

# Information Items



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**Week Ending September 13, 2019**

## **Reports**

1. Outstanding Motions of the Corporate Services Area
2. Building Services 2018 Status Report
3. 2019 Energy Conservation and Demand Management Reporting
4. Hanlon Creek Business Park – Real Estate Transaction

## **Intergovernmental Consultations**

1. Proposed changes to Provincial laws on Joint and Several Liability
2. Proposed Provincial Policy Statement (PPS) Changes

## **Correspondence**

1. Municipality of Chatham-Kent RE: Resolution Regarding Provincial Funding Cuts to Legal Aid Ontario
2. Township of Zorra RE: Support Regarding Upper Thames River Conservation Authority (UTRCA) Programs

## **Boards and Committees**

1. Committee of Adjustment Meeting Minutes – August 8, 2019

## **Items Available in the Clerk's Office**

1. None

# Information Report

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Service Area	Corporate Services
Date	Friday, September 13, 2019
Subject	<b>Outstanding Motions of the Corporate Services Area</b>
Report Number	CS-2019-87

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## Executive Summary

### Purpose of Report

To provide Council and Committee of the Whole–Corporate Services an update regarding all outstanding motions for the Corporate Services area, as circulated by the City Clerk as of July 29, 2019.

### Key Findings

Staff has planned the work required to address outstanding motions previously passed by the Committee.

Staff has reviewed all outstanding motions and have provided updates.

### Financial Implications

None.

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## Report

### Details

The outstanding motions for the Corporate Services area are itemized below. These were circulated by the City Clerk as of July 29, 2019. The lead area and an update of the work and the timing for when the work will be completed is also included.

#### **1. December 10, 2018 Council as Striking Committee:**

Council Appointments

That City Clerk's Office staff consider the rationale for the mandatory appointment of a Member from Ward 1 in conjunction with the Downtown Guelph Business Association and report back by December 2020.

#### **Lead Area/Update**

City Clerk's Office: To be addressed in the fourth quarter of 2020 as part of the 2020 Governance Review.

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## **2. November 19, 2018 Council**

### **Closed Meeting Investigation Report re: Clair-Maltby Secondary Plan Community Working Group and Technical Working Group**

That the matter of staff advisory and working group minutes and procedures be referred to staff to report back in January, 2019.

#### **Lead Area/Update**

City Clerk's Office/Corporate Communications and Customer Service: To be address by a report going to the November 4, 2019 Committee of the Whole.

## **3. June 25, 2019 Council**

### **Accountability and Transparency Policy Update**

That the following clauses with respect to report CS-2018-47 Accountability and Transparency Policy Update be referred to the 2018-2022 Term of Council:

2. That all gifts received by Council or the Executive Team with a value of \$100.00 or more be disclosed on a monthly basis and posted online.
3. That total monthly expenses by Council and the Executive Team be disclosed quarterly and posted online.

#### **Lead Area/Update**

City Clerk's Officer: To be addressed in the fourth quarter of 2020 as part of the 2020 Governance Review.

## **Financial Implications**

None.

## **Consultations**

Dylan McMahon, Manager, Legislative Services / Deputy City Clerk

Tara Sprigg, General Manager, Corporate Communications and Customer Service

## **Corporate Administrative Plan**

### **Overarching Goals**

Service Excellence

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

Our Services - Municipal services that make lives better

## **Attachments**

None.

**Report Author**

Mary Stoddart, Executive Assistant, Corporate Services



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**Approved and Recommended By**

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Deputy Chief Administrative Officer  
Corporate Services  
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# Information Report

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Service Area      Infrastructure, Development and Enterprise Services  
Date                Friday, September 13, 2019  
Subject            **Building Services 2018 Status Report**  
Report Number    IDE-2019-87

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## Executive Summary

### Purpose of Report

To present a summary of Building Services responsibilities, activities and performance measurements for 2018.

### Key Findings

1. Report contains analytical information and key findings.
2. Certain performance measurements include dashboards and scorecards.
3. 2018 accomplishments and 2019 objectives are highlighted, which support the three goals of the Corporate Administrative Plan: Service Excellence, Financial Stability and Innovation.

### Financial Implications

Not applicable.

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## Report

### Details

The Building Services 2018 Status Report provides a panoramic snapshot of the various functions performed. The report offers analytical information and key findings associated with performance measurements.

Building Services has been producing these reports since 1995.

The Building Services 2018 Status Report is divided into eight sections highlighting Building Services' core functions. Performance measurements have been included in six of the core services which most affect our customers. Certain performance measurements include dashboards and scorecards, which illustrate targets, trends and activities.

The report also identifies various accomplishments from 2018 and objectives for 2019 organized around the three goals of the Corporate Administrative Plan.

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## **Financial Implications**

Not applicable.

## **Consultations**

Building Services annual reports are available on the City's website.

## **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**

Attachment-1: Building Services 2018 Status Report

## **Departmental Approval**

Not applicable.

## **Report Author**

Jeremy Laur, CBCO

Chief Building Official



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### **Approved By**

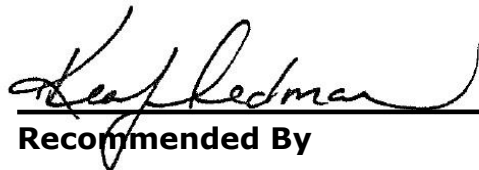
Todd Salter, MCIP, RPP

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### **Recommended By**

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# Building Services 2018 Status Report



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# TABLE OF CONTENTS

<b>ADMINISTRATION.....</b>	<b>2</b>
Introduction.....	2
Divisional Structure.....	3
2018 Accomplishments.....	4
2019 Objectives .....	5
Code of Conduct.....	6
<b>PERMITS .....</b>	<b>7</b>
Introduction.....	7
Major Building Projects .....	8
Performance Measurements .....	9
<b>INSPECTIONS .....</b>	<b>16</b>
Introduction.....	16
Performance Measurements .....	17
<b>ZONING.....</b>	<b>20</b>
Introduction.....	20
Shared Rental Housing .....	21
Permits .....	24
Performance Measurements .....	25
<b>BACKFLOW.....</b>	<b>27</b>
Introduction.....	27
Performance Measurements .....	27
<b>SEWAGE SYSTEMS.....</b>	<b>28</b>
Introduction.....	28
Performance Measurements .....	28
<b>TERMITES .....</b>	<b>29</b>
Introduction.....	29
Performance Measurements .....	30
<b>FINANCIALS.....</b>	<b>31</b>
Budget.....	31
Revenues .....	31
Ontario Building Code Reserve Fund.....	34

# ADMINISTRATION

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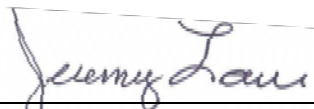
## Introduction

It's an ongoing goal of the Building Services team to continuously improve on the many services provided to customers, which include the following:

- Issuance of building permits and conducting building inspections as required under the Building Code Act and Ontario Building Code (OBC)
- Administer and enforce various City by-laws including the Zoning By-law, Sign By-law and Swimming Pool By-law
- Administration of a Termite Control Program
- Administration of a Backflow Prevention Program
- Administration of a Sewage System Maintenance Inspection Program

Building Services is constantly striving to accomplish numerous divisional and service area objectives with an end goal of assisting both customers and staff alike. In 2018, the Building Services team was also an active participant in many departmental and corporate initiatives.

A main accomplishment in 2018 was going live with our new public portal and electronic review software allowing our customers to apply for permits, track their applications and book inspections with greater ease than before and with many enhanced features. The public search was also greatly improved for anyone looking for building permit and associated information on a property within the City of Guelph.



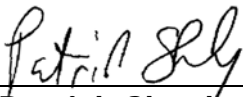
**Jeremy Laur**

*Chief Building Official*



**Minna Bunnnett**

*Administrative Assistant*



**Patrick Sheehy**

*Program Manager*

*– Zoning Services*



**Nicholas Rosenberg**

*Program Manager*

*- Permit Services*



**Adrian van Eck**

*Program Manager*

*- Inspection Services*



**Todd Salter**

*General Manager*

*Planning and Building  
Services*



**Kealy Dedman**

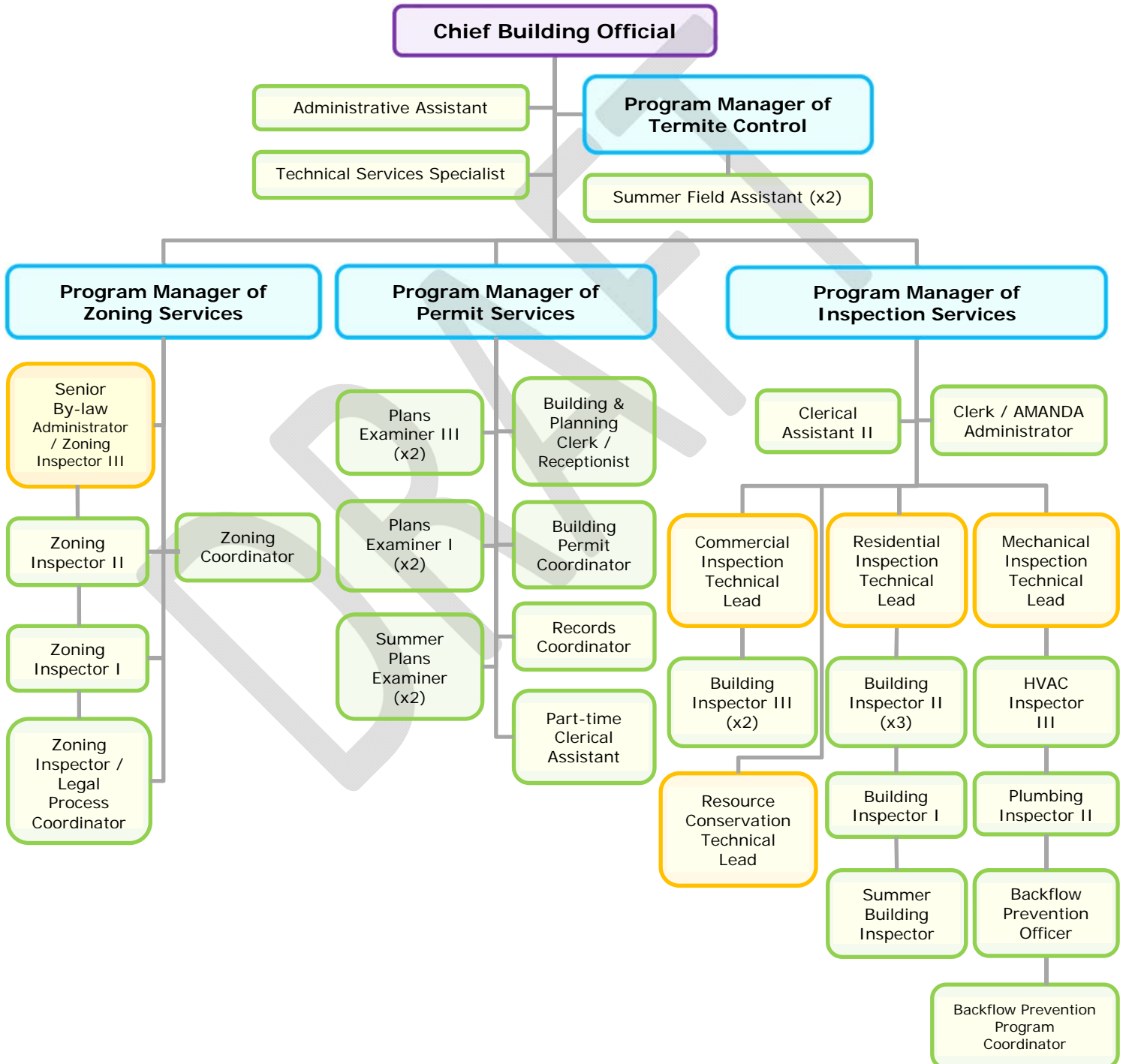
*Deputy CAO*

*Infrastructure, Development  
and Enterprise*

## Divisional Structure

Building Services is a division within the Planning and Building Services department of the Infrastructure, Development and Enterprise service area.

In 2018, the Building Services team consisted of 35 full-time staff, one part-time clerical assistant and five summer staff, which is reflected in the chart below.



## 2018 Accomplishments

The following accomplishments from 2018 have been categorized under the three goals of the Corporate Administrative Plan – Service Excellence, Financial Stability and Innovation.

### SERVICE EXCELLENCE

*Achieving quality and showing results*

- Commenced review of the Swimming Pool By-law. The previous by-law was passed in 1994 and some regulations require revisions with input from our industry partners.
- Commenced review of the Sign By-law. The current by-law was passed in 1996 and an update is necessary as directed by Council and as requested by our customers.
- Supported Planning Services with the comprehensive Zoning By-law review.

### FINANCIAL STABILITY

*Managing our resources to achieve maximum public value*

- Continued a succession and career planning program for the Building Services team to mitigate the effects of a number of planned staff retirements in 2018 and beyond. Approximately 25% of our staff is planning to retire in a 5 year period.

### INNOVATION

*Modernizing our services and how we work*

- Implemented our new public portal and electronic review software allowing our customers to apply for permits, track their applications and book inspections with greater ease than before and with many enhanced features.
- Began a thorough review of all types of building permits to gain efficiencies and optimize existing software capabilities.
- Introduced a new building permit and inspection program for certain permanent signs.



## 2019 Objectives

The following objectives for 2019 have been categorized under the three goals of the Corporate Administrative Plan – Service Excellence, Financial Stability and Innovation.

### SERVICE EXCELLENCE

*Achieving quality and showing results*

- Draft a new Swimming pool and hot tub by-law for approval by council based on best practice review and community and stakeholder engagement carried out in 2018. (The new By-law was actually passed by Council in Q2 / 2019).
- Be mindful of changes to the Ontario Building Code that may be brought forward by the Provincial Government in 2019. Changes that were tentatively scheduled to come into effect on January 1, 2019 have been paused. It is unknown if and when these will be implemented.
- Continue with the creation of a new Sign By-law with a goal of recommending the new by-law to Council in early 2020. The current Sign By-law was passed in 1996 and an update is necessary as directed by Council.
- Continue to support Planning Services with the comprehensive Zoning By-law review.

### FINANCIAL STABILITY

*Managing our resources to achieve maximum public value*

- Review the need to review and update the policies that guide the OBC reserve fund. (Amendments to the Building By-law and Reserve Fund Policy were actually passed by Council in Q2 / 2019).
- Recommend remedial actions required to address the systemic draw on the reserve fund. (Amendments to the Building By-law and Reserve Fund Policy were actually passed by Council in Q2 / 2019).
- As part of the 2020 budget, allocate staff between the tax and non-tax budgets to more accurately reflect costs and allow for more accurate variance reports. Also align permit fee adjustments to January of each year, similar to other non-tax service areas.

### INNOVATION

*Modernizing our services and how we work*

- Begin to optimize our permit tracking software based on our thorough review of all types of building permits in 2018 to gain efficiencies and make enhancements, with the assistance of Information Technology Services.



## Code of Conduct

The Building Code Act requires every principal authority to establish and enforce a code of conduct for the Chief Building Official and inspectors.

A code of conduct is a set of rules outlining the responsibilities and procedures for an individual or an organization. It's intended to promote appropriate standards of behaviour by staff in the performance of their duties.

### *The Building Services Code of Conduct is meant to:*

- Promote good behaviour and actions by all Building Services staff.
- Prevent an abuse of power, including unethical or illegal practices, by all Building Services staff.
- Promote honesty in the services provided by all Building Services staff.
- Provide a formal process for submitting complaints to the Building Services division.

### *As part of the Code of Conduct, Building Services staff must:*

- Always act in support of public well-being.
- Apply all relevant laws, codes and standards in a fair and impartial manner.
- Keep their qualifications up to date, and perform work within the limits of their qualifications.
- Be professional and polite.
- Act in accordance with the City's corporate values related to integrity and excellence.

### *What happens if Building Services staff does not follow the Code of Conduct?*

Persons can submit a written complaint by using the Building Services Code of Conduct Complaint Form. The form is found on [guelph.ca](http://guelph.ca). Once a complaint is submitted, an investigation will take place. The Chief Building Official or senior management of the City will provide a written response within 30 calendar days of receipt of the complaint.

## For more information

Chief Building Official  
519-837-5615  
[cbo@guelph.ca](mailto:cbo@guelph.ca)  
[guelph.ca/code-of-conduct](http://guelph.ca/code-of-conduct)

## PERMITS

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### Introduction

The Permit Services team is responsible for issuing building permits for all construction and demolition projects within the City of Guelph, and for providing information to customers. In 2018, this group within Building Services had seven full-time staff, one part-time clerical assistant and two summer Plans Examiners.

The Ontario Building Code (OBC) is a regulation made under the Building Code Act. The focus of this provincially legislated service is to ensure the technical requirements of the OBC are met. The OBC contains minimum provisions respecting the functionality of buildings with reference to safety, health, fire protection, accessibility, energy efficiency and structural sufficiency. Building permit applications are reviewed by the Permit Services team to confirm compliance with the OBC and to ensure that these minimum requirements are met.

Building permits are issued for all sizes and types of projects from a deck or shed, to a high-rise residential or large industrial building. The Province mandates that permit applications be reviewed within set time frames which ranges from 10 to 30 working days.

The Permit Services team works closely with various customer groups to ensure they are aware of changes to OBC requirements, applicable legislation and associated fees.

Permit Services also collects applications, fees and deposits on behalf of other service areas of the City, including curb cut applications, development charges and parkland dedication. Managing filing systems for both Planning Services and Engineering Services is another service provided. Property Information Reports, routine disclosure requests and freedom of information requests are also handled by the Permit Services team.

Building Services offers an online permit and inspection portal that allows all types of building permit applications to be submitted online at any time. This also allows customers to review the status of their permits at their convenience. With the assistance of Information Technology Services, the development of an enhanced version of the online portal (Public Portal II) was launched in 2018.

## Major Building Projects

The number of larger construction projects has a significant impact on the overall figures associated with construction values, new residential units and building permit revenues.

As indicated in the chart below, five projects that had building permits issued in 2018 were valued at more than \$10 million. These top five projects accounted for almost one-quarter of the more than \$373 million in construction value. While recent years have seen a large number of multi-residential projects dominate the list of top valued project, 2018 was a more diverse year. The highest valued projects in 2018 cover all major project categories, including industrial, commercial, institutional and residential.

