

CITY COUNCIL AGENDA

Consolidated as of June 24, 2016



Council Chambers, Guelph City Hall, 1 Carden Street

DATE Monday June 27, 2016 – 5:30 p.m.

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

AUTHORITY TO MOVE INTO CLOSED MEETING

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

C-2016.48 Solid Waste Management Follow-up

(Section 239 (2) (b) personal information about identifiable individuals)

C-2016.49 Citizen Appointments to The Elliott Community Board of Trustees

(Section 239 (2) (b) personal information about identifiable individuals)

C-2016.50 Report of the Infrastructure Development & Enterprise Committee – Potential Disposition or Acquisition of Downtown Property

(Section 239 (2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board)

C-2016.51 Report/Advice of City Solicitor – Council Privilege

(Section 239 (2) (f) advice that is subject to solicitor-client privilege)

CLOSED MEETING

OPEN MEETING – 7:00 P.M.

O Canada

Silent Reflection

Disclosure of Pecuniary Interest and General Nature Thereof

CLOSED MEETING SUMMARY

Guelph Junction Railway Shareholder Meeting

GJR-2016.1 Chief Financial Officer – 2015 Audited Financial Statements

That the report from the Chief Financial Officer in respect of the 2015 Guelph Junction Railway Limited Financial Statements, be received.

That the Audited Financial Statements of Guelph Junction Railway Limited for the year ended December 31, 2015 be received.

GJR-2016.2 Appointment of Auditors

1. That the recommendation of the Guelph Junction Railway Board of Directors regarding the appointment of auditors for Guelph Junction Railway, be received.
2. That KPMG LLP are appointed as auditors for Guelph Junction Railway Limited for its 2016 fiscal year.

GJR-2016.3 Guelph Junction Railway Report to the City

Presentation:

Ian Brown, Chair of Guelph Junction Railway Board

That the 2015 Guelph Junction Railway Limited Annual Report be received.

PRESENTATION

- a) Special Olympics Athletes – thank you with respect to the Ontario Spring Games recently held in Guelph
- b) Colleen Clack, General Manager Culture, Tourism & Community Investment, Linda Kearns, In Flanders Fields at 100 Task Force Chair and Tammy Adkin, Manager Guelph Museums re: presentation of the Ontario Historical Society Museum Award of Excellence in Community Programming awarded to Guelph Museums for excellence in community involvement and programming.

CONFIRMATION OF MINUTES (Councillor Van Hellemond)

“THAT the minutes of the Council Meetings held May 9, 16, 24, 26, 30 and June 1, 2016 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:

Audit Committee			
Item	City Presentation	Delegations	To be Extracted
AUD-2016.8 2015 Draft Consolidated Financial Statements and External Audit Findings Report			

Adoption of balance of Audit Committee Second Consent Report - Councillor, Chair Wettstein

Corporate Services Committee			
Item	City Presentation	Delegations	To be Extracted
CS-2016.18 2015 Final Year-End Report on Operating Variance Surplus Allocation and Deficit Funding			
CS-2016.19 Operating Variance Reporting Recommendations			
CS-2016.22 10 Carden Shared Space Inc. – Community Bond and Tax Incentive Program Request			

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

Infrastructure, Development & Enterprise Committee			
Item	City Presentation	Delegations	To be Extracted
IDE-2016.18 Water and Wastewater Customer Accounts By-law, Phase 1			
IDE-2016.19 Sign By-law Variances – 175 Chancellors Way			

IDE-2016.20 Sign By-law Variances – 125 Chancellors Way			
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Adoption of balance of Infrastructure, Development & Enterprise Committee Fifth Consent Report – Councillor Bell, Chair

Public Services Committee			
Item	City Presentation	Delegations	To be Extracted
PS-2016.9 Snow Disposal Facility - Requirements			
PS-2016.10 Guelph Transit Growth Opportunities	Phil Meagher, General Manager, Guelph Transit	• Steve Petric	✓

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

Council Consent Agenda			
Item	City Presentation	Delegations	To be Extracted
CON-2016.34 Meeting Management Review	Stephen O'Brien, City Clerk (presentation)	• Susan Watson • Brian Holstein • Steve Petric • Hugh Whiteley • Ted Pritchard	✓
CON-2016.35 Guelph Transit – Extra Buses			

Adoption of balance of the Council Consent Agenda.

