new municipal services and the cost of a water and sanitary service as a condition of redevelopment as per by-law (2006)-18068. Should the existing services not be suitable for the development of the subject lands, the owner will be responsible for the costs associated with their complete removal.

The Developer will be responsible to pay for the estimated cost of any servicing upgrades including any curb cuts or curb fills if required, prior to any construction or grading on the lands.

3. Storm Water Management:

The storm water from the subject site currently sheet flows easterly towards the Provincially Significant Wetland identified as the Torrence Creek Subwatershed. The proposed storm water management design for the property controls the peak flow for all design storm events up to the 100 year storm and provides stormwater quality for water discharging from the site. The proposed design reflects the criteria set out in the "Torrence Creek Subwatershed Study Management Strategy – January 1999".

In consultation with staff from the Grand River Conservation Authority, it will be required that the units that share an overland flow route eliminate any basement or ground level openings directly adjacent to the route corridor in order to eliminate the possibility of surface water entering the residence during high level storm events.

The cost of all the storm water management works and quality controls will be the responsibility of the owner.

4. Environmental:

Prior to registration of the plan, the Developer shall submit a Phase 1 Environmental Site Assessment in accordance with the Record of Site Condition regulation (O. Reg. 153/04 as amended), describing the current conditions of the subject properties to the satisfaction of the City. If contamination is found, the consultant will determine its nature and the requirements for its removal and disposal at the Developer's expense.

Prior to any construction or grading on the lands, the Developer shall complete the following:

- a) file a Record of Site Condition (RSC) on the Ministry of the Environment (MOE) Environmental Site Registry for the property including certification by a Qualified Person as defined by O.Reg. 153/04 as

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amended, that the environmental condition of the property meets the appropriate MOE Site Condition Standards for the intended land use; and,

- b) submit the MOE acknowledgment letter for the RSC to the satisfaction of the City.

The Developer will be required to ensure that all boreholes and monitoring wells installed for environmental, hydrogeological or geotechnical investigations are properly decommissioned prior to site grading and servicing in accordance with current Ministry of the Environment regulations (O.Reg. 903 as amended) and to the satisfaction of the General Manager/City Engineer.

The Developer will also be required to decommission any existing septic systems and domestic wells within the subject lands, as per current MOE regulations prior to any construction or grading on the lands.

An Environmental Implementation Report (EIR) will be a requirement of this redevelopment.

5. Staff Recommendation

Zoning By-law Amendment:

We recommend the following addition be made to the proposed rezoning exclusive of units 4, 5, 9, 10, 20-22 & 26:

Storm Gallery Protection

No ***Buildings*** or ***Structures*** (excluding fences) shall be located or constructed within 2.4 metres of the ***Rear Lot Line/Unit Boundary*** in this ***Zone***, in order to protect the underground infiltration storm gallery.

The Official Plan states that municipal services must be adequate to accommodate the development proposals. As such, it will be a requirement of this development application that there be a Holding designation (H) for any development of the lands. Prior to removal of the Holding designation, conditions 40 thru 44 must be fulfilled.

Draft Plan of Vacant Land Condominium:

We recommend that the draft plan of condominium be amended to include new common element blocks that contain any shared services (watermain, sanitary sewer and stormwater infiltration galleries) located on or shared between individual units.

In support of the above mentioned applications, Engineering recommends the fulfillment of the following conditions:

Prior to any grading or site alteration:

1. The Developer shall complete a **tree inventory and conservation plan**, satisfactory to the General Manager of Planning Services and the General Manager/City Engineer, in accordance with City of Guelph Bylaw (1986)-12229 prior to any grading, tree removal or construction on the site.

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2. The Developer shall obtain a **Site Alteration Permit** in accordance with City of Guelph By-law (2007)-18420 to the satisfaction of the City Engineer if grading/earthworks are to occur prior to the approval of the required engineering studies, plans and reports.
3. The Developer shall prepare and implement a **construction traffic access and control plan** for all phases of servicing and building construction to the satisfaction of the City Engineer. Any costs related to the implementation of such a plan shall be borne by the Developer.
4. The Developer agrees that no work, including, but not limited to **tree removal, grading or construction**, will occur on the lands until such time as the Developer has obtained written permission from the City Engineer or has entered into a condominium agreement with the City.
5. Prior any construction or grading on the lands, the Developer shall provide to the City, to the satisfaction of the General Manager/City Engineer, any of the **following studies, plans and reports**:
 - i) a revised functional servicing report including a stormwater management report that is certified by a Professional Engineer in accordance with the City's Guidelines and the latest edition of the Ministry of the Environment's "Stormwater Management Practices Planning and Design Manual", which addresses the quantity and quality of stormwater discharge from the site together with a monitoring and maintenance program for the stormwater management facility to be submitted;
 - ii) revised grading, drainage and servicing plan prepared by a Professional Engineer for the site;
 - iii) and a detailed erosion and sediment control plan, certified by a Professional Engineer, that indicates the means whereby erosion will be minimized and sediment maintained on-site throughout grading and construction.
6. The Developer shall, to the satisfaction of the General Manager/City Engineer, address and be responsible for **adhering to all the recommended measures** contained in the plans, studies and reports outlined in subsections 5 i) to 5 iii) inclusive.
7. The Developer shall provide a **qualified environmental inspector**, satisfactory to the General Manager of Planning Services and the General Manager/City Engineer, to inspect the site during all phases of development and construction including grading, servicing and building construction. The environmental inspector shall monitor and inspect the erosion and sediment control measures and procedures on a weekly or more frequent basis if required.
8. That the Developer will ensure that any existing **domestic wells as well as all boreholes and monitoring wells installed for environmental, hydrogeological or geotechnical investigations are properly decommissioned** in accordance with current Ministry of the Environment regulations (O.Reg. 903 as amended) and to the satisfaction of the General Manager/City Engineer, prior to site plan approval and prior to any construction or grading on the lands.
9. The Developer shall prepare an **off-site private domestic well monitoring program** to the satisfaction of the City and shall implement the program to the satisfaction of the City. The program will be used for pre-development, during construction and post-development monitoring.

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10. The Developer shall **stabilize all disturbed soil** within 90 days of being disturbed, control all noxious weeds and keep ground cover to a maximum height of 150 mm (6 inches) until the completion of the landscaping within the unit boundary.
11. The Developer acknowledges that the City does not allow **retaining walls higher than 1.0-metre** abutting existing residential properties without the permission of the General Manager/City Engineer.
12. The Developer shall be responsible for the **actual cost of any service laterals** required for the lands and furthermore, prior to any grading or construction on the lands the Developer shall pay to the City, the estimated cost as determined by the General Manager/City Engineer of any service laterals.
13. That the Developer pay the **actual cost of removing or decommissioning** to the satisfaction of the General Manager/City Engineer, any existing sanitary sewers, storm sewers, manhole and/or watermain that are not going to be used for service laterals. Furthermore, prior any grading or construction on the lands, the Developer shall pay to the City, the estimated cost as determined by the General Manager/City Engineer of the Developer's share of the cost of the removals and decommissioning works.
14. The Developer shall pay to the City the **actual cost of the construction of the new driveway entrance and required curb cut and/or curb fill**. Furthermore, prior to any grading or construction on the lands, the Developer shall pay to the City, the estimated cost as determined by the General Manager/City Engineer of the construction of the new driveway entrance and required curb cut and/or curb fill.
15. The Developer shall pay the **actual cost of the removal of the existing driveway entrance** including the asphalt pavement and gravel within the road allowance, the restoration of the boulevard with topsoil and sod including the required curb fill, with the estimated cost of the works as determined by the General Manager/City Engineer being paid, prior to any grading or construction on the lands.

