

# City Council Meeting Agenda



**Monday, September 23, 2019 – 6:00 p.m.**  
**Council Chambers, Guelph City Hall, 1 Carden Street**

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## **Authority to move into closed meeting**

That the Council of the City of Guelph now hold a meeting that is closed to the public, pursuant to the Municipal Act, to consider:

### **Confirmation of Minutes of the closed meetings of Council held July 22, 2019.**

**CS-2019-73**

#### **Disposition - Speedvale Avenue East**

Section 239 (2)(c) of the Municipal Act relating to proposed or pending acquisition or disposition of land by the municipality or local board.

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## **Open Meeting – 6:30 p.m.**

### **Closed Meeting Summary**

O Canada

Silent Reflection

First Nations Acknowledgement

Disclosure of Pecuniary Interest and General Nature Thereof

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## **Presentation:**

### **1. City of Guelph Strategic Plan 2019-2023**

Scott Stewart, Chief Administrative Officer

Jennifer Smith, Manager, Corporate and Community Strategic Initiatives

**Confirmation of Minutes:** (Councillor Piper)

That the minutes of the open Council Meetings held July 22 2019 be confirmed as recorded and without being read.

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**Committee of the Whole Consent Report:**

The following resolutions have been prepared to facilitate Council's consideration of various matters and are suggested for consideration. If Council wishes to address a specific report in isolation of the Committee of the Whole Consent Report, please identify the item. It will be extracted and dealt with separately as part of the Items for Discussion.

**CAO-2019-16      City of Guelph Strategic Plan 2019-2023 (staff memo)****Recommendation:**

1. That the City of Guelph Strategic Plan 2019-2023 be approved.
2. That staff be directed to develop a series of Strategic Plan action plan proposals and report back to Council with these proposals by the end of Q2 2020.
3. That the costs associated with the implementation of the Strategic Plan as outlined within report number CAO-2019-16, dated September 3, 2019 be referred to the 2020 budget process.

**CS-2019-62      Procedural By-law Update (staff memo)****Recommendation:**

That the proposed administrative changes to the Procedural By-law, as outlined in report CS-2019-62 entitled 'Procedural By-law Update' dated September 3, 2019, be approved with the exception of the provisions to remove the extension of Council and committee meetings from Appendix 1 of the Procedural By-law and the changes to provisions in sections 3.3 and 4.6.6, being clauses to permit electronic devices in closed meetings for the purposes of accessing electronic agenda management systems, and that by-law (2018)-20352 be repealed.

**OMC-2019-01      Councillors' Request for Additional Training Funding, 2019****Recommendation:**

That Councillors Rodrigo Goller, Mark MacKinnon, Dominique O'Rourke each be authorized to exceed their 2019 Training Funding allocation of \$4,875.00 in order to cover costs associated with attendance at the Association of Municipalities of Ontario (AMO) conference, 2019.

**PS-2019-18****Update on the Brant Community Hub****Recommendation:**

That recommendation number one associated with the closed Report PS-16-30 entitled Brant Community Hub Update, adopted on Monday, November 28, 2016, be rescinded and that the associated resolution be removed from any outstanding Council motion lists.

**PS-2019-19****Tourism Entity Negotiation****Recommendation:**

That staff be directed to enter into negotiations with a potential eligible tourism entity, as outlined in Report PS-2019-19, with regard to implementing a Municipal Accommodation Tax.

**PS-2019-21****Centennial Pool License Agreement with the Upper Grand District School Board****Correspondence:**

Linda Busuttil, Board Chairperson, Upper Grand District School Board  
Angela Hofstra  
Tom Bruulsema

**Recommendation:**

1. That staff be directed to approve and execute a mutual surrender and amicable termination of the Centennial Pool License Agreement commencing January 4, 2020 with the Upper Grand District School Board.
2. That staff be directed to relocate City of Guelph programs, rental contracts and staff at Centennial Pool to other City-owned aquatic facilities as of the 2020 winter season.

**PS-2019-20****Revised Community Investment Strategy****Recommendation:**

1. That the Community Investment Strategy, included as Attachment-1 of Report PS-2019-20, be approved.
2. That the new Community Investment Strategy programs, as listed in Attachment-2 to Report PS-2019-20, be funded from the Community Investment Reserve.
3. That Appendix A of the City's General Reserve and Reserve Fund Policy be amended to reflect the updated language for the Community Investment Reserve as identified in Report PS-2019-20.

**Recommendation:**

1. That pursuant to Section 23.1(1) of the Municipal Act, By-law (2013)-19529 Schedule "P" be amended by adding delegated authority to the Assessment Review Board to hear Municipal Act Section 357 (1) (d.1) applications as set out in Attachment-1 hereto and by adding delegated authority to staff for the apportionment of taxes under Municipal Act Section 356.
2. That pursuant to Section 342(1) of the Municipal Act, By-law (2015)-19987 be amended by changing the payment schedule of the 11 month pre-authorized payment plan to January through November.

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**Special Resolutions****By-laws**

Resolution to adopt the By-laws (Councillor Salisbury).

**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  
July 22, 2019 at 3:35 p.m.**

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**Attendance**

Council:	Mayor C. Guthrie Councillor P. Allt Councillor B. Bell Councillor C. Billings Councillor C. Downer	Councillor D. Gibson Councillor R. Goller Councillor J. Gordon Councillor J. Hofland Councillor M. MacKinnon
Absent:	Councillor D. O'Rourke Councillor L. Piper Councillor M. Salisbury	
Staff:	Mr. S. Stewart, Chief Administrative Officer Ms. C. Clack, Deputy CAO, Public Services Mr. T. Lee, Deputy CAO, Corporate Services Mr. S. O'Brien, General Manager, City Clerk's Office/City Clerk Ms. L. Cline, Council and Committee Coordinator	

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**Call to Order (3:35 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 Goller

That the Council of the City of Guelph now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b), (c), (d), (e) and (f) of the Municipal Act with respect to personal matters about an identifiable individual, including municipal or local board employees; proposed or pending acquisition or disposition of land by the municipality or local board; labour relations or employee negotiations; litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Carried

**Voting in Favour:** Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Goller, Gordon, Hofland and MacKinnon (10)

**Voting Against:** (0)

Carried

## **Closed Meeting** (3:37 p.m.)

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

Councillor Downer declared a pecuniary interest

The following matters were considered:

**Confirmation of Minutes of the closed meetings of Council held June 10, 12 and 24, 2019.**

**Chief Administrative Officer Recruitment**

**IDE-2019-78      Dolime Update**

**IDE-2019-81      Baker Street Development – Proposed Development Management Agreement and Proposed Development Site**

**CS-2019-71      Strategy to Address Provincial Legislative Changes**

## **Rise and recess from Closed Meeting** (6:34 p.m.)

Council recessed.

### **Attendance**

Council:	Mayor C. Guthrie	Councillor R. Goller
	Councillor P. Allt	Councillor J. Hofland
	Councillor B. Bell	Councillor M. MacKinnon
	Councillor C. Billings	Councillor D. O'Rourke
	Councillor C. Downer	Councillor L. Piper
	Councillor D. Gibson	Councillor M. Salisbury

Absent: Councillor J. Gordon

Staff:

- Mr. S. Stewart, Chief Administrative Officer
- Ms. C. Clack, Deputy CAO, Public Services
- Mr. T. Lee, Deputy CAO, Corporate Services
- Ms. H. Loftin, General Manager, Business Development and Enterprise
- Mr. T. Salter, General Manager, Planning and Building Services
- Mr. J. Laur, Chief Building Official
- Mr. B. Bond, Zoning Inspector III/Senior By-law Administrator
- Mr. S. O'Brien, General Manager, City Clerk's Office/City Clerk
- Ms. L. Cline, Council and Committee Coordinator

## **Open Meeting** (6:52 p.m.)

Mayor Guthrie called the meeting to order.

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

There were no disclosures.

## **Presentation:**

The Mayor presented a medal to Chloe Massey, a local athlete who along with her teammates won two gold medals in international competition and two bronze medals in national competition in synchronized swimming.

## **Confirmation of Minutes**

2. Moved by Councillor O'Rourke  
Seconded by Councillor Hofland

That the minutes of the open Council Meetings held June 10, 12, 24, and July 8, 2019, and the open Committee of the Whole Meeting held July 2, 2019, be confirmed as recorded and without being read.

**Voting in Favour:** Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Goller, Hofland, MacKinnon, O'Rourke, Piper and Salisbury (12)

**Voting Against:** (0)

Carried

## **Special Resolution**

3. Moved by Councillor MacKinnon  
Seconded by Councillor Goller

That Scott Stewart be appointed to the position of Chief Administrative Officer of the Corporation of the City of Guelph.

**Voting in Favour:** Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Goller, Hofland, MacKinnon, O'Rourke, Piper and Salisbury (12)

**Voting Against:** (0)

Carried

## **Committee of the Whole and Council Consent Reports**

4. Moved by Councillor Billings  
Seconded by Councillor MacKinnon

That the July 22, 2019 Committee of the Whole and Council Consent Reports, as identified below, be adopted:

### **CS-2019-68      2020 Council and Committee Meeting Schedule**

That the 2020 Council and Committee Meeting Schedule, included as Attachment-1 to Report CS-2019-68, titled 2020 Council and Committee Meeting Schedule, dated July 2, 2019, be approved, as amended.

### **IDE-2019-68      Sign By-law Variance – 100 Gordon Street**

That the request for a variance from Table 1, Row 6 of Sign By-law Number (1996)-15245, as amended, to permit a building sign with an area of 2.29m<sup>2</sup> to be located on the first storey of a building face fronting an adjacent property at a distance of 2.82m from the property line of 100 Gordon Street, be approved.

### **IDE-2019-16      On-Street Parking Policy Review**

1. That following Traffic Investigation Policies dated June 16, 2003, be rescinded:
  - Parking and Stopping Restrictions at School Crossings Policy 019;
  - On-street Parking Changes (Convenience Request) Policy 020;
  - On-street Parking Changes (Safety Request) Policy 021;
  - Parking Restrictions at Kiss 'N Ride Zones Policy 022;
  - Parking on Multi-lane Highways (marked four or more lanes) Policy 023;
  - Parking Restrictions in New Subdivisions Policy 024;
  - Overnight Parking Prohibitions Policy 025;
  - Stopping Restrictions at School Bus Loading Zones Policy 026;
  - Parking and Stopping Restrictions at School Crossings Policy 027;
  - Public Loading Zones Policy 028;
2. That the attached On-Street Parking Policies be adopted by Council and be in effect as of August 1<sup>st</sup>, 2019.

### **IDE-2019-70      Private Well and Septic System Decommissioning Grant**

1. That Council approves the Private Well and Septic Decommissioning Grant Program Terms and Conditions included as part of Attachment 1 to the report.
2. That Council delegates authority to the Deputy CAO of Infrastructure, Development and Enterprise to approve, execute and amend related documents, including agreements, if any, required to implement and optimize the Private Well and Septic System Decommissioning Grant Program, subject to approved Council funding and the satisfaction of the Deputy CAO of Infrastructure, Development and Enterprise and the City Solicitor.
3. That staff be directed to report back to the Committee of the Whole as part of the Water Services Annual Report on program participation achieved through the Private Well and Septic System Decommissioning Grant Program.

### **CS-2019-69      Vacant and Excess Land Subclass Review**

That the commercial and industrial vacant and excess land subclass discounts be phased out over two years beginning in 2020; reducing the discount from 30 per cent to 15 per cent in 2020 and fully eliminating the discount in 2021.

### **CS-2019-21      2019 First Tri-annual Capital Variance Report**

1. That the report CS-2019-21, titled 2019 First Tri-annual Capital Variance Report and dated July 2, 2019, be received.



2. That \$1,100,000 be transferred from capital account WT0013 Burke Treatment to WT0041 Membro Well Facility Upgrades for the new works required as per the Ministry of Environment, Conservation and Parks change in the Water Street Wellfield permit to take water (PTTW).

