

# INFORMATION ITEMS

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**Week Ending July 19, 2019**

## **REPORTS**

1. Planning For Our Future - Stormwater Management Master Plan Framework
2. Planning For Our Future - Water and Wastewater Servicing Master Plan Framework
3. Planning For Our Future – 2019 Wastewater Treatment and Biosolids Master Plan Update
4. Planning For Our Future - 2019 Water Supply Master Plan Update
5. Transportation Master Plan Community Engagement Update
6. Pathways to Corporate Fleet Electrification

## **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*
5. Proposed changes to Provincial laws on Joint and Several Liability

## **CORRESPONDENCE**

1. Township of Warwick RE: Resolution Regarding Enforcement for Safety on Family Farms
2. Village of Oil Springs RE: Support for Warwick Resolution
3. Northumberland County RE: Resolution 2019-07-17-174 Support for Warwick Resolution
4. Township of Tyendinaga RE: Letter Supporting the Combination of OGRA and ROMA Conference
5. Northumberland County RE: Resolution 2019-07-17-17 Support for Combination of OGRA and ROMA Conference
6. Township of Warwick RE: Resolution Regarding Enforcement for Safety on Family Farms
7. City Of Stratford RE: Resolution - Opposition to Changes in 2019 Provincial Budget and Planning Act

## **BOARDS & COMMITTEES**

1. Heritage Guelph Committee (HG) Meeting Minutes - May 13, 2019
2. Heritage Guelph Committee (HG) Meeting Minutes - May 27, 2019
3. Guelph Police Services Board Meeting Minutes – June 20, 2019
4. Accessibility Advisory Committee – Resignation from Julian Murphy
5. Public Art Advisory Committee – Resignation from Sally Wismer

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

1. None

# Information Report

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Service Area	Infrastructure, Development and Enterprise Services
Date	Friday, July 19, 2019
Subject	<b>Planning For Our Future - Stormwater Management Master Plan Framework</b>
Report Number	IDE-2019-77

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## Executive Summary

### Purpose of Report

This report provides an overview of the upcoming 2019 Stormwater Management Master Plan (SWMMP) project. It highlights the major steps in the 2019 SWMMP process and provides an overview of the Community Engagement plans to help guide and inform the project.

### Key Findings

The purpose of the 2019 SWMMP is to review and update the 2012 SWMMP to make it consistent with the current needs of the City. Completion of the 2019 SWMMP will further enable the City to allocate the appropriate level funding and resources required to address the stormwater system needs identified.

The 2019 SWMMP update covers the planning the period from 2019 to 2041 and is intended to provide long-term stormwater management strategies by evaluating various alternatives and determining the preferred alternative to support planned growth across the City through the Class Environmental Assessment (EA) process. It is expected that the SWMMP will consider innovative, progressive and emerging ideas that touch on the environment, economy, and society to achieve a high quality of life for all the citizens and businesses of Guelph.

The 2019 SWMMP and a number of other master plans will support the City in meeting Guelph's provincially legislated growth plan requirements under the Municipal Comprehensive Review process, while others will inform policies in Guelph's Official Plan update.

### Financial Implications

The SWMMP is funded through the approved 2019 budget. The results of the project will establish a plan for stormwater management through to 2041 with budget level costs estimates for prioritized projects. The 2019 SWMMP will also be used to identify costs related to future development charge updates, if any.

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# **Report**

## **Details**

The City of Guelph (City) is preparing a 2019 Stormwater Management Master Plan (SWMMP). In 2012, the City completed a SWMMP to develop a long-term plan for the safe and effective management of stormwater runoff from urban areas while improving the ecosystem health and ecological sustainability of the Eramosa and Speed Rivers and their tributaries. The 2012 SWMMP approach integrates flood control, groundwater and surface water quality, natural environment and system drainage issues.

Subsequent to the 2012 SWMMP, the City completed a stormwater service funding study in 2016, and in 2017 implemented the Stormwater Service Fee that provided a dedicated funding source for stormwater services. The purpose of the 2019 SWMMP is to review and update the 2012 SWMMP to make it consistent with the current needs of the City. Completion of the 2019 SWMMP will further enable the City to allocate the appropriate level funding and resources required to address the stormwater system needs identified.

The 2019 SWMMP will build upon the work previously completed taking into account more recent studies, legislation, guidelines, technological advancements and the work activities completed over the past seven years. The 2019 SWMMP will examine new stormwater management alternatives in accordance with the Class EA process for Municipal stormwater projects, resulting in the listing of recommended projects, including phased implementation schedules and recommended Class EA Schedules.

## **Growth Context**

The 2019 SWMMP is one of a number of master plans underway this year to plan Guelph's future. Examples of master plans coordinated with the 2019 SWMMP include the water supply master plan, wastewater treatment master plan, and the water/wastewater servicing master plan. This shared timing amongst these important studies provides an opportunity for alignment and coordination of strategy and policy development, and for resourcing the needs of Guelph.

A number of these master plan updates support the City in meeting Guelph's provincially legislated growth plan requirements, while others will inform policies in Guelph's Official Plan update. The SWMMP will be integrated into the City's future Official Plan update and demonstrate conformity with the provincially legislated growth plan requirements. The SWMMP project will cover a planning period from 2019 to 2041 to match the City's Growth Plan.

## **Scope of Work**

The SWMMP is intended to provide long-term stormwater management strategies by evaluating various alternatives and determining the preferred alternative to support planned growth across the City through the EA process. The tasks associated with the completion of the 2019 SWMMP are listed below.

- Task 1 - Background Review
- Task 2 – Stormwater Management Retrofit Opportunities
- Task 3 - River System Condition Assessment and Management Strategy
- Task 4 – Major/Minor System Hydrologic and Hydraulic Analysis
- Task 5 - Rainfall and IDF curve analysis
- Task 6 - Stormwater Management and Drainage Assessment
- Task 7 - Capital Infrastructure, Asset Management and Resource Plan
- Task 8 - Design Criteria Development
- Task 9 - Low Impact Development and Green Infrastructure
- Task 10 - Communications and Community Engagement
- Task 11 - Stormwater Management Master Plan Update/Project File Report & Innovation Strategy

Although not specifically identified as a task, it is the expectation that the SWMMP will pursue innovative, progressive and emerging ideas that touch on the environment, economy, and society to achieve a high quality of life for all the citizens and businesses of Guelph. Key themes that are planned to be embedded in the SWMMP include:

- Climate Change Considerations
- Smart Cities and Digitization
- Big Data and/or Artificial Intelligence
- Risk Management
- Circular Food Economy

There are other stormwater related initiatives the City is working on that are not included in the scope of the SWMMP. The following stormwater management related work is considered out of scope for the SWMMP:

- Environmental Impact Assessments/Studies (done at a more project-specific level)
- Subwatershed Study updates (multi-year projects being considered through the City's Natural Heritage Action Plan)
- Site-specific or area-specific studies already underway (e.g., Clair Maltby); these studies will inform the SWMMP where appropriate.
- Implementation/Construction of recommend improvements

## **Community Engagement Program**

An important component of the 2019 SWMMP project is the community engagement program. The project team will develop a community engagement/consultation program to collect and incorporate public and agency input to the SWMMP consistent with the [City's Community Engagement Framework](#).

Wherever possible, the SWMMP community engagement activities will be coordinated with the concurrent work of the City's Official Plan update. This will enable the SWMMP to efficiently align with the engagement related work conducted through other master plans.

The engagement program will follow the Class EA process and include, at a minimum, at least two public meetings to solicit input on the details of the project.

One meeting will be held at the start of the project to introduce the project and to seek input on the stormwater management opportunity and alternative evaluation criteria. A second meeting will occur towards the end of the project to provide input on the preliminary list of alternatives.

As is required under the Class EA process, consultation/notification will also be conducted with surrounding municipalities, Indigenous People, and relevant government agencies. Community engagement will be conducted throughout the project, starting in the fall of 2019.

As an additional means of gaining public input, a Technical Advisory Group (TAG) will be established. The TAG will provide a forum for technical experts from the community to provide input and guidance to the Project Team. The TAG will be established at the outset of the Project and will help the Project Team to understand and consider the aspirations and concerns of the community as they relate to stormwater management.

### **Next Steps**

The City anticipates initiating its competitive purchasing process to procure a consultant in Q3 2019. The project is then expected to be completed in Q4 2020 or Q1 2021. As part of the coordination efforts with other master plans, Council and the community can expect to see a consolidated quarterly master plan information report starting later in 2019.

### **Financial Implications**

The SWMMP is funded through the approved 2019 budget. The results of the project will establish a plan for stormwater management through to 2041 with budget level costs estimates for prioritized projects. The 2019 SWMMP will also be used to identify costs related to future development charge updates, if any.

### **Consultations**

A summary of community engagement to be completed is provided through the Community Engagement Program section of this report. The SWMMP will also work with other City departments (i.e. Planning and Building Services, Environmental Services, Corporate Communications and Customer Service and Intergovernmental Affairs) to integrate and coordinate other master plans and the City's Official Plan update.

### **Corporate Administrative Plan**

- 1.2 Develop collaborative work teams and apply whole systems thinking to deliver creative solutions.
- 2.3 Ensure accountability, transparency and engagement.
- 3.3 Strengthen citizen and stakeholder engagement and communications.

### **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**

None

## **Departmental Approval**

None

## **Report Author**

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A handwritten signature in black ink, reading "Kealy Dedman", is positioned above a solid black horizontal line.

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# Information Report

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Service Area	Infrastructure, Development and Enterprise Services
Date	Friday, July 19, 2019
Subject	<b>Planning For Our Future - Water and Wastewater Servicing Master Plan Framework</b>
Report Number	IDE-2019-76

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## Executive Summary

### Purpose of Report

This report provides an overview of the upcoming 2019 Water and Wastewater Servicing Master Plan (WWSMP) project. It highlights the major steps in the 2019 WWSMP process and provides an overview of the Community Engagement plans to help guide and inform the project.

### Key Findings

The purpose of the 2019 WWSMP is to review and update the 2008 WWSMP to make it consistent with the current needs of the City with respect to growth, development and infrastructure renewal. It will build upon the work previously completed taking into account more recent studies, legislation, guidelines, technological advancements and more recent operational activities.

The 2019 WWSMP update covers the planning the period from 2019 to 2041 and is intended to provide long-term servicing strategies by evaluating various servicing alternatives and determining the preferred alternative to support planned growth across the City of Guelph through the EA process. It is expected that the WWSMP will consider innovative, progressive and emerging ideas that touch on the environment, economy, and society to achieve a high quality of life for all the citizens and businesses of Guelph.

The 2019 WWSMP and a number of other master plans will support the City in meeting Guelph's provincially legislated growth plan requirements under the Municipal Comprehensive Review process, while others will inform policies in Guelph's Official Plan update.

### Financial Implications

The WWSMP is funded through the approved 2019 budget. The results of the project will establish a plan for water and wastewater servicing through to 2041 with budget level costs estimates for prioritized projects. The 2019 WWSMP will also be used to identify costs related to future development charge updates, if any.

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# **Report**

## **Details**

The City of Guelph (City) is preparing a 2019 Water and Wastewater Servicing Master Plan (WWSMP). In 2008, the City completed a WWSMP with the intent of determining how best to provide water distribution/storage and wastewater conveyance servicing for the City well into the future. The 2008 WWSMP project also focused on the optimization of the linear water and wastewater systems to best service existing customers, and expand the systems to service future growth. An additional goal was to seek opportunity for enhancing the reliability, operational efficiency, and system capacity.

The purpose of the 2019 WWSMP is to review and update the 2008 WWSMP to make it consistent with the current needs of the City with respect to growth, development and infrastructure renewal. The 2019 WWSMP will build upon the work previously completed taking into account more recent studies, legislation, guidelines, technological advancements and the work activities completed over the past 11 years. The 2019 WWSMP will examine new Water and Wastewater servicing alternatives in accordance with the Class Environmental Assessment (EA) process, resulting in the listing of recommended projects, including phased implementation schedules and recommended Class EA Schedules.

## **Growth Context**

The 2019 WWSMP is one of a number of master plans underway this year to plan Guelph's future. Examples of master plans coordinated with the 2019 WWSMP include the water supply master plan, wastewater treatment master plan, and the stormwater management master plan. This shared timing amongst these important studies provides an opportunity for alignment and coordination of strategy and policy development, and for resourcing the needs of Guelph.

A number of these master plan updates support the City in meeting Guelph's provincially legislated growth plan requirements, while others will inform policies in Guelph's Official Plan update. The WWSMP will be integrated into the City's future Official Plan update and demonstrate conformity with the provincially legislated growth plan requirements. The WWSMP project will cover a planning period from 2019 to 2041 to match the City's Growth Plan.

## **Scope of Work**

The 2019 WWSMP update is intended to provide long-term servicing strategies by evaluating various servicing alternatives and determining the preferred alternative to support planned growth across the City of Guelph through the EA process. As part of a comprehensive review and analysis, the WWSMP update will include the following key tasks:

- Task 1 - Background Review
- Task 2 – Hydraulic Analysis
- Task 3 - Water/Wastewater Servicing Analysis
- Task 4 – Capital Infrastructure and Asset Management Plan
- Task 5 – Design Criteria, Level of Service and Sensitivity Analysis
- Task 6 – Growth Management and Development Priorities Planning

- Task 7 – Communications and Community Engagement
- Task 8 - Water and Wastewater Servicing Master Plan Update/Project File Report

Although not specifically identified as a task, it is the expectation that the WWSMP will pursue innovative, progressive and emerging ideas that touch on the environment, economy, and society to achieve a high quality of life for all the citizens and businesses of Guelph. Key themes that are planned to be embedded in the WWSMP include:

- Climate Change Considerations
- Smart Cities and Digitization
- Big Data and/or Artificial Intelligence
- Risk Management
- Circular Food Economy

There are other water and wastewater servicing related initiatives the City is working on that are not included in the scope of the WWSMP. The following related work is considered out of scope for the WWSMP:

- Water Supply
- Wastewater Treatment
- Site-specific or area-specific studies already underway (e.g., Clair Maltby); these studies will inform the WWSMP where appropriate.
- Implementation/Construction of recommend improvements

## **Community Engagement Program**

An important component of the 2019 WWSMP project is the community engagement program. The project team will develop a community engagement/consultation program to collect and incorporate public and agency input to the SWMMP consistent with the [City's Community Engagement Framework](#).

