

# INFORMATION ITEMS

---

**Week Ending June 28, 2019**

## **REPORTS**

1. Tree Technical Manual
2. Victoria Road North and Eastview Road -'No Right Turn on Red' Restriction Removal

## **INTERGOVERNMENTAL CONSULTATIONS**

1. Proposed changes to O.Reg. 82/98 under the Development Charges Act related to Schedule 3 of Bill 108 – More Homes, More Choice Act, 2019
2. Proposed new regulation pertaining to the community benefits authority under the Planning Act
3. Proposed new regulation and regulation changes under the Planning Act, including transition matters, related to Schedule 12 of Bill 108 - the More Homes, More Choice Act
4. Proposed regulations under the *Local Planning Appeal Tribunal Act, 2017*

## **CORRESPONDENCE**

1. City of Guelph RE: Proposed Regulations for Electrical and Electronic Equipment and Batteries under the Resource Recovery and Circular Economy Act, 2016
2. Township of Warwick RE: Resolution Regarding Enforcement for Safety on Family Farms
3. Township of Tyendinaga RE: Letter Supporting the Combination of OGRA and ROMA
4. Township of South Frontenac RE: ROMA/ OGRA Combined Conference

## **BOARDS & COMMITTEES**

1. Committee of Adjustment Meeting Minutes – May 9, 2019
2. Committee of Adjustment Meeting Minutes – June 13, 2019
3. Guelph Police Service Board Meeting Minutes – May 16, 2019

## **ITEMS AVAILABLE IN THE CLERK'S OFFICE**

1. None

# Information Report

---



Service Area	Public Services
Date	Friday, June 28, 2019
Subject	<b>Tree Technical Manual</b>
Report Number	PS-2019-15

---

## Executive Summary

### Purpose of Report

To provide Council with a Tree Technical Manual that establishes guidelines, standards and specifications for the preservation, protection and maintenance of trees in relation to development. It also pertains to various contexts throughout the city on both public and private lands.

### Key Findings

The Parks Operations and Forestry division in collaboration with other city departments has developed a comprehensive Tree Technical Manual.

This document will serve a number of purposes, including:

- developing tree related standards, guidelines and best practices to fulfill Urban Forest Management Plan goals and objectives;
- assisting in implementing the City's natural and cultural heritage policies of the Official Plan; and,
- assisting in implementing the City's Tree By-law.

### Financial Implications

City staff completed the Tree Technical Manual within budget. Its implementation requires no additional resources.

---

## Report

### Details

The City of Guelph places a high priority on the protection of existing trees, both within and outside of natural areas, and pursuing opportunities for urban forest canopy enhancement and tree establishment. The Tree Technical Manual supports and supplements Official Plan policies related to the Natural Heritage System and urban forest canopy.

The urban forest canopy contributes to a wide range of ecological, social and economic services, while also enhancing the quality of life for the community.

---

The framework for the Urban Forest Management Plan, approved in 2012, recommended the development of policies, guidelines and strategies to maintain preserve and enhance trees on both City and private lands.

The attached manual will be the standard reference document for guidelines and specifications related to tree protection, preservation, enhancement and replacement for development projects, capital projects and operational activities.

Community and stakeholder input supported the development of the Tree Technical Manual and informed the development of the guidelines in the manual.

The objectives of the Tree Technical Manual include:

- describing a range of practices, including tree protection and tree establishment, that will assist in achieving the City's overall urban forest canopy cover target;
- promoting good arboricultural practice;
- providing standardization for tree related plans and reports; and,
- promoting effective, long-term retention, maintenance and enhancement of the City's urban forest canopy.

While some aspects of the manual such as compensation methods are new, others such as best practice for tree protection and planting are well-established requirements for development and construction. The implementation of the Tree Technical Manual will be a significant step in support of urban forest sustainability.

## **Financial Implications**

City staff completed the Tree Technical Manual within budget. Its implementation requires no additional resources.

## **Consultations**

### **Internal Engagement**

Internal stakeholders from Parks Operations and Forestry; Open Space Planning; Planning; Environmental Services; Corporate Facilities; and Legal, Realty and Risk Services provided input and comments on the Tree Technical Manual.

### **Community Engagement**

Community and stakeholder feedback supported the development of the Tree Technical Manual. There were 21 responses received on the draft, including seven responses through the online survey with an additional 14 provided to staff directly via email in November through December 2018.

A summary of the feedback received from the community and stakeholders is included as Attachment-2. Additionally, the Survey Report is included as Attachment-3.

## **Corporate Administrative Plan**

### **Overarching Goals**

Service Excellence

Innovation

## **Service Area Operational Work Plans**

Our Services - Municipal services that make lives better

Our People - Building a great community together

Our Resources - A solid foundation for a growing city

## **Attachments**

Attachment-1: Tree Technical Manual – June 2019

Attachment-2: Community feedback – Draft Tree Technical Manual

Attachment-3: Survey Report, November – December 2018

## **Departmental Approval**

Heather Flaherty, General Manager, Parks and Recreation

## **Report Author**

Timea Filer, Urban Forestry Field Technologist, Parks Operations and Forestry



---

### **Approved By**

Heather Flaherty

General Manager, Parks and  
Recreation

Public Services

519-822-1260 extension 2664

[heather.flaherty@guelph.ca](mailto:heather.flaherty@guelph.ca)



---

### **Recommended By**

Colleen Clack

Deputy Chief Administrative Officer  
Public Services

519-822-1260 extension 2588

[colleen.clack@guelph.ca](mailto:colleen.clack@guelph.ca)



# City of Guelph Tree Technical Manual

June 2019

## Foreword and acknowledgements

The development of this document is based on a review of best and current practices, as well as consideration for the City of Guelph's biophysical and planning context. This document is the result of collaboration by City staff, a consulting team (original draft 2014), and key external stakeholders with consideration of feedback from the public.

### City staff

Adele Labbé, Environmental Planner  
Antti Vilkkö, General Manager, Facilities Management  
April Nix, Environmental Planner  
Chris DeVriendt, Manager, Development Planning  
Dave Beaton, Program Manager, Trails and Natural Areas Stewardship  
Heather Flaherty, General Manager, Parks and Recreation Department  
Helen White, Parks Planner  
Joe de Koning, Manager Technical Services, Engineering  
Karen McKeown, Outdoor Water Efficiency Program Coordinator  
Katie Burt, Communications Officer  
Kelly Guthrie, Community Engagement Coordinator  
Leah Lefler, Environmental Planner  
Leanne Warren, Accessibility Services  
Martin Neumann, Manager, Parks Operations and Forestry  
Mary Angelo, Supervisor, Development Engineering  
Melissa Aldunate, Manager, Policy Planning and Urban Design  
Nicole Good, Risk Management Specialist  
Randy Drewery, Program Manager, Forestry  
Rory Barr Templeton, Landscape Planner  
Samantha Dupre, Community Engagement Coordinator  
Terry Gayman, Manager, Infrastructure, Development and Environmental Engineering  
Timea Filer, R.P.F., Urban Forestry Field Technologist  
Todd Salter, General Manager, Planning and Building Services

Important note: The Tree Technical manual is intended to be reviewed and updated as appropriate. Please forward any errors and omissions found within this document to the attention of Forestry at [parks@guelph.ca](mailto:parks@guelph.ca) for review for the next update. The manual is subject to change as new policies and standards are incorporated. Check [guelph.ca](http://guelph.ca) often to ensure you are using the most up to date document and related guidelines.

Accessible format of this document per the Accessibility for Ontarians with Disabilities Act is available by contacting **Parks and Recreation** 519-822-1260 extension 3352 or TTY 519-826-9771.

## Contents

<b>Foreword and acknowledgements</b> .....	<b>1</b>
<b>List of tables</b> .....	<b>3</b>
<b>Section 1 – Introduction</b> .....	<b>4</b>
1.1 Purpose and objectives .....	4
<b>Section 2 – General policy context</b> .....	<b>5</b>
2.1 General requirements .....	2
<b>Section 3 – Tree-related plans and requirements</b> .....	<b>3</b>
3.1 Tree Inventory and Preservation Plan .....	3
3.1.1 Tree inventory .....	4
3.1.2 Mapping .....	5
3.1.3 Data analysis and reporting .....	6
3.2 Landscape Plan .....	7
3.3 Vegetation Compensation Plan .....	7
3.3.1 General Vegetation Compensation Plan Requirements.....	8
3.4 Street Tree Plan .....	8
3.4.1 Street tree plan requirements .....	8
<b>Section 4 - Tree protection measures</b> .....	<b>10</b>
4.1 Transplanting .....	10
4.2 Pruning, watering and mulching .....	10
4.3 Establishment of Tree Protection Zones (TPZ) and Potential Rooting Areas (PRA) .....	11
4.4 Soil and root compaction prevention .....	13
4.5 Grade changes.....	13
4.6 Root-sensitive excavation and installation of utilities .....	14
4.7 Root pruning .....	14
4.8 Tree removal measures.....	14
4.9 Tree injury and mitigation .....	15
4.10 Tree protection monitoring during and after construction.....	16
<b>Section 5 - Compensation</b> .....	<b>17</b>
5.1 Vegetation compensation formula.....	17
5.1.1 Aggregate caliper formula.....	19
5.1.2 Area based canopy compensation .....	19
5.1.3 Mass planting approach .....	19
5.1.4 Cash-in-lieu for tree establishment .....	20
5.2 Unauthorized tree injury or removal.....	20
<b>Section 6 – Monitoring and implementation</b> .....	<b>22</b>

<b>Section 7 – Tree establishment guidelines and standards</b> .....	<b>23</b>
7.1 General principles for tree establishment .....	23
7.2 Design guidelines and standards.....	23
7.2.1 Tree location and spacing .....	24
7.2.2 Site soils .....	26
7.2.3 Tree species and nursery stock.....	28
7.2.4 Tree installation .....	33
7.2.5 Warranty, maintenance and inspection .....	37
<b>Section 8 - Securities</b> .....	<b>40</b>
<b>Schedule A: Glossary</b> .....	<b>41</b>
<b>Schedule B: Tree protection standard drawings</b> .....	<b>44</b>
<b>Schedule C: Tree planting and establishment standard drawings</b> .....	<b>47</b>
<b>Schedule D: Recommended street trees</b> .....	<b>53</b>

## List of tables

<b>Table 1 City of Guelph tree protection zones</b> .....	<b>12</b>
<b>Table 2 Compensation calculations based on type of tree removal</b> .....	<b>18</b>
<b>Table 3 Unauthorized tree injury or removal compensation</b> .....	<b>20</b>
<b>Table 4 Minimum soil volumes by tree size at maturity</b> .....	<b>27</b>
<b>Table 5 Street tree or landscape plantings (development)</b> .....	<b>30</b>
<b>Table 6 Parks, open spaces and other significant natural areas</b> .....	<b>30</b>



## **Section 1 – Introduction**

The City of Guelph recognizes that environmental sustainability is directly connected to the physical and economic health of our community, and that trees play a vital role in our continued sustainability. Trees in Guelph make numerous valuable contributions locally, some of which translate into broader regional and even global benefits. These include filtering air pollutants, reducing stormwater runoff, reducing urban heat island effects, providing shade, supporting local wildlife habitat and biodiversity, increasing the aesthetic value of neighbourhoods, and providing social, mental, spiritual, and physical benefits.

All the trees within the City's boundaries are part of its urban forest canopy. This includes trees in natural areas (e.g. forests or woodlots), tree plantations, and trees within manicured or built settings (e.g. parks, yards, along streets). Trees on both public and private lands make up the urban forest canopy. The City demonstrates its ongoing commitment to protection, enhancement and restoration of the urban forest canopy through its policies, its operational programs, and the numerous outreach and stewardship activities it supports related to trees. These items are described in the City's Urban Forest Management Plan (September 2012).

### **1.1 Purpose and objectives**

The purpose of this manual is to establish guidelines, standards and specifications for the preservation, protection and maintenance of trees as they apply to development in various contexts throughout the City, on both public and private lands.

The specific objectives of the guidelines, standards and specifications outlined in this document are to:

- Describe a range of practices, including tree protection and tree establishment, that will assist in achieving the City's overall urban forest canopy cover target;
- Promote good arboricultural practice;
- Provide standardization for tree related plans and reports; and
- Promote effective, long-term retention, maintenance and enhancement of the City's urban forest canopy.

Pursuing these objectives acknowledges and supports the important role that trees and wooded natural areas play in promoting a resilient, sustainable and livable community.

## Section 2 – General policy context

The City of Guelph places a high priority on protecting existing trees, both within and outside of natural areas, and pursuing opportunities for urban forest canopy enhancement and tree establishment. The manual supports and supplements current City policy.

Notably, all trees equal to or greater than 10 cm in diameter measured at 1.4 metres from the ground, diameter at breast height (DBH), on private properties of at least 0.2 hectares (0.5 acre), are protected under the provisions of the [City's private tree by-law \(2010 – 19058\)](#) or its successor (the "Tree By-law").

A Tree designated as a "Heritage Tree" under Part IV of the Ontario Heritage Act, RSO 1990, c. O18 may not be removed, injured or destroyed without approval from Council. The City of Guelph's Official Plan has identified cultural heritage resources and it is in the interest of the community to protect such resources from unnecessary alteration or destruction. The City's first Heritage Conservation District (2015), [Brooklyn and College Hill Heritage Conservation District \(BCHCD\)](#) recognizes trees as heritage assets and includes objectives directly related to the protection and management of trees within the designated boundaries:

To protect and enhance heritage property in both the public and private realm including existing heritage residential buildings, institutional structures, road bridges, parks and open spaces, riverscape corridors and associated trees and vegetation;

To protect, maintain and enhance parkland to the east and west side of Gordon Street by encouraging changes that respect the open space and the vegetative character of the public realm; and

To manage trees, treelines and grass boulevards that contribute to the cultural heritage value of the District.

For more information regarding the heritage district plan and guidelines requirements for trees, Refer to [BCHCD Plan and Guidelines, 2015](#).

### **Special cases: species at risk**

Butternut (*Juglans cinerea*) is a provincially designated Species at Risk (endangered) that occurs in the City of Guelph. Naturally occurring butternut are protected under Ontario's Endangered Species Act (2007). Consult with the Ontario Ministry of Natural Resources and Forestry (OMNRF) where activities are proposed within 25 metres of a butternut (measured from the base of the trunk of the tree).

Furthermore, the City's Official Plan aims to strike a balance between protection of the [Natural Heritage System \(NHS\)](#), trees outside of this system, and compatible development. This is achieved through targeted policies for the NHS and the Urban Forest outside the NHS. The following text provides an overview of these policies as they relate to forested areas and urban trees within the City of Guelph.

The City of Guelph's NHS is comprised of:

- Significant Natural Areas;

- Natura Areas; and
- Wildlife Crossings.

Significant Natural Areas include Significant Woodlands, as well as other features that may contain trees. These areas are intended to have long-term protection, and are to be maintained, enhanced and restored.

Significant Natural Areas also include Ecological Linkages and Restoration Areas to maintain or enhance functionality and connectivity within the NHS. The Official Plan identifies Ecological Linkages and Restoration Areas as potentially suitable locations for reforestation and habitat restoration activities. The Official Plan states that Ecological Linkages “may be allowed to naturalize or be actively restored to allow regeneration into wooded areas” while Restoration Areas are areas “where replacement trees and shrubs will be focused”.

Natural Areas include Cultural Woodlands, as well as other features that may contain trees. Development or site alteration are not permitted within Cultural Woodlands that are equal to or greater than one hectare in size, and not dominated by non-indigenous, invasive species (e.g. Common Buckthorn, *Rhamnus cathartica*).

Wildlife Crossings include locations across roads where wildlife movement has been confirmed or is anticipated based on the presence and configuration of natural features. In some cases, protection of existing trees and shrubs, or tree plantings, may be required (in conjunction with other measures such as warning signs, fencing, culverts, etc.) to ensure safe crossings and support wildlife movement.

Where proposed development may impact trees within the City’s NHS, additional requirements may apply. This includes requirements for determining the boundaries of Significant Natural Areas and Natural Areas, as well as mitigation measures such as buffer requirements. Refer to the NHS policies in the Official Plan for further detail.

### **Not just about trees**

The Official Plan recognizes that there is a need to protect and restore a diversity of habitat types within the NHS, including woodlands, wetlands and meadows. Restoration objectives are determined on a site-specific basis, and may consist of a combination of trees, shrubs and herbaceous species, or may consist exclusively of indigenous forbs and grasses where the restoration objective is to establish meadow habitat.

Retention and protection of existing trees is always preferred to removal and replacement. Development of concepts and alternatives, including use of creative design and new technologies that support and maximize the preservation of existing trees (and associated vegetation) are strongly encouraged. However, it is recognized that this is not always possible in an urban or urbanizing setting, given competing land uses and the requirements of intensification. Furthermore, it is recognized that appropriate compensation for removed trees can also provide opportunities to create new green spaces and enhance existing protected natural areas.

Development and site alteration may be permitted to impact groups of trees, hedgerows and/or individual trees provided it is demonstrated to the City's satisfaction that:

- Plantation communities are not part of a Significant Natural Area or support an Ecological Linkage; and/or
- Hedgerows and trees cannot be protected and integrated into the urban landscape.

## **2.1 General requirements**

The Official Plan includes detailed requirements for protection and removal of trees comprising part of the Urban Forest. Generally, this includes:

- a) The City will encourage the protection of forest resources including trees, hedgerows, wooded areas and significant woodlands, and encourage the integration of these resources into the urban landscape;
- b) In the preparation of development proposals, development proponents may be required to outline tree protection measures in a Tree Inventory and Preservation Plan that addresses the feasibility of retaining trees and the protection measures required for these trees during site development and construction; and
- c) In instances where Urban Forest resources are to be removed as part of a development proposal:
  - i. Measures must be identified to ensure the orderly removal of trees or their possible relocation, where practical, and the effective preservation of any remaining trees; and
  - ii. A Vegetation Compensation Plan must be provided that outlines appropriate compensation (through on and/or off-site plantings and/or cash-in-lieu) for all regulated trees that are not otherwise exempt under the City's Private Tree Protection By-law (Part IV – Permit Exemptions of By-law (2010) – 19058).

For more information, please see the Urban Forest subsection 4.1.6 within the Natural Heritage System policies of the Official Plan and the City's Private Tree Protection By-law.

## Section 3 – Tree-related plans and requirements

The tree preservation and compensation review process must take place in tandem with the preparation and review of preliminary development, site alteration, construction or tree removal and/or injury to be effective. Consideration is required for possible constraints that existing trees may place on such activities well before the plan review stage, and opportunities to maximize the protection, preservation and planting of trees on site are encouraged.

Four types of plans relating to the assessment, protection and planting of trees (and other vegetation) on site **may** be required as part of the development or site alteration process. These are:

1. **Tree Inventory and Preservation Plan (TIPP):** where wooded features and/or individual trees  $\geq 10\text{cm}$  DBH may be destroyed or injured by proposed development on or within 6m of a property regulated by the Tree By-law;
2. **Landscape Plan (LP):** as part of Site Plan applications and other Planning Act applications;
3. **Vegetation Compensation Plan (VCP):** where an approved Tree Inventory and Preservation Plan identifies trees to be destroyed or injured or where trees located on City-owned property may be destroyed or injured by proposed development; and
4. **Street Tree Plan (STP):** when a small number of trees are to be planted on or fronting onto City streets and a general Landscape Plan is not applicable or required or when street tree planting is proposed on a large scale

Depending on the nature and scale of the proposal, the TIPP, LP and VCP may be combined. Compensation related to removal of trees must be provided in addition to the normal landscaping requirements, in accordance with the guidelines laid out in this document.

In accordance with the City of Guelph Site Plan Approval Procedures and Guidelines, current version, the requirement to prepare a TIPP as part of a formal Site Plan submission for review by the Site Plan Review Committee should be determined during a pre-consultation meeting with the Site Plan Coordinator.

Proponents of draft plans of subdivision, consents and site plans are required to provide an EIS if their properties fall within the City's NHS or lands defined as adjacent to it. In these cases, the TIPP would form part of the EIS, and the LP, VCP and STP provided as part of the Environmental Implementation Report (EIR).

Provision of these plans is to ensure that requirements and opportunities for protection of trees, and other vegetation are identified early in the planning process, and that appropriate compensation for permitted tree removals can be determined.

The following sections provide further requirements for the preparation of tree related plans.

### 3.1 Tree Inventory and Preservation Plan

**Tree Inventory and Preservation Plans** must:

- Inventory and assess all trees equal to or greater than 10 cm DBH;

- Determine the health and condition of trees, and prioritize them for protection;
- Identify trees that are exempt from compensation according to the City's Tree By-law;
- Identify opportunities for transplanting smaller specimens of trees (as well as other vegetation) where in-situ protection is not feasible;
- Identify trees that are proposed to be removed;
- Assess the feasibility of retaining existing vegetation;
- Specify measures required for tree protection and monitoring during construction; and
- Specify measures for avoiding disturbance to any breeding birds during construction.

The TIPP shall be prepared and stamped by an Arborist.

The TIPP will consist of both a written report (i.e., arborist report) and accompanying plans (maps and/or drawings) including:

- A surveyed inventory of individual trees equal to and greater than 10 cm DBH and vegetation units on the development site and on adjacent sites where driplines are within 6 m of property line;
- Mapping;
- Detailed analysis and discussion of inventory data and an assessment of potential impacts of proposed site development;
- Required and recommended tree protection measures;
- Monitoring and inspection report requirements for the duration of active development on the property;
- Mitigation and/or compensation for tree injury and/or removal (if required); and
- References to applicable standard drawings.

Trees equal to or greater than 10 cm DBH to be retained on or adjacent to the development site must be protected if development works have the potential to cause tree injury or mortality. Inspection reporting may be combined with EIR inspection report where applicable.

### **3.1.1 Tree inventory**

The tree inventory shall include:

- Data for each individual tree greater than or equal to 10 cm DBH or vegetation unit, in chart format, including:
  - Identification number corresponding to plans (and tree tags on-site, if required);
  - Species (common and botanical name);
  - Size (DBH and height);

- Form (e.g., columnar, rounded) and spread of canopy and/or limits of vegetation unit(s);
- Biological Health (disease, pest, vigour);
- Structural condition (hazards and/or structural defects);
- Risk assessment;
- Overall condition (considering biological health and structural condition);
- Identification of Designated Heritage Trees protected under the Ontario Heritage Act;
- Tree ownership (private; on or offsite, boundary and municipal);
- Recommended action (retain, relocate or remove);
- Compensation required (yes or no);
- Notes and recommendations (i.e., treatments, vine removal, habitat tree, corrective pruning, etc.); and
- Reason for removal or relocation if proposed.
- Photographs of all City of Guelph-owned trees or groups of trees on or adjacent to the site which may be impacted by proposed development activities;
- Include notes on plans regarding recommended timing windows or other mitigation measures for wildlife (i.e. breeding birds, species at risk, etc.);
- Surveyed location, including dripline, of any trees designated as provincially or federally threatened or endangered along with the buffer/setbacks assigned to these trees by the Provincial or Federal Government; and
- Data for all trees equal to and greater than 10 cm DBH off the subject site with driplines within 6 m of the property line which may be impacted by the proposed development, with same attributes as listed above. Where access to adjacent properties is restricted, information should be collected by visual estimation only, and trees off the subject site should not be tagged. Proponents of a TIPP are not expected to access adjacent properties or sites for purposes of data collection if access is restricted.

An inventory of individual trees may not be required in cases where areas within the NHS or other natural areas are being protected. In these cases, ELC information may be sufficient and tree protection plans must show adequate protective buffers to demonstrate no negative impact, in accordance with Official Plan policies.

The City generally considers field data older than five years to be limited in its accuracy, and will generally request that updated field studies be completed in such cases. Older field data can, and should, still be used as sources of background information in the preparation of an updated Tree Inventory and Preservation Plan.

### **3.1.2 Mapping**

Tree Inventory and Preservation Plans shall include adequate and appropriate mapping, including, where applicable:

- A metric scale (same scale as used in other drawings in same application);

- Aerial photography (required for areas in or adjacent to NHS and other wooded or natural heritage features);
- Key plan;
- North arrow;
- Property limits;
- Limit of development, construction and/or site alteration;
- Location of all existing or proposed features (buildings, walkways, curbs, roads, parking, retaining walls, slopes, berms, etc.);
- Stormwater management facilities and infrastructure, wetland, swale, top of bank and watercourse features;
- Existing and proposed grades;
- Individual trees equal to or greater than 10cm DBH (including dripline), groups of trees (including dripline), and vegetation units on site or on adjacent properties with driplines within 6m of property line to be retained, protected or removed;
- Designated Heritage Trees protected under the Ontario Heritage Act ;
- Location and description of type of tree protection fencing and other tree protection measures (e.g. wood fence, paige wire fence, root pruning, sensitive excavation, compaction prevention, etc.). The specifications will include applicable City of Guelph's standard drawings;
- Include monitoring notes and requirements for inspection reports for the duration of active development; and
- Identification and description of areas regulated by the Grand River Conservation Authority.

The locations of inventoried trees shall be overlaid upon the existing and proposed grades. A site survey, prepared by a land survey professional licensed by the Association of Ontario Land Surveyors, is the preferred method of mapping tree and tree group locations. The City may, at its discretion, require surveyed tree locations, particularly in the event that trees on or near property boundaries may be impacted by the proposed development.

### **3.1.3 Data analysis and reporting**

The analysis of inventory data and accompanying report shall:

- Describe physical site features such as soils, topography, drainage, surface and ground water;
- Describe areas on-site regulated by the GRCA, if applicable;
- Evaluate the development proposal (preliminary layout of structures, servicing, blocks, lots and streets; proposed land use designations; proposed grading, etc.) with specific regard to the potential effects upon existing vegetation and potential for tree retention and replacement (i.e., tree planting). Changes in drainage patterns, edge disturbance, sun scorch, wind throw, grading, etc., are to be considered;



- Indicate/specify measures that could reduce the need for vegetation removal, if applicable;
- Recommend management actions to enhance the health and diversity of remaining vegetation; and
- Provide a summary of recommendations.

### **3.2 Landscape Plan**

Landscape Plans are required for all development applications (e.g., site plan, subdivision) and Capital construction projects regardless of whether or not trees are present on the subject site.

**Landscape Plans** must, as required:

- Provide details of all landscape screening, street tree plantings, parking lot landscaping, and other landscaping needs on site;
- Show location and description of type of tree protection fencing;
- Describe methods and extent of removal of invasive plants within areas to be protected and replacement with appropriate non-invasive species;
- Provide details of replacements for removed invasive species;
- Indicate transplanted tree locations;
- Include references to applicable standard drawings;
- Describe watering maintenance requirements during plant material warranty; and
- Provide construction details for all planting work.

The LP shall be prepared and stamped by a full member of the Ontario Association of Landscape Architects (OALA). Additional details regarding the preparation of an LPs for Site Plan applications are available in the City of Guelph Site Plan Approval Procedures and Guidelines, current version.

Mapping and details for the TIPP and the LP can typically be combined. Separate TIPP mapping and/or details are required when a site contains a large number of trees equal to or greater than 10 cm DBH impacted by the proposed development, and when indicating preservation requirements on the LP may become confusing.

### **3.3 Vegetation Compensation Plan**

Compensation shall be provided to the City of Guelph when development requires the removal of trees equal to or greater than 10 cm DBH and which are not exempt under the Tree By-law. Compensation enables the City to undertake re-establishment and promote sustainability of the urban forest canopy, and to support the achievement of the City's canopy cover objectives. Compensation may also be required in the event of unanticipated tree injury or loss. While the primary intent of a VCP is to support tree re-establishment (preferably of large-canopy shade trees), alternative forms of vegetation compensation, may be considered on a case-by-case basis in consultation with the City.

Vegetation Compensation Plans must provide details of compensation plantings for all trees regulated by the Tree By-law that may be damaged or destroyed.

Compensation is in addition to the normal landscape and street tree plantings required as part of development approval.

As stated in the Official Plan, “re-vegetation may consist of a combination of trees, shrubs and herbaceous species, or may consist exclusively of native herbaceous species where the restoration objective is to establish a meadow habitat”. The Vegetation Compensation Plan will identify, to the satisfaction of the City, where and how compensation vegetation will be established. It shall also include a plant list indicating size, species and quantity of proposed plant material, as well as details about the recommended planting layout and techniques. If vegetation establishment is not proposed, the VCP shall outline the total amount of funds to be conferred to the City in order to compensate as required by the City’s Tree By-law. Where compatible the VCP can be combined with the LP.

### **3.3.1 General Vegetation Compensation Plan Requirements**

Acceptable forms of compensation for approved tree removal may include, but is not limited to:

- Vegetation establishment on or off the subject site;
- Cash-in-lieu of tree establishment using a standardized formula to determine the value of replacement plantings to fund the establishment of trees off-site; or
- Mass plantings of smaller stock in areas suitable for naturalization and restoration, where appropriate.

Details on these compensation forms are set out in [Section 5](#). Compensation for on site plantings will be considered first before off-site planting locations and cash-in-lieu.

The Vegetation Compensation Plan shall include a plant list indicating size, species and quantity of proposed plant material, as well as details about the recommended planting layout and techniques. The VCP must also include references to applicable standard drawings.

## **3.4 Street Tree Plan**

In certain circumstances, street trees may be the primary or sole tree establishment component of a site development project. This may be the case during streetscape renovation, large-scale utility works or other capital projects. In such cases, a STP shall be prepared, generally in a similar manner to a LP.

Where required, the City may require a letter of credit to secure the implementation of the STP, and may draw upon the letter of credit to conduct tree plantings and/or subsequent inspections.

### **3.4.1 Street tree plan requirements**

All STPs must be prepared and stamped by an **LA**. STP’s must, at a minimum:

- Provide a list of proposed street tree plantings;
- Be supported by detailed drawings of the proposed planting; and
- Outline a warranty and maintenance schedule for street trees.

Street Tree Plans are considered normal landscape requirements in addition to, not part of, the VCP.

The estimated cost of implementing proposed tree plantings must also be outlined in the STP. All STPs shall, at minimum, contain and clearly display the following information:

- Proper street names; lot configuration and lot numbers;
- Key map (full key on overall drawings);
- Title block including: north arrow; original drawing date; date of any and all revisions; scale of drawing (bar scale and written scale); name, address, phone number and e-mail of person or firm preparing the plan;
- All municipal services, gas, telecom & hydro;
- Locations and tree species proposed;
- Plant list including code, common name, botanical name, size, and quantity;
- References to applicable standard drawings;
- Watering and maintenance schedules; and
- Planting details.

When appropriate, and with approval from the City, STPs and LPs (or other appropriate plans) can be combined if this will facilitate the review process.

## **Section 4 - Tree protection measures**

Measures to prevent damage to vegetation and encourage optimal tree health must occur before, during and after construction to prevent site degradation in order to minimize or eliminate the negative impacts from construction activity. Development and construction impacts on trees must consider the potential for immediate injury and as well as chronic stress (long-term).

Typical types of injury during construction activities may include:

- Mechanical injury to trunk and crown;
- Cutting of roots;
- Soil compaction;
- Grade changes in soil over root system; and
- Alteration of surface drainage and water table.

Protection measures before, during and after construction may include, but are not limited to:

- Pruning, watering and mulching;
- Establishment of TPZ and identification of PRA (refer to Table 1);
- Soil compaction prevention in construction access areas;
- Soil remediation;
- Limiting / minimizing effects of grade changes;
- Root-sensitive excavation;
- Transplanting;
- Edge thinning (pre-stressing);
- Root pruning; and
- Monitoring.

### **4.1 Transplanting**

In some cases, it may be possible to transplant and relocate existing trees on-site to avoid injury or removal. Transplanting and injury mitigation should be considered, and any recommendations to implement these measures shall conform to appropriate arboricultural standards and best practices. Transplanting should consider the tree size, tree species, site conditions, and time of year.

### **4.2 Pruning, watering and mulching**

Activities such pruning, watering and mulching in advance on construction or development will reduce the potential for physical tree injury, will promote hardiness, and will mitigate the possible adverse health effects associated with construction. Proper branch pruning will also promote worker safety during site development. Prune all overhanging branches, which may interfere with the movement of equipment prior to commencement of on-site operations using arboricultural best practices. All pruning must be conducted by or under the supervision of an Arborist.

