

# **INFORMATION ITEMS**

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**Week Ending December 19, 2014**

## **REPORTS**

1. Water Conservation and Efficiency Public Advisory Committee – 2014 Annual Report

## **CORRESPONDENCE**

1. None

## **BOARDS & COMMITTEES**

1. Correspondence from Grand River Conservation Authority regarding GRCA Planning, Permit and Inquiry Revised Fees Effective January 1, 2015
2. Correspondence from Guelph Police Services Board regarding Board Membership and 2015 Meeting Schedule

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

1. None

# INFORMATION REPORT



TO City Council

SERVICE AREA Infrastructure, Development and Enterprise

DATE December 18, 2014

**SUBJECT Water Conservation and Efficiency Public Advisory Committee - 2014 Annual Report**

REPORT NUMBER

## EXECUTIVE SUMMARY

### SUMMARY OF REPORT

To share with Council information on 2014 contributions of the City’s Water Conservation and Efficiency Public Advisory Committee (WCEPAC) in alignment with annual reporting requirements of the WCEPAC Terms of Reference.

### KEY FINDINGS

The WCEPAC continues to be a very active Committee, meeting four times throughout 2014 and offering valuable insights on opportunities for continued optimization of current water conservation programming and policy as well as the enhancement of education, engagement and outreach resources offered by the City. In 2014 WCEPAC contributions included the following:

- Feedback on water demand projection processes, water efficiency programming scenario development and evaluation to support future goal setting as part of the update of the City’s Water Supply Master Plan.
- Consultation to inform the mission statement, terms of reference and stakeholder engagement considerations for update of the City’s 2009 Water Conservation and Efficiency Strategy, in meeting new water demand reduction targets identified through the Council approved 2014 Water Supply Master Plan Update.
- Consultation regarding public education, engagement and outreach elements of the City’s Water Conservation and Efficiency Program including Water Conservation Web Portal design, drought response communication enhancements stemming from the City’s 2013 Outside Water Use By-law Review, and 2014 Canada Water Week community programming development.

### FINANCIAL IMPLICATIONS

The WCEPAC possesses no annual budget. Funding for the City’s Water Conservation and Efficiency Program is provided within the approved 2014 Non-Tax Supported Water and Wastewater Services Capital and Operating Budgets as well as Development Charges.

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## BACKGROUND

In July 2009, the Guelph Water Conservation and Efficiency Public Advisory Committee (WCEPAC) was formed by Council resolution. The purpose of the WCEPAC is to provide ongoing feedback and advice to staff on key aspects of implementation of the City's Water Conservation and Efficiency Strategy, including input on:

- Issues and opportunities to be addressed during the implementation of the 2009 Water Conservation and Efficiency Strategy;
- Alternative solutions;
- Design considerations;
- Community consultation and communications plans; and
- Other relevant matters that City staff refer to the PAC for feedback.

## REPORT

### ***2014 WCEPAC Meetings***

In accordance with the Council-approved WCEPAC Terms of Reference, the Committee is required to "meet quarterly at minimum with additional meetings to be called as required by the Committee Chair." The WCEPAC held a total of four (4) committee meetings in 2014:

- February 12, 2014;
- April 3, 2014;
- June 5, 2014, and
- October 1, 2014.

### ***Water Supply Master Plan Update***

In 2006 Council approved the Water Supply Master Plan (WSMP), detailing water supply requirements of projected community growth and preferred water servicing requirements to meet the needs of new and existing customers. The WSMP identified water conservation as the most cost-effective and immediately available source of new supply and included three reduction targets based on 2006 daily water production volumes:

- Reduction of 10% (5,300 m<sup>3</sup>/day) in average day water use by 2010;
- Reduction of 15% (7,950 m<sup>3</sup>/day) in average day water use by 2017; and
- Reduction of 20% (10,600 m<sup>3</sup>/day) in average day water use by 2025

In May of 2013, Water Services initiated an update to the WSMP to define the City's approach to a sustainable supply of water—for residential and industrial use - over the next 25 year planning horizon (ending 2038). With recognition to the important role of water conservation in promoting a cost effective and sustainable future community water supply, project managers leading the WSMP update met three times with the WCEPAC within 2014 to continue to attain feedback from the Committee on the water demand projection processes, water efficiency programming scenario development and evaluation to support future goal setting as part of the update process. This detailed Master Plan was approved by Council in July 2014 with a new 25 year demand reduction target of 9,147 m<sup>3</sup>/day by

# INFORMATION REPORT

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2038; this target was endorsed as a primary recommendation of the plan based on Committee and community stakeholder consultation.