Prior to registration of the plan:

16. The Developer acknowledges and agrees that the suitability of the land for the proposed uses is the responsibility of the landowner. The Developer shall retain a Qualified Person as defined in Ontario Regulation 153/04 to prepare and submit a **Phase One Environmental Site Assessment** and any other subsequent phases required, in accordance with Ontario Regulation 153/04, to assess any real property to ensure that such property is free of contamination. If contamination is found, the consultant will determine its nature and the requirements for its removal and disposal at the Developer's expense. Prior to the registration of the plan, a Qualified Person shall certify that all properties to be developed are free of contamination.
17. If **contamination is found**, the Developer shall:
 - a. submit all environmental assessment reports prepared in accordance with the Record of Site Condition (O. Reg. 153/04) describing the current conditions of the land to be developed and the proposed remedial action plan to the satisfaction of the City;

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- b. complete any necessary remediation work in accordance with the accepted remedial action plan and submit certification from a Qualified Person that the lands to be developed meet the Site Condition Standards or Site Specific Standards of the intended land use; and
 - c. file a Record of Site Condition (RSC) on the Provincial Environmental Registry for lands to be developed.
- 18. The Developer shall obtain approval of the City with respect to the availability of **adequate water supply and sewage treatment capacity**, prior to the registration of the plan, or any part thereof.
- 19. That all **easements, blocks and rights-of-way** required within or adjacent to the proposed vacant land of condominium are conveyed clear of encumbrance to the satisfaction of the City of Guelph, Guelph Hydro Electric Systems Inc. and other Guelph utilities. Every Transfer Easement shall be accompanied by a Postponement, satisfactory to the City Solicitor, for any mortgage, charge or lease and such Postponement shall be registered on title by the City at the expense of the Developer.
- 20. The Developer shall pay any **outstanding debts** owed to the City.
- 21. The Owner shall pay to the City, as determined applicable by the Chief Financial Officer/City Treasurer, **development charges and education development charges**, in accordance with the City of Guelph Development Charges By-law (2014)-19692, as amended from time to time, or any successor thereof, and in accordance with the Education Development Charges By-laws of the Upper Grand District School Board (Wellington County) and the Wellington Catholic District School Board, as amended from time to time, or any successor by-laws thereof, prior to this issuance of any building permits, at the rate in effect at the time of the issuance of a building permit.
- 22. Prior to the registration of the plan, the Developer shall place the following **notifications** in all offers of purchase and sale for units 1, 2, 11, 12, 16 & 17 and agrees that these same notifications shall be placed in the City's development agreement to be registered on title:
 - "Purchasers and/or tenants are advised that storm water will flow in the drainage swale located in the sideyard adjacent to the dwelling and is designated as an overland flow route to convey high levels of storm water during heavy rainfall events. Be advised that this drainage swale must not be blocked or obstructed with any buildings or structures."
- 23. That prior to registration of the plan, the Owner shall register on title to the said lands to the satisfaction of the City Solicitor, pursuant to Section 20 of the Condominium Act, 1998, **rights of easement for access and servicing** in favour of the property located directly north of the said lands, municipally known as 16 Landsdown Drive. Such easement shall provide for the opportunity, but not any obligation, for the property owner to the north to use the roads and access, watermain and sanitary sewer on the said lands, subject to an appropriate payment of a share of the costs for the use of these facilities, to ensure the potential use of shared facilities and reciprocal rights of easements to roads and services is available to allow for further future development on the private lands to the north of the said lands.

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24. That all **electrical services** to the lands are underground and the Developer shall make satisfactory arrangements with Guelph Hydro Electric Systems Inc. for the servicing of the lands, as well as provisions for any easements and/or rights-of-way for their plants, prior to site plan approval and prior to any construction or grading on the lands.
25. That the Developer makes satisfactory arrangements with **Union Gas** for the servicing of the lands, as well as provisions for any easements and/or rights-of-way for their plants, prior to site plan approval and prior to any construction or grading on the lands.
26. The Developer shall ensure that all **telephone service and cable TV service** on the Lands shall be underground. The Developer shall enter into a servicing agreement with the appropriate service providers for the installation of underground utility services for the Lands, prior to site plan approval and prior to any construction or grading on the lands.
27. The Developer shall pay to the City the total cost of reproduction and distribution of the **Guelph Residents Environmental Handbook** to all future residents within the Plan with such payment based on a cost of one handbook per residential dwelling unit as determined by the City.
28. That prior to the registration the owner shall provide the City with a **drainage certificate from an Ontario Land Surveyor or a Professional Engineer** stating that the buildings constructed and the grading of the units is in conformity with the drainage plan and that any variance from the plan has received the prior approval of the City Engineer.
29. That prior to the registration the owner shall provide the City with a **certificate from a Professional Engineer** certifying that the sanitary sewers, building drains, building sewers, building storm drains, building storm sewers, watermain, water distribution system, hydrants, catchbasins, roadways, driveways, parking areas and sidewalks that are to become part of the common facilities and areas, are in good repair, free from defects and functioning properly.
30. That a **Professional Engineer and/or Ontario Land Surveyor identifies** all the sanitary sewers, building drains, building sewers, building storm drains, storm sewers, stormwater management system, watermain and water distribution system serving the site and also identifies the locations where easements are required prior to registration.
31. That prior to the registration, an **independent lawyer shall certify that the proposed condominium phase has easements** for all the sanitary sewers, building drains, building sewers, building storm drains, storm sewers, stormwater management system, watermain and water distribution system serving the condominium phase, which are located on private lands other than the lands included in the phase being registered.
32. That prior to the registration of the Plan of Condominium the Developer shall have the **Professional Engineer who designed the storm water management system certify** to the City that he/she supervised the construction of the storm water management system, and that the storm water management system was approved by the City and that it is functioning properly.

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33. Prior to registration of the plan, the Developer is required to reimburse the City Engineering Department for the cost of reviewing development plans at a rate of 5% of the estimated cost of all the site works.

Prior to the issuance of a building permit:

34. That the Developer constructs the new dwellings at such an elevation that the **lowest level of the new dwellings** can be serviced with a gravity connection to the sanitary sewer.
35. The Developer shall ensure that the homes built on **Units 1, 2, 11, 12, 16 & 17** be constructed without **any basement or at-grade openings** on the building elevation directly adjacent to the overland flow route as shown on the Site Grading Plan prepared by Strik Baldinelli Moniz (Sheet C5) – March 27, 2015.
36. That the Developer grades, develops and maintains the site including the **storm water management facilities** designed by a Professional Engineer, in accordance with the grading and drainage, site servicing and stormwater management plans and report that has been submitted to and approved by the General Manager/City Engineer
37. The Developer shall provide the City with **written confirmation from the Engineering Department of Guelph Hydro** that the subdivision hydro servicing has been completed to the satisfaction of Guelph Hydro.
38. The Developer shall submit a report prepared by a Professional Engineer to the satisfaction of the Chief Building Official **certifying that all fill** placed below proposed building locations has adequate structural capacity to support the proposed building. All fill placed within the allowable zoning bylaw envelope for building construction shall be certified to a maximum distance of 30 meters from the street line. This report shall include the following information; lot number, depth of fill, top elevation of fill and the area approved for building construction from the street line.
39. The Developer shall submit a report prepared by a Professional Engineer to the satisfaction of the Chief Building Official providing an opinion on the **presence of soil gases (Radon and Methane)** in the plan in accordance with applicable provisions contained in the Ontario Building Code.

Prior to the lifting of the Holding (H) designation:

40. That prior to the lifting of the holding designation, the Developer's solicitor certifies that the **easements/right-of-ways** in favour of the Developer on 15 Valley Road for access and servicing has been granted and are registered on title.
41. That a **Reference Plan** is prepared and deposited indicating the boundaries of the easements/rights-of-ways on 15 Valley Road (Wellington Vacant Land of Condominium Corporation No. 169) prior to the lifting of the holding designation.
42. That prior to the lifting of the holding designation, the **agreement between Dunsire (Landsdown) Inc. and Wellington Vacant Land of Condominium Corporation No. 169** be registered on title. Furthermore, prior to the passing of the zoning amendment by-law the Developer's solicitor certifies that the agreement has been registered on title.

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43. That prior to the lifting of the holding designation, the Developer shall pay to the City, their share of the **frontage assessment costs** for the existing sanitary sewer main and existing watermain and the actual costs associated with the installation of the sanitary sewer lateral and the water service lateral to the property line, on Landsdown Drive across the frontage of 28 Landsdown Drive as determined by the General Manager/City Engineer.
44. That prior to the lifting of the holding designation, the Developer shall enter into a **Condominium Agreement with the City**, registered on title, satisfactory to the City Solicitor and the General Manager/City Engineer, covering the conditions noted above and to develop the site in accordance with the approved plans.

