

# CITY COUNCIL AGENDA



**Council Chambers, Guelph City Hall, 1 Carden Street**

**DATE    October 28, 2013 – 7:00 p.m.**

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

**O Canada  
Silent Prayer  
Disclosure of Pecuniary Interest and General Nature Thereof**

## **PRESENTATION**

- a) City of Guelph Medals presented to the following members of the Guelph Novice 1 Gators Fast Pitch team in recognition of winning the gold medal at the Canadian Championship U14 Girls Fast Pitch Jamboree:  
Emily Abernethy, Emily Hill, Taylor Hill, Bryanna Kressler, Taylor Philips, Dianne Priamo, Kael Prickett, Mikiella Russell, Sadie Scapinello, Allie Shaw, Dakota Urban, Head Coach Mike Shaw and Coaches Larry Priamo, Todd Abernethy and Emilie Priamo
- b) Presentation of the 2013 Impact Award from the Community Indicators Consortium to Barbara Powell, General Manager of Community Engagement & Social Services, in recognition of the City of Guelph's Community Wellbeing Initiative.
- c) Ann Pappert, CAO Progress Report

## **CONFIRMATION OF MINUTES** (Councillor Hofland)

**"*THAT* the minutes of the Council Meetings held September 30, October 1, and 7, 2013 and the minutes of the Closed Meetings of Council held September 30 and October 7, 2013 be confirmed as recorded and without being read."**

## **CONSENT REPORTS/AGENDA – ITEMS TO BE EXTRACTED**

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

## **Consent Reports/Agenda from:**

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<b>Community &amp; Social Services Committee</b>			
<b>Item</b>	<b>City Presentation</b>	<b>Delegations</b>	<b>To be Extracted</b>
CSS-2013.28 Corporate Accessibility Policy and Multi-Year Accessibility Plan			

Adoption of balance of Community & Social Services Committee Eighth Consent Report - Councillor Dennis, Chair

<b>Corporate Administration, Finance &amp; Enterprise Committee</b>			
<b>Item</b>	<b>City Presentation</b>	<b>Delegations</b>	<b>To be Extracted</b>
CAFE-2013.35 Downtown Entertainment District: Safe Semester Update			

Adoption of balance of Corporate Administration, Finance & Enterprise Committee Eighth Consent Report - Councillor Hofland, Chair

<b>Operations, Transit &amp; Emergency Services Committee</b>			
<b>Item</b>	<b>City Presentation</b>	<b>Delegations</b>	<b>To be Extracted</b>
OTES-2013.25 Public Works Yard Expansion - Update			

Adoption of balance of Operations, Transit & Emergency Services Committee Sixth Consent Report - Councillor Findlay, Chair

<b>Planning &amp; Building, Engineering and Environment Committee</b>			
<b>Item</b>	<b>City Presentation</b>	<b>Delegations</b>	<b>To be Extracted</b>
PBEE-2013.32 Outside Water Use By-law Review – Findings and Recommended Revisions			
PBEE-2013.33 Brownfield Tax Increment Based Grant Application – 139 Morris Street			
PBEE-2013.34 Brownfield CIP Program Applications – 35 & 40 Silvercreek Parkway South			

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PBEE-2013.35 Brownfield Tax Increment Based Grant Application – 84 & 86 Wyndham Street South, and 68A, 68B and 72 York Road			
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Adoption of balance of Planning & Building, Engineering and Environment  
Committee Eighth Consent Report - Councillor Piper, Chair

<b>Council Consent Agenda</b>			
<b>Item</b>	<b>City Presentation</b>	<b>Delegations</b>	<b>To be Extracted</b>
CON-2013.32 2014 Council and Committee Meeting Schedule			

Adoption of balance of the Council Consent Agenda – Councillor

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

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

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

Reports from:

- Community & Social Services Committee – Councillor Dennis
- Corporate Administration, Finance & Enterprise Committee– Councillor Hofland
- Operations, Transit & Emergency Services Committee – Councillor Findlay
- Planning & Building, Engineering and Environment Committee– Councillor Piper
- Council Consent – Mayor Farbridge

### **SPECIAL RESOLUTIONS**

- a) Councillor Guthrie's Notice of Motion for which notice was given July 29, 2013:

That the following resolution be referred to the Governance Committee  
for consideration:

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That staff be directed to review all policies and procedures relating to the Integrity Commissioner position, and establish an evaluation procedure for reviewing the Integrity Commissioner's performance.

**BY-LAWS**

Resolution – Adoption of By-laws (Councillor Kovach)

**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  
Monday September 30, 2013 at 5:30 p.m.**

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**Attendance**

Council:	Mayor Farbridge	Councillor Hofland
	Councillor B. Bell	Councillor G. Kovach (arrived at 6:10 pm)
	Councillor T. Dennis	Councillor M. Laidlaw
	Councillor I. Findlay	Councillor L. Piper
	Councillor J. Furfaro	Councillor A. Van Hellemond
	Councillor Guthrie	Councillor K. Wettstein
Absent:	Councillor Burcher	
Staff:	Ms. A. Pappert, Chief Administrative Officer	
	Mr. M. Amorosi, Executive Director, Corporate & Human Resources	
	Mr. D. Thomson, Executive Director, Community & Social Services	
	Mr. A. Horsman, Executive Director, Finance & Enterprise	
	Ms. J. Laird, Executive Director, Planning & Building, Engineering and Environment	
	Mr. D. McCaughan, Executive Director, Operations, Transit & Emergency Services	
	Ms. C. Clack, General Manager Culture & Tourism	
	Mr. B. Labelle, City Clerk	
	Ms. J. Sweeney, Council Committee Coordinator	

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

Mayor Farbridge called the meeting to order.

**Authority to Resolve into a Closed Meeting of Council**

1. Moved by Councillor Hofland  
Seconded by Councillor Dennis

That the Council of the City of Guelph now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) and (c) of the *Municipal Act* with respect to personal matters about identifiable individuals and proposed or pending acquisition or disposition of land.

CARRIED

**Closed Meeting (6:01 p.m.)**

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

There were no disclosures.

The following matters were considered:

**C.2013.21      Report of the Community & Social Services Committee – Tourism RFP Update**

**C.2013.22      Report of the Planning & Building, Engineering and Environment Committee – Proposed or Pending Acquisition or Disposition of Land**

**Rise from Closed Meeting (6:17 p.m.)**

*Council recessed.*

**Open Meeting (7:00 p.m.)**

Mayor Farbridge called the meeting to order.

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

There were no disclosures.

**Confirmation of Minutes**

1. Moved by Councillor Wettstein  
Seconded by Councillor Piper

That the minutes of the Council Meeting held on July 29 and September 9, 2013 and the minutes of the Closed Meeting of Council held July 29 and September 9, 2013 be confirmed as recorded.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Dennis Findlay, Furfaro, Guthrie, Hofland, Kovach, Laidlaw, Piper, Van Hellemond and Wettstein (12)*

*VOTING AGAINST: (0)*

CARRIED

**Consent Reports**

**Audit Committee Fourth Consent Report**

Councillor Guthrie presented the Audit Committee Fourth Consent Report.

2. Moved by Councillor Guthrie  
Seconded by Councillor Piper

That the September 30, 2013 Audit Committee Fourth Consent Report as identified below, be adopted:

**AUD-2013.13      Outstanding Motions of the Audit Committee**

1. That report FIN-13-34 dated September 18, 2013, regarding outstanding motions of the Audit Committee, be received.

2. That the six motions marked as "Completed" or "Addressed", previously passed by the Audit Committee of Council, be removed from the outstanding motion list, based on reasons provided.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Dennis Findlay, Furfaro, Guthrie, Hofland, Kovach, Laidlaw, Piper, Van Hellemond and Wettstein (12)*

*VOTING AGAINST: (0)*

CARRIED

### **Closed Meeting of Council Fifth Consent Report**

3. Moved by Councillor Findlay  
Seconded by Councillor Dennis

That the September 30, 2013 Closed Meeting of Council Fifth Consent Report as identified below, be adopted:

#### **CMC-2013.6      Citizen Appointments to the Community Wellbeing Grant Allocation Panel**

That Jason Blokhuis, Jennifer Gazzola, Alison Govier, E. Lin Grist, Bruce Mackenzie, Lorna Schwartzentruber, Morris Twist and Sally Wismer be appointed to the Community Wellbeing Grant Allocation Panel for a two year term ending November 30, 2015.

#### **CMC-2013.7      Citizen Appointments to Water Supply Master Plan Community Liaison Committee**

That Glenn Anderson, Bill Banks, Bob Carter, Peter Chisholm, Steve Chomye, Mike Darmon, Brady Deaton, Gordon Flewelling, Kim Gutt, Ken Hammill, Dave Klassen, Angela Kroetsch, John Pawley, Janet Roy, Jeremy Shute, Wayne Stokley, Chris White and Andrea Williams be appointed to the Water Supply Master Plan Community Liaison Committee for a term of the mandate of the committee.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Dennis Findlay, Furfaro, Guthrie, Hofland, Kovach, Laidlaw, Piper, Van Hellemond and Wettstein (12)*

*VOTING AGAINST: (0)*

CARRIED

### **Community & Social Services Committee Seventh Consent Report**

The following item was extracted:

#### **CSS-2013.22      Wilson Farm Park – Farmhouse**

#### **Balance of Community & Social Services Committee Consent Items**

Councillor Dennis presented the balance of the Community & Social Services Committee Seventh Consent Report.

4. Moved by Councillor Dennis  
Seconded by Councillor Van Hellemond

That the balance of the September 30, 2013 Community & Social Services Committee Seventh Consent Report as identified below, be adopted:

**CSS-2013.24 Guelph Civic Museum Phase 2 Landscaping**

1. That the September 17, 2013 report entitled "Guelph Civic Museum Phase 2 Landscaping" be received for information.
2. That Council approves the expenditure of up to \$50,000 in 2013 of the existing \$250,000 in donations collected towards Capital Project MU0017, in order to do a revised design, site plan and costing for the Phase 2 landscaping at Guelph Civic Museum.

**CSS-2013.25 The Elliott Business Case Scope**

1. That the elements of the business case outlined in the report to designate The Elliott as the City's municipal long-term care home be approved.
2. That staff be directed to allocate \$80,000 from the Social Services Reserve towards the cost of conducting an operational review and building condition assessment of The Elliott to support the development of the City's business case to the Ministry of Health and Long-Term Care to designate The Elliott as the City's municipal long-term care home.

**CSS-2013.26 Tourism Services RFP Update**

1. That Committee and Council endorse the staff recommendation to proceed with conducting an operational review of Tourism Services, utilizing existing budget resources from within the 2013 Tourism operating budget.
2. That Committee and Council agrees to the filling of the position of Supervisor of Tourism Services on a temporary contract basis.
3. That staff be directed to report back no later than the end of Q2 2014 on the results of the Strategic Review of Tourism Services.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Dennis Findlay, Furfaro, Guthrie, Hofland, Kovach, Laidlaw, Piper, Van Hellemond and Wettstein (12)*

*VOTING AGAINST: (0)*

CARRIED

**Corporate Administration, Finance & Enterprise Committee Seventh Consent Report**

The following item was extracted:

**CAFE-2013.32 Disposition and Redevelopment of Property Framework 200  
Beverley Street, Guelph, Ontario (former IMICO Site)**

## **Governance Committee Third Consent Report**

The following item was extracted:

**GOV-2013.16      Final Proposed Terms of Reference for City Council and Standing Committees**

**GOV-2013.15      Downtown Guelph Business Association – **withdrawn****

### **Balance of Governance Committee Consent Items**

Mayor Farbridge presented the balance of the Governance Committee Third Consent Report.

5. Moved by Councillor Findlay  
Seconded by Councillor Piper

That the balance of the September 30, 2013 Governance Committee Third Consent Report as identified below, be adopted:

**GOV-2013.13      Citizen Appointment Policy and Advisory Committee Meeting Procedures**

1. That the Citizen Appointment Policy be amended to allow residents over the age of 16 years to be members of Advisory Committees.
2. That the Citizen Appointment Policy, as amended, and the Advisory Committee Meeting Procedures attached hereto be approved and circulated to the Liaisons for all City Advisory Committees and Agencies, Boards, Commissions/Committees.

**GOV-2013.14      Document Execution By-law**

1. That the Document Execution By-law attached hereto be approved.

**GOV-2013.17      Information Flow Protocol**

1. That CAO-C-1305 Information Flow Protocol report be received.
2. That the Information Flow Protocol as attached to Report #CAO-C-1305 be approved by Guelph City Council.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Dennis Findlay, Furfaro, Guthrie, Hofland, Kovach, Laidlaw, Piper, Van Hellemond and Wettstein (12)*

*VOTING AGAINST: (0)*

CARRIED

## **Operations, Transit & Emergency Services Committee Fifth Consent Report**

That the following items were extracted:

**OTES-2013.26      Sidewalk & Sign Inspection Program – Update**

## **OTES-2013.27 Traffic Investigations Work Plan - Update**

### **Planning & Building, Engineering and Environment Committee Seventh Consent Report**

Councillor Piper presented the Planning & Building, Engineering and Environment Committee Seventh Consent Report.

6. Moved by Councillor Piper  
Seconded by Councillor Guthrie

That the September 30, 2013 Planning & Building, Engineering and Environment Committee Seventh Consent Report as identified below, be adopted:

### **PBEE-2013.30 Sign By-law Variance for 728 Victoria Road South (Pidel Homes)**

1. That Planning, Building, Engineering and Environment Report dated September 10, 2013, regarding a Sign By-law variance for 728 Victoria Road South, be received.
2. That, the request for a variance from the Sign By-law for 728 Victoria Road South to permit a freestanding sign with a height of 4.36 metres and an area of 8.8 m<sup>2</sup> with a setback of a minimum of 1 metre; be approved.

### **PBEE-2013.31 York Trunk Sewer and Paisley-Clythe Feedermain: Recycled Water Distribution System and Edinburgh Road Trail Underpass**

1. That a Recycled Water Distribution System and an Edinburgh Road Trail Underpass not be included within the scope of final design and construction of the York Trunk Sewer and Paisley-Clythe Feedermain project.
2. That staff review the proposed business case and timing for implementation of a proposed Recycled Water Distribution System as part of future master plan updates such as the ongoing update to the City's Water Supply Master Plan, Wastewater Treatment Master Plan, Water and Wastewater Servicing Master Plan and Water Conservation and Efficiency Plan.
3. That staff review the proposed timing for implementation of an Edinburgh Road Trail Underpass or alternative trail connection in conjunction with the future reconstruction of the Edinburgh Road bridge.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Dennis Findlay, Furfaro, Guthrie, Hofland, Kovach, Laidlaw, Piper, Van Hellemond and Wettstein (12)*

*VOTING AGAINST: (0)*

CARRIED

### **Council Consent Agenda**

7. Moved by Councillor Kovach  
Seconded by Councillor Piper

That September 30, 2013 Consent Agenda as identified below, be adopted:

**CON-2013.26      WWTP Process Operation Centre – Contract No. 13-052**

That the tender of Devlan Construction Ltd., Guelph, ON be accepted and that the Mayor and Clerk be authorized to sign the agreement for Contract No. 13-052 for the Guelph WWTP Process Operation Centre including Process Operation Centre building, fleet storage building and landscape work for a total tendered price of \$5,774,300 (incl. 13% HST) with actual payment to be made in accordance with the terms of the contract.

**CON-2013.27      Award Contract 13-032: Conventional and Mobility Transit: Transit Technology System**

1. That Council award Contract 13-032 to Trapeze Group, on the recommendation of the Executive Director of Operations, Transit and Emergency Services and City Solicitor.
2. That Council approve the reallocation of Capital funds as outlined in the report.

**CON-2013.28      Standard & Poor's Credit Rating**

That Finance Report titled "FIN-13-41 Standard & Poor's Credit Rating" be received for information.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Dennis Findlay, Furfaro, Guthrie, Hofland, Kovach, Laidlaw, Piper, Van Hellemond and Wettstein (12)*

*VOTING AGAINST: (0)*

CARRIED

**Extracted Items**

**Delegations**

**CSS-2013.22      Wilson Farm Park – Farmhouse**

Mr. Brian Holstein stated that Wilson farmhouse is a heritage issue and makes it a concern for the entire City. He questioned who advised the residents that the house would form part of a park and urged Council to protect the heritage of the City.

Ms. Susan Watson expressed concern with the financial costs of demolishing the farmhouse and suggested that all avenues of innovative funding had not been explored to restore the house. She suggested that the needs of the neighbourhood park are met and that the farmhouse should be preserved.

Miss Madeleine Digby, Trillium Waldorf School student, suggested that Council should vote against demolition and instead sell the house to the individual who wants to use the house for her residence and to operate a day care.

Miss Malkah McNeill, Trillium Waldorf School student, advised of a petition she began in her school and surrounding neighbourhood to support preservation of the farmhouse.

Dr. Mary Tivy, Heritage Guelph, expressed concern with the staff recommendation alleging that Heritage Guelph was not consulted despite the property being City owned and under

consideration for designation. She requested that Council heed the recommendation of the Heritage Conservation Review Board and the City's policies and guidelines and protect the farmhouse.

Ms. Daphne Wainman-Wood requested that Council consider Option 1 of the staff report to designate, sever and sell the farmhouse. She expressed concern that demolition of the structure would be setting a negative precedent.

Ms. Marcia Santen suggested that the City conduct a survey and find a community use for the farmhouse.

Mr. Paul Ross on behalf of the Architectural Conservancy of Ontario, advised that the purpose of the conservancy is to assist in preserving heritage buildings. He requested that the City engage the community to find a community use for the farmhouse.

Ms. Susan Watson spoke on behalf of Susan Ratcliffe who suggested that the residents should be engaged with respect to developing a community use for the property or lease it to another organization. She expressed concern that if the house is demolished it will be setting a dangerous precedent for future developments with heritage structures.

Ms. Marie Martinez was not present.

Mr. Dennis Galon spoke on behalf of Stacy Collison who has offered to purchase the property for her family's personal use and operation of a day care.

Ms. Acacia Newell suggested that much could be done with the farmhouse and does not support the demolition.

Mel Newell was not present

Ms. Catherine Kormendy stated that potential uses need to be investigated before deciding on demolition.

Ms. Arlene Kamo was present on behalf of Trillium Waldorf School and requested that Council conduct public consultation on a community use.

Ms. Shauna McCabe advised that she would like to see the farmhouse used as a community centre.

Ms. Lynda Wheelhouse was not present

Ms. Cynthia Weijs expressed concern with demolition costs and the need to establish a process to investigate future uses for the farmhouse. She advised that there is a lot of parkland and trails in the neighbourhood and the City could plant large trees to provide shade.

Mr. Dennis Galon requested that Council conduct a city-wide consultation process and issue a new expression of interest request.

Mr. Ben Bennett suggested that the community and the city work together on a community solution. He expressed concern that if Council votes to demolish the farmhouse, that the matter will end up at an Ontario Municipal Board hearing which would be expensive.



Dr. David Snider of Northern Heights, was in support of the staff recommendation to withdraw the notice of intention to designate and demolish the Wilson farmhouse as there are no public funds available and no viable use has been found for the farmhouse.

Mr. James Gordon urged Council to conduct proper community consultation and not rush into demolishing the farmhouse. He stated that Council should honour the City's Official Plan and listen to the heritage experts and be open to new ideas for the preservation and use of the farmhouse.

Ms. Michelle Sperle spoke in support of staff's recommendation to demolish the Wilson farmhouse. She expressed concern that if the property is severed and sold the value of her family's residence would be impacted and traffic would increase depending on the farmhouse use.

Ms. Krista Calder a neighbourhood resident, stated she agrees with the staff recommendation for demolition and adding the land to the park.

Ms. April Dickin stated she is supportive of the demolition of the house and adding the property to the park. She expressed concern that if the property is sold, the City would have no control over its future use.

Ms. Betty Macgregor advised that seniors living in the area are limited to places they can walk and the only shaded location is the Wilson farmhouse. She urged Council to support the staff recommendation and demolish the house and add the land to the park.

Ms. Pat Pryor a Northern Heights resident, advised that she purchased her home as she was advised the subject land would be a park. She suggested that the time to determine the fate of the farmhouse was before subdivision and site plan approval. She urged Council to adopt the staff recommendation.

Mr. Dennis Blackmore withdrew his delegation.

Mr. Derek Higdon and area resident, advised of his support of the staff recommendation. He said that the basement of the farmhouse is not worth repairing. He suggested that the heritage features inside the farmhouse are gone.

Mr. Mike Lackowicz of Northern Heights, endorsed staff's recommendation to demolish the farmhouse. He suggested that the designation criteria is weak and the farmhouse is not of heritage significance to the community.

Mr. David Dorion resident of the area, expressed concern with the heritage designation scoring system and stated that higher standards are needed for the designation of single residential family homes. He advised of his support for the demolition of the farmhouse.

Mr. Frank Barber resident of the Northern Heights advised that they had prepared and circulated a survey in the neighbourhood and the majority of respondents supported the demolition of the farmhouse.

## **Main Motion #1**

8. Moved by Councillor Van Hellemond  
Seconded by Councillor Guthrie

1. That Council withdraw the Notice of Intention to Designate the property known as 80 Simmonds Drive with Section 29 (14) of the *Ontario Heritage Act*.
2. That once the Notice of Intention to Designate has been withdrawn, the farmhouse be demolished, while documenting and salvaging, where possible, significant architectural and heritage features to the satisfaction of the City's Senior Heritage Planner.
3. That the existing walnut trees be protected, prior to and during demolition, by fencing to define a Tree Protection zone beyond the dripline of the trees.
4. That the land area surrounding the farmhouse be retained as parkland and that Park staff integrate the parcel into the Wilson Farm Park master plan.

## **Amendment #1 to Main Motion**

9. Moved by Councillor Dennis  
Seconded by Councillor Findlay

**That the Wilson farmhouse be put on the market for a period of no longer than 180 days to obtain expressions of intent for the purpose to designate, sever and sell,**

That staff investigate the appropriate zoning that would permit residential use,

Whereas the expression of intent to sever and sale must include preservation of the identified historic attributes identified features; and,

Whereas the expression of intent to sever and sell and zoning amendment must be for a single residential or community use purpose or relocation of the heritage asset at no cost to the city; and,

Whereas if there are no satisfactory expressions of intent to purchase or relocate, that the farmhouse be demolished as recommended in the Community & Social Services staff report CSS-PR-1335.

*VOTING IN FAVOUR: Councillors Dennis, Findlay, Hofland, Laidlaw, Piper and Wettstein (6)*

*VOTING AGAINST: Mayor Farbridge, Councillor Bell, Furfaro, Guthrie, Kovach and Van Hellemond (6)*

TIE VOTE - DEFEATED

## Referral Motion

10. Moved by Councillor Wettstein  
Seconded by Councillor Laidlaw

That the matter of the demolition of the Wilson Farmhouse be referred to staff for 90 days to issue a request for expressions of interest.

## Amendment #1 to Referral Motion

11. Moved by Councillor Piper  
Seconded by Councillor Hofland

That the expression of interest include the option of removing and relocating the farmhouse at no cost to the City.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Dennis, Findlay, Hofland, Kovach, Laidlaw, Piper and Wettstein (9)*

*VOTING AGAINST: Councillors Furfaro, Guthrie and Van Hellemond (3)*

CARRIED

## Amendment #2 to Referral Motion

12. Moved by Councillor Bell  
Seconded by Councillor Findlay

That the request for expressions of interest be limited to community use.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Findlay, Van Hellemond (4)*

*VOTING AGAINST: Councillors Dennis, Furfaro, Guthrie, Hofland, Kovach, Laidlaw, Piper and Wettstein (8)*

DEFEATED

## Referral Motion as Amended

13. Moved by Councillor Wettstein  
Seconded by Councillor Laidlaw

That the matter of the demolition of the Wilson Farmhouse be referred to staff for 90 days to issue a request for expressions of interest, **including the option of removal and relocation of the farmhouse at no cost to the City.**

*VOTING IN FAVOUR: Councillors Findlay, Hofland, Laidlaw, Piper and Wettstein (5)*

*VOTING AGAINST: Mayor Farbridge, Councillors Bell, Dennis, Furfaro, Guthrie, Kovach, and Van Hellemond (7)*

DEFEATED

## **Procedural Motion to Extend Beyond 11:00 p.m.**

14. Moved by Councillor Findlay  
Seconded by Councillor Piper

That the Procedural By-law be suspended to allow Council to continue beyond 11:00 p.m.

CARRIED

## **Amendment #2 to Main Motion**

15. Moved by Councillor Piper  
Seconded by Councillor Dennis

That prior to the issuance of a demolition permit, the Wilson Farmhouse be listed for a period of 60 days for the purpose of removal and relocation of the house to an alternate site.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Dennis, Findlay, Hofland, Laidlaw, Piper and Wettstein (8)*

*VOTING AGAINST: Councillors Furfaro, Guthrie, Kovach, Van Hellemond (4)*

CARRIED

## **Main Motion as Amended**

16. Moved by Councillor Van Hellemond  
Seconded by Councillor Guthrie

- 1. That prior to the issuance of a demolition permit, the Wilson Farmhouse be listed for a period of 60 days for the purpose of removal and relocation of the house to an alternate site.**
- 2. If unsuccessful after this period,** that Council withdraw the Notice of Intention to Designate the property known as 80 Simmonds Drive with Section 29 (14) of the *Ontario Heritage Act*.
3. That once the Notice of Intention to Designate has been withdrawn, the farmhouse be demolished, while documenting and salvaging, where possible, significant architectural and heritage features to the satisfaction of the City's Senior Heritage Planner.
4. That the existing walnut trees be protected, prior to and during demolition, by fencing to define a Tree Protection zone beyond the dripline of the trees.
5. That the land area surrounding the farmhouse be retained as parkland and that Park staff integrate the parcel into the Wilson Farm Park master plan.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Furfaro, Guthrie, Kovach, and Van Hellemond (6)*

*VOTING AGAINST: Councillors Dennis, Findlay, Hofland, Laidlaw, Piper and Wettstein (6)*

TIE VOTE - DEFEATED

## **Deferral Motion**

17. Moved by Councillor Laidlaw  
Seconded by Councillor Hofland

That the matter of the Wilson Farmhouse be deferred to the October 28, 2013 Council meeting.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Findlay, Hofland, Laidlaw, Van Hellemond and Wettstein (6)*

*VOTING AGAINST: Councillors Bell, Dennis, Furfaro, Guthrie, Kovach, Piper (6)*

TIE VOTE - DEFEATED

## **Main Motion #2**

18. Moved by Councillor Kovach  
Seconded by Councillor Bell

That staff be directed to put out for 30 days, the option for someone to express a desire to relocate the house at no cost to the City, and if the request is not successful the City proceed with the demolition of the Farmhouse and that staff investigate a feature that would serve as an appropriate commemoration to it.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Furfaro, Guthrie, Kovach and Van Hellemond (6)*

*VOTING AGAINST: Councillors Dennis, Findlay, Hofland, Laidlaw, Piper and Wettstein (6)*

TIE VOTE - DEFEATED

## **Main Motion #3**

19. Moved by Councillor Piper  
Seconded by Councillor Laidlaw

1. Whereas a great deal has been learned from the failed conservation of the Wilson Farmhouse.
2. That the matter of appropriate funding for the maintenance and conservation of heritage resources in City ownership be referred to the 2014 capital budget process.
3. That the matter of the appropriate commemoration of heritage sites throughout the City be referred to Heritage Guelph for review and a recommendation to come back to PBEE.
4. That Council seek the advice of Heritage Guelph, in consultation with the Senior Heritage Planner or delegate, research best practices in Ontario for municipal heritage marker/plaque programs as part of its review.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Dennis Findlay, Furfaro, Guthrie, Hofland, Kovach, Laidlaw, Piper, Van Hellemond and Wettstein (12)*

*VOTING AGAINST: (0)*

CARRIED

## **Reconsideration Motion**

*This motion was introduced at the leave of Council.*

20. Moved by Councillor Piper  
Seconded by Councillor Laidlaw

That the following motion be reconsidered:

That the matter of the Wilson Farmhouse be deferred to the October 28, 2013 Council meeting.

*VOTING IN FAVOUR: Councillors Findlay, Hofland, Laidlaw, Piper and Wettstein (5)*

*VOTING AGAINST: Mayor Farbridge, Councillors Bell, Dennis, Furfaro, Guthrie, Kovach and Van Hellemond (7)*

DEFEATED

Councillor Kovach retired from the meeting at 11:35 p.m.

21. Moved by Councillor Findlay  
Seconded by Councillor Hofland

That the Procedural By-law be suspended to allow Council to continue beyond midnight.

CARRIED

## **CAFE-2013.32      Disposition and Redevelopment of Property Framework 200 Beverley Street, Guelph, Ontario (former IMICO Site)**

Mr. Dennis Galon expressed concern with the property's contamination and the spreading ground water contamination. He urged Council to support the staff recommendation.

## **Main Motion**

22. Moved by Councillor Hofland  
Seconded by Councillor Wettstein

1. That Council receive report FIN-ED-13-05.
2. That Council direct staff to proceed with the process to attract an investor that will acquire and redevelop 200 Beverley Street as described in report FIN-ED-13-05.
3. That Council direct staff to report back at the key milestones outlined in report FIN-ED-13-05 regarding the status of the process to attract an investor that will acquire and redevelop 200 Beverley Street.

## Amendment

23. Moved by Councillor Furfaro  
Seconded by Councillor Bell

That Council consider the following funding in the 2014 budget deliberations:

1. That a Strategic Real Estate Reserve Fund be established for the IMICO property through the 2014 budget process.
2. That the Reserve be funded with an initial contribution of a minimum of \$250,000 in 2014 be considered and subsequent contributions be assessed and approved by Council through the creation of a detailed business case.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Burcher, Dennis, Findlay, Furfaro, Guthrie, Hofland, Laidlaw, Piper, Van Hellemond and Wettstein (11)*

*VOTING AGAINST: (0)*

CARRIED

## Main Motion as Amended

24. Moved by Councillor Hofland  
Seconded by Councillor Wettstein

1. That Council receive report FIN-ED-13-05.
2. That Council direct staff to proceed with the process to attract an investor that will acquire and redevelop 200 Beverley Street as described in report FIN-ED-13-05.
- 3. That a Strategic Real Estate Reserve Fund be established for the IMICO property through the 2014 budget process.**
- 4. That the Reserve be funded with an initial contribution of a minimum of \$250,000 in 2014 be considered and subsequent contributions be assessed and approved by Council through the creation of a detailed business case.**
5. That Council direct staff to report back at the key milestones outlined in report FIN-ED-13-05 regarding the status of the process to attract an investor that will acquire and redevelop 200 Beverley Street.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Dennis, Findlay, Furfaro, Guthrie, Hofland, Laidlaw, Piper, Van Hellemond and Wettstein (11)*

*VOTING AGAINST: (0)*

CARRIED

## Councillor Bell's notice of motion for which notice was given July 29, 2013 with respect to a Condominium Advisory Committee

Ms. Sande MacEachern spoke on behalf of Fair Tax Campaign-Guelph and advised that additional signatures have been collected to the petition submitted to the July 15<sup>th</sup>, 2013 Corporate Administration, Finance & Enterprise Committee meeting. She stated that solid

waste collection is the first issue condominium owners would like addressed and that she supports Councillor Bell's motion.

Ms. Catharine Murray spoke on behalf of Fair Tax Campaign-Guelph and advised of the difficulties some condominiums have related to the City's waste cart pickup. She stated that other municipalities provide rebates to condominiums for municipal services they do not receive.

Ms. Echo Oliver was present on behalf of Fair Tax Campaign-Guelph and expressed concern that the design of condominiums do not consider the provision for City services.

Mr. Cavan Acheson spoke on behalf of Fair Tax Campaign-Guelph and urged Council to approve the formation of a Condominium Advisory Committee. He outlined services that condominiums pay for as part of their condo fees in addition to City taxes.

Mr. Ted Pritchard representing Fair Tax Campaign-Guelph expressed support for Councillor Bell's motion for the formation of a Condominium Advisory Committee. He stated that condominium owners are looking for fairness from the inclusion of City services for return of tax dollars.

25. Moved by Councillor Bell  
Seconded by Councillor Van Hellemond

1. Whereas over 1,200 tax-paying condominium owners have petitioned Council to provide more fairness in delivery of municipal services and representatives have urged formation of a "Condominium Advisory Committee";
2. Whereas an existing goal of the current Solid Waste Master Plan is to increase diversion from landfills;
3. Whereas an Advisory Committee with a mandate to increase the collection of "three-stream waste" from condominiums and multi-residential would assist in meeting that goal;
4. That the matter of increasing three-stream waste collection from condominiums and multi-residential dwellings be referred to the Planning & Building, Engineering and Environment Committee for consideration of the formation of an Advisory Committee.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Dennis, Findlay, Furfaro, Guthrie, Hofland, Laidlaw, Piper, Van Hellemond and Wettstein (11)*

*VOTING AGAINST: (0)*

CARRIED

## **GOV-2013. 16      Final Proposed Terms of Reference for City Council and Standing Committees**

*At the leave of Council, the Mayor presented the motion with an amendment.*

26. Moved by Councillor Findlay  
Seconded by Councillor Dennis



1. That the Terms of Reference for City Council attached hereto as ATT-1, be approved.
- 2. That the Committee meeting agendas shall be the responsibility of the Chair and the Executive Director working in collaboration.**
3. That the Terms of Reference for City Council's Standing Committees attached hereto as ATT-2, **as amended**, be approved.
4. That the necessary amendments to the Procedural By-law provided for in the Amending By-law attached hereto as Att-3, be approved.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Dennis, Findlay, Furfaro, Guthrie, Hofland, Laidlaw, Piper, Van Hellemond and Wettstein (11)*

*VOTING AGAINST: (0)*

CARRIED

### **OTES-2013.26 Sidewalk & Sign Inspection Program – Updates**

*At the leave of Council, Councillor Findlay presented the motion with an amendment.*

27. Moved by Councillor Findlay  
Seconded by Councillor Dennis

1. That the Operations, Transit & Emergency Services Committee report OTES091324, Sidewalk & Sign Inspection Programs – Update, dated September 10, 2013 be received.
2. That staff consider an alternate method to marking sidewalk discontinuities that meets regulatory compliance and reduces visual impact.
3. That sidewalk discontinuity per kilometer be included as a key performance indicator in the Public Works Annual Report.
4. That staff report back in 2014 with a funding strategy to close the gap on sidewalk infrastructure maintenance.
5. That Council requests the Province of Ontario to establish an infrastructure funding program for sidewalk maintenance to support the goals of the legislation and assist municipalities close the gap on sidewalk infrastructure repairs.

- 6. That this resolution be forwarded to the Council approved comparator municipalities for endorsement.**

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Dennis, Findlay, Furfaro, Guthrie, Hofland, Laidlaw, Piper, Van Hellemond and Wettstein (11)*

*VOTING AGAINST: (0)*

CARRIED

### **OTES-2013.27 Traffic Investigations Work Plan – Update**

## Main Motion

28. Moved by Councillor Findlay  
Seconded by Councillor Furfaro

1. That the Operations, Transit & Emergency Services committee report OTES091325 Traffic Investigations Work Plan – Update be received.
2. That staff immediately address Council's outstanding resolution to reduce the speed limit in all school zones to 40 km/hr.
3. That the financial implications of this motion be addressed through the 2014 budget.
4. That staff review available data around the new school zone speed limit in the second quarter of 2014 to determine level of public compliance

## Amendment

29. Moved by Councillor Furfaro  
Seconded by Councillor Guthrie

1. That 30 km/h speed zones be established in front of elementary schools located on all two lane roadways.
2. That 40 km/h speed zones be established in front of elementary schools located on all four lane roadways.
3. That all school speed zones be in effect only when children are walking to and from schools.
4. That funding to create school speed zones be considered during the 2014 Operating Budget deliberations.

VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Dennis, Findlay, Furfaro, Guthrie, Hofland, Laidlaw, Piper, Van Hellemond and Wettstein (11)

VOTING AGAINST: (0)

CARRIED

## Main Motion as Amended

30. Moved by Councillor Findlay  
Seconded by Councillor Guthrie

1. That the Operations, Transit & Emergency Services committee report OTES091325 Traffic Investigations Work Plan – Update be received.
- 2. That 30 km/h speed zones be established in front of elementary schools located on all two lane roadways.**
- 3. That 40 km/h speed zones be established in front of elementary schools located on all four lane roadways.**

4. **That all school speed zones be in effect only when children are walking to and from schools.**
5. **That funding to create school speed zones be considered during the 2014 Operating Budget deliberations.**
6. That the financial implications of this motion be addressed through the 2014 budget.
7. That staff review available data around the new school zone speed limit in the second quarter of 2014 to determine level of public compliance.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Dennis, Findlay, Furfaro, Guthrie, Hofland, Laidlaw, Piper, Van Hellemond and Wettstein (11)*

*VOTING AGAINST: (0)*

CARRIED

**Councillor Bell's notice of motion for which notice was given July 29, 2013 with respect to Energy from Waste.**

31. Moved by Councillor Bell  
Seconded by Councillor Furfaro

1. That the following motion be referred to the Planning & Building, Engineering and Environment Committee for consideration:
2. That Solid Waste Resources staff include a \$100,000 expansion in the 2014 Operating Budget being submitted for Council's consideration to accommodate the marginal cost increase to dispose of Guelph's non contractually committed residual waste at an Energy from Waste (EFW) facility rather than at a landfill.
3. That Council's decision be made during the approval of the 2014 Operating Budget.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Findlay, Furfaro, Guthrie, Hofland, Van Hellemond and Wettstein (8)*

*VOTING AGAINST: Councillors Dennis, Laidlaw and Piper (3)*

CARRIED

**By-laws**

32. Moved by Councillor Furfaro  
Seconded by Councillor Hofland

That By-laws Numbered (2013)-19629 to (2013)-19644 **with the exception of By-law Number (2013)-19636**, are hereby passed.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Dennis, Findlay, Furfaro, Guthrie, Hofland, Laidlaw, Piper, Van Hellemond and Wettstein (11)*

*VOTING AGAINST: (0)*

CARRIED

### **Notice of Motion**

Councillor Piper advised that she will be bringing forward a notice of motion at a future meeting on the future of the Wilson farmhouse.

### **Adjournment** *(12:41 a.m., Tuesday October, 2013)*

33. Moved by Councillor Guthrie  
Seconded by Councillor Hofland

That the meeting be adjourned.

CARRIED

*Minutes to be confirmed on October 28, 2013.*

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Mayor Farbridge

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City Clerk

# CORPORATE POLICY AND PROCEDURE



POLICY	<b>Citizen Appointment Policy</b>
CATEGORY	Corporate
AUTHORITY	City Clerks Office, Corporate and Human Resources
RELATED PROCEDURE	Advisory Committee Meeting Procedures
APPROVED BY	City Council
EFFECTIVE DATE	
REVISION DATE	

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## PURPOSE

To provide Advisory Committees (AC's) and Agency, Boards, Commissions/ Committees (ABC's) guidelines for establishing committees and appointing citizen members in an equitable, accountable and transparent manner.

### A. ADVISORY COMMITTEES: GENERAL

An Advisory Committee (AC) is struck by Council to provide advice pursuant to a defined mandate. They report through a specific Standing Committee and generally have a direct relationship with one City service area.

