

# COMMITTEE AGENDA



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

DATE December 9, 2013

LOCATION Council Chambers, Guelph City Hall, 1 Carden Street

TIME 2:00 p.m.

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

**CONFIRMATION OF MINUTES** – November 5, 2013 Open and Closed Meeting  
Minutes

## **PRESENTATIONS** (Items with no accompanying report)

a) None

## **CONSENT AGENDA**

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

ITEM	CITY PRESENTATION	DELEGATIONS	TO BE EXTRACTED
PBEE-2013.40 The Canadian Radiocommunications Information and Notification Service (CRINS-SINRC)		<ul style="list-style-type: none"><li>Todd White, CRINS-SINRC</li></ul>	✓
PBEE-2013.41 Brownfield CIP Environmental Study Grant Agreement Amendment– 5 Gordon Street			
PBEE-2013-42 Sign By-Law Variances 72-78 Macdonell Street			

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PBEE-2013.43 Consideration for the Establishment of an Advisory Committee for Multi- Residential Waste Management			
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Resolution to adopt the balance of the Planning & Building, Engineering and Environment Committee Consent Agenda.

### **ITEMS EXTRACTED FROM CONSENT AGENDA**

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

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

### **CLOSED MEETING**

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

- S. 239 (2) (b) personal matters about an identifiable individual
- S. 239 (2) (c) proposed acquisition or disposition of property

### **STAFF UPDATES AND ANNOUNCEMENTS**

### **ADJOURNMENT**

**NEXT MEETING** – February 3, 2014

**Planning & Building, Engineering and Environment Committee  
Held in the Council Chambers, Guelph City Hall,  
Tuesday, November 5, 2013 at 2:00 p.m.**

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**Attendance**

Members: Chair Piper  
Mayor Farbridge  
Councillor Bell (*arrived at 2:10 p.m.*)  
Councillor Guthrie

Absent: Councillor Burcher

Councillors: Councillor Furfaro  
Councillor Hofland  
Councillor Van Hellemond

Staff: Dr. J. Laird, Executive Director, Planning, Building, Engineering & Environment  
Mr. T. Salter, General Manager, Planning Services  
Ms. S. Kirkwood, Manager, Development Planning  
Mr. R. Philips, Manager of Transportation Planning and Development Engineering  
Mr. R. Barr-Templeton, Landscape Planner  
Ms. J. Juste, Transportation Demand Management Coordinator  
Ms. T. Agnello, Deputy Clerk  
Ms. D. Black, Council Committee Coordinator

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

Chair Piper called the meeting to order.

**Disclosure of Pecuniary Interest and General Nature Thereof**

There were no disclosures.

**Confirmation of Minutes**

1. Moved by Mayor Farbridge  
Seconded by Councillor Guthrie

That the open meeting minutes of the Planning & Building, Engineering and Environment Committee held on October 9, 2013 be confirmed.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Guthrie and Piper (3)*

*VOTING AGAINST: (0)*

CARRIED

**Consent Agenda**

The following items were extracted from the November 5, 2013 Consent Agenda to be voted on separately:

**PBEE-2013.36      Municipal Property and Building Commemorative Naming Annual Report**

**PBEE-2013.37      Budget Allocations for Implementing the Cycling Master Plan**  
**PBEE-2013.39      Properties at 24 Downey Road and 297 Woodlawn Road**

**Extracted Consent Items**

**PBEE-2013.36      Municipal Property and Building Commemorative Naming Annual Report**

Mr. Tom Phelan, representing the Phelan family, requested that asset 4 be named "Phelan Conservation Area" and asset 5 be named "Phelan Heritage Grove".

Staff advised they did not have any objections to the proposed changes.

2.      Moved by Mayor Farbridge  
          Seconded by Councillor Guthrie
1.      That Report 13-60, dated November 5, 2013 from Planning, Building, Engineering and Environment, regarding the Commemorative Naming Policy Committee's (Naming Committee) recommendations on naming City assets be received.
2.      **That the names and recommendations proposed by the Naming Committee for assets listed in Attachment 1 to Report 13-60 be approved, as amended as follows:**
  - a) **To name asset 4 "Phelan Conservation Area"; and**
  - b) **To name asset 5 "Phelan Heritage Grove."**

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

*VOTING AGAINST: (0)*

CARRIED

**PBEE-2013.37      Budget Allocations for Implementing the Cycling Master Plan**

Discussion ensued regarding the effect of road diets and narrowing of road markings on congestion, the prioritization process, the obtaining of traffic data, and the relation of existing policies to the active transportation feasibility study.

3.      Moved by Councillor Bell  
          Seconded by Mayor Farbridge

That the Report entitled *Budget Allocations for Implementing the Cycling Master Plan* be received.

*VOTING IN FAVOUR: Mayor Farbridge, Councillors Bell and Piper (3)*

*VOTING AGAINST: Councillor Guthrie (1)*

CARRIED

**Authority to Resolve into a Closed Meeting (3:02 p.m.)**

4.      Moved by Mayor Farbridge  
          Seconded by Councillor Guthrie

That the Planning and Building, Engineering and Environment Committee now hold a meeting that is closed to the public with respect to Sec. 239(2)(c) of the *Municipal Act* with respect to proposed or pending acquisition or disposition of land by the municipality or local board.

CARRIED

**Closed Meeting** (3:03 p.m.)

The following matters were considered:

**PBEE-C-2013.3 Properties at 24 Downey Road and 297 Woodlawn Road**

**Rise from Closed Meeting** (3:12 p.m.)

5. Moved by Councillor Guthrie  
Seconded by Mayor Farbridge

That the committee rise from its closed meeting.

CARRIED

**Open Meeting** (3:13 p.m.)

**PBEE-2013.39 Properties at 24 Downey Road and 297 Woodlawn Road**

6. Moved by Councillor Guthrie  
Seconded by Mayor Farbridge
  1. That report CHR-2013-50, entitled "Properties at 24 Downey Road and 297 Woodlawn Road, be received.
  2. That staff be directed to proceed to take the steps necessary to demolish the building at 24 Downey Road and allow the property to naturalize for the period leading up to the development of the partial interchange at the Hanlon Expressway and Downey Road and that Council authorizes the issuance of a demolition permit in respect of 24 Downey Rd., pursuant to By-law (1988)-12922 and Section 33 of the *Planning Act*.
  3. That staff be authorized to negotiate an early termination of the lease for 297 Woodlawn Road with the MTO and, if required by the MTO, that staff be permitted to negotiate a cost sharing agreement with the MTO, whereby the lease would be terminated early and the City would share in the costs of demolishing the building, provided that the City's contribution to the demolition costs would be less than the City's estimated cost savings associated with the early termination of the lease.