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INTERNAL MEMO

DATE May 1, 2015
TO Lindsay Sulatycki
FROM Jyoti Pathak
DIVISION Parks Planning
DEPARTMENT Parks and Recreation, Public Services
**SUBJECT 24, 26, 28 and 0 Landsdown Drive (White Cedar Estates):
Proposed Draft Plan of Vacant Land Condominium and Zoning By-law Amendment (File 23CDM -1307/ZC1317) 3rd submission dated January 23, 2015**

Park Planning & Development has reviewed the documents listed below (circulated on August 21, 2014) in support of the proposed draft plan of vacant land condominium and associated Zoning By-Law amendment for 24, 26, 28 and 0 Landsdown Drive properties (File 23CDM -1307/ZC1317):

1. Notice of revised application (dated January 23, 2015)
2. Revised Draft Plan of Vacant Land Condominium, dated December 3, 2014
3. Functional Servicing Report and Stormwater Management Report, prepared by Strik Baldinelli Moniz Civil and Structural Engineers, dated December 2014
4. Environmental Impact Study Addenda, prepared by Dougan & Associates Ecological Consulting and Design, dated December 18, 2014
5. Drawings, prepared by Strik, Baldinelli, Moniz Civil and Structural Engineers, dated December 11, 2014:
 - C1 – General Notes and Sections
 - C2 – Existing Conditions and Sediment and Erosion Control Plan
 - C3 – Site Servicing Plan
 - C4 – Storm and Sanitary Catchment Area Plans
 - C5 – Site Grading Plan
 - C6 – Site Cross Sections
 - C7 – East/West Private Road Profile
 - C8 – North/South Private Road and Storm Profile
 - C9 – Common Standards

Development Proposal:

The application for Draft Plan Approval of Vacant Land Condominium will subdivide the subject site to create 26 units or lots for single-detached dwellings, common elements comprised of private roads and stormwater management facility and create one freehold single-detached lot at 28 Landsdown Drive, further to the demolition of the existing dwelling. It is planned that the proposed vacant land condominium will be connected to the existing Valley Road condominium development by the private common element roadway.

Proposed Zoning Bylaw Amendment:

The application for the Zoning By-law Amendment will rezone the lands to implement the draft plan of vacant land condominium subdivision, by rezoning the developable lands to a Specialized (R.1B - ?) zone to permit the development of 26 new single-detached dwellings.

Parks Planning offers the following comments:

ZONING BYLAW AMENDMENT:

Park Planning and Development has no objection to rezone the subject property to Specialized R.1B -? Zone, subject to the fulfilment of the following requirements and conditions:

(Note: See proposed draft plan approval conditions on pages 5, 6 and 7)

Proposed Zoning:

I recommend the following amendments be made to the proposed zoning:

1. Open Space Block **XX** should be zoned P.1 "Conservation Land".

Parkland Dedication:

A **payment in-lieu of parkland conveyance** will be required for the proposed development on the subject property under sections 209-3(b) (i) and (ii) and 209-4 (iv) of the City of Guelph By-law (1989)-13410, as amended by By-law (1990)-13545 and By-law (2007) 18225 or any successor thereof, prior to the registration of the Vacant Land Condominium.

The proposed amendment will permit development of 26 residential units on the subject lands (1.623 hectares) at a net density of 16 residential units per hectare and a single detached dwelling on a freehold lot. In accordance with the section 209-3.(b) (ii) of the current Parkland Dedication bylaw, money payment in lieu of parkland conveyance will be required at 5% of the property value.

The property will be appraised by a qualified real estate appraiser appointed by the City to determine its value.

Existing Natural Heritage features and the buffers to protect the natural heritage features will not be accepted under parkland dedication requirement as these lands can't be developed or used for active recreational purpose.

Pedestrian Trail System – detailed design and basic trail development:

'Guelph Trail Network' identifies an important north-south multi-use trail connection from Bradly Lane (south of Kortright Road East) to Arkell Road along the west side of significant Torrance Creek PSW Complex.

- The trail alignment within the proposed buffer to the wetland as recommended through the Environmental Impact Study and included on the Engineering drawings is satisfactory.
- The detail design will be finalized through Landscape, engineering and trail Plans/ drawings and the recommendations from Environmental Implementation Report will be incorporated in the plans. Drawings showing trail design details such as grading and drainage, trail furnishings, gates, structures, signage etc. will be provided. The trail design will be consistent with 'Guelph Trail Master Plan' standards as appropriate to the site conditions and consistent with the 'Facility Accessibility Design Manual' and 'Design Principles for Storm Water Management Facilities'. A cost estimate for the trail development for works will be required.
- The rough grading and drainage work for trails will be completed prior to the registration of the draft plan.

Open Space Works and Restoration:

Parks require the developer to seed and plant the open space to restore disturbed areas and enhance buffers and wildlife corridors and other works as recommended through EIS. Detailed Landscape and trail plans will be required with the Environmental Implementation Report.

Environmental Education:

Parks require the developer to provide environmental education signage at all major trail access points in the Vacant Land Condominium to provide resident education on the area's environmental features and to address many of the common resident impact items including dumping of yard waste, encroachments, pet waste, etc.

Environmental Implementation Report:

An Environmental Implementation Report (EIR) will be required. The EIR will address the recommendations related to trail system and natural open space system, including detail design of the trail system; preparation of Landscape Plans and details to address demarcation, removal of hazard trees along the trail system and residential properties; clean-up of debris and waste; restoration; compensation and enhancement planting for open spaces and buffers; invasive species management; design of educational/ interpretive and stewardship materials/ signage.

Landscape Plans: Detailed Landscape Plans will include compensation, restoration and enhancement planting, property demarcation, signage, structures etc as per the City's design standards and specifications. The landscape plans will be reviewed and approved in conjunction with the EIR. Developer will be responsible to implement the approved landscape plans and to deposit a security for the landscape works. The security will be partially released after the substantial completion of the works and fully released after the final approval at the end of two years warranty period as per the City's specifications.

Preliminary Servicing and Stormwater Management Report

Trail grading and drainage design: It appears that the trail can be designed to meet City standards. However the trail grading and drainage may need to be refined at the Environmental Implementation Report stage to incorporate its recommendations if necessary.

Property demarcation: Replace the 1.2 m high chain link fence with City's standard 1.5 m high black vinyl chain link fence to demarcate City owned lands. The fence fabric will face City lands.

Proposed Draft Plan of Vacant Land Condominium

Lot Fabric and Layout:

Revise the lot fabric and layout of the proposed draft plan as follows:

1. Show the proposed 2.5 metre wide public trail in the natural open space on the Draft Plan.

Conditions for Vacant Land Condominium Agreement

Based on the information available, I recommend the following conditions for Draft Plan of Vacant Land Condominium approval and the agreement:

Conditions to be met prior to execution of Vacant Land Condominium Agreement:

1. The Developer shall be responsible for the cost of design and development of the **demarcation** of all lands conveyed to the City in accordance with the City of Guelph Property Demarcation Policy. This shall include the submission of drawings for approval and the administration of the construction contract up to the end of the warrantee period completed by a full member, with seal, of the Ontario Association of Landscape Architect (OALA) to the satisfaction of the General Manager of Parks and Recreation. The Developer shall provide the City with **cash or letter of credit** to cover the City approved estimate for the cost of development of the demarcation for the City lands to the satisfaction of the General Manager of Parks and Recreation.
2. The Developer shall be responsible for the cost of design and implementation of the **Open Space Works and Restoration** in accordance with the "Environmental Implementation Report" to the satisfaction of the General Manager of Parks and Recreation. This shall include the submission of drawings for approval and the administration of the construction contract up to the end of the warrantee period completed by a full member, with seal, of the Ontario Association of Landscape Architects (OALA) to the satisfaction of the General Manager of Parks and Recreation. The Developer shall provide the City with **cash or letter of credit** to cover the City approved estimate for the cost of the Open Space works and restoration for the City lands to the satisfaction of the General Manager of Parks and Recreation.
3. The Developer shall be responsible for the cost of design of the **Pedestrian Trail System** for the Storm Water Management & Open Space Blocks. This shall include obtaining any required permits, submitting drawings for approval, identifying the trail system, interpretative signage and trail design details, to the satisfaction of the General Manager of Parks and Recreation and the City Engineer. This shall include the submission of drawings completed by a full member, with seal, of the Ontario Association of Landscape Architects (OALA) for approval to the satisfaction of the General Manager of Parks and Recreation.
4. The Developer shall be responsible for the cost of design and development of the **"Basic Trail Development"** as outlined in the Local Service Policy under City's Development Charges Bylaw, to the satisfaction of the General Manager of Parks and Recreation. The Developer shall provide the City with **cash or letter of credit** to cover the City approved estimate for the cost of the 'Basic trail development' to the satisfaction of the General Manager of Parks and Recreation.
5. The Developer shall provide Parks and Recreation with a digital file in either AutoCAD - DWG format or DXF format containing the following final approved information: parcel fabric, street network, grades/contours and landscaping of the trail corridor and open space blocks.
6. The Developer shall install, at no cost to the City, 1.5 m high black vinyl chain link fence, adjacent to **Blocks XX** and **Lots XX**. The Developer further agrees that the fencing will be installed following grading operations of the Vacant Land Condominium in accordance with the current standards and specification of the City

and to the satisfaction of the General Manager of Parks and Recreation. Further, all property lines must be accurately surveyed and clearly marked in the field prior to establishing all fence line locations. Fences shall be erected directly adjacent to the established property line within the City owned lands.

Conditions to be met prior to registration of the plan:

7. The Developer shall place the following **notifications** in all offers of purchase and sale for all lots and/or dwelling units and agrees that these same notifications shall be placed in the City's Vacant Land Condominium agreement to be registered on title:
 - "Purchasers and/or tenants of all lots or units abutting City owned lands are advised that abutting City owned lands may be fenced in accordance with the current standards and specifications of the City".
 - "Purchasers and/or tenants of all lots or units abutting City owned lands are advised that no private gates will be allowed into Blocks XX and Lots XX that abut these Blocks and Lots".
 - "Purchasers and/or tenants of all lots or units are advised that a public trail will be installed or exists abutting or in close proximity to Blocks XX and Lots XX and that public access to this trail will occur between Blocks XX and Lots XX".
 - "Purchasers and/or tenants of all lots are advised that the Open Space Block has been vegetated to create a natural setting. Be advised that the City will not carry out routine maintenance such as grass cutting. Some maintenance may occur in the areas that are developed by the City for public trails."
 - "Purchasers and/or tenants of all lots are advised that the Open Space Block has been retained in its natural condition. Be advised that the City will not carry out regular maintenance such as grass cutting. Periodic maintenance may occur from time to time to support the open space function and public trail system."
 - "Purchasers and/or tenants of all lots or units are advised that the boundaries of the open space will be demarcated in accordance with the City of Guelph Property Demarcation Policy. This demarcation will consist of black vinyl chain link fence adjacent to lot numbers *." The Developer shall also send written notification of proposed demarcation types to any existing homeowners in lots adjacent to open space.
8. The Developer agrees to provide temporary signage describing the existing/proposed open space, trail and required fencing on all entrance signs for the development, at the street frontage of open space block(s) XX, and entrance/exit of trails, to the satisfaction of the General Manager of Parks and Recreation. The signage shall:
 - advise prospective purchasers of dwellings in the area of the type open space and/or trail and level of maintenance of these parcels of land by the City;
 - clearly state that the maintenance of the trail are the responsibility of the Developer until such time as the City accepts the trail, and partially releases the associated Letter of Credit; and
 - clearly state that all questions relating to the maintenance of the trail shall be directed to the Developer.

The signage shall be erected when rough grading on and adjacent to the building lots has begun and must be maintained by the Developer until acceptance of the Blocks by the City.

Page 6 of 6

The Developer further agrees that the proposed open space block(s), trails and fencing be identified on any marketing or promotional materials.

9. The Developer shall **dedicate Block xx** for natural open space and trail purpose as per the Council approved Guelph Trail Master Plan.

10. The Developer shall pay **cash in-lieu of parkland conveyance** for the entire development, in accordance with the City of Guelph By-law (1989)-13410, as amended by By-law (1990)-13545, By-Law (2007- 18225), or any successor thereof.

Summary:

The above comments represent Park Planning's review of the proposed development. Based on the current information provided, I would support the proposed development subject to the changes and conditions outlined above.

Regards,

Jyoti Pathak
Parks Planner

Parks and Recreation
Public Services

T 519-822-1260 extension 2431
Jyoti.pathak@guelph.ca



GUIDING SOLUTIONS IN THE NATURAL ENVIRONMENT

Memorandum

To: Lindsay Sulatycki, Senior Planner (City of Guelph)
From: Margot Ursic, Planning Ecologist (Beacon Environmental)
Date: June 16, 2015
Ref: 213393

CC: via email - April Nix, Environmental Planner (City of Guelph), Terry Gayman (City of Guelph), Sylvia Kirkwood (Manager of Development Planning), Todd Fell (Dougan & Associates), Kevin Moritz (SBM Ltd.), Shawn Keeper (Dunsire), Yousif Kasandji (Dunsire), Seth Jutzi (Sorbara Law)

Re: **Review of Landsdown Drive EIS (Dougan & Associates, July 2014)
and Addendum for Landsdown Drive EIS (Dougan & Associates, Dec. 18, 2014)**

As part of my retainer for the City of Guelph I was asked to review the above-referenced EIS and related Addendum to verify if all the comments from the September 10, 2014 Environmental Advisory Committee (EAC) meeting, including those identified in the Staff Report to EAC, had been addressed satisfactorily. In addition to the EIS and the EIS Addendum, I have reviewed the following as they relate to 24, 26, 28 and 0 Landsdown Drive:

- City Environmental Planner Comments to EAC, September 10, 2014
- EAC Minutes, September 10, 2014
- Grand River Conservation Authority (GRCA) Comments, April 30, 2015
- City Parks Planning comments, May 1, 2015
- City Engineering Comments, May 7, 2015

I have also undertaken a cursory review of the Functional Servicing and Stormwater Management Report drawings by Stik Baldinelli Moniz (March 2015) in so far as they relate to the EIS and protection of the Provincially Significant Wetland (PSW) in the adjacent lands.

A meeting was held on Tuesday, June 16, 2015 (11 am – noon) with myself, Todd Fell of Dougan & Associates, April Nix of the City of Guelph, and Lindsay Sulatycki of the City of Guelph to review and discuss my initial comments, and obtain some clarification on a few items. The following is a summary of my final comments which were informed by the input provided by Todd Fell at this meeting.

The memo is divided into two sections: (1) comments related to the seven conditions of EIS approval identified by EAC (September 10, 2014), and (2) additional comments related to the Staff Report



June 16, 2015

Comments on Landsdown Drive EIS (July 2014) and Addendum for Landsdown Drive EIS (December 2014)

provided by the City's Environmental Planner (Adèle Labbé, currently on maternity leave) to EAC (September 10, 2014). Key comments and follow-up items are identified in bold caps.

THE EAC CONDITIONS OF EIS APPROVAL

The following speak to each of the seven conditions identified in the EAC minutes from Sept. 10, 2014 for acceptance of the EIS.