DESCRIPTION	VALUE
<b>45 Yarmouth Street</b> 12 Storey Apartment Building (75 units)	\$22,017,240
<b>University of Guelph, OVC Lifetime Learning Centre</b> 25 McGilvray St – Addition and Interior Renovations	\$21,200,000
<b>Wilson Street Parkade</b> – 10 Wilson Street New Multi-Level Parking Structure	\$20,400,000
<b>Kingsbury Square</b> – 35 Kingsbury Square Four Storey Apartment Building (100 units)	\$17,000,000
<b>Watson Park</b> – 144 Watson Road N Seven Storey Apartment Building (133 units)	\$11,400,000
<b>Grange Hill Point 2</b> – 104 Summit Ridge Drive Four Storey Apartment Building (51 units)	\$7,100,000
<b>University of Guelph, South Residence Mountain</b> 89 South Ring Road – Recladding, Replacing Windows, Replacing Terrace Roof Membranes, Replacing Fan Coil Heating Units	\$4,630,000
<b>Subaru Dealership</b> – 12 Wilbert Street New Car Dealership	\$4,630,000
<b>First Christian Reformed Church of Guelph</b> – 287 Water Street Addition and Interior Renovation to Church	\$3,900,000
<b>32 Watson</b> – 32 Watson Parkway S One Storey Industrial Mall	\$3,100,000
<b>Carriage Condos</b> – 85 Mullin Drive Three Storey Multiple Attached Dwelling (12 units)	\$3,050,000
<b>Johnson &amp; Johnson Consumer Inc.</b> – 890 Woodlawn Road W Upgrades to Exterior Cooling Tower	\$3,000,000

## Performance Measurements

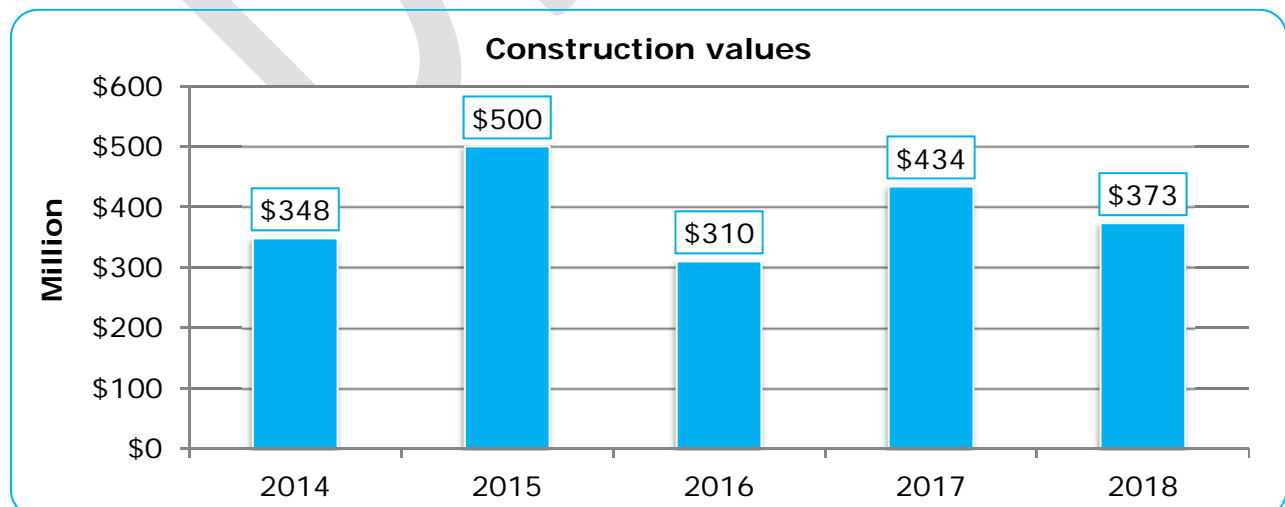
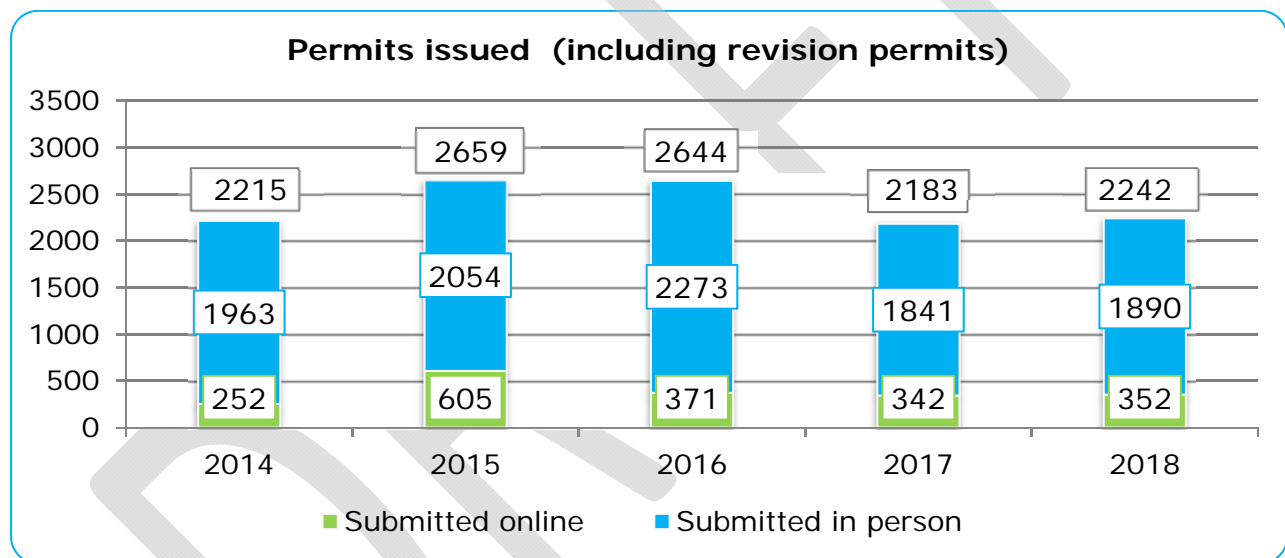
### DASHBOARD

#### Building permits

The number of building permits issued in 2018 is consistent with the number issued in 2017. Although permit volume appears low over the past two years, notwithstanding 2015 and 2016, the number of permits issued in 2018 is within 3.5 per cent of the annual average over the past decade.

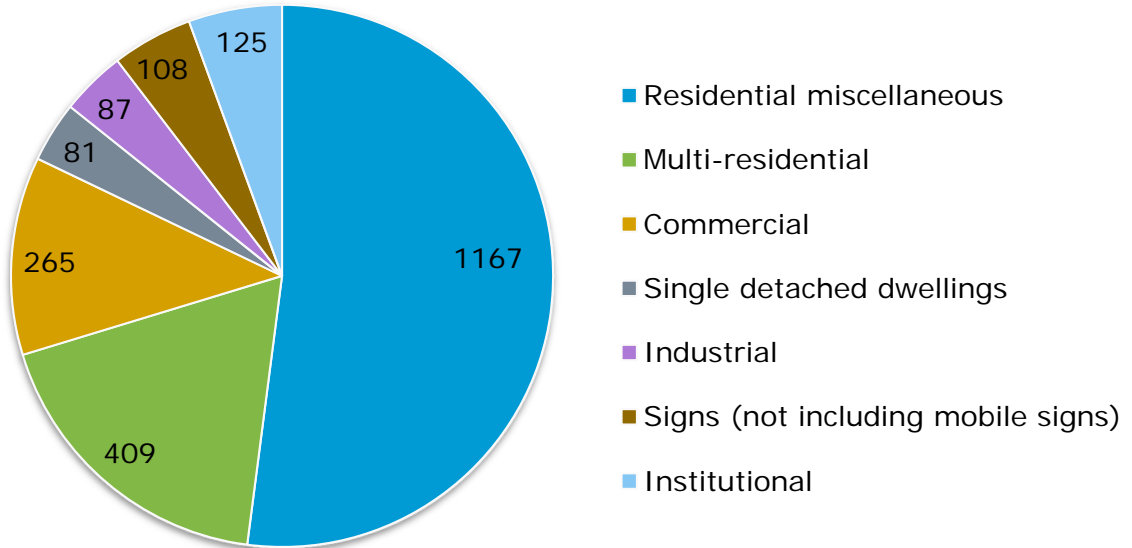
Online permit applications remained steady again in 2018. With the launch of the enhanced version of the online permit and inspection portal (Public Portal II) in June of 2018, it is anticipated that these numbers will continue to rise in 2019.

Starting January 1, 2019 all building permit applications for new houses, including single detached, semi-detached and row townhouses are required to be submitted online. All other building permit application types are currently encouraged to be submitted online and will likely be required to do so starting in 2020.

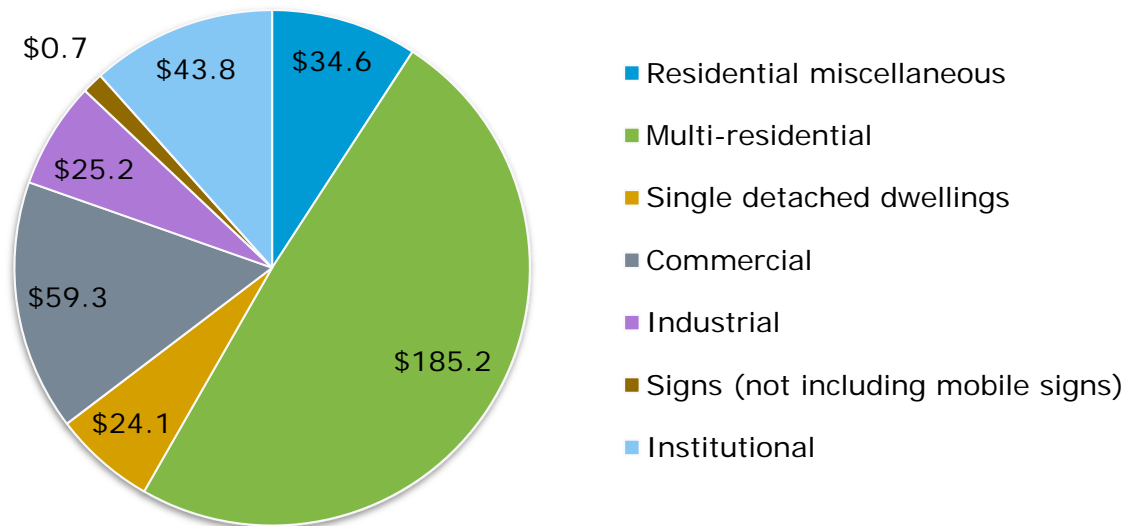


**Building permits (continued)**

**Type of permits issued (2242)**



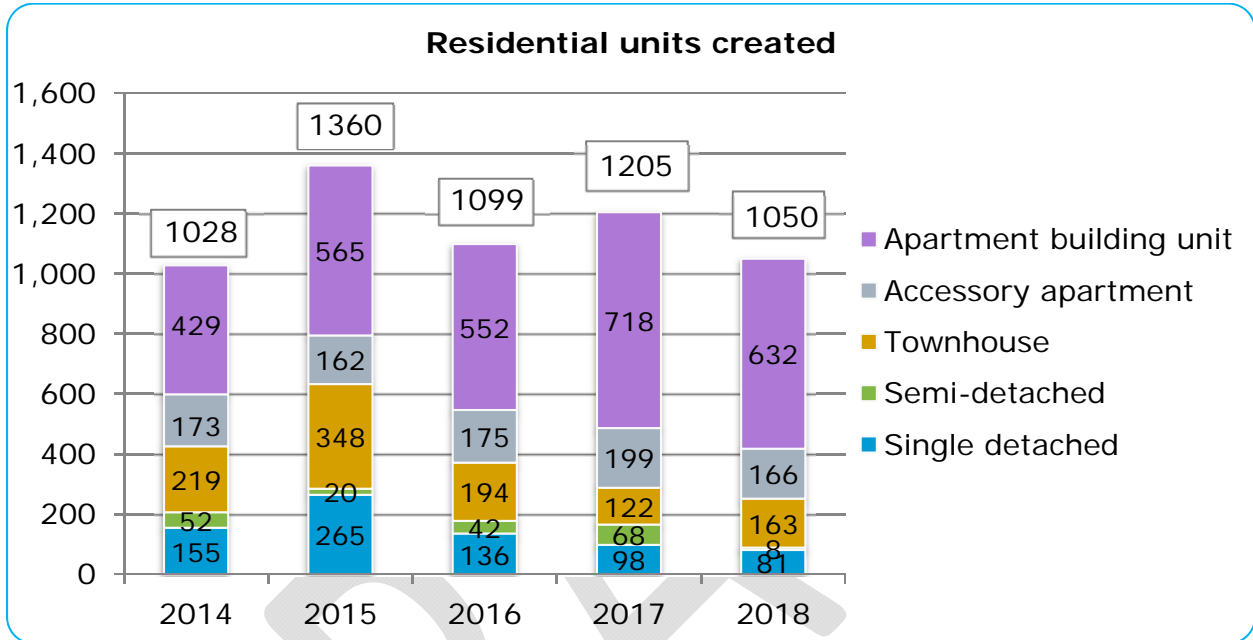
**Construction values - \$million (\$373)**



### *New residential units*

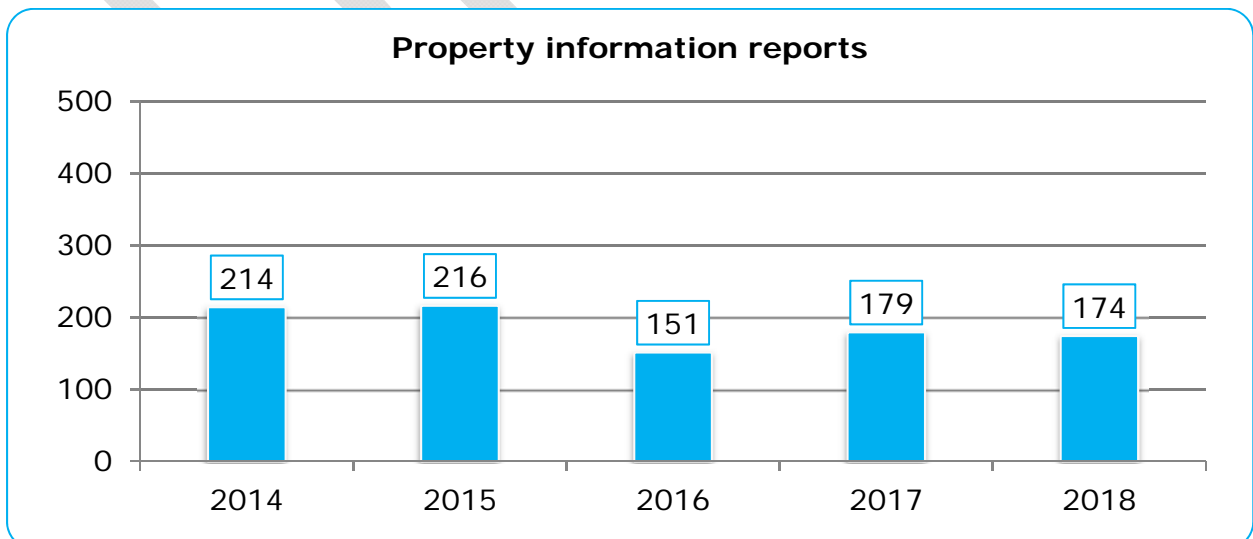
As residential intensification continues to increase, the creation of new dwellings remains focused on multi-residential units; primarily apartment style buildings. This is due to the move towards residential intensification through the Places to Grow legislation.

The number of single detached dwellings has steadily declined over the past few years. The 81 permits issued for single detached dwellings in 2018 was the lowest on record since the tracking of these permits commenced in 1997.



### *Property information reports*

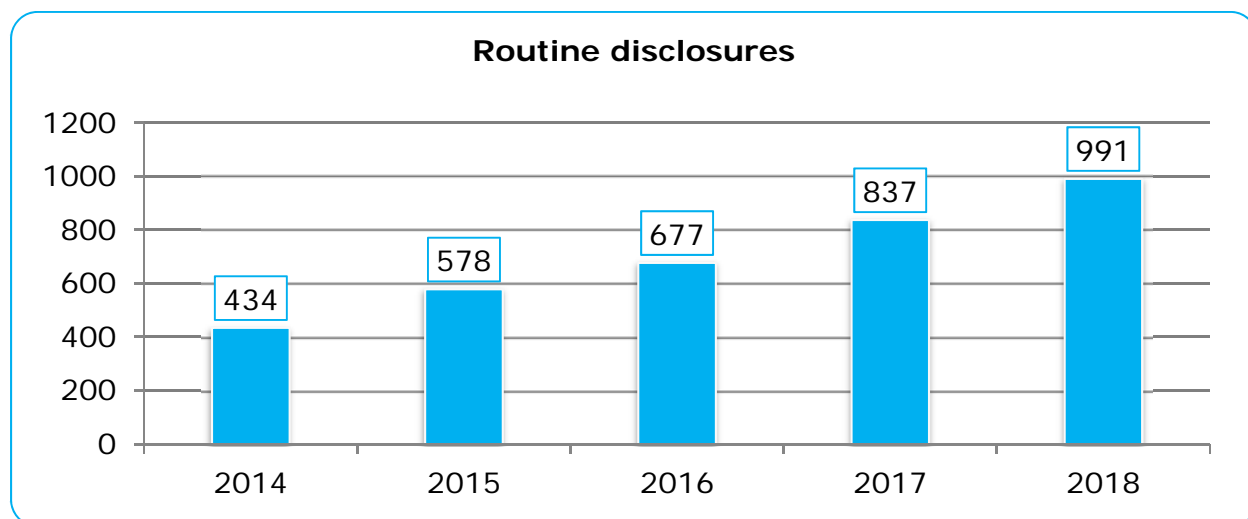
The volume of property information reports, otherwise known as pre-sales remains steady.



### ***Routine disclosure***

Routine disclosure is the automatic release of certain types of administrative and operational records in response to informal, rather than formal, requests regulated under the Freedom of Information and Protection of Privacy Act or the Municipal Freedom of Information and Protection of Privacy Act.

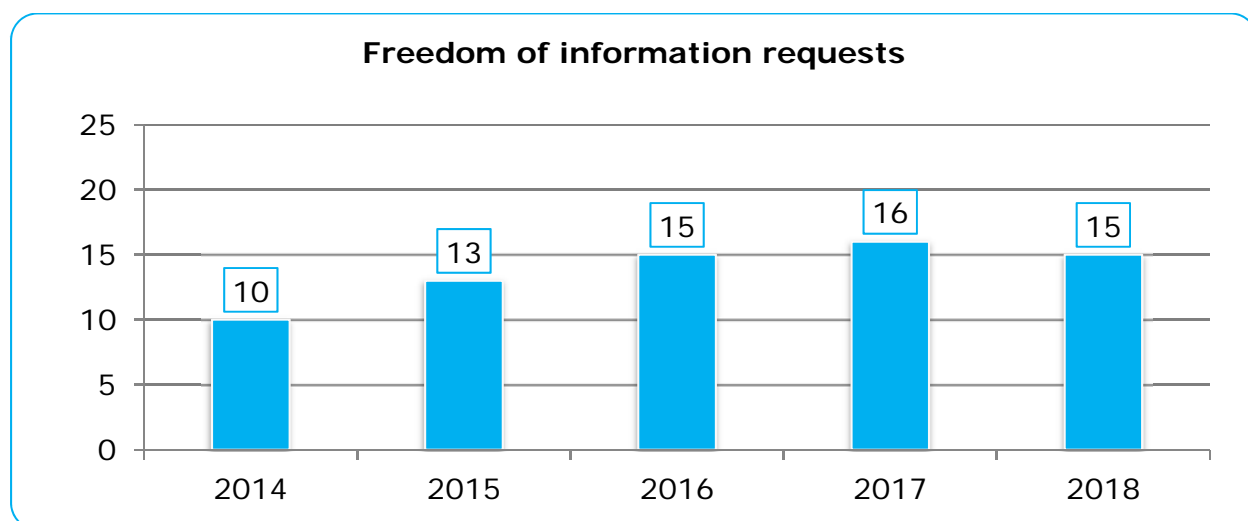
This type of request, which is processed at the departmental level, has continued to increase over the past 5 years.



### ***Freedom of information***

Freedom of information requests are made under the Freedom of Information and Protection of Privacy Act or the Municipal Freedom of Information and Protection of Privacy Act. They provide access to City records when routine disclosure guidelines are not met.

Freedom of Information requests are generated from the City Clerk's department.








## Scorecard

Permit Services sets performance targets to measure how well customers' needs are being met. These targets include measuring the average number days to process permit applications and the percentage of applications that are reviewed within provincially established turnaround times.

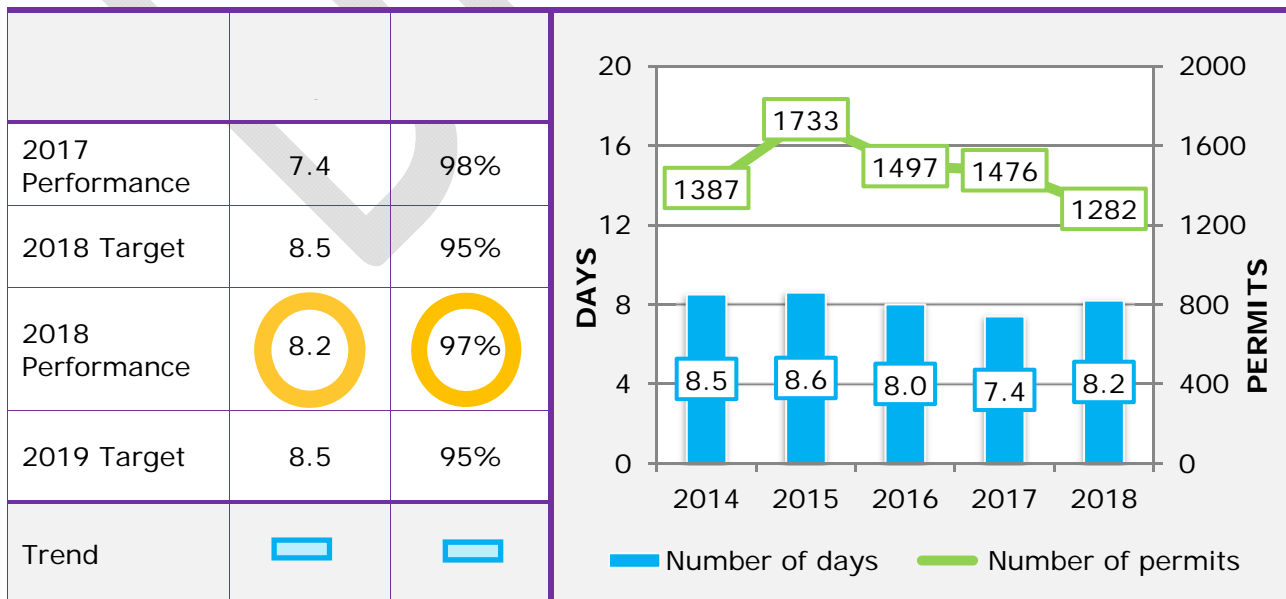
During the summer months, temporary staff are hired to assist with the higher volume of permit applications. Deck permits applications, which are required to be reviewed within 10 working days, are a large contributor to the increased permit volume during this period. The average turnaround time for deck permits from May to August was only 6.2 days as compared to the 8.5 day target.

The following scorecards provide a graphical representation of the Permit Services team's overall performance associated with the review of building permit applications. The targets for each permit type reflect provincially legislated timelines based on the type of building, which varies from 10 to 30 working days.

