

# COMMITTEE AGENDA



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

DATE June 18, 2012

LOCATION Council Chambers  
TIME 12:30 p.m.

## DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

## CONFIRMATION OF MINUTES

## PRESENTATIONS (Items with no accompanying report)

a)

## 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 & Environment Committee Consent Agenda will be approved in one resolution.*

ITEM	CITY PRESENTATION	DELEGATIONS	TO BE EXTRACTED
PBEE-25 Guelph's Source Water Protection Policies for Consideration by the Lake Erie Source Protection Committee	<ul style="list-style-type: none"><li>• Dave Belanger, Water Supply Program Manager</li><li>• Ruth Victor, Ruth Victor and Associates</li></ul>		✓
PBEE-26 Status Report on the Implementation of the 2010 Building Services Operational Review Recommendations	<ul style="list-style-type: none"><li>• Adrian Van Eck, Technical Services Specialist</li></ul>		✓
PBEE-27 Property Standards By-Law Amendments			

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PBEE –28 2012 Ontario Heritage Trust Heritage Community Recognition Program and 2012 Lieutenant Governor’s Ontario Heritage Award for Lifetime Achievement			
PBEE-29 Water Services and Wastewater Services Seeking Incident and Emergency Aid Through Participation in Ontario Water/Wastewater Agency Response Network			

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.

**NEXT MEETING – July 16, 2012**

**The Corporation of the City of Guelph  
Planning & Building, Engineering and Environment Committee  
Tuesday, May 22, 2012, 12:00 p.m.**

A meeting of the Planning & Building, Engineering and Environment Committee was held on Tuesday, May 22, 2012 in Council Chambers at 12:00 p.m.

Present: Councillors Bell, Guthrie, Piper and Mayor Farbridge

Also Present: Councillors Furfaro, Hofland and Van Hellemond

Absent: Councillor Burcher

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

There was no disclosure of pecuniary interest and general nature thereof.

1. Moved by Councillor Bell

Seconded by Councillor Guthrie

THAT the minutes of the Planning & Building, Engineering and Environment Committee meeting held on April 16, 2012 be confirmed as recorded and without being read.

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

VOTING AGAINST: (0)

Carried

**Consent Agenda**

The following items were extracted from the May 22, 2012 Consent Agenda to be voted on separately:

- |                |  |
|----------------|--|
| PBEE 2012-A.20 | Sign By-law Variance for 45 Speedvale Avenue East  |
| PBEE 2012-A.21 | Shared Rental Housing Licensing Work Plan 2012-2013  |
| PBEE 2012-A.24 | Class Environmental Assessment Notice of Completion for Silvercreek Parkway Improvements (from North of Paisley Road to South of the CNR Secondary Line) |

2. Moved by Mayor Farbridge

Seconded by Councillor Guthrie

THAT the balance of the Consent Agenda of the Planning & Building, Engineering and Environment Committee of, 2012 as identified below,

Distribution	Minutes
REPORT	<p>be adopted:</p> <p>a)     <b>Sign By-law Variances for 1820 Gordon Street</b></p> <p>        THAT this report regarding Sign By-law Variances for 1820 Gordon Street from Planning, Building, Engineering and Environment, dated May 22, 2012, be received;</p> <p>        AND THAT the request for variances from the Sign By-law for 1820 Gordon Street to allow a freestanding sign with a setback of 3 metres, a height of 6 metres and a separation distance between signs of 115 metres be approved.</p>
REPORT	<p>b)     <b>Code of Conduct for All Building Services Staff</b></p> <p>        THAT the report on Code of Conduct for All Building Services Staff, from Planning, Building, Engineering and Environment, dated May 22, 2012, be received;</p> <p>        AND THAT Council approve the proposed changes to the existing Code of Conduct for the Chief Building Official and Inspectors (Schedule "D" of By-law Number (2012)-19356), the recommendations on how to make the Code of Conduct more accessible to the public and the proposed process for lodging and investigating related complaints.</p> <p>VOTING IN FAVOUR: Councillors Bell, Guthrie, Piper and Mayor Farbridge (4)</p> <p>VOTING AGAINST: (0)</p> <p style="text-align: right;">Carried</p> <p><b>Class Environmental Assessment Notice of Completion for Silvercreek Parkway Improvements (from North of Paisley Road to South of the CNR Secondary Line)</b></p> <p>Mr. Chris Corosky, representing Armel Corporation, owners of the commercial site at the south-east corner of Paisley Road and Silvercreek Parkway expressed concern regarding access issues for their property. He stated access on both Paisley and Silvercreek will be necessary to enable proper traffic flow for their property. He stated their site plan was not approved due to uncertainty regarding Silvercreek Parkway plans and they have appealed to the OMB. He said their appeal is deferred pending the outcome of the Environmental Assessment Process (EA). He was concerned that their access issues will result in them losing functionality of the site and thus it would not be economically viable. He requested that staff delay the environmental assessment process and work with Armel to find a resolution to their concerns.</p>



Distribution	Minutes
REPORT	<p>Mr. Rajan Philips, Manager of Transportation Planning &amp; Development Engineering, said staff have met with Armel and the EA process needs to be completed first, then discuss property issues because the EA will determine what will be required. He said that if Armel develops their property, the City will not have a 3 metre widening but the City may only need construction access. The City is open to exploring other land uses for Armel's commercial site that would have access only to Paisley Road.</p> <p>3. Moved by Mayor Farbridge Seconded by Councillor Bell</p> <p>THAT the Planning, Building, Engineering and Environment report dated May 22, 2012, regarding the Class Environmental Assessment for undertaking improvements to Silvercreek Parkway South, from north of Paisley Road to south of Canadian National Railway (CNR) Secondary Line, including a Grade Separation at the CNR Mainline, be received;</p> <p>AND THAT staff be authorized to complete the Municipal Class Environmental Assessment process for improvements to Silvercreek Parkway South, and proceed with their implementation, as outlined in this report.</p> <p>VOTING IN FAVOUR: Councillors Bell, Guthrie, Piper and Mayor Farbridge (4)</p> <p>VOTING AGAINST: (0)</p> <p style="text-align: right;">Carried</p> <p><b>Sign By-law Variance for 45 Speedvale Avenue East</b></p> <p>Mr. Nathan Dart, Pride Signs Limited and applicant for this application advised they requested the variance because their current sign is outdated and in poor condition and to make it more visible for emergency response. He noted it is difficult to see the logos and unit numbers from a distance and the units have no street front visibility. He also noted that the snowploughs dump snow in front of the signs making it even more difficult to see during the winter.</p> <p>Mr. John Manera was not present to speak to the matter.</p> <p>Staff stated there is a freestanding sign at the front of the property that lists all the tenants of the property and this is a secondary directional sign and the snow could be piled elsewhere on the property.</p> <p>4. Moved by Councillor Bell Seconded by Councillor Guthrie</p>

Distribution	Minutes
REPORT	<p>THAT Report 12-38 regarding a sign variance for 45 Speedvale Avenue East, from Planning, Building, Engineering and Environment, dated April 16, 2012, be received;</p> <p>AND THAT, the request for a variance from the Sign By-law for 45 Speedvale Avenue East to allow for a directional sign with an area of 0.93 m<sup>2</sup> in lieu of the permitted 0.4m<sup>2</sup> and a height of 2.43 metres in lieu of the permitted 1.5 metres, be approved.</p> <p>VOTING IN FAVOUR: Councillors Bell and Guthrie (2)</p> <p>VOTING AGAINST: Councillor Piper and Mayor Farbridge (2)</p> <p style="text-align: right;">Defeated</p> <p>5. Moved by Mayor Farbridge Seconded by Councillor Guthrie</p> <p>THAT the request for the Sign By-law Variance for 45 Speedvale Avenue be placed on the council consent agenda for the meeting of May 28, 2012.</p> <p>VOTING IN FAVOUR: Councillors Bell, Guthrie, Piper and Mayor Farbridge (4)</p> <p>VOTING AGAINST: (0)</p> <p style="text-align: right;">Carried</p> <p><b>Shared Rental Housing Licensing Work Plan 2012-2013</b></p> <p>Ms. Joan Jylanne, Senior Policy Planner, provided highlights of the Shared Rental Housing Licensing Work Plan as outlined in her report included with the agenda. She noted that staff are currently investigating approximately 150 potential illegal situations. She noted that staff will be working in consultation with the human rights commission in bringing any licensing program forward. She said that cost implications need to be assessed to determine whether education, enforcement, or licensing would be the best management of money and resources to address shared rental housing issues.</p> <p>Ms. Sylvia Watson, a city property owner, expressed support for licensing Shared Rental Housing. She noted that 45% of residents within a two block radius of her property are rentals and believes licensing would help ensure safe housing. She said those in non-compliance should be penalized. She requested that a list of housing units and names of landlords be available online. She said that the City also needs to make use of current resources for enforcement.</p> <p>Mr. John Romeo was not present to speak to the matter.</p> <p>6. Moved by Councillor Bell</p>

Distribution	Minutes
<p>Dr. J. Laird Mr. T. Salter</p>	<p>Seconded by Councillor Guthrie            THAT Report 12-60 from Planning, Building, Engineering and Environment regarding the Rental Housing Licensing Work Plan dated May 22, 2012, be received.</p> <p>VOTING IN FAVOUR: Councillors Bell, Guthrie, Piper and Mayor Farbridge (4)</p> <p>VOTING AGAINST: (0)</p> <p style="text-align: right;">Carried</p> <p>7. Moved by Councillor Bell            Seconded by Mayor Farbridge            THAT the Planning &amp; Building, Engineering and Environment Committee now hold a meeting that is closed to the public with respect to:</p> <p style="padding-left: 40px;">1. <b>Potential Acquisition of Land</b>            S. 239 (2) (c) potential acquisition of land</p> <p style="text-align: right;">Carried</p> <p>8. Moved by Mayor Farbridge            Seconded by Councillor Guthrie            THAT staff be given direction with respect to the potential acquisition of land.</p> <p style="text-align: right;">Carried</p> <p>9. Moved by Councillor Guthrie            Seconded by Councillor Bell            THAT the Planning &amp; Building, Engineering and Environment Committee meeting of May 22, 2012 does now adjourn.</p> <p style="text-align: right;">Carried</p> <p>The meeting adjourned at 1:35 p.m.</p> <p style="text-align: center;">.....            Chairperson</p>

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

**June 18, 2012**

Members of the Planning & Building, Engineering & 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**

<b>REPORT</b>	<b>DIRECTION</b>
<p><b>PBEE-2012 A.25) GUELPH'S SOURCE WATER PROTECTION POLICIES FOR CONSIDERATION BY THE LAKE ERIE SOURCE PROTECTION COMMITTEE</b></p> <p>THAT the Planning, Building, Engineering and Environment report dated June 18, 2012 entitled Guelph's Source Water Protection Policies for Consideration by the Lake Erie Region Source Protection Committee be received;</p> <p>AND THAT Council endorse the City of Guelph Source Protection Policies contained in Attachment 2 for submission to the Lake Erie Region Source Protection Committee.</p>	Approve
<p><b>PBEE-2012 A.26) STATUS REPORT ON THE IMPLEMENTATION OF THE 2010 BUILDING SERVICES OPERATIONAL REVIEW RECOMMENDATIONS</b></p> <p>THAT the Status Report on the Implementation of Building Services Operational Review Recommendations from Planning, Building, Engineering and Environment dated June 18, 2012 be received.</p>	Receive
<p><b>PBEE-2012 A.27) PROPERTY STANDARDS BY-LAW AMENDMENTS</b></p> <p>THAT the report on Property Standards By-law Amendments from Planning, Building, Engineering and Environment dated June 18, 2012 be received;</p> <p>AND THAT Council approve the proposed amendments to Property Standards By-law (2000)-16454, as amended, as set out in Schedule A.</p>	Approve

**PBEE-2012 A.28) 2012 ONTARIO HERITAGE TRUST HERITAGE COMMUNITY RECOGNITION PROGRAM AND 2012 LIEUTENANT GOVERNOR'S ONTARIO HERITAGE AWARD FOR LIFETIME ACHIEVEMENT**

Approve

THAT Planning, Building, Engineering and Environment Committee Report (12-68) dated June 18, 2012, regarding the Ontario Heritage Trust Heritage Community Recognition Program and Lieutenant Governor's Ontario Heritage Award for Lifetime Achievement, be received;

AND THAT the City of Guelph endorses the nomination of the Guelph Arts Council's Historical Walking Tours for the 2012 Ontario Heritage Trust Heritage Community Recognition Program;

AND THAT the City of Guelph endorses the nomination of Terry Crowley, Shirley Perrior and Susan Ratcliffe for the 2012 Lieutenant Governor's Ontario Heritage Award for Lifetime Achievement.

**PBEE-2012 A.29) WATER SERVICES AND WASTEWATER SERVICES SEEKING INCIDENT AND EMERGENCY AID THROUGH PARTICIPATION IN ONTARIO WATER/WASTEWATER AGENCY RESPONSE NETWORK**

Approve

THAT the Planning, Building, Engineering and Environment report dated June 18, 2012 entitled 'Water Services and Wastewater Services Seeking Incident and Emergency Aid Through Participation in Ontario Water/Wastewater Agency Response Network' ("Agreement") be received;

AND THAT Council authorize the Mayor and Clerk to execute the Agreement, including future amendments, with the Ontario Water/Wastewater Agency Response Network (OnWARN), subject to the satisfaction of the Executive Director of Planning, Building Engineering and Environment and the City Solicitor.

attach.



# **Guelph's Draft Source Water Protection Policies**

**June 18, 2012**





## Source Protection Planning

**Clean Water Act** implements recommendations on source water protection from the Walkerton Report.

Purpose of the *Clean Water Act* is to protect existing and future sources of drinking water.

Policies must meet the objectives of the *Clean Water Act*: i.e. threats to drinking water cease to be / do not become significant.

Municipalities are responsible for implementing the policies of the Source Protection Plan.





## Principles of Source Protection

- **Prevention:** safeguarding drinking water for the health of our communities;
- **Watershed/Subwatershed:** basic unit for source protection planning;
- **Multi-barrier:** source protection is first barrier in the drinking water safety net and focuses on preventing contaminants entering the drinking water system;
- **Shared responsibility:** locally driven, collaborative planning process in partnership with stakeholders.



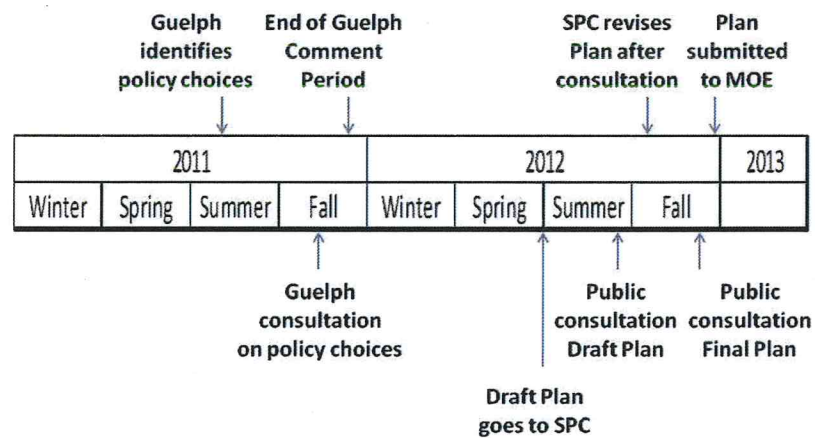
## Source Protection Process



- Characterization Reports: Complete
- Terms of Reference: Complete
- Technical studies: Complete
- Assessment Reports: Waiting for MOE Approval
- Source Protection Plans: Due to MOE by December 2012



## Plan Development





## Prescribed Drinking Water Threats

1 – waste disposal

2 – sewage

### Agriculture

3 – application of ASM

4 – storage of ASM

5 – management of ASM

6 – application of NASM

7 – handling and storage of NASM

8 – application of commercial fertilizer

9 – handling and storage of commercial fertilizer

10 – application of pesticide

11 – handling and storage of pesticide

21 – livestock grazing

12 – application of road salt

13 – handling and storage of road salt

14 – storage of snow

### Industrial

15 – handling and storage of fuel

16 – handling and storage of DNAPL

17 – handling and storage of an organic solvent

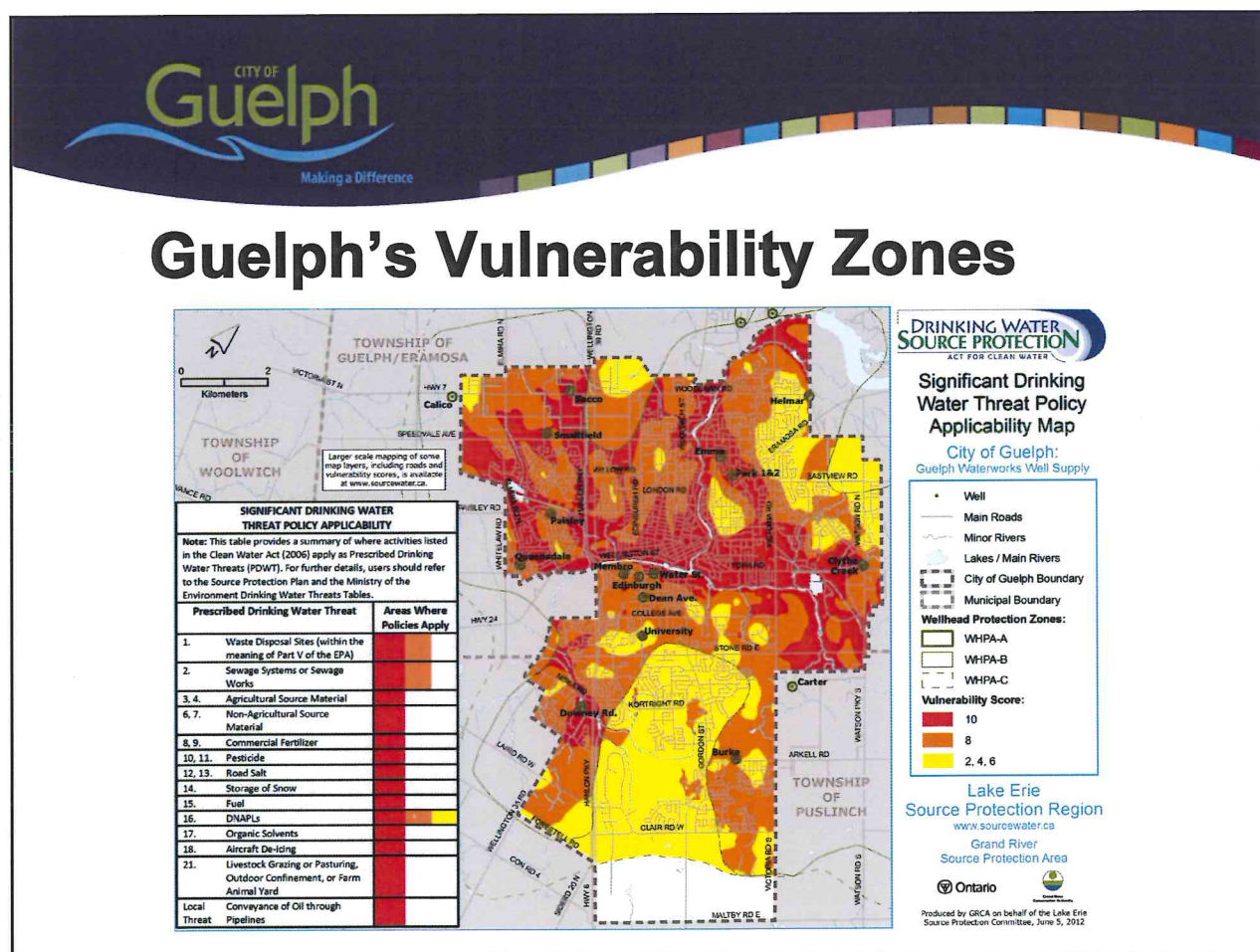
18 – chemicals used in the de-icing of aircraft