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

*VOTING AGAINST: (0)*

CARRIED

**Staff Updates & Announcements**

Mr. Don Kudo, Interim General Manager, Engineering Services and Mr. Arun Hindupur, Infrastructure Engineer, provided an update on the Storm water Funding Study.

**Adjournment** (3:18 p.m.)

7. Moved by Councillor Guthrie  
Seconded by Mayor Farbridge

That the meeting be adjourned.

CARRIED

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Deputy Clerk

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

**December 9, 2013**

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

**SUMMARY OF REPORTS:**

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

**A Reports from Administrative Staff**

REPORT	DIRECTION
<p><b>PBEE-2013.40 THE CANADIAN RADIOCOMMUNICATIONS INFORMATION AND NOTIFICATION SERVICE (CRINS-SINRC)</b></p> <ol style="list-style-type: none"><li>1. That the Planning &amp; Building, Engineering and Environment report dated December 9, 2013, regarding the Canadian Radiocommunications Information and Notification Service (CRINS-SINRC) be received.</li><li>2. That Council accept the invitation to become a participating member of the Canadian Radiocommunications Information and Notification Service (CRINS-SINRC).</li><li>3. That the Canadian Radiocommunications Information and Notification Service (CRINS-SINRC) be appointed as the designated representative to receive and process applications for radiocommunication facilities on behalf of the City of Guelph.</li><li>4. That the Program Manager- Zoning be appointed as the designated representative on applications pursuant to the Antenna Siting Design Framework, on behalf of the City of Guelph.</li></ol>	<p>Approve</p>

**PBEE-2013.41      BROWNFIELD CIP ENVIRONMENTAL STUDY  
GRANT AGREEMENT AMENDMENT– 5 GORDON  
STREET**

Approve

1. That staff be directed to finalize an amendment to the Environmental Study Grant Agreement between the City and Gordon Street Co-operative Development Corporation, dated July 20<sup>th</sup>, 2011 and pertaining to 5 Gordon Street, to extend the deadline for submission of the required documentation to January 31, 2014, to the satisfaction of the General Manager of Planning Services, the General Manager of Legal and Realty Services/City Solicitor, and the City Treasurer.
2. That the Mayor and Clerk be authorized to execute the amending agreement.

**PBEE-2013.42      SIGN BY-LAW VARIANCES  
72-78 MACDONELL STREET**

Approve

1. That the report from Planning, Building, Engineering and Environment dated December 9, 2013, regarding sign by-law variances for 72-78 Macdonell Street, be received.
2. That the request for variances from the Sign By-law for 72-78 Macdonell Street to permit building signage for the Western Hotel on the second storey elevation, to project 0.71m and to be internally lit, be refused.

**PBEE-2013.43      CONSIDERATION FOR THE ESTABLISHMENT OF  
AN ADVISORY COMMITTEE FOR MULTI-  
RESIDENTIAL WASTE MANAGEMENT**

Receive

1. That the Planning, Building, Engineering and Environment Report dated December 9, 2013, regarding consideration on the formation of an Advisory Committee for multi-residential waste management be received.

attach.



Canadian Radiocommunications  
Information and Notification Service



Service d'information et de notification  
en radiocommunications canadiennes

# Municipal Overview

City of Guelph

**December 9, 2013**

# Introduction

- CRINS-SINRC is a not-for-profit, member-owned, shared service organization.
- Membership limited to Canadian municipalities and provincial agencies / governments identified as Land Use Authorities (LUAs) for the purposes of IC's Client Procedure Circular (CPC) 2-0-03, Issue 4, or agencies which oversee provincial heads of power which are required to support the *Radiocommunications Act* – i.e. public health, occupational health and safety, environment, and the practice of engineering.
- Conceived in January 2011, launched in January 2012.
- Current membership of 150+ municipal units and agencies, including unincorporated areas, and provincial agencies.



# CRINS-SINRC Mandate

- Serve as expert staff for municipal members to evaluate proposed radiocommunications sites and support planning staff.
- Educate the public on issues pertaining to antenna system and tower siting in our member jurisdictions.
- Manage the public consultation process on behalf of our municipal members.
- Present results of public consultations / municipal input to proponents and Industry Canada.
- Provide oversight of ongoing obligations of proponents on behalf of members when required.