Wherever possible, the WWSMP community engagement activities will be coordinated with the concurrent work of the City's Official Plan update. This will enable the WWSMP to efficiently align with the engagement related work conducted through other master plans.

The engagement program will follow the Class EA process and include, at a minimum, at least two public meetings to solicit input on the details of the project. One meeting will be held at the start of the project to introduce the project and to seek input on the servicing opportunity and alternative evaluation criteria. A second meeting will occur towards the end of the project to provide input on the preliminary list of alternatives.

As is required under the Class EA process, consultation/notification will also be conducted with surrounding municipalities, Indigenous People, and relevant government agencies. Community engagement will be conducted throughout the project, starting in the fall of 2019.

As an additional means of gaining public input, a Technical Advisory Group (TAG) will be established. The TAG will provide a forum for technical experts from the community to provide input and guidance to the Project Team. The TAG will be established at the outset of the Project and will help the Project Team to understand and consider the aspirations and concerns of the community as they relate to water and wastewater servicing.

## **Next Steps**

The City anticipates initiating its competitive purchasing process to procure a consultant in Q3 2019. The project is then expected to be completed in Q4 2020 or Q1 2021. As part of the coordination efforts with other master plans, Council and the community can expect to see a consolidated quarterly master plan information report starting later in 2019.

## **Financial Implications**

The WWSMP is funded through the approved 2019 budget. The results of the project will establish a plan for water and wastewater servicing through to 2041 with budget level costs estimates for prioritized projects. The 2019 WWSMP will also be used to identify costs related to future development charge updates, if any.

## **Consultations**

A summary of community engagement to be completed is provided through the Community Engagement Program section of this report. The WWSMP will also work with other City departments (i.e. Planning and Building Services, Water Services, Wastewater Services, Corporate Communications and Customer Service and Intergovernmental Affairs) to integrate and coordinate other master plans and the City's Official Plan update.

## **Corporate Administrative Plan**

1.2 Develop collaborative work teams and apply whole systems thinking to deliver creative solutions.

2.3 Ensure accountability, transparency and engagement.

3.3 Strengthen citizen and stakeholder engagement and communications.

## **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**

None

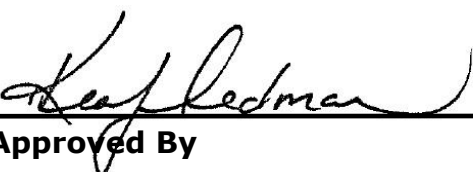
## Departmental Approval

Wayne Gallagher, Water Services

Tim Robertson, Wastewater Services

## Report Author

Terry Gayman, P.Eng., Manager, Infrastructure, Development, and Environmental Engineering



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### Approved By

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# Information Report

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Service Area      Infrastructure, Development and Enterprise Services  
Date                Friday, July 19, 2019  
Subject             **Planning for our Future – 2019 Wastewater Treatment and Biosolids Master Plan Update**  
Report Number    IDE-2019-83

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## Executive Summary

### Purpose of Report

- Provide Council with an overview of the upcoming 2019 Wastewater Treatment and Biosolids Master Plan (WWTBMP) project.
- Identify the major steps in the 2019 WWTBMP process
- Inform Council on the Community Engagement aspects of the 2019 WWTBMP including the formation of a Community Liaison Group to help guide and inform the project.

### Key Findings

The main goal of the 2019 Wastewater Treatment and Biosolids Master Plan is to review, revise and combine the previous master plans to be consistent with the current and future needs of the City. This update will cover a planning period from 2019 to 2041 to align with the City's Growth Plan.

The project will include the following components:

- Public consultation;
- Population and wastewater flow projections;
- Wastewater Treatment capacity
- Wastewater Treatment and Biosolids alternatives; and
- Implementation recommendations.

The 2019 WWTBMP will align with the City's Official Plan Update in 2021.

### Financial Implications

The WWTBMP is funded through the approved 2019 Wastewater Services budget (ST0008). The project will be implemented through a consultant services contract with a competitive bidding process. The results of the project will establish a plan for wastewater treatment and biosolids through to 2041 with budget level costs estimates for key new supply projects. The 2019 WWTBMP is used to identify costs related to Development charges updates.

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# **Report**

## **Background**

The City of Guelph (City) completed the initial Biosolids Management Master Plan (BMMP) in 2006, and completed the initial Wastewater Treatment Master Plan (WTMP) in 2009. The BMMP provided recommendations for the planning of biosolids management for the City through to 2025. The WTMP likewise provided recommendations and planning for wastewater treatment for the City through to 2054. There is a natural synergy and efficiency to combine these master plans; thus the reason for this decision to move forward as a single master plan for both sides of the wastewater treatment process.

## **Details**

The purpose of the 2019 Wastewater Treatment and Biosolids Master Plan project is to review and revise the BMMP and WTMP. The resulting consolidated and updated plan for Guelph's Wastewater Treatment Plant will identify the requirements to meet the current and future needs of the City. The project will cover a planning period from 2019 to 2041 to match the City's Growth Plan. The project will consist of the following base-level tasks:

- Develop a public engagement/consultation program to collect and incorporate public and agency input to the Master Plan Update consistent with the City's Community Engagement Framework
- In conjunction with other concurrent master plans, review potential population and industrial, commercial, institutional (ICI) growth and wastewater flow to establish future wastewater treatment demands
- Review and assess the results of the updated assimilative capacity of the Speed River.
- Identify and evaluate feasible concepts for alternative treatment and biosolids management solutions.
- Develop an implementation plan for new wastewater treatment and biosolids management systems to satisfy future wastewater flow forecasts
- Document the project in a Wastewater Treatment and Biosolids Master Plan report

In addition, the 2019 WWTBMP will be integrated into the City's future Official Plan update and demonstrate conformity with the Provincial Growth Plan. As is required under the Ontario Environmental Assessment Act, the project scope will generally follow the requirements of the Municipal Engineers Association (MEA) Class Environmental Assessment (EA) process (MEA, 2015). The 2019 WWTBMP will apply to wastewater treatment and biosolids only and will not consider existing infrastructure or required infrastructure for wastewater servicing of future growth as this is addressed in the Water and Wastewater Master Servicing Plan. The 2019 WWTBMP will be integrated with other relevant master plans being conducted as part of the City's Growth Plan such as the Water Supply Master Plan and the Water and Wastewater Servicing Master Plan.

## **Public Engagement Program**

An important component of the 2019 WSMP project is the public engagement program. A Community Liaison Group (CLG) will provide a forum for community

input and guidance to the Project Team. The CLG will be established at the outset of the Project and will help the Project Team to understand and consider the aspirations and concerns of the community as they relate to our current water supply demands, needs and supply alternatives.

The CLG will provide guidance on key aspects of the Master Plan and the Class EA, including the:

- Objectives and scope of the Master Plan;
- Issues and opportunities to be addressed;
- Alternative solutions to be assessed;
- Evaluation method and criteria to be applied; and
- Preferred alternatives and go-forward strategy.

The CLG will also help the Project Team to ensure that community engagement efforts provide the public with a clear understanding of the project and encourage participation, in keeping with the our Community Engagement Framework. The Terms of Reference for the CLG, including the membership and recruitment process, are similar to those approved by Council for the 2014 WWTBMP Update project. Where available, past CLG members will be recruited to provide continuity.

The public consultation program will follow the Class EA process and include, at a minimum, at least two public meetings to solicit input on the details of the project. One meeting will be held at the start of the project to introduce the project and to seek input on the water supply alternative evaluation criteria and towards the end of the project to provide input on the preliminary list of alternatives. Community consultation will also include social media and other engagement events.

As is required under the Class EA process, consultation will also be conducted with surrounding municipalities, Indigenous People and relevant provincial agencies.

## **Next Steps**

A request for proposal for professional consulting services for the development of the Wastewater Treatment and Biosolids Master Plan update process and report is under development. Once a consultant has been selected through this competitive process, a first task of the consultant will include the recruitment and formation of the WWTBMP Community Liaison Group (CLG) for ongoing community feedback through the WWTBMP process. It is planned that notice of these CLG meetings and other opportunities for the public to provide input into the study will be communicated through the City's social media presence, City News print ads and the Wastewater Treatment and Biosolids Plan update project websites ([guelph.ca/plans-and-strategies/wastewater-treatment-master-plan/](http://guelph.ca/plans-and-strategies/wastewater-treatment-master-plan/) and [guelph.ca/plans-and-strategies/biosolids-management-master-plan/](http://guelph.ca/plans-and-strategies/biosolids-management-master-plan/))

## **Financial Implications**

The WWTBMP is funded through the approved 2019 Wastewater Services budget (ST0008). The project will be implemented through a consultant services contract through a competitive bidding process. The results of the project will establish a plan for new wastewater treatment and biosolids management through to 2041 with budget level costs estimates for key new supply projects. The 2019 WWTBMP is used to identify costs related to Development charges updates.

## **Consultations**

See above for description of the proposed public engagement program for the 2019 WWTBMP. The WWTBMP will also connect with other City departments (i.e. Water Services, Planning Services, Engineering Services, Corporate Communications and Customer Service and Intergovernmental Affairs) to integrate and coordinate other master plans and the City's Growth Plan.

The 2019 Wastewater Treatment and Biosolids Master Plan is one of a number of master plans underway this year to plan Guelph's future. This shared timing amongst these important studies provides an unprecedented opportunity for alignment and coordination of strategy and policy development, and for resourcing the needs of our growing city.

A number of these master plan updates support the City in meeting Guelph's provincially legislated growth plan requirements, while others will inform policies in Guelph's Official Plan update. As a first step in our coordination efforts, Council and the community can expect to see a consolidated quarterly master plan information report starting later this year.

## **Corporate Administrative Plan**

### **Overarching Goals**

Service Excellence

Innovation

Financial Stability

### **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**

None



## Departmental Approval

Tim Robertson, Division Manager, Wastewater Services

## Report Author

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# Information Report

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Service Area	Infrastructure, Development and Enterprise Services
Date	Friday, July 19, 2019
Subject	<b>Planning For Our Future - 2019 Water Supply Master Plan Update</b>
Report Number	IDE-2019-82

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## Executive Summary

### Purpose of Report

- Provide Council with an overview of the upcoming 2019 Water Supply Master Plan (WSMP) project.
- Identify the major steps in the 2019 WSMP process
- Inform Council on the Community Engagement aspects of the 2019 WSMP including the formation of a Community Liaison Group to help guide and inform the project.

### Key Findings

The purpose of the 2019 Water Supply Master Plan (WSMP) project is to review and revise the Council approved 2014 WSMP to make it consistent with the current and future needs of the City. The update will cover a planning period from 2019 to 2041 to match the City's Growth Plan. The project will update the following components of the Water Supply Master Plan:

- Public consultation;
- Population and water demand projections;
- Water supply capacity;
- Water supply alternatives; and
- Implementation recommendations.

The 2019 WSMP and a number of other master plans will support the City in meeting Guelph's provincially legislated growth plan requirements under the Municipal Comprehensive Review process, while others will inform policies in Guelph's Official Plan update.

### Financial Implications

The WSMP is funded through the approved 2019 Water Services Non-Tax Capital Budget (New Supply WT0007). The project will be implemented through a consultant services contract through a competitive bidding process. The results of the project will establish a plan for new water supply through to 2041 with budget level costs estimates for key new supply projects. The 2019 WSMP, upon completion and Council approval, will identify and inform costs related to future

## Report

### Background

In 2007, the City of Guelph (City) completed the initial Water Supply Master Plan (WSMP) project. The WSMP provided recommendations for the planning of the future water supply for the City through to 2054. In 2007, City Council approved the Water Supply Master Plan and directed staff to implement the Water Supply Master Plan with the exception of the Great Lakes Water Supply. The WSMP also recommended that the Plan be updated every five years. The 2007 WSMP was implemented from 2007 to 2014 and included a number of water supply investigations and completion of the Arkell Spring Grounds new supply project, increasing the City's permitted water supply capacity available to support growth by 9,100 m<sup>3</sup>/day. In concert with efforts to develop new water supply, Water Services also worked to develop and implement an update to its original 1999 Water Conservation and Efficiency Strategy in support of the aggressive water conservation targets of the WSMP. The implementation of this award winning strategy from 2007 to 2014 was measured to provide a further 7,116 m<sup>3</sup> /day of reclaimed servicing water capacity available to support community growth.

The 2014 WSMP Update ([guelph.ca/plans-and-strategies/water-supply-master-plan/](http://guelph.ca/plans-and-strategies/water-supply-master-plan/)) recommended short-term, mid-term and long-term water supply options to meet the predicted demand. The short-term recommendations included water conservation and demand management programs and expansion of the existing groundwater supply system as the primary supply options and to consider discussions on establishing new surface water supply sources. Mid- and long-term recommendations included continuation of short-term options with consideration of groundwater sources outside of the City in consultation with the Townships.

### Details

The purpose of the 2019 Water Supply Master Plan Update is to review and revise the 2014 WSMP Update so to ensure consistency of the City's ability to service current and future water community needs with forecasted growth by the Province of Ontario. The project will cover a planning period from 2019 to 2041 to match the City's Growth Plan. The project will consist of the following base-level tasks:

- Develop a public engagement/consultation program to collect and incorporate public and agency input to the Master Plan Update consistent with the City's Community Engagement Framework ([guelph.ca/wp-content/uploads/CEF\\_Framework\\_2015.pdf](http://guelph.ca/wp-content/uploads/CEF_Framework_2015.pdf));
- Review potential population and industrial/commercial/institutional growth and water demand to establish future water supply demand projections;
- Review and assess the current water supply system and establish a range of system capacities under several scenarios;
- Review existing hydrogeological information and recent water supply projects to identify potential areas of additional groundwater supply capacity (i.e. new groundwater supply and optimization of existing supply);
- Identify and evaluate feasible concepts for alternative municipal water supplies;

- Develop an implementation plan for new water supply capacity to satisfy future demand forecasts, and;
- Document the project in a Water Supply Master Plan report.