Legend			
Performance measurements			
	Stay the course		Meeting target, but may be moving in the wrong direction
<b>Positive</b>		<b>Caution</b>	
			Corrective actions may be required
	<b>Negative</b>		
	Positive trend		Negative trend

### 10-day permits

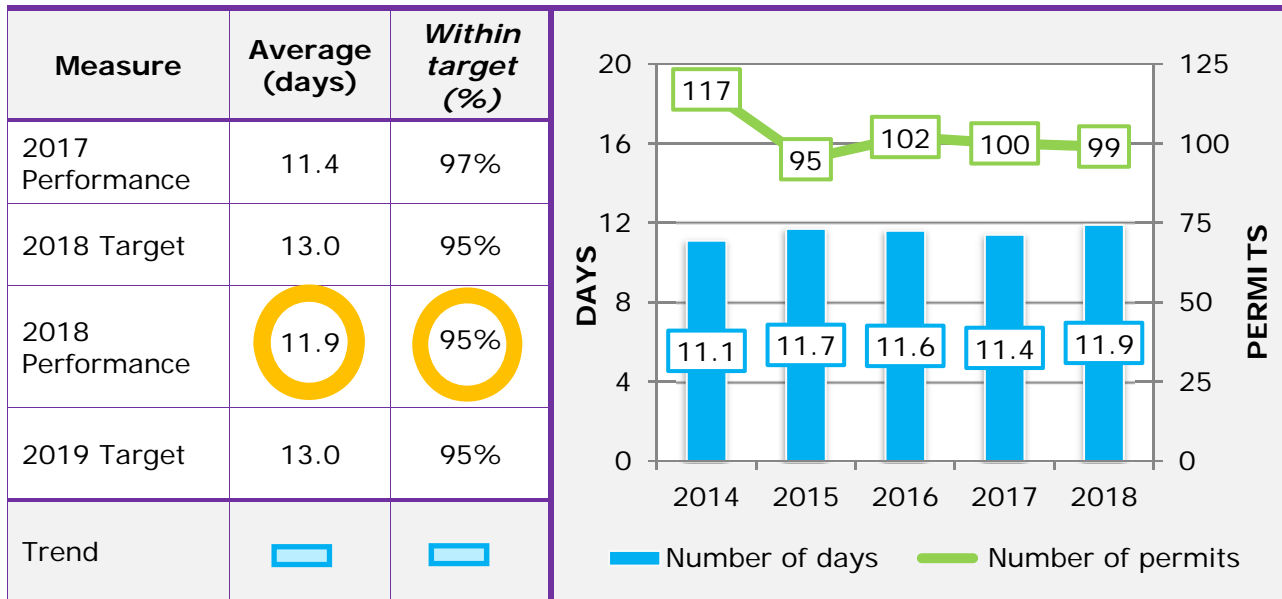
The following scorecard reflects 10-day permit turnaround time targets, which applies to typical residential housing including single detached houses, semi-detached houses and townhouses, as well as most associated accessory buildings. Tents regulated under the OBC also fall within the 10-day review period.





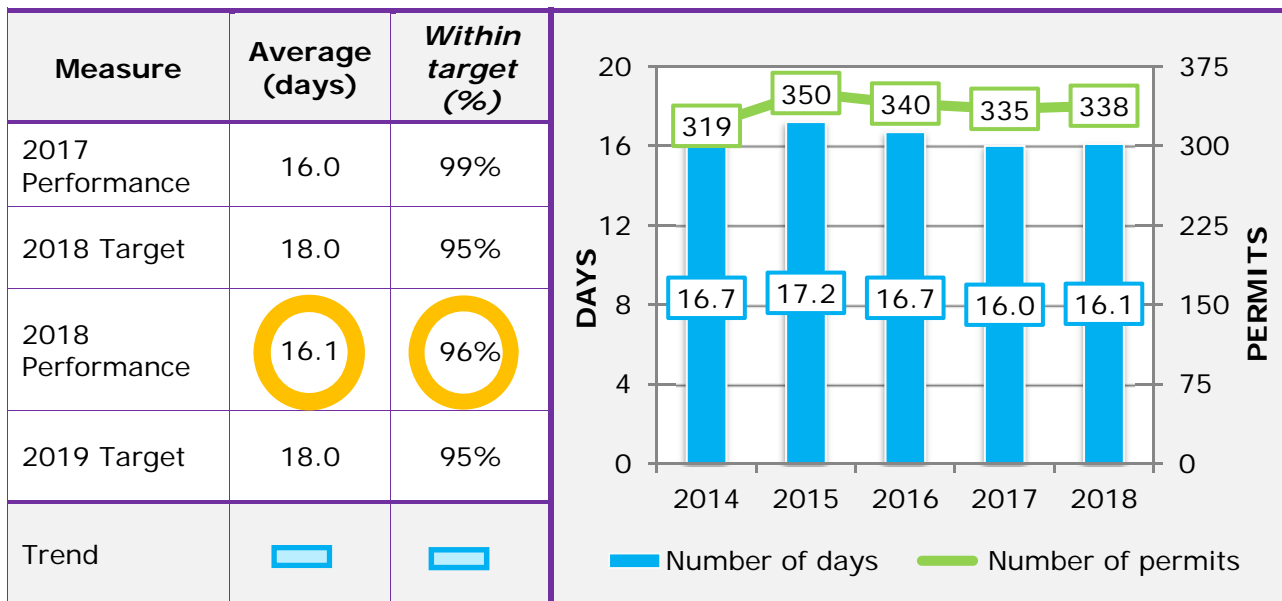
### 15-day permits

The following scorecard reflects 15-day permit turnaround time targets. This applies to multi-residential, commercial and industrial buildings that are not more than three storeys in building height and not more than 600m<sup>2</sup> in building area.



### 20-day permits

The following scorecard reflects 20-day permit turnaround time targets. This applies to multi-residential, commercial and industrial buildings that are more than three storeys in building height or more than 600m<sup>2</sup> in building area. It also applies to most assembly, care, detention and high-hazard industrial buildings.



### 30-day permits

Post-disaster buildings, such as hospitals and police stations, as well as buildings that exceed six storeys in height, are required to be reviewed within 30 business days. There were eleven of these building permits issued in 2018 and the average turnaround time was 22 days.



# INSPECTIONS

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## Introduction

The Inspection Services team is responsible for all construction and demolition inspection related activity regulated by the OBC. In addition to inspecting the construction of buildings, Inspection Services is also responsible for plumbing, HVAC and energy efficiency inspections. In 2018, this function within Building Services had 18 full-time staff – two of which are funded by Water Services through the Backflow Prevention Program – and one summer building inspector.

The OBC is a regulation made under the Building Code Act. The focus of this provincially legislated service is to ensure the technical requirements of the OBC are met. The OBC contains minimum provisions respecting the functionality of buildings with reference to safety, health, fire protection, accessibility, energy efficiency and structural sufficiency. Building inspections are performed by the Inspection Services team to ensure these minimum OBC requirements are met.

In addition to inspecting construction and demolition projects, Inspections Services also carries out swimming pool, hot tub, liquor license and business license inspections, as well as other miscellaneous property inspections such as grow operations and buildings damaged by fire.

The Province legislates that building inspections are to be carried out within two business days and we are currently meeting this service level, with most being carried out within one business day. This level of service generally meets the needs of customers.

There was an increase in the amount of commercial, institutional and multi-residential building inspections in the 2018. Construction activity on large complex institutional projects can often last up to two years or more after the permit has been issued. We are also seeing a continuance of the trend to more multi-residential and less single detached and semi-detached inspections.

Building Inspection team members have demonstrated leadership in representing the City of Guelph both regionally, provincially and nationally in many ways, including as directors, secretaries and key representatives with the Ontario Plumbing Inspector's Association (OPIA), the Ontario Backflow Administrative Committee, the Mechanical Services Advisory Committee (MSAC), the Standing Committee on Energy Efficiency for the National Energy Code for Buildings, the Guelph and District Homebuilders Association and CSA Working Groups.

2018 also marked the successful completion of the 2<sup>nd</sup> year of a 3 year plan to provide training in order to facilitate a realignment of duties within the mechanical group. There will be ongoing work in early 2019 on knowledge transfer to support succession in light of three upcoming retirements of senior inspection staff.

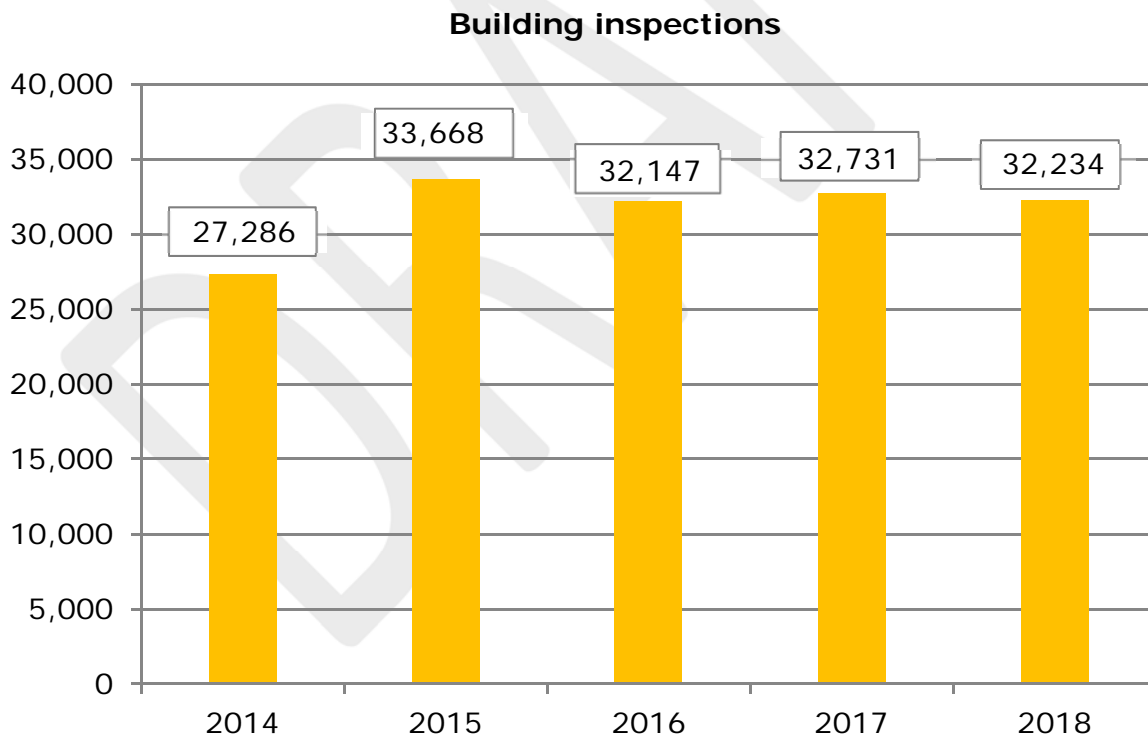
## Performance Measurements

### Dashboard

The number of building inspections carried out in 2018 is consistent with the previous two years.

Our own average monthly productivity targets for residential, commercial and mechanical inspection groups are generally being met. However, as expected, productivity reductions have been observed during some periods of the mentoring and training of staff to support succession and replacement planning efforts. This effect was noted in the mechanical team in 2018. A similar impact on individual productivity levels can be anticipated in the coming years as the Inspection Services team works through a large number of retirements. The goal is to ensure maximum knowledge transfer within staff and a seamless transition for our customers. Most training and development of staff generally occurs during non-peak periods from October to March.

The following chart identifies the number of building inspections carried out per year.



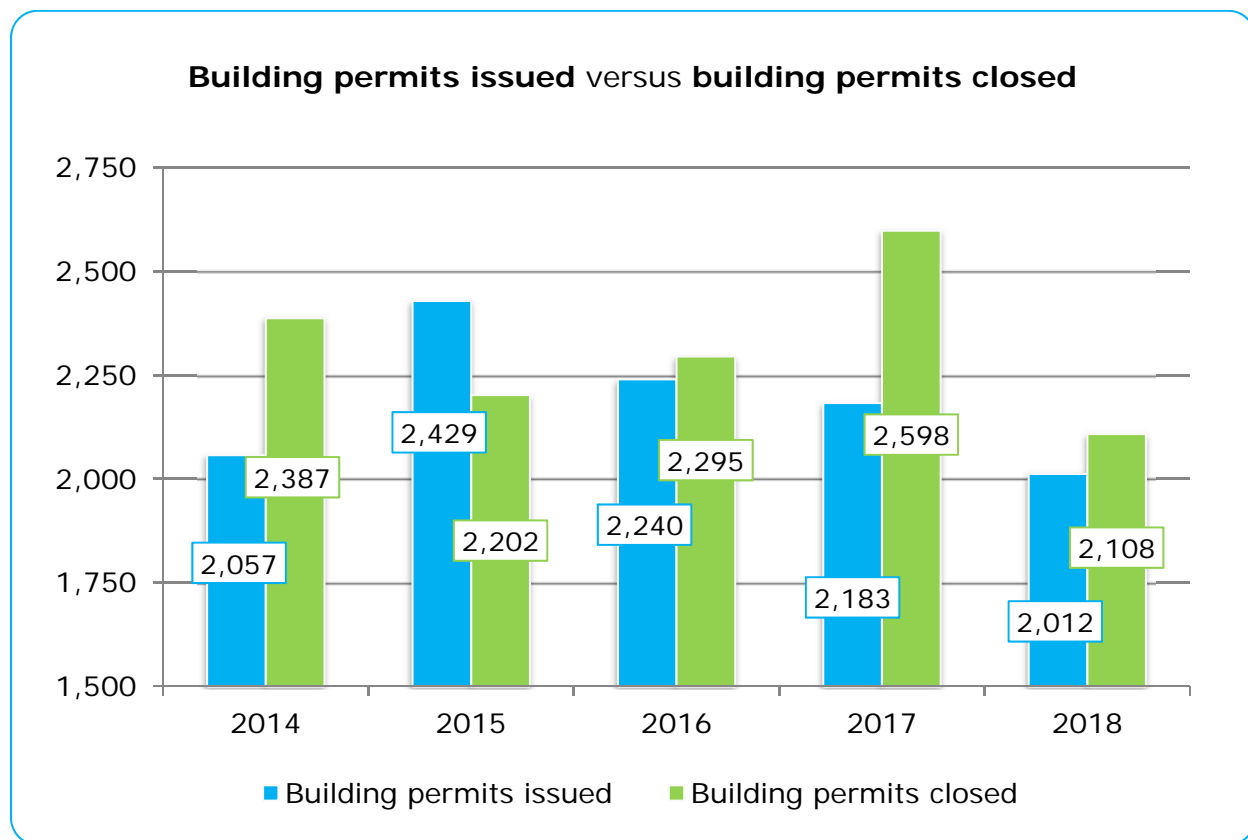
## Scorecard

As part of the Inactive Permits Program, the Inspection Services team has a goal of closing at least as many building permits per year as are issued. The winter months are typically non-peak times for building inspections, which provides an opportunity to follow-up on inactive permits.

Efforts to close more permits than were issued in 2018 were very successful. Almost 100 more permits were closed than were issued in 2018. This can be attributed to the additional effort put in by the inspection team members to address inactive building permits during off peak months.

More permits have been closed than issued in four of the past five years. This positive trend is anticipated to continue in future years. The responsibility to request inspections rests with the permit applicant. In 2012, we estimated that there were approximately 6,000 inactive/dormant building permits. Efforts since that time have helped to reduce this by approximately 800 permits or just under 13%. This 5 year total aligns closely with our target of closing 150 permits more per year than are issued. In general, we focus on permits which pose the most risk to life safety first. This assists to reduce risks to citizens and the City as well.

The number of permits issued each year does not include revision permits.





# ZONING

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## Introduction

Zoning Services is responsible for the administration and enforcement of numerous by-laws and programs with the primary focus being the Guelph Zoning By-law. The Zoning By-law provides regulations concerning land use zoning within the City to control and regulate the location and use of buildings and structures for residential, business, industrial and other specified uses.

In 2018, this function within Building Services had six full-time staff.

## Administration and Enforcement

The primary administrative functions of Zoning Services include zoning review of building permit applications, review and issuance of sign, pool and hot tub permits, administration of the two-unit house (accessory apartment) registration program and lodging house certifications.

Zoning Services also has various levels of involvement in:

- Committee of Adjustment applications,
- the regulating of telecommunication towers,
- property information reports for real estate transactions,
- site plan approval,
- agreement releases,
- encroachment applications, and
- preliminary zoning review process

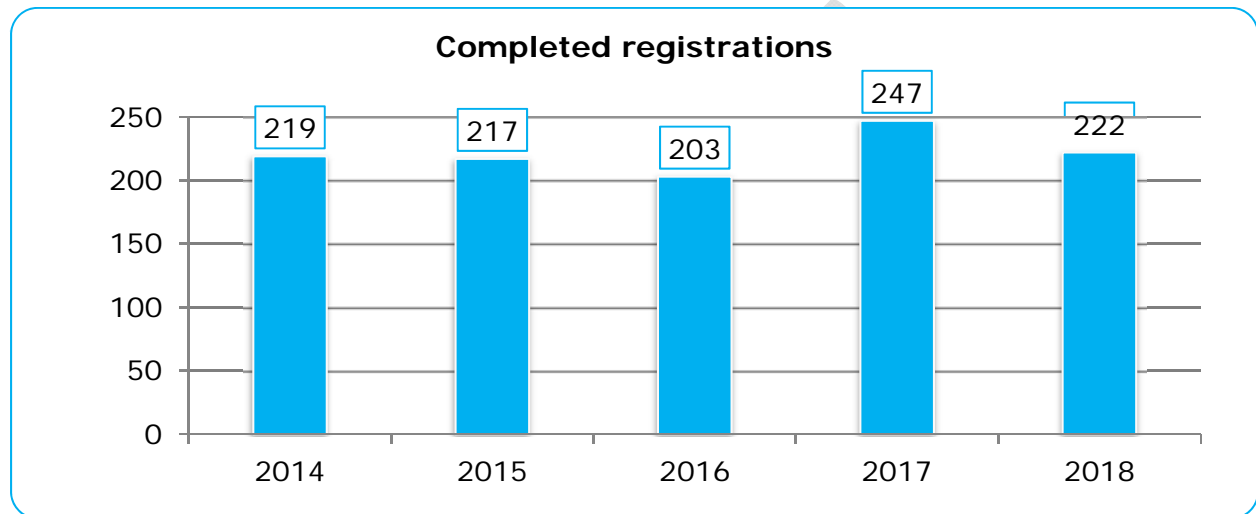
Zoning Services is also responsible for the enforcement of Zoning By-law regulations, two-unit houses (accessory apartments), signs on private property (building, freestanding and mobile), in addition to certain provisions of the Ontario Building Code (OBC).

## Shared Rental Housing

Zoning Services leads the shared rental housing initiative relating to improving the safety and wellbeing of tenants and residents.

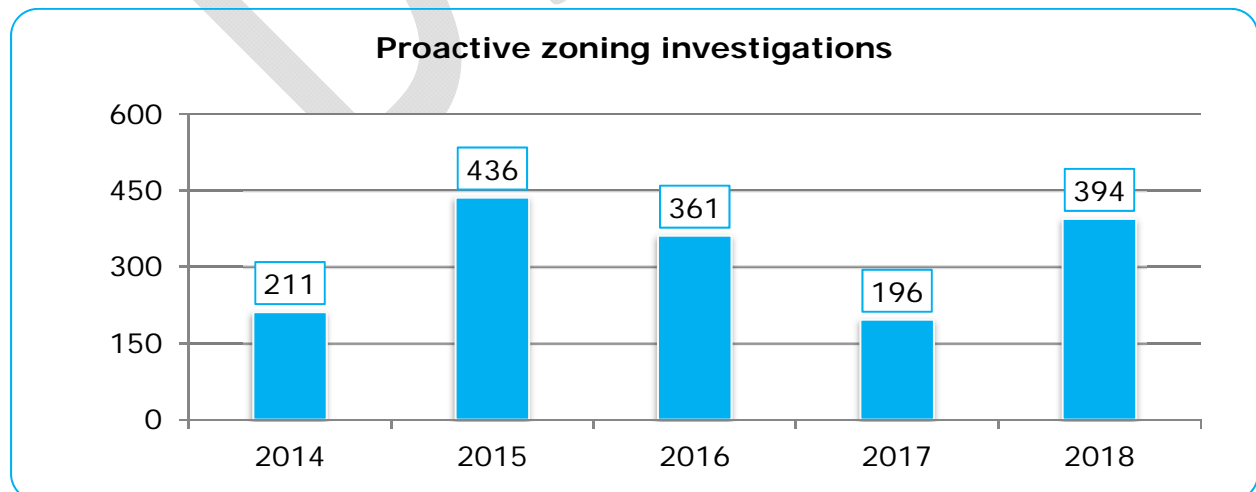
### Accessory Apartments

At the end of 2018, there were in excess of 2,979 registered accessory apartments within the City.



### Proactive Enforcement

Proactive enforcement concentrates on inspection and enforcement relating to shared rental housing. This includes two-unit houses (accessory apartments), the Ontario Building Code, and zoning provisions (including lodging houses).





## **Recommended Approach**

Staff has continued with the recommended approach for shared rental housing that was approved by Council in 2014. In order to keep Council apprised of the effectiveness of the recommended approach, staff will continue to provide updates through this annual report.

Shared rental housing recommended approach highlights for 2018:

- Building Services inspectors completed on-going training in aspects of the legal proceedings program
- Continued success in the execution of search warrants
- Continued communication and education initiatives to improve tenant safety
- The highest historical prosecution activity for Building Services
- Consistent levels of legal proceedings

## **Tenant Safety**

Building Services continues to collaborate with key stakeholders to promote safe and legal rental accommodations.