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:

- Audit Committee – Councillor Wettstein
- Corporate Services Committee– Councillor Hofland
- Infrastructure, Development & Enterprise Committee – Councillor Bell
- Public Services Committee– Councillor Council Downer

- Consent – Mayor Guthrie

SPECIAL RESOLUTIONS

BY-LAWS

Resolution – Adoption of By-laws (Councillor Wettstein)

“THAT By-law Numbers (2016)-20072 to (2016)-20075, inclusive, are hereby passed.”

<p>By-law Number (2016)-20072 A by-law to amend By-law Number (2002)-17017 (to add No Parking Anytime zone on Summerfield Dr., east side, from Arkell Rd. to 27m south thereof; to add a No Parking Anytime zone on Clairfields Dr. W., east side, from Clair Rd. to Doyle Dr. in No Parking Schedule XV).</p>	<p>To amend the Traffic By-law.</p>
<p>By-law Number (2016)-20073 A by-law to designate the property municipally known as 40 Margaret Street and legally described as Plan 113, Lot 104m, Pt Lot 100, Pt Lot 102; City of Guelph, as being a property of cultural heritage value or interest.</p>	<p>To designate 40 Margaret Street as a property of cultural heritage value or interest.</p>
<p>By-law Number (2016)-20074 A by-law to regulate customer accounts for Water and Wastewater services in the City of Guelph.</p>	<p>To regulate customer accounts for Water and Wastewater services as per Consent Report IDE-2016.18.</p>
<p>By-law Number (2016)-20075 A by-law to confirm the proceedings of meetings of Guelph City Council. (June 1, 20 and 27, 2016)</p>	<p>To confirm the proceedings of meetings of Guelph City Council held June 1, 20 and 27, 2016</p>

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

Meeting Management Review and Committee of the Whole

City Council – June 27, 2016

Stephen O'Brien, City Clerk

Meeting Management Review

- Organized around three themes:
 - Efficiency, transparency and openness
 - Training / Learning and Development
 - Modernization

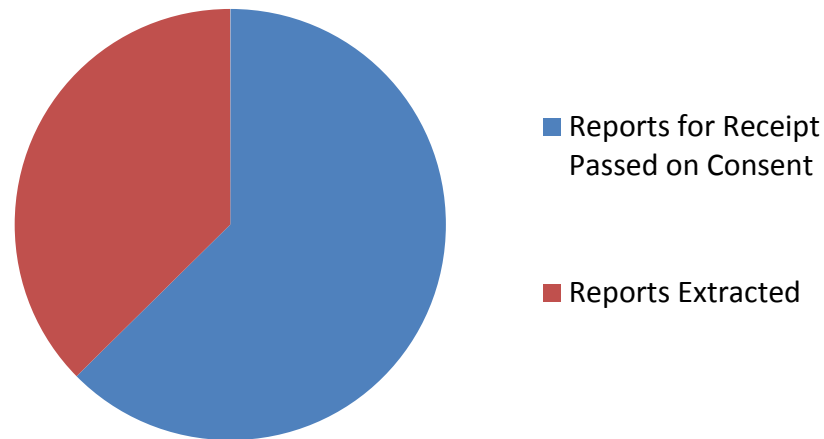
Consultation and Engagement

- Comprehensive consultation with various groups over
 - Public
 - Focus groups (18 invitees, 9 participants)
 - Observation exercise (20 invitees, 6 participants)
 - Council
 - Two focus group sessions with Councillors
 - One-on-one meeting with the Mayor
 - Staff (~22 participants, cross-section)
 - Report writers
 - Report approvers
 - Corporate Management Team
 - DCAOs and CAO

Efficiency

- Items for Receipt
 - In 2015, almost 50% of reports appearing on an agenda were for receipt only.
 - Receipt only reports impact Council's time to deliberate decision items and often lengthens meetings.

2015 Reports for Receipt on Committee Agendas



Efficiency

- Agenda format
 - Two main components of an agenda – “**Consent Agenda**” and “**Items for Discussion**”
 - Consent Agenda – items for approval with no corresponding staff presentations or delegations
 - Items for Discussion – items extracted at the request of a member of Council or because of presentations and/or delegations
 - Agenda summary page will include the complete recommendation to be considered
- Delegation of authority
 - Staff to investigate further delegation of authority to streamline Council decision making (sign by-law variance, demolition)

Efficiency

- Governance structure
 - Approved transition to Committee of the Whole (April 2016)
 - Full participation of members in discussion, debate and decision making process

Average non-committee member attendance at standing committees: 3

Average for specific committees:

- Audit: 3
- Corporate Services: 4
- Governance: 2
- Infrastructure, Development and Enterprise: 4
- Public Services: 3

Openness

- Meeting times
 - Familiar and predictable schedule
 - 2 PM for Committee of the Whole
 - 6:30 PM for Council
- Delegations
 - Accepted at Committee of the Whole **OR** Council
 - Not both, unless new public information comes available
 - Two times of day to chose from (2 PM or 6:30 PM)
 - Ability to delegate to the whole of Council at both opportunities

Transparency

- Live streaming
 - Targeting implementation of solution by September 2016
 - Static camera for **all** meetings in Chambers
 - Ability to stream live from other meeting rooms
 - Orientation sessions or Council workshops
 - Ability to link to future e-agenda solution
 - Linking to specific items/discussions from minutes
- Rogers TV
 - Initial staff communication with Rogers has indicated an ability to broadcast **all** 2 PM Committee of the Whole meetings

Training / Learning & Development

- Training for Council
 - Planned annual or bi-annual sessions
 - Chairs training
 - Procedural nuances
- Training for staff
 - Plain language, brevity, linking of documents, “talking headers”
 - Revised templates with recommendations at the forefront
 - On going, bi-annually

Modernization

- Revised landing page for meeting agendas
- Further use of social media to share meeting materials (agendas, minutes, key decisions)



A screenshot of a social media feed showing five tweets from city clerks. The first two are from Toronto City Clerk (@TorontoCouncil) and the last three are from Vancouver City Clerk (@VanCityClerk). The tweets discuss council recesses, agenda items, and meeting adjournments.

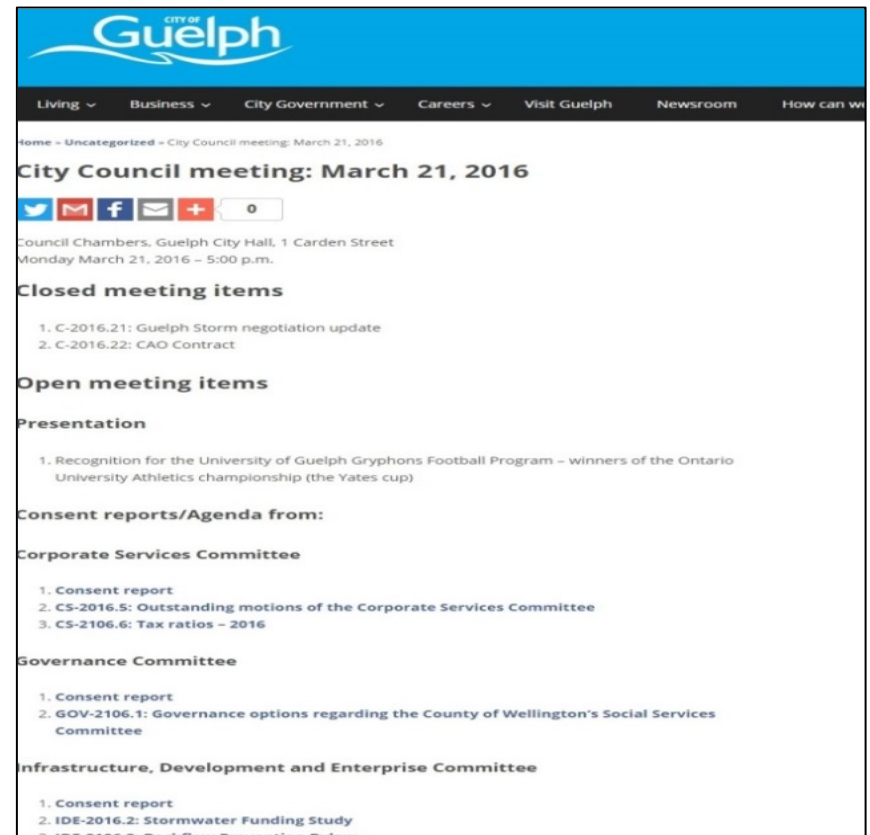
Toronto City Clerk @TorontoCouncil · 6m
Council has voted to recess for 5 minutes
[#tocouncil](#)

Toronto City Clerk @TorontoCouncil · 11m
Council is considering CD 12.5 2016
Community Festivals & Special Events
Investment Funding Appeals
[ann.toronto.ca/tmmis/viewAaen](#)

Vancouver City Clerk @VanCityClerk · Jun 1
Standing Committee on Policy & Strategic Priorities meeting is adjourned.