## ***Water Efficiency Strategy Update***

In 2009 Council approved the Water Conservation and Efficiency Strategy Update (WCES), a comprehensive water conservation and efficiency plan for the City's residential, industrial, commercial and institutional sectors. The WCES identified the preferred program, policy and resource requirements to achieve and sustain the water use reduction targets of the City's Water Supply Master Plan, Wastewater Treatment Master Plan, Water/Wastewater Servicing Master Plan and Community Energy Initiative.

The WCES possessed a 10 year planning horizon with intent that this strategy would be revisited on a five year basis to assess progress towards goals and refine resources to meet targets to meet direction of other key City policy developments. With Council's approval of the Water Supply Master Plan Update and setting of a new community long-term water demand reduction target, the initial planning for update of the City's Water Efficiency Strategy was initiated in summer 2014. Fundamental to this preliminary planning was ongoing consultation with the WCEPAC to help inform the mission statement, terms of reference and stakeholder engagement considerations for this process. Official launch of the Water Efficiency Strategy Update is planned for early 2015 with ongoing engagement of the WCEPAC and other community stakeholders to form a critical role in strategy development.

## ***Water Conservation Web Portal***

In alignment with open government objectives of Council's 2012 Strategic Plan, Water Services initiated discussions in early 2014 with the University of Guelph Research Shop regarding opportunities to increase customer accessibility to personal water use data and create associated engagement platforms to direct customer conservation opportunities based on known customer attributes. Based on these discussions, a project was initiated with the University of Guelph School of Computer Science to develop a Water Conservation Web Portal which would draw upon personal household consumption information, upon account holder approval, to form customized customer engagement reporting and links to supporting City resources as merited by household resource utilization and other data inputs provided by the customer. Development of this tool is currently ongoing with preliminary consultation completed with the WCEPAC in 2014 on proposed functionality, format and logic models for the Web Portal. This Web Portal is tentatively scheduled for release in late 2015 with continued consultation to be completed with the Committee as part of future testing of portal prototypes and the development of associated public education and engagement campaigns.

## ***Public Education, Engagement and Outreach***

In alignment with the City's 2010 Water Conservation Public Education Communications Strategy (WCPECS), additional educational programming elements and outreach measures were brought to the WCEPAC for review, comment and approval within 2014. This included consultation regarding the City's 2014 Canada

# INFORMATION REPORT



Water Week public programming, Outside Water Use Program signage redesign and other community educational elements stemming from the 2014 update to the City's Outside Water Use By-law.

In response to high water use in environments where renters may not directly pay for water, the WCEPAC has also proposed that staff examine new opportunities for the engagement of students and landlords in areas of high concentrations of rental housing. In response to this recommendation, staff will be assessing opportunities for direct engagement with these stakeholders within 2015 to better understand issues and opportunities for water conservation programming.

## CORPORATE STRATEGIC PLAN

- 2.1 Build an adaptive environment for government innovation to ensure fiscal and service sustainability.
- 2.3 Ensure accountability, transparency and engagement.
- 3.1 Ensure a well designed, safe, inclusive, appealing and sustainable City.
- 3.3 Strengthen citizen and stakeholder engagement and communications.

## DEPARTMENTAL CONSULTATION

City Clerk's Office

## COMMUNICATIONS

N/A

## ATTACHMENTS

N/A

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**TO:** Municipal Clerks, Planning, Building and Engineering Staff

**FROM:** Nancy Davy, Director of Resource Management  
Fred Natolochny, Supervisor of Resource Planning  
Beth Brown, Supervisor of Resource Planning

**DATE:** December 1, 2014

**SUBJECT:** **GRCA Planning, Permit and Inquiry Revised Fees  
Effective January 1, 2015**

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The General Membership of the Grand River Conservation Authority has approved a revised GRCA fee schedule for Plan Review, GRCA Permit and Inquiry services. The fees will be implemented throughout the Grand River watershed **effective January 1<sup>st</sup>, 2015**.