### Water Quantity

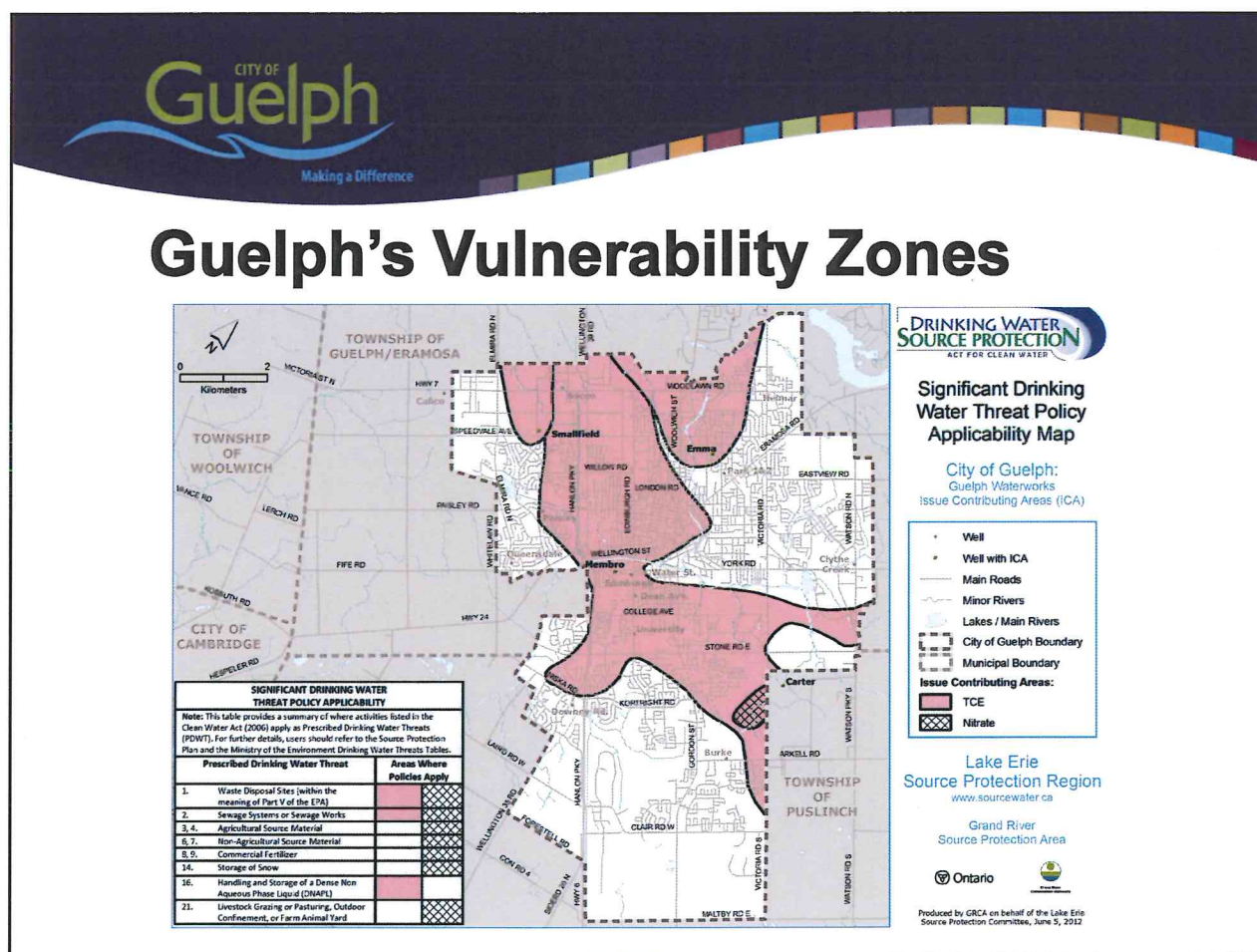
19 – consumptive water taking

20 – activity that reduces the recharge of an aquifer

*Clean Water Act (General Reg. 287/07)*







## Criteria for Policy Development





## Policy Approaches/Tools

The *Clean Water Act* and regulations authorize a spectrum of approaches/ tools to implement policies to address threats:

- **Prohibition;**
- **Risk Management Plans** (RMPs);
- **Restricted Land Uses** (*not the same meaning as in Planning Act*);
- **Provincial Instruments** (e.g. Environmental Compliance Approvals);
- **Planning Approaches** (e.g. Official Plan, Zoning, Site Plan Approvals);
- **Education and Outreach;**
- **Specify Action;**
- **Incentive Programs;**
- **Other** (e.g. other existing legislative authority under the Municipal Act or other obligations under the Clean Water Act).



## **Scope of Source Protection Policies**

- Existing and future “significant” threats
- Issue contributing areas
- Conditions identified as significant threats
- Spill prevention, contingency or emergency response plans
- Transport pathways
- Transition policies





## Draft Policy - Fuel

Where existing and future handling and storage of fuel is, or would be, a significant drinking water threat:

- New/expanded retail gas station or bulk fuel storage prohibited within Well Head Protection Areas "A", excluding municipal emergency generators;
- Designated a Regulated Activity;
- Risk Management Plans scoped to Contaminant Management Plans and any monitoring, reporting and auditing required by the TSSA;
- Prohibition to be incorporated into Official Plan;
- Develop/implement education and outreach program for small heating oil systems;
- Where regulated under the Aggregate Resources Act, the MNR shall ensure licenses and sites plans include appropriate terms & conditions.



## **Risk Management Official / Inspector Roles**

Details of roles/responsibilities still being clarified by MOE.  
Risk Management Official and Inspector will be responsible for:

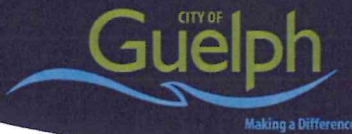
- Implementing the Source Protection process;
- Prescreening of Planning Act and Building Permit applications for restricted land uses in vulnerable areas;
- Identification of when / where a RMP would be needed;
- Review and approval of the RMP; and
- Inspection and enforcement of the RMP and Part IV of the Act.

May require additional staff resources.



## Financial Implications

- Work to date largely funded through MOE;
- Risk Management Official and associated training will be required in 2013 (may require 1 additional FTE);
- Some “Significant Drinking Water Threats” are City-owned activities. Additional management measures, retrofits and Risk Management Plans may be required to manage and reduce threats;
- Significant effort will be required to implement the Source Protection Plan, including annual reporting and monitoring.



## Financial Implications

Recovery of some costs associated with the *Clean Water Act* may be possible through:

- Ontario Regulation 315/10;
- Ability to set fees for Risk Management Plans;

Options to manage costs relating to Clean Water Act include:

- Obtaining provincial funding;
- Increasing water rates;
- Increasing development fees;
- Building on existing education and outreach programs;
- Continuing with existing best management practices.



## Timing of Implementation

- Policies come into effect when MOE approves the Plan;
- Plan contains transition policies for existing / future uses and the processing of Planning Act and Building Permit applications;
- Guelph is recommending additional time be provided for:
  - Regulated Activities - 120 days;
  - Amendments to Prescribed Instruments - 3 Years;
  - Official Plan Amendments - 5 Years;
  - Education and Outreach - 5 Years.



## Next Steps

- Submission of Guelph's final policies to the Lake Erie Source Water Protection Committee;
- Fall 2012 - Lake Erie Source Water Protection Committee will begin formal consultation on the Lake Erie Source Protection Plan;
- December 2012 – Lake Erie Source Protection Plan due to the Ministry of the Environment.

# COMMITTEE REPORT



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

SERVICE AREA Planning, Building, Engineering and Environment  
DATE June 18, 2012

SUBJECT **Guelph's Source Water Protection Policies for  
Consideration by the Lake Erie Source Protection  
Committee**

REPORT NUMBER

## SUMMARY

### Purpose of Report:

- Summarize the provincially mandated, Guelph-specific Source Protection Policy development process, namely:
  - 1) Completion of the Grand River Assessment Report;
  - 2) Identification of significant existing and future drinking water threats;
  - 3) Development of corresponding policy tools to mitigate or prohibit these threats e.g. risk management plans;
  - 4) New municipal responsibilities - the Risk Management Official and Risk Management Inspector;
  - 5) Identification of costs for implementation and compliance with the Grand River Source Protection Plan.
- Receive Council endorsement of Guelph-specific policies to be submitted for consideration to the Lake Erie Region Source Protection Committee.

### Council Action:

- Endorse Guelph-specific policies for consideration by the Lake Erie Region Source Protection Committee.

## RECOMMENDATION

"THAT the Planning, Building, Engineering and Environment report dated June 18, 2012 entitled Guelph's Source Water Protection Policies for Consideration by the Lake Erie Region Source Protection Committee be received;

AND THAT Council endorse the City of Guelph Source Protection Policies contained in Attachment 2 for submission to the Lake Erie Region Source Protection Committee."

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## BACKGROUND

The *Clean Water Act* resulted from recommendations of the Walkerton Inquiry (2001). The intent of the *Clean Water Act* was to protect Ontario's existing and future water sources as part of an overall commitment to safeguard human health and the environment. The *Clean Water Act* required communities to develop collaborative, locally-driven, science-based protection plans for existing and future drinking-water supplies and provided a framework for the development and implementation of local and watershed-based Source Protection Plans.

Guelph's Source Water Protection Policies are designed to protect the groundwater sources from unwanted impacts and harmful contaminants. Of the City's 25 municipal groundwater supply wells, 21 are operable and four are out of service due to naturally occurring or man-made water quality issues. In addition to the groundwater supply wells, the City also obtains water from the Arkell Spring Grounds Glen collector system. The Arkell Spring Grounds surface water intake provides water from the Eramosa River to an infiltration pond that supplements the Glen Collector System.

The provincial regulations under the *Clean Water Act* established 21 prescribed, significant drinking water threats that include activities such as:

- Operation and maintenance of sewage systems;
- Storage and handling of agricultural and non-agricultural source materials;
- Application, handling and storage of fertilizers, pesticides and road salt; and
- Handling and storage of fuel, dense non-aqueous phase liquids and organic solvents.

The proposed policies address 19 water quality threats. The two remaining threats are water quantity threats and will be addressed once additional water quantity studies have been completed in late 2012/early 2013. The Ministry of the Environment has established circumstances whereby a drinking water threat is considered to be significant and which generally relate to the size or volume of the activity and the proximity of the activity to the wellhead.

The province has also provided the following policy tools for dealing with significant drinking water threats (see also Attachment 1):

- Part IV tools under the *Clean Water Act* (including prohibition or restriction of activities and the use of risk management plans);
- Land use planning tools;
- Prescribed instruments (e.g. Environmental Compliance Approval);
- Incentives;
- Education/outreach and stewardship
- Other tools such as relying on existing legislation.

All Source Protection Plans must have the same objectives as set out in Ontario Regulation 287/07:



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- 22. (1)** *Every source protection plan shall set out the following as objectives of the plan:*
- 1. To protect existing and future drinking water sources in the source protection area;*
  - 2. To ensure that, for every area identified in an assessment report as an area where an activity is or would be a significant drinking water threat,  
The activity never becomes a significant drinking water threat, or  
If the activity is occurring when the source protection plan takes effect, the activity ceases to be a significant drinking water threat.*
- (2)** *If a source protection plan sets out policies relating to conditions resulting from past activities, the plan shall set out that an objective of the plan is to ensure that for every area identified in the assessment report as an area where a condition that results from a past activity is a significant drinking water threat, the condition ceases to be a significant drinking water threat. O.Reg. 246/10, s.12.*

The provincial regulations under the Clean Water Act specify what can be addressed through the Source Protection Plan and no additional policies can be included beyond these matters. The policies of the Source Protection Plan are based upon the Assessment Report which assessed the current conditions, defined the well head protection and issue contributing areas, as well as inventoried the existing significant drinking water threats based on provincially-defined circumstances or criteria and available information.

## **REPORT**

Details of the source protection process and the development of the Guelph-specific source protection policies are provided in Attachment 1. In summary, the source protection policies were developed based on the guidance provided by the MOE and consideration of the Guelph context and community input.

Guelph's policies were developed on a priority basis considering:

- Protection of the drinking water supplies;
- Fairness to landowners;
- Impact to citizens;
- Ease of implementation; and
- Costs and economic factors.

The draft policies were presented to the public through a preliminary public consultation process and the policies were revised based on the input received. Guelph's policies apply only within its jurisdictional boundaries and adjacent municipalities (i.e. County of Wellington and Region of Halton) will provide similar protection policies in their area of jurisdiction. Guelph's policies will be provided to the Lake Erie Region Source Protection Committee and will be amalgamated with the policies of other municipalities in the Grand River watershed to form the Grand River Source Protection Plan. The draft Grand River Source Protection Plan will undergo a public consultation process before it is finalized and submitted to the

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Minister of the Environment for approval by the end of 2012. Any changes to the draft policies resulting from the public consultation process will be reported back to Council.

The Guelph-specific policies, which will form Section 8 of the Grand River Source Protection Plan, are provided in full in Attachment 2. Each draft policy applies to an existing or future drinking water threat and either manages the risk associated with the activity or prohibits the activity in the future. The rationale for each policy is described in the Draft Source Protection Plan City of Guelph Policies Explanatory Document which is included as Attachment 3.

Approval of the Plan by the Minister of the Environment will require the City to implement the Guelph portions of the Grand River Source Protection Plan. One of the unique challenges for Guelph is that almost the entire city is a vulnerable area where certain prescribed activities are or would be significant drinking water threats. Implementation will have a significant effect on how these activities are managed to protect the City's water supplies. Given the number of property owners that may be affected, staff has selected management options (e.g. the use of risk management plans) over prohibition options. A risk management plan would manage the risk of an activity such that it would not threaten the City's water supply.

To implement the Source Protection Plan, the Official Plan will be amended to define the wellhead protection areas as vulnerable areas. In the vulnerable areas, the undertaking of prescribed activities, either existing or future will be managed by the City. The requirements for Risk Management Plans (RMP) will be defined by a future City by-law which will define the details, such as the type of plan, the process for application, payment of fees and monitoring and reporting.

A staff position, with the title of Risk Management Official (RMO), as defined under the *Clean Water Act*, will have the responsibility for implementing the Source Protection process. The responsibilities of the Risk Management Official under the *Clean Water Act* are similar to the responsibilities of the Chief Building Official under the *Building Code Act*. While the details of this position are just now being rolled out by the MOE, the RMO (and Risk Management Inspector to support the RMO) will be responsible for providing oversight on the risk management plan process including the identification of when and where a RMP would be needed, the review and approval of the RMP and the inspection and enforcement of the RMP and Part IV of the Act. While these staff responsibilities are required under the *Clean Water Act*, an assessment will be conducted to determine if these responsibilities can be managed by current staff prior to the 2013 budget process.

The Grand River Source Protection Plan will contain transition policies. The Guelph specific transition policies are recommended for properties located in the wellhead protection areas "A" where the source protection policies are different or more restrictive than the current Official Plan policies. Transition policies define existing and future prescribed activities and govern the process for planning applications during the transition period.

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## **CORPORATE STRATEGIC PLAN**

Goal 6 - A leader in conservation and resource protection/enhancement;

Objective 6.3 - A safe and reliable local water supply.

### **FINANCIAL IMPLICATIONS**

- Much of the work completed to date has been funded through the Ministry of the Environment;
- Cost of implementation remains unclear, however a number of Source Protection Regions continue to request funding for the purposes of implementation;
- Staff resources and associated training will be required to fulfill the requirements of the Risk Management Official and Risk Management Inspector (may require additional staff);
- As a number of the Significant Drinking Water Threats are City-owned activities, additional management measures, retrofits and Risk Management Plans may be required to manage and reduce threats;
- Halton Region and the City of Hamilton have attempted to quantify the financial resources required for implementation. Halton Region acknowledges that "it is difficult to fully quantify the extent of work that will be required" to implement the provisions of the source protection plan;
- Significant effort will be required for the purposes of development review, implementation of Risk Management Plans, development and delivery of education and outreach programs, enforcement and other measures as required through the Source Protection Plan;
- Recovery of some of the costs associated with the *Clean Water Act* may be possible:
  - The Ontario Regulation 315/10 recently amended the Building Code to establish and govern mandatory and discretionary on-site sewage system maintenance inspection programs. Costs associated with delivering services related to the administration of the Building Code Act are fully recoverable.
  - The ability to set a fee structure for Risk Management Plans is provided through the *Clean Water Act*, however, prescribing fees for existing activities may act as a deterrent for voluntary compliance, and therefore, may not be fully recommended. Future activities and expansion of existing activities may be subject to fees.
- Options to absorb and manage some of the associated *Clean Water Act* costs include:
  - obtaining provincial funding;
  - increasing water rates;
  - increasing development fees;
  - building on existing education and outreach programs;
  - continuing with existing best management practices.
- However significant costs are anticipated for:
  - Training a Risk Management Official and Inspector – may require additional staff;
  - Annual reporting and monitoring will require additional staff time and resources;
  - While workload requirements will be assessed, it is not anticipated that the RMO duties and responsibilities can be accommodated through the reallocation of existing staff time and resources.

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## DEPARTMENTAL CONSULTATION

Extensive interdepartmental consultation has occurred. A formal meeting was held with senior staff on September 28, 2011 which included staff from: Building, Engineering, Legal Services, Economic Development, Fire and Emergency Services, Operations (Roads and Right-of-Ways, Greenlands and Parkways), Water Services, Solid Waste Resources, and Wastewater Services. Individual meetings with affected departments were also held to discuss the potential policy implications.

The updated revised draft policies were circulated once more for final comment and input February 22, 2012. No additional comments or revisions were received.

## COMMUNICATIONS

The public open house, held November 16, 2011, was advertised in the Tribune November 3 and 10, 2011.

