

# INFORMATION ITEMS

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Week Ending April 20, 2018

## REPORTS

1. Mutual Aid Agreement – University of Guelph
2. Guelph Innovation District – Q1 2018 Update

## INTERGOVERNMENTAL CONSULTATIONS

1. Guidance to support implementation of the Growth Plan for the Greater Golden Horseshoe, 2017: Application of the Intensification and Density Targets & The Municipal Comprehensive Review Process

## CORRESPONDENCE

1. Upper Grand District School Board re: Public Meetings – Long Term Accommodation Plan Final Report (Draft)
2. Town of Amherstburg Resolution re: Offering School Property to Municipalities

## BOARDS & COMMITTEES

1. [Committee of Adjustment Meeting Minutes – March 8, 2018](#)

## ITEMS AVAILABLE IN THE CLERK'S OFFICE

1. None

# Information Report



Service Area      Public Services

Date                      Friday, April 20, 2018

Subject                **Mutual Aid Agreement – University of Guelph**

Report Number      PS-2018-16

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## Executive Summary

### Purpose of Report

To provide background information on emergency management agreement between the City of Guelph and University of Guelph

### Key Findings

An agreement has been established between City and University for a formal mutual aid system as directed by the Emergency Operations Control Group

### Financial Implications

No change to City budget. In an emergency, this facilitates additional resources – if used, there are costs associated.

## Report

In 2016, the City of Guelph Emergency Operations Control Group (EOCG) conducted an emergency exercise. During the debrief process, the EOCG directed the Community Emergency Management Coordinator (CEMC) to pursue a mutual aid agreement with the University of Guelph.

In 2017, the City of Guelph and University of Guelph began to pursue establishing a mutual aid agreement. This agreement will allow, under emergency circumstances, the sharing of personnel and resources to aid either party. This is a net benefit to both organizations, and brings the emergency operations of both the City and the University closer in alignment.

The City and University retain control over their assets and resources, but have committed to assisting each other as needed, sharing resources and personnel to benefit both organizations.

## Financial Implications

There are no direct financial implications. Should the services of the City or University be required in an emergency, the associated costs are identified and are recoverable from the agency using the services.

## Consultations

Legal departments in both the City of Guelph and University of Guelph drafted the Mutual Aid Agreement based on input from the CEMC for the City and University.

## Corporate Administrative Plan

### Overarching Goals

Service Excellence

### Service Area Operational Work Plans

Our Services - Municipal services that make lives better

## Attachments

N/A

## Departmental Approval

John Osborne, Fire Chief

## Report Author

Dave Elloway



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### Approved By

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Fire Chief  
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### Recommended By

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Public Services  
519-822-1260 ext. 2588  
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# Information Report



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Service Area      Infrastructure, Development and Enterprise Services

Date                Friday, April 20, 2018

Subject            **Guelph Innovation District – Q1 2018 Update**

Report Number    IDE-2018-64

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## Executive Summary

### Purpose of Report

To provide Guelph City Council with an update of achieved activities for the period of January-March 2018.

### Key Findings

This report builds on staff report CON-2017.58 "Guelph Innovation District (GID) – Real Estate Options", which provided a proposal to acquire property within the Guelph Innovation District from the Province of Ontario for the purpose of marketing the subject property to potential private sector developers through a competitive bid process.

This report (IDE-2018-64) provides the status of activities conducted to date by staff, which can be summarized as follows:

- The submission of Expressions of Interest to acquire property within the Guelph Innovation District.
- Advocacy meetings held between City and Provincial Officials.
- The creation of an interdepartmental steering committee that will oversee the implementation of activities.
- The establishment of a dedicated Guelph Innovation District office.
- The initiation of due diligence activities relating to the potential acquisition of property by the City.
- The creation and administration of the project's capital budget, as directed by Guelph City Council.

## **Financial Implications**

In its direction of December 11th, 2017, Guelph City Council authorized staff to utilize the Tax Rate Operating Contingency Reserve #180 for total project operating costs to an upset limit of \$3,500,000.

To date, Finance has established a budget limit of \$902,000, which is intended to fund such matters relating to departmental operating expenses, professional fees, legal costs, real estate deposits, and the creation of the request for proposal documents and the implementation of the request for proposal process.