In partnership with the University of Guelph Off-Campus Living Office and the Guelph Fire Department, the City continues to promote and offer free rental unit safety inspections year round. This tenant safety initiative is designed to increase tenant safety awareness and to promote the availability of free rental unit safety inspections. Staff conducted 24 tenant initiated rental unit safety inspections in 2018.

## Search Warrants

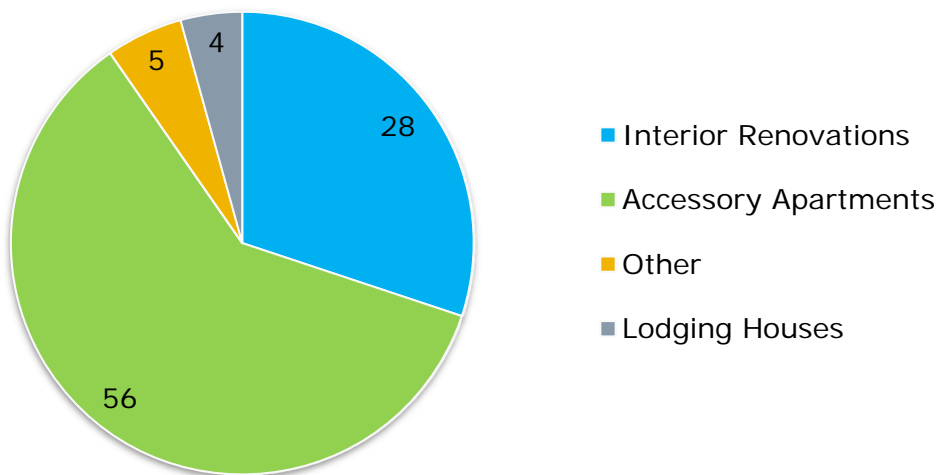
Building Services created a search warrant team in 2016, along with operating guidelines for the implementation of search warrants. With the assistance of Guelph Police Services, Zoning Services successfully executed 6 search warrants at 4 properties in 2018. Two per property is typical as one is for Zoning and the other for the Ontario Building Code. Staff will continue to use this option for compliance when all other options have been exhausted.

## Cross-training

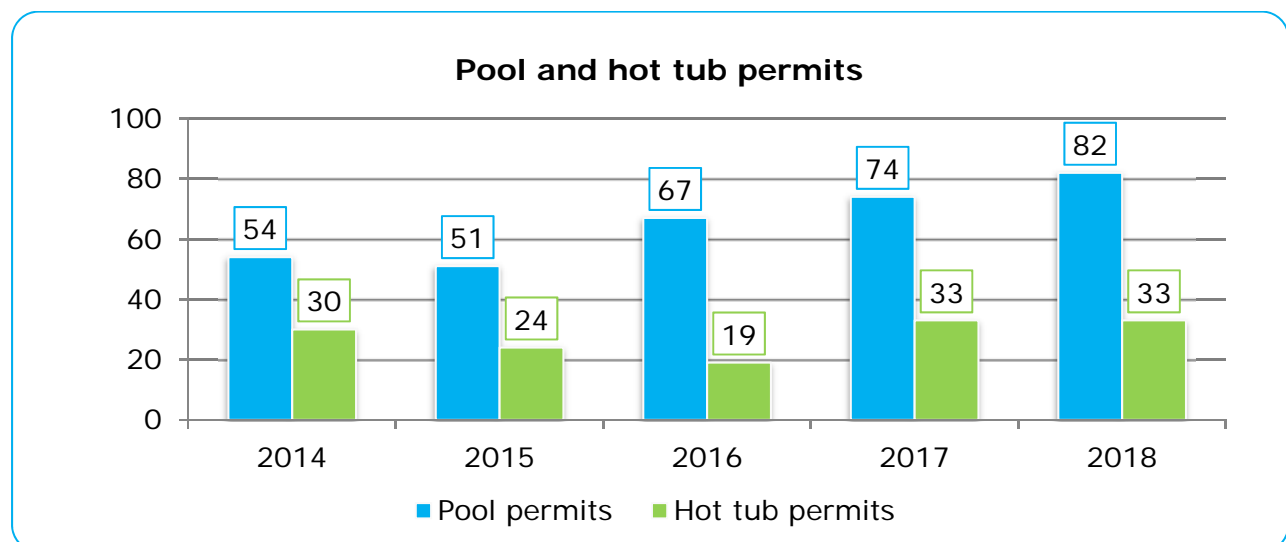
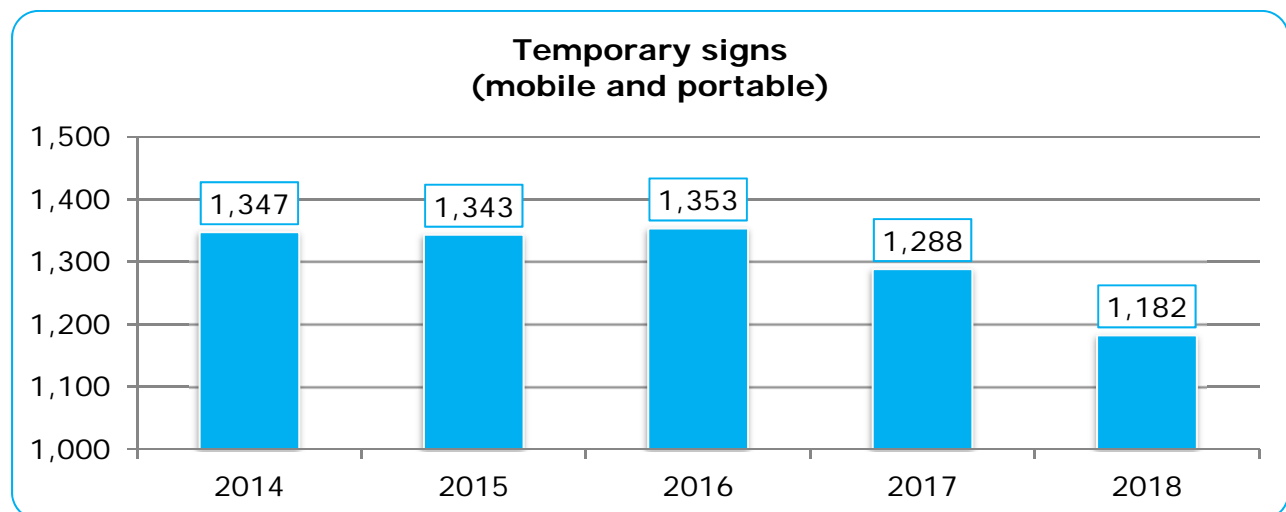
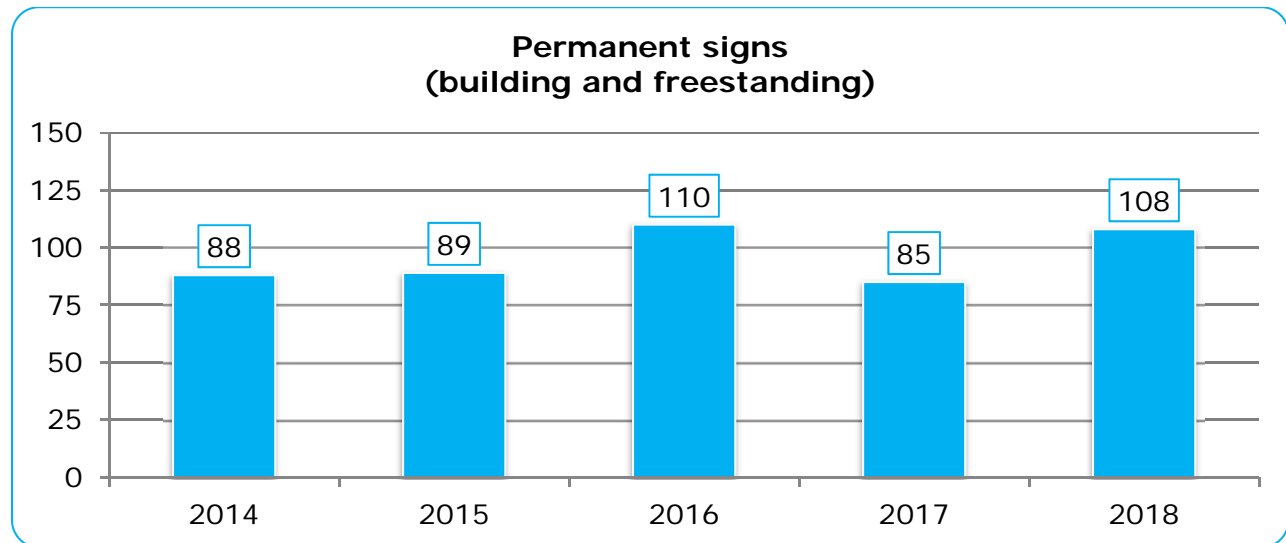
Significant efficiencies and improvements to customer service were gained as a result of cross-training zoning inspectors to also be appointed as building inspectors.

The ability to have one inspector perform both zoning and building functions eliminates the need for multiple inspectors to attend the same site. This assists our customers by reducing the number of inspections and allowing them to work with a single inspector to resolve any issues. In 2018, 93 proactive OBC infractions were identified by zoning inspectors.

**Cross-training efficiencies (93)**

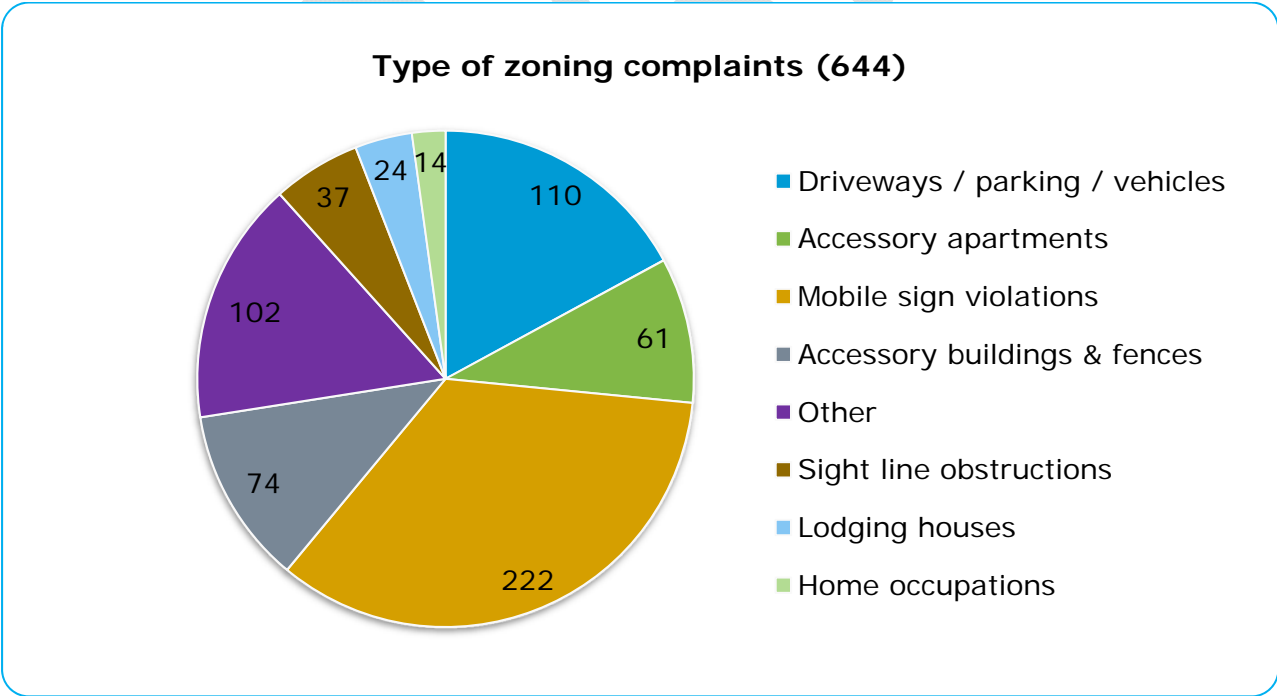
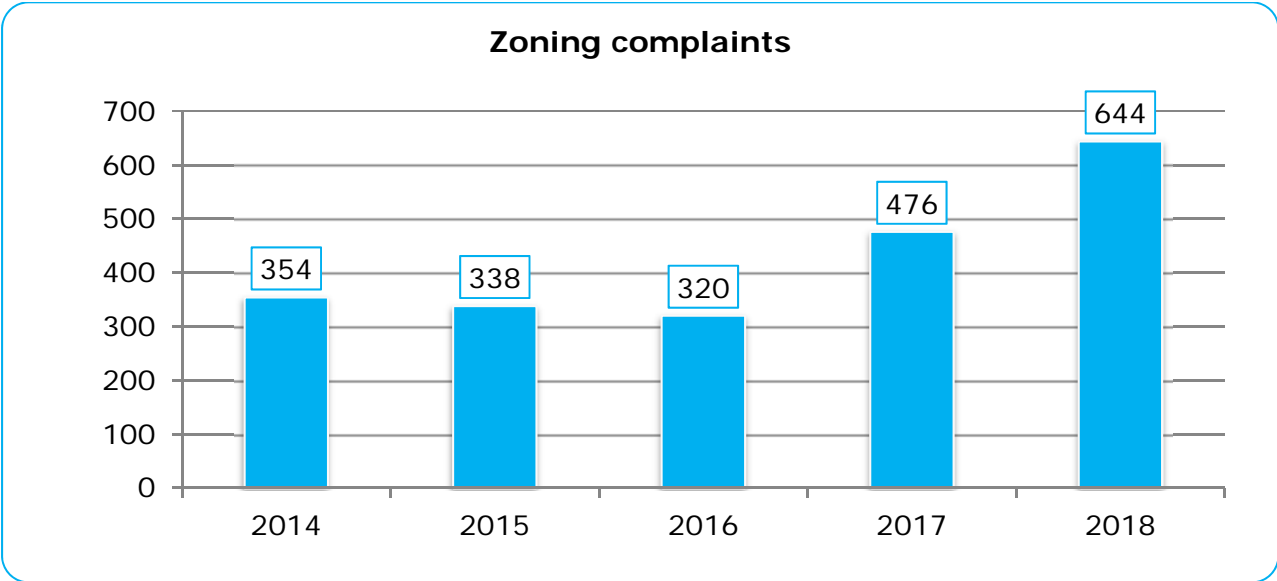


## Permits



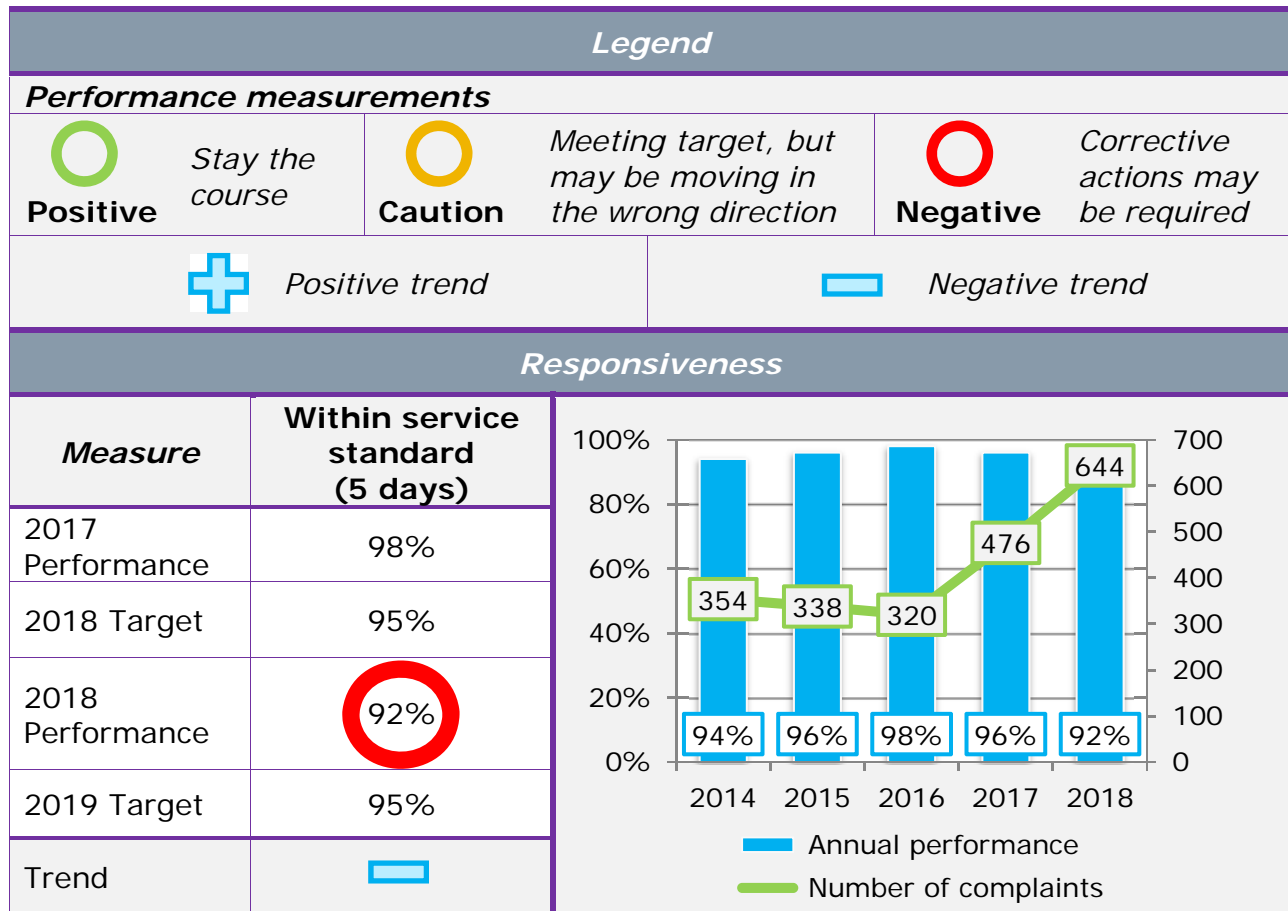
## Performance Measurements

### Dashboard



## Scorecard

Our goal is to investigate a complaint within 5 days of receiving it. We aim to meet this target 95% of the time. In 2018, we were only able to meet this target 92% of the time. This can be attributed to the significant increase in the number of complaints received, 644 in 2018 up from 476 in 2017 and 320 in 2016.



## BACKFLOW

### Introduction

The City of Guelph Backflow Prevention Program was implemented in 2000. The intent of the program is to assist in providing a supply of safe drinking water to all City residents. This program, which is funded by Water Services, has two full-time staff within Building Services.

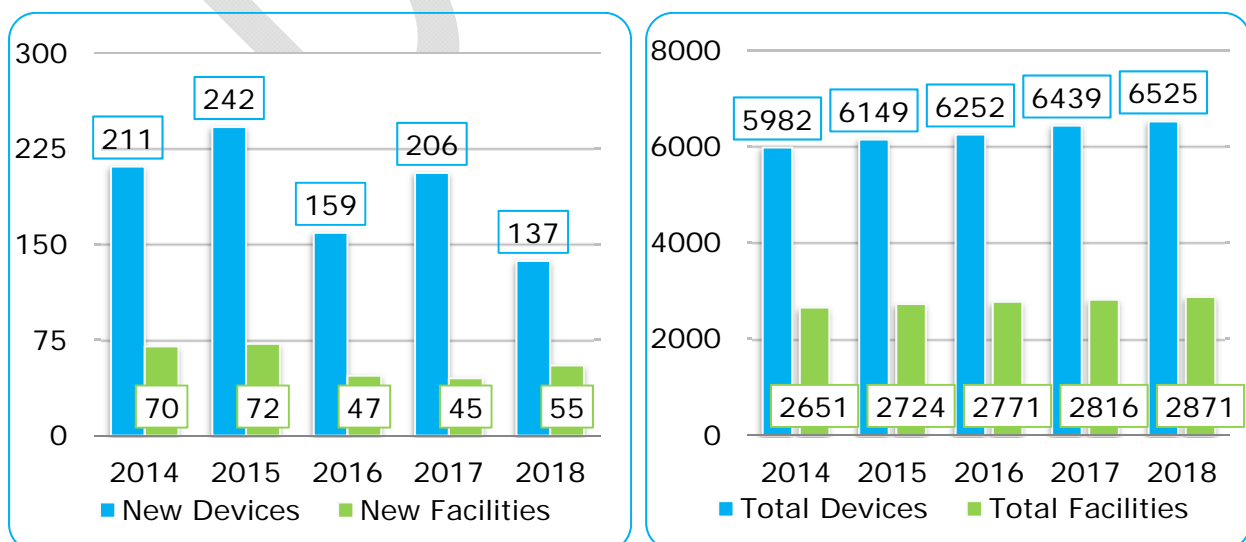
All industrial, commercial, institutional and larger multi-residential buildings are required to install backflow prevention devices on water services entering the building, as well as protecting all interior cross-connections. Other residential buildings are required to install backflow prevention devices on irrigation systems and other cross connections.

Annual testing is required on all testable devices in moderate to severe buildings and every 5 years in minor buildings and the reports shall be submitted to Building Services. Cross connection control surveys are also required to be submitted every five years, or as requested by the City, for all multi-residential, institutional, commercial and industrial buildings. A cross connection control survey is a thorough inspection of the plumbing system which identifies any actual or potential cross-connections within the building. These surveys list all backflow prevention devices currently in the facility and any upgrades required in order to remain compliant with the Backflow Prevention By-law.