**IDE-2019-80      Service Agreement with Our Energy Guelph**

That Council approve the proposed service agreement with Our Energy Guelph.

**CS-2019-76      Strategy to Address Provincial Legislative Changes**

The following delegate was not present:  
Diane Hurst

1. That a 2020 budget reduction strategy to address the taxation and user fee affordability impacts resulting from provincial legislative changes and the desire to invest in delivering Council's Strategic Plan, be approved.
2. That staff be directed to identify budget reduction options focused on:
  - a. services not identified as a priority through Council's Strategic Plan
  - b. services that score above average satisfaction through the Customer Satisfaction Survey
  - c. services that are not a legislated requirement or are delivery at service levels above legislated levels.
3. That staff be directed to provide correspondence to the City's local boards and shared services requesting a budget reduction strategy be implemented with options for Council to consider as part of 2020 budget approval.

**Voting in Favour:** Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Goller, Hofland, MacKinnon, O'Rourke, Piper and Salisbury (12)

**Voting Against:** (0)

Carried

**Closed Meeting Summary**

Mayor Guthrie spoke regarding the matters addressed in closed and identified the following:

**Minutes –                      Closed Meetings of Council held June 10, 12 and 24, 2019**  
These minutes were adopted by Council.

**Chief Administrative Officer Recruitment**

A special resolution was introduced earlier in the meeting regarding this matter.

**IDE-2019-78      Doline Update**

The Mayor advised that information was received.

**IDE-2019-81      Baker Street Redevelopment – Proposed Development Management Agreement and Proposed Development Site**  
The Mayor advised that information was received and Council will report on this matter later in the meeting.

**CS-2019-71      Strategy to Address Provincial Legislative Changes**  
Council did not complete the discussion on this item and will reconvene in closed session to address the matter at the end of the open portion of the meeting.

## **Items for Discussion**

### **IDE-2019-69      Sign By-law Variances – 43 Arthur Street South**

The following delegate spoke regarding this item:  
Scott Frederick

5.      Moved by Councillor Gibson  
         Seconded by Councillor Bell
  1. That the request for a variance from Table 1, Row 4 of Sign By-law Number (1996)-15245, as amended, to permit a non-illuminated building sign with an area of 16.03m<sup>2</sup> to be located on the third storey of a building face, fronting an adjacent property at 43 Arthur Street South, be approved.
  2. That the request for a variance from Table 1, Row 4 of Sign By-law Number (1996)-15245, as amended, to permit an illuminated building sign with an area of 12.48m<sup>2</sup> to be located on the first storey of a building face, fronting an adjacent property at 43 Arthur Street South, be approved.
  3. That the request for a variance from Table 1, Row 4 of Sign By-law Number (1996)-15245, as amended, to permit an illuminated building sign with an area of 3.77m<sup>2</sup> to be located above the first storey of a building face, fronting the road allowance at 43 Arthur Street South, be approved.
  4. That the request for a variance from Table 1, Row 4 of Sign By-law Number (1996)-15245, as amended, to permit a non-illuminated building sign with an area of 2.66m<sup>2</sup> to be located 1.32m above the ground at 43 Arthur Street South, be approved.

It was requested that clause 1 be voted on separately.

6.      Moved by Councillor Gibson  
         Seconded by Councillor Bell
  1. That the request for a variance from Table 1, Row 4 of Sign By-law Number (1996)-15245, as amended, to permit a non-illuminated building sign with an area of 16.03m<sup>2</sup> to be located on the third storey of a building face, fronting an adjacent property at 43 Arthur Street South, be approved.

**Voting in Favour:** Mayor Guthrie, Councillors Bell, Billings, Gibson, Goller, MacKinnon, O'Rourke and Salisbury (8)

**Voting Against:** Councillors Allt, Downer, Hofland and Piper (4)

Carried

7. Moved by Councillor Gibson  
Seconded by Councillor Bell

2. That the request for a variance from Table 1, Row 4 of Sign By-law Number (1996)-15245, as amended, to permit an illuminated building sign with an area of 12.48m<sup>2</sup> to be located on the first storey of a building face, fronting an adjacent property at 43 Arthur Street South, be approved.
3. That the request for a variance from Table 1, Row 4 of Sign By-law Number (1996)-15245, as amended, to permit an illuminated building sign with an area of 3.77m<sup>2</sup> to be located above the first storey of a building face, fronting the road allowance at 43 Arthur Street South, be approved.
4. That the request for a variance from Table 1, Row 4 of Sign By-law Number (1996)-15245, as amended, to permit a non-illuminated building sign with an area of 2.66m<sup>2</sup> to be located 1.32m above the ground at 43 Arthur Street South, be approved.

**Voting in Favour:** Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Goller, Hofland, MacKinnon, O'Rourke, Piper and Salisbury (12)

**Voting Against:** (0)

Carried

## **CS-2019-61      2018-2022 Council Composition and Employment Status Review**

The following delegate spoke regarding this item:  
Scott Frederick

8. Moved by Councillor MacKinnon  
Seconded by Councillor O'Rourke

1. That a Council Composition and Employment Status Review be conducted by a third party subject matter expert during the 2018-2022 term of Council with the intent that any proposed changes to be subsequently approved by Council take effect for the 2022-2026 term of office.
2. That the costs associated with the Council Composition and Employment Status Review, as outlined within report CS-2019-61, dated July 2, 2019, be referred to the 2020 budget process.

**Voting in Favour:** Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Goller, Hofland, MacKinnon, O'Rourke, Piper and Salisbury (12)

**Voting Against:** (0)

Carried

## Special Resolution

9. Moved by Councillor Allt  
Seconded by Councillor Hofland

That an additional \$3,200,000 of capital budget funding has been approved for planning, site design and professional fees in order to continue the Baker District Redevelopment to the end of 2020, and that this be funded from tax supported debt previously reserved for land purchases within the Baker District.

**Voting in Favour:** Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Goller, Hofland, MacKinnon, O'Rourke, Piper and Salisbury (12)

**Voting Against:** (0)

Carried

Councillor Allt assumed the chair at 8:08 p.m.

## New Motion

10. Moved by Mayor Guthrie  
Seconded by Councillor Piper

That on behalf of Council, Councillor Hofland and Councillor MacKinnon be appointed to the Baker District Redevelopment Steering Committee.

**Voting in Favour:** Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Goller, Hofland, MacKinnon, O'Rourke, Piper and Salisbury (12)

**Voting Against:** (0)

Carried

Mayor Guthrie resumed the chair at 8:12 p.m.

## By-laws

11. Moved by Councillor Piper  
Seconded by Councillor Salisbury

That By-laws numbered (2019)-20420 to (2019)-20425 inclusive, are hereby passed.

**Voting in Favour:** Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Goller, Gordon, Hofland, MacKinnon, O'Rourke, Piper, Salisbury (13)

**Voting Against:** (0)

Carried

Council recessed and reconvened in closed session.

## **Closed Meeting** (8:14 p.m.)

The following matter was considered:

### **CS-2019-71      Strategy to Address Provincial Legislative Changes**

## **Rise and recess from Closed Meeting** (9:03 p.m.)

Council recessed.

### **Attendance**

Council:	Mayor C. Guthrie	Councillor R. Goller
	Councillor P. Allt	Councillor J. Hofland
	Councillor B. Bell	Councillor D. O'Rourke
	Councillor C. Billings	Councillor L. Piper
	Councillor D. Gibson	Councillor M. Salisbury

Absent: Councillor C. Downer  
Councillor J. Gordon  
Councillor M. MacKinnon

Staff: Mr. S. Stewart, Chief Administrative Officer  
Ms. C. Clack, Deputy CAO, Public Services  
Mr. T. Lee, Deputy CAO, Corporate Services  
Mr. S. O'Brien, General Manager, City Clerk's Office/City Clerk  
Ms. L. Cline, Council and Committee Coordinator

## **Open Meeting** (9:04 p.m.)

### **Closed Meeting Summary**

The following matter was considered:

### **CS-2019-71      Strategy to Address Provincial Legislative Changes** Staff were given direction on this matter.

## **Adjournment** (9:06 p.m.)

12. Moved by Councillor Salisbury  
Seconded by Councillor Hofland

That the meeting be adjourned.

Carried

Minutes to be confirmed on Monday, September 23, 2019.

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Mayor Guthrie

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Stephen O'Brien - City Clerk

# Council Memo



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Date	September 23, 2019
To	City Council
From	Jennifer Smith, Manager, Corporate & Community Strategic Initiatives
Service Area	Office of the Chief Administrative Officer
Department	Strategy, Innovation and Intergovernmental Services
<b>Subject</b>	<b>CAO-2019-16 City of Guelph Strategic Plan 2019-2023</b>

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At the September 3, 2019 Committee of the Whole meeting, the following motions related to report CAO-2019-16 City of Guelph Strategic Plan 2019-2023 were passed:

1. That the City of Guelph Strategic Plan 2019-2023 be approved.
2. That staff be directed to develop a series of Strategic Plan implementation proposals and report back to Council with these proposals by the end of Q2 2020.
3. That the financial resources required to implement and track the Strategic Plan be referred to the 2020 budget process

As a result of the conversation and questions that arose at the Committee of the Whole meeting, the following is a list of changes to the Strategic Plan.

- Minor grammatical and administrative changes throughout.
- Our values section (page 4 of attachment): amended "Integrity: Operate with integrity" to "Integrity: Honest and ethical" This edit was for writing consistency and is also consistent with Council and staff engagement.
- Powering our future section (page 11 of attachment): amended "Ensuring policies and zoning bylaws support a healthy economy" by adding "...and are consistent with environmental priorities".
- Working together for our future section (page 17 of attachment): amended "...to ease the tax burden" to "...to ease taxes for residents and businesses".

Attached to this memo is a revised version of Guelph. Future Ready. The City's Strategic Plan 2019—2023, which includes these changes.

## Attachments

Attachment 1	Guelph. Future Ready. City's Strategic Plan 2019—2023
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**Approved By**

Jennifer Smith

Manager, Corporate & Community  
Strategic Initiatives

Office of the Chief Administrative  
Officer

519-822-1260 Extension 2120

jennifer.smith@guelph.ca



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**Recommended By**

Scott Stewart

Chief Administrative Officer

Office of the Chief Administrative  
Officer

519-822-1260 Extension 2221

cao@guelph.ca

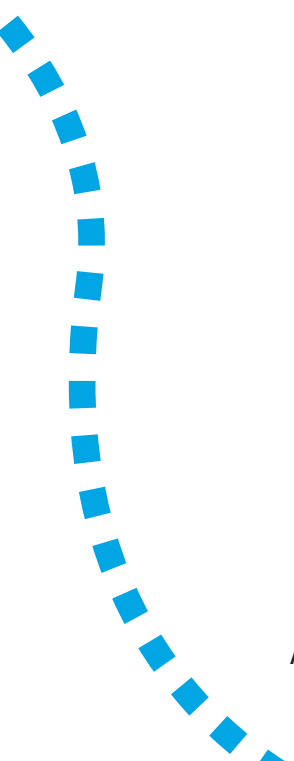


# Guelph. Future ready.



City's Strategic Plan  
2019–2023







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# A message from the Mayor and CAO

On behalf of the City of Guelph's City Council and all of our staff, we are excited to share the City's Strategic Plan: **Guelph. Future ready.**

This document serves as a living, breathing plan for Guelph's future. It builds on Guelph's community vision, looking at how the City can achieve aspects of the Community Plan that fall within our areas of responsibility. It also establishes directions that will help us become a more modern, effective government and creates a foundation for our first multi-year budgeting and planning process.

The priorities we've established aim to improve sustainability across many areas—the economy, the environment, transportation, community development and our organization—while working towards improved community well-being.

The plan has been developed through a comprehensive consultation process with staff and Council. It also incorporates input from more than 10,000 community members obtained through the development of Guelph's Community Plan.