## **Report**

At its meeting of December 11, 2017, Guelph City Council received report CON-2017.58 "Guelph Innovation District (GID) – Real Estate Options" and passed the following motions:

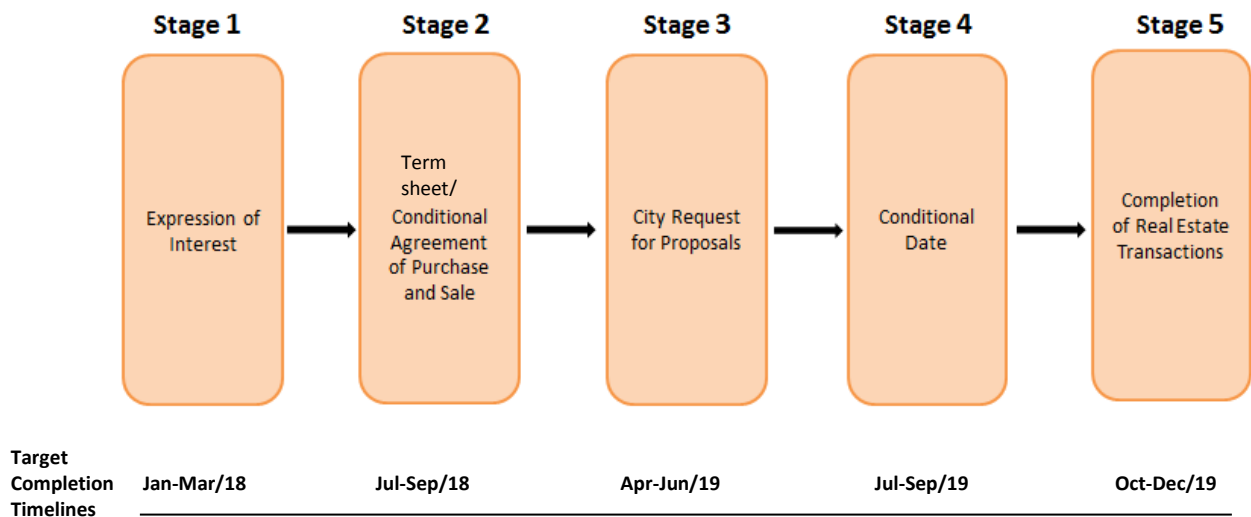
1. That staff be directed to implement a proposal to acquire and dispose of real estate located within the Guelph Innovation District as described in Council Report IDE-2017-140, specifically lands identified as the former Wellington Detention Centre and the Turf Grass lands and report back at key implementation milestones as determined by staff.
2. That the Mayor be directed to advise the Minister of Infrastructure about the City of Guelph's intention to submit an Expression of Interest to acquire and dispose of real estate located within the Guelph Innovation District as described in Council Report IDE-2017-140, specifically lands identified as the former Wellington Detention Centre and the Turf Grass lands.
3. That the Mayor and City Clerk be authorized to execute the terms and conditions of a Term Sheet/Conditional Agreement of Purchase and Sale to acquire from Financial Implications the Province of Ontario property within the Guelph Innovation District, as described in Council Report IDE-2017-140, specifically lands identified as the former Wellington Detention Centre and the Turf Grass lands, subject to the terms and conditions of a Term Sheet/Conditional Agreement of Purchase and Sale being acceptable to the Deputy Chief Administrative Officer of Infrastructure, Development and Enterprise, and the Deputy Chief Administrative Officer Corporate Services.
4. That staff be directed to develop and issue a Request for Proposals to seek submissions from private development interests to develop property within the Guelph Innovation District, as described in Council Report IDE-2017-140, subject to its contents being acceptable to the Deputy Chief Administrative Officer of Infrastructure, Development and Enterprise, and the Deputy Chief Administrative Officer Corporate Services.
5. That staff be directed to assess Request for Proposal submissions from private development interests, and subject to the approval of the Deputy Chief Administrative Officer of Infrastructure, Development and Enterprise and the Deputy Chief Administrative Officer Corporate Services, conduct negotiations to sell and develop property within the Guelph Innovation District.
6. That the Mayor and Clerk be authorized to execute an agreement of purchase and sale for the purpose of selling property within the Guelph Innovation District

to a private development interest, subject to the contents of the agreement of purchase and sale being acceptable to the Deputy Chief Administrative Officer of Infrastructure, Development and Enterprise and the Deputy Chief Administrative Officer Corporate Services.