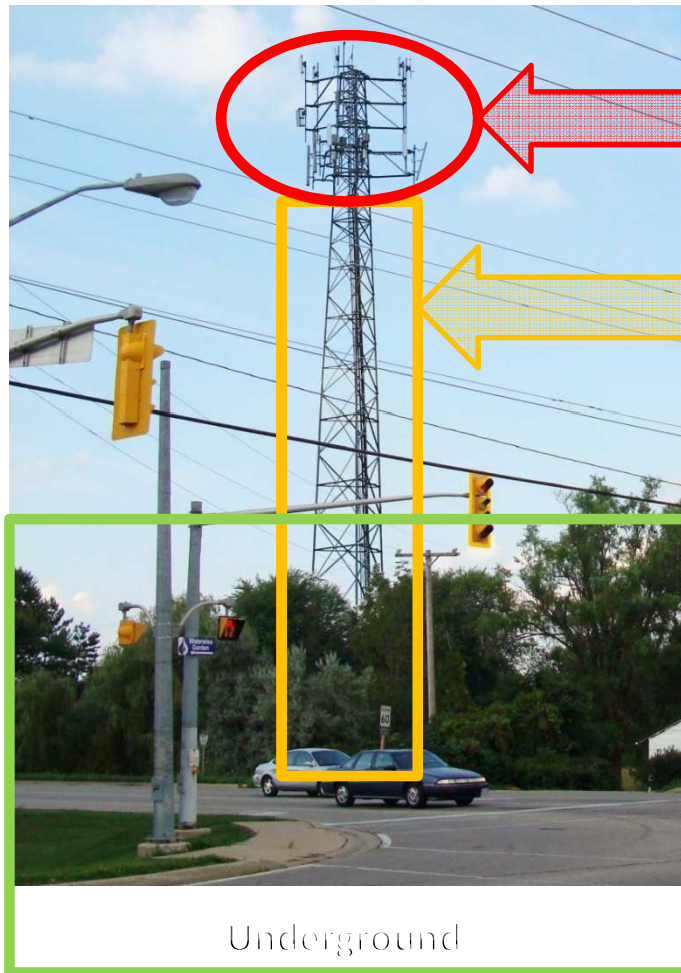


# Law and Regulations

- Radiocommunications are developed under the authority of the Minister of Industry vested in the *Radiocommunications Act*.
  - Mandate: “... *ensuring the orderly establishment or modification of radio stations and the orderly development and efficient operation of radiocommunication in Canada, [...]*” – Section 5 (1).
- Authority includes:
  - **establish technical requirements and technical standards** in relation to radio apparatus, interference-causing equipment, and radio-sensitive equipment, or any class thereof;
  - **plan the allocation and use of the spectrum;**
  - **approve each site on which radio apparatus, including antenna systems, may be located, and approve the erection of all masts, towers and other antenna-supporting structures;**
  - **test radio apparatus for compliance with technical standards** established under this Act;
  - require holders of, and applicants for, radio authorizations to **disclose to the Minister such information as the Minister considers appropriate respecting the present and proposed use of the radio apparatus in question and the cost of installing or maintaining it**, including subsequent material changes in such information on an ongoing basis;



# Heads of Power



- *Radiocommunications Act* – Industry Canada
- *Safety Code 6* – Health Canada

- **Provincial Heads of Power**
  - Practice of Professional Engineering
  - Building Code adoption
  - Occupational Health and Safety
  - Public Health
  - Environment
  - First Nations (Land Claims)

- **Devolved Provincial Authority**
  - Land Use Authority (Planning & Development)
  - Conservation and Heritage Authorities

# CRINS-SINRC Service Goals


- Bringing together all the stakeholders (proponents, public, LUA).
- Educating the Public on Antenna Siting Issues
- Transparent Disclosure on Proposed Sites
- Engaging in a Constructive Discourse with the Public
- Audit Trail and Statistical Modelling.



# CRINS-SINRC Website

<http://www.crins-sinrc.ca/>

Canadian Radiocommunications  
Information and Notification Service



Service d'information et de notification  
en radiocommunications canadiennes



Members

Log In

Register

SEARCH FORM

Find information on proposed radiocommunications sites in your area

**\*\*SERVICE LAUNCHING IN JANUARY 2012\*\***  
For Participating Municipalities to obtain their username/password to access the demonstration system, contact us at [assistance@crins-sinrc.ca](mailto:assistance@crins-sinrc.ca)

News and Events

**CRINS-SINRC Newfoundland / Labrador Workshop**  
The CRINS-SINRC pre-launch workshop for the Land Use Authorities in Newfoundland / Labrador will be held January 23rd.  
[Read More >>](#)

**Health Canada and Safety Code 6**  
Health Canada released an informational video on cell phone use and Safety Code 6...  
[Read More >>](#)

About CRINS-SINRC

**Transparency, Education, Consultation.**  
Learn about the organization and our mandate to support the dialogue over radiocommunications sites in Canada.  
[Read More >>](#)

I Have a Question

**Learn, Question, Participate.**  
Explore our educational material on radiocommunications sites, including health and safety, operations and policy.  
[Read More >>](#)

Proponent Information Portal

**Inform, Communicate, Resolve.**  
Submit your sites for review by Land Use Authorities, and the public using our e-Consultation system.  
[Read More >>](#)

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Canadian Radiocommunications Information and Notification Service  
P.O. Box 501 - 1500 Bank Street, - Ottawa, Ontario - K1H 7Z2  
Telephone: Facsimile: 1-866-240-7025  
E-mail: [assistance@crins-sinrc.ca](mailto:assistance@crins-sinrc.ca)

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Follow Us:   

# CRINS-SINRC Features

- Unifying the Process – “it’s all about consistency”.
- Step 1 :Preconsultation
- Step 2: Public Notice and Information
  - *Signage*
  - *Contacting Adjacent Land Owners / Notification Packages.*
  - *Online Disclosure/ Twitter/ Facebook, e-mail / newspapers (as required)*
  - *Educational Information (Health Canada, Transport Canada, etc.).*





# CRINS-SINRC Features

- Step 3: Public and LUA Input
  - *Collecting Comments and Questions*
  - *Proponent Responses*
  - *Audit Trail*
  - *The Consultation Status “Dashboard”.*
- Step 4&5: Attestation of Consultation
  - *Summary of Public Comments*
  - *LUA Comments and Report*
  - *Online Archives*
  - *Letter to Industry Canada.*



# Using CRINS-SINRC

- How does an LUA become involved?
  - No fees (free) to LUAs who participate
- What do you (LUA) do?
  - Obtain approval from your Planning Committee / Council to participate.
  - Send us a letter from your CAO/Mayor/Warden indicating the decision.
  - Adopt a revised antenna siting protocol which mandates the use of CRINS-SINRC as the conduit for consultation as per IC CPC 2-0-03.



# Using CRINS-SINRC

- What do we (CRINS-SINRC) do?
  - Meet with Planning and model your workflow to determine who will be users of the system
    - Setup User Accounts and Permissions
    - Provide Training
    - Setup Parameters for your LUA (if different from standard – i.e. Notification radius).
    - Arrange for information flow with respect to property information on adjacent landowners (notification lists)



# Thank You



# STAFF REPORT



TO Planning & Building, Engineering and Environment Committee

SERVICE AREA Planning, Building, Engineering and Environment

DATE December 9, 2013

**SUBJECT THE CANADIAN RADIOCOMMUNICATIONS INFORMATION  
AND NOTIFICATION SERVICE (CRINS-SINRC)**

## EXECUTIVE SUMMARY

### PURPOSE OF REPORT

To advise Council of the CRINS-SINRC service regarding the approval of telecommunication facilities and to recommend that the City of Guelph become a member of CRINS-SINRC and adopt the CRINS-SINRC Reference Protocol.

### KEY FINDINGS

The existing City of Guelph Policy on Telecommunication Towers is outdated and a better method of review/approval is available.