Our Strategic Plan truly reflects the aspirations Council, staff, businesses and residents hold for our community, laying out our commitment to a shared future for Guelph.

On behalf of members of Council and staff, our thanks go to everyone who contributed to the development of **Guelph. Future ready.** We look forward to implementing it with you.



Cam Guthrie  
Mayor



Scott Stewart, C.E.T.  
Chief Administrative Officer

The background is a solid dark blue. It features several stylized gears of different sizes and colors (light blue and dark blue) scattered across the page. A large, light blue gear is prominent in the upper left, containing the 'Our vision' text. A dark blue gear is in the upper right. A light blue gear is in the lower left, containing the 'Our mission' text. A dark blue gear is in the lower right. A small heart icon is located between the two main gears. A dashed light blue line curves along the left edge of the page.

## Our vision

An inclusive, connected,  
prosperous city where we  
look after each other and our  
environment.

## Our mission

Working together to deliver  
responsible and responsive  
public service to Guelph's  
growing and diverse  
community.



# Our values



## **Integrity**

**Honest and ethical**



## **Service**

**Community-driven**



## **Inclusion**

**Stronger for our differences**



## **Wellness**

**Adaptable and resilient**



## **Learning**

**Always learning**



# Our priorities



## **Powering our future**

an economy that empowers us

Contribute to a sustainable, creative and smart local economy that is connected to regional and global markets and supports shared prosperity for everyone.



## **Sustaining our future**

an environment that sustains us

Care for the local environment, respond to climate change and prepare Guelph for a net-zero-carbon future.



## **Navigating our future**

a transportation network that connects us

Foster easy, accessible movement through trails, paths, roads and corridors to tie the community together and connect Guelph's economy with other regions.



## **Working together for our future**

a modern government that works with us

Run an effective, fiscally responsible and trusted local government with engaged, skilled and collaborative employees.




## **Building our future**

a community that supports us

Make strategic investments that nurture social well-being, provide landmark beauty and offer a safe place where everyone belongs.





The City of Guelph (“City”) provides services and programs to Guelph’s 130,000+ residents, businesses and visitors—a number that will continue to grow rapidly in the coming years. This Strategic Plan will guide the City’s passionate employees as we deliver those programs and services, engage with residents and businesses and find innovative ways to create a future-ready Guelph.

## Strong foundations

The organization’s vision, mission and values provide the foundation that underpins our Strategic Plan. They set the tone for how our organization works and what we will achieve. As part of the process of developing this Strategic Plan, we revisited our existing vision, mission and values.

More than 440 employees shared their views through a survey, and more than 40 others participated in a full-day workshop to help express what we do, why we do it and how we work together. Council was also given the opportunity to participate in one-on-one sessions and small group meetings.

Through this work, we determined that although the City’s current vision, mission and values were still relevant, we could revise them to better reflect our current culture and create a more inspiring tone. To that end, we refined our existing values (integrity, service and wellness) and added two more (inclusion and learning).

## Clear directions

The City’s Strategic Plan establishes the areas where we will focus our efforts over the coming years, identifying priorities that reflect community ambitions and prepare Guelph for the future.

In part, it builds on Guelph’s Community Plan, which was developed in collaboration with community members and a wide range of organizations to shape what Guelph will look like over the next 10 to 20 years.

The City has a significant role to play in turning the Community Plan vision into reality. Our Strategic Plan provides us with clear direction as to how we will achieve the aspects of the Community Plan that fall within our areas of responsibility.

The Strategic Plan also provides us with clear directions to support budgeting and performance tracking. It will integrate with the City’s budget, work planning processes and performance development planning, providing clear direction for developing our operating and capital budgets as we transition to multi-year budgeting.

The Strategic Plan’s directions and our subsequent action plans will move us closer to achieving Guelph’s shared vision.





# A shared strategy

The ownership of the Strategic Plan is shared between Council and administration.

## Our process to create the Plan included:



Environmental scanning of factors impacting the community and organization at the local, provincial, federal and global level



Organizational SWOT analysis (strengths, weaknesses, opportunities and threats)



Priority-setting workshops with Council, the Executive Team and the Corporate Management Team



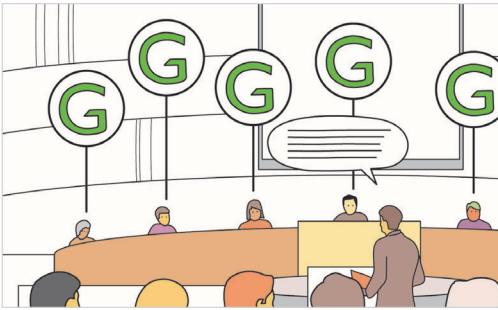
Refreshing the organization's vision, mission and values with staff and Council



Strategic Plan validation through one-on-one and small group meetings with Council

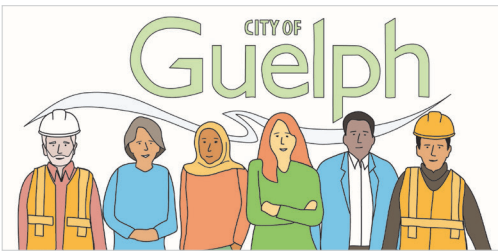
# A role for everyone

While City staff will be responsible for the day-to-day work of implementing the Strategic Plan, bringing it to life will also require the support and leadership of Council and the broader community.



## City Council

City Council will participate in making decisions to further the priorities laid out in the Strategic Plan to support the well-being and interest of the community. They will ensure that administrative policies, practices and procedures are in place to implement the decisions of Council regarding the Strategic Plan. In doing so, Council will ensure that the City is well positioned to deliver on Guelph's shared vision and the City's Strategic Plan.



## City staff

City staff will lead the implementation and reporting of actions to support the Strategic Plan and champion its success. They will integrate the Plan into corporate and service area plans, and ingrain the vision, mission and values into the organization's culture.



## Community

The community will work with the City, where appropriate, on initiatives that move Guelph toward its Community Plan goals. The community will hold the City accountable for delivering on its Strategic Plan, being transparent and engaging with them.

# Guelph. Future ready.

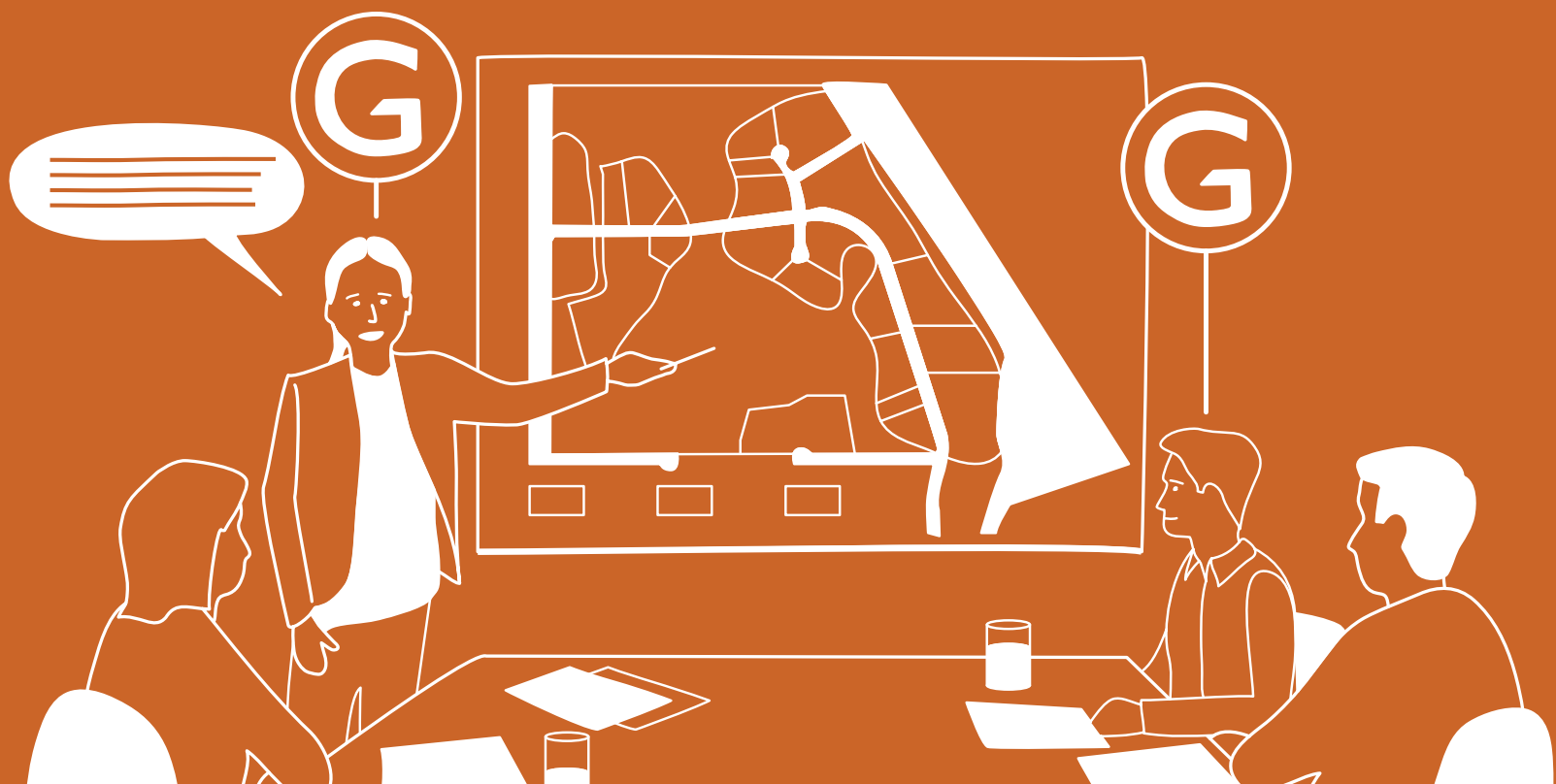
So far, in the preceding pages, we have talked about this being "our" plan, meaning the City's plan for Council and staff. In the pages that follow, we expand the use of "our" to include all of Guelph, as the work we do is to support and improve the well-being of our community.

We also lay out our five strategic priorities, the directions that will shape our implementation plans and some examples of actions we could take to achieve the directions.

Guelph.  
**Future ready.**

# Powering our future

an economy that  
empowers us





**Contribute to a sustainable, creative and smart local economy that is connected to regional and global markets and supports shared prosperity for everyone.**

### **Accelerate Guelph's innovation economy through partnerships**

- Leveraging Guelph's role within the Innovation Corridor
- Fostering downtown business innovation to support a thriving downtown Guelph
- Supporting and attracting circular economy businesses
- Leveraging partnerships with the University of Guelph and Conestoga College
- Supporting the work of key sectors within Guelph's economy, such as advanced manufacturing, agri-tech and clean tech

### **Help businesses to succeed and add value to the community**

- Building collaborative partnerships with businesses
- Ensuring policies and zoning bylaws support a healthy economy and are consistent with environmental priorities
- Encouraging the growth of Guelph's employment base, offering meaningful opportunities for all

### **Support businesses as they adapt to changing workforce needs**

- Leveraging partnerships with businesses to attract the talent that Guelph's economy requires, including skilled tradespeople and workers in emerging tech sectors

# Sustaining our future

an environment  
that sustains us





## Care for the local environment, respond to climate change and prepare Guelph for a net-zero-carbon future.

### Create and execute an ambitious and achievable climate adaptation plan

- Investing in “green” infrastructure to prepare Guelph for the effects of climate change
- Increasing Guelph’s tree canopy

### Mitigate climate change by reducing Guelph’s carbon footprint

- Reducing the City of Guelph’s energy footprint through retrofits
- Advocating for federal and provincial regulations and policy change aimed at reducing carbon emissions
- Supporting environmental innovation and programming by aligning with partners such as the “Our Energy Guelph” initiative

### Plan and design an increasingly sustainable city as Guelph grows

- Ensuring there is adaptable green infrastructure in physical areas such as the Guelph Innovation District and Clair-Maltby to support population and economic growth for future generations
- Protecting the green infrastructure provided by woodlands, wetlands, watercourses and other elements of Guelph’s natural heritage system

# Navigating our future

a transportation  
network that  
connects us







**Foster easy, accessible movement through trails, paths, roads and corridors to tie the community together and connect Guelph's economy with other regions.**

### **Build Guelph's capacity to adopt clean and efficient technology**

- Preparing Guelph's transportation network for autonomous vehicle technology and an increase in electric vehicles
- Updating our transportation plans and our program and service delivery models

### **Provide attractive, affordable and reasonable transportation options for everyone**

- Providing affordable transit
- Improving connections to workplaces in Guelph
- Investing in and promoting active transportation
- Improving the safety, efficiency and connectivity of the whole transportation system

### **Improve local transportation and regional transit connectivity**


- Improving transportation connectivity and safety within city limits, while advocating for better regional connectivity with public transit and rail service

# Working together for our future

a modern  
government that  
works with us

CITY OF  
Guelph





## Run an effective, fiscally responsible and trusted local government with engaged, skilled and collaborative employees.