1. *"That a wetland water balance and SWM design are provided to the satisfaction of the GRCA and the City"* **STATUS: DONE**
 - a. Although the GRCA has expressed concern about the adequacy of freeboard and the need for more groundwater data related to seasonal highs, the GRCA is generally satisfied with the EIS (and related Functional Servicing and Stormwater Management Report by Stik Baldinelli Moniz (March 2015)). Their comments are to be addressed through the Environmental Implementation Report (EIR) as well as through the condominium agreement. **TO BE ADDRESSED IN THE EIR**
 - b. Similarly, City Engineering staff have not identified any issues or concerns with the EIS, but have identified a need for an EIR and flagged a number of items that need to be addressed prior to grading, site alteration; site plan approval; registration of the plan; issuance of a building permit; and passing of the zoning by-law amendment. **NO ACTION REQUIRED**
 - c. Based on my review of the EIS and the Addendum, a simplified water balance table that demonstrates there will be no impacts to the Provincially Significant Wetland (PSW) from a water quantity perspective is lacking. There is a table on p. 26 of the EIS that shows a 40% increase in runoff and recharge post-development, and then a description of the proposed measures which are intended to mitigate this impact for each sub-catchment area.. However, there is no table summarizing the data to show how the anticipated 40% increase is to be infiltrated on site with all the SWM/LID measures combined. On p. 49 the EIS states: "The effect of this activity [new dwellings / road] on water balance can be mitigated through the use of LID (infiltration galleries) and SWM controls", but there is not a data summary to back this up. **TO BE PROVIDED AS PART OF THE 2ND EIS ADDENDUM, TO BE SUBMITTED ASAP**
2. *"That infiltration galleries form part of the SWM design to ensure no impacts to the PSW"* **STATUS: DONE**
 - a. There is no discussion of soils or topography in relation to drainage in this EIS; this should have been included in the EIS but can also be provided in the EIR is it informs the SWM measures. **TO BE ADDRESSED IN THE EIR**



June 16, 2015

Comments on Landsdown Drive EIS (July 2014)
and Addendum for Landsdown Drive EIS (December 2014)

- b. Infiltration galleries have been integrated into the stormwater management (SWM) design, and have allowed for removal of the SWM retention pond in the buffer (as per p. 37) and Addendum p. 13. **NO ACTION REQUIRED**
3. *"That a 15 m no disturbance buffer is provided adjacent to the PSW and a 5 m no disturbance buffer adjacent to the Significant Woodland, and maximized where feasible"*

STATUS: DONE THE EXTENT FEASIBLE WITH THE CURRENT DRAFT PLAN

- a. The proponent's team has made a number of changes to try and maintain a 15 m no disturbance buffer adjacent to the PSW and a 5 m no disturbance buffer adjacent to the Significant Woodland. Specifically:
- i. Some revisions to the limits of lots 1 through 10 have been made so that all of the proposed lots are all outside the 30 m PSW buffer and the 10m Significant Woodlands buffer.
 - ii. It appears from the EIS that all the infiltration galleries, and the related ponding areas are within the outer 15 – 30 m PSW buffer zone.
 - iii. It appears that the two-stage weir is also within the outer 15 – 30 m PSW buffer zone.
 - iv. The proposed SWM "dry pond" is within the outer 20 – 30 m of the PSW buffer zone (Addendum p. 31, #9)

THESE CHANGES SHOULD BE CARRIED FORWARD IN THE EIR.

- b. However, the combination of grading constraints, the need to incorporate infiltration and other SWM measures outside rear yards, the need to incorporate a trail, and the need to outlet some treated water to the wetland have resulted in some limited disturbances related to SWM as well as small portions of the trail within 0 – 15 m of the PSW and 0 – 5 m of the Significant Woodland.
- i. p. 47 of the EIS indicates the storm sewer outlet / spreader swale is within the 0 – 15 m zone of the PSW buffer but "as far away from the wetland as possible" but north of the trail without specifying where in the buffer.
THE PROPONENT SHOULD CONTINUE, THROUGH THE EIR, TO EXPLORE WAYS OF MOVING THE STORM SEWER OUTLET / SPREADER SWALE AS FAR OUT OF THE 0 – 15 M ZONE OF THE PSW BUFFER AS POSSIBLE.
 - ii. The trail alignment has been designed to minimize the need for tree removals, and does need to work around the existing off-site lot.
THE PROPONENT SHOULD EXPLORE, THROUGH THE EIR, REFINEMENTS TO THE TRAIL LAYOUT THAT BRINGS THE TRAIL ENTIRELY OUT OF THE 0 – 15 M ZONE OF THE PSW BUFFER, OR AT LEAST ENSURES NO DISTURBANCE WITHIN THE 0 – 10 M BUFFER ZONE OF THE PSW. IN ADDITION, THE EIR SHOULD ENSURE THAT THE TRAIL CLEARANCE AREA NOT ENCROACH WITHIN THE DRIPLINE OF ANY TREES TO BE PRESERVED.

STAFF REPORT



June 16, 2015

Comments on Landsdown Drive EIS (July 2014) and Addendum for Landsdown Drive EIS (December 2014)

4. "That in total, a 30 m wetland buffer and a 10 m woodland buffer is provided"

STATUS: DONE

- a. In general this has been provided, notwithstanding the presence of the trail in the buffer (largely, but not entirely, within the outer 15 – 30 m portion of the PSW buffer) as well as SWM measures in the buffer, some limited grading in the outer 15 – 30 m buffer zone, plus proposed invasive species management and restoration plantings. **NO ACTION REQUIRED**

5. "That adjustments to the rear lot lines of lots 1 – 12 and the widths of lots 20 – 22 be considered following further discussions with the City with consideration for environmental concerns" **STATUS: DONE**

- a. Rear lot lines for lot #1 through 10 have been adjusted, as discussed with staff (Addendum p. 39, #25) **NO ACTION REQUIRED**

6. "That continuous data loggers are placed in the monitoring wells to inform detailed design"

STATUS: DONE

- a. This has been done (Addendum p. 3 #2). **MONITORING TO CONTINUE TO INFORM THE EIR**

7. "That Nature Guelph's comments be addressed"

STATUS: DONE

- a. These have been addressed through the Addendum with the exception of the absence of a spring vegetation survey. Vegetation surveys for locally significant plant species (as per the Significant Plant List for Wellington County) should be done in the buffer area where there is proposed disturbance, and any locally rare species identified should be considered in terms of protection or potential for transplantation. **ADDITIONAL VEGETATION SURVEYS IN THE PSW / SIGNIFICANT WOODLAND BUFFER ZONE SHOULD BE UNDERTAKEN SO THAT ANY LOCALLY SIGNIFICANT PLANT SPECIES CAN BE IDENTIFIED FOR EITHER PROTECTION OR FOR TRANSPLANTING THROUGH THE EIR**

FOLLOW-UP TO OTHER COMMENTS RELATED TO THE EIS RAISED BY THE CITY'S ENVIRONMENTAL PLANNER

8. SIGNIFICANT WOODLAND

- a. The EIS has identified the Scot's / Austrian Pine plantation on the subject property as a small finger extension of the larger Significant Woodland associated with the PSW. This finger extension is proposed for removal in the EIS, and compensation for the removal of these trees is recommended in the form of tree plantings / naturalization within the buffer.

Page 4



June 16, 2015

Comments on Landsdown Drive EIS (July 2014)
and Addendum for Landsdown Drive EIS (December 2014)

Because the application for the proposed development on the subject property was made, and considered complete, prior to the City's new Natural Heritage System policies being approved by the Board in June 2014, the application is subject to the City's former Greenlands policies (Official Plan, 2012 consolidation) which permit development within a Significant Woodland if it can be demonstrated that it does not negatively impact the feature or its ecological functions.

