

COMMITTEE AGENDA



TO **Planning & Building, Engineering and Environment
Committee**

DATE June 10, 2013

LOCATION Council Chambers, Guelph City Hall, 1 Carden Street

TIME 2:00 p.m.

**DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE
THEREOF**

CONFIRMATION OF MINUTES – May 14, 2013 Open and Closed Meeting
Minutes

PRESENTATIONS (Items with no accompanying report)

a) None

CONSENT AGENDA

The following resolutions have been prepared to facilitate the Committee’s consideration of the various matters and are suggested for consideration. If the Committee wishes to address a specific report in isolation of the Consent Agenda, please identify the item. The item will be extracted and dealt with separately. The balance of the Planning & Building, Engineering and Environment Committee Consent Agenda will be approved in one resolution.

ITEM	CITY PRESENTATION	DELEGATIONS	TO BE EXTRACTED
PBEE-2013.22 Heritage Planning: Annual Activity Report and Four Year Work Plan Update	<ul style="list-style-type: none"> • Daphne Wainman-Wood, Chair, Heritage Guelph • Stephen Robinson, Senior Heritage Planner 		√
PBEE-2013.23 2012 Solid Waste Resources Annual Report			
PBEE-2013.24 Sign By-law Variance for 100 Woodlawn Road West (Frederick’s Furniture)			

Resolution to adopt the balance of the Planning & Building, Engineering & Environment Committee Consent Agenda.

ITEMS EXTRACTED FROM CONSENT AGENDA

Once extracted items are identified, they will be dealt with in the following order:

- 1) delegations (may include presentations)
- 2) staff presentations only
- 3) all others.

CLOSED MEETING

THAT the Planning & Building, Engineering and Environment Committee now hold a meeting that is closed to the public with respect to:

1. Proposed or Pending Acquisition or Disposition of Land

S. 239 (2) (c) proposed or pending acquisition or disposition of land

NEXT MEETING: July 15, 2013

**Minutes of the Planning & Building, Engineering and Environment Committee
Held in the Council Chambers, Guelph City Hall on
Tuesday, May 14, 2013 at 2:00 p.m.**

Attendance

Members: Chair Piper, Mayor Farbridge and Councillors Bell and Guthrie

Absent: Councillor Burcher

Councillors: Councillors Furfaro, Hofland, Van Hellemond and Wettstein

Staff: Dr. J. Laird, Executive Director of Planning, Building, Engineering and Environment; Mr. T. Salter, General Manager, Planning Services; Ms. S. Kirkwood, Manager of Development Planning; Ms. T. Agnello, City Clerk; and Ms. D. Black, Council Committee Coordinator

Call to Order (2:00 p.m.)

Chair Piper called the meeting to order.

Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures.

Confirmation of Minutes

1. Moved by Councillor Guthrie
Seconded by Mayor Farbridge

That the open meeting minutes of the Planning & Building, Engineering and Environment Committee held on April 22, 2013 be confirmed as recorded.

VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Guthrie and Piper (4)

VOTING AGAINST: (0)

CARRIED

Consent Agenda

The following items were extracted from the May 14, 2013 Consent Agenda to be voted on separately:

- | | |
|---------------------|--|
| PBEE-2013.17 | 2013 Development Priorities Plan |
| PBEE-2013.18 | Habitat for Humanity Funding Request 297 & 299 Paisley Road |
| PBEE-2013.20 | Survey Results of Automated Cart Collection Program |
| PBEE-2013.21 | Introduction of User Fee for Cart Exchanges |
| PBEE-2013.22 | Organic Waste Processing Facility – Completion Report |

2. Moved by Councillor Bell
Seconded by Councillor Guthrie

That the balance of the Consent Agenda of the Planning and Building, Engineering and Environment Committee of May 14, 2013 as identified below, be adopted:

PBEE-2013.19 Burke Water Station Upgrades Class Environmental Assessment

That staff be authorized to complete the Municipal Class Environmental Assessment process and to proceed with implementation of the preferred alternative for upgrading Burke Well Station, as outlined in the Report from Planning, Building, Engineering and Environment dated May 14, 2013.

VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Guthrie and Piper (4)

VOTING AGAINST: (0)

CARRIED

Extracted Consent Items

PBEE-2013.17 2013 Development Priorities Plan

Ms. Katie Nasswetter, Senior Development Planner provided an overview of the Development Priorities Plan and outlined the recommendations for 2013.

A discussion ensued regarding approved and actual dwelling units by year and the consideration of actual builds when establishing future approval numbers. Staff responded to questions regarding the difference between growth forecasts and actual growth.

3. Moved by Mayor Farbridge
Seconded by Councillor Guthrie

1. That the 2013 Development Priorities Plan dwelling unit targets for registration and draft plan approval be approved, as set out in the Planning, Building, Engineering and Environment Report 13-18 dated May 14, 2013.
2. That staff be directed to use the 2013 Development Priorities Plan to manage the timing of development within plans of subdivision in the City for the year 2013.
3. That amendments to the timing of development in plans of subdivision be permitted only by Council approval unless it can be shown that there is no impact on the capital budget and that the dwelling unit targets for 2013 are not exceeded.

VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Guthrie and Piper (4)

VOTING AGAINST: (0)

CARRIED

PBEE-2013.18 Habitat for Humanity Funding Request 297 & 299 Paisley Road

The Committee concurred to allow Mr. Steve Howard, Acting Executive Director, Habitat for Humanity to speak.

Mr. Howard advised that if grant for development charges only are provided, it would affect future builds because of the requirement to raise all funds to cover building costs.

4. Moved by Councillor Guthrie
Seconded by Councillor Bell

1. **That the request for funding by Habitat for Humanity Wellington County be approved in the form of a grant equivalent to the cost of building permit fees, development charges, water services and road boulevards and notwithstanding various by-laws that staff be authorized to accept deferred payment of required municipal fees and charges to coincide with the timing of receipt of funds, to be funded from the Affordable Housing Reserve.**
2. That staff be directed to finalize an agreement to implement the grant with Habitat for Humanity Wellington County to the satisfaction of the General Manager of Planning Services, the City Solicitor and the Chief Financial Officer.
3. That the Mayor and Clerk be authorized to sign the grant agreement with Habitat for Humanity Wellington County for 297 & 299 Paisley Road.

VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Guthrie and Piper (4)

VOTING AGAINST: (0)

CARRIED

PBEE-2013.20 Survey Results of Automated Cart Collection Program

5. Moved by Mayor Farbridge
Seconded by Councillor Bell

That the report from Planning, Building, Engineering and Environment dated May 14, 2013, detailing the results of the resident survey on the automated cart collection program for Solid Waste, be received for information.

VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Guthrie and Piper (4)

VOTING AGAINST: (0)

CARRIED

PBEE-2013.21 Introduction of a User Fee for Cart Exchanges

6. Moved by Mayor Farbridge
Seconded by Councillor Bell

That Council approve a user fee for cart exchanges as described in the report from Planning, Building, Engineering and Environment dated May 14, 2013.

VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Guthrie and Piper (4)

VOTING AGAINST: (0)

CARRIED

PBEE-2013.22 Organic Waste Processing Facility - Completion Report

7. Moved by Councillor Guthrie

Seconded by Mayor Farbridge

That the report from Planning, Building, Engineering and Environment dated May 14, 2013 entitled "Organic Waste Processing Facility - Completion Report" be received.

VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell, Guthrie and Piper (4)

VOTING AGAINST: (0)

CARRIED

Review of Draft Meeting Flow Guide

The Committee reviewed and provided feedback on the draft meeting flow guide developed in accordance with the recently established Standing Committee Terms of Reference.

Authority to Resolve into a Closed Meeting

8. Moved by Mayor Farbridge
Seconded by Councillor Guthrie

That the Planning and Building, Engineering and Environment Committee now hold a meeting that is closed to the public with respect to Sec. 239(2)(b) of the *Municipal Act* with respect to personal matters about identifiable individuals.

CARRIED

Closed Meeting (3:38 p.m.)