Vancouver City Clerk @VanCityClerk · Jun 1
Item 6 - Update on Performing Arts presentation is available at:
[ow.ly/qWN4300P2Sq](#)

Vancouver City Clerk @VanCityClerk · Jun 1
[#VanCityCouncil](#) now receiving presentation on Item 6 - Update on Performing Arts. Watch live: [ow.ly/2Hbq300P1LR](#)



A screenshot of the City of Guelph website's council meeting agenda page for March 21, 2016. The page features a blue header with the City of Guelph logo and a navigation menu. The main content area lists meeting items under various categories: Closed meeting items, Open meeting items, Presentation, Consent reports/Agenda from: Corporate Services Committee, Governance Committee, and Infrastructure, Development and Enterprise Committee.

CITY OF Guelph

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Home - Uncategorized - City Council meeting: March 21, 2016

City Council meeting: March 21, 2016

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Council Chambers, Guelph City Hall, 1 Carden Street
Monday March 21, 2016 – 5:00 p.m.

Closed meeting items

1. C-2016.21: Guelph Storm negotiation update
2. C-2016.22: CAO Contract

Open meeting items

Presentation

1. Recognition for the University of Guelph Gryphons Football Program – winners of the Ontario University Athletics championship (the Yates cup)

Consent reports/Agenda from:

Corporate Services Committee

1. Consent report
2. CS-2016.5: Outstanding motions of the Corporate Services Committee
3. CS-2106.6: Tax ratios – 2016

Governance Committee

1. Consent report
2. GOV-2106.1: Governance options regarding the County of Wellington's Social Services Committee

Infrastructure, Development and Enterprise Committee

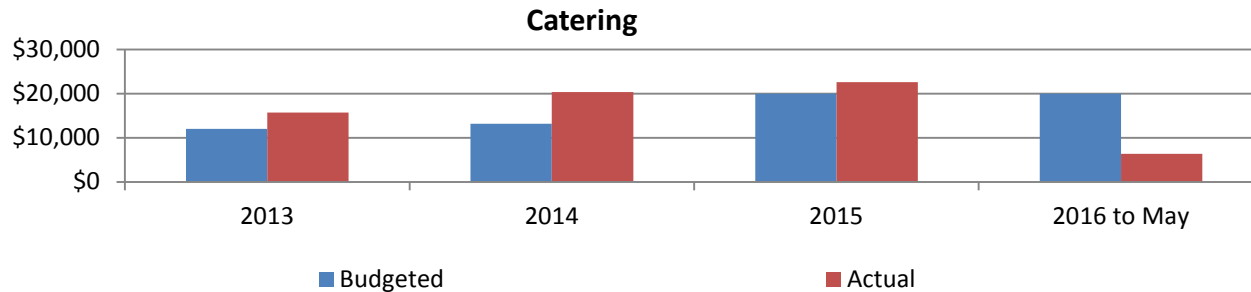
1. Consent report
2. IDE-2016.2: Stormwater Funding Study
3. IDE-2106.3: Backflow Prevention Bylaw

Modernization

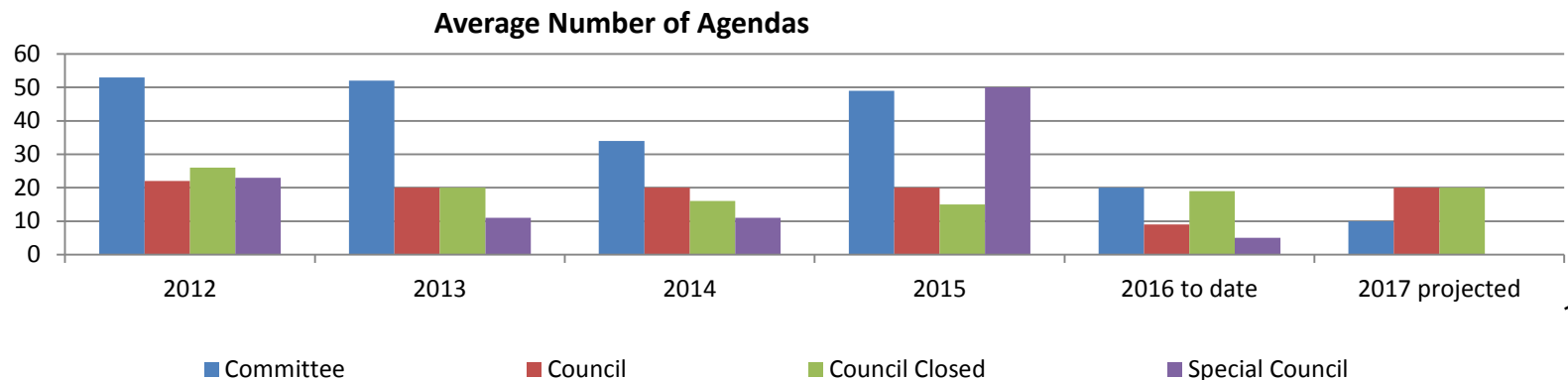
- Enhancements in Chambers
 - Improved two-way communication between City Clerk's Office staff and members
 - Speakers lists, input & output ability at Council member stations
 - Expanded Clerk's staff space in Chambers
 - Move of podium
- E-Agenda
 - Full digital workflow management for City Clerk's Office staff
 - Ability for members to move towards paperless if they so choose