The EIS does demonstrate that removal of this feature and related compensation in the buffer areas will result in a net positive impact (i.e., no negative impact) from an ecological perspective (pp. 64-65), therefore this is acceptable. However, it should be noted that under the current Official Plan policies (Official Plan, 2014 consolidation) removal of this feature would not be permitted. **NO ACTION REQUIRED**

9. SIGNIFICANT WILDLIFE HABITAT (SWH)

- a. The EIS identifies the potential for Eastern Ribbonsnake, Blanding's Turtle, and Snapping Turtle in the buffer area, and Todd Fell confirmed in our discussions that he would expect these species could be found in the zone closest to the PSW based on the habitat conditions. Given the proposed disturbances within the buffer (i.e., related to SWM / LID measures, the trail and restoration plantings), the EIR should include recommendations for education for those working on site regarding treatment of these species if encountered, as well as some monitoring / environmental inspections during construction to mitigate potential disturbances to these species during implementation of the proposed activities. **TO BE ADDRESSED IN THE EIR**

10. TREE / VEGETATION COMPENSATION

- a. The last sentence in Section 3.3.2.3 correctly states that trees assessed as "medium" or "high" Biological Health greater than 10 cm require compensation. However, this is not consistently carried forward in the report, or in the inventory analysis provided in Appendix D, or presumably the figures. As noted by the Environmental Planner, only Buckthorn, Black Alder, Autumn Olive and White Mulberry are exempt as invasive species. Furthermore trees can only be excluded as "hazards" based on the presence of current, not future targets. Therefore the 109 number for trees to be compensated is not correct (p. 44), and needs to be revised. **UPDATED TREE COMPENSATION NUMBERS TO BE PROVIDED AS PART OF THE 2ND EIS ADDENDUM, TO BE SUBMITTED ASAP**
- b. The tree / vegetation compensation outlined in the EIS impact assessment table is generally acceptable, but the more general approach to compensation should be summarized and provided prior to moving forward with the EIR. The City generally requires a 3:1 compensation for trees being removed (that require compensation). Compensation for the Scot's / Austrian Pine plantation being removed should also be addressed separately in terms of how it is being addressed (i.e., at least 1:1 compensation for the area of plantation being removed being restored to woodland).



June 16, 2015

Comments on Landsdown Drive EIS (July 2014)
and Addendum for Landsdown Drive EIS (December 2014)

**OVERALL TREE AND VEGETATION COMPENSATION APPROACH TO BE
OUTLINED AS PART OF THE 2ND EIS ADDENDUM, TO BE SUBMITTED ASAP**

11. PROPOSED TRAIL

- a. Parks is satisfied with the proposed alignment, and has identified a number of items to be addressed through the EIR in relation to the trail, as well as conditions of the condominium agreement
- b. Note that:
 - i. Parks has indicated they will require a 1.5 m (not a 1.2 m) high black vinyl chain link fence.
 - ii. Parks has indicated they will not accept buffers to natural heritage features (or the natural heritage features themselves) as parkland dedication.

NO ACTION REQUIRED

12. MONITORING

- a. The Monitoring Plan outlined in Table 14 (p. 69) speaks to erosion and sediment control and vegetation monitoring, but not water levels – either in the PSW or with respect to changes in groundwater levels in the wetland buffer. Monitoring of hydrology and hydrogeology in relation to the PSW need to be assessed pre- and post-development. **TO BE ADDRESSED IN THE EIR**

A number of additional comments provided by EAC, City Staff and the GRCA in the above-referenced letters / documents identify items that need to be addressed as part of the more detailed EIR which is to follow the approved EIS. It will be important that these are all incorporated into the EIR Terms of Reference for the subject property prior to moving forward with the EIR itself.

At this time, all that is required to finalize the EIS is an Addendum to address the items identified in 1(c), 10(a) and 10(b) above.

**ENVIRONMENTAL ADVISORY COMMITTEE
WEDNESDAY, SEPTEMBER 10, 2014 AT 7:00 P.M.**

**COUNCIL COMMITTEE ROOM C
MINUTES**

Present: E. Stahl (Chair) Y. Roy
K. McNeill E. Blenkhorn
G. Johnstone

Regrets: R. Park, C. Parent, B. Mungall

Staff: A. Labbé, V. Laur

External Groups: Astrid Clos, Astrid J. Clos Planning
Shawn Keeper, Dunsire Developments
Karston Chong, Dunsire Developments
Kevin Moniz, Strik Moniz Ltd.
Todd Fell, Dougan & Associates
Charles Cecile, Nature Guelph

1. 24, 26, 28 & 32 Landsdown Drive Revised Application (23CDM-1307/ZC1317)

A. Labbé, Environmental Planner with the City of Guelph, reviewed the staff report.

Astrid Clos, from Astrid J. Clos Planning requested that the EAC Committee not endorse item #5 in the Suggested Motion of the staff report. Astrid advised that an upcoming meeting has been scheduled with city staff to discuss and the neighbourhood want R1.B zone lot size.

Todd Fell, from Dougan & Associates requested that the suggested Motion in the staff report (page 6, first bullet), reflect flexibility on the number of caliper trees proposed.

General discussion took place and the consultants were available to respond to questions from the Environmental Advisory Committee.

K. McNeill noted the following:

- Page 18 – Wetland Community – water table in PSW – add more verbiage/clarification on timing of observation as it is unclear whether it is an observation during the seasonal high or not.
- Plant List Schedule – Goutweed should not be retained – consider removing

G. Johnstone noted the following:

- Figure 18-3 – do adjustment to trail (currently showing as going through 2 trees)

E. Blenkhorn noted the following:

- Figure 19 and Draft Plan – there is a difference in lot lines on arial photos in EIS (Figure 19) and Site Plan. The consultants indicated the Draft Plan is correct.

The floor was opened to delegations.

Delegation:

Charles Cecile on behalf of Nature Guelph provided the following comments:

- Generally supports the Staff Report.
- Concern with SWM within the 30 metre buffer
- 2 Season Floral Survey was not a complete survey. There is lack of species identified to genus (Page 4 of the EIS).
- A 3 Season Floral Survey could address gaps in the EIS including identification of species to genus and flora missed due to season.
- The TOR passed by EAC indicated that only a 2 season survey was to be completed which was inadequate as it should be a 3 season survey; on page 4 of the EIS, it states that "a survey of the dominant flora" was completed which is not a complete survey; this resulted in a number of plants being only identified to genus level, so incomplete survey; on page 4 of the EIS it states that "field data are corroborated with current status lists to identify species of significant conservation status" but the survey and field data are incomplete; on page 20 of the EIS, it notes that some plant species were only identified to genus level due to wrong stage of maturity which indicates why a 3 season survey is necessary; also on page 20 of the EIS, it states "No species inventoried is considered endangered, threatened or rare" and it was noted that because the vegetation survey was incomplete, this statement has little relevance; it was also noted that 5 plants that are on the City's Significant Species List from OPA 42 that the EIS only identified to genus and therefore couldn't be compared.
- It was suggested that for significant species, the City's OPA 42 List of Significant Plant Species be used to identify significant species, not Frank & Anderson's Flora of Wellington County which has no official status and is not endorsed by any authorities.
- Recommends staying away from prairie affiliated species in restoration. Stay with native to Guelph plants.
- Page 4 – use NHIC standard for plant nomenclature. The document references 2011 and should use current information for 2014.

E. Stahl noted Hugh Whiteley submitted written comments to the Environmental Advisory Committee.

Moved by Y. Roy and seconded by K. McNeill

“That the Environmental Advisory Committee accept the Scoped Environmental Impact Study prepared by Dougan and Associates with the following conditions:

- That a wetland water balance and SWM design are provided to the satisfaction of the GRCA and the City;
- That infiltration galleries form part of the SWM design to ensure no impacts to the PSW;
- That a 15 m no disturbance buffer is provided adjacent the PSW and a 5m no disturbance buffer adjacent to the Significant Woodland, and maximized where feasible;
- That in total, a 30 m wetland buffer and 10 m woodland buffer is provided;
- That adjustments to the rear lot lines of lots 1-12 and the lot widths of lots 20-22 be considered following further discussions with the City with consideration for environmental concerns;
- That continuous data loggers are placed in the monitoring wells to inform detailed design;
- That Nature Guelph's comments be addressed.

And

- That an Environmental Implementation Report includes but is not limited to:
 - a. Consideration for a treatment train approach to water quality treatment and a salt management plan;
 - b. Details of the infiltration galleries and SWM plan and a discussion confirming no impacts to the PSW;
 - c. A detailed compensation plan based on the compensation approach recommended by staff, prepared by a member of the OALA;
 - d. A detailed monitoring plan including baseline information;
 - e. Demarcation and fencing details;
 - f. Education and stewardship details; and
 - g. That common native species to Guelph be included in the Compensation Plan.”