#### **A-1. Establishing a New Advisory Committee**

The originating department shall prepare a staff report to the appropriate Standing Committee for consideration. Final approval requires Council support. The report shall include a proposed

***Terms of Reference*** (*Appendix A*) to include:

- A link to the City's Strategic Plan
- Financial considerations
- Availability of staff resources
- Impact on other departments and/or participant areas

In addition to the above, the following shall be considered prior to proposing a new AC:

- Is the AC required by legislation/regulation?
- Is the AC's mandate relevant, achievable and/or unique?
- Is there an existing AC, other body or alternative practice that could deal with the associated objectives and/or proposed mandate?
- Is the issue of sufficient public interest and will there be support to merit the AC?

#### **A-2. Changing the Terms of Reference**

Amendments to the Terms of Reference of an AC requires the approval of Standing Committee and Council and shall be initiated by a staff report to address the following:

- a) The rationale for the amendment including any supporting information
- b) Any additional resources required due to the amendment
- c) A cost benefit analysis (if deemed necessary)

### **A-3. Dissolving an Advisory Committee**

Dissolution of an AC shall be initiated by a staff report to the appropriate Standing Committee and Council, which should address whether:

- a) The AC's term has expired (if applicable)
- b) The principle objectives or mandate of the AC have been met
- c) An alternative arrangement has been found to continue the work of the AC (ex. consolidation/merger with another AC)
- d) The issues involved with respect to the mandate or the legislative requirement to maintain the AC no longer exist

All Advisory committees struck by Council must be dissolved by Council resolution. Following dissolution, the AC will be designated as "inactive" and all participants will be formally thanked for their service.

The City Service Area providing support to an AC is also responsible to ensure that there is merit in continuation of the work of the AC pursuant to the Council approved mandate and Terms of Reference.

## **B. ADVISORY COMMITTEES: APPOINTMENT PROCESS**

### **B-1. Appointing Members to Advisory Committees**

Recommendations with respect to AC appointments are to be managed by the Staff Liaison. Council shall appoint each member to an AC by resolution stating the name of the appointee, the name of the AC and the term of the appointment. To encourage the broadest degree of resident involvement, Council shall consider not appointing any individual to serve concurrently on more than one AC or ABC.

### **B-2. Eligibility and Qualifications**

Applicants must be residents or owners of property in the City and at least 16 years of age or older (unless otherwise specified in the AC's Terms of Reference). To remain an active member, appointees are required to maintain their eligibility and qualifications throughout their term. City staff are not permitted to serve as members on an AC.

In addition to general eligibility requirements, the specific skills and experience for membership on each AC shall be established by way of the Terms of Reference. The following guidelines may be considered in establishing any such qualifications:

- a) Ability to perform the duties of the AC, including any complementary skills, and/or competencies
- b) Areas of specialization where required, experience, or community service

Applicants should consider whether they have a real or perceived conflict of interest in relation to the mandate of the AC prior to application, including any direct or indirect pecuniary interest with the City. Disclosure of such potential conflicts does not mean that an applicant is automatically ineligible for an appointment, but the Nominating Panel may assess potential conflicts in its determination of whether the applicant should be considered further. Disclosure (or non-disclosure) of any such conflicts is the full responsibility of the applicant.

### **B-3. Term of Appointment**

Unless otherwise legislated, the term of appointment is generally one year for the initial appointment and a time defined thereafter in order to coincide with the existing term of Council. Acknowledging the value of experience and the need for continuity in certain

environments, incumbents who are eligible and willing to seek reappointment may signify their intent to serve a subsequent term. Unless otherwise provided for by legislation, the limit on length of service for any resident is eight consecutive years. Exceptions to this are as follows:

- a) When an insufficient number of applications have been received for an AC
- b) If a particular area of expertise is required and there are no other eligible/qualified candidates
- c) If the AC would suffer from a lack of continuity if all or the majority of members are replaced at once
- d) If to allow an appointee to serve out their term on the board of a municipal association
- e) If directly related to the Terms of Reference or mandate of the AC

Any recommendation to reappoint an incumbent who has reached eight consecutive years of service shall identify the special circumstances and recommend a waiver of the limit on length of service.

#### **B-4. Standing Committee as Nominating Panel**

Each Standing Committee will serve as the Nominating Panel to Council with respect to all ACs under their jurisdiction. The Staff Liaison is responsible to manage the appointment process and will provide the Standing Committee with a briefing note and/or presentation (if necessary) related to the recommended appointments. This information will be delivered as part of a regular Standing Committee closed meeting agenda coordinated by the City Clerk's Office pursuant to the regular agenda production processes. Recommendations from the Standing Committee with respect to proposed appointments will then be coordinated by the Clerk's Office as part of Council's regular agenda process. In most cases, Council will convene into a closed meeting in order to consider the proposed appointments then approve the final recommendations as part of the open meeting agenda.

The Standing Committee may select the successful candidates from amongst the applications or, meet to identify a short-list and determine if interviews are required or, under special circumstances, invite others to assist in supporting their consideration of applicants. If and when conducting interviews, the Nominating Panel is encouraged to use the ***Interview Guide*** (*Appendix B*). The decision to recommend appointments to Council shall be made by members of the Standing Committee only. Council will consider the recommendations and appoint members.

#### **B-5. Stakeholders as Nominating Panels**

Where the terms of reference indicate that the interests of stakeholders are to be represented on a committee or to obtain special expertise from a professional or technical organization one or more positions may be nominated by specific interest groups. In that case, the designated special interest/stakeholder group, or professional/technical organization is invited to nominate members. The nominations shall be forwarded to the respective Standing Committee and Council for approval.

#### **B-6. Notice of Vacancy**

There are three specific occasions when recruitment occurs.

- a) Immediately after a Municipal Election
- b) Annually in the last quarter of each year
- c) As vacancies occur throughout the year

As best as practicable, the following communications measures will be used to provide public notice around AC vacancies:

- Publishing two notices of the vacancies, one week apart, in the City pages of the local newspaper
- Publishing the vacancies on the City's website as soon as practicable
- Making hard copy forms available at City facilities
- Providing announcements at Council and Standing Committee Meetings (timelines permitting)
- Communicating vacancies to the Volunteer Centre of Guelph
- Publishing as part of regularly scheduled City mail outs or newsletters (timelines permitting)
- Publishing by way of email distribution lists to any individuals or groups requested to be notified
- Publishing vacancies by way of the City's social media channels

For vacancies that occur throughout the year the vacancy will be filled in the last quarter of each year. In the event of urgency (e.g. lack of quorum) the appointment may be made from the list of previous candidates.

All notices of vacancy should describe the position broadly enough to elicit a wide response from qualified applicants as well as outline the eligibility criteria and key qualifications for the position. The notice shall also contain the name of the Committee, approximate number of meetings per year, usual meeting date/time and a brief description of the AC. It shall also specify the process for submitting applications, a deadline for receipt of applications. Where applicable, the notice should direct potential applicants to the City's web site for more detailed information on the AC.

### **B-7. Application Process**

Application forms are available at ServiceGuelph, in City Hall and in electronic form on the City's web site, along with the notice of vacancy. Applications are to be made available in large print format upon request. Applicants may submit their completed application forms via regular mail, electronically or in person to the attention of the City Clerk.

With the exception of those applying to be members of the Accessibility Advisory Committee, all applicants must fully complete the ***Advisory Committee and Local Board Application Form*** (Appendix C1) which may be downloaded from the City website or obtained from ServiceGuelph. As there are legislative requirements regarding the membership composition of the Accessibility Advisory Committee (AAC), those applying must complete the ***AAC Advisory Committee Application Form*** (Appendix C2)

Applicants wishing to apply for more than one AC may submit their intention to do so on one application form.

### **B-8. Incumbents**

Incumbents meeting the eligibility requirements for appointment may indicate their intention to apply for reappointment by advising the Staff Liaison and the City Clerk's Office, in writing or by way of email. In all such cases, the incumbent's initial application will be considered along with any supplemental information provided. Applications for reappointment shall be considered by the Staff Liaison prior to the solicitation of additional applications from the public at large. Following the Staff Liaison's consideration for recommendations to Committee and Council, with respect to reappointing incumbents, all remaining vacancies shall be advertised for recruitment pursuant to the above noted process. Incumbents are not guaranteed to be reappointed.



### **B-9. Communication of Appointments**

When Council approves appointments, the City Clerk shall advise all applicants in writing of the status of their applications, thanking every applicant for their interest. All applications shall be acknowledged after Council has approved the appointments recommended by the Standing Committee.

The applications of those not appointed will be kept on file for one year. Applications from those who have been appointed will be kept for 8 years or for the time period in which they continue to be a member of an AC, whichever is the greater.

## **C. ADVISORY COMMITTEES: ADMINISTRATION**

### **C-1. Meeting Procedures**

Please refer to the ***Advisory Committee Meeting Procedures*** (separate document) to reference the approved procedures to the governance and administrative practices relating to ACs. If matters are not provided for as part of these procedures, then the Council Procedural By-law is to serve as the guiding document as best as practicable.

### **C-2. Removal of AC Members**

Despite the approved term, all residents are appointed at the pleasure of Council and Council retains the right to replace any appointed member at any time and for any reason.

Unless otherwise specified in the Terms of Reference, if a member misses three consecutive meetings without a resolution of the Advisory committee allowing such, the appointee will be deemed to have forfeited their Advisory committee position subject to an opportunity for the member to address the Advisory committee in writing regarding their absenteeism. The staff liaison will prepare a report to the standing committee with the recommendation of the AC. Council reserves the right to make the final decision regarding ending appointments.

### **C-3. Remuneration of AC Members**

Generally, the members of the AC's serve on a voluntary basis and as such do not receive any form of remuneration. There are cases of Committees (usually those which are quasi judicial) that offer remuneration to its citizen members. In these cases the fact that they are to be remunerated, should be included in the terms of reference for the committee.

### **C-3. Roles and Responsibilities**

#### **Standing Committees:**

- To recommend appointments to Council
- To review applications and conduct interviews (as required)
- To receive advice and information from the AC either through regular annual reports or through information contained in staff reports
- To recommend striking a new AC, amending the terms of reference for an existing AC or dissolving an existing AC

#### **AC Members:**

- To elect a chair and vice chair
- To attend meetings and provide needed skill/knowledge
- To represent interests in the community
- To create working groups as required to report back to them on specific matters
- To work within their Budget (if applicable). AC's do not have the authority to commit City resources or direct the work of staff.

**AC Chair:**

- To facilitate and chair the AC meetings
- To work with the Staff Liaison to build and coordinate the AC's work plan
- To serve as a spokesperson for the AC in respect of interfacing with Standing Committee's, Council and/or the public at large

**Staff Liaison (appointed by respective Executive Director):**

- To provide orientation to new members
- To work with the chair and vice chair in order to build a work plan for the AC and develop a regular reporting process to the respective Standing Committee with respect to the performance and progress of the AC. The parameters of this should be detailed in the Advisory Committee's terms of reference (eg. annual presentation, written report etc.)
- To prepare and submit the annual schedule of meetings to the City Clerk
- To review the mandate and terms of reference of the AC prior to the end of each term of Council and be prepared to propose changes at the onset of a new term of Council if required
- To develop the content for vacancy notices
- To manage the interview and selection process and prepare necessary documentation with respect to the proposed appointment of members
- To provide administrative, secretariat and technical support to the AC including the preparation, publication and distribution of minutes and agendas
- To provide procedural and technical advice (staff liaisons do not have voting privileges)
- To incorporate input from the AC into staff reports where appropriate

**City Clerk's Office:**

- To facilitate and support the recruitment and appointment process
- Provide training, advice and support to the Staff Liaisons

**D. AGENICES, BOARDS, CORPORATIONS AND COMMISSIONS:**

Agencies, Boards, Corporations and Commissions (ABC's) are commonly established through legislation that mandates the composition whether it is elected members or resident members or both. Most ABC's have responsibility for the management and administration of certain public services, are appointed in whole or in part by Council and have such authority as is delegated to them by the relevant by-laws of Council or by a provincial or federal statute.

Except as otherwise provided for by legislation, the above noted conditions with respect to AC's also apply to the ABC's with the following exceptions:

**Dissolving ABC's and Amending Terms of Reference**

The City has no authority to dissolve an ABC which is mandated by way of provincial or federal statute, nor amend the terms of reference of same. In all such cases, any such action shall be managed pursuant to the relevant legislation as amended from time to time.

**ABC's as Nominating Panels**

In some instances, nominations for appointments are made by the ABC itself, although in most cases, Standing Committees and Council must approve the proposed appointments as well as the conditions associated thereto. All such information shall be coordinated by the City Clerk's Office pursuant to regular agenda production processes.

## Appendix A

### Advisory Committee Terms of Reference



Advisory Committee Name:	
Parent Standing Committee:	
Number of Members: <i>(assumed to be citizens, indicate otherwise)</i>	
Date of Formation:	Expiration Date <i>(if applicable)</i> :
Staff Liaison Support Position:	Service Area/Department:
Meeting Frequency:	
Applicable Legislation/By-Law:	
Link to Corporate Strategic Plan:	
Frequency of Reporting to Council:	
Mandate:	
Goals/Objectives:	
Special Skills required for members:	
Budget:	

Staff Liaison Name:

Signature: \_\_\_\_\_

Executive Director Name:

Signature: \_\_\_\_\_

**Appendix B**

**Advisory Committee  
Nominating Panel  
Interview Guide**



Candidate:	
Position:	
Interviewer:	
Date:	

**Opening Criteria:**

- Provide Committee mandate/goals/objectives
- Provide Committee time commitments i.e., date and time of meetings, number of meetings
- Provide introduction and outline format of interview(s)

**Potential Questions:**

**1. Interest**

- What about this committee (or Agency/Board/Commission) most interests you?


**2. Experience**

- What in your past experience and education relates to the work of this committee?


**3. Skills (General) Liaison, Communication, Negotiation, Decision Making**

- Give examples of strategies you use to communicate effectively with others who have different points of view
- Please give us an example of when you have thought outside the box, what were the associated challenges?
- How do you go about making important decisions?


**4. Skills Specific to this Position**

- What skills do you bring to the table?
- Please explain your skills related to ..... (details to be provided by staff liaison)


## 5. Problem Solving & Conflict

- Give an example of a difficult interaction or conflict you have had and how you dealt with it.
- Describe a creative solution that you have developed to solve a problem.
- How would you define a good working atmosphere?

## 6. Potential conflict of interest

- Are you, your partner or children:
  - currently doing business with, or working as a consultant for the agency or the City?
  - have any conflict of interest direct or indirect, in outstanding litigation involving the City?

## 7. Meeting commitment

- Are you able to attend meetings on .....(state the time dates and locations as per the Notice of vacancy)

## Closing:

- Solicit questions or additional comments from the candidate
- Ask any follow up questions
- Provide candidate with a timeline to conclude interviews and make a selection decision

### Interview Synopsis:

**Appendix C1 Advisory  
Committee  
and Local Board  
Application Form**



<b>Name:</b>	
<b>Address:</b>	
<b>*Home Tel:</b>	<b>Fax:</b>
<b>*Business Tel:</b>	<b>Email:</b>
<b>Advisory Committee(s) or Board(s) To Which You Are Seeking Appointment</b> <b>Please list order of preference:</b>  1. 2. 3.	
<b>Are you currently a member of any other city committee/board?</b> <b>If so, please list the name and the date of term expiry.</b>  	
<b>Please list the reasons for seeking appointment to this (these) Committee(s) and other Information you feel may be helpful in considering your application.</b>  	
<b>Please list the skills/qualifications/knowledge you would bring to the committee position.</b>  	
<b>Please list prior or current community involvement or experience with the City or otherwise: (past experience is not necessarily a pre-requisite for appointment)</b>  	
<b>City Council's Policy Limits Membership on A Board Or Committee To A Maximum Of Eight (8) Years. Indicate Below If You Have Served On The Committee Before And If So, For How Many Years.</b>  <b>Have You Served On This Committee Before? Yes_____ No_____ No. Of Years_____</b>	

<p>Please attach any additional information such as a resume or reference letter which would assist in considering your application.</p>
--

Signature: \_\_\_\_\_ Date:\_\_\_\_\_

**By signing this form and if selected to be a member of a committee/board as the case may be, I agree to abide by the rules of the Committee/board and attend meetings to the best of my ability and understand that absence from meetings pursuant to the policy or the terms of reference is grounds for my removal as a member of the Committee.**

**Please return your completed application to the attention of:**

**City Clerk's Office  
City Of Guelph  
1 Carden Street  
Guelph, ON N1H 3A1**

**or: fax to 519-837-5603  
or: email to [clerks@guelph.ca](mailto:clerks@guelph.ca)**

In order to be eligible for appointment, you must be a resident or owner of property in Guelph and 16 years of age or over.

If you would require assistance to complete this form or would like additional information, please contact the City Clerk's Office at (519) 837-5603.

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*Personal information, as defined by Section 2(i) of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is collected under the authority of the Municipal Act, 2001, and in accordance with the provisions of MFIPPA. Personal information on this form will be used to assess the candidates qualifications for appointment to one of the City's various committees or boards. Personal information may form part of meeting agendas and minutes, and therefore may be made available to members of the public at the meetings, through requests, and through the website of the Corporation of the City of Guelph. Questions regarding the collection, use, and disclosure of this personal information may be directed to the Information, Privacy and Records Coordinator, City Clerk's Office, 1 Carden Street, Guelph, Ontario, N1H 3A1. The Nominating Panel reserves the right to check references and verify information contained on these forms.*

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# APPLICATION TO CITY COUNCIL FOR APPOINTMENT TO GUELPH ACCESSIBILITY ADVISORY COMMITTEE (AAC)

Name:

Address:

\*Home Tel:

Fax:

\*Business Tel:

Email:

*\*Please note if the Phone Numbers are TTY*

**Note: The Ontarians with Disabilities Act requires that at least 50% of an Accessibility Advisory Committee be persons with disabilities. This information will be kept confidential.**

- ☐ I am a person with a disability
- ☐ I am a care-giver for a person with a disability
- ☐ I am familiar with issues facing persons with disabilities
- ☐ None of the above, but I am interested in being a member of the committee

Are you currently a member of any other City committee/board?  
If so, please list the name and the date of term expiry.

Please list the reasons for seeking appointment to this Committee and other Information you feel may be helpful in considering your application.

Please list the skills/qualifications/knowledge that you would bring to the committee position.



**COMMITTEE & COMMUNITY EXPERIENCE**

(past experience is not necessarily a pre-requisite for appointment)

List any past or current involvement with Community Advisory Committees and/or Boards beginning with the most recent first.

<b>COMMITTEE/ORGANIZATION</b>	<b>FROM</b>	<b>TO</b>
-------------------------------	-------------	-----------

**A.**

**B.**

**C.**

May we contact any of the above named organizations for reference purposes?

Yes \_\_\_\_ No \_\_\_\_

Comment:

**City Council's Policy Limits Membership on A Board Or Committee To A Maximum Of Eight (8) Years.**

**Have Served On The Committee Before? Yes\_\_\_\_\_ No\_\_\_\_\_**

**If yes, Number of Years \_\_\_\_\_**

**Please attach any additional information such as a resume or reference letter which would assist in considering your application.**

**Signature:\_\_\_\_\_ Date:\_\_\_\_\_**

**By signing this form and if selected to be a member of this committee I agree to abide by the rules of the committee and attend meetings to the best of my ability and understand that absence from 3 consecutive meetings is grounds for my removal as a member of the Committee**

**Please return your completed application to the attention of:**

**City Clerk's Office, City Of Guelph  
1 Carden Street, Guelph, ON N1H 3A1**

**or: fax to: 519-837-5603**

**or: email to [clerks@guelph.ca](mailto:clerks@guelph.ca)**

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PROCEDURE	<b>Advisory Committee Meeting Procedures</b>
CATEGORY	Corporate
AUTHORITY	City Clerks Office, Corporate and Human Resources
RELATED POLICIES	Citizen Appointment Policy to Advisory Committees and Agency, Boards, Commissions/Committees
APPROVED BY	City Council
EFFECTIVE DATE	
REVISION DATE	

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## **PURPOSE**

To provide Advisory Committees (AC's) guidelines for meeting procedures to facilitate efficient and effective decision making processes that are accountable and transparent.

### **Prior to the Meeting**

**Terms of Reference:** Advisory committees must have a council approved Terms of Reference to clearly establish the mandate and objectives of the committee as well as address composition, responsibilities and operating principles. Advisory Committee Terms of Reference shall be reviewed once each term of council. If the mandate of the committee is no longer relevant or the objectives of the committee have been realized, staff are to recommend to council that the committee be dissolved.

**Annual Meeting Schedule:** An annual meeting schedule must be published.

**Public Notice:** Notice of all meetings shall be communicated by way of an agenda published at least 72 hours prior to the meeting. Best practice would be to ensure that an agenda is published a full week in advance of the meeting.

**Agendas:** Meeting agendas shall include the meeting date and place as well as a list of matters to be discussed at the meeting. It is best practice to include related materials with the agenda (in advance of the meeting) in order to afford members an opportunity to be fully prepared. It is also best practice to include any recommendations on the agenda which may need to be considered by the committee. An addendum agenda may be published to capture any correspondence received or delegations registered with respect to a matter already appearing on an agenda.

**Correspondence:** Individuals may submit written materials with respect to a matter already appearing on an agenda by the noted addendum submission deadline.

**Delegations:** An individual may register as a delegate in order to speak to a matter already appearing on an agenda. Delegates shall be given 5 minutes to speak and must pre-register with the staff liaison by the addendum submission deadline. Potential delegates must disclose some context with respect to the matter they intend to address as well as submit their name and contact information.

**Addendum Submission Deadlines:** An addendum submission deadline will be made publicly available in order to manage the submission of correspondence and the registration of delegations with respect to a matter already appearing on an agenda.

**Recruitment and Appointment of Members:** The staff liaison is responsible for ensuring a complement of members in relation to a committee's Terms of Reference which allows for a consistent quorum to be met. The Clerk's Office will support recruitment efforts by publishing recruitment ads and facilitating council's approval of the appointment recommendations provided by staff liaisons.

### **At the Meeting**

**Conflict of Interest:** Members shall consider declaring a conflict at the onset of a meeting with respect to any matter in which they may stand to financially benefit, either directly or indirectly. If disclosed, that member shall also consider refraining from participating in any related discussion and voting on the matter.

**Role of the Chair:** It is the Chair's responsibility to move the committee through the business appearing on the agenda and to call a vote when required. Questions from members and meeting attendees should be directed through the Chair who shall manage a speaker's list. When a motion is under debate, discussion should be restricted to the members of the committee and City Staff, however, the Chair may use his or her discretion to allow questions to be posed to others in attendance. It is the responsibility of the Chair to preserve order at the meeting. The Chair's ruling is final.

**Quorum:** A quorum of the advisory committee (as defined in its Terms of Reference or legislated) should be present in order to conduct the business of the committee. Generally, a quorum is a majority of all members on the committee. For example, if there are 8 members on the committee a quorum is 5 and if there are 9 members on the committee the quorum is also 5.

**Motions:** Any member may introduce a motion for the committee's consideration as long as it pertains to the matter being discussed and relates to the approved mandate and objectives of the committee. A determination as to whether a motion is in order will be made by the Chair in consultation with the staff liaison. Motions must first be moved and then seconded prior to debate. The following motions are listed in priority order:

- **Point of Order:** Debate of any motion may be interrupted if a member puts forward a point of order (a procedural question or concern). A point of order does not require a seconder and must be dealt with prior to reengaging debate on a prior motion. The Chair shall respond to a point of order and may call upon the staff liaison in order to assist.
- **Deferral Motion:** A request to defer the matter to another meeting. A motion to defer shall end the debate of a matter, and if approved, would forward a main motion (as well as any amendments which were on the table) to a subsequent meeting.
- **Amendments:** An amendment to a motion can be moved and seconded, once a main motion is introduced, and shall be voted on prior to consideration of the main motion.
- **Main Motions:** Typically, these are based on recommendations appearing as part of the meeting agenda but may also be introduced by a member in relation to a matter appearing

on an agenda. If amendments are approved to a main motion, then there must also be a vote to ratify the main motion as amended.

**Voting:** Voting shall be conducted by a show of hands from those members present including the Chair. Abstentions are not permitted. If a member is present and fails to vote the vote shall be deemed to be a vote in the negative. An affirmative vote shall be carried by a majority of those in attendance (50% + 1). A tied vote is deemed to have been defeated. Motions shall only be voted on once.

**Conduct:** In order to preserve the integrity of the committee and its members, all meeting attendees shall govern themselves so as not to disrespect, offend or limit the ability to discharge the business of the committee in an orderly and effective manner.

### **After the Meeting**

**Minutes:** Draft minutes are to be completed for each meeting and confirmed by the committee at their subsequent meeting. Minutes are not to be verbatim transcripts, they shall be high level summaries which serve to capture the spirit and intent of the conversations and debate held at each meeting. All motions as well as the members who moved and seconded them, shall be included as part of the minutes. Draft minutes can be posted to the web prior to confirmation. Council will be made aware of advisory committee minutes through publication of their Weekly Items for Information.

**Reports to Council:** Advisory Committees shall report to Council not less than once per term of Council. The report is to include key actions and a summary of items which were addressed through the committee.

## **Guelph City Council Terms of Reference**

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

### **Introduction**

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

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

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

### **Guiding Principles**

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

### **Mandate**

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

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

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

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

## **Specific Principle-Based Responsibilities:**

### **Principle #1: Leadership & Stewardship**

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

### **Principle #2: Empowerment & Accountability**

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

### **Principle #3: Communication, Engagement & Transparency**

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

### **Principle #4: Service & Fairness**

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

### **Principle #5: Accomplishment & Measurement**

16. Establish annual objectives and evaluate performance of the CAO. Monitor progress against the strategic plan.
17. Oversee performance measures process of Standing Committees and create additional measures if gaps exist.

18. Receive for information annual reports from Boards, Agencies and Corporations reporting to Council.
19. Evaluate Council's performance.

### **Principle #6: Continuous Learning & Growth**

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

## **Committees Reporting Directly to Council**

### **Ad Hoc Committees**

10. Striking Committee – Council
11. Nominating Committee – Standing Committee Chairs & Mayor

### **Standing Committees**

#### Governance

12. Audit Committee
13. Governance Committee
14. Emergency Governance (as needed)

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

#### Operating

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

### **Quasi-Judicial/Adjudicative Committees**

15. Municipal Election Compliance Audit Committee

### **Corporations**

16. Guelph Municipal Holding Company (GMHI)
17. Guelph Junction Railway

### **Committees with Delegated Authority**

18. Committee of Adjustment
19. Appeals Committee
20. Property Standards/Fence Viewers Committee



## **Composition and Term**

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

## **Resources**

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

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

### **Operating Procedures**

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

## **Roles of Stakeholders With Respect to Council Meetings**

### **Chair's Role (Mayor)**

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

#### **Preparation**

1. Call the meetings.

#### **In Council Meetings**

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

### **After Council Meetings**

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

### **Committee Chair's Role**

Specific roles and responsibilities for the Committee Chairs include:

#### **In Council Meetings**

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

### **Councillors' Role**

Specific roles and responsibilities for the Councillors include:

#### **Preparation**

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

#### **In Council Meetings**

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

### **Chief Administrative Officer's Role**

Specific roles and responsibilities for the CAO include:

#### **Preparation**

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

#### **In Council Meetings**

2. Provide advice to council with a view to exercising general control and management of the affairs of the municipality to ensure efficient and effective operation.

3. Offer suggestions to Council to ensure management and staff receive adequate information and direction in order to establish management practices and procedures to implement Council decisions.
4. Respond to Council's questions during Council meetings in areas not clearly within an Executive Director's scope of responsibility.

### **After Council Meetings**

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

### **Executive Directors' Role**

Specific roles and responsibilities for the Executive Directors include:

#### **Preparation:**

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

### **In Council Meetings**

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

### **After Council Meetings**

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

## **City Clerk's Role**

### **Preparation**

1. Manage the City's overall legislative agenda and processes; ensure that all statutory responsibilities of the City pertaining to the City Clerk as prescribed in Provincial Legislation are executed accordingly on behalf of the Municipality (Municipal Act, Municipal Elections Act, Municipal Freedom of Information and Protection of Privacy Act, Planning Act, the Vital Statistics Act, etc).
2. Maintains Council's annual meeting calendar
3. Coordinates the registration of delegates and presentations to Council.
4. Lead the development of policies and appropriate training on relevant municipal legislation and governance issues with the Executive Team, City Councillors and the Mayor's office.
5. Provide strategic advice with respect to the governance and legislative considerations that surround the implementation of other City policies.
6. In conjunction with the Mayor as Chair of Council and, in consultation with Executive Directors and the CAO, produce each City Council Agenda and ensure the collection, publication and circulation of all applicable materials required for meetings of City Council.
7. Supervise staff in the preparation and distribution of all agendas and agenda materials.
8. Supervise the issuance of notices pursuant to statutory requirements.

### **In Council Meetings**

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

### **After Council Meetings**

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

## **Public/Delegations Role**

### **Preparation**

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

### **In Council Meetings**

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

## **Standing Committee Terms of Reference**

### **Introduction**

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

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

The primary disadvantage is the lost opportunity for all Councillors to have the same deep level of understanding of the discussions that resulted in a Committee's final recommendation to Council. A second disadvantage is that some Councillors do not have an opportunity to influence Committee work during their discussions.

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

### **Guiding Principles**

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

### **Mandate**

The Committee's mandate defines its core areas of management and responsibility. Established by the City's Procedural By-law, it is the mandate of the Committee to ensure that appropriate

policies, principles, procedures and roles are established for the functional areas that comprise the scope of the Committee's responsibility.

## **Scope of Standing Committee Responsibilities**

Council has established six Standing Committees.

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

### Operating

Schedule 1 – Community and Social Services

Schedule 2 – Corporate Administration, Finance and Enterprise

Schedule 3 – Operations, Transit and Emergency Services

Schedule 4 – Planning, Building, Engineering and Environment Services

### Governance

Schedule 5 – Audit

Schedule 6 – Governance

Schedule 7 – Emergency Governance (*Schedule 7 to be developed*)

## **Specific Committee Responsibilities**

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

### **Leadership & Stewardship**

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

### **Empowerment & Accountability**

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

### **Communication, Engagement & Transparency**

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

### **Service & Fairness**

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

### **Continuous Learning & Growth**

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

## **Composition and Term**

1. The Committees will be comprised of four members of Guelph City Council and the Mayor.

2. The Governance Committee is comprised of the Chairs of CSS, CAFE, OTES, and PBEE. The Mayor is the Chair of Governance.
3. A Chair and a Deputy Chair will be appointed by City Council for the Standing Committees of Audit, CSS, CAFE, OTES and PBEE.
4. Chairs, Deputy Chairs and all committee members shall be appointed by Council for a two year term.

## **Resources**

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

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

## **Operating Procedures**

### **Meetings**

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

### **Meeting Agenda**

- Committee meeting agendas shall be the responsibility of the Executive Director of the Committee working in collaboration with the Chair.

### **Notice of Meetings**

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

### **Meeting Minutes**

- Meeting minutes will be recorded and distributed to Committee members with each meeting agenda. Minutes will capture a summary of discussions and debate without attribution.

### **Committee Working Process**

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

## Quorum

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

## Chair Votes

- The Chair shall vote on all motions.

## Attendance at Meetings

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

## Reporting to Council

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

## Procedural Rules

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

## Roles of Stakeholders With Respect to Committee Meetings/Business

The following key stakeholders are recognized:

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

### 1. Committee Chair Role

Specific roles and responsibilities for the Committee Chair include:

#### Preparation

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

#### In Committee Meetings

5. Ensure Committee works within the assigned mandate.



6. Collaborate with the Service Area Executive Director, CAO (as required), Mayor and City Clerk to encourage efficient and effective conduct of Committee business and accomplish the work of each meeting agenda.
7. Model the behavior expected of all Committee members.

*Specific to agenda items:*

8. Define discussion parameters and remind members of decision options that include *approve, reject, amend, refer or defer a staff recommendation*.
9. Frame the issues, focus discussion and set the tone for the Committee's discussions: fostering a constructive culture for respectful dialogue between Councillors, community and staff.

*Specific to decision-making:*

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

*Specific to engaging the public and stakeholders:*

16. Ensure adequate and appropriate opportunities are provided for input by the public and other key stakeholders at meetings.
17. Ensure delegations understand the process and are treated with respect.
18. Guarding responsibilities and boundaries of all stakeholders.

## **After Committee Meetings**

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

## **Deputy Chairs**

23. Deputy Chairs will assume the role and responsibilities of the Chair when the Chair is unable to fulfill their role. For Operating Standing Committee Deputy Chairs, this includes serving on the Governance Committee and the CAO Performance Appraisal Committee.
24. The Chair will provide the Deputy Chair a minimum of two opportunities during a year to chair a Committee meeting.

## **2. Committee Member Role**

Specific roles and responsibilities for the Committee Members include:

## Preparation

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

## In Committee Meetings

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

## 3. Visiting Councillor Role

Specific roles and responsibilities for Visiting Councillors include:

### Preparation

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

### In Committee Meetings

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

## 4. Chief Administrative Officer

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

## 5. Executive Directors' Role

Specific roles and responsibilities for the Executive Directors include:

### Preparation

1. Collaborate with the Committee Chair and City Clerk to develop the Committee mandate and charter. Review once a term or as required.

2. Work in collaboration with the Committee Chair on the development of the agenda; including delegations; sequence; flow and timing; and to be apprised of any changes to the agenda prior to the meeting. The final Committee meeting agendas shall be the responsibility of the Executive Director.
3. Ensure the timely submission of all agenda related materials to the City Clerk's Office by the prescribed submission deadlines.
4. At the request of the Committee Chair, draft an annual report from the Committee to Council
5. Maintain, in consultation with the Chair, a rolling planning calendar for the Committee.
6. In conjunction with the City Clerk, plan Committee agendas, collaborate with the Committee Chair in the finalization of all agendas and attend all preview meetings. Final committee meeting agendas shall be the responsibility of the Executive Director of the Committee working in collaboration with the Chair.
7. Approve staff reports for presentation to Committee.
8. Answer questions posed by Council members prior to Committee meetings.

### **In Committee Meetings**

9. Attend open Committee meetings and closed meetings.
10. Engage in Committee discussion and deliberation.
11. Engage in decision making at the direction of the Chair.
12. Offer opinion to Committee members in advance of, and during, Committee meetings.
13. Review written input from the public and listen to public delegations.
14. Ensure any correction of fact is provided to Committee.

### **After Committee Meetings**

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

## **6. City Clerk's Role**

Specific roles and responsibilities for the City Clerk include:

### **Preparation**

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

### **In Committee Meetings**

6. Attend, or designate staff to attend, all meetings of Council Committees.
7. Provide advice on legislative protocol and meeting procedures as requested by the Chair.

8. Supervise the issuance of notices, recording of minutes and resolutions and other meeting and documentary processes.

### After Committee Meetings

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

## 7. Public/Delegations Role

### Preparation

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

### In Committee Meetings

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

## Additional Detail to Assist Stakeholders with Role and Responsibilities

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

### Standing Committee RACI Chart

Activity	Responsible	Accountable	Consult	Inform
<b><i>Mandate and Charter</i></b>				
Develop	Clerk	Chair	ED/Chair	
Review and recommend	Cttee	Clerk		IS/ES
Approve	Council	Cttee		IS/ES
Review once a term or as required	Cttee	Chair	Clerk/ED	
Report to Council (annual)	ED	Chair		IS/ES
<b><i>Planning</i></b>				
Maintain rolling calendar	ED	Chair	Clerk	Cttee/IS/ES
Manage meeting forecast	Clerk	ED	Chair/ED	
Manage outstanding list of actions/motions	Chair/ED	Council	ET/CAO	
Agenda planning and preview	ED	Clerk	Chair	
<b><i>Meetings</i></b>				
Call meetings	Clerk	Chair	Cttee/ IS	IS/ES

Submit agenda material	ED	ED	Clerk	
Distribute agenda packages	DS	Clerk		IS/ES
Chair meetings	Chair	Council		
Participate in meetings	See Separate Document Guideline			
Draft minutes	DS	Clerk		
Approve minutes	Cttee	Clerk		IS/ES
Present committee consent report to Council	Chair	Cttee		IS/ES
Evaluate meeting effectiveness	Clerk	Chair	Cttee/ED	
<b>Leadership</b>				
Appoint Chair	Striking Cttee	Clerk		
Recommend committee members	Nominating	Mayor	Council	
Approve committee members	Council	Nominating		IS/ES
Provide leadership to the committee	Chair	Council		
Ensure mandate is fulfilled	Chair	Cttee	ED	
Annual report to Council	ED	Chair	Cttee	

DS - Designated staff

IS - Internal stakeholders as appropriate

ES - External stakeholders as appropriate

ED - Executive Director

CAO – Chief Administrative Officer

Cttee - Committee

## Standing Committee Participation of Stakeholders during Meetings

### City of Guelph Council Standing Committee Guidelines on Participation During Committee Meetings

#### Obligations and Expectations of Stakeholders Participating in Standing Committee Meetings

**Principles:**

1. Committees publish their annual work plan to encourage input from the public and Council colleagues.
2. Input is received in writing or in person during scheduled times in Committee meetings.
3. Committee meeting minutes capture the essence of discussions and analysis without attributing specific comments.
4. Commitment to fair, effective and efficient decision making practices.

Activity	Chair	Committee Members	Visiting Councillors	Staff	Delegations/ Public
Receive background material, staff report	All Councillors receive Standing Committee agendas, staff reports and public correspondence			Create staff reports	May download from City website
Contact staff to ask questions prior to Committee meeting	Yes	Yes	Yes		Yes
Attend entire Committee meeting: Open session Closed session	Yes Yes	Yes Yes	Yes Yes	Yes as required	Yes in open session No in closed
Engage in Committee discussion and deliberation. Engage in decision making.	Leads the Committee to stay focused on task and conclude	Yes Yes	No No	Yes. Yes as requested.	No No
Offer opinion to Committee through the Chair: in advance  At meeting	Yes  Yes	Yes  Yes	Yes All Councillors  Yes	Yes  Yes	Yes  Yes
Review written input	Yes	Yes	Yes	Yes	Yes
Listen to public delegations	Yes	Yes	Yes	Yes	Yes
Ask questions of delegations	Yes	Yes	No	No	No
Ask questions of visiting Councillors	Yes	Yes	No	No	No
Ask questions directly to staff	Yes	Yes	No	No	No
Pose questions and/or provide input to the Chair for the Committee's consideration	N/A	N/A	Yes	Yes	Yes
Request of the Chair for additional information prior to Council meeting	Not Applicable	Yes	Yes	Not Applicable	Yes

## **Schedule 1 – Community and Social Services**

### **Scope of Community & Social Services Committee's Responsibilities**

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

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

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

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

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

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

## **Schedule 2 – Corporate Administration, Finance and Enterprise**

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

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

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

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

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

1. Downtown Advisory Committee
2. Economic Development Advisory Committee

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

1. Downtown Guelph Business Association

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

1. Appeals Committee

Specific Governance Committee Responsibilities:

### **Leadership & Stewardship**

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



### **Schedule 3 – Operations, Transit & Emergency Services**

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

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

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

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

1. Transit Advisory Committee

## **Schedule 4 – Planning & Building, Engineering & Environment**

### **Scope of Planning & Building, Engineering & Environment Committee's Responsibilities**

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

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

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

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

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

1. Grand River Conservation Authority

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

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

## **Schedule 5: Audit Committee**

### **Scope of Audit Committee's Responsibilities**

The Audit Committee's scope of responsibilities includes:

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

Specific Committee Responsibilities:

### **Leadership & Stewardship**

#### **External Audit**

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

#### **Risk Management and Internal Control**

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

## **Other**

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

## **Empowerment & Accountability**

### **Compliance**

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

### **Adequacy of the City's Resources**

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

## **Communication, Engagement & Transparency**

### **Reporting Responsibilities**

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

## **Accomplishment & Measurement**

### **Financial Statements**

24. Review significant accounting and reporting issues, including complex or unusual transactions, highly judgmental areas and recent professional and regulatory pronouncements, and understand their impact on the financial statements.
25. Review the representation letter provided by management to the external auditor.