We have attached the revised fee schedules. Please ensure that copies of the attached fee schedule are available to municipal staff and prospective applicants.

**Announcement** A free, web based mapping tool, is available to the public to review GRCA maps of areas regulated under Ontario Regulation 150/06. We note that the text of Ontario Regulation 150/06 defines the areas that are regulated. However, this mapping tool will provide municipal staff and the public with some guidance on the areas regulated by the Conservation Authority. To use this mapping tool please go to [www.grandriver.ca](http://www.grandriver.ca) On the home page click on "Map Your Property" under the Planning and Permits heading.

Proposed activities or works within the areas regulated by the GRCA will require a permit from the GRCA, in addition to a building permit from the municipality.

The policies regarding Ontario Regulation 150/06 and a series of checklists that will aid the public and development industry to prepare satisfactory reports and plans for applications or inquiries can be found under the planning and regulations section of our website at [www.grandriver.ca](http://www.grandriver.ca). The Plan Review and GRCA permit fees are also posted on the GRCA website under the planning and regulation section.

Please note that GRCA [GIS data access](#) is available to download or order data for use with your GIS directly off of the GRCA website.

If you have any questions or concerns regarding the Plan Review or Permit Service Fees please contact Fred (ext. 2229) or Beth (ext. 2307) at (519) 621-2761.

A handwritten signature in cursive script that reads "Nancy Davy".

Nancy Davy  
Director of Resource Management  
621-2763, ext. 2235  
[ndavy@grandriver.ca](mailto:ndavy@grandriver.ca)

**JANUARY 1<sup>st</sup>, 2015 FEE SCHEDULE**  
**GRCA Permit, Plan Review, Title Clearance and Inquiry Fee Schedule**

**Permit Fee Schedule**

Category of Permit Application	Fees for Development Applications	Fees for Alterations or Interference with Wetlands, Shorelines and Watercourses Applications
<i>Minor</i> - No technical reports required	\$380	\$380
<i>Standard</i> - Detailed report and/or plans required.	\$550	\$970
<i>Major</i> - Requires one or more reports	\$8,360	\$5,480 Bridge or culvert replacements \$8,360 All other

Category of Permit Application	Fee
<i>Large Fill</i> – over 1,000m <sup>3</sup>	\$8,360 plus \$0.50/m <sup>3</sup>
Works initiated prior to GRCA permit approval	1.5 times the fee for the category
Rural Water Quality Programs or related projects	\$75
<i>Expired Permit</i>	\$75

**Inquiry Schedule**

Category of Application	Fee
Title Clearance and Inquiry Fee	\$210/property (was \$205)

## Plan Review Fee Schedule

*\*italized – please see Fee Notes*

Category of Application	January 1, 2015 Fee
<b>Subdivision and Vacant Land Condominium</b>	
Base fee	\$2,050
• per net hectare	\$1,070/hectare
Applicant driven modification	\$1,365
Final clearance for registration of each stage: technical review required	\$5,480
Final clearance Processing Fee: no reports or review required	\$210
<b>Official Plan and/or Zoning Bylaw Amendment</b>	
<i>Major</i>	\$2,050
<i>Minor</i>	\$380
<b>Consent</b>	
<i>Major</i>	\$970
<i>Minor</i>	\$380
<b>Minor Variances</b>	
<i>Major</i>	\$550
<i>Minor</i>	\$250
<b>Site Plan Approval Applications</b>	
<i>Major</i>	\$2,870
<i>Minor</i>	\$380
<b>Complex Applications</b>	\$8,360
<b>Below Water Table Aggregate Applications</b>	
No features of interest within 120 metres of licence limit	\$8,360
Features of interest within 120 metres of licence limit	\$36,415
<b>Above Water Table Aggregate Applications</b>	
No features of interest within 120 metres of licence limit	\$380
Features of interest within 120 metres of licence limit	\$8,360

When reading the Permit and Planning fee schedule, please refer to the **Fee Notes** outlined below.