### FINANCIAL IMPLICATIONS

None.

### ACTION REQUIRED

Council accepts the invitation to become a participating member of CRINS-SINRC and adopts the CRINS-SINRC Reference Protocol.

## RECOMMENDATION

1. That the Planning & Building, Engineering and Environment report dated December 9, 2013, regarding the Canadian Radiocommunications Information and Notification Service (CRINS-SINRC) be received.
2. That Council accept the invitation to become a participating member of the Canadian Radiocommunications Information and Notification Service (CRINS-SINRC).
3. That the Canadian Radiocommunications Information and Notification Service (CRINS-SINRC) be appointed as the designated representative to receive and process applications for radiocommunication facilities on behalf of the City of Guelph.
4. That the Program Manager-Zoning be appointed as the designated representative on applications pursuant to the Antenna Siting Design Framework, on behalf of the City of Guelph.

# STAFF REPORT

## BACKGROUND

At the Planning & Building, Engineering and Environment Committee meeting on September 10, 2013, the following resolution was passed regarding Telecommunication Towers:

- "1. That the request to change the cell tower policy be referred to staff to report back to the Planning & Building, Engineering and Environment Committee on options regarding:
  - a) changes to City policy; and
  - b) advocacy for a review of Safety Code 6.
2. That the matter of the Grange and Starwood cell towers and the extended pole on Auden Road be placed on a future meeting agenda of the Planning & Building, Engineering and Environment Committee."

The purpose of this report is to report on proposed changes to City policy (Clause 1 a). Clause I b) has been discussed with and referred to our Senior Advisor, Policy & Intergovernmental Affairs.

Staff has met with Todd White of the Canadian Radiocommunications Information and Notification Service (CRINS-SRINC). The Canadian Radiocommunications Information and Notification Service (CRINS-SINRC) is an organization providing a shared-service bureau that works on behalf of participating Land Use Authorities (LUA's) to ensure that proper notification and public consultation processes occur and land use concerns are properly communicated to stakeholders. CRINS-SINRC is a not-for-profit organization, owned by its members. They manage the processing of applications for radiocommunications facilities and ensure that public consultation is conducted according to the LUA's consultation protocol. Its members are comprised of local land use authorities (LUA) who then have complete access to all applications (exempt or non-exempt), existing locations (through CRINS-SINRC's National Antenna Information database), and processes pertaining to radiocommunications facilities within their jurisdictions through the CRINS-SINRC website.

Launched in January 2012, CRINS-SINRC has over 195 municipalities as their current members. There are 300 more municipalities currently in the process of becoming members and the organization is hoping to reach out to as many municipalities as possible in western Canada by the end of 2013.

The staff at CRINS-SINRC is led by an Executive Director who reports to the CRINS-SINRC Advisory Board, which consists of representatives from each member Land Use Authority (municipality or planning commission). In some cases, multiple smaller municipalities may be represented by a single Advisory Board member such as in New Brunswick where the newly formed Regional Service Commissions (RSCs) may each representing 10-20 municipal units, but the RSC's appoint a single

# STAFF REPORT



representative to CRINS-SINRC. If the City adopted this process, the Program Manager-Zoning, would become the designate.

Each municipality has one common share in the CRINS-SINRC Corporation which is used to vote on corporate governance issues. The Directors of the Corporation, outside of regulatory compliance with Corporations Canada or Canada Revenue Agency requirements, have no power to act except under direction of the Advisory Board.

As part of the services provided, CRINS-SINRC has developed a comprehensive Reference Protocol which members adopt and members then advise CRINS-SINRC of locally defined requirements to protect Community Sensitive Locations, and identify local preferences. Most of the CRINS-SINRC's current members have adopted and given force to the Reference Protocol as is, while some jurisdictions such as the City of Fredericton, have made addendums to reflect the need to tightly control antenna siting in historical precincts and other sensitive areas.

The CRINS-SINRC Reference Protocol also addresses the concerns over exempt facilities whereby proponents are required to notify the municipality of all facilities, whether or not exempt from public consultation, to allow municipalities the opportunity to ensure that sites are not interfering with Community Sensitive Locations.

Currently, the City of Guelph is not a member. The City of Guelph established its own protocol in 2002 and this protocol has become out of date and did not anticipate the amount of growth in the telecommunication tower industry.

## **REPORT**

The fundamental problem is that municipalities, despite having the mandate to address land use issues within their respective jurisdiction, do not have the final decision making authority with respect to these facilities as that authority is vested exclusively with the Minister of Industry as administered by Industry Canada Spectrum Management branch. This was evidenced in 2012 with the Gordon/Kortright Road Telecommunication tower application process.

Industry Canada dictates that if a Land Use Authority (i.e. municipality) chooses to implement their own public consultation protocol (as the City of Guelph adopted in 2002), then proponents must follow that protocol. Despite Industry Canada's request for input on the part of the municipality, Industry Canada applies strict definitions on what concerns brought forth by the public or the municipality are deemed relevant.

When concerns are brought forward as part of a public consultation, there is limited accountability on the part of proponents as the recommendations provided by municipal staff and Council may not be acted upon or even overruled by Industry

# STAFF REPORT

Canada without transparency to the decision making process. This leads to a situation that frustrates the public and staff at the municipal level.

The largest difference between the current City of Guelph Protocol and the CRINS-SINRC Protocol is highlighted by an antennae classification system that directs three levels of review and approval based on objective criteria. This portion of the Protocol has been attached as SCHEDULE 2- PROTOCOL.

Building Services is recommending that City Council submit a request to CRINS-SINRC to become a member based on the following reasons:

1. The City will have complete access to information pertaining to existing and proposed locations of all radiocommunications facilities;
2. The City will be able to work with CRINS-SINRC to establish its own protocol addendums that identifies sensitive areas within Guelph, which would allow CRINS-SINRC to better assist in the processing of all applications on behalf of the City;
3. The participation in CRINS-SINRC is at no cost to the City;
4. The City of Guelph will be able to recover costs associated with applications from proponents through the levying of an application fee to be collected by CRINS-SINRC;
5. The City of Guelph will have voting rights, a share in the corporation, and be entitled to have representation on the CRINS-SINRC Advisory Board to direct their governance.