26. Prior to the presentation of the annual financial statements to Council, review the financial statements and consider whether they are complete, consistent with information known to Committee members and reflect appropriate accounting principles.
27. Recommend to Council the approval and distribution of the annual financial statements.

#### **Auditor Performance and Review**

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

#### **Continuous Learning & Growth**

##### **Financial Literacy**

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

## **Schedule 6: Governance Committee**

### **Scope of Governance Committee's Responsibilities**

The Governance Committee's scope of responsibilities includes ensuring that appropriate policies, principles, procedures and roles are established to guide and enhance:

- Effective Corporate Governance
- Accountability and Transparency
- Strategic Planning Processes
- Committee and Council Effectiveness
- CAO Performance and Review
- Oversight of Governance Policies
- Succession Planning
- Council Compensation
- Council Performance Reporting

### **Specific Governance Committee Responsibilities:**

#### **Leadership & Stewardship**

##### **Strategic Planning**

1. Review and recommend governance principles, policies and guidelines with respect to strategic planning for Council approval.
2. Ensure an effective strategic planning and priority setting process is implemented during each new term of Council and advise on necessary improvements.
3. Review and recommend an annual strategic planning work plan for Council approval.
4. Receive regular update reports on the status of priority initiatives to ensure appropriate progress.
5. Receive regular updates on Key Performance Indicators related to the Strategic Plan.

##### **Enterprise Risk Management**

6. Understand and address risks that threaten the achievement of the organization's objectives.
7. Assess risks in terms of likelihood and magnitude of impact.
8. Oversee the development of policies and appropriate response strategies to identify, prioritize, and respond to the risks (or opportunities).
9. Monitor progress on the effectiveness of policies and response strategies.

#### **Empowerment & Accountability**

##### **Accountability and Transparency**

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

## **Communication, Engagement & Transparency**

### **Committee Performance Reporting**

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

## **Accomplishment & Measurement**

### **Effective Corporate Governance**

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

### **CAO Performance and Review**

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

### **Council Compensation**

29. Regularly review and assess ongoing work requirements of Council.
30. Direct the development of recommendations regarding principles of compensation for Council approval.
31. Recommend an appropriate compensation review process involving citizens and stakeholders.
32. Review and recommend required updates to existing compensation policies.

## **Continuous Learning & Growth**

### **Committee and Council Effectiveness**

33. Regularly assess Council effectiveness and solicit input on governance concerns to be addressed.
34. Provide input on changes to the Citizen Advisory Committee appointment process.
35. Recommend core elements of an orientation program for the following term of Council to address learning and knowledge requirements in a timely manner.

36. Recommend a Council Professional Development Program.
37. Review the Procedural By-law and recommend any changes to Council.
38. Review and recommend changes to the Committee Mandate and Charter of each Standing Committee of Council once a term and as needed and/or when substantive changes are proposed.
39. Annually review and recommend the Council budget.



**Minutes of Guelph City Council  
Held in the Council Chambers, Guelph City Hall on  
Tuesday, October 1, 2013 at 6:00 p.m.**

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**Attendance**

Members: Mayor Farbridge  
Councillor Bell  
Councillor Dennis  
Councillor Findlay  
Councillor Furfaro  
Councillor Guthrie  
Councillor Hofland  
Councillor Kovach  
Councillor Laidlaw  
Councillor Piper  
Councillor Van Hellemond  
Councillor Wettstein

Absent: Councillor Burcher

Staff: Ms. A. Pappert, Chief Administrative Officer  
Mr. M. Amorosi, Executive Director, Corporate & Human Resources  
Mr. A. Horsman, Executive Director, Finance & Enterprise  
Ms. J. Laird, Executive Director, Planning & Building, Engineering and Environment  
Mr. D. McCaughan, Executive Director, Operations, Transit & Emergency Services  
Mr. D. Thomson, Executive Director, Community & Social Services  
Ms. T. Agnello, Deputy Clerk  
Ms. D. Black, Council Committee Coordinator

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

Mayor Farbridge called the meeting to order.

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

There were no disclosures.

Ms. Pappert, Chief Administrative Officer, introduced Mr. Derrick Thomson, Executive Director of Community & Social Services.

**2014-2023 Tax Supported Capital Budget & Forecast**

The Mayor provided introductory remarks to the budget process and advised that the purpose of the meeting is to receive information regarding the capital budget and decisions are being referred to the December 5<sup>th</sup> budget meeting.

Ms. A. Pappert, CAO, gave a brief outline of the key points of the budget forecast.

Mr. A. Horsman, Executive Director of Finance & Enterprise/Chief Financial Officer, provided an outline of the Capital budget including: assumptions and strategy, budget highlights, challenges and future work, and the process and next steps. He also noted the contents of the council budget packages.

Chief Larkin, Guelph Police Services, explained the increased funding request for the expansion of the Guelph Police Headquarters and advised that they have not at this time completed any Community engagement and will have a business case completed in the 1<sup>st</sup> quarter of 2014.

Councillor Kovach retired from the meeting. (6:44 p.m.)

A discussion ensued regarding the projects that are being brought forward for approval in the capital budget and the desire for more detail regarding the projects, those that did not make the list, and the criteria to determine how those decisions were made. Assessment growth numbers were also discussed. Staff advised that they will be posting the detailed information sheets on the intranet and providing assessment figures for the past few years.

Staff provided information regarding various budget items such as Public Health facility financing, Active Transportation , urban forestry, upgrades to Recreation facilities and park upgrades, Public Works yard expansion, transit facility requirements, the Farmer's Market, and road and sidewalk improvement projects.

### **Delegations**

Ms. Judy Martin, Sierra Club, provided statistics regarding the financial benefits of a green infrastructure and requested more funding. She suggested money be allocated to watershed plans and updating the naturalization policy.

Ms. Sue Rietschin, Guelph Urban Forest Friends (GUFF), believes that green infrastructure is not valued as it should be and suggested that money be invested to implement the Urban Forest Management Plan and education take place regarding the emerald ash borer.

Mr. Ted Pritchard, Fair Taxes Campaign-Guelph, requested the purchase of garbage trucks, rear loading dump trucks or pick-up trucks that can be used on condominium properties. He suggested the City consider collecting garbage in different ways to accommodate the various needs to be able to provide all services to all home owners paying the same taxes.

Ms. Yvette Tendick, Guelph Coalition for Active Transportation (GCAT), noted that money should be provided for trails and active transportation since walking and cycling are ranked high as a priority by the citizens of Guelph.. She suggested more bicycle lanes are needed and noted Woodlawn Road as a critical area.

Mr. Luke Weiler was not present.

### **Main Motion**

1. Moved by Councillor Hofland  
Seconded by Councillor Furfaro
  1. That the 2014-2023 Tax Supported Capital Budget and Forecast, in the amount of \$545,890,300, including \$79,740,600 for 2014, be received for information.
  2. That the 2014-2023 Tax Supported Capital Budget be referred to the December 5, 2013 Council meeting for final deliberation and approval of the 2014 requirements.

### **First Amendment**

2. Moved by Councillor Findlay  
Seconded by Councillor Guthrie

That staff examine advancing the Dakota Park project in the capital budget timeline and the implications of doing that and report back to Council on or before the December 5<sup>th</sup> budget meeting.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Findlay, Furfaro, Guthrie, Hofland, Laidlaw, Piper, Van Hellemond and Wettstein (10)*

*VOTING AGAINST: Councillor Dennis (1)*

CARRIED

### **Second Amendment**

3. Moved by Councillor Findlay  
Seconded by Councillor Guthrie

That staff examine advancing the leash free parks project in the capital budget timeline and the implications of doing that and report back to Council on or before the December 5<sup>th</sup> budget meeting.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Findlay, Furfaro, Guthrie, Hofland, Laidlaw, Piper, Van Hellemond and Wettstein (10)*

*VOTING AGAINST: Councillor Dennis (1)*

CARRIED

### **Third Amendment**

4. Moved by Councillor Bell  
Seconded by Councillor Guthrie

That staff examine advancing the Woodlawn Road active transportation project in the capital budget timeline and the implications of doing that and report back to Council on or before the December 5<sup>th</sup> budget meeting.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Findlay, Furfaro, Guthrie, Hofland, Laidlaw, Piper, Van Hellemond and Wettstein (10)*

*VOTING AGAINST: Councillor Dennis (1)*

CARRIED

### **Fourth Amendment**

5. Moved by Councillor Piper  
Seconded by Councillor Findlay

That staff report back regarding the impacts of implementing a strategy to increase the green infrastructure capital funding to increase the canopy.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Findlay, Furfaro, Guthrie, Hofland, Laidlaw, Piper, Van Hellemond and Wettstein (10)*

*VOTING AGAINST: Councillor Dennis (1)*

CARRIED

### **Main Motion as Amended**

6. Moved by Councillor Hofland  
Seconded by Councillor Furfaro

1. That the 2014-2023 Tax Supported Capital Budget and Forecast, in the amount of \$545,890,300, including \$79,740,600 for 2014, be received for information.
2. That the 2014-2023 Tax Supported Capital Budget be referred to the December 5, 2013 Council meeting for final deliberation and approval of the 2014 requirements.
3. **That staff examine advancing the Dakota Park project in the capital budget timeline and the implications of doing that and report back to Council on or before the December 5<sup>th</sup> budget meeting.**
4. **That staff examine advancing the leash free parks project in the capital budget timeline and the implications of doing that and report back to Council on or before the December 5<sup>th</sup> budget meeting.**
5. **That staff examine advancing the Woodlawn Road active transportation project in the capital budget timeline and the implications of doing that and report back to Council on or before the December 5<sup>th</sup> budget meeting.**
6. **That staff report back regarding the impacts of implementing a strategy to increase the green infrastructure capital funding to increase the canopy.**

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Findlay, Furfaro, Guthrie, Hofland, Laidlaw, Piper, Van Hellemond and Wettstein (10)*

*VOTING AGAINST: Councillor Dennis (1)*

CARRIED

### **Adjournment (9:10 p.m.)**

7. Moved by Councillor Hofland  
Seconded by Councillor Furfaro

That the meeting be adjourned.

CARRIED

*Minutes to be confirmed on October 28, 2013.*

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Mayor Farbridge

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Deputy Clerk

**Minutes of Guelph City Council  
Held in the Council Chambers, Guelph City Hall on  
Monday, October 7, 2013 at 6:00 p.m.**

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**Attendance**

Council: Mayor Farbridge  
Councillor B. Bell  
Councillor L. Burcher  
Councillor T. Dennis  
Councillor I. Findlay  
Councillor J. Furfaro  
Councillor C. Guthrie  
Councillor J. Hofland  
Councillor G. Kovach  
Councillor L. Piper  
Councillor M. Laidlaw  
Councillor A. Van Hellemond  
Councillor K. Wettstein

Staff: Ms. A. Pappert, Chief Administrative Officer  
Mr. M. Amorosi, Executive Director, Corporate & Human Resources  
Dr. J. Laird, Executive Director, Planning, Building, Engineering and Environment  
Mr. A. Horsman, Executive Director of Finance & Enterprise/City Treasurer  
Mr. D. Thomson, Executive Director of Community & Social Services  
Mr. S. Worsfold, Deputy City Solicitor  
Ms. S. Kirkwood, Manager Development Planning  
Mr. T. Salter, General Manager, Planning Services  
Ms. S. Purton, Manager of Financial Planning & Budgeting  
Ms. T. Agnello, Deputy Clerk  
Ms. D. Black, Council Committee Coordinator

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

Mayor Farbridge called the meeting to order.

**Authority to Resolve into a Closed Meeting of Council**

1. Moved by Councillor Dennis  
Seconded by Councillor Hofland

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

CARRIED

**Closed Meeting (6:01 p.m.)**

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

There were no disclosures.

The following matters were considered:

**C.2013.23      Litigation Update - Urbacon**

## **C.2013.24 Personal Matters About an Identifiable Individual**

### **Rise from Closed Meeting (6:30 p.m.)**

*Council recessed.*

### **Open Meeting (7:00 p.m.)**

Mayor Farbridge called the meeting to order.

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

Councillor Kovach disclosed a pecuniary interest regarding 60 Woodlawn Road East Proposed Official Plan and Zoning By-law Amendments because she is employed by the Schlegel company, owners of the Homewood.

### **Consent Agenda**

2. Moved by Councillor Kovach  
Seconded by Councillor Laidlaw

That the balance of the October 7, 2013 Consent Agenda as identified below, be adopted:

### **CON-2013.29 151 Cityview Drive North – Proposed Zoning By-law Amendment (File: ZC1302) – Ward 1**

1. That the application by Bill and Franca DaMaren for approval of a Zoning By-law Amendment from the UR (Urban Reserve) Zone to the R.1C (Single Detached Residential) Zone to permit the development of a single detached dwelling at the property municipally known as 151 Cityview Drive North and legally described as Lot 19, Registered Plan 462, City of Guelph, be approved in accordance with the zoning regulations and conditions outlined in Schedule 1 attached hereto.

### **CON-2013.30 541 Edinburgh Road South Demolition – Proposed Zoning By-law – Ward 5**

1. That Report 13-61 regarding the proposed demolition of a detached dwelling at 541 Edinburgh Road South, legally described as Part of Lot 12, Plan 714, City of Guelph, from Planning, Building, Engineering and Environment dated October 7, 2013, be received.
2. That the proposed demolition of the detached dwelling at 541 Edinburgh Road South be approved.
3. That the applicant be requested to erect protective fencing at one (1) metre from the dripline of any existing trees on the property or on adjacent properties which can be preserved prior to commencement of demolition and maintain fencing during demolition and construction of the new dwelling.

4. That the applicant be requested to contact the General Manager of Solid Waste Resources, within Planning, Building, Engineering and Environment regarding options for the salvage or recycling of all demolition materials.

**CON-2013.31      GMHI/GHI Shareholder Declaration**

1. That Council approve the revisions to the reporting requirements of GHI and GMHI in the Shareholder Declaration as set out in the report of Legal and Realty Services dated October 7, 2013, and such other minor amendments as required by the City Solicitor, in a final form and content to the satisfaction of the City Solicitor.
2. That Council authorize the Mayor and Clerk to execute the revised GHI and GMHI Shareholder Declaration.

VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Burcher, Dennis, Findlay, Furfaro, Guthrie, Hofland, Kovach, Laidlaw, Piper, Van Hellemond, and Wettstein (13)

VOTING AGAINST: (0)

CARRIED

**Planning Public Meeting**

Mayor Farbridge announced that in accordance with The Planning Act, Council is now in a public meeting for the purpose of informing the public of various planning matters.

**60 Woodlawn Road East – Proposed Official Plan and Zoning By-law Amendments (Files OP1303/ZC1310) – Ward 2**

*Councillor Kovach vacated her chair and did not speak or vote on this matter. (7:06 p.m.)*

Ms. Sylvia Kirkwood, Manager, Development Planning, provided an overview of the report. She advised that Zoning and the Official plan cannot regulate land use and not business practices. She explained that the clinic and classrooms do not meet the definition of an accessory use and therefore require zoning by-law amendments. She noted that added parking was not approved and a stormwater management review is required. The clinic and classroom uses were brought to staff's attention through complaints and the applicants have gone to Committee of Adjustment where it was determined Official Plan and Zoning by-law amendments are required.

Discussion ensued regarding the Provincial jurisdiction of the of the long-term care facility, the definition of accessory uses, and non-compliance of existing uses.

Mr. John Valeriote, representing the owners, provided information with respect to the Schlegel owned facilities in Ontario. With respect to the application for a clinic, the Ministry of Health has provided their approval subject to municipal approval and in order to address concerns a separate elevator, HVAC system and entrance are proposed. With respect to the classrooms Conestoga College is offering classes in the basement with a separate entrance for students. He said the traffic study indicates that the current format is adequate. He advised that the clinic doctor, has approximately 2000 patients and six are residents of Riverside Glen home and retirement community.

Ms. Susan Carey, President of the Residents Council, explained that residents were advised told they could not be patients of Dr. Spadafora and many of them already have their own physicians. She said as a result of the clinic there has been encroachment into the staff area,

and subsequently into the residents' recreational and common areas. She raised safety concerns with psychiatric and developmentally challenged residents having access to get out. She also said the mix of kitchen, laundry, and maintenance staff with students in the basement makes jeopardizes safety and hygiene. She advised that visitor parking is a challenge as the spots are frequently a long distance from the entrance because of clinic patients taking the spots close to the entrance. She believes the concept is good but the functionality is not. Due to the lack of discussion with the residents and the displacement encountered, they believe their rights are not being honoured.

Mr. Don Hansen, echoed various concerns raised by Ms. Carey and added that everyone uses the same elevator and residents have to pay the bill when the elevator breaks down. He also said that some clinic patients walk through common areas and use the long-term care washrooms.

Mr. Wayne Mathews, relative of a resident, said there is a higher risk and danger involved for the residents from infectious diseases due to the clinic traffic. He said when there is an outbreak, the units are closed to relatives but not clinic patients and he believes the clinic should close when outbreaks occur.

Dr. Nicola Mercer, Medical Officer of Health for Wellington County, stated that she does not oppose the vision of the clinic and the school and stated that the fact that the uses are not separate means that it is not in compliance with the Long Term Care Act. She urged consideration be given to providing a secondary exit and completely separating the long-term care facility and the clinic. She has monitored the home for compliance, and issued an order to close the windows from the clinic into the home, and sent her concerns and recommendations to the Ministry of Health as there are no clear regulations to address the issue of a general medical practice in the middle of a long-term care facility. She stated that there is no recourse to restrict the types of classes being taught and who accesses them. She does not believe the classrooms are compatible with staff uses of food preparation and laundry which places the residents at risk of illness. She also noted that residents cannot have visitors during an outbreak but sick patients for the clinic have access. She advised that public health was made aware of the clinic by residents and requests the application be denied or deferred until a review by the Provincial Infectious Disease Advisory Committee is conducted.

Dr. George Heckman was not present.

Ms. Josie d'Avernas, Vice President of the Research Institute of Aging (RIA), advised that the applicants are trying to create a community care hub, and classrooms and a health centre will assist in providing innovation, social engagement, and quality care. She provided data to show that infection levels at the home where the school & clinic are located are lower than the average for other similar homes in the LIHN. She said the common space allocated for the long-term care facility exceeds ministry requirements so there is room for community involvement which includes students. For five years the students have been involved with many community-oriented events held in the residents' public areas and the nursing program requires interaction and it is welcomed by residents. She said that when the renovations are completed the clinic and school will be separate from the long-term care facility.

Mr. Paul Brown, General Manager, Riverside Glen stated the changes for the school and clinic were announced in 2010 through brochures, newsletters, posted drawings and residents' council meetings. He advised they did not consult with Public Health, but consulted with nurses and staff that have experience with infectious diseases.



Ms. Marlene Raasok, Executive Director for programs at Riverside Glen believes that students pose less health risks than general visitors because of their disease management training which includes an outbreak protocol, and their required vaccines. The program provides value to the students and residents and offers local residents the opportunity to graduate from a program where they can stay and work in their community. She also said there have been meetings with management to discuss matters such as the lunchroom and address parking issues and will also be meeting with Dr. Mercer to discuss her concerns.

Ms. Josie Bertelink, representing residents of 70 and 72 Woodlawn, said the driveway can no longer accommodate the traffic from the clinic and classrooms and feels it may not be safe to evacuate everyone if the need arises. She said if a new driveway is not added then the existing driveway needs to be closed to all traffic except for emergency vehicles because of the risk of safety to residents using wheelchairs and walkers from increased traffic and truck deliveries. She stated concern over the traffic study not being conducted at hours of peak school attendance and does. She also noted that there was no communication to the residents before the addition of the classrooms or parking.

Ms. Karen McLarney, resident of Guelph and graduate of the program reiterated the infectious control requirements, and measures practiced by students. She said that the nursing students are adequately trained regarding safe health practices such as hand sanitization, how to put on and take off protective wear and tested on infection control practices. She said if the program is disallowed, a number of people could not access the program and there will be a future shortage of health care personnel in Guelph.

Dr. Veronique Boscart, CIHR/Schlegel Industrial Research Chair for Colleges in Seniors Care provided statistics regarding the increase of senior citizens in the coming years and said that over half will need long-term care. She said the program is working for residents, staff and students and provides community interaction which is consented to by residents. They will share the results of an independent and external review of their practices. She noted that the infection disease rate for Riverside Glen is lower than the average and everyone is committed to putting the needs of the residents first.

Ms. Siobhan Bulmer, family member of a resident, said that a great deal of space is being used for classrooms and the site plans do indicate the gravel lot and there are between 135 to 167 vehicles in the lot on any given weekday. She said parking spots and the elevator being used by the clinic conflict with residents and staff and add risk of illness as a result. She noted there are also between 18-20 patients per hour visiting the clinic and only 6-8 parking spots allocated was concerned about the non compliance without permission and the negative affect it has had on the residents.

Mr. Mathew Bulmer, family member of a resident, said proper process was not followed and an order has been issued to address infectious disease deficiencies which took five months to address. As a result, the increase of exposure to infectious disease was increased. He is opposed to the office and campus being within the same building as the long-term care residents.

Mr. Reilly O'Dwyer, family member of a resident, opposes the application. He said all the construction will inconvenience and disrupt residents. He was concerned that the residents will not have access to the clinic doctor and 7700 square feet has already been removed from potential rooms for long-term care which will be needed in the future. He said they were never

advised that the clinic would public or that the campus would be located there and stressed the conflict between the clinic and the Alzheimer patients.

Ms. Jennifer Hall, spouse of a resident, echoed concerns regarding the roadway parking and loss of outdoor and indoor amenity space for residents. She said a number of residents do not feel comfortable socializing in the common area that is clearly visible to the clinic entrance. She said the clinic should not be located at the long-term care facility because of conflicts with the residents and increased risk of illness.

Ms. Catherine Nelson, relative of residents, concurred with comments of past speakers opposed to the clinic and school regarding loss of space, parking, traffic and increased risk of illness. She noted that the residents do not have locks on their doors so are vulnerable. She does not understand why the clinic is permitted to operate when the appropriate permissions have not been granted.

Dr. Spadafora, clinic physician, advised the intention is to provide care to additional residents and surrounding neighbourhood senior residents and plans to assume more responsibility for the long-term care patients in the future. The health centre can provide education in palliative care, pain management and benefit residents and the community at large. ,In order to minimize contact with residents they have hired two greeters to escort their patients to and from the clinic area to ensure they do not wander the premises, and another staff member to make sure no one else uses the door and they use a separate elevator. He also advised that in August of this year, they agreed to proactively close their clinic in the case of an outbreak, or when the elevator breaks down.

### **Procedural Motion to Extend Beyond 11:00 p.m.**

3. Moved by Councillor Findlay  
Seconded by Councillor Piper

That the Procedural By-law be suspended to allow Council to continue beyond 11:00 p.m.

CARRIED

Mr. John Wilkie, Guelph & District Christian Homes and Parkside Christian Village said their residents have been disturbed by the traffic volume on the property. He said the road was originally built for the sole use of Parkside and the Guelph & District Christian Homes and was not designed for the high volume created by the clinic and classrooms and poses safety risks due to people, not adhering to the speed regulations and many visitors do, which will case safety issues. He noted there is an easement on the west side of the development and development should cease until adequate access for deliveries, students, patients and visitors can be provided. He suggested another access point be provided.

4. Moved by Councillor Piper  
Seconded by Councillor Findlay

That Report 13-58 regarding Official Plan and Zoning By-law Amendment applications by Wellings Planning Consultants Inc. to permit medical clinic and post secondary school uses in addition to the uses currently permitted for the property municipally known as 60 Woodlawn Road East, and legally described as Part of Lots 1 and 2, Concession 2,

Division D, City of Guelph, from Planning, Building, Engineering and Environment dated October 7, 2013, be received.

VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Burcher, Dennis, Findlay, Furfaro, Guthrie, Hofland, Laidlaw, Piper, Van Hellemond, and Wettstein (12)

VOTING AGAINST: (0)

CARRIED

Discussion ensued regarding how to address parking issues, a possible second entrance or emergency exit, the cross jurisdictional issues of the long-term care facility and non-compliance uses as they currently exist. Clarification regarding "accessory use" was requested. Examples of this type of arrangement within the region, if any, were also requested.

*Councillor Kovach resumed her chair. (11:17 p.m.)*

### **55 Delhi Street – Proposed Zoning By-law Amendment (File ZC1309) – Ward 2**

Mr. Michael Witmer, Development & Urban Design Planner, advised that the purpose of the application is to rezone to permit 12 apartment dwelling units and highlighted the Zoning By-law exemptions requested.

Mr. Mike Kershaw, Associate Solicitor, stated there is potential to obtain some parking spaces from 65 Delhi Street, but staff will need direction from Council to evaluate the effects that selling of spaces may have on expressions of interest for 65 Delhi Street.

Mr. Scott Patterson, Vesterra Property Management, described the site layout and advised that there has an agreeable resolution for all parties to the parking issues if parking spaces are able to be used from 65 Delhi Street. He said examination of the proposed tree removals will occur.

Mr. Robert Eilers, applicant, said that the purchase of 18 parking spots at 65 Delhi Street would resolve issues. If they are able to do so, the request for parking in the front of the building will no longer be necessary.

### **Procedural Motion to Extend Beyond 12:00 a.m.**

5. Moved by Councillor Guthrie  
Seconded by Councillor Hofland

That the Procedural By-law be suspended to allow Council to continue beyond 12:00 a.m.

CARRIED

Mr. James Fryett, Architect, representing the applicant, concurred with the proposed resolution.

Mr. Jason Blokhuis, representing the neighbours, advised that the neighbours have no objections if parking is located at the rear of the property and if the parking is located in the current spaces for 65 Delhi Street, the neighbours would have no objections to the proposal.

Mr. Edward Grieg, and Mr. Steven Kilburn neighbours, concurred with Mr. Blokhuis.

## **Main Motion**

6. Moved by Councillor Burcher  
Seconded by Councillor Dennis

That Report 13-59 regarding a Zoning By-law Amendment application by Labreche Patterson & Associates Inc. to permit the redevelopment of 55 Delhi Street into 12 infill apartment dwelling units, and legally described as Lot 34 and Part of Lot 35, Registered Plan 133, City of Guelph, County of Wellington from Planning, Building, Engineering and Environment dated October 7, 2013, be received.

## **First Amendment**

7. Moved by Councillor Findlay  
Seconded by Councillor Hofland

That staff be directed to work with the developer to explore options to acquire parking spaces from the 65 Delhi Street property.

VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Burcher, Dennis, Findlay, Furfaro, Guthrie, Hofland, Kovach, Laidlaw, Piper, Van Hellemond, and Wettstein (13)

VOTING AGAINST: (0)

CARRIED

## **Main Motion as Amended**

8. Moved by Councillor Burcher  
Seconded by Councillor Dennis

1. That Report 13-59 regarding a Zoning By-law Amendment application by Labreche Patterson & Associates Inc. to permit the redevelopment of 55 Delhi Street into 12 infill apartment dwelling units, and legally described as Lot 34 and Part of Lot 35, Registered Plan 133, City of Guelph, County of Wellington from Planning, Building, Engineering and Environment dated October 7, 2013, be received.

- 2. That staff be directed to work with the developer to explore options to acquire parking spaces from the 65 Delhi Street property.**

VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Burcher, Dennis, Findlay, Furfaro, Guthrie, Hofland, Kovach, Laidlaw, Piper, Van Hellemond, and Wettstein (13)

VOTING AGAINST: (0)

CARRIED

*Councillor Kovach retired from the meeting. (12:07 p.m.)*

## **66 Eastview Road – Proposed Zoning By-law Amendment (File: ZC1307)**

Mr. Chris DeVriendt, Senior Development Planner, advised that the application proposes to rezone lands to permit the development of 30 condominium units fronting onto two separate private roads accessed from Eastview Road and one single detached home accessed from the current limit of Carter Drive. He highlighted details of the Conservation Land and Wetland

portions of the proposal and informed Council that the solid waste management plan has yet to be addressed.

Mr. Paul Puopolo, applicant, said they are developing a portion of the property and are working with staff on the layout of the townhouses. He said they will meet with the Carter Drive residents to address the concerns raised regarding the driveway, storm drains, grading and safety.

9. Moved by Councillor Dennis  
Seconded by Councillor Findlay

That Report 13-57 regarding a Zoning By-law Amendment application by Polocorp Inc/iPlus to permit the development of approximately 30 condominium townhouse units accessed from Eastview Road and one single detached dwelling at the end of Carter Drive at the property municipally known as 66 Eastview Road and legally described as Part of Lot 2, Concession 5, Division C, City of Guelph from Planning, Building, Engineering and Environment dated October 7, 2013, be received.

VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Burcher, Dennis, Findlay, Furfaro, Guthrie, Hofland, Laidlaw, Piper, Van Hellemond, and Wettstein (12)

VOTING AGAINST: (0)

CARRIED

**1023 Victoria Road South – Proposed Draft Plan of Residential Subdivision (Phase 4 of the Kortright East Subdivision) and Associated Zoning By-law Amendment (File: 23T-01508/ZC1306) – Ward 6**

Mr. Al Hearne, Senior Development Planner, gave an overview of the report and advised that this fourth phase of the subdivision proposing 29 semi-detached lots (58 units) and 10 blocks for single detached residential lots that will accommodate between 128 and 157 single detached dwellings and an open space/wetland block. He said the zoning by-law amendments will allow flexibility in the lot sizes and number of units and for protection of the Park/Conservation Land.

Ms. Nancy Shoemaker, on behalf of the applicant, provided a synopsis of the development phasing and advised that approximately 50% of the land will be conveyed to the City for wetland and there will be a small park in the phase. She explained the trail connections between the various phases of the subdivision.

10. Moved by Councillor Burcher  
Seconded by Councillor Hofland

That Report 13-56 regarding a proposed Draft Plan of Residential Subdivision and associated Zoning Bylaw Amendment application (File 23T-01508 / ZC1306) by Black, Shoemaker, Robinson and Donaldson Limited on behalf of Northmanor Estates Inc., to permit a range of between 186 to 215 dwelling units applying to property described as Part of Northeast Half of Lot 4, Concession 8, formerly Township of Puslinch, municipally known as 1023 Victoria Road South, City of Guelph, from Planning, Building, Engineering and Environment dated October 7, 2013, be received.

VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Burcher, Dennis, Findlay, Furfaro, Guthrie, Hofland, Laidlaw, Piper, Van Hellemond, and Wettstein (12)

VOTING AGAINST: (0)

CARRIED

### **Special Resolutions**

11. Moved by Councillor Burcher  
Seconded by Councillor Furfaro

That Council suspend the rules of procedure related to 17.1(c) and 17.2(a) to allow for a special resolution to be introduced at the November 4, 2013 Council Planning meeting with respect to the Wilson Farm House matter.

VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Burcher, Dennis, Findlay, Furfaro, Guthrie, Hofland, Laidlaw, Piper, Van Hellemond, and Wettstein (12)

VOTING AGAINST: (0)

CARRIED

### **Mayor's Announcements**

Mayor Farbridge announced that Local Government week is October 20-26, 2013 and there are various activities planned.

### **Adjournment (12:29 p.m.)**

12. Moved by Councillor Dennis  
Seconded by Councillor Van Hellemond

That the meeting be adjourned.

CARRIED

*Minutes to be confirmed on October 28, 2013.*

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Mayor Farbridge

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Deputy Clerk

### **Recommended Zoning, Conditions & Staff Concept Plan**

The property affected by the Zoning By-law Amendment application is municipally known as 151 Cityview Drive North and legally described as Lot 19, Registered Plan 462, City of Guelph.

#### **PROPOSED ZONING**

The following zoning is proposed for the subject site:

#### **R.1C (Single Detached Residential) Zone**

In accordance with Section 5.1 of Zoning By-law (1995)-14864, as amended.

#### **PROPOSED CONDITIONS**

The following conditions are provided as information to Council and will be imposed through an agreement with the City registered on title for the subject site:

1. That the Owner shall pay **development charges** to the City in accordance with By-law Number (2009)-18729, as amended from time to time, or any successor thereof, and in accordance with the Education Development Charges By-laws of the Upper Grand District School Board (Wellington County) and the Wellington Catholic District School Board, as amended from time to time, or any successor by-laws thereto.
2. Prior to building permit, the Owner shall pay to the City **cash-in-lieu of park land dedication** in accordance with By-law (1989)-13410, By-law (1990)-13545 and By-law (2007)-18225, as amended from time to time, or any successor thereof.
3. Prior to any construction or grading on the lands, the Owner shall have a Professional Engineer design a **grading and drainage plan** for the site, satisfactory to the General Manager/City Engineer.
4. Prior to any construction or grading on the lands, the Owner enters into a **Storm Sewer Agreement**, as established by the City, registered on title.
5. The Owner shall pay to the City the actual **cost** of the construction of the **new driveway entrance** and the required **curb cut and/or curb fill** and furthermore, prior to any construction or grading on the lands, the Owner shall pay to the City the estimated cost of the new driveway entrance and the required curb cut and/or curb fill, as determined by the General Manager/City Engineer.
6. The Owner shall pay to the City the actual cost of **constructing, installing or removal of any service laterals** required and furthermore, prior to any construction or grading on the lands, the Owner shall pay to the City the estimated cost of constructing, installing or removal of any service laterals, as determined by the General Manager/City Engineer.
7. Prior to any construction or grading on the lands, the Owner shall pay their proportionate share of the actual **cost to reconstruct Cityview Drive** along their frontage.
8. That the Owner constructs the new building at such an elevation that the lowest level of the new dwelling can be serviced with a **gravity connection** to the sanitary sewer.
9. The Owner makes satisfactory arrangements with **Union Gas** for the servicing of the lands, as well as provisions for any easements and/or rights-of-way for their plants, prior to any construction and grading of the lands.

10. That all electrical services to the lands are underground and the Owner shall make satisfactory arrangements with **Guelph Hydro Electric Systems Inc.** for the servicing of the lands, as well as provisions for any easements and/or rights-of-way for their plants, prior to any construction and grading of the lands.
11. The Owner shall ensure that all **telephone service and cable TV service** to the lands shall be underground. The Owner shall enter into a servicing agreement with the appropriate service providers for the installation of underground utility services for the lands.
12. The Owner shall ensure that any **domestic wells** located within the lands be properly decommissioned in accordance with Ministry of the Environment Regulations and Guidelines to the satisfaction of the City Engineer. Any boreholes drilled for hydrogeological or geotechnical investigations must also be properly abandoned.
13. The Owner acknowledges that the City does not allow **retaining walls** higher than 1.0 metres abutting existing residential properties without the permission of the City Engineer.
14. Prior to the passing of the zone change by-law, the owner shall enter into an **agreement with the City**, registered on title, satisfactory to the City Solicitor and the General Manager/City Engineer, covering the conditions noted above and to develop the site in accordance with the approved plans.



**CONSENT REPORT OF THE  
COMMUNITY & SOCIAL SERVICES COMMITTEE**

October 28, 2013

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

Your Community & Social Services Committee beg leave to present their  
EIGHTH CONSENT REPORT as recommended at its meeting of October 8, 2013.

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

**CSS-2013.28      Corporate Accessibility Policy and Multi-Year  
Accessibility Plan**

1. That the Corporate Accessibility Plan and Multi-Year Accessibility Plan.
2. That staff be directed to report back in Q4 2015, prior to the biennial report to the Province, specifically on progress, achievements, and compliance to the legislation.
3. That the Accessibility Coordinator to be the repository of progress reports from individual Service Area business units that will illustrate their progress and their evaluation process on applicable accessible goals and achievements that they've realized during the year. In addition, the City's Accessibility Advisory Committee will review these reports as per their terms of reference.
4. That the Corporate Accessibility Policy and Procedures replace the City of Guelph Barrier Free Policy and the Accessibility Standards for Customer Service Policy 2010.

All of which is respectfully submitted.

Councillor Todd Dennis, Chair  
Community & Social Services Committee

***Please bring the material that was distributed with the Agenda for the  
October 8, 2013 meeting.***

# STAFF REPORT



TO Community and Social Services Committee

SERVICE AREA Community and Social Services  
Community Engagement and Social Services

DATE October 8, 2013

**SUBJECT Corporate Accessibility Policy and Multi-Year Accessibility Plan**

REPORT NUMBER CSS-CESS-1341

## EXECUTIVE SUMMARY

### PURPOSE OF REPORT

To gain approval of two documents: The new Corporate Accessibility Policy and Multi-Year Accessibility Plan. These documents have been developed to guide and support staff as they deliver accessible City services and build accessible City facilities as per the legislated requirements of the Accessibility for Ontarians with Disabilities Act (AODA).

### KEY FINDINGS

According to the Accessibility Directorate of Ontario, approximately 15% of the population of Guelph will have some form of a disability by the year 2025. In anticipation of the increased number of citizens requiring inclusive access to facilities, programs and services, the Province of Ontario released its most thorough accessibility legislation to date: the Accessibility for Ontarians with Disabilities Act - Integrated Accessibility Standard Regulations (IASR).

This legislation includes requirements to develop an accessibility policy and plans with a scope that is farther reaching than the Accessibility Standards for Customer Service. It includes looking through an accessibility lens at: purchasing and employment practices; how we inform and communicate with residents; how we build public spaces; and the transportation services that the City offers.

### FINANCIAL IMPLICATIONS

The cost of implementation of individual requirements is a multi-faceted process that will involve all service areas of the corporation. Yearly work plans to complete individual requirements will be developed and will define financial requirements prior to the annual budget process. The legislation allows implementation to take place over several years however precise requirements occur during specific years (See ATT-3). For example, the City must build its public spaces in compliance with the legislation by January 1, 2016. In this example, a financial impact will be seen, such as new trails that must have

# STAFF REPORT

signage at each trail head containing specific information about the trail characteristics, this is not currently done.

## **ACTION REQUIRED**

That Council approves the Corporate Accessibility Policy and Multi-Year Accessibility Plan.

## **RECOMMENDATION**

1. That the Corporate Accessibility Policy and Multi-Year Accessibility Plan be approved
2. That staff be directed to report back in Q4 2015, prior to the biennial report to the Province, specifically on progress, achievements and compliance to the legislation.
3. That the Accessibility Coordinator be directed to be the repository of progress reports from individual Service Area business units that will illustrate their progress and their evaluation process on applicable accessible goals and achievements that they've realized during the year. In addition, the City's Accessibility Advisory Committee will review these reports as per their terms of reference.
4. That the Corporate Accessibility Policy and Procedures replace the City of Guelph Barrier Free Policy and the Accessibility Standards for Customer Service Policy 2010.

## **BACKGROUND**

- During 2001 Council approved the City of Guelph Barrier Free Policy
- 2009 Council approved the Accessible Standards for Customer Service Policy 2010
- The AODA is the first **law** of its kind in Canada and under the AODA, the Government of Ontario is developing and enforcing accessibility standards for organizations with one or more employees
- The Goal of the Act and the standards is to make the province accessible for all people with disabilities by 2025
- People with disabilities often say their greatest obstacle is other people's attitudes, not their disability. To "ensure a well designed, safe, inclusive, appealing and sustainable City, it is critical that municipal staff try to find ways to remove common attitude barriers so that "making things more accessible" is not viewed as taking too much time, effort and money. Accessibility becomes part of how we do business.
- We may all experience some form of disability sooner or later due to an accident, illness or as we age.