7. That staff be directed to utilize the Tax Rate Operating Contingency Reserve #180 for operating costs to an upset limit of \$3,500,000, and that the Water Capital Reserve Fund #152 be utilized to fund the refundable deposits as required to an upset limit of \$6,500,000, as identified in Council report IDE2017-140, and that staff calculate and charge to the project an appropriate rate of return of 3.5% per annum plus an additional 1.5% related to the risk of the project, subject to the approval of the Deputy Chief Administrative Officer Corporate Services, and the City Treasurer.
8. That staff be directed to update Council through the weekly information package before each stage on the progress of the GID real estate transaction

CON-2017.58 'Guelph Innovation District (GID) – Real Estate Options' described the process to acquire and dispose of real estate located within the Guelph Innovation District. Figure 1 of this report illustrates the process. Report CON-2017.58 can be viewed in its entirety at: [https://guelph.ca/wp-content/uploads/council\\_agenda\\_121117.pdf](https://guelph.ca/wp-content/uploads/council_agenda_121117.pdf) (pages 106 to 116)

**Figure 1**



The above referenced timelines are presented as calendar quarters.

Figure 2 of this report provides Guelph City Council with a summary of the activities achieved, or initiated, between January and March 2018.

**Figure 2**

<b>Description</b>	<b>Comments</b>	<b>Status</b>
1.0 – Expression of Interest	Infrastructure Ontario has received and accepted the City’s interest to acquire the properties as noted in Report CON-2017.58.	Completed
2.0 – Meeting with Minister Chiarelli	Staff from the Mayor’s office, the CAO’s Office and IDE have met with, and informed, Minister Chiarelli of Council’s direction to proceed with the process to acquire and dispose of GID properties.	Completed
3.0 – Tier 1 Steering Committee	<p>As described in Report CON-2017.58, this initiative will be implemented using the City of Guelph’s complex capital governance and project management protocols. The completion of this work has been delayed due to unexpected workload matters relating to the transition of the General Manager into his new role.</p> <p>A project steering committee, with representatives from Finance, Legal, Engineering, Planning, and Parks has been established, and the requisite documentation is being finalized.</p>	<p>In progress</p> <p>In progress</p>
4.0 – Guelph Innovation District Office	<p>IDE has established the Guelph Innovation District Office, which will oversee the implementation of the real estate process that is detailed in Report CON-2017.58.</p> <p>The position of General Manager, Guelph Innovation District Office, has been established and the incumbent is currently transitioning from former projects and activities.</p>	<p>Completed</p> <p>In progress</p>
5.0 – Due Diligence of the Subject Properties.	<p>The City and Infrastructure Ontario have executed a non-disclosure agreement, which has resulted in the release of Provincially-owned background documents and reports to the City for its due diligence of the subject lands.</p> <p>In total there are 33 documents that are currently under review by staff. This work is targeted for completion by the end of April 2018.</p> <p>The City has contracted with two real estate appraisers for the purpose of determining the market valuation of</p>	<p>Completed</p> <p>In progress</p> <p>In progress</p>

	the subject properties. This work is also targeted for completion by the end of April 2018. The total cost to conduct this work is approximately \$17k (excl. of HST)	
6.0 – Budget	Finance has established the account GD001 for this project. To date \$902,000 has been transferred to this account from the Tax Rate Operating Contingency Reserve #180	Completed & Being Monitored.



Figure 3 provides planned activities for April-September 2018.

**Figure 3**

<b>Description</b>	<b>Comments</b>
1.0 – Due Diligence of the Subject Properties.	Staff, with input from the project steering committee, will complete its due diligence activities for the subject properties and, subject to its findings, establish any resulting real estate transactional terms and conditions.
2.0 – Real Estate Transaction – Term Sheet/Conditional Agreement of Purchase and Sale.	<p>Staff, with input from the project steering committee, will commence negotiating the terms and conditions of the intended real estate transaction between the City and Infrastructure Ontario. A draft term sheet is currently being prepared by Infrastructure Ontario.</p> <p>Subject to the outcome of these negotiations, it is intended that a conditional agreement of purchase and sale will be established and executed, subject to the contents of the conditional agreement of purchase and sale being acceptable to the Deputy Chief Administrative Officer of Infrastructure, Development and Enterprise and the Deputy Chief Administrative Officer Corporate Services. This initiative will require significant time and input from many departments.</p>
3.0 – Request for Proposal	<p>Staff will be contracting with an outside real estate consulting firm to assist with the creation of the request for proposal documents and the implementation of the request for proposal process.</p> <p>The Implementation of the request for proposals (targeted for December 2018) will be subject to the contents and process being acceptable to the Deputy Chief Administrative Officer of Infrastructure, Development and Enterprise, and the Deputy Chief Administrative Officer Corporate Services.</p>
4.0 – Tier 1 Steering Committee	<p>Staff will have completed the requisite complex capital steering committee documentation, which includes the project charter and governance model.</p> <p>This work is targeted for completion by early May 2018.</p>

## Consultations

With the exception of consulting with Infrastructure Ontario, the noted activities have not required the need for external consultations.