For the City to become a member of CRINS-SINRC, Council would pass a motion to join CRINS-SINRC and authorize CRINS-SINRC and its staff to act as the City's designated representatives for all radiocommunications matters and appoint a member of staff to the CRINS-SINRC Advisory Board. A standard joining letter has been attached as SCHEDULE 1-JOINING LETTER and this will be modified to reflect City of Guelph desires.

The next step would be the adoption of the CRINS-SINRC Reference Protocol (a portion is attached as SCHEDULE 2 – PROTOCOL). This would initiate and give force to the protocol for all applications within the City. Staff (Building and Legal) have reviewed the protocol and recommend the City's membership in CRINS-SINRC.

Finally, the City would have to determine what the processing fee would be for applications. The CRINS-SINRC fees for 2013 are seventeen hundred dollars (\$1700) per non-exempt application, and \$250 for exempt applications. City fees would remain as is. At present, the City of Guelph fee is \$300 for applications requiring no public consultation (compliance with protocol/exempt facilities) and \$600 for applications requiring public consultation (non-compliance/non-exempt facilities).



# STAFF REPORT



Staff is recommending that new fees be assessed at \$550 for exempt facilities (\$300 City / \$250 CRINS-SINRC) and \$2300 for non-exempt proposals (\$600 City / \$1700 CRINS-SINRC).

CRINS-SINRC collects the combined fee on behalf of the municipality when a proponent applies through the online system and CRINS-SINRC deems the application complete and ready for review and then forwards the City's portion of the cost recovery fees.

The key principles of the City's existing Telecommunication Policy that would be forwarded to CRINS-SINRC are attached as SCHEDULE 3.

## **CORPORATE STRATEGIC PLAN**

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

## **DEPARTMENTAL CONSULTATION - N/A**

## **COMMUNICATIONS - N/A**

## **FINANCIAL IMPLICATIONS**

CRINS-SINRC is able to recover costs from the proponent. There is an opportunity for the City to fully recover our costs for facilitating the local discussion. CRINS-SINRC will charge the proponent to recover our costs in addition to their own and will reimburse the City with our portion of the fee.

## **ATTACHMENTS**

- SCHEDULE 1 Joining Letter
- SCHEDULE 2 Excerpt from Protocol
- SCHEDULE 3 Existing City Key Principles
- SCHEDULE 4 Full CRINS-SINRC Protocol is available on the City of Guelph website at:  
<http://guelph.ca/wp-content/uploads/CRINS-SINRCReferenceProtocol-Issue2.pdf>

## **Report Author**

Pat Sheehy  
Program Manager- Zoning  
Building Services

Original Signed by:

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### **Approved By**

Bruce A. Poole  
Chief Building Official  
Building Services  
(519) 837-5615, Ext. 2375  
[bruce.poole@guelph.ca](mailto:bruce.poole@guelph.ca)

Original Signed by:

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### **Recommended By**

Janet L. Laird, Ph.D.  
Executive Director  
Planning, Building, Engineering  
and Environment  
(519) 822-1260, Ext 2237  
[janet.laird@guelph.ca](mailto:janet.laird@guelph.ca)

# STAFF REPORT



## SCHEDULE 1-JOINING LETTER

CRINS-SINRC  
1500 Bank Street, Suite 501  
Ottawa, Ontario K1H 7Z2  
Attn: Todd White, Executive Director

[DRAFT]

[DATE]

Dear Mr. White:

On behalf of the [LUA], I am pleased to accept your invitation to become a participating municipality in the Canadian Radiocommunications Information and Notification Service / Service d'Information et de notification en radiocommunications canadiennes (CRINS-SINRC).

At a meeting of the [LUA] Council on [DATE] a motion was adopted to participate in CRINS-SINRC and to utilize the services of CRINS-SINRC to manage the processing of all radiocommunications applications within the jurisdiction of the City of (?) in our capacity as the Land Use Authority as recognized by Industry Canada under Client Procedure Circular (CPC) 2-0-03, Issue 4 (2008).

To that end, the [LUA] hereby authorizes CRINS-SINRC and its staff to act as the authorized representative of the City of (?) pursuant to Section 4 of CPC 2-0-03, Issue 4 for the purpose of receiving and acting upon all radiocommunications applications, reporting to and working with the [LUA]'s Director of Planning or a member of staff which the Director may designate from time to time.

The [LUA] also adopted the CRINS-SINRC Reference Protocol Issue 2, and subsequent amendments as may be approved from time to time, as the municipality's protocol in force for all applications.

Furthermore, we accept your offer to designate a representative from our Planning Department as a member of the CRINS-SINRC Advisory Board to provide guidance to the operations of CRINS-SINRC in fulfillment of its mandate to educate the public and provide transparency and accountability surrounding applications for radiocommunications facilities.

We look forward to working with CRINS-SINRC on the issue of radiocommunications facilities within our jurisdiction which has become a concern for our constituents.

I have attached a copy of the adopted motion and meeting minutes for your records and would ask that you coordinate training of our staff with [Director of Planning].

Sincerely yours,

[signature]

## SCHEDULE 2- EXCERPT FROM PROTOCOL

The Land Use Authority shall provide Antenna Siting Design Framework (ASDF) criteria for the proposed site to the proponent through the CRINS-SINRC system. The ASDF criteria shall outline design goals for the proposed site based on the location chosen by the proponent. The Land Use Authority shall inform its recommendations based on how well the proponent's design meets the ASDF design criteria.

7.2.2 The ASDF provides an overall classification of the proposed design through a concept known as "Degree of Visual Change" which is characterized as "Low", "Medium" or "High".