Residential homes with access to an auxiliary water supply and that are also supplied by City water require a Cross Connection Control survey to be submitted every five years as well.

### Performance Measurements

#### Dashboard



# SEWAGE SYSTEMS

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## Introduction

Building Services implemented the Sewage System Maintenance Inspection Program in 2016 that was approved by Council in November of 2015, as a result of changes to the Building Code. This program requires all properties containing a private sewage system to undergo a maintenance inspection, which shall be carried out by a qualified third party individual.

The intent of the program is to ensure all properties within the City have properly functioning sewage systems so that they do not pose a risk to drinking water. This will ensure systems are functioning properly and not contaminating private wells, surface water, ground water or adjacent properties. Malfunctioning sewage systems are deemed to be an unsafe condition in the Building Code Act. This program will enable the City to ensure any unsafe conditions are rectified.

## Performance Measurements

There are approximately 300 properties within the City that require compliance with the Sewage System Maintenance Inspection Program. As of 2018, 100% (37 properties) of the higher risk properties were compliant.

No deadline is established in the Building Code for the inspection of sewage systems in the lower risk areas but it is our intent to have all systems inspected within the first 5 years of the program. By the end of 2018, 134 of the lower risk properties were compliant. The remainder of the low risk properties will be addressed over the next three years.

This program has also identified a number of properties that had been connected to the City's water and wastewater systems without Building Services knowledge which is a beneficial outcome of the program.

All properties in the Sewage System Maintenance Inspection Program are required to have follow-up inspections every 5 years.

# TERMITES

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## Introduction

The City of Guelph has been tracking and combating an infestation of the eastern subterranean termites since the 1970s. This insect pest can be difficult and expensive to control and can cause serious structural damage to any wood frame structures, including housing. In order to protect the City's housing stock, and to prevent the continuous spread of this invasive species, the City implemented a termite control program. The program has one full-time staff member and two summer field assistants within Building Services.

The City hired Dr. Tim Myles as a full-time Termite Control Officer in 2007 to develop a comprehensive termite control program. Dr. Myles was previously the Director of the Urban Entomology Program at the University of Toronto, and is a pioneering researcher in area-wide management of termites.

Traditional termite control uses soil insecticides and wood preservatives to chemically treat affected structures, but does not address overall termite population control and suppression. The City's program integrates all traditional methods of pre-treatment, remedial treatment and preventative treatment, as well as preventative measures in new construction, termite habitat elimination, and termite population suppressive treatments.

The termite infestation has included five management areas; Woolwich (*discovered in 1960's*), Windermere (*2000*), Emma-Pine (*2007*), King Street (*2012*) and John Galt Park (*2014*). The Windermere and Emma-Pine management areas are no longer active.

Within each termite management area, properties are classified as either a red zone or a blue zone. Red zone areas have historically been within blocks encompassed by the infestation. Properties designated as blue zone are essentially buffer properties surrounding active areas. For additional information and to view the complete 2018 Termite Report, refer to [guelph.ca/termites](http://guelph.ca/termites).

Subterranean termites are non-native invasive insects that can cause serious structural damage to buildings and structures, and can be difficult and expensive to control.

Termites are wood destroying insects that live in large colonies numbering several million. They forage through the soil and expand the colony's territory as they encounter new wood items to feed on.





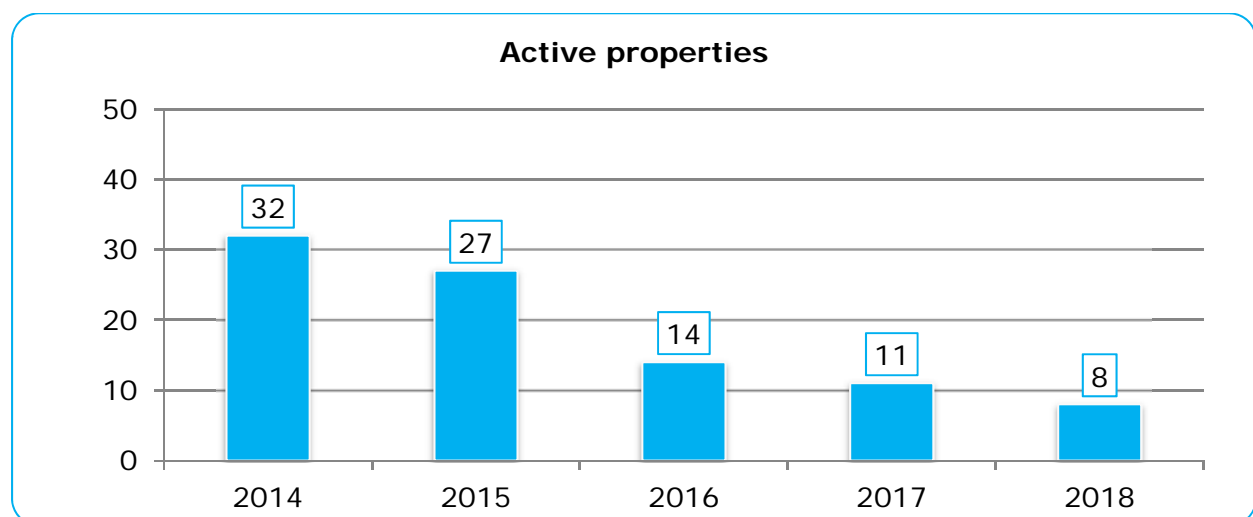
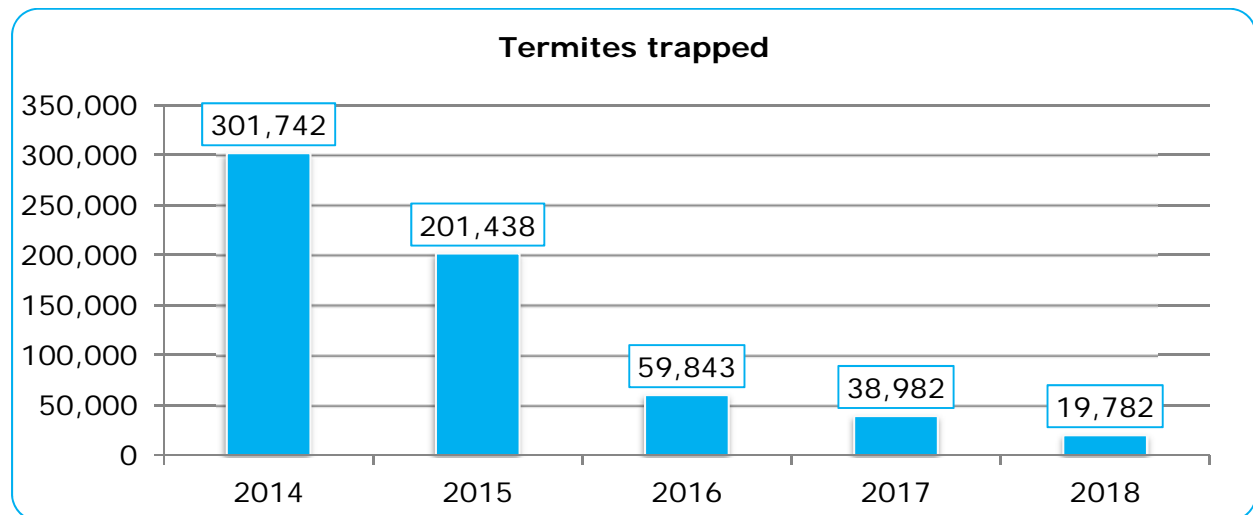
## Performance Measurements

### Dashboard

The total number of termites trapped is the best tool to measure the size of Guelph's termite population. 2018 saw a 49% decline in the number of termites trapped compared to 2017.

The number of active properties has consistently declined over the past seven years. This trend continued in 2018 and is down to only 8 properties, which is the lowest number on record.

The steady decline in the number of termites trapped and number of active properties attests to the overall effectiveness of the program.



## FINANCIALS

### Budget

Building Services is responsible to two budgets; one for OBC related activity and one for non-OBC related activity. The OBC budget is funded solely by building permit fees, whereas the non-OBC budget is tax-supported.

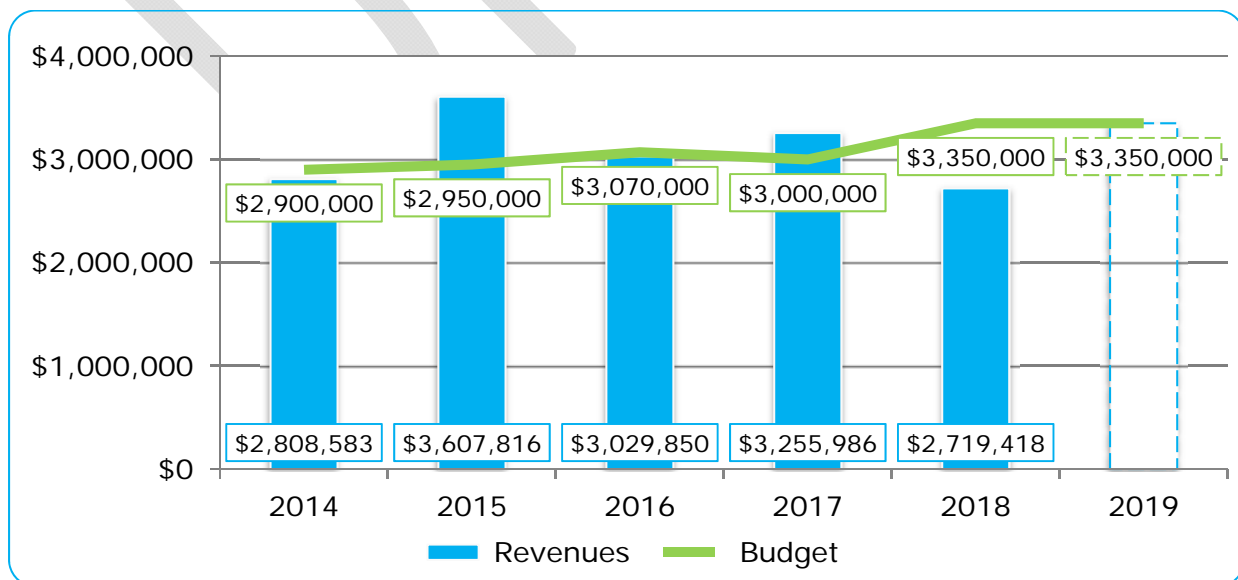
In 2018, the Building Services team was responsible for the administration of an OBC expenditures budget of approximately \$3.5 million and a non-OBC net budget of approximately \$1 million.

### Revenues

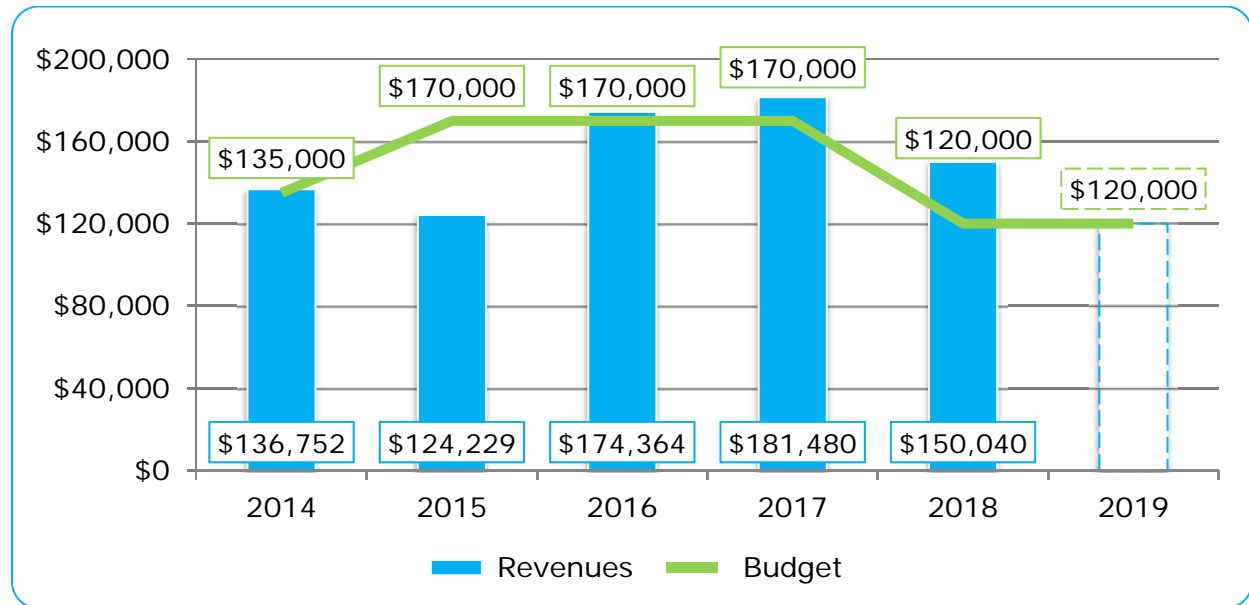
The OBC revenues generated in 2018 were just over \$2.7 million, which was approximately \$600,000 under budget. This amount was transferred from the reserve fund to offset the budget. Amendments to the Building By-law and Reserve Fund Policy were approved by Council in Q2 / 2019 that updated the fee indexing methodology to recover our costs through permit fees and address the systemic draw on the reserves; to better align with corporate budget practices for other non-tax supported operating units; to support achieving and maintaining a healthy reserve fund balance; and to align with best practices amongst comparator municipalities while maintaining the City's competitive fee levels. Also see the section on the OBC Reserve Fund below. The other non-OBC revenues remain healthy.

The following five revenue charts indicate 2019 projections only.

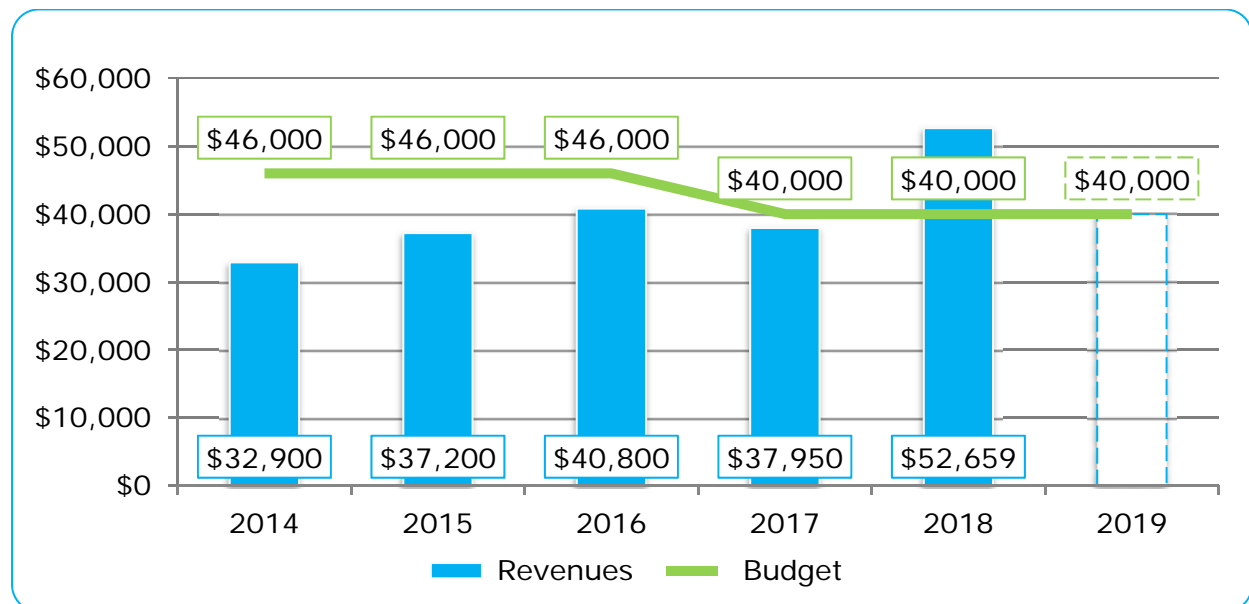
### OBC Permits and Inspections



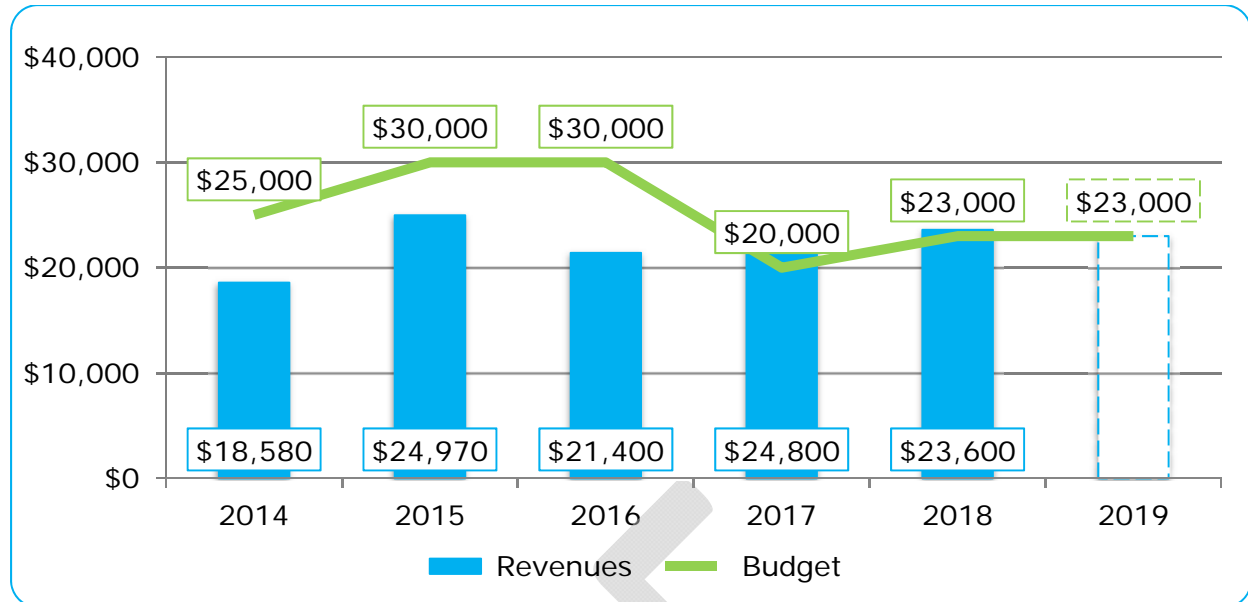
## Non-OBC Permits and Inspections (Sign, pools and hot tubs)



## Accessory Apartment Registrations

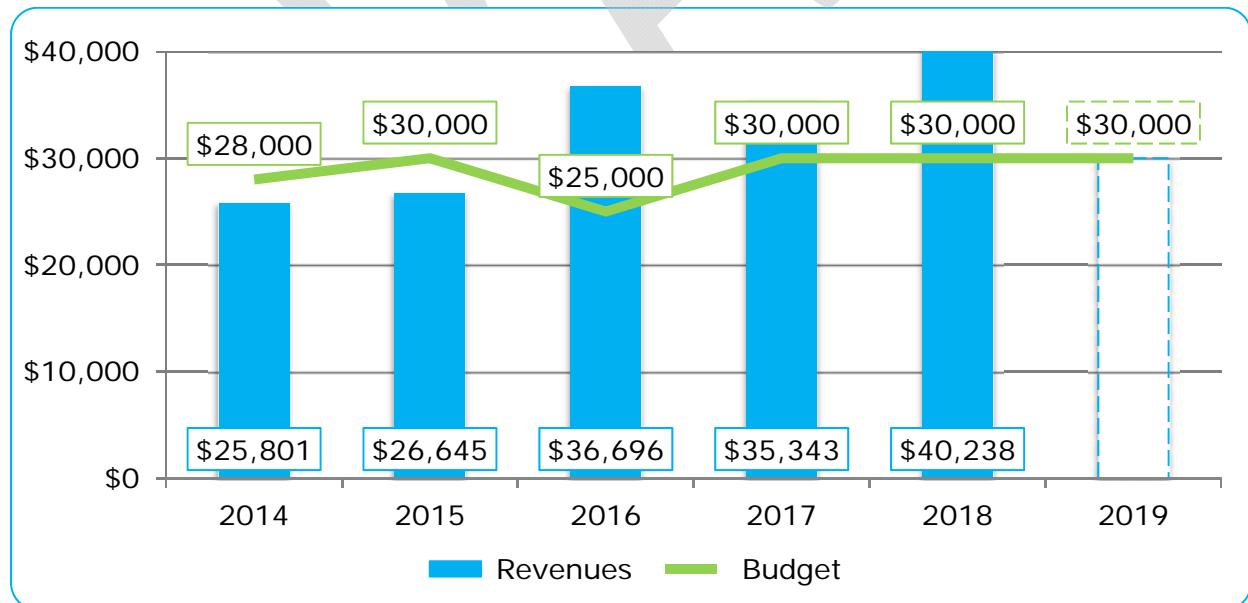


## Property Information Reports



## Other Administration and User Fees

Additional administration fees and user fees are collected for various services such as zoning opinion letters, sign by-law variance applications, damage deposits and curb cuts.