In addition, the 2019 WSMP will be integrated into the City's future Official Plan update and demonstrate conformity with the provincially legislated growth plan requirements. As is required under the Ontario Environmental Assessment Act, the WSMP project scope will generally follow the requirements of the Municipal Engineers Association (MEA) Class Environmental Assessment (EA) process (MEA, 2015). The 2019 WSMP, as was the original 2007 Plan and the 2014 Update, will apply to water supply only. The 2019 WSMP will be integrated with other relevant master plans being conducted as part of the City's Growth Plan such as the Wastewater Treatment and Biosolids Master Plan and the Water and Wastewater Servicing Master Plan.

## **Public Engagement Program**

An important component of the 2019 WSMP project is the public engagement program. A Community Liaison Group (CLG) will provide a forum for community input and guidance to the Project Team. The CLG will be established at the outset of the Project and will help the Project Team to understand and consider the aspirations and concerns of the community as they relate to our current water supply demands, needs and supply alternatives.

The CLG will provide guidance on key aspects of the Master Plan and the Class EA, including the:

- Objectives of the Master Plan;
- Issues and opportunities to be addressed;
- Alternative solutions to be assessed;
- Evaluation method and criteria to be applied; and
- Preferred alternatives and go-forward strategy.

The CLG will also help the Project Team to ensure that community engagement efforts provide the public with a clear understanding of the project and encourage participation, in keeping with the our Community Engagement Framework. The Terms of Reference for the CLG, including the membership and recruitment process, are similar to those approved by Council for the 2014 WSMP Update project. Where available, past CLG members will be recruited to provide continuity. The CLG will be made of representatives from business/industry, environment, agriculture, developers, community/social, academia large water users, institutions, community group (inside and outside of Guelph).

The public consultation program will follow the Class EA process and include, at a minimum, at least two public meetings to solicit input on the details of the project. One meeting will be held at the start of the project to introduce the project and to seek input on the water supply alternative evaluation criteria and towards the end of the project to provide input on the preliminary list of alternatives. Community consultation will also include social media and other engagement events.

As is required under the Class EA process, consultation will also be conducted with surrounding municipalities, Indigenous People and relevant provincial agencies.

Community engagement will be conducted throughout the project starting in September 2019 with several public open houses, three CLG meetings, agency meetings and other outreach initiatives as a minimum.

## **Next Steps**

In parallel with timing of this report City staff have released a request for proposals for professional consulting services for development of the Water Supply Master Plan Update process and report. Once a consultant has been selected through this competitive process, a first task of the consultant will include the recruitment and formation of the WSMP Community Liaison Group (CLG) for ongoing community feedback through the WSMP process. Initial public meetings in support of the Water Supply Master Plan are anticipate to take place in fall 2019. It is planned that notice of this and other opportunities for the public to provide input into the study will be communicated through the City's social media presence, City News print ads and the Water Supply Master Plan Update project website ([guelph.ca/plans-and-strategies/water-supply-master-plan/](http://guelph.ca/plans-and-strategies/water-supply-master-plan/)).

## **Financial Implications**

The WSMP is funded through the approved 2019 Water Services Non-tax Capital Budget (New Supply WT0007). The project will be implemented through a consultant services contract through a competitive bidding process. The results of the project will establish a plan for new water supply through to 2041 with budget level costs estimates for key new supply projects. The 2019 WSMP is used to identify costs related to Development charges updates.

## **Consultations**

The 2019 Water Supply Master Plan is one of a number of master plans underway this year to plan Guelph's future. This shared timing amongst these important studies provides an unprecedented opportunity for alignment and coordination of strategy and policy development, and for resourcing the needs of our growing city.

A number of these master plan updates support the City in meeting Guelph's provincially legislated growth plan requirements, while others will inform policies in Guelph's Official Plan update. As a first step in our coordination efforts, Council and the community can expect to see a consolidated quarterly master plan information report starting later this year.

## **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

None

## Departmental Approval

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# Information Report

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Service Area	Infrastructure, Development and Enterprise Services
Date	Friday, July 19, 2019
Subject	<b>Transportation Master Plan Community Engagement Update</b>
Report Number	IDE-2019-88

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## Executive Summary

### Purpose of Report

This report summarizes the work undertaken to-date on the Transportation Master Plan (TMP) Update: Moving Guelph Forward.

### Key Findings

The first phase of the Transportation Master Plan to develop the vision, goals and objectives is nearing completion. The first stage of engagement for this phase has concluded, and resulted in 200 in-person interactions, 146 online submissions, and healthy online engagement on the City's social media channels. This first phase has established the groundwork for identifying issues and opportunities and developing alternative scenarios that are part of phases 2 and 3 of the project. The TMP is on schedule to be completed in June 2020 with a report to Council for endorsement in late Q3 2020.

### Financial Implications

The Transportation Master Plan is funded from RD0337 and is currently within budget.

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## Report

### Details

The Guelph Transportation Master Plan (TMP) Update: Moving Guelph Forward began in January 2019. With Phase 1 nearing completion, it is an opportune time to update council on the community engagement progress. The following report will summarize engagement activities, key decision points, general vision, values and direction for the development of the TMP, and next steps.

The Transportation Master Plan is being undertaken as a Municipal Class Environmental Assessment. The notice of commencement was issued in late May in the City News Ads. This project is also classified as a Tier 1 project, and is subject

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to the highest level of oversight from the City and council. This information report is complementary to the quarterly status updates prepared by the Project Management Office, the first and most recent being IDE-2019-61 included in the May 31<sup>st</sup> information reports to Council.

The previous transportation master plan was completed in 2005, and no longer reflects the City's expected population and employment growth, the policy changes that have occurred since 2005, nor the changing landscape of our community's future transportation needs. The TMP Update will set the direction for sustainable transportation planning for the next 20 years.

The City has retained Dillon Consulting to lead the update to the Transportation Master Plan. The work plan was established following these four phases:

1. Develop a vision, goals and objectives of what we want our community to look like from a transportation perspective, and how to get us there;
2. Collect and analyze data to understand how and where we move people and goods now and in the future;
3. Develop alternative scenarios and evaluate them according to our community's vision, goals and objectives;
4. Create policies to guide us in developing networks, services and programs to safely move people and goods where they need to go.

### **Phase 1: Developing a vision goals and objectives**

Beginning in January, the consulting and staff teams developed a community engagement plan and communications strategy for the TMP. This work identified a comprehensive list of stakeholders, identified engagement risks and mitigation strategies, established principles and objectives for engagement, and defined key tools and techniques for engagement. The engagement tools being employed throughout this project include:

- A project launch celebration
- Online engagement using [Haveyoursay.guelph.ca/transportation](https://haveyoursay.guelph.ca/transportation)
- Surveys
- Pop-up booths at local events
- Tactical urbanism (demonstration projects)
- Meetings with key agencies and stakeholder groups
- Community workshops or engagement labs
- Focus group discussions
- Community newsletters
- Engagement memos

### **The Community Plan sets the vision**

Phase 1 is intended to establish the vision for the TMP, and set the stage for subsequent goals, objectives and targets later in the planning process. The timely release and Council approval of the Community Plan has largely established the vision under the "we move freely" theme. This vision states:

"It's easy to get around our neighbourhoods, our city and our region. Transit is a priority—it's frequent, it's affordable and it can get us to work and to neighbouring communities like Kitchener, Fergus and



Hamilton. And we can get to Toronto in less than an hour. People feel safe walking, jogging, wheeling and riding their bikes through all corners of our city. Smart, clean technology is embedded in our infrastructure. Increased use of transit and active transportation routes help address the traffic congestion that can follow rapid growth.”

The Community Plan was based on an intensive 18-month engagement process that sought the input from all sectors of our community, including youth, seniors, people living in poverty, people living with addictions or disabilities and newcomers to Canada. The consulting and staff teams are confident that this vision is representative of our diverse community’s values. Rather than re-engage on the same subject, the TMP project team will build on the Community Plan vision to ensure it meets the specific needs of this plan from a technical and policy perspective, for example by integrating language from our Official Plan.

With this in mind, the first point of engagement with the public was not about establishing the vision, but about informing them about the project and inviting their input into what questions the TMP should address in order to meet the needs of the future. The conversation was initiated at the project launch celebration: a well-attended moderated panel discussion by Futurist Jesse Hirsh on the Future of Transportation. The panelists included:

- Jeff Casello University of Waterloo Professor of Transportation Planning
- Dewan Karim, Integrated Mobility Specialist for Dillon Consulting
- Andrew Miller, Associate Director of Mobility, Sidewalk Labs
- Nancy Smith-Lea, Director for The Centre for Active Transportation (TCAT)
- Jamie Stuckless, Executive Director of Share the Road

The panel discussion was filmed and is available in full length at [haveyoursay.guelph.ca/transportation](https://haveyoursay.guelph.ca/transportation), as well as a 7-minute long highlights reel, and short clips of each panelist.

The event was attended by approximately 150 people, and launched an online and in-person conversation about what questions the TMP needs to address to provide a plan for the next 20 years of transportation in Guelph. This engagement opportunity was promoted primarily through social media. Staff also attended a few pop-up events, including Multicultural Festival and the Baker District Redevelopment Open House. Staff engaged with approximately 50 people at these events.

Over the month of June, over 146 questions and responses have since been posted to the Haveyoursay.Guelph.ca project page. The forum closed to submissions on June 30<sup>th</sup> to allow the project team to summarize and document results and to set up for the next phase of engagement.

### **Developing Policy “white papers” to inform our transportation strategy**

Dillion initiated the drafting of seven policy “white papers” in Phase 1 to be developed and applied to work in the next phases of the project. The seven white papers establish background research and best practices and propose language for the final TMP on the following topics:

- Vision, goals and objectives
- Factors affecting travel demand
- Network planning
- Network design
- Road safety
- Resilience
- Financing

Each of these policy papers demonstrate a direct connection back to the vision and values established at the outset of this project. These papers are currently being reviewed by the technical team and will be made available for public viewing and feedback as part of the Phase 2 engagement round.

## **Phase 2 identifies issues and opportunities**

The next phase of engagement will explore the specific challenges and opportunities for the City's existing transportation system, and encourages the public and stakeholders to also think of issues and opportunities that need to be considered for Guelph's future. This stage of public engagement is anticipated to begin in late July, and will offer stakeholders an opportunity to interact with this project through a variety of channels including:

- In-person conversations at pop-up events to identify issues and opportunities on a map of Guelph
- Online opportunities to map comments
- Tactical urbanism in September and October to experience how some of the values of the Community Plan might be manifested as road projects in the future
- Stakeholder workshops and focus groups

Tactical Urbanism is an exciting, hands-on way to engage the public and stakeholders in temporary physical representations of proposed or potential projects that may result from the final TMP. The TMP is proposing two locations for tactical urbanism this fall:

1. A two-way protected cycle track downtown along Woolwich Street, tentatively scheduled for late September,
2. A dedicated bus-only lane along Gordon Street south of the University of Guelph, tentatively scheduled for mid-October.

Both projects are being planned and designed in-house with support from the consulting team's expertise from Urban Systems Ltd, a leader in Canada for tactical urbanism projects. These two projects have been selected with the Steering Committee's approval based on safety considerations, visibility of the project and opportunity for engaging a wide audience, simplicity of implementation, and potential to demonstrate some of the early philosophies of the TMP, such as complete streets, multi-modal levels of service, or equitable transportation planning

## **Phase 3: Develop and evaluate alternatives**

Mapping of issues and opportunities will be complemented by computer modeling work undertaken by transportation planning engineers on the consultant and staff teams. The model has been built in-house by staff and integrates the Greater

Golden Horseshoe regional transportation model and data from the Transportation Tomorrow Survey (a transportation 'census' completed every 5 years by most southern Ontario municipalities). The model has been recently updated, validated with recent traffic counts collected over the course of the winter and spring of 2019 and calibrated to ensure its performance in developing alternative scenarios for the Transportation Master Plan. The model also uses the Official Plan 2031 population and employment numbers provided by Planning Services to match land use planning with transportation planning.

A product called Streetlight Data is also being employed for this project to leverage big data from aggregated and anonymized North American cellular data further enhance the accuracy of the predictive modeling exercises to come.

Both the policy white papers and feedback received through the Issues and Opportunities public engagement exercise this summer will form the foundational assumptions for developing a suite of alternative scenarios to test in the modeling software and present to the community and stakeholders in the Fall.

#### **Phase 4: Create policies to guide us in developing networks, services and programs to safely move people and goods where they need to go.**

This phase will include selecting the preferred scenario on which to base the final policy recommendations and implementation strategy. Watson and Associates is the sub-consultant responsible for the financial analysis and implementation planning that will conclude the project in 2020.

#### **Financial Implications**

This project is being completed under account RD0337 – Transportation Master Plan. It is currently within budget projections.

#### **Consultations**

The engagement memo draft prepared by Dillon Consulting Services is attached to this report. It summarizes the engagement done as part of Phase 1 of the TMP.

Internal engagement:

- Identification and alignment with other master planning projects including the Municipal Comprehensive Review of the Official Plan.
- Multi-departmental technical team support in the development of targeted engagement activities, including the tactical urbanism projects scheduled for the Fall.
- Multi-departmental technical team review of policy white papers.

External Engagement:

- The Future of Transportation moderated panel discussion served as the launch event and attracted over 150 attendees;
- Engagement with approximately 30 people at the Baker District Redevelopment project open house
- Engagement with approximately 20 people at the Multicultural Festival Saturday event
- Over 146 submissions on [Haveyoursay.guelph.ca](http://Haveyoursay.guelph.ca).

Online submissions are being responded to and posted publically, with a copy saved to the project file. Feedback received at in-person events gets documented in the project file and replicated online as applicable. All materials are considered by the project team and incorporated into the development of this project as appropriate.