Citizen Appointments to the Environmental Advisory Committee

9. Moved by Councillor Guthrie
Seconded by Councillor Bell

That staff be given direction with respect to citizen appointments to the Environmental Advisory Committee.

CARRIED

Rise from Closed Meeting (3:40 p.m.)

10. Moved by Mayor Farbridge
Seconded by Councillor Guthrie

That the Committee rise from its closed meeting and reconvene in public session.

CARRIED

Open Meeting (3:41 p.m.)

Adjourn (3:41 p.m.)

11. Moved by Councillor Guthrie
Seconded by Mayor Farbridge

That the May 14, 2013 meeting of the Planning & Building, Engineering and Environment Committee be adjourned.

CARRIED

Deputy Clerk

**PLANNING & BUILDING, ENGINEERING and ENVIRONMENT COMMITTEE
CONSENT AGENDA**

June 10, 2013

Members of the Planning & Building, Engineering and Environment Committee.

SUMMARY OF REPORTS:

The following resolutions have been prepared to facilitate the Committee's consideration of the various matters and are suggested for consideration. If the Committee wishes to address a specific report in isolation of the Consent Agenda, please identify the item. The item will be extracted and dealt with immediately. The balance of the Planning & Building, Engineering & Environment Committee Consent Agenda will be approved in one resolution.

A Reports from Administrative Staff

REPORT	DIRECTION
<p>PBEE-2013.22 HERITAGE PLANNING: ANNUAL ACTIVITY REPORT AND FOUR YEAR WORK PLAN UPDATE</p> <p>1. That the Planning, Building, Engineering and Environment Report 13-27, regarding the Heritage Planning: Annual Activity Report and Four Year Work Plan Update, dated June 10, 2013, be received.</p>	Receive
<p>PBEE-2013.23 2012 SOLID WASTE RESOURCES ANNUAL REPORT</p> <p>1. That the report from Planning, Building, Engineering and Environment dated June 10, 2013 entitled "2012 Solid Waste Resources Annual Report" be received.</p>	Receive
<p>PBEE-2013.24 SIGN BY-LAW VARIANCE FOR 100 WOODLAWN ROAD WEST (FREDERICK'S FURNITURE)</p> <p>1. That the Planning, Building, Engineering and Environment report dated June 10, 2013, regarding a Sign By-law variance for 100 Woodlawn Road West, be received.</p> <p>2. That the request for a variance from the Sign By-law for 100 Woodlawn Road West to permit a freestanding sign with a height of 5.59 metres with a setback of 2.5 metres, be approved.</p>	Approve

attach.

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TO Planning & Building, Engineering and Environment Committee

SERVICE AREA Planning, Building, Engineering and Environment

DATE June 10, 2013

SUBJECT Heritage Planning: Annual Activity Report and Four Year Work Plan Update

REPORT NUMBER 13-27

EXECUTIVE SUMMARY

PURPOSE OF REPORT

This is an annual report which serves as an overview of major heritage planning activities over the past year and presents an updated Four Year Heritage Work Plan.

KEY FINDINGS

2012 was a productive year in that:

- After a five-month period of engagement involving specific property owners, Heritage Planning staff successfully settled outstanding boundary issues relating to the proposed Brooklyn and College Hill Heritage Conservation District;
- Heritage Planning staff's final recommended boundary for the Brooklyn and College Hill HCD was approved by Council in December 2012 – allowing the second phase of the HCD process and its enhanced public consultation program to proceed in 2013;
- The addition of a Heritage Research Assistant for a 4-month period, significantly advanced the achievement of the City's heritage goals and objectives;
- Senior Heritage Planner was directly involved in roughly 200 heritage-related enquiries from staff or the public;
- Over 195 building or planning applications involved cultural heritage resources.

FINANCIAL IMPLICATIONS

Funds are included in the City's Annual Operating and Capital Budget to cover heritage planning activities and functions

ACTION REQUIRED

To receive the Heritage Planning: Annual Activity Report and Four Year Work Plan Update.

RECOMMENDATION

1. That the Planning, Building, Engineering and Environment Report 13-27, regarding the Heritage Planning: Annual Activity Report and Four Year Work Plan Update, dated June 10, 2013, be received.

BACKGROUND

In Guelph, Heritage Planning functions are carried out by the City's Senior Heritage Planner, in conjunction with the City's heritage advisory committee: Heritage Guelph.

In its role as an advisory committee to Council on matters concerning the conservation of cultural heritage resources in the City, Heritage Guelph works closely with the Senior Heritage Planner to fulfill aspects of the committee's mandate. This mandate describes Heritage Guelph's important role in conducting preparatory research and advising on designation and conservation of Guelph properties and districts under the Ontario Heritage Act. There are always many designation related projects going on throughout each year and other related heritage activities carried out by staff and/or the heritage committee.

In order for Council, relevant staff members and Heritage Guelph to have a clear understanding of the research work required of Heritage Guelph, the committee report work load currently carried by the Senior Heritage Planner and the targeted completion dates of heritage designations and related activities, a Four Year Heritage Work Plan was presented in Report 11-25 to the Planning, Building, Engineering and Environment Committee on March 21, 2011.

Heritage Planning's first Annual Activity Report and Four Year Work Plan Update was brought to the Planning, Building, Engineering and Environment Committee on September 17, 2012. It is intended that an annual report will now be submitted to Council within the second quarter of each year to advise on the major heritage planning activities completed over the previous year and provide an updated Heritage Work Plan. Annual activities data is now being collected to allow for an analysis of trends over time and to develop targets and metrics to begin measuring our successes in achieving our heritage planning objectives and response rates in accordance with either the Ontario Heritage Act or the Ontario Building Code Act. Results will be reported in future annual reports, including appropriate dashboard and scorecard.

REPORT

Heritage Planning at the City of Guelph

Planning Services is the City department primarily responsible for ensuring the conservation and protection of cultural heritage resources in the City. Cultural heritage resources include built heritage resources, cultural heritage landscapes and archaeological resources. Through policy, the development review process, designation under the Ontario Heritage Act, property maintenance, and other initiatives, the City is committed to promoting heritage conservation as part of the foundation for creating a distinctive and diverse city.

Senior Heritage Planner

The Senior Heritage Planner is the first point of contact for all inquiries relating to cultural heritage resources within the City of Guelph including built heritage resources, cultural heritage landscapes and archaeological resources. The role of the Senior Heritage Planner is as a staff resource for matters relating to the Ontario Heritage Act, including individual property designation, establishment and administration of Heritage Conservation Districts, the oversight of areas of archaeological potential within the city and any other matters related to cultural heritage resource management. The position provides research, policy and technical advice on heritage conservation initiatives as well as architectural and site design recommendations to facilitate the retention of cultural heritage resources in the development application process.

The Senior Heritage Planner serves as the staff liaison to the City's Municipal Heritage Committee (Heritage Guelph) and assists in the administration and implementation of the Committee's Work Plan.

Heritage Guelph Committee

To aid municipal councils with the administration of their heritage programs, the Ontario Heritage Act enables the appointment of a Municipal Heritage Committee. This committee acts as an advisory body with responsibility to recommend to its Council heritage properties deserving of individual designation under Part IV of the Act and Heritage Conservation Districts under Part V of the Act. By designating properties of local significance, municipal councils are able to help ensure the protection of such properties for the benefit of present and future generations.

Heritage Guelph, Guelph's Municipal Heritage Committee, was created by City Council in August 1977 as the Guelph Local Architectural Conservation Advisory Committee (LACAC) in compliance with the Ontario Heritage Act established in 1975. The first meeting of the Committee was held on September 28, 1977 with five citizen volunteer members. Since that time the Committee membership has been expanded to twelve citizen volunteers appointed by City Council for their

STAFF REPORT



knowledge and expertise related to first-hand experience with heritage conservation, including such areas as architecture, landscape architecture, construction, local history, law or real estate.