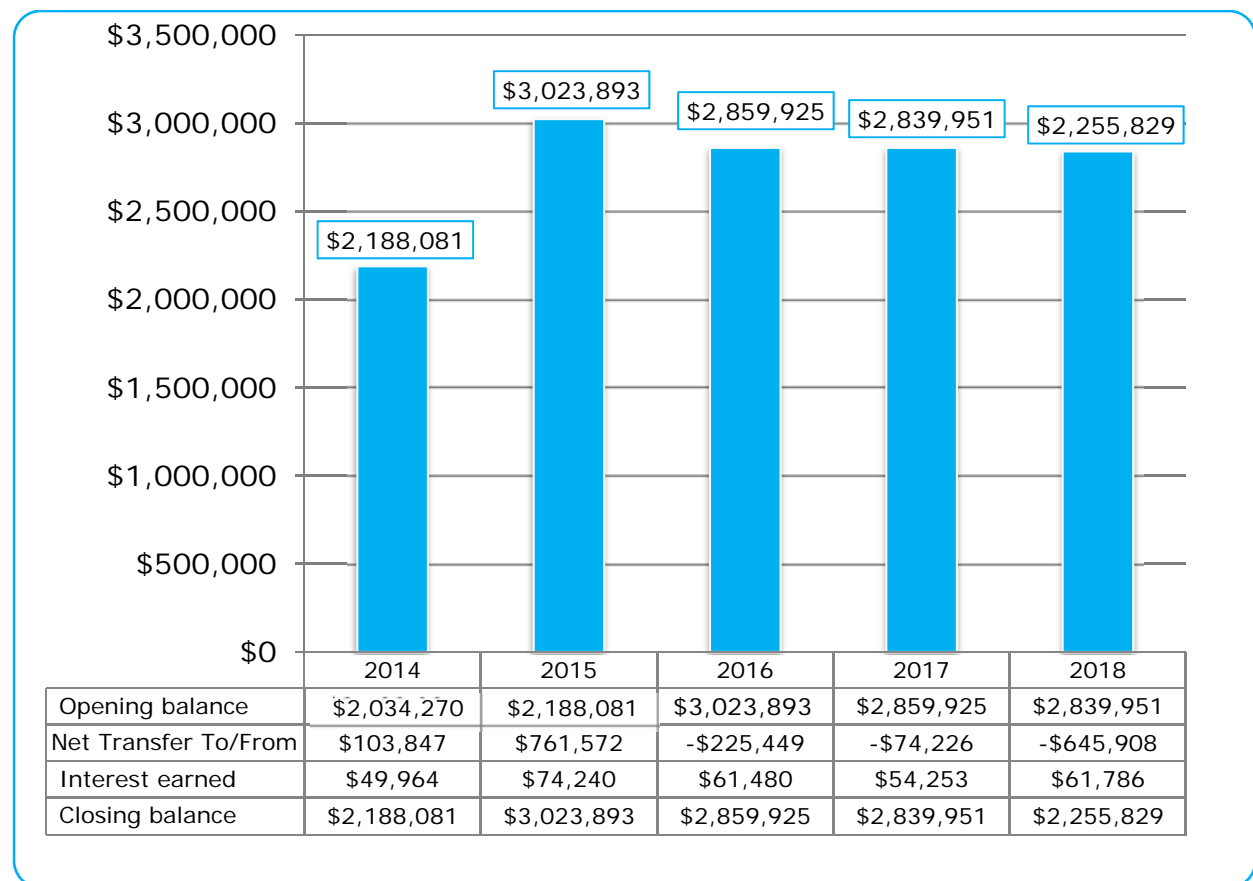


## Ontario Building Code Reserve Fund

The Building Code Act allows permit fees to be set to recover the costs associated with the administration and enforcement of the Act, as well as reasonable contributions to a reserve fund. The OBC reserve fund can be used to offset lean years, implement service enhancements and cover unexpected expenses related to the administration and enforcement of the Act.

Amendments to the Building By-law and Reserve Fund Policy approved by Council in Q2 / 2019 addressed the systemic draw on the reserve fund and changed the structure of it to support achieving and maintaining a healthy reserve fund balance and to align with best practices amongst comparator municipalities while maintaining the City's competitive fee levels.

The balance of the reserve fund at the end of 2018 is approximately 58% of the mid-range target band approved by Council in Q2 / 2019. The reserve fund target was set to be within the range of 100 to 150 per cent of the prior year budget operating expenditures.





## Building Services 2018 Status Report

### **Building Services**

Planning and Building Services  
Infrastructure, Development and Enterprise Services  
**City of Guelph**

519-837-5615

[building@guelph.ca](mailto:building@guelph.ca)  
[guelph.ca/building](http://guelph.ca/building)

Alternate formats are available as per the Accessibility for Ontarians with Disabilities Act by contacting Building Services at 519-837-5615 or [building@guelph.ca](mailto:building@guelph.ca).

# Information Report

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Service Area      Infrastructure, Development and Enterprise Services  
Date                Friday, September 13, 2019  
Subject             **2019 Energy Conservation and Demand Management Reporting**  
Report Number    IDE-2019-101

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## Executive Summary

### Purpose of Report

The City is meeting its legislative requirement under Ontario Regulation (O.Reg.) 507/18 by publishing the 2019 Energy Conservation and Demand Management (ECDM) report. This report provides a link and attachment to the ECDM report components.

### Key Findings

The City's updated ECDM report for 2019 has been published through this information report and is to be posted on the City website. Enhancements to the ECDM report have been made and include the following elements:

- Compliance with the O.Reg. 507/18 requirements.
- Established foundation for tracking Corporate Energy performance against the Corporate 100% Renewable Energy (100RE) by 2050 Target moving forward.
- Commitment to annual updates to provide more regular and meaningful energy reporting to the public. This exceeds the O.Reg. 507/18 reporting frequency requirements.
- Concise and accessible format to inform the public on the Corporate Energy performance and initiatives.
- Highlights key 2018 and 2019 projects with energy conservation, water conservation and GHG emission reduction metrics.

### Financial Implications

None

### Climate Change Implications

The ECDM report is a means to track Corporate energy performance and an important mechanism for continuous improvement of the Corporate Energy Management System. It is founded on the basis of regular communication and tracking of energy performance, organizational engagement and community awareness.

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# Report

## Details

Under the Electricity Act – Ontario Regulation 507/18, the Corporation of the City of Guelph is required to prepare, publish, and make available to the public energy conservation and demand management (ECDM) reports in accordance with the act. An ECDM report is composed of two components as follows:

<b>ECDM Report Component</b>	<b>Description</b>	<b>City of Guelph Reporting Frequency</b>	<b>Required Reporting Frequency</b>	<b>Attachment/ Link</b>
Energy conservation and demand management report	Summary of overall annual energy consumption and greenhouse gas emissions and a description of previous, current and proposed measures for conserving and otherwise reducing the amount of energy consumed and for managing the demand for energy.	Annually	Every 5 years	Attachment-1
Summary of facility annual energy consumption and greenhouse gas emissions	A prescriptive form and format, provided by the Province, to summarize facility annual energy consumption and greenhouse gas emissions. This report component lags by a year with 2017 being the required reporting year.	Annually	Annually	Attachment-2; <a href="#">Website Link</a>



The City of Guelph is exceeding its legislative obligation by reporting more regularly and in a manner that is concise and more accessible to the community. This allows the City to track progress towards the 100RE by 2050 Target for continuous improvement. In addition, the reporting is open and transparent by providing energy and GHG emissions performance data and provides more regular updates on Corporate Energy initiatives in an effort to better inform the community.

### **Financial Implications**

None.

### **Climate Change Implications**

The ECDM report is a means to track Corporate energy performance and an important mechanism for continuous improvement of the Corporate Energy Management System. It is founded on the basis of regular communication and tracking of energy performance, organizational engagement and community awareness.

### **Consultations**

None.

### **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**

- Attachment-1: 2019 Energy conservation and demand management report
- Attachment-2: Summary of facility annual energy consumption and greenhouse gas emissions

### **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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### Recommended By

Kealy Dedman, P.Eng, MPA

Deputy Chief Administrative Officer

Infrastructure, Development and  
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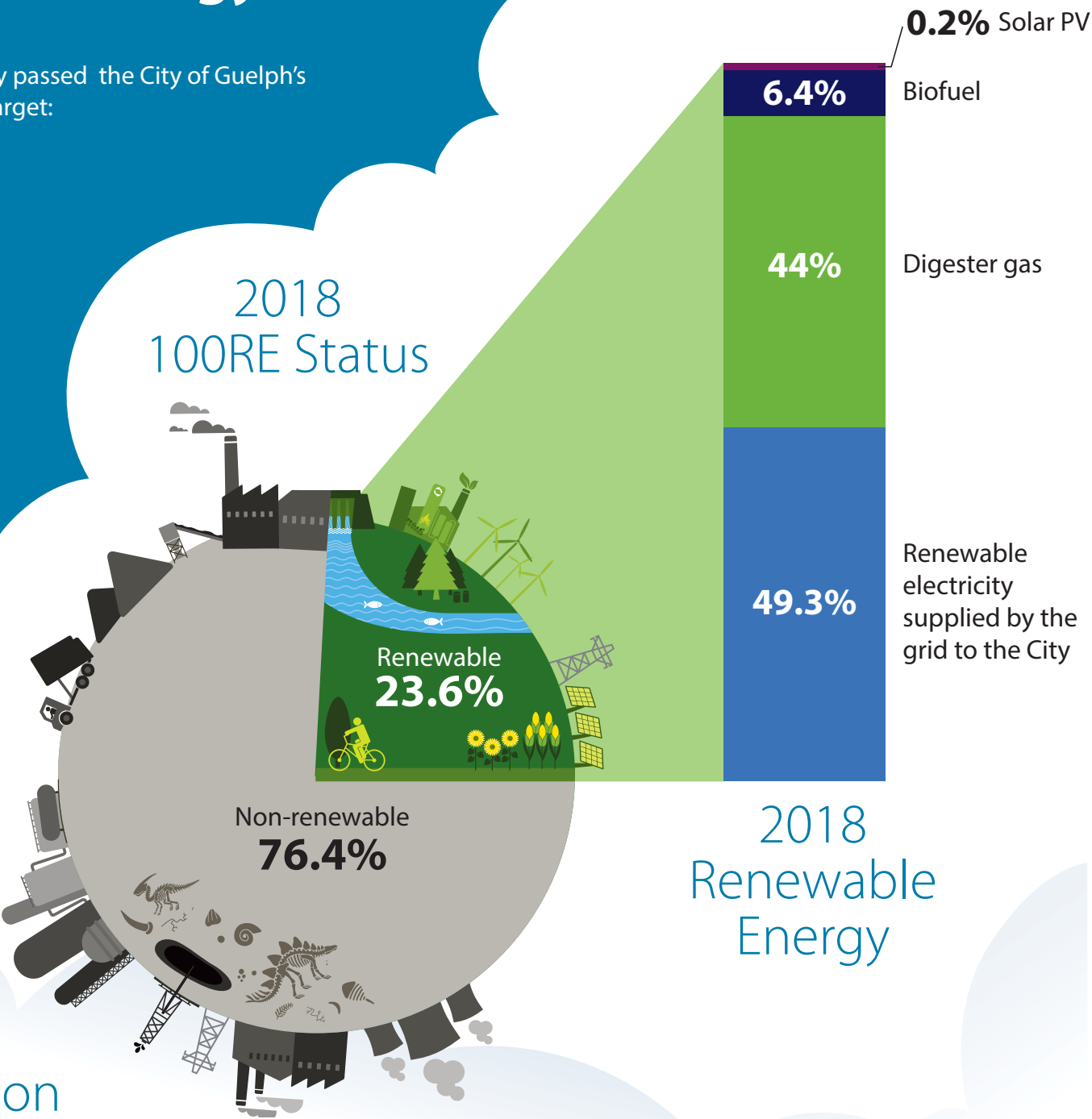
# Corporate 100% Renewable Energy (100RE)

## Where we're going

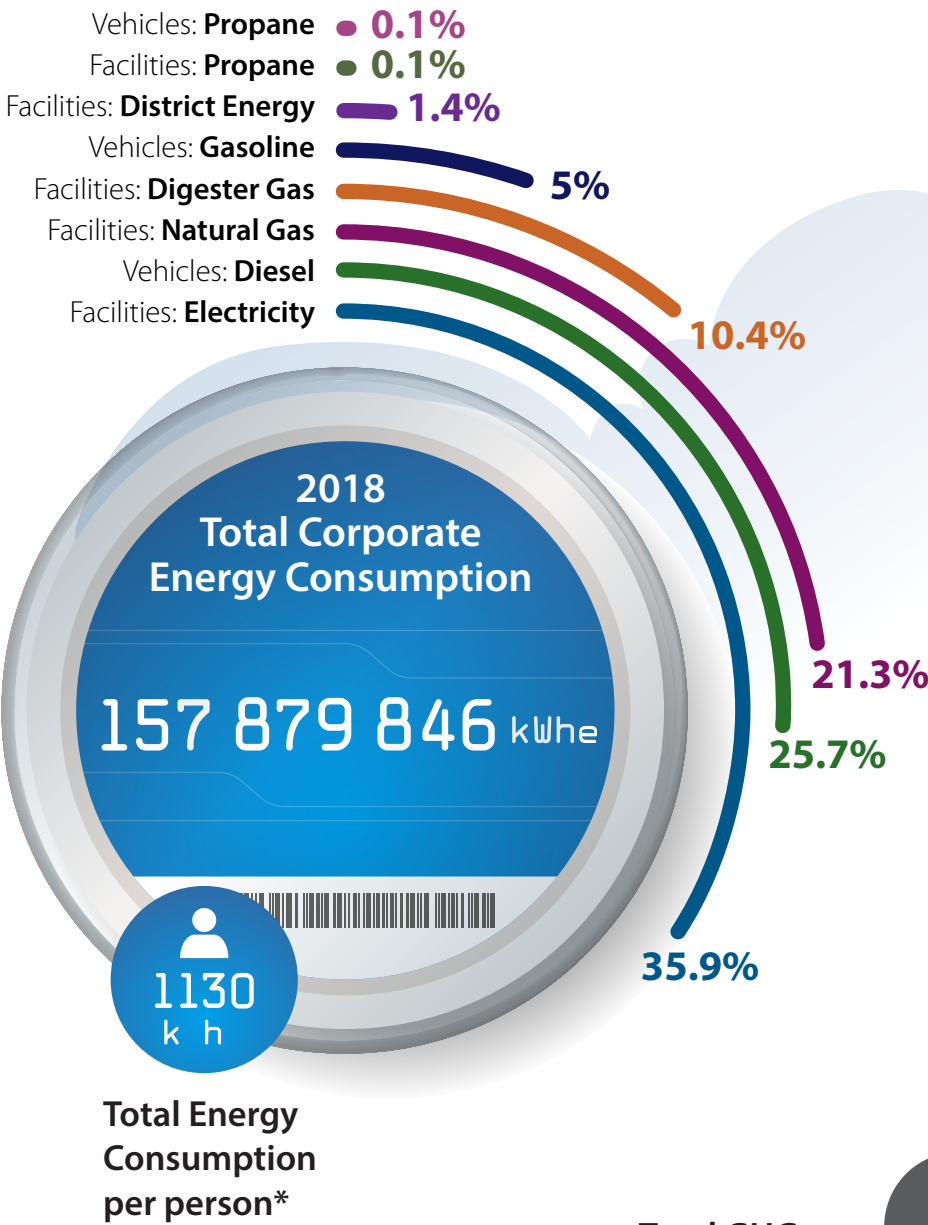
On May 28, 2018 Council unanimously passed the City of Guelph's Corporate 100% Renewable Energy Target:

**"The Corporation will strive to achieve one hundred percent of its energy needs through renewable sources by 2050"**

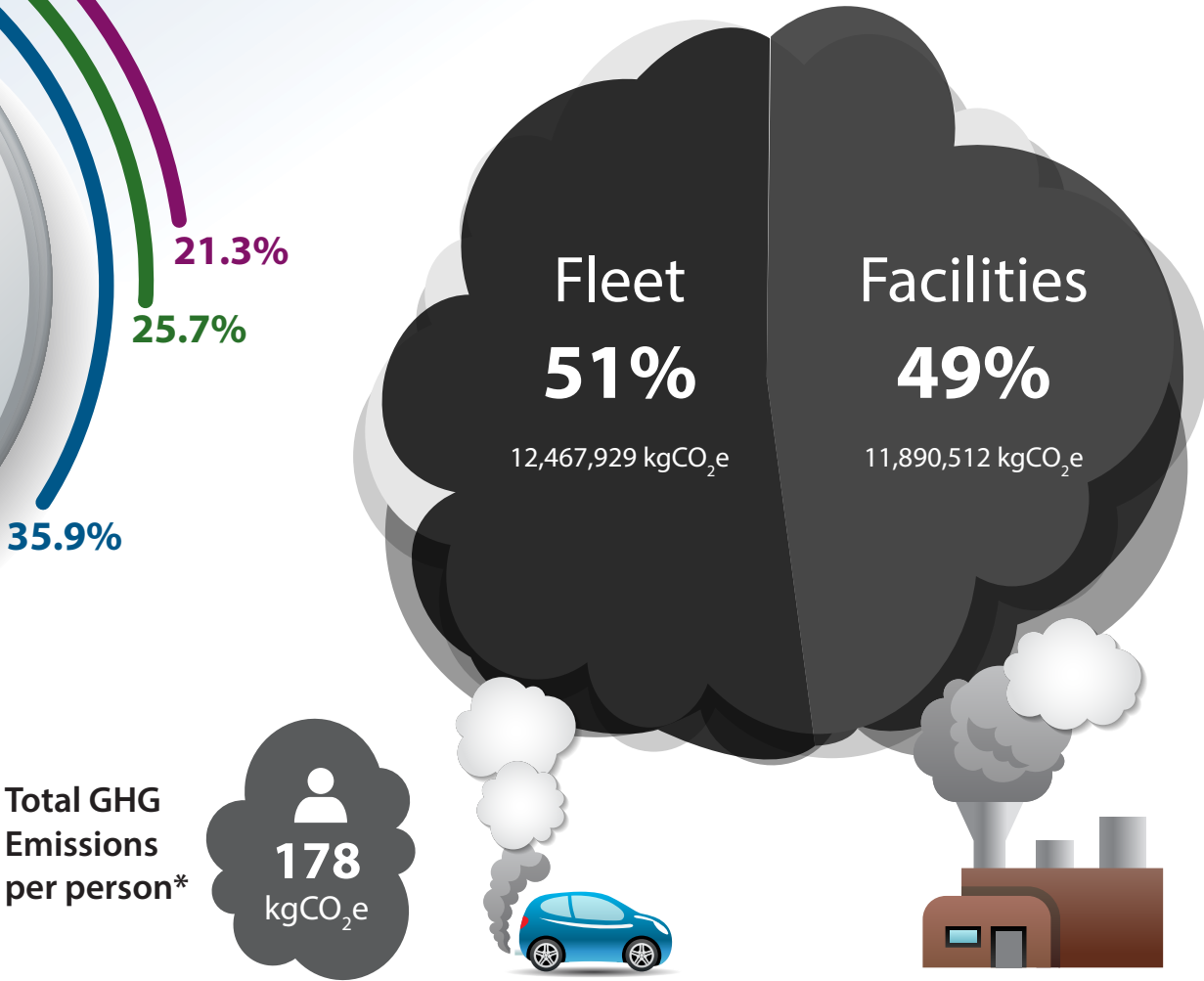
The Corporation's annual energy consumption is to be equal to or less than the amount of renewable energy generated within or imported into the defined scope and boundary.



## 2018 Total Corporate Energy Consumption



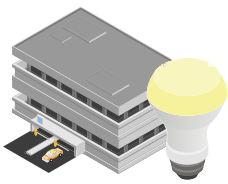
## 2018 Greenhouse Gas Emissions



\* based on 2018 City of Guelph population

# What we've done—2018 Key Project Highlights

- Electricity savings
- Natural gas savings
- Other fuel savings
- Water savings
- Greenhouse gas emissions reduction
- Project cost



## East Parkade LED Lighting Retrofit

All lights in the parking area and stairwells were replaced with vandal resistant energy efficient LED lights. This improves light quality, reduces maintenance costs and saves energy.

**142,000 kWh/yr**  
 **2,840 kgCO<sub>2</sub>e/yr**  
 **\$150,000**



## Waterworks Electrical Room Cooling Right-Sizing

Cooling is needed for electrical equipment to function safely. The old oversized cooling system was replaced with right-sized modular equipment that can provide the appropriate level of cooling as weather effects and equipment usage change.

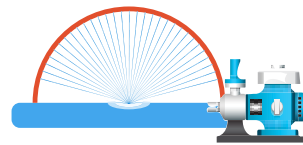
**28,000 kWh/yr**  
 **560 kgCO<sub>2</sub>e/yr**  
 **\$21,000**



## Victoria Road Recreation Centre Ice Plant Controller

An ice plant control system was installed to optimize cooling tower and compressor operations, saving energy and improving ice quality.

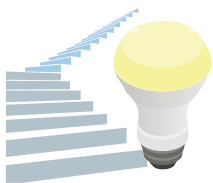
**201,000 kWh/yr**  
 **4,020 kgCO<sub>2</sub>e/yr**  
 **\$29,000**



## Norm Jary Splashpad Variable Speed Drive Pump

Pump was right-sized and variable speed drive was installed to allow for better pump control. This reduces water and energy use.