### **4.3 Establishment of Tree Protection Zones (TPZ) and Potential Rooting Areas (PRA)**

The purpose of a TPZ is to prevent physical damage and mechanical injury to trees, soil compaction and soil contamination. Workers and machinery must not disturb tree protection zones in any way. To prevent access and ensure that the TPZ is effective, the following steps are required:

1. Design specifications for tree protection signage and hoarding, locations of all TPZs, and other tree protection measures should be clearly identified on grading plans, and/or tree removal/preservation plans if such plans are part of the application package;
2. The TPZ shall be enclosed by tree protection hoarding. Hoarding shall be constructed of 1.2 m (4 ft) plywood sheets on a 'T-bar' post or 2" x 4" wood frame, and shall be supported upright using L-shaped supports to prevent root damage. All supports and bracing shall be installed to minimize damage to roots;
3. Paige wire fencing supported by 'T-bar' posts may be installed if traffic or pedestrian visibility is a safety concern and may be impeded by solid hoarding. If such fencing is used for this reason, it must be a minimum of 1.2 m (4 ft) high and supported by a solid 2" x 4" frame;
4. Paige wire fencing supported by 'T-bar' posts may be installed around large tree groupings or in areas of low construction equipment and machinery traffic only if approved by the City. Paige wire fencing must be a minimum of 1.2 m (4 ft) high and posts must be spaced a maximum of 2.4 m O.C. Paige wire is to be tied to supporting 'T-bars' at a minimum of 3 evenly-spaced points;
5. All tree protection hoarding shall be set at the edge of the TPZ or at the edge of the subject tree's dripline plus 1 m, whichever is greater. Determine the size of the Tree Protection Zone by the subject tree's diameter, as shown in Table 1. The City may require larger TPZs if determined appropriate for high-value or otherwise significant trees. TPZ size and fencing location may be limited by existing hardscape surfaces if those surfaces are to remain intact throughout and following construction activities on the site;
6. Measure PRA distances from the outside edge of the tree base towards the drip line. Ideally, these are twice the TPZ (as shown in Table 1), but in built-up environments these may be limited by hard infrastructure, such as an existing paved surface, provided the existing paved surface remains intact throughout the site development or construction work;
7. Protect grouping of trees behind shared tree protection hoarding. Hoarding shall be set at the dripline plus 1 m of the tree group, or at the limit of the largest TPZ for any tree in the grouping;
8. Use plywood hoarding wherever fill or excavated materials must be temporarily located near a TPZ, to ensure that no material enters the TPZ;
9. Any area designated for stockpiling of excavated soil must be fenced with sediment control fencing. Install sediment control fencing in the locations as indicated in a City-approved Tree Inventory and Preservation Plan. The sediment

control fencing must be installed as per City standard SD-74b. The sediment control fencing can be attached to the tree protection hoarding;

10. All hoarding is to remain in place and in good condition throughout the entire duration of the project. No hoarding is to be removed, relocated or otherwise altered without the written permission of an Arborist or the City;
11. No fill, equipment, supplies or materials of any kind are to be stored within the TPZ at any time, and there shall be no personnel access into the TPZ unless permitted by the City and supervised by an Arborist;
12. A sign similar to that in Schedule A shall be mounted on each side of the tree protection zone hoarding for the duration of the project. The sign shall be a minimum of 40 cm × 60 cm. The sign shall be constructed from metal, corrugated plastic, Gatorboard or plywood, and shall be installed in an appropriate manner such that it will be able to withstand inclement weather conditions. Signs shall be affixed no more than 20 m apart;
13. All contractors and site supervisors should be informed of the tree protection requirements at a pre-construction meeting;
14. Trees and TPZs should be regularly monitored by or under the supervision of an Arborist throughout the duration of the project;
15. If injury should occur to retained trees during construction, an Arborist should evaluate the trees immediately so that appropriate treatment can be performed in a timely manner; and
16. Written verification from an Arborist that all of the required tree protection measures have been installed in accordance with the Tree Inventory and Preservation Plan, as approved by the City, is required prior to any demolition, ground-breaking or grading activities taking place on site.

**Table 1 City of Guelph tree protection zones**

Diameter of Trunk, Centimetres at 1.4 m above grade (DBH)	Minimum Tree Protection Zone (TPZ), Distance from trunk, measured in metres. <sup>1</sup>	Potential Rooting Area (PRA) for all trees, and TPZ for trees in NHS, parks, open spaces and other significant natural heritage areas. <sup>1,2</sup>
< 10	1.2	2.4
10-29	1.8	3.6
30-40	2.4	4.8
41-50	3.0	6.0
51-60	3.6	7.2
61-70	4.2	8.4
71-80	4.8	9.6
81-90	5.4	10.8
91-100	6.0	12.0
> 100	6 cm per 1 cm DBH	12 cm per 1 cm DBH

Notes:

1. Or dripline plus 1 metre, whichever is greater.
2. Works in PRA are subject to guidelines and standards outlined in [Section 4](#) of this document.

Avoid encroachment of the TPZ. However, in circumstances where this cannot be avoided, the area of encroachment should be determined and supervised an Arborist with approval from the City.

#### **4.4 Soil and root compaction prevention**

Divert construction access as far away from trees as possible and keep the movement of equipment and materials across root zones to an absolute minimum.

Soil and root compaction protection must be installed over area of potential impact when temporary encroachment is required to facilitate construction within a Tree Protection Zone. The type and frequency of encroachment determine which compaction protection is required, as specified below:

Limited non-vehicular (e.g., foot traffic)

- Installation of non-woven permeable geotextile fabric;
- Minimum of 150 mm of wood chip mulch laid over geotextile fabric; and
- Installation of 25 mm plywood.

Frequent non-vehicular or occasional light vehicle

- Non-woven permeable geotextile fabric;
- Minimum of 300 mm of wood chip mulch laid over geotextile fabric; and
- Installation of 25 mm plywood.

Regular vehicular access

- Non-woven permeable geotextile fabric;
- Installation of 100 mm of 19 mm clear stone laid over geotextile fabric;
- Non-woven permeable geotextile fabric over stone;
- Minimum of 300 mm of wood chip mulch laid over the landscape fabric; and
- Installation of 25 mm plywood or steel plate over mulch.

The City must approve all TPZ encroachments. Treatments are temporary and must be removed once access is no longer required.

#### **4.5 Grade changes**

Grade changes, both raising and lowering, can lower the ability of a tree to survive. The effects of placing fill over tree roots and around the trunk of a tree can be similar to soil compaction by reducing the oxygen exchange area available to tree roots; suffocation, while lowering the grade even 150 mm may lead to the exposure and/or removal of sensitive feeder roots.

Hydrological changes such as the diversion of drainage or alteration of the groundwater table, at both a lot and/or landscape scale must not negatively impact trees or vegetation.

#### **4.6 Root-sensitive excavation and installation of utilities**

Efforts should be made to route all underground utilities around the TPZs. When site development works necessitate excavation within the TPZ or PRA, if feasible, undertake root-sensitive excavation to a minimum depth of 1.6 m, as traditional trenching methods will cause significant root damage to the preserved trees.

Prior to commencement of any excavation within the TPZ, an exploratory excavation shall be undertaken using hand tools, an air-jet tool, a hydro-vac system, or an equivalent method of root-sensitive excavation. Exploratory excavation shall be done under the supervision of an Arborist. Exploratory excavation may also be required for excavation outside the minimum TPZ depending on the tree and surrounding environment.

Excavation work performed beyond the TPZ but within the PRA, and where there is potential to damage structural roots, roots are to be cut a maximum of 300 mm from the edge of excavation (grading or removals). Prune damaged, exposed roots once the excavation is completed. Minimize the limit of excavation, grading or removals to the greatest extent possible and is to include the use of excavation shoring, smaller excavation equipment or rubber tired machines.

#### **4.7 Root pruning**

Root pruning can help ease the stresses experienced by a tree with root damage, encourage the growth of new fine and feeder roots, and prevent the spread of decay. Proper root pruning should be performed by or under the supervision of an Arborist in advance of anticipated root-damaging excavation, or immediately afterwards if such injury was unforeseen.

- Prune severed, exposed, or diseased roots that are greater than 60 mm in diameter. Use only clean hand tools only to prune roots. Shovels, picks or other construction tools shall not be used to prune roots;
- Roots shall be pruned in a similar fashion as branches, taking care to maintain the integrity of the root bark ridge;
- Wound dressings or pruning paint shall not be used to cover the ends of any root pruning cut; and
- Avoid prolonged exposure of tree roots. Keep all exposed roots moist and covered with soil, mulch, irrigation, or at least moistened burlap.

#### **4.8 Tree removal measures**

Efforts shall be made to minimize the number of tree removals on proposed development sites. When tree removal is necessary, the following guidelines shall be implemented:

- Tree(s) approved for removal must be clearly marked on-site, preferably with orange or yellow spray paint at breast height (1.4 m) and at the base of the stem (stump height) as per the Ontario Tree Marking Guide;
- Tree removal cannot proceed until written approval of the TIPP has been granted by The City;
- Approved tree removals shall be carried out prior to site works and in such a manner as to minimize site disturbance and damage to trees to be retained;



- approved tree protection fencing must be installed and inspected prior to tree removals unless otherwise approved by the City;
- Removal of all trees and tree parts from Termite Management Areas shall adhere to procedures of Guelph's [Termite Control Program](#) for removal and disposal of termite infested material and soils; and
- The Canadian Food Inspection Agency restricts the movement of any part of trees infested with or host to a regulated pest or disease. For more information about transporting regulated material, contact your local [CFIA office](#).

#### 4.9 Tree injury and mitigation

In some development situations, injury to trees may be unavoidable despite best efforts to plan tree injury mitigation in advance. Additional removals may become necessary due to site conditions or unanticipated circumstances. However, where work may impact trees equal to or greater than 10 cm DBH approved for retention and protection, authorization from the City is required. Activities such as TPZ or PRA encroachment, grading or excavation within the TPZ or PRA, or physical damage to any above ground or below ground parts constitute tree injury. In the event of unauthorized injury to trees or removals, additional compensation in the form of tree establishment or monetary penalty will be required as outlined in [Table 3](#), Section 5.

Tree injury mitigation may be required in cases where damage can be reversed (non-significant injury). In the event of non-significant injury, mitigation measures shall be recommended by an Arborist. The development proponent is expected to contact an Arborist and the City of Guelph immediately to report unforeseen tree injury and undertake mitigation measures. Report all injury to trees (mechanical or chemical) in inspection reports including method to mitigate damage.

Tree injury mitigation for non-significant injury may include:

- Soil de-compaction, aeration, vertical mulching or mulching of the root zone;
- Pruning of damaged branches;
- Bark tracing around stem wounds;
- Root pruning;
- Fertilization; or
- Other arboricultural treatments, as required.

Significant injury to a tree is defined as:

**Crown:** Damage to or removal of greater than 30 per cent of a tree's branches / crown.

**Roots:** Exposure, severing, or compacting greater than 25 per cent of the tree's root that are within the minimum TPZ.

**Stem:** Any bark or trunk wound greater than 50 per cent of the diameter (or 25 per cent of circumference) of the tree.

#### **4.10 Tree protection monitoring during and after construction**

In order to ensure the accepted and approved tree protection measures are successfully implemented, they must be monitored throughout construction and follow up inspections of the protected trees and their condition may also be necessary post construction.

Construction monitoring will be required in circumstances where trees are retained and protected with medium to high risk of potential injury during construction (i.e., work within the TPZ due to extreme site limitations) and / or trees are unexpectedly injured during construction.

Where monitoring provisions are to be established they will need to include:

- Frequency and timing of monitoring inspections during construction;
- The type and format of information that will be collected during monitoring inspections (i.e. tree condition notes including tree injuries and mitigation, photos of protection measures/tree injuries, recommendations for repairs, etc.;
- Measures and protocols that will be followed in the event that tree protection measures have failed or been damaged (i.e. immediate repairs); and
- The format and types Information that will be provided back to the approval authority as part of the monitoring (i.e. the City).

Post-construction monitoring may be required, in addition to the typical during construction requirements, in order to evaluate the ultimate success of tree protection measures and provide for any final tree injury mitigation. Post-construction monitoring may include the need for an Arborist to return to site post-construction (i.e. could be a year following construction) to assess the tree and determine whether any further action is required.

## Section 5 - Compensation

Compensation is required for removal or injury of regulated trees as defined by the Tree By-law. On-site compensation planting areas are to be identified on the VCP. Off-site planting, if required, will be undertaken in consultation with the City. In such cases, vegetation establishment and maintenance following installation will be the responsibility of the proponent and approved by the City. Off-site planting locations for compensation vegetation will typically include City-owned lands, such as parks or areas identified for restoration or as ecological linkages (through the NHS), but in some cases may include lands owned by the GRCA or other parties who will need to be included in corresponding agreements.

The following requirements pertain to trees planted as compensation for tree removal:

- Smaller planting stock (less than 60 mm DBH) may be acceptable as compensation and for naturalization and other mass plantings;
- All plant material shall conform to the latest edition of the Canadian Nursery Trades Association Specifications and Standards;
- The spacing of plant material should account for the ultimate size and form of the selected species; and
- Deciduous shade trees are preferable, and coniferous trees shall not account for more than one-quarter of proposed trees.

All replacement vegetation should be compatible with the site conditions for which it is proposed, and preferably indigenous. In some cases, re-vegetation may consist of a combination of trees, shrubs and herbaceous species, or may consist exclusively of native herbaceous species and grasses where the restoration objective is to establish a meadow habitat. Appropriate planting compensation ratios for naturalization plantings must follow the mass planting method described in 5.1.3 below and will be determined in consultation with City of Guelph staff.

### 5.1 Vegetation compensation formula

The formula used to calculate required vegetation compensation differs depending upon the type or nature of the trees being removed. The vegetation compensation plantings proposed in a VCP do not replace or supplement the normal landscape planting requirements (i.e., STPs) as part of the approval of a Site Plan or other development application.

Standard replacement tree and shrub sizes for compensation are as follows:

- a) A caliper of 60 mm shall be considered as the standard replacement size for deciduous trees;
- b) A height of 250 cm shall be considered as the standard replacement size for coniferous trees; and
- c) One 250 cm coniferous tree shall be considered as equivalent to one 60 mm deciduous tree when using the aggregate caliper formula to determine required compensation caliper.

The wholesale cost (including applicable taxes) of a representative standard replacement tree shall be determined using the following method:

1. Three local wholesale nurseries shall be canvassed by the Developer or Contractor to determine the average cost of a representative standard replacement tree.
2. The cost of a standard replacement deciduous tree shall be determined by averaging the wholesale cost of a 60 mm silver maple (*Acer saccharinum*), sugar maple (*Acer saccharum*), white oak (*Quercus alba*) and red oak (*Quercus rubra*).
3. The cost of a standard replacement coniferous tree shall be determined by averaging the wholesale cost of a 250 cm larch (*Larix laricina*), white spruce (*Picea glauca*) and white pine (*Pinus strobus*).
4. The cost of a standard replacement shrub shall be determined by averaging the wholesale cost of a 3 gallon red osier dogwood (*Cornus sericea*), American hazelnut (*Corylus americana*) and nannyberry (*Viburnum lentago*).
5. The wholesale cost of both trees and shrubs shall be multiplied by a factor of 2.5 to account for the cost of the plant material, installation, watering, mulching, maintenance and a minimum two-year warranty period – all of which shall be required to ensure successful establishment.

**Table 2 Compensation calculations based on type of tree removal**

Type of trees	On-site compensation	Off-site compensation
Trees located in small woodlands that do not meet criteria for protection as per the Official Plan	Aggregate Caliper Formula (5.1.1) and may be combined with mass planting approach (5.1.3)	Off-site plantings following Aggregate Caliper Formula and may be combined with mass planting approach (where NHS sites are available) or cash-in lieu (5.1.4)
Plantation communities and units outside of the NHS as per the Official Plan	Aggregate Caliper Formula (5.1.1) or Area Based Canopy Compensation (5.1.2) and may be combined with mass planting approach (5.1.3)	Off-site plantings following Aggregate Caliper Formula or Area Based Canopy Compensation and may be combined with mass planting approach (where NHS sites are available) or cash-in lieu (5.1.4)
Individual trees and hedgerows	Aggregate Caliper Formula (5.1.1)	Off-site plantings (where sites are available) or cash-in lieu (5.1.4)

Establishment of vegetation (i.e., tree planting) proposed in the VCP will also conform to the standards outlined in Section 3.3 of this document.

### 5.1.1 Aggregate caliper formula

When vegetation compensation is to be provided in the form of on-site or off-site tree establishment, the extent of compensation shall be calculated using an aggregate-caliper formula, whereby the total DBH of trees requiring compensation shall be replaced in whole by an equivalent caliper of replacement trees.

Compensation using the aggregate caliper formula shall be determined using the following equation:

$$\begin{aligned} \text{Required Compensation Caliper} &= \text{Total DBH removed} = \text{DBH} \\ &\text{Tree 1} + \text{DBH Tree 2} + \text{DBH Tree n} = \text{Caliper Replacement Tree} \\ &1 + \text{Caliper Replacement Tree 2} + \text{Caliper Replacement Tree n} \end{aligned}$$

DBH and caliper are both measured in centimetres.

For example, if a total of three trees of 30 cm DBH each are to be removed from a development site, a total of 90 cm (3 x 30 cm) in required compensation caliper shall be provided. This may be provided by the establishment of any combination of differently sized replacement trees provided their combined caliper totals no less than 90 cm and that the minimum size of replacement trees is 60 mm caliper.

Thus, the establishment of fifteen 60 mm caliper trees would be equally acceptable to the establishment of ten 90 mm caliper trees.

The aggregate caliper formula may need to be combined with a mass planting approach where shrubs, herbaceous species or grasses are to be provided as part of an overall compensation plan (see 5.1.3). In such cases, further consultation with the City shall be required.

### 5.1.2 Area based canopy compensation

Where vegetation compensation is to be provided in the form of on-site tree establishment for the removal of areas of plantation communities that do not form part of the NHS, an area based calculation for replacement of the canopy may be used. This method is specifically for treed communities that may be difficult to inventory due to stand density and tend to be dominated by dense conifers.

The area of the plantation community is to be measured at the dripline of the unit(s). To determine the compensation required a factor of 1 tree for every 10m<sup>2</sup> is to be applied. This is shown in the equation below:

$$\text{Area being removed (m}^2\text{)} / 10\text{m}^2 = \text{number of compensation trees required}$$

For example, if a total of 250m<sup>2</sup> is being removed, a total of 25 trees would be required to be planted (250/10).

The area based canopy compensation method may need to be combined with a mass planting approach where shrubs and herbaceous species are to be provided as part of an overall compensation plan (see 5.1.3). In such cases, further consultation with the City may be required.

### 5.1.3 Mass planting approach

A mass planting approach may be provided to support on-site tree establishment by incorporating and including a combination of shrubs and herbaceous species, where the compensation plantings are being used to restore or enhance the City's NHS or used to support ecological restoration goals on other sites. Mass plantings are not intended to wholly replace tree compensation, but are intended to allow flexibility to

complement restoration and management goals and directions relating to Significant Natural Areas, Natural Areas and Wildlife Crossings, as well as site conditions.

The number of plantings is based on the equivalent wholesale value of the proportion of the required compensation tree plantings from the compensation method being used (aggregate caliper or area based canopy compensation). This is shown in the equation below:

Outstanding wholesale value of Aggregate Caliper or Area Based Canopy Compensation/wholesale value of mass planting proposed = number of plantings

For example, a site requires the equivalent of 30 compensation trees that are 60mm caliper in size – based on an aggregate caliper method. Fifteen of these trees are to be provided and the applicant would like to substitute shrubs in place of the other 15 trees. The wholesale value of 15 trees was determined to be \$9375 (15 x 250) (x 2.5). In this example the average wholesale value of the proposed shrubs is \$50 (x 2.5). So  $9375/125 = 75$  shrubs.

#### **5.1.4 Cash-in-lieu for tree establishment**

In some instances, development may preclude the re-establishment of vegetation on-site. In such cases, the City may require compensation in the form of funds as a permit condition of the Tree By-law. These funds are allocated for tree planting and naturalization projects that support the urban forest canopy and natural heritage system goals and objectives.

## **5.2 Unauthorized tree injury or removal**

Removal of trees approved for retention and protection require prior authorization from the City before deviating from approved plans. Activities such as TPZ or PRA encroachment, grading or excavation within the TPZ or PRA, or physical damage to any above or below ground parts constitute tree injury (as defined in Section 4.9). In the event of unauthorized injury or removal, additional compensation may be required as shown in Table 3.

**Table 3 Unauthorized tree injury or removal compensation**

Type of tree injury	Compensation required for injury
Unauthorized damage to any tree part (above or below ground)	Establishment of one 60 mm deciduous tree
Unauthorized encroachment of TPZ by materials, equipment or personnel	Establishment of two 60 mm deciduous trees
Unauthorized encroachment of TPZ for utility installation, grading or other works	Establishment of two 60 mm deciduous trees

Type of tree injury	Compensation required for injury
Unauthorized tree removal or significant injury	Proponents may be subject to penalties under the City of Guelph Private Tree Protection By-law (2010) – 19058 and / or forfeiture of Securities for non-compliance of Site Plan Agreement, or other development conditions

## **Section 6 – Monitoring and implementation**

The development proponent is responsible for ensuring full and effective implementation of all tree-related plans and full compliance with the guidelines and standards outlined in this document. The project consulting Arborist shall be on-site during critical stages of the development process to ensure effective monitoring and implementation during critical stages of development.

Critical stages may include, but are not limited to:

- Tree marking and tree removal;
- Branch and limb pruning;
- Installation of tree protection hoarding and other tree protection measures;
- Excavation or grading within TPZ or PRA, and root pruning, if required;
- Occurrences of physical tree injury;
- Site preparation for planting;
- Tree planting and maintenance; and
- Final (as-built) inspection.

The City of Guelph may require written inspection and monitoring reports bi-monthly or at any of the critical stages of development, to be completed by the project consulting Arborist. Additional reporting, typically in the form of a letter of opinion addressed to the development proponent and provided to the City of Guelph, may also be required.



## **Section 7 – Tree establishment guidelines and standards**

### **7.1 General principles for tree establishment**

The following general principles should be applied in the design and implementation of tree establishment in the City of Guelph, both on streets and in other areas (i.e., parks, natural areas, private property, etc.). Where appropriate, these guidelines shall be supported by more detailed specifications.

1. The principle of “the right tree, in the right place, for the right reason” should be applied to the design and implementation of all tree establishment activities, including street and landscape tree establishment. For example, select smaller-stature trees for establishment beneath overhead utilities. Conversely, small trees should not be established where above- and below-ground space is sufficient to enable the development of large-stature shade tree species.
2. Species and structural diversity should be considered in all tree establishment activities, with the overall objective of maintaining a “10-20-30 percent” distribution of tree species, genera and families. Design or heritage considerations may necessitate deviation from this objective, but must be justified and reasonable.
3. Tree establishment should be forward-looking and proactive. Consider future land uses, site design changes, utility installation and other potentially conflicting activities when planning for the establishment of the future urban forest canopy; trees should not be planted where their long-term future may be uncertain.
4. Identify and fill available plantable locations on a priority basis. Proactive tree establishment in areas dominated by mature trees (i.e., underplanting) will contribute to the sustainability of the urban forest canopy and the provision of benefits derived from trees.

### **7.2 Design guidelines and standards**

The Tree Establishment Guidelines and Standards described in the following section cover the requirements for the supply and installation, including all labour, equipment and materials, of street tree planting and tree planting in parks, open space and natural areas in the City of Guelph. Unless otherwise specified, the installation of trees by contractors and/or City staff shall be understood to include the initial layout; site modification (if required); tree installation, pruning, staking, mulching, watering; and restoration of the work site to its original conditions or as specified by the City. These guidelines and standards are to be used by both private contractors and the City’s own workforce.

This section also outlines general design guidelines for the development of STPs and other tree establishment plans.

Variation from these guidelines and standards may be acceptable if justified to the satisfaction of the City of Guelph.

## **7.2.1 Tree location and spacing**

### **Street trees**

1. All street tree planting shall be undertaken in the public right-of-way (R.O.W.) where possible. If space is sufficient, the preferred tree planting location shall be between the sidewalk (if applicable) and the R.O.W. boundary (i.e., trees shall be planted in lawns wherever possible).
2. Where the R.O.W. boundary is less than 1 m from the sidewalk, the preferred location shall be in a boulevard between the curb and sidewalk with minimum 1.5m width.
3. The minimum dimension of the boulevard planting area shall be no less than 1.5 m. In addition, street trees may be planted in an area defined by two curbs, curb and fence, curb and property line, or sidewalk and fence, providing the minimum dimension of available planting space between any combinations is no less than 1.5 m wide.
4. Where it is not possible to plant trees within the R.O.W., trees will be planted on private property set back 1.0m from property line, assuming no utility conflicts.
5. Tree plantings proposed within a sidewalk area (e.g. downtown area) must have a minimum of 2.25 m<sup>2</sup> cut out permeable area (1.5 m x 1.5 m standard dimension).
6. Where the dimension of the planting strip is between 1.5 m and 2.5 m, street trees shall be centered within the planting strip, assuming no utility conflicts.
7. All street trees and tree groupings must be established in a manner and location that does not interfere with the designated sightline triangles of any municipal intersection (one deciduous tree is permitted within the sight line triangle).
8. Special consideration of street tree plantings should be given to major 'gateways' and 'entrances' to the City, and minor gateway neighbourhoods or districts.
9. However, there are additional considerations for more targeted tree plantings in urban areas to achieve specific benefits. These include tree establishment directed to areas:
  - a) Of known urban heat island effects and/or poor air quality;
  - b) Where trees will provide shading to residents and visitors in key locations such as bus loops, walkways, trails, cycling paths, parks and other places where people gather for social/cultural activities;
  - c) Intended for stormwater management; or
  - d) Close enough to buildings to provide cooling in the summer (deciduous trees, south aspect) and buffer against winds in the winter (evergreen trees, north aspect).

### **Residential lots**

1. Street trees shall be planted at a minimum rate of one tree per single detached or semi-detached dwelling (in new subdivisions) and spaced as appropriate for the ultimate size of the species being established.

2. Where lot frontage is constrained preventing the establishment of street trees, consolidated planting areas shall be implemented elsewhere in the development.

### **Parking lots**

1. Surface parking lots shall be planted around the perimeter, offset in accordance with provisions of the Zoning By-law.
2. Surface parking lots exceeding two lanes of stalls should have consolidated planting areas to enhance tree growing conditions, maximize canopy benefits and break up the expanse of paved area.
3. Surface parking lots should have interior trees planted at a ratio of one tree for every five parking spaces. Distribute the internal planting so that no parking space is more than 30 m from a tree.
4. Trees should not be planted in areas designated for snow storage.

### **Spacing between trees**

1. Spacing must account for tree species characteristics, site conditions, and design parameters such as safety and accessibility regulations, ornamental alternatives, and overall design aesthetics. Spacing will affect the overall health and form of planted trees.
2. Spacing should not be less than 6 m nor greater than 15 m, with the standard spacing being 12 m where applicable. Corner lots may require one tree on the frontage and more than one tree on the flankage to conform to the above spacing requirements.
3. Park and open space blocks, school, commercial, industrial, institutional and multi-family flankage and reverse-lot residential frontages shall be planted at spacing and density determined by the City on a site-by-site basis.
4. Groupings and 'mass plantings' of street and landscape trees can make for interesting and effective design elements. Groups of trees can be mutually beneficial by way of increased shading, reduced evapotranspiration, reduced soil compaction, shared soil volume and reduced reflective heat on single trees. Trees spaced closely develop a dense canopy and upright form. Trees spaced further develop an open canopy with lower branching.

### **Siting**

The following minimum offsets are recommended for use in planning for tree siting:

Buildings and building entrances – 4.0 m;

Overhead utilities – 4.5 m, except for low growing species that do not normally attain a height greater than 6.0 m;

Underground services – 1.5 m;

Utility and telecommunications trenches – 1.5 m;

Water hydrants – 4.0 m;

Hydro transformer – 3.0 m from opening side (door), 1.5 m from other sides;

Light standards/utility poles – 3.0 m;

Residential driveways – 1.5 m or in conformance with sight triangle;

Commercial driveways – 3.0 m or in conformance to sight triangle;  
Stop signs/intersections – 15.0 m or in conformance with sight triangle;  
Drainage swales – 1.5 m or in conformance with grading design (top of slope);  
Property lines – 1.0 m;  
Sidewalk edge – 1.5 m; and  
Curb face – 0.75 m.

Trees and other vegetation are not permitted to be planted transmission corridors unless deemed compatible as determined in consultation with the regulating authority. The location of trees shown on plans may be relocated as required as directed by City Staff.

### **7.2.2 Site soils**

In terms of its physical and chemical properties, quality and volume, soil is perhaps the most critical determinant of the success of urban tree establishment. The following section provides guidelines for effective management of soils to ensure the greatest likelihood of long-term urban tree success.

#### **Soil preservation**

The protection of native soils is an important consideration for all types of development, except where soils are contaminated or otherwise compromised. As such, soil preservation strategies should be a component of any site design or development process.

Key considerations for effective soil preservation include:

- Detailed testing of on-site soil conditions;
- Conclusive and relevant soil test results;
- Implementation of 'soil protection zones' (i.e., areas where heavy equipment access will be limited or restricted and where chemical storage will not be permitted);
- Identification of areas where native soil/vegetation will be retained;
- Identification of areas where native soil will be improved (amended);
- Identification of areas where topsoil will be stripped and stockpiled to enable development;
- Identification of opportunities to reuse/redistribute topsoil on-site;
- Identification of areas where foreign soil will be applied;
- Implementation of innovative 'soil-friendly' site development, including reduced grading, stripping, stockpiling, etc.; and
- Implementation of erosion and sediment control measures, such as siltation barriers or covers.

Use existing on-site soil, of acceptable quality, for tree establishment rather than imported foreign (i.e., off-site) soil. Additionally, avoid exporting soil off-site. Test site soils prior to tree establishment and amended on-site as required to compensate for inadequacies in quality, such as insufficient organic matter, bulk density or drainage.

## Soil volume

Adequate available soil volume is a critical factor for the development of root structure, nutrient availability, water storage, good tree growth and long-term viability. Soil volume must be sufficient to support the expected tree size at maturity.

The soil volume available for root growth is directly related to tree size. Table 4 below details the soil volume requirements for individual trees and trees planted in groups. Establish smaller-stature trees if minimum allowable soil volume is unavailable for the expected or desired tree size at maturity.

**Table 4 Minimum soil volumes by tree size at maturity**

Expected tree DBH at maturity (cm)	Minimum allowable soil volume for one tree (m <sup>3</sup> )	Minimum shared soil volume (m <sup>3</sup> )
Small (≤20)	15	10
Medium (21-49)	23	15
Large (≥40)	30	20

A minimum soil depth of 1 m is required, deeper as required for larger root balls.

1. The STP must include soil volume required for expected tree growth and compare this with the designed soil volume available to the tree considering the tree opening, existing or prepared soil under pavement, soil adjacent to the rooting space, as well as competition for resources in shared root spaces and soil volume utilized by utilities or aggregates in structural soils.
2. Street tree planting in hardscapes and other areas of poor-quality, high water table or compacted native soils should, where possible, incorporate site-specific designs on a case-by-case basis to provide increased soil volume and quality, such as root paths, continuous soil zones, raised planting features, structural soils, structural soil cells, breakout zones, or rubber sidewalks.
3. A minimum topsoil depth of 750 mm should be specified for tree planting beds, provided that root ball is placed on a compacted base where the root collar will be flush with or slightly above the finished grade.
4. Only the soil portion (20 per cent) of engineered soil counts towards minimum soil volume requirements.

## Soil quality

Soils shall be considered adequate to enable healthy tree growth provided they have the basic characteristics described below:

- 50-60 per cent sand, 20-40 per cent silt, 6-10 per cent clay and 2-5 per cent organic matter content;
- pH between 6.5-7.0;
- Adequate porosity for air and water holding capacity;

- Bulk density not in excess of 1.3 g/cm<sup>3</sup> (Mg/m<sup>3</sup>);
- Soil Nutrients: Nitrogen 20-40 micrograms, Phosphorous 10-20 micrograms, Potassium 70-120 micrograms; and
- Free of growth inhibiting herbicides.

More than one soil type may be required to support specific needs on a site (e.g., trees, stormwater management). A qualified soil expert should determine soil parameters.

### **Excavated soils**

- Native site soil that has been stockpiled or altered through development shall be tested for suitability of use as a planting substrate, and shall be protected from contamination from construction material, debris, rocks and wood and compaction;
- Soil amendment may be required to improve fertility, drainage and aeration, and to reduce compaction. Amendment may include the addition of sand, organic matter, or specific fertilizer. Generally, amendment to change soil pH levels should not be undertaken. Soil amendment shall only be undertaken if determined appropriate based upon results of soil testing done by a laboratory accredited with the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA);
- On-site soil handling should be minimized, and shall take soil quality into account; and
- Soils shall not be screened through screens smaller than 50 mm, in order to maintain different-sized soil pedes (aggregates) and good soil structure. Avoid movement with large machinery or dropping into place. Rutted and compacted soil shall be de-compacted, and shall not be simply covered with a thin layer of 'fresh' soil to create apparently un-compacted landforms.