## Corporate Administrative Plan

### Overarching Goals

Service Excellence  
Financial Stability  
Innovation

### Service Area Operational Work Plans

Our Services - Municipal services that make lives better  
Our Resources - A solid foundation for a growing city

## Attachments

There are no attachments provided for this report

## Departmental Approval

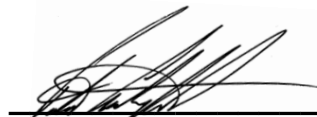
Finance – James Krauter, Deputy Treasurer/Mgr. Taxation Revenue, Finance-Taxation & Revenue

Legal – Christopher C. Cooper, General Manager Legal, Realty, Risk/City Solicitor

Planning – Todd Salter, General Manager Planning Urban Design Building Services

Parks – Heather Flaherty, General Manager Parks & Recreation

Engineering – Kealy Dedman, General Manager Engineering Cap. Infrastructure



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**Report Author & Approved By**

Peter Cartwright  
General Manager  
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**Recommended By**

for  
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Provincial/Federal Consultation Alert							
Title	Ministry	Consultation Deadline	Summary	Proposed Form of Input	Rationale	Lead	Link to Ministry Website
Guidance to support implementation of the Growth Plan for the Greater Golden Horseshoe, 2017: Application of the Intensification and Density Targets & The Municipal Comprehensive Review Process	Ministry of Municipal Affairs	May 7, 2018	<p>The Ministry of Municipal Affairs is seeking feedback on two draft technical guidance documents that help municipalities (1) plan for Growth Plan targets; and (2) bring their official plans into conformity with the Growth Plan.</p> <p><b>1) Draft Technical Guidance on the Application of the Intensification and Density Targets</b></p> <p>The Growth Plan for the Greater Golden Horseshoe, 2017 (the "Growth Plan") sets minimum standards for density and intensification in municipalities. Density is a measure of people and jobs per hectare, or simply jobs per hectare, depending on the type of target. Intensification is a measure of the percentage of residential development added each year to specified parts of existing urbanized areas.</p> <p>Municipalities are required to plan for five types of targets, where applicable. The targets are key to making more efficient use of land and infrastructure, and help inform infrastructure planning. The five types of targets are:</p> <ol style="list-style-type: none"> <li>1. Intensification</li> <li>2. Designated Greenfield Area density</li> <li>3. Employment Area density</li> <li>4. Urban Growth Centre density</li> <li>5. Major Transit Station Area density</li> </ol> <p>Growth Plan targets are meant to slow the outward expansion of settlement areas (areas designated for development). The targets also protect important resources such as farmland, water systems, wetlands and woodlands. Planning for intensification and density targets will have significant impacts on</p>	Staff comments will be submitted on the online Environmental Registry (EBR) and provided to Council via the Information Package following the consultation deadline.	The province is seeking input for two technical land use planning processes that will assist in the implementation of the Growth Plan for the Greater Golden Horseshoe, 2017. A staff level response will provide the appropriate technical feedback to the Ministry of Municipal Affairs.	Policy Planning and Urban Design staff, Planning, Urban Design and Building Services	<a href="#">ER # 013-2359</a>

Provincial/Federal Consultation Alert							
Title	Ministry	Consultation Deadline	Summary	Proposed Form of Input	Rationale	Lead	Link to Ministry Website
			<p>addressing climate change and achieving provincial emission reduction goals.</p> <p><b>2) Draft Technical Guidance on the Municipal Comprehensive Review Process</b></p> <p>The City of Guelph must bring its official plan into conformity with the Growth Plan by 2022. This guidance material will help guide municipalities on how to bring their official plans into conformity with the Growth Plan, 2017.</p> <p>This process is known as the municipal comprehensive review ("MCR") process. An MCR results in a new official plan or official plan amendment that comprehensively applies all the policies of the plan, and which is then submitted to the province for approval.</p> <p>During the MCR process, municipalities will carry out background research, public consultation, and policy formulation with supplementary input from the province at critical milestones.</p>				

April 13, 2018  
LN: 18-25

File Code: B01  
Sent by: mail & email

Stephen O'Brien  
City of Guelph  
1 CARDEN ST  
GUELPH, ON N1H 3A1

**Re: Public Meetings – Re: Long Term Accommodation Plan Final Report (Draft)**

On April 10, 2018, Board staff presented the Long Term Accommodation Plan Final Report (Draft) at the Business Operations Committee of the Upper Grand District School Board (UGDSB). The Long Term Accommodation Plan (LTAP) is a strategic review of the school board's facilities, population projections, and enrolment forecasts.