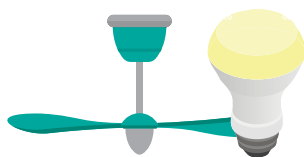
**4,000 kWh/yr**  
 **3,680 m<sup>3</sup>/yr**  
 **80 kgCO<sub>2</sub>e/yr**  
 **\$39,000**



## City Hall Parking, Exterior and Stairwell LED Lighting Retrofit

LED lighting retrofit with controls to improve lighting conditions and automatic turn off and dimming based on occupancy.

**62,000 kWh/yr**  
 **1,240 kgCO<sub>2</sub>e/yr**  
 **\$42,000**



## Farmer's Market LED Lighting Retrofit and Destratification Fans

Five destratification fans installed to improve air movement and thermal comfort. All lights have been upgraded to LED.

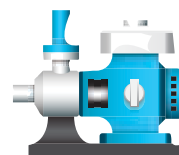
**13,000 kWh/yr**  
 **1,300 m<sup>3</sup>/yr**  
 **2,714 kgCO<sub>2</sub>e/yr**  
 **\$28,000**



## Fire Hall #4 Water Heater Upgrade

The old inefficient draft appliance water heater was replaced with a high-efficient condensing unit that recovers exhaust heat to preheat water.

**10,000 m<sup>3</sup>/yr**  
 **18,880 kgCO<sub>2</sub>e/yr**  
 **\$5,000**

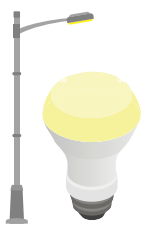


## Burke Well Variable Speed Drive Pumps

The well pump and booster pump were upgraded with variable speed drives for enhanced controls and more efficient pumping.

**111,000 kWh/yr**  
 **2,220 kgCO<sub>2</sub>e/yr**  
 **\$30,000**

# What we're planning—2019 Key Prospect Highlights



## LED Streetlights and Controls

Nearly 13,000 non-decorative streetlights are to be upgraded to LED with network controls. This will improve light quality and reduce operating and maintenance costs.

**9,465,000 kWh/yr**  
 **189,300 kgCO<sub>2</sub>e/yr**  
 **\$8,000,000**



## Victoria Road Recreation Centre Cold Water Ice Flooding

Traditionally water is heated to remove air bubbles before flooding and resurfacing ice. An engineered device is to be installed to remove air bubbles using fluid dynamics. This will improve ice quality and reduce the need to heat water for flooding.

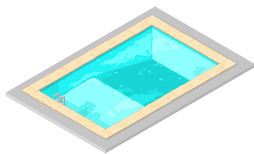
**44,000 kWh/yr**  
 **6,500 m<sup>3</sup>/yr**  
 **13,152 kgCO<sub>2</sub>e/yr**  
 **\$40,000**



## West End Community Centre Cooling Tower Replacement with Variable Speed Drive

The existing cooling tower is at the end of its useful life and is to be replaced with an energy efficient unit equipped with a variable speed drive.

**19,500 kWh/yr**  
 **390 kgCO<sub>2</sub>e/yr**  
 **\$30,000**



## West End Community Centre Pool Drain Heat Recovery

A control system will be installed to optimize pool water drainage rates and recover waste heat from drained pool water to preheat fresh pool water.

**9,000 m<sup>3</sup>/yr**  
 **1,460 m<sup>3</sup>/yr**  
 **16,992 kgCO<sub>2</sub>e/yr**  
 **\$30,000**



## Zero Emissions Electric Ice resurfacers

Two propane fueled ice resurfacers are being replaced with battery electric models. This will improve indoor air quality by eliminating indoor exhaust and reduce fuel costs and building ventilation requirements.

**11,000 m<sup>3</sup>/yr**  
 **3,300 L/yr propane**  
 **25,876 kgCO<sub>2</sub>e/yr**  
 **\$100,000**



## Wastewater Treatment Plant Aeration Upgrade Detailed Design

Detailed design is to be done for the aeration blower upgrades. The upgrades will improve control of air supplied to the treatment process and significantly reduce energy demand by 6,750,000 kWh/yr at the Wastewater Treatment Plant.

**City of Guelph Energy Consumption and Greenhouse Gas Emissions Reporting January 2017 to December 2017**

Operation Name	Operation Type	Address	City	Postal Code	Indoor Floor Area (m <sup>2</sup> )	Average # Hours Per Week	Annual Flow (Mega Litres)	Electricity Consumed (kWh)	Natural Gas Consumed (m <sup>3</sup> )	Propane Consumed (L)	District Heating (GJ)	District Heating Renewable?	District Cooling (GJ)	District Cooling Renewable?	Total GHG Emissions (Kg)	Energy Intensity (ekWh/sqft)	Energy Intensity (ekWh/Mega Litres)	Comments
45 Municipal Works Yard	Storage facilities where equipment or vehicles are maintained, repaired or stored	45 Municipal St	Guelph	N1G 1G8	2,787.10	80	0	465592	99822	0	0	N/A	0	N/A	196786.9	50.89574924	0	None
50 Municipal St Works Yard	Storage facilities where equipment or vehicles are maintained, repaired or stored	50 Municipal St	Guelph	N1G 4P2	3,437.40	80	0	235875	65087	0	0	N/A	0	N/A	127135.41	25.07048892	0	None
Burke Well	Facilities related to the pumping of water	164 Arkell Road	Guelph	N1H 3A1	61.17	168	1408	620647		0	0	N/A	0	N/A	10735.952	931.6506049	440.9137861	None
Calico Well	Facilities related to the pumping of water	7073 Woodlawn Road East	Guelph	N1H 3A1	53.58	168	295	350495		0	0	N/A	0	N/A	6062.8625	607.727454	1186.658451	None
Centennial Arena	Indoor ice rinks	376 College Ave W	Guelph	N1G 1T2	2,684.90	120	0	628729	38927	0	0	N/A	0	N/A	84472.191	36.07042194	0	None
Centennial Pool	Indoor swimming pools	289 College Ave. W	Guelph	N1G 1S9	771.35	80	0	313227	69905	0	0	N/A	0	N/A	137582.48	125.7335418	0	None
City Hall	Administrative offices and related facilities, including municipal council chambers	1 Carden St	Guelph	N1H 3A1	13,935.00	65	0	2589981	207742	0	0	N/A	0	N/A	437564.13	31.98647723	0	None
Clair Road Emergency Services Centre	Fire stations and associated offices and facilities	160 Clair Road W	Guelph	N1L 1G1	3,213.96	168	0	666670	86606	0	0	N/A	0	N/A	175271.7	45.345693	0	None
Clair Tower and Booster	Facilities related to the pumping of water	300 Clair Road W	Guelph	N1H 3A1	61.89	168	969	286721		0	0	N/A	0	N/A	4959.6999	430.3956889	295.819521	None
Clythe Booster	Facilities related to the pumping of water	24 Watson Rd N	Guelph	N1H 2Z6	61.89	168	1418.711	459977		0	0	N/A	0	N/A	7956.6821	690.4695428	324.221776	None
Dean Well	Facilities related to the pumping of water	103 Dean Avenue	Guelph	N1H 7T8	61.89	168	255.691	138881		0	0	N/A	0	N/A	2402.3635	347.2137121	543.1595168	None
Downey Well	Facilities related to the pumping of water	26 Downey Road	Guelph	N1H 3A1	37.16	168	1628	730347		0	0	N/A	0	N/A	12633.542	1825.926462	448.6218803	None
East Parkade	Parking garages	146 MacDonell Street	Guelph	N1H 2Z6	11,937.56	60	0	207573		0	0	N/A	0	N/A	3590.5978	1.596715385	0	None
Eastview CBM	Administrative offices and related facilities, including municipal council chambers	186 Eastview Road	Guelph	N1E 1Z6	275.48	40	0	113346		5457	0	N/A	0	N/A	10369.809	50.57057955	0	None
Emma Well	Facilities related to the pumping of water	93 Emma Street	Guelph	N1H 3A1	58.96	168	818	467488		0	0	N/A	0	N/A	8086.6074	736.6186849	571.448828	None
Evergreen Senior Community Centre	Community centres	683 Woolwich St	Guelph	N1H 3Y8	2,100.00	87.25	0	338099	33310	0	0	N/A	0	N/A	68825.222	30.61862797	0	None
Exhibition Arena	Indoor ice rinks	70 Division St	Guelph	N1H 1R3	2,601.30	120	0	503861	27075	0	0	N/A	0	N/A	59904.514	28.27154262	0	None
Farmers' Market	Community centres	4 Gordon Street	Guelph	N1H 3A1	1,059.10	12	0	93554	10630	0	0	N/A	0	N/A	21715.662	18.11632794	0	None
Fire Hall #1 - 50 Wyndham	Fire stations and associated offices and facilities	50 Wyndham Street South	Guelph	N1H 4E1	2,076.80	168	0	334152	31723	0	0	N/A	0	N/A	65756.522	30.02961401	0	None
Fire Hall #2 - 74 Speedvale	Fire stations and associated offices and facilities	74 Speedvale Avenue East	Guelph	N1H 1J2	436.64	168	0	56276	9148	0	0	N/A	0	N/A	18268.918	32.65964794	0	None
Fire Hall #3 - 115 Stone	Fire stations and associated offices and facilities	115 Stone Road West	Guelph	N1G 5L4	394.84	168	0	56181	17856	0	0	N/A	0	N/A	34730.855	57.87039637	0	None
Fire Hall #5 - 380 Elizabeth	Fire stations and associated offices and facilities	380 Elizabeth Street	Guelph	N1E 2Y1	464.52	168	0	121072	24943	0	0	N/A	0	N/A	49252.213	77.23129703	0	None
Greenhouse	Other	705 Woolwich Street	Guelph	N1H 3Z1	292.93	60	0	101938	41339	0	0	N/A	0	N/A	79919.953	169.6801484	0	None
Guelph Civic Museum	Cultural facilities	52 Norfolk St	Guelph	N1H 4H8	2,295.68	28	0	300285	36323	0	0	N/A	0	N/A	73867.574	27.45270976	0	None
Helmar Well	Facilities related to the pumping of water	619 Woodlawn Road East	Guelph	N1H 3A1	46.84	168	311	309692		0	0	N/A	0	N/A	5357.0522	614.2467096	994.6204961	None
Land Ambulance - Elmira Road	Ambulance stations and associated offices and facilities	355 Elmira Road North	Guelph	N1K 1S5	310.58	168	0	25805	10701	0	0	N/A	0	N/A	20677.974	41.25505342	0	None
Land Ambulance - Fergus	Ambulance stations and associated offices and facilities	295 Queen street East	Fergus	N1M 3N4	220.39	168	0	17820	5339	0	0	N/A	0	N/A	10402.308	31.06737558	0	None
Land Ambulance - Harriston	Ambulance stations and associated offices and facilities	122 Robertson Street S	Harriston	N0G 1Z0	220.39	168	0	23556	3760	0	0	N/A	0	N/A	7516.2292	26.46518397	0	None
Land Ambulance - Mt.Forest	Ambulance stations and associated offices and facilities	382 Main Street North	Mount F	N0G 2L2	191.00	168	0	11055	5037	0	0	N/A	0	N/A	9714.3176	31.05149651	0	None
Library - Bullfrog Mall	Public libraries	380 Eramosa Road	Guelph	N1E 2N1	321.40	55	0	42439	5170	0	0	N/A	0	N/A	10508.651	27.82417345	0	None
Library - East Side	Public libraries	1 Starwood Drive	Guelph	N1E 0H5	688.71	55	0	77316	27851	0	0	N/A	0	N/A	53993.265	49.77469563	0	None
Library - Main	Public libraries	110 Norfolk Street	Guelph	N1H 4J8	2,694.20	60	0	515613	40522	0	0	N/A	0	N/A	85531.061	32.62990392	0	None
Library - Scottsdale	Public libraries	650 Scottsdale Drive	Guelph	N1G 3M2	367.31	55	0	50426	5281	0	0	N/A	0	N/A	10856.67	26.63782258	0	None
Library - Westminster	Public libraries	31 Farley Drive	Guelph	N1L 0B7	898.71	55	0	92343	8511	0	0	N/A	0	N/A	17688.476	18.67743027	0	None
Lyons Pool	Other	301 York Road	Guelph	N1E 3G7	83.61	120	0	66226	8537	0	0	N/A	0	N/A	17285.86	174.4004453	0	None
McCrae House	Cultural facilities	108 Water Street	Guelph	N1G 1A6	131.77	49	0	17190	5935	0	0	N/A	0	N/A	11518.224	55.93439477	0	None
Membro Well	Facilities related to the pumping of water	290 Water Street	Guelph	N1H 3A1	63.69	168	938	657276		0	0	N/A	0	N/A	11369.56	958.7519584	700.7303939	None
Paisley Well	Facilities related to the pumping of water	8 Ryde Road	Guelph	N1H 3A1	325.80	168	1827	960337		0	0	N/A	0	N/A	16611.909	270.6699549	525.7413363	None
Park Well	Facilities related to the pumping of water	183 Metcalfe Street	Guelph	N1H 3A1	191.79	168	920	488048		0	0	N/A	0	N/A	8442.2543	236.4102578	530.208597	None
Police Headquarters	Police stations and associated offices and facilities	15 Wyndham St S	Guelph	N1H 4C6	5,992.20	168	0	991554	34384	0	0	N/A	0	N/A	82159.22	21.03859435	0	None
Queensdale Well	Facilities related to the pumping of water	69 Queensdale Cres	Guelph	N1H 3T9	61.89	168	263	224961		0	0	N/A	0	N/A	3891.3754	337.6880122	854.6793257	None
River Run Centre	Performing arts facilities	35 Woolwich St	Guelph	N1H 3T9	5,574.20	70	0	820843	85114	0	0	N/A	0	N/A	175117.77	28.75682368	0	None
Road salt storage silos	Storage facilities where equipment or vehicles are maintained, repaired or stored	40 Denver Rd	Guelph	N1G 1G8	367.31	168	0	56		0	0	N/A	0	N/A	0.968688	0.00224	0	None
Robertson Booster	Facilities related to the pumping of water	10 Robertson Drive	Guelph	N1L 1P4	61.89	168	1215	200117		0	0	N/A	0	N/A	3461.6239	300.3947882	164.6487052	None
Sleeman Centre	Indoor sports arenas	50 Woolwich St	Guelph	N1H 3V1	13,006.00	40	0	1942872	64196	0	5280.41	No	969.289	No	469508.83	29.81169171	0	None
Transit - Central Station	Other	141 Carden Street	Guelph	N1H 3A3	367.31	124	0	86095	12356	0	0	N/A	0	N/A	24849.859	54.35295315	0	None
Transit Garage	Storage facilities where equipment or vehicles are maintained, repaired or stored	170 Watson Road S	Guelph	N1L 1P4	6,747.00	124	0	1086597	274862	0	0	N/A	0	N/A	538457.47	55.18508482	0	None
University Well	Facilities related to the pumping of water	400 Edinburgh Road South	Guelph	N1H 3A1	42.71	168	476	315803		0	0	N/A	0	N/A	5462.7603	679.000215	663.5367137	None
Victoria Road Recreation Centre	Indoor recreational facilities	151 Victoria Rd S	Guelph	N1E 5H5	6,224.50	120	0	1189649	187431	0	0	N/A	0	N/A	374940.66	47.48693108	0	None
Waste Resource Innovation Centre	Police stations and associated offices and facilities	110 Dunlop Drive	Guelph	N1E 3J3	7,618.00	168	0	5548663	26702	0	0	N/A	0	N/A	146464.29	71.12781853	0	None
Wastewater Treatment Plant	Facilities related to the treatment of sewage	544 Wellington Street West	Guelph	N0B 1C0	7,805.33	168	21098	12780701	434114	0	0	N/A	0	N/A	1041828.2	204.639621	824.4557676	None
Water Street Well	Facilities related to the pumping of water	200 Water Street	Guelph	N1H 3A1	66.82	168	122	81002		0	0	N/A	0	N/A	1401.1726	112.620904	664.3864829	None
West End Community Centre	Indoor ice rinks	21 Imperial Road S	Guelph	N1K 1X6	12,077.00	52	0	1586823	439099	0	0	N/A	0	N/A	857621.29	48.10516304	0	None
West Parkade	Parking garages	55 Wyndham Street N	Guelph	N1H 7T8	19,559.23	60	0	480529		0	0	N/A	0	N/A	8312.1906	2.256004695	0	None
Woods Pumping Station	Facilities related to the treatment of water	29 Waterworks Place	Guelph	N1E 6P7	1,134.00	168	9283	3314528	9283	0	0	N/A	0	N/A	74885.396	279.6253852	367.6933174	None
Youth Community Centre	Community centres	65 Delhi Street	Guelph	N1E 4J8	1,588.43	120	0	95938	19710	0	0	N/A	0	N/A	38923.794	17.65588419	0	None
End of worksheet																		

# Information Report

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Service Area	Infrastructure, Development and Enterprise Services
Date	Friday, September 13, 2019
Subject	<b>Hanlon Creek Business Park – Real Estate Transaction</b>
Report Number	IDE-2019-110

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## Executive Summary

### Purpose of Report

As per the authority that Council has delegated to staff to execute 'Offers to Purchase and Agreements of Purchase and Sale' for City owned land in the Hanlon Creek Business Park (HCBP), this is to advise Guelph City Council of a real estate transaction of these lands.

### Key Findings

An 'Offer to Purchase and Agreement of Purchase and Sale' for a 5.59 acre site in the HCBP, legally described as BLOCK 6, PLAN 61M169, CITY OF GUELPH, has been executed between the City of Guelph and 1159841 Ontario Inc. (operating as Nova-Link Ltd.). The agreement will close on September 26, 2019.

The purchaser is proposing to construct a 3716 square metre (40,000 square foot) manufacturing facility including accessory office and warehousing.

### Financial Implications

The total purchase price is \$1,844,700.00 (5.59 acres X \$330,000). The purchaser was not represented by a real estate agent or broker and no real estate commission will be payable.

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## Report

### Details

In accordance with Council's HCBP land sale approval process, which delegates authority to staff to negotiate and execute agreements of purchase and sale for city-owned land in the Hanlon Creek Business Park, the City has entered into an agreement for the sale of 5.59 acres to 1159841 Ontario Inc., operating as Nova-Link Ltd. This sale will close on September 26, 2019. The legal description of the lands to be purchased is Block 6, PLAN 61M169, City of Guelph and is shown on the attached map.

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The purchaser is proposing to construct a 3716 square metre (40,000 square foot) manufacturing facility including accessory office and warehousing. This sale will help expand a local Guelph business expand and remain operating Guelph.

### **Financial Implications**

The total purchase price is \$1,844,700.00 (5.59 acres X \$330,000). The purchaser was not represented by a real estate agent or broker and no real estate commission or fees will be payable from this sale.

### **Consultations**

Legal, Realty and Court Services

Finance

Infrastructure, Development and Environmental Engineering  
Engineering and Transportation Services

### **Corporate Administrative Plan**

#### **Overarching Goals**

Financial Stability

Service Excellence

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

Our People - Building a great community together

Our Resources - A solid foundation for a growing city

### **Attachments**

Attachment-1: BLOCK 6, PLAN 61M169, CITY OF GUELPH

### **Departmental Approval**

Not applicable.