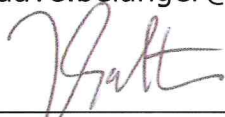
## ATTACHMENTS

Attachment 3 is available on the City of Guelph website at [guelph.ca/living/water/drinking\\_water\\_source\\_protection](http://guelph.ca/living/water/drinking_water_source_protection).

1. Development of Guelph-Specific Source Protection Policies;
2. Draft Grand River Source Protection Plan, Section 8 - City of Guelph, including Guelph-specific policy tools (May 27, 2012);
3. Draft Source Protection Plan City of Guelph Policies Explanatory Document (May 27, 2012)

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## **Attachment 1**

### **Development of Guelph-Specific Source Protection Policies**

#### **Source Water Protection Planning**

##### **Timing:**

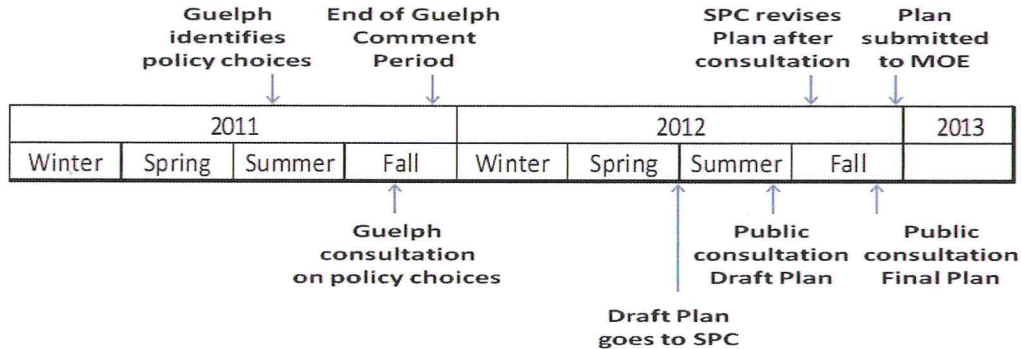
- An aggressive timeline was established by the Lake Erie Region Source Protection Committee in conjunction with provincial expectations for the development of an Assessment Report, draft policies, and the pre-consultation process.
- To respond to the established timelines, the City moved quickly through the pre-consultation process. Although comments were requested by the established pre-consultation deadline of December 15, 2011, the last set of comments was received on March 5, 2012.
- Additional comments with respect to the Assessment Report were received from the MOE in January and February 2012 and continue to be received on an ongoing basis. The Lake Erie Region Source Protection Committee cannot proceed with formal consultation in the absence of an approved Assessment Report. This has further delayed the process. The revised Assessment Report was submitted to the MOE for review by the Director at the end of April/12
- It is anticipated that the final revised Assessment Report will be approved to MOE before the end of July.
- The City continues to work with the MOE to resolve the outstanding issues with respect to the Guelph portion of the Assessment Report. As of April 19/12, known issues have been resolved and incorporated into the revised Assessment Report.
- The Ministry of Environment has recently granted an extension to the submission date of the Grand River Source Protection Plan from August 20, 2012 to December 31, 2012.

The timeline for the source protection plan development is illustrated below.



**Attachment 1 (cont'd)**

## Timeline for Plan Development



### Status of the Grand River Assessment Report:

The initial Proposed Grand River Assessment Report was submitted to the MOE by the Grand River Source Protection Authority on December 17, 2010 following public consultation in the fall of 2010. In anticipation of an MOE Director's request to amend the Assessment Report, the Assessment Report was revised in the spring of 2011. However, the amended Assessment Report could not be submitted to the MOE until a Director's decision on the Proposed Assessment Report had been received. The Director's decision was received on January 25, 2012, which requested that the Assessment Report be amended and re-submitted by April 30, 2012. The Assessment Report has been revised to address all of the Director's decision and comments. The Amended Grand River Source Protection Area Assessment Report was submitted to the MOE on April 30, 2012. The report is available for review on the Lake Erie Region Source Protection web site at - <http://www.sourcewater.ca/index/document.cfm?Sec=7&Sub1=8> . The City of Guelph section of the Assessment Report is contained in Chapter 8. The MOE is expected to review and approve the amended Assessment Report by end of July 2012.

The delay in the MOE approval of the Assessment Report has resulted in delays in the schedule for the development of the Source Protection Plan and policies. Furthermore, if the MOE does not review and approve the amended Assessment Report by the end of July 2012, there may be additional delays in the development of the Source Protection Plan since the Plan cannot be released for public comments until the Grand River Assessment Report is approved.

### Process to Date:

The Lake Erie Region Source Protection Committee has prepared a series of Discussion Papers for the entire Source Protection Region, addressing the prescribed significant drinking water threats as well as local threats, and to provide further direction on the optional policies to be included in the Grand River Source Protection Plan. Based on these Discussion Papers, a draft Guelph Specific

**Attachment 1** (cont'd)

Discussion Paper was prepared setting out the options and the preferred directions for policy development.

As part of the process of making decisions on policy options, consideration was given to a number of factors including:

- Protection of drinking water supplies;
- Fairness to landowners;
- Impact to citizens;
- Ease of implementation;
- Consistency across boundaries;
- Cost to city;
- Constraint on economic development and existing businesses;
- Other factors.

The proposed policies have been put forward based on the overarching principle of providing a focused direction that ensures delivery of the outcome in a cost effective manner while ensuring fairness to citizens and ongoing economic development opportunities while protecting drinking water sources.

Public Process to Date:

- Planning & Building, Engineering and Environment (PBEE) Committee Meeting – May 16, 2011  
([http://guelph.ca/uploads/Council\\_and\\_Committees/PEES/PBEE\\_agenda\\_051611.pdf](http://guelph.ca/uploads/Council_and_Committees/PEES/PBEE_agenda_051611.pdf));
- Guelph Wellington Developers Association (GWDA) Presentation – September 21, 2011 – purpose of the meeting was to inform the GWDA about source water protection and make them aware of the upcoming pre-consultation session;
- City of Guelph Senior Staff Meeting – September 28, 2011;
- Meetings with the County of Wellington – October 26, 2011 and March 26, 2012 to discuss draft policies and consistency of approach;
- Planning & Building, Engineering and Environment (PBEE) Committee Meeting – October 17, 2011  
([http://guelph.ca/uploads/Council\\_and\\_Committees/PEES/PBEE\\_agenda\\_101711.pdf](http://guelph.ca/uploads/Council_and_Committees/PEES/PBEE_agenda_101711.pdf));
- Council Meeting – October 24, 2011(Report received);
- Public Notices for Open House mailed to identified significant threat properties/posted on the City's website - October 13, 2011;
- Pre- consultation Summary Notices and policy summary Sheets distributed setting out policy wording and rationale– November 14, 2011;
- Meeting with the Region of Halton and Town of Milton to discuss draft policies– November 19, 2011;
- Presentation to the Chamber of Commerce – November 16, 2011;
- Pre-consultation Open House at City Hall – November 16, 2011;
- Submission of public and agency comments on the draft policies – completed March 2012.

**Attachment 1 (cont'd)**

**Source Protection Plan Approval Process:**

Based on the assumption that the Updated Grand River Assessment report will be approved by MOE by the end of July/12, the Lake Erie Region Source Protection Committee would be commencing public consultation in the late summer of 2012 if the schedule holds true. If approval of the Assessment Report by the MOE is delayed, the consultation will also be delayed.

There are two public consultation processes as part of the finalization of the Grand River Source Protection Plan. The Source Protection Committee will undertake the first public consultation on the draft Source Protection Plan. All comments from the public will be considered and the proposed Source Protection Plan prepared. The Source Protection Authority (Grand River Conservation Authority) will undertake the second public consultation on the proposed Source Protection Plan. Any comments received on the proposed Source Protection Plan would be submitted to the Ministry as part of the request for approval. It is the intent of the Lake Erie Source Protection Authority to submit the proposed Source Protection Plan to the MOE by the end of 2012.

All policies will come into full force and effect at such time the Ministry of Environment (MOE) approves the Source Protection Plan and posts the notice of approval on the Environmental Registry. Implementation of the policies, such as land use policies would be initiated after approval. Some of the policies will take additional time to fully implement due to other legislative requirements and timelines that must be met as well as timeframes to develop and implement new programs.

**Local Municipal Policy Focus of the Source Protection Plan:**

The draft policies presented to Council in October 2011 for public consultation contained policies and mapping that addressed all of the Guelph municipal water sources located both within and outside of the municipal boundary. As part of the process of determining the final format for the consolidated Grand River Source Protection Plan, it was agreed that the each municipal section of the plan would only contain policies applying to lands and activities within their municipal boundaries and over which the municipality had responsibility.

**Overview of Guelph's Draft Source Protection Plan:**

To assist in achieving an overall picture regarding the draft source protection plan policies, a summary chart has been prepared and is attached to this report as Attachment 2. Each draft policy applies to existing and/or future significant drinking water threats and either manages the risks associated with the activity or prohibits the activity in the future. The plan also contains policies regarding implementation timelines and transition provisions.

**County of Wellington and Region of Halton Policies:**

For Guelph drinking water sources located within the County of Wellington or where Wellhead Protection Areas extended into the County (Guelph/Eramosa and Puslinch Townships), the County of Wellington section of the Source Protection Plan will contain the applicable policies and mapping for Guelph drinking water sources.



**Attachment 1 (cont'd)**

Guelph staff and consultants have worked with County staff to develop a coordinated approach in policy development to ensure that an appropriate policy framework is in place to protect the City's drinking water sources located within the County. Although the policies are not exactly the same between the jurisdictions, the policies for each significant threat have been reviewed to ensure similar or enhanced levels of protection are provided within each of the respective sections of the Source Protection Plan.

The draft County policies have not been formally circulated at this time. City staff will continue to monitor these policies and will advise Council if any issues arise in the future to be addressed as part of the formal commenting process. The County has advised that their draft policies will be considered by their Council in June.

A separate section of the plan will address the drinking water sources and associated wellhead protection areas within the Town of Milton and the Region of Halton. Again, ongoing dialogue has occurred with these parties to ensure a coordinated and consistent approach to policy development.

In discussions with the County, it was recognized that if the County was implementing policies with respect to the protection of the City's drinking water sources, the County would incur costs for the City's benefit. The County staff has requested that the City consider funding the County to implement their portions of the policies derived from the City's drinking water sources.

**Explanatory Document:**

In addition to the draft policies, the Clean Water Act requires the preparation of an Explanatory Document. The specific requirements of the Explanatory Document are set out within Regulations. This document sets out the rationale for each policy direction within the Source Protection Plan and provides a summary of the pre-consultation process and comments received to date. A copy of the Explanatory Document must be made available by the Source Protection Committee to the public when the draft Source Protection Plan goes forward for public consultation. A draft of the Guelph portion of the Source Protection Plan and Explanatory Document is attached to this report as Attachment 3.

**Issues Raised through Pre-Consultation:**

In our pre-consultation process for the draft Guelph policies, we asked for and received comments from the public and agencies. A number of wording revisions and refinements to the policies were identified based on the comments received. The recommended policies attached to this report address the vast majority of comments received.

There is one outstanding issue from the Ministry of Environment that has not been addressed. A number of Guelph's proposed policies require the Ministry of Environment to consult with the City of Guelph prior to issuing or amending Environmental Compliance Approvals (formerly Certificates of Approval) or other Prescribed Instruments. The Ministry of Environment has requested that this wording be deleted. This change is not recommended. The wording has been

**Attachment 1** (cont'd)

included to enhance the dialogue between the City and the Ministry of Environment and to ensure that the concerns of the City are addressed in the approval process.

During the public open houses held as part of the pre-consultation process, questions were raised regarding how properties with activities were identified as significant drinking water threats and what should be done if the activity was in fact not occurring on the property. The list of significant threats was assembled as part of the Assessment Report and was based on the best available information within a number of databases available at that time and a threat survey form mailed directly to the property owners. If an owner or tenant does not believe that a significant threat activity is occurring on their property, they should contact the City and complete a threat survey. Staff will follow up to confirm the information. If there were not significant threat activities occurring on the property, the policies relating to that significant threat within the Source Protection Plan would not apply.

A summary of the comments received and the responses to those comments are contained within the draft Explanatory Document.

## **New Programs Under the Clean Water Act**

### **Implementation of Part IV Tools:**

Part IV of the Clean Water Act sets out three new tools to manage the risks to the drinking water systems. Section 57 of the Clean Water Act permits the prohibition of an existing and/or future activity. Section 58 of the Clean Water Act describes the provisions for the regulation of an activity using a risk management plan. This means an existing or future activity can only occur if an approved risk management plan is in place to manage the risk to drinking water supplies. A risk management plan is a site-specific locally negotiated plan developed between the Risk Management Official and the person engaged in the threat activity. The final Part IV tool is restricted land uses. Under this provision, for specified land uses where the significant threat could occur, development applications under the Planning Act or the Building Code Act would need to be screened prior to being submitted. This tool provides municipalities with an administrative procedure to identify, prior to submission, those applications related to significant drinking water threats. This tool is used in conjunction with the previously described Part IV tools.

One of the unique challenges in developing policy directives for the City of Guelph was that almost the entire city is a vulnerable area where there are or would be significant drinking water threats. For this reason, options such as prohibition of existing or future activities within vulnerable areas were very carefully considered, as there may be no alternative locations for these activities to occur and still be located within the municipal boundary. This challenge was compounded by the fact that for a number of the significant drinking water threats, there were no prescribed instruments or other regulatory tools readily available to manage the activity. For these reasons the use of regulated activities and restricted land uses under Part IV of the *Clean Water Act*, and specifically risk management plans (RMP), has been brought forward as the preferred draft policy direction to manage many of the

**Attachment 1** (cont'd)

significant drinking water threats. This is a commonly used approach when wellheads protection areas are located within urban areas.

A risk management plan is defined as a plan for reducing the risk prepared in accordance with the regulations and rules. The MOE is providing, over the next months, additional details regarding the requirements for these documents.

It is acknowledged that the imposition of this policy option and the associated process will be a cost to the municipality and the business community. The impact of more broadly using prohibition as a policy choice was considered to have a greater potential negative impact on the City and equally it was determined that the risks associated with these activities could be managed appropriately through the risk management plans.

**Process for Implementing Part IV Tools:**

The first step in moving forward with Risk Management Plans will be the passing of a municipal by-law under Section 55(1) of Regulation 287/07. This by-law would prescribe classes of Risk management Plans (RMP) and risk assessments (RA), establish the inspection program, set out the content for applications, require payment of fees for the applications (if applicable), prescribe forms, and set out the circumstances where a qualified person may act as part of the approval process for RA and RMP.

***For Future Threats:***

As set out within Section CG-CW-1.4 of the draft City of Guelph policies, all land uses, excluding solely residential uses, will be identified as requiring pre-screening. The process is as follows:

- All Planning Act applications or building permit applications excluding applications for solely residential uses, would be pre-screened by a Risk Management Official (RMO) prior to submission to determine if there is the potential for a significant drinking water threat and if so whether a Risk Management Plan is required.
- If the Risk Management Official is satisfied that there is no risk with respect to our source protection policies, a notice would be issued stating this fact and the application would proceed.
- If additional information is required to identify or assess the risk, the proponent could prepare a risk assessment that concludes that the activity, if engaged, is not a significant drinking water threat in that location. If accepted, no further action required and the application then would proceed.
- If the Risk Assessment is not accepted, there is the option of the proponent preparing a Risk Management Plan that demonstrates the activity, if it is engaged in at that location will be managed appropriately, if undertaken in accordance with the Risk Management Plan.
- If the threat cannot be mitigated through the implementation of a Risk Management Plan, the application cannot proceed.

**Attachment 1** (cont'd)

Although these clearly are extra administrative steps in the development process from what exists today, this process allows for a targeted application of the Risk Management Plan requirements and the opportunity for appropriate economic development opportunities to proceed while ensuring protection of drinking water sources.

***For Existing Threats:***

For any existing activities that have been identified as significant drinking water threats in the Grand River Assessment Report and subject to the Part IV policies within the Source Protection Plan, the *Clean Water Act* requires the following process:

- Notice will be given by the Risk Management Official that a Risk Management Plan is required, either a Risk Management Plan must be entered into or that the activity must cease within the time period set out within the notice.
- If the Risk Management Official issues a notice as set out above, the person can prepare a risk assessment that concludes that the activity, as engaged in that location is not a significant drinking water threat. If accepted, no further action is required. If not accepted, a Risk Management Plan must be entered into.

If the Risk Management Official has a question as to whether a significant threat is actually occurring on a property, Section 61(1) of the Clean Water Act allows the Risk Management Official to issue an order to a person proposing to or engaging in a regulated activity to provide a report describing the manner in which the activity is or is proposed to be engaged in, including any risk management measure that are bring or proposed to be taken with respect to the protection of drinking water sources.

***Risk Management Official:***

Details of the municipal responsibilities for enforcement of the Source Protection policies and the qualifications and duties of the RMO are described in Part IV – Regulation of Drinking Threats in the Clean Water Act and Ontario Regulation 287/07 (Application of Part IV of the Act). Details of the implementation process for the Risk Management Official are just now (April/12) being rolled out by the MOE. It is expected that the roles and responsibilities for the RMO under the Clean Water Act will be similar to the Chief Building Official under the Building Code Act and the RMO would be supported by existing staff within the current City administration (i.e. planning, engineering, water services, legal, etc.). As noted, the RMO (and Risk Management Inspectors to support the RMO, if required) will be responsible for providing oversight on the risk management plan process including the identification of when and where a RMP would be needed, the review and approval of the RMP and the inspection and enforcement of the RMP and Part IV of the Act. It is expected, given the potentially large number of RMP's that may be required in the City, that the RMO would be a staff position but there are opportunities within the Act and Regulation for joint enforcement of the RMO with other municipalities (e.g. the County) or to delegate the responsibilities to another agency such as a board of health or the source protection authority. There are also

**Attachment 1** (cont'd)

opportunities within the Act and Regulation for the municipality to charge fees for RMPs to recover the reasonable costs of implementing the program.

**Transition Policies:**

The requirement for and the role of transition policies have been extensively discussed at the Source Protection Planning Project Team meetings.

The Source Protection Plan will come into force and effect on the date of posting on the EBR. The time period between submission of the Plan by the Source Protection Authority and the approval of the plan is unknown but could be many months. There is the potential of Planning Act applications being submitted either prior to the submission of the Plan or during the approval period. The Source Protection Plan should be clear as to how these applications are to be considered.

The various municipalities within the Grand River Source Protection Plan have been discussing transition policies. In addition a number of discussions have occurred with the Ministry of Environment as to the preferred language regarding these provisions. At this time, draft policies have been put forward within the Guelph plan to obtain feedback during the consultation process. Additional guidance is expected regarding transition provisions and the policies may need to be refined as part of the consultation process.

The definition of what is an existing use and a future use is set out within the Source Protection Plan to provide certainty in the interpretation of which policies apply to what activity.