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- Leading by example: Municipalities must comply with the act sooner than private organizations of any size and small public organizations. The City is also well practiced at engaging individuals to learn about barriers to accessibility and ways to resolve them or avoid them altogether. This provides the City an opportunity to demonstrate best practices in a way that is helpful for these other organizations.
- The standards are grouped into five broad categories which are:
  - Customer Service
  - Transportation
  - Information and Communications
  - Built Environment-Design of Public Spaces
  - Employment

## REPORT

The corporation has already implemented important policy, programs and services that illustrate commitment to building an inclusive and accessible community; City facilities are being built to include universal design principles as per the Facility Accessibility Design Manual (FADM); Guelph Transit Mobility Service is experiencing rapid growth in ridership; and support programs such as the One2One program (which provides volunteer support to persons with a disability to participate in programs) have experienced 2,000% growth in the last two years.

At its December 21, 2009 meeting, Council approved the Accessible Customer Service Policy. Since that time, the Province has released the AODA Integrated Accessibility Standard Regulation (IASR). The Province provides both outcomes-based requirements and prescriptive requirements. The scope of this new legislation builds on the successes of the Accessible Standards for Customer Service regulation and includes:

- More requirements for Customer Service
- Transportation
- Information and Communications
- Built Environment - Design of Public Spaces
- Employment

A requirement in the IASR is the development of a policy and a Multi-Year Accessibility Plan.

### The Corporate Accessibility Policy

The Corporate Accessibility Policy reflects our vision to become an accessible organization. It replaces the City's Barrier Free Policy (2001) and the Accessible Standards for Customer Service Policy (2010) with a more comprehensive scope and detail than the previous policies.

Our goal remains to ensure accessibility for our employees and the public we serve, in our programs, services and facilities through a well designed, safe, inclusive, appealing and sustainable community.

# STAFF REPORT

As all Corporate service areas implement the legislation, ongoing maintenance and quality controls are needed. To this end, staff will be provided the tools and skills needed to further develop an accessible community. Examples of tools will be procurement tool and guidelines, updated FADM, and technology training to ensure City documents are accessible.

The Policy (ATT-1) directly reflects the requirements of the legislation.

## The Multi-Year Corporate Accessibility Plan

Staff has developed a comprehensive, high level Multi-Year Accessibility Plan (ATT-2) that provides guidance on how to achieve the legislative requirements in the AODA IASR. Staff, with the assistance of the Accessibility Services Coordinator, will prepare detailed implementation plans regarding the yearly requirements outlined within the legislation. (See ATT-3). Community engagement, a requirement of the legislation, will be a critical task within each implementation plan to ensure compliance. Staff will engage citizens with and without a disability to ensure that our work efforts are thorough and representative of the needs in our community.

## Accountability - Measurement, evaluation and reporting

The success of this strategy – like any other – depends on having a clear way to measure, evaluate and report on progress. City service areas will report their progress on reaching accessible goals and any achievements that they've realized during the year as per the legislation. Accessibility Services, with the assistance of the Accessibility Advisory Committee (AAC) will review these reports and develop recommendation for the services areas where appropriate.

In addition, two new initiatives are underway to ensure that we continue to progress, and respond to the needs of employees and customers.

- **Quality and compliance assurance:** The City will launch a process to ensure that existing and new regulatory requirements are implemented and maintained. This internal quality assurance and audit process will help us attain long-term and systemic organizational change.
- **Listening to feedback:** Getting feedback from employees and customers is an important part of our evaluation process. A requirement of the legislation is compliance reporting which begins in 2013 and continues biannually. The Plan and these compliance reports will be posted on the City's website. A Community Engagement Plan will also be developed.

## Overview of the Requirements

A chart entitled AODA Requirements for Designated Public Sector Organizations, is attached to this report (ATT-3) that provides a "at a glance" look at the Standards as a set. This chart also provides the timelines which the City of Guelph must report compliance with the standard.

Compliance to most of the standards is not difficult; however with others we face more complex challenges. For example, a change that is straightforward to make is to include a note on all public facing documents that they are available in alternate

# STAFF REPORT

formats upon request. However, implementing and researching items that the City procures to determine if there is an accessible version, is expected to be a more complex challenge.

## Capacity Building

Comprehensive just-in-time and ongoing training give employees the knowledge, skills and tools they need to meet and exceed compliance requirements. City employees have a broad range of functions and roles. For that reason, training is adapted to suit the type of work, the work location, and the type of involvement employees may have with accessibility. Training topics include: developing alternate formats, hosting accessible meetings, and creating documents, policies and procedures with accessibility in mind. A variety of training materials, resources and best practices have been developed as a result, and are shared across the organization through the internal intranet and managers.

Beyond the required training, ongoing evaluation of the City's accessible services, programs and facilities will assist in identifying potential education and awareness opportunities. This system will help ensure compliance with the legislation and keep the topic of accessibility front and centre.

## Leading the Way Forward

Guelph is a municipal leader in ensuring all citizens have equal access. The Corporate Accessibility Policy and the Multi Year Accessibility Plan will provide staff with the knowledge and guidance to "ensure a well designed, safe, inclusive, appealing and sustainable City."

## **CORPORATE STRATEGIC PLAN**

### Organizational Excellence

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

### Innovation in Local Government

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

### City Building

- 3.1 Ensure a well designed, safe, inclusive, appealing and sustainable City
- 3.3 Strengthen citizen and stakeholder engagement and communications

## **DEPARTMENTAL CONSULTATION**

All departments were informed through the Direct Reports Leadership Team. Further the following departments were consulted specifically as they provided content or consulted on the Multi-Year Accessibility Plan

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Guelph Transit  
Guelph Public Library  
Guelph Police Services - link to their Accessibility Plan  
Human Resources  
Information and Technology Services (ITS)  
Procurement and Risk Management Services  
Legal Services – Review of the policy

## COMMUNICATIONS

Consultations were held with the Municipal Accessibility Advisory Committee during public meetings.

The Policy and Plan will be available on the City's website, a notice will be included on the City Page in the Tribune and local support agencies will be informed of its availability.

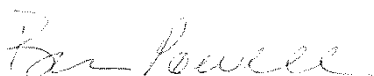
Further, staff will have access to the policy and plan, as well as resources through the City's internal internet. Staff will also receive training as outlined in the plan.

## ATTACHMENTS

ATT-1 Corporate Accessibility Policy and Procedure  
ATT-2 Multi-Year Accessibility Plan  
ATT-3 AODA Requirements for Designated Public Sector Organizations

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# CORPORATE POLICY AND PROCEDURE



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POLICY	Corporate Accessibility Policy
CATEGORY	Corporate
AUTHORITY	All Departments
RELATED POLICES	Animal Control Bylaw, Stoop and Scoop Bylaw, Exotic and Non-Domestic Animal Bylaw
APPROVED BY	City of Guelph Council
EFFECTIVE DATE	January 1, 2013
REVISION DATE	

## POLICY STATEMENT:

The City of Guelph is committed to being responsive to the needs of all its residents and employees regardless of disabilities. To meet the needs of people with disabilities the City of Guelph will:

- Ensure its policies, practices, and procedures provide for dignity, independence, integration, and equal opportunity for people with disabilities.
- Identify, prevent, and remove barriers for people with disabilities in accessing and using City of Guelph goods, services, programs, and facilities.
- Accommodate the accessibility needs of people with disabilities to ensure that they can obtain, use, or benefit from City of Guelph goods, services, programs, and facilities and that they can do so in a timely manner, at a cost no greater than that for people without disabilities.
- Develop and train City of Guelph employees on providing accessible goods, services, programs, and facilities.

This policy provides guidance on how the City of Guelph ensures all its goods, services, programs, and facilities are provided in an inclusive manner that takes into the account the needs of people with disabilities.



## DEFINITIONS

- 1) "City": Refers to the City of Guelph and its service areas, but does not include local boards. Local boards may adopt this policy at their discretion.
- 2) "Disability": As defined in section 10 of the *Human Rights Code*, R.S.O. 1990, c. H.19.
- 3) "Facility or Service Disruption": Means a planned or unplanned unavailability of facilities, programs or services provided or operated by or on behalf of the City, including but not limited to, washroom facilities that are closed, elevators that are inoperable, and websites that are unavailable.
- 4) "Service Animal": Means
  - a. A guide dog, as defined in section 1 of the *Blind Persons' Rights Act*, R.S.O.1990, c. B.7; or
  - b. An animal used by a person with a disability, including but not limited to a dog, if:
    - i. It is readily apparent that such animal is used by the person for reasons relating to his or her disability; or
    - ii. The person provides a letter from a physician or nurse confirming that the person requires such animal for reasons relating to his or her disability.
- 5) "Support Person": Means a person who accompanies a person with a disability in order to help with communication, mobility, personal care, medical needs or access to goods, services, programs or facilities.

## PURPOSE

The City recognizes the diverse needs of all its:

- Residents and strives to provide goods, services, programs and facilities that are accessible to all. As a provider of goods and services, the City is committed to ensuring that its goods and services are provided in an accessible manner.
- Employees and strives to provide a workplace that is accessible to all of them. As an employer, the City is committed to ensuring that its workplace is accessible.

This policy, Corporate Accessibility Policy, is to function as an umbrella policy for the requirements of the standards developed under the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c.11.

## PRINCIPLES

The City develops policies, practices, and procedures which contribute to ensuring that goods, services, programs, and facilities are accessible for

persons with disabilities. The following principles will be met when developing such policies, practices, and procedures:

## **1. Accessibility Planning**

The City will establish, implement, maintain and document a multi-year accessibility plan in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*. The multi-year accessibility plan will outline the ways the City will prevent and remove barriers and meet the requirements of the standards developed under the *Accessibility for Ontarians with Disabilities Act, 2005*.

The City will:

- Establish, review, and update the multi-year accessibility plan in consultation with persons with disabilities and the municipal accessibility advisory committee.
- Review and update the plan at least once every five years.

City employees will prepare an annual status update report on the progress of measures taken to implement the multi-year accessibility plan and will post the plan and the status update reports on the City's website. City employees will provide accessible formats of the plan and reports upon request.

## **2. Accessible Customer Service**

The City will make reasonable efforts to ensure the following:

- That goods and services are provided in a manner that respects the dignity and independence of people with disabilities.
- That the provision of goods and services to people with disabilities, and to others, are integrated unless an alternate measure is necessary, whether temporarily or on a permanent basis, to enable a person with a disability to obtain, use or benefit from the goods and services.
- That people with disabilities are given an opportunity equal to that given to others, to obtain, use and benefit from the goods and services.

Note: Equal opportunity may require an individual accommodation in addition to this policy.

### **3. Procurement**

Whenever possible, City employees will incorporate accessibility criteria and features when procuring or acquiring goods, services, and facilities.

When it is not practicable to incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities, City employees will provide, upon request, an explanation for this action.

Further, the City will incorporate accessibility features when designing, procuring or acquiring self-service kiosks.

### **4. Employee Development (Training)**

City employees and volunteers, those who participate in developing the City's policies and procedures, and all other persons who provide goods, services or facilities on behalf of the City will be trained in accordance with Accessibility Standards for Customer Service and the Integrated Accessibility Standards, as well as other regulations under the *Accessibility for Ontarians with Disabilities Act, 2005*.

The City will log and retain records which will record the details of the training provided, as well as the name of the person, location, and date the training was completed.

### **5. Alternate Formats**

The City will provide information that it produces or controls, in formats that take into account the disabilities of members of the public requesting the information. The City will provide these alternate formats in a timely manner and at a cost no more than the cost of the original format of the information.

City material printed in-house or produced on behalf of the City for the public should contain a note indicating, "Alternate formats are available upon request in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*" and include relevant contact information.

The City and the person with a disability requesting the document will agree upon the format to be used for the City document or information.

The timeframe attached to the process to convert the City document to an alternate format may vary depending on the media, the size, complexity, quality, and number of the source documents to be converted.

When it is not practicable to provide an alternate format, the City will provide an explanation and a summary of the document in an accessible format.

## **6. Communication Supports**

The City will provide communication supports to members of the public, upon request. The City will provide the support in a timely manner, and in consultation with the person to determine suitability of the communication support so that it takes his or her disability into account. The City will not charge a cost that is more than the regular cost charged to other persons.

If City employees are unable to obtain the requested communication support, they will work with the requestor to determine a practicable and appropriate method for communication.

The City will notify the public about the availability of communication supports no less frequently than annually.

## **7. Feedback Process**

The City has established a process for receiving and responding to feedback on the manner in which the City provides goods and services to persons with disabilities. Information about this process is available to any person.

Should members of the public wish to provide feedback they can do so:

- In person to a City Supervisor, Manager, General Manager, Executive Director or the Accessibility Service Coordinator;
- By telephone, via the City's General Inquires telephone line: 519-822-1260 or TTY: (519) 826-9771;
- In writing to the attention of the Accessibility Services Coordinator, 1 Carden St, Guelph, ON, N1H 3A1;
- By using the form included in Appendix B: or
- In an electronic format or by email: [info@guelph.ca](mailto:info@guelph.ca)

Once feedback has been received, the City will implement the following process:

- If the feedback is received by a City employee other than a Supervisor, Manager, General Manager, Executive Director or Accessibility Service Coordinator, the employee will forward the feedback form to his or her supervisor and the Accessibility Services Coordinator.

- The Supervisor will forward the form to the relevant Service Area or employee.
- The relevant employee will take appropriate action in a timely manner with the assistance of the Accessibility Services Coordinator and members of other departments if needed.
- Whether the feedback is intended to be a helpful suggestion or a complaint, the employee along with the Accessibility Service Coordinator will assess current policies, practices, and procedures to determine if any changes are required.
- Employees will follow up with the person who submitted the feedback if more clarification is needed, or if the person has requested that follow up take place.
- Employees will keep records of all steps taken, including any discussions with the person submitting the feedback and any actions taken.
- All feedback will be provided to relevant City employees who will follow up as appropriate.

## **8. Service Disruptions**

If, in order to obtain, use or benefit from the City's goods, services, programs or facilities, persons with disabilities usually use particular facilities or services of the City, and if there is a temporary Facility or Service Disruption to those facilities or services, in whole or in part, the City will give notice of the Facility or Service Disruption to the public. The City employees responsible for posting such notice include facility and service managers or their designates.

Notice of the Facility or Service Disruption will include: information about the reason for the disruption, its anticipated duration and a description of alternative facilities or services, if any, that are available.

The City will give notice of the Facility or Service Disruption by posting the information in a conspicuous place on the relevant City premises and, whenever possible, by posting it on the City website and in the media as appropriate.

If the City should expect a planned temporary Facility or Service Disruption, the City will provide on its website, if possible, advance notice, in keeping with the conditions of this section of this policy.

## **9. Support Persons**

The City will allow a person with a disability to be accompanied by a Support Person in all City owned and operated public facilities. The City reserves the right to request that a person with a disability be accompanied by a Support Person, in the event that the City considers such accompaniment as necessary to protect the health and safety of the person with the disability or others on the premises.

The City will provide notification of any applicable admission fees or fares that apply to Support Persons by posting such admission fees or fares where all other fees or fares are posted.

## **10. Service Animals**

The City welcomes Service Animals into all City-owned or -operated facilities where the public is allowed. The person requiring the Service Animal may keep it with him or her unless it is otherwise excluded by law.

If a Service Animal is excluded from premises by law, which could include, but is not limited to, City policy, bylaw, Federal or Provincial Public Health law, or government policy or guideline, the City will, upon request, use reasonable efforts to ensure that other measures are available to enable the person with the disability to obtain, use or benefit from the City program, service, or facility. Appropriate "other measures" will be addressed on a case by case basis.

The concept of Service Animals may be new for some customers. As a result, there is a potential for misunderstandings between customers. People who use Service Animals often find themselves providing education about the use of Service Animals to those they meet. At times they report that they have difficulty with some individuals. If a customer accessing City services experiences difficulty from another person regarding the treatment of the Service Animal or himself/herself the following could take place. The person with the Service Animal could;

1. Mention to the other person that his/her animal is a Service Animal, and /or
2. Request assistance from City employees. City employees will, upon request, assist in a professional manner within their capacity.

A Person with a disability with a Service Animal is responsible for the control of that animal at all times. As well he or she must comply with all applicable legislation, which includes, but is not limited to, the *Dog Owners' Liability Act*

and City by-laws (such as the Animal Control By-law, Stoop and Scoop By-law and Exotic and Non-Domestic Animals By-law).

If the Service Animal is not kept under control, City employees may use their discretion to request that the Service Animal, accompanied by a person, leave the premises until the Service Animal is under control. If the Service Animal has bitten another person or animal or is a menace to the safety of other persons or animals, the Service Animal, accompanied by a person, may be required to leave the premises. If this occurs, the person would be permitted to continue to access the City goods or services without the Service Animal. In addition, City employees will, upon request, consider alternate accommodations for the person in such circumstances. The City may refuse to permit the Service Animal to accompany the person until such time as the person has demonstrated to the City that the issue has been resolved and steps have been taken to correct the situation. The person could present the City with a letter from a veterinarian and physician or nurse that explains how the issue has been resolved and the steps taken to correct the situation. If the person plans on using City facilities, programs or services with the Service Animal, the City expects that the person would make every effort to ensure the issue would be resolved within a reasonable period of time as alternate accommodations provided by the City may be discontinued after a limited amount of time. City employees may take further action as described in the laws noted above.

If a conflict should arise concerning a Service Animal, employees will attempt to balance the needs of all persons involved by following conflict resolution strategies. These strategies will include collecting appropriate information from all persons involved and observing the rights of all individuals involved according to the *Human Rights Code* and the *Canadian Human Rights Act*, R.S.C. 1985, c. H-6.

## **11. Use of Assistive Devices**

The City will allow people with disabilities to use their own personal assistive devices to obtain, use or benefit from the services offered by the City.

Should a person with a disability be unable to access the City's services through the use of his or her own personal assistive device, the City will assess service delivery and potential service options to meet the needs of the individual.

## **12. Accessible Workplace**

The City will establish policies, practices, and procedures that ensure that the City remains an inclusive workplace for people with disabilities. These policies, practices, and procedures will:

- Ensure that the recruitment process is inclusive of people with disabilities.
- Inform employees of supports available for employees with disabilities.
- Appropriately accommodate employees with disabilities in the areas of:
  - Workplace emergency response information,
  - Information and communications needed to perform jobs or that are generally available to employees in the workplace, and
  - Any other accommodations required.
- Take into account employee accommodations in:
  - Performance management,
  - Career development and advancement, and
  - Redeployment.
- Develop and implement a return to work process for employees who have been absent from work due to disability and require disability-related accommodations in order to return to work.

## **13. Transportation**

In addition to adhering to the policies within this Policy, Guelph Transit will develop and maintain policies and procedures unique to its service, and that are required in the regulations under the *Accessibility for Ontarians with Disabilities Act, 2005*.

Guelph Transit will make the policies required in the regulations under the *Accessibility for Ontarians with Disabilities Act, 2005* available to the public upon request.

## **14. Accessibility Standards for the Built Environment**

The City is committed to providing a universally accessible built environment at its facilities. The City of Guelph Facility Accessibility Design Manual (FADM) acts as a guiding standard for building and renovating City facilities. Updated periodically and upon the release of new legislation, the FADM meets or exceeds the Ontario Building Code and in many regards it exceeds



the Design of Public Spaces regulation O. Reg. 413/12. The FADM will continue to be the guiding standard for City renovations and newly constructed buildings.

## **REVIEW PERIOD**

This policy shall be reviewed by Council when the Multi-year Plan is reviewed and/or once per Council term and/or as accessibility legislation changes.

## **RESPONSIBILITIES**

City Council, employees, volunteers and those providing a good, service, program or facility on the City's behalf are responsible for adhering to the parameters of this policy and for ensuring that the needs of people with disabilities are addressed when accessing the City's goods, services, programs, and facilities.

## **CONTACT INFORMATION**

For more information about this policy, or questions related to accessibility at the City, please contact:

Accessibility Services Coordinator, City of Guelph  
1 Carden St., Guelph, ON N1H 3A1  
Phone: 519-822-1260 ext. 2670  
TTY: 519-837-5688  
Fax: 519-837-5661  
Email: [leanne.warren@guelph.ca](mailto:leanne.warren@guelph.ca)

## **LINKS**

- Accessibility for Ontarians with Disabilities Act, 2005: [http://www.e-laws.gov.on.ca/html/statutes/english/elaws\\_statutes\\_05a11\\_e.htm](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_05a11_e.htm)
- Customer Service Standard, Ontario Regulation 429/07: [http://www.e-laws.gov.on.ca/html/source/regs/english/2007/elaws\\_src\\_regs\\_r07429\\_e.htm](http://www.e-laws.gov.on.ca/html/source/regs/english/2007/elaws_src_regs_r07429_e.htm)
- Integrated Accessibility Standard <http://www.search.e-laws.gov.on.ca/en/isysquery/9be78d7d-0bd4-4cd0-8819-fc68be4caf/1/doc/?search=browseStatutes&context=#hit1>
- Ministry of Economic Development, Trade and Employment: <http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/index.asp>  
[X](#)

- Ontario Human Rights Commission: <http://www.ohrc.on.ca/en>
- Dog Owners Liability Act (Provincial Act): [http://www.e-laws.gov.on.ca/html/statutes/english/elaws\\_statutes\\_90d16\\_e.htm](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90d16_e.htm)
- Blind Persons' Rights Act (Provincial Act): [http://www.e-laws.gov.on.ca/html/regs/english/elaws\\_regs\\_900058\\_e.htm](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_900058_e.htm)
- City of Guelph documents related to Service Animals and Guide Dogs:
  - Animal Control By-law: [http://guelph.ca/uploads/PDF/By-laws/animal\\_control.pdf](http://guelph.ca/uploads/PDF/By-laws/animal_control.pdf)
  - Stoop and Scoop By-law: <http://guelph.ca/uploads/PDF/By-laws/stoop%20and%20scoop.pdf>
  - Exotic and Non-Domestic Animals: [http://guelph.ca/uploads/PDF/By-laws/exotic\\_animals.pdf](http://guelph.ca/uploads/PDF/By-laws/exotic_animals.pdf)
- Guelph Police Services AODA Information: <http://www.guelphpolice.com/aoda/>
- City of Guelph Facility Accessibility Design Manual: <http://guelph.ca/living/accessibility/facilities/>

## **City of Guelph Resource Documents**

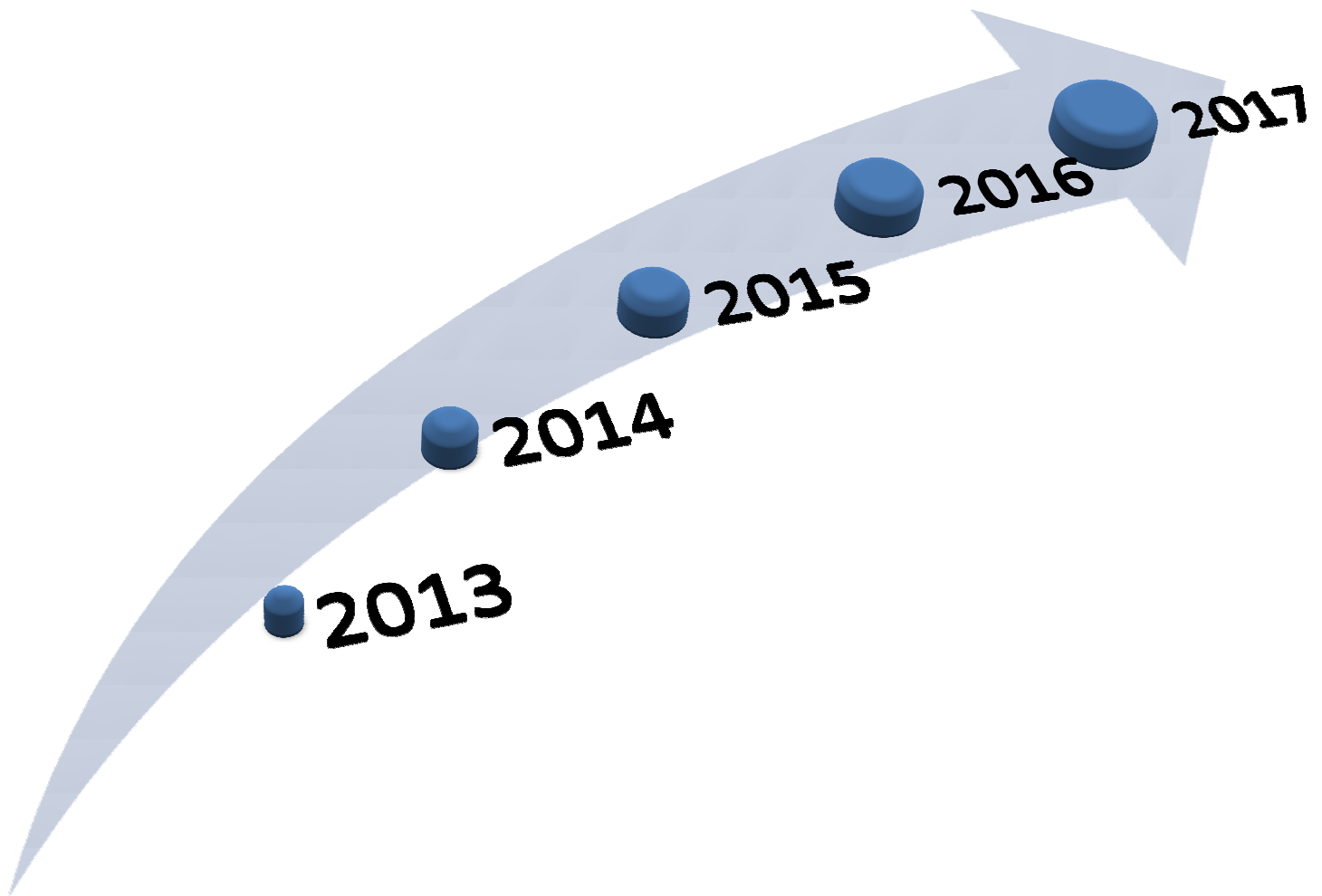
Available on the Internet and/or Intranet under Accessibility:

- Service Disruption Notice
- Feedback Form
- Workplace Emergency Response Information for Employees and Volunteers with Disabilities Policy (available upon request)

# City of Guelph

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## Multi-Year Accessibility Plan 2013 to 2017



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Appendix 1: Accessibility Principles

Appendix 2: Definitions

Appendix 3: City of Guelph Corporate Accessibility Policy

# Realizing the vision by continuing our commitment

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## **Accessibility in the City of Guelph**

For the City of Guelph, accessibility means much more than people getting through the front door. It's what happens once they're inside that makes all the difference.

Navigating easily into and around buildings and offices, accessing services and information in an appropriate format, working in an accommodating environment – all these everyday situations are important parts of accessibility and they benefit everyone.

For many years, the City has had a vision and commitment to building an accessible and inclusive environment that values diversity. In our community and within the province we continue to be a leading municipality in developing accessible programs, services and offering them in our accessible facilities.

## **Continuing our commitment to accessibility through policy**

This Multi-year Accessibility Plan details our approach to building an inclusive organization. With an extensive Corporate Accessibility Policy the City further commits to set the stage for innovation in the coming years with an accessible website, continued attention to inclusive employment practices, accessible parks and outdoor areas as well as more opportunities for the public to provide feedback on our services, programs and facilities.

The Corporate Accessibility Policy replaces the City's Barrier Free Policy 2001 and the Accessible Standards for Customer Service Policy 2010 with a more comprehensive scope and detail than the previous policies.

## **About the City of Guelph Multi-Year Accessibility Plan**

The City's Multi-year Accessibility Plan is a roadmap that describes how we will build on our accessibility-related successes. It a high level

snapshot of what is to come. As well, it is the result of many years of experience designing and implementing programs and services that are accessible and promote integrated yet supported approaches. The contents were developed in consultation with employees, the Municipal Accessibility Advisory Committee and people with disabilities.

In this document, you will find three key sections detailing our approach to building an accessible organization:

- **The City of Guelph roadmap for accessibility**: The overall vision, desired outcomes and strategy that will lead to achieving accessibility by 2025.
- **Key focus areas for immediate results**: What we are doing to achieve results over the next five years.
- **Compliance with the AODA**: Our approach to compliance with Ontario's accessibility legislation and highlights of key successes.

# Goals and vision for an accessible city

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*Ontario is changing; One in seven people in Ontario have a disability. Over the next 20 years, that number will rise as the population ages.*

*The key to the future is accessibility*

Accessibility is a powerful tool – it improves our communication, it brings more people together, and it increases our competitive advantage. In an accessible organization, a broader range of people will be able to work for the City and more people will have access to our services and programs.

Our goal is to make City workplaces and customer service areas accessible and welcoming environments – places where both employees and customers are accommodated according to their needs. Employees need to be able to function effectively and customers need to receive timely, high quality services in a way that works for them.

We want to provide excellent public services and reflect that in everything we do. We want to attract the talented people we need to fill jobs. Building a dynamic and accessible organization will help us reach these goals.

To transform into an accessible organization, the City is evolving to a more cohesive approach in its accessibility efforts. In 2001 the City implemented a Barrier Free Policy Statement. The goals of that statement were re-affirmed by each Mayor since 2001 and included a commitment to “recognize the diverse needs of our residents and respond by striving to provide service and facilities that are accessible to all.”

# How we have been building an accessible city

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## City's commitment to Persons with Disabilities continues

The City's Accessible Customer Service Policy reflects our vision to become an accessible organization. We endeavour to demonstrate leadership for accessibility in our community and in Ontario. Our goal remains to ensure accessibility for our employees and the public we serve in our programs, services and facilities.

## Several key milestones have shaped our work

In addition to the City's Accessible Customer Service Policy, the City has been building an inclusive and accessible organization for a number of years. As a designated public sector organization, we are in a classification that is required to do this by-law, under the Accessibility for Ontarians with Disabilities Act, however we have seen our work in this area benefit many residents and visitors to our community.

The significant milestones we have achieved to date include:

- The development of a built environment standard that is based on Universal Design Principles. The standard is called the City of Guelph Facilities Accessibility Design Manual. This document has been the guiding document for several new and renovated City facilities. The scope of the document is extensive and includes:
  - **Facility Access and Circulation:** This requires, for example, wider doorways, curb ramps on sidewalks with tactile warning areas and contrasting nosing on stairs to make the edge more visible.
  - **Washroom Facilities:** Includes grab bars that fold out of the way when not needed, door openers on washroom doors that can be locked out for privacy, accessible showers that a wheelchair can roll into.
  - **Other Facilities** such as accessible parking spaces with an attached loading area, picnic tables with a space for a person using a wheelchair, emergency visual alarms to let everyone,



including those who are not able to hear a fire alarm, know that the alarm is sounding, accessible signage with Braille, just to name a few.

- The City of Guelph renovated its historic City Hall to become the first fully accessible Provincial Offences Court. Such a significant accessible renovation to a historic building is rare but the City was able to demonstrate its commitment to accessibility by building all areas of the building to be accessible including the lounge and offices for the judges. Further, the largest of the courtrooms is fully accessible which includes an accessible dais and clerk's desk. Truly a significant achievement for the City and the Provincial Offences Courts.

# The Accessibility for Ontarians with Disabilities Act: How we fit

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In 2005, the government of Ontario passed the Accessibility for Ontarians with Disabilities Act (AODA), which requires that Ontario be an accessible province by 2025. To help public, private and non-profit organizations identify, prevent and remove barriers to accessibility; the AODA contains accessibility standards in five areas, including:

- Customer service
- Information and communications
- Employment
- Transportation
- The built environment

The accessibility standard for customer service came into force for municipalities in 2008. The next three standards – information and communications, employment and transportation – have been combined into the Integrated Accessibility Standards Regulation (IASR). The IASR is now law and the requirements will be phased in over time. The standard for the built environment for public spaces was released at the beginning of 2013. This regulation is also included in the IASR and is called the Design of Public Spaces.

Municipalities with more than 50 employees must meet the majority of the requirements of the IASR by 2015 except for the recently added Design of Public Spaces. Municipalities must build to, at minimum, this standard by 2016.

# Our Strategic Focus: How We Will Get There

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## The City's Accessibility Strategic Road Map

What does an accessible Guelph look like? Organizational change is complex and involves many components: policies, processes and practices; people; technology; infrastructure; communications and awareness. Taken together, these are the levers that will bring about change.

## How we will achieve results

### A strong foundation helps build success

Building a solid structure and organization has been a key component of our success so far in creating an accessible organization.

We believe that the critical factors for our success include:

- Informed and committed leadership
- Organization-wide alignment and coordination
- Strong governance and accountability
- Measurement, evaluation and reporting

### Informed and committed leadership

We need informed and committed leadership to propel us forward. City leaders have identified accessibility as a priority. The City is a large organization with a workforce of 1500 to 2000 people, depending on the season. Informed leaders, guided by the City's Accessibility Services, will ensure an aligned and coordinated organization-wide process.

As the corporation moves towards strong governance and accountability, accessibility will become incorporated into how we provide service to our customers. This type of governance structure is key to realizing our vision. All employees have a role to play in accessibility, and key individuals and groups have been assigned responsibilities to ensure our goals are met:

**Executive and Senior Champions of Accessibility:** Executive Directors will appoint Senior Managers in their area to champion the implementation of the AODA standards in their service area. The

leadership and expertise of the Senior Managers will ensure a cohesive approach.

**Accessibility Advisory Committee:** These members of the community who are appointed by Council will provide advice on the implementation of the AODA Plan. With lived experience, these community members are a wealth of knowledge and can tell their story from the point of view of a person with a disability, a customer, a visitor to a facility, and many other aspects. This consolidated “voice” provides a critical perspective on the needs of persons with disabilities. This group is consulted frequently for feedback on accessibility strategies and implementation of key priorities.

**Accessibility Services:** Accessibility Services provides coordination, vision and leadership to the municipality in order to achieve organization-wide accessibility. This office works under the advice of the City’s Accessibility Advisory Committee to produce the City’s Multi-year Accessibility Plan and for identifying the actions required to comply with the AODA.

Producing the Multi-Year Accessibility Plan and collaborating with employees to further understand how accessibility can be incorporated into City services and programs are critical functions.

**Accountability - Measurement, evaluation and reporting:**

The success of this strategy – like any other – depends on having a clear way to measure, evaluate and report on progress. Each year all City service areas shall report their progress on accessible goals and any achievements that they’ve realized during the year. This reporting will be the responsibility of senior managers.

Accessibility services, with the assistance of the Accessibility Advisory Committee (AAC) will review these reports and develop recommendation for the services areas where appropriate.

In addition, two new initiatives are underway to ensure that we continue to progress, and that we are responding to the needs of employees and customers.

- **Quality and compliance assurance:** The City will launch a process to ensure that existing and new regulatory requirements are implemented and maintained. This internal quality assurance and audit process will help us maintain long-term and systemic organizational change.

- **Listening to feedback:** Getting feedback from employees and customers is an important part of our evaluation process. The Multi-Year Plan and compliance reports will be submitted during 2013, a compliance report will also be submitted during 2015 to the Accessibility Directorate of Ontario, which regulates compliance for all organizations in Ontario. The Plan and these compliance reports will be posted on the City's website. Members of the public will be invited to provide their feedback on these documents as well as City programs, services and facilities.

# Compliance with the Accessibility for Ontarians with Disabilities Act

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## How we will get the job done

The City is demonstrating leadership by being one of the first organizations in Ontario to meet the requirements of the AODA. We were of the first municipalities to report compliance with the customer service standard, and to meet requirements under the Integrated Accessibility Standards Regulation (IASR).

### **We achieve these goals by:** **Ensuring organizational readiness to meet compliance**

In order to meet and sustain compliance, the City will continue to revise policies and develop new ones with accessibility in mind. Policies and guiding principles not only help employees embed accessibility into everyday activities, but also help ensure that compliance activities are communicated and delivered in a consistent way across the organization.

### **Keeping compliance active**

Compliance with the AODA needs to be kept active, so ongoing maintenance and quality controls are needed as well as the opportunity to encourage adjustments that will only further the municipality's efforts. The following Multi-Year Plan will set out the City's vision, our commitment and how we will achieve our vision.

City employees will be supported in their efforts with tools, such as checklists and guides, which will assist in interpreting the requirements as well as provide guidance on making product selections, hiring through the contract process, and develop written materials that meet the requirements.

Comprehensive just-in-time and ongoing training give employees the knowledge, skills and tools they need to meet and exceed compliance requirements. City employees have a broad range of functions and roles. For that reason, training is adapted to suit the type of work, the work location, and the type of involvement employees may have with

accessibility. Training topics include: developing alternate formats, hosting accessible meetings, and creating documents, policies and procedures with accessibility in mind. A variety of training materials, resources and best practices have been developed as a result, and are shared across the organization.

Beyond the required training, ongoing evaluation of the City's accessible services, programs and facilities, will assist in identifying potential education and awareness opportunities. This system will help ensure compliance with the legislation and keep the topic of accessibility front and centre.

# Our progress on the AODA regulations

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The following outlines our commitments and our progress in meeting accessibility standards in six key areas:

- Customer service • Information and communications • Employment
- Procurement • Transportation • Built environment

## Customer Service

The City provides services to a diverse population at several facilities throughout the city. Developing an accessible customer service experience was an essential first step in our work.

### Our vision

Customers must be served in ways that:

- Best achieve an equitable customer experience when accessing municipal services, programs and facilities
- Employ best efforts to develop and maintain customer service that is accessible
- Use available budgets and resources wisely

### Our commitment

The City is committed to ensuring that all customers – whatever their ability – are served in an accommodating environment and receive accessible goods and services in a timely manner.

### How we achieve our vision

- Reviewing and updating policies and standards regularly to ensure high quality, accessible customer service
- Consulting with key stakeholders and the City's AAC on emerging, or changing requirements
- Embedding accessibility requirements into employees training and orientation materials
- Using internal expertise to conduct reviews to ensure compliance and improve services
- Reviewing customer feedback and taking appropriate action
- Providing training for employees who serve the public, or make policies that shape how services are delivered



## Outcome

Members of the public receive an equitable and effective customer experience that accommodates their needs.

## Our accomplishments

**Customer Service Policy** - The City has had an accessible customer service policy since 2010. The policy is included in the training of all City employees and volunteers and meets the requirements of the customer service regulation. Upon the development of this policy, the City determined that it already had, in some areas, exceeds the regulation. For example, in the years leading up to the AODA requirement the City had developed a program that waived the admission/registration fees for a support person accompanying a person with disabilities attending a City hosted event/program.

**City Accessibility Resources and Guidelines** - The City developed several resource materials and guidelines that clarify mandatory requirements under the standard for customer service, and shares good practices. It is posted on an internal website for easy access by City employees.

**Accessibility Training** - The Accessibility Directorate of Ontario developed online learning course materials to help municipal employees provide a base standardized training for accessible customer service. The City of Guelph used this training, called "Serve-Ability: Transforming Ontario's Customer Service", for the majority of its training sessions. The training not only included information about the legislation, it also showed employees how to serve people with disabilities in ways that respect their dignity and independence.

Further training on serving customers with a disability takes place on an ongoing basis for customer service staff. Examples of this training include: Serving Customers with Communication Related Disabilities and delivered to museum staff and volunteers, Programming that Includes Customers with a Disability.