### **Planting soils**

- Soils for soil systems shall be in accordance with manufacturer's specifications.

## **7.2.3 Tree species and nursery stock**

### **Species selection**

Trees must be able to withstand difficult growing conditions and as such the selection of species needs to consider current and future site conditions including, but not limited to:

- Site conditions, including soils, microclimate, aspect, drainage, traffic;
- Utilities above and below grade;
- Desired environmental, social and economic benefits for the planting site and surrounding areas;
- Existing trees and land uses adjacent to the site;

- A wide range of tree species characteristics, including:
  - Light, moisture, maintenance, and soil requirements;
  - Potential adverse characteristics such as biogenic VOC emissions, messy fruit, etc.;
  - Size and form at maturity; and
  - Long term maintenance requirements;
- Species allelopathic tendencies;
- Species and structural diversity targets; and
- Aesthetics and urban design.

Furthermore,

- Species indigenous to central and southern Ontario are preferred;
- Species and horticultural varieties with known invasive properties should be avoided, and are strongly discouraged in areas adjacent to the NHS; Deciduous, non-fruit trees are generally preferred, except in special circumstances where evergreen or smaller-stature trees are more appropriate based on site conditions or other considerations;
- It is advantageous to select tree species that have a higher resilience and resistance to pests and diseases; and
- Tolerance to the stresses of urban and roadside environments is critical to tree survival.

Tree species, age and structural diversity are important elements in the sustainability and health of the urban forest canopy, promoting resilience against pests, diseases and other stressors. As a general principle, diversity targets should achieve a “10-20-30 percent” distribution of tree species, genera and families at the neighbourhood level (i.e., the STP planting list for a given site must conform to this distribution) (Table 5).

Genus diversity should be distributed in a way to prevent homogeneous plantings. However, it may be impractical to adhere to this rule in smaller plantings or, when design or heritage considerations may necessitate more homogenous plantings. However, any deviation from this rule must be justified and reasonable. The following table is a guideline for determining the minimum species composition for any given site.

Refer to [Schedule F](#) for a list of recommended tree species suitable for use as street trees throughout the City. The list is extensive though not exhaustive of tree species suitable for use as street trees. Consideration for tree species not included in the list is on a case-by-case basis.

## Tree genus diversity guidelines

**Table 5 Street tree or landscape plantings (development)**

Number of Trees to be Established	Maximum Percentage of any Single Genus
1-15	75 per cent
16-50	50 per cent
51-100	30 per cent
100+	20 per cent

**Table 6 Parks, open spaces and other significant natural areas**

Number of trees to be established	Maximum percentage of any single genus
1-15	60 per cent
16-50	40 per cent
51-100	30 per cent
100+	20 per cent

Refer to **Schedule G** for a selection of recommended street trees.

## Nursery stock selection and minimum stock requirements

Quality of tree and plant material stock is essential to the success of any project.

Quality requirements are as follows:

- Only planting stock which meets the latest size and quality standards outlined by Canadian Nursery Landscape Association in the Canadian Standards for Nursery Stock, latest edition, shall be established;
- Planting stock shall be of uniform high quality, true to name and type, and representative of its species, variety and/or cultivar;
- Planting stock shall have been nursery-grown for a minimum of 2 years in climatic conditions similar to those of the City of Guelph. The tree establishment contractor shall provide a list of the proposed sources of nursery stock to the City of Guelph upon request. When available, the City of Guelph prefers stock grown from source-identified seed where the seed source is comparable in climate to Guelph;
- Planting stock shall be healthy, vigorous, well branched, densely foliated (if in-leaf), and wholly free of disease and insect pests;
- Trees shall have healthy, well-developed root systems and shall be free from physical damage or other conditions that may prevent healthy long-term growth; and
- Planting stock with damaged leaders, poorly attached branches, sunscald, bark damage, decay, unhealed wounds and/or other objectionable disfigurements are unacceptable and may not be established. Trees with



multiple leaders are acceptable if clump-type forms are specified for establishment.

The following stock types are acceptable, provided the characteristics described below are present:

1. **Balled and burlapped / wire-basket:** root balls shall be tight, solid and of appropriate size relative to caliper. Root balls will be tightly wrapped with untreated, non-synthetic fully biodegradable burlap and non-synthetic biodegradable rope or twine. The root collar or flare shall be visible at the root-soil interface (i.e., surface of the soil ball);
2. **Container:** Container-grown trees must be well established in the container prior to planting. Root systems must not be container-bound, and shall not display circling, kinked, girdling or bent roots. The root collar or flare shall be visible at the root-soil interface; and
3. **Bare-root:** Bare-root stock shall display a vigorous and well-formed root system, with no circling, kinked, girdling or bent roots. Bare-root trees must be dug and planted during the dormant season only. Anti-desiccant hydrogel may need to be applied to bare-root stock in between digging and transplanting if necessary to prevent root drying. Given the low costs and potentially high quality of bare-root planting stock, consideration should be given to its use, particularly in conjunction with enhanced rooting environment techniques.

The following size requirements are applicable to all tree establishment activities approved by the City:

- Any deciduous trees planted on streets shall be at least 60 mm caliper. Caliper shall be measured in accordance with standards of by Canadian Nursery Landscape Association;
- The minimum height of the lowest branch of any deciduous tree to be established on City of Guelph streets shall be 1.75 metres;
- Any coniferous trees planted on City of Guelph streets shall be a minimum height of 250 cm; and
- The size (caliper or height) of trees planted in parks, open spaces and natural areas is on a case-by-case basis, for approval by the City of Guelph.

The following guidelines shall be used to guide the selection of acceptable nursery stock:

- Planting stock must be inspected in the nursery, prior to shipping to the planting site, to ensure conformance with these guidelines and standards, including the presence of a visible root flare at the root-soil interface;
- The north side of the trunk should be marked in the nursery to enable planting in the same orientation, thereby reducing the likelihood of frost cracking or sun scald;
- In development scenarios, the development proponent's Landscape Architect or Project Consulting Arborist shall be responsible for ensuring that all planting stock meets or exceeds the guidelines and standards laid out in this document;

- Trees established as part of capital projects or other non-development (i.e., non- Site Plan or Subdivision) works shall be inspected by the contractor to ensure that all planting stock meets or exceeds the guidelines and standards laid out in this document;
- The City of Guelph reserves the right to conduct sample-based or complete inspections of all planting stock to ensure conformance with the guidelines and standards laid out in this document. Planting stock failing to conform to these standards may be rejected by the City, and will be replaced with acceptable planting stock at the development proponent's or contractor's sole expense;
- The City of Guelph must be provided with the opportunity to inspect planting stock before it is installed; and
- Acceptance of planting stock does not limit the City of Guelph's right to inspect and reject stock during the course of works or during the warranty and maintenance period.

The following guidelines relate to proper packaging, transportation, handling and storage of planting stock to and on the planting site:

- Planting stock should not be dug, balled and burlapped or moved with a spade during the active growth period, unless the root ball is large enough to ensure survival;
- During transportation, the contractor shall take all necessary precautions to prevent physical injury or drying out of planting stock, and shall handle all material in such a manner as to avoid any damage;
- Ball and burlap or wire-basket planting stock shall always be handled by the soil ball. Under no circumstance should trees be dragged, lifted or pulled by the trunk or canopy. Trees should never be thrown or bounced off a truck or loader. Trees with broken or cracked root balls will be considered as unacceptable planting stock;
- If necessary, branches shall be tied with rope or twine only, and in such a manner as to prevent damage to branches or bark;
- In cases where trees may have their trunks scarred during the planting operation, the trunks shall be protected with wrap or padding, which is to be removed after planting;
- On the planting site, all material should be handled, secured and shaded or covered so as to prevent damage from wind, sun, vibration or exposure to freezing temperatures. Bare-root stock shall at all times be covered by an appropriate moisture-retaining, heat-reducing medium and tarps (Silvicool type);
- Trees which cannot be planted on the day of delivery shall be stored as described above, and root balls shall be stored in soil or mulch and kept well-watered. No planting stock shall remain unplanted for longer than 3 days following delivery; and

- Any abrasions of the bark or branches, or broken limbs caused during the planting operation shall be immediately treated in an arboriculturally correct manner.

#### **7.2.4 Tree installation**

This section outlines guidelines and standards for the process of tree installation, beginning with layout and ending with post-planting treatments.

##### **Initial layout**

1. The proponent responsible for the installation of trees will lay out locations of all trees by use of wooden stakes and/or paint, as appropriate based on site condition. Locations will indicate species to be planted, using code corresponding to the approved Landscape or Street Tree Plan;
2. Locations laid out on site shall conform to locations proposed in the approved plans. All utility locates, including but not limited to public and private underground electric or telephone lines, gas lines, waterlines, or any other utilities, shall be secured prior to initial layout;
3. The proponent shall notify the City of Guelph no later than 3 business days prior to beginning the installation of any street trees or trees in parks, open spaces or natural areas. The City of Guelph shall reserve the right to inspect the on-site layout for conformance with approved plans and potential on-site conflicts, as well as any planting stock for conformance with the guidelines and standards laid out in this document. No planting pits shall be dug or prepared until their location is approved by the City of Guelph, or until the City has declined the opportunity to inspect the layout;
4. Upon receipt and approval of the submitted Landscape or Street Tree Plan, the proponent will be provided with written authorization from the City of Guelph to proceed with the installation of the street, park, open space or natural areas trees during the next available planting season; and
5. The proponent shall be responsible for all costs associated with transplanting plant material that is deemed to have been installed in conflict with utilities, setback requirements, or the approved plan(s).

##### **Timing of planting**

Appropriate timing of tree installation depends upon species, type of planting stock, climate, weather conditions and other factors. The following section provides guidelines and standards for the timing of tree planting activities. Timing of tree planting should be outlined in the Landscape or Street Tree Plan, and should be based upon the recommendations and experience of an Arborist.

1. Generally, spring is the best time to plant most species. Spring planting should be undertaken after the ground thaws and before tree buds break;
2. Summer planting should be avoided, but can be undertaken if extreme care is taken to prevent drying and to ensure adequate water is provided before, during and well after planting;

3. Fall planting is also acceptable, provided that trees are planted before soil is frozen in order to permit some root development (species that require spring planting will not be accepted for fall planting); and
4. Planting seasons may be longer or shorter, depending upon prevailing weather conditions.

### **Planting hole preparation**

1. The developer or contractor shall ensure that planting layout has been reviewed and accepted by the City of Guelph prior to preparing the planting hole;
2. The developer or contractor shall ensure that all public and private utility locates are secured prior to preparing the planting hole. The developer or contractor shall be responsible for any damage to utilities resulting from a failure to secure or understand utility locates;
3. Holes shall be dug at the time of planting, and shall not be left empty or uncovered at the end of the working day. If the site is temporarily vacated during the working day, the planting hole shall be filled with soil, covered or barricaded with warning devices that conform to the Highway Traffic Act and the Manual of Uniform Traffic Control Devices, and re-excavated upon returning to the site;
4. Circular pits with sloping sides shall be excavated for all ball and burlap, wire-basket and container-grown trees. Excavation shall be done by hand (i.e., shovel), backhoe, or stump grinder. Hydraulic excavation (i.e., Hydro Vac) can be used provided that native topsoil can be returned as backfill without becoming contaminated with in the process. A soil auger or tree spade shall not be used;
5. All planting pits should be at least three times the diameter of the soil ball, unless otherwise specified (i.e., spade transplants). The glazed and compacted walls of the planting pit shall be scarified by a shovel or rake to enable improved root penetration into the parent soil. Alternately, a planting hole at least 2 times the diameter of the soil ball shall be dug and the soil shall be loosened at least one ball diameter's distance beyond the hole to a minimum depth of 200 mm using a rotary tiller;
6. The planting hole shall be dug to a depth such that the top of the root collar will be no lower than level with or a maximum of 50 mm above the surrounding grade after planting and settling. The bottom of the planting hole should be firm and undisturbed to minimize or eliminate settling. Planting hole depth should account for possible settling of the soil ball after watering. Bare-root trees may require sculpting of the bottom of the planting hole to enable adequate root distribution;
7. For trees to be planted in planting soil that is deeper than the root ball depth, such as in the case of disturbed soils or fill, compact the soil under the root ball to assure firm bedding for root ball;
8. Proper drainage shall be assured. The developer or contractor shall notify the City of Guelph, in writing, of any soil conditions or other obstructions that the developer or contractor may consider detrimental to tree growth. Such conditions and suggestions for correcting them shall be described; and

9. Where soil conditions or below-ground obstructions which cannot be remedied are encountered, the City of Guelph shall designate alternate planting locations. The City of Guelph shall not bear any costs associated with such relocation.

### **Tree planting**

1. Trees shall be installed plumb and centred in the planting hole. Trunk position shall be visually confirmed from at least two perpendicular directions. Trees with appreciable sweep (i.e., stem curvature) will not be acceptable;
2. Trees shall be positioned in the same cardinal orientation as in the nursery;
3. Ball and burlap and wire basket trees shall have all foreign materials removed from at least the top half of the root ball. Wire baskets shall, at minimum, be cut or bent back from the top half of the root ball. The root ball shall be in the hole and well supported before the material is removed;
4. Container-grown trees shall have containers removed entirely before planting. Roots shall be gently separated from the surface of the soil-root mass. Circling roots shall be cut, and excessively girdled or pot-bound planting stock shall be rejected;
5. Bare-root trees shall have their roots spread to a natural position. No root pruning shall be conducted unless girdling roots are present;
6. For all trees moved with a tree spade, all holes and cavities between the ball and the surrounding soil should be filled;
7. All plastic ties, ropes, strings, and other wrappings must be removed from the tree;
8. The root collar must be exposed prior to backfilling, and must be at or no more than 50 mm above final grade. If the root flare is not visible, excess should be removed from around the trunk by hand or using a hand trowel;
9. Planting holes shall be backfilled with excavated native topsoil. Refer to section 7.2.2 for soil specifications. Soil shall be tamped in the hole in 150 mm lifts. When holes are approximately two-thirds full, they shall be watered thoroughly;
10. A 100 mm high ring of soil shall be formed around the perimeter of the planting hole. No soil shall be backfilled to within 100 mm of the root collar or around the trunk; and
11. The entire planting area should be thoroughly watered after planting.

### **Tree support systems**

Support, typically in the form of staking, may be required to stabilize newly-planted trees in a vertical position and to provide anchorage to enable root establishment. The following guidelines and standards pertain to the design, installation and maintenance of tree support systems:

1. Staking shall be required when soil conditions will not enable newly-planted trees to maintain their vertical position without support;
2. If required, trees shall be staked with two 2.0 m (min.) wooden stakes. Stakes shall be driven in to the ground at the outer edge of the root ball to a depth sufficient to prevent shifting or movement. Stakes shall be aligned in the direction of the prevailing winds or parallel to the curb for street plantings;

3. Trees shall be tied to stakes using Arbortie or approved equivalent in a figure-8 pattern that shall remain tight, soft and pliable under all weather conditions;
4. The condition of tree support systems shall be monitored throughout the warranty and maintenance period;
5. Unless otherwise specified or required based on site inspections, tree support systems should be removed at the end of the next growing season following installation of tree; and
6. Alternative methods of tree support, such as guying, root ball anchorage or three-point staking may be approved by the City of Guelph on a case-by-case basis, if required due to site conditions.

### **Trunk protection**

Trunk protection is required when damage from sun scald, frost cracking, and lawn maintenance equipment damage are likely. The following guidelines and standards pertain to the proper installation of trunk protection:

1. Trunk guards shall be white spiral plastic or approved alternative unless otherwise specified. Tree guards shall be loosely installed around the trunk to a maximum height of 500 mm. Tree bark protectors may be specified in streetscapes and parks where tree trunks may be subject to mechanical injury (Specification: black extruded resin mesh, 1200 mm wide, 1500 mm long as manufactured by Industrial Netting, Minneapolis, MN, USA or approved equal). Beaver guards may be specified for installation on trees within 50 metre of a body of water (Refer to Schedule E);
2. Trunk guards must be kept free of mulch and soil to prevent trunk rot and must allow adequate air circulation;
3. Burlap trunk wrap shall only be used for trees with known predisposition to frost cracking in areas with a strong south and west exposure. Burlap trunk wrap shall be removed after the first winter following tree installation;
4. The condition of all trunk protection materials must be regularly inspected and monitored to ensure no interference with tree growth (i.e., girdling or bark scraping); and
5. Unless approved by the City of Guelph, all trunk protection material shall be removed at the end of the warranty and maintenance period.

### **Mulching**

Mulching is required for all trees planted on streets and in parks, open space and natural areas unless otherwise specified. Mulch provides organic matter, retains soil moisture, reduces soil temperature fluctuations, and provides protection against physical damage from lawn maintenance equipment. The following guidelines and standards pertain to the proper installation of mulch:

1. Mulch shall consist of loose composted wood chips (except in designated Termite Management Areas) and shall be free of weed and grass seeds or rhizomes, or other materials which may be harmful to tree growth;

2. Only mulches listed as Approved on the City of Guelph Approved Top Mulch and Soil Amendment Materials list shall be applied in designated Termite Management Areas;
3. Mulch shall be spread in a 'donut-shaped' ring around the planting hole to a depth of no less than 100 mm and no more than 200 mm. Mulch shall be spread over the root ball and planting hole area, but shall be kept back a minimum of 100 mm from the trunk;
4. Under no circumstances shall mulch be piled up around the trunk in a 'volcano' shape;
5. Mulch should be kept weed free throughout the course of the warranty and maintenance period; and
6. Mulch should be replenished as required during the course of the warranty and maintenance period.

### **7.2.5 Warranty, maintenance and inspection**

All street, park, open space and natural area tree planting undertaken by developers, or contractors when on behalf of the City of Guelph, shall be supported by a warranty, as well as a maintenance period during which time the developer or contractor will endeavour to ensure the establishment, survival and good health of planted trees. The following sections outline the guidelines, standards and requirements for warranty and maintenance periods, and outline inspection and acceptance procedures. These requirements are to be incorporated on to all planting plans.

#### **Acceptance, warranty and inspection**

1. Upon completion of installation of all street, park, open space or natural area tree plantings, the developer or contractor shall submit a certificate from the project Arborist or L.A. to the City that certifies that the street tree was from quality nursery stock, was planted following our specifications and that the tree is healthy. All deficiencies will be noted in site inspection minutes and sent to all parties involved (i.e., city staff, contractor, developer). Deficiencies will be corrected as soon after notification as possible. Initial acceptance shall be provided in writing by City staff following the results of the inspection;
2. The warranty period shall begin at the time of acceptance of works by the City of Guelph (typically after final inspection and correction of any deficiencies), and shall terminate no sooner than two full calendar years after the time of acceptance;
3. Any trees determined by the City of Guelph to be in unsatisfactory condition during the warranty period shall be replaced in the next planting season at the sole expense of the developer or contractor to the satisfaction of the City of Guelph. Unacceptable defects and deficiencies may include, but are not limited to:
  - a) Slow growth (typically less than 50 mm annual twig growth);
  - b) Crown dieback;
  - c) Clear loss of overall vigour; or

- d) Disease and decay related to conditions prior to planting;
- 4. The guarantee is not expected to cover losses or damage related to vandalism, storms, animals or mechanical damage not related to the developer's or contractor's activities;
- 5. Unless otherwise specified by the City of Guelph, all replacement trees shall be of the same species, variety, cultivar (if applicable), stock type and size as the initial planting. All replacement costs shall be borne by the developer or contractor. The guidelines and standards relevant to the initial planting shall apply in whole to the replacement planting;
- 6. The guarantee period for replacement trees shall be for the greater of the remainder of the guarantee period or an additional period of one year from the date of acceptance after replacement; and
- 7. Final acceptance of plantings will be completed through an inspection at the end of the warranty period and will be provided in writing by City staff.

### **Maintenance during the warranty period**

The developer or contractor is expected to adequately and regularly maintain newly-planted trees throughout the warranty and maintenance period, in accordance with the maintenance plan outlined in the planting plans. Each site will have specific maintenance requirements. However, the following guidelines and standards pertain to maintenance during the warranty and maintenance period:

- 1. Trees shall be regularly and adequately watered. Watering shall be more frequent for new plantings, which should be regularly monitored for signs of drought or overwatering. In general, newly-planted trees should be watered every 10 days between early May and late August, and every 20 days between September and mid-November. Water shall penetrate the full depth of the growing medium, and frequency shall be increased or decreased based upon the frequency and intensity of natural rainfall. During periods of extreme heat and humidity, root feeding with watering probe is the preferred method of watering;
- 2. Monitor soil moisture to provide sufficient water. Check soil moisture and root ball moisture with a soil moisture meter on a regular basis. Record moisture readings. Do not over-water;
- 3. If there are issues with tree condition during the warranty period City staff may request records of maintenance including watering;
- 4. Watering of trees must be carried out in compliance with the City's Outside Water use and Water By-law;
- 5. Trees shall only be fertilized if soil test results or foliar conditions suggest nutrient deficiencies;
- 6. Mulch shall be periodically maintained and reapplied to suppress weed development, improve soil moisture conditions, and improve general appearance of the planting area. If determined necessary by the City of Guelph during the course of regular inspections, the developer or contractor shall undertake mulch maintenance at his or her sole expense;
- 7. Unless otherwise determined during site inspections, tree support systems should be removed at the end of the next growing season following their



installation. Stakes should be removed earlier if trees are stable. No stakes shall remain in place at the end of the warranty and maintenance period;

8. Maintain all plants in a plumb position throughout the warranty period. Straighten all trees that move out of plumb. Plants to be straightened should be excavated and root ball moved to a plumb position, and then re-backfilled;
9. All trunk protection should be removed before the end of the warranty and maintenance period unless otherwise determined;
10. Newly-planted trees should be carefully pruned, if necessary, to encourage the development of good canopy structure. Co-dominant unions, crossing and broken branches, and other defects should be removed by pruning. Pruning must be conducted by an Arborist at the appropriate time according to species requirements. Proper pruning during the warranty and maintenance period is critical to the development of well-formed and healthy trees; and
11. All newly-planted trees should be inspected for pests and diseases throughout the warranty and maintenance period. Integrated Pest Management (IPM) and Plant Health Care (PHC) principles should be applied to the control of all pests and diseases.

## Section 8 - Securities

As a condition of development application approvals, the City of Guelph may require the applicant to enter into an agreement to provide securities, in the form of a Letter of Credit or a cheque made payable to the City of Guelph, to ensure that site works are completed in a timely manner and in accordance with approved plans.

Generally, the amount of the securities required is determined from a detailed cost estimate for the site works, listing items, quantities, unit costs and total costs. The value of securities for trees to be protected, landscaping trees and/or compensation trees to be established on-site shall be determined using the appropriate methodology outlined in [Section 5](#) of this document, accounting for the cost of plant material, installation and maintenance until establishment. The cost estimate is to be prepared by the applicant and submitted to the City for approval.

Upon approval of the cost estimate by the City, the applicant will be required to provide a Letter of Credit. The Letter of Credit must remain in effect until site works have been completed in accordance with approved plans and no further threats to tree protection or the survival of newly-established trees are evident (refer to [Section 7.2.5](#)).

Securities for tree preservation or compensation may be held by the City in part or in whole for up to five years from the date of the final inspection of the development project. Securities may be released prior to the expiry of the five year period provided the City is satisfied that the subject tree(s) have not been damaged, or that landscaping trees and/or compensation trees are adequately established. It is the responsibility of the applicant to request that the City carry out a final inspection of the site; thus obtaining City approval to release the securities. Applicants for the early release or reduction of securities shall submit a report from an Arborist, preferably the project consulting Arborist, certifying that the subject trees are in a state of vigorous health and have not been injured or destroyed as a result of the site development activities.

Further details regarding the collection of securities are outlined in the City of Guelph [Site Plan Approval Procedures and Guidelines](#), current version.

## Schedule A: Glossary

**Arborist** – Is an expert in the care and maintenance of trees and includes an arborist qualified by the Ontario Ministry of Training, Colleges and Universities, a Forest Technician, a Forestry Technologist with an applicable college diploma and a minimum of two years of forestry experience, a certified arborist qualified by the International Society of Arboriculture (ISA), a consulting arborist registered with the American Society of Consulting Arborists (ASCA) or a Registered Professional Forester as defined in the Professional Foresters Act, 2000, S.O. 2000, c. 18, as amended or replaced from time to time.

**Buffer** - Area identified adjacent to some natural heritage features or areas that are intended to be protected and provide a separation between the protected feature or area and the adjacent development, and mitigate negative impacts to the natural heritage feature or area and/or its ecological function(s).

**Caliper** – Measurement of trunk diameter of transplantable deciduous trees. Measured in millimetres (mm). In accordance with the Canadian Nursery Landscape Association (CNLA) standards, caliper must be the determining measurement when the caliper exceeds 40 mm. It must be measured no less than 15 cm above the ground level for trees with a caliper up to 100 mm. Trees 100 mm and larger caliper are to be measured 30 cm above the ground level.

**Canopy cover** - Geographic area covered by the horizontal projection of the dripline of a tree or group of trees, which may be measured directly from aerial photography and/or the field.

**Compensation** – The planting and establishment of tree(s) and /or shrub(s) to recompense for the injury or removal of a tree(s).

**Construction** – The building, installation and maintenance of a structure, infrastructure, utilities or highway.

**Designated Heritage Tree** – Any tree (or trees) identified as a heritage attribute of a property designated under Part IV of the Ontario Heritage Act, or any tree (or trees) identified as a heritage attribute within a Heritage Conservation District designated under Part V of the Ontario Heritage Act.

**Developer or contractor** – Means the landowner, or a landowner's agent who represents and acts on behalf of and with consent of the landowner.

**Development** –

- a) The creation of a new lot, a change in land use, or the construction of buildings and structures requiring approval under the Planning Act; and
- b) Site alteration activities such as placing fill, grading and excavation that would change the landform and natural vegetative characteristics of a site.
- c) Various forms of intensification, infill development and redevelopment

Development does not include activities that create or maintain infrastructure authorized under an environmental assessment process or works subject to the Drainage Act.

In spite of the above definition, for the Special Policy Area Flood Plain of this Plan, development means the construction, erection or placing of one or more buildings or structures on lands, or **Amendment No. 42 To The City of Guelph Official**

**Plan:** Page 34 Natural Heritage System Amendment (June 4, 2014) an addition or alteration to a building or structure which adds more than 50 per cent of the existing ground floor area to the building or structure.

**Diameter at breast height (DBH)** – A measurement, in centimeters, of the diameter of a tree's trunk at 1.4 m above grade.

**Dripline** – Imagined line from the outer edge of a tree's foliage extending down to the ground.

**Hedgerow** – Trees left standing or planted along the edge of a former or existing agricultural field or laneway to create a physical and/or visual amenity. Hedgerows also typically include trees remaining along former fence lines.

**Injure** – Means to cause, directly or indirectly, whether by accident or by design, including through construction activities, lasting damage or harm to a tree, which has or is likely to have the effect of inhibiting or terminating its growth, whether by cutting, burning, girdling, interfering with its water supply, applying chemicals, puncturing, or compacting, regrading or resurfacing within its drip line.

**Invasive species** – Species of plants, animals and microorganisms introduced by human action outside their natural past or present distribution whose introduction or spread threatens the environment. An invasive plant is one that has been moved from its indigenous habitat to a new area (possibly for garden/domestic use), and reproduces so aggressively that it displaces species within indigenous plant communities.

**Landscape Architect (LA)** – A member in good standing with the Ontario Association of Landscape Architects (OALA).

**Potential rooting area (PRA)** - Is defined as an area within which site development works are permitted but must be undertaken in a more sensitive manner than in areas outside this zone. A PRA is typically double the size of a subject tree's TPZ.

**Restoration areas** – Include existing and new stormwater management areas abutting the NHS, areas within City parkland and GRCA lands which are not intended for active uses and isolated gaps within the NHS.

**Site alteration** – Activities such as grading, excavation and the placement of fill that would change the landform and natural vegetative characteristics of a site.

**Tree** - Any species of woody perennial plant including its root system, which has reached or can reach, a height of at least 4.5 metres at physiological maturity. The term "tree" refers to all parts of the tree; roots, branches, leaves and stem.

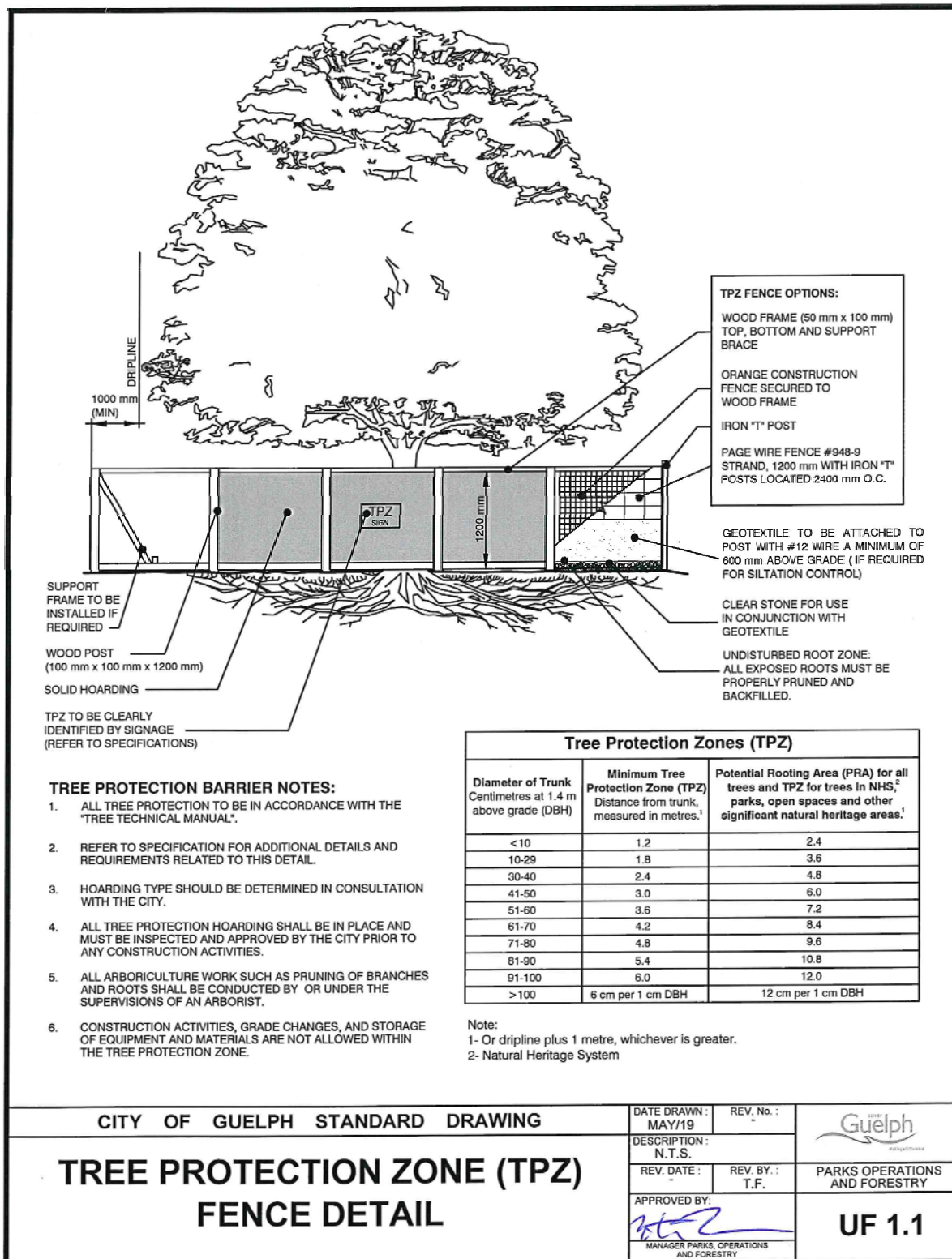
**Tree protection zone (TPZ)** - An area within which no site development works are permitted. The radius of the TPZ is generally determined based upon the trunk diameter of the subject tree, and is measured from base of the stem of the subject tree. Site development works within a TPZ constitute injury to the subject tree.


**Tree removal** – Causing, directly or indirectly, whether by accident or design, including through construction activities, uprooting or severing of the main trunk of a tree in a manner which causes or is reasonably expected to cause a tree to permanently cease normal biological functions associated with life.

**Urban forest** – Means plantations, woodlands, hedgerows, treed areas and individual trees outside the City's Natural Heritage System.

**Vegetation unit** – A grouping of vegetation, which is distinct from other groups because of structure, composition and general characteristics.