While the main purpose of a Municipal Heritage Committee is to advise and assist its municipal council on matters relating to the conservation of properties of cultural heritage value, in practice, the work of Heritage Guelph involves a wide range of activities. The following seven general headings form the basis of the Committee's work:

1. To undertake suitable research (with review of the Municipal Register of Cultural Heritage Properties, previously existing inventories and available resource data) preparatory to designation and conservation of worthy and significant Guelph properties and districts under the Ontario Heritage Act.
2. To consult with City of Guelph staff and City Council and to make recommendations to City Council to designate selected properties and districts under the provisions of the Ontario Heritage Act and to consult with and make recommendations to City Council and civic departments regarding the adequate maintenance and conservation of designated properties and districts.
3. To consult with and advise property owners regarding designation or conservation projects as well as consulting with property owners regarding projects which may relate to the architectural, landscape, streetscape and neighbourhood character of the City.
4. To provide public information concerning projects and objectives of the Committee, to support civic interest in heritage conservation, and to encourage community organizations to undertake projects related to the interests and concerns of the Committee.
5. To develop a program for the adequate identification of significant and designated properties and districts, and where possible to co-ordinate similar projects sponsored by community organizations or government agencies.
6. To assist the City of Guelph in the administration of municipal grants when available to owners of designated properties.
7. To contribute to the City of Guelph planning processes through consultation in all planning matters where issues of heritage conservation may arise.

Heritage Planning: 2012 Activity Report

Heritage Guelph

During the year, the full Heritage Guelph committee meets a total of twelve times with an additional 10-12 meetings of its working groups. During 2012, Heritage Guelph had two active working groups, two ad-hoc working groups and individuals providing representation for Heritage Guelph on heritage-related initiatives:

- Designation Research and Heritage Review Working Group:
Recommends priorities to Heritage Guelph regarding heritage designations; assists heritage planning staff in research required for heritage designation reports; makes recommendations to Heritage Guelph regarding Heritage Review Applications and the ongoing maintenance of the Heritage Register.
- Communications Working Group:
Directly involved in tasks and events including: designation plaque wording; Council's Heritage Designation Plaque Ceremony; Doors Open Guelph; Spotlight on Heritage.
- Policy Review Working Group (ad hoc):
Reviews relevant policy material and provides Heritage Guelph with commentary in order to assist in its ability to provide commentary back to various city policy initiatives.
- Heritage Trees and Landscapes Working Group (ad hoc):
Provides Heritage Guelph with commentary on the conservation of "heritage trees" as proposed in the Official Plan Review process.
- Committee Representation:
Individuals representing Heritage Guelph attend initiatives that include a heritage component.

Heritage Guelph's involvement in committee meetings and related events represents a total contribution of over 650 volunteer hours in 2012.

Senior Heritage Planner

The Senior Heritage Planner is the one planning staff member with the responsibility to respond to all public and internal staff enquiries relating to cultural heritage resources within the City of Guelph. On average, a normal work week would have four pre-consultation enquiries from the public which would add up to roughly 200 public enquires of this kind annually. Enquires also come from a variety of other City staff and departments usually in the form of requests for comment on applications or situations that involve confirmed or potential cultural heritage resources. These applications or situations have included:

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Service Activities	2009	2010	2011	2012	2013	2014
Committee of Adjustment – Consent/Variance	31	19	23	31		
Demolition Permit Applications	6	9	8	17		
Building Permits	104	98	108	121		
Property Standards Inspections	3	4	8	6		
Site Plan Review and Inspections	7	5	4	10		
Site Alteration Grading Permit Applications	0	0	1	2		
Brownfield Inventory	0	0	1	1		
Tree Protection By-law	0	1	3	0		
Zoning By-law Amendment Applications	3	3	3	3		
Heritage Review Applications	3	1	1	4		
Total	157	139	160	195		

During 2012, the Senior Heritage Planner was required to respond to a total of 195 building or planning applications initiated through the City’s AMANDA application tracking system. Of this number the responses involved:

- 8 properties designated under the Ontario Heritage Act
- 84 properties listed on the Heritage Register
- 61 non-listed properties identified in the Couling Architectural Inventory
- 3 non-listed properties recognized by Heritage Guelph as having cultural heritage value

Of these 156 responses:

- 103 were handled by the Senior Heritage Planner as they did not pose a negative impact on a cultural heritage resource
- 54 were brought to Heritage Guelph by the Senior Heritage Planner for consultation and a recommendation

In total, the Senior Heritage Planner was directly involved in one or all of the stages of over 200 heritage-related enquiries and over 195 applications involving cultural heritage resources in the city.

The Senior Heritage Planner has continued to be directly involved in the following major City projects during 2012 as a resource for matters relating to cultural heritage resources offering review, comments and policy advice assistance when necessary:

- Official Plan Review – Cultural Heritage Policies
- Downtown Secondary Plan
- Draft Guelph Innovation District Secondary Plan
- Heritage Redevelopment Reserve
- Downtown Façade Improvement and Feasibility Study Grant Program
- Doors Open Guelph

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A current major City project that was initiated in 2011 and continued into 2012 is the Brooklyn and College Hill Heritage Conservation District Designation Process. This project has been the first of its kind for Guelph and involves the Senior Heritage Planner as project manager. In 2012, the HCD process achieved the following key milestones:

- 17 January 2012, Planning staff and their consultant team presented the HCD Study Assessment Report and a proposed district boundary;
- Council gave direction to Heritage Planning staff to proceed with Phase 2 of the HCD process but required that staff not only recommend a timeline to address outstanding HCD boundary issues but also propose an enhanced public consultation program;
- By April 2012, staff's proposed timeline to address outstanding HCD boundary issues was extended to September 2012 by Council to accommodate concerns from the parties involved;
- 10 December 2012, Planning staff brought a report to Council with two boundary options to consider and the final HCD boundary was approved.

As is common in the land use planning process, the Senior Heritage Planner may be required to spend a significant amount of time during the year preparing for and participating as an expert witness at hearings of the Conservation Review Board. This was the case in 2012 in Guelph, as the CRB hearing for the proposed designation of the Wilson Farmhouse occurred on June 4-5. The Senior Heritage Planner worked closely with Legal Services and achieve a successful outcome as the CRB report recommendation (issued 29 October 2012) supported Council's intention to designate.

During 2012, the Senior Heritage Planner supervised a 4-month summer student employment position. The Heritage Research Assistant carried out the following tasks:

- Prepared documentation related to the maintenance of the Heritage Register;
- Worked with Planning GIS staff to update cultural heritage resource mapping;
- Created a listing of City-owned cultural heritage resources;
- Completed background research for several draft staff reports recommending individual properties for designation under the Ontario Heritage Act;
- Researched and presented best practices for the Heritage Planning and Heritage Guelph website.

Working closely with members of the Heritage Guelph Designation Research and Heritage Review Working Group and the Heritage Research Assistant, the Senior Heritage Planner has been able to advance the background research necessary for Planning staff's future recommendations to Council regarding the designation of the following properties under the Ontario Heritage Act:

- 5 Arthur Street South – The Distillery Mill Factory
- 40 Margaret Street – Paisley Memorial United Church
- 16 Kathleen Street – William Cowan House

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Four Year Heritage Work Plan Update

The Heritage Work Plan is intended to have flexibility to respond to unanticipated requests for heritage related research or opinions. Heritage Planning staff review the Heritage Work Plan semi-annually with Heritage Guelph to assess completed projects and goals and to determine if changes in scheduling are necessary and to provide Council with an annual update. It should also be noted that certain work plan items and target dates are subject to receiving appropriate future direction from Council (e.g. the Brooklyn and College Hill Heritage Conservation District process).

An updated Four Year Heritage Work Plan is presented as Attachment 1.

CORPORATE STRATEGIC PLAN

Strategic Direction 1.2	Develop collaborative work teams and apply whole systems thinking to deliver creative solutions.
Strategic Direction 3.1	Ensure a well designed, safe, inclusive, appealing and sustainable city.
Strategic Direction 3.3	Strengthen citizen and stakeholder engagement and communications.

DEPARTMENTAL CONSULTATION

At their meeting of May 13, 2013 Heritage Guelph passed a motion endorsing the updated Four Year Heritage Work Plan as presented by Heritage Planning staff.