## Report Author

Barbara Maly, Manager, Economic Development



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### Approved By

Helen Loftin

General Manager

Business Development and Enterprise  
Services

Infrastructure, Development and  
Enterprise Services

519 822 1260 extension 3567

[helen.loftin@guelph.ca](mailto:helen.loftin@guelph.ca)



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### Recommended By

Kealy Dedman, P.Eng., MPA

Deputy Chief Administrative Officer

Infrastructure, Development and  
Enterprise Services

519 822 1260 extension 2245

[kealy.dedman@guelph.ca](mailto:kealy.dedman@guelph.ca)



Legal Description of the Lands: BLOCK 6, PLAN 61M169, CITY OF GUELPH,

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>

Provincial/Federal Consultation Alert							
Title	Ministry	Consultation Deadline	Summary	Proposed Form of Input	Rationale	Lead	Link to Ministry Website
ERO#019-0279 Proposed Provincial Policy Statement (PPS) Changes	Ministry of Municipal Affairs and Housing	October 21, 2019	<p>The Province is proposing changes to the PPS to support Ontario’s Housing Supply Action Plan and recent changes to the land use planning system including Bill 108, More Homes, More Choice Act, 2019 and A Place to Grow: Growth Plan for the Greater Golden Horseshoe.</p> <p>Proposed changes include:</p> <ol style="list-style-type: none"><li>1) <b>Increasing Housing Supply and Mix</b> including increasing the planning horizon from 20 to 25 years, increasing housing land supply from 10 to 12 years, and adding flexibility to the settlement area boundary expansion process.</li><li>2) <b>Protecting the Environment and Public Safety</b> including enhancing direction to prepare for the impacts of a changing climate, and enhancing stormwater management policies.</li><li>3) <b>Reducing Barriers and Costs</b> including requiring municipalities to fast-track development applications for certain proposals (e.g. housing), and refocusing energy policies to support a broad range of energy types and opportunities.</li><li>4) <b>Supporting Rural, Northern and Indigenous Communities</b> including enhanced municipal engagement with Indigenous communities on land use planning.</li><li>5) <b>Supporting Certainty and Economic Growth</b> including encouraging municipalities to assess locally-identified</li></ol>	Written comments submitted through ERO. Council will be requested to endorse a proposed response at the October 16 Planning Meeting prior to submitting comments through the ERO.	The PPS is the consolidated statement of the provincial government’s policies on land use planning that guides municipal decision making. Under the Planning Act municipal decisions on land use planning matters “shall be consistent with” the PPS. An endorsed Council response ensures that Council members are informed of the proposed changes and have an opportunity to contribute to the City’s response.	Planning and Building Services	<a href="https://ero.ontario.ca/notice/019-0279">https://ero.ontario.ca/notice/019-0279</a>

			employment areas when undertaking an official plan update, and providing municipalities with greater control over employment area conversions.				
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September 12, 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

**Re: Resolution Regarding Provincial Funding Cuts to Legal Aid Ontario**

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on September 9, 2019 endorsed the following resolution;

"Whereas, the Chatham-Kent Legal Clinic (the "Clinic") has delivered legal services in Chatham-Kent (the "Municipality") for over 38 years to area residents who cannot afford legal assistance because of financial hardship – including those who are disabled, on social assistance, pensioners, the unemployed, or those with low income;  
And Whereas, the Clinic's services are aimed at ensuring that people with low incomes are able to meet their most basic needs, which in turn gives them the ability to live with health and dignity as active members of their community;

And Whereas, like other community legal clinics across the province, the Clinic carries out this invaluable work through funding provided by Legal Aid Ontario ("LAO");

And Whereas, the provincial government's 2019 Budget has cut funding to Legal Aid Ontario by \$133 Million – which is a 35% reduction in provincial funding – retroactive to April 1, 2019, with cuts rising to \$164 Million (45%) by 2021-22;

And Whereas, these significant cuts will result in a reduction of critical legal clinic services to low income residents in our community resulting in adverse social and economic consequences for the Municipality served by the Clinic – from

- increased reliance on municipal services including increased homelessness resulting from avoidable evictions,
- increased poverty resulting from lack of income supports and employment supports and

- increased reliance on social assistance administration resulting from people being denied appropriate supports

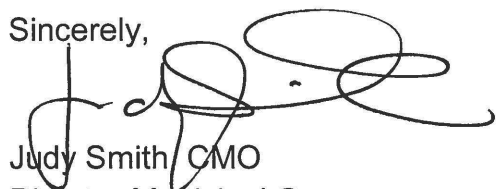
And Whereas, the Council of the Municipality believes all levels of government should provide fair, economically-sound, and evidence-based programs and supports to help low-income residents, vulnerable people, and other equity-seeking individuals escape poverty, precarious housing, and systemic disadvantage, realize their full potential by living healthy and safe lives.

Be it therefore resolved that, the Council of the Municipality of Chatham-Kent forward a letter to local MPPs, the Attorney General and the Premier of Ontario (and all municipalities in Ontario)

- expressing its strong support for Legal Aid Ontario and its funding of Ontario's community legal clinics, and specifically the Chatham-Kent Legal Clinic, which provides legal services to low income and vulnerable Ontarians;
- expressing its strong opposition to the funding cuts imposed on Legal Aid Ontario by the provincial government;
- calling upon the Premier and the Attorney General to make a commitment to access to justice and to respect the commitment of their government to not decrease front line services; and
- urging the province to restore full funding to these critical services to ensure that all the residents of Chatham-Kent have access to a fair and equitable justice system, regardless of their incomes."

If you have any questions or comments, please contact Judy Smith at 519-360-1998 Ext # 3200.

Sincerely,



Judy Smith CMO  
Director Municipal Governance  
Clerk /Freedom of Information Coordinator

C  
The Honourable Doug Ford, Premier of Ontario  
All Municipalities in Ontario

Township of Zorra – Correspondence

Good afternoon,

Please be advised the Township of Zorra Council passed the following resolution at the September 4, 2019 Council Meeting:

**“WHEREAS the Township of Zorra is an environmentally conscious community;**

**AND WHEREAS the Township of Zorra is a member of the Upper Thames River Conservation Authority (UTRCA) and has a representative on the board of directors of the UTRCA;**

**AND WHEREAS the board of directors determines the policies, priorities and budget of the UTRCA;**

**AND WHEREAS the UTRCA provides the Township of Zorra with expert advice on the environmental impact of land use planning proposals and that the Township of Zorra does not have staff with comparable expertise or experience;**

**AND WHEREAS the UTRCA provides programs to the residents of Zorra and other member municipalities that include recreation, education, water quality monitoring, reduction of vegetation loss and soil erosion, preservation of species at risk as well as protecting life and property through a variety of measures;**

**Therefore, be it resolved, that the Township of Zorra supports continuation of the programs of the UTRCA, both mandatory and non-mandatory, and that no programs of the UTRCA or of the other Conservation Authorities in Ontario be “wound down” at this time.**

**And that, the Ministry of Environment, Conservation and Parks give clear direction as to what programs are considered mandatory and non-mandatory and how those programs will be funded in the future;**

**And that this resolution be forwarded to the Minister of the Environment, Conservation and Parks, Premier Doug Ford, MPP Ernie Hardeman, the Association of Municipalities of Ontario, the Upper Thames River Conservation Authority, Conservation Ontario and all Ontario municipalities.”**

Thanks,

Karen Martin  
Director of Corporate Services





## **COMMITTEE OF ADJUSTMENT MINUTES**

The Committee of Adjustment for the City of Guelph held its Regular Hearing on Thursday August 8, 2019 at 4:00 p.m. in Council Chambers, City Hall, with the following members present:

K. Ash, Chair  
D. Kendrick, Vice Chair  
D. Gundrum  
K. Meads  
J. Smith

Regrets: S. Dykstra  
L. Janis

Staff Present: B. Bond, Zoning Inspector  
S. Daniel, Engineering Technologist  
J. da Silva, Council and Committee Assistant  
T. Di Lullo, Secretary-Treasurer  
E. Safi, Policy Planning Research Assistant  
L. Sulatycki, Planner  
A. Watts, Planner

### Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures.

### Approval of Minutes

Moved by D. Kendrick  
Seconded by K. Meads

THAT the Minutes from the July 11, 2019 Regular Meeting of the Committee of Adjustment, be approved as circulated.

CARRIED

### Requests for Withdrawal or Deferral

There were no requests.

Current Applications

**Applications:**        **A-57/19 and A-58/19**  
**Owner:**                **Michael and Maria Finoro**  
**Agent:**                **Brian McCulloch**  
**Location:**            **9 and 11 Cork Street West**

**In Attendance:**

<b>M. Finoro</b>	<b>R. East</b>
<b>M. Finoro</b>	<b>B. Skerrett</b>
<b>B. McCulloch</b>	<b>E. Macrae</b>
<b>A. Gajerski- Cauley</b>	<b>P. Kandel</b>
<b>M. Dean</b>	<b>M. Coutts</b>
<b>L. Grist</b>	<b>M. Coutts</b>
<b>V. Zimmermann</b>	<b>U. McDonald</b>
<b>S. Ratcliffe</b>	<b>A. Darling</b>
	<b>H. Felker</b>

Secretary-Treasurer T. Di Lullo noted that correspondence with concerns about the applications was received after the comment deadline from L. Weiler, resident of Cork Street West, and S. Douglas. Copies of the correspondence were circulated to the members.

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

B. McCulloch displayed photos of the existing views of the church and showed mockup drawings showing the existing view obstructions as well as elevation drawings. He addressed the correspondence received from R. Johnson, and explained how the application met the four tests of the Planning Act.

Committee member D. Gundrum arrived at 4:09 p.m.

A. Gajerski-Cauley, member of the Guelph Old City Residents' Association, expressed concerns about protection of the views of the Basilica. She was concerned that the public notice was circulated to a limited area.

M. Dean indicated she was concerned about the matter being considered a minor variance and the cumulative effect of granting variances in the protected view area.

L. Grist, resident, indicated that the subject site is a special site and did not believe the proposal meets the four tests of the Planning Act. She was concerned that further public consultation had not happened and Heritage Guelph had not commented on the application.

V. Zimmermann, resident of Glasgow Street South, showed a sketch he prepared displaying the current and proposed elevations. He expressed concerns about the impact on other buildings beside the Basilica and protecting the view for future generations.

S. Ratcliffe, President of the Guelph-Wellington branch of the Architectural Conservatory of Ontario and past member of Heritage Guelph, indicated that she did not believe the

proposal was a minor variance and expressed concern about the absence of comments from Heritage Guelph. She showed a map showing the area of Catholic Hill and indicated that the subject property was considered to be part of it. She recommended that the application be refused until the Catholic Hill property is designated as a cultural heritage landscape.

R. East, resident and Chair of the local chapter of the Council of Canadians, indicated the Basilica is an important icon of the city and emphasized the permanence of this decision. He also expressed concerns about staff being supportive of the application and the absence of comments from Heritage Guelph after the application was previously deferred.

B. Skerrett, resident, expressed concerns about this proposal being considered a minor variance and explained how it did not meet the four tests.

B. McCulloch addressed the comments made by the public and suggested that the elevator tower projection could be reduced to 1.2 to 1.5 metres above the roof.

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

Moved by D. Gundrum  
Seconded by J. Smith

THAT in the matter of applications under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, a variance from the requirements of Section 4.18.2 of Zoning By-law (1995)-14864, as amended, for 9 and 11 Cork Street, to permit the proposed apartment building to have an elevation of 346 metres above sea level, when the By-law requires that no part of any building or structure constructed within any of the protected view areas defined on Defined Area Map Number 63 of the Zoning By-law shall exceed the elevation specified for its site construction, being 343.51 metres above sea level, be **REFUSED**.

#### REASONS:

These applications are refused, as it is the opinion of the Committee that these applications do not meet all four tests under Section 45(1) of the Planning Act, specifically being that the requested variance is not minor in nature, does not meet the general intent and purpose of the Zoning By-law, and is not considered desirable for the streetscape and appropriate development of the lands.

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

CARRIED

**Application:**           **A-73/19**

**Owner:**               **City of Guelph**

**Agent:**               **Sarah Code, Hugh Handy; GSP Group Inc.**

**Location:**           **25 Poppy Drive**

**In Attendance:**      **S. Code**  
                              **H. Handy**  
                              **R. Allen**  
                              **C. Wong**  
                              **H. Flaherty**  
                              **J. Joginder**

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

S. Code explained the purpose of the application.

No members of the public spoke.

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

Moved by     D. Kendrick  
Seconded by  J. Smith

THAT in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, a variance from the requirements of Section 4.13.4.2 of Zoning By-law (1995)-14864, as amended, for 25 Poppy Drive West, to permit a minimum of 521 off-street parking spaces for the proposed recreation centre at 25 Poppy Drive West, when the By-law requires 1 parking space per 10 square metres of gross floor area for a recreation centre (1505 parking spaces), or 1 parking space per 5 seats (283 parking spaces), whichever is greater, be **REFUSED**.

REASONS:

This application is refused, as it is the opinion of the Committee this application does not met all four tests under Section 45(1) of the Planning Act, specifically being that the requested variance is not minor.

NOT CARRIED

Moved by K. Meads  
Seconded by J. Smith

THAT in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, a variance from the requirements of Section 4.13.4.2 of Zoning By-law (1995)-14864, as amended, for 25 Poppy Drive West, to permit a minimum of 521 off-street parking spaces for the proposed recreation centre at 25 Poppy Drive West, when the By-law requires 1 parking space per 10 square metres of gross floor area for a recreation centre (1505 parking spaces), or 1 parking space per 5 seats (283 parking spaces), whichever is greater, be **APPROVED**.

REASONS:

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

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

CARRIED

**Application:** A-68/19  
**Owner:** Dimitri and Stanka Tocheva  
**Agent:** Frank Verdone  
**Location:** 68 Robin Road  
**In Attendance:** D. Tocheva  
S. Tocheva  
F. Verdone

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

No members of the public spoke.

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

Moved by D. Kendrick  
Seconded by D. Gundrum

THAT in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, a variance from the requirements of Section 4.15.1.5 of Zoning By-law (1995)-14864, as amended, for 68 Robin Road, to permit an accessory apartment size of 117.89 square metres, or 32% of the total floor area of the dwelling, when the By-law requires that, the accessory apartment shall not exceed 45% of the total floor area of the building and shall not exceed a maximum of 80 square metres in floor area, which ever is lesser, be **APPROVED**.

**REASONS:**

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

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

**CARRIED**

**Application:**           **A-69/19**  
**Owner:**               **Amita Sachan**  
**Agent:**               **N/A**  
**Location:**           **75 Vaughan Street**  
**In Attendance:**      **A. Sachan**  
                              **A. Sachan**

Chair K. Ash questioned if the sign had been posted in accordance with Planning Act requirements and if the staff comments were received. A. Sachan, owner, responded that the sign was posted, but that she not received staff comments. Chair K. Ash explained that staff were recommending approval of the application.

No members of the public spoke.

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

Moved by      J. Smith  
Seconded by   D. Gundrum

THAT in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, a variance from the requirements of Section 4.15.1.5 of Zoning By-law (1995)-14864, as amended, for 75 Vaughan Street, to permit an accessory apartment size of 110 square metres, or 35% of the total floor area of the

dwelling, when the By-law requires that the accessory apartment shall not exceed 45% of the total floor area of the building and shall not exceed a maximum of 80 square metres in floor area, whichever is lesser, be **APPROVED**.

REASONS:

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

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

CARRIED

**Application:**           **A-70/19**  
**Owner:**               **Nadia and Jaroslaw Smetana**  
**Agent:**               **N/A**  
**Location:**           **9 Hales Crescent**  
**In Attendance:**      **N. Smetana**  
                              **O. Kozak**

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

O. Kozak indicated that he wanted the application to proceed even though staff were recommending deferral.

Moved by      K. Meads  
Seconded by   J. Smith

THAT Application A-70/19 for 9 Hales Crescent, be **DEFERRED** sine die, and in accordance with the Committee's policy on an application deferred sine die, that the application will be considered to be withdrawn if not dealt with within 12 months of deferral and that the deferral fee be paid prior to reconsideration of the application.

REASONS:

This application is deferred to allow the applicant additional time to work with staff.

CARRIED

**Application:**           **A-71/19**

**Owner:**               **Lynn Baribault**

**Agent:**               **N/A**

**Location:**           **23 Norma Crescent**

**In Attendance:**      **L. Baribault**  
                              **K. Baribault**  
                              **F. Vettoretto**

Secretary-Treasurer T. Di Lullo noted that correspondence was received after the comment deadline from K. Stoddart and J. Potoscka, residents of Norma Crescent, in support of the application. A copy of the correspondence was provided to the members and to the owner.

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

L. Baribault explained the application.

No members of the public spoke.

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

Moved by       J. Smith  
Seconded by   D. Kendrick

THAT in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, a variance from the requirements of Section 4.15.1.5 of Zoning By-law (1995)-14864, as amended, for 23 Norma Crescent, to permit an accessory apartment size of 89.84 square metres, or 23% of the total floor area of the dwelling, when the By-law requires that the accessory apartment shall not exceed 45% of the total floor area of the building and shall not exceed a maximum of 80 square metres in floor area, whichever is lesser, be **APPROVED**.

REASONS:

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

AND

THAT in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, a variance from the requirements of Section 4.15.1.1 of Zoning By-law (1995)-14864, as amended, for 23 Norma Crescent, to permit the addition of a second door on the front façade of the dwelling, when the By-law



requires that the external appearance of all building facades and outdoor amenity areas shall be preserved except dual service metres are permitted, be **REFUSED**.

REASONS:

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

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

CARRIED

**Application:**           **A-72/19**

**Owner:**               **Omar Irfan Kahn and Irfan Ali Khan**

**Agent:**               **Matthew McFarlane, Hailey Inc.**

**Location:**           **10 Blair Drive**

**In Attendance:**      **O. Khan**  
                              **I. Khan**  
                              **K. Khan**  
                              **S. Narang**

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

O. Khan explained that he had met with Engineering staff. S. Daniel indicated that Engineering was still recommending deferral to allow the applicant to confirm if there will be adverse drainage impact on the neighbouring property.

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

Moved by      K. Meads  
Seconded by   J. Smith

THAT Application A-72/19 for 10 Blair Drive, be **DEFERRED** sine die, and in accordance with the Committee's policy on an application deferred sine die, that the application will be considered to be withdrawn if not dealt with within 12 months of deferral and that the deferral fee be paid prior to reconsideration of the application.

REASONS:

To provide additional time for the applicant to consult with Engineering staff regarding drainage issues.

CARRIED

**Applications:**           **A-74/19 and A-75/19**

**Owner:**               **Vesterra 735 Woolwich Inc and Vesterra737 Woolwich Inc**

**Agent:**               **Scott Patterson; Scott Patterson, Labreche Patterson & Associates Inc.**

**Location:**           **735 Woolwich Street and 737 Woolwich Street**

**In Attendance:**      **S. Patterson**  
                              **R. Eilers**  
                              **B. Brombal**

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

S. Patterson indicated he was in full support of the staff recommendation.

No members of the public spoke.

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

Moved by       K. Meads  
Seconded by   D. Kendrick

THAT in the matter of applications under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, a variance from the requirements of Table 6.4.2 Rows 7 and 4 of Zoning By-law (1995)-14864, as amended, for 735 and 737 Woolwich Street,

- a) to permit a building height of four storeys, when the By-law requires that a maximum building height of three storeys; and
- b) to permit a front yard setback of 3 metres for the underground parking area, when the By-law requires that a minimum front yard setback of 6 metres,

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

1. That the building height of four storeys be in general accordance with the Public Notice sketch.
2. That the front yard setback of 3 metres only apply to the underground parking area.

**REASONS:**

These applications are approved, as it is the opinion of the Committee that, with the above noted conditions of approval, these applications meet all four tests under Section 45(1) of the Planning Act.

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

**CARRIED**

**Application:**            **B-9/19**

**Owner:**                **JTD Enterprise Inc.**

**Agent:**                **Jonathan Kitchen, Filiz Tamer; Dillon Consulting Limited**

**Location:**            **230-232 Silvercreek Parkway North**

**In Attendance:**      **F. Tamer**

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

F. Tamer briefly explained the application and agreed to complete a reference plan as part of the conditions of approval.

No members of the public spoke.

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

Moved by      D. Gundrum  
Seconded by   K. Meads

THAT in the matter of an application under Section 53(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, consent for a long term lease in excess of 21 years for Part of Block A, Registered Plan 682, for a building municipally known as 232 Silvercreek Parkway North, a parcel occupied by a Tim Horton's restaurant and associated drive-through comprising an area of 814.3 square metres, substantially in

accordance with a sketch prepared by Black, Shoemaker, Robinson and Donaldson Limited dated April 5, 2019, project number 19-14-879, be **APPROVED**, subject to the following conditions:

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

**REASONS:**

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

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

**CARRIED**

**Applications:**            **B-10/19 and B-11/19**

**Owner:**                **Vesterra 77 Wyndham Inc.**

**Agent:**                **Jeff Buisman, Van Harten Surveying Inc.**

**Location:**            **279 and 285 Woolwich Street**

**In Attendance:**      **H. Keast**

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

No members of the public spoke.

File B-10/19

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

Moved by D. Kendrick

Seconded by D. Gundrum

THAT in the matter of an application under Section 53(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, consent for the creation of the following easements over Registered Plan 144, Lot 18 and Part of Lot 21, currently known as 279 Woolwich Street, substantially in accordance with a plan prepared by Van Harten Surveying Inc. dated July 4, 2019, project number 26474-18:

- a) to permit the creation of a 23 square metre easement over a portion of the left side of 279 Woolwich Street for access and maintenance in favour of 285 Woolwich Street; and
- b) to permit the creation of a 2 square metre easement over a portion of the rear corner of 279 Woolwich Street for access in favour of 285 Woolwich Street,

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

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

REASONS:

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

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

CARRIED

File B-11/19

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

Moved by D. Kendrick  
Seconded by D. Gundrum

THAT in the matter of an application under Section 53(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, consent for the creation of an easement on Registered Plan 144, Part of Lots and 21, currently known as 285 Woolwich Street, a 26 square metre easement over a portion of the right side of 285 Woolwich Street for access and maintenance in favour of 279 Woolwich Street, substantially in accordance with a plan prepared by Van Harten Surveying Inc. dated July 4, 2019, project number 26474-18, be **APPROVED**, subject to the following conditions:

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

REASONS:

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

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

CARRIED

Staff Announcements

Secretary-Treasurer T. Di Lullo noted that two appeals to the Local Planning Appeal Tribunal (LPAT) were received regarding the Committee's refusal of file A-52/19 (58 Memorial Crescent) and file A-3/19 (622 College Avenue West).

Chair K. Ash expressed concerns about the correspondence received from S. Douglas regarding files A-57/19 and A-58/19 for 9 and 11 Cork Street West as the letter included the University of Guelph letterhead. She was concerned that the comments appeared to be official comments on behalf of the university, while they were comments on behalf of an individual.

Adjournment

Moved by D. Kendrick  
Seconded by K. Meads

THAT the hearing of the Committee of Adjustment be adjourned at 6:25 p.m.

CARRIED

K. Ash  
Chair

T. Di Lullo  
Secretary-Treasurer