## Schedule B: Tree protection standard drawings







<div style="display: flex; align-items: center; justify-content: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">40 CM MIN.</div> <div style="border: 1px solid black; padding: 10px; text-align: center; width: 80%;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p><b>NO</b></p>  </div> <div> <p><b>GRADE CHANGE</b>  <b>DUMPING</b>  <b>STORAGE OF MATERIALS</b>  <b>STORAGE OF EQUIPMENT</b>  <b>UNAUTHORIZED ENTRY</b>  <b>TREE INJURY OR REMOVAL</b>  <b>DISTURBANCE OF ANY KIND</b></p> </div> </div> <p><b>THIS FENCING MUST NOT BE DAMAGED OR MOVED</b></p> <p><b>CONTACT: <u>Contractor name and telephone number of contact</u></b></p> <p><b>City of Guelph: Forestry 519-837-5626 (parks@guelph.ca)</b>  <b>Planning 519-837-5616 (planning@guelph.ca)</b></p> </div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">60 CM MIN.</div> </div>	<p style="text-align: center;"><b><u>TREE PROTECTION ZONE (TPZ)</u></b></p>		
--	---	--	--

***Sign Design, Installation and Maintenance:*** TPZ information signs shall be constructed from metal, corrugated plastic, Gatorboard or wood, and shall be installed in an appropriate manner such that it will be able to withstand inclement weather conditions. Signage shall be maintained in good condition and in the original location throughout the duration of site development works. Signage shall be clearly legible, with black text on a white background being the preferred design.

***Sign Content:*** The TPZ information sign shall, at minimum, provide a list of activities prohibited within the TPZ. Such activities shall include, but not be limited to: grade change, dumping, storage of equipment and materials, unauthorized entry by personnel, tree injury or removal, or other disturbance of any kind. The signage shall also note that TPZ fencing shall not be damaged or removed. The signage shall also provide the contact information for the City of Guelph. A City of Guelph corporate logo shall be displayed on the TPZ information sign.

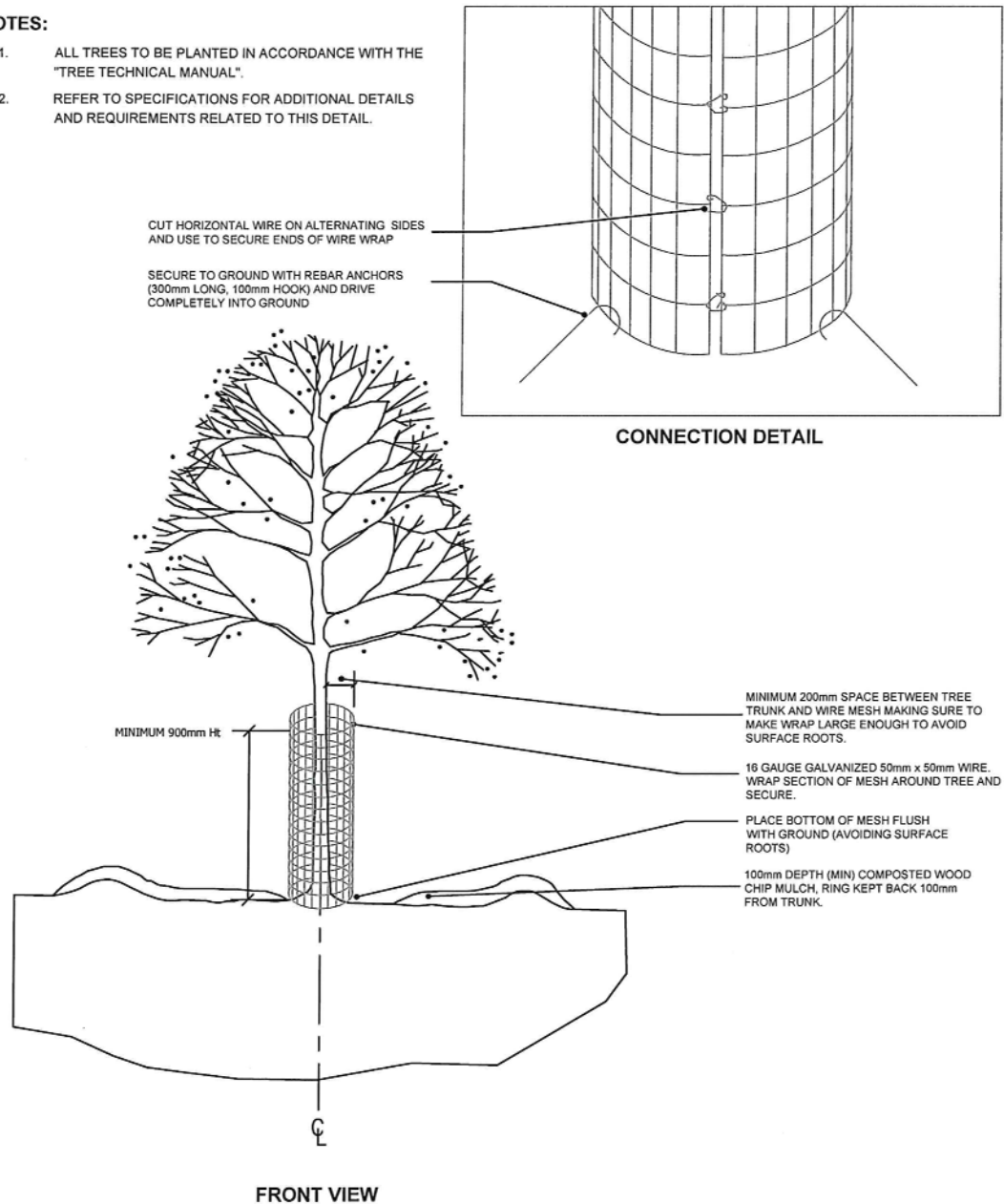
***Sign Placement:*** TPZ information signs shall be affixed no more than 20 m apart on each side of tree protection fencing, at a height of no less than 100 cm.

***Sign Size:*** TPZ information signs shall be a minimum of 40 cm x 60 cm in size

<p><b>CITY OF GUELPH STANDARD DRAWING</b></p> <p style="font-size: 1.2em; font-weight: bold;">TREE PROTECTION ZONE (TPZ) INFORMATION SIGNAGE DETAIL</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: 0.8em;">DATE DRAWN:</td> <td style="font-size: 0.8em;">REV. No.:</td> </tr> <tr> <td style="font-size: 0.8em;">MAY/19</td> <td style="font-size: 0.8em;">-</td> </tr> <tr> <td colspan="2" style="font-size: 0.8em;">DESCRIPTION:</td> </tr> <tr> <td colspan="2" style="font-size: 0.8em;">N.T.S.</td> </tr> <tr> <td style="font-size: 0.8em;">REV. DATE:</td> <td style="font-size: 0.8em;">REV. BY.:</td> </tr> <tr> <td style="font-size: 0.8em;">-</td> <td style="font-size: 0.8em;">-</td> </tr> <tr> <td colspan="2" style="font-size: 0.8em;">APPROVED BY:</td> </tr> <tr> <td colspan="2" style="text-align: center;">   <small>MANAGER PARKS, OPERATIONS AND FORESTRY</small> </td> </tr> </table>	DATE DRAWN:	REV. No.:	MAY/19	-	DESCRIPTION:		N.T.S.		REV. DATE:	REV. BY.:	-	-	APPROVED BY:		 <small>MANAGER PARKS, OPERATIONS AND FORESTRY</small>		 <p style="font-size: 0.8em;">PARKS OPERATIONS AND FORESTRY</p> <p style="font-size: 1.2em; font-weight: bold;">UF 1.2</p>
DATE DRAWN:	REV. No.:																	
MAY/19	-																	
DESCRIPTION:																		
N.T.S.																		
REV. DATE:	REV. BY.:																	
-	-																	
APPROVED BY:																		
 <small>MANAGER PARKS, OPERATIONS AND FORESTRY</small>																		

**NOTES:**

1. ALL TREES TO BE PLANTED IN ACCORDANCE WITH THE "TREE TECHNICAL MANUAL".
2. REFER TO SPECIFICATIONS FOR ADDITIONAL DETAILS AND REQUIREMENTS RELATED TO THIS DETAIL.



CITY OF GUELPH STANDARD DRAWING

**TYPICAL BEAVER GUARD**

DATE DRAWN : APR/19

REV. No. :

DESCRIPTION : N.T.S.

REV. DATE :

REV. BY. :

APPROVED BY:

*[Signature]*  
MANAGER PARKS OPERATIONS  
AND FORESTRY

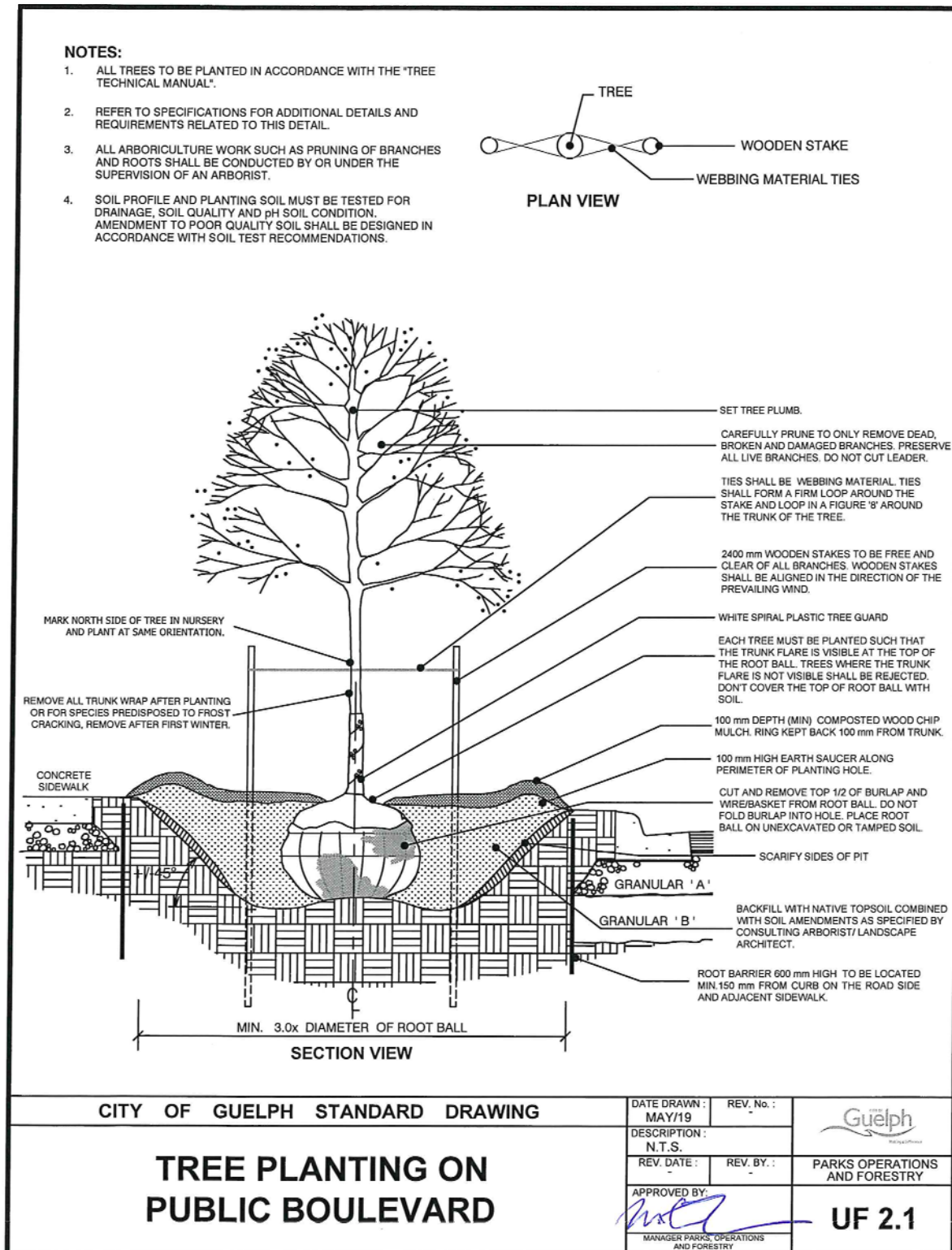
*Guelph*  
GUELPH

PARKS OPERATIONS  
AND FORESTRY

**UF 1.3**

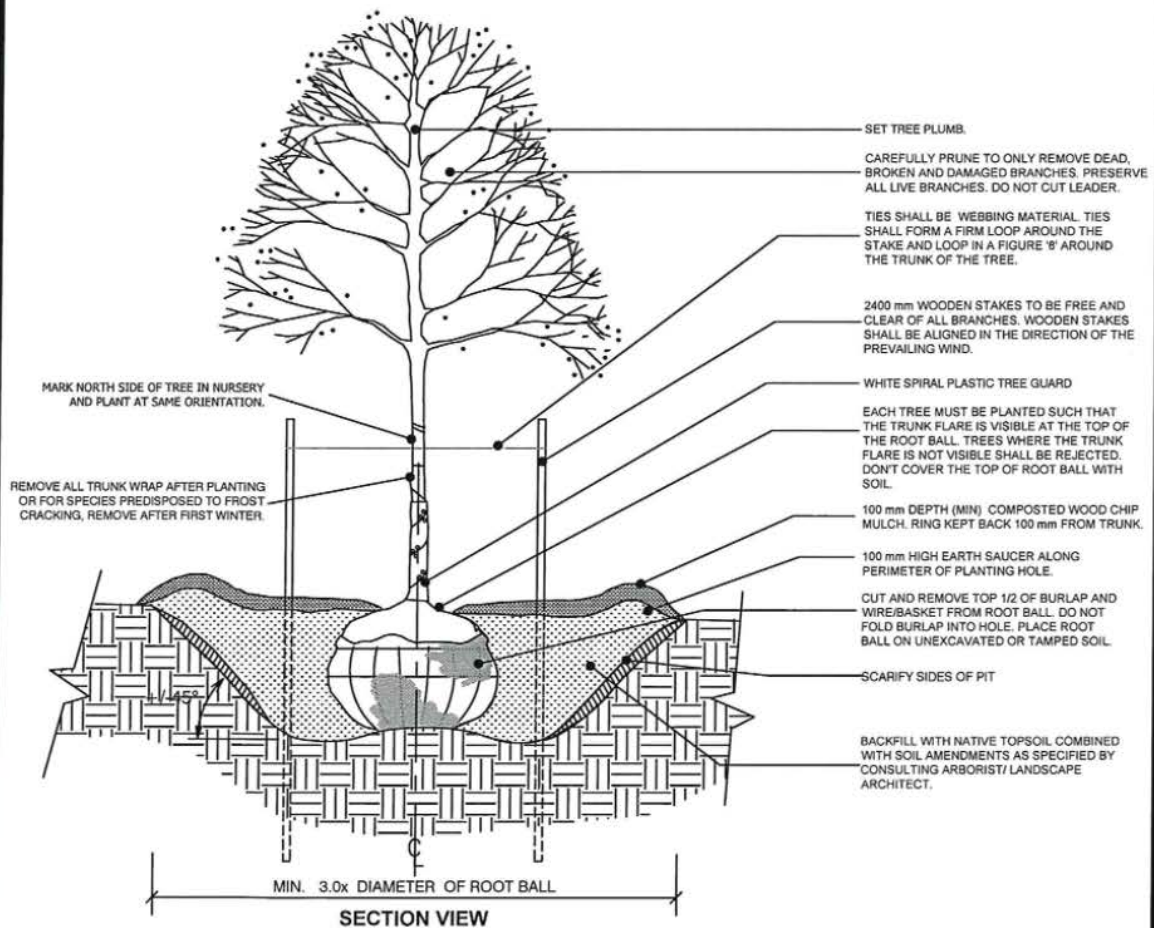
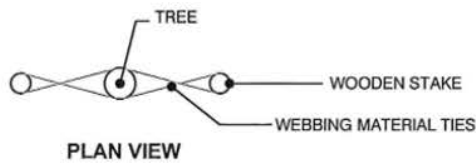


# Schedule C: Tree planting and establishment standard drawings



# **NOTES:**

1. ALL TREES TO BE PLANTED IN ACCORDANCE WITH THE "TREE TECHNICAL MANUAL".
2. REFER TO SPECIFICATIONS FOR ADDITIONAL DETAILS AND REQUIREMENTS RELATED TO THIS DETAIL.
3. ALL ARBORICULTURE WORK SUCH AS PRUNING OF BRANCHES AND ROOTS SHALL BE CONDUCTED BY OR UNDER THE SUPERVISION OF AN ARBORIST.
4. SOIL PROFILE AND PLANTING SOIL MUST BE TESTED FOR DRAINAGE, SOIL QUALITY AND pH SOIL CONDITION. AMENDMENT TO POOR QUALITY SOIL SHALL BE DESIGNED IN ACCORDANCE WITH SOIL TEST RECOMMENDATIONS.



CITY OF GUELPH STANDARD DRAWING

## **TREE PLANTING - DECIDUOUS** (PARKS, OPEN SPACES AND STORMWATER MANAGEMENT FACILITIES)

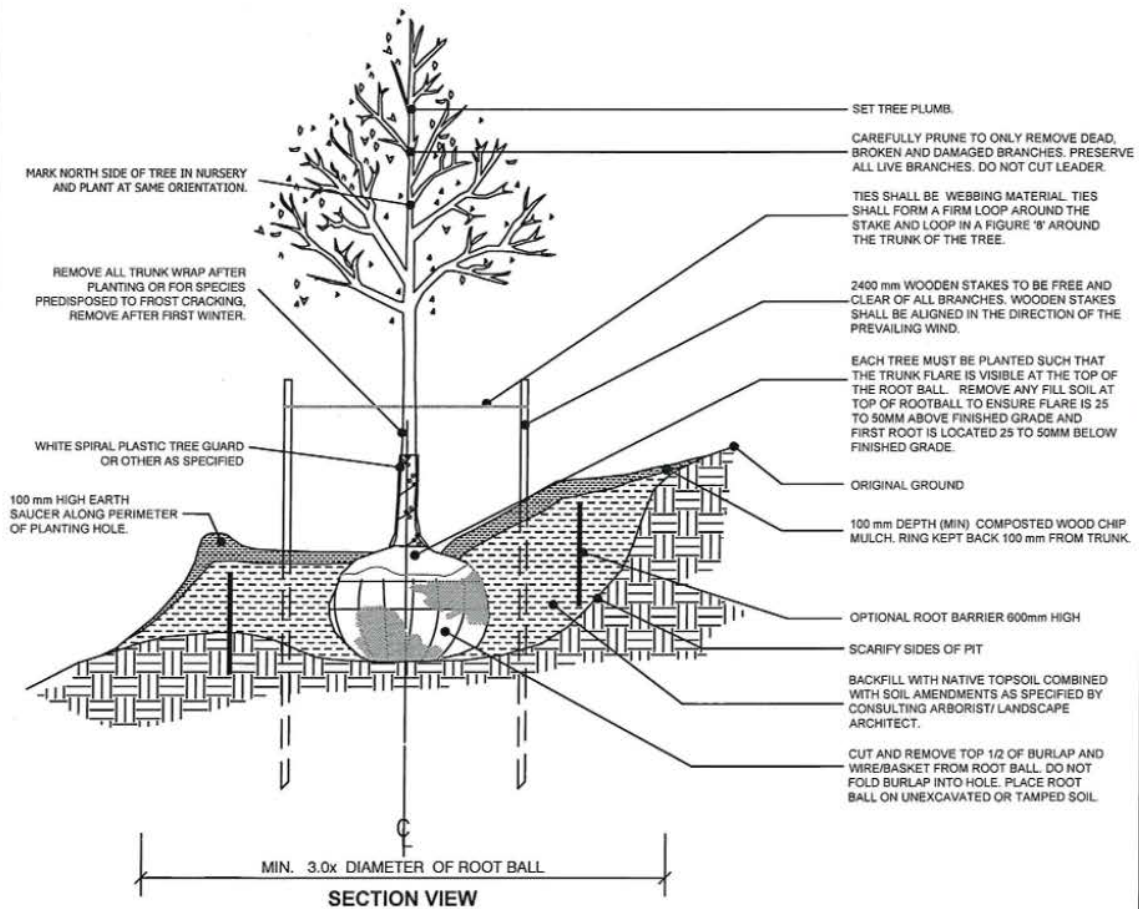
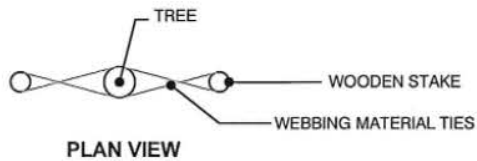
DATE DRAWN :	REV. No. :
APR/19	-
DESCRIPTION :	
N.T.S.	
REV. DATE :	REV. BY. :
-	-
APPROVED BY:	
MANAGER PARKS OPERATIONS AND FORESTRY	

PARKS OPERATIONS  
AND FORESTRY  
**UF 2.2**

# NOTES:

ALL TREES TO BE PLANTED IN ACCORDANCE WITH THE "TREE TECHNICAL MANUAL".

1. REFER TO SPECIFICATIONS FOR ADDITIONAL DETAILS AND REQUIREMENTS RELATED TO THIS DETAIL.
2. ALL ARBORICULTURE WORK SUCH AS PRUNING OF BRANCHES AND ROOTS SHALL BE CONDUCTED BY OR UNDER THE SUPERVISION OF A CERTIFIED ARBORIST.
3. SOIL PROFILE AND PLANTING SOIL MUST BE TESTED FOR DRAINAGE, SOIL QUALITY AND pH SOIL CONDITION. AMENDMENT TO POOR QUALITY SOIL SHALL BE DESIGNED IN ACCORDANCE WITH SOIL TEST RECOMMENDATIONS.



CITY OF GUELPH STANDARD DRAWING

## TREE PLANTING - DECIDUOUS (SLOPE)

DATE DRAWN :

MAY/19

REV. No. :

DESCRIPTION :

N.T.S.

REV. DATE :

REV. BY. :

APPROVED BY:

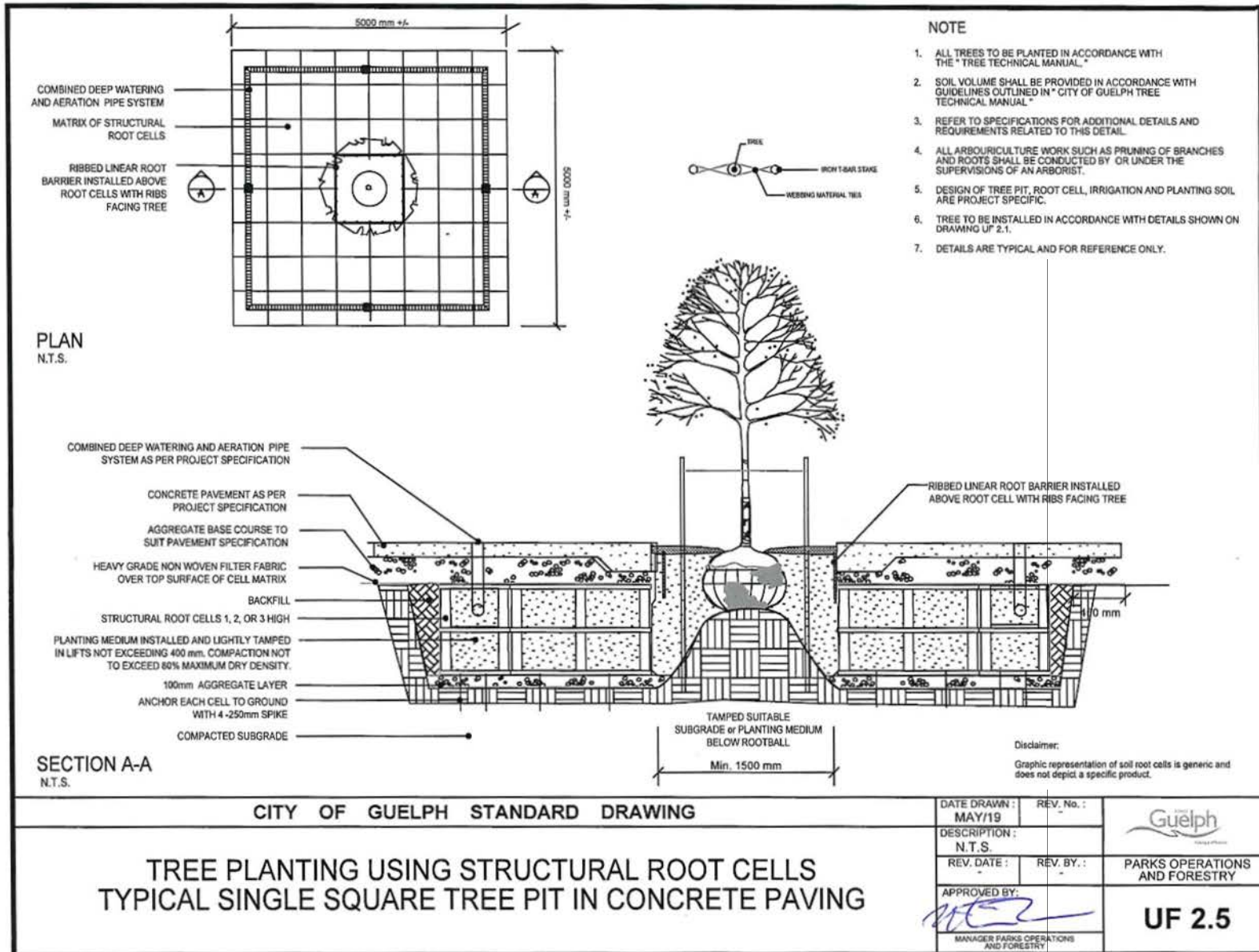
*[Signature]*  
MANAGER PARKS OPERATIONS  
AND FORESTRY



PARKS OPERATIONS  
AND FORESTRY

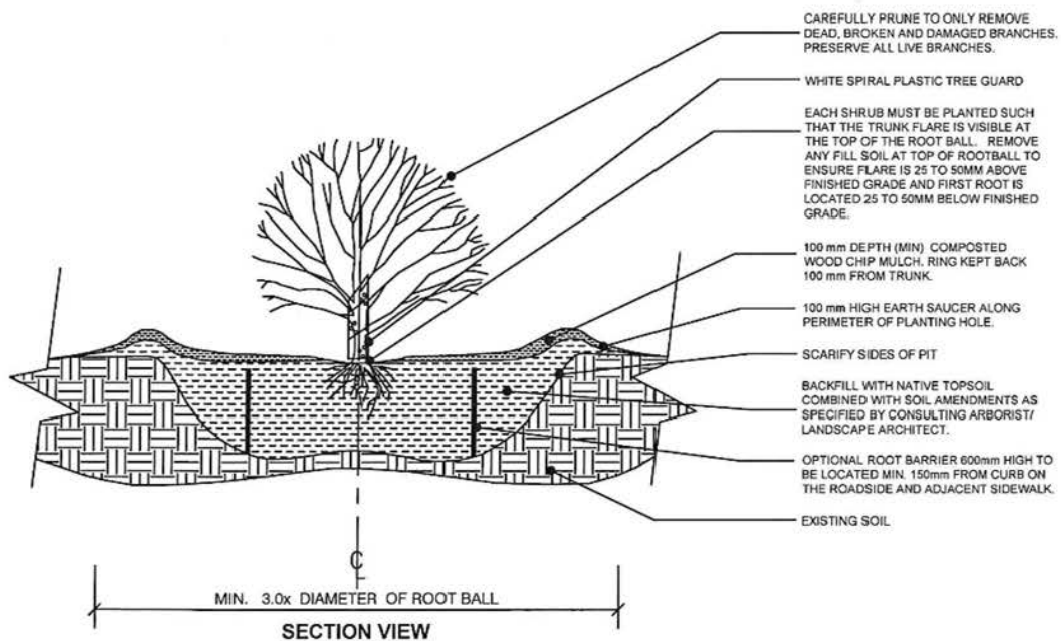
UF 2.3





**NOTES:**

1. ALL TREES TO BE PLANTED IN ACCORDANCE WITH THE "TREE TECHNICAL MANUAL".
2. REFER TO SPECIFICATIONS FOR ADDITIONAL DETAILS AND REQUIREMENTS RELATED TO THIS DETAIL.
3. ALL ARBORICULTURE WORK SUCH AS PRUNING OF BRANCHES AND ROOTS SHALL BE CONDUCTED BY OR UNDER THE SUPERVISION OF AN ARBORIST.
4. SOIL PROFILE AND PLANTING SOIL MUST BE TESTED FOR DRAINAGE, SOIL QUALITY AND pH SOIL CONDITION. AMENDMENT TO POOR QUALITY SOIL SHALL BE DESIGNED IN ACCORDANCE WITH SOIL TEST RECOMMENDATIONS.



CITY OF GUELPH STANDARD DRAWING

**TYPICAL SHRUB PLANTING**

DATE DRAWN: MAY/19

REV. No.:

DESCRIPTION:

N.T.S.

REV. DATE:

REV. BY.:

APPROVED BY:

MANAGER PARKS OPERATIONS AND FORESTRY

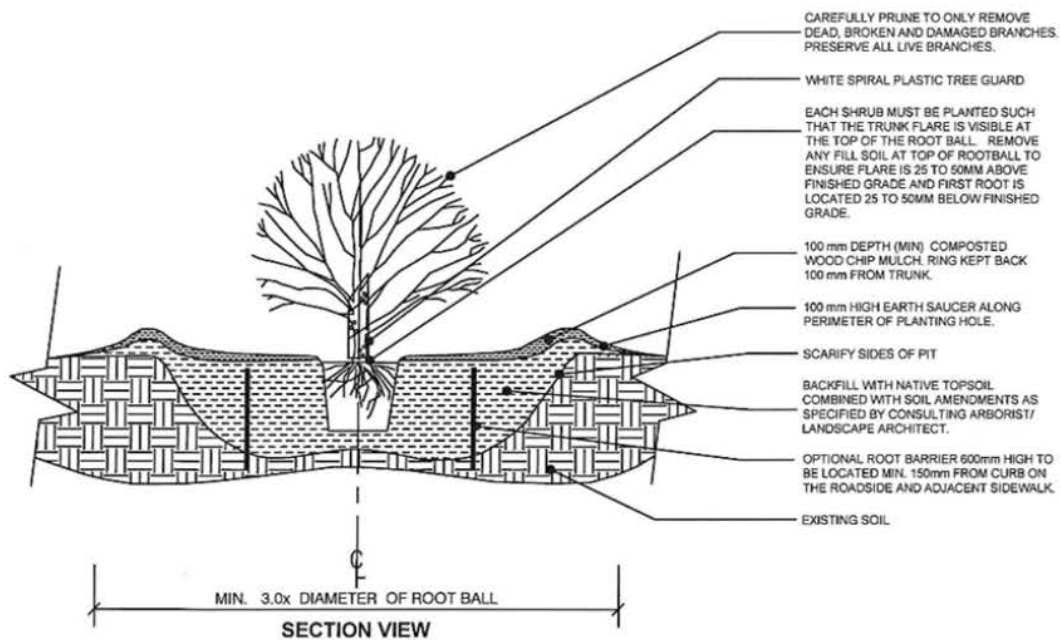


PARKS OPERATIONS AND FORESTRY

**UF 2.6**

**NOTES:**

1. ALL TREES TO BE PLANTED IN ACCORDANCE WITH THE "TREE TECHNICAL MANUAL".
2. REFER TO SPECIFICATIONS FOR ADDITIONAL DETAILS AND REQUIREMENTS RELATED TO THIS DETAIL.
3. ALL ARBORICULTURE WORK SUCH AS PRUNING OF BRANCHES AND ROOTS SHALL BE CONDUCTED BY OR UNDER THE SUPERVISION OF AN ARBORIST.
4. SOIL PROFILE AND PLANTING SOIL MUST BE TESTED FOR DRAINAGE, SOIL QUALITY AND pH SOIL CONDITION. AMENDMENT TO POOR QUALITY SOIL SHALL BE DESIGNED IN ACCORDANCE WITH SOIL TEST RECOMMENDATIONS.



CITY OF GUELPH STANDARD DRAWING

**TYPICAL SHRUB PLANTING -  
POTTED**

DATE DRAWN : MAY/19

REV. No. :

DESCRIPTION :

N.T.S.