COMMUNICATIONS

None

ATTACHMENTS

Attachment 1 – Four Year Heritage Work Plan (2011-2014)

Report Author

Stephen Robinson
Senior Heritage Planner

Approved By

Melissa Aldunate
Manager of Policy Planning and Urban Design

Original Signed by:

Original Signed by:

Approved By

Todd Salter
General Manager
Planning Services
519-822-1260, ext 2395
todd.salter@guelph.ca

Recommended By

Janet L. Laird, Ph.D.
Executive Director
Planning, Building, Engineering
and Environment
519-822-1260, ext 2237
janet.laird@guelph.ca

ATTACHMENT 1 – Four Year Heritage Work Plan Update (2011-2014)

STAFF REPORT

PROJECT/ACTIVITY	KEY TASKS / MILESTONES	HERITAGE GUELPH INVOLVEMENT	COMPLETION DATE
Heritage Planning: Annual Activity Report and Work Plan Update	Activity Report and Work Plan Update to Council (Annual)	√	Q1-2011 Q3-2012 Q2-2013 Q2-2014 Q2-2015
Brooklyn and College Hill Heritage Conservation District Designation Process	Preliminary Open House	√	27-Jan-11
	Council decision made initiating HCD Designation process		28-Mar-11
	HCD Study commenced		July-2011
	HCD Study Public Meeting 1 - Public Consultation on HCD Designation Process	√	15-Nov-11
	HCD Study Public Meeting 2 – presenting HCD Study Assessment Report results and proposed heritage district boundary	√	17-Jan-2012
	PBEE considers staff report and Final HCD Study Assessment Report results and proposed heritage district boundary; Council decision - proceed with Phase 2 of HCD designation process but staff to report back to PBEE (Apr 16) with recommended timeline to address outstanding HCD boundary issues and a proposed public consultation program.		21-Feb-2011 27-Feb-2012
	Council decision to approve the proposed public consultation program but extended the timeline to address outstanding HCD boundary issues to Sept 30		23 Apr 2012
	Planning staff report to Council with final recommended HCD boundary		10 Dec 2012
	Community Engagement Focus Workshop	√	Q3-2013*
	Consultant to provide preliminary draft HCD Plan and Design Guidelines to staff		Q3-2013*
	Meeting for Heritage Guelph to consider draft HCD Plan and Design Guidelines	√	Q3/Q4-2013 *
	HCD Public Meeting 3 – presenting a Draft HCD Plan and Design Guidelines	√	Q4-2013 *

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	Statutory Public Meeting for Council to consider final draft of HCD Plan and Design Guidelines	√	Q4-2013 *
	PBEE considers staff report and Final HCD Plan and Design Guidelines – proceed to Council? Council decision - to consider passing HCD Designation By-law and adoption of HCD Plan and Design Guidelines		Q1/Q2-2014*
	Notice of HCD Designation By-law passage and adoption of HCD Plan and Design Guidelines is given – followed by 30-day appeal period		Q1/Q2-2014*
	(* target completion dates under review)		
Investigation of Financial Incentives for Designated Heritage Property	Report to Council on results of research, review of municipal best practices and discussion of options - also based on recommendations coming from consultants in heritage district policy process	√	Q2-2014
Minimum Property Standards for Designated Properties	Bring report to Council regarding options for prescribing minimum standards for the maintenance of heritage attributes of designated property through amendments to the Property Standards By-law	√	Q2-2014
Other Potential Heritage Conservation Districts	Bring report to Council regarding prioritization of other potential HCDs (e.g. Ward One St. Patrick HCD; Downtown HCD; Oxford Glasgow HCD; St. George HCD)	√	Q2-2014
Individual Property Designations under Ontario Heritage Act	81 Farquhar St Intention to Designate approved and served with no appeals. By-law passed and designation in effect.	√	26-Sept-11
	12 Mont St Intention to Designate approved and served with no appeals. By-law passed and designation in effect.	√	26-Sept-11
	340 Woolwich St Intention to Designate approved and served with no appeals. By-law passed and designation in effect.	√	26-Sept-11
	344 Woolwich St Intention to Designate approved and served with no appeals. By-law passed and designation in effect.	√	26-Sept-11
	348 Woolwich St Intention to Designate approved and served with no appeals. By-law passed and designation in effect.	√	26-Sept-11

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	83 Essex St - BME Church Intention to Designate approved and served 3 July 2009 with no appeals. Litigation over title/ownership concluded that Notice was served on the true owner. Council now free to approve designation by-law.	√	Q2-2013
	79 Carden St - Guelph Train Station Intention to Designate approved 28 Feb 2011; Heritage Conservation Easement Agreement established with Ontario Heritage Trust; Federal Order in Council approves transfer of ownership to the City, 4 Mar 2013; Intention to Designate published and appeal period completed 25 Apr 2013 with no appeals. Council is now free to approve designation by-law.	√	Q2-2013
	40 Margaret St – Paisley Memorial United Church Report to Council to recommend serving Intention to Designate	√	Q3-2013
	18 Kathleen Street – Cowan House Report to Council to recommend serving Intention to Designate	√	Q3-2013
	5 Arthur St S - Woods 1 Report to Council to recommend serving Intention to Designate	√	Q3-2013
	19 Woodycrest Dr – Kingsmill Howitt House Report to Council to recommend serving Intention to Designate	√	Q4-2013
	331 Clair Rd E Designation to be condition of plan of subdivision. Report to Council to recommend serving Intention to Designate	√	Q4-2013
	65 Delhi St - Delhi Recreation Centre Designation to be condition of sale of property. Report to Council to recommend serving Intention to Designate	√	Q4-2013
	2162 Gordon St - Marcolongo Farm Intention to Designate approved (27-June-11) but not served pending further staff review of owner's request to change heritage attributes	√	To be determined
	80 Simmonds Dr - Wilson Farmhouse Intention to Designate approved 28 Feb 2011, served and appealed. Conservation Review Board hearing (4-5 June 2012) recommended designation. Council now free to pass designation by-law or withdraw Intention to Designate.	√	To be determined
	122-124 Cardigan Street – Kelly's Inn Report to Council to recommend serving Intention to Designate	√	Q1-2014

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	195 College Ave – (former College Avenue School) Report to Council to recommend serving Intention to Designate	√	Q1-2014
	72-76 Macdonell St - Diplomat Hotel Report to Council to recommend serving Intention to Designate	√	Q2-2014
	211 Silvercreek Pkwy S - Sleeman House Report to Council to recommend serving Intention to Designate	√	Q2-2014
	49 Norfolk St - Albion Hotel Report to Council to recommend serving Intention to Designate	√	Q3-2014
	108 Queen St Report to Council to recommend serving Intention to Designate	√	Q3-2014
	65 Maple St Report to Council to recommend serving Intention to Designate	√	Q4-2014
	49 Metcalfe St – Dario Pagani Residence Report to Council to recommend serving Intention to Designate	√	Q4-2014
	28 Norfolk St - Church of Our Lady and “Catholic Hill” building complex Report to Council to recommend serving Intention to Designate	√	2015
	148 Delhi St - The Homewood building complex Report to Council to recommend serving Intention to Designate	√	2015
	47 Alice St - Valeriotte House/Shoe Shop Intention to Designate approved/served but appealed (Conservation Review Board recommendation received 16 Dec 2008 recommended designation). Council now free to pass designation by-law or withdraw Intention to Designate.	√	To be determined
	72 Farquhar St - Drill Hall Intention to Designate approved (27-June-11) but would only be served if property were to be transferred from Provincial ownership. GO Transit currently creating a reuse and Conservation Plan for the building.	√	To be determined
Official Plan Update	Staff and Heritage Guelph to monitor and respond to Provincial Review of OPA 48 and any appeals to Cultural Heritage Policies	√	per OP Review schedule
Downtown Secondary Plan	Staff and Heritage Guelph to participate in heritage-related components of the Downtown Secondary Plan Implementation Strategy including the Private Realm Improvement Guidelines and proposed Heritage Conservation Analysis.	√	per Secondary Plan schedule