To provide context, within our draft Policies, there are a number of policy areas where the policies are more restrictive in the future than for existing activities:

In any vulnerable area where this activity would be a significant drinking water threat:

- Waste disposal sites not permitted in the future except for storage facilities;
- New Salt storage facilities of greater than 5,000 tonnes not permitted.

With Wellhead Protection Area – A only (100m from a municipal well), the following activities are prohibited:

- New or expanded manufacturing and wholesale warehouse facility with storage of greater than 2,500 kg of commercial fertilizer;
- New or expanded manufacturing and wholesale warehouse facility with storage of greater than 2,500 kg of pesticide or greater than 250 kg for retail sale or extermination;
- Future handling and storage of fuel in conjunction with a new or expanded retail gas station or new or expanded bulk fuel storage facility;
- New or expanded handling and storage of specified dense non-aqueous phase liquids;
- New or expanded handling and storage of specified organic solvents;

**Attachment 1** (cont'd)

- Application of Agricultural source material or non-agricultural source material.

Transition policies are recommended for properties located within the WHPA where policies within the Source Protection Plan are different or more restrictive than the permissions currently contained within official plan policies. Once the Source Protection Plan comes into effect, no further Planning Act approvals or Building Permits can be issued for these activities in this location unless the source protection plan contains a transition provision.

This specifically is a concern where a site is proceeding to development and only has some development approvals in place prior to the Source Protection Plan coming into effect. For this reason, specific provisions allowing for the continuation of site plan approval, building permits or prescribed instructions are recommended.

At this time, it is recommended that the Transition Provisions for the City of Guelph include definitions for future and existing activities. The draft policies do not include any provisions to allow for the continued processing and approval of the majority of Planning Act Applications such as Official Plan Amendments or Zoning By-Law Amendments to permit the otherwise prohibited activities if these applications are not concluded prior to the Source Protection Plan coming into effect.

The determination has been made that these activities should not be occurring in the future in close proximity to the wellheads. The zoning within these affected lands permits a range of permitted uses. The areas affected by the prohibitions are small. There are alternative locations for the prohibited uses elsewhere within or outside of the municipality in a location that is not directly adjacent to a municipal well.

The only exception to this approach is in the instance where an environmental compliance approval, a building permit or site plan application has been submitted but not yet approved, the activity could be considered existing under this approach and the applications would be permitted to be processed.

From this point forward, any current or potential Planning Act applicants that may be affected by the policies should be informed of the upcoming Source Protection Plan policies so that the applicants can be aware of the implications with respect to their specific application. These future restrictions need to be communicated to the potentially affected landowners so that they are aware of the impact of these policies on their lands in the future.

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## **Draft Grand River Source Protection Plan**

### **8.0 CITY OF GUELPH**

The following City of Guelph policies apply to the City of Guelph water supply system as presented on Schedule A City of Guelph: Guelph Waterworks Well Supply and Schedule B City of Guelph: Guelph Waterworks: Issue Contributing Areas.

- Grand River Source Protection Area
  - City of Guelph Waterworks Well Supply
    - Sacco well
    - Smallefield well
    - Emma well
    - Park 1 and 2 well
    - Paisley well
    - Queensdale well
    - Membro well
    - Water Street well
    - Edinburgh well
    - Dean Ave well
    - University well
    - Downey Rd well
    - Burke well
    - Clythe Creek well
    - Helmar well

### **8.1 Definitions**

General definitions are provided in Volume I of the Source Protection Plan or the *Clean Water Act, 2008*. The following definitions shall apply to the City of Guelph Source Protection Plan policies:

**Existing means:**

- a. A lawful activity that commenced at a location in a vulnerable area before the effective date of the source protection plan
- b. An activity that legally existed in a vulnerable area on the day before or at any time within 5 years prior to the effective date of the source protection plan
- c. A replacement facility or structure of the same size and capacity to service a lawfully existing activity
- d. A newly created structure or facility to service a lawfully existing activity, in order to bring the structure or facility into compliance with Risk Management Plan

**Future or New means:**

An activity that is not existing as defined within the City of Guelph Source Protection Plan policies.

## 8.2 CITY OF GUELPH Source Protection Plan Policies.

Policy Number	Source Protection Plan Policies within the City of Guelph
<b>Implementation Timing</b>	
CG-CW-1.1	<p>Except as set out below, the policies contained in this Source Protection Plan shall come into effect on the date of the posting of the notice of approval of this Source Protection Plan on the Environmental Registry.</p> <ul style="list-style-type: none"> <li>a. For Section 57(1) of the <i>Clean Water Act</i>, if an activity was engaged in at a particular location before this Source Protection Plan took effect, policies regarding prohibited activities do not apply to a person who engages in the activity at that location until 180 days from the date the Source Protection Plan takes effect;</li> <li>b. For Section 58(3) of the <i>Clean Water Act</i>, if an activity was engaged in at a particular location immediately before this Source Protection Plan took effect and the Risk Management Official gives notice to a person who is engaged in the activity at that location that, in the opinion of the Risk Management Official, policies regarding regulated activities should apply to the person who engages in the activity at that location on and after a date specified in the notice that is at least 120 days after the date the notice;</li> <li>c. For Section 59(1) of the <i>Clean Water Act</i>, policies regarding restricted land uses shall come into effect the same day the Source Protection Plan takes effect; and</li> <li>d. Where the Source Protection Policies require the City of Guelph and/or the Source Protection Authority to develop and implement education and outreach programs as the primary tool for managing or eliminating a particular significant threat, such programs shall be developed and implemented within five (5) years from the date the Source Protection Plan takes effect.</li> </ul>
CG-MC-1.2	<p>Except as set out below, the policies contained in this Source Protection Plan shall come into effect on the date of the posting of the notice of approval of this Source Protection Plan on the Environmental Registry.</p> <ul style="list-style-type: none"> <li>a. For Sections 43(2) of the <i>Clean Water Act</i>, if an activity was engaged in at a particular location immediately before this Source Protection Plan took effect, amendments to Prescribed Instruments shall be</li> </ul>



	<p>completed within three (3) years from the date the Source Protection Plan takes effect;</p> <p>b. For Section 40(2) of the <i>Clean Water Act</i>, the Official Plan and Zoning By-Laws must be amended to conform with the significant threat policies within five (5) years from the date of the Source Protection Plan comes into effect or the next Official Plan review required under Section 26 of the Planning Act and the Zoning By-law within (2) yeasts from the adoption of the Official Plan conformity amendment</p>
CG-MC-1.3	The City of Guelph shall consider passing a by-law to assist in the ongoing identification of persons and/or locations engaged in significant threat activities identified in these policies.
<b>Use and Areas Designated as Restricted Land Use Policies</b>	
CG-CW-1.4	<p>In accordance with Section 59(1) of the <i>Clean Water Act</i>, the following land uses identified within the City of Guelph Official Plan are hereby designated as land uses to which the restricted land use provisions of the <i>Clean Water Act</i> apply where activities are or would be a significant drinking water threat:</p> <ul style="list-style-type: none"> <li>a. All land uses, except solely residential uses, in all areas where the establishment, operation and maintenance of a waste disposal site within the meaning of Part V of the <i>Environmental Protection Act</i> is or would be a significant drinking water threat;</li> <li>b. All agricultural land uses in all areas where the application of Agricultural Source Material to land and the storage of Agricultural Source Material is or would be a significant drinking water threat;</li> <li>c. All land uses, except solely residential, in all areas where the application, handling and storage of commercial fertilizer is or would be a significant drinking water threat;</li> <li>d. All land uses, except solely residential uses, in all areas where the application of pesticide to land and the handling and storage of pesticides is or would be a significant drinking water threat;</li> <li>e. All land uses, except solely residential uses, in all areas where the storage of snow is a significant drinking water threat;</li> <li>f. All land uses in all areas where handling and storage of fuel is or would be a significant drinking water threat.</li> <li>g. All land uses, except solely residential uses, in all areas where the handling and storage of dense non-aqueous phase liquids is or would be a significant drinking water threat;</li> <li>h. All land uses, except solely residential uses, in all areas where the activity of handling and storage of an organic solvent is or would be a significant drinking water threat; and</li> </ul>

	<p>i. All agricultural land uses in all areas where the use of land as livestock grazing or pasturing land, an outdoor confinement area, or a farm-animal yard is or would be a significant drinking water threat.</p>
CG-CW-1.5	<p>The following activities are designated for the purpose of section 58(1) – Regulated Activities, of the <i>Clean Water Act</i> and require the establishment of a Risk Management Plan as specified in the policy:</p> <ul style="list-style-type: none"> <li>a. The establishment, operation and maintenance of a waste disposal site within the meaning of Part V of the <i>Environmental Protection Act</i> and/or storage facility exempt for Environmental Compliance Approvals under Section 39 of the <i>Environmental Protection Act</i>;</li> <li>b. The application of Agricultural Source Material to land and the storage of Agricultural Source Material on properties not phased-in under the <i>Nutrient Management Act</i>;</li> <li>c. The application of commercial fertilizer on properties not phased in under the <i>Nutrient Management Act</i>;</li> <li>d. The handling and storage of commercial fertilizer on farms, at retail warehousing establishments and on other properties storing over 2,500 kg of fertilizer outside of a Wellhead Protection Area-A;</li> <li>e. The application of pesticide to land and the handling and storage of pesticides excluding the future handling and storage of pesticides greater than 2,500 kilograms of pesticide or the storage of greater than 250 kilograms for retail sale or for extermination within a Wellhead Protection Area-A;</li> <li>f. Storage of snow;</li> <li>g. The handling and storage of fuel, except for future handling and storage of fuel in conjunction with a new or expanded retail gas station or new or expanded bulk fuel storage facility excluding bulk fuel storage associated with a municipal emergency generator facility and the storage of fuel less than or equal to 2,500 litres;</li> <li>h. The handling and storage of dense non-aqueous phase liquids outside of a Wellhead Protection Area-A;</li> <li>i. The handling and storage of an organic solvent outside of a Wellhead Protection Area-A; and</li> <li>j. Outdoor confinement area or farm animal yard on farms not phased-in under the <i>Nutrient Management Act</i>, or from the use of land for livestock grazing or pasturing on all farms.</li> </ul>
<b>Official Plan Amendment(s) Policies</b>	
CG-MC-1.6	<p>The City of Guelph shall adopt an amendment to the Official Plan to:</p>

	<p>a. Identify the vulnerable areas in which drinking water threats prescribed under the <i>Clean Water Act</i> are or would be significant;</p> <p>b. Indicate that within the areas identified, any use or activity that is, or would be, a significant drinking water threat is required to conform with all applicable Source Protection Plan policies and, as such, may be prohibited, restricted or otherwise regulated by those policies;</p> <p>c. Where applicable, prohibit any activities that are also prohibited through Prescribed Instruments or Section 57 of the <i>Clean Water Act</i>, in accordance with the policies contained in this Source Protection Plan, in areas where they would be a significant drinking water threat; and</p> <p>d. Incorporate any other amendments required to conform to the land use policies identified in this Source Protection Plan.</p>
<b>Education and Outreach and Incentive Programs Policies</b>	
CG-CW-1.7	In addition to the specific significant threat policies contained within this Plan, the City of Guelph, in collaboration with other implementing bodies where possible, may develop and implement education and outreach programs where such programs are deemed necessary and/or appropriate by the City of Guelph and subject to available funding. Such programs may include, but not necessarily be limited to, increasing awareness and understanding of drinking water threats and promotion of best management practices.
CG-CW-1.8	The City, in collaboration with other implementing bodies and levels of government where possible, may develop and implement incentive programs directed at various significant threat activities prescribed under the <i>Clean Water Act</i> , where such programs are deemed necessary and/or appropriate by the City of Guelph and subject to available funding.
CG-NB-1.9	The City of Guelph and the Source Protection Authority request continued Ministry of Environment funding and support for incentive programs to protect existing and future drinking water sources and address significant drinking water threats, such as the Ontario Drinking Water Stewardship Program.
<b>Annual Reporting Policies</b>	
CG-CW-1.10	The City of Guelph shall provide a report to the Source Protection Authority, by February 1 <sup>st</sup> of each year, summarizing the actions taken to implement the Source Protection Plan Policies, where specifically required by the policies.
CG-CW-1.11	The Risk Management Official shall provide a report to the Source Protection Authority, by February 1 <sup>st</sup> of each year, summarizing the actions taken to implement the Source Protection Policies, in accordance with the <i>Clean Water Act</i> and associated regulations.
CG-CW-1.12	Where the Source Protection Plan policies require a provincial ministry to undertake an action regarding an activity under the Environmental Compliance approval process or review, issue or amend a Prescribed Instrument, the applicable Ministry shall document the number and locations where such prescribed instruments were reviewed, amended, approved or denied and any

	actions taken and/or terms and conditions imposed as applicable. A copy of the amended or approved Prescribed Instrument is to be provided to the City of Guelph. The applicable ministry shall provide a written report summarizing this information to the Source Protection Authority by February 1 <sup>st</sup> of each year.
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### 8.3 Transition Policies

Policy Number	Source Protection Plan Policies within the City of Guelph
<b>Transition Policies</b>	
CG-CW 2.1	<p>The following transition provisions apply to the City of Guelph Source Protection Plan policies:</p> <p>For the purposes of this Plan, where one or more of the following has been received regarding a future or new significant threat activity prior to the Source Protection Plan coming into effect:</p> <ol style="list-style-type: none"> <li>1. A complete application for site plan approval under the <u>Planning Act</u>;</li> <li>2. An application for <i>Environmental Compliance Approval</i>; or</li> <li>3. A complete application for a Building Permit;</li> </ol> <p>that significant threat activity shall be permitted subject to the policies pertaining to existing significant threat activity as well as any further applications required under the Planning Act, Condominium Act, Building Permit or prescribed instruments required to implement the development proposal associated with this significant threat activity.</p> <p>Where the above noted applications have lapsed or been withdrawn, this policy shall no longer apply.</p>

### 8.4 POLICIES ADDRESSING PRESCRIBED DRINKING WATER THREATS

Policy Number	Policies Addressing Prescribed Drinking Water Threats within the City of Guelph
<b>Establishment, Operation or Maintenance of a Waste Disposal Site, within the Meaning of Part V of the Environmental Protection Act</b>	
CG-MC-3	<p>For waste disposal sites within the meaning of Part V of the <i>Environmental Protection Act</i> within vulnerable areas where this activity is or would be a significant drinking water threat,</p> <ol style="list-style-type: none"> <li>a. For an existing waste disposal site, in consultation with the City of Guelph, the Ministry of Environment shall ensure that the Environmental</li> </ol>



Policy Number	Policies Addressing Prescribed Drinking Water Threats within the City of Guelph
	<p>Compliance Approval that governs the waste disposal site includes appropriate terms and conditions to ensure that the risk associated with this waste disposal site is managed and the waste disposal site ceases to be a significant drinking water threat.</p> <p>b. For a future waste disposal sites-storage, in consultation with the City of Guelph, the Ministry of Environment shall ensure that the Environmental Compliance Approval that governs the waste disposal site - storage includes appropriate terms and conditions to ensure that the risk associated with this waste disposal site is managed and the waste disposal site never becomes a significant drinking water threat</p> <p>c. The Ministry of the Environment shall prohibit these activities within the Environmental Compliance Approvals process for future mine tailings ponds under the <i>Ontario Water Resource Act</i> and for future waste disposal sites within the meaning of Part V of the <i>Environmental Protection Act</i> excluding waste disposal sites – storage.</p>
<b>CG-MC-4</b>	<p>In consideration of any new <i>Planning Act</i> applications for a waste disposal site within vulnerable areas where this activity would be a significant drinking water threat:</p> <p>a. New waste storage facilities shall only be permitted if the risk associated with this activity is effectively managed and that all other waste disposal sites shall not be permitted.</p>
<b>CG-CW-5</b>	<p>The establishment, operation and maintenance of a waste disposal site within the meaning of Part V of the <i>Environmental Protection Act</i> and/or storage facility exempt for Environmental Compliance Approvals under Section 39 of the <i>Environmental Protection Act</i> has been designated as a regulated activity under policy CG-CW-1.5</p>
<b>Establishment, Operation or Maintenance of a System That Collects, Stores, Transmits, Treats or Disposes of Sewage</b>	
Sewage System or Sewage Works- Septic System Sewage System or Sewage Works- Septic System Holding Tank	
<b>CG-CW-6</b>	<p>Within vulnerable areas where on-site sewage systems and holding tanks are or would be significant drinking water threats:</p> <p>a. The City of Guelph shall implement an on-site sewage system maintenance inspection program, as required under the Ontario Building Code with a priority for inspections on those systems in closest proximity to the wells.</p>
<b>CG-CW-7</b>	<p>For existing on-site sewage systems and holding tanks within the City of Guelph, the following policies apply:</p> <p>a. The City of Guelph shall encourage landowners through an education and outreach program to connect to a municipal sewage system when a on-site sewage systems and holding tank is used within a vulnerable area</p>

Policy Number	Policies Addressing Prescribed Drinking Water Threats within the City of Guelph
	where this activity is a significant drinking water threat and where municipal services are provided in the immediate vicinity.
<b>CG-MC-8</b>	<p>For new development within the City of Guelph:</p> <p>a. The City of Guelph shall require all new development to connect to municipal services except where private services are specifically permitted within the Official Plan on the date of the approval of the Source Water Protection Plan.</p>
<b>CG-NB-9.1</b>	<p>To assist landowners in reducing the risks to drinking water sources from existing septic system threats, the following policies apply:</p> <p>a. The Ministry of Environment is requested to provide ongoing funding through the Ontario Drinking Water Stewardship Program or a similar program for septic system upgrades and replacements and service connections.</p>
<b>CG-CW-9.2</b>	To reduce the risks to drinking water from an existing activity, where such an activity is a significant drinking water threat, as prescribed by the <i>Clean Water Act</i> , the Grand River Conservation Authority, in consultation with the Townships, will deliver available cost share incentive programs as long as the Grand River Conservation Authority has such programs and outreach staff available, and work with affected land owners to implement best management practices
<b>CG-MC-10</b>	<p>For existing and future septic systems regulated under the <i>Ontario Water Resources Act</i> located within vulnerable areas where they are or would be a significant drinking water threat:</p> <p>a. The Ministry of the Environment, in consultation with the City of Guelph, shall ensure that the Environmental Compliance Approval that governs the septic system includes appropriate terms and conditions and that the risk to municipal drinking water sources is appropriately managed.</p>
<p>Sewage System or Sewage Works- Storage of Sewage (e.g., treatment plant tanks) Sewage System or Sewage Works- Sewage Treatment Plant Effluent Discharges (includes lagoons)</p>	
<b>CG-MC-11</b>	<p>For existing and future sewage treatment plants located within vulnerable areas where this activity is or would be a significant drinking water threat:</p> <p>a. The Ministry of the Environment, in consultation with the City of Guelph, shall ensure that the Environmental Compliance Approval that governs the sewage treatment plant includes appropriate terms and conditions to ensure that the risk to drinking water sources is appropriately managed.</p>
<b>CG-MC-12</b>	<p>To reduce the risk to drinking water sources within vulnerable areas where there would be a future significant drinking water threat related to a sewage treatment plant,</p> <p>a. The City of Guelph shall require that for any <i>Planning Act</i> application for a</p>