REV. DATE :

REV. BY. :

APPROVED BY :

MANAGER PARKS OPERATIONS  
AND FORESTRY



PARKS OPERATIONS  
AND FORESTRY

**UF 2.7**

## Schedule D: Recommended street trees

Botanical name	Common Name	Native to Southern Ontario	Urban Tolerance	Mature Height (m)	Mature Width (m)	Tree Size <sup>3</sup>
<i>Acer campestre</i>	Hedge Maple	No	high	10	10	Small
<i>Acer nigrum</i> 'Green Column'	Green Column Black Maple	No	moderate	17	8	Medium
<i>Acer rubrum</i>	Red Maple	Yes	low	25	13	Very Large
<i>Acer rubrum</i> 'Autumn Spire'	Autumn Spire	No	low	15	7	Medium
<i>Acer rubrum</i> 'Karpick'	Karpick Maple	No	moderate	15	6	Medium
<i>Acer saccharinum</i>	Silver Maple	Yes	moderate	35	15	Very Large
<i>Acer saccharum</i> 'Green Mountain'	Green Mountain Maple	Yes	low	20	15	Large
<i>Acer tataricum</i>	Tatarian Maple <sup>1</sup>	No	low	8	8	Small
<i>Acer x freemanii</i>	Freeman's Maple	Yes	moderate	15	9	Medium
<i>Amelanchier arborea</i>	Downy Serviceberry <sup>1</sup>	Yes	low	7	3	Small
<i>Amelanchier canadensis</i>	Canada Serviceberry <sup>1</sup>	Yes	moderate	7	3	Small
<i>Amelanchier laevis</i>	Smooth Serviceberry	Yes	moderate	12	6	Small
<i>Amelanchier x grandiflora</i> 'Cumulus'	Cumulus Serviceberry <sup>1</sup>	Yes	low	7	7	Small
<i>Catalpa speciosa</i>	Northern Catalpa	No	high	17	14	Medium
<i>Cercidiphyllum japonicum</i>	Katsuratree	No	moderate	20	10	Large
<i>Celtis occidentalis</i>	Common Hackberry	Yes	high	20	17	Large
<i>Cornus racemosa</i> 'STD'	Grey Dogwood (tree form) <sup>1</sup>	Yes	low	5	4	Small
<i>Corylus colurna</i>	Turkish Hazel	No	moderate	15	8	Medium
<i>Crataegus crus-galli</i> var. <i>inermis</i>	Thornless Cockspur Hawthorn	No	high	9	9	Small
<i>Ginkgo biloba</i>	Maidenhair Tree <sup>4</sup>	No	high	20	13	Large
<i>Ginkgo biloba</i> 'Autumn Gold'	Autumn Gold <sup>4</sup>	No	high	15	6	Medium
<i>Ginkgo biloba</i> 'Princeton Sentry'	Princeton Sentry <sup>4</sup>	No	high	18	3	Medium
<i>Gleditsia triacanthos</i>	Honeylocust	No	high	17	13	Medium
<i>Gymnocladus dioica</i>	Kentucky Coffee-tree <sup>4</sup>	Yes	high	20	15	Large
<i>Gymnocladus dioica</i> 'Espresso-JFS'	Espresso Kentucky Coffee-tree <sup>4</sup>	No	high	16	11	Medium
<i>Liriodendron tulipifera</i>	Tulip Tree	Yes	low	35	10	Very Large
<i>Malus</i> spp.	Crabapple varieties <sup>1</sup>	No	high	3-10	3-8	Small
<i>Ostrya virginiana</i>	Ironwood / Hop Hornbeam	Yes	moderate	12	8	Medium
<i>Platanus x acerifolia</i> 'Bloodgood'	Bloodgood London Planetree	No	high	16	13	Medium
<i>Prunus maackii</i>	Amur Chokecherry	No	moderate	12	10	Small
<i>Prunus sargentii</i>	Sargent Cherry	No	moderate	12	12	Small
<i>Prunus serrulata</i> 'Kwanzan'	Kwanzan Cherry	No	low	10	10	Small
<i>Pyrus calleryana</i> 'Chanticleer'	Ornamental Pear <sup>1,2</sup>	No	high	17	5	Medium
<i>Quercus robur</i> 'Fastigiata'	English Oak	No	high	20	18	Large
<i>Quercus rubra</i>	Red Oak	Yes	high	25	17	Very Large
<i>Sorbus aucuparia</i>	European Mountain Ash <sup>1,2</sup>	No	high	6	5	Small
<i>Sorbus x thuringiaca</i> 'Fastigiata'	Oakleaf Mountain Ash	No	moderate	10	6	Small
<i>Styphnolobium japonica</i> 'Regent'	Regent Japanese Pagoda Tree	No	high	20	18	Large
<i>Syringa reticulata</i> 'Ivory Silk'	Ivory Silk Tree Lilac <sup>1,2</sup>	No	moderate	8	5	Small
<i>Tilia cordata</i>	Littleleaf Linden	No	moderate	15	11	Medium
<i>Tilia cordata</i> 'Corzam'	Corinthian Linden	No	moderate	15	5	Medium
<i>Tilia cordata</i> 'Greenspire'	Greenspire Linden	No	high	13	10	Small
<i>Ulmus</i> x 'Accolade'	Accolade Elm	No	high	18	12	Medium
<i>Ulmus</i> x 'pioneer'	Pioneer Elm	No	high	18	18	Medium
<i>Viburnum lentago</i> (Std.)	Nannyberry (Tree Form) <sup>1</sup>	Yes	high	6	2	Small
<i>Zeikova serrata</i>	Japanese Zeikova	No	moderate	20	18	Large

<sup>1</sup> appropriate for use under Hydro

<sup>2</sup> not recommended within 200 m of the NHS

<sup>3</sup> refer to Table 4 for soil volume requirements

<sup>4</sup> male only

## **Feedback summary - Draft Tree Technical Manual**

### **Internal staff**

Internal staff had multiple opportunities through the development of the Draft TTM for guidance, support, input and feedback.

Feedback provided from staff included:

- Support for the Draft TTM;
- The need for coordination of technical specifications, standards and practices across municipal agencies;
- The need for a recommended street tree list including diverse, non-invasive, urban tolerant trees;
- Request for clarification of definitions; and
- The need for clear mechanisms for tree removal compensation.

The Draft TTM incorporated revisions in some cases in response to internal feedback.

### **Community and stakeholders**

Community and stakeholder engagement in November 2018 included an online survey and the Draft TTM.

The survey was hosted on Guelph's 'Have Your Say Guelph' webpage and generated seven responses with an additional nine responses being provided to staff via email throughout December 2018. The survey was deployed to make community and stakeholders aware of the Draft TTM and obtain perspectives of the TTM objectives, content and format.

Feedback provided from the community and stakeholders included:

- Support for the Draft TTM;
- Ensuring successful establishment and long-term survival of trees through adequate maintenance practices;
- The need to plant a diversity of non-invasive, urban tolerant trees;
- Request for clarification of definitions;
- Request clarification on reporting and plan requirements in various contexts (e.g., Planning Act);
- The need to clarify methods for tree removal compensation;
- Divided views on the methods of compensation;
- Loss of trees due to aging, development pressures and pests
- Lack of tree retention;
- Tree By-law concerns; and
- The need for robust policy and practices for the protection of the urban forest, individual trees and the Natural Heritage system.

The Draft TTM incorporated revisions in some cases in response to the feedback.



# Survey Report

17 November 2018 - 16 December 2018

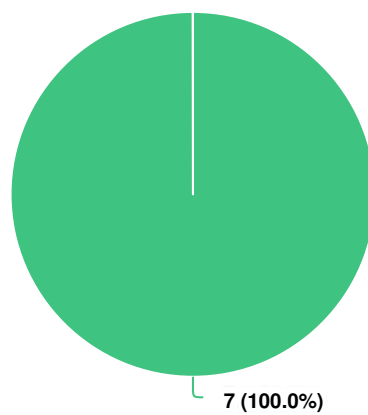
# Tree Manual Draft Review

PROJECT: Technical Tree Manual

**Have Your Say Guelph**



**Q1** Which type of tree below is a species at risk?



**Question options**

● Butternut (Juglans cinerea)

*Optional question (7 responses, 0 skipped)*

**Q2** | You are correct ! The butternut is one of the few provincially designated species at risk  
Read more about it in the Technical Tree Manual. What is your favorite species of tree?

Anonymous                      sugar maple

12/08/2018 08:37 AM

Anonymous                      Ash

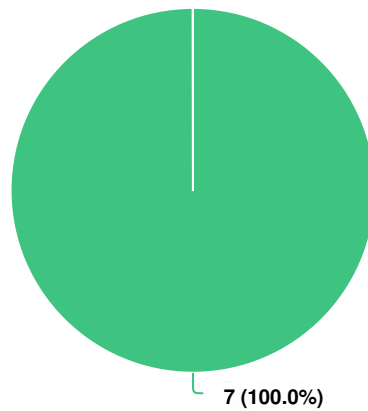
12/09/2018 07:28 PM

Anonymous                      Pinus strobus

12/10/2018 02:38 PM

**Optional question** (3 responses, 4 skipped)

## Q6 What is the Technical Tree Manual?

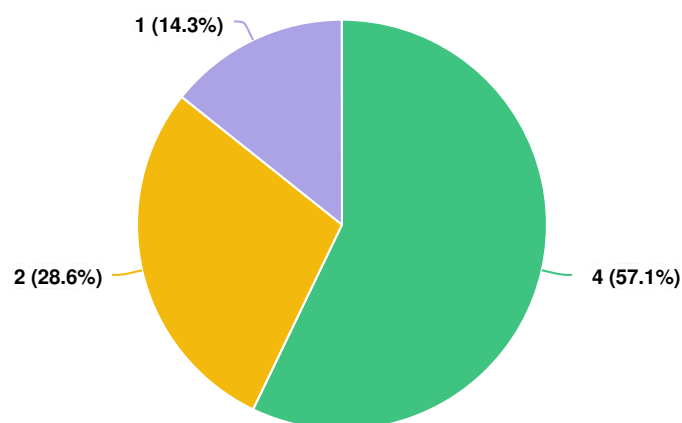


### Question options

- A manual that helps people understand rules and guidelines about trees in Guelph?

Optional question (7 responses, 0 skipped)

## Q7 You are right! The technical tree manual provides guidelines for businesses and residents in Guelph to promote effective, ...

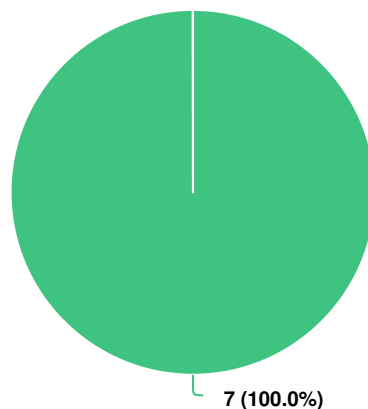


### Question options

- Yes, from cover to cover.
- I skimmed through it
- I started to read it but couldn't finish it

Optional question (7 responses, 0 skipped)

## Q9 | The City of Guelph has a Tree Team. What is the Tree Team?

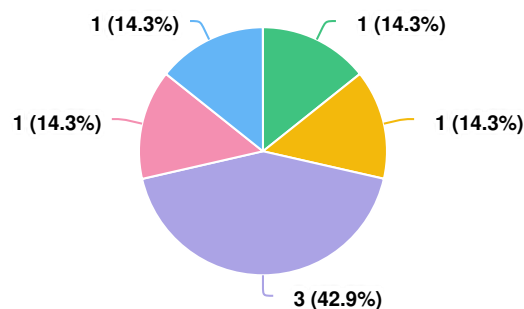


### Question options

- A team of experts who care about urban trees from city staff and the community

Optional question (7 responses, 0 skipped)

## Q12 | That is correct. The tree team is a group of experts including City employees and community members who are scientists, arb...



### Question options

- I am an environmental consultant and I want to make sure the manual will promote environmental sustainability in Guelph
- I am a forester and I will use the manual to guide my work in managing tree issues in the city.
- I am a resident of Guelph who cares a lot about trees and i want the manual to preserve our Urban Forest
- I am a member of the Tree Team! ● Other

Optional question (7 responses, 0 skipped)

**Q13** | **Other**

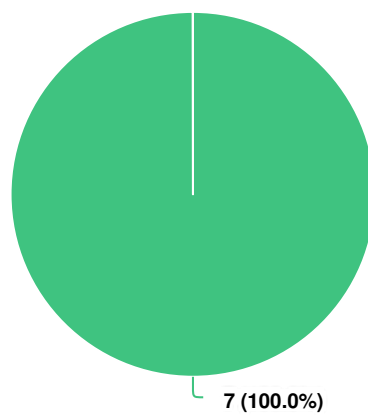
Anonymous

12/09/2018 07:28 PM

I am a property manager for our church and would like to understand how to manage trees on our property and on the City-owned streetscape.

**Optional question** (1 responses, 6 skipped)

**Q14** What is included in the Technical Tree Manual?



**Question options**

- All of the above

*Optional question (7 responses, 0 skipped)*

**Q15** That is correct. The manual includes all of the above. What do you think is the most important issue facing urban trees today?

Anonymous

12/06/2018 05:40 PM

Planting the wrong type of tree in the city. i.e. Oaks, English & Red.

Anonymous

12/08/2018 08:37 AM

Loss due to development of greenfields and to pests enabled by changing climate

Anonymous

12/09/2018 07:28 PM

Aging tree stock facing development pressure.

Anonymous

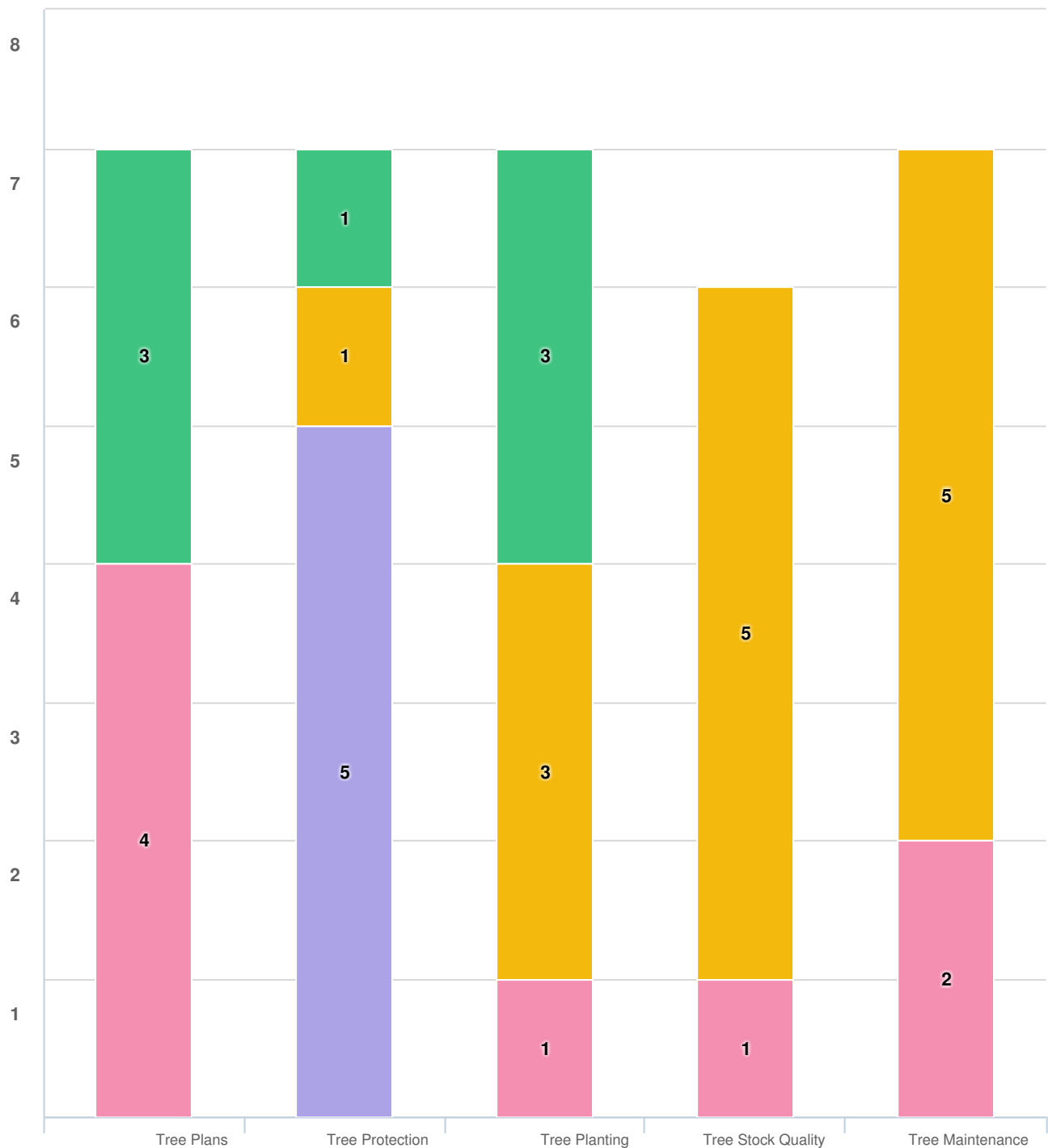
12/10/2018 02:38 PM

lack of retention and lenient compensation

**Optional question** (4 responses, 3 skipped)



**Q17 Which topic do you feel is most important for the following?**

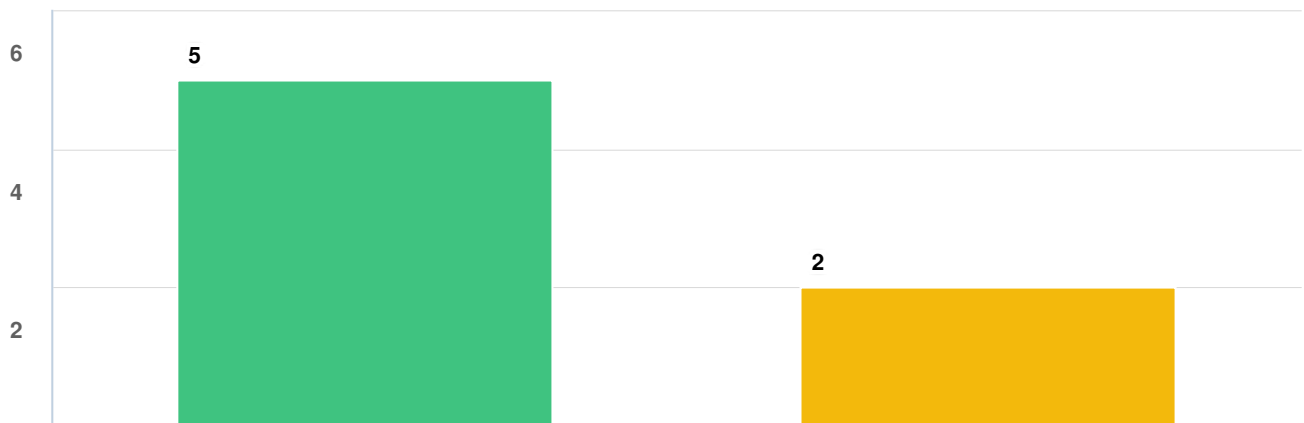


**Question options**

- Achieving increased canopy cover
- Ensuring plant survival
- Reduction of injury or damage to trees
- Urban forest resilience to threats (e.g. pests, disease)

*Optional question (7 responses, 0 skipped)*

**Q18** Do you have recommendations about the Technical Tree manual?



**Question options**

● Yes, I have read the manual and I would like to provide feedback about the Technical Tree Manual.

● I do not have feedback about the manual but I would like to provide some additional comments.

*(7 responses, 0 skipped)*

**Q19** | **Do you have any thing else you would like to share with us?**

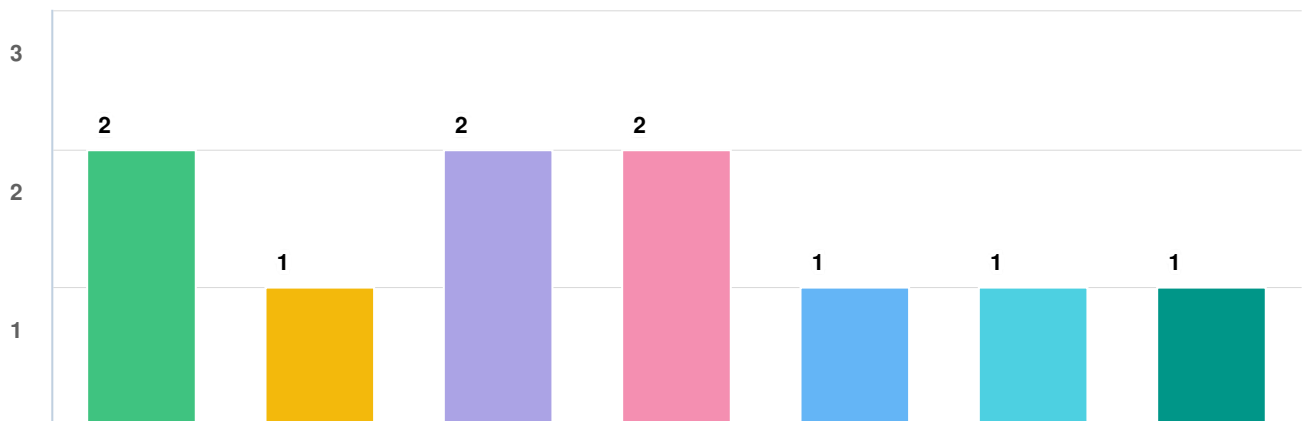
Anonymous

12/06/2018 05:40 PM

The list of trees that can be planted is to large. The trees should only be the disease, drought and low maintenance types.

**Optional question** (1 responses, 6 skipped)

**Q20** Which section(s) of the Technical Tree Manual is of most relevance to you?



**Question options**

- Policy context
- Tree related plans
- Protection
- Compensation
- Tree siting
- Tree planting
- Maintenance

*Optional question (4 responses, 3 skipped)*

**Q21 How satisfied are you with the following aspects of the TTM?**



**Question options**

Very satisfied Satisfied Neutral Dissatisfied Very dissatisfied

Optional question (7 responses, 0 skipped)

**Q22** | If you are not completely satisfied with any aspect of the manual please tell us how you feel it can be improved.

Anonymous

12/06/2018 07:51 AM

I did not see the terms "invasive" or "non-invasive" clearly defined in the manual or a list of the trees\shrubs to be considered as such. This seems significant as it impacts removals & compensation. I think the compensation requirements\section is well thought out and commendable. One specific comment: in Section "5.1.2. Area based canopy Compensation" wholesale value is not fully defined --> could refer to next section "5.1.4 Cash in Lieu" for method for determining value if this is the intention

Anonymous

12/08/2018 08:37 AM

In the parts i read, i did not see attention given to trees and shrubs as food sources for humans and wildlife (except for acknowledgment of wildlife habitat). Fruit and nut trees should be planted on public lands now to help provide food security into the future, when it will be more difficult and costly to import and ship food.

Anonymous

12/09/2018 07:28 PM

I think it would be useful to provide guidance on care of mature trees, in a similar manner to <https://rtectreecare.com/tree-maintenance/> (private but a good example of how to structure a readable section).

Anonymous

12/10/2018 02:38 PM

Include schedules (maps) of the areas the by-laws apply to (or this document applies to) within an appendix. Or highlight specific areas discussed (e.g., termite areas) On page 21 where soil compaction is discussed levels of protection and description of the over land usage may be more applicable. E.g. • LIGHT, Limited non-vehicular access: o non-woven geotextile fabric (e.g., landscape cloth), o 150mm of wood chips over the fabric area, and o installation of ½" plywood over wood chips. • MEDIUM, Moderate non-vehicular access: o medium weight non-woven geotextile fabric, o 100mm of granular clear stone over fabric area, o medium weight non-woven geotextile fabric over stone, o 150mm of wood chips over the fabric area, and o installation of ½" plywood over wood chips. • HEAVY, Frequent non-vehicular access OR long-term storage: o medium weight non-woven geotextile fabric, o three staked and joined courses of 4"x4" including cross-members or joists for structural integrity, o wood chips, and o installation of 2 layers of plywood (¾" or ½") OR a steel plate over wood chips. • Access roads and heavier use will require a robust RZCP. This type of RZCP should be developed on a site-specific basis but may include any addition of the above and should focus on weight-dissipating materials or modular geocellular systems (e.g., Permavoid ArborRaft). Mulching should ideally extend as far as the dripline or beyond. Donut shape is acceptable but could also be 200mm at dripline and taper to 0cm at the base.

**Optional question** (4 responses, 3 skipped)

**Q23 | Are there parts of the manual you disagree with? If so, please let us know here and provide feedback on the change you would like to see.**

Anonymous

12/09/2018 07:28 PM

The manual notes: Where it is not possible to plant trees within the R.O.W., trees will be planted on private property set back 1.0m from property line, assuming no utility conflicts. Tree plantings proposed within a sidewalk area (e.g. downtown area) must have a minimum of 2.25 m<sup>2</sup> cut out permeable area (1.5 m x 1.5 m standard dimension). To me, that needs to be an ideal for new development but there should be a section noting that existing tree plantings must be replaced if needed by trees that will be hardy within existing cut-out sections.

Anonymous

12/10/2018 02:38 PM

I know that this is more related to the by-law, but on property, less than 0.2 hectares trees over 20 cm should still be protected. On Page 5 where it says species cases: species at risk in the box, it says that Butternut cannot be removed without authorization unless assessed as non-retainable. The statement sounds a bit misleading, as the activity that affects the tree or the habitat still has to be registered. To explain a bit more, Section 9 of the ESA includes prohibitions against activities such as killing, harming, or taking Butternut. Section 10 of the ESA includes prohibitions against damage or destruction of the habitat of Butternut. Provisions exist that allow for activities to take place that would otherwise contravene the ESA. Eligibility for activities that involve killing or harming Butternut depends on the category to which a tree is assigned (Category 1, 2, or 3) following a Butternut Health Assessment and the details of the proposed activity. Under Ontario Regulation 242/08, a Designated Butternut Health Assessor is required to complete the Butternut Health Assessment. If the client chooses to engage in an activity that may affect Butternut, the Butternut Health Assessment Report must be submitted to the appropriate MNRF District Manager. This report must be submitted a minimum of 30 days before registering an eligible activity under section 23.7 of Ontario Regulation 242/08. Depending on the outcome of the assessment, and should the client be interested in removing the Butternut, this website <https://www.ontario.ca/page/butternut-trees-your-property> summarizes the requirements that the project would be looking to achieve. Registration associated with the removal of a Butternut commits the proponent to meeting criteria of the registration, and the MNRF can audit the project during and after its execution. Compensation will be required. Trunk protection it should be noted that guards should be removed or updated/inspected yearly while in use. Planting, the wire basket or burlap should be completely discarded

Anonymous

12/13/2018 11:13 AM

I strongly object to 1. properties under 0.2 ha being exempt, and would be interested to know the total area that would include. I feel this issue requires further analysis and public debate. 2. The fact that developers have the option of compensating for tree removal with payment, and those funds not necessarily being used for replacement plantings. These two shortcomings result in an unacceptable risk of net canopy loss in the city, contrary to the

**Optional question** (3 responses, 4 skipped)



**Q24** | Is there any thing you feel we have not covered in the manual? Please provide suggestions on any specific areas you feel we have missed.

Anonymous

12/08/2018 08:37 AM

see comment above. Thanks for this thorough work!

Anonymous

12/09/2018 07:28 PM

See suggested improvement above.

Anonymous

12/10/2018 02:38 PM

On page 6 in the box, SNA is explained, but Natural Area and Wildlife crossings are not. The next box explains wildlife crossing but should be moved here (also in this blurb the section with signs, fencing, culverts, etc should include tunnels. Natural area should be defined here as well. The vegetation management items, it is nice that non-tree ecological communities are mentioned, but some things to consider is that an arborist will not necessarily understand the requirements of vegetation other than trees and an arborist is not also an ecologist. When it comes to anything other than the assessing of trees an arborist may not be the qualified person.

**Optional question** (3 responses, 4 skipped)

# Survey Report

17 November 2018 - 16 December 2018

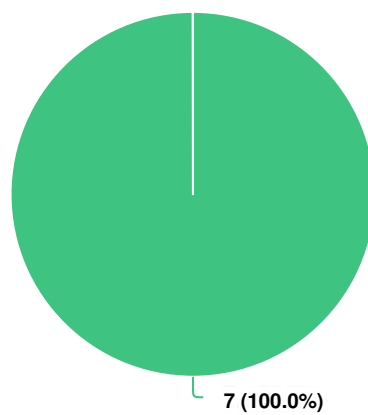
# Tree Manual Draft Review

PROJECT: Technical Tree Manual

**Have Your Say Guelph**



**Q1** Which type of tree below is a species at risk?



**Question options**

● Butternut (Juglans cinerea)

*Optional question (7 responses, 0 skipped)*

**Q2** | You are correct ! The butternut is one of the few provincially designated species at risk  
Read more about it in the Technical Tree Manual. What is your favorite species of tree?

Anonymous                      sugar maple

12/08/2018 08:37 AM

Anonymous                      Ash

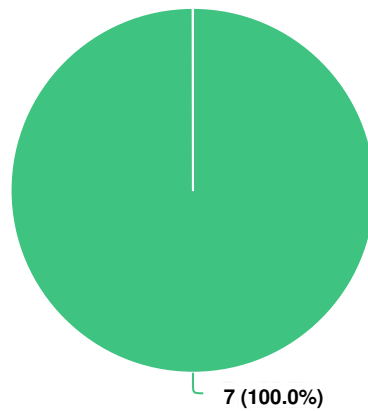
12/09/2018 07:28 PM

Anonymous                      Pinus strobus

12/10/2018 02:38 PM

**Optional question** (3 responses, 4 skipped)

## Q6 What is the Technical Tree Manual?

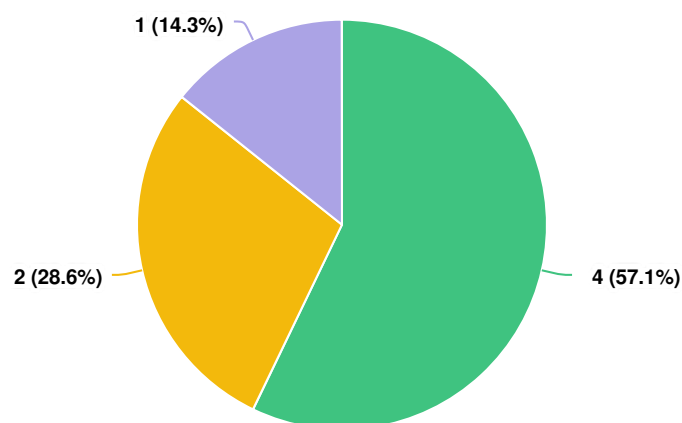


### Question options

- A manual that helps people understand rules and guidelines about trees in Guelph?

Optional question (7 responses, 0 skipped)

## Q7 You are right! The technical tree manual provides guidelines for businesses and residents in Guelph to promote effective, ...

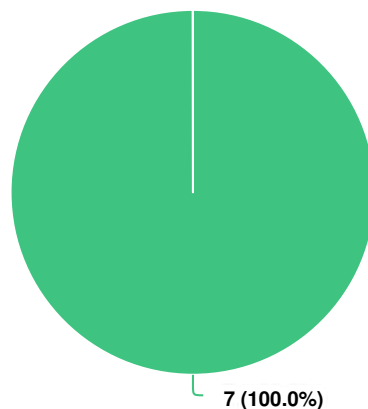


### Question options

- Yes, from cover to cover.
- I skimmed through it
- I started to read it but couldn't finish it

Optional question (7 responses, 0 skipped)

## Q9 | The City of Guelph has a Tree Team. What is the Tree Team?

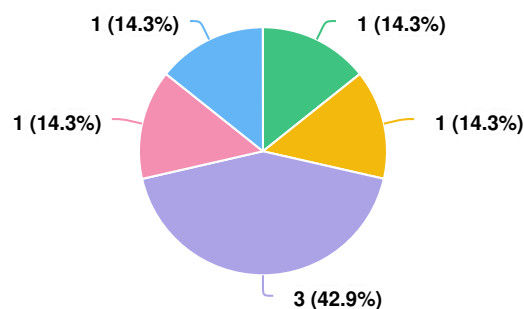


### Question options

- A team of experts who care about urban trees from city staff and the community

Optional question (7 responses, 0 skipped)

## Q12 | That is correct. The tree team is a group of experts including City employees and community members who are scientists, arb...



### Question options

- I am an environmental consultant and I want to make sure the manual will promote environmental sustainability in Guelph
- I am a forester and I will use the manual to guide my work in managing tree issues in the city.
- I am a resident of Guelph who cares a lot about trees and i want the manual to preserve our Urban Forest
- I am a member of the Tree Team!    ● Other

Optional question (7 responses, 0 skipped)

**Q13** | **Other**

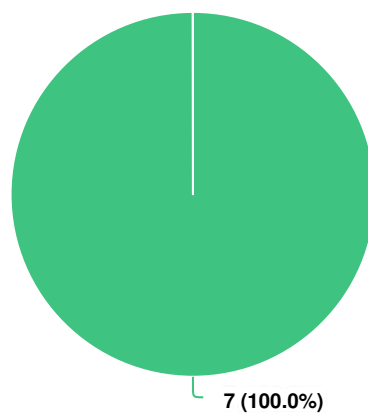
Anonymous

12/09/2018 07:28 PM

I am a property manager for our church and would like to understand how to manage trees on our property and on the City-owned streetscape.