Motion Carried
-Unanimous-

STAFF REPORT

Lindsay Sulatycki

From: Peter Rider
Sent: June 22, 2015 10:42 AM
To: Lindsay Sulatycki; April Nix; 'Margot Ursic'
Cc: Michelle Thalen
Subject: RE: 24, 26, 2 & 0 Landsdown Drive - staff report details/questions

Hi Lindsay:

I have reviewed the attached document and reviewed the site from a Source Water Protection perspective and have the following comments:

The site is:

- located in a WHPA C with a vulnerability score of 6 and 4.
- not located in an ICA (Issues Contributing Area).

Once the Source Protection Plan is approved and in effect (estimate 2016), the subject property will be subject to DNAPL policies (as will be any other properties in the City within a WHPA A through WHPA C). As such, it would be helpful to the RMO if the proponent could indicate what DNAPL products if any (or other potentially significant drinking water threats) will be stored or handled on the property. If DNAPL products will be handled or stored, a risk management plan (RMP) would have to be negotiated with the person engaged in the activity to ensure that such products are handled and stored in a safe and environmentally secure manner.

It is anticipated that the proponent would consider implementing a variety of best available technology and management practices for the proposed land use(s) to minimize potential impacts to the environment (i.e. application of road salt and storage of salt and storage of snow). There will be opportunities for the RMO to comment on the proposed design(s) at a later stage in the Planning process.

Trusting this is sufficient.

Please contact me if further information or clarification is required.

Peter G. Rider, P. Geo., Risk Management Official
Engineering and Capital Infrastructure Services | Source Protection Planning
City of Guelph
T 519-822-1260 x 2368 | F 519-822-6194 | C 226-820-3608
E peter.rider@guelph.ca

guelph.ca

STAFF REPORT



March 24, 2014

Al Hearne
Planning Services
Planning, Building, Engineering and Environment
City of Guelph
1 Garden St.
Guelph, On N1H 3A1

Reference: **File 23CDM – 1307/ZC1317**

Mr. Hearne,

Thank you for contacting Canada Post regarding plans for a new subdivision in **the City of Guelph**.
Please see Canada Post's feedback regarding the proposal, below.

Service type and location

1. Canada Post will provide mail delivery service to the subdivision through centralized Community Mail Boxes (CMBs).
2. If the development includes plans for (a) multi-unit building(s) with a common indoor entrance, the developer must supply, install and maintain the mail delivery equipment within these buildings to Canada Post's specifications.

Municipal requirements

1. Please update our office if the project description changes so that we may determine the impact (if any).
2. Should this subdivision application be approved, please provide notification of the new civic addresses as soon as possible.

Developer timeline and installation

1. Please provide Canada Post with the excavation date for the first foundation/first phase as well as the date development work is scheduled to begin. Finally, please provide the expected installation date(s) for the CMB(s).

Please see Appendix A for any additional requirements for this developer.

Regards,

STAFF REPORT

Paul
Paul Remisch

CanadaPost

Delivery Planning
955 Highbury Ave N
London On N5Y 1A3

(519) 457-5215 Phone

(519) 457-5412 Fax

paul.remisch@canadapost.ca

c.c.: Gaw, Henry, Norton & O'Connor c/o Dunsire Developments

Appendix A

Additional Developer Requirements:

- The developer will consult with Canada Post to determine suitable permanent locations for the Community Mail Boxes. The developer will then indicate these locations on the appropriate servicing plans.
- The developer agrees, prior to offering any units for sale, to display a map on the wall of the sales office in a place readily accessible to potential homeowners that indicates the location of all Community Mail Boxes within the development, as approved by Canada Post.
- The developer agrees to include in all offers of purchase and sale a statement which advises the purchaser that mail will be delivered via Community Mail Box. The developer also agrees to note the locations of all Community Mail Boxes within the development, and to notify affected homeowners of any established easements granted to Canada Post to permit access to the Community Mail Box.
- The developer will provide a suitable and safe temporary site for a Community Mail Box until curbs, sidewalks and final grading are completed at the permanent Community Mail Box locations. Canada Post will provide mail delivery to new residents as soon as the homes are occupied.
- The developer agrees to provide the following for each Community Mail Box site and to include these requirements on the appropriate servicing plans:
 - Any required walkway across the boulevard, per municipal standards
 - Any required curb depressions for wheelchair access, with an opening of at least two metres (consult Canada Post for detailed specifications)
 - A Community Mailbox concrete base pad per Canada Post specifications.

STAFF REPORT



395 Southgate Drive
Guelph, ON N1G 4Y1
Tel: 519-837-4719
Fax: 519-822-4963
Email: mwittmund@guelphhydro.com
www.guelphhydro.com

February 2, 2015

RECEIVED

FEB 03 2015

PBEE

Lindsay Sulatycki
City of Guelph
Planning & Building, Engineering and Environmental Sciences
1 Carden Street
Guelph, ON N1H 3A1

Dear Madam:

Re: 24, 26, 28 & 0 Landsdown Drive (File # 23CDM-1307/ZC1317)

We would like to submit the following comments concerning this application:

1. The hydro services for this development will be underground. Supply for this development will be from the Wellington Vacant Land Condominium No. 169 development to the South.
2. Low-profile, pad-mounted transformers may be located in boulevards provided the boulevard width is not less than 3.5 metres. Otherwise, we will require 4.2 metre by 4.2 metre easements for transformers on a number of the lots.
3. A minimum distance of 3.0 metres must be maintained between any dwelling units and pad-mounted transformers.
4. A minimum distance of 1.5 metres must be maintained between any driveways/entrances and street light poles or pad-mounted transformers. Any relocations required would be done at the owner's expense.

STAFF REPORT



-2-

5. An easement may be required to allow for servicing of future developments to the North of the subject site.
6. Arrangements must be made with Guelph Hydro's Technical Services Department prior to demolition of 28 Landsdown Drive.

Sincerely,

GUELPH HYDRO ELECTRIC SYSTEMS INC.



Michael Wittemund, P.Eng.
Director of Engineering

MW/gc

STAFF REPORT



400 Clyde Road, P.O. Box 729 Cambridge, ON N1R 5W6
Phone: 519.621.2761 Toll free: 866.900.4722 Fax: 519.621.4844 Online: www.grandriver.ca

April 30, 2015

Lindsay Sulatycki
Planning and Building, Engineering and Environment
City of Guelph
City Hall
1 Carden Street
Guelph, ON N1H 3A1

RECEIVED
MAY 06 2015
PBEE

Dear Ms. Sulatycki,

**RE: Proposed Draft Plan of Vacant Land Condominium File No. 23CDM-1307
Proposed Zoning By-law Amendment File No. ZC1317
24, 26, 28 & 0 Landsdown Drive**

GRCA staff has now had an opportunity to review the following revised documents submitted in support of Draft Plan of Vacant Land Condominium 23CDM-1307 and Zoning By-law Amendment ZC1317:

- Preliminary Functional Servicing Report, prepared by Strik Baldinelli Moniz Civil Structural Engineers, dated March 27, 2015
- Scoped EIS, prepared by Dougan & Associates, dated March 27, 2015

Based on our review of the information provided, we offer the following advisory comments:

1. We note our previous correspondence identified concern that the proposed swales designed to convey overland stormwater flows between some of the proposed homes pose a basement flooding risk for the adjacent homes. Based on our review of the above noted report, comparison of grading plan elevations to the report's appended swale test results reveals the following concerns:
 - The revised grading plan has a swale base that is only 0.02m below the southwest corner Unit 12.
 - As modelled, there is only 0.07m freeboard in the two western swales during a 100-year design storm. This gives negligible allowance for grading errors and creates a need for routine inspection and maintenance to ensure perpetual design flow capacity, which will be gradually reduced by unnoticed accumulation of sediment over time.
 - Basement windows typically provide openings well below a building's top of foundation and may extend below swale grading.
 - The draft plan and grading plans have different distances between buildings; e.g. the north end of the swale between buildings 25 and 26 are separated by 2.6m in the Draft Plan, 2.97m in the overland flow route section of Drawing C5.