## **Corporate Administrative Plan**

### **Overarching Goals**

Service Excellence

Innovation

Financial Stability

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

Our Resources - A solid foundation for a growing city

### **Attachments**

Attachment-1: Engagement Memo #1 Draft – Dillon Consulting Services

### **Departmental Approval**

None

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## Moving Guelph Forward

# Guelph Transportation Master Plan - Phase 1

## Setting the Foundation

Community Engagement Summary, July 2019

Guelph is growing and how we move around our city is changing. We're exploring transportation options to make our city move better in every way.

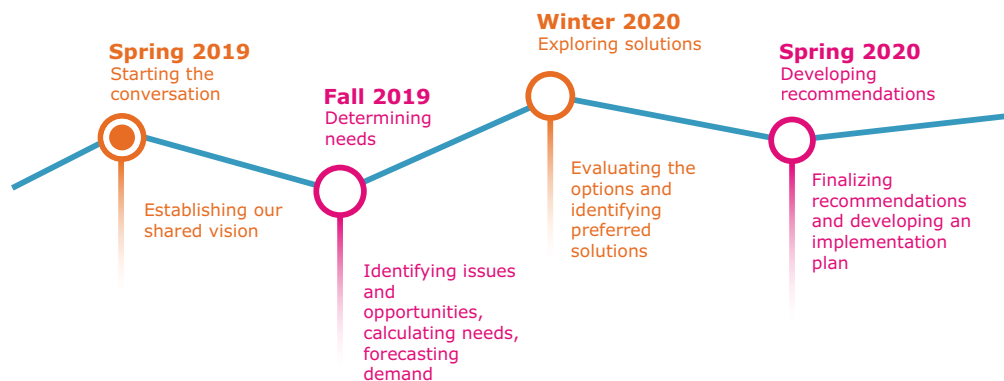
Over the next year, we will be exploring how new and evolving technology and travel services will shape the future of transportation in Guelph, and how to use our existing transportation services and infrastructure more efficiently.

We need to work together to create a strong plan for transportation in Guelph. We have tough choices to make to ensure we properly balance the needs of everyone in our community today and tomorrow. **Your input is a critical part of this process.**

### Phase 1 Overview

Phase 1 (Spring 2019) consisted of the project launch and foundational work. The project team began collecting data on the current state of the transportation network and demands on the system, reviewing existing plans,

examining the vision for mobility as established in the Community Plan, and considering transportation goals and objectives that will support that vision. We have been asking Guelph residents: **What questions do you think this plan needs to answer?**



### Project At-A-Glance

The updated Transportation Master Plan will define how our transportation system will support the community as Guelph continues to grow. The update will look at transportation planning in Guelph beyond 2031. The main objectives are:

1. to ensure the new plan is consistent with current policies, including the Official Plan and other master plans that have been approved since 2005;
2. to recommend new policies and guidelines that reflect our community's vision and that balance mobility, environment and efficiency while prioritizing safety and access for all travellers, and
3. to explore how new and evolving technologies and travel services will shape the future of transportation in Guelph.

To do this, we need your help. We need to understand how you move about the community today and what will be important to you in the future.

## How We Engaged

For this opening round of community engagement, we have used a variety of techniques to reach a diversity of Guelph residents. Our objective has been to introduce our city to the Transportation Master Plan and uncover what questions our community has about the future of Transportation in Guelph. Here's how we have engaged so far.

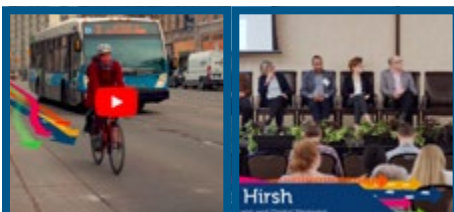


nearly **200**  
attendees

at The Future of Transportation  
in Guelph Panel Discussion

**Moderated by Futurist and Digital Strategist, Jesse Hirsh. Panelists:**

- **Andrew Miller**, Associate Director of Mobility, Sidewalk Labs
- **Jeff Casello**, Professor, Transportation Planning, University of Waterloo
- **Nancy Smith-Lea**, Director, The Centre for Active Transportation
- **Jamie Stuckless**, Executive Director, Share the Road
- **Dewan Karim**, Integrated Mobility Specialist, Dillon Consulting



**Creation of a series of  
Moving Guelph Forward  
videos, shared online  
to introduce the TMP**



### Project Branding

developed to build  
project recognition and  
communicate its purpose



### Pre-engagement interviews

held with key  
stakeholders to help us  
develop the community  
engagement approach

## How We Engaged



**Social Media used  
to spread awareness**

### **#MovingGuelphForward**

**24** tweets generating almost  
**450** likes, retweets and clicks

**4** posts generating more than  
**200** likes, comments and clicks

**11** videos generating more than  
**560** views



**Online engagement hub**  
**[www.HaveYourSay.Guelph.ca](http://www.HaveYourSay.Guelph.ca)**



### **Project Email**

for direct communication  
with residents

**Email  
newsletter  
sent to**

**1,000  
recipients**



**Pop-up  
engagement**  
at the Guelph Multicultural Fest



The future of  
**transportation**  
in Guelph

**1,500**

**Postcards distributed**  
to promote the launch  
event

**Notifications  
published in  
the Guelph  
Mercury  
Tribune**





## What We Heard - The Big Questions

A new era of transportation is beginning, caused by growing awareness and impacts of climate change, new trends and technologies, shifts in how we live, work and shop, increasing congestion and persistent road safety concerns.

As a City, we need to plan ahead for these changes so that our community is prepared and can continue to thrive. Now is the time to explore how we can make Guelph move better in every way. We are exploring how to best shape the future of transportation infrastructure, technology and services in our city. We are looking at all the ways we move: walking, cycling, riding transit, driving, trucking and using trains.

Through this process, we will need to answer a number of big questions. We asked the community what questions they want to see answered as part of this plan. This is a summary of what we heard.

### How are we going to better enable sustainable transportation choices, including active transportation and transit?

- How can the City encourage active transportation for more trips?
- Can we increase general awareness of the benefits of public transit?
- Can we build more bike paths, separated and protected bike lanes, even bike highways, throughout the city and beyond?



- How is active transportation going to have all-season viability?
- How can we make better use of currently underutilized cycling infrastructure?
- Can we deal with the bike theft problem?
- Can we improve our transit system?

### How do we ensure our transportation system is equitable and accessible?

- Can we ensure all bus stops are fully accessible?
- Can we meet AODA compliance?
- How are we accounting for the fact that we have an aging population and walking or cycling is not always an option for many seniors?
- How do we ensure public transit is affordable for all?
- How can we ensure our streets work for all modes?

### How do we ensure decision makers take action?

- Will Council embrace leading-edge, sustainable transportation plans and practices?
- Will we build smart and frequent transit routes to ensure the ridership will come?
- Can we include both short-term and long-term goals in this plan?
- How will we use land-use planning and zoning by-laws to support a sustainable future of transportation?





## What We Heard - The Big Questions

### Will we design a transportation system that supports our economy?

- How will we consider the movement of goods when designing the street network?
- Will the needs of all commuters be considered, including both car commuters and those that use other modes to get to and from work?
- Can we support mixed-use development that is close to transit options?



### How do we improve connectivity with destinations outside of Guelph?

- Can we get better bus and other public transportation connections to Hamilton, Cambridge, Kitchener-Waterloo and Toronto?
- Are we going to be able to get an improved train schedule to make it more convenient to get to other cities by rail?

### How will we ensure our transportation system supports our community and sustainability?

- What are our priorities as a community and how should they inform our transportation system? What matters to us? Health, safety, inclusion, reducing emissions, economic justice, livability, or just moving cars?
- Can we add density to the downtown so that active transportation is more realistic?

- How can we make sure that development supports transit and get serious about low carbon transportation?
- Can we rebalance our transportation system to be more equitable and sustainable?
- What are the carbon footprint differences between various modes of transportation, including ride-share options vs. car ownership models?

### How will we deal with new transportation technologies?

- Can Guelph get a reloadable transit pass?
- How are we going to keep privacy issues top-of-mind when considering data-driven technologies?
- How can we prepare for drastic changes to work culture that don't require offices or commuting?
- What kind of innovative ways can we think of to encourage personal or societal transportation changes?

## Next Steps

Feedback will directly inform subsequent work on a new vision, mission and goals that guide short to long-term actions and recommendations for improvement.

# Information Report

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Service Area      Infrastructure, Development and Enterprise Services  
Date                Friday, July 19, 2019  
Subject             **Pathways to Corporate Fleet Electrification**  
Report Number    IDE-2019-79

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## Executive Summary

### Purpose of Report

This report includes a review of the existing Corporate policies that relate to fleet (vehicle and equipment) management, including electrification. Based on the policy review, pathways to electrify the Corporate fleet have been defined.

### Key Findings

- The review revealed the existing fleet policies are comprehensive and well-structured for the various areas of the Corporation and align with the focus of energy efficiency and electrification of the fleet.
- Approximately 51% of Corporate greenhouse gas (GHG) emissions are due to Corporate Fleet.
- Electrifying fleet can be an effective means for the Corporation to reduce greenhouse gas emissions, energy consumption and energy costs. In addition to GHG emissions reduction, other internal and external factors should be considered in the fleet electrification approach, including:
  - Technology readiness
  - Market readiness
  - Cost effectiveness
  - Availability of capital
  - Charging infrastructure
  - Operations logistics
  - Operator training
  - Maintenance training
- 3 key pathways have been defined and listed in priority to electrify the Corporate fleet as follows:
  - Right-size the Corporate Fleet
  - Investment in Electric Vehicle Charging Infrastructure
  - Electrify Vehicles
- Transit buses are the highest GHG emitting fleet vehicle type, both per vehicle and in total.
  - The existing Watson Road Transit Garage only has enough electrical capacity for a single EV bus charger. Significant electrical

infrastructure upgrades are needed for the facility to accommodate EV bus charging.

- Replacing fleet with EVs should be transitioned on a life-cycle replacement basis.
- Fleet vehicle lifecycles indicate that by 2040, the Corporate Fleet can be transitioned to fully electric or hybrid vehicles where market-ready options exist.

## **Financial Implications**

A 2020-2027 capital cost forecast is defined based on anticipated capital costs for transponders, electrical infrastructure upgrades, EV chargers, and differential costs for EVs when lifecycle replacement is due:

- 2020 - \$0.3 million (0% transit contribution)
- 2021 - \$0.7 million (45% transit contribution)
- 2022 - \$3.0 million (92% transit contribution)
- 2023 - \$5.1 million (94% transit contribution)
- 2024 - \$5.4 million (94% transit contribution)
- 2025 - \$5.7 million (95% transit contribution)
- 2026 - \$6.0 million (94% transit contribution)
- 2027 - \$6.2 million (97% transit contribution)

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## **Report**

### **Problem definition**

At the Council meeting on June 26, 2017, Council had directed:

- That staff examine the current fleet procurement policy and explore pathways to electrify the Corporation's transportation fleet.

In response to the above motion, this report includes a review of the existing Corporate policies that relate to fleet electrification. Based on the policy review, pathways to electrify the Corporate fleet have been defined.

### **Background**

Fleet Services manages, procures, maintains, repairs and fuels a wide range of vehicle types that are used by different departments within the Corporation.

For the purposes of this report, focus will be placed only on the main fleet vehicles where electric vehicle (EV) alternatives are readily available or are being developed in the market place. Large equipment and specialized equipment are excluded (such as plows, dump trucks, backhoes, etc.).

### **Existing Corporate Fleet Policy Review**

The following Corporate fleet policies were reviewed and summarized with key findings related to electrifying fleet, managing fleet use and fuel consumption:

Table 1: List of reviewed Corporate fleet policies

<b>Policy Name</b>	<b>Effective Date</b>	<b>Last Revision Date</b>	<b>Purpose</b>	<b>Relevant Review Findings</b>
Fleet Policy	April 2015	April 2016	To establish guidelines for the commissioning, operation, maintenance, repair and decommissioning of all Corporate vehicles and equipment. It also describes the requirements for those who drive/operate Corporate vehicles/equipment. The policy also defines the responsibilities of the Corporation, employees, and Fleet Services.	<ul style="list-style-type: none"> <li>• Ownership and stewardship for all City vehicles and equipment lies with Fleet Services, not the end user</li> <li>• Points to Right Sizing Policy</li> <li>• Points to Vehicle Utilization Policy</li> <li>• Points to Fuel Efficiency Policy</li> <li>• Defines general life expectancy of different vehicle types</li> <li>• Vehicles deemed costly can be disposed of as determined by manager of fleet</li> <li>• Maintenance sole provider is Fleet Services, outsourcing an option due to cost or expertise</li> <li>• Personal use is not permitted unless authorized in writing by designated user area Supervisor or Manager</li> <li>• Fleet vehicles can be driven home for emergency on-call situations only under specific situations</li> <li>• The fleet vehicles may not be utilized for any personal purposes while on-call</li> </ul>

<b>Policy Name</b>	<b>Effective Date</b>	<b>Last Revision Date</b>	<b>Purpose</b>	<b>Relevant Review Findings</b>
Vehicle and Equipment Utilization Policy	December 2009	December 2011	To mandate that all City vehicles and equipment, new acquisitions or replacements, must fall within the utilization thresholds described within the policy. To ensure that vehicle and equipment utilization is optimized.	<ul style="list-style-type: none"> <li>• Fleet vehicle 'utilization' is defined as the time the vehicle/equipment is away from its home base(s)</li> <li>• Full utilization annual hours are quantified: <ul style="list-style-type: none"> <li>○ Outside Workers asset – 1,450 hours</li> <li>○ Inside Workers asset – 1,365 hours</li> </ul> </li> <li>• Utilization thresholds are defined: <ul style="list-style-type: none"> <li>○ 75% or more – Asset has sufficient utilization for it to be acquired/replaced without review</li> <li>○ 51% to 74% - Review required. Discussion is triggered on how to increase the utilization of asset</li> <li>○ 50% or less - Utilization is too low. The asset will not be considered for acquisition or replacement without a re-utilization review</li> <li>○ City Hall vehicles with utilization between 74% and 51% will be classified as pool vehicles which can be booked out for all staff use through Service Guelph</li> </ul> </li> </ul>

<b>Policy Name</b>	<b>Effective Date</b>	<b>Last Revision Date</b>	<b>Purpose</b>	<b>Relevant Review Findings</b>
Right-Sizing Vehicle and Equipment Policy	December 2009	December 2011	To purchase, lease and rent, higher efficiency vehicles, and decrease the unnecessary use of larger vehicles.	<ul style="list-style-type: none"> <li>• Procedure is defined to select most appropriate vehicle <ul style="list-style-type: none"> <li>○ The end-user is to complete a vehicle right sizing assessment form</li> <li>○ Fleet services selects the vehicle based on information provided</li> <li>○ In the event the end-user disagrees, then an appeal board decides</li> </ul> </li> </ul>
Corporate Fuel Efficiency Policy	December 2009	December 2011	To educate and outline the responsibilities and obligations of employees who drive or operate City of Guelph vehicles and equipment, with respect to optimizing their fuel efficiency.	<ul style="list-style-type: none"> <li>• Energy savings and emissions reduction can be achieved through fuel efficient practices</li> <li>• Sets more stringent guidelines to mitigate City vehicle idling beyond the City's idling by-laws</li> <li>• Restricts use of City vehicles in drive-thrus</li> </ul>

## Existing Corporate Fleet

The Corporation owns and manages a diverse collection of fleet vehicles used by different service areas for a variety of applications. Table 2 lists the main fleet vehicles that were reviewed in this report and are vehicles where electric vehicle (EV) or hybrid alternatives are readily available or are being developed in the market place.