7.2.3 The level of public consultation required for a proposed site shall be dictated by the ASDF "Degree of Visual Change" classification as follows:

- 1) "Low" – the proposed facility requires that land owners within a minimum of 120 metres or 3 times the structure height, whichever is greater, be notified by mail/courier requesting comments or questions over a 30 day period. No road signage is required. No public meeting is required. LUA Staff shall issue a LUA Recommendation Report within 30 days. A Notice of Completion shall be issued by CRINS-SINRC upon receipt of the LUA Recommendation Report and approval by the LUA Designated Representative.
- 2) "Medium" – the proposed facility requires that land owners within a minimum of 120 metres or 3 times the structure height, whichever is greater, be notified by mail/courier requesting comments or questions over a 30 day period. A Public Notice shall be placed in local media outlets requesting comments or questions over a 30 day period. Road signage shall be erected prior to the mailout to adjacent landowners and publication of the Public Notice. No public meeting is required. Staff shall issue an LUA Recommendation report within 30 days and such report shall be accompanied by a summary of public comments received from adjacent landowners and members of the public. A Notice of Completion shall be issued by CRINS-SINRC upon receipt of the LUA Recommendation Report and approval by the LUA Designated Representative.
- 3) "High" – the proposed facility requires that land owners within a minimum of 120 metres or 3 times the structure height, whichever is greater, be notified by mail/courier requesting comments or questions over a 30 day period. Road signage shall be erected prior to the mailout to adjacent landowners. A Public Information Meeting shall be held no later than 14 days after the

## **SCHEDULE 2- PROTOCOL (CONTINUED)**

closing date for submissions from adjacent landowners. LUA staff shall prepare an LUA Recommendations Report within 60 days, including a summary of public comments received during the public information meeting, and shall present the report to the LUA's Planning Committee and/or Council for review. A Notice of Completion shall be issued by CRINS-SINRC on the date the LUA Recommendation Report is presented to Council. However, a statement of concurrence from the LUA will only occur with the approval of Council.

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## SCHEDULE 3-EXISTING KEY PRINCIPLES

1. To encourage awareness by the carriers for the following considerations of the City as part of their planning and site selection process for telecommunication tower and/or antenna sites:
  - a) The development and/or redevelopment of new towers should be sensitive to Church of our Lady sight lines, designated heritage resources, the Speed and Eramosa Rivers, city parks and the downtown area;
  - b) Towers and equipment buildings should be located away from public roadways and adjoining property lines where possible;
  - c) Carriers are encouraged to protect the natural landscape of a site at all times. Where appropriate, the planting of trees and shrubs at the tower site to enhance the character of the surroundings is highly recommended;
  - d) Stealth (camouflage) towers or monopole designs should be considered where possible to minimize the visual impact upon the City;
  - e) The preferred location for the development of new towers within the City is in the industrial areas and in rural areas which are away from existing or future residential development.

# STAFF REPORT



TO Planning & Building, Engineering and Environment Committee

SERVICE AREA Planning, Building, Engineering and Environment

DATE December 9, 2013

**SUBJECT Brownfield CIP Environmental Study Grant Agreement  
Amendment– 5 Gordon Street**

REPORT NUMBER 13-71

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## **EXECUTIVE SUMMARY**

### **PURPOSE OF REPORT**

On May 24, 2011 Council Approved an Environmental Study Grant (ESG) pursuant to the Brownfield Redevelopment Community Improvement Plan (CIP) for the project at 5 Gordon Street. The City and the owner then entered into an implementing agreement. This report seeks Council authorization to extend the agreement's deadline to permit payment of the grant.

### **KEY FINDINGS**

The owner has requested an extension to the deadline contained within the ESG agreement to allow for payment of the grant at a date later than the original deadline. The owner has submitted all necessary documentation. Furthermore, the City no longer imposes such deadlines on new ESG agreements. The project meets all other requirements of the agreement and contributes to the goals and objectives of the CIP. Staff are recommending that the agreement be amended to permit the grant payment despite the late document submission.

### **FINANCIAL IMPLICATIONS**

The grant payment of \$3,446.50 would be funded through the 2013 Environmental Study Grant allocation within Brownfield Strategy Reserve forecast.

### **ACTION REQUIRED**

Council is being asked to:

- amend the Environmental Study Grant agreement for 5 Gordon Street; and
- authorize the Mayor and Clerk to execute the amending agreement.

## RECOMMENDATION

1. That staff be directed to finalize an amendment to the Environmental Study Grant Agreement between the City and Gordon Street Co-operative Development Corporation, dated July 20<sup>th</sup>, 2011 and pertaining to 5 Gordon Street, to extend the deadline for submission of the required documentation to January 31, 2014, to the satisfaction of the General Manager of Planning Services, the General Manager of Legal and Realty Services/City Solicitor, and the City Treasurer;
2. That the Mayor and Clerk be authorized to execute the amending agreement.

## BACKGROUND

The City's approved Brownfield Redevelopment CIP includes financial incentive programs to stimulate investment in remediation, reuse and redevelopment of Brownfields. The premise of the CIP is that the City's investment in the remediation and redevelopment of Brownfield Sites will result in proportionally greater improvements to environmental and neighbourhood conditions while creating additional tax revenues in the long-term. Additional rationale for providing financial incentives to Brownfield redevelopment is included in Attachment 1. More information on the City's role in encouraging Brownfield redevelopment, including the text of the CIP, is available at [guelph.ca/brownfields](http://guelph.ca/brownfields).

## REPORT

The subject property is municipally known as 5 Gordon Street (formerly 3-7 Gordon Street) as shown on Attachment 2. On May 24, 2011 Council approved an Environmental Study Grant of up to 50% of the cost of the follow-up Phase 2 Environmental Site Assessments (ESA) to an upset total of \$10,000 and up to 50% of the cost of Remedial Work Plans, if necessary, to an upset total of \$10,000. This is described in [PBEE report #11-43](#) entitled "3-7 Gordon Street and 28-36 Essex Street – Brownfield Redevelopment Community Improvement Plan – Environmental Study Grant Requests". The City and the owner entered into an agreement to formalize the terms of the grant. The agreement contains a deadline for submitting the required documentation and requesting payment.

The follow-up Phase II ESA was conducted in late 2011. It determined that remedial work was not required. A Record of Site Condition (RSC), confirming the Site's suitability for redevelopment, was filed in February 2012. A residential and live/work apartment building is currently under construction on the Site.

Due to an administrative oversight, the owner did not submit the required documentation and request payment prior to the expiry of the deadline for those actions on May 24, 2013. In October 2013 the owner submitted all the required documentation and requested that the grant be paid. Except for passage of the deadline, a \$3,446.50 grant would now be payable to the owner to offset 50% of the follow-up Phase II ESA study costs.

# STAFF REPORT

## **Recommendation**

Staff recommend that the agreement be amended by extending the deadline for submission of the necessary documentation to January 31, 2014. All other terms of the agreement would remain in force.