### Attract and develop accountable employees who work collaboratively and creatively to deliver services

- Finding ways to better recruit and retain talented employees
- Alleviating pressures on services that are created as more City employees retire
- Developing strategic partnerships with stakeholders to improve service delivery
- Encouraging a culture of innovation and high performance

### Improve how the City communicates with residents and delivers services

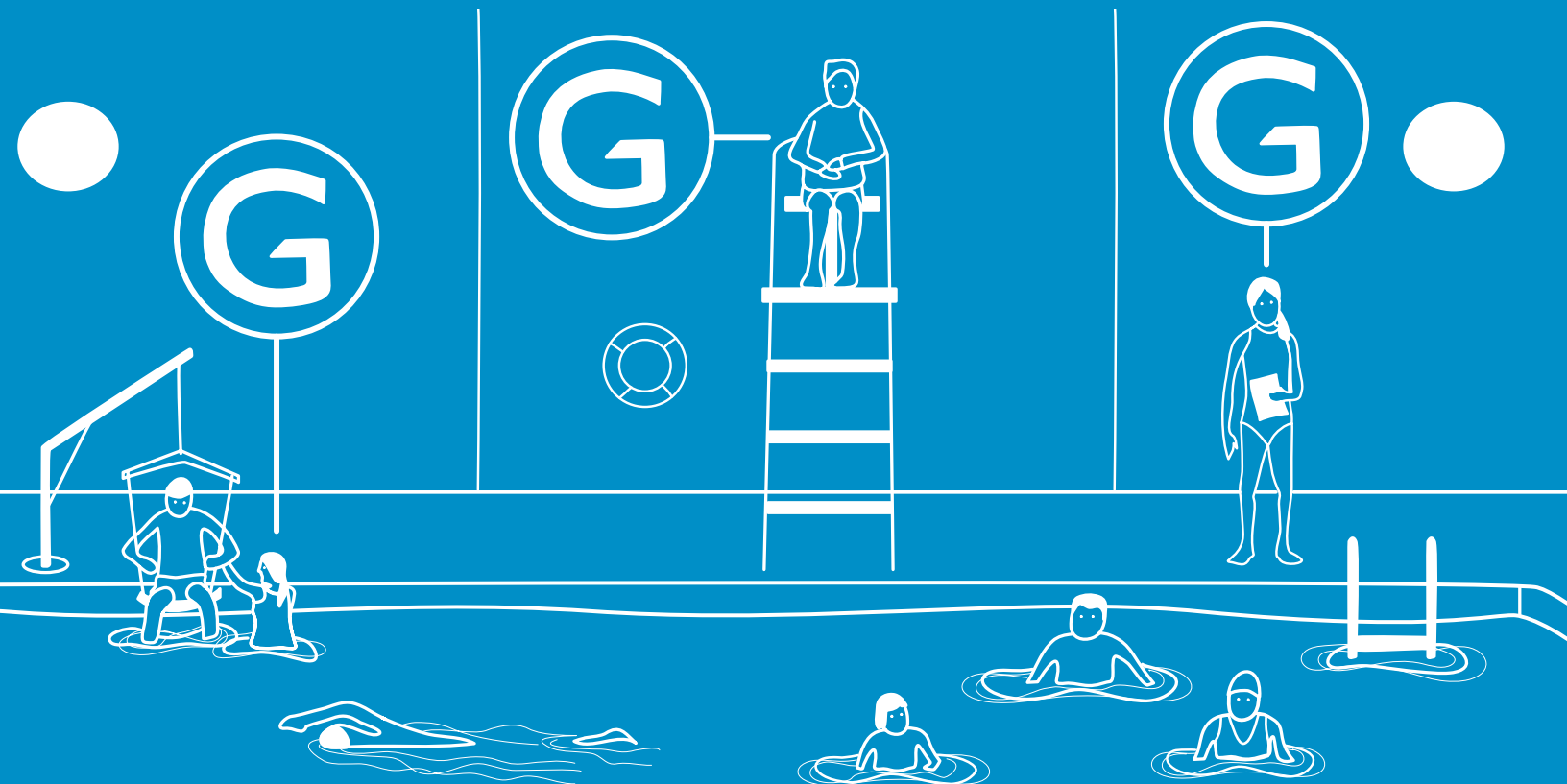
- Improving services through greater use of technology and data
- Accelerating digital delivery of services
- Improving front-line customer service and communications

### Develop a long-term financial and resource strategy that is achievable and affordable

- Maintaining our delivery of core services
- Clarifying the service levels the City delivers to the community
- Establishing a multi-year budgeting and planning process
- Exploring new funding options, service-delivery models and partnerships to ease taxes for residents and businesses

# Building our future

a community  
that supports us





**Make strategic investments that nurture social well-being, provide landmark beauty and offer a safe place where everyone belongs.**

### **Maintain existing community assets and secure new ones**

- Managing existing infrastructure
- Continuing working to develop new assets that respond to Guelph's growing and changing social, economic and environmental needs, such as the Baker District redevelopment and the South End Community Centre
- Supporting the development of new assets through advocacy and policy work

### **Help increase the availability of housing that meets community needs**

- Advocating for increased funding from federal and provincial governments
- Working with partners to create smart programs and policies that enable more people to obtain housing

### **Continue to build strong, vibrant, safe and healthy communities that foster resilience in the people who live here**

- Working to enhance community well-being and safety through direct service and program delivery
- Creating greater impact by aligning our efforts with local and provincial partners
- Helping prevent and mitigate the challenges associated with mental health and addictions by working to address root causes

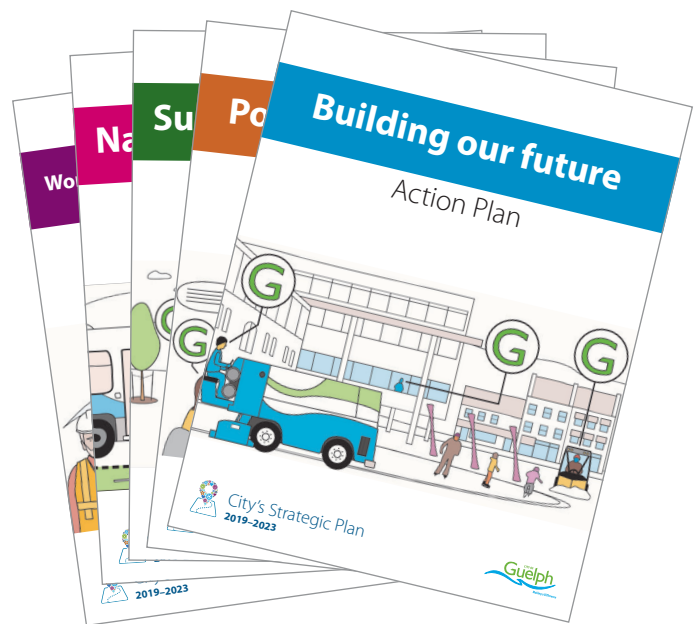
# Bringing the plan to life

The City's Strategic Plan lays out five priorities that City Council and staff have determined will help our organization achieve aspects of Guelph's Community Plan for its citizens, organizations and businesses.

Using this Plan, City staff will develop a set of five strategic action plans to identify measurable progress in each priority area. These action plans will be vetted and approved by Council in Q2 2020.

## Following Council approval of the action plans, City staff will:

- establish work plans and budget requests to implement the action plans, seeking partnerships and collaborations with the community where appropriate;
- track and regularly report on our progress;
- adjust when necessary; and
- celebrate our progress.



City Council and staff, this is our Strategic Plan. It was built collaboratively and openly in a way that's consistent with our values. And through it, we will create an inclusive, connected, prosperous city where we look after each other and our environment.





# Council Memo



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Date	September 23, 2019
To	City Council
From	Dylan McMahon, Manager, Legislative Services / Deputy City Clerk
Service Area	Corporate Services
Department	City Clerk's Office
<b>Subject</b>	<b>CS-2019-62 Procedural By-law Update</b>

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At the September 3, 2019 Committee of the Whole meeting, the following motion related to report CS-2019-62 Procedural By-law Update was passed:

That the proposed administrative changes to the Procedural By-law, as outlined in report CS-2019-62 entitled 'Procedural By-law Update' dated September 3, 2019, be approved with the exception of the provisions to remove the extension of Council and committee meetings from Appendix 1 of the Procedural By-law and the changes to provisions in sections 3.3 and 4.6.6, being clauses to permit electronic devices in closed meetings for the purposes of accessing electronic agenda management systems, and that By-law (2018)-20352 be repealed.

As a result of these resolution, the following is a list of the remaining changes to the Procedural By-law as recommended by the Committee of the Whole. Attached to this memo is a revised red-lined version of the Procedural By-law which includes only these changes.

- Minor grammatical and administrative changes throughout.
- Section 4.1 (a) amended to clarify that the 72 hour notice period is for regular open and closed Council and committee meetings.
- Section 4.9 (g) added to prohibit written submissions with respect to a by-law appearing on an agenda.
- Section 4.9 (h) added to limit written submissions for Council budget meetings to those budget meetings designated for receiving written submissions.
- Section 4.11 (c) amended to replace the word 'lost' with 'defeated'.
- Section 4.11 (h) amended to remove clauses iii, iv, v, and vii as the current practice is that these are all recorded votes.
- Section 11.2 (d) added to include the Chief Administrative Officer Recruitment, Selection and Performance Sub-committee.
- Section 11.3.2 revised to replace "Elliott Board of Management" with "Committee of Management for the Elliott".
- Section 11.3.4 added to include the Chief Administrative Officer Recruitment, Selection and Performance Sub-committee.

At the September 3, 2019 Committee of the Whole meeting, in addition to the resolution noted above, significant discussion took place regarding proposed and potential changes to the Procedural By-law. As a result of that discussion, answers to specific questions raised at the Committee of the Whole meeting have been included below.

**What is the definition of 'defamatory allegations' and 'obscene or improper matter or language'?**

In close consultation with the Legal, Realty and Court Services department, staff will provide clarity on the definition of 'defamatory allegations' and 'obscene or improper matter or language' as part of the 2020 Governance Review.

**How many delegations appear at both Committee of the Whole and City Council regarding the same agenda item?**

To date, in 2019, 12 delegates have spoken to the same item at Committee of the Whole and City Council. There were five repeat delegations in 2018 and five in 2017.

Staff will examine the delegation process as part of the 2020 Governance Review.

**With regard to permitting repeat delegations at City Council only if there is new information, what is the definition of new information?**

Given the recommendation of the Committee of the Whole to maintain the status quo with regard to delegations, staff will re-examine the issue of repeat delegations, including a definition of new information, if required, as part of the 2020 Governance Review.