Policy Number	Policies Addressing Prescribed Drinking Water Threats within the City of Guelph
	new Industrial/Commercial/Institutional land use that a Waste Survey Report be filed as part of the complete application requirements.
<b>CG-CW-13</b>	<p>To reduce the risk to drinking water sources within vulnerable areas where the existing activity is a significant drinking water threat related to a sewage treatment plant:</p> <p>a. The City of Guelph shall encourage the existing Industrial/Commercial/Institutional Sector to complete the Waste Survey Report as part of a new education and outreach program.</p>
Sewage System or Sewage Works- Sanitary Sewers and Related Pipes	
<b>CG-MC-14</b>	<p>For existing and future sanitary sewers and pipes with a design capacity greater than 10,000 m<sup>3</sup>/day within vulnerable areas where this activity is or would be a significant drinking water threat:</p> <p>a. The Ministry of the Environment, in consultation with the City of Guelph, shall ensure that the Environmental Compliance Approval that governs the sanitary sewer and related pipes includes appropriate terms and conditions to ensure that the risk to drinking water sources is appropriately managed.</p>
Sewage System or Sewage Works- Discharge of Stormwater from a Stormwater Management Facility	
<b>CG-MC-15</b>	<p>For an existing or future discharge of stormwater from a stormwater management facility within vulnerable areas where this activity is or would be a significant drinking water threat:</p> <p>a. The Ministry of the Environment, in consultation with the City of Guelph, shall ensure that the Environmental Compliance Approval that governs the stormwater management facility includes appropriate terms and conditions to ensure that the risk to drinking water sources is appropriately managed.</p>
The Application of Agricultural Source Material to Land The Storage of Agricultural Source Material	
<b>CG-MC-16</b>	<p>For existing and future operations with Nutrient Management Plans and Strategies under the <i>Nutrient Management Act</i> located within a vulnerable area where the application or storage of agricultural source material is or would be a significant drinking water threat:</p> <p>a. The Ministry of Agriculture, Food and Rural Affairs shall ensure that Nutrient Management Plans and Strategies include appropriate terms and conditions to ensure that the risk to drinking water sources is appropriately managed and that required contingency plans contain the requirement for notification of the appropriate municipal official and the Spills Action Centre if a leak is discovered from an agricultural source material facility or there is a spill.</p> <p>b. The Ministry of Environment shall prioritize and conduct regular compliance inspections of agricultural operations where significant drinking water threat activities exist, and shall guide farmers to improve compliance</p>



Policy Number	Policies Addressing Prescribed Drinking Water Threats within the City of Guelph
	performance, when needed.
<b>CG-CW-17</b>	<p>To reduce the risk to drinking water sources from the existing and future application and storage of Agricultural Source Material (ASM) on properties not phased in under the <i>Nutrient Management Act</i> within vulnerable areas where this is or would be a significant drinking water threat,</p> <ul style="list-style-type: none"> <li>a. This activity has been designated as a regulated activity under policy CG-CW-1.5</li> <li>b. A Risk Management Plan, if necessary, shall be based upon the regulatory requirements of a Nutrient Management Plan or Strategy under the <i>Nutrient Management Act</i> and scoped to address these specific threats.</li> <li>c. The future application and storage of agricultural source materials are designated for the purpose of Section 57 of the <i>Clean Water Act</i> within a Wellhead Protection Area-A and is therefore prohibited.</li> </ul>
<b>CG-NB-18</b>	<p>To provide further guidance to the agricultural community about the importance of source water protection:</p> <ul style="list-style-type: none"> <li>a. The Ministry of Agriculture, Food and Rural Affairs is requested to review and amend, if necessary, the information provided to the agricultural community including the Environment Farm Plan guidance documents to include information about source water protection, the location of Wellhead Protection Areas and the appropriate use of agricultural source material within vulnerable areas where this activity is or would be a significant water threat. The information provided should encourage farm operators located within these vulnerable areas to complete an Environmental Farm Plan.</li> </ul>
<b>The Application of Non-Agricultural Source Material (NASM) to Land The Handling and Storage of Non-Agricultural Source Material (NASM)</b>	
<b>CG-MC-19</b>	<p>Where the existing or future application, or handling and storage of non-agricultural source material is or would be a significant drinking water threat within a vulnerable area:</p> <ul style="list-style-type: none"> <li>a. The Ministry of Agriculture, Food and Rural Affairs and The Ministry of the Environment shall, in consultation with the City of Guelph, ensure all non-agricultural source material plans (NASM plans) required under the <i>Nutrient Management Act</i> include appropriate terms and conditions to ensure that the risk to drinking water sources is appropriately managed.</li> </ul>
<b>CG-CW- 20</b>	<p>Where the future application, or handling and storage of non-agricultural source material is or would be a significant drinking water threat within a vulnerable area:</p> <ul style="list-style-type: none"> <li>a. The future application and storage of non-agricultural source materials are designated for the purpose of Section 57 of the <i>Clean Water Act</i> and are therefore prohibited within a Wellhead Protection Area-A where these</li> </ul>

<b>Policy Number</b>	<b>Policies Addressing Prescribed Drinking Water Threats within the City of Guelph</b>
	activities would be a significant drinking water threat.
<b>CG-NB-21</b>	To ensure compliance with non-agricultural source material plans,  a. The Ministry of the Environment shall prioritize inspections based on proximity to Wellhead Protection Areas and conduct regular compliance inspections of operations with non-agricultural source materials plans within vulnerable areas where significant drinking water threats exist now or in the future.
<b>The Application of Commercial Fertilizer to Land The Handling and Storage of Commercial Fertilizer</b>	
<b>CG-MC-22</b>	Where the existing or future application of commercial fertilizer is or would be a significant drinking water threat within a vulnerable area:  a. The Ministry of Agriculture, Food and Rural Affairs, shall ensure that Nutrient Management Plans required under the <i>Nutrient Management Act</i> include appropriate terms and conditions to ensure that the risk to drinking water sources is appropriately managed.
<b>CG-CW-23</b>	Where the existing or future application of commercial fertilizer is or would be a significant drinking water threat on properties not phased in under the <i>Nutrient Management Act</i> within a vulnerable area and the storage of commercial fertilizer on farms, at retail warehousing establishments and on other properties storing over 2,500 kg of fertilizer outside of a Wellhead Protection Area-A:  a. This activity has been designated as a regulated activity under policy CG-CW-1.5  b. The Risk Management Plan for the application of commercial fertilizer for agricultural operations shall be based upon the regulatory requirements of a Nutrient Management Plan under the <i>Nutrient Management Act</i> and scoped to address this specific threat.
<b>CG-MC-24</b>	In consideration of any new <i>Planning Act</i> application within vulnerable areas where there would be a significant drinking water threat from the storage of greater than 2,500 kg of commercial fertilizer:  a. New or expanded manufacturing and wholesale warehousing facilities with storage of greater than 2,500 kg of commercial fertilizer are not permitted within a Wellhead Protection Area-A.
<b>The Application of Pesticide to Land The Handling and Storage of Pesticides</b>	
<b>CG-MC-25</b>	Where the existing or future application, or handling and storage of pesticide is or would be a significant drinking water threat within a vulnerable area:  a. The Ministry of the Environment, in consultation with the City of Guelph, shall ensure that all permits under the <i>Pesticides</i> includes appropriate terms and conditions to ensure that the risk to drinking water sources is



Policy Number	Policies Addressing Prescribed Drinking Water Threats within the City of Guelph appropriately managed.
<b>CG-CW-26</b>	<p>Where the existing or future application, or handling and storage of pesticide is or would be a significant drinking water threat within a vulnerable area where a permit under the <i>Pesticide Act</i> is not required excluding the future handling and storage of greater than 2,500 kilograms of pesticide or the storage of greater than 250 kilograms for retail sale or for extermination within a Wellhead Protection Area-A,</p> <ul style="list-style-type: none"> <li>a. This activity has been designated as a regulated activity under policy CG-CW-1.5</li> <li>b. A Risk Management Plan shall incorporate best management practices, monitoring and an inspection protocol.</li> </ul>
<b>CG-MC-27</b>	<p>In consideration of any new <i>Planning Act</i> applications within vulnerable areas where the storage of pesticide would be a significant drinking water threat:</p> <ul style="list-style-type: none"> <li>a. New manufacturing and wholesale warehousing facilities with storage of greater than 2,500 kilograms of pesticide or the storage of greater than 250 kilograms for retail sale or for extermination are not permitted within a Wellhead Protection Area-A.</li> </ul>
<p><b>The Application of Road Salt</b> <b>The Handling and Storage of Road Salt</b></p>	
<b>CG-CW-28</b>	<p>Where future significant drinking water threats would exist due to the application, or handling and storage of road salt within the vulnerable areas:</p> <ul style="list-style-type: none"> <li>a. Within two (2) years of the date that the Source Protection Plan comes into effect, the City of Guelph shall amend the Salt Management Plan to identify the location of Wellhead Protection Areas and utilize best management practices in these areas.</li> </ul>
<b>CG-MC-29</b>	<p>In consideration of any new <i>Planning Act</i> applications within the City of Guelph,</p> <ul style="list-style-type: none"> <li>a. The City of Guelph shall require new development to be designed based on best management practices regarding handling and storage and minimizing salt application.</li> </ul>
<b>CG-MC-30</b>	<p>In consideration of any new <i>Planning Act</i> applications for the storage of greater than 5,000 tonnes of road salt within vulnerable areas where there would be a significant drinking water threat from:</p> <ul style="list-style-type: none"> <li>a. New salt storage and handling facilities with a capacity greater than 5,000 tonnes of road salt is not permitted.</li> </ul>
<b>CG-CW-31</b>	<p>Where the future application, or handling and storage of road salt would be a significant drinking water threat within the vulnerable areas:</p> <ul style="list-style-type: none"> <li>a. The City of Guelph shall establish or enhance the education and outreach</li> </ul>

Policy Number	Policies Addressing Prescribed Drinking Water Threats within the City of Guelph
	programs for the private and public sector, as well as the general public, about the impacts of road salt on drinking water sources and the use of best management practices. It is recommended that the key messages be the efficient use of road salts and the use of alternatives.
<b>The Storage of Snow</b>	
<b>CG-MC-32.1</b>	In consideration of any new <i>Planning Act</i> applications within the City of Guelph,  a. The City of Guelph shall require new development to be designed and maintained based on best management practices regarding snow storage including the provision of designated snow storage areas and the management of associated melt water.
<b>CG.CW.32.2</b>	The activity of storage of snow has been designated as a regulated activity under policy CG-CW-1.5
<b>The Handling and Storage of Fuel</b>	
<b>CG-CW-33</b>	Where existing and future handling and storage of fuel is or would be a significant drinking water threat within a vulnerable area:  a. The City of Guelph shall develop and implement an education and outreach program for identified fuel oil tanks with storage of fuel less than or equal to 2,500 litres outlining the requirements of owning a heating oil system including proper maintenance and the steps to be taken if there is a spill or leak detected.
<b>CG-CW-34</b>	Where existing and future handling and storage of fuel is or would be a significant drinking water threat within a vulnerable area excluding fuel oil tanks with storage of fuel less than or equal to 2,500 litres:  a. Future handling and storage of fuel in conjunction with a new or expanded retail gas station or new or expanded bulk fuel storage facility excluding bulk fuel storage associated with a municipal emergency generator facility within a Wellhead Protection Area –A is designated for the purpose of Section 57 of the <i>Clean Water Act</i> and is therefore prohibited  b. The handling and storage of fuel, excluding the future handling and storage of fuel in conjunction with a new or expanded retail gas station or new or expanded bulk fuel storage facility within a Wellhead Protection Area –A, and excluding bulk fuel storage associated with a municipal emergency generator facility and the storage of fuel less than or equal to 2,500 litres, has been designated as a regulated activity under policy CG-CW-1.5  c. The Risk Management Plan shall be scoped to a Contaminant Management Plan and any monitoring, reporting and auditing requirements required by the TSSA.
<b>CG-MC-35</b>	In consideration of any new <i>Planning Act</i> application for the handling and storage of fuel within vulnerable areas where this activity would be a significant drinking



Policy Number	Policies Addressing Prescribed Drinking Water Threats within the City of Guelph
	<p>water threat:</p> <ul style="list-style-type: none"> <li>a. The future handling and storage of fuel in conjunction with a new or expanded retail gas station and new or expanded bulk fuel storage facility excluding bulk fuel storage associated with a municipal emergency generator facility is not permitted within a Wellhead Protection Area-A.</li> </ul>
<b>CG-MC-36</b>	<p>Where existing and future handling and storage of fuel is or would be a significant drinking water threat within a vulnerable area for activities regulated under the <i>Aggregate Resources Act</i> within vulnerable areas:</p> <ul style="list-style-type: none"> <li>a. The Ministry of Natural Resources, in consultation with the City of Guelph, shall ensure that licenses and site plans issued under the <i>Aggregate Resources Act</i> include appropriate terms and conditions to ensure that the risk to drinking water sources is appropriately managed.</li> </ul>
<b>The Handling and Storage of a Dense Non-Aqueous Phase Liquid (DNAPL)</b>	
<b>CG-CW-37</b>	<p>Where existing and future handling and storage of a dense non-aqueous phase liquid is or would be a significant drinking water threat within a vulnerable area:</p> <ul style="list-style-type: none"> <li>a. New or expanded handling and storage of specified dense non-aqueous phase liquids is designated for the purpose of Section 57 of the <i>Clean Water Act</i> and is therefore prohibited within a Wellhead Protection Area-A where this activity is or would be a significant drinking water threat.</li> <li>b. This activity has been designated as a regulated activity outside of the Wellhead Protection Area-A under policy CG-CW-1.5</li> <li>c. A Risk Management Plans for a significant threat that is TSSA regulated, shall be scoped to a Contaminant Management Plan and any monitoring, reporting and auditing requirements provided to the TSSA.</li> </ul>
<b>CG-MC-38</b>	<p>In consideration of any new <i>Planning Act</i> application where the future handling and storage of dense non-aqueous phase liquid would be a significant drinking water threat within vulnerable areas:</p> <ul style="list-style-type: none"> <li>a. New or expanded handling and storage of the specified dense non-aqueous phase liquids identified as a significant drinking water threat under the <i>Clean Water Act</i> is not permitted within a Wellhead Protection Area-A.</li> </ul>
<b>CG-CW-39</b>	<p>Where existing handling and storage of a dense non-aqueous phase liquid is a significant drinking water threat within a vulnerable area:</p> <ul style="list-style-type: none"> <li>a. The City of Guelph shall develop and implement education and outreach programs to encourage business and industry to utilize alternative products where available.</li> </ul>
<b>The Handling and Storage of an Organic Solvent</b>	
<b>CG-CW-40</b>	Where existing and future handling and storage of organic solvents is or would be

Policy Number	Policies Addressing Prescribed Drinking Water Threats within the City of Guelph
	<p>a significant drinking water threat within a vulnerable area:</p> <ul style="list-style-type: none"> <li>a. Any new or expanded handling and storage of the specified organic solvents in the quantities identified as significant drinking water threats under the <i>Clean Water Act</i> are designated for the purpose of Section 57 of the <i>Clean Water Act</i> and are therefore prohibited within a Wellhead Protection Area-A where this activity is or would be a significant drinking water threat.</li> <li>b. This activity has been designated as a regulated activity outside of the Wellhead Protection Area-A under policy CG-CW-1.5</li> <li>c. The City of Guelph shall continue the established education and outreach programs on hazardous waste disposal, responsible waste disposal and reduction of waste including organic solvents</li> </ul>
<b>CG-MC-41</b>	<p>In consideration of any new <i>Planning Act</i> applications where the activity of handling and storage of organic solvents would be a significant drinking water threat within vulnerable areas:</p> <ul style="list-style-type: none"> <li>a. The handling and storage of the specified organic solvents in the quantities identified as a significant drinking water threat under the <i>Clean Water Act</i> is not permitted within a Wellhead Protection Area-A.</li> </ul>
<b>The Management of Runoff that Contains Chemicals Used in De-icing of Aircraft</b>	
<b>CG-NB-42</b>	<p>Where the future runoff containing de-icing chemicals or would be a significant drinking water threat within a vulnerable area:</p> <ul style="list-style-type: none"> <li>a. Transport Canada, in their consideration of any new airport facilities, is encouraged to include appropriate design standards and best management practices to prevent the runoff from airport de-icing facilities from becoming a significant drinking water threat.</li> <li>b. The City of Guelph shall report to the Source Protection Authority if an application has been made for a new airport facility within the vulnerable areas where this activity would be a significant drinking water threat by February 1 of each year.</li> </ul>
<b>The Use of Land as Livestock Grazing or Pasturing Land, an Outdoor Confinement Area or Farm Animal Yard</b>	
<b>CG-MC-43</b>	<p>For existing and new agricultural operations with Nutrient Management Plans and Strategies under the <i>Nutrient Management Act</i> located within a vulnerable area where the use of land as an outdoor confinement area or farm-animal yard is or would be a significant drinking water threat:</p> <ul style="list-style-type: none"> <li>a. The Ministry of Agriculture, Food and Rural Affairs shall ensure all Nutrient Management Strategies include appropriate terms and conditions to ensure that the risk to drinking water sources is managed and ceases to be a significant drinking water threat.</li> </ul>
<b>CG-CW-44</b>	<p>To reduce the risks to drinking water sources where there are existing or future significant drinking water threats from the activities of outdoor confinement area or farm animal yard on farms not phased-in under the <i>Nutrient Management Act</i>, or from the use of land for livestock grazing or pasturing on all farms where these</p>