**Optional question** (1 responses, 6 skipped)

**Q14** What is included in the Technical Tree Manual?



**Question options**

- All of the above

*Optional question (7 responses, 0 skipped)*



**Q15** That is correct. The manual includes all of the above. What do you think is the most important issue facing urban trees today?

Anonymous

12/06/2018 05:40 PM

Planting the wrong type of tree in the city. i.e. Oaks, English & Red.

Anonymous

12/08/2018 08:37 AM

Loss due to development of greenfields and to pests enabled by changing climate

Anonymous

12/09/2018 07:28 PM

Aging tree stock facing development pressure.

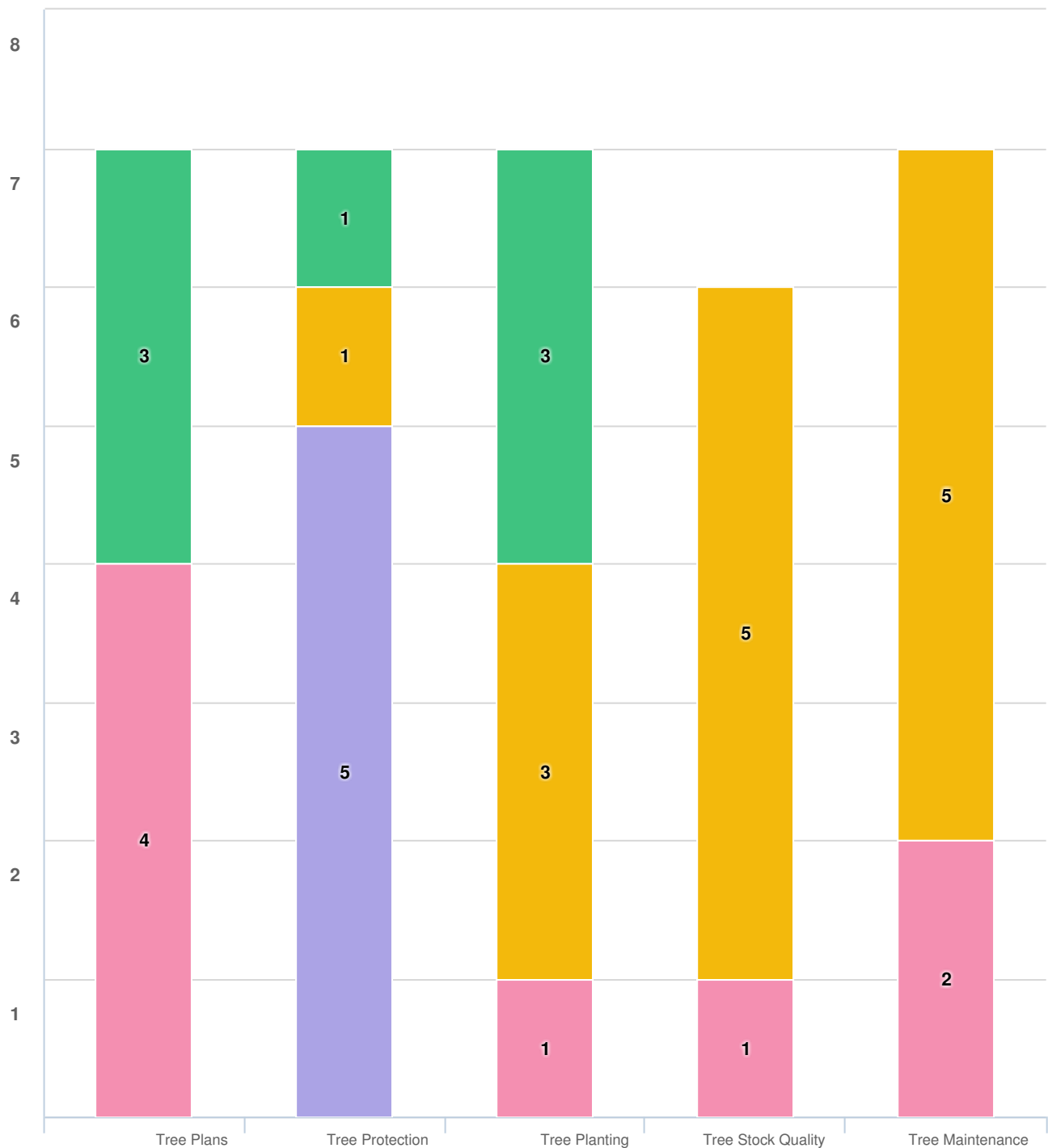
Anonymous

12/10/2018 02:38 PM

lack of retention and lenient compensation

**Optional question** (4 responses, 3 skipped)

**Q17 Which topic do you feel is most important for the following?**

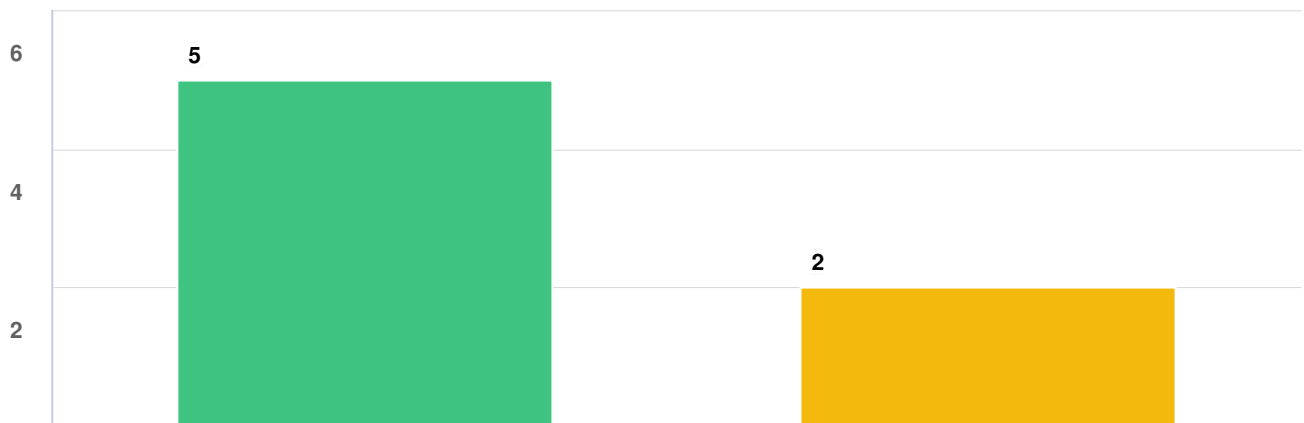


**Question options**

- Achieving increased canopy cover
- Ensuring plant survival
- Reduction of injury or damage to trees
- Urban forest resilience to threats (e.g. pests, disease)

*Optional question (7 responses, 0 skipped)*

**Q18** Do you have recommendations about the Technical Tree manual?



**Question options**

- Yes, I have read the manual and I would like to provide feedback about the Technical Tree Manual.
- I do not have feedback about the manual but I would like to provide some additional comments.

(7 responses, 0 skipped)

**Q19** | Do you have any thing else you would like to share with us?

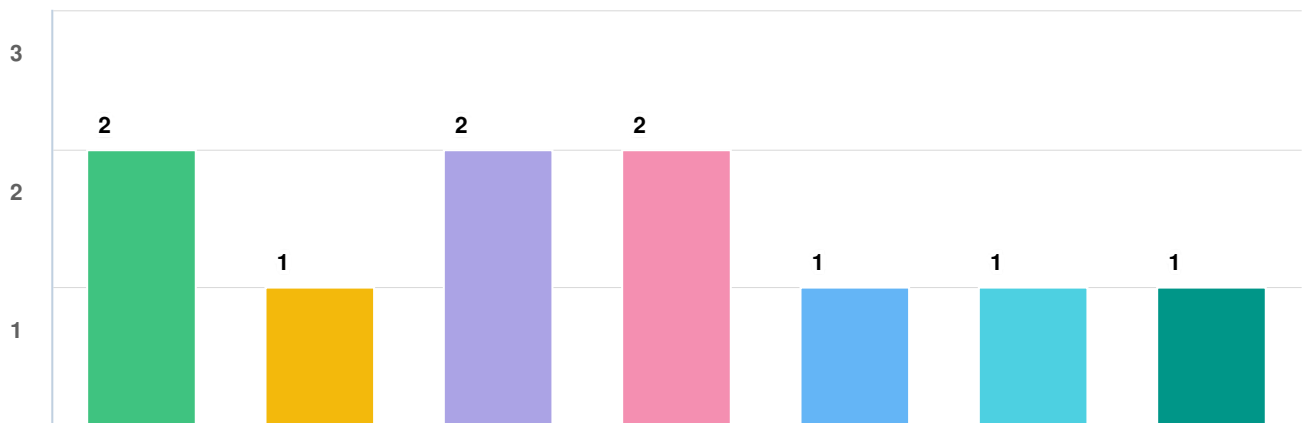
Anonymous

12/06/2018 05:40 PM

The list of trees that can be planted is to large. The trees should only be the disease, drought and low maintenance types.

**Optional question** (1 responses, 6 skipped)

**Q20** Which section(s) of the Technical Tree Manual is of most relevance to you?



**Question options**

- Policy context
- Tree related plans
- Protection
- Compensation
- Tree siting
- Tree planting
- Maintenance

*Optional question (4 responses, 3 skipped)*

**Q21 How satisfied are you with the following aspects of the TTM?**



**Question options**

Very satisfied Satisfied Neutral Dissatisfied Very dissatisfied

Optional question (7 responses, 0 skipped)

**Q22** | If you are not completely satisfied with any aspect of the manual please tell us how you feel it can be improved.

Anonymous

12/06/2018 07:51 AM

I did not see the terms "invasive" or "non-invasive" clearly defined in the manual or a list of the trees/shrubs to be considered as such. This seems significant as it impacts removals & compensation. I think the compensation requirements\section is well thought out and commendable. One specific comment: in Section "5.1.2. Area based canopy Compensation" wholesale value is not fully defined --> could refer to next section "5.1.4 Cash in Lieu" for method for determining value if this is the intention

Anonymous

12/08/2018 08:37 AM

In the parts i read, i did not see attention given to trees and shrubs as food sources for humans and wildlife (except for acknowledgment of wildlife habitat). Fruit and nut trees should be planted on public lands now to help provide food security into the future, when it will be more difficult and costly to import and ship food.

Anonymous

12/09/2018 07:28 PM

I think it would be useful to provide guidance on care of mature trees, in a similar manner to <https://rteetreecare.com/tree-maintenance/> (private but a good example of how to structure a readable section).

Anonymous

12/10/2018 02:38 PM

Include schedules (maps) of the areas the by-laws apply to (or this document applies to) within an appendix. Or highlight specific areas discussed (e.g., termite areas) On page 21 where soil compaction is discussed levels of protection and description of the over land usage may be more applicable. E.g. • LIGHT, Limited non-vehicular access: o non-woven geotextile fabric (e.g., landscape cloth), o 150mm of wood chips over the fabric area, and o installation of ½" plywood over wood chips. • MEDIUM, Moderate non-vehicular access: o medium weight non-woven geotextile fabric, o 100mm of granular clear stone over fabric area, o medium weight non-woven geotextile fabric over stone, o 150mm of wood chips over the fabric area, and o installation of ½" plywood over wood chips. • HEAVY, Frequent non-vehicular access OR long-term storage: o medium weight non-woven geotextile fabric, o three staked and joined courses of 4"x4" including cross-members or joists for structural integrity, o wood chips, and o installation of 2 layers of plywood (¾" or 1½") OR a steel plate over wood chips. • Access roads and heavier use will require a robust RZCP. This type of RZCP should be developed on a site-specific basis but may include any addition of the above and should focus on weight-dissipating materials or modular geocellular systems (e.g., Permavoid ArborRaft). Mulching should ideally extend as far as the dripline or beyond. Donut shape is acceptable but could also be 200mm at dripline and taper to 0cm at the base.

**Optional question** (4 responses, 3 skipped)

**Q23 | Are there parts of the manual you disagree with? If so, please let us know here and provide feedback on the change you would like to see.**

Anonymous

12/09/2018 07:28 PM

The manual notes: Where it is not possible to plant trees within the R.O.W., trees will be planted on private property set back 1.0m from property line, assuming no utility conflicts. Tree plantings proposed within a sidewalk area (e.g. downtown area) must have a minimum of 2.25 m<sup>2</sup> cut out permeable area (1.5 m x 1.5 m standard dimension). To me, that needs to be an ideal for new development but there should be a section noting that existing tree plantings must be replaced if needed by trees that will be hardy within existing cut-out sections.

Anonymous

12/10/2018 02:38 PM

I know that this is more related to the by-law, but on property, less than 0.2 hectares trees over 20 cm should still be protected. On Page 5 where it says species cases: species at risk in the box, it says that Butternut cannot be removed without authorization unless assessed as non-retainable. The statement sounds a bit misleading, as the activity that affects the tree or the habitat still has to be registered. To explain a bit more, Section 9 of the ESA includes prohibitions against activities such as killing, harming, or taking Butternut. Section 10 of the ESA includes prohibitions against damage or destruction of the habitat of Butternut. Provisions exist that allow for activities to take place that would otherwise contravene the ESA. Eligibility for activities that involve killing or harming Butternut depends on the category to which a tree is assigned (Category 1, 2, or 3) following a Butternut Health Assessment and the details of the proposed activity. Under Ontario Regulation 242/08, a Designated Butternut Health Assessor is required to complete the Butternut Health Assessment. If the client chooses to engage in an activity that may affect Butternut, the Butternut Health Assessment Report must be submitted to the appropriate MNRF District Manager. This report must be submitted a minimum of 30 days before registering an eligible activity under section 23.7 of Ontario Regulation 242/08. Depending on the outcome of the assessment, and should the client be interested in removing the Butternut, this website <https://www.ontario.ca/page/butternut-trees-your-property> summarizes the requirements that the project would be looking to achieve. Registration associated with the removal of a Butternut commits the proponent to meeting criteria of the registration, and the MNRF can audit the project during and after its execution. Compensation will be required. Trunk protection it should be noted that guards should be removed or updated/inspected yearly while in use. Planting, the wire basket or burlap should be completely discarded

Anonymous

12/13/2018 11:13 AM

I strongly object to 1. properties under 0.2 ha being exempt, and would be interested to know the total area that would include. I feel this issue requires further analysis and public debate. 2. The fact that developers have the option of compensating for tree removal with payment, and those funds not necessarily being used for replacement plantings. These two shortcomings result in an unacceptable risk of net canopy loss in the city, contrary to the



**Optional question** (3 responses, 4 skipped)

**Q24** | Is there any thing you feel we have not covered in the manual? Please provide suggestions on any specific areas you feel we have missed.

Anonymous

12/08/2018 08:37 AM

see comment above. Thanks for this thorough work!

Anonymous

12/09/2018 07:28 PM

See suggested improvement above.

Anonymous

12/10/2018 02:38 PM

On page 6 in the box, SNA is explained, but Natural Area and Wildlife crossings are not. The next box explains wildlife crossing but should be moved here (also in this blurb the section with signs, fencing, culverts, etc should include tunnels. Natural area should be defined here as well. The vegetation management items, it is nice that non-tree ecological communities are mentioned, but some things to consider is that an arborist will not necessarily understand the requirements of vegetation other than trees and an arborist is not also an ecologist. When it comes to anything other than the assessing of trees an arborist may not be the qualified person.

**Optional question** (3 responses, 4 skipped)

# Information Report

---



Service Area	Infrastructure, Development and Enterprise Services
Date	Friday, June 28, 2019
Subject	<b>Victoria Road North and Eastview Road – 'No Right Turn on Red' Restriction Removal</b>
Report Number	IDE-2019-65

---

## Executive Summary

### Purpose of Report

To provide information regarding the removal of the "No Right Turn on Red" signal restriction in place for westbound Eastview Road traffic at Victoria Road North.

### Key Findings

Based on collected traffic data, new amendments to the Highway Traffic Act (HTA) and an analysis to determine impacts to the roadway network, the "No Right Turn on Red" restriction is not achieving the desired results and will be removed.

### Financial Implications

The cost to remove the restrictions can be accommodated within the existing Operating Budgets intended for such work.

---

## Report

### Details

#### Background

In 2013, a petition was received by the Transportation Services division to review the feasibility of a "No Right Turn on Red" restriction for westbound traffic on Eastview Road at the intersection of Victoria Road North. The petition stated that residents on the east side of Victoria Road North, north of Eastview Road, experienced significant delays while entering and exiting their properties as a result of the amount of traffic on Victoria Road North.

Additionally, staff were advised of a concern with vehicles failing to yield the right-of-way to both the adult school crossing guard and pedestrians lawfully crossing Victoria Road North at Eastview Road. Specifically, the concern is that westbound vehicles were failing to yield the right-of-way or were blocking the east crosswalk (across Eastview Road).

---

Transportation Services staff do not support the installation of turn restrictions for the sole purpose of creating artificial gaps in traffic, as was requested by the residents' petition. However, the installation of a "No Right Turn on Red" restriction could be expected to result in fewer vehicles blocking the crosswalk as well as having the added benefit of increasing the number of gaps in traffic to aid with access to local driveways on Victoria Road North, north of Eastview Road.

Based on the above information, staff installed a "No Right Turn on Red" restriction in 2013 that is in effect between the hours of 7:00 – 9:00 a.m. and 3:00 – 6:00 p.m. Monday to Friday.

### **Community feedback and impact to neighbourhood streets**

The installation of the "No Right Turn on Red" restriction has led to concerns and feedback from the adjacent community that there has been an increase in cut through traffic using Glenburnie Drive and Greenview Street as a means of avoiding the "No Right Turn on Red" restriction during the hours it is in effect. An area map is included as Attachment 1 for details.

In response, staff completed a license plate trace study in 2016 and determined that an average of 30 percent of vehicles entering Glenburnie Drive when the "No Right Turn on Red" restriction is in effect are classified as cut through vehicles. This has also led to an increased number of complaints in the area with regards to vehicles speeds and volume on Glenburnie Drive.

Glenburnie Drive is classified as a local roadway, with a statutory speed limit of 50 km/h. To assess the concerns raised regarding vehicle speeds and volume, Automatic Traffic Recorders (ATRs) were installed in 2015. The data was collected over a 7 day period, 24 hours a day. The results of the data collection indicate that there are 670 vehicles in both north and south directions on Glenburnie Drive. The traffic volumes on Glenburnie Drive increased during the morning and evening peak periods when the right turns on red are prohibited at the intersection of Victoria Road North and Eastview Drive. The traffic volumes are typical for this type of road classification outside of the morning and evening peak periods when the restriction is in effect. The 85th percentile speed was measured to be 54 km/h. This is the speed at which 85 percent of the drivers recorded are traveling at or below.

Before and after studies were also conducted to determine the number of vehicle gaps, or breaks, in traffic that vehicles could use to access properties on Victoria Road North, north of Eastview Road. The results of the data collection yielded minimal differences in the number of vehicle gaps available before and after implementation of the "No Right Turn on Red" restriction. As well, significant development has occurred along Eastview Road which in general has increased the amount of traffic within the Glenburnie Drive area and surrounding community. This suggests that the implementation of the "No Right Turn on Red" restriction has not been as effective as originally thought in addressing the intent and that the neighbourhood growth may also play a factor.

### **Removal of the no right-turn on red restriction**

Recent updates to the Ontario Highway Traffic Act, through Bill 31 (January 2016), requires motorists to stop and yield the entire width of the roadway at a pedestrian

crossover, school crossing or other locations where there is an adult school crossing guard. This also applies to stop controlled and signalized intersections where an adult school crossing guard is present. Only when pedestrians and the adult school crossing guard have crossed and are safely on the sidewalk can drivers and cyclists proceed through any portion of the crosswalk. This reduces the conflict between turning vehicles and pedestrians lawfully crossing.

Traffic signal staff have reviewed the intersection capacity and signal timings and confirmed that the removal of the "No Right Turn on Red" restriction would have no impact on the level of service nor delay at the intersection of Victoria Road North and Eastview Road for both the a.m. and p.m. peak hour periods. Minor traffic signal timing adjustments can be implemented to mitigate any minor impacts resulting from the removal of the restriction without impacting the rest of the Victoria Road signal corridor.

All information will be communicated using the City's website and posted on social media platforms.

Information signage will be placed on Eastview Road in advance of the removal of the restriction to provide guidance to motorists.

## **Conclusion**

As a result of the negative impacts the "No Right Turn on Red" restriction has had on the adjacent neighbourhood streets, the recent amendments to the Ontario Highway Traffic Act (Bill 31 – January 2016) that improve the roadway crossing environment for pedestrians and the minimal impact to the overall intersection operation, Transportation Services staff will be removing the "No Right Turn on Red" restriction at Victoria Road North and Eastview Road. The restriction will be removed in early summer 2019 once the school year has finished. This will allow motorists the months of July and August 2019 to adjust to the removal prior to the start of the new school year. This will also give staff the opportunity to schedule follow up data collection to determine the impacts the removal of the "No Right Turn on Red" restriction has had on the adjacent neighbourhood.

## **Financial Implications**

The cost to remove the restrictions can be accommodated within the existing Operating Budgets intended for such work.

## **Consultations**

Brent Andreychuk, Corporate Analyst

## **Corporate Administrative Plan**

### **Overarching Goals**

Service Excellence

### **Service Area Operational Work Plans**

Our Services - Municipal services that make lives better

Our Resources - A solid foundation for a growing city

## Attachments

Attachment-1: Victoria Road North and Eastview Road, "No Right Turn on Red" Restriction Area Map

## Departmental Approval

Steve Anderson, Supervisor, Traffic Engineering

## Report Author

Lauren Short, Traffic Technologist II



---

### Approved By

Kealy Dedman, P.Eng., MPA  
General Manager/City Engineer  
Engineering and Transportation  
Services  
Infrastructure, Development and  
Enterprise Services  
519-822-1260 extension 2248  
[kealy.dedman@guelph.ca](mailto:kealy.dedman@guelph.ca)

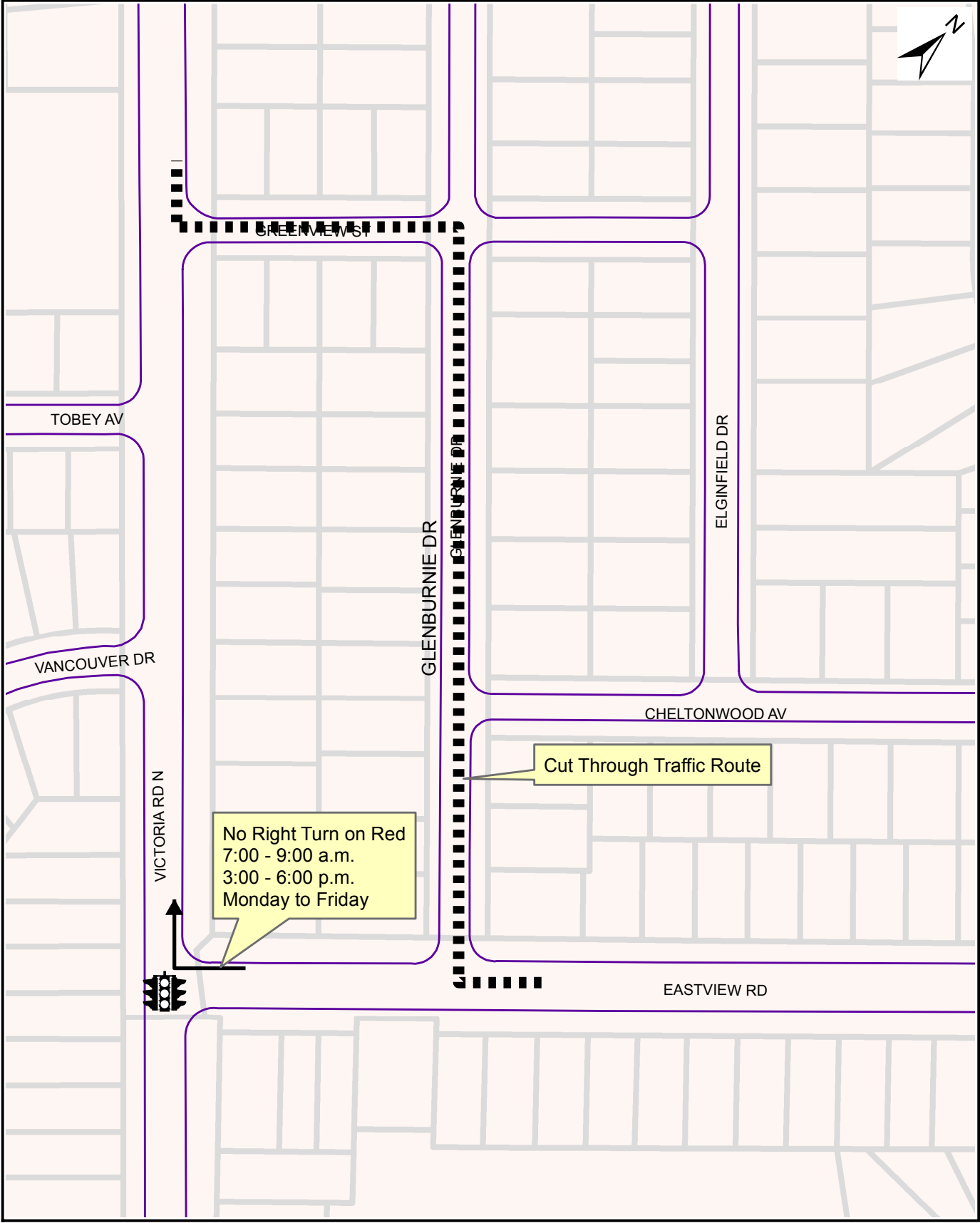


---

### Recommended By

Scott Stewart, C.E.T.  
Deputy Chief Administrative Officer  
Infrastructure, Development and  
Enterprise Services  
519-822-1260 extension 3445  
[scott.stewart@guelph.ca](mailto:scott.stewart@guelph.ca)

Attachment 1  
Victoria Road and Eastview Road  
No Right Turn on Red Restriction  
Area Map



Provincial/Federal Consultation Alert							
Title	Ministry	Consultation Deadline	Summary	Proposed Form of Input	Rationale	Lead	Link to Ministry Website
ERO#19-0184 Proposed changes to O.Reg. 82/98 under the Development Charges Act related to Schedule 3 of Bill 108 – More Homes, More Choice Act, 2019	Ministry of Municipal Affairs and Housing	August 21, 2019	A proposal to make changes to O. Reg. 82/98, under the <i>Development Charge Act, 1997</i> related to Schedule 3 of the <i>More Homes, More Choice Act, 2019</i> .	Written comments submitted through ERO.	This regulation has significant financial and operational implications to the City related to development charge revenues.	Corporate Finance	<a href="https://ero.ontario.ca/notice/019-0184">https://ero.ontario.ca/notice/019-0184</a>



Provincial/Federal Consultation Alert							
Title	Ministry	Consultation Deadline	Summary	Proposed Form of Input	Rationale	Lead	Link to Ministry Website
ERO#19-0183 Proposed new regulation pertaining to the community benefits authority under the Planning Act	Ministry of Municipal Affairs and Housing	August 21, 2019	A proposal to make a new regulation under the <i>Planning Act</i> to prescribe matters related to the community benefits authority and make a consequential amendment to an existing regulation under the Act.	Written comments submitted through ERO.	This regulation has significant financial and operational implications to the City and the way we do business.	Corporate Finance	<a href="https://ero.ontario.ca/notice/019-0183">https://ero.ontario.ca/notice/019-0183</a>

Provincial/Federal Consultation Alert							
Title	Ministry	Consultation Deadline	Summary	Proposed Form of Input	Rationale	Lead	Link to Ministry Website
Proposed new regulation and regulation changes under the Planning Act, including transition matters, related to Schedule 12 of Bill 108 - the More Homes, More Choice Act, 2019 – ERO 019-0181	Municipal Affairs and Housing	August 6, 2019	<p>The Province is considering making a new regulation and regulation changes, including transitional matters.</p> <p>Regulatory changes include:</p> <ol style="list-style-type: none"> <li>1. General Transitional Matters that set out rules for planning matters in-process at the time certain components of Schedule 12 to Bill 108 are proclaimed. The proposed transition regulation changes would provide certainty regarding the processing and decision-making on planning matters.</li> <li>Certain changes to the Planning Act through Schedule 12 to Bill 108 that are not addressed in the proposed transition regulation would apply immediately upon the coming into force of those changes.</li> <li>2. Community Planning Permit System as it relates to removing the ability to appeal the implementing by-law</li> <li>3. Additional Residential Unit Requirements and Standards as it relates to removing barriers to establishing additional residential units</li> <li>4. Housekeeping regulatory changes particularly as they relate to Inclusionary Zoning and requirements for notice</li> </ol>	Submission by ERO website	Rationale for proposed form of input is the short timeframe and the technical nature of the consultation documents.	Planning & Building Services	<a href="https://ero.ontario.ca/notice/019-0181">https://ero.ontario.ca/notice/019-0181</a>

Provincial/Federal Consultation Alert							
Title	Ministry	Consultation Deadline	Summary	Proposed Form of Input	Rationale	Lead	Link to Ministry Website
Proposed regulations under the <i>Local Planning Appeal Tribunal Act, 2017</i>	Attorney General	August 5, 2019	Transition regulations for matters currently before the LPAT and subject to current rules that will be replaced by new procedures introduced through the <i>More Homes, More Choice Act, 2019</i> .	Written comments submitted through ERR.	Transition regulations are required to deal with matters under the current system.	Legal, Realty and Court Services	<a href="#">Proposed Regulations under the Local Planning Appeal Tribunal Act, 2017</a>

June 21, 2019

Krista Friesen  
Ministry of the Environment, Conservation & Parks  
Resource Recovery Policy Branch  
40 St. Clair Avenue West, 8<sup>th</sup> floor  
Toronto ON M4V 1M2

Dear Ms. Friesen:

RE: **Proposed Regulations for Electrical and Electronic Equipment and Batteries under the *Resource Recovery and Circular Economy Act*, 2016 – ERO 019-0048**

The Corporation of the City of Guelph (the City) submits the following comments in response to the proposed regulations for recycling of electrical and electronic equipment (EEE) and batteries. The City appreciates the opportunity to provide comments on these regulations and recognizes their significance under the *Resource Recovery and Circular Economy Act*, 2016 (RRCEA).

The City endorses all comments collectively submitted to the Ministry by the Municipal Resource Recovery and Research Collaborative (M3RC), which includes the Association of Municipalities of Ontario (AMO), the City of Toronto, the Regional Public Works Commissioners of Ontario (RPWCO) and the Municipal Waste Association (MWA).

The City delivers an annual curbside battery collection program and operates an EEE and battery collection site at its Waste Resource Innovation Centre.

### **General Comments**

- The EEE regulations only stipulate a management requirement (i.e. efficiency standard) for two of the four EEE material categories (i.e. information technology, telecommunications & audio visual equipment). **The City strongly urges the Ministry to include a management requirement for the two remaining categories (i.e. large and small EEE equipment). The Ministry should hold all EEE material categories to the same collection and management standards.**
- The EEE regulations require producers to establish a minimum number of collection sites based on population size. Each collection site must accept all EEE material categories. **The City strongly urges the Ministry to create geographic targets for each of the four material categories. As an example - Producers should**

**not only focus on larger municipalities, such as Toronto, to meet their collection and management requirements. The Ministry should not marginalize smaller municipalities from resource recovery opportunities.**

- The proposed EEE regulation incentivizes producers to make consumer repair possible, by providing customers with repair information (at no cost), in addition to tools and parts (at no charge or on a cost recovery basis). **The Ministry should include a condition to reduce the complexity of the repair process and ensure that the customer can easily access the tools and parts (with limited inconvenience). The Ministry should also specify what they mean by 'cost recovery basis'.**
- The proposed EEE regulation incentivizes producers to make consumer repair possible and to offer extended warranties by reducing the recovery target in relation to their adoption of these initiatives. **These incentives only apply to EEE that falls into the category of information technology, telecommunications and audio-visual equipment. The Ministry should consider extending these incentives to the remaining three designated material categories (i.e. large equipment, lighting and small equipment). There should also be a mechanism that accurately accounts for 'items' that are repaired and remain in use vs. those added to the recovery target. The Ministry should be going beyond incentives and looking at circular economy procurement models such as products as a service.**
- The proposed EEE regulation incentivizes producers to use recycled glass and plastic in their manufacturing. **The Ministry should consider extending the incentive to all materials used in the product.**
- The proposed regulations for EEE and batteries state that every producer shall implement a promotion and education program. **The Ministry should consider requiring that all producers work together to advertise and brand their programs in a consistent manner. This should be the standard for all current and future RRCEA waste programs. For example, there should be one central webpage for all waste programs as a 'one-stop-shop' for customers.**
- **The regulations should include a clause pertaining to the reporting process for non-compliance issues. The process should be simple, accessible and advertised. As an example - How and where do municipalities and/or residents report issues of illegal dumping?**
- **The Ministry should consider providing more clarity around the EEE designated material categories. As an example - Are hair dryers, curling irons and flat irons considered electronic waste? A simpler definition may be all products with a cord or battery.**

Thank you for the opportunity to provide feedback on these draft regulations. We look forward to continued municipal involvement in waste management in Ontario.