**Can a public message board be used to allow staff to publicly answer Councillors questions in advance of a City Council or Committee of the Whole meeting?**

Staff recognize that the on-going use of a public message board to answer Councillor questions, similar to the message board used by City Council during the annual budget process, represents an opportunity to increase transparency and generate efficiency in meetings.

Before establishing a message board, however, consideration needs to be given to how, when and which agenda items are added, the appropriate timelines and requirements for responses, and how to ensure accessibility and participation for members of the public without internet access. Also, the annual online budget board allows for questions to be answered over the course of the full budget cycle, which is approximately two and a half months. Whereas the regular Committee of the Whole and Council cycle is a one month cycle.

Staff will examine the idea of a message board as part of the 2020 Governance Review.

**Can agenda items be timed in order to provide a guideline regarding the approximate length of City Council and Committee of the Whole meetings?**

Providing an estimated time for items appearing on City Council and Committee of the Whole agendas is complicated. The length of time an agenda item takes is a combined function of time spent by staff delivering presentations and answering

questions, time spent by City Council asking questions and debating motions, and time spent by delegations presenting.

While the time that delegations spend can be predicted with some accuracy, the time spent by City Council debating and staff answering questions is much harder to predict.

Staff will examine the idea of timing agenda items as part of the 2020 Governance Review.

### **Will there be community engagement with regards to the 2020 Governance Review?**

Yes, the 2020 Governance Review will include community engagement that will be informed by the [Community Engagement Framework](#) and in consultation with Community Engagement staff.

### **Will the notice of motion process be reviewed as part of the 2020 Governance Review?**

The notice of motion process was most recently reviewed and amended, as a result of a request by City Council, in December, 2017 as part of report [CS-2017-73 Notices of Motion Review](#). At that time, changes to the Procedural By-law were made to require that, when introducing a subject matter not on the agenda, members of City Council first approach the relevant service area chair and Deputy CAO for approval to place the matter on the next relevant Committee of the Whole agenda, prior to initiating the notice of motion process.

This change ensured that any items which had the approval of the relevant service area chair and Deputy CAO could expeditiously be added to a Committee of the Whole agenda while items that did not have the support of the service area chair or Deputy CAO would continue along the process established for notices of motion in [Section 5.11 of the Procedural By-law](#).

Given that the notice of motion process was reviewed less than two years ago, staff do not anticipate including a notice of motion review as part of the 2020 Governance Review unless the issue is raised by a stakeholder group (either City Council, the public or City staff) as part of the associated engagement exercises.

If City Council would like a review of the notice motion process to be included in the 2020 Governance Review, regardless of feedback received through the engagement process, staff direction to that effect needs to be provided.

### **What is changing with regard to the appointment of members of the public to advisory committees, local boards, agencies, commissions and associations?**

In response to feedback received from members of City Council regarding the frequency of closed City Council meetings and the number of items which are discussed in closed, staff are recommending removing the need for a closed meeting of City Council for the appointment of members of the public to advisory committees, local boards, agencies, commissions and associations.

Currently, all members of the public applying to serve on advisory committees, local boards, agencies, commissions and associations consent to the release of their personal information as part of meeting agendas and minutes which are made

public. As a result of that consent, the names of staff recommended appointees may be included on a public agenda for debate and discussion while the applications (including resumes) can continue to be shared with City Council confidentially. This would eliminate the need for a closed meeting unless a member of City Council wanted to discuss the specifics of a particular application. This process change would reduce the number of items discussed at closed meetings by 6-8 per year.

If City Council does not want staff to proceed with this change, as it does not require an amendment to the Procedural By-law, staff direction to that effect needs to be provided at the City Council meeting on September 23, 2019.

### **Attachments**

Attachment-1          Proposed Changes to the Procedural By-law

A blue ink signature of Stephen O'Brien, written in a cursive style, positioned above a horizontal line.

#### **Approved By**

Stephen O'Brien  
General Manager, City Clerk's Office /  
City Clerk  
Corporate Services  
519-822-1260 Extension 5644  
stephen.obrien@guelph.ca

A blue ink signature of Trevor Lee, written in a cursive style, positioned above a horizontal line.

#### **Recommended By**

Trevor Lee  
Deputy Chief Administrative Officer  
Corporate Services  
519-822-1260 Extension 2281  
trevor.lee@guelph.ca

## THE CORPORATION OF THE CITY OF GUELPH

By-law Number (2019)-\*\*\*\*\*

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 (2018)-20352.

### 1. Definitions

In this by-law,

**"Act"** means the Municipal Act, 2001, c.25 as amended or replaced from time to time.

**"Acting Mayor"** means the Councillor who is appointed, in alphabetical order by last name, to serve one month each, to act in the place and stead of the Mayor as required.

**"Ad Hoc Committee"** means a committee created by Council with a defined ending, to report directly to Council on a specific matter.

**"Advisory Committee"** means a committee created by Council, to report to the Committee of the Whole on a specific subject.

**"By-law"** means an enactment, in a form approved by Council, passed for the purpose of giving effect to decisions 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.

**"Clerk"** means the 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 Committee of the Whole, advisory committee or other committee, sub-committee or similar entity.

**"Committee of the Whole"** means a committee comprised of all Members of Council that directly reports to Council.

**"Committee of the Whole Consent Report"** means a report from Committee of the Whole outlining items approved by the committee and forwarded to Council for consideration.

**"Confirmatory By-law"** means a by-law passed at the conclusion of Council meetings, confirming the actions of Council taken at that meeting and any previous meetings which did not have a confirmatory by-law, in respect of each resolution and other actions taken, so that every decision of Council at that meeting shall have the same force and effect as if each and every one of them had been the subject-matter of a separately enacted by-law.

**"Consent Agenda"** means a listing of consent items being presented to Council and Committee of the Whole for its consideration.

**"Consent Item"** means a report that is presented for approval without debate and with no delegation or presentation.

**"Council"** means the City's elected representatives, 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 the Committee of the Whole, Council or an appointed official of the City and who is speaking to committee or Council.

**"Deputy CAO"** means staff who report to the CAO and are responsible for multijurisdictional service areas.

**"Electronic Device"** means computers, cellphones, smartphones, personal digital assistants, smartwatches, tablets, voice recorders, cameras or any other similar device.

**"Items for Discussion"** means agenda material that is presented for approval which has an associated presentation or delegation(s).

**"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 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 acting in place of the Mayor.

**"Meeting"** means any regular or special Council or committee meeting when a quorum is present as defined in the Municipal Act.

**"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.

**"Notice of Motion"** means a written notice, given by a member, advising Council that the motion described therein will be brought forward at a subsequent meeting.

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

**“Presentation”** means information presented to Council or committee in person by an individual or group on an issue which typically does not require any action to be taken by Council or committee.

**“Quorum”** means a majority of the members.

**“Recording Device”** means any device used for the purpose of recording whether it be analogue, digital or other means of recording, including but not limited to computers, cellphones, smartphones, tablets, voice recorders, cameras or any other similar device.

**“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.

**“Regular Meeting”** means a meeting of Council or committee held at the times and dates specified in this by-law and approved by Council or committee as part of an annual calendar.

**“Special Meeting”** means a separate meeting of Council or committee held at a time different than a regular meeting as approved by Council or committee and which is focused on one or more particular and specific items or subjects.

**“Vice-chair”** means a Member of Council appointed by Council who shall have all the power and duties of a chair in their absence; and consequently the words “Vice-chair” are interchangeable with the word “chair” in all sections of this by-law.

**“Workshop”** means a meeting convened for the purpose of educating or training the members, for providing the members with information and/or advice, or to solicit input from the members.

## **2. Purpose and Principles**

### **2.1 Purpose**

- (a) Council and Committee of the Whole shall observe the Rules of Procedure contained in this by-law in all proceedings of the Council and committee. This by-law shall be used to guide the order and dispatch of business of the Council and committee and wherever possible, with the necessary modifications, for all advisory committees and ad hoc committees unless otherwise provided.
- (b) This by-law sets out processes that are open and transparent.

## **2.2 Principles**

- (a) Each member has the right to:
  - i. One vote, subject to the declaration of pecuniary interest;
  - ii. Information to help make decisions, unless otherwise prevented by law;
  - iii. An efficient meeting; and
  - iv. Be treated with respect and courtesy.
- (b) No item shall be placed on an agenda with respect to a matter which is not within the jurisdiction of Council or committee. The Mayor and/or chair, in consultation with the Clerk, will determine if a matter is within the jurisdiction of Council or committee.
- (c) In the event of conflict between the provisions of this by-law and the Act, or any other legislation, the provisions of the legislation shall prevail.

## **2.3 Suspension of Rules**

- (a) No provision of this by-law shall be suspended except by an affirmative vote of at least two-thirds of the entire Council (nine members) for each incidence of suspension of the rules.
- (b) The suspension shall only apply to the procedure(s) or rules(s) which are stated within the motion to suspend and only during the meeting in which such motion was introduced.
- (c) The following procedure(s) or rule(s) cannot be suspended:
  - i. No other business in special meetings;
  - ii. Majority of members for quorum.

## **3. Conduct at Meetings**

### **3.1 Council and Committee Members**

- (a) Council Members shall govern themselves according to Council's Code of Conduct and Council-Staff Relations Policy.
- (b) The Mayor or chair shall preserve order and rule on points of order and privilege.
- (c) Every member desiring to speak shall indicate so in order to be recognized by the Mayor or chair.



- (d) Every member, on being recognized, shall remain seated in his or her place and address themselves to the Mayor or chair.
- (e) A member called to order by the Mayor or chair shall immediately cease 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.
- (f) No member shall, without leave of the Council or committee:
  - i. speak to an issue for more than five (5) minutes (cumulative);
  - ii. use offensive words or speak disrespectfully of the Mayor, Members of Council, committee, staff or the public;
  - iii. speak on any subject other than the subject under debate;
  - iv. speak in contempt of any decision of the Council or committee;
  - v. leave his or her seat or make any noise or disturbance while a vote is being taken or until the result is declared;
  - vi. disobey the rules or decisions of Council or a decision of the Mayor or chair on points of order or privilege, or upon the interpretation of the Rules of Procedure. If a member persists in such disobedience after having been called to order by the Mayor or chair, the member may be ordered by Council or committee to leave his or her seat for the 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. 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.

### **3.2 Member Absent from Council**

The office of a Member of Council becomes vacant if the member has been absent from meetings of the Council for three (3) successive months without being authorized to do so by a resolution of Council unless otherwise permitted by S. 259 (1.1) of the Act.

### **3.3 Electronic Devices**

- (a) Each member shall place any electronic devices on an inaudible setting during any meeting, except for any closed meeting where electronic devices must be turned off as required by Section 4.6.6.
- (b) No member shall use an Electronic Device as a recording Device during any meeting.

- (c) No member shall use an Electronic Device to broadcast or otherwise publish or post audio, video or photographs of any meeting.

### 3.4 Hearing Delegations

- (a) Except for points of order or privilege, Members of Council shall not interrupt a delegate while he or she is addressing Council or committee.
- (b) Members may address a delegate only to ask questions of clarification and not to express opinions or enter into debate or discussion.
- (c) All registered delegates for any particular agenda item shall be heard before Council or committee enters into discussion or debate on that item.
- (d) After all delegations have been heard, the related item shall immediately be brought forward for the consideration of Council or committee.

### 3.5 Conduct of Public and Delegations

- (a) Members of the public and delegations in attendance at a meeting, shall not:
  - i. address Council or committee without permission;
  - ii. bring food or beverage, with the exception of water, into the Council Chamber or meeting room unless so authorized;
  - iii. engage in any activity or behaviour or make any audible noise that could affect the Council or committee deliberations, including clapping, shouting, jeering or any other form of disorderly conduct; or
  - iv. bring any signs or placards into, or hand out any brochures, pamphlets, buttons or literature ~~into~~ the Council Chambers;
- (b) 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.
- (c) No person shall make detrimental comments, or speak ill of, or malign the integrity of staff, the public, Mayor, Members of Council or committee.