Policy Number	Policies Addressing Prescribed Drinking Water Threats within the City of Guelph
	<p>activities are or would be a significant drinking water threat:</p> <ul style="list-style-type: none"> <li>a. This activity has been designated as a regulated activity under policy CG-CW-1.5</li> <li>b. Risk Management Plans shall be based upon the regulatory requirements of a Nutrient Management Strategy under the <i>Nutrient Management Act</i> and incorporate best management practices.</li> </ul>
<b>CG-NB-45</b>	<p>To reduce the risks from outdoor confinement area or farm animal yard on farms not phased-in under the <i>Nutrient Management Act</i>, or from the use of land for livestock grazing or pasturing on all farms:</p> <ul style="list-style-type: none"> <li>a. The Ministry of the Environment is encouraged to continue to provide ongoing funding for stewardship projects on agricultural properties where these activities are a significant drinking water threat.</li> <li>b. The Ministry of Environment shall prioritize and conduct regular compliance inspections of agricultural operations where significant drinking water threats exist now and in the future, and shall guide farmers to improve compliance performance, when needed.</li> </ul>
<b>Issue Contributing Areas</b>	
<b>CG- CW-46</b>	<p>For all significant drinking water threats within Issue Contributing Areas, the relevant significant drinking water threat applies.</p>
<b>CG-CW-47</b>	<p>To better understand the contributing source of contaminants within the issue contributing areas:</p> <ul style="list-style-type: none"> <li>a. The Grand River Conservation Authority in collaboration with the City of Guelph is encouraged, under the Source Water Protection Program funding, to find opportunities to research in the future nitrogen/phosphorus and/or pathogen issues to determine whether application and/or storage of Agricultural Source Materials is a contributing source of contaminant in the Issue Contributing Areas.</li> </ul>
<b>Local Threat: The Conveyance of Oil by way of Underground Pipelines</b>	
<b>CG-NB-48</b>	<p>To reduce the risk due to the conveyance of oil by way of underground pipes within vulnerable areas where this activity would be a significant drinking water threat:</p> <ul style="list-style-type: none"> <li>a. The National Energy Board and the Ontario Energy Board in their consideration of any new pipelines within vulnerable areas where this activity would be a significant drinking water threat are encouraged to include appropriate design standards and monitoring and maintenance practices to prevent a pipeline from becoming a significant drinking water threat.</li> <li>b. The National Energy Board, Ontario Energy Board and the Ministry of Consumer Services are encouraged to provide the Source Protection</li> </ul>



Policy Number	Policies Addressing Prescribed Drinking Water Threats within the City of Guelph
	<p>Authority the location of any new proposed pipelines within the Source Protection Area. The Source Protection Authority shall document in the annual report the number of new pipelines proposed within vulnerable areas where this activity would be a significant drinking water threat.</p>
<b>Conditions Policies</b>	
<b>CG-MC-49</b>	<p>To address conditions resulting from past activities that are significant drinking water threats, the Ministry of the Environment shall,</p> <ol style="list-style-type: none"> <li>The Ministry of the Environment, in consultation with the City of Guelph, shall ensure that all prescribed instruments that govern Condition sites include appropriate terms and conditions to ensure that the risk to drinking water sources is managed appropriately. Conditions of approval shall require reporting on the status of the site to the Ministry of the Environment and the Source Protection Authority on an annual basis and may include requirements for source control, remediation to provincial standards, monitoring and Contaminant Management Plans, as appropriate.</li> </ol>
<b>CG-NB-50</b>	<p>To address Conditions resulting from past activities that are significant drinking water threats, the Ministry of the Environment shall,</p> <ol style="list-style-type: none"> <li>Advise the Source Protection Authority of any changes to contaminated sites that have been identified as a significant drinking water threat known to the Ministry of the Environment regarding level of contamination, migration and whether such changes are causing or may result in a drinking water issue as defined in Part XI.1 of the Technical Rules.</li> <li>Provide to the Source Protection Authority each year, a report of significant activities under taken at the site and by the Ministry of Environment or other persons or bodies in relation to the contaminated site that has been identified as a significant drinking water threat.</li> <li>Provide to the Source Protection Authority, in accordance with Section 87 of the <i>Clean Water Act</i>, any documents or records in the possession or control of the Ministry of Environment relating to level of contamination in soil or groundwater that may result in a drinking water issue or a significant drinking water threat as defined in Part XI.1 and XI.3 of the Technical Rules.</li> <li>Prioritize abatement activities on Conditions sites located within the Wellhead Protection Area-A, Wellhead Protection Area-B and Issues Contributing Areas in consultation with the Source Protection Authority and the City of Guelph.</li> <li>Report on progress of actions implemented for the control or remediation of Conditions sites based on abatement activities.</li> </ol>
<b>CG-MC-51</b>	<p>To address Conditions sites that are significant drinking water threats resulting from past activities, the following shall be implemented:</p> <ol style="list-style-type: none"> <li>The City of Guelph shall require as a component of a complete application</li> </ol>

Policy Number	Policies Addressing Prescribed Drinking Water Threats within the City of Guelph
	<p>under the <i>Planning Act</i> the completion of an environmental screening process for the identification of known and suspected contaminated sites using a contaminated sites protocol. The contaminated sites protocol will outline the criteria whereby a Record of Site Condition (RSC) is to be provided.</p>
<b>CG-CW-52</b>	<p>To address Conditions resulting from past activities that are significant drinking water threats, the City of Guelph shall:</p> <ul style="list-style-type: none"> <li>a. Continue to support environmental investigation, remediation and redevelopment through the incentives provided through the City of Guelph Brownfield Redevelopment Community Improvement Plan.</li> <li>b. Implement an education program on drinking water issues associated with contaminated sites in conjunction with the implementation of the City of Guelph's Brownfield Community Redevelopment Program including the protection of drinking water sources and the use of the Record of Site Condition process as a best management practice to address condition sites.</li> </ul>
<b>Strategic Actions Policies</b>	
Spill Prevention, Spill Contingency or Emergency Response Plans	
<b>CG-NB-53</b>	<p>To ensure Emergency Response Plans are updated for the purpose of protecting drinking water sources with respect to spills that occur within a wellhead protection area or intake protection zone along highways, railway lines, or shipping lanes, the following policies apply:</p> <ul style="list-style-type: none"> <li>a. Within five (5) years of the Source Protection Plan coming into effect, the City of Guelph is requested to incorporate the location of Wellhead Protection Areas into the Emergency Response Plan in order to protect drinking water sources when a spill occurs along highways, rail lines or in shipping lanes.</li> <li>b. The Ministry of the Environment is requested to provide mapping of vulnerable areas to assist the Spills Action Centre in responding to reported spills along transportation corridors within two years of the source protection plan coming into effect.</li> </ul>
Transport Pathways	
<b>CG-NB-54</b>	<p>To protect municipal water supplies from increased vulnerability due to transport pathways where activities could be a significant drinking water threat, the following policies apply:</p> <ul style="list-style-type: none"> <li>a. The Ministry of the Environment is requested to provide ongoing funding for incentive programs focused on facilitating the abandonment of wells in accordance with Ontario Regulation 903.</li> <li>b. The Ministry of the Environment is requested as a priority to enforce the requirements of Ontario Regulation 903 with respect to the abandonment of wells and to enforce Section 33(1), (2) and (3) of the OWRA once it comes</li> </ul>

Policy Number	Policies Addressing Prescribed Drinking Water Threats within the City of Guelph
	<p>into full force and effect.</p> <p>c. The City of Guelph is requested to incorporate conditions of approval for <i>Planning Act</i> and <i>Condominium Act</i> applications to ensure private wells that are no longer in use are abandoned in accordance with Ontario Regulation 903.</p> <p>d. The City of Guelph is requested to ensure best management practices are utilized to protect the quantity and quality of groundwater sources during the installation of new municipal infrastructure.</p>

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## **APPENDIX A:**

### **LIST OF POLICIES AS PER SECTION 34 OF REGULATION 287/07**

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## **LIST A**

Title: Significant threat policies that affect decisions under the *Planning Act* and *Condominium Act*, 1998

Opening Statement: "Clause 39 (1)(a), subsections 39 (2), (4) and (6), and sections 40 and 42 of the *Clean Water Act*, 2006 apply to the following policies:"

Content: CG-MC-1.2b, CG-MC-1.6, CG-CW-2.1, CG-MC-4, CG-MC-8, CG-MC-12, CG-MC-24, CG-MC-27, CG-MC-29, CG-MC-30, CG-MC-32.1, CG-MC-35, CG-MC-38, CG-MC-41, CG-CW-46, CG-MC-51

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## **LIST B**

Title: Moderate and low threat policies that affect decisions under the *Planning Act* and *Condominium Act*, 1998

Opening Statement: "Subsection 39 (1) (b) of the *Clean Water Act*, 2006 applies to the following policies:"

Content: No Applicable Policies

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## **LIST C**

Title: Significant threat policies that affect prescribed instrument decisions

Opening Statement: "Subsection 39 (6), clause 39 (7) (a), section 43 and subsection 44 (1) of the *Clean Water Act*, 2006 apply to the following policies:"

Content: CG-MC-1.2a, CG-CW-2.1, CG-MC-2.2, CG-MC-3, CG-MC-10, CG-MC-11, CG-MC-14, CG-MC-15, CG-MC-16, CG-MC-19, CG-MC-22, CG-MC-25, CG-MC-36, CG-MC-43, CG-CW-46, CG-MC-49

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## **LIST D**

Title: Moderate and low threat policies that affect prescribed instrument decisions

Opening Statement: "Clause 39 (7) (b) of the *Clean Water Act*, 2006 applies to the following policies:"

Content: No Applicable Policies

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## **LIST E**

Title: Significant threat policies that impose obligations on municipalities, source protection authorities and local boards

Opening Statement: "Section 38 and subsection 39 (6) of the *Clean Water Act*, 2006 applies to the following policies:"

Content: CG-CW-1.1.d, CG-MC-1.3, CG-CW-1.7, CG-CW-1.8, CG-CW-2.1, CG-CW-6, CG-CW-7, CG-CW-9.2, CG-CW-13, CG-CW-28, CG-CW-31, CG-CW-33, CG-CW-39, CG-CW-40.c, CG-CW-46, CG-CW-47, CG-CW-52

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## **LIST F**

Title: Monitoring policies referred to in subsection 22 (2) of the *Clean Water Act*, 2006

Opening Statement: "Section 45 of the Clean Water Act, 2006 applies to the following policies:"

Content: CG-CW-1.10, CG-CW-1.11, CG-CW-1.12, CG-NB-48b

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## **LIST G**

Title: Policies related to section 57 of the *Clean Water Act*, 2006

Opening Statement: "The following policies relate to section 57 (prohibition) of the Clean Water Act."

Content: CG-CW-1.1.a, CG-CW-17.c, CG-CW-20, CG-CW-34a , CG-CW-37a, CG-CW-40.a, CG-CW-46

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## **LIST H**

Title: Policies related to section 58 of the *Clean Water Act*, 2006

Opening Statement: "The following policies relate to section 58 (risk management plans) of the Clean Water Act."

Content: CG-CW-1.1.b, CG-CW-1.5, CG-CW-5, CG-CW-17a and b, CG-CW-23, CG-CW-26, CG-CW-34 b and c , CG-CW-32.2, CG-CW-37b and c, CG-CW-40b, CG-CW-44, CG-CW-46

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## **LIST I**

Title: Policies related to section 59 of the *Clean Water Act*, 2006

Opening Statement: "The following policies relate to section 59 (restricted land use) of the *Clean Water Act*."

Content: CG-CW-1.1.c, CG-CW-1.4, CG-CW-46

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## **LIST J**

Title: Strategic Action policies

Opening Statement: For the purposes of section 33 of Ontario Regulation 287/07, the following policies are identified as strategic action policies:

Content: CG-NB-53, CG-NB-54

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## **List K**

Title: Significant threat policies targeted to bodies other than municipalities, local boards or source protection authorities for implementation

Opening Statement: For the purposes of section 33 of Ontario Regulation 287/07, the following policies are identified as strategic action policies:

Report to Planning & Building, Engineering and Environment Committee  
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Content: CG-MC-1.2.d, CG-NB-1.9, CG-NB-9.1, CG-NB-18, CG-NB-21, CG-NB-42, CG-NB-45, CG-NB-48, CG-NB-50,

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## **APPENDIX B:**

### **TABLE: PRESCRIBED INSTRUMENTS WHICH APPLY TO SOURCE PROTECTION PLAN POLICIES IN LISTS C AND D ABOVE (s.34(4) of O.Reg. 287/07)**

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**Table 1: Prescribed instruments which apply to source protection plan policies in Lists C and D above (s.34(4) of O.Reg. 287/07)**

Policy #	Legal Effect (conform with, have regard to)	Environmental Protection Act	Nutrient Management Act	Ontario Water Resources Act	Pesticide Act	Aggregate Resources Act
CG-MC-3	Must Conform	X				
CG-MC-10	Must Conform			X		
CG-MC-11	Must Conform			X		
CG-MC-14	Must Conform			X		
CG-MC-15	Must Conform			X		
CG-MC-16	Must Conform		X			
CG-MC-19	Must Conform		X			
CG-MC-22	Must Conform	X	X			
CG-MC-25	Must Conform				X	
CG-MC-36	Must Conform					X
CG-MC-43	Must Conform		X			
CG-MC-46	Must Conform	X	X	X	X	X
CG-MC-49	Must Conform	X				

## **APPENDIX C:**

### **TABLE: POLICY SUMMARY MATRIX**

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Report to Planning & Building, Engineering and Environment Committee  
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Policy ID#	Legal Effect (conform with, have regard to, non-binding)	Policy affects decisions under the Planning Act and Condominium Act, 1998 (Lists A and B)	Policy affects Prescribed Instrument decisions (Lists C and D)	Significant threat policies that impose obligations on municipalities, source protection authorities and local boards (List E)	Monitoring policies referred to in s.22 (2) of the CWA (List F)	Part IV Policies - Significant threat policies that are designated in the plan as requiring a risk management plan, are prohibited under s. 57, or to which s. 59 of the CWA applies (Lists G, H, and I)	Strategic Action Policies (List J)	Significant threat policies targeted to bodies other than municipalities, local boards or source protection authorities for implementation (List K)
CG-CW-1.1	Comply With			X		X		
CG-MC-1.2	Must Conform	X	X				X	X
CG-MC-1.3	Must Conform			X				
CG-CW-1.4	Comply With					X		
CG-CW-1.5	Comply With					X		
CG-MC-1.6	Must Conform	X						
CG-CW-1.7	Comply With			X				
CG-CW-1.8	Comply With			X				
CG-NB-1.9	Non-binding							X
CG-CW-1.10	Comply With				X			
CG-CW-1.11	Comply With				X			
CG-CW-1.12	Comply With				X			
CG-CW-2.1	Comply With	X	X	X				
CG-MC-3	Must Conform		X					
CG-	Must	X						

**Attachment 2**

Policy ID#	Legal Effect (conform with, have regard to, non-binding)	Policy affects decisions under the Planning Act and Condominium Act, 1998 (Lists A and B)	Policy affects Prescribed Instrument decisions (Lists C and D)	Significant threat policies that impose obligations on municipalities, source protection authorities and local boards (List E)	Monitoring policies referred to in s.22 (2) of the CWA (List F)	Part IV Policies - Significant threat policies that are designated in the plan as requiring a risk management plan, are prohibited under s. 57, or to which s. 59 of the CWA applies (Lists G, H, and I)	Strategic Action Policies (List J)	Significant threat policies targeted to bodies other than municipalities, local boards or source protection authorities for implementation (List K)
MC-4	Conform							
CG-CW-5	Comply With					X		
CG-CW-6	Comply With			X				
CG-CW-7	Comply With			X				
CG-MC-8	Must Conform	X						
CG-NB-9.1	Non-binding							X
CG-CW-9.2				X				
CG-MC-10	Must Conform		X					
CG-MC-11	Must Conform		X					
CG-MC-12	Must Conform	X						
CG-CW-13	Comply With			X				
CG-MC-14	Must Conform		X					
CG-MC-15	Must Conform		X					
CG-MC-16	Must Conform		X					
CG-CW-17	Comply With					X		
CG-NB-18	Non-binding							X
CG-MC-	Must		X					



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Policy ID#	Legal Effect (conform with, have regard to, non-binding)	Policy affects decisions under the Planning Act and Condominium Act, 1998 (Lists A and B)	Policy affects Prescribed Instrument decisions (Lists C and D)	Significant threat policies that impose obligations on municipalities, source protection authorities and local boards (List E)	Monitoring policies referred to in s.22 (2) of the CWA (List F)	Part IV Policies - Significant threat policies that are designated in the plan as requiring a risk management plan, are prohibited under s. 57, or to which s. 59 of the CWA applies (Lists G, H, and I)	Strategic Action Policies (List J)	Significant threat policies targeted to bodies other than municipalities, local boards or source protection authorities for implementation (List K)
19	Conform							
CG-CW-20	Comply With					X		
CG-MC-21	Must Conform							X
CG-MC-22	Must Conform		X					
CG-CW-23	Comply With					X		
CG-MC-24	Must Conform	X						
CG-MC-25	Must Conform		X					
CG-CW-26	Comply With					X		
CG-MC-27	Must Conform	X						
CG-CW-28	Comply With			X				
CG-MC-29	Must Conform	X						
CG-MC-30	Must Conform	X						
CG-CW-31	Comply With			X				
CG-MC-32.1	Must Conform	X						
CG-CW-32.2						X		
CG-CW-33	Comply With			X				
CG-CW-	Comply					X		

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**Attachment 2**

Policy ID#	Legal Effect (conform with, have regard to, non-binding)	Policy affects decisions under the Planning Act and Condominium Act, 1998 (Lists A and B)	Policy affects Prescribed Instrument decisions (Lists C and D)	Significant threat policies that impose obligations on municipalities, source protection authorities and local boards (List E)	Monitoring policies referred to in s.22 (2) of the CWA (List F)	Part IV Policies - Significant threat policies that are designated in the plan as requiring a risk management plan, are prohibited under s. 57, or to which s. 59 of the CWA applies (Lists G, H, and I)	Strategic Action Policies (List J)	Significant threat policies targeted to bodies other than municipalities, local boards or source protection authorities for implementation (List K)
34	With							
CG-MC-35	Must Conform	X						
CG-MC-36	Must Conform		X					
CG-CW-37	Comply With					X		
CG-MC-38	Must Conform	X						
CG-CW-39	Comply With			X				
CG-CW-40	Comply With			X		X		
CG-MC-41	Must Conform	X						
CG-NB-42	Non-binding							X
CG-MC-43	Must Conform		X					
CG-CW-44	Comply With					X		
CG-NB-45	Non-binding							X
CG-CW-46	Comply with	X	X	X		X	X	
CG-CW-47	Comply With			X				
CG-NB-48	Non-binding				X			X
CG-MC-49	Must Conform		X					
CG-NB-50	Non-binding							X



Report to Planning & Building, Engineering and Environment Committee  
June 18, 2012  
**Attachment 2**

Policy ID#	Legal Effect (conform with, have regard to, non-binding)	Policy affects decisions under the Planning Act and Condominium Act, 1998 (Lists A and B)	Policy affects Prescribed Instrument decisions (Lists C and D)	Significant threat policies that impose obligations on municipalities, source protection authorities and local boards (List E)	Monitoring policies referred to in s.22 (2) of the CWA (List F)	Part IV Policies - Significant threat policies that are designated in the plan as requiring a risk management plan, are prohibited under s. 57, or to which s. 59 of the CWA applies (Lists G, H, and I)	Strategic Action Policies (List J)	Significant threat policies targeted to bodies other than municipalities, local boards or source protection authorities for implementation (List K)
CG-MC-51	Must Conform	X						
CG-CW-52	Comply With			X				
CG-NB-53	Non-binding						X	
CG-NB-54	Non-binding						X	