STAFF REPORT

Guelph Innovation District Secondary Plan	Staff and Heritage Guelph review/comment on Draft Secondary Plan and Official Plan Amendment	√	per Secondary Plan schedule
Maintenance of the Heritage Register	Staff report to Council on maintenance of current Heritage Register and recommended process for any future expansion	√	Q3-2013
Barns Listed in Heritage Register	Response to Council resolution	√	Q3-2013
Capital and Operating Budget Review (Annual)	Staff and Heritage Guelph to discuss anticipated budget needs	√	Q2-2012 Q2-2013 Q2-2014 Q2-2015
OUTREACH			
Spotlight on Heritage at Stone Road Mall	Annual event	√	18 Feb 2012 16 Feb 2013 Q1-2014 Q1-2015
Council's Heritage Plaque Ceremony	Annual event held at Council Meeting (during or close to Heritage Week)	√	27 Feb 2012 Q1-2014 Q1-2015
Doors Open Guelph	Annual event	√	30-Apr-2011 28-Apr-2012 27-Apr-2013 Q2-2014 Q2-2015
Heritage 101 - Workshop Series	The Real Estate Market and the Heritage Register	√	TBD 2013-2015
	Understanding the Heritage Register	√	TBD 2013-2015
	Heritage Topic (to be determined)	√	TBD 2013-2015
	Heritage Topic (to be determined)	√	TBD 2013-2015

STAFF REPORT



TO Planning & Building, Engineering and Environment Committee

SERVICE AREA Planning, Building, Engineering and Environment

DATE June 10, 2013

SUBJECT 2012 Solid Waste Resources Annual Report

REPORT NUMBER

EXECUTIVE SUMMARY

PURPOSE OF REPORT

To inform Council and Guelph residents of the operations and successes of the Solid Waste Resources Department during 2012.

KEY FINDINGS

- Exceeded the first two diversion targets approved by Council in the 2008 Solid Waste Management Master Plan by achieving a residential diversion rate of 68% (Master Plan set diversion targets of 55% by end of 2011 and 65% by end of 2016);
- Underwent five compliance audits by Ministry of Environment with no instances of non-compliance identified;
- The new Organics Waste Processing Facility (OWPF) opened on time and \$1.3 million under budget;
- Successfully implemented Phase 1 of conversion to automated cart-based waste collection, reducing annual operating costs and greenhouse gas emissions;
- Increased diversion of Construction and Demolition material (C&D) by 55% over 2011 levels (or 2,789 tonnes);
- Introduced three stream waste sorting at the Sleeman Centre to reduce disposal of organic and recyclable material;
- Opened the waste diversion education centre featuring ten interactive learning stations that showcases Guelph's waste minimization and diversion strategies.

FINANCIAL IMPLICATIONS

N/A

ACTION REQUIRED

That Council receive the report for information.

STAFF REPORT

RECOMMENDATION

1. That the report from Planning, Building, Engineering and Environment dated June 10, 2013 entitled "2012 Solid Waste Resources Annual Report" be received.

REPORT

Compliance - Ministry of Labour

At Solid Waste Resources (SWR) we are continuously committed to meeting Occupational Health and Safety compliance. We have strategically scheduled and executed safety activities and are changing our safety culture to become proactive rather than reactive.

Solid Waste Resources Strategic Health & Safety Plan 2011-2015:

●	Involve all Leadership positions in performing a safety training needs analysis and prescribe applicable training for each position title and for each individual employee to capture the one-off training needs
●	Review all records to determine training needs and create a budget for resources and hours required to meet ongoing safety requirements
●	Perform a site gap safety audit based on the Work Well Audit and the CSA Standard for Health and Safety
●	Identify the gaps and complete a risk assessment for each gap to determine the priority for future Safety Objectives
●	Present Objectives to senior department management and obtain support for pushing forward
●	2012 Bucket Objectives (High risk job tasks) – Confined Space, Guarding, Lock Out and Fall Protection
●	2013 Bucket Objectives – (From reactive to proactive) – Planned Management Inspections – Formal Supervisory Safety Talks - Formal Hazard Report System – Root Cause Analysis
●	2014 Bucket Objectives – (Increase efficiency and onsite subject experts) – Identify opportunities to champion existing personnel for additional training to qualify them as on the job trainers for activities presently provided by external consultants.
●	2015 Bucket Objectives – Develop and incorporate performance metrics based on due diligence activities for all staff levels that are tied to annual performance reviews/compensation or discipline

Compliance- Ministry of Environment

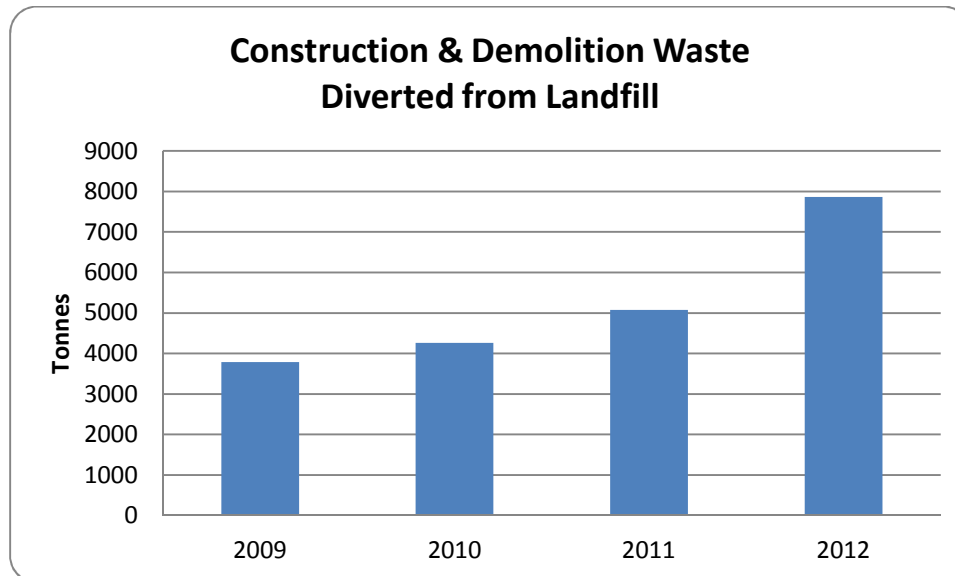
During 2012, the Ministry of Environment conducted audits of five Environmental Compliance Agreements (ECA's) through which the Province governs all operations of the Solid Waste Resources Department. During their audit of ECA # A1700128 (Waste for Organic Waste Processing Facility) Ministry staff noticed "garbage related odours at the Site". These odours were not detected off-site by Ministry staff. Solid Waste staff were directed to submit a proactive work plan to the Ministry by December 31, 2012 to address these possible odour issues. The work plan was submitted on time and is being implemented.

STAFF REPORT

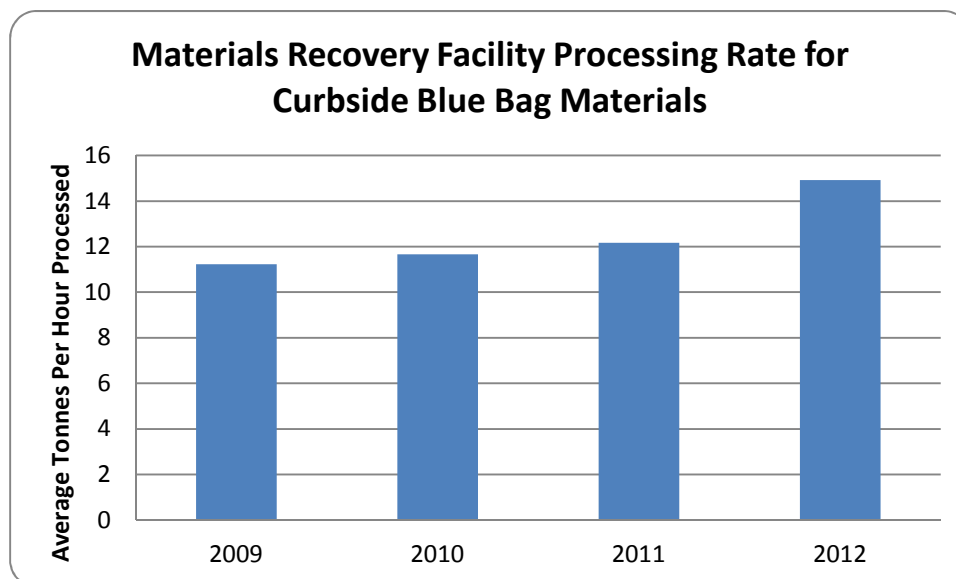


A summary of the findings of all five Ministry audits is shown below.