## Information and communication

Communicating and providing information in ways that work for all employees and customers is another cornerstone of building an accessible organization.

### Our vision

The City will follow universal design principles and best practices when developing, implementing and maintaining information and communications strategies and products. This includes websites, communications materials, telephone communications and face-to-face interactions. The goal is to achieve the most effective and efficient access to information for all users.

### Our commitment

The City is committed to ensuring that information and communications are available and accessible to people with disabilities. At present, information is available in alternate formats upon request however during 2013 employees will begin to post documents on the City's website that are compliant with the Integrated Accessibility Standards Regulation.

### How we will achieve our vision

- Achieving compliance with the Web Content Accessibility Guidelines-based (WCAG) commitments in the Information and Communication section of the IASR (Integrated Accessibility Standards Regulation) to ensure websites are accessible for all.
- Developing guidelines and best practices for creating accessible documents for common desktop applications such as MS Word, Excel and PowerPoint.
- Ensuring that information produced by the City, including emergency procedures, plans, and public safety is readily available in a variety of alternate formats such as large print, HTML and tagged PDFs.
- Developing a training strategy to ensure that staff, partners and stakeholders have the knowledge, tools and technical advice to create accessible materials.
- Ensuring that kiosks have accessibility features in their design.
- Continuing to expand knowledge and use of accessible devices such as audio amplifiers and text-to-audio.

## **Public Libraries**

### **How we will achieve our vision**

- Continuing to provide access to accessible materials in the Main Library
- Arranging for the provision of access to accessible materials, where they exist, will also continue
- Informing the public of the availability of these accessible materials
- Providing information in an accessible format or with appropriate communication supports, upon request
- Working to provide accessible formats for archival material, special collections, rare books and donations
- Collaborating with the CNIB to pilot direct access to audio materials for the blind and visually impaired
- Designing the new Main Library with children's and senior departments immediately accessible on the main floor of the new facility

## **Employment**

The process of finding, getting and keeping a job must be inclusive and accessible in order to build an effective workforce in the City.

### **Our vision**

As a top employer, the City will enable and encourage persons with disabilities to participate fully in all aspects of employment with the organization.

### **Our commitment**

The City is committed to inclusive and accessible employment practices that attract and retain talented employees with disabilities. The City understands the Ontario Human Rights Code and has developed and implemented policies that support accommodation and address non-discrimination and harassment allegations.

### **How we will achieve our vision**

During 2013 the City will:

- Review employment-related policies and procedures to ensure they meet legislated requirements.
- Document recruitment, performance management and career development practices.

- Return to work, employee accommodations, and redeployment practices will also be set out in a document.

### **Employee Training**

Employees will receive accessibility training that supports the goals of the AODA. It is expected that the training will cover a range of topics such as:

- How to identify and remove barriers in the workplace for employees and customers
- Understanding and accommodating various types of disabilities
- Understanding employer obligations to provide employment accommodation
- Understanding the City's obligations and leadership under AODA regulations

## **Outcome**

- As required, individual workplace emergency response plans have been developed for employees with disabilities.
- Accommodation for disabilities is offered and provided as required.

## **Our accomplishments**

The City implemented a procedure to develop individualized workplace emergency response plans as required by the AODA. Further, the organization extended the policy and process to City volunteers.

## Procurement

The City is a major purchaser of goods and services. It is important that procurement processes are inclusive so that all customers can participate, and all vendors are aware of the need to provide accessible goods and services.

### Our vision

Availability of accessibility options is a high priority in the procurement process. The vendor community is aware of and understands the need to demonstrate leadership in removing barriers for persons with disabilities.

### Our commitment

The City is committed to integrating accessibility into procurement policies, procedures and practices by:

- Conducting regular reviews and updates of procurement-related directives, policies, procedures and standards.
- Consulting with key stakeholders, advisory groups and vendors on promoting awareness of accessible selection of products.
- Embedding accessibility requirements into the procurement process.
- Conducting reviews to ensure compliance and continuous improvement in procurement practices.
- Reviewing feedback on the procurement process and taking appropriate action as needed.

### How we will achieve our vision

The City is committed to implementing accessible procurement practices and processes. City vendors and partners will be aware of the requirement to incorporate accessibility considerations and requirements into the procurement cycle, including the planning and document development stages. A resource booklet will be available to employees who procure or acquire on behalf of the City. Training will also be available to those who request it.

Further resources are available to employees and range from guidelines on hosting accessible meetings to a database of “pre-approved” products. These products comply with the City’s Facility Accessibility Design Manual.

Through policies and practices that include accessibility considerations, City buyers are able to conduct business in a way that accommodates customers of all abilities.

### **Outcome**

The City market influence has generated a heightened level of awareness and responsiveness in adopting accessibility measures in the vendor community.

### **Our accomplishments**

Procurement directives, tools and guidelines have been updated to meet new accessibility standards. Accessibility considerations of the IASR have been incorporated into the existing Accessible Customer Service directive in the City's procurement process.

## Transportation

### Our vision

As a transit system, Guelph Transit will provide superior, accessible transit services by using industry standard practices as a base for our service and striving to exceed those standards at every opportunity. This includes conventional bus service as well as our parallel bus service, called Guelph Transit Mobility Services.

### Our commitment

Guelph Transit is committed to ensure that services are available to all citizens in the City of Guelph. We will receive feedback from our customers, act on it when possible and ensure that we provide an equitable service to our customers.

### How we achieve our vision

The following table lists the requirements, going forward, by year and provides a description of how Transit will comply with these requirements.

2014 Integrated Accessibility Standards	Plan(s) to Meet This Standard	Expected Completion Date
<b>Training</b> - Safe use of equipment, emergency preparedness, & acceptable modifications to procedures	Guelph Transit has an in-house training program that consists of five weeks of training for all newly hired bus operators. During this training course, new employees are trained in the safe use of equipment, emergency preparedness and policies and procedures. Guelph Transit also provides refresher training to all employees every three years to ensure employees are updated and prepared to meet the needs of our customers.	Completed
<b>Trip Restrictions</b> - No restriction to the number of trips available for specialized	Mobility Services does not restrict the number of trips available for registered users.	Completed
<b>Fares, Support Persons</b> - No fares charged to	Guelph Transit's existing plan for conventional services – Personal Assistant in Leisure (PAL) – was	Completed January 2012



Support Persons	implemented with fare parity for Mobility Services users.	
<b>Eligibility Application Process (Existing)</b> - No fee to apply; independent appeal process within 30 days	No fees are charged to applicants applying for Mobility Services.	Completed
<b>Booking</b> - Provide same day support & reserve next day trips three hours prior to end of day	Capital funding has been secured to purchase new scheduling software for Mobility Services in order to ensure efficiencies in the scheduling of our customers	January 2014
<b>Emergency or Compassionate Grounds</b> - Provision of specialty transportation prior to 14 days	Guelph Transit will review the application and approval process and will ensure that processes are in place to provide transportation on a temporary basis for applicants waiting for approval.	January 2014

2017 Integrated Accessibility Standard	Plan(s) to Meet This Standard	Expected Completion Date
<b>On-Board Announcements (electronic)</b> - Electronic announcement of route, direction, & next major stop; Verbal announcements of each stop	Guelph Transit received approval for capital funding for this project for the 2012 & 2013 calendar years. A consultant was hired in the development of an RFP to ensure that the on-board requirements of AODA are met. The RFP is expected to be released in January 2013 with the project completed by 2014.	June 2014
<b>Categories of Eligibility</b> - Unconditional, temporary, & conditional	Guelph Transit Mobility Services currently accepts applications in the unconditional and temporary category. Policies will be reviewed and processes put in place to allow for a conditional eligibility category for our customers.	January 2015

## Outcome

To ensure that members of the community with a disability have access to a barrier-free public transit system

## Our accomplishments

Guelph Transit has been busy over the past couple of years implementing the requirements with the AODA. The following requirements have been completed:

- Technical Requirements (53 to 61): All of Guelph Transit's buses that were purchased after July 2011 and to be built after January 1, 2013, have/will be equipped with:
  - (53) grab bars, handholds, handrails or stanchions that are provided in compliance with the IASR and where appropriate at: locations where passengers are required to pay fares; each mobility aid securement position; each priority seating area intended for use by persons with disabilities; and each side of any entrance or exit used by persons with disabilities.
  - (54) flooring that is non-glare and slip resistant.
  - (55) two mobility aid spaces that are equipped with securement devices.
  - (56) accessible stop requests and emergency response controls.
  - (57) lighting at each door that illuminates the ground surface and is shielded.
  - (58) destination signage that is visible at boarding.
  - (59) ramps and low-floor accessible buses.
  - (60) high contrast strips on the edge of each step.
  - (61) ramp and kneeling devices have both visual and audible alarms.
- Fares (Requirements: 38, 46, 66) :
  - (38) Beginning January 1, 2012, Transit began accepting the City's Personal Assistance in Leisure care (PAL Card) on the Mobility Service. The PAL Card was accepted on the conventional buses several years earlier. The PAL Card allows a passenger with

- a disability to be accompanied by an attendant at no extra charge for the attendant.
  - (46) Passengers who use either conventional or mobility services at Guelph Transit currently pay the same fare. Conventional fares have been either equal to or less than mobility fares. Fare parity was introduced January 1, 2012.
  - (66) On January 1, 2012, Transit adjusted their fare structure to provide Fare Parity to all riders. Those who ride the Mobility Service have access to the same fare structure as those who ride on the conventional bus system.
- On-board announcements (52.1): Guelph Transit requires drivers to provide an audible verbal announcement of all destination points or available route stops on its transportation vehicles while the vehicle is on route or while the vehicle is being operated.
- Non-functioning accessibility equipment (35): Guelph Transit operates with a 15 percent spare ratio to ensure that back-up equipment is available when accessibility equipment is non-functioning. As a further contingency to equipment failure, Guelph Transit has contracted services with a local accessible taxi service to ensure customers have service within a reasonable time.
- Origin to Destination service (68): Mobility Services provides origin to destination services for all registered customers. Registered customers who are able to use the conventional services provided by Guelph Transit, are encouraged to supplement their travel options by using the conventional services when possible.
- General responsibilities Part IV Transportation Standards (44): Guelph Transit conventional transportation services ensures use of ramps or kneeling services are available upon request; allows adequate time for all passengers to embark and disembark the vehicle; assists with the safe

storage mobility aids if required at no extra cost (48); allows persons with a disability to travel with a medical aid; and ensures all information is available in accessible formats upon request.

- Transit stops (47, 78):
  - (47) Guelph Transit has an accessibility plan to provide accessible stops at a minimum of 25 percent of all stops while ensuring that at least ten stops are converted to accessible stops on an annual basis. Operators ensure that customers can embark and disembark at safe locations if an accessible stop is not in the immediate vicinity. Operators make immediate radio contact with central control regarding stop issues and a supervisor is immediately dispatched to assist in resolving these issues.
  - (78) Guelph Transit, in conjunction with the City of Guelph Accessible Advisory Committee and the Transit Advisory Committee, review and assess the transit stops to ensure that accessible stops are developed in areas of the City that are most needed. These are prioritized and assessed on a regular basis. These stops are in alignment with the Accessibility Plan for the City of Guelph.
- Companions and Children (74): Mobility Services allows registered passengers to be accompanied by companions or dependents. Customers are aware of the Guelph Transit policy that requires notification of accompaniment at the time of booking. Such requests are accommodated and do not affect the travel requests of other registered customers.
- Availability of Information (34): Guelph Transit provides information on accessibility equipment on its website and upon request by phone, email, in person, etc.

- **Courtesy Seating (49):** In conjunction with the Ontario Public Transportation Association, Guelph Transit implemented the Priority and Courtesy Seating program in 2012 that was developed for all participating public transit systems in Ontario. Information regarding our program is available on-line and on our buses.
- **Accessibility plans (41, 42, 43):** This five year report addresses the reporting requirements for the accessibility plans for both conventional and accessible services provided by the City of Guelph.
- **Service Disruptions (50):** Guelph Transit has a standard operating procedure in place for handling service disruptions. Alternative travel arrangements are communicated through all public forums available through the City of Guelph. Registered mobility services customers who use conventional services as their main transportation service are accommodated during these service disruptions.
- **Visitors (67):** Mobility Services provides transportation services to any visitors who provide confirmation that they are registered users of specialized transportation services in the area that they live. A visitor is someone who is in the City of Guelph with the intent of staying no more than 21 days and is a registered customer for specialized services in their home town/city. Services will be provided for no more than 21 days every twelve months. If the customer has intentions of residing in the City of Guelph or being present for more than 21 days, the customer is required to formally apply as a registered user with Guelph Transit Mobility Services.
- **Hours of Service (70.2):** Guelph Transit provides the same hours of service for both conventional and mobility services.

- Service Delays (73): Mobility Services operates with a 15 percent spare ratio to ensure that back-up equipment is available when accessibility equipment is non-functioning. As a further contingency to equipment failure, Guelph Transit has contracted services with a local accessible taxi service to ensure customers have service within a reasonable time.

### **Accessible Taxicabs**

Please see [Guelph Police Services Plan](#) for more information

## **Built environment**

The City strives to be a leader in accessibility and is committed to providing a universally accessible built environment at its facilities. The City of Guelph Facility Accessibility Design Manual (FADM) acts as a guiding standard for City facilities. Updated periodically and upon the release of new legislation, the FADM exceeds the Ontario Building Code and in many regards it exceeds the Design of Public Spaces regulation recently released as part of the Integrated Accessibility Standard. The FADM will continue to be the guiding standard for City renovations and newly constructed buildings.

During 2002 the City conducted an accessibility audit at several of its facilities. All of the facilities that were included in the 2002 audit have been renovated. Since that time the FADM has been developed and updated. Plans are underway to conduct a second round of accessibility audits of the City facilities that were not audit in 2002. The purpose of the audit is to determine how we can incorporate accessibility retrofits into these facilities.

### **Our vision**

Customers, employees and visitors will be able to move freely – unrestricted by barriers – in all City interior and exterior spaces as set out in the FADM.

### **Our commitment**

The City is committed to greater accessibility into, out of, and around our facilities. Our successes to date yet again demonstrate the City's commitment to accessibility as budget allocation to these renovations has been consistent over the years.

### **How we will achieve our vision**

The City will continue to undertake accessibility retrofits of existing facilities and build new facilities to the standards in the FADM.

### **Outcome**

City facilities will strive to have accessible and accommodating environments for both employees and customers.

## **Our accomplishments**

From picking up a bus pass to having a day in court, City facilities are alive with activity every day. But for people with disabilities, it can be difficult to get around in facilities that were designed in another era, when barrier-free accommodations were not usually provided.

The City is working on improving access to the built environment and uses standardized accessibility guidelines that are based on universal design principles, when renovating and constructing City facilities.

Since 2006 the following facilities have been renovated to improve accessibility:

- Victoria Road Recreation Center
- West End Community Centre
- Evergreen Seniors Centre
- Exhibition Arena
- Hastings Stadium
- Centennial Arena
- Margaret Green Park Washrooms
- Riverside Park Washrooms and picnic area
- Guelph Lake Park Washrooms
- Main Branch Library
- Bullfrog Branch Library
- Scottsdale Branch Library



# Leading the Way Forward: A Final Word

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## **Our Commitment**

The City is committed to making accessibility throughout the organization a reality. Our progress so far would not have been possible without the vision of senior executives, the leadership of City managers, the concerted efforts of each employee, and the commitment of the dedicated citizens who give their time and expertise to the City's Accessibility Advisory Committee. We thank them for their invaluable feedback, input and dedication to this work.

There is much more to accomplish.

Many of our initiatives are in full swing and more are on the drawing board as we implement this plan. We will continue to identify and remove barriers at every level of the City in order to create accessible spaces, programs and services that everyone can use.

## **We'd like to hear from you**

Do you have any thoughts or feedback on what has been accomplished so far? Ideas on how plans or projects could be improved? Do you need any other information to move forward with your own plans? Please contact us with your questions and ideas. We would be pleased to hear from you.

This document is available online ([www.ontario.ca](http://www.ontario.ca)) in the following formats:

HTML

Accessible PDF

For more information, to provide feedback or to request an alternate format of this document please contact:

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# APPENDIX 1:

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## **Accessibility Principles**

A plan is only as good as its guiding light – in this case, a set of accessibility principles that all ministries in the City will follow. Employees must use reasonable efforts to ensure that policies, programs and services – including procedures and practices established to provide accessible service to persons with disabilities – reflect these principles.

### **Dignity**

The principle of respecting the dignity of persons with disabilities means treating them as customers who are as valued and deserving of high quality and timely service as any other customer. Persons with disabilities are not treated as an afterthought or forced to accept lesser service, quality or convenience. The delivery of goods and services must take into account how persons with disabilities can effectively access and use them.

### **Independence**

In some instances, independence means freedom from control or influence of others – in other words, the freedom to make one's own choices. It can also mean freedom to do things one's own way. People who move or speak differently must not be denied the opportunity to participate in a program or service, for example. People with disabilities need to be able to take the time they need, without being rushed or having a task taken away from them.

### **Integration**

The provision of goods or services must be integrated so that persons with disabilities may benefit from the same services, in the same place and in the same or similar way as other customers. Integration means that policies, programs, services, practices and procedures are designed to be accessible to everyone, including persons with disabilities.

### **Equal Opportunity**

Equal opportunity means that persons with disabilities have the same access as others to obtain, use and benefit from goods or services. They should not have to make significantly more effort to access or

obtain services. They should also not have to accept lesser quality or more inconvenience than any other customer.

# APPENDIX 2:

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## Definitions

**Accessibility:** a general term used to describe the degree of ease that something (e.g., device, service, and environment) can be used and enjoyed by persons with a disability. The term implies conscious planning, design and/or effort to ensure it is barrier-free to persons with a disability and, by extension, highly usable and practical for the general population as well.

**Accessibility for Ontarians with Disabilities Act (AODA), 2005:** the purpose of the Act is to develop, implement and enforce accessibility standards in order to remove barriers for Ontarians with disabilities on or before January 1, 2025 in relation to goods, services, facilities, accommodations, employment, facilities, structures and premises. The AODA came into force on June 4, 2005.

**Accessible:** that which can be easily reached or obtained; a facility that can be easily entered; posing no obstacles to persons with disabilities.

**Accessible formats:** may include, but are not limited to, large print, recorded audio and electronic formats, Braille and other formats usable by persons with disabilities.

**Adaptive technologies:** technologies that enable persons with disabilities, primarily physical disabilities, to use regular versions of products such as computers or telephones.

**Assistive devices:** equipment that assists people to perform a given task; usually devices that people bring with them, such as a walker, scooter, wheelchair or personal oxygen tank.

**Assistive technology:** technological devices that have been developed with features specifically helpful for people with disabilities. Publishers may be asked to supply file formats that are compatible with particular types of assistive technology.

**Communications:** the interaction between two or more persons or entities, where information is provided, sent or received.

**Communication supports:** may include, but are not limited to, captioning, alternative and augmentative supports, plain language, sign language and other supports that facilitate effective communications.

**Conversion ready:** an electronic or digital format that facilitates conversion into an accessible format.

**Disability:** the interaction between the social, cultural or physical environment and a person's impairment that creates barriers. Disability may be apparent to others or hidden, inherited, self-inflicted or acquired, perceived or presumed.

**Diversity:** refers to the presence of a wide range of human qualities and attributes within a group or an organization. The dimensions of diversity include, but are not limited to, age, gender, race, ethnicity, physical and intellectual ability, religion, sexual orientation, educational background and expertise.

**HTML/XHTML (HyperText Markup Language):** the markup language for web pages and provides the basic building blocks of web pages. XHTML is a set of XML specifications that extend the rather limited capabilities of HTML and make it more disciplined. Both HTML 5.0 and XHTML 5.0 are currently under development by the World Wide Web Consortium.

**Information:** includes data, facts and knowledge that exists in any format, including text, audio, digital or images, and that conveys meaning.

**Ontarians with Disabilities Act (ODA), 2001:** requires government ministries, municipalities and public sector organizations such as transportation organizations, hospitals and school boards to develop an annual accessibility plan aimed at identifying, removing and preventing barriers to accessibility in a number of areas, such as government buildings, publications and internet sites.

**PDF (Portable Document Format):** a file format, which enables a document to be used on many different computer platforms but always to maintain the same visual appearance and page layout. Originally developed by Adobe in the early 1990s, PDF is now an ISO standard and is widely used throughout the publishing industry both as part of its process for producing printed products and for some types of electronic products. The specifications of PDF files may vary depending

on their intended use; some forms of PDF (particularly those specifically aimed at printing applications) are far from ideal for use in the production of accessible editions.

## APPENDIX 3:

# CORPORATE POLICY AND PROCEDURE



POLICY	Corporate Accessibility Policy
CATEGORY	Corporate
AUTHORITY	All Departments
RELATED POLICES	Animal Control Bylaw, Stoop and Scoop Bylaw, Exotic and Non-Domestic Animal Bylaw
APPROVED BY	City of Guelph Council
EFFECTIVE DATE	January 1, 2013
REVISION DATE	

### POLICY STATEMENT:

The City of Guelph is committed to being responsive to the needs of all its residents and employees regardless of disabilities. To meet the needs of people with disabilities the City of Guelph will:

- Ensure its policies, practices, and procedures provide for dignity, independence, integration, and equal opportunity for people with disabilities.
- Identify, prevent, and remove barriers for people with disabilities in accessing and using City of Guelph goods, services, programs, and facilities.
- Accommodate the accessibility needs of people with disabilities to ensure that they can obtain, use, or benefit from City of Guelph goods, services, programs, and facilities and that they can do so in a timely manner, at a cost no greater than that for people without disabilities.
- Develop and train City of Guelph employees on providing accessible goods, services, programs, and facilities.

This policy provides guidance on how the City of Guelph ensures all its goods, services, programs, and facilities are provided in an inclusive manner that takes into the account the needs of people with disabilities.

## DEFINITIONS

- 1) "City": Refers to the City of Guelph and its service areas, but does not include local boards. Local boards may adopt this policy at their discretion.
- 2) "Disability": As defined in section 10 of the *Human Rights Code*, R.S.O. 1990, c. H.19.
- 3) "Facility or Service Disruption": Means a planned or unplanned unavailability of facilities, programs or services provided or operated by or on behalf of the City, including but not limited to, washroom facilities that are closed, elevators that are inoperable, and websites that are unavailable.
- 4) "Service Animal": Means
  - a. A guide dog, as defined in section 1 of the *Blind Persons' Rights Act*, R.S.O.1990, c. B.7; or
  - b. An animal used by a person with a disability, including but not limited to a dog, if:
    - i. It is readily apparent that such animal is used by the person for reasons relating to his or her disability; or
    - ii. The person provides a letter from a physician or nurse confirming that the person requires such animal for reasons relating to his or her disability.
- 5) "Support Person": Means a person who accompanies a person with a disability in order to help with communication, mobility, personal care, medical needs or access to goods, services, programs or facilities.

## PURPOSE

The City recognizes the diverse needs of all its:

- Residents and strives to provide goods, services, programs and facilities that are accessible to all. As a provider of goods and services, the City is committed to ensuring that its goods and services are provided in an accessible manner.
- Employees and strives to provide a workplace that is accessible to all of them. As an employer, the City is committed to ensuring that its workplace is accessible.

This policy, Corporate Accessibility Policy, is to function as an umbrella policy for the requirements of the standards developed under the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c.11.



## PRINCIPLES

The City develops policies, practices, and procedures which contribute to ensuring that goods, services, programs, and facilities are accessible for persons with disabilities. The following principles will be met when developing such policies, practices, and procedures:

### 1. Accessibility Planning

The City will establish, implement, maintain and document a multi-year accessibility plan in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*. The multi-year accessibility plan will outline the ways the City will prevent and remove barriers and meet the requirements of the standards developed under the *Accessibility for Ontarians with Disabilities Act, 2005*.

The City will:

- Establish, review, and update the multi-year accessibility plan in consultation with persons with disabilities and the municipal accessibility advisory committee.
- Review and update the plan at least once every five years.

City employees will prepare an annual status update report on the progress of measures taken to implement the multi-year accessibility plan and will post the plan and the status update reports on the City's website. City employees will provide accessible formats of the plan and reports upon request.

### 2. Accessible Customer Service

The City will make reasonable efforts to ensure the following:

- That goods and services are provided in a manner that respects the dignity and independence of people with disabilities.
- That the provision of goods and services to people with disabilities, and to others, are integrated unless an alternate measure is necessary, whether temporarily or on a permanent basis, to enable a person with a disability to obtain, use or benefit from the goods and services.
- That people with disabilities are given an opportunity equal to that given to others, to obtain, use and benefit from the goods and services.

Note: Equal opportunity may require an individual accommodation in addition to this policy.

### 3. Procurement

Whenever possible, City employees will incorporate accessibility criteria and features when procuring or acquiring goods, services, and facilities.

When it is not practicable to incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities, City employees will provide, upon request, an explanation for this action.

Further, the City will incorporate accessibility features when designing, procuring or acquiring self-service kiosks.

### 4. Employee Development (Training)

City employees and volunteers, those who participate in developing the City's policies and procedures, and all other persons who provide goods, services or facilities on behalf of the City will be trained in accordance with Accessibility Standards for Customer Service and the Integrated Accessibility Standards, as well as other regulations under the *Accessibility for Ontarians with Disabilities Act, 2005*.

The City will log and retain records which will record the details of the training provided, as well as the name of the person, location, and date the training was completed.

### 5. Alternate Formats

The City will provide information that it produces or controls, in formats that take into account the disabilities of members of the public requesting the information. The City will provide these alternate formats in a timely manner and at a cost no more than the cost of the original format of the information.

City material printed in-house or produced on behalf of the City for the public should contain a note indicating, "Alternate formats are available upon request in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*" and include relevant contact information.

The City and the person with a disability requesting the document will agree upon the format to be used for the City document or information.

The timeframe attached to the process to convert the City document to an alternate format may vary depending on the media, the size, complexity, quality, and number of the source documents to be converted.

When it is not practicable to provide an alternate format, the City will provide an explanation and a summary of the document in an accessible format.

## **6. Communication Supports**

The City will provide communication supports to members of the public, upon request. The City will provide the support in a timely manner, and in consultation with the person to determine suitability of the communication support so that it takes his or her disability into account. The City will not charge a cost that is more than the regular cost charged to other persons.

If City employees are unable to obtain the requested communication support, they will work with the requestor to determine a practicable and appropriate method for communication.

The City will notify the public about the availability of communication supports no less frequently than annually.

## **7. Feedback Process**

The City has established a process for receiving and responding to feedback on the manner in which the City provides goods and services to persons with disabilities. Information about this process is available to any person.

Should members of the public wish to provide feedback they can do so:

- In person to a City Manager, Supervisor, Executive Director or the Accessibility Service Coordinator;
- By telephone, via the City's General Inquires telephone line: 519-822-1260 or TTY: (519) 826-9771;
- In writing to the attention of the Accessibility Services Coordinator, 1 Carden St, Guelph, ON, N1H 3A1;
- By using the form included in Appendix B: or
- In an electronic format or by email: [info@guelph.ca](mailto:info@guelph.ca)

Once feedback has been received, the City will implement the following process:

- If the feedback is received by a City employee other than a Manager, Supervisor, Executive Director or Accessibility Service Coordinator, the employee will forward the feedback form to his or her supervisor and the Accessibility Services Coordinator.
- The Supervisor will forward the form to the relevant Service Area or employee.
- The relevant employee will take appropriate action in a timely manner with the assistance of the Accessibility Services Coordinator and members of other departments if needed.
- Whether the feedback is intended to be a helpful suggestion or a complaint, the employee along with the Accessibility Service Coordinator will assess current policies, practices, and procedures to determine if any changes are required.
- Employees will follow up with the person who submitted the feedback if more clarification is needed, or if the person has requested that follow up take place.
- Employees will keep records of all steps taken, including any discussions with the person submitting the feedback and any actions taken.
- All feedback will be provided to relevant City employees who will follow up as appropriate.

## **8. Service Disruptions**

If, in order to obtain, use or benefit from the City's goods, services, programs or facilities, persons with disabilities usually use particular facilities or services of the City, and if there is a temporary Facility or Service Disruption to those facilities or services, in whole or in part, the City will give notice of the Facility or Service Disruption to the public. The City employees responsible for posting such notice include facility and service managers or their designates.

Notice of the Facility or Service Disruption will include: information about the reason for the disruption, its anticipated duration and a description of alternative facilities or services, if any, that are available.

The City will give notice of the Facility or Service Disruption by posting the information in a conspicuous place on the relevant City premises and, whenever possible, by posting it on the City website and in the media as appropriate.

If the City should expect a planned temporary Facility or Service Disruption, the City will provide on its website, if possible, advance notice, in keeping with the conditions of this section of this policy.

## **9. Support Persons**

The City will allow a person with a disability to be accompanied by a Support Person in all City owned and operated public facilities. The City reserves the right to request that a person with a disability be accompanied by a Support Person, in the event that the City considers such accompaniment as necessary to protect the health and safety of the person with the disability or others on the premises.

The City will provide notification of any applicable admission fees or fares that apply to Support Persons by posting such admission fees or fares where all other fees or fares are posted.

## **10. Service Animals**

The City welcomes Service Animals into all City-owned or -operated facilities where the public is allowed. The person requiring the Service Animal may keep it with him or her unless it is otherwise excluded by law.

If a Service Animal is excluded from premises by law, which could include, but is not limited to, City policy, bylaw, Federal or Provincial Public Health law, or government policy or guideline, the City will, upon request, use reasonable efforts to ensure that other measures are available to enable the person with the disability to obtain, use or benefit from the City program, service, or facility. Appropriate “other measures” will be addressed on a case by case basis.

The concept of Service Animals may be new for some customers. As a result, there is a potential for misunderstandings between customers. People who use Service Animals often find themselves providing education about the use of Service Animals to those they meet. At times they report that they have difficulty with some individuals. If a customer accessing City services experiences difficulty from another person regarding the treatment of the Service Animal or himself/herself the following could take place. The person with the Service Animal could;

1. Mention to the other person that his/her animal is a Service Animal, and /or

2. Request assistance from City employees. City employees will, upon request, assist in a professional manner within their capacity.

A Person with a disability with a Service Animal is responsible for the control of that animal at all times. As well he or she must comply with all applicable legislation, which includes, but is not limited to, the *Dog Owners' Liability Act* and City by-laws (such as the Animal Control By-law, Stoop and Scoop By-law and Exotic and Non-Domestic Animals By-law).

If the Service Animal is not kept under control, City employees may use their discretion to request that the Service Animal, accompanied by a person, leave the premises until the Service Animal is under control. If the Service Animal has bitten another person or animal or is a menace to the safety of other persons or animals, the Service Animal, accompanied by a person, may be required to leave the premises. If this occurs, the person would be permitted to continue to access the City goods or services without the Service Animal. In addition, City employees will, upon request, consider alternate accommodations for the person in such circumstances. The City may refuse to permit the Service Animal to accompany the person until such time as the person has demonstrated to the City that the issue has been resolved and steps have been taken to correct the situation. The person could present the City with a letter from a veterinarian and physician or nurse that explains how the issue has been resolved and the steps taken to correct the situation. If the person plans on using City facilities, programs or services with the Service Animal, the City expects that the person would make every effort to ensure the issue would be resolved within a reasonable period of time as alternate accommodations provided by the City may be discontinued after a limited amount of time. City employees may take further action as described in the laws noted above.

If a conflict should arise concerning a Service Animal, employees will attempt to balance the needs of all persons involved by following conflict resolution strategies. These strategies will include collecting appropriate information from all persons involved and observing the rights of all individuals involved according to the *Human Rights Code* and the *Canadian Human Rights Act*, R.S.C. 1985, c. H-6.

## 11. Use of Assistive Devices

The City will allow people with disabilities to use their own personal assistive devices to obtain, use or benefit from the services offered by the City.

Should a person with a disability be unable to access the City's services through the use of his or her own personal assistive device, the City will assess service delivery and potential service options to meet the needs of the individual.

## 12. Accessible Workplace

The City will establish policies, practices, and procedures that ensure that the City remains an inclusive workplace for people with disabilities. These policies, practices, and procedures will:

- Ensure that the recruitment process is inclusive of people with disabilities.
- Inform employees of supports available for employees with disabilities.
- Appropriately accommodate employees with disabilities in the areas of:
  - Workplace emergency response information,
  - Information and communications needed to perform jobs or that are generally available to employees in the workplace, and
  - Any other accommodations required.
- Take into account employee accommodations in:
  - Performance management,
  - Career development and advancement, and
  - Redeployment.
- Develop and implement a return to work process for employees who have been absent from work due to disability and require disability-related accommodations in order to return to work.

## 13. Transportation

In addition to adhering to the policies within this Policy, Guelph Transit will develop and maintain policies and procedures unique to its service, and that are required in the regulations under the *Accessibility for Ontarians with Disabilities Act, 2005*.

Guelph Transit will make the policies required in the regulations under the *Accessibility for Ontarians with Disabilities Act, 2005* available to the public upon request.

## **14. Accessibility Standards for the Built Environment**

The City is committed to providing a universally accessible built environment at its facilities. The City of Guelph Facility Accessibility Design Manual (FADM) acts as a guiding standard for building and renovating City facilities. Updated periodically and upon the release of new legislation, the FADM meets or exceeds the Ontario Building Code and in many regards it exceeds the Design of Public Spaces regulation O. Reg. 413/12. The FADM will continue to be the guiding standard for City renovations and newly constructed buildings.

### **REVIEW PERIOD**

This policy shall be reviewed by Council when the Multi-year Plan is reviewed and/or once per Council term and/or as accessibility legislation changes.

### **RESPONSIBILITIES**

City Council, employees, volunteers and those providing a good, service, program or facility on the City's behalf are responsible for adhering to the parameters of this policy and for ensuring that the needs of people with disabilities are addressed when accessing the City's goods, services, programs, and facilities.

### **CONTACT INFORMATION**

For more information about this policy, or questions related to accessibility at the City, please contact:

Accessibility Services Coordinator, City of Guelph  
1 Carden St., Guelph, ON N1H 3A1  
Phone: 519-822-1260 ext. 2670  
TTY: 519-837-5688 Fax: 519-837-5661  
Email: [leanne.warren@guelph.ca](mailto:leanne.warren@guelph.ca)



## LINKS

- Accessibility for Ontarians with Disabilities Act, 2005:  
[http://www.e-laws.gov.on.ca/html/statutes/english/elaws\\_statutes\\_05a11\\_e.htm](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_05a11_e.htm)
- Customer Service Standard, Ontario Regulation 429/07:  
[http://www.e-laws.gov.on.ca/html/source/regs/english/2007/elaws\\_src\\_regs\\_r\\_07429\\_e.htm](http://www.e-laws.gov.on.ca/html/source/regs/english/2007/elaws_src_regs_r_07429_e.htm)
- Integrated Accessibility Standard <http://www.search.e-laws.gov.on.ca/en/isysquery/9be78d7d-0bd4-4cd0-8819-fcff68be4caf/1/doc/?search=browseStatutes&context=#hit1>
- Ministry of Economic Development, Trade and Employment:  
<http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/index.aspx>
- Ontario Human Rights Commission: <http://www.ohrc.on.ca/en>
- Dog Owners Liability Act (Provincial Act): [http://www.e-laws.gov.on.ca/html/statutes/english/elaws\\_statutes\\_90d16\\_e.htm](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90d16_e.htm)
- Blind Persons' Rights Act (Provincial Act): [http://www.e-laws.gov.on.ca/html/regs/english/elaws\\_regs\\_900058\\_e.htm](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_900058_e.htm)
- City of Guelph documents related to Service Animals and Guide Dogs:
  - Animal Control By-law: [http://guelph.ca/uploads/PDF/By-laws/animal\\_control.pdf](http://guelph.ca/uploads/PDF/By-laws/animal_control.pdf)
  - Stoop and Scoop By-law:  
<http://guelph.ca/uploads/PDF/By-laws/stoop%20and%20scoop.pdf>
  - Exotic and Non-Domestic Animals:  
[http://guelph.ca/uploads/PDF/By-laws/exotic\\_animals.pdf](http://guelph.ca/uploads/PDF/By-laws/exotic_animals.pdf)
- Guelph Police Services AODA Information:  
<http://www.guelphpolice.com/aoda/>
- City of Guelph Facility Accessibility Design Manual:  
<http://guelph.ca/living/accessibility/facilities/>

## City of Guelph Resource Documents

Available on the Internet and/or Intranet under Accessibility:

- Service Disruption Notice
- Feedback Form

- Workplace Emergency Response Information for Employees and Volunteers with Disabilities Policy (available upon request)

# AODA Requirements for Designated Public Sector Organizations

**Prior to or on January 1, 2014**

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## **Report - IASR**

- [Submit Report to Province](#) (as of December 31, 2013)

## **Accessibility Standards for Customer Service**

- [Establishment of policies, practices and procedures](#)
- [Use of service animals and support persons](#)
- [Notice of temporary disruptions](#)
- [Training for staff, etc](#)
- [Feedback process for providers of goods or services](#)
- [Notice of availability of documents](#)
- [Format of documents](#)

## **General Requirements - IASR**

- [Accessibility policies](#)
- [Multi-Year accessibility plans](#)
- [Procuring or acquiring goods, services or facilities](#)
- [Self-service kiosks](#)
- [Training of employees and volunteers](#)

## **Information and Communication Standard - IASR**

- [Accessible feedback processes](#)
- [Emergency procedures, plans or public safety information](#)
- [New internet websites and web content to meet WCAG 2.0 Level A](#)
- [Public libraries](#)

## **Employment Standard - IASR**

- [Recruitment, general](#)
- [Recruitment, assessment or selection process](#)
- [Notice to successful applicants](#)

- [Informing employees of supports](#)
- [Accessible formats and communication supports for employees](#)
- [Workplace emergency response information](#)
- [Documented individual accommodation plans](#)
- [Return to work process](#)
- [Performance Management](#)
- [Career development and advancement](#)
- [Redeployment](#)

### **Transportation Standard - IASR**

- [Availability of information on accessibility equipment, etc.](#) (Conventional and Mobility)
- [Non-functioning accessibility equipment](#) (Conventional and Mobility)
- [Accessibility Training](#) (Conventional and Mobility)
- [Emergency preparedness and response policies](#) (Conventional and Mobility)
- [Fares, support persons](#) (Conventional and Mobility)
- [Transition, existing contracts](#) (Conventional and Mobility)
- [Transition, existing vehicles](#) (Conventional and Mobility)
- Accessibility plans, [conventional](#), [specialized transportation](#), and [both](#) services
- [General responsibilities](#) (Conventional)
- [Alternative accessible method of transportation](#) (Conventional)
- [Fares – Equal Fares](#) (Conventional)
- [Transit stops](#) (Conventional)
- [Storage of mobility aids, etc.](#) (Conventional)
- [Courtesy seating](#) (Conventional)
- [Service disruptions](#) (Conventional)
- [Pre-boarding announcements](#) (Conventional)
- [On-board announcements](#) (Conventional)
- [Requirements re grab bars, etc.](#) (Conventional)
- [Floors and carpeted surfaces](#) (Conventional)
- [Allocated mobility aid spaces](#) (Conventional)
- [Stop-requests and emergency response controls](#) (Conventional)
- [Lighting features](#) (Conventional)
- [Signage](#) (Conventional)
- [Lifting devices, etc.](#) (Conventional)
- [Steps](#) (Conventional)
- [Indicators and alarms](#) (Conventional)
- [Eligibility application process](#) (Mobility)

- [Emergency or compassionate grounds](#) (Mobility)
- [Fare parity](#) (Mobility)
- [Visitors](#) (Mobility)
- [Origin to destination services](#) (Mobility)
- [Co-ordinated service](#) (Mobility)
- [Hours of service](#) (Mobility)
- [Booking](#) (Mobility)
- [Trip Restrictions](#) (Mobility)
- [Service delays](#) (Mobility)
- [Companions and children](#) (Mobility)
- [Duties of Municipalities, general](#)
- [Duties of Municipalities, accessible taxicabs](#)
- [Duties of Municipalities, taxicabs](#)

## **[Design of Public Spaces Standards - IASR](#) - – City of Guelph Facility Accessibility Design Manual (FADM)**

- [Transition - contracts](#)
  - [Consultation, recreational trails](#)
  - [Slope ratios](#)
  - [Recreation trails and beach access routes, general](#)
  - [Technical requirements for recreation trails](#)
  - [Technical requirements for beach access](#)
  - [Technical requirements common to recreational trails and beach access routes](#)
  - [Exceptions to the requirements for recreational trails and beach access routes](#)
  - [Outdoor public use eating areas](#)
  - [Outdoor play spaces](#)
  - [Exterior paths of travel](#)
  - [Accessible parking](#)
  - [Obtaining service](#)
  - [Maintenance](#)

**By January 1, 2015**

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## **[Report - IASR](#)**

- [Submit Report to Province](#)

## **Information and Communication Standard - IASR**

- [Accessible formats and communication supports](#)

## **Design of Public Spaces Standards - IASR – City of Guelph Facility Accessibility Design Manual (FADM)**

- [Transition - contracts](#)
  - [Consultation, recreational trails](#)
  - [Slope ratios](#)
  - [Recreation trails and beach access routes, general](#)
  - [Technical requirements for recreation trails](#)
  - [Technical requirements for beach access](#)
  - [Technical requirements common to recreational trails and beach access routes](#)
  - [Exceptions to the requirements for recreational trails and beach access routes](#)
  - [Outdoor public use eating areas](#)
  - [Outdoor play spaces](#)
  - [Exterior paths of travel](#)
  - [Accessible parking](#)
  - [Obtaining service](#)
  - [Maintenance](#)

**By January 1, 2016**

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## **Design of Public Spaces Standards - IASR – City of Guelph Facility Accessibility Design Manual (FADM)**

- [Consultation, recreational trails](#)
- [Slope ratios](#)
- [Recreation trails and beach access routes, general](#)
- [Technical requirements for recreation trails](#)
- [Technical requirements for beach access](#)
- [Technical requirements common to recreational trails and beach access routes](#)
- [Exceptions to the requirements for recreational trails and beach access routes](#)
- [Outdoor public use eating areas](#)
- [Outdoor play spaces](#)
- [Exterior paths of travel](#)
- [Accessible parking](#)
- [Obtaining service](#)
- [Maintenance](#)

## By January 1 2017

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### Report - IASR

- [Submit Report to Province](#)

### Transportation Standard - IASR

- [Categories of eligibility](#) (Mobility)
- Pre-boarding announcements (electronic)
- On-board announcements (electronic)

## By January 1, 2019

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### Report - IASR

- [Submit Report to Province](#)

## By January 1 2021

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### Report - IASR

- [Submit Report to Province](#)

### Information and Communication Standard - IASR

- [Accessible websites and web content to meet WCAG 2.0 Level AA](#)

**CONSENT REPORT OF THE  
CORPORATE ADMINISTRATION, FINANCE  
& ENTERPRISE COMMITTEE**

October 28, 2013

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

Your Corporate Administration, Finance & Enterprise Committee beg leave to present their EIGHTH CONSENT REPORT as recommended at its meeting of October 15, 2013.