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## **APPENDIX D:**

### **LIST OF SCHEDULES**

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## **SCHEDULES A and B:**

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**City of Guelph Water Supply**

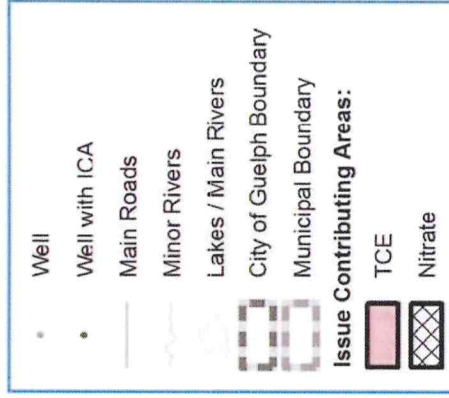
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SIGNIFICANT DRINKING WATER THREAT POLICY APPLICABILITY		
<b>Note:</b> This table provides a summary of where activities listed in the Clean Water Act (2006) apply as Prescribed Drinking Water Threats (PDWT). For further details, users should refer to the Source Protection Plan and the Ministry of the Environment Drinking Water Threats Tables.		
	Prescribed Drinking Water Threat	Areas Where Policies Apply
1.	Waste Disposal Sites (within the meaning of Part V of the EPA)	
2.	Sewage Systems or Sewage Works	
3, 4.	Agricultural Source Material	
6, 7.	Non-Agricultural Source Material	
8, 9.	Commercial Fertilizer	
10, 11.	Pesticide	
12, 13.	Road Salt	
14.	Storage of Snow	
15.	Fuel	
16.	DNAPLs	
17.	Organic Solvents	
18.	Aircraft De-icing	
21.	Livestock Grazing or Pasturing, Outdoor Confinement, or Farm Animal Yard	
Local Threat	Conveyance of Oil through Pipelines	



# Significant Drinking Water Threat Policy Applicability Map

City of Guelph:  
Guelph Waterworks  
Issue Contributing Areas (ICA)



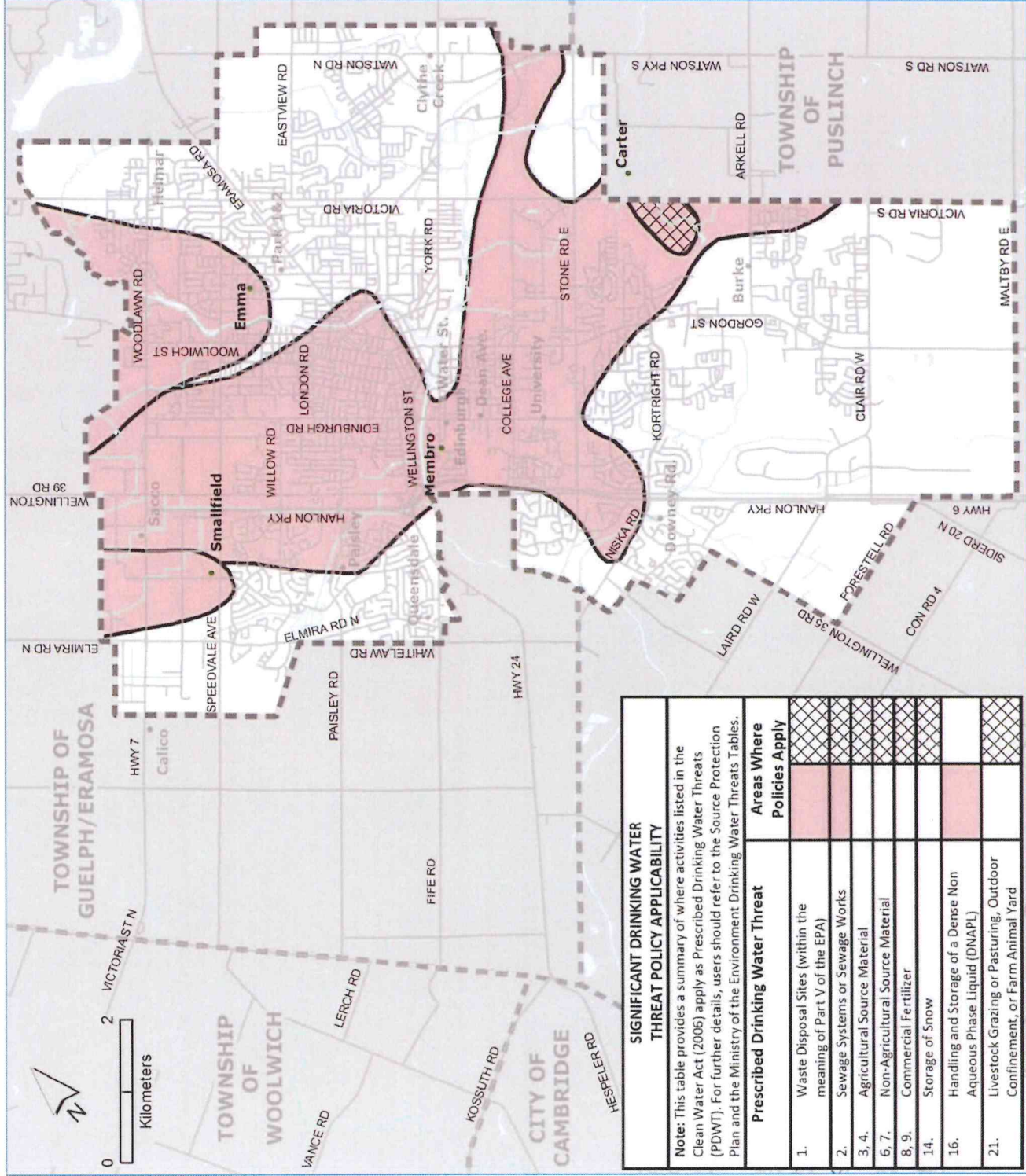
Lake Erie  
Source Protection Region  
www.sourcewater.ca

Grand River  
Source Protection Area



Ontario

Produced by GRCA on behalf of the Lake Erie  
Source Protection Committee, June 5, 2012



SIGNIFICANT DRINKING WATER THREAT POLICY APPLICABILITY	
<b>Note:</b> This table provides a summary of where activities listed in the Clean Water Act (2006) apply as Prescribed Drinking Water Threats (PDWT). For further details, users should refer to the Source Protection Plan and the Ministry of the Environment Drinking Water Threats Tables.	
Prescribed Drinking Water Threat	Areas Where Policies Apply
1. Waste Disposal Sites (within the meaning of Part V of the EPA)	
2. Sewage Systems or Sewage Works	
3, 4. Agricultural Source Material	
6, 7. Non-Agricultural Source Material	
8, 9. Commercial Fertilizer	
14. Storage of Snow	
16. Handling and Storage of a Dense Non Aqueous Phase Liquid (DNAPL)	
21. Livestock Grazing or Pasturing, Outdoor Confinement, or Farm Animal Yard	

# Status Report on the Implementation of Building Services Operational Review Recommendations



- In 2010, BMA Management Consulting Inc. completed an Operational Review of the Building Services Division, with a focus on programs and services related to the administration and enforcement of the Ontario Building Code.

## Objectives of the Study

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- Alignment of the community's demand and willingness to pay for services;
- The City is providing services in the most efficient manner and effective manner;
- The Division's strategies, services and resources are aligned; and
- The City is able to meet future demand for services and time frames imposed by regulatory changes

## The Operational Review Report included the review of :

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- Customer Service
- Business Processes
- Learning and Growth
- Organizational Design, Staffing Levels and Resource Deployment

# Implementation

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- An Implementation Strategy Plan was prepared by staff to address all 19 recommendations contained in the Building Services Operational Review Report.
- All 19 recommendations arising out of the Operational Review were assigned a staff action team.
- This status update report highlights actions taken and positive outcomes.

# Status Report Contents

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1. Accomplishments
2. Initiatives in Progress
3. Existing Services Reviewed
4. Status Review by Consultant
5. Summary

# COMMITTEE REPORT



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

SERVICE AREA Planning, Building, Engineering, and Environment

DATE June 18, 2012

SUBJECT **Status Report on the Implementation of the 2010  
Building Services Operational Review  
Recommendations**

REPORT NUMBER

## SUMMARY

### **Purpose of Report:**

To provide the Committee and Council with an update of the Building Services Operational Review Implementation Plan.

### **Committee Action:**

To review and receive the report for Council's consideration.

## RECOMMENDATION

"That the Status Report on the Implementation of Building Services Operational Review Recommendations from Planning, Building, Engineering, and Environment, dated June 18, 2012, be received."

## BACKGROUND

In 2010, BMA Management Consulting Inc. completed an Operational Review of the Building Services Division, with a focus on programs and services related to the Ontario Building Code (administration, permits, & inspections). This review also included extensive consultation with stakeholders, customers, staff and members of Council, as well as benchmarking of staffing levels and business processes against 11 comparable Ontario municipalities.

The results of the Operational Review were reported to Council in April 2010 and a subsequent Implementation Strategy Plan was prepared by staff to address all 19 recommendations contained in the Building Services Operational Review Report.

Please be advised that the Operational Review of the Building Services Division was previous to and separate from the Integrated Operational Review of the Economic Development Services, Planning, Building and Engineering Services that is currently being conducted.



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## REPORT

This report contains the following sections:

- 1. Accomplishments**
- 2. Initiatives in Progress**
- 3. Existing Services Reviewed**
- 4. Status Review by Consultant**
- 5. Summary**

### **1. Accomplishments**

#### **1.1 Protocol for Updating Inspection Records was Created and Mobile Technology Engaged**

- A Building Services Team established a "Protocol for Updating Inspection Records" that is reasonable and provides an effective response to our customers.
- A comprehensive list of "Recommendations for Efficiency Improvements for Building Inspectors", including a project to introduce mobile technology in the field, is currently being implemented.
- Inspection results, in many cases, are now being entered in the field.

**Positive Outcomes:** The use of mobile technology for inspection entry in the field allows for immediate access to updated information for our customers and for staff.

#### **1.2 A Downtown Development brochure has been created - "A Guide to Renovating Buildings in Downtown Guelph"**

- This brochure has been forwarded to Ian Panabaker, Corporate Manager of Downtown Renewal for distribution, and is available on-line and at our front counter.

**Positive Outcomes:** This brochure has further enhanced our downtown support program that already includes a plans examiner and building inspector dedicated to meeting the needs of the downtown business community. In addition to the existing pre-consultation process, we are now holding pre-construction meetings to aid downtown property owners and constructors with building projects.

#### **1.3 A procedure for the development, review, approval and communication of technical policies, procedures, and key decisions has been developed which:**

- 
- Ensures consistency and uniformity in the development of all new technical policies, procedures and key decisions.
  - Ensures the proper review process takes place with all new draft technical policies, procedures and key decisions.
  - Assists with the orientation and training of new staff.
  - Ensures all technical policies, procedures and key decisions are properly communicated to all affected staff members and groups.
  - Ensures all technical policies, procedures, and key decisions receive a cursory review on a regular basis and are updated when amendments to codes and by-laws occur.

**Positive Outcomes:** This procedure will ensure that all Building Services technical policies, procedures, and key decisions are kept up to date and that staff are informed about them.

#### **1.4 A Central Electronic Repository has been created for all technical policies, procedures and key decisions.**

- This enhanced system includes a search feature so staff can quickly search for items related to a specific topic as well as a comprehensive table of contents.
- Staff members are currently reviewing and updating all existing policies and procedures and are placing them in the new repository to ensure they are still relevant and current.

**Positive Outcomes:** There is now a single source for all Building Services technical policies, procedures, and key decisions.

#### **1.5 New Technical Services Specialist**

- This position provides technical support for all technical staff including plans examiners, inspectors and management.
- This position is responsible to;
  - Monitor all Ontario Building Code technical aspects of the Building Services area and advise management of areas that require improvement. A recent example of this is some of the recent changes to the Building By-law related to Ontario Building Code changes.
  - Work with a staff team to provide an effective Technical Policies and Procedures Program.

- 
- Responsible for implementing a comprehensive training and development program for all staff involved with the Ontario Building Code.
  - Responsible for implementing an effective legal proceedings program for all staff involved with the Ontario Building Code.
  - Responsible for implementing a mentoring program which will include job shadowing for all technical staff involved with the Ontario Building Code.
  - Review and develop improvements to areas that are experiencing non-compliance issues such as stale-dated permits with outstanding inspections and problem permits that are not issued.
  - Take on special projects as deemed necessary by management staff related to the administration (i.e. Budget & Reserve Fund, Operational Reviews) and enforcement of the Ontario Building Code.
- This position was hired in November 2011.

**Positive Outcomes:** To date the Technical Services Specialist has helped to:

- a) Inform our stakeholders of impending code changes.

For example, with significant building code changes related to energy conservation that came into effect in January 2012 the Technical Services Specialist sent out notification in December 2011 to over 400 of our industry partners to advise them of impending Ontario Building Code changes resulting in positive feedback including the following comment;

"I was given a copy of your letter dated Dec 19<sup>th</sup>, 2011 discussing the OBC SB-10 changes. Congratulations to the City of Guelph – as far as I am aware, you are the first municipality that has reached out to the design community regarding this change. It is very helpful that we are aware of the requirements in advance of building permit submissions."

- b) developed performance measurements which were displayed for the first time in our 2011 Annual Report,
- c) reviewed and updated technical policies and procedures from the last (approximately) twenty years,
- d) commenced development of a comprehensive training program for technical staff,
- e) provides on-going research information to technical staff on new products and technologies, and
- f) provides support to all technical staff including plans examiners, inspectors and management.

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## **1.6 Building Reserve Fund Policy Reviewed and Revised**

- City Council approved an upper limit that would provide funding for approximately 1 year of operation of Building Services for the administration and enforcement of the Building Code Act only.

**Positive Outcomes:** The result of this council decision is that the Building Reserve Fund will have sufficient funds to assist in the mitigation of risks associated with economic downturns and to offset lean years, implement service enhancements and to cover unexpected expenses related to the administration and enforcement of the Ontario Building Code.

## **2. Initiatives in Progress**

### **2.1 Implementation of a Customer Satisfaction Survey Strategy**

- Due to a large amount of stakeholder consultation in the operational review process we have delayed this portion of the implementation to ensure we did not overtax our customers with surveys.
- We have sent a request to Communication Services to assist us with the development of our customer satisfaction survey strategy.
- Development of a customer satisfaction survey strategy is scheduled to be completed by the end of 2012.

**Anticipated Outcomes:** To regularly gauge the satisfaction level of our customers with the services we provide and to identify opportunities for improvements.

### **2.2 Internal Communication Strategies to be reviewed and improvements made**

- A survey on staff meetings has been completed and improvements are being implemented.
- Additional reviews of other internal communications strategies will be completed with the goal of improving how we communicate within Building Services.
- We anticipate complete implementation of staff meeting survey recommendations in mid 2012 and completion of the balance of internal communications strategies in early 2013.

**Anticipated Outcomes:** Staff will be more informed & engaged and meeting effectiveness will be improved.

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### **2.3 Advanced training opportunities to be provided to technical staff**

- A comprehensive advance training program has been drafted which includes; recommended training courses, private trainers and speakers, recommended seminars/webinars/forums/trade shows, recommended publications/references, as well as associations and companies which provide specialized seminars and training.
- The Ontario Building Officials Association is also in the process of enhancing advanced training opportunities for Building Officials.
- All technical staff are required to inform management of any additional advanced training opportunities that they are made aware of.
- The Advanced training Program for technical staff is expected to be utilized in early 2013.

**Anticipated Outcomes:** Staff will be able to take the most appropriate advance training courses that are available in the industry to support further staff growth and development, to maximize staff deployment flexibility and reduce liability risk through the delivery of services by a highly trained workforce.

### **2.4 Development of a Job Shadowing and Mentoring Program for Plans Examiners and Building Inspectors**

- We are working with Human Resources to develop a Job Shadowing and Mentoring Program.
- The initial steps of developing a Job Shadowing Questionnaire have been completed.
- Next steps will be to develop the SMART objectives (specific, measurable, attainable, relevant, and timely) for the program
- Planned implementation of Job Shadowing Program for Plans Examiners is late 2012/early 2013.

**Anticipated Outcomes:** A Job Shadowing and Mentoring Program will provide opportunities for personal growth and help to support consistency in interpretations between technical staff (plans examiners and inspectors).

### **2.5 Develop an action plan to make use of the full functionality of the AMANDA system with a focus on reporting capabilities and simplifying the processes for entering data into AMANDA to**



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**support performance management.** Note: AMANDA is the primary property management software program used by Building Services for all business functions.

- Performance measurements were developed and reported in the 2011 Annual Report to City Council.
- Other municipalities with advanced processes in place for Building Services will be contacted to identify opportunities to share resources or transfer knowledge to the City of Guelph.

**Anticipated Outcomes:** Improvements in software program functionality, reduction in time required for data entry and enhance reporting are anticipated.

### **3. Existing Services Reviewed**

#### **3.1 Existing Voice Mail and E-Mail Policies**

- A Building Services Voice Mail Policy and a Building Services E-mail Policy were created by staff and adopted March 19, 2008.
- The response time is 1 business day for both Voice Mail and E-mail enquires
- Staff recently reviewed and updated the policies

**Positive Outcomes:** Timely service and a reduction in complaints received by Management staff.

#### **3.2 Improvements to existing Phone System and Associated Protocols**

- There was an extensive review of the phone system and associated protocols prior to our amalgamation/move to the 3rd floor at 1 Carden Street.
- This document has been further reviewed and updated.
- A "Who Does What" document has been developed involving Building, Planning and Engineering Services (third floor staff) which assists with front counter inquiries.

**Positive Outcomes:** Our customers are directed to the correct person in a more efficient and accurate manner.

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### **3.3 Review and Improvements to existing Administrative Support Staff Coverage Document**

- Prior to our amalgamation/move into the new City Hall in the spring of 2009, staff developed a very comprehensive list titled "Administrative Support Responsibilities". This list identifies primary responsibilities and secondary support.
- This document has now been updated and duties that are a daily priority have been assigned coverage beyond the secondary level.

**Positive Outcomes:** The enhanced system ensures primary administrative primary duties are assigned daily support.

### **3.4 Review of Existing Inspection Response Times**

- Building Services staff met with members of the Guelph & District Homebuilders Association to discuss this item.
- We reviewed our current practices, existing staff resources and industry expectations.

**Outcomes:** The Guelph and District Homebuilders Association agreed that the existing services levels for inspection response times meets their needs as well as providing us the flexibility we require to manage workloads.

### **3.5 Extended Hours Program**

- Reinstating the Extended Hours Program was not justified for a number of reasons.
- On-line Residential Building Permits are available and are being used as an alternative to an extended hours program. This service is being promoted by staff.
- It is logistically challenging to keep the 3<sup>rd</sup> floor front counter open after hours.
- After hours inspection requests are minimal. This service is being offered, when possible, throughout the year.