### Fee Notes

1. All fees are made payable and submitted directly to Grand River Conservation Authority.
2. Applicants are encouraged to consult with staff prior to submission of all applications to determine the extent and nature of the information required to accompany the application, and to determine the appropriate fee.
3. Permit applications that fall into one or more categories will be charged one fee, at the highest rate.
4. Plan review applications that fall into one or more categories will be charged one fee, at the highest rate.
5. The Conservation Authority may provide a refund or require the applicant submit additional funds for a permit or plan review fee if it is found that an incorrect fee has been submitted.
6. *Minor Categories* – Low risk of impact on natural hazards or natural features. Plans required. No technical reports required.



### Fee Notes (cont'd)

7. *Standard Permit Category* – Moderate hazard risk and/or potential impact on natural hazards or natural features. Detailed plans required. Scoped technical reports required.
8. *Major Permit Category*– High hazard risk and/or potential impact to natural hazards or natural features. Detailed plans required. One or more technical report required (Environmental Impact Study, Hydraulic Analysis, Storm Water Management, Geotechnical, etc.). Development permit applications for: golf courses, trailer parks, campgrounds, lifestyle communities will be considered as a major permit.
9. *Major Plan Review Category*– High or Moderate hazard risk and/or potential impact on natural hazards or natural features. Detailed plans required. One or more technical reports (may be scoped) are required.
10. *Complex Plan Review Category*- Planning Act (e.g. OPA/ZC) and/or Site plan applications for: golf courses, trailer parks, campgrounds, lifestyle communities.
11. *Large Fill* - The fee is applicable to material placed within the Conservation Authority's regulated areas. Grading associated with *Planning Act* approvals is not considered a large fill application.
12. Major permit applications that have previously paid application or clearance plan review fees to the GRCA will be charged fees under the Minor or Standard category.
13. Permit fees are non-refundable, except where review indicates that no permit is necessary.
14. *Expired permit* - After a permit has expired, a new application must be submitted. For applications to replace a prior permit received within one year of expiry a fee of \$75 is required. Any changes to the plans or a lapse of more than one year will require a full review and the Schedule of Fees in effect at the time will apply.
15. The subdivision or vacant land condominium base fee including per net hectare fee will be capped at \$25,000.
16. The net hectare fee will be based on the initial submission and will exclude lands outside of the development limit (e.g. natural hazard, natural heritage areas and buffers). Stormwater management facilities and other open space or park uses are to be included in the net hectare fee calculation.
17. At the submission of a subdivision or vacant land condominium application, 70% of the base fee and per net hectare is required. Prior to issuance of conditions of draft plan approval, the remaining 30% of the fee is required.
18. A Processing Fee will apply for a clearance letter for a subdivision or condominium application where no technical review/reports (e.g. no Erosion and Sediment Control plan, SWM brief, etc.) are required.
19. For Aggregate Applications, features of interest include all Natural Heritage, Natural Hazard and surf ace water features.



## Guelph Police Services Board

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DEC 18 2014  
CITY CLERK'S OFFICE

December 16, 2014

Stephen O'Brien  
City Clerk  
Corporation of the City of Guelph  
1 Carden Street  
Guelph, ON N1H 3A1

Dear Mr. O'Brien:

I am writing to inform you that the Guelph Police Services Board re-elected Judy Sorbara as Chair and Len Griffiths as Vice-Chair for the 2015 year. The other members of the Guelph Police Services Board are Mayor Cam Guthrie, Councillor Leanne Piper, and Patricia Giles.

The meeting schedule for the Guelph Police Services Board for the year 2015 will continue to be the 3<sup>rd</sup> Thursday of each month commencing with an In Camera Meeting at 1:00 p.m. followed by a Public Meeting at 2:30 p.m., with the exception of August which will have no meeting, and December, where the meeting will be held one week early.

The scheduled meeting dates will be adhered to as closely as possible, however, on occasion may be subject to change. The meeting schedule for the Guelph Police Services Board for the year 2015 is as follows:

January 15	May 21	September 17
February 19	June 18	October 15
March 19	July 16	November 19
April 16	No August meeting	December 10 *

\* The regular meeting should be held December 17<sup>th</sup> but will be scheduled for the 2<sup>nd</sup> week to accommodate Christmas celebrations.

Yours sincerely,

Cheryl Polonenko  
Executive Assistant