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

<b>CAFE-2013.35</b>	<b>Downtown Entertainment District: Safe Semester Update</b>
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1. That Downtown Renewal Report FIN-DR-13-03, "Downtown Entertainment District: Safe Semester Update", dated October 15, 2013, be received.
2. That the financial directions recommended in report FIN-DR-13-03 related to the continued financial support for the Safe Semester Project and to end further study of a Bar Stool Tax, October 15, 2013, be approved.

All of which is respectfully submitted.

Councillor June Hofland, Chair  
Corporate Administration, Finance &  
Enterprise Committee

***Please bring the material that was distributed with the Agenda for the October 15, 2013 meeting.***



# STAFF REPORT



TO Corporate Administration, Finance & Enterprise Committee (CAFE)

SERVICE AREA Finance and Enterprise Services: Downtown Renewal

DATE October 15, 2013

**SUBJECT Downtown Entertainment District: Safe Semester Update**

REPORT NUMBER FIN-DR-13-03

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## EXECUTIVE SUMMARY

### PURPOSE OF REPORT

The report is responding to Council request for reporting back on Safe Semester pilot project activities and to also provide the context on how the downtown entertainment district contributes to the economic vitality of Guelph's urban centre.

### KEY FINDINGS

Downtown is the city's original mixed-use area. It is active during the day and night. The continued vitality of downtown can be partly attributed to the success of the area acting as an entertainment district.

The Late Night Task Force, struck and chaired by the Downtown Guelph Business Association (DGBA), has been effective in creating a collaborative forum for developing strategies between police services, city operations, stakeholders and the university regarding late night activities.

Safe Semester was a resounding success. This pilot program tested the idea that providing more appropriate space on the streets for the entertainment district would enable more effective management.

The Late Night Task Force is working with the partners to refine and deploy the techniques learned through Safe Semester on an as-needed basis as part of the evolving management of the district.

The entertainment district/active street concept continues to be explored through the Downtown Streetscape Manual project under development and other implementation discussions coming out of the Downtown Renewal Office.

### FINANCIAL IMPLICATIONS

The Safe Semester 2012 pilot was carried out within existing budgets of the

# STAFF REPORT

partner organizations. Refined approaches have reduced costs further for 2013 and are again being carried out within existing budgets.

Long term management discussions, which may have financial implications, to come through more comprehensive reports on activation strategies for downtown. Further exploration of a Bar Stool Tax is not recommended by staff.

## **ACTION REQUIRED**

To receive report and to approve staff recommendation on financial directions.

## **RECOMMENDATION**

THAT Downtown Renewal report FIN-DR-13-03, Downtown Entertainment District: Safe Semester Update, dated October 15, 2013, BE RECEIVED;

AND THAT the financial directions recommended in report FIN-DR-13-03 related to the continued financial support for the Safe Semester Project and to end further study of a Bar Stool Tax, October 15, 2013, BE APPROVED;

## **BACKGROUND**

DRO was directed to provide a summary of the costs and benefits associated with late night downtown bars in relation to the Safe Semester pilot project which closed the Wyndham / MacDonnell intersection to enable more effective management of the late night crowds.

Council Motion. September 24, 2012 (Reconfirmed October 22, 2012):

THAT a summary of the costs and benefits associated with late night downtown bars be referred to the Corporate Administration, Finance & Enterprise Committee for discussion and direction to staff;

AND THAT a summary of the costs and benefits associated with late night downtown bars be undertaken following the pilot program;

AND THAT the matter of preparing the report be referred to the Manager of Downtown Renewal to report back to the Corporate Administration, Finance & Enterprise Committee.

## **REPORT**

### ***The Downtown Guelph Entertainment District***

The context for this report is the long-standing aspect of Downtown Guelph as a vibrant and colourful town centre. The full mix of permitted uses, including bars, taverns and restaurants, reflected in the City's Zoning By-law, speak to the long-standing role of downtown as a meeting and celebratory space.

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Given the scale of late night activities, in 2003-5 the City amended its zoning controls to limit the size of new bars or restaurants being established. In addition, collaborative efforts such as the Late Night Task Force were created to begin to cooperatively coordinate management efforts.

The *Late Night Task Force* is led by the Downtown Guelph Business Association and includes members of Guelph Police Services, City Public Works, Transit and Downtown Renewal departments, the University of Guelph, neighbourhood associations and other stakeholders. The Task Force has worked to reduce littering, public fouling and other nuisances and discussed strategies to reduce conflicts between pedestrians and drivers during high volume nights.

Through these activities, there has been recognition of the value of late night entertainment uses being in a concentrated area and being able to be managed in a coordinated way. The concept of sections of downtown being positively referred to and acting as an Entertainment District has emerged.

## ***Safe Semester Pilot Project***

In August 2012, the Late Night Task Force coordinated the downtown component of the Guelph Police Services city-wide Safe Semester project. The project was designed to create a safer and enjoyable environment for downtown patrons including the fall influx of students starting school in September.

The pilot consisted of closing Wyndham and MacDonnell intersection to traffic, removing parked vehicles in the zone, providing convenient portable washroom facilities, arranging for staffed taxi stands nearby, as well as better controlling queuing to the late night bus services. This was implemented on the Thursday, Friday and Saturday evenings for the first five weekends of the fall semester.

The approach realistically recognizes the attendance levels that are possible on a busy weekend night in the entertainment district. What it enables is far more room for patrons to circulate as pedestrians safe from vehicular traffic, as well as provide clear and central sightlines for GPS to monitor activity and be visible.

Closing the road gives the district the right amount of space to operate, it actually feels good, and it was recognized that if routinely deployed, the community would learn to use and program the space for even more effectively with additional programming and events possible. ([Attachment 2](#) provides individual feedback on the pilot from the Late Night Task Force members.)

It was recognised that not every evening during the pilot needed this level of management and that future scheduling should be better fit to anticipated busy weekends.

# STAFF REPORT

## Cost Benefit Analysis

IMPACT	BENEFITS	COSTS (2012)																														
Increased Safety in Downtown Guelph	<ul style="list-style-type: none"><li>Heightened GPS presence.</li><li>GPS effective in crowd dispersal at the end of these evening.</li><li>Additional Guelph Transit supervisor at boarding queue to ensure patrons cleared out of the Downtown.</li><li>GPS arranged towing for vehicles from the closed road sections &amp; Public Works managed road closure installations. These efforts clearly identified the entertainment zone and increased sightlines.</li></ul>	\$20,232  <i>*University of Guelph and CSA will be assisting with Guelph Transit costs in 2013.</i>																														
Reduced Crime rate in Downtown Guelph	<ul style="list-style-type: none"><li>Number of offences significantly decreased as highlighted in the table below:</li></ul> <table><tr><th rowspan="2"></th><th colspan="2">Number of Offences</th><th rowspan="2">Variance (%)</th></tr><tr><th>2010</th><th>2012</th></tr><tr><td>Total Criminal Code*</td><td>954</td><td>760</td><td>-20.3</td></tr><tr><td>Violent crime</td><td>210</td><td>166</td><td>-21.0</td></tr><tr><td>Property crime</td><td>359</td><td>304</td><td>-15.3</td></tr><tr><td>Other crime</td><td>382</td><td>290</td><td>-24.1</td></tr><tr><td>Controlled Drugs and Substances Act (CDSA)</td><td>71</td><td>77</td><td>8.5</td></tr><tr><td>Youth Criminal Justice Act (YCJA)</td><td>23</td><td>13</td><td>-43.5</td></tr></table> <p>*excludes traffic crimes</p>		Number of Offences		Variance (%)	2010	2012	Total Criminal Code*	954	760	-20.3	Violent crime	210	166	-21.0	Property crime	359	304	-15.3	Other crime	382	290	-24.1	Controlled Drugs and Substances Act (CDSA)	71	77	8.5	Youth Criminal Justice Act (YCJA)	23	13	-43.5	
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Strengthen existing and new partnerships to support the shared responsibility of managing Guelph's Downtown.	<ul style="list-style-type: none"><li>DGBA, Chair of the Task Force has worked with business community to support these focused initiatives. DGBA funds the portable toilets and taxi-stand security.</li><li>GPS engaged in 18 downtown partnerships. As with 2011, Project Safe Semester was the primary successful strategy carried out through partnership.</li><li>Other GPS downtown strategies include the development of a network of support services, assisting with a draft Public Nuisance bylaw, and Relationship bldg with downtown merchants</li></ul>	\$5,000 (DGBA funding)																														

# STAFF REPORT

The total cost of the Safe Semester Project was \$25,232. The City of Guelph portion was \$20,232 (incl. GPS, Guelph Transit, and road closure installations & mgmt.) and \$5,000 was funded by the DGBA for portable toilets and taxi stand security.

For reference, Attachment 1 – Comparator City Matrix, is provided to illustrate how other cities have implemented comprehensive late night programs. A scan of Canadian Municipalities found the following:

- The majority of communities work collaboratively with stakeholders to find ways to manage thriving entertainment districts;
- Partner organizations use their resources to contribute to these focused efforts; and
- The majority of late night initiatives are funded on a cost recovery basis.

### *Upcoming Downtown Implementation Strategy*

Downtown Renewal has been developing implementation recommendations for the Downtown Secondary Plan and will be presenting its "Downtown Strategic Assessment" to Council in Fall 2013. This study has analysed the mix of uses and level of activation in the downtown based on detailed mapping and data collection. The report confirms the healthy mix present in downtown and does not identify an overall imbalance of bars to other uses in the area. The report will provide strategic directions on further capitalizing on successes and recognizes that the late night entertainment uses contribute significantly to the overall vitality of the place.

### **Financial Directions**

All members of the Late Night Task Force agree the pilot was a success. The group has reviewed the 2012 pilot and is gearing up to implement the techniques for 2013, and beyond, with refinements to become more cost and operationally efficient.

Staff recommends continued support for Late Night Task Force efforts in managing the entertainment district and funded on a cost recovery basis. In addition, staff does not recommend further study of a Bar Stool Tax on downtown businesses.

## **CORPORATE STRATEGIC PLAN**

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

## **DEPARTMENTAL CONSULTATION**

Members of the Late Night Task Force, including:

Public Works

Transit

University of Guelph / CSA

# STAFF REPORT

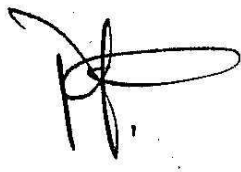
DGBA  
Guelph Police Services

## COMMUNICATIONS

There will be communications for the 2013 fall program coming from the Late Night Task Force, led by GPS, DGBA and DRO.

## ATTACHMENTS

- ATT-1            Comparator City Matrix.
- ATT-2            Individual Feedback on 2012 Safe Semester pilot from Late Night Task Force Members.



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"original signed by Al Horsman"

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# COMPARATOR CITY MATRIX

# Attachment 1

City	Initiative	Program Leads	Stakeholders	Pilot Project Costs			Additional Comments/ Investments
				Costs	Future costs	Bar Stool Tax (Y/N)	
Victoria  Pop'n - 80,017	Late Night Task Force  *Estb. 2009	<ul style="list-style-type: none"> <li>Mayor</li> <li>Councillor/ Downtown Liaison</li> <li>Chief Constable</li> </ul>	BIA, Chamber, Resident's Assc., Bar/Hotel Assc., Private Liquor Retailers, University of Victoria, Camosun College, BC Transit, Taxi Association, Restaurant & Food Assc.	<b>\$178,000 (12 months/2010)</b> <ul style="list-style-type: none"> <li>Includes Police &amp; By-law enforcement Overtime Costs</li> <li>Includes BC Transit 3-mth pilot of overnight buses</li> <li>Additional public urinals</li> <li>Public Awareness Campaign</li> </ul> <i>*Activities occur on Thursday, Friday &amp; Saturday</i>	In 2011, Policing Resources for Late Night Task Force Activities were funded on a <b>cost recovery basis.</b>	<b>NO</b>	City of Victoria & Downtown Victoria Business Association (BIA) invested over <b>\$600,000</b> to improve lighting levels in strategic locations throughout the Downtown (2005-2010).
Hamilton – Hess Village  Pop'n - 519,949.	Hess Village Paid Duty Program  *Estb. 2000	<ul style="list-style-type: none"> <li>Hamilton Police Services (HPS)</li> <li>Hess Village merchants</li> </ul>	Hess Village Community Liaison Committee (bar operators & neighbourhood representatives)	<b>\$188,765 (10 months/2011)</b> <ul style="list-style-type: none"> <li>Ten (10) Paid duty Officers paid by the bar operators</li> <li>City's By-law requires all food premises establishments operating as a bar/nightclub within the Hess Village Entertainment District to contribute to the cost of retaining paid duty police officers.</li> </ul> <i>*Activities occur on Thursday, Friday &amp; Saturday</i>	The program began as a cost-sharing arrangement (50/50) with half paid by bar owners and the other half by HPS. In 2009, the bylaws changed to ensure all costs – 100% - for ten (10) Paid duty officers are paid by the Hess merchants.	<b>NO</b>	In May 2012, three Hess Village bar operators have taken legal action to challenge the city on this licensing bylaw.
Guelph  Pop'n – 121,688	Late Night Task Force - Safe Semester Project (2012 Pilot)  *Estb. 2007	<ul style="list-style-type: none"> <li>Guelph Police Services</li> <li>Downtown Guelph Business Association (DGBA)</li> </ul>	City Public Works, Guelph Transit, Downtown Renewal, University of Guelph/CSA, Downtown Neighbourhood Assc.	<b>\$25,232(1.5 mths/2012)</b> <ul style="list-style-type: none"> <li>Includes policing overtime costs &amp; towing costs</li> <li>Additional supervisor – Guelph transit</li> <li>Road closure installations &amp; mgmt.</li> <li>Portable toilets/taxi stand security – <b>*DGBA funded</b></li> </ul> <i>*Activities occur on Thursday, Friday &amp; Saturday</i>	Refined approaches have reduced costs further for 2013 and are again being carried out within existing budgets on a <b>cost recovery basis.</b>	<b>NO</b>	Long term management discussions will come through more comprehensive reports on activation strategies for downtown.

A scan of other Canadian municipalities did not find Bar Stool Taxes associated with late night activities. In addition, many municipalities absorb any additional enforcement costs citing entertainment districts create income, sales taxes, revenue and are vital pieces of their communities.

**Ian Panabaker | Corporate Manager, Downtown Renewal**

1. Downtown is a 24 hour place and its evening entertainment uses are a successful part of that
2. There are lots of people downtown on certain nights and that raises the potential for giving pedestrians priority vs. vehicles
3. The Safe Semester project was a successful trial run at more efficient and effective management of the thousands of people enjoying the Entertainment District on busy weekends
4. As the Entertainment District evolves, more routine, shared use of the streets should be encouraged

**Cathy O'Meara: Downtown Neighbourhood Coordinator**

1. The streets felt much safer later at night.
2. The noise level was reduced.
3. Designated taxi stands were a fabulous plan.
4. Having washrooms available were a great idea.
5. Road closures in the most congested areas made it easier and safer to get around.

In general, when asking for feedback from people living in the DT core, the response has been very positive. I can also say, from my perspective, the noise levels were way down, and overall it was much quieter during the wee hours of the weekend mornings. Here are a few of quotes from people that provided feedback on our Facebook page:

"I thought that the street closures downtown was excellent, calmer atmosphere all round! I felt much better walking through the downtown. I really support the idea of dealing with the issue rather trying to control and deny it. There are and will be many people downtown at night, Thurs. Fri and Sat nights....period! Portable washrooms are an excellent idea too! Work with people rather than against them."

"I think that this program helped. Particularly the police presence and herding the folks out of the downtown area via buses and taxis once the bars closed. It seemed also that there were less rowdies yelling and screaming down Paisley Street at 3 in the morning. I'd rather see money going to this than a handout to provide a "boutique" hotel downtown with money for renovations, which of course will include a renovated bar, yet another bar in the concentrated hub of the-already-more-bars-than-you-can-count in the downtown. If we want to draw tourists to stay in boutique hotels we have to do things that will make it enjoyable for them. This could be one way. People are just less rowdy with police presence in a situation like this."

" I would like to see this project continued. I think that it was a great success.

The streets felt safer for me as a person strolling home late at night. With no cars and lots of room to dilute the crowds it felt like a pedestrian street or promenade in Europe.

I have some suggestions for improvement.

-Put up the barriers early in the evenings with NOTICE- give information that if you park in these spots you will be towed after 11, direct people to the parking lots. Perhaps it will mean less cars to move later and with less tow truck traffic, people can move freely/safely on the street.



-Do not tow cars through the Wyndham MacDonnell intersection later in the night (straight through the pedestrian area). Tow these cars out at the ends of the 't blocked' area to designated lots. I observed a significant number of police in this intersection directing traffic at 2 am. The time police are spending directing tow truck traffic is likely better spent.

-Switch the traffic lights to flashing red. I think this will encourage the flow of pedestrians, stop the 'bottleneck' at the main intersection and give a clearer message that the street is now for pedestrian traffic.

Thanks for the opportunity to give feedback. "

No question that overall the project was a success and we would most definitely want to see the project continued.

**Ian Findlay: City Councillor Ward 2**

1. A multi stakeholder group working hard to identify challenges and opportunities within Guelph's Entertainment District.
2. A fun, safe and respectful environment for patrons, businesses and residents.
3. While there was some uncertainty in advance of the SSP, once implemented and witnessed, many clearly understood the value.
4. An affordable means to allow GPS the opportunity to provide a safe community.
5. The Entertainment District is an economic driver for Downtown Guelph and we love it.

**Matthew Pecore: CSA - Local Affairs Commissioner**

1. Enhanced safety to patrons of the entertainment district
2. Collaborative effort between City Staff, Bar owners, and University personnel
3. Decrease in public nuisances
4. Contributes to building of community and creation of festive downtown atmosphere (esp. Jazz Festival weekend)

**Brenda Whiteside, UOG**

1. much more effective at moving students safely and efficiently out of the downtown core
2. less vandalism and other serious incidents in the downtown core
3. great cooperation amongst all stakeholders

**Guelph Police Services**

GPS Key Items	Benefits
Pedestrian Safety (i.e. street closures)	<ol style="list-style-type: none"> <li>1) Eliminated vehicular traffic &amp; increased foot traffic</li> <li>2) Reduced Overcrowding</li> <li>3) Open streets encouraged less jostling of people</li> <li>4) Overall safe and orderly environment</li> </ol>
Officer Safety	<ol style="list-style-type: none"> <li>1) Improved sightlines were gained with street closures</li> <li>2) Any disturbances could be detected immediately</li> <li>3) Openness of streets allowed for proactive approach and friendly interaction of police officers</li> </ol>
Taxi Stands	<ol style="list-style-type: none"> <li>1) Provided safe location for downtown patrons</li> <li>2) Downtown was cleared out earlier than in previous years</li> <li>3) Less people wandering downtown streets</li> </ol>
Portable Washrooms	<ol style="list-style-type: none"> <li>1) Less public fouling as compared to 2011 and 2012</li> <li>2) Public works and downtown merchants also felt there was less odour and evidence of public fouling</li> </ol>
Police Efficiencies	<ol style="list-style-type: none"> <li>1) Reduction of police overtime due to downtown being cleared out more efficiently</li> <li>2) Quicker police response to disturbances</li> <li>3) Less reporting to communications staff allowed for focus on events in outlying neighbourhoods</li> <li>4) <i>*Overall reduction in assaults, disturbances, intoxicated persons, property damage and public fouling</i></li> </ol>

**CONSENT REPORT OF THE  
OPERATIONS, TRANSIT & EMERGENCY SERVICES COMMITTEE**

October 28, 2013

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

Your Operations, Transit & Emergency Services Committee beg leave to present their SIXTH CONSENT REPORT as recommended at its meeting of September 10, 2013.

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

**OTES-2013.25    Public Works Yard Expansion - Update**

1. THAT the Operations, Transit & Emergency Services Committee Report OTES091326 Public Works Yard Expansion - Update be received.
2. **THAT the Operations, Transit & Emergency Services Committee refer back to staff to consider alternate plans to address growth concerns surrounding the Public Works property to include the possibility of a comprehensive needs assessment study for the entire Public Works Department yard and its dependencies.**

All of which is respectfully submitted.

Councillor Findlay, Chair  
Operations, Transit &  
Emergency Services Committee

# STAFF REPORT



TO Operations, Transit & Emergency Services Committee

SERVICE AREA Operations, Transit & Emergency Services

DATE September 10, 2013

**SUBJECT** Public Works Yard Expansion - Update

REPORT NUMBER OTES091326

## EXECUTIVE SUMMARY

### PURPOSE OF REPORT

To update Council on the project proposal to expand the Public Works Yard by closing parts of Denver Road and Municipal Street.

### KEY FINDINGS

- As proposed in the Operations, Transit & Emergency Services Committee Report #OT101239 Public Works Yard Expansion, October 15, 2012 public consultation was sought which resulted in 40 pieces of submitted written correspondence and 50 people in attendance at two Public Information Centres in April 2013.
- A majority of the public was not supportive of staff's proposal to close Denver Road in order to expand the Public Works Yard.
- Residents are questioning the sustainability of the current location of the Public Works yard.
- The growth of the Public Works facility on Municipal Street will not likely occur with neighbourhood support.

### FINANCIAL IMPLICATIONS

Capital account GG0188 Denver Road Closure was funded in 2013 for \$150,000. Approximately \$19,000 was expended to conduct legal survey, traffic and consultant fees to prepare for this proposal. The project will be closed and the residual funds returned to the originating reserve.

### ACTION REQUIRED

Make a recommendation to Council to approve the status quo of the expansion plans for the Public Works Yard and refer back to staff to consider alternate plans to address growth concerns surrounding the Public Works property.

## RECOMMENDATION

# STAFF REPORT

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1. THAT the Operations, Transit & Emergency Services Committee Report OTES091326 Public Works Yard Expansion - Update be received;
2. THAT the Operations, Transit & Emergency Services Committee approve the status quo of the expansion plans for the Public Works Yard and refer back to staff to consider alternate plans to address growth concerns surrounding the Public Works property to include the possibility of a comprehensive needs assessment study for the entire Public Works Department yard and its dependencies.

## **BACKGROUND**

On October 15, 2012 staff presented to the Operations, Transit & Emergency Services Committee Report #OT101239 Public Works Yard Expansion that recommended an eight step process that included public notice and public input.

Over time, and with the growth of the City of Guelph, the Public Works yard at 45 Municipal Street has become increasingly congested with an ever-increasing volume of stored materials and vehicles. There is a need for additional site area, particularly in regard to the management of all fleet vehicles for storage and maintenance. Of note, the Public Works yard also stores a significant portion of the Parks and Recreation vehicles and equipment which is also experiencing growth. There is also an increased risk in having a public right of way (Denver Road) separating the fleet storage area from the winter control material storage area during a bulk salt loading/offloading operation or during winter control operations. There are no plans in the 10 year Capital program to relocate the current Public Works Yard from its current location. However, there is a plan to expand the Fleet Services area at 45 Municipal Street which will exacerbate the problem. With a view to resolving this need for additional space in the near term, and at minimal cost, staff proposed a possible simple solution that would involve the permanent closure of parts of Denver Road and Municipal Street (i.e. the right of way adjacent to Denver Road) which are both City properties. Attachment 1 shows a map of the Public Works properties near Denver Road and the approximate area that would be closed off in order to facilitate and expansion of the yard.

Traffic counts for Denver Road between Municipal Street and Pacific Place were conducted. The Average Annual Daily Traffic totals for this Class 5 highway (local road) were substantially lower than most similar local roads in the surrounding neighbourhood.

## **REPORT**

After consulting with the City's Community Engagement and Corporate Communication staff the public were notified of a Public Information Centre (PIC) where stakeholders could have an opportunity to ask questions and express concerns with the proposal. This public notification and engagement was Step 2 and

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# STAFF REPORT

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3 of the proposal action plan (see #OT101239 Public Works Yard Expansion, October 15, 2012) and was conducted through various media outlets, City website and a direct mailing to stakeholders closest to the properties at 45 and 50 Municipal Street. Two PICs were scheduled at the boardroom at 45 Municipal Street on April 10, 2013, one at 2 p.m. and another at 6 p.m. Approximately 50 people attended the two PICs which was facilitated by an engineering consultant and Public Works staff. Feedback was collected in three streams, hand written correspondence, electronic correspondence and in-person at the PICs. Approximately 40 pieces of written correspondence was received.

A summary of the written comments received can be found at Attachment 2. These comments closely match comments received in-person at the PICs. A review of feedback clearly indicates that a majority of the public is not supportive of staff's proposal to close Denver Road in order to expand the Public Works Yard. While residents and other stakeholders were sympathetic to the concerns raised by staff about the need for an expanded Public Works yard, there were significant concerns raised about the following:

- Increased traffic and noise likely on Elson Drive and Pacific Place;
- Re-routing traffic to Water Street, which is primarily a residential street, that would normally route to Municipal Street for egress onto Edinburgh Road;
- Loss of a more direct and lower gradient walking route between residential neighbourhoods and parklands located at Municipal Street and Water Street.

An issue was brought forth at the PICs that was not previously known to staff and that was the success of the recently opened Muslim Society of Guelph (MSOG) community centre located at 286 Water Street. MSOG membership is not confined to the local neighbourhood and as a result, many members drive to their community centre. As a result, on-street parking has seen an increase in use on certain days. MOSG leadership is aware of this impact on their neighbours and has encouraged their membership to maximize the use of Denver Road via Municipal Street for their ingress and egress in order to avoid the more residential Water Street.

It was also heard by staff that residents are questioning the sustainability of the current location of the Public Works yard in 2013. While it is understood that the Public Works yard has been in its current location for over 40 years, well before many of the neighbourhood properties were built, its 'industrial' purpose may no longer be consistent with surrounding land use. Staff explained to those present at the PICs that the scope of this particular proposal was deliberately simple and straight-forward with a view of meeting the aim of immediate growth concerns for relatively low cost. A full move of the entire Public Works yard would be a significant capital project which would need to be fully justified and prioritized against other capital priorities.

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After consideration of the public's input through various Community Engagement practices, it is clear that the stakeholders, including local residents, are not supportive of the proposal put forth by staff to close parts of Denver Road and Municipal Street in order to expand the Public Works yard. As a result, staff will keep the status quo for the immediate future and concurrently seek consideration of a comprehensive needs assessment study for the entire Public Works yard and its dependencies during the 2014 Capital Budget deliberations.

## **ALTERNATIVES**

Staff also investigated other simple, low-cost solutions that included the possibility of 1) leasing property North of 45 Municipal Street from Hydro One Inc. to expand the yard; and, 2) moving Parks & Recreation vehicles and equipment to a new location. Neither one of these options were viable to all stakeholders given current needs versus costs, risks and benefits.

## **FINANCIAL IMPLICATIONS**

Capital account GG0188 Denver Road Closure was funded in 2013 for \$150,000. Approximately \$19,000 was expended to conduct legal survey, traffic and consultant fees to prepare for this proposal. The project will be closed and the residual funds returned to the originating reserve.

## **CORPORATE STRATEGIC PLAN**

This report supports the following goals in the strategic plan:

2.2 Deliver public services better

3.3 Strengthen citizen and stakeholder engagement and communications

## **DEPARTMENTAL CONSULTATION**

Finance

Legal Services

Planning

Engineering

Community Engagement & Social Services

Parks & Recreation

## **COMMUNICATIONS**

Stakeholders and residents in the neighbourhood closest to 45 Municipal Street have been advised that this report will be presented at the Operations, Transit & Emergency Services Committee meeting on September 3, 2013.

# STAFF REPORT

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## ATTACHMENTS

ATT-1 Map of Public Works properties near Denver Road

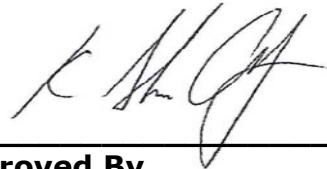
ATT-2 Summary of Public Feedback



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**Authored & Recommended By**

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**Approved By**

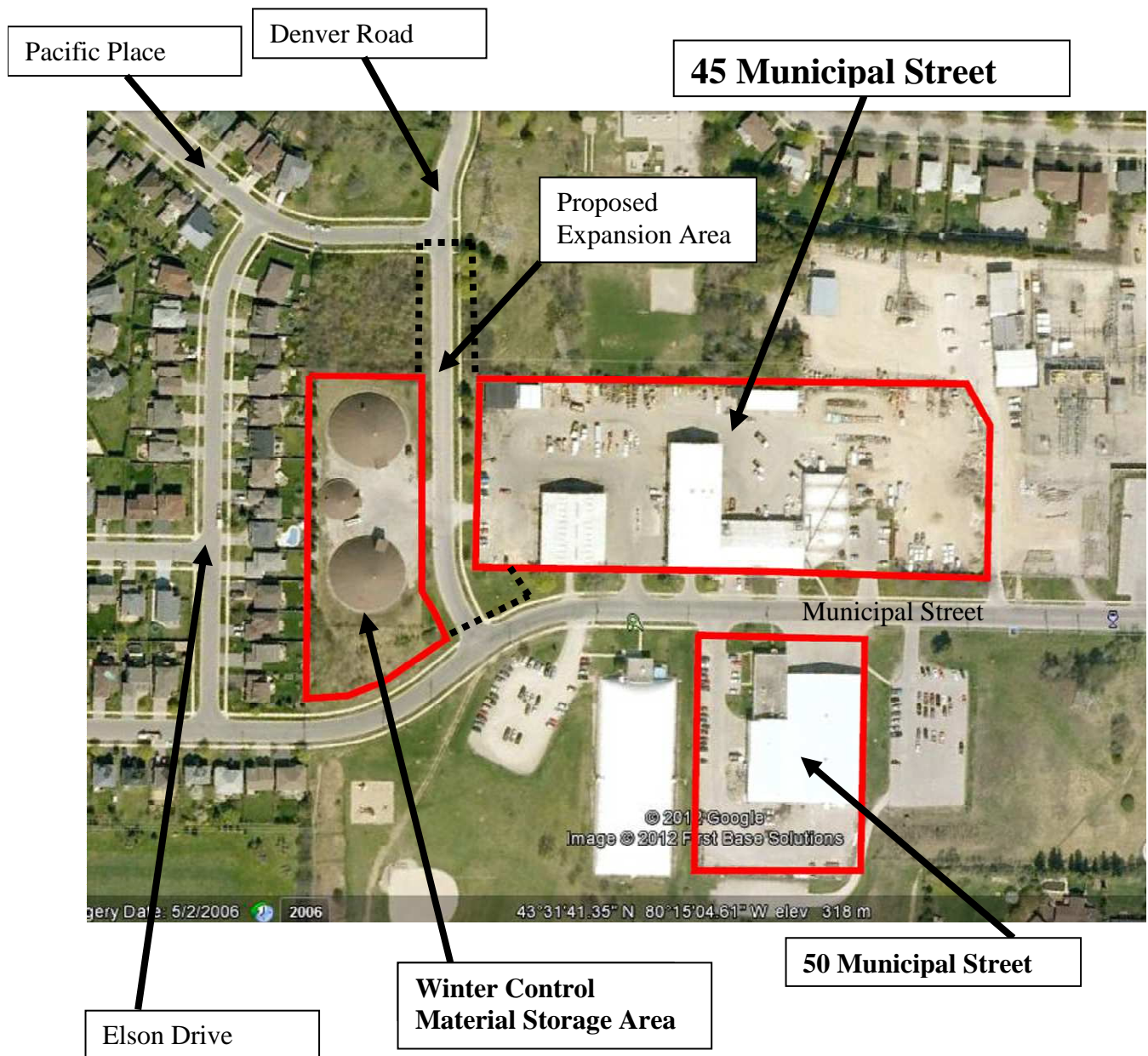
*for:* Derek J. McCaughan  
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# STAFF REPORT

Public Works Yard Expansion – Update, OTES091326

## ATTACHMENT 1 - Map of Public Works properties near Denver Road



# STAFF REPORT

	For/Against	Public Comments	Staff Comments
1	Against	<ul style="list-style-type: none"> <li>Will need to drive through neighbourhood</li> <li>Water Street more narrow with parking on both sides</li> <li>Water Street traffic light would need to reflect increased traffic flow</li> </ul>	Noted. Information about general parking and traffic light issues sent to Traffic Investigations for review.
2	Against	<ul style="list-style-type: none"> <li>It will add to my travel time getting to Edinburgh</li> <li>Difficult to navigate Water Street because lined with cars on both sides of street</li> <li>Could affect my property value</li> <li>I will look out my window and see an ugly fence and municipal yard</li> <li>I also have noise concerns</li> <li>The Water Street traffic light at Edinburgh needs to be retimed.</li> <li>If Guelph is growing why not move the Municipal lot to a locked location and move the whole thing</li> </ul>	Noted. Information about general parking and traffic light issues sent to Traffic Investigations for review.
3	Against	<ul style="list-style-type: none"> <li>With only one direct access to Edinburgh the traffic lights on Water street would need to be retimed so traffic on Water Street would have a longer green light</li> <li>Maybe a traffic light at Cedar and Edinburgh</li> <li>Worried about noise levels</li> <li>Potential decrease in property values</li> <li>Concerned over ease of access for emergency vehicles to arrive at 295 Water Street townhouse complex</li> </ul>	Noted. Information about general parking and traffic light issues sent to Traffic Investigations for review.
4	Against	<ul style="list-style-type: none"> <li>My children go to school at John McCrae school and the Water street/Edinburgh intersection will be a lot busier with this closure</li> <li>A lot of people cut through Denver Road to avoid the intersection at Water/Edinburgh and it is a short cut to many places from Village on Green End</li> </ul>	Noted. Information about general parking and traffic light issues sent to Traffic Investigations for review.

# STAFF REPORT

		<ul style="list-style-type: none"> <li>The light at Water/Edinburgh is already a nightmare</li> <li>Safety concerns of small children crossing the street</li> </ul>	
5	Against	<ul style="list-style-type: none"> <li>We are seniors and we use Denver Rd exclusively for walks and for driving</li> <li>We use it to get to anywhere in the city and to come home. Denver Rd has always been a nice quiet road full of trees and shrubs</li> <li>We will need to take a more dangerous detour to get to other parts of the city</li> </ul>	Noted.
6	Against	<ul style="list-style-type: none"> <li>I enjoy walking to the park beside tennis club</li> <li>Don't want to have to drive through Elson, Pacific, etc and disturb neighbours. Denver is not residential</li> <li>Concerned about the impacts of the road closure</li> </ul>	Noted.
7	For	<ul style="list-style-type: none"> <li>We have no objections to the closure</li> </ul>	Noted.
8	Against	<ul style="list-style-type: none"> <li>Every time I leave my house I use Denver Rd to get to Edinburgh</li> <li>The lights at Water/Edinburgh are annoying because they give very little time for traffic on Water Street to exit. It is also a busier intersection which is why I avoid it</li> <li>I expect more traffic on Elson Drive</li> <li>Another concern is the current status of the school on Water Street. It seems to be operating now as a school or mosque and there are sometimes too many cars parked outside. This needs to be addressed</li> <li>Water street is more narrow with parking on both sides, a reason not to increase traffic on this street</li> </ul>	Noted. Information about general parking and traffic light issues sent to Traffic Investigations for review.
9	Against/For	<ul style="list-style-type: none"> <li>I walk Denver Road daily to get to the gym, it will add time to that walk</li> <li>I use it because the light at Water Street is slow and backs up</li> <li>Could affect property values by</li> </ul>	Noted.