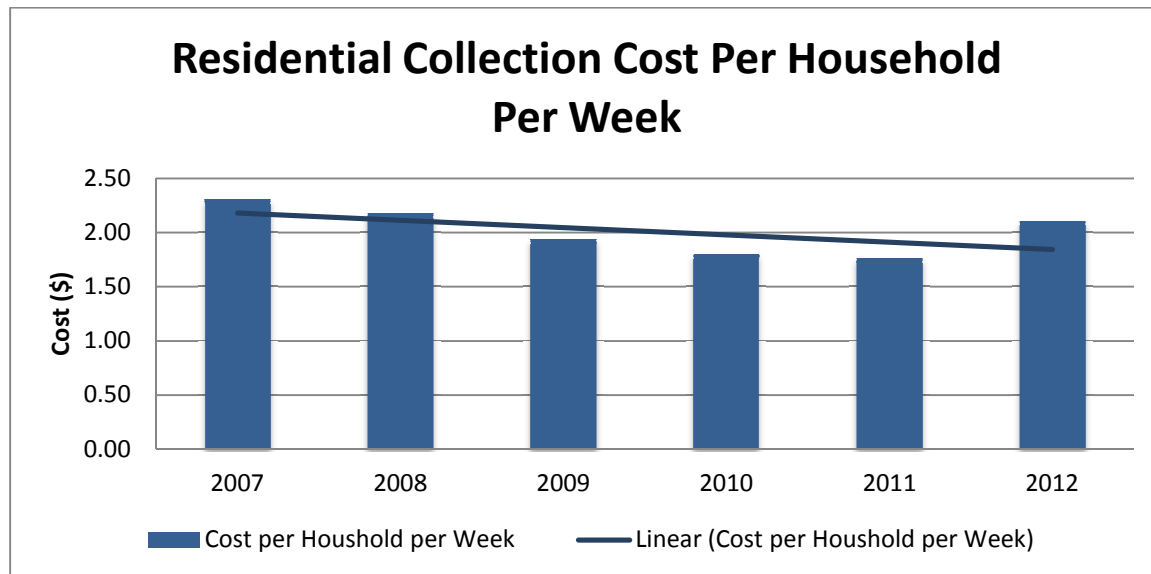
ECA #	Description	Was there any indication of a known or anticipated human health impact during the inspection and/or review of relevant material, related to this Ministry's mandate?	Was there any indication of a known or anticipated environmental impact during the inspection and/or review of relevant material?	Was there any indication of a known or suspected violation of a legal requirement during the inspection and/or review of relevant material which could cause a human health impact or environmental impairment?	Was there any indication of a potential for environmental impairment during the inspection and/or the review of relevant material?	Was there any indication of minor administrative non-compliance?
0293-8T9HDG	ECA - Air (Organic Waste Processing Facility)	No	No	No	No	No
A170128	ECA - Waste (Organic Waste Processing Facility)	No	No	No	Yes	No
A170128	ECA - Waste (Transfer Station & Material Recovery Facility)	No	No	No	No	No
7324-6QKRJE	C.of A. - Air (Eastview Landfill)	No	No	No	No	No
A170101	C. of A. - Waste (Eastview Landfill)	No	No	No	No	No



Construction and Demolition waste collected, separated and diverted from landfill includes shingles, clean wood, drywall and concrete rubble. In 2012, 7,864 tonnes of C&D material was diverted from landfill – a 55% increase over 2011.

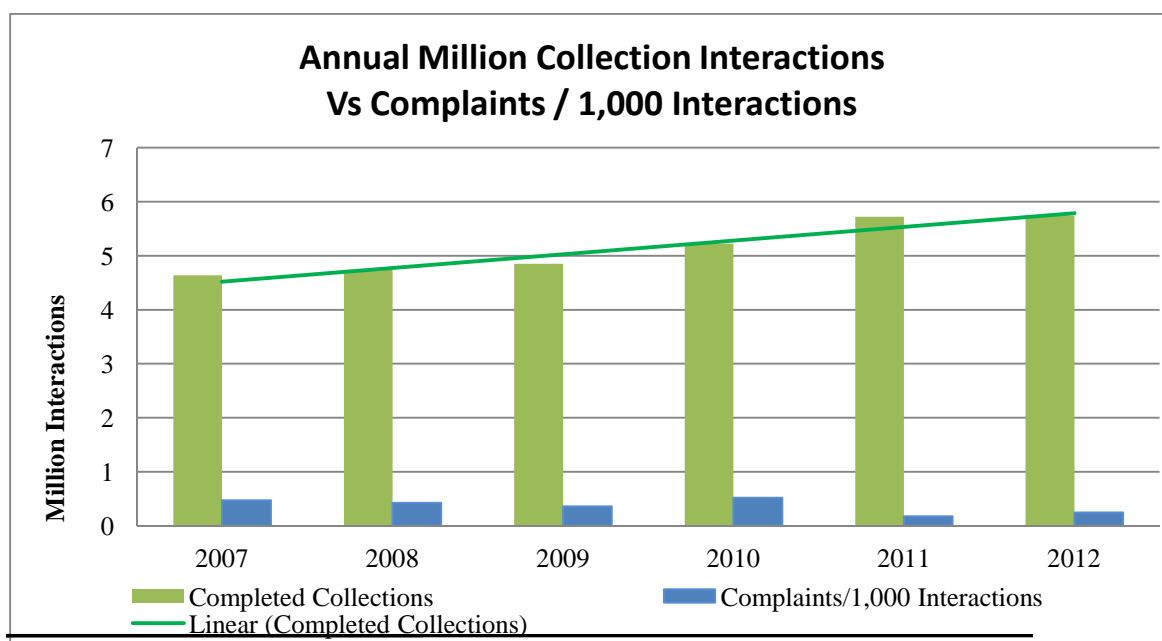


At the end of 2011 a drum feeder was installed in the Material Recovery Facility, replacing the old bag breaker. This change in equipment achieved a 23% increase in actual tonnes per hour processed of blue bag material (14.93 T/hr in 2012). Our new processing goal is 15 tonnes per hour compared to our previous goal of 12 tonnes per hour.



The graph depicts costs generally trending downward. Increases during 2011-2012 reflect the increased cost of fuel.

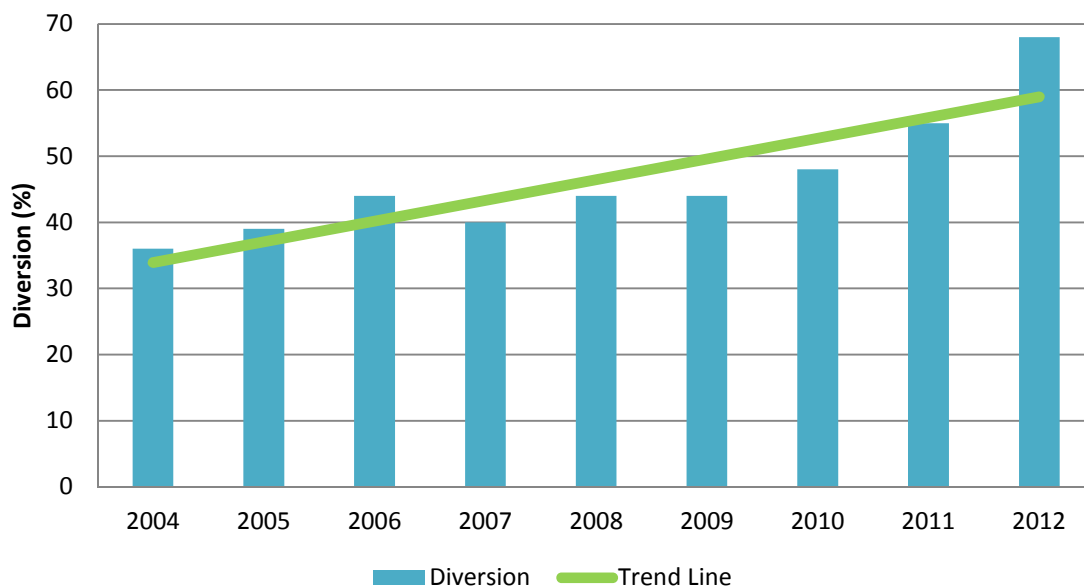
Future trends: Improvements in cost/effectiveness once automated collection has been fully implemented has been estimated to be approximately \$450,000 annually, achieved through the anticipated reduction of 3 FTE's, 4 trucks and the bi-annual yard waste collection program. Following Phase 1 implementation, we are on track to realize 100% of these committed savings. One FTE and one truck were eliminated at the beginning of 2013.