## **4. Rules and Procedures for Council and Committee Meetings**

### **4.1 Public Notice of Meetings**

- (a) The Clerk shall give public notice of all regular open and closed Council and committee meetings by inclusion on the City's website at least 72 hours prior to the meeting.
- (b) The Clerk may, at his or her discretion, publish notice of Council and committee meetings in a local newspaper or other local media source.
- (c) Public notice shall include:
  - i. date;
  - ii. time; and
  - iii. location of meeting.
- (d) The Clerk shall give public notice of all special open and closed meetings of Council and committee by inclusion on the City's website as soon as possible after the meeting is called and no later than 48 hours prior to the meeting.

### **4.2 Location, Date and Time of Meetings**

Committee of the Whole, regular Council and Council Planning shall meet in the Council Chambers of City Hall, 1 Carden Street, unless with adequate public notice, as required in Section 4.1, the Council selects an alternate meeting location, date, or time. In the event the regular meeting date falls on a public holiday, the Council or committee shall meet at the same hour on the next day not being a public holiday.

### **4.3 Consolidated Agenda**

- (a) The Clerk shall prepare a Consolidated Agenda advising Council or committee of the names of registered delegates and written submissions relating to matters on the agenda.
- (b) Items or matters will not be added to the agenda after distribution to Council or committee unless directed by the Mayor or chair, CAO and/or Deputy CAO(s) and if the urgent nature of the matter requires a decision prior to the next Council or committee meeting.

### **4.4 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 or committee, the Council or committee shall stand adjourned until the next meeting date.

- (b) As soon as there is a quorum present, the Mayor or chair shall call the members to order. In the absence of the Mayor or chair, the Clerk shall call the members to order and the Council shall choose a chair from the members present and that person shall preside over the meeting or until the arrival of the Mayor or chair.

## **4.5 Disclosure of Pecuniary Interest**

Prior to a particular matter being addressed, members shall declare any pecuniary interests they may have, and the general nature thereof, in connection with that matter pursuant to the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended. Such members shall then be precluded from participating in any way regarding the matter in question.

## **4.6 Closed Meetings**

### **4.6.1 General Principles**

- (a) Meetings shall be open to the public.
- (b) Notwithstanding Section 4.6.1(a), a meeting or part of a meeting may be closed to the public in accordance with Section 239 (2), (3) and (3.1) of the Act.
- (c) Council shall approve and maintain a closed meeting Protocol.

### **4.6.2 Date and time of Meetings**

Further to Section 4.2:

- (a) ~~Where possible, when~~ When a closed meeting of Council is required, it shall be held no earlier than 4:30 p.m. on the day of an existing regular Council or Council Planning meeting.
- (b) ~~Where possible, when~~ When a closed meeting of Committee of the Whole is required, it shall be held no earlier than 12:30 p.m. on the day of an existing Committee of the Whole meeting.

### **4.6.3 Resolution**

- (a) Prior to holding a closed meeting, Council or committee shall state by resolution in an open meeting, that Council or committee will be holding a closed meeting, the subject matter and the permitted closed meeting exemption under the Municipal Act.

### **4.6.4 Recording of Minutes**

- (a) The Clerk and/or his or her designate shall attend all closed meetings and record the proceedings, including procedural motions and direction given to staff, without note or comment.

- (b) The Clerk may delegate the Clerk's duties with respect to recording minutes in a closed meeting of Council or committee to a staff person. For closed meetings of committee or Council where the CAO's performance or contract is addressed, the Clerk may delegate the Clerk's duties with instructions to a third party.

#### **4.6.5 Reporting in Open Session**

- (a) The Mayor or chair shall report out in an open meeting immediately following the closed meeting and summarize the actions taken in the closed meeting.
- (b) Matters discussed in a closed meeting which require a decision will be brought forward to an open meeting of Council or committee.

#### **4.6.6 Electronic Devices**

All electronic devices must be turned off throughout closed meetings of Council or committee with the exception of on call/on duty medical or emergency services personnel. Such personnel shall advise the chair, and place their electronic devices on the audible setting in order to be notified, and upon notification, leave the room to respond.

#### **4.6.7 Closed Meeting Voting**

- (a) In relation to a matter considered in a closed meeting pursuant to Section 4.6.1(b), Council or committee may vote:
  - i. on procedural motions;
  - ii. on motions to rise, report and introduce a proposed recommendation on an open meeting agenda; or
  - iii. to give direction to staff or a third party of the City.
- (b) Notwithstanding Section 4.11(g), votes held in closed meetings shall be by a show of hands unless a recorded vote is requested by a member in accordance with the regulations contained in the Act.

### **4.7 Presentations**

#### **4.7.1 Public Presentations**

- (a) A request from an outside organization or individual to make a presentation to Council or committee shall only appear on an agenda upon approval of the Mayor, chair and Deputy CAO for the appropriate Service Area.
- (b) Public presentations are for information only.
- (c) Public presentations at a meeting shall be limited to a maximum of 10 minutes and shall be heard at the beginning of a Council or committee meeting.

- (d) Presentations by outside organizations or individuals shall not be permitted for the sole purpose of generating publicity or promotion.
- (e) Outside organizations or individuals shall provide the Clerk with written material for inclusion on the agenda by the agenda production deadline.
- (f) Presentations by outside organizations or individuals shall not be added on the consolidated agenda.

#### **4.7.2 City Presentations**

- (a) Presentations by City staff at meetings shall endeavour to be a maximum of 10 minutes.
- (b) Presentations by staff providing information with no accompanying report shall be heard at the beginning of a regular Council or Council Planning meeting.
- (c) Presentations recognizing achievements shall be heard at the beginning of a Committee of the Whole meeting.
- (d) Where a staff or third party presentation accompanies an item on an agenda, the item shall be placed under items for discussion with the report and shall be brought forward for consideration immediately after the presentation has been made. If delegates wish to speak on an item with a presentation, the item shall not be considered until all delegates on the item have been heard.

#### **4.8 Delegations**

- (a) 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 a motion shall be decided without debate.
- (b) For the purpose of Council and committee meeting agendas, delegates have until 10:00 a.m. on the Friday of the week prior to the meeting to notify the Clerk that they wish to delegate or to submit written submissions on items on the agenda.
- (c) Notwithstanding Section 4.8(a), designated representatives of senior levels of government or the County of Wellington appearing before Council or committee shall have no time limitations placed on their delegation.
- (d) A delegate may only address Council or committee with respect to an item on the agenda.
- (e) Delegates shall only be permitted at Council budget meetings designated for the explicit purpose of receiving budget delegations.

- (f) No delegation 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 unless such matter is referred to Council by the said administrative tribunal or court.
- (g) No delegate shall speak on a matter that is not within the jurisdiction of the Council or committee. The Mayor and committee chairs in consultation with the Clerk will determine if a matter is within the jurisdiction of the Council or committee.
- (h) No delegations shall be made to notices of motion on a Council or committee agenda. Delegates will have an opportunity to speak at a subsequent Council or committee meeting when that item will be discussed.
- (i) No delegations shall be permitted to speak on a notice of motion to reconsider.
- (j) No delegations shall be made at workshops.
- (k) A delegate may not address Council or committee with respect to a by-law on the agenda.
- (l) Delegates shall not be permitted to appear before Council or committee for the sole purpose of generating publicity for an event.
- (m) No delegations shall be permitted to speak to presentations at Council or Committee of the Whole meetings.
- (n) No delegations shall be permitted to closed Agenda items.
- (o) A delegate shall only register themselves to speak and may not register other delegates.
- (p) If a delegate is unable to attend the meeting for which they are registered they may provide their written submission to the Clerk.
- (q) Delegates wishing to speak on a matter not on the agenda:
  - i. Shall provide the Clerk in writing a request outlining the subject matter of the delegation and the action being requested to be taken by Council.
  - ii. The Clerk will advise the appropriate chair and Deputy CAO of the request.
  - iii. The Clerk will advise the requestor that the chair and Deputy CAO has been made aware of the request.
  - iv. The requestor will be advised of the actions taken or when the item is coming forward to Council or committee.

## 4.9 Written Submissions/Petitions

- (a) Individuals may submit written correspondence on matters listed on the agenda by the timelines specified in Section 4.8(b) for inclusion on the agenda and consolidated agenda.
- (b) Petitions shall include a statement or position, legible names of signatories and their signatures.
- (c) Petitions shall not contain any obscene or improper matter or language.
- (d) The individual or group initiating the petition, or submitting the petition to the Clerk, must provide a key contact name, mailing address, and telephone contact information.
- (e) Names and personal information will be redacted from the information published in the agenda. Council or committee will be advised of the number of signatures only.
- ~~(f)~~ Electronic petitions will not be accepted.
- (g) No written submissions shall be accepted with respect to a by-law on the agenda.
- ~~(f)~~(h) Written submissions for Council budget meetings shall only be accepted for those budget meetings designated for receiving written submissions.

## 4.10 Motions and Order of Voting

- (a) 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.
- (b) Council or committee shall not debate any motion until it has been moved and seconded. When a motion has been seconded, it may upon request, be read or stated by the Mayor, chair or Clerk at any time during the debate.
- (c) When a Councillor moves a motion or an amendment to a motion that is not included as part of the agenda package, that Councillor shall provide a copy of the motion to the Mayor or chair prior to the vote being taken.
- (d) Whenever the Mayor or chair is of the opinion that an amending motion is contrary to the main motion, the Mayor or chair shall apprise the members thereof immediately. A Member of Council or committee may appeal the ruling of the Mayor or chair to Council or committee. If there is no appeal, the decision of the Mayor or chair shall be final. The Council or committee, if appealed to, shall vote on the motion without debate and its decision shall be final.



- (e) A motion in respect of a matter which is not within the jurisdiction of the Council or committee shall not be in order. The Mayor or chair in consultation with the Clerk will determine if the matter is within the jurisdiction of Council or committee.
- (f) When a motion is under consideration no other motion shall be received unless it is a motion:
  - i. to refer the motion to committee, Council, staff or any other person or body. Such a motion to refer:
    - a. is open to debate;
    - b. is amendable; and
    - c. shall preclude amendment or debate of the preceding motion.
  - ii. to amend the motion. Such a motion to amend:
    - a. is open to debate;
    - b. shall not propose a direct negative to the main motion;
    - c. shall be relevant to the main motion;
    - d. is subject to only one further amendment, and any amendment more than one must be to the main motion; and
    - e. 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 motion is put to the vote.
  - iii. to defer the motion to another time. Such a motion to defer:
    - a. is not open to debate;
    - b. is not subject to amendment; and
    - c. applies to the main motion and any amendments thereto under debate at the time the motion to defer is made.
  - iv. to adjourn the meeting notwithstanding Section 4.13(d). Such a motion to adjourn:
    - a. is not open to debate;
    - b. is not subject to amendment; and
    - c. shall always be in order.

- v. to call a vote on the motion. Such a motion to call a vote on the motion:
  - a. cannot be amended;
  - b. cannot be proposed when there is an amendment under consideration;
  - c. when resolved in the affirmative, shall be forwarded by voting on the motion, without debate or amendment;
  - d. when resolved in the negative, shall be followed by resumption of debate; and
  - e. shall always be in order.
- (g) 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.
- (h) A motion may be voted against by the mover and seconder.

#### **4.11 Voting at Open Meetings**

- (a) When one or more motions as set out in Section 4.10 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) Any motion on which there is a tie vote shall be deemed to be ~~lost~~defeated, except where otherwise provided by any act.
- (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 motion under consideration contains distinct clauses, and a member has requested to vote on each distinct clause, then a vote shall be taken separately on each clause; including each clause added by way of an amendment.