Table 2: Fleet vehicle types

<b>Vehicle Type</b>	<b>Service Area</b>	<b>Number of Vehicles</b>	<b>Estimated Life Expectancy</b>	<b>Fuel Type</b>
Passenger Vehicles	<ul style="list-style-type: none"><li>• Building Services</li><li>• Other departments</li></ul>	25	10	Gasoline
Vans	<ul style="list-style-type: none"><li>• Corporate Building Maintenance</li><li>• Other departments</li></ul>	37	10	Gasoline
Sports Utility Vehicles	<ul style="list-style-type: none"><li>• Bylaw</li><li>• Paramedic Services</li><li>• Fire Services</li><li>• Police Services</li><li>• Other departments</li></ul>	30	10	Gasoline
Light-duty Trucks	<ul style="list-style-type: none"><li>• Water Services</li><li>• Wastewater Services</li><li>• Solid Waste Resources</li><li>• Parks</li><li>• Other departments</li></ul>	154	10	Gasoline
Transit Buses	<ul style="list-style-type: none"><li>• Transit</li></ul>	74	12	Diesel
Transit Mobility Services Vehicles	<ul style="list-style-type: none"><li>• Transit</li></ul>	12	10	Diesel and gasoline
Solid Waste Packers	<ul style="list-style-type: none"><li>• Solid Waste Resources</li></ul>	15	10	Diesel
Ice Resurfacers	<ul style="list-style-type: none"><li>• Recreation</li><li>• Culture and Tourism</li></ul>	8	10-20	Propane
Ambulances	<ul style="list-style-type: none"><li>• Paramedic Services</li></ul>	25	5	Diesel and gasoline

Vehicle Type	Service Area	Number of Vehicles	Estimated Life Expectancy	Fuel Type
Police Specialty Vehicles	• Police Services	101	n/a	Gasoline
Fire Trucks	• Fire Services	8	n/a	Diesel

When reviewing the Corporation's total energy consumption (including facility and fleet energy use), approximately 51% of the Corporation's greenhouse gas (GHG) emissions are due to fleet vehicles (refer to Figure 1).

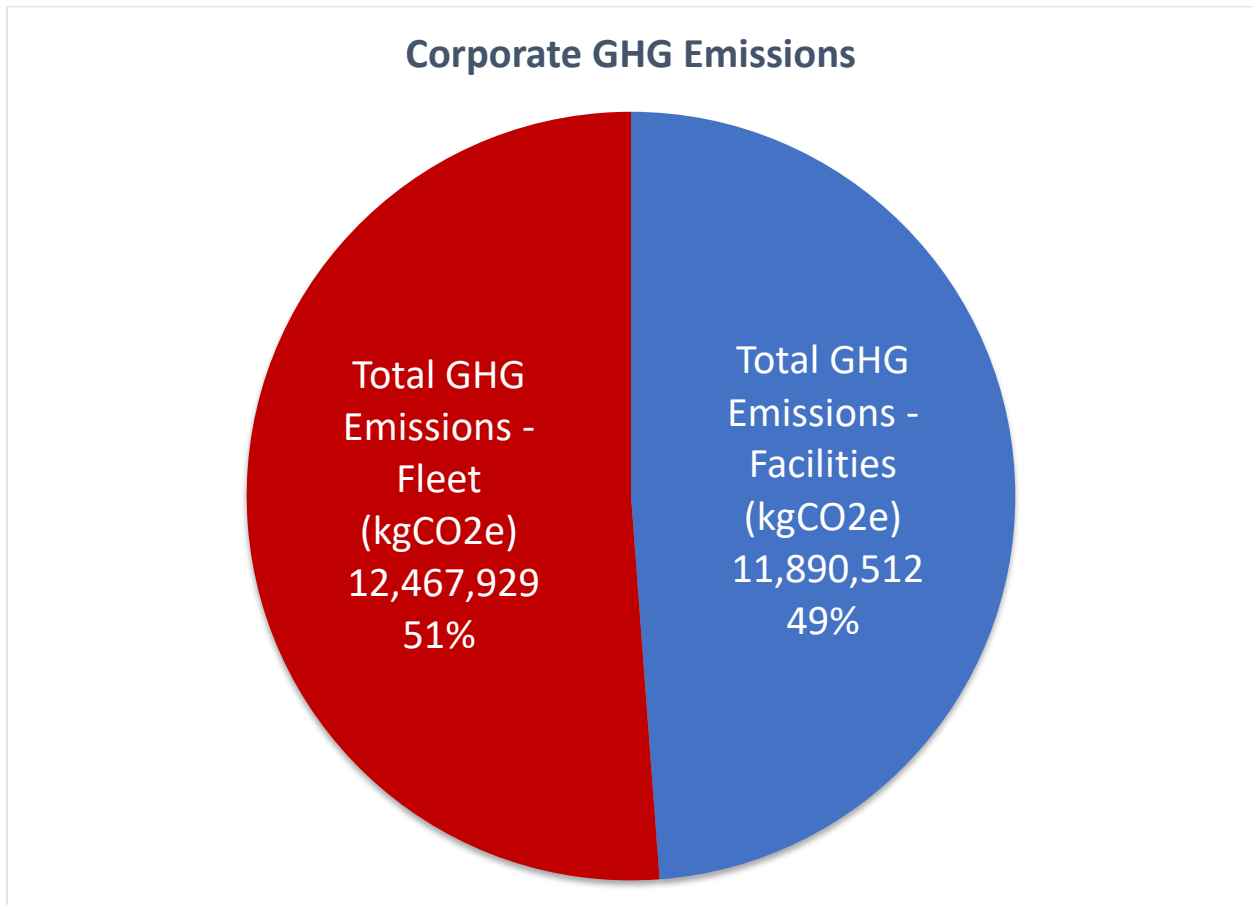


Figure 1: Corporate GHG emissions



The following Figure 2 illustrates the estimated average annual per vehicle greenhouse gas (GHG) emissions associated with the different types of fleet vehicles.

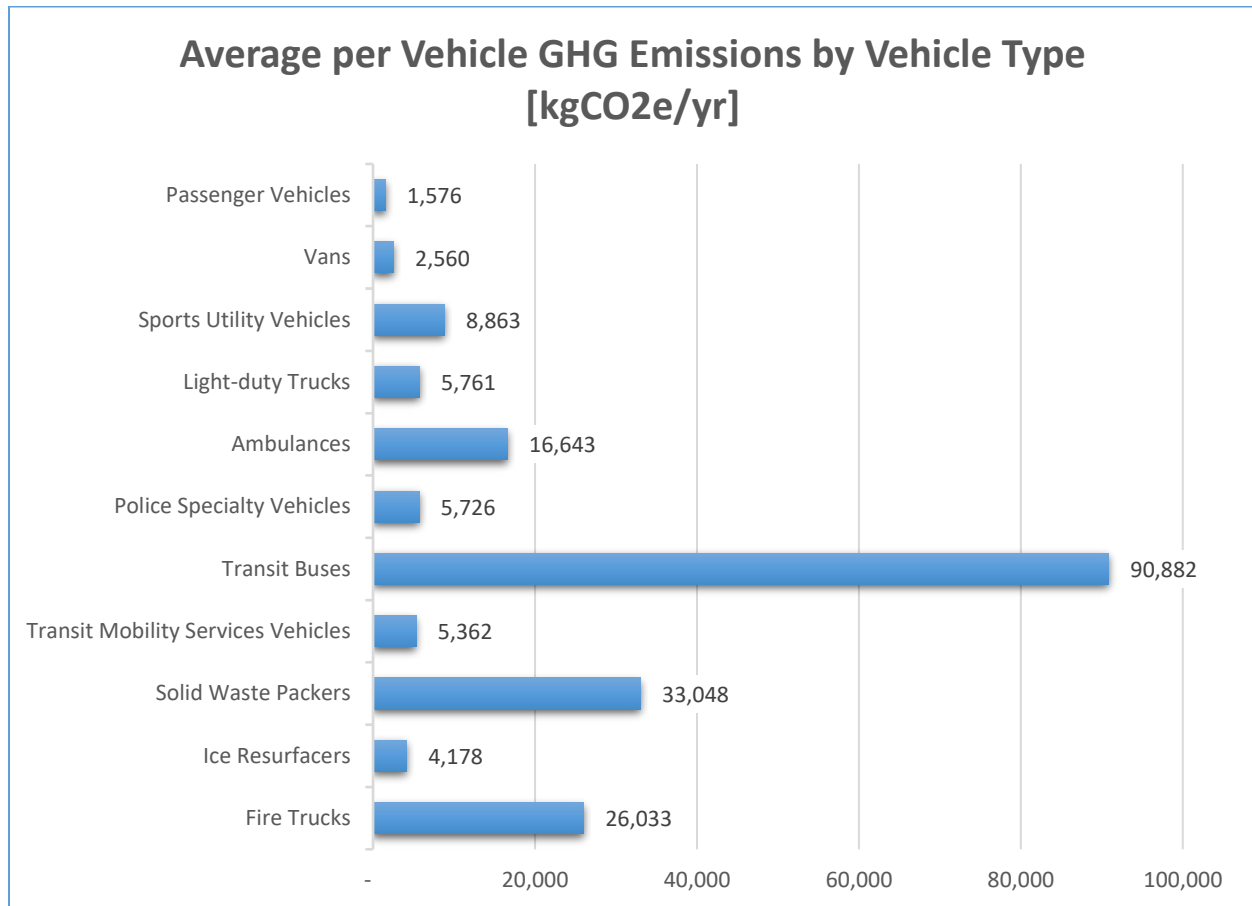


Figure 2: Average annual per vehicle GHG emissions by fleet vehicle type

It is apparent from Figure 2 that the average transit bus, solid waste packer, fire truck and ambulance have the highest GHG emissions.

Figure 3 below illustrates the estimated annual per vehicle group GHG emissions associated with the different types of fleet vehicles.

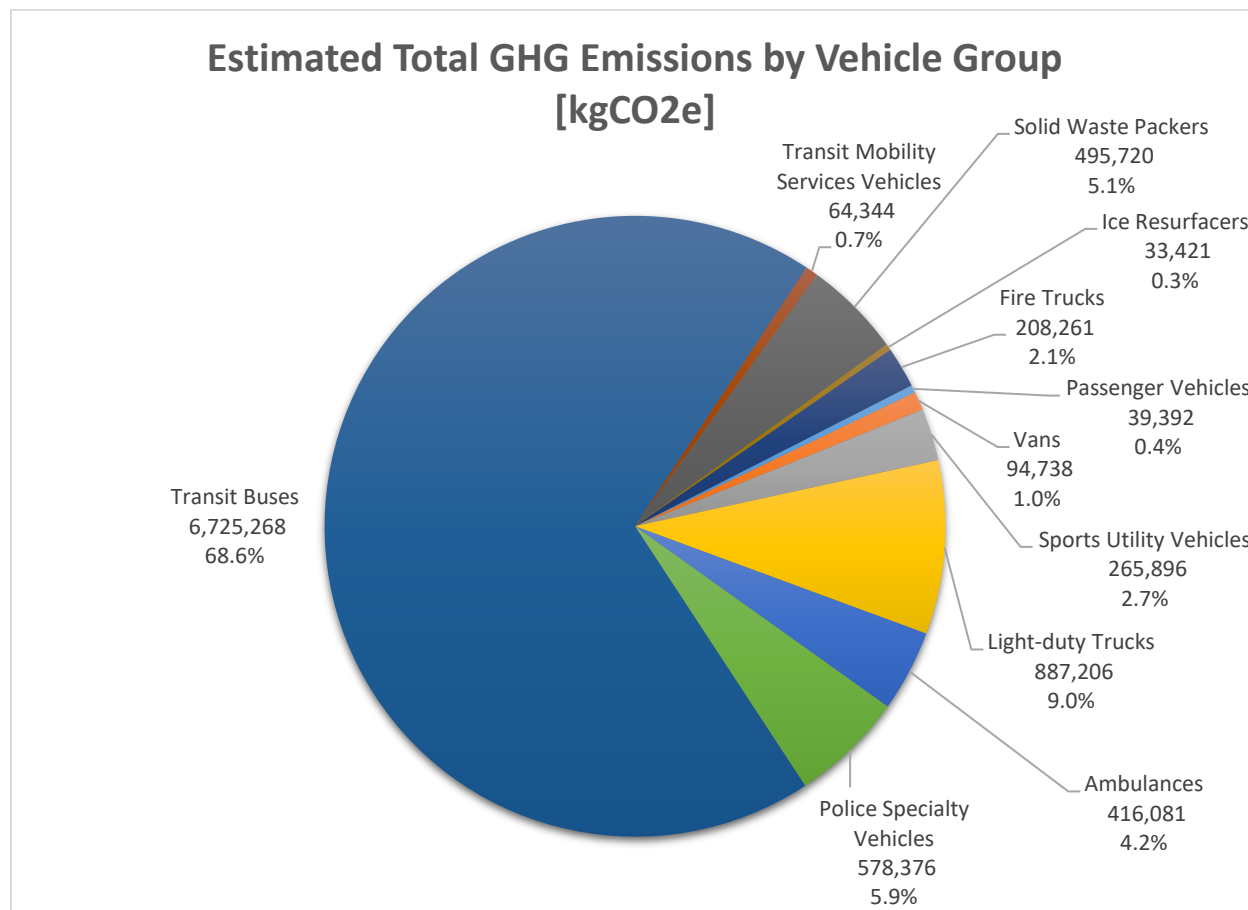


Figure 3: Total annual GHG emissions by fleet vehicle group

Based on a review of Figure 3, the transit bus fleet are the highest GHG emitting group and contribute the majority of the total fleet GHG emissions.