Potential Cost Savings

- Catering
 - No need to cater for back to back standing committees



- Staffing
 - OT reductions because of day meetings
- Printing
 - Decrease in total number of meetings may result in less printing costs (dependent on size of agendas)



Other Considerations

- Chairing of Committee of the Whole
 - Current chairs will remain in place
 - Chair specific portions of Committee of the Whole based on Service Area reporting
 - Chairs will be appointed by Council

Conclusion

Q & A

Council Committee Structure – Committee-of-the-Whole

Presentation to Guelph City Council

By Hugh Whiteley

June 27 2016

City Council Meetings

Selection Criteria for meeting format

1. Facilitates efficient, effective, prompt and open decision making
2. Provides City Council with timely access to pertinent information
3. Facilitates community engagement in the decision-making process

Guiding principles for community engagement

- **1. Inclusive:** The City designs engagement processes that allow all community members a reasonable opportunity to contribute and to develop a balanced perspective. The City builds relationships with stakeholders by using a range of activities to engage diverse participants.
- **2. Early Involvement:** The City involves community as early as possible in the engagement process so stakeholders have time to learn about the issue and actively participate.
- **3. Access to Decision Making:** The City designs processes that will give participants the opportunity to influence decisions.
- **4. Coordinated Approach:** The City coordinates community engagement activities to use community and City resources effectively.
- **5. Transparent and Accountable:** The City designs engagement processes so that stakeholders understand their role, the level of engagement and the outcome of the process.
- **6. Open and Timely Communication:** The City provides information that is timely, accurate, objective, easily understood, accessible, and balanced.
- **7. Mutual Trust and Respect:** The City engages community in an equitable and respectful way that fosters understanding between diverse views, values, and interests.
- **8. Evaluation and Continuous Improvement:** The City evaluates engagement activities to ensure engagement processes are effective.

Requirements for community engagement in decision-making

- All community members have a reasonable opportunity to contribute
- Early involvement
- Access to timely, accurate, objective, complete, and balanced information
- Process that gives participants the opportunity to influence decisions

Meeting Structure Requirement to foster Community Engagement

- Use best practices for meetings as demonstrated in (some) Planning Act applications and Master Plan approvals.
- Community engagement is much broader than making submissions to City Council.
- Minimum meeting requirement for major decisions: Two Public Meetings for information (no decision) One - at beginning of process and Two - prior to decision meeting with preferred actions identified.

Suggested Sequence

- Presentation at City Council to launch decision process with opportunity to discuss issues to be resolved and criteria to be applied to assess best response
- Development of Decision report with community engagement
- Presentation of Decision Report and rationale to City Council with delegations and no decision
- Decision meeting with delegations limited to new information

Recommendation

- Direct staff to report on implementation of community engagement principles in the process of bringing policy decisions to Council for adoption.

Support in the Community ?

- it "mobilizes private capital and offers local businesses an opportunity to grow."
- "It's timely and important from a competitive standpoint as well,"
- "I believe there's a pent-up demand for this,"
- "Environmentally, economically and reputationally, it will have a positive impact on our city.
- "Talk about putting Guelph on the map. This captures all that perfectly."

Evaluating GEERS

- Use evidence-based decision making
- Evaluate risks and benefits to the City using a set of scenarios based on differing take-up rates

STAFF REPORT



TO City Council

SERVICE AREA Public Services – Guelph Transit

DATE June 27, 2016

SUBJECT Guelph Transit – Extra Buses

REPORT NUMBER PS-16-18

EXECUTIVE SUMMARY

PURPOSE OF REPORT

To recommend measures to improve Guelph Transit service, particularly schedule adherence and passenger transfer connections, for the remainder of the current Transit scheduling period.