- (f) After a vote has been called by the Mayor or chair, no member shall be recognized to speak to the motion 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 a show of hands.
- (h) Unless otherwise requested by a member, no recorded vote is required for the following privileged and incidental motions:
  - i. Adjournment;
  - ii. Recess; and/or
  - ~~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.iii. — Moving out of a closed meeting. and/or~~
  - ~~vii. Call the vote.~~
- (i) The Mayor or chair shall vote on any motion 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.

## 4.12 Points of Order or Privilege

### 4.12.1 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.

#### **4.12.2 Point of Privilege**

- (a) A member may raise a point of privilege at any time if he or she considers that their integrity, the integrity of Council or the committee as a Whole or staff 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 vote on the motion without debate by way of a majority vote of the members present 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.

#### **4.13 Adjournment of Council and Special Council Meetings**

- (a) Council shall adjourn at 11:00 p.m. unless otherwise decided before that hour by a majority vote of the members present. If Council is adjourned before the agenda is completed, Council shall establish a time and date for consideration of the balance of the agenda.
- (b) 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.
- (c) 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. A motion to adjourn shall not be made during a vote on any other motion.
- (d) Notwithstanding Section 4.13(a), 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.

## **4.14 Adjournment of Committee of the Whole Meetings**

- (a) The Committee of the Whole shall adjourn at 8:00 p.m. unless otherwise decided before that hour by a majority vote of the members present. If the Committee of the Whole meeting is adjourned before the agenda is completed, the committee shall establish a time and date for consideration of the balance of the agenda.
- (b) Only one motion to extend the automatic adjournment beyond 8:00 p.m. shall be permitted per meeting, and the maximum allowable extension shall be to 9:00 p.m.
- (c) A motion to adjourn may be made by any member who has been recognized by the chair. The motion must be moved and seconded. A motion to adjourn shall not be made during a vote on any other motion.
- (d) Notwithstanding Section 4.14(a), 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, Committee of the Whole shall not adjourn the meeting until all listed delegates on the matter have been heard. Once the listed delegates have been heard, the committee 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.

## **5. Regular Meetings of Council**

The rules and procedures contained in Sections 3 and 4 shall apply with necessary changes.

### **5.1 Location, Date and Time of Meetings**

Notwithstanding Section 4.2:

#### **5.1.1 Time of Regular Meetings**

Regular Council meetings shall be held at 6:30 p.m.

#### **5.1.2 Closed Council Meetings**

When a closed meeting of Council is required, where possible, it shall be held no earlier than 4:30 p.m. on the day of an existing regular Council meeting.

### **5.2 Order of Business**

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 Reflection
- First Nations Acknowledgement
- Closed Meeting Summary
- Disclosure of Pecuniary Interest and General Nature Thereof
- Confirmation of Minutes
- Presentations
- Consent Agenda
- Items for Discussion
- Special Resolutions
- By-laws
- Announcements
- Notice of Motions
- Adjournment

### **5.3 Closed Meeting Summary**

Following a closed meeting of Council or committee, the Mayor or chair shall disclose, in a general manner, how the agenda items were dealt with in the closed meeting.

### **5.4 Confirmation of Council and Committee of the Whole Minutes**

- (a) The Clerk shall present the minutes, without note or comment, of any previous open and closed Council or committee meetings to Council for adoption.
- (b) When the minutes of Committee of the Whole, or any Council meeting, have been adopted, the Mayor and Clerk shall sign them.

### **5.5 Committee of the Whole Consent Report**

- (a) The report from Committee of the Whole to Council, for items which do not have presentations or delegations, shall be submitted to Council in the form of a consent report, and shall be dealt with by Council as follows:
  - i. The Committee of the Whole consent report shall be presented by the respective chair or, in his or her absence, by the vice-chair who shall move the adoption of their report.
  - ii. Council Members shall identify any items contained on the Committee of the Whole consent report which they wish to speak to and the matter shall be extracted from the consent report to be dealt with separately under items for discussion.
  - iii. The balance of items on the Committee of the Whole consent report, which have not been extracted, shall be voted on in one motion.
- (b) In the event that Council adopts a motion to be referred back to staff, staff shall report back to a regular Council meeting and not back to a Committee of the Whole meeting.

- (c) Reports from local boards and advisory committees 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.

## **5.6 Council Consent Agenda**

- (a) The Council consent agenda shall consist of the following items that do not have presentations or delegations:
- 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; and
  - iii. items of a timely nature.
- (b) Council Members shall identify any items contained on the consent agenda which they wish to speak to and the matter shall be extracted from the consent agenda to be dealt with separately under items for discussion.
- (c) The balance of items on the consent agenda, which have not been extracted, shall be voted on in one motion.

## **5.7 Items for Discussion**

- (a) Items for discussion shall consist of the following items that have presentations and/or delegations:
- i. Reports from staff;
  - ii. Correspondence for the direction of Council; and
  - iii. Correspondence extracted from the weekly Items for Information.
- (b) In the event that Council adopts a motion to be referred back to staff, staff shall report back to a regular Council meeting and not back to a Committee of the Whole meeting.

## **5.8 Reconsideration of a Council Decision**

- (a) Council may reconsider an entire resolution that was decided 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 resolution 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.
- (c) If Council passes a resolution and adopts the same matter by by-law, only the resolution may be reconsidered. If the decision resulting from the reconsideration warrants, the by-law will be amended or repealed accordingly.
- (d) 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 Sections 5.11 and 5.12.
  - i. No delegations shall be permitted to speak on a notice of motion to reconsider.
- (e) Only a Member of Council who voted with the majority in respect of a previous decision or who was absent from the vote or was not a Member of Council at the time may move or second a motion for reconsideration.
- (f) A motion to reconsider must be carried in the affirmative by a vote of two-thirds of the entire Council.
- (g) If a motion to reconsider is decided in the affirmative:
  - i. the reconsideration effectively returns Council to just prior to the original Council decision.
  - ii. reconsideration of the original motion shall then be the next order of business unless the motion specifies a future date.
- (h) A notice of reconsideration received from the Local Planning Appeals Tribunal shall not be deemed a reconsideration of a Council decision.

## **5.9 By-laws**

- (a) The Clerk shall submit to Council a summary of all by-laws proposed for adoption that includes the by-law numbers and titles.
- (b) A complete copy of every proposed by-law shall be brought to the Council meeting and be available to any person interested in reviewing.
- (c) Unless otherwise requested, all by-laws proposed for adoption shall be passed in one single motion.
- (d) The Clerk shall be responsible for their correctness should they be amended at a Council meeting.
- (e) Every by-law passed by Council shall:
  - i. be signed by the Mayor, or the presiding officer;



- ii. be signed by the Clerk or designate;
- iii. be sealed with the City seal; and
- iv. indicate the date of passage.

(f) Council shall enact a by-law to confirm all actions taken by Council.

## **5.10 Announcements**

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.

## **5.11 Notices of Motion**

- (a) Prior to initiating the notice of motion process, a member shall first submit the proposed motion in writing to the Deputy CAO and relevant Committee of the Whole Service Area chair for approval to place the matter on a Committee of the Whole agenda. If approved, the motion shall be submitted in writing to the Clerk prior to the regular agenda deadline for inclusion on a committee meeting agenda.
- (b) If the matter is not placed on a Committee of the Whole agenda by the relevant Service Area chair and Deputy CAO, at a regular Council, Council Planning or Committee of the Whole meeting, a member shall give notice that he or she intends to introduce a motion at a subsequent regular meeting of Council to initiate any measure within the jurisdiction of Council.
- (c) The notice of motion shall be submitted in writing, on the prescribed form, to the Clerk prior to the regular agenda deadline for inclusion on any regular Council, Council Planning or committee meeting agenda.
- (d) The motion may not be submitted as part of a consolidated agenda.
- (e) 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 the Committee of the Whole or, if no future Committee of the Whole meeting has been scheduled, to regular Council.
- (f) The motion for which notice has been given, shall be included as a special resolution on an agenda of a regular Council meeting.
- (g) If a motion is introduced and not brought forward in the next two (2) subsequent regular Council meetings, the motion expires.
- (h) No delegations shall be permitted to speak on a notice of motion.

## **5.12 Special Resolutions Arising from Notice of Motion**

- (a) Motions for which notice has been given shall be listed on the next regular Council agenda, unless the member introducing the motion has specified another regular Council meeting date as per Section 5.11(a), under the special

resolutions section of the agenda. Special resolutions for which previous notice has been given shall not be placed on a consolidated 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.

### **5.13 Special Resolutions Arising from Closed Meeting**

- (a) Where Council has passed a procedural resolution at a closed meeting to report out at a meeting, such resolution shall be introduced under the special resolution or closed meeting Summary heading of the agenda pursuant to Section 4.6.7 (a) (ii).
- (b) Council or staff may provide contextual information prior to Council's consideration of the special resolution.

## **6. Council Planning Meetings**

The rules and procedures contained in Sections 3, 4 and 5 shall apply with necessary changes.

Council Planning shall consider matters where a public meeting is required to hear applications under the Planning Act.

### **6.1 Public Notice of Meetings**

Notwithstanding Section 4.1, staff shall give legislated notice of items on any agenda in accordance with the applicable legislation.

### **6.2 Location, Date and Time of Meetings**

Notwithstanding Section 4.2:

#### **6.2.1 Time of Meetings**

Council Planning meetings shall be held at 6:30 p.m.

#### **6.2.3 Closed Council Meetings**

When a closed meeting of Council is required, where possible, it shall be held no earlier than 4:30 p.m. on the day of an existing Council Planning meeting.

### **6.3 Order of Business**

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 Reflection

- First Nations Acknowledgement
- Closed Meeting Summary
- Presentations
- Disclosure of Pecuniary Interest and General Nature Thereof
- Setting of the Consent Agenda
- Public Meetings Pursuant to The Planning Act
- Items for Discussion
- Special Resolutions
- By-laws
- Announcements
- Notice of motions
- Adjournment

## **6.4 Delegations**

- (a) Notwithstanding Section 4.8 (a), 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.
- (b) Council may ask questions of staff after a staff presentation and prior to 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 without advance notice pursuant the Planning Act and as per Section 6.4 (a).

## **6.5 Council Planning Consent Agenda**

The rules and procedures contained in Section 5.6 shall apply to the Council Planning consent agenda.

# **7. Committee of the Whole Meetings**

Notwithstanding Section 4.2, the rules and procedures contained in Sections 3, 4 and 5 shall apply with necessary changes.

## **7.1 Location, Date and Time of Meetings**

### **7.1.1 Time of Meetings**

Committee of the Whole meetings shall be held at 2:00 p.m.

### **7.1.2 Closed Meetings**

When a closed meeting of committee is required, it shall be held no earlier than 12:30 p.m. on the day of an existing scheduled Committee of the Whole meeting.

## **7.2 Chairing**

- (a) Chairs will chair the portion of the committee meeting where business is forwarded from their respective Service Areas or portfolios.
- (b) Chairs will assume the head of council seat when chairing their portion of the meeting.

## **7.3 Service Area Reporting**

Service Areas will report to committee on their designated month.

## **7.4 Order of Business**

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

- Closed Meeting Summary
- Disclosure of Pecuniary Interest and General Nature Thereof
- Presentations
- Consent Agenda (rotating based on Service Area reporting)
- Items for Discussion (rotating based on Service Area reporting)
- Chairs and Staff Announcements
- Notice of motions
- Adjournment

## **7.5 Committee of the Whole Consent Agenda**

- (a) Committee of the Whole shall use a consent agenda which shall consist of items that do not have presentations or delegations.
- (b) A Member of Council may request that a matter appearing on the Weekly Information Items to Council be listed on the appropriate Committee of the Whole consent agenda for discussion or consideration.
- (c) Reports from local boards and advisory committees submitted in writing shall be signed by the chair or secretary. When such reports are requesting Council action, they shall include appropriate motions for consideration.
- (d) Those matters which are time sensitive may be included on the consent agenda as approved by the CAO and appropriate Deputy CAO.
- (e) Council Members shall identify any items contained on the Committee of the Whole consent agenda which they wish to speak to and the matter shall be extracted from the consent agenda to be dealt with separately under items for discussion.
- (f) The balance of items on the Committee of the Whole consent agenda, which have not been extracted, shall be voted on in one motion.