# STAFF REPORT

		<p>putting up barricades or an ugly fence</p> <ul style="list-style-type: none"> <li>I'm opposed to the closure, but if it has to be done, I'd like it done in a way that leaves the neighbourhood looking intentional and attractive with curbs and green space</li> </ul>	
10	Against/For	<ul style="list-style-type: none"> <li>I will either need to drive down Water Street and wait for the light! Or drive down Elson and Pacific. Both methods would alter my travel time by a short 2 minutes</li> <li>I'm sure the people on Elson will notice a change</li> <li>Will you provide traffic calming?</li> </ul>	Noted. Information about traffic light issues sent to Traffic Investigations for review. Traffic calming policy is under review.
11	Against/For	<ul style="list-style-type: none"> <li>The Denver exit provides quicker and easier access to Stone Road Mall. I use that exit because the Water Street/Edinburgh lights are very slow.</li> <li>Also coming home the lights on Municipal/Edinburgh have an advanced green making it easier to turn left</li> <li>If you do close Denver Road I propose putting an advanced green on Water street</li> </ul>	Noted. Information about traffic light issues sent to Traffic Investigations for review.
12	For	<ul style="list-style-type: none"> <li>To me it's an eye sore, the flow won't really affect me</li> <li>As long as it can be proven to the community that it has been thought through and the impacts to the neighbourhoods analyzed</li> <li>Work with the community to come up with a common purpose</li> </ul>	Noted.
13	Against	<ul style="list-style-type: none"> <li>We always use Denver Road to go down to Edinburgh</li> <li>Can something be done with the lights at Water/Edinburgh? If we will need to use these lights more often these lights should change faster</li> </ul>	Noted. Information about traffic light issues sent to Traffic Investigations for review.
14	Against	<ul style="list-style-type: none"> <li>Will deny pedestrian access from Water Street to the park</li> <li>Pedestrian route along Elson very inconvenient, especially for the</li> </ul>	Noted. Information about general parking and traffic light issues sent to Traffic Investigations for review.

# STAFF REPORT

		<p>elderly</p> <ul style="list-style-type: none"> <li>• Issue aggravated by poorly calibrated lights at Water/Edinburgh Street</li> <li>• Parking problems need to be addressed with mosque on Water/Denver</li> </ul>	
15	Against	<ul style="list-style-type: none"> <li>• Traffic congestion would be horrific!</li> <li>• Would pedestrian traffic still be able to access all of Denver? If not, why not?</li> <li>• There are two churches on Water Street, an unbelievable amount of traffic on many days of the week and parked cars everywhere</li> <li>• Water street is already a disaster with parking on both sides of the street</li> <li>• Public Works should move instead of inconvenience everyone</li> </ul>	Noted. Information about general parking and traffic light issues sent to Traffic Investigations for review.
16	Against	<ul style="list-style-type: none"> <li>• More traffic on Elson Drive</li> <li>• No access by foot from Water to Municipal Street through high school</li> <li>• Difficulty with higher volumes of traffic on Water Street and issues with Water/Edinburgh traffic lights</li> </ul>	Noted. Information about traffic sent to Traffic Investigations for review.
17	Against	<ul style="list-style-type: none"> <li>• You suggest that the proposed closure would eliminate the need for city vehicles to use Water street, but we never see city vehicles on Water Street but according to the plan we will see increase in vehicles</li> <li>• Many residents at 295 Water Street are seniors like me and the proposal would mean longer walk to the fitness club, maybe in some cases that might be good for us. For others it might mean cancelling gym memberships and going to the park</li> </ul>	Noted.
18	Against	<ul style="list-style-type: none"> <li>• We have noise concerns and traffic concerns</li> <li>• We would rather drive down Denver Road to Municipal Street. There is no left turn signal at the intersection of Water/Edinburgh</li> </ul>	Noted. Information about traffic issues sent to Traffic Investigations for review. Also, noted is concern about noise and environmental issues with yard.

# STAFF REPORT

		<ul style="list-style-type: none"> <li>We are concerned about environmental contamination from increased activity in the yard. Contamination of water and the river</li> <li>Actually this type of yard should never be so close to a residential area</li> </ul>	
19	Against	<ul style="list-style-type: none"> <li>When getting mail, on way to work we drive down Denver Rd onto Pacific</li> <li>Use Denver to walk the dog</li> <li>Concerned about increased traffic from rerouting off of Denver on to Elson</li> <li>Our street will have more activity</li> </ul>	Noted.
20	For	<ul style="list-style-type: none"> <li>I use it very infrequently. Close it.</li> <li>Turn Denver/Pacific into a road bend and screen the works yard at Municipal</li> </ul>	Noted.
21	Against	<ul style="list-style-type: none"> <li>Alternate route (Water or Elson) will be required by car.</li> <li>Also affects daily walking and walking of the dog</li> <li>A big change for us on Elson, a change in routine</li> <li>Aesthetically not ideal</li> </ul>	Noted.
22	Against	<ul style="list-style-type: none"> <li>I would not have the road for my use</li> </ul>	Noted.
23	Against	<ul style="list-style-type: none"> <li>Increased traffic on my street</li> <li>Less safe for walks</li> <li>Noise pollution</li> <li>Consider off site location out of residential area for long term storage of assets</li> </ul>	Noted concern about noise and location of yard.
24	Against	<ul style="list-style-type: none"> <li>Limits options to get to the mail boxes and for taking walks in the neighbourhood</li> <li>Why can't the tree area at each end of Denver Rd be used by the City?</li> <li>City vehicles have to observe street signs and speed limits.</li> </ul>	Treed area at end of Denver Rd is not owned by the City and would require purchase/lease which is not a preferable option for the City.
25	Against	<ul style="list-style-type: none"> <li>I walk both ways on Denver Rd when walking my dog</li> <li>I live on Elson Road facing the "Sand Huts"</li> <li>The barricade will be an eyesore.</li> </ul>	Noted.

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		How aesthetically pleasing will they be?	
26	Against	<ul style="list-style-type: none"> <li>• Elson Drive traffic problems</li> <li>• Loss of pedestrian walk though</li> <li>• Ugly stuff, noise</li> <li>• Lower property value</li> <li>• Loss of green space</li> <li>• Very worried about Muslim Centre parking lot proposal</li> </ul>	Noted. Information about traffic issues sent to Traffic Investigations for review. Comments about aesthetics noted.
27	Against	<ul style="list-style-type: none"> <li>• Increased traffic on Water will make it impassable</li> <li>• Limited to no access to park for lads and dog</li> </ul>	Noted. Information about traffic issues sent to Traffic Investigations for review.
28	Against	<ul style="list-style-type: none"> <li>• We both walk a pet down Denver Road to the park</li> <li>• Drive Denver Road to Municipal Street to get to church</li> <li>• The traffic light at Municipal/Edinburgh is safer and more favourable than the traffic light at Water/Edinburgh</li> <li>• Also Water Street has been narrowed when it was repaved and there are time when people park on both sides of the street Water Street becomes dangerous</li> </ul>	Noted. Information about parking and traffic issues sent to Traffic Investigations for review.
29	Against	<ul style="list-style-type: none"> <li>• It will impact our whole neighbourhood</li> </ul>	Noted.
30	Against	<ul style="list-style-type: none"> <li>• Will take alternate route to Stone Road (either Elson to Municipal or Water)</li> <li>• I have always been concerned about the lengthy intervals between green lights turning from Water on to Edinburgh. The green lights are so short</li> <li>• I feel closing Denver will increase traffic on Water Street and those lights need to be adjusted. They are not safe for pedestrians</li> </ul>	Noted. Information about traffic issues sent to Traffic Investigations for review.
31	Against	<ul style="list-style-type: none"> <li>• Currently we walk our dog along Denver from Village on the Green</li> <li>• We always use Denver to access</li> </ul>	Noted. Information about traffic issues sent to Traffic Investigations for review.

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		<p>Municipal Street to get to Edinburgh</p> <ul style="list-style-type: none"> <li>• The lights at Water Street are slow to change and when they do they give minimal time to cross</li> <li>• Cutting this route is potentially dangerous</li> <li>• Please consider another location such as space near Imperial Road and Paisley Road</li> </ul>	
32	Against	<ul style="list-style-type: none"> <li>• This is my preferred route to Edinburgh. I walk the dog along this route</li> <li>• Has the City done a traffic analysis on this street?</li> <li>• The traffic lights at Water/ Edinburgh lead motorists to avoid those lights</li> <li>• Does the City have ownership of or plan to purchase or lease either of the wooden areas at the corner of Pacific Place and Denver Road?</li> <li>• My concern is that it will direct new traffic onto residential roads</li> </ul>	Noted. Information about traffic issues sent to Traffic Investigations for review. Treed area at end of Denver Rd is not owned by the City and would require purchase/lease which is not a preferable option for the City.
33	Against	<ul style="list-style-type: none"> <li>• Any southern direction or location would require a slight change of exit to maintain access to Edinburgh</li> <li>• Sounds like a good idea to me and my family</li> <li>• We would still have access to Edinburgh via Water Street, Cedar Street, and Pacific Place to Municipal Street</li> </ul>	Noted.
34	For/Against	<ul style="list-style-type: none"> <li>• Light at Municipal more functional than Water Street</li> <li>• Prefer wide access with non parked vehicles on both sides to access Edinburgh</li> <li>• Where are the seasonal vehicles currently being stored?</li> </ul>	Noted. Information about traffic and parking issues sent to Traffic Investigations for review. Most seasonal vehicles are dual use (summer/winter) and are stored in the barn at 50 Municipal St or in the yard.
35	For/Against	<ul style="list-style-type: none"> <li>• Concerned about increased traffic and the increased parking already on Water Street will make it a difficult situation</li> </ul>	Noted.
36	Against	<ul style="list-style-type: none"> <li>• The Denver closure will impact me</li> </ul>	Noted. Information about traffic



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		<p>and everyone on Water Street east of Edinburgh because the light at Water/ Edinburgh is already a bottle neck situation</p> <ul style="list-style-type: none"> <li>• Another problem is when cars are parked on both sides of Water Street and traffic flow is severely impeded</li> <li>• Many cars use Denver to access Municipal as an alternate route to Water/ Edinburgh</li> <li>• The closure would increase traffic on Water Street and aggravate the two issue mentioned above</li> <li>• I also oppose the closer because it will cut off access to Municipal Park. I often use Denver Road as a walking route</li> </ul>	<p>issues sent to Traffic Investigations for review.</p>
37	For	<ul style="list-style-type: none"> <li>• Living on Water Street, Village on the Green complex I am aware of the additional vehicles parked in the City compound/yard property. I think it makes sense to include that part of Denver to enlarge this storage area. Residents/Developers should have known that this area park lands would need to be increased in time. ... I say "Get on with the job"</li> <li>• Perhaps using trees , a fence or shrubbery could be used to separate some backyards from this necessary City facility</li> </ul>	<p>Noted.</p>
38	For/Against	<ul style="list-style-type: none"> <li>• [via email] I use Denver Road a lot and am concerned about the loss of pedestrian access between Water and Municipal Street</li> <li>• It is several minutes more to walk around to Elson</li> <li>• I do not think it would be unreasonable to provide a new pedestrian access along the back of the salt sheds</li> </ul>	<p>Noted. An initial estimate of building a new pedestrian access behind the salt domes was cost prohibitive when compared to the relative cost of closing down Denver Rd.</p>
39	For/Against	<ul style="list-style-type: none"> <li>• [via email] While I can appreciate your situation with respect to space at the yard and how closing Denver</li> </ul>	<p>Noted.</p>

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		<p>Road will provide the space needed, I am shocked at the organization at the existing facility</p> <ul style="list-style-type: none"> <li>Although Elson Drive would take the Emergency Services out of the way by two minutes, I would perceive that the residents of Elson Drive would not appreciate having emergency vehicles running up and down the road to a greater capacity versus Denver Road, where there are no residential homes</li> </ul>	
40	Against	<ul style="list-style-type: none"> <li>[via email] Denver Road is the only direct link between Water Street and Municipal Street and should not be closed</li> <li>The Denver Road proposal will only push the traffic into another residential area (Elson Drive and Pacific Place) where many young families live and create traffic danger for the children in the area. It also creates a longer routing to get to and from Water to Municipal</li> <li>The proposal for the closure indicates that a chain link fence and concrete barriers will be placed across the road at the intersection with Pacific Place. This is not aesthetically appealing and the Prison Yard look is not what we want in our neighbourhood.</li> <li>The city needs to go back to the drawing board on this and take a look at the land due north of the Operations Center. I believe Hydro One owns this land, but it appears to be quite suitable for expanding the Operations Yard. Has the city considered leasing this land from Hydro One?</li> </ul>	<p>Noted. The City has investigated leasing lands from Hydro One North of 45 Municipal St; however, this was shown to be not viable at this time. Other comments are noted.</p>
41	Against	<ul style="list-style-type: none"> <li>I walk and drive on Denver Rd</li> <li>I use Denver Rd to go from home to work, shopping, etc. The closure of Denver Rd will impact me</li> <li>The closure will especially impact</li> </ul>	<p>Noted.</p>

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		the residents of Village on the Green during events held at the Muslim Centre. During these times traffic is very heavy and Water St is congested with parked cars, making navigation of Water St and Cedar Sts difficult. Denver Rd gives us an option	
42	For/Against	<ul style="list-style-type: none"> <li>• The lights at Water and Edinburgh need at the very least an advance green each way. Before you make this decision, all of you need to try these lights/intersection, it's just a pain and very slow</li> <li>• Can't the city just re-locate the buildings it requires?</li> </ul>	Noted. Information about traffic issues sent to Traffic Investigations for review. Another option is to conduct a much broader study on the future of the Public Works yard and office facilities.

**CONSENT REPORT OF THE  
PLANNING & BUILDING, ENGINEERING AND ENVIRONMENT COMMITTEE**

October 28, 2013

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

Your Planning & Building, Engineering and Environment Committee beg leave to present their EIGHTH CONSENT REPORT as recommended at its meeting of October 9, 2013.

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

**PBEE-2013.32 Outside Water Use By-law Review – Findings and  
Recommended Revisions**

1. That the report of the Executive Director of Planning, Building, Engineering and Environment dated October 9, 2013, regarding the Outside Water Use By-law Review, be received.
2. That the revisions to the Outside Water Use Program and By-law as outlined in the report of the Executive Director of Planning, Building, Engineering and Environment, dated October 9, 2013 be approved.
3. That the General Manager of Water Services be authorized to complete housekeeping-based amendments to the Schedules of the Outside Water Use By-law, subject to the satisfaction of the Executive Director of Planning, Building, Engineering and Environment and the City Solicitor.

**PBEE-2013.33 Brownfield Tax Increment-Based Grant Application  
– 139 Morris Street**

1. That the application, on behalf of the owners of 139 Morris Street, for a Tax Increment-Based Grant, pursuant to the Brownfield Redevelopment Community Improvement Plan and applying to 139 Morris Street, be approved to an upset limit of \$1,151,879, provided that an agreement to implement the grant is executed within six months of Council approval, and that the property be redeveloped and reassessed at a higher value prior to October 28, 2018.

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2. That staff be directed to finalize a Tax Increment-Based Grant agreement between the City and 139 Morris St. Ltd, or any subsequent owner, to the satisfaction of the General Manager of Planning Services, the General Manager of Legal and Realty Services/City Solicitor, and the City Treasurer.
3. That the Mayor and Clerk be authorized to execute the agreement for the 139 Morris Street Brownfield Tax Increment-Based Grant Application.

**PBEE-2013.34 Brownfield CIP Program Applications - 35 & 40 Silvercreek Parkway South**

1. That the applications by Silvercreek Guelph Developments Limited for the Tax Assistance and Environmental Study Grant programs and applying to 35 & 40 Silvercreek Parkway South, be refused.
2. That the application by Silvercreek Guelph Developments Limited for a Tax Increment-Based Grant pursuant to the Brownfield Redevelopment Community Improvement Plan and applying to 35 & 40 Silvercreek Parkway South be approved to an upset limit of \$241,154, provided that an agreement to implement the grant is executed within six months of Council approval, and that the property be redeveloped and reassessed at a higher value prior to October 28, 2018.
3. That staff be directed to finalize a Tax Increment-Based Grant agreement between the City and Silvercreek Guelph Developments Limited, or any subsequent owner, to the satisfaction of the General Manager of Planning Services, the General Manager of Legal and Realty Services/City Solicitor, and the City Treasurer.
4. That the Mayor and Clerk be authorized to execute the agreement for the 35 & 40 Silvercreek Parkway South Tax Increment-Based Grant application.

**PBEE-2013.35 Brownfield Tax Increment-Based Grant Application – 84 & 86 Wyndham Street South, and 68A, 68B and 72 York Road**

1. That the application by Terra View Riverside Ltd. for a Tax Increment-Based Grant pursuant to the Brownfield Redevelopment Community Improvement Plan and applying to 84 and 86 Wyndham Street South and 68A, 68B and 72 York Road, be approved in the form of a grant of \$411,000 in addition to the \$138,000 grant approved by Council on July 27, 2009, for a combined upset limit of \$549,000, provided that an agreement to implement the grant is executed within six months of Council approval, and that the property be redeveloped and reassessed at a higher value prior to October 28, 2018.

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2. That staff be directed to finalize a Tax Increment-Based Grant agreement between the City and Terra View Riverside Ltd., or any subsequent owner, to the satisfaction of the General Manager of Planning Services, the General Manager of Legal and Realty Services/City Solicitor, and the City Treasurer.
3. That the Mayor and Clerk be authorized to execute the agreement for the 84 ad 86 Wyndham Street South and 68A, 68B and 72 York Road Brownfield Tax Increment-Based Grant Application.

All of which is respectfully submitted.

Councillor Piper, Chair  
Planning & Building, Engineering and  
Environment Committee

***PLEASE BRING THE MATERIAL THAT WAS DISTRIBUTED WITH THE  
AGENDA FOR THE OCTOBER 9, 2013 MEETING.***

# STAFF REPORT



TO Planning & Building, Engineering and Environment Committee

SERVICE AREA Planning, Building, Engineering and Environment

DATE October 9, 2013

**SUBJECT Outside Water Use By-law Review – Findings and Recommended Revisions**

REPORT NUMBER

## EXECUTIVE SUMMARY

### PURPOSE OF REPORT

To share with City Council results of the Outside Water Use By-law Review community engagement process and recommended revisions to the Outside Water Use By-law stemming from stakeholder feedback.

### KEY FINDINGS

In response to stakeholder concerns received through implementation of Level 2 Red water use restrictions during the prolonged drought periods of 2012, Water Services initiated a review of the Outside Water By-law in January 2013. This multi-phase public process, designed in accordance with the City's Community Engagement Framework, engaged residents and local stakeholders in an interactive dialogue on potential changes to the program and by-law. In concert with this public by-law review process, staff also initiated a multi-departmental Municipal Drought Response Working Group to evaluate corporate peak season water use and to define protocols for response of municipal operations during low water conditions.

The public portion of this by-law review process reached completion on August 28, 2013. Based on stakeholder feedback received, staff recommend the following revisions to the By-law:

- Outside Water Use Exemption for Food Garden Watering during Program Levels 0, 1 and 2;
- Outside Water Use Exemption for Outdoor Tree Watering during Program Levels 0, 1 and 2;
- Outside Water Use Exemption for Historic Sites during Program Level 2;
- Car, Vehicle and Boat Washing restrictions during Program Level 2, and;
- Increasing fine amounts for repeated non-compliance.



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Furthermore, proposed revisions to City operations under the by-law resulting from Municipal Drought Response Working Group consultations include the following:

- Asset Procurement and Efficiency Standards;
- Exemption for Capital Project Property Remediation based watering during Program Levels 0, 1 & 2;
- City Sports Field Irrigation water use reductions during Program Level 2;
- City Street Sweeping reductions during Program Level 2, and;
- Public Education and Demonstration Projects requiring water reductions during Program Level 2.

To ensure necessary time for public education in advance of implementation of the amended Outside Water Use By-law, staff recommend that the revisions to the by-law become effective as of April 1, 2014.

## **FINANCIAL IMPLICATIONS**

Funding for the Outside Water Use By-law review is within the Council approved 2012 and 2013 Water Services Enterprise Budgets. No impacts to City Departments anticipated as a result of proposed revisions to the Outside Water Use By-law.

## **ACTION REQUIRED**

That Planning, Building, Engineering and Environment Committee and City Council approve the recommendations stated below.

## **RECOMMENDATION**

1. That the report of the Executive Director of Planning, Building, Engineering and Environment dated October 9, 2013, regarding the Outside Water Use By-law Review, be received.
2. That the revisions to the Outside Water Use Program and By-law as outlined in the report of the Executive Director of Planning, Building, Engineering and Environment, dated October 9, 2013 be approved.
3. That the General Manager of Water Services be authorized to complete housekeeping-based amendments to the Schedules of the Outside Water Use By-law, subject to the satisfaction of the Executive Director of Planning, Building, Engineering and Environment and the City Solicitor.

## **BACKGROUND**

In 2003 City Council approved the City's Outside Water Use By-law (2003)-17106 to define local response requirements to drought conditions of the Province of Ontario Low Water Response Plan and mitigate impacts to local water resources and threats to water utility regulatory compliance stemming from drastic increases in peak seasonal water takings. Prolonged periods of drought during 2012



# STAFF REPORT

precipitated the need to implement enhanced water use restrictions under the by-law. During this period, many community stakeholders expressed concern over the current by-law and the relevance of some permitted activities in reference to current social norms and practices. Local stakeholders also shared concern with staff regarding the equity and fairness of restrictions amongst separate customer sectors, including the response by City operational divisions.

In recognition of concerns received from the public during 2012, Water Services initiated a review of the Outside Water By-law in January 2013. This review employed a robust community engagement strategy aimed to solicit feedback from the general public and community stakeholders on desired amendments to the Outside Water Use By-law and Program, while maintaining the City's regulatory requirements for the provision of drinking water. In concert with this public by-law review process, staff also initiated a multi-departmental Municipal Drought Response Working Group to evaluate corporate peak season water use operational needs and to define protocols for response of municipal operations during low water conditions. The following report details the findings of these respective processes and associated recommendations for Outside Water Use By-law and Program revisions.

## REPORT

### **Community Engagement Process**

To solicit community feedback on revisions to the Outside Water Use By-law and Program, staff initiated a public engagement strategy in January 2013 in consultation with Community and Social Services staff, and with the assistance of Lura Consulting. This strategy designed in accordance with the City's Community Engagement Framework employed a three-phase process aimed at engaging residents and stakeholders in an interactive dialogue on the status and effectiveness of the by-law and program, and potential changes to the program and by-law. Core themes and activities by phase of the engagement strategy were:

#### **Phase 1: Issues and Opportunities (January 2013 - February 2013)**

- Guelph Water Conservation and Efficiency Public Advisory Committee Meeting
- Business Roundtable (February 5, 2013)
- Community Forums (January 30 and February 5, 2013)
- Online Participation through web posting of discussion guide, online survey and comments via email;

#### **Phase 2: Future Directions (April 2013 - June 2013)**

- Guelph Water Conservation and Efficiency Public Advisory Committee Meeting
- Business Roundtable (April 25, 2013)
- Community Forums (April 24 and 25, 2013)
- Online Participation through web posting of discussion guide, online survey and comments via email; and

## Phase 3: Confirming the Results (July - September 2013)

- Residential Call Survey to 400 randomly selected households, stratified by Ward (July 2-9, 2013)
- Online Participation through web posting of proposed by-law changes for public review and comment via mail, telephone, fax and email (August 15-28, 2013).

Media releases, print advertisements (Tribune), social media prompts, and online advertisements (Guelph Chamber of Commerce) were used to solicit local stakeholder participation in the review. In addition, direct mail was sent to area stakeholders defined during the review process, including local landscape maintenance companies, the Guelph and District Home Builders Association, and residents with private irrigation systems, to provide background information and solicit feedback throughout the process.

Summary reports of feedback received during each phase of the Outside Water Use By-law review are posted on the City's website at [www.guelph.ca/owureview](http://www.guelph.ca/owureview). Stakeholder feedback received through the final public review comment period on proposed changes to the by-law, and associated staff responses, are attached (Attachment 3).

## **Proposed Revisions**

In alignment with stakeholder feedback received through the Outside Water Use By-law and Program Review engagement process, staff recommend the following revisions to the By-law. Supporting consultation findings and rationale for recommended revisions are provided in Attachment 2.

1. Outside Water Use: Exemption to be added for Private Food Garden Watering during Program Levels 0, 1 and 2;
2. Outside Water Use: Exemption to be added to allow Outdoor Tree Watering within the tree's dripline during Program Levels 0, 1 and 2;
3. Outside Water Use: Exemption to be added for Historic Sites to allow once-per-week landscape watering at historically significant community landmarks (e.g. John McCrae House) during Program Level 2;
4. Car, Vehicle and Boat Washing: Additional restrictions during Program Level 2;
5. Increasing Fine amounts for repeated non-compliance.

An additional proposed housekeeping change to the by-law includes an update to the number and locations of street signs used to advertise program level, with focus to areas of recent development not in the vicinity of current signage. Siting of new program sign locations is currently ongoing at the time of publication of this report. Staff are requesting Council's approval to delegate authority to the General Manager of Water Services to complete this and future housekeeping amendments to Schedules of the Outside Water Use By-law, subject to the satisfaction of the



# STAFF REPORT

Executive Director and the City Solicitor. Planned schedules to the revised by-law include program sign locations, permit fee amounts and fine amounts per non-compliance event.

## **Municipal Drought Response**

In concert with the by-law review process, a multi-departmental Municipal Drought Response Working Group was formed, including representatives from the City's Engineering Services, Emergency Services, Parks and Recreation, Public Works, Water Services, and Wastewater Services departments, with the mandate of evaluating outside water use activities relating to City operations, and identifying opportunities for improved City water usage when seasonal drought is experienced. Below is a summary of proposed revisions to the by-law directing City operations during period of droughts:

### **1. Asset Procurement and Efficiency Standards:**

Requirement through by-law to direct staff to select best available water efficient technology during procurement and renewal of City assets which contribute to outside water use.

### **2. Exemption for Capital Project Property Remediation based watering during Program Levels 0, 1 & 2**

Implementation of 30-day watering exemptions for new sod/seed installed on private property as a result of property damage/remediation from City-lead capital projects and infrastructure maintenance programs.

### **3. City Sports Field Irrigation water use reductions during Program Level 2:**

Requirement for 20% reduction of City sports field watering times during Level 2 Red drought conditions.

### **4. City Street Sweeping during Program Level 2:**

Reductions in street sweeping operational times and frequency during Level 2 Red drought conditions.

### **5. Public Education and Demonstration Projects which require water during Program Level 2:**

Cancellation of public education and demonstration projects which require water during Level 2 Red drought conditions.

It is important to note that standards for many City services are prescribed through Provincial regulations and other guidelines. The City cannot totally eliminate outside water use due its lease obligation to maintain a standard of care. However, where possible, changes in City operations have already occurred to achieve compliance with these directives, decreasing seasonal outside water use.

## **By-law Revision and Public Education**

To ensure necessary time for public education in advance of implementation of the amended Outside Water Use By-law staff recommend that the revisions to the by-law become effective as of April 1, 2014. To assist local stakeholders to understand impending changes to the By-law, Water Services and Corporate Communications will develop a public education and awareness campaign for implementation in early 2014. Furthermore, based on public feedback received during the review process, staff will be working to develop subsequent public educational materials focused on private pool water use efficiency, private tree watering guidelines and best practices for irrigation system design and irrigation system contractor certification designations to further reinforce outdoor water use efficiency.

## **New Automated Irrigation System Standards**

Through the By-law review process a significant amount of public feedback was received on automated irrigations systems and desired efficiency standards for such systems. With the heightened prevalence of installation of these systems as part of current new home and commercial development, and increased seasonal water use associated with regular system use, Water Services and Building Services will be initiating a review of design and installation standards for new automated irrigation systems in 2014 in alignment with the City's Water Conservation objectives.

Currently section 35 of the City's Water By-law (By-law 1991-13791) defines the need for the City Engineer's written approval for lawn irrigation system installation. It is anticipated that development of system design standards, in consultation with industry stakeholders, will help to streamline this approval requirement while reinforcing efficient water use for those seeking to install such systems.

## **CORPORATE STRATEGIC PLAN**

- 1.2 Develop collaborative work teams and apply whole systems thinking to deliver creative solutions;
- 2.2 Deliver public service better;
- 2.3 Ensure accountability, transparency and engagement;
- 3.3 Strengthen citizen and stakeholder engagement and communications.



# STAFF REPORT

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## DEPARTMENTAL CONSULTATION

Community and Social Services - Community Engagement and Social Services, Parks and Recreation, Corporate Building Maintenance; Corporate & Human Resources - Corporate Communications, Legal Services; Operations, Transit & Emergency Services - By-law Compliance and Security, Public Works; Emergency Services, Planning, Building, Engineering and Environment - Building Services; Engineering Services; Wastewater Services; Water Services

## COMMUNICATIONS

A communications and community engagement plan for this Outside Water Use By-law review has developed through coordination with Community Engagement and Social Services and Corporate Communications.

## ATTACHMENTS

- ATT-1      Outside Water Use By-law Review Engagement Process Overview
- ATT-2      Outside Water Use By-law and Program Review Revision Summary Report available at:  
<http://guelph.ca/wp-content/uploads/ProposedOWU-By-lawChanges.pdf>
- ATT-3      Proposed Revisions Public Review Period Stakeholder Comments and Staff Response available at:  
[http://guelph.ca/wp-content/uploads/Phase3\\_OWUPublicCommentPeriod\\_Summary.pdf](http://guelph.ca/wp-content/uploads/Phase3_OWUPublicCommentPeriod_Summary.pdf)

## Report Author

Wayne Galliher, A.Sc.T.  
Water Conservation Project Manager

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### Approved By

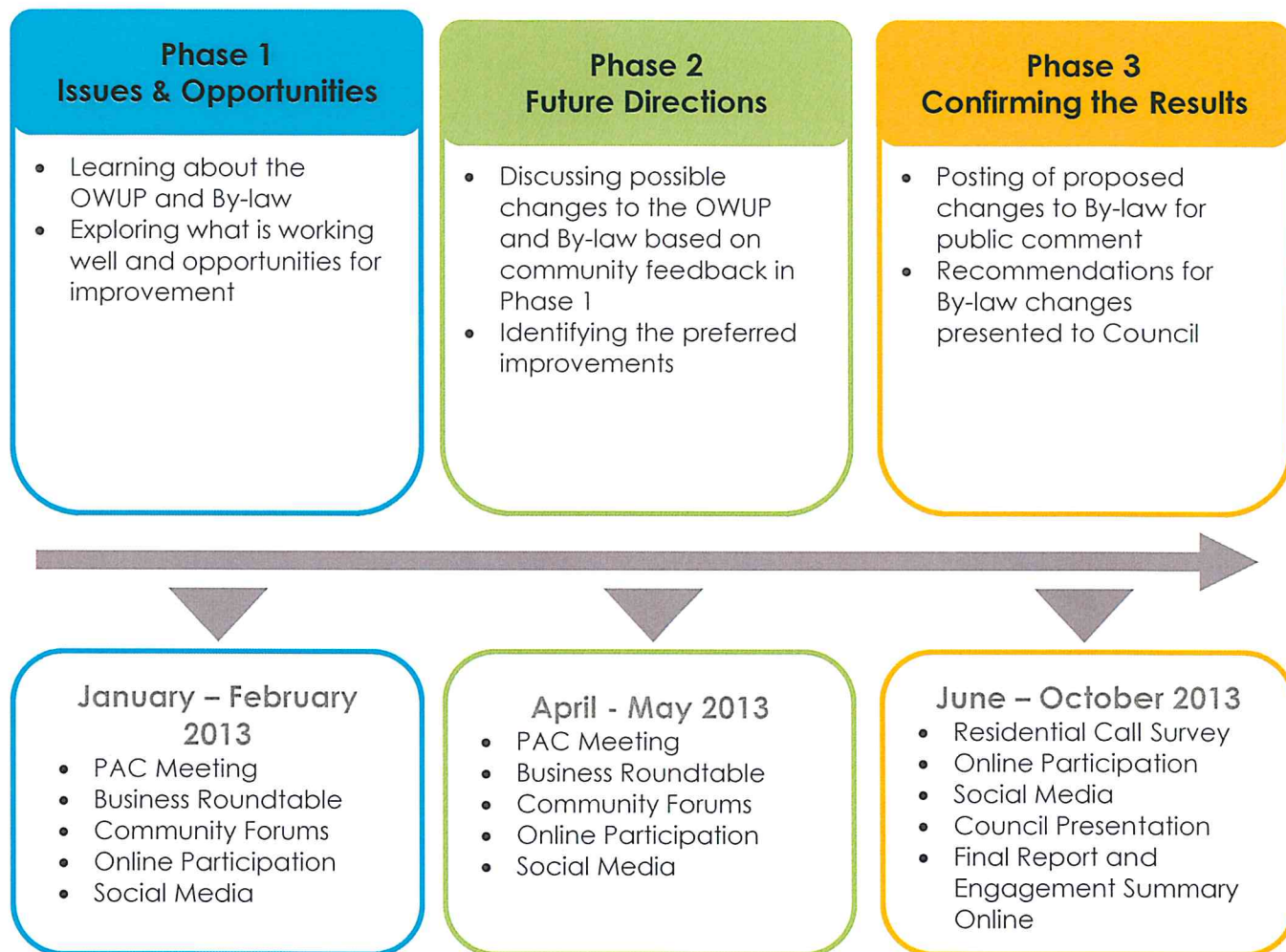
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**ATTACHMENT 1**  
**Outside Water Use By-law Review Engagement Process Overview**



# STAFF REPORT



TO Planning & Building, Engineering and Environment Committee

SERVICE AREA Planning, Building, Engineering and Environment

DATE October 9, 2013

**SUBJECT Brownfield Tax Increment Based Grant Application- 139 Morris Street**

REPORT NUMBER 13-51

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## EXECUTIVE SUMMARY

### PURPOSE OF REPORT

The Brownfield Redevelopment Community Improvement Plan (CIP) includes financial incentive programs intended to stimulate investment in Brownfield properties and achieve environmental, economic and social benefits. The applicant has applied for the Tax Increment-Based Grant (TIBG) program to offset the cost of investigating and remediating the environmentally impacted lands at 139 Morris St. This report responds to that application.

### KEY FINDINGS

The TIBG application meets the requirements of the Brownfield Redevelopment CIP TIBG program and staff recommend that a grant be approved to an upset limit of \$1,151,879.

### FINANCIAL IMPLICATIONS

Grant payments are funded from the Brownfield Redevelopment Reserve. Council approved a 5-year Brownfield CIP program cap of \$16.9 million to be funded through the tax levy as outlined in [CAFES report #12-01](#), entitled "Funding for Existing & Proposed City of Guelph Tax Increment Based Grant (TIBG) Programs", dated April 10, 2012.

The table below summarizes all Brownfield TIBG applications approved by the City to date and the amount remaining for future applications. Other TIBG applications also being considered at the October 9, 2013 PBEE Committee meeting are included for context.

# STAFF REPORT

Total Brownfield TIBG envelope	\$16,900,000
Less 6 Approved Grants	- \$ 6,137,430
Funding available as of September 2013	= \$10,762,570
York-Wyndham (other application received)	- \$411,000
139 Morris St. (current application)	- \$1,151,879
35 & 40 Silvercreek Pky. S (other application received)	- \$241,154
Amount remaining for future applications	= \$8,958,573

## **ACTION REQUIRED**

Council is being asked to:

- approve a TIBG to an upset limit of \$1,151,879 for the subject property;
- direct staff to prepare an implementing agreement; and
- authorize the Mayor and Clerk to execute the agreement.

## **RECOMMENDATION**

1. That the application, on behalf of the owners of 139 Morris St., for a Tax Increment-Based Grant, pursuant to the Brownfield Redevelopment Community Improvement Plan and applying to 139 Morris Street, be approved to an upset limit of \$1,151,879, provided that an agreement to implement the grant is executed within six months of Council approval, and that the property be redeveloped and reassessed at a higher value prior to October 28, 2018;
2. That staff be directed to finalize a Tax Increment-Based Grant agreement between the City and 139 Morris St. Ltd, or any subsequent owner, to the satisfaction of the General Manager of Planning Services, the General Manager of Legal and Realty Services/City Solicitor, and the City Treasurer;
3. That the Mayor and Clerk be authorized to execute the agreement.

## **BACKGROUND**

An application for a Tax increment-based Grant (TIBG) under the Brownfield Redevelopment Community Improvement Plan (CIP) has been received for the property municipally known as 139 Morris St (Site).

The City's approved Brownfield Redevelopment CIP includes financial incentive programs to stimulate investment in remediation, reuse and redevelopment of Brownfields. The premise of the CIP is that the City's investment in the



remediation and redevelopment of Brownfield Sites will result in proportionally greater improvements to environmental and neighbourhood conditions while creating additional tax revenues in the long-term. Additional rationale for providing financial incentives to Brownfield redevelopment is included in Attachment 1. More information on the City's role in encouraging Brownfield redevelopment, including the text of the CIP, is available at [guelph.ca/brownfields](http://guelph.ca/brownfields).

Under the TIBG program, the City can provide annual grants that are based on the increase in the municipal tax levy (tax increment) resulting from the redevelopment of the site. Once development is complete and the property value is reassessed, taxes are paid in full by the future property owner(s), 80% of the tax increment is paid to the initial owner for a maximum of 10 years or until eligible costs are reimbursed, whichever comes first.

## **REPORT**

On July 4, 2013 a complete application was submitted on behalf of 139 Morris Street Ltd for a Tax Increment Based Grant (TIBG) to offset site investigation, remediation and risk assessment costs for the Site.

## **Site Background**

The Site is approximately 1.3 ha in size and is located at 139 Morris St. as shown on Attachment 2. The Site was formerly used in the manufacture of valves, hats and several other small industrial and warehousing uses. The former industrial brick building on the site was demolished in 2012 and the Site is currently vacant.

In March 2011, Council approved an Environmental Study Grant (ESG) for the purposes of conducting a Phase 2 Environmental Site Assessment (ESA). In January 2012 the City paid the \$10,000 grant to offset part of the cost of the Phase 2 ESA conducted by V.A. Wood, a consulting engineering firm. The Phase 2 ESA found that the Site did not meet environmental standards for the proposed residential use, and recommended that additional site investigation be conducted after the on-site buildings were demolished. After the demolition of on-site buildings, a different consulting firm, Conestoga-Rovers & Associates, undertook the supplemental environmental site investigations. A revised Phase 2 ESA is currently underway.

A rezoning application was submitted in 2011 to permit the development of 64 cluster townhouses and a commercial use on the Site. A public meeting was held on July 4, 2011 regarding that application. Since that meeting, staff, neighbours and the applicant have worked to develop a revised proposal. It is anticipated that the applicant will submit a revised proposal by the end of the year and another public meeting of Council will be held to introduce the proposal and receive public feedback.

# STAFF REPORT



## **Recommendation**

Staff reviewed the TIBG application and determined that it meets the requirements of the TIBG program and recommend that the application be approved to an upset limit of \$1,151,879.

80% of the 10-year tax increment expected to be generated by the revised project and available to fund the grant, as described in the background section of this report, is approximately \$1,555,000.

Staff reviewed the remedial work plan and other engineering cost estimates in consultation with the applicant, and have identified an estimated amount of \$1,151,879 in eligible costs as outlined in Attachment 3. Since the estimated eligible costs are less than the estimated available tax increment, staff recommend that the estimated eligible costs serve as the TIBG's upset limit.