The above graph depicts the relationship between the number of annual collections interactions performed (in millions) against the number of complaints (per thousand) services performed.

Changes to tracking: In 2011 we transitioned to tracking complaints using the AMANDA computer system. This transition is intended to make tracking of compliance and service issues by Solid Waste compliance staff identical with tracking systems used by other areas of the City such as Property Standards and Planning. This also allows for seamless transition of complaints between Departments and sharing of information.

Residential diversion



Guelph's residential diversion rate (i.e. waste diverted from disposal) has continued to increase as new waste reduction, waste minimization, and reuse programs are implemented. The opening of the new Organic Waste Processing Facility has contributed significantly to increasing our overall the diversion rate since the facility reopened in February 2012.

Future Forecast – The City has achieved 68%* waste diversion in 2012 significantly exceeding the Solid Waste Management Master Plan target of 65% by the end of 2016. The Master Plan is being updated during 2013, including a review of the plan to achieve the third diversion target of 70% by the end of 2021. It is anticipated that increasing the City's waste diversion rate will become progressively more challenging and cost prohibitive as the remaining waste material is lighter, of lower quantity and has less marketability.

* Diversion rate to be audited and verified by Waste Diversion Ontario later this year

The status of the recommendations since the adoption of the Master Plan is shown in the attached project dashboard. Highlights include:

Solid Waste Management Master Plan Dashboard

Waste Minimization	
	Adopt a Zero Waste Philosophy
●	Implement a per Capita Waste Reduction Program
●	Enhance & rejuvenate promotion and education programs with efforts to target local businesses, community groups and schools
●	Promote and encourage waste minimization legislation programs (federal and provincial)
●	Develop and adopt a municipal green procurement policy
●	Pilot a plastic film minimization program
Multi-Residential Recycling	
●	Contact / survey existing local waste hauling companies to gauge current participation in recycling by the multi-residential sector
●	Gather information available from the province regarding multi-residential audit/tonnage data as a benchmark against future pilot project data
●	Implement a Multi-Residential Pilot Study
●	Identify target locations/ property managers/ owners for Promotion & Education sweep to promote increased recycling
●	Create/Amend by-law(s) to enforce recycling in conjunction with a dedicated multi-residential coordinator
●	Modify the building permit process to enforce recycling in new multi-residential developments
●	Assess incentives for recycling including rebates, lower permit fees and other available options
Re-Use Centre Programming	
●	Promote use of all existing facilities and programs
●	Investigate partnership opportunities with an existing re-use organization to develop a drop-off re-use facility at the WRIC
●	Conduct research to determine weight diverted through re-use programs and facilities and the potential for claiming this diversions with Waste Diversion Ontario

Open Space Recycling & Special Events	
●	Meet interdepartmentally to assess centralized waste/ recycling collection in parks and public open spaces
●	Conduct a public open space (park, trail, arena and streetside) pilot study with an emphasis on collecting high value recyclables (aluminum cans and plastic bottles)
●	Assess requirements for city-wide distribution of waste recycling containers
●	Target park, sportsfield, trail and other users to promote the use of open space recycling containers
●	Identify partnership opportunities with Guelph businesses or organizations to encourage sponsorship and stewardship
●	Meet with representatives from the Downtown Board of Management to develop sustainable streetside recycling program
●	Mandate recycling and composting with Special Event permits
●	Develop promotional and educational materials for event planners and facility users
●	Assess capacity to provide city collection of sorted materials from events
Promotion and Advertising	
●	Refocus and redevelop the waste management Promotion & Education campaign, build in new messages and re-invigorate municipal residents. Community based social marketing approaches should be considered.
●	Develop a recognition program to highlight and share best management practices as demonstrated by organizations and individuals in the City
Residential Construction and Demolition (C&D) Waste	
●	Mandate recycling through building/ demolition permits
●	Develop partnerships and/or pilot studies with local builders
●	Continue to assess opportunities to recycle commingled construction and demolition materials
●	Evaluate variable tipping fees to encourage recycling of shingles, drywall, wood
●	Obtain a Certificate of Approval amendment to store C&D waste at the WRIC

Industrial, Institutional and Commercial Waste	
●	Assess opportunities to liaise with various associations for recycling opportunities
●	Update the recycling/ disposal manual for the IC&I sector
●	Provide recognition to high performers in the IC&I sector and facilitate shared ideas within that sector for waste minimization and diversion programming
High Performance Recycling	
●	The list of items for the blue bag should be revised and refined to include newspaper, cardboard, fine paper, glass, plastics, aluminum and steel beverage and food containers only
●	The city should regularly review the list of materials in the blue bag
●	The City's current enforcement program should be maintained
Waste Disposal	
●	Waste disposal option including contractual arrangements (municipal or private sector) should be considered further
●	Municipal partnerships for disposal should be explored and municipalities contacted
●	Criteria in future disposal contracting arrangements should include an evaluation of the environmental impact of available disposal sites/ facilities with consideration given to leachate management, gas management and utilization , energy consumption, energy production at minimum as basis to compare disposal options

Legend

- complete
- in progress/ ongoing
- project at initial stages

DEPARTMENTAL CONSULTATION

N/A

COMMUNICATIONS

N/A

STAFF REPORT



ATTACHMENTS

N/A

Report Author

Chad Scott
Collections Manager

Report Author

Catherine McCausland
Operations Manager

Report Author

Heather Connell
Manager, Integrated Services

Original Signed by:

Approved By

Dean Wyman
General Manager
Solid Waste Resources
519-822-1260 ext 2053
dean.wyman@guelph.ca

Original Signed by:

Recommended By

Janet L. Laird, Ph.D.
Executive Director
Planning, Building, Engineering
and Environment
519-822-1260 ext 2237
janet.laird@guelph.ca

STAFF REPORT

TO Planning & Building, Engineering and Environment Committee

SERVICE AREA Planning, Building, Engineering and Environment

DATE June 10, 2013

**SUBJECT SIGN BY-LAW VARIANCE for 100 Woodlawn Road West
(Frederick's Furniture)**

EXECUTIVE SUMMARY

PURPOSE OF REPORT

To advise Council of a Sign By-law variance application for 100 Woodlawn Road West; requesting a freestanding sign with a height of 5.59 metres and a setback of 2.5 metres in lieu of the required 6 metre setback.

KEY FINDINGS

The Sign By-law No. (1996)-15245 in Table 2, Row 1; restricts freestanding signs with a proposed height of greater than 4.5 metres (14.76') to have a minimum setback of 6 metres (19.68'). Staff are supportive of the variance due to:

- The proposed sign is only 1 metre (3.2') higher than permitted;
- The reduced setback will not be out of character for the area as there has been a previous setback reduction for a freestanding sign in the area;
- The setback from the actual paved portion on Woodlawn Road is approximately 9 metres.

FINANCIAL IMPLICATIONS

N/A

ACTION REQUIRED

To approve the request for a Sign By-law variance for 100 Woodlawn Road West.

RECOMMENDATION

1. That the Planning, Building, Engineering and Environment Report dated June 10, 2013, regarding a Sign By-law variance for 100 Woodlawn Road West, be received.
2. That, the request for a variance from the Sign By-law for 100 Woodlawn Road West to permit a freestanding sign with a height of 5.59 metres with a setback of 2.5 metres; be approved.