The Long Term Accommodation Plan Final Report (Draft) was developed by Board staff in response to input received during the first phase of public engagement. The draft report includes a list of proposed short (1-5 yrs.) and long (6-10 yrs.) accommodation priorities. The report does not include any recommended changes to school programs or boundaries.

Five regional public meetings are scheduled throughout the district as part of the second phase of public engagement. We invite you to attend any of the following meetings:

- Wednesday, May 2, 2018, 7-9 pm – Erin PS, gymnasium
- Thursday, May 3, 2018, 7-9 pm – Centennial CVI, cafeteria
- Thursday, May 10, 2018, 7-9 pm – Orangeville DSS, cafetorium
- Wednesday, May 16, 2018, 7-9 pm – Centre Wellington DHS, cafetorium
- Thursday, May 17, 2018, 7-9 pm – Norwell DSS, double gymnasium

Feedback collected in this second phase of engagement will inform the final LTAP.

Please visit [www.ugdsb.ca/ltap](http://www.ugdsb.ca/ltap) for more information and to provide feedback on the draft. The web page includes all documents, including the LTAP Final Report (Draft), an online comment form and an opportunity to sign up to receive updates.

Sincerely,

**Upper Grand District School Board**

Jennifer Passy, BES, MCIP, RPP  
Manager of Planning



# The Corporation of The Town of Amherstburg

April 13, 2018

VIA EMAIL

Association of Municipalities of Ontario (AMO)  
200 University Avenue, Suite 801  
Toronto, ON M5H-3C6  
Email: [amo@amo.on.ca](mailto:amo@amo.on.ca)

Rural Ontario Municipal Association (ROMA)  
200 University Avenue, Suite 800  
Toronto, ON M5H-3C6  
Email: [roma@roma.on.ca](mailto:roma@roma.on.ca)

## **Re: Offering School Property to Municipalities**

At the Regular meeting of April 9<sup>th</sup>, 2018, Amherstburg Town Council passed the following:

Resolution # 20180409-107

***“That a letter BE SENT in support of the Town of Essex’s resolution regarding offering closed school properties to municipalities for one dollar.”***

Regards,

Tammy Fowkes  
Deputy Clerk

cc: Ontario Municipalities  
enlc: Town of Essex correspondence dated February 1, 2018



RECEIVED  
MAR 15 2018  
Town of Amherstburg

February 1, 2018

Association of Municipalities of Ontario (AMO)  
200 University Avenue, Suite 801  
Toronto, Ontario M5H 3C6  
Email: amo@amo.on.ca

Rural Ontario Municipal Association  
200 University Avenue, Suite 800  
Toronto, Ontario M5H 3C6  
Email: roma@roma.on.ca

Ontario Municipalities

Re: Offering School Property to Municipalities

Dear Sir/Madam,

At its regular council meeting of January 15, 2018, Essex Town Council discussed the ongoing issue of school closures throughout Ontario. These school closures in many cases result in properties that are left as vacant and unused for substantial periods of time and this often results in properties that not only become eyesores for the affected communities but as well often have further negative impacts on the social and economic development of that community and its municipality.

Many municipalities might be interested in purchasing these properties for development and sustainment as a hub in their community. However the feasibility of this certainly becomes more daunting and for some municipalities even impossible when municipalities that are interested in purchasing must first (pursuant to current regulations) purchase these properties at fair market value with taxpayer dollars and then may need to spend further taxpayer monies in order to retrofit and/or remediate the building (s) on these properties.

Given the fact that these properties were already originally purchased and developed into schools using taxpayer dollars we ask that consideration be given to the fact that the taxpayers should not again have to purchase these properties at fair market value if the intent





is for the particular Municipality to develop and/or sustain these properties for the betterment of its community.

As a result of the discussion the following resolution was passed by Essex Town Council at its January 15, 2018 regular meeting:

Moved by Councillor Bondy  
Seconded by Councillor Voakes

**(R18-01-013) That** the Town of Essex send a request to the Association of Municipalities of Ontario (AMO), ROMA and all other municipalities in Ontario requesting that when schools boards make decisions to close schools, that they have to offer the building to the local municipality for a dollar.

**Carried**

Council believes that providing the opportunity to purchase the buildings for a dollar would give municipalities a meaningful opportunity to ensure that these properties remain a key hub for social and economic development in their respective communities.

Should you have any questions or comments regarding this matter, please feel free to contact the undersigned.

Yours truly,

A handwritten signature in black ink, appearing to read "Robert Auger".

Robert Auger, L.L.B.  
Clerk, Legal and Legislative Services  
Town of Essex  
Email: [rauger@essex.ca](mailto:rauger@essex.ca)

RA/lm