Staff recommend this action because:

- The project meets many City objectives:
  - makes efficient use of existing downtown services;
  - contributes to Downtown growth targets;
  - is of high quality urban design;
  - contributes to the City's affordable housing objectives;
  - contributes to the City tax revenues in the long term; and
  - redevelops a potentially contaminated property and contributes to the City's objectives for brownfield redevelopment.
- The failure to submit the documentation on time was an administrative oversight and does not represent any substantial contravention of the goals and objectives of the CIP.
- The former Brownfield Redevelopment CIP under which the grant was approved included a provision that all documentation be provided within two years. However, the updated CIP adopted by Council in 2012, does not include such a restrictive provision.
- All other provisions of the agreement would remain in force and have been upheld by the owner.

## **CORPORATE STRATEGIC PLAN**

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

## **DEPARTMENTAL CONSULTATION**

Finance  
Legal Services  
Engineering

## **COMMUNICATIONS**

None

## **FINANCIAL IMPLICATIONS**

Grant payments are funded from the Brownfield Redevelopment Reserve. Council approved a 5-year Brownfield CIP program cap of \$16.9 million to be funded through the tax levy as outlined in [CAFES Report #12-01](#), entitled "Funding for Existing & Proposed City of Guelph Tax Increment Based Grant (TIBG) Programs", dated April 10, 2012.



# STAFF REPORT

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That report identified \$80,000 in ESG funding for 2013, none of which has been dispersed to date. There reserve balance is sufficient to fund the grant.

## **ATTACHMENTS**

Attachment 1 – The Value of Brownfield Redevelopment

Attachment 2 – Location Map

### **Report Author:**

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Policy Planner

### **Approved By:**

Melissa Aldunate  
Manager, Policy Planning and Urban  
Design

Original Signed by:

Original Signed by:

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### **Approved By:**

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### **Recommended By:**

Janet L. Laird, Ph. D  
Executive Director  
Planning, Building, Engineering and  
Environment  
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## **Attachment 1 – The Value of Brownfield Redevelopment**

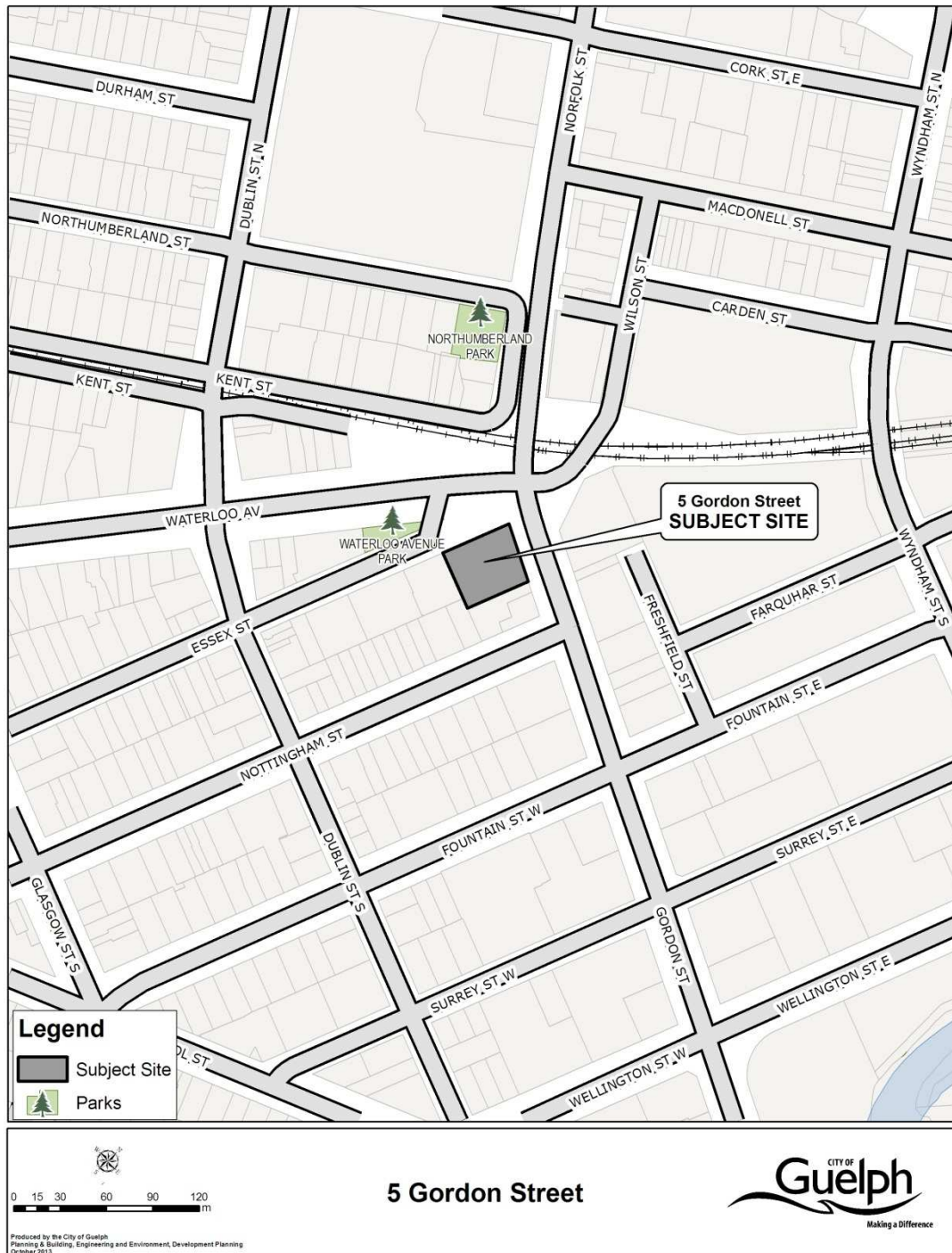
The City's records indicate that there are approximately 420 potential Brownfield properties within the City. Historically, there has been little interest in redeveloping Brownfield sites due to the uncertainty surrounding the extent of contamination and the potential cost of cleanup. Furthermore, Brownfield sites pose a potential threat to the quality of the City's groundwater-based drinking water supply and surface waters.

The Brownfield Redevelopment CIP provides financial incentives to undertake the studies and remedial work necessary to redevelop Brownfield sites and eliminate the potential negative impacts to the City's water supply and the water quality of the City's rivers, which are important for sustaining fisheries, as well as aesthetic and recreational resources.