## Pathways to Electrifying the Corporate Transportation Fleet

Electrifying fleet can be an effective means for the Corporation to reduce GHG emissions, energy consumption and energy cost. In addition to GHG emissions reduction, other internal and external factors should be considered in the fleet electrification approach such as:

- Technology readiness
- Market readiness
- Cost effectiveness
- Availability of capital
- Charging infrastructure
- Operations logistics
- Operator training
- Maintenance training

The following is a proposed pathway toward Corporate Fleet electrification:

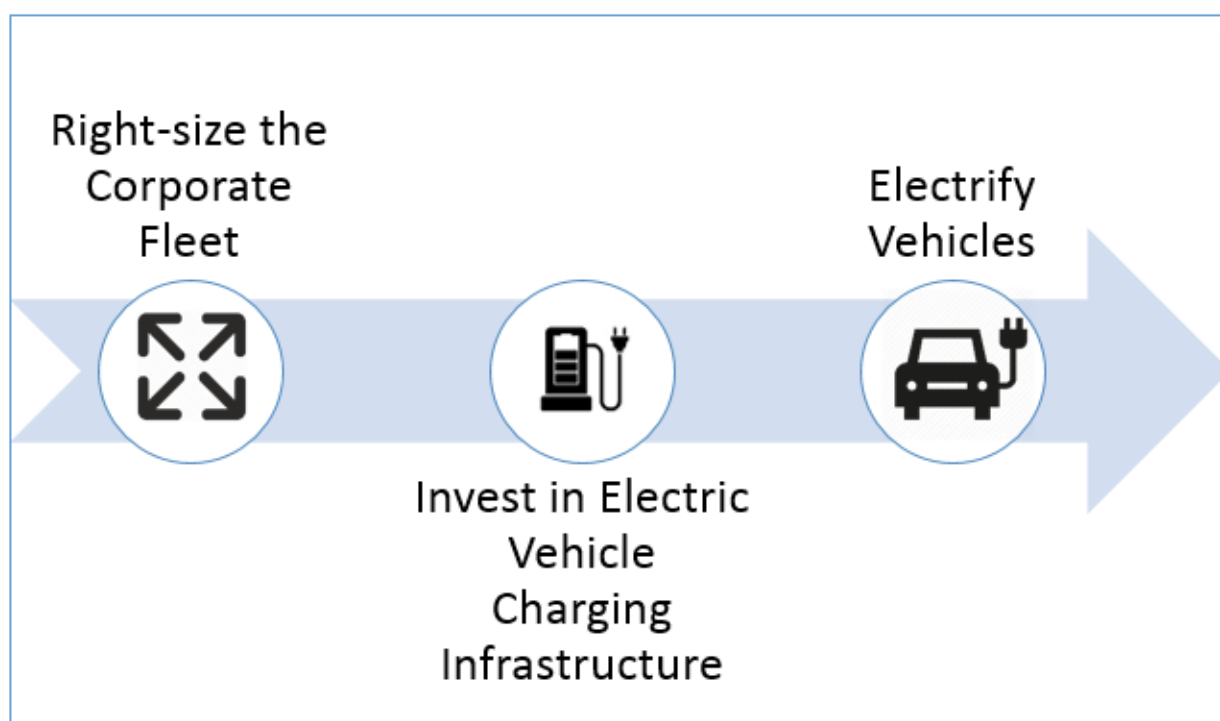


Figure 4: Corporate fleet electrification pathway

### Right-size the Corporate Fleet

The existing Corporate fleet policies outline strong fleet management practices, coordination with the different service areas, and align well with electrifying the Corporate fleet. These policies should be enforced by Fleet Services and supported by top management and the broader organization. Key elements from the policies include:

- **Broad organizational support is needed for adherence to fleet policies**
  - Recognition by the organization that ownership and stewardship for all City vehicles and equipment lies with Fleet Services, not the end user. Fleet

services is to continue working in partnership with other service areas to appropriately meet the business requirements of the end user.

- **Deploy vehicle tracking devices in all fleet vehicles** – This is to track vehicle data that can better inform management, operations, and maintenance of the fleet.
- **Right-size total number of fleet vehicles** – Determine utilization of all fleet vehicle types using data from vehicle tracking devices. Analyze data and conduct utilization reviews accordingly as per the Vehicle and Equipment Utilization policy. Right-sizing the total fleet will influence the capital investment needed for EV charging infrastructure and EVs.
- **Right-size fleet vehicle types for application needs** – Achieve 100% completion of right-sizing assessment forms for all vehicles and conduct vehicle selection accordingly. Update the policy for the right sizing assessment form to be completed on an annual basis. Right-sizing the fleet vehicle types will influence the capital investment needed for EVs and charging logistics.
- **Standardize fuel tracking systems** – Different fuel tracking systems and databases are being used throughout different departments. By standardizing these systems, fuel consumption and cost can be better monitored. Fleet services is currently in the process of harmonizing the different systems and continuing this initiative.

### **Invest in Electric Vehicle Charging Infrastructure**

Currently, the Corporation does not own any EV charging infrastructure for Corporate fleet vehicles. EV charging infrastructure is a fundamental step for fleet electrification and must be considered early on in the EV planning process. The following considerations are required for the implementation of long term EV charging infrastructure.

- **Designated fleet storage hubs** – While the majority of fleet vehicles are stored at City facilities, these locations should be concentrated into designated fleet storage hubs. All fleet vehicles should be stored during non-business hours at designated hubs only. Fleet vehicles should be picked up from the hubs at the start of each shift and dropped off at the hubs at the end of each shift. With designated hubs, EV charging can be installed in a more cost effective manner.
- **Designated Corporate fleet EV chargers** – Designated EV chargers should be installed for Corporate Fleet use only and separate from public or employee EV chargers. Conversely, Corporate fleet vehicles should refrain from using non-fleet EV chargers except in cases where EV charging is required due to extensive use and designated Corporate fleet EV chargers are not available.
- **Energy metering capability** – All EV charging stations should be capable of metering energy use to properly account for fleet energy consumption and costs.
- **Fee-for-use** – To mitigate abuse and to track operating costs, all EV charging stations should operate on a fee-for-use basis. This would be similar to the current fuel charging practices of having authorized employee fuel cards.

- **Designated EV charging points only** – Electric charging at Corporate Facilities or sites is to be restricted to designated connection points only (i.e. designated EV charging stations). Connecting EVs to undesignated Corporate facility receptacles is to be prohibited due to health and safety risks and facility operating impacts.
- **Electrical system upgrades** – Provisions will be required at designated EV charging hubs.
  - Transit garage hub
    - Currently there are electrical supply limitations at the Transit garage facility. The existing conditions can only accommodate a single bus charger before exceeding electrical supply limits. Therefore, to accommodate EV buses, significant electrical upgrades are needed (larger transformer, secondary switchgear, back-up generation, etc.)
    - Long term facility planning must be incorporated in the electrical upgrade process.
  - Recreation facilities
    - Specific chargers for electric ice resurfacers require 600 V electrical supply.
  - Other hubs
    - Level 2 EV chargers, which require 240 V electrical supply, is recommended for most of the other charging sites.
    - Most facilities should be able to accommodate level 2 chargers (to a limit).
    - Detailed investigation is needed to determine limitations and what provisions are to be made for the installation of EV chargers.

## Electrify Vehicles

Over the past few years, electric vehicles (EVs) are becoming more available for various vehicle types. EVs are more energy efficient, eliminate tail-pipe emissions and significantly reduce overall GHG emissions when compared to internal combustion engine vehicles.

- **Electrify vehicles on a life-cycle replacement basis** – Purchase EVs (or hybrids where EVs are not viable) exclusively for non-emergency vehicle types where established market-ready options are available (i.e. not pilots or demonstrations). Purchases should be made at the time of asset renewal and for new additions to the fleet. Purchases are to comply with fleet utilization and right-sizing policies.
  - **EV transit buses** – There is significant potential for GHG emission reduction on a per vehicle basis for EV transit buses. Costs for EV buses are much higher. Substantial charging infrastructure and future facility planning is required.
  - **EV passenger vehicles** – Relatively lower GHG emission reduction on a per vehicle basis is achieved due to the low annual mileage and fuel efficient hybrid vehicles are currently used for many passenger vehicles. However, EV passenger vehicles and associated charging infrastructure are readily available on the market.

- **EV SUVs** – EV SUVs are beginning to enter the market and can reduce Corporate Fleet GHG emissions in an effective manner as these vehicles have high annual mileage. EV chargers will be the same type as used for passenger vehicles.
- **Electric ice resurfacers** – All major ice resurfacer manufacturers offer battery electric options. Several municipalities currently use electric ice resurfacers. The additional benefit of reducing ice resurfacer emissions is improved indoor air quality resulting in a reduction in facility ventilation requirements. Electric ice resurfacers should be initially utilized at single ice pad arenas and reviewed and evaluated for use in larger twin pad arenas. Two electric ice resurfacers have been purchased in 2019 to replace two units that are at end of life.
- **EV solid waste packers** – demonstration EV solid waste packers developed by major manufacturers are being used in several large municipalities. These municipalities should be consulted to determine findings from their demonstrations. The Corporation should monitor these vehicles and be prepared for the time when EV solid waste packers are further developed and become readily available.
- **Vans and pickup trucks** – EV options for these vehicles were not readily available at the time of writing. EVs for these vehicle types should be monitored.
- **Set clear targets for EV transition** – Vehicle lifecycles indicate that by 2040, the Corporate Fleet can be transitioned to fully electric or hybrid vehicles where market-ready options exist. This target has direct alignment with the Corporate 100% Renewable Energy (100RE) Target.
- **Take careful consideration with Emergency vehicles** – Careful consideration must be taken for the EV transition of emergency vehicles due to the specialized operating requirements.
  - **Hybrid Ambulances** – Hybrid ambulances are being used in other municipalities and have demonstrated improved fuel mileage and reduced GHG emissions.
  - **Hybrid Police Pursuit Vehicles** – Guelph Police Services have recently committed to transition all marked police vehicles to hybrid vehicles over the next four years.
  - **Fire Suppression Trucks** – Viable EV options for fire trucks are not available at the time of writing.

## Financial Implications

A 2020-2027 capital cost forecast (refer to Table 3) is defined based on anticipated capital costs for transponders, electrical infrastructure upgrades, EV chargers, and differential costs for EVs when lifecycle replacement is due. Associated costs with electrifying transit buses is the major contributor to the overall capital cost forecast. An application was submitted to the Ontario Investing in Canada Infrastructure Program (ICIP): Public Transit Stream for electrifying the existing transit bus fleet. If awarded, the Federal and Provincial government will support over 77% of the costs.

Table 3: 2020-2027 capital cost forecast

	2020	2021	2022	2023	2024	2025	2026	2027
Transponders	\$76,200	-	-	-	-	-	-	-
Transponder Management Fees	\$76,200	\$76,200	\$76,200	\$76,200	\$76,200	\$76,200	\$76,200	\$76,200
Level 2 Chargers	-	\$55,000	\$25,000	\$45,000	\$20,000	\$15,000	\$40,000	\$15,000
Level 2 Charger Installation	-	\$55,000	\$25,000	\$45,000	\$20,000	\$15,000	\$40,000	\$15,000
Transit Project Management	-	\$300,300	-	-	-	-	-	-
Transit Bus Infrastructure	-	-	\$2,702,700	-	-	-	-	-
Transit Bus Chargers	-	-	-	\$423,852	\$450,343	\$476,834	\$503,324	\$529,815
Transit Bus Charger Install	-	-	-	\$262,548	\$278,957	\$295,367	\$311,776	\$328,185
Passenger Vehicles	-	\$80,000	\$20,000	\$60,000	\$10,000	-	\$50,000	-

	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Vans	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Sports Utility Vehicles	-	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Light-duty Trucks	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Ambulances	\$70,000	\$70,000	\$70,000	\$70,000	\$175,000	\$70,000	\$70,000	\$70,000
Police Specialty Vehicles	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Transit Buses	-	-	-	\$4,118,400	\$4,375,800	\$4,633,200	\$4,890,600	\$5,148,000
Transit Mobility Services Vehicles	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Solid Waste Packers	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Ice Resurfacers	\$50,000	-	-	-	-	\$100,000	\$50,000	-
Fire Trucks	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
<b>Totals</b>	<b>\$272,400</b>	<b>\$666,500</b>	<b>\$2,948,900</b>	<b>\$5,131,000</b>	<b>\$5,436,300</b>	<b>\$5,711,600</b>	<b>\$6,061,900</b>	<b>\$6,212,200</b>



## Consultations

Members of staff that were consulted and provided information, review and insight include:

- Joe Amaral – Manager Fleet Services; Operations
- Tara Baker – General Manager/City Treasurer; Finance
- Greg Clark – Manager Financial Strategy Long Term Planning; Finance
- Robin Gerus – General Manager; Guelph Transit
- Doug Godfrey – General Manager; Operations
- Chris Hill – Program Manager Fleet Planning; Operations
- Jason Simmons – Manager Transit Operations; Guelph Transit