STAFF REPORT

BACKGROUND

Lovett Signs has submitted a Sign by-law variance application on behalf of the owner for the property located at 100 Woodlawn Road West (see Attachment 1- Location Map). The request is to allow for one freestanding sign with a height of 5.59 metres to be located with a 2.5 metre setback. The property is zoned Service Commercial, SC.2-4 in the Zoning By-law No. (1995)-14864. The Sign By-law No. (1996)-15245 in Table 2, Row 1; restricts freestanding signs with a proposed height of greater than 4.5 metres (14.76') to have a minimum setback of 6 metres (19.68'). The proposed height of the sign is 5.59 metres (18.3') and therefore would require a 6 metre setback. A sign with a maximum height of 4.5 metres, would be permitted a setback between 1 metre and 6 metres.

REPORT

Lovett Signs has applied for a Sign By-law variance for 100 Woodlawn Road West, (see Attachment 3- Signage for Variance). A sign permit has been reviewed and issued on January 20, 2013 with a setback of 6 metres from the front property line. The proposed sign has a changeable copy portion that would be allowed to change once per 24 hour period. The owner wants to move the proposed sign closer to the front property line (see Attachment 2-Proposed Location). Swiss Chalet at 138 Woodlawn Road West received a similar variance in 2005 for a reduced setback of 3.5 metres for a 6.1 metre high sign.

The following reasons have been supplied by the applicant in support of the variance requests:

Sign is only 1 metre higher than permitted and the proposed location provides better visibility to the public rather than a 6 metre setback. This will improve awareness of the business.

The requested variance is as follows:

Freestanding Sign (Commercial SC.2-4 zone)	By-law Requirements	Request
Permitted Location on Private Property	A sign 5.59 metres in height requires a 6 metre setback	Setback 2.5 metres from the front property line

The requested variances from the Sign By-law are recommended for approval because:

- The proposed sign is only 1 metre (3.2') higher than permitted;
- The reduced setback will not be out of character for the area as there has been a previous setback reduction for a freestanding sign in the area;
- The setback from the actual paved portion on Woodlawn Road is approximately 9 metres.

STAFF REPORT

CORPORATE STRATEGIC PLAN

3.1- Ensure a well designed, safe, inclusive, appealing and sustainable City

DEPARTMENTAL CONSULTATION

N/A

COMMUNICATIONS

N/A

ATTACHMENTS

Attachment 1 -Location Map

Attachment 2 -Proposed Location

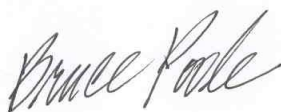
Attachment 3 -Signage For Variance

Report Author

Pat Sheehy

Senior By-law Administrator

Building Services



Approved By

Bruce A. Poole

Chief Building Official

Building Services

(519)837-5615, ext. 2375

bruce.poole@guelph.ca

Original Signed by:

Recommended By

Janet L. Laird, Ph.D.

Executive Director

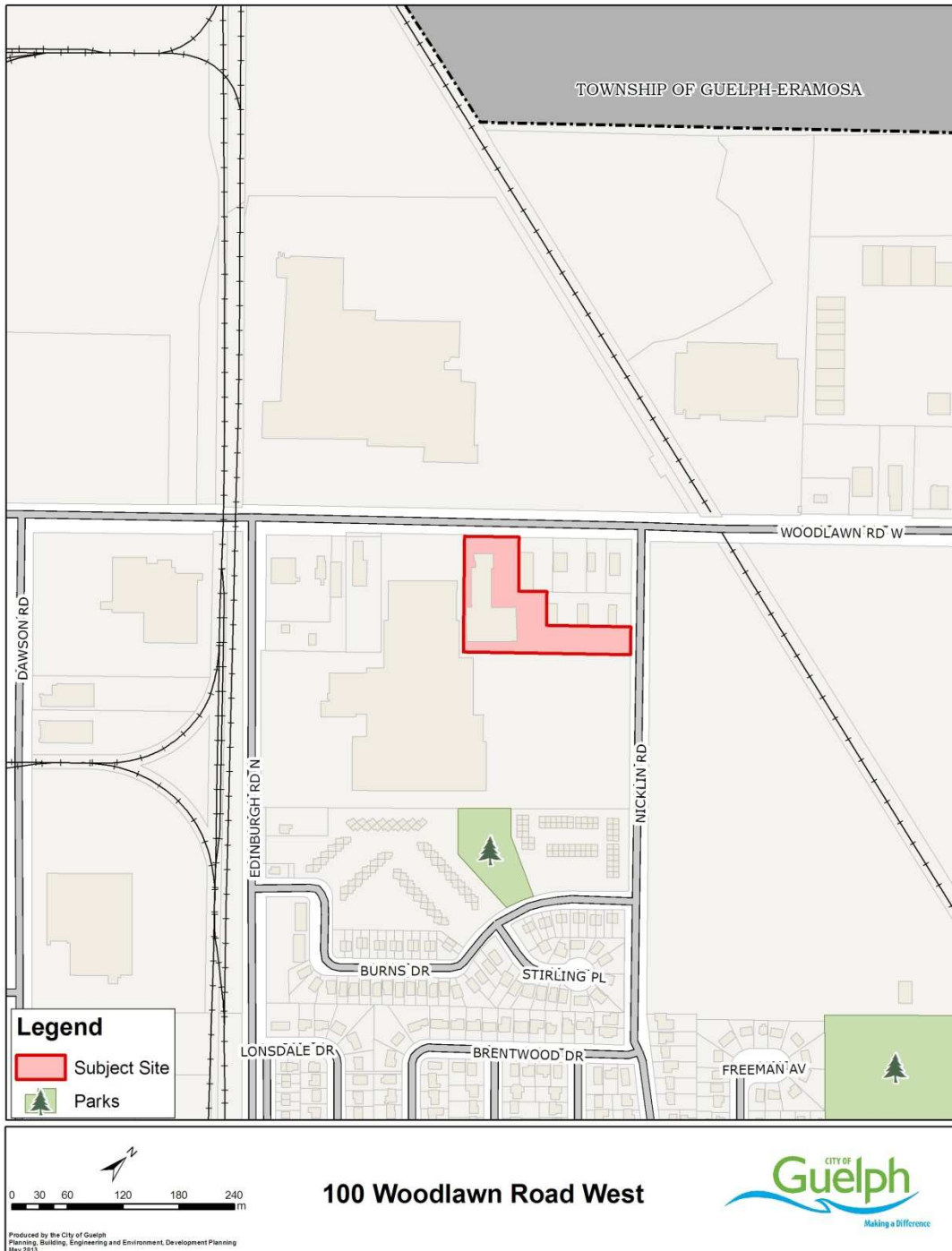
Planning, Building, Engineering

and Environment

519-822-1260, ext 2237

janet.laird@guelph.ca

ATTACHMENT 1- LOCATION MAP



ATTACHMENT 2- PROPOSED LOCATION

www.lovethtsigns.ca

575 St. Georges Dr. Guelph, ON
N1L 6A5
P: 519-882-2075
E: info@lovethtsigns.ca

Client: Frederick's Furniture

Address: 220 Woodbourne Dr. Guelph, ON N1L 6A5

Site/Shop: 100-1011 St. Georges Dr. Guelph, ON N1L 6A5

Quantity: 1

Installation: 12-09-11

Project: 100-1011 St. Georges Dr. Guelph, ON N1L 6A5

Project: 100-1011 St. Georges Dr. Guelph, ON N1L 6A5

Project: 100-1011 St. Georges Dr. Guelph, ON N1L 6A5

277' x 5.56m'

282' (8.380m)

Base Details:

- 100' x 100' x 11.5' steel 2' high channel
- 200' x 200' x 1.5' 4.5.5' base plate, 2' high channel
- 1.5' diameter anchor bolts, 5' high channel
- 4" x 4" x 5.5' steel construction, 2' high channel

Frederick's Furniture
Frederick's Furniture

Client: Frederick's Furniture
Location: Guelph, ON
Signage Type: Signage Proposal
Location: 100-1011