## **7.6 Announcements**

Service Area updates may be made by the Mayor, chair, CAO, Deputy CAO's or their designates. Service Area announcements provided to the chairs prior to the meeting shall be read by the chair at the end of the relevant Service Area portion of the meeting.

## **8. Special Council Meetings**

The rules and procedures contained in Sections 4 and 5 shall apply with necessary changes.

### **8.1 Calling of Special Council Meetings**

- (a) The Mayor may at any time summon a special meeting of Council within 48 hours. 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 written petition of the majority of the Members of Council, the Clerk shall summon a special meeting for the purpose mentioned in the petition.
- (c) Upon the calling of a special meeting the Clerk shall give notice to all members, not less than 48 hours prior to the time fixed for the meeting of the:
  - time;
  - place; and
  - business to be considered.
- (d) On emergency or extraordinary occasions, the Mayor may call a special Council meeting without the notice provided in Section 8.1(a).
- (e) Only items disclosed on the meeting agenda may be considered by Council. Items will not be added to the special meeting on a consolidated agenda.

### **8.2 Workshops**

#### **8.2.1 Location, Date and Time of Meeting**

Council workshops shall be held no earlier than 6 p.m.

#### **8.2.2 Delegations**

Delegations will not be heard at Council workshops.

## **9. Inaugural Council Meeting**

- (a) The first meeting of Council following a regular election shall be held on the first Monday in December at 6:30 p.m. in the Council Chambers of City Hall or at such alternate location as determined by the Clerk.
- (b) At the inaugural meeting, each member present shall make his or her declaration of office and sign Council's Code of Conduct. The Clerk may provide additional policies or procedures to Council as appropriate. Council shall not proceed with any regular business at this meeting.

## **10. Council Meeting as Shareholder**

- (a) Council meets as the shareholder of the following Corporations:
  - i. Guelph Municipal Holdings Incorporated; and
  - ii. Guelph Junction Railway Company
- (b) Shareholder meetings shall be held as special meetings on separate dates, unless otherwise directed by the Mayor and/or CAO.

## **11. Committees**

### **11.1 Appointments to Committees**

- (a) Council shall appoint chairs for Committee of the Whole. Council shall consider rotating the chairs' position every two years. In appointing the chairs, consideration shall be given to workload balance, individual interests and Councillor development.
- (b) Council shall appoint vice-chairs for Committee of the Whole. Council shall consider rotating the vice-chairs' every two years. In appointing a vice-chair, consideration shall be given to workload balance, individual interests and Councillor development.
- (c) Council shall make public and member appointments to agencies, boards, committees and commissions at regular Council meetings.

### **11.2 Committees Reporting Directly to Council**

The following committees are appointed by and report directly to Council:

- (a) Ad Hoc Standing committee
  - i. Emergency Governance
- (b) Quasi-judicial committees
  - i. Business Licence Appeals Committee

(c) Committee of Management for The Elliott

~~(e)~~(d) Chief Administrative Officer Recruitment, Selection and Performance Sub-committee

## **11.3 Committee Composition**

The Mayor is ex-officio on all committees and:

- i. may attend meetings;
- ii. attendance does not count towards quorum; and
- iii. may participate in meetings.

### **11.3.1 Emergency Governance Committee**

The Emergency Governance Committee shall be comprised of a minimum of four (4) and a maximum of six (6) Members of Council and quorum shall be four (4) members.

### **11.3.2 ~~Elliott Board of Management~~Committee of Management for The Elliott**

The ~~Elliott Board of Management~~Committee of Management for The Elliott shall be composed of all Members of Council.

### **11.3.3 Business Licence Appeals Committee**

The Business Licence Appeals Committee shall be composed of five (5) Members of Council appointed for the term of Council to hear appeals under the Business Licence By-law.

### **11.3.4 Chief Administrative Officer Recruitment, Selection and Performance Sub-committee**

The Chief Administrative Officer Recruitment, Selection and Performance Sub-committee shall be composed of the Committee of the Whole service area chairs for Corporate Services, Public Services, Infrastructure, Development and Enterprise Services, Audit and Governance.

## **11.4 Ad Hoc Committees and Advisory Committees**

### **11.4.1 Ad Hoc Committees**

- (a) Council may appoint ad hoc committees, with a defined ending, to consider a specific matter and report to Council.
- (b) Only the members of an ad hoc committee shall participate in debate or ask questions at ad hoc committee meetings.

### **11.4.2 Advisory Committees**

- (a) Advisory committees are created by Council with no defined ending, to report through the appropriate Service Area on a specific subject matter.
- (b) No Members of Council shall be appointed to advisory committees.
- (c) The appointment of a member of the public to an Advisory committee may be forfeited if the member is absent from meetings of the committee for three (3) consecutive months without being authorized to do so by a resolution of the committee.

## **12. Report Deadlines and Weekly Information Items**

### **12.1 Report Deadlines**

Reports, presentations and other agenda materials are due to the Clerk's office on the dates and times set out in the Council and Committee Report Deadlines schedule prepared following the adoption of the Council and committee meeting dates.

### **12.2 Weekly Information Items**

- (a) Weekly Information Items shall consist of the following items:
  - i. Reports from staff for information;
  - ii. Correspondence received that may be of interest to Members of Council;
  - iii. Boards' & committees' minutes and information;
  - iv. Intergovernmental Consultations; and
  - v. Items available in the Clerk's office.
- (b) Weekly Information Items will be published and distributed weekly on Fridays.
- (c) Members of Council may request an item from the Weekly Information Items be placed on the appropriate Committee of the Whole or Council agenda for discussion.



## **13. General Rules**

### **13.1 Robert's Rules of Order**

In relation to the proceedings of Council and committees and for which Rules of Procedure have not been provided in this by-law, Roberts Rules of Order 11<sup>th</sup> Edition shall be referenced where practicable.

### **13.2 Other General Information**

**13.2.1** This by-law comes into force on ~~December 17, 2018~~September 23, 2019.

**13.2.2** The short title of this by-law is the Procedural By-law.

**13.2.3** Appendix 1, the "Motions Table", forms part of this by-law and shall be used as a reference.

## **14. Procedural By-laws for Other Boards, Committees or Commissions**

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.

## **15. Repeal of Previous By-law**

By-law Number (2018)-20352 is hereby repealed.

**PASSED this 23<sup>rd</sup> day of SEPTEMBER, 2019.**

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**Cam Guthrie – Mayor**

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**Stephen O'Brien – City Clerk**

### Appendix 1 - Motions Table

<b>Motion</b>	<b>Debatable</b>	<b>Non-debatable</b>	<b>Amendable</b>	<b>Non-amendable</b>	<b>Special Majority</b>
adjourn		X		X	
point of privilege		X		X	Chair Rules*
point of order		X		X	Chair Rules*
call a vote on the motion		X		X	
motion to amend	X		X		
defer		X		X	
refer	X		X		
extend Council meeting beyond 11:00 p.m.	X			X	Majority of the members present
extend Committee of the Whole meeting beyond 8:00 p.m.	X			X	Majority of the members present
reconsideration	X			X	2/3 of entire Members of Council (9)
appeal the chair's ruling		X		X	
suspend the Rules of Procedure		X		X	2/3 of entire Members of Council (9)
<u>extend delegation speaking time beyond five or ten minutes, whichever is applicable</u>		X		X	

\*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.

## **Correspondence**

### **PS-2019-21 Centennial Pool License Agreement with Upper Grand District School Board**

**From:** Angela Hofstra

**Date:** Sunday, Sep 01, 2019, 2:42 PM

**To:** Cathy Downer <[Cathy.Downer@guelph.ca](mailto:Cathy.Downer@guelph.ca)>, Leanne Piper <[Leanne.Piper@guelph.ca](mailto:Leanne.Piper@guelph.ca)>

**Subject:** Closing of Centennial Pool

Dear Cathy and Leanne,

I am very dismayed at the proposed closure of the Centennial Pool. Guelph does not have sufficient swimming pool space in general, and particularly in the absence of a new pool in the south end, the city residents need the Centennial pool. One additional comment from a member of one of several triathlon clubs in Guelph who has tried unsuccessfully to rent space for training at city pools: the city could be making more revenue from their pools if the policies were collaborative.

I trust you will both speak up on behalf of retaining the Centennial Pool and on improving the ability of local groups to make use of city swimming pools.

Thank you and regards,

Angela

\*\*\*\*\*

**From:** Tom Bruulseema

**Date:** Sunday, Sep 01, 2019, 9:55 PM

**To:** Leanne Piper <[Leanne.Piper@guelph.ca](mailto:Leanne.Piper@guelph.ca)>, Cathy Downer <[Cathy.Downer@guelph.ca](mailto:Cathy.Downer@guelph.ca)>, Mayors Office <[Mayor@guelph.ca](mailto:Mayor@guelph.ca)>

**Subject:** Centennial pool

Dear Cam, Cathy and Leanne,

As a regular user of the Centennial pool for fitness swims, I was shocked to read the story in the 29 August Tribune that the City of Guelph is seeking to end its agreement to operate the pool. I am puzzled to read that "the facility is deteriorating." I have had no problem there in the past two years. I also note that the facility is utilized well, and its operation seems to provide good part-time employment for students as well as serve the educational programs of the school. I am a taxpayer and resident in Guelph for the past 25 years, and I would appreciate your finding a solution that keeps the pool operational. I don't believe that the other two pools, West End and Victoria Road, excellent as they are, would suffice to serve the needs of this city's current population of over 135 thousand people.

Please keep the pool open!

Yours sincerely,

Tom



**UPPER GRAND  
DISTRICT SCHOOL  
BOARD**

**Linda Busuttil**

*Trustee, City of Guelph and Chair, Upper Grand District School Board*

Board Office: 500 Victoria Road N. Guelph, ON N1E 6K2

Email: linda.busuttil@ugdsb.on.ca

Tel: 519-822-4420 ext. 735 or Toll Free: 1-800-321-4025

August 27, 2019

File Code: L02

Mayor Guthrie & Members of Council  
City of Guelph  
1 Carden Street  
Guelph, ON N1H 3A1

Dear Mayor Guthrie and Councillors,

On behalf of the Upper Grand District School Board, I am writing to express our understanding of your staff's position with respect to the recommended early termination of the license agreement between the City of Guelph and the Board for the operation of Centennial Pool

Centennial Pool has been a valuable resource in the City of Guelph for over 50 years. It was of mutual benefit that the City took over operation and maintenance of the pool during the re-development of the Victoria Road Recreation Complex. However, we recognize that without significant investment, the lifespan of Centennial Pool has reached its end.

We respect the City's commitment to the efficient use of public dollars and that the future of recreation facilities is in the City's south end. At this time, we support your staff's position to maintain operations of the pool until January 4, 2020.

The Board cannot afford to renew and operate the pool, and there are no plans for the re-use of the pool at this time. Until Council has decided this matter, and there is a clear direction on the City's involvement, the Board has not taken any further actions to find another operator, nor alternative uses for the pool.

Sincerely,

**Upper Grand District School Board**

Linda Busuttil  
Board Chairperson

cc: City of Guelph - Clerk  
Board of Trustees  
Dr. Martha Rogers, Director  
Doug Morrell, Superintendent of Education  
Glen Regier, Superintendent of Finance  
Jennifer Passy, Manager of Planning  
John Veit, Manager of Operations

**Upper Grand District School Board**

• Linda Busuttil, Chair  
• Mark Bailey, Vice-Chair

• Jolly Bedi  
• Gail Campbell

• Jennifer Edwards  
• Mike Foley

• Barbara Lustgarten Evoy  
• Martha MacNeil

• Robin Ross  
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