## Corporate Administrative Plan

### Overarching Goals

Service Excellence

Financial Stability

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

None

### Departmental Approval

Not applicable

### Report Author

Bryan Ho-Yan, M.A.Sc., P.Eng., CEM, Program Manager, Corporate Energy



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#### Approved By

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General Manager, Facilities  
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Enterprise Services  
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antti.vilkko@guelph.ca



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#### Recommended By

Scott Stewart, C.E.T.  
Deputy Chief Administrative Officer  
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scott.stewart@guelph.ca

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> <p>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.</p> <p>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.</p> <p>2. Community Planning Permit System as it relates to removing the ability to appeal the implementing by-law</p> <p>3. Additional Residential Unit Requirements and Standards as it relates to removing barriers to establishing additional residential units</p> <p>4. Housekeeping regulatory changes particularly as they relate to Inclusionary Zoning and requirements for notice</p>	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>

Provincial/Federal Consultation Alert							
Title	Ministry	Consultation Deadline	Summary	Proposed Form of Input	Rationale	Lead	Link to Ministry Website
Proposed changes to Provincial laws on Joint and Several Liability	Ministry of the Attorney General	September 27, 2019	The Ministry of the Attorney General is seeking input from municipalities on joint and several liability, insurance costs, and the 'liability chill' affecting the delivery of everyday public services.	Written comments submitted to the Ministry of the Attorney General	Changes could see lower insurance costs and reduced liability exposure for Ontario municipalities	Legal, Realty, and Court Services	<a href="https://www.attorneygeneral.jus.gov.on.ca/english/">https://www.attorneygeneral.jus.gov.on.ca/english/</a>



# 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)



Hello,

The Council of the Village of Oil Springs passed this motion during its regular meeting of July 9, 2019:

Motion No. 11 Moved by Councillor McFadden  
Seconded by Councillor Wagner

**That** the Council of the Village of Oil Springs support Council for the Corporation of the Township of Warwick in requesting that the 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 for the very reasons cited in the Warwick Motion adopted at its Regular Meeting of June 17, 2019; and

**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

Sincerely,  
*Erkki Pohjolainen*  
Clerk-Treasurer  
Village of Oil Springs  
4591 Oil Springs Line, Box 22  
Oil Springs, ON N0N 1P0  
Phone: 519-834-2939  
Fax: 519-834-2333  
[www.oilsprings.ca](http://www.oilsprings.ca)



# Resolution



Moved By *Ref. [Signature]*

Agenda  
Item 8b

Resolution No.  
2019-07-17-174

Last Name Printed *Sanderson*

Seconded By *[Signature]*

Council Date: July 17, 2019

Last Name Printed *C. Strander*

**"Now Therefore Be It Resolved That** Northumberland County Council support the Resolution adopted by the Township of Warwick Council; and

**Further Be It Resolved That** this Resolution be circulated to M.P.P. David Piccini, 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, all Municipalities in the Province of Ontario, AMO, and ROMA."

Recorded Vote  
Requested by

Councillor's Name

Carried

Warden's Signature

Deferred

Warden's Signature

Defeated

Warden's Signature



## 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)

# Resolution



Moved By 

Last Name Printed SANDERSON

Seconded By 

Last Name Printed CANE

Agenda  
Item 8c

Resolution No.  
2019-07-17-175

Council Date: July 17, 2019

"Whereas Northumberland County Council supports an annual combined Conference for OGRA (Ontario Good Roads Association) and ROMA (Rural Ontario Municipalities Association) which would provide financial efficiencies and allow municipal Councillors and staff to attend;

Now Therefore Be It Resolved That Northumberland County Council send this Resolution to the Boards of Directors of OGRA and ROMA, and all Ontario municipalities."

Recorded Vote  
Requested by \_\_\_\_\_  
Councillor's Name

Carried   
Warden's Signature

Deferred \_\_\_\_\_  
Warden's Signature

Defeated \_\_\_\_\_  
Warden's Signature



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

Dear Honourable Sir:

July 15<sup>th</sup> 2019

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

Please be advised that on July 10<sup>th</sup> the Town of Plympton-Wyoming Council passed the following motion to support Warwick Township Council's motion (attached) that was passed on June 17<sup>th</sup> 2019.

***Motion #13*** – Moved by Bob Woolvett, Seconded by Tim Wilkins that Council support the motion provided by the Township of Warwick with regards to Enforcement for Safety on Family Farms.

***Motion Carried.***

If you have any questions regarding the above motion, please do not hesitate to contact me at the number above or by email at [ekwarciak@plympton-wyoming.ca](mailto:ekwarciak@plympton-wyoming.ca).

Sincerely,

Erin Kwarciak

Clerk

Town of Plympton-Wyoming

Cc: Amanda Gubbels, Administrator/Clerk – Township of Warwick  
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)

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**The Corporation of the Town of Plympton-Wyoming**

P.O. Box 250, 546 Niagara Street, Wyoming Ontario N0N 1T0

Tel: 519-845-3939 Ontario Toll Free: -877-313-3939

[www.plympton-wyoming.com](http://www.plympton-wyoming.com)





# 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;***

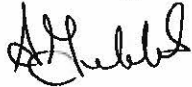
***AND WHEREAS the recent attacks on farmers homes and businesses have resulted in no criminal charges laid, leaving farmers feeling unprotected by the Ontario legal system and afraid for the welfare of themselves, their families, their employees and the animals they care for;***

***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,



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 CITY OF STRATFORD**

### **Resolution: Opposition to Changes in 2019 Provincial Budget and Planning Act**

**WHEREAS** on April 11, 2019, the Provincial government tabled a new budget, some of which represents a significant shift in priorities, with direct implications to the City of Stratford and municipalities across Ontario;

**AND WHEREAS** this shift in priorities will put disproportionate pressure on municipal governments to either fully fund Provincially discontinued programs or partially supplement programs and services at current service levels;

**AND WHEREAS** the City of Stratford recognizes that the Government of Ontario announced in May 2019 that it will reverse mid-year cuts to critical services of public health, childcare and ambulance services and requests an opportunity to work collaboratively to find solutions that will work for all partners and protect services prior to drafting 2020 budgets;

**AND WHEREAS** previous legislation that abolished the OMB and replaced it with LPAT received unanimous – all party support as all parties recognized that local governments should have the authority to uphold their provincially approved Official Plans and community driven planning;

**AND WHEREAS** in the spirit of working together for the benefit of all Ontario residents, Stratford City Council opposes the upcoming changes to the Planning Act as municipalities were not consulted and afforded an opportunity to provide feedback;

**AND REQUESTS** a meeting with MPP Pettapiece, the Minister of Municipal Affairs and other related ministries on the effects of downloading onto municipal governments;

AND THAT this resolution be forwarded to all municipalities in Ontario and to AMO.

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The Corporation of the City of Stratford, P.O. Box 818, Stratford ON N5A 6W1  
Attention: City Clerk, 519-271-0250 ext 235, [clerks@stratford.ca](mailto:clerks@stratford.ca)



# Meeting Minutes



City of Guelph

## **Heritage Guelph Committee (HG)**

May 13, 2019

City Hall, Meeting Room C

From 12:00 to 2:00 p.m.

Meeting Chair: P. Brian Skerrett

Present: P. Brian Skerrett, Arlin Otto, Charles Nixon, James Smith, David Waverman, Kesia Kvill, Mary Tivy, Stephen Robinson (Senior Heritage Planner), Madeleine Myhill (Planning Clerk), Arun Hindupur (Supervisor, Infrastructure Engineering), Melissa Aldunate (Manager, Policy Planning and Urban Design)

Absent: Bob Foster, Michael Crawley

### **Agenda Items**

All were welcomed by the Chair.

### **Items 1, 2 and 3**

**Item 1**, Call to order and review of agenda and addendum

**Item 2**, Acknowledgements

**Item 3**, Disclosure of Pecuniary Interest - None

**Item 4**, Approval of Minutes of the April 8, 2019 meeting.

Moved by: Charles Nixon

Seconded by: Mary Tivy

**Carried – unanimous**

**THAT the minutes of the April 8, 2018 meeting of Heritage Guelph be approved.**

### **Matters Arising from the Minutes**

#### **Item 5**

#### **191 Waterloo Avenue**

Heritage review application (HR19-0001) for proposed removal from Municipal Register of Cultural Heritage Properties.

- Staff presented images and a summary of research to date.
- Subject property had been built upon by 1872 (Guelph Bird's Eye View) and Cooper's 1877 map indicates two buildings on the lot.
- After discussion on the historical associative and contextual value of the property, staff indicated their opinion that it would be difficult to meet any of the three criteria for determining cultural heritage value for individual designation under Part IV of the Ontario Heritage Act.
- The committee agreed with staff's suggestion that the property would be a strong contributor to a Waterloo Avenue cultural heritage landscape and that protection may only be practical and possible within a heritage conservation district.
- Committee members suggested that a review of listed properties that have been lost to demolition would be a useful exercise in efforts to maintain a consistent approach,.

Moved by: Charles Nixon

Seconded by: Arlin Otto

**Carried – 5 in favour, 2 against**

**THAT Heritage Guelph finds that 191 Waterloo Avenue does not have significant cultural heritage value to merit designation under Part IV of the Ontario Heritage Act and, therefore, cannot recommend its retention on the Municipal Register of Cultural Heritage Properties.**

## **New Business**

### **Item 6**

**Draft Cultural Heritage Action Plan (CHAP) released for Council and public comment  
Discussion of current draft document presented to Council Planning on April 8 2019.**

- Concerns were raised as to the prioritization of candidate CHLs in the CHAP
- Committee would like to see a matrix with risk elements identified to show how CHL prioritization was determined
- Special meeting will take place Monday, May 27, 2019 dedicated solely to the CHAP to ensure HG members have opportunity to provide all of their comments
- HG would like project timeline updated as it relates to consultations with HG
- Would like changes documented if possible

Moved by: Arlin Otto

Seconded by: Mary Tivy

### **AMENDMENT**

Moved by: P. Brian Skerret

Seconded by: Kesia Kvill

**Carried - unanimous**

**THAT the draft Cultural Heritage Action Plan included as Attachment 1, to the Infrastructure, Development & Enterprise Services Report (IDE 2019-41), dated April**

**8, 2019 be received with the caveat that Heritage Guelph did not see the report prior to its presentation on the April 8<sup>th</sup>, 2019 City Council Agenda.**

## **Item 7**

### **785 York Road**

Review of Cultural Heritage Resource Impact Assessment: York Road Environmental Design Study (revised March 2019) prepared for the City of Guelph by Wood Environmental & Infrastructure Solutions.

Delegation: Alex Smith

- The delegate indicated that he was speaking on behalf of the Yorklands Greenhub
- The delegate stated there is a fundamental problem with Clythe Creek re-alignment which obliterates heritage features in the existing watercourse
- The delegate stated that this area and its features are celebrated by Guelph with a pride of place that fosters pride of self for community members and inmates that built these features
- The delegate stated that the existing man-made watercourses were built and maintained by inmates to provide them with skills which constitutes feature of great heritage significance
- The delegate stated concerns that the report only offers mitigation measures and no retention options
- The delegate stated concerns with the number of trees that will need to be removed to accomplish the project

Discussion with Committee:

- Some committee members echoed the delegate's concerns including a perceived abandonment of the watercourse and its heritage features
- Concerns were expressed about proceeding without a Conservation Plan in place
- Discussion around the alternative options proposed by the project
- Discussion around future use of the Clythe Creek area and how residents would interact with this landscape
- Committee feels there is a need to ensure commitment to not just preparing a Conservation Plan, but to follow through with implementation
- Concerns expressed by committee members as to what they feel is a lack of sufficient past consultation on the York Road Environmental Design project

Moved by: P. Brian Skerrett

Seconded by: James Smith

**Carried – 6 in favour, 1 against**

**THAT while Heritage Guelph supports the removal and reconstruction of the stone walls as noted in Table 2, Item #15, of the Cultural Heritage Resource Impact Assessment: York Road Environmental Design Study (revised March 2019) prepared by Wood Environmental & Infrastructure Solutions, Heritage Guelph does not support the conclusions or recommendations in Section 6.0 (1), and only supports the**

**recommendations in Section 6.0 (2); and that Heritage Guelph be updated by the Senior Heritage Planner during the detailed design stage and be consulted on any proposed draft Conservation Plan involving the York Road widening/Clythe Creek realignment project.**

## **Item 8**

### **29 Waterworks Place**

Designated property

Heritage permit HP19-0004

- City of Guelph Waterworks will be creating their main headquarters at 29 Waterworks Place in the designated heritage building known as the Guelph Waterworks Engine House and Pumping Station
- The building is currently being used for equipment storage
- Staff presented images from past site visits as well as the proposed rehabilitation design drawings
- Discussion around how new window openings would be addressed
- Emily Stahl (Waterworks staff) asked for recommendations on new window openings

Moved by: Arlin Otto

Seconded by: Mary Tivy

**Carried – unanimous**

**THAT Heritage Guelph supports heritage permit HP19-0004 to rehabilitate the Guelph Waterworks Engine House and Pumping Station at 29 Waterworks Place as presented at the May 13 2019 meeting of Heritage Guelph; and  
That any modifications to the design that are minor in nature may be dealt with by the Senior Heritage Planner.**

## **Item 9**

### **83 Essex Street**

Heritage permit application HP19-0008 proposing a 1-storey rear addition, partial basement and restoration of front doors. The proposal has also been submitted as Site Plan Review application SP19-010.