Sincerely,

*Leah Holman for:*

**Scott Stewart  
Deputy Chief Administrative Officer  
Infrastructure, Development and Enterprise  
City of Guelph**

**T 519-822-1260 x 3599**

**E [scott.stewart@guelph.ca](mailto:scott.stewart@guelph.ca)**



# TOWNSHIP OF WARWICK

*"A Community in Action"*

6332 Nauvoo Road, R.R. #8, Watford, ON N0M 2S0

Township Office: (519) 849-3926 / 1-877-849-3926

Watford Arena: (519) 876-2808

Website: [www.warwicktownship.ca](http://www.warwicktownship.ca)

Works Department: (519) 849-3923

Fax: (519) 849-6136

E-mail: [info@warwicktownship.ca](mailto:info@warwicktownship.ca)

June 26, 2019

The Honourable Doug Downey, Attorney General of Ontario  
Ministry of the Attorney General  
720 Bay Street  
11<sup>th</sup> Floor  
Toronto, ON M7A 2S9

Dear Honourable Sir:

**Re: Resolution Regarding Enforcement for Safety on Family Farms**

Please be advised that Warwick Township Council adopted the following resolution at their regular meeting on June 17, 2019:

***WHEREAS agriculture is the second largest industry in Ontario, contributing \$13.7 billion annually to Ontario's GDP and is essential for putting food on the tables of millions of people here and around the world;***

***AND WHEREAS in recent months there has been a steady increase in harassment of farmers and livestock transporters by activists opposed to animal agriculture and the consumption of animals;***

***AND WHEREAS the protests have become blatantly illegal in nature with extremist groups trespassing onto private property, unlawfully entering into buildings and removing animals without fear of prosecution and even promoting and publishing their crimes on social media;***

***AND WHEREAS maintaining proper biosecurity is essential to ensure the health and well-being of the animals cared for on these agricultural operations;***

***AND WHEREAS the recent attacks on farmers homes and businesses have resulted in no criminal charges laid, leaving farmers feeling unprotected by the Ontario legal system and afraid for the welfare of themselves, their families, their employees and the animals they care for;***

***NOW THEREFORE BE IT RESOLVED THAT the Council for the Corporation of the Township of Warwick requests that Hon. Doug Downey work with his fellow MPP's and agricultural leaders to find a better way forward to ensure stronger enforcement of existing laws - or new legislation - to ensure the safety of Ontario's farm families, employees and animals;***

***AND BE IT FURTHER RESOLVED THAT this motion be circulated to Hon. Doug Downey, Ministry of the Attorney General, Hon. Doug Ford, Premier of Ontario, Hon. Sylvia Jones, Solicitor General and Hon. Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs and all Municipalities in the Province of Ontario, AMO, and ROMA.***

***- Carried.***

Yours truly,

A handwritten signature in dark ink, appearing to read 'A. Gubbels', written in a cursive style.

Amanda Gubbels  
Administrator/Clerk  
Township of Warwick

cc: The Honourable Doug Ford, Premier of Ontario  
The Honourable Sylvia Jones, Solicitor General  
The Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs  
All Ontario Municipalities  
Association of Municipalities of Ontario (AMO)  
Rural Ontario Municipal Association (ROMA)





## The Corporation of the Township of Tyendinaga

June 25, 2019

### **ROMA**

200 University Ave  
Suite 801  
Toronto, ON M5H 3C6

### **Attention-** Board of Directors

Dear Board Members:

RE: OGRA- Letter from President requesting support for the combination of OGRA and ROMA conferences.

Please be advised that the Council of the Township of Tyendinaga passed the following resolution at their meeting on May 21<sup>st</sup>, 2019.

**MOVED BY:** Deputy Reeve Adam Hannafin

**SECONDED BY:** Councillor Heather Lang

**Note-** Council has supported Petrolia Town Council's resolution regarding re-establishing of annual combined OGRA and ROMA Conference. This Council shares the same beliefs regarding the financial efficiencies and availability for participation of Council and staff to attend

**THEREFORE**, be it resolved that the Council of the Township of Tyendinaga support the original resolution passed at the OGRA AGM to re-establish a combined OGRA and ROMA Conference.

**AND THEREFORE**, that a letter be sent to the ROMA Board of Directors, outlining our support for a collaborative OGRA ROMA annual combined conference and that this letter of support be circulated to the Ontario Municipalities and the OGRA Board of Directors.

### **Brad Roach**

CAO (Chief Administrative Officer)

Clerk-Treasurer

**The Corporation of the Township of Tyendinaga**

859 Melrose Road, Shannonville, ON, K0K 3A0

(613) 396-1944 | [clerk@tyendinagatownship.com](mailto:clerk@tyendinagatownship.com)

[www.tyendinagatownship.com](http://www.tyendinagatownship.com)



## TOWNSHIP OF SOUTH FRONTENAC

4432 George St, Box 100  
Sydenham ON, K0H 2T0  
613-376-3027 Ext 2222 or 1-800-559-5862  
amaddocks@southfrontenac.net



June 24, 2019

### ONTARIO GOOD ROADS ASSOCIATION (OGRA)

1525 Cornwall Rd, Unit 22  
Oakville, Ontario  
L6J 0B2

#### **Attention: Board of Directors**

Dear Board Members:

#### **Re: ROMA/OGRA Combined Conference**

Please be advised that the Council of the Township of South Frontenac passed the following resolution at their meeting June 18, 2019:

That Council endorse the resolution passed by Petrolia Town Council regarding the re-establishment of an annual combined conference of the Ontario Good Roads Association (OGRA) and Rural Ontario Municipal Association (ROMA) and that a letter is sent to the ORMA Board of Directors and OGRA Board of Directors supporting the combined conference in the future.

**Carried.**

We look forward to receiving any updates on this matter.

Yours truly

A handwritten signature in cursive script that reads "Angela Maddocks".

Angela Maddocks  
Clerk

c.c. Town of Petrolia  
All Ontario Municipalities  
ROMA Board of Directors



## COMMITTEE OF ADJUSTMENT MINUTES

The Committee of Adjustment for the City of Guelph held its Regular Hearing on Thursday May 9, 2019 at 4:00 p.m. in Council Chambers, City Hall, with the following members present:

K. Ash, Chair  
S. Dykstra  
L. Janis  
K. Meads  
J. Smith

Regrets: D. Kendrick, Vice Chair  
D. Gundrum

Staff Present: D. Black, Council Committee Coordinator  
B. Bond, Zoning Inspector  
S. Daniel, Engineering Technologist  
T. Di Lullo, Secretary-Treasurer  
T. Hanna, Park Planner  
L. Sulatycki, Planner

### Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures.

### Approval of Minutes

Moved by J. Smith  
Seconded by K. Meads

THAT the Minutes from the April 25, 2019 Regular Meeting of the Committee of Adjustment, be approved as circulated.

CARRIED

### Requests for Withdrawal or Deferral

There were no requests.

### Current Applications

**Application: A-44/19**

**Owner: Mark Andrachuk and Leah Lefler**

**Agent:** Matt Jessup, M2 Contractors

**Location:** 31 Raglan Street

**In Attendance:** Matt Jessup  
Mark Andrachuk

Chair K. Ash questioned if the sign had been posted in accordance with Planning Act requirements and if the staff comments were received. Mr. M. Jessup, agent, responded that the sign was posted and comments were received.

No members of the public spoke.

Having considered whether or not the variance(s) requested are minor and desirable for the appropriate development and use of the land and that the general intent and purpose of the Zoning By-law and the Official Plan will be maintained, and that this application has met the requirements of Section 45(1) of the Planning Act, R.S.O. 1990, Chapter P.13 as amended,

Moved by S. Dykstra  
Seconded by L. Janis

THAT in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, variances from the requirements of Section 5.1.2.1, Table 5.1.2 Rows 7 and 6, Section 5.1.2.7 i), and Table 4.7 Row 12 of Zoning By-law (1995)-14864, as amended, for 31 Raglan Street,

- a) to permit the proposed addition to the existing dwelling to be located 1.92 metres from the left lot line, when the By-law requires a minimum side yard of 3 metres where a garage or carport is not provided or a parking space is not located a minimum of 6 metres from the street line and to the rear of the front wall of the main building;
- b) to permit the proposed addition to the existing dwelling to be located 0.75 metres from the right lot line, when the By-law requires a minimum side yard of 1.5 metres;
- c) to permit the existing enclosed front porch to be located 3.28 metres from the front lot line, when the By-law requires a minimum front yard of 6 metres or the average of the setbacks of the adjacent properties [being 4.04 metres]; and
- d) to permit the proposed new stairs to project 2.52 metres into the required front yard setback, when the By-law requires exterior stairs to project a maximum of 1.5 metres into the required front yard,

be **APPROVED**, subject to the following condition:

- 1. That the addition, enclosed front porch and new stairs be located in general accordance with the Public Notice sketch.

REASONS:

This application is approved, as it is the opinion of the Committee that, with the above noted condition of approval, this application meets all four tests under Section 45(1) of the Planning Act.

Any and all written submissions relating to this application that were made to the Committee of Adjustment before its decision and any and all oral submissions related to this application that were made at a public hearing, held under the Planning Act, have been, on balance, taken into consideration by the Committee of Adjustment as part of its deliberations and final decision on this matter.

CARRIED

**Application: A-45/19**  
**Owner: Shane Swantek and Bonnie Swantek**  
**Agent: N/A**  
**Location: 195 Dufferin Street**  
**In Attendance: Bonnie Swantek**  
**Shane Swantek**  
**Michael Kennedy**

Secretary-Treasurer T. Di Lullo noted that correspondence in support of the application was received after the comment deadline from the residents of 189 Dufferin Street. A copy of the correspondence was provided to the Committee members.

Chair K. Ash questioned if the sign had been posted in accordance with Planning Act requirements and if the staff comments were received. Mr. S. Swantek, owner, responded that the sign was posted and comments were received.

Mr. M. Kennedy, resident of 189 Dufferin Street, indicated he supported the application.

Having considered whether or not the variance(s) requested are minor and desirable for the appropriate development and use of the land and that the general intent and purpose of the Zoning By-law and the Official Plan will be maintained, and that this application has met the requirements of Section 45(1) of the Planning Act, R.S.O. 1990, Chapter P.13 as amended,

Moved by K. Meads  
Seconded by S. Dykstra

THAT in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, a variance from the requirements of Section 4.5.1.2 of Zoning By-law (1995)-14864, as amended, for 195 Dufferin Street, to permit the existing accessory structure (gazebo) to be located 0.4 metres from the right lot line, when the By-law requires that an accessory building or structure is not located within 0.6 metres of any lot line, be **APPROVED**, subject to the following condition:

1. That the existing accessory structure (gazebo) remain in the location and size as shown on the Public Notice sketch.

**REASONS:**

This application is approved, as it is the opinion of the Committee that, with the above noted condition of approval, this application meets all four tests under Section 45(1) of the Planning Act.

Any and all written submissions relating to this application that were made to the Committee of Adjustment before its decision and any and all oral submissions related to this application that were made at a public hearing, held under the Planning Act, have been, on balance, taken into consideration by the Committee of Adjustment as part of its deliberations and final decision on this matter.

**CARRIED**

**Application:**           **A-46/19**

**Owner:**               **Pamela Wakefield, Janet Reilly, Elaine Hill and Clark McDaniel**

**Agent:**               **Astrid Clos, Astrid J. Clos Planning**

**Location:**           **171-175 Dawson Road**

**In Attendance:**      **Astrid Clos**  
                              **Taylor McDaniel**

Chair K. Ash questioned if the sign had been posted in accordance with Planning Act requirements and if the staff comments were received. Ms. A. Clos, agent, responded that the sign was posted and comments were received.

No members of the public spoke.

Member S. Dykstra recommended that a condition be added requiring the parent vehicle sales establishment to be located within the City limits, as the applicant is proposing an additional permanent use.

Having considered whether or not the variance(s) requested are minor and desirable for the appropriate development and use of the land and that the general intent and purpose of the Zoning By-law and the Official Plan will be maintained, and that this application has met the requirements of Section 45(1) of the Planning Act, R.S.O. 1990, Chapter P.13 as amended,

Moved by     J. Smith  
Seconded by S. Dykstra

THAT in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, a variance from the requirements of Section 4.1.3.1 of Zoning By-law (1995)-14864, as amended, for 171-175 Dawson Road, to permit an off-street parking area associated with an off-site vehicle sales establishment with a maximum area of 4,364 square metres on the subject property, when the By-law

requires that every off-street parking area shall be located on the same lot as the use requiring the parking and shall not infringe on or obstruct any required loading spaces, be **APPROVED**, subject to the following conditions:

1. That the parking area for an off-site use be limited to the existing asphalt area as shown on the Public Notice sketch.
2. That the parent vehicle sales establishment be located within the boundaries of the City of Guelph.

**REASONS:**

This application is approved, as it is the opinion of the Committee that, with the above noted conditions of approval, this application meets all four tests under Section 45(1) of the Planning Act.

Any and all written submissions relating to this application that were made to the Committee of Adjustment before its decision and any and all oral submissions related to this application that were made at a public hearing, held under the Planning Act, have been, on balance, taken into consideration by the Committee of Adjustment as part of its deliberations and final decision on this matter.

**CARRIED**

**Application:**           **A-47/19**

**Owner:**               **Kathryn Constantopoulos**

**Agent:**               **John Thompson, Thompson Property Services Inc.**

**Location:**           **75 Martin Avenue**

**In Attendance:**      **John Thompson**

Chair K. Ash questioned if the sign had been posted in accordance with Planning Act requirements and if the staff comments were received. Mr. J. Thompson, agent, responded that the sign was posted and comments were received.

No members of the public spoke.

Having considered whether or not the variance(s) requested are minor and desirable for the appropriate development and use of the land and that the general intent and purpose of the Zoning By-law and the Official Plan will be maintained, and that this application has met the requirements of Section 45(1) of the Planning Act, R.S.O. 1990, Chapter P.13 as amended,

Moved by     K. Meads  
Seconded by  S. Dykstra

THAT in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, variances from the requirements of Sections 4.20.9,

4.20.10.2, and 4.20.11 of Zoning By-law (1995)-14864, as amended, for 75 Martin Avenue,

- a) to permit an existing fence height of 1.524 metres in the front yard (along Fairview Boulevard), when the By-law requires that within any residential zone any fence located in the front yard shall not exceed 0.8 metres in height;
- b) to permit an existing fence height of 2.44 metres in the exterior side yard (along Martin Avenue), when the By-law requires that within any residential zone, any fence located in the exterior side yard shall not exceed 1.9 metres in height from the midpoint of the main building to the rear property line and up to 0 metres from the street line; and
- c) to permit an existing fence height of 2.44 metres in the interior side yard, when the By-law requires that within any residential zone any fence located in the interior side yard shall not exceed 1.9 metres in height,

be **APPROVED**, subject to the following conditions:

- 1. The Owner(s) agrees to remove all vegetation and or trim, in the corner sight line triangle and be in compliance with Section 4.6.1 of the Zoning By-law within 90 days of this decision.
- 2. Within 60 days of this decision, the Owner(s) shall apply for an encroachment agreement, to the satisfaction of the City Solicitor, and obtain approval for the encroachment of all items within the City's right-of-way including, but not limited to, the existing stairs as shown on the site plan drawing.

**REASONS:**

This application is approved, as it is the opinion of the Committee that, with the above noted conditions of approval, this application meets all four tests under Section 45(1) of the Planning Act.

Any and all written submissions relating to this application that were made to the Committee of Adjustment before its decision and any and all oral submissions related to this application that were made at a public hearing, held under the Planning Act, have been, on balance, taken into consideration by the Committee of Adjustment as part of its deliberations and final decision on this matter.

CARRIED

**Application:** B-4/19  
**Owner:** Ian Jardine and Devon Scott-McBroom  
**Agent:** N/A  
**Location:** 116 Lemon Street  
**In Attendance:** Ian Jardine



Chair K. Ash questioned if the sign had been posted in accordance with Planning Act requirements and if the staff comments were received. Mr. I. Jardine, owner, responded that the sign was posted and comments were received.

No members of the public spoke.

Having had regard to the matters under Section 51(24) of the Planning Act, R.S.O. 1990, Chapter P.13 as amended, and having considered whether a plan of subdivision of the land in accordance with Section 51 of the said Act is necessary for the proper and orderly development of the land,

Moved by J. Smith

Seconded by K. Meads

THAT in the matter of an application under Section 53(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, consent for severance of Lot 3, Registered Plan 405, Part of Lot 6, Registered Plan 425, being Parts 1 and 2 of Reference Plan 61R-21099, currently known as 116 Lemon Street, a parcel with frontage along Lemon Street of 15.198 metres, a depth of 30.48 metres, and an area of 463.18 square metres, substantially in accordance with a sketch prepared by Black, Shoemaker, Robinson and Donaldson Limited dated December 8, 2017, known as project number 17-14-270-01-A, be **APPROVED**, subject to the following conditions:

1. That a site plan shall be submitted to, and approved by the General Manager of Planning and Building Services, prior to the issuance of a building permit for the new dwellings on the "severed" and "retained" parcels indicating the location and design of the new dwelling.
2. That prior to the issuance of a building permit, elevation and design drawings for the new dwellings on the "severed" and "retained" parcels shall be submitted to and approved by the General Manager of Planning and Building Services.
3. That prior to the issuance of the Certificate of Official, the existing house shall be demolished.
4. That prior to the issuance of the Certificate of Official, the Owner shall enter into an agreement with the City, registered on title, agreeing to satisfy the above noted conditions and to develop the site in accordance with the approved plans.
5. That the owner(s) agrees to pay the actual cost of the constructing of the service lateral to the proposed severed and retained lands including the cost of all restoration works within the City's right of way. The owner(s) agrees to pay the estimated cost of the works as determined by the General Manager/City Engineer being paid, prior to the issuance of a building permit.
6. That the owner provides a servicing plan, showing the lateral connections to the City's infrastructure for review and approval for both the severed lands and the retained lands, prior to issuance of the Certificate of Official.
7. That the owner(s) constructs the new dwellings at such an elevation that the lowest level of the building can be serviced with a gravity connection to the sanitary sewer.

8. That the owner provides a full grading plan for review and approval to City for both severed lands and the retained lands. The grading plan must be submitted prior to issuance of the Certificate of Official.
9. That the owner agrees to maintain the existing drainage patterns and agrees to convey existing drainage for adjacent lands.
10. That the owner provides a stormwater management brief for the severed and the retained parcels, prior to issuance of the Certificate of Official.
11. Prior to the issuance of any building permit, the owner(s) shall construct, install and maintain erosion and sediment control facilities, satisfactory to the General Manager/City Engineer.
12. The Owner shall be responsible for a payment in lieu of conveyance of parkland to the satisfaction of the Deputy CAO of Public Services or their designate, pursuant to s. 42 of the Planning Act and in accordance to the City's Parkland Dedication By-law (2019)-20366 as amended by (2019)-20380 or any successor thereof, prior to issuance of any building permits.
13. That all required fees and charges in respect of the registration of all documents required in respect of this approval and administration fee be paid, prior to the issuance of the Certificate of Official.
14. That the Secretary-Treasurer of the Committee of Adjustment be provided with a written undertaking from the applicant's solicitor, prior to the issuance of the Certificate of Official, that he/she will provide a copy of the registered instrument as registered in the Land Registry Office within two years of issuance of the Certificate of Official, or prior to the issuance of a building permit (if applicable), whichever occurs first.
15. That prior to the issuance of the Certificate of Official, a Reference Plan be prepared, deposited and filed with the Secretary-Treasurer which shall indicate the boundaries of the severed parcel, any easements/rights-of-way and building locations. The submission must also include a digital copy of the deposited Reference Plan (version ACAD 2010) which can be forwarded by email (cofa@guelph.ca).
16. That prior to the issuance of the Certificate of Official, the Secretary-Treasurer of the Committee of Adjustment be provided with a copy of the registered Application to Consolidate for the previous consent application on the subject property (File B-5/17).
17. That upon fulfilling and complying with all of the above-noted conditions, the documents to finalize and register the transaction be presented to the Secretary-Treasurer of the Committee of Adjustment along with the administration fee required for the issuance of the Certificate of Official.

REASONS:

This application is approved, as it is the opinion of the Committee that, with the above noted conditions of approval, this application meets the criteria of section 51(24) of the Planning Act to which all consent applications must adhere.

Any and all written submissions relating to this application that were made to the Committee of Adjustment before its decision and any and all oral submissions related to this application that were made at a public hearing, held under the Planning Act, have been, on balance, taken into consideration by the Committee of Adjustment as part of its deliberations and final decision on this matter.

CARRIED

**Application:**           **A-48/19**  
**Owner:**               **John Vanderheide and Monica Pease**  
**Agent:**               **N/A**  
**Location:**           **47 Tiffany Street West**  
**In Attendance:**      **John Vanderheide**

Chair K. Ash questioned if the sign had been posted in accordance with Planning Act requirements and if the staff comments were received. Mr. J. Vanderheide, owner, responded that the sign was posted and comments were received.

No members of the public spoke.

Member S. Dykstra recommended that a condition be added requiring the requested variance to be in accordance with the public notice, to ensure that the request does not extend further than what is identified.

Having considered whether or not the variance(s) requested are minor and desirable for the appropriate development and use of the land and that the general intent and purpose of the Zoning By-law and the Official Plan will be maintained, and that this application has met the requirements of Section 45(1) of the Planning Act, R.S.O. 1990, Chapter P.13 as amended,

Moved by     S. Dykstra  
Seconded by K. Meads

THAT in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, a variance from the requirements of Table 5.1.2 Row 7 of Zoning By-law (1995)-14864, as amended, for 47 Tiffany Street West, to permit the proposed replacement addition to the existing dwelling to be located 1.1 metres from the left lot line, when the By-law requires a minimum side yard of 1.5 metres, be **APPROVED**, subject to the following condition:

1. That the limit of the minor variance be generally in accordance with the Public Notice.

REASONS:

This application is approved, as it is the opinion of the Committee that, with the above noted condition of approval, this application meets all four tests under Section 45(1) of the Planning Act.

Any and all written submissions relating to this application that were made to the Committee of Adjustment before its decision and any and all oral submissions related to this application that were made at a public hearing, held under the Planning Act, have been, on balance, taken into consideration by the Committee of Adjustment as part of its deliberations and final decision on this matter.

CARRIED

**Applications:**            **B-5/19 and B-6/19**  
**Owner:**                **120 Huron Street GP Inc.**  
**Agent:**                **Heather Price, GSP Group**  
**Location:**            **120 Huron Street**  
**In Attendance:**      **Heather Price**  
                              **Rob Kozak**  
                              **Yvette Tendick**

Secretary-Treasurer T. Di Lullo noted that revised conditions from Park Planning staff were circulated to the members and to the agent.

Secretary-Treasurer T. Di Lullo indicated that correspondence provided by Bell Canada that was attached to the staff comments document contained a reference to installations over the subject lands. She indicated that Bell Canada has clarified that their infrastructure is actually underground.

Chair K. Ash questioned if the sign had been posted in accordance with Planning Act requirements and if the staff comments were received. Ms. H. Price, agent, responded that the sign was posted and comments were received.

Ms. H. Price briefly explained the application and indicated that she had spoke with residents to address any concerns about the applications.

No members of the public spoke.

File B-5/19

Having had regard to the matters under Section 51(24) of the Planning Act, R.S.O. 1990, Chapter P.13 as amended, and having considered whether a plan of subdivision of the land in accordance with Section 51 of the said Act is necessary for the proper and orderly development of the land,

Moved by      K. Meads  
Seconded by   L. Janis

THAT in the matter of an application under Section 53(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, consent for severance of Part of Lots 1 and 2, Range 2, Division 'F', being Part 1 of Reference Plan 61R-4274, currently known as 120 Huron Street, an irregularly shaped parcel with frontage along Huron Street of 135.6 metres, substantially in accordance with a sketch prepared by ACI Survey Consultants, dated April 11, 2019, known as project number 18-42-006-00, as well as consent to create a 6 to 7 metre wide easement for vehicular circulation on the severed lot in favour of the retained lot, be **APPROVED**, subject to the following conditions:

1. Prior to the issuance of the Certificate of Official, the Owner shall enter into a conditional Purchase and Sale Agreement to the satisfaction of the City, for the site known as 104 Oliver Street (legally described as Lot 29, Plan 244, City of Guelph) which is to be sold as an improved parkland parcel. The Agreement of Purchase and Sale will be conditional on the approval of Guelph City Council.
2. Prior to the issuance of the building permit, the Owner shall be responsible for conveyance of parkland to the satisfaction of the City, pursuant to s. 42, 51.1 and s. 53(13) of the Planning Act, the City's Parkland Dedication By-law (2019)-20366 as amended by (2019)-20380 or any successor thereof, and in accordance with the Official Plan policies.
3. Prior to the issuance of the building permit, the Owner shall provide to the City, a satisfactory narrative appraisal report prepared for The Corporation of the City of Guelph for the purposes of calculating the amount for payment in lieu of conveyance of parkland pursuant to s.42, 51.1 and s.53(13) of the Planning Act. The narrative appraisal report shall be prepared by a qualified appraiser who is a member in good standing of the Appraisal Institute of Canada, and shall be subject to the review and approval of the City.
4. That all required fees and charges in respect of the registration of all documents required in respect of this approval and administration fee be paid, prior to the issuance of the Certificate of Official.
5. That the Secretary-Treasurer of the Committee of Adjustment be provided with a written undertaking from the applicant's solicitor, prior to the issuance of the Certificate of Official, that he/she will provide a copy of the registered instrument as registered in the Land Registry Office within two years of issuance of the Certificate of Official, or prior to the issuance of a building permit (if applicable), whichever occurs first.
6. That prior to the issuance of the Certificate of Official, a Reference Plan be prepared, deposited and filed with the Secretary-Treasurer which shall indicate the boundaries of the severed parcel, any easements/rights-of-way and building locations. The submission must also include a digital copy of the deposited Reference Plan (version ACAD 2010) which can be forwarded by email (cofa@guelph.ca).
7. That upon fulfilling and complying with all of the above-noted conditions, the documents to finalize and register the transaction be presented to the Secretary-Treasurer of the Committee of Adjustment along with the administration fee required for the issuance of the Certificate of Official.

REASONS:

This application is approved, as it is the opinion of the Committee that, with the above noted conditions of approval, this application meets the criteria of section 51(24) of the Planning Act to which all consent applications must adhere.

Any and all written submissions relating to this application that were made to the Committee of Adjustment before its decision and any and all oral submissions related to this application that were made at a public hearing, held under the Planning Act, have been, on balance, taken into consideration by the Committee of Adjustment as part of its deliberations and final decision on this matter.

CARRIED

File B-6/19

Having had regard to the matters under Section 51(24) of the Planning Act, R.S.O. 1990, Chapter P.13 as amended, and having considered whether a plan of subdivision of the land in accordance with Section 51 of the said Act is necessary for the proper and orderly development of the land,

Moved by K. Meads  
Seconded by L. Janis

THAT in the matter of an application under Section 53(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, consent to create a 2 to 3 metre wide easement for maintenance and protection of the existing telecommunication infrastructure on the retained lands in favour of Bell Canada, over Part of Lots 1 and 2, Range 2, Division 'F', being Part 1 of Reference Plan 61R-4274, currently known as 120 Huron Street, substantially in accordance with a sketch prepared by ACI Survey Consultants, dated April 11, 2019, known as project number 18-42-006-00, be **APPROVED**, subject to the following conditions:

1. Prior to the issuance of the Certificate of Official, the Owner shall enter into a conditional Purchase and Sale Agreement to the satisfaction of the City, for the site known as 104 Oliver Street (legally described as Lot 29, Plan 244, City of Guelph) which is to be sold as an improved parkland parcel. The Agreement of Purchase and Sale will be conditional on the approval of Guelph City Council.
2. Prior to the issuance of the building permit, the Owner shall be responsible for conveyance of parkland to the satisfaction of the City, pursuant to s. 42, 51.1 and s. 53(13) of the Planning Act, the City's Parkland Dedication By-law (2019)-20366 as amended by (2019)-20380 or any successor thereof, and in accordance with the Official Plan policies.
3. Prior to the issuance of the building permit, the Owner shall provide to the City, a satisfactory narrative appraisal report prepared for The Corporation of the City of Guelph for the purposes of calculating the amount for payment in lieu of conveyance of parkland pursuant to s.42, 51.1 and s.53(13) of the Planning Act. The narrative appraisal report shall be prepared by a qualified appraiser who is a

member in good standing of the Appraisal Institute of Canada, and shall be subject to the review and approval of the City.

4. That all required fees and charges in respect of the registration of all documents required in respect of this approval and administration fee be paid, prior to the issuance of the Certificate of Official.
5. That the Secretary-Treasurer of the Committee of Adjustment be provided with a written undertaking from the applicant's solicitor, prior to the issuance of the Certificate of Official, that he/she will provide a copy of the registered instrument as registered in the Land Registry Office within two years of issuance of the Certificate of Official, or prior to the issuance of a building permit (if applicable), whichever occurs first.
6. That prior to the issuance of the Certificate of Official, a Reference Plan be prepared, deposited and filed with the Secretary-Treasurer which shall indicate the boundaries of the severed parcel, any easements/rights-of-way and building locations. The submission must also include a digital copy of the deposited Reference Plan (version ACAD 2010) which can be forwarded by email (cofa@guelph.ca).
7. That upon fulfilling and complying with all of the above-noted conditions, the documents to finalize and register the transaction be presented to the Secretary-Treasurer of the Committee of Adjustment along with the administration fee required for the issuance of the Certificate of Official.

REASONS:

This application is approved, as it is the opinion of the Committee that, with the above noted conditions of approval, this application meets the criteria of section 51(24) of the Planning Act to which all consent applications must adhere.

Any and all written submissions relating to this application that were made to the Committee of Adjustment before its decision and any and all oral submissions related to this application that were made at a public hearing, held under the Planning Act, have been, on balance, taken into consideration by the Committee of Adjustment as part of its deliberations and final decision on this matter.

CARRIED

Staff Announcements

None.

Adjournment

Moved by L. Janis  
Seconded by J. Smith

THAT the hearing of the Committee of Adjustment be adjourned at 4:42 p.m.

CARRIED

K. Ash  
Chair

T. Di Lullo  
Secretary-Treasurer





## **COMMITTEE OF ADJUSTMENT MINUTES**

The Committee of Adjustment for the City of Guelph held its Regular Hearing on Thursday June 13, 2019 at 4:00 p.m. in Council Chambers, City Hall, with the following members present:

K. Ash, Chair  
D. Kendrick, Vice Chair  
S. Dykstra  
D. Gundrum  
L. Janis  
K. Meads  
J. Smith

Staff Present: B. Bond, Zoning Inspector  
S. Daniel, Engineering Technologist  
J. da Silva, Council Committee Assistant  
T. Di Lullo, Secretary-Treasurer  
S. Robinson, Heritage Planner  
L. Sulatycki, Planner  
A. Watts, Planner

### Disclosure of Pecuniary Interest and General Nature Thereof

Member J. Smith declared an interest with respect to minor variance files A-57/19 and A-58/19 (9 and 11 Cork Street West) as he is also a member of the Heritage Guelph committee which is evaluating the 11 Cork Street request at its July 8, 2019 meeting.

Member J. Smith left the hearing at 4:03 p.m.

### Approval of Minutes

Moved by S. Dykstra  
Seconded by D. Gundrum

THAT the Minutes from the May 9, 2019 Regular Meeting of the Committee of Adjustment, be approved as circulated.

CARRIED

### Requests for Withdrawal or Deferral

There were no requests.

Current Applications

**Applications:**           **A-57/19 and A-58/19**

**Owner:**               **Michael Finoro and Maria Finoro**

**Agent:**               **Brian McCulloch, James Fryett Architect Inc.**

**Location:**           **9 and 11 Cork Street West**

**In Attendance:**

<b>B. McCulloch</b>	<b>A. Gajerski-Cauley</b>
<b>J. Buisman</b>	<b>M. Dean</b>
<b>M. Finoro</b>	<b>R. East</b>
<b>S. Watson</b>	<b>V. Zimmermann</b>
<b>J. Parkyn</b>	
<b>L. Grist</b>	

Secretary-Treasurer T. Di Lullo noted that correspondence was received after the comment deadline from S. Watson, with concerns about the application. A copy of the correspondence was provided to the members.