KEY FINDINGS

Schedule adherence and connections for passenger transfers would be improved if extra buses were added to Guelph Transit routes that are not currently able to connect for passenger transfers, during weekday peak and midday periods.

FINANCIAL IMPLICATIONS

The cost to add the extra buses for the remainder of the current Transit scheduling period would be approximately \$75,000.

ACTION REQUIRED

To receive the staff report, and to direct staff to implement the proposed extra buses beginning on Monday, July 4, 2016 and continuing on weekdays until Friday, September 2, 2016.

RECOMMENDATION

1. That the Public Services Report # PS-16-18 "Guelph Transit – Extra Buses" dated June 27, 2016 be received
2. That Guelph Transit staff be directed to implement the proposed extra buses beginning on Monday, July 4, 2016 and continuing on weekdays until Friday, September 2, 2016

STAFF REPORT



BACKGROUND

During the 2016 budget process, changes to weekday transit frequency were made for the current Transit scheduling period, from May to September 2016. The decisions were made to address rising transit costs and to help lessen the overall tax impact to residents. Extra buses during midday and peak periods were removed and transit frequencies during peak periods were reduced from 20 minutes to 30 minutes.

The changes to transit frequency in May 2016 caused scheduling issues, which were further impacted by a number of construction detours. Construction detours impacting Guelph Transit schedule adherence during the May sign-up include:

- Construction and closure of Gordon Street at the Speed River for three weeks in May
- Construction and closure of Stevenson Street at Grange Road for seven weeks in May and June
- Construction and interruption of traffic on Willow Road from Applewood Crescent to Guelph Street for 13 weeks in April, May and June
- Construction and closure of Elizabeth Street at Victoria Road for five weeks in April and May
- Construction and closure of Arkell Road at Ridgeway Avenue for three weeks in May and June
- Construction and closure of East Ring Road for 17 weeks in May, June, July and August
- Numerous daily short-term road closures for utility works, short-term road works or special events
- Future construction planned for the summer of 2016 on Elmira Road, Stone Road, Edinburgh Road, Watson Parkway, Kortright Road, Suffolk Street, London Road, Eramosa Road, Goodwin Drive and Gordon Street

Since the beginning of May, Guelph Transit has received numerous complaints from passengers regarding poor schedule adherence and missed transfer connections.

REPORT

Guelph Transit staff reviewed the schedule adherence data for weekdays in the current Transit scheduling period to date. Staff identified trips that on average are unable to make transfer connections at Guelph Central Station or at the University Centre. Staff propose to run extra buses in advance of these trips, to pick up passengers earlier who need to make transfer connections. The timing of the extra buses will vary by route, during peak periods and midday. The extra buses will run for part or all of the route that they are covering. Extra buses are proposed for:

- Route 2A/B West Loop
- Route 3B East Loop

STAFF REPORT



- Route 5A Gordon
- Route 8 Stone Road Mall
- Route 10 Imperial
- Route 11 Willow West
- Route 13 Victoria Road Recreation Centre

The extra buses are proposed for implementation on Monday, July 4, 2016 and continuing on weekdays until Friday, September 2, 2016.

CORPORATE STRATEGIC PLAN

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

City Building

- 3.2 Be economically viable, resilient, diverse and attractive for business

DEPARTMENTAL CONSULTATION

N/A

FINANCIAL IMPLICATIONS

The cost to add the extra buses for the remainder of the current Transit scheduling period would be approximately \$75,000. The costs incurred would be for additional bus-kilometres travelled. There would be no additional labour costs required because spare drivers would drive the extra buses. This amount was not budgeted for 2016 and, if approved, would require Guelph Transit to operate a negative variance.

COMMUNICATIONS

The public would be advised of the improvements to transit service through bus posters, postings on the Guelph Transit website, social media, and a City News advertisement.

ATTACHMENTS

N/A

Report Author

Phil Meagher
General Manager

STAFF REPORT



A handwritten signature in black ink, appearing to read "Phil Meagher".

Approved By

Phil Meagher
General Manager
Guelph Transit
519-822-1260 ext. 3321
phil.meagher@guelph.ca

A handwritten signature in black ink, appearing to read "Colleen Clack".

Recommended By

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