**Outcomes:** The existing approach to permit application and inspection requests is generally meeting the needs of our customers.

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### **3.6 Rapid Permit Program**

- The Province of Ontario has established maximum permit turnaround times in the Ontario Building Code that are recognized by our industry partners.
- We receive approximately 10 requests a year for expedited permits.
- We issue residential deck permits in 1 day (legislated time allows for a maximum 10 day turnaround).
- To expedite the approval process, we issue Foundation Permits for Industrial, Commercial, Institutional and major Residential projects.
- We "prioritize" permits when workloads allow.
- Implementation of a Rapid Permit Program is not justified.

**Outcomes:** The existing permit process is generally meeting the needs of our customers and fits within the resources available to us at this time.

### **3.7 Ability to offer Development Charges payments online**

- Several meetings have been held with Building Services, Information Technology & Finance staff.
- No solution to date, however this may be further explored through the future projects which Finance would lead.

**Outcomes:** We were unable to achieve this objective at this time.

## **4.0 Status Review by Consultant**

In addition to the above report, Building Services staff met with BMA Management Consulting Inc. in October 2011 to review the progress and status of the associated Implementation Strategy Plan. Please see Attachment 'A': "Operational Review – Building Services Division – Implementation Plan Update".

## **5.0 Summary**

All 19 recommendations arising out of the Operational Review were assigned a staff action team. All technical staff were involved in a team(s). In general, Building Services staff is satisfied with the outcomes to date. Once balance of recommendations are fully implemented, customer and staff satisfaction levels will be re-evaluated and enhanced benchmarks and improvements will be implemented.

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## **CORPORATE STRATEGIC PLAN**

Government and Community Involvement

Goal # 5: A community-focused, responsive and accountable government.

## **FINANCIAL IMPLICATIONS**

Increase to upper limit of the Building Stabilization Reserve Fund that would provide funding for approximately 1 year of operation of Building Services.

## **DEPARTMENTAL CONSULTATION**

Information Technology, Corporate Communications, Financial Services, Human Resources.

## **COMMUNICATIONS**

Consultation with stakeholders, customers, staff, members of Council and several comparable Ontario municipalities.

## **ATTACHMENTS**

Attachment 'A' – Operational Review – Building Services Division – Implementation Plan Update

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## Attachment 'A'



October 17, 2011

Mr. Bruce Poole  
Chief Building Official  
Building Services, Planning & Building, Engineering and Environment  
City of Guelph  
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Guelph, ON  
N1H 3A1

### RE: OPERATIONAL REVIEW – BUILDING SERVICES DIVISION – IMPLEMENTATION PLAN UPDATE

As you are aware, BMA Management Consulting Inc. was retained by the City to undertake an operational review of the Building Services Division which was completed in the spring of 2010. Objectives of the study included ensuring:

- Alignment of the community's demand and willingness to pay for services;
- The City is providing services in the most efficient and effective manner;
- The Division's strategies, services and resources are aligned; and
- The City is able to meet future demand for services and time frames imposed by regulatory changes.

In total, 19 recommendations were made to achieve the above noted objectives. The recommended actions were summarized in the following categories;

- Customer Service
- Business Processes
- Learning/Growth
- Organizational Design/Staffing Levels
- Financial Management

The project plan included a follow up assessment to review the progress of the Division with respect to the implementation of the recommended actions. To this end, BMA met with the



City's Building Services Division in September 2011 to review the recommended actions and the implementation plan.

The purpose of this letter is to provide an overview of the progress made to date and the future plan of action. We are very pleased to report that your Department has made excellent progress towards all recommendations that were made. The majorities of recommendations have already been fully implemented or are in the process of being implemented.

Sincerely,

Jim Bruzzese, CGA, PMM  
President, BMA Management Consulting Inc.

# COMMITTEE REPORT



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

SERVICE AREA Planning, Building, Engineering and Environment  
DATE June 18, 2012

**SUBJECT Property Standards By-law Amendments**  
REPORT NUMBER

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## SUMMARY

### **Purpose of Report:**

To outline proposed amendments to the Property Standards By-law, including amendments to repeal provisions that are covered under the Yard Maintenance By-law, to add provisions to accommodate the conversion to a cart-based waste collection system, and minor administrative amendments.

### **Committee Action:**

To decide whether to approve the proposed amendments.

## RECOMMENDATION

"THAT the report on Property Standards By-law Amendments from Planning, Building, Engineering and Environment dated June 18, 2012, be received;

AND THAT Council approve the proposed amendments to Property Standards By-law (2000)-16454, as amended, as set out in Schedule A."

## BACKGROUND

The Property Standards By-law is enacted under the authority of the Building Code Act and the purpose of the by-law is to regulate the maintenance of all privately owned properties within the City. The current by-law was enacted in 2000 and minor amendments occurred in 2001, 2003 and 2005.

## REPORT

A number of provisions in the by-law were included in the Yard Maintenance By-law which was enacted in 2008. Legal Services staff has advised that it is not good practice to have the same provisions included in multiple by-laws. It is recommended that seven sections of the by-law (3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.11, 3.2 and 3.4) and the definition of naturalized areas be repealed as these provisions are now contained in the Yard Maintenance By-law.

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Council has approved the use of the cart waste collection system which will commence in portions of the City in the fall of 2012. Due to the limited storage space available for these carts on some properties, it is recommended that the by-law be amended by adding a new provision to allow City issued waste carts to be stored in any exterior location on a property with some restrictions. Sections 3.6 and 3.7 are to be amended to reflect this change and allow additional locations for storage of waste. Solid Waste Resources staff has been contacted by some residents with concerns about limited storage space for these carts. A definition of City is to be included to clarify the intent of "City issued waste carts". The Waste Management By-law prohibits the storage of the carts on the City road allowance except when put out for collection.

The by-law contains an impractical requirement in section 7.1 and it is recommended this section be repealed.

An Operational Review is being conducted on the Property Standards and Yard Maintenance By-laws in 2012. It is anticipated additional amendments will be recommended for the content, administration and enforcement of these by-laws upon completion of the Operational Review.

## **CORPORATE STRATEGIC PLAN**

Government & Community Involvement

Goal #5: *A community-focused, responsive and accountable government.*

## **FINANCIAL IMPLICATIONS**

No financial implications at this time.

## **DEPARTMENTAL CONSULTATION**

Legal Services

Solid Waste Resources

## **COMMUNICATIONS**

Communication on the storage locations of City issued waste carts is being addressed through the Solid Waste Resources promotion and education campaign.

## **ATTACHMENTS**

Schedule "A" – Amendments to Property Standards By-law

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**Schedule "A"**

New / Repealed / Amended Sections of Property Standards By-law

**2. INTERPRETATION**

For the purpose of this By-law, the following terms shall have the corresponding meaning:

- 2.3 "City" means the Corporation of the City of Guelph (new)
- 2.7 "Naturalized Area" means a landscape area that has been deliberately implemented to produce ground cover which consists of one or more species of wildflowers, annuals, perennials, shrubs and grasses or a combination thereof. (repeal).

**3. GENERAL STANDARDS FOR ALL PROPERTIES**

**PROPERTY**

- 3.1 Every property shall be kept free of any:
  - 3.1.2 garbage, rubbish, waste, salvage or other debris unless it is necessary for the operation of a business enterprise lawfully situated on the property; (repeal)
  - 3.1.3 wrecked, dismantled, abandoned or inoperable machinery, vehicle, trailer or boat or a vehicle which does not have current validated licence plates, unless it is necessary for the operation of a business enterprise lawfully situated on the property; (repeal)
  - 3.1.4 ice-box, refrigerator, freezer or other container that is located on the outside of any building or structure, without first removing all locks and doors therefrom, or taking such other adequate precautionary measures to prevent any person from being trapped in such ice-box, refrigerator, freezer or other container or any part thereof; (repeal)
  - 3.1.5 grass and weeds which exceed 0.2 metres (8 inches) in height, unless the property is permitted a research use, agricultural use or meets the requirements of Section 3.2; (repeal)



3.1.11 animal excrement, except for any property permitted an agricultural use. (repeal)

- 3.2 Naturalized areas shall be designed and maintained to prevent encroachment onto adjacent properties. Where naturalized areas are located within sight line triangles, they shall conform to the maximum height regulations in the City of Guelph's Zoning By-law. (repeal)

### **PARKING AREAS, WALKS AND DRIVEWAYS**

- 3.4 Every step, pedestrian walkway, driveway, parking space and other similar area shall be maintained so as to afford safe passage under normal use and weather conditions. (repeal)

### **GARBAGE CONTAINERS AND STORAGE**

- 3.6 Every building and dwelling unit shall be provided with a sufficient number of suitable receptacles to contain all garbage, rubbish and waste generated from the property and be made available for regular removal. Receptacles stored outside of a building, including within a carport, on a covered porch or on an exterior balcony, shall be constructed of watertight material, be rodent proof and be provided with a tight fitting cover. (amended)
- 3.7 Except as provided in section 3.8, every garbage and waste receptacle shall be stored in one of the following locations: in a garbage room designated only for such use within a building, within a garage, within a carport, within an accessory building, on a covered porch, on an exterior balcony, or in any location in the rear yard. (amended)
- 3.8 City issued waste carts may be stored in any exterior location on the property, except carts stored in the front yard of the property must be located adjacent to a building, accessory building or fence. The exterior location does not include the City owned road allowance or boulevard. (new)

## **7. ENFORCEMENT**

- 7.1 No owner or occupant shall use or occupy any property when such property does not conform to the standards set out in this By-law. (repeal)

# COMMITTEE REPORT



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

SERVICE AREA Planning, Building, Engineering and Environment  
DATE June 18, 2012

**SUBJECT 2012 Ontario Heritage Trust Heritage Community  
Recognition Program and 2012 Lieutenant Governor's  
Ontario Heritage Award for Lifetime Achievement**

REPORT NUMBER 12-68

## SUMMARY

### **Purpose of Report:**

To provide a brief description of a request from Heritage Guelph for Council to consider endorsing the nomination of the Guelph Arts Council's Historical Walking Tours for the 2012 Ontario Heritage Trust Heritage Community Recognition Program and the nomination of Terry Crowley, Shirley Perrior and Susan Ratcliffe for the 2012 Lieutenant Governor's Ontario Heritage Award for Lifetime Achievement.

### **Council Action:**

Council to decide whether or not to endorse the nomination of the Guelph Arts Council's Historical Walking Tours for the 2012 Ontario Heritage Trust Heritage Community Recognition Program and the nomination of Terry Crowley, Shirley Perrior and Susan Ratcliffe for the 2012 Lieutenant Governor's Ontario Heritage Award for Lifetime Achievement.

## RECOMMENDATION

"THAT Planning, Building, Engineering and Environment Committee Report (12-68) dated 18 June 2012, regarding the Ontario Heritage Trust Heritage Community Recognition Program and Lieutenant Governor's Ontario Heritage Award for Lifetime Achievement, be received;

AND THAT the City of Guelph endorses the nomination of the Guelph Arts Council's Historical Walking Tours for the 2012 Ontario Heritage Trust Heritage Community Recognition Program;

AND THAT the City of Guelph endorses the nomination of Terry Crowley, Shirley Perrior and Susan Ratcliffe for the 2012 Lieutenant Governor's Ontario Heritage Award for Lifetime Achievement."

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## **BACKGROUND**

The Ontario Heritage Trust recognizes individuals and groups who have made volunteer contributions to preserving, protecting and promoting community heritage.

Since 1996, the Ontario Heritage Trust has asked Ontario municipalities, First Nations band councils and Métis community councils to nominate individuals in their communities who have made a significant contribution to the promotion, preservation or protection of Ontario's heritage. Those selected receive a certificate of recognition and a pin honouring their volunteer work. Individuals have been recognized for leadership of natural heritage conservation and restoration projects, long-standing voluntary service to local heritage organizations, production of local history publications and participation in the preservation of heritage buildings.

Municipalities can also nominate worthy volunteers for the special Lieutenant Governor's Ontario Heritage Award for Lifetime Achievement. This award recognizes individuals who have made volunteer contributions to preserving, protecting and promoting community heritage over a period of 25 years or more.

Submission of nominations for these awards require a motion from Council indicating their endorsement.

## **REPORT**

Heritage Guelph has requested that Council consider endorsing the nomination of the Guelph Arts Council's Historical Walking Tours for the 2012 Ontario Heritage Trust Heritage Community Recognition Program and the nomination of Terry Crowley, Shirley Perrior and Susan Ratcliffe for the 2012 Lieutenant Governor's Ontario Heritage Award for Lifetime Achievement.

The Guelph Arts Council Historical Walking Tours program has been offered in Guelph for 35 years, starting in 1977 and continuously since 1987.

- three of the tour guides have been offering the tours consistently for 25 years;
- there are six tours of various areas of heritage interest in the city;
- the tours have raised awareness and interest among residents and visitors in the cultural heritage buildings, landscapes and streetscapes of the City of Guelph.

Terry Crowley, Shirley Perrior and Susan Ratcliffe have served consistently as volunteer tour guides for the Guelph Arts Council Historical Walking Tours for 25 years starting in 1987. Through their active participation in the development and presentation of the Historical Walking Tours, they have made an exceptional contribution to the awareness of built, cultural and natural heritage conservation in the City of Guelph.

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## **CORPORATE STRATEGIC PLAN**

Goal 2 – A healthy and safe community where life can be lived to the fullest.  
Strategic Objective 2.6 – A well-connected and accessible community that values diversity, multiculturalism, volunteerism and philanthropy.

## **FINANCIAL IMPLICATIONS**

None

## **DEPARTMENTAL CONSULTATION**

At their meeting of 11 April 2012, Heritage Guelph passed the following motions:  
"That Heritage Guelph endorses the nomination of the Guelph Arts Council's Historical Walking Tours for the Ontario Heritage Trust Heritage Community Recognition Program" and  
"That Heritage Guelph endorses the nomination of Terry Crowley, Shirley Perrior and Susan Ratcliffe for the Lieutenant Governor's Ontario Heritage Award for Lifetime Achievement."

## **COMMUNICATIONS**

None

## **ATTACHMENTS**

None

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# COMMITTEE REPORT



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

SERVICE AREA Planning, Building, Engineering and Environment  
DATE June 18, 2012

SUBJECT **Water Services and Wastewater Services Seeking  
Incident and Emergency Aid Through Participation in  
Ontario Water/Wastewater Agency Response Network**

REPORT NUMBER

## SUMMARY

### Purpose of Report:

To inform Council of Ontario's new Water / Wastewater Agency Response Network (OnWARN) and to seek Council approval to join OnWARN. OnWARN is a voluntary network of municipal water and wastewater utilities that, through a formal process, help each other respond to incidents and emergencies. Joining OnWARN will provide the City with access to emergency resources and information, and allow the City to assist municipal neighbours where feasible with water and wastewater emergencies.

### Committee Action:

To authorize the Mayor and Clerk to execute an agreement for Water Services and Wastewater Services to join OnWARN.

## RECOMMENDATION

"THAT the Planning, Building, Engineering and Environment report dated June 18, 2012 entitled Water Services and Wastewater Services Seeking Incident and Emergency Aid Through Participation in Ontario Water / Wastewater Agency Response Network ("Agreement") be received;

AND THAT Council authorize the Mayor and Clerk to execute the Agreement, including future amendments, with the Ontario Water / Wastewater Agency Response Network (OnWARN), subject to the satisfaction of the Executive Director of Planning, Building, Engineering and Environment and the City Solicitor."

## BACKGROUND

In the past, Water and Wastewater utilities in Ontario have relied on informal industry networks and contacts to provide external resources needed to address an incident or emergency. Examples of an incident include a large watermain or sewer

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break and examples of an emergency include a drinking water advisory or major infrastructure failure (treatment plant failure).

Following a model developed and implemented successfully in other jurisdictions, the Ontario Water/Wastewater Agency Response Network ("OnWARN") has been created by a number of founding municipalities and the Ontario Ministry of the Environment. OnWARN is a voluntary network of utilities helping other utilities to respond to incidents and emergencies.

## **REPORT**

In summary, the benefits for the City of joining OnWARN are as follows:

- 1) OnWARN establishes prior, voluntary commitments from participating municipalities to share resources, thereby allowing for timely and efficient sharing to proceed in the event of an incident or emergency;
- 2) OnWARN provides a formal, documented, and legally sound process for resource sharing to take place, thereby minimizing risk for both the provider and receiver of shared resources;
- 3) Participation in OnWARN will potentially allow the City to quickly locate and secure required external equipment and trained personnel during any local incident or emergency; and
- 4) OnWARN provides a forum for emergency planning and training, and for developing emergency contacts.

Recognizing the significant benefits of joining OnWARN and thereby improving emergency preparedness for the City's Water Services and Wastewater Services, staff are seeking Council's authorization to execute the OnWARN Agreement.

Once the Agreement is executed, staff decisions to activate OnWARN to provide or request resources will be vetted through senior Water/Wastewater management, and as required, the Water Emergency Team.

These decisions and their outcomes will be communicated to Council as appropriate and consistent with regular incident reporting and the existing requirements of the Water Emergency Plan and Wastewater Emergency Plan (see Appendix "A" for OnWARN Activation and Communication Procedure flow chart). Staff will be incorporating this Procedure into the Emergency Plans and related standard operating procedures.

## **CORPORATE STRATEGIC PLAN**

The Mutual Aid and Assistance Agreement for an Ontario Water / Wastewater Agency Response Network ("Agreement") aids the City to meet Strategic Objective 6.3, i.e. "A safe reliable local water supply".



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## FINANCIAL IMPLICATIONS

While there is no cost to join OnWARN, there may be short term financial and resource implications related to providing resource support to another OnWARN member. Under the agreement, the City can pursue cost recovery for all resources provided, thereby minimizing the financial impacts of participation.

All participation in OnWARN that results in the payment for or recovery of payment for resources, will be vetted through senior management and applied in a manner consistent with current City Purchasing and Financial policies, practices, and by-laws.

Financial implications relating to joining OnWARN and executing the Agreement have been accounted for in the approved 2012 Water and Wastewater Budgets.

## DEPARTMENTAL CONSULTATION

Emergency Services  
Legal Services

Water Services  
Wastewater Services

## COMMUNICATIONS

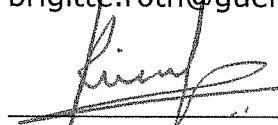
Water Services and Wastewater Services will provide updates regarding general participation in OnWARN. As described above, through regular incident reporting, and the reporting requirements of the Emergency Plans, staff will keep Council informed of OnWARN related resource sharing.

## ATTACHMENTS

- Appendix "A" - OnWARN Activation and Communication Procedure

### Prepared By:

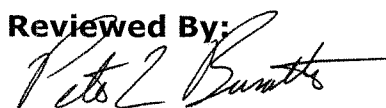
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Appendix "A" - OnWARN Activation and Communication Procedure