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- All 3 swales in the MIDUSS model are 0.23m deep with 0.5m base widths and 3:1 side slopes. These dimensions result in 1.88m top widths which would increase flow depth simulations due to the grading plans having slightly wider top widths and gentler side slopes (i.e. greater capacity for an equivalent swale depth). Nevertheless, adequate freeboard at all times will remain a concern.
- 2. Groundwater observations used to determine elevations at the bases of infiltration galleries and below basement foundations do not appear to have been based on observation of seasonal high groundwater elevations. Monitoring Wells 6, 7 and 8 drilled May 30, 2014 have early summer observations from June 4, 2014 (date in borehole logs) while Monitoring Wells 10, 11 and 12 have observations taken September 29, 2014 on the day of drilling. Time of drilling observations are unreliable as levels typically rise after drilling, e.g. levels in BH6 and BH8 increase by 1.4m and 0.9m respectively 4 days after drilling. To provide credible seasonal high ground water elevations, we recommend collecting new observations as soon as feasible this spring for final design. Failing this, late fall observations are usually reliable as long as drought conditions have not been experienced.

Considering the above comments, GRCA has no objection to the passing of the proposed Zoning By-law Amendment and has no objection to the proposed plan of condominium receiving draft approval subject to the following conditions:

1. Prior to any grading or construction on the site and prior to the registration of the plan or any phase thereof, the owners or their agents submit the following plans and reports to the satisfaction of the Grand River Conservation Authority:
 - a) A detailed stormwater management report in accordance with the 2003 Ministry of Environment Report entitled, "Stormwater Management Practices Planning and Design Manual." This report should include geotechnical information addressing the infiltration potential on the site. In addition, a storm-servicing plan for the site should be included.
 - b) An erosion and siltation control plan in accordance with the Grand River Conservation Authority Guidelines for sediment and erosion control, indicating the means whereby erosion will be minimized and silt maintained on site throughout all phases of grading and construction.
 - c) Detailed lot grading and drainage plans showing existing and proposed grades.
 - (d) Plans illustrating that no basement windows are proposed on the sides of dwellings adjacent to the proposed overland flow routes.
 - e) An Environmental Implementation Report (EIR) to the satisfaction of the Grand River Conservation Authority in consultation with the City. The EIR should include the above noted reports and the monitoring, recommendations, and mitigation outlined in these reports.
 - f) A Development, Interference with Wetlands and Alterations to Shorelines and Watercourses permit under Ontario Regulation 150/06 for any proposed works within the regulated area.
2. That the condominium agreement between the owner and the municipality contains provisions for the completion and maintenance of the works in accordance with the approved plans and reports noted in Condition 1) above.

STAFF REPORT

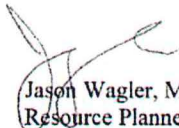
As such, we have no objection to the application proceeding with draft plan approval subject to the conditions noted above.

However, we recommend that the condominium agreement between the owner and the municipality also includes the following:

- a. Appropriate clauses restricting grading modifications and basement windows between lots containing the proposed overland flow routes.
- b. A commitment to provide appropriate warning clauses in agreements of purchase and sale, for purchasers of lots adjacent to where proposed major overland flow routes are proposed, which identify the presence of these flow routes and clearly identify the owner's responsibilities to ensure the proper drainage, long-term maintenance, and restrictions to grading that these require.

If you have any questions, please feel free to contact me at 519-621-2763 extension 2320.

Sincerely,



Jason Wagler, MCIP, RPP
Resource Planner
Grand River Conservation Authority

c.c. Astrid J. Clos Planning Consultants
Dogan Associates
Strik Baldinelli Moniz Civil Structural Engineers, 1828 Blue Heron Drive, Unit 21, London, ON N6H 0B7

STAFF REPORT



UPPER GRAND DISTRICT SCHOOL BOARD
500 Victoria Road North, Guelph, Ontario N1E 6K2
Phone: (519) 822-4420 Fax: (519) 822-2134

Martha C. Rogers
Director of Education

February 18, 2015

PLN: 15-10
File Code: R14
Sent by: mail & email

Lindsay Sulatycki
Planning, Building, Engineering, Environment
City of Guelph
1 Carden Street
Guelph, Ontario N1H 3A1

Dear Ms. Sulatycki;

Re: **Revised Application**
Proposed Draft Plan of Condominium and Zoning By-law Amendment
23CDM01307/ZC1317 – 24, 26, 28, & 0 Landsdown Drive

Planning staff at the Upper Grand District School Board has received and reviewed the revised application for a Proposed Draft Plan of Vacant Land Condominium and Zoning By-law Amendment to permit the development of 26 single detached units and 1 freehold lot, with common elements.


The Planning Department at the Upper Grand District School Board does not object to the application, subject to the conditions submitted by the Board on March 3, 2014 and August 26, 2014. These conditions are as follows:

- Education Development Charges shall be collected prior to the issuance of a building permit; ✓
- The developer agrees to provide the Upper Grand District School Board with a digital file of the plan of subdivision in either ARC/INFO export or DXF format containing parcel fabric and street network; and ✓
- That adequate sidewalks, lighting and snow removal is provided to allow children to walk safely to school or to a congregated bus stop. ✓

Please note that given this development has a private road access, Service de transport de Wellington-Dufferin Student Transportation Services does not run school buses on private roadways and therefore potential busing students will be required to meet the bus at a congregated bus pick-up point. ✓

Should you require additional information, please feel free to contact me at (519)822-4420 ext. 863.

Sincerely,


Emily Bumbaco
Planning Department

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FEB 25 2015
PBEE

STAFF REPORT

Attachment 14 Written Correspondence Received from the Public Summary

RESPONDENT	KEY ISSUES/CONCERNS
Anne and George Harauz (residents of Landsdown Drive)	Concerns regarding the how construction affects well water, parking on Landsdown, trees between 28 and 30 Landsdown, compatibility with neighbourhood, height of buildings
Matthew and Melanie Kwantes (residents of Landsdown Drive)	Concerns with building height
Sean O'Connor (resident of Landsdown Drive)	Concerns with minimum lot area and building height
Vacant Land Condominium Corporation 169 (Bruce Wilson, President) and letters received from the following individuals who live within VLCC 169: Bruce and Sue Wilson, Anne Marie Doyle, V. Poberezhnaya, Sheila Robinson, Norina Morris, Lisa K. Haines, Phyllis and Terry Few, Dennis Watson, Maria Lammers, Bob Fenner, Peter and Tamara Baggio, Renita and Werner Pueschel, Valerie Gilmor	Concerns with 3 storey building height

Attachment 15 Public Notification Summary

December 20, 2013	Applications received by the City of Guelph
January 16, 2014	Applications deemed complete
February 6, 2014	Notice of Complete Application mailed to prescribed agencies and surrounding property owners within 120 metres
May 15, 2014	Public Meeting mailed to prescribed agencies and surrounding property owners within 120 metres
May 22, 2014	Notice of Public Meeting advertised in the Guelph Tribune
June 9, 2014	Statutory Public Meeting of City Council
July 29, 2014	Revised submission received
August 21, 2014	Notice of Revised Application mailed to prescribed agencies and property owners within 120 metres
December 19, 2014	Third revised submission received
January 22, 2015	Notice of Revised Application mailed to prescribed agencies and property owners within 120 metres
July 6, 2015	Notice of Decision Meeting sent to parties that commented or requested notice
July 20, 2015	City Council Meeting to consider staff recommendation

Please recycle!

- BYLAWS -

- July 20, 2015 -	
By-law Number (2015)-19936 A by-law to amend By-law Number (2012)-19502, being a by-law to obtain banking services from The Toronto-Dominion Bank.	To amend the authorized signatories schedule.
By-law Number (2015)-19937 A by-law requiring applicants to consult with the City of Guelph prior to the submission of certain types of planning applications and to delegate Council's authority to deem applications complete to the General Manager of Planning Services.	A by-law requiring applicants to consult with the City with respect to certain types of planning applications and to delegate Council's authority to deem applications complete as per IDE Consent Report recommendation IDE-2015.21.
By-law Number (2015)-19938 A by-law to provide rules for governing the order and procedures of the Council of the City of Guelph and to repeal By-law Number (2014)-19784.	To adopt a new Procedural By-law as per recommendation of the Governance Committee GOV-2015.4.