## **CORPORATE STRATEGIC PLAN**

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

## **DEPARTMENTAL CONSULTATION**

Finance  
Legal Services

## **COMMUNICATIONS**

None

## **ATTACHMENTS**

Attachment 1 – The Value of Brownfield Redevelopment  
Attachment 2 – Location Map  
Attachment 3 – Estimated Eligible Cost

### **Report Author:**

Tim Donegani  
Policy Planner

### **Report Author:**

Prasoon Adhikari, P. Eng.  
Environmental Engineer

### **Approved By:**

Melissa Aldunate  
Manager, Policy Planning and Urban Design

### **Approved By:**

Rajan Philips, P. Eng.  
Manager, Transportation and  
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Original Signed by:

Original Signed by:

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### **Approved By:**

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## **Attachment 1 – The Value of Brownfield Redevelopment**

The City's records indicate that there are approximately 420 potential Brownfield properties within the City. Historically, there has been little interest in redeveloping Brownfield sites due to the uncertainty surrounding the extent of contamination and the potential cost of cleanup. Furthermore, Brownfield sites pose a potential threat to the quality of the City's groundwater-based drinking water supply and surface waters.

The Brownfield Redevelopment CIP provides financial incentives to undertake the studies and remedial work necessary to redevelop Brownfield sites and eliminate the potential negative impacts to the City's water supply and the water quality of the City's rivers, which are important for sustaining fisheries, as well as aesthetic and recreational resources.

There are a number of additional benefits to the redevelopment of Brownfield sites. For example, they are often located within existing built up areas of the City where hard and soft infrastructure services are already available, and additional infrastructure expenditure may not be required to service them. The redevelopment of Brownfield sites can help reduce the stigma attached to both the subject and nearby properties thereby increasing their property values. Furthermore, redevelopment can bring the long-term benefits of increased tax revenue contributing the fiscal sustainability of the City.

As the City moves forward with the implementation of its Official Plan, Downtown Secondary Plan, Community Energy Initiative and Source Water Protection planning, the redevelopment of Brownfield sites will play an increasingly important role in the achievement of the City's strategic goals and in particular the intensification targets for the built-up areas of the City.

## Attachment 2 – Location Map



# STAFF REPORT

## Attachment 3 – Estimated Eligible Costs

<b><u>Type of Work</u></b>	<b><u>Estimated Eligible Costs</u></b>
Site Investigation including revised Phase 2 ESA	\$159,511
Excavate and dispose of impacted soil, replace with clean fill	\$743,700
Risk Assessment and Record of Site Condition	\$125,000
Subtotal	\$1,028,211
HST	\$133,667
<b>Total</b>	<b>\$1,161,879</b>
Less Environmental Study Grant already paid	-\$10,000
<b>Grand Total</b>	<b>\$1,151,879</b>

# STAFF REPORT



TO Planning & Building, Engineering and Environment Committee

SERVICE AREA Planning, Building, Engineering and Environment

DATE October 9, 2013

**SUBJECT Brownfield CIP Program Applications – 35 & 40 Silvercreek Parkway South**

REPORT NUMBER 13-47

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## **EXECUTIVE SUMMARY**

### **PURPOSE OF REPORT**

The Brownfield Redevelopment Community Improvement Plan (CIP) includes financial incentive programs intended to stimulate investment in Brownfield properties and achieve environmental, economic and social benefits. Silvercreek Guelph Developments Limited has applied for the CIP programs to offset the cost of investigating and remediating the environmentally impacted lands at 35 and 40 Silvercreek Parkway South (subject lands). This report responds to that application.

### **KEY FINDINGS**

The TIBG application meets the requirements of the Brownfield Redevelopment CIP TIBG program and staff recommend that a grant be approved to an upset limit of \$241,154. The report recommends that applications for Tax Assistance (TA) and Environmental Study Grant (ESG) programs be refused.

### **FINANCIAL IMPLICATIONS**

Grant payments are funded from the Brownfield Redevelopment Reserve. Council approved a 5-year Brownfield CIP program cap of \$16.9 million to be funded through the tax levy as outlined in [CAFES Report #12-01](#), entitled "Funding for Existing & Proposed City of Guelph Tax Increment Based Grant (TIBG) Programs", dated April 10, 2012.

The table below summarizes all Brownfield TIBG applications approved by the City to date and the amount remaining for future applications. Other TIBG applications also being considered at the October 9, 2013 PBEE Committee meeting are included for context.

# STAFF REPORT

Total Brownfield TIBG envelope	\$16,900,000
Less 6 Approved Grants	- \$ 6,137,430
Funding available as of September 2013	= \$10,762,570
York-Wyndham (other application received)	- \$411,000
139 Morris St. (other application received)	- \$1,151,879
35 & 40 Silvercreek Pkwy. S (current application)	- \$241,154
Amount remaining for future applications	= \$8,958,573

## **ACTION REQUIRED**

Council is being asked to:

- refuse the Tax Assistance and Environmental Study Grant applications;
- approve an Tax Increment-Based Grant to an overall upset limit of \$241,154;
- direct staff to prepare an implementing agreement; and
- authorize the Mayor and Clerk to execute the agreement.

## **RECOMMENDATION**

1. That the applications by Silvercreek Guelph Developments Limited for the Tax Assistance and Environmental Study Grant programs and applying to 35 & 40 Silvercreek Parkway South, be refused;
2. That the application by Silvercreek Guelph Developments Limited for a Tax Increment-Based Grant pursuant to the Brownfield Redevelopment Community Improvement Plan and applying to 35 & 40 Silvercreek Parkway South be approved to an upset limit of \$241,154, provided that an agreement to implement the grant is executed within six months of Council approval, and that the property be redeveloped and reassessed at a higher value prior to October 28, 2018;
3. That staff be directed to finalize a Tax Increment-Based Grant agreement between the City and Silvercreek Guelph Developments Limited, or any subsequent owner, to the satisfaction of the General Manager of Planning Services, the General Manager of Legal and Realty Services/City Solicitor, and the City Treasurer;
4. That the Mayor and Clerk be authorized to execute the agreement.

## **BACKGROUND**

Applications have been received for the Tax Increment based Grant (TIBG), Tax Assistance (TA) and Environmental Study Grant (ESG) programs under the Brownfield Redevelopment Community Improvement Plan (CIP) for the properties municipally known as 35 and 40 Silvercreek Pkwy. S.

The City's approved Brownfield Redevelopment CIP includes financial incentive programs to stimulate investment in remediation, reuse and redevelopment of Brownfields. The premise of the CIP is that the City's investment in the remediation and redevelopment of Brownfield Sites will result in proportionally greater improvements to environmental and neighbourhood conditions while creating additional tax revenues in the long-term. Additional rationale for providing financial incentives to Brownfield redevelopment is included in Attachment 1. More information on the City's role in encouraging Brownfield redevelopment, including the text of the CIP, is available at [guelph.ca/brownfields](http://guelph.ca/brownfields).

Under the TIBG program, the City can provide annual grants that are based on the increase in the municipal tax levy (tax increment) resulting from the redevelopment of the site. Once development is complete and the property value is reassessed, taxes are paid in full by the future property owner(s), 80% of the tax increment is paid to the initial owner for a maximum of 10 years or until eligible costs are reimbursed, whichever comes first.

## **REPORT**

On May 1, 2013 Silvercreek Guelph Developments Limited applied for financial incentives under the Environmental Study Grant (ESG), Tax Assistance (TA) and TIBG programs to offset \$273,635 in eligible costs.

## **Site Background**

The lands include the properties at 35 and 40 Silvercreek Parkway South as shown on Attachment 2. The lands, approximately 22 ha in size, are located east of the Hanlon Expressway, south of Paisley Road and are bisected by Silvercreek Parkway.

The lands, currently vacant, were historically used as a sand and gravel pit and as a concrete block plant. Environmental site investigations were carried out, off and on, from 1991 to 2007. Records of Site Condition (RSC), certifying that the lands have been remediated and deemed suitable for the proposed commercial and residential uses, were filed with the Ministry of the Environment in 2008.

In 2010, the Ontario Municipal Board approved Minutes of Settlement that included Official Plan and Zoning By-law amendments that would permit the development of 26,660 m<sup>2</sup> of commercial space, additional office space and a minimum of 350 residential units on the lands.



# STAFF REPORT



At the time of the Board's approval in 2010, the lands had already been remediated to permit the development. The CIP in effect at the time did not allow for reimbursing cost that had been incurred prior to Council approval of the grant, (hereafter retroactive costs). However, as part of the Minutes of Settlement, the City agreed to bring forward an amendment to the CIP to permit the retroactive cost under the TIBG program.

In 2010 the City initiated a review of the CIP that included an examination of the question of permitting retroactive costs to be eligible. The retroactivity issue is discussed in detail in [PBEE Report #12-53](#), regarding Brownfield Redevelopment CIP Update – Public Meeting, dated July 3, 2012. The updated CIP, approved by Council in 2012, continues to prohibit retroactive applications. However, due to unique circumstances, it provides two site specific exemptions to this general prohibition and these exemptions apply to the lands that are the subject of this report and a site at the intersection of York Rd. and Wyndham St (Refer to PBEE Report #13-54).

In 2012, Zoning By-law and Official Plan Amendment applications were submitted to make minor changes to the Board approved development plan as described in [PBEE Report #13-03](#), dated February 4, 2013. Staff are satisfied that the recent development application does not affect the CIP program applications.

## **Recommendation**

On May 1, 2013 Silvercreek Guelph Developments Limited submitted complete applications for financial incentives under the ESG, TA and TIBG programs to offset \$273,635 in eligible costs.

The project is ineligible for the ESG and TA program because the applications are retroactive and the updated CIP does not permit retroactive applications for these programs. Staff recommend that these applications be refused on that basis.

The application meets the requirements of the TIBG program including the retroactivity provisions outlined in the CIP and staff recommend that a TIBG be approved to an upset limit of \$241,154.

80% of the 10-year tax increment expected to be generated and available to fund the grant, as described in the background section of this report, is approximately \$17 million assuming the entire project were to be developed in one phase. Although development in a single phase is not likely, the estimated tax increment is sufficient to fund the eligible costs.

Staff reviewed the costs submitted, and in consultation with the owner, determined that \$241,154, as outlined in Attachment 3, are eligible pursuant to the CIP. Since the eligible costs are less than the tax increment, staff recommend that the eligible costs serve as the TIBG's upset limit.

# STAFF REPORT



## **CORPORATE STRATEGIC PLAN**

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

## **DEPARTMENTAL CONSULTATION**

Finance

Legal Services

## **COMMUNICATIONS**

None

## **ATTACHMENTS**

Attachment 1 – The Value of Brownfield Redevelopment

Attachment 2 – Location Map

Attachment 3 – Eligible costs

### **Report Author:**

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Policy Planner

### **Approved By:**

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Original Signed by:

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### **Report Author:**

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### **Approved By:**

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Original Signed by:

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## **Attachment 1 – The Value of Brownfield Redevelopment**

The City's records indicate that there are approximately 420 potential Brownfield properties within the City. Historically, there has been little interest in redeveloping Brownfield sites due to the uncertainty surrounding the extent of contamination and the potential cost of cleanup. Furthermore, Brownfield sites pose a potential threat to the quality of the City's groundwater-based drinking water supply and surface waters.

The Brownfield Redevelopment CIP provides financial incentives to undertake the studies and remedial work necessary to redevelop Brownfield sites and eliminate the potential negative impacts to the City's water supply and the water quality of the City's rivers, which are important for sustaining fisheries, as well as aesthetic and recreational resources.

There are a number of additional benefits to the redevelopment of Brownfield sites. For example, they are often located within existing built up areas of the City where hard and soft infrastructure services are already available, and additional infrastructure expenditure may not be required to service them. The redevelopment of Brownfield sites can help reduce the stigma attached to both the subject and nearby properties thereby increasing their property values. Furthermore, redevelopment can bring the long-term benefits of increased tax revenue contributing the fiscal sustainability of the City.

As the City moves forward with the implementation of its Official Plan, Downtown Secondary Plan, Community Energy Initiative and Source Water Protection planning, the redevelopment of Brownfield sites will play an increasingly important role in the achievement of the City's strategic goals and in particular the intensification targets for the built-up areas of the City.

## Attachment 2 – Location Map



## Attachment 3 - Eligible Costs

<b><u>Type of Work</u></b>	<b><u>Eligible Costs</u></b>
Phase II Environmental Site Assessment	\$31,500
Remedial Work Planning	\$124,325
Site Remediation	\$85,329
<b>Total</b>	<b>\$241,154</b>

# STAFF REPORT



TO Planning & Building, Engineering and Environment Committee

SERVICE AREA Planning, Building, Engineering and Environment

DATE October 9, 2013

**SUBJECT Brownfield Tax Increment Based Grant Application– 84 and 86 Wyndham Street South, and 68A, 68B and 72 York Road**

REPORT NUMBER 13-54

## EXECUTIVE SUMMARY

### PURPOSE OF REPORT

The Brownfield Redevelopment Community Improvement Plan (CIP) includes financial incentive programs intended to stimulate investment in Brownfield properties and achieve environmental, economic and social benefits. Terra View Riverside Ltd. has applied for the Tax Increment-Based Grant (TIBG) program to offset the cost of investigating and remediating the environmentally impacted lands at 84 and 86 Wyndham Street South, and 68A, 68B and 72 York Road (Site). This report responds to that application.

### KEY FINDINGS

The TIBG application meets the requirements of the Brownfield Redevelopment CIP TIBG program and staff recommend that a grant be approved to an upset limit of \$411,000.

When combined with the \$138,000 TIBG approved for the Site in 2009, the total TIBG upset limit would be \$549,000.

### FINANCIAL IMPLICATIONS

Grant payments are funded from the Brownfield Redevelopment Reserve. Council approved a 5-year Brownfield CIP program cap of \$16.9 million to be funded through the tax levy as outlined in [CAFES Report #12-01](#), entitled "Funding for Existing & Proposed City of Guelph Tax Increment Based Grant (TIBG) Programs", dated April 10, 2012.

The table below summarizes all Brownfield TIBG applications approved by the City to date and the amount remaining for future applications. Other TIBG applications also being considered at the October 9, 2013 PBEE Committee meeting are included for context.

# STAFF REPORT

Total Brownfield TIBG envelope	\$16,900,000
Less 6 Approved Grants	- \$ 6,137,430
Funding available as of September 2013	= \$10,762,570
York-Wyndham (current application)	- \$411,000
139 Morris St. (other application received)	- \$1,151,879
35 & 40 Silvercreek Pkwy. S (other application received)	- \$241,154
Amount remaining for future applications	= \$8,958,573

## **ACTION REQUIRED**

Council is being asked to:

- approve an additional Tax Increment-Based Grant of \$411,000 which when combined with a \$138,000 grant approved by Council in 2009 leads to an overall upset limit of \$549,000;
- direct staff to prepare an implementing agreement; and
- authorize the Mayor and Clerk to execute the agreement.

## **RECOMMENDATION**

1. That the application by Terra View Riverside Ltd. for a Tax Increment-Based Grant pursuant to the Brownfield Redevelopment Community Improvement Plan and applying to 84 and 86 Wyndham Street South and 68A, 68B and 72 York Road, be approved in the form of a grant of \$411,000 in addition to the \$138,000 grant approved by Council on July 27, 2009, for a combined upset limit of \$549,000, provided that an agreement to implement the grant is executed within six months of Council approval, and that the property be redeveloped and reassessed at a higher value prior to October 28, 2018;
2. That staff be directed to finalize a Tax Increment-Based Grant agreement between the City and Terra View Riverside Ltd., or any subsequent owner, to the satisfaction of the General Manager of Planning Services, the General Manager of Legal and Realty Services/City Solicitor, and the City Treasurer;
3. That the Mayor and Clerk be authorized to execute the agreement.

## **BACKGROUND**

An application for a Tax increment-based Grant (TIBG) under the Brownfield Redevelopment Community Improvement Plan (CIP) has been received for the property municipally known as 84 and 86 Wyndham Street South and 68A, 68B and 72 York Road (York-Wyndham Site).

The City's approved Brownfield Redevelopment CIP includes financial incentive programs to stimulate investment in remediation, reuse and redevelopment of Brownfields. The premise of the CIP is that the City's investment in the remediation and redevelopment of Brownfield Sites will result in proportionally greater improvements to environmental and neighbourhood conditions while creating additional tax revenues in the long-term. Additional rationale for providing financial incentives to Brownfield redevelopment is included in Attachment 1. More information on the City's role in encouraging Brownfield redevelopment, including the text of the CIP, is available at [guelph.ca/brownfields](http://guelph.ca/brownfields).

Under the TIBG program, the City can provide annual grants that are based on the increase in the municipal tax levy (tax increment) resulting from the redevelopment of the Site. Once development is complete and the property value is reassessed, taxes are paid in full by the future property owner(s), 80% of the tax increment is paid to the initial owner for a maximum of 10 years or until eligible costs are reimbursed, whichever comes first.

## REPORT

On July 11, 2013 Terra View Riverside Ltd. (Terra View) submitted a complete application for a TIBG pursuant to the Brownfield Redevelopment CIP to offset site investigation and remediation costs, incurred in 2007.

## Site Background

The Site includes the properties at 84 and 86 Wyndham Street South and 68A, 68B and 72 York Road (see Attachment 2). The Site area is 0.67 hectares and is located at the northeast intersection of York Road and Wyndham Street South. The Site is currently vacant and recent former land uses were residential.

Preliminary site work undertaken in 2007 revealed environmentally impacted materials, including foundry sands, had been imported onto the Site. Soil exceeding the environmental standards for residential use was removed from the Site in 2007 and 2011. A Record of Site Condition (RSC), confirming that the Site is suitable for the residential use, was filed with the Ministry of the Environment in 2011.

The Site was rezoned in 2006 to permit the development of 22 townhouses and two semi detached dwellings.

## Previous Applications for CIP Financial Incentive Programs

In May 2009, Terra View submitted applications under the City's Brownfield Redevelopment CIP for the Tax Assistance and TIBG programs to offset costs associated with assessment and remediation of the Site as outlined in [CDES Report #09-62](#), regarding Brownfield Redevelopment Grant Request for 84 and 86 Wyndham Street South and 68A, 68B and 72 York Road, dated July 20, 2009.



# STAFF REPORT



Council approved the Tax Assistance to offset eligible Brownfield redevelopment and remediation costs. Taxes have been cancelled since April 2011 and are expected to be cancelled for three years with a total value of approximately \$40,000.

Council also approved a TIBG to an upset limit of \$138,000 to offset estimated upcoming costs of environmental investigation and remediation, but did not approve a grant to offset anticipated costs that had already been incurred. These so called retroactive costs were not eligible under the Brownfield Redevelopment CIP (2004) that was in effect at the time. CDES Report #09-62 noted that the question of permitting retroactive cost would be addressed in an upcoming Brownfield Redevelopment CIP update.

In 2010 the City initiated a review of the CIP that included an examination of the question of permitting retroactive costs to be eligible. The retroactivity issue is discussed in detail in [PBEE Report #12-53](#), regarding Brownfield Redevelopment CIP Update – Public Meeting, dated July 3, 2012. The updated CIP, approved by Council in 2012, continues to prohibit retroactive applications. However, due to unique circumstances, it provides two site specific exemptions to this general prohibition and these exemptions apply to the lands that are the subject of this report and a site at 35 and 40 Silvercreek Pkwy. S (Refer to PBEE Report 13-47).

## **Recommendation**

On July 11, 2013, Terra View submitted a complete application for a TIBG pursuant to the Brownfield Redevelopment CIP to offset site investigation and remediation costs that have already been included.

Staff reviewed the application and determined that it meets the requirements of the TIBG program in accordance with the site specific exception and recommend that the application be approved to an upset limit of \$411,000 (\$549,000 when combined with the TIBG approved in 2009).

80% of the 10-year tax increment expected to be generated by the project and available to fund the grant, as described in the background section of this report, is approximately \$549,000.

Terra View applied for \$420,529 in retroactive costs to be offset under the program. Staff reviewed the costs incurred by Terra View and determined that \$414,667 are eligible. Staff have also reviewed the work undertaken pursuant to the 2009 Council approved financial incentives and determined that \$160,135 of costs are eligible as outlined in Attachment 3. Pursuant to the 2009 Council approval, only \$138,000 of the 2009 work is recoverable under the TIBG program.

Since the estimated tax increment of \$549,000 is less than total combined eligible cost of \$574,802, staff recommend that the 10-year tax increment serve as the TIBG's upset limit.

# STAFF REPORT



Although the recommended combined TIBG upset limits would be less than the total eligible costs, approximately \$40,000 in costs will be offset through the Tax Assistance program and all eligible costs are expected to be offset by the two programs. The implementing grant agreements under the separate programs ensure that total grant payments do not exceed total eligible costs.

## **CORPORATE STRATEGIC PLAN**

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

## **DEPARTMENTAL CONSULTATION**

Finance

Legal Services

## **COMMUNICATIONS**

None

## **ATTACHMENTS**

Attachment 1 – The Value of Brownfield Redevelopment

Attachment 2 – Location Map

Attachment 3 – Eligible Costs

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Policy Planner

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Environmental Engineer

### **Approved By:**

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## **Attachment 1 – The Value of Brownfield Redevelopment**

The City's records indicate that there are approximately 420 potential Brownfield properties within the City. Historically, there has been little interest in redeveloping Brownfield sites due to the uncertainty surrounding the extent of contamination and the potential cost of cleanup. Furthermore, Brownfield sites pose a potential threat to the quality of the City's groundwater-based drinking water supply and surface waters.

The Brownfield Redevelopment CIP provides financial incentives to undertake the studies and remedial work necessary to redevelop Brownfield sites and eliminate the potential negative impacts to the City's water supply and the water quality of the City's rivers, which are important for sustaining fisheries, as well as aesthetic and recreational resources.

There are a number of additional benefits to the redevelopment of Brownfield sites. For example, they are often located within existing built up areas of the City where hard and soft infrastructure services are already available, and additional infrastructure expenditure may not be required to service them. The redevelopment of Brownfield sites can help reduce the stigma attached to both the subject and nearby properties thereby increasing their property values. Furthermore, redevelopment can bring the long-term benefits of increased tax revenue contributing the fiscal sustainability of the City.

As the City moves forward with the implementation of its Official Plan, Downtown Secondary Plan, Community Energy Initiative and Source Water Protection planning, the redevelopment of Brownfield sites will play an increasingly important role in the achievement of the City's strategic goals and in particular the intensification targets for the built-up areas of the City.

## Attachment 2 – Location Map



# STAFF REPORT

## Attachment 3 –Eligible Costs

<b><u>2007 Work (retroactive)</u></b>	<b><u>Eligible Costs</u></b>
Excavate and dispose contaminated soils, replace with clean fill	\$393,614.20
Laboratory and soil analytics	\$3,187.69
Site investigation and remediation oversight	\$17,865.56
Subtotal	\$\$414,667.45
<b><u>2011 Work Estimate (Pre-approved)</u></b>	
Excavate and dispose contaminated soils, replace with clean fill	100,057.01
Site Investigation, engineering oversight, analytics and RSC filing	\$60,007.91
Subtotal	\$160,134.92
<b>Grand Total</b>	<b>\$574,802.36</b>

## CONSENT AGENDA

October 28, 2013

Her Worship the Mayor  
and  
Members of Guelph City Council.

### **SUMMARY OF REPORTS:**

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

#### **A REPORTS FROM ADMINISTRATIVE STAFF**

<b>REPORT</b>	<b>DIRECTION</b>
<b>CON-2013.32 2014 COUNCIL AND COMMITTEE MEETING SCHEDULE</b>  That the 2014 Council and Committee meeting schedule, attached hereto as Attachment 1, be approved.  attach.	Approve

# STAFF REPORT



TO Council

SERVICE AREA Corporate & Human Resources

DATE October 28, 2013

**SUBJECT 2014 Council and Committee Meeting Schedule**

REPORT NUMBER CHR-2013-38

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## EXECUTIVE SUMMARY

### PURPOSE OF REPORT

To approve the 2014 Council and Committee meeting schedule.

### KEY FINDINGS

Several major scheduling modifications are proposed to accommodate for the 2014 Municipal Election.

### FINANCIAL IMPLICATIONS

None.

### ACTION REQUIRED

To approve the 2014 Council and Committee meeting schedule.

## RECOMMENDATION

That the 2014 Council and Committee meeting schedule, attached hereto as Attachment 1, be approved.

## BACKGROUND

Pursuant to the City of Guelph Procedural By-law, Council is required to establish an annual Council and Committee meeting schedule by way of Council Resolution.

## REPORT

To support the legislative process for City Council of the City of Guelph, it is recommended that Council approve a regular meeting schedule. As per past practice, the proposed schedule references meetings of Council and Standing Committees of Council from January to December 2014. The following principles guided the development of the proposed schedule:

# STAFF REPORT

## **Modifications from the 2013 Schedule**

- This schedule better accommodates the practice of publishing agendas two weeks ahead of a targeted meeting (ie. Standing Committee meetings are commonly scheduled during the first two weeks of each month). As the January Audit Committee meeting will take place the week prior to Council and not 2 weeks before, the Audit Committee Consent Report will be distributed to Council the Friday prior to the meeting as part of the Addendum.
- An additional week between Planning Council and Regular Council has been inserted (vs. holding the meetings on back-to-back weeks). This will enhance Council's ability to consider time sensitive matters.
- Two Special Council Meeting Placeholders have been scheduled for the months February to July which identifies a practice in place for most of 2013.
- Governance Committee meetings will be held in March, April, May and July and Audit Committee meetings will be held in January, February, April June and July (vs. quarterly) in order to accommodate the business conducted by these committees in the time preceding the election. In a non election year these Committees meet bi-monthly.

## **Council Meetings**

- Regular Council is scheduled to meet at 7 p.m. on the 4<sup>th</sup> Monday in the month, except March and November where Council will meet on the 5<sup>th</sup> and 3<sup>rd</sup> Monday respectively (Closed meetings will be schedule immediately prior to) with two Council/Planning Council meetings scheduled for January 27<sup>th</sup> and September 8<sup>th</sup>.
- Planning Council is scheduled to meet on the 2<sup>nd</sup> Monday of the month except for March where they will meet on the 3<sup>rd</sup> Monday at 7 p.m. (Closed meetings will be scheduled immediately prior to).
- The Inaugural Council meeting is scheduled for December 1<sup>st</sup> at 7 p.m.
- Council meeting as the Striking Committee to consider appointments to various Boards and Committees is scheduled for December 8<sup>th</sup> at 5:30 p.m.

## **Monthly Standing Committee Meetings**

- Community & Social Services Committee (CSS) is scheduled to meet on the 2<sup>nd</sup> Tuesday in February and May, the 2<sup>nd</sup> Wednesday in April, June, July and August and the 3<sup>rd</sup> Wednesday in March; all at 5 p.m.
- Corporate Administration, Finance & Emergency Services Committee (CAFE) is scheduled to meet on the 1<sup>st</sup> Monday of the month except for the months of June and August when they will meet on the 2<sup>nd</sup> Tuesday; all at 5:30 p.m.
- Operations, Transit & Emergency Services Committee (OTES) is scheduled to meet on the 1<sup>st</sup> Tuesday of the month except for the month of April and July when they will meet on the 2<sup>nd</sup> Tuesday; all at at 5 p.m.
- Planning & Building, Engineering and Environment Committee (PBEE) is scheduled to meet on the 1<sup>st</sup> Monday of the month except for the months of June and August when they will meet on the 2<sup>nd</sup> and 1<sup>st</sup> Tuesday respectively; all at 2 p.m.



## **Bi-Monthly Standing Committee Meetings**

- Audit Committee (AUD) is scheduled to meet on the 4<sup>th</sup> Wednesday of January, 1<sup>st</sup> Tuesday of February and June and the 2<sup>nd</sup> Tuesday of April and July at 3 p.m.
- Governance Committee (GOV) is scheduled to meet on the 1<sup>st</sup> Tuesday of March and May, the 2<sup>nd</sup> Tuesday of July, and the 3<sup>rd</sup> Tuesday of April at 3 p.m.

## **Ad Hoc Meetings**

- Nominating Committee is scheduled to meet on December 15<sup>th</sup> at 5 p.m. in order to consider annual Councillor appointments and will meet subsequently as needed.
- Emergency Governance Committee will meet as needed.

## **2014 Municipal Election (impact to September - December 2014)**

The 2014 Municipal Election will be held on October 27<sup>th</sup> with Nomination Day being September 12<sup>th</sup>. Advance voting will likely be scheduled for sometime in early October. Standing Committee meetings have not been scheduled for the months of September, October, November and December and no Council meetings are scheduled for October. Consequently, there will be a cycle of meetings in August scheduled for 2014, in contrast to non election years when no meetings are scheduled in August. It is necessary to modify the Council and Committee schedule in order to accommodate the election period. The following rationale was used in proposing these modifications:

- A large volume of staff time is required to prepare for the election in the months leading up to October 2014. This commitment is amplified after Nomination Day on September 12 and holds steady until the October 27 election and immediately beyond. Every staff person from the Clerk's Office as well as various other departments within the organization are called upon to manage the activities of the City's Returning Officer during this time.
- There is a potential for a "lame duck" period of Council to occur after Nomination Day in which the Act prohibits a seated Council from being unable to make certain decisions (appoint or remove from office an officer of the municipality; hire or dismiss any employee of the municipality; dispose of any real/personal property which has value exceeding \$50,000 at the time of disposal; make any expenditures or incurring any other liability which exceeds \$50,000).
- Some argue that meetings in October in the year of an election provide an unfair advantage to incumbents seeking re-election. This "black out period" is a noted prohibition within some municipal policies.
- Meetings in November cannot take place due to the fact that Committee Members won't be appointed until December. This is also the time that Council Orientation occurs.

# STAFF REPORT



- There is an inability to meet the publication/distribution deadlines for the months of December and insufficient time to allow for a full committee schedule due to the term nominating schedule and the holiday season.

These modifications will only take place in 2014, it is fully anticipated that Council and Standing Committees will commence their full meeting schedule during the months of September, October and February, 2015.

In addition, it is noted that due to the municipal election, 2015 Budget meetings will not commence until January 2015, although there will be a budget module scheduled as part of the orientation process.

## **CORPORATE STRATEGIC PLAN**

To support the legislative process for City Council.

## **DEPARTMENTAL CONSULTATION**

The proposed 2014 Council and Committee Meeting Schedule has been reviewed and supported by the Executive Team.

## **FINANCIAL IMPLICATIONS**

None.

## **COMMUNICATIONS**

The final 2014 Council and Committee Meeting Schedule will be forwarded to the media, internal and community stakeholders, and published on the City's website.

## **ATTACHMENTS**

ATT-1          2014 Council and Committee Meeting Schedule

### **Report Author**

Joyce Sweeney  
Council Committee Co-ordinator

"original signed by Blair Labelle"

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### **Approved By**

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# 2014 COUNCIL AND COMMITTEE MEETING SCHEDULE



**AUD** - Audit Committee  
**CSS** - Community & Social Services  
**GOV** - Governance Committee

**CAFES** - Corporate Administration, Finance & Enterprise Committee  
**OTES** - Operations, Transit & Emergency Services Committee  
**PBEE** - Planning & Building, Engineering & Environment Committee

## JANUARY

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Sunday
		1 New Year's Day	2	3	4 5
6	7	8	9	10	11 12
13	14	15	16	17	18 19
20	21	22 AUD (3:00 pm)	23	24	25 26
27 Council / Council Planning Placeholder (7:00 pm)	28	29	30	31	

## FEBRUARY

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Sunday
					1 2
3 PBEE (2:00 pm) CAFE (5:30 pm)	4 AUD (3:00 pm) OTES (5:00 pm)	5	6	7	8 9
10 Council Planning (7:00 pm)	11 CSS (5:00 pm)	12	13	14	15 16
17 Family Day	18	19 Special Council Placeholder (6:00 pm)	20	21	22 23
24 Council (7:00 pm)	25	26 Special Council Placeholder (6:00 pm)	27	28	

# 2014 COUNCIL AND COMMITTEE MEETING SCHEDULE



**AUD** - Audit Committee  
**CSS** - Community & Social Services  
**GOV** - Governance Committee

**CAFES** - Corporate Administration, Finance & Enterprise Committee  
**OTES** - Operations, Transit & Emergency Services Committee  
**PBEE** - Planning & Building, Engineering & Environment Committee

## MARCH

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Sunday
					1
					2
3 PBEE (2:00 pm) CAFE (5:30 pm)	4 GOV (3:00 pm) OTES (5:00 pm)	5	6	7	8
					9
10	11	12	13	14	15
		March Break			16
17 Council Planning (7:00 pm)	18	19 CSS (5:00 pm)	20	21	22
					23
24 Special Council Placeholder (6:00 pm)	25 Special Council Placeholder (6:00 pm)	26	27	28	29
					30
31 Council (7:00 pm)					

## APRIL

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Sunday
	1 Special Council Placeholder (6:00 pm)	2	3	4	5
					6
7 PBEE (2:00 pm) CAFE (5:30 pm)	8 AUD (3:00 pm) OTES (5:00 pm)	9 GOV (3:00pm) CSS (5:00 pm)	10	11	12
					13
14 Council Planning (7:00 pm)	15	16	17	18 Good Friday	19
					20 Easter
21 Easter Monday	22 Special Council Placeholder (6:00 pm)	23	24	25	26
					27
28 Council (7:00 pm)	29	30			

# 2014 COUNCIL AND COMMITTEE MEETING SCHEDULE



**AUD** - Audit Committee  
**CSS** - Community & Social Services  
**GOV** - Governance Committee

**CAFES** - Corporate Administration, Finance & Enterprise Committee  
**OTES** - Operations, Transit & Emergency Services Committee  
**PBEE** - Planning & Building, Engineering & Environment Committee

MAY					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Sunday
			1	2	3 4
5 PBEE (2:00 pm) CAFE (5:30 pm)	6 GOV (3:00 pm) OTES (5:00 pm)	7	8	9	10 11
12 Council Planning (7:00 pm)	13 CSS (5:00 pm)	14	15	16	17 18
19 Victoria Day	20	21 Special Council Placeholder (6:00 pm)	22	23	24 25
26 Council (7:00 pm)	27	28 Special Council Placeholder (6:00 pm)	29	30 FCM Conf.	31

June					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Sunday
2 FCM Conf.	3 AUD (3:00 pm) OTES (5:00 pm)	4	5	6	1 7 8
9 Council Planning (7:00 pm)	10 PBEE (2:00 pm) CAFE (5:30 pm)	11 CSS (5:00 pm)	12	13	14 15
16 Special Council Placeholder (6:00 pm)	17	18 Special Council Placeholder (6:00 pm)	19	20	21 22
23 Council (7:00 pm)	24	25	26	27	28 29
30					

# 2014 COUNCIL AND COMMITTEE MEETING SCHEDULE



**AUD** - Audit Committee  
**CSS** - Community & Social Services  
**GOV** - Governance Committee

**CAFES** - Corporate Administration, Finance & Enterprise Committee  
**OTES** - Operations, Transit & Emergency Services Committee  
**PBEE** - Planning & Building, Engineering & Environment Committee

JULY					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Sunday
	1 Canada Day	2	3	4	5 6
7 PBEE (2:00 pm) CAFE (5:30 pm)	8 GOV (3:00 pm) OTES (5:00 pm)	9 AUD (3:00pm) CSS (5:00 pm)	10	11	12 13
14 Council Planning (7:00 pm)	15	16	17	18	19 20
21 Special Council Placeholder (6:00 pm)	22	23 Special Council Placeholder (6:00 pm)	24	25	26 27
28 Council (7:00 pm)	29	30	31		

AUGUST					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Sunday
				1	2 3
4 John Galt Day / Civic Holiday	5 PBEE (2:00 pm) OTES (5:00 pm)	6	7	8	9 10
11 Council Planning (7:00 pm)	12 CAFE (5:30 pm)	13 CSS (5:00 pm)	14	15	16 17 AMO Conf.
18 AMO Conf.	19	20	21	22	23 24
25 Council (7:00 pm)	26	27	28	29	30 31

# 2014 COUNCIL AND COMMITTEE MEETING SCHEDULE



**AUD** - Audit Committee  
**CSS** - Community & Social Services  
**GOV** - Governance Committee

**CAFES** - Corporate Administration, Finance & Enterprise Committee  
**OTES** - Operations, Transit & Emergency Services Committee  
**PBEE** - Planning & Building, Engineering & Environment Committee

SEPTEMBER					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Sunday
1 Labour Day	2 Special Council Placeholder (6:00 pm)	3	4	5	6 7
8 Council/Council Planning (7:00 pm)	9	10	11	12 Nomination Day	13 14
15	16	17	18	19	20 21
22	23	24	25	26	27 28
29	30				

OCTOBER					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Sunday
		1	2	3	4 5
		ADVANCE VOTING (TENTATIVE)			
6	7	8	9	10	11 12
		ADVANCE VOTING (TENTATIVE)			
13 Thanksgiving Day	14	15	16	17	18
	ADVANCE VOTING (TENTATIVE)				19
20	21	22	23	24	25 26
27 2014 Municipal Election	28	29	30	31	

# 2014 COUNCIL AND COMMITTEE MEETING SCHEDULE



**AUD** - Audit Committee  
**CSS** - Community & Social Services  
**GOV** - Governance Committee

**CAFES** - Corporate Administration, Finance & Enterprise Committee  
**OTES** - Operations, Transit & Emergency Services Committee  
**PBEE** - Planning & Building, Engineering & Environment Committee

## NOVEMBER

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Sunday
					1
					2
3	4	5	6	7	8
<b>COUNCIL ORIENTATION (TENTATIVE)</b>					9
10	11 Remembrance Day	12	13	14	15
<b>COUNCIL ORIENTATION (TENTATIVE)</b>					16
17 Council (7:00 pm)	18	19	20	21	22
<b>COUNCIL ORIENTATION (TENTATIVE)</b>					23
24	25	26	27	28	29
					30

## DECEMBER

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Sunday
1 Inaugural Council (7:00 pm)	2	3	4	5	6
					7
8 Striking Committee (5:30 pm) Council Planning (7:00 pm)	9	10	11	12	13
					14
15 Nominating Committee (5:00 pm)	16	17	18	19	20
Council (7:00 pm)					21
22	23	24	25 Christmas Day	26 Boxing Day	27
					28
29	30	31			



Please recycle!

- **BYLAWS** -

- **October 28, 2013** -

<p>By-law Number (2013)-19645 A by-law to amend By-law Number (1995)-14864, as amended, known as the Zoning By-law for the City of Guelph as it affects property known municipally as 151 Cityview Drive North and legally described as Lot 19, Registered Plan 462, City of Guelph, to permit the development of a single detached dwelling (ZC1302).</p>	<p>To amend the Zoning By-law as approved by Council at their meeting of October 7, 2013.</p>
<p>By-law Number (2013)-19646 A by-law to amend By-law Number (2002)-17017 (to remove the 40 km/hr speed limit on Victoria Road. South between Stone Road and Macalister Boulevard, to add a 70 km/h speed limit for Victoria Road South between Stone Road and Macalister Boulevard in the Speed Limits Schedule XII; to add Watson Parkway South and Dunlop Drive/Watson Road South, and to add Gordon Street at 1750 Gordon Street in the Traffic Signals Schedule VI; and to add a No Left Turn restriction on the northbound left turn movement from Wellington Street at Macdonell Street, to add a No Left Turn restriction on the southbound left turn movement from Woolwich Street to Macdonell Street, and to add a No Left Turn restriction on the westbound left turn movement from Wellington Street to Neeve Street in the Prohibited Turns Schedule II) and adopt Municipal Code Amendment #499, amending Chapter 301 of the Corporation of the City of Guelph's Municipal Code.</p>	<p>To amend the Traffic By-law.</p>