Chair K. Ash questioned if the sign had been posted in accordance with Planning Act requirements and if the staff comments were received. B. McCulloch, agent, responded that the sign was posted and comments were received.

B. McCulloch explained the application and displayed drawings showing the proposed views to and from the church.

S. Watson indicated she felt the applications should be dealt with by City Council due to the community impact and the need for greater public input and notice. She noted that two signs were posted in front of 11 Cork Street West and none in front of 9 Cork Street West. She expressed concerns that the applications could set a precedent, and the lack of involvement with the Heritage Guelph committee. She requested the Committee refer the applications to City Council or defer to allow Heritage Guelph to provide input.

J. Parkyn, resident of Cambridge Street, expressed concerns with the height of the proposed building and the impact on the view of the downtown.

L. Grist, resident, expressed concerns about the lack of community consultation, the quality of drawings, and suggested that the applications be deferred to allow Heritage Guelph to provide their opinion.

A. Gajerski-Cauley, resident, expressed concerns about protecting heritage buildings and the ability for policies to not be followed by developers.

M. Dean, resident, expressed concerns about protecting heritage buildings and the potential for the church to be surrounded by tall buildings and the view to be gradually eroded.

R. East, resident, commented on the lack of advance notice, impact on the greater community, and the importance of enforcing the Zoning By-law.

V. Zimmermann, resident of Glasgow Street, expressed concerns about the importance of protecting the view of the church and the lack of advance notice.

J. Buisman, surveyor for the project, indicated that he has been working with staff to protect the view and indicated that the view is not being hindered further than what is already existing due to the existing museum roof.

Moved by D. Kendrick  
Seconded by L. Janis

THAT Applications A-57/19 and A-58/19 for 9 and 11 Cork Street West, be **DEFERRED** sine die, and in accordance with the Committee's policy on an applications deferred sine die, that the applications will be considered to be withdrawn if not dealt with within 12 months of deferral and that the deferral fee be paid prior to reconsideration of the applications.

CARRIED

Member J. Smith returned to the hearing at 4:59 p.m.

**Application: A-49/19**  
**Owner: Thomasfield Homes Limited**  
**Agent: Astrid Clos, Astrid J. Clos Planning Consultants**  
**Location: 247 Gosling Gardens**  
**In Attendance: A. Clos**  
**J. McLellan**

Chair K. Ash questioned if the sign had been posted in accordance with Planning Act requirements and if the staff comments were received. A. Clos, agent, responded that the sign was posted and comments were received.

A. Clos outlined the application. J. McLellan, representative from ABA Architects, showed an elevation drawing and clarified the variance requests.

No members of the public spoke.

Having considered whether or not the variance(s) requested are minor and desirable for the appropriate development and use of the land and that the general intent and purpose of the Zoning By-law and the Official Plan will be maintained, and that this application has met the requirements of Section 45(1) of the Planning Act, R.S.O. 1990, Chapter P.13 as amended,

Moved by J. Smith  
Seconded by S. Dykstra

THAT in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, variances from the requirements of Table 5.4.2 Rows 8

and 18, Sections 5.4.3.1.46.1.5, 4.16.2, 5.4.2.4.1, 4.13.3.2.2, and 4.13.6 of Zoning By-law (1995)-14864, as amended, for 247 Gosling Gardens,

- a) to permit a left side yard of 8.1 metres, when the By-law requires a minimum side yard equal to one-half the building height, but not less than 3 metres [being of 9.1 metres];
- b) to permit a floor space index of 1.8, when the By-law requires a floor space index of 1;
- c) to permit a maximum building height of 5 storeys, when the By-law requires a maximum building height of 4 storeys;
- d) to permit an angular plane of 58 degrees from Gosling Gardens and Poppy Drive, when the By-law requires that in addition to maximum building height, in certain zones, angular planes are required in determining maximum building height, maximum of 45 degrees from a street;
- e) to permit a minimum common amenity area of 979.5 square metres, when the By-law requires a minimum common amenity area of not less than 30 square metres per dwelling unit for each unit up to 20 and for each additional dwelling unit, not less than 20 square metres shall be provided [total of 1,040 square metres required];
- f) to permit minimum parking space dimensions within a garage of 2.75 metres by 5.5 metres, when the By-law requires minimum parking space dimensions within a garage of 3 metres by 6 metres; and
- g) to permit a minimum of 11 visitor parking spaces to be provided, when the By-law requires a minimum of 20% of the calculated total required number of parking spaces shall be provided for the use of visitors to a residential building [minimum of 12 off-street visitor parking spaces required],

be **APPROVED**.

**REASONS:**

This application is approved, as it is the opinion of the Committee that this application meets all four tests under Section 45(1) of the Planning Act.

Any and all written submissions relating to this application that were made to the Committee of Adjustment before its decision and any and all oral submissions related to this application that were made at a public hearing, held under the Planning Act, have been, on balance, taken into consideration by the Committee of Adjustment as part of its deliberations and final decision on this matter.

CARRIED

**Application:**            **A-50/19**

**Owner:**                **Muhammad Khan and Farhana Khan**

**Agent:**                **N/A**

**Location: 97 Drone Crescent**

**In Attendance: M. Khan**

Chair K. Ash questioned if the sign had been posted in accordance with Planning Act requirements and if the staff comments were received. M. Khan, owner, responded that the sign was posted and comments were received.

M. Khan briefly outlined the application.

No members of the public spoke.

Member S. Dykstra recommended that a condition be added requiring the requested variance to be generally in conformance with the public notice sketch.

Having considered whether or not the variance(s) requested are minor and desirable for the appropriate development and use of the land and that the general intent and purpose of the Zoning By-law and the Official Plan will be maintained, and that this application has met the requirements of Section 45(1) of the Planning Act, R.S.O. 1990, Chapter P.13 as amended,

Moved by K. Meads  
Seconded by S. Dykstra

THAT in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, a variance from the requirements of Table 4.7 Row 1 of Zoning By-law (1995)-14864, as amended, for 97 Drone Crescent, to permit a right side yard setback of 0.42 metres for the existing 1.4 square metre uncovered porch, when the By-law requires a minimum side yard setback of 0.6 metres for an uncovered porch not more than 1.2 metres above finished grade, be **APPROVED**, subject to the following condition:

1. That the location of the porch (landing) be generally in conformance with the public notice sketch.

**REASONS:**

This application is approved, as it is the opinion of the Committee that, with the above noted condition of approval, this application meets all four tests under Section 45(1) of the Planning Act.

Any and all written submissions relating to this application that were made to the Committee of Adjustment before its decision and any and all oral submissions related to this application that were made at a public hearing, held under the Planning Act, have been, on balance, taken into consideration by the Committee of Adjustment as part of its deliberations and final decision on this matter.

CARRIED

**Application:**           **A-51/19**

**Owner:**               **David Campbell and Nicola Campbell**

**Agent:**               **David White, Royal City Nursery**

**Location:**           **54 Bennett Avenue**

**In Attendance:**      **D. White**  
                              **D. Campbell**  
                              **N. Campbell**

Chair K. Ash questioned if the sign had been posted in accordance with Planning Act requirements and if the staff comments were received. D. White, agent, responded that the sign was posted and comments were received. D. White explained the application.

No members of the public spoke.

Member S. Dykstra recommended that a condition be added requiring that the fence be located in general conformance with the public notice sketch.

Having considered whether or not the variance(s) requested are minor and desirable for the appropriate development and use of the land and that the general intent and purpose of the Zoning By-law and the Official Plan will be maintained, and that this application has met the requirements of Section 45(1) of the Planning Act, R.S.O. 1990, Chapter P.13 as amended,

Moved by      S. Dykstra  
Seconded by   K. Meads

THAT in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, a variance from the requirements of Section 4.20.9 of Zoning By-law (1995)-14864, as amended, for 54 Bennett Avenue, to permit a fence height of 1.9 metres in the front yard, when the By-law requires that, within any residential zone, any fence located in the front yard shall not exceed 0.8 metres in height, be **APPROVED**, subject to the following condition:

1. That the fence be located in general conformance with the public notice sketch.

**REASONS:**

This application is approved, as it is the opinion of the Committee that, with the above noted condition of approval, this application meets all four tests under Section 45(1) of the Planning Act.

Any and all written submissions relating to this application that were made to the Committee of Adjustment before its decision and any and all oral submissions related to this application that were made at a public hearing, held under the Planning Act, have been, on balance, taken into consideration by the Committee of Adjustment as part of its deliberations and final decision on this matter.

CARRIED

**Application:**           **A-52/19**

**Owner:**               **Annamaria Bartolomucci and Maria Bartolomucci**

**Agent:**               **N/A**

**Location:**           **58 Memorial Crescent**

**In Attendance:**      **A. Bartolomucci**  
                              **J. Sammy**  
                              **R. Puim**

Secretary-Treasurer T. Di Lullo noted that correspondence was received after the comment deadline from C. Logie and D. Billingsley, with concerns about the application. A copy of the correspondence was provided to the members.

Chair K. Ash questioned if the sign had been posted in accordance with Planning Act requirements and if the staff comments were received. A. Bartolomucci, owner, responded that the sign was posted and comments were received.

A. Bartolomucci briefly explained the application.

J. Sammy, resident on Memorial Crescent, expressed concerns about the large amount of existing traffic on the street and visibility concerns for small children to see over the fence when crossing the street. She suggested a chain link fence to avoid visibility issues.

R. Puim, resident on Memorial Crescent, indicated that the street is used for children to access the nearby park and expressed concerns that the proposed fence would limit childrens' ability to see down the street when crossing the road.

Member S. Dykstra recommended a condition be added requiring the location of the fence to be in general compliance with the public notice sketch.

Having considered whether or not the variance(s) requested are minor and desirable for the appropriate development and use of the land and that the general intent and purpose of the Zoning By-law and the Official Plan will be maintained, and that this application has met the requirements of Section 45(1) of the Planning Act, R.S.O. 1990, Chapter P.13 as amended,

Moved by       S. Dykstra  
Not seconded

THAT in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, a variance from the requirements of Section 4.20.9 of Zoning By-law (1995)-14864, as amended, for 58 Memorial Crescent, to permit a fence height of 1.83 metres in the front yard, when the By-law requires that, within any residential zone, any fence located in the front yard shall not exceed 0.8 metres in height, be **APPROVED**, subject to the following condition:

1. That the fence be setback a minimum of 1.5 metres from the front property line.

2. That the location of the fence be in general compliance with the public notice sketch.

NOT CARRIED

The motion to approve with conditions was not carried as there was no seconder.

Moved by D. Kendrick  
Seconded by K. Meads

THAT in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, a variance from the requirements of Section 4.20.9 of Zoning By-law (1995)-14864, as amended, for 58 Memorial Crescent, to permit a fence height of 1.83 metres in the front yard, when the By-law requires that, within any residential zone, any fence located in the front yard shall not exceed 0.8 metres in height, be **REFUSED**.

REASONS:

This application is refused, as it is the opinion of the Committee that this application does not meet all four tests under Section 45(1) of the Planning Act.

Any and all written submissions relating to this application that were made to the Committee of Adjustment before its decision and any and all oral submissions related to this application that were made at a public hearing, held under the Planning Act, have been, on balance, taken into consideration by the Committee of Adjustment as part of its deliberations and final decision on this matter.

CARRIED

**Application:** A-53/19  
**Owner:** 922444 Ontario Ltd.  
**Agent:** John Rocchetta, The Beat Goes On  
**Location:** 23 Wellington Road East, Unit #14  
**In Attendance:** J. Rocchetta

Chair K. Ash questioned if the sign had been posted in accordance with Planning Act requirements and if the staff comments were received. J. Rocchetta, agent, responded that the sign was posted and comments were received.

J. Rocchetta briefly explained the application.

No members of the public spoke.

Having considered whether or not the variance(s) requested are minor and desirable for the appropriate development and use of the land and that the general intent and purpose of the Zoning By-law and the Official Plan will be maintained, and that this



application has met the requirements of Section 45(1) of the Planning Act, R.S.O. 1990, Chapter P.13 as amended,

Moved by D. Kendrick  
Seconded by D. Gundrum

THAT in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, a variance from the requirements of Section 6.4.3.1.2.1 of Zoning By-law (1995)-14864, as amended, for 23 Wellington Road East, Unit #14, to permit a 81.66 square metre retail establishment, when the By-law does not permit a retail establishment within the uses of the SC.1-2 zone, be **APPROVED**.

REASONS:

This application is approved, as it is the opinion of the Committee that this application meets all four tests under Section 45(1) of the Planning Act.

Any and all written submissions relating to this application that were made to the Committee of Adjustment before its decision and any and all oral submissions related to this application that were made at a public hearing, held under the Planning Act, have been, on balance, taken into consideration by the Committee of Adjustment as part of its deliberations and final decision on this matter.

CARRIED

**Application:** A-55/19  
**Owner:** Natalie Hearn  
**Agent:** N/A  
**Location:** 31 Barton Street  
**In Attendance:** N. Gouws  
N. McLellan

Chair K. Ash questioned if the sign had been posted in accordance with Planning Act requirements and if the staff comments were received. N. McLellan, representative of the owner, responded that the sign was posted and comments were received.

N. McLellan briefly explained the application.

No members of the public spoke.

Having considered whether or not the variance(s) requested are minor and desirable for the appropriate development and use of the land and that the general intent and purpose of the Zoning By-law and the Official Plan will be maintained, and that this application has met the requirements of Section 45(1) of the Planning Act, R.S.O. 1990, Chapter P.13 as amended,

Moved by K. Meads  
Seconded by J. Smith

THAT in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, a variance from the requirements of Section 4.13.2.1 of Zoning By-law (1995)-14864, as amended, for 31 Barton Street, to permit the required off-street parking space to be located to the front of the front wall of the dwelling, when the By-law requires that in a R.1 zone, every required parking space shall be located a minimum distance of 6 metres from the street line and to the rear of the front wall of the main building, be **APPROVED**.

**REASONS:**

This application is approved, as it is the opinion of the Committee that this application meets all four tests under Section 45(1) of the Planning Act.

Any and all written submissions relating to this application that were made to the Committee of Adjustment before its decision and any and all oral submissions related to this application that were made at a public hearing, held under the Planning Act, have been, on balance, taken into consideration by the Committee of Adjustment as part of its deliberations and final decision on this matter.

CARRIED

**Application:**           **A-54/19**  
**Owner:**               **Upper Grand District School Board**  
**Agent:**               **N/A**  
**Location:**           **72 Lemon Street**  
**In Attendance:**      **J. Passy**

Chair K. Ash questioned if the sign had been posted in accordance with Planning Act requirements and if the staff comments were received. J. Passy, representative of the Upper Grand District School Board, responded that the sign was posted and comments were received.

J. Passy briefly explained the purpose of the application.

No members of the public spoke.

Having considered whether or not the variance(s) requested are minor and desirable for the appropriate development and use of the land and that the general intent and purpose of the Zoning By-law and the Official Plan will be maintained, and that this application has met the requirements of Section 45(1) of the Planning Act, R.S.O. 1990, Chapter P.13 as amended,

Moved by     J. Smith  
Seconded by K. Meads

THAT in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, a variance from the requirements of Section 4.5.1 of

Zoning By-law (1995)-14864, as amended, for 72 Lemon Street, to permit the 5.76 square metre accessory structure (playground toy storage) in the front yard, when the By-law requires that an accessory building or structure may occupy a yard other than a front yard, be **APPROVED**.

REASONS:

This application is approved, as it is the opinion of the Committee that this application meets all four tests under Section 45(1) of the Planning Act.

Any and all written submissions relating to this application that were made to the Committee of Adjustment before its decision and any and all oral submissions related to this application that were made at a public hearing, held under the Planning Act, have been, on balance, taken into consideration by the Committee of Adjustment as part of its deliberations and final decision on this matter.

CARRIED

**Application:**           **A-56/19**  
**Owner:**               **1887278 Ontario Inc.**  
**Agent:**               **Lloyd Grinham, Grinham Architects**  
**Location:**           **199 Woolwich Street**  
**In Attendance:**      **M. Wee Armour**  
                              **L. Grinham**

Chair K. Ash questioned if the sign had been posted in accordance with Planning Act requirements and if the staff comments were received. M. Wee Armour, representative of Grinham Architects, responded that the sign was posted and comments were received.

M. Wee Armour explained the background of the application and showed a site plan drawing.

No members of the public spoke.

Having considered whether or not the variance(s) requested are minor and desirable for the appropriate development and use of the land and that the general intent and purpose of the Zoning By-law and the Official Plan will be maintained, and that this application has met the requirements of Section 45(1) of the Planning Act, R.S.O. 1990, Chapter P.13 as amended,

Moved by     S. Dykstra  
Seconded by K. Meads

THAT in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, a variance from the requirements of Table 6.3.2.8 Row 15 of Zoning By-law (1995)-14864, as amended, for 199 Woolwich Street, to permit a floor space index of 0.35, when the By-law requires a minimum floor space index of 0.6, be **APPROVED**.

REASONS:

This application is approved, as it is the opinion of the Committee that this application meets all four tests under Section 45(1) of the Planning Act.

Any and all written submissions relating to this application that were made to the Committee of Adjustment before its decision and any and all oral submissions related to this application that were made at a public hearing, held under the Planning Act, have been, on balance, taken into consideration by the Committee of Adjustment as part of its deliberations and final decision on this matter.

CARRIED

**Application:**           **A-59/19**  
**Owner:**               **St. Andrew's Church**  
**Agent:**               **Steve Dodge**  
**Location:**           **161 Norfolk Street**  
**In Attendance:**      **S. Dodge**

Chair K. Ash questioned if the sign had been posted in accordance with Planning Act requirements and if the staff comments were received. S. Dodge, agent, responded that the sign was posted and comments were received.

No members of the public spoke.

Having considered whether or not the variance(s) requested are minor and desirable for the appropriate development and use of the land and that the general intent and purpose of the Zoning By-law and the Official Plan will be maintained, and that this application has met the requirements of Section 45(1) of the Planning Act, R.S.O. 1990, Chapter P.13 as amended,

Moved by     S. Dykstra  
Seconded by K. Meads

THAT in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, a variance from the requirements of Section 4.20.3 of Zoning By-law (1995)-14864, as amended, for 161 Norfolk Street, to permit a fence height of 2.13 metres in the side yard, when the By-law requires that within any commercial, park, urban reserve or institutional zone, any fence located in a front yard, side yard or exterior side yard shall not be within 4 metres of a street line unless the height of such fence is less than 0.8 metres, be **APPROVED**, subject to the following conditions:

1. That the fence be located in general accordance with the public Notice Sketch.
2. That the fence be constructed with high quality metal material to the satisfaction of the General Manager of Planning and Building Services.

3. That a minimum 0.6 metre wide planting bed for climbing vegetation be installed with the fence.

**REASONS:**

This application is approved, as it is the opinion of the Committee that, with the above noted conditions of approval, this application meets all four tests under Section 45(1) of the Planning Act.

Any and all written submissions relating to this application that were made to the Committee of Adjustment before its decision and any and all oral submissions related to this application that were made at a public hearing, held under the Planning Act, have been, on balance, taken into consideration by the Committee of Adjustment as part of its deliberations and final decision on this matter.

**CARRIED**

**Application: A-60/19**  
**Owner: Samuel Square Inc.**  
**Agent: N/A**  
**Location: 490 Clair Road East**  
**In Attendance: I. Panabaker**

Chair K. Ash questioned if the sign had been posted in accordance with Planning Act requirements and if the staff comments were received. I. Panabaker, representative of the owner, responded that the sign was posted and comments were received.

I. Panabaker showed a handout that was circulated to the neighbourhood by the owner about the proposal showing the road widening and proposed parking configuration.

No members of the public spoke.

Having considered whether or not the variance(s) requested are minor and desirable for the appropriate development and use of the land and that the general intent and purpose of the Zoning By-law and the Official Plan will be maintained, and that this application has met the requirements of Section 45(1) of the Planning Act, R.S.O. 1990, Chapter P.13 as amended,

Moved by K. Meads  
Seconded by J. Smith

THAT in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, variances from the requirements of Section 4.13.2.3 and Table 6.2.2 Row 5 and 12 of Zoning By-law (1995)-14864, as amended, for 490 Clair Road East, to permit:

- a) the parking area facing Samuel Drive to be setback 1 metre from the street line, when the By-law requires that uncovered parking areas shall be located within all yards in the NC zone provided that no part of a parking space is located closer than 3 metres to any street line;
- b) an exterior side yard of 1 metres, when the By-law requires a minimum exterior side yard of 3 metres; and
- c) a planting area of 1 metre in width along the property line, as the By-law requires that a landscape strip of land, 3 metres in width shall be maintained adjacent to the street line,

be **APPROVED**.

REASONS:

This application is approved, as it is the opinion of the Committee that this application meets all four tests under Section 45(1) of the Planning Act.

Any and all written submissions relating to this application that were made to the Committee of Adjustment before its decision and any and all oral submissions related to this application that were made at a public hearing, held under the Planning Act, have been, on balance, taken into consideration by the Committee of Adjustment as part of its deliberations and final decision on this matter.

CARRIED

Refund Request for Minor Variance File A-59/19

Secretary-Treasurer T. Di Lullo noted that a request was received from the agent of file A-59/19 to refund the minor variance application fee.

S. Dodge, agent, briefly explained the background of the request.

Moved by D. Kendrick  
Seconded by L. Janis

THAT the minor variance application fee (\$989.00) for File A-59/19, for 161 Norfolk Street, be refunded to the applicant.

CARRIED

Staff Announcements

Secretary-Treasurer T. Di Lullo noted that a decision from the Local Planning Appeal Tribunal (LPAT) was received regarding the Committee's decision for file A-5/18, 92 Clough Crescent.

Adjournment

Moved by J. Smith  
Seconded by D. Gundrum

THAT the hearing of the Committee of Adjustment be adjourned at 6:03 p.m.

CARRIED

K. Ash  
Chair

T. Di Lullo  
Secretary-Treasurer



## Guelph Police Services Board

PO Box 31038, Willow West Postal Outlet, Guelph, Ontario N1H 8K1

Telephone: (519) 824-1212 #7213 Fax: (519) 824-8360

TTY (519) 824-1466 Email: board@guelphpolice.ca

### OPEN MEETING

### MINUTES – MAY 16, 2019

An Open meeting of the Guelph Police Services Board was held on May 16, 2019.

**Present:** D. Drone, Chair  
R. Carter, Vice-Chair  
R. Curran, Member  
C. Guthrie, Member  
C. Billings, Member  
C. Polonenko, Executive Assistant  
G. Cobey, Chief of Police  
J. Sidlofsky Stoffman, Legal Services  
L. Pelton, Financial Services

**Regrets:** P. Martin, Deputy Chief of Police

**Guests:** Guelph Humane Society: Adrienne McBride, Executive Director; Lisa Veit, Associate Director; and Megan Swan, lead Animal Protection Officer

Guelph Police Service: Insp. Cate Welsh

1. **WELCOME AND INTRODUCTIONS**

2. **MEETING CALLED TO ORDER**

D. Drone called the meeting to order at 12:59 p.m. in Meeting Room C, Guelph City Hall, 1 Carden Street, Guelph.

3. **MOTION TO GO INTO CLOSED SESSION**

**Moved by** R. Curran

**Seconded by** R. Carter

**THAT** the Guelph Police Services Board convene in closed session to discuss matters that it is of the opinion falls under Section 35(4) (a) or (b) of the *Police Services Act*.

**-CARRIED-**

4. **MOTION TO RECONVENE IN OPEN SESSION**

**Moved by** C. Guthrie

**Seconded by** R. Carter

**THAT** the Guelph Police Services Board reconvene at 2:44 p.m. in Open Session.

**-CARRIED-**



5. **DECLARATION OF CONFLICT OR PECUNIARY INTEREST**

There were no declarations of conflict or pecuniary interest.

6. **CLOSED SESSION RESOLUTIONS**

The following Closed session resolutions were reported in open session:

**Moved by R. Carter**

**Seconded by C. Guthrie**

**THAT** the Guelph Police Services Board support Big Brothers Big Sisters Golf Fore Kids' Sake in the amount of \$500.00 and the Special Olympics Torch Run 2019 in the amount of \$350.00, with funds to be paid from the Community Account.

**- CARRIED -**

7. **PRESENTATIONS/DELEGATIONS**

7.1 **Guelph Humane Society – Enforcement of the *Ontario SPCA Act Changes***

D. Drone welcomed Adrienne McBride, Executive Director; Lisa Veit, Associate Director; and Megan Swan, lead Animal Protection Officer. Adrienne McBride presented the work of the Guelph Humane Society (GHS), including but not limited to foster pet care of women who leave violent homes, adoption programs, lost and found services, dealing with wild animals. There are 20 full time and 10 part time staff, working 365 days per year, 24 hours per day. Animal control, which is protecting people from animals, is governed by city by-laws and the GHS is contracted to provide animal control services. Cruelty and neglect enforcement, which is protecting animals from people, is governed by provincial legislation and is currently carried out by the GHS in partnership with police and local organizations.

The Ontario SPCA and Humane Society (OSPCA) is an independent charity, operating throughout Ontario. The *OSPCA Act* delegates the organization's policing powers to affiliated Humane Societies in local communities. Guelph Humane Society is affiliated with OSPCA through cruelty and neglect investigations and employs two agents full time, who also service Wellington County. In early March 2019, OSPCA announced, without consultation, that it would cease enforcement work at the end of June and is withdrawing delegated authority from the local organizations. It is not due to funding. Currently, there is no plan announced by the Ontario Government to ensure enforcement beyond the deadline imposed by OSPCA. The GHS is committed to continue its work in enforcement, utilizing specialized knowledge on animal welfare, and well-established connections with the health, social service, police and veterinary community.

After June 28, 2019, police or the municipality will be responsible for enforcement of cruelty to and neglect of animals pursuant to section 11(3) of the

*SPCA Act.* In Guelph and Wellington County in 2018, there were 383 complaints investigated, 46 unfounded, and 686 re-checks and follow-ups, which require two visits.

The strategy is to advocate with the Province to put a new provincial system in place, as it is not appropriate to download the task to municipal or police services, as it requires proper equipment and training. The GHS is joining forces with 8 other agencies to meet with the Solicitor General, Sylvia Jones and have written letters.

D. Drone thanked her for the excellent presentation.

**Moved by C. Billings**

**Seconded by C. Guthrie**

**THAT** the Guelph Police Services Board Chair write a letter of concern to the Ministry of the Solicitor General.

**-CARRIED-**

Adrienne McBride, Lisa Veit and Megan Swan left the meeting at 3:14 p.m.

## **7.2 Presentation to Former Board Chair, Judy Sorbara**

D. Drone welcomed former Board Chair, Judy Sorbara, who served as a Board member for 8 years, 6 years as Chair. He provided his impressions of her contributions.

- Leadership: Judy's leadership is both overt and subtle, at the board table and in the community. Her diplomacy is excellent, she listens and is committed to benchmarking and measurement in order to make a quality decision. She is skilled in negotiations and policy making.
- Community: Judy participates in community in many realms, including serving as a member of the United Way Board.
- Impact: In human resource matters within the Service in the last decade, Judy was able to confront some challenges and at the end of the day, the Service came out as a better organization. She walked the challenging path of losing an officer in a tragic situation, with distinction, diplomacy and leadership.

D. Drone presented Judy Sorbara with a gift from the Board and thanked her for her dedication. The Guelph Police Service is indebted to her for her leadership. J. Sorbara offered a few words, noting that she worked with three Chiefs – Rob Davis, Bryan Larkin and Jeff DeRuyter – and had input into appointing the current Chief, Gord Cobey. She was there to put the shovel in the ground on April 21, 2016 for the Headquarter renovation project and regrets that she was not able to see the completion of the project during her tenure. She thanked the leadership and the past and present Board members for their support of her as Chair, praising the Board for being a model of how a Board should work with a police service in a spirit of collaboration that accomplishes its goals.

J. Sorbara left the meeting at 3:26 p.m.

**8. APPROVAL OF MINUTES**

**Moved by C. Billings**

**Seconded by R. Carter**

**THAT** the Minutes of the Open Meeting held Thursday, April 18, 2019 be approved as presented.

**- CARRIED –**

**9. APPROVAL OF AGENDA**

D. Drone added two matters to agenda Item 9, New Business: Payment of Tonin & Co. LLP invoice and Update on the Registry for Statements of Pecuniary Interest. The presentation by Matt Jotham to Former Chair Judy Sorbara was deferred due to a scheduling conflict.

**Moved by C. Billings**

**Seconded by R. Curran**

**THAT** the Guelph Police Services Board approve the Open Meeting agenda as amended.

**- CARRIED –**

**Moved by C. Billings**

**Seconded by R. Curran**

**THAT** the Guelph Police Services Board adopt **Part 1 – Consent Agenda** as identified below.

**- CARRIED –**

**9.1 Headquarter Renovation and Expansion**

That the Report titled “Police Headquarters Renovation and Expansion Project” and dated May 16, 2019, be received for information.

**9.2 Human Resources Report**

**THAT** Konrad Babol, Andrew Hildebrandt, Carson Skipper and Daniel Urbshas be appointed as a full-time members of this Service effective May 7, 2019.

**9.3 Property and Surplus Goods Annual Report**

That the report titled “Property and Surplus Goods Auction Report” and dated May 16, 2019 be received for information.

**9.4 Operating and Capital Budget Quarterly Report**

That the report titled “March 2019 Financial Variance Report” and dated May 16, 2019 be received for information.

**9.5 Budget Calendar**

That the report titled “2020 Budget Calendar” and dated May 16, 2019 be received for information.

**9.6 Board Correspondence Report**

That the report titled “Open Meeting – May 16, 2019 Board Correspondence Report” be received for information.

**9.7 Appointment of Acting Chief/Acting Deputy Chief Report**

THAT the Guelph Police Services Board approve the amended recommended lists for 2019 as presented for the appointments of Acting Chief and Acting Deputy Chief of Police.

**Part 2 – Discussion Agenda**

**9.8 Chief’s Monthly Report**

Chief Cobey provided his schedule of upcoming internal and external community events and meetings. He invited the Board to join him at any events.

- Guelph Police Service Open House was well attended, with several units, such as tactical, canine and fraud, providing demonstrations. It was a great opportunity to interact with people and to tell our story.
- Traffic statistics for the first quarter of 2019: 846 collisions, most take place between 2 and 5 p.m., 139 fail to remain charges, 10 collisions involving alcohol, College Avenue and Gordon Street was the worst intersection.
- Chief Cobey praised Service members who participate in many community events, giving much of their own time.
- Members of the Senior Leadership Team have been assigned to the six priorities of the Strategic Plan, each forming a focus group to develop the initiatives, giving our employees an opportunity to grow and develop.
- Chief Cobey has had a great deal of engagement with community, listening to concerns regarding the downtown. Since last meeting, he has instituted new measures, such as a requirement for new recruits to spend time in the downtown with their mentors and members of the High Enforcement Action Team focusing more on the downtown.

**9.9 New Business**

**9.9.1 Payment of Tonin & Co. LLC Invoice**

**Moved by C. Guthrie**

**Seconded by C. Billings**

**THAT** the Guelph Police Services Board approve payment of Tonin & Co. LLP invoice number 33172 dated May 5, 2019 in the amount of \$847.50 for the 2018 Review Engagement of the Community Account, with funds to be paid from the Community Account.

**-CARRIED-**

### 9.9.2 Update on the Registry for Statements of Pecuniary Interest

D. Drone reported that a registry had been established pursuant to the Board's motion on March 21, 2019 and in compliance with the requirements of section 6.1 of the *Municipal Conflict of Interest Act*.

## 10. INFORMATION ITEMS

- Next Open Meeting: Thursday, **June 20, 2019**, 2:30 p.m., Guelph City Hall, Meeting Room C
- Ontario Association of Police Boards Spring Conference and Annual General Meeting: **May 22-25, 2019**, Caesars Hotel, Windsor, On (*R. Carter attending*)
- Special Olympics Torch Run, **June 5, 2019**, 11:00 am, Begins at Johnston Green at the University of Guelph, 50 Stone Road East.
- Policy Review Committee Meeting – Thursday, **June 27, 2019** at 1:00 p.m., 2<sup>nd</sup> floor Boardroom at HQ (*D. Drone, R. Carter, C. Billings*)
- Canadian Association of Police Governance Annual Conference: **August 8-11, 2019**, Calgary, AB (*D. Drone attending*)

## 11. ADJOURNMENT

Moved by C. Billings

Seconded by R. Carter

THAT the Open meeting of the Guelph Police Services Board adjourn as at 3:39 p.m.

- CARRIED –

The minutes of this meeting were adopted this 20<sup>th</sup> day of June, 2019.

"D. Drone"

D. Drone, Chair

"C. Polonenko"

C. Polonenko, Executive Assistant