- Staff presented images and discussed the proposed restoration of the front doors, the removal of the existing interior vestibule inside the front door and the proposed addition to the rear of the building
- The addition will create an accessible entrance by an entrance ramp and a new opening in the rear stone wall

Moved by: Kesia Kvill

Seconded by: James Smith

**Carried – unanimous**

**THAT Heritage Guelph supports heritage permit HP19-0008 for the proposed 1-storey rear addition, partial basement and restoration of front doors, as presented in drawings by Joel Bartlett Architect Inc. (dated February 14, 2019) at the May 13 2019 meeting of Heritage Guelph; and that any modifications to the design that are minor in nature may be dealt with by the Senior Heritage Planner.**

Moved by: Arlin Otto  
Seconded by: Kesia Kvill

**Carried – unanimous**

**THAT the meeting be extended to 2:30 p.m.**

Moved by: Arlin Otto  
Seconded by: Kesia Kvill

**Carried – unanimous**

**THAT the meeting be extended to 3:00 p.m.**

#### **Item 10**

**Heritage Guelph Designation Working Group Report** – James Smith

#### **Item 11**

**Heritage Guelph Outreach Working Group Report** – Kesia Kvill

#### **Information Items**

1. Committee housekeeping (P. Brian Skerrett)
2. Staff update on questions regarding vacant heritage properties within the City.
3. Rural Heritage Webinar (David Waverman)
4. Ontario Heritage Conference, (May 30-June 1) in Bluewater and Goderich

#### **Next Meetings**

Heritage Guelph: May 27, 2019 (12:00 noon-2:00 p.m.) City Hall, Mtg Rm C

#### **Adjournment**

Moved by: Kesia Kvill  
Seconded by: Arlin Otto

**Carried – unanimous**

# Meeting Minutes



City of Guelph

## **Heritage Guelph Committee (HG)**

May 27, 2019

City Hall Meeting Room B

From 12:00-2:00pm

Meeting Chair: P. Brian Skerrett

Present: P. Brian Skerrett, James Smith, Kesia Kvill, Michael Crawley, Bob Foster, Mary Tivy, Stephen Robinson (Senior Heritage Planner), Melissa Aldunate (Manager Policy Planning and Urban Design), and Hayley Nabuurs (Heritage Research Assistant)

Absent: Arlin Otto, David Waverman, and Charles Nixon

### **Agenda Items**

All are welcomed by the Chair.

#### **Items 1, 2, and 3**

**Item 1** – Call to Order

**Item 2** – Acknowledgements

**Item 3** – Disclosure of Pecuniary Interest - None

**Item 4** - Approval of Minutes of the May 13, 2019 meeting.

### **AMENDMENT**

Moved by: P. Brian Skerrett

Seconded by: Kesia Kvill

Carried – unanimous

**THAT approval of the minutes of the May 13, 2019 meeting of Heritage Guelph be deferred to the June 10, 2019 meeting.**

### **Matters Arising from the Minutes**

#### **Item 5**

**Draft Cultural Heritage Action Plan (CHAP) released for Council and public comment**

Discussion of current draft document presented to Council Planning on April 8, 2019.

View staff report and CHAP document on Council Planning agenda at:

- Staff presented Community Consultation Presentation and lead workshop based on the CHAP online survey questions
- Concerns were expressed by committee members on not being consulted on the completed draft CHAP before it was presented to Council
- Expressed concern that it was not clear how previous comments from HG were incorporated into the draft presented to Council
- Concerns about what being labelled as a candidate CHL means for property owners and suggested that it be clarified in the CHAP
- Discussion concerning how priority is being determined for the candidate CHLs; cultural heritage significance (as per the City of Kitchener study) versus risk
- Requested the inclusion of an index illustrating the risks being analyzed for prioritization

### **CHAP survey questions**

#### **Do you feel that all the cultural heritage landscapes in Guelph are identified on this map and in Table 1?**

- Staff asked if there are any areas not identified in the draft CHAP that should be included, the committee agreed with the selected areas;
- One member expressed that the Niska Road area should be removed since in their opinion HG had already dealt with this area and that the McNeil Campus should also be removed.

#### **Do you agree with the five cultural heritage landscapes identified as high priority in Part E – Table 2 (Page E-3)?**

- Staff asked if there is agreement with the five priority CHLs, committee members will send individual comments to staff
- One member disagreed with priority being given to Exhibition Park, Ward West and St. George's Park;
- One member suggested that the Junction should be moved into the top 5;
- Suggestion that Catholic Hill should be high priority because it is the most significant site in the city
- Concerns expressed by committee members about designated CHLs being included in the map and table and suggestion that they be included in the report as designated;
- Members asked for the table to be re-ordered to group CHLs by priority rather than by identification number

### **Financial Incentives: Are there additional types of incentives that the City should offer heritage property owners beyond those outlined in Part C – Incentives?**

- Staff presented financial incentives from CHAP and sought comment
- Concerns expressed by committee members about Part IV and Part V property attributes being properly defined when applying for financial incentives;

- Concern expressed that incentives should not apply to properties just because they are within an HCD;
- Suggestion that tax relief should be considered;
- Suggestion that “stick” (as in “carrot and stick”) approach should also be used such as taxing vacant land owners at a higher property tax rate to keep the buildings occupied;
- Discussion about the use of grants as a financial incentive
- Suggestion that City could provide restoration workshops and design guidelines to property owners and offer technical support for restoration activities (e.g. ACO workshop on how to repair windows).

**Cultural Heritage Promotion: Are there other actions the City should take to promote cultural heritage resources?**

- Would like to see further detail provided about the tourism websites cited in the CHAP including web address
- Would like the CHAP to address interpretive panels;
- Discussion about educating local real estate agents about the CHAP as one form of promotion;
- Comments that the CHAP could include mention of social media.

**Additional Comments**

- Concerns from committee members about a lack of Indigenous acknowledgment in the draft CHAP and suggestion that it should be included in Section E
- Noted the need to organize committee time to discuss the recommendations for extant barns in the city
- Questions raised about possibility that the CHAP may result in an increase in requests to be removed from the heritage register
- Brutalist mid-century buildings are not addressed however not aware of an area that isn’t already captured in the CHAP;
- Should clarify the prioritization of CHLs in terms of work plan; should better explain the definitions of low, medium and high risk; should consider assessing priority in terms of cultural heritage significance; should explain how arrived at low, medium and high priorities for the CHLs.

Moved by: James Smith

Seconded by: Kesia Kvill

**Carried – unanimous**

**THAT the meeting be extended to 2:30 p.m.**



**Next Meetings**

Heritage Guelph: June 10, 2019 (12:00 noon-2:00 p.m.) City Hall, Mtg Rm C

HG Outreach Working Group: June 24, 2019 (10:30 a.m.-12:00 noon) City Hall, Mtg Rm B

HG Designation Working Group: June 24, 2019 (12:00 noon-2:00 p.m.) City Hall, Mtg Rm B

**Adjournment**

Moved by: Kesia Kvill

Seconded by: Michael Crawley

**Carried – unanimous**



## 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 – JUNE 20, 2019

An Open meeting of the Guelph Police Services Board was held on June 20, 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  
P. Martin, Deputy Chief of Police  
L. Pelton, Financial Services Supervisor

**Regrets:** J. Sidlofsky Stoffman, Legal Services

**Guests:** Crime Stoppers Guelph Wellington: Sarah Bowers-Peter (Program Coordinator), Lisa Kelleher (CSGW Coordinator), Marlene Coghlin (Board member)  
Guelph Police Service: Cst. James Finoro (ret.), S/Cst. Jeffrey Ennis (ret.), Insp. Scott Green, Insp. Cate Welsh, Insp. Andrea Ninacs, Insp. Scott Grover, Sgt. Jeffrey Taylor, Jon Green, Jessica Abra.

1. **WELCOME AND INTRODUCTIONS**

2. **MEETING CALLED TO ORDER**

Chair Drone called the meeting to order at 1:00 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 SESSISON**

**Moved by** R. Curran

**Seconded by** R. Carter

**THAT** the Guelph Police Services Board reconvene at 2:35 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 resolution was reported in open session:

**Moved by C. Guthrie**

**Seconded by C. Billings**

**THAT** the Guelph Police Services Board support the Victim Services Wellington Golf Tournament in the amount of \$250.00, with funds to be paid from the Community Account.

**- CARRIED -**

The closed session motion regarding the Board's fleet announcement was deferred to later in the meeting.

7. **PRESENTATIONS/DELEGATIONS**

7.1 **Guelph Police Service Promotions**

Sergeant Jeffrey Taylor: Chief Cobey introduced Sgt. Taylor, who has been a member of the Service since 2005, and is now a Sergeant in Platoon C, working frontline patrol. He also previously worked in Property Crime, Domestic Violence, and Investigative Services. Chief Cobey thanked him for taking the initiative to become a frontline leader, and the face of the Service to the community. The Board offered their congratulations.

7.2 **Guelph Police Service Retirements**

Constable James Finoro: Deputy Chief Martin introduced Cst. Finoro, who has been a member since June 1987, completing 32 years of service. His career concluded in patrol where he has been a stalwart Constable. During his career, he worked in Patrol, Traffic, Tactics, Rescue, Training and Recruiting and Firearms. Cst. Finoro was a reliable, calm, and decisive leader in whatever unit he was working. He was a great mentor to younger officers and was committed to policing the city.

Special Constable Jeffrey Ennis: Chief Cobey introduced S/Cst. Ennis, who joined the Service in 1995 as one of two special constables. Prior to joining, he was a member of the 11<sup>th</sup> Field Regiment Artillery. He was always one who was ready to help and share his knowledge with others. He thanked S/Cst. Ennis for providing invaluable support to the Guelph Police Service.

D. Drone thanked both retirees for being great leaders and confirming that their work has not gone unnoticed.

Sgt. J. Taylor, Cst. J. Finoro, and S/Cst. J. Ennis left the meeting at 2:55 p.m.

### **7.3 Crime Stoppers Guelph Wellington Annual Report**

D. Drone welcomed Sarah Bowers-Peter (Program Coordinator) of Crime Stoppers Guelph Wellington (CSGW). She introduced Lisa Kelleher (Office Coordinator), and Marlene Coghlin (Board Member) and presented the Annual Report. She noted:

- Crime Stoppers incorporated on August 3, 1988, and last year they celebrated 30<sup>th</sup> anniversary.
- In 2018, there were 20,752 tips, a 23% increase over 2017. In August 2018, they received their 20,000<sup>th</sup> tip. There were 1550 arrests made. They have become very active on social media.
- Cst. Kyle Grant is a tremendous asset in reaching students. In January 2019, a program was launched to educate parents and children together, assisted by Cst. Hugh Currie. The program is well received.
- Derren's Day: Father of 3 and community member engaged in many activities was killed by an impaired driver in a stolen truck. Crimestoppers approached the family to hold a fundraising event for things that mattered to Derren. It was a multi-organizational event attended by over 1000 people. Over \$6,600 was raised and the event will be held next year.
- The CSGW has a board of 12 members; 4 from Guelph.
- Challenges include fundraisers, legal challenges and officer training.
- CSGW had again won several prestigious awards in 2018.

D. Drone thanked the CSGW members present for an excellent report and noted that they should be very proud of the achievements.

Sarah Bowers-Peter, Lisa Kelleher, and Marlene Coghlin left the meeting at 3:00 p.m.

### **8. APPROVAL OF MINUTES**

**Moved by C. Billings**

**Seconded by R. Curran**

**THAT** the Minutes of the Open Meeting held Thursday, May 16, 2019 be approved as presented.

**- CARRIED -**

### **9. APPROVAL OF AGENDA**

**Moved by R. Carter**

**Seconded by C. Guthrie**

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

**- CARRIED -**

**Moved by C. Billings**

**Seconded by R. Carter**

**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 June 20, 2019, be received for information.

**9.2 Board Correspondence Report**

That the report titled “Open Meeting – June 20, 2019 Board Correspondence Report” be received for information.

**9.3 Human Resources Report**

**THAT** Sophie McCormick be appointed as a temporary civilian member of this Service effective May 6, 2019; and

**THAT** Jacob Kurtz be appointed as a full-time civilian member of this Service effective May 21, 2019; and

**THAT** Taryn Power be appointed as a part-time civilian member of this Service effective July 22, 2019.

**Part 2 – Discussion Agenda**

**9.4 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.

- 1) Chief Cobey announced that the Guelph Police Service is making the transition to move all marked vehicles to hybrid and/or electric power. A media event is planned at 4:00 p.m. immediately after this meeting. Ford will attend with a vehicle and a fact sheet regarding the vehicles will be shared with the media. The Chief thanked Jim Turow, Fleet Manager and Lisa Pelton, Finance Supervisor for the work involved to make this transition. He thanked the Board, Lloyd Longfield MP, and Mike Schreiner, MPP for their support. He believes that we are the first police service in Canada to make this commitment and that it is important to be stewards of our environmental resources.

D. Drone asked the Mayor to bring forward the motion, which was unanimously supported, from the closed meeting.

**Moved by C. Guthrie**

**Seconded by C. Billings**

**THAT** the Guelph Police Service recognizes the importance of taking positive environmental initiatives for the community of Guelph.

**THAT** the Guelph Police Service wants to contribute towards the stated goals of the City of Guelph to be a net-zero community by 2050.

**THEREFORE BE IT RESOLVED THAT** the Guelph Police Services

Board endorses the transition of all marked fleet vehicles to hybrid and/or electric power to reduce fuel costs and Guelph's carbon footprint.

**AND THAT** this initiative be operationalized within the allotted annual budgets.

**- CARRIED UNANIMOUSLY-**

- 2) Chief G. Cobey wants the community to know that the Service can provide translation services to our community in 170 languages.
- 3) He participated in a Facebook Live session with Lisa on Magic 106, engaging with the community and taking questions. He will be having this community engagement via this medium about once per month. Questions raised were when to call 911, and what is happening in the downtown to deal with the opioid crisis.
- 4) Cst. Mark O' Connell has been appointed as the new downtown liaison officer. He will engage with business and community leaders. The Downtown is one of our six priorities in the new Strategic Plan.

**9.5 New Business** – There was no new business noted.

## **10. INFORMATION ITEMS**

- Next Open Meeting: Thursday, **July 18, 2019**, 2:30 p.m., Guelph City Hall, Meeting Room 112, Margaret McKinnon Room
- 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** C. Guthrie

**THAT** the Open meeting of the Guelph Police Services Board adjourn as at 3:22 p.m.

**- CARRIED –**

The minutes of this meeting were adopted this 18<sup>th</sup> day of July, 2019.

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***"D. Drone"***

D. Drone , Chair

---

***"C. Polonenko"***

C. Polonenko, Executive Assistant