There are a number of additional benefits to the redevelopment of Brownfield sites. For example, they are often located within existing built up areas of the City where hard and soft infrastructure services are already available, and additional infrastructure expenditure may not be required to service them. The redevelopment of Brownfield sites can help reduce the stigma attached to both the subject and nearby properties thereby increasing their property values. Furthermore, redevelopment can bring the long-term benefits of increased tax revenue contributing the fiscal sustainability of the City.

As the City moves forward with the implementation of its Official Plan, Downtown Secondary Plan, Community Energy Initiative and Source Water Protection planning, the redevelopment of Brownfield sites will play an increasingly important role in the achievement of the City's strategic goals and in particular the intensification targets for the built-up areas of the City.

## Attachment 2 – Location Map



# STAFF REPORT



TO Planning & Building, Engineering and Environment Committee

SERVICE AREA Planning, Building, Engineering and Environment

DATE December 9, 2013

**SUBJECT SIGN BY-LAW VARIANCES  
72-78 Macdonell Street**

REPORT NUMBER

## EXECUTIVE SUMMARY

### PURPOSE OF REPORT

To advise Council of two (2) Sign By-law variances for 72-78 Macdonell Street, requesting building signage on the second storey to project 0.71m and be internally lit.

### KEY FINDINGS

Table 1, Row 7 of Sign By-law No. (1996)-15245, as amended, restricts the projection of a building sign located on a second storey in the Central Business District to 0.15m and does not permit a sign on a second storey to be internally lit. 536357 Ontario Limited has submitted a sign variance application for the property located at 72-78 Macdonell Street to allow for one building sign to be located on the second storey elevation with a projection of 0.71m and be internally lit. The requested variances from the Sign By-law are recommended for refusal for the following reasons:

- The existing sign could be relocated to the first storey elevation as approved by the sign permit issued April 24, 2013;
- The lighting of a sign on the second storey of a building does not comply with the Sign By-law;
- Other businesses may be motivated to request the same signage variances to permit the lighting of a sign on the second storey of a building;
- There is additional signage advertising the Western Hotel already installed on the building;
- Alternative locations on the building are available for signage that could comply with the Sign By-law and heritage planning staff are available for assistance.

### FINANCIAL IMPLICATIONS

N/A

### ACTION REQUIRED

To refuse the request for sign variances from the Sign By-law for 72-78 Macdonell Street.

## RECOMMENDATION

1. That the report from Planning, Building, Engineering and Environment dated December 9, 2013, regarding sign by-law variances for 72-78 Macdonell Street, be received.
2. That the request for variances from the Sign By-law for 72-78 Macdonell Street to permit building signage for the Western Hotel on the second storey elevation, to project 0.71m and to be internally lit, be refused.

## BACKGROUND

On April 24, 2013, the City issued a sign permit for a sign to advertise the Western Hotel. The sign permit was issued based on a permit application that indicated the sign would be located on the first storey of 72-78 Macdonell Street (see Schedule B – Illustration Submitted for Sign Permit).

On September 25, 2013, it was observed that the sign advertising the Western Hotel was installed on the second storey of 72-78 Macdonell Street in contravention of Sign By-law No. (1996)-15245, as amended, and not in accordance with the sign permit issued on April 24, 2013.

536357 Ontario Limited has submitted a sign variance application for the property located at 72-78 Macdonell Street to allow for one building sign to be located on the second storey elevation with a projection of 0.71m and be internally lit (see Schedule A- Location Map). The property is zoned Central Business District, CBD 1 in Zoning By-law No. (1995)-14864, as amended. Table 1, Row 7 of Sign By-law No. (1996)-15245, as amended, restricts the projection of a building sign on a second storey to 0.15m and does not permit a sign on a second storey to be internally lit.

## REPORT

536357 Ontario Limited has applied for two (2) Sign By-law variances for 72-78 Macdonell Street, (see Schedule C- Signage for Variances). Staff identified that the signage does not comply with the Sign By-law in that the projection of signage on the second storey of a building in the Central Business District is restricted to 0.15m and that such signage is not permitted to be lit.

Given that 72-78 Macdonell Street is listed as a non-designated property in the City of Guelph's *Municipal Register of Cultural Heritage Properties* under Section 27 of the Ontario Heritage Act, Heritage staff were consulted for comments relating to this variance application. It was indicated that the requested variances are acceptable from a heritage conservation perspective, however the lighting was noted as a concern. It was also indicated that there are other potential locations that a sign could be placed with minimal impact to the heritage attributes of the property and in compliance with the Sign By-law.

# STAFF REPORT

The following reasons have been supplied by the applicant in support of this application:

- The intent is to maintain the heritage of the original Western Hotel with the installation of the sign on the east corner of the second floor – the same location as a previous sign (staff have no records of a previous sign at this location);
- The location will help ensure that the hotel operation is correctly perceived as separate from the bar operation of the first storey;
- Visibility of the sign on the second storey prevents the need for additional signage on the front of the building, thereby further preserving the heritage look of the building.

The requested variances are as follows:

<b>Building Sign</b> (Central Business District)	<b>By-law Requirements</b>	<b>Request</b>
Maximum Projection From Building Face Permitted	0.15m	0.71m
Lighting	In the CBD on 2nd and 3rd storey, no lighting permitted	Permit the sign to be LED back lit

The requested variances from the Sign By-law are recommended for refusal for the following reasons:

- The existing sign could be relocated to the first storey elevation as approved by the sign permit issued April 24, 2013;
- The lighting of a sign on the second storey of a building does not comply with the Sign By-law;
- Other businesses may be motivated to request the same signage variances to permit the lighting of a sign on the second storey of a building;
- There is additional signage advertising the Western Hotel already installed on the building;
- Alternative locations on the building are available for signage that could comply with the Sign By-law and heritage planning staff are available for assistance.

## **CORPORATE STRATEGIC PLAN:**

Urban Design and Sustainable Growth:

Goal #1: An attractive, well functioning and sustainable city

## **FINANCIAL IMPLICATIONS:**

N/A

# STAFF REPORT



## DEPARTMENTAL CONSULTATION:

Heritage Planner

## COMMUNICATIONS:

N/A

## ATTACHMENTS

Schedule A	Location Map
Schedule B	Illustration Submitted for Sign Permit
Schedule C	Signage for Variances

### Prepared By:

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### Recommended By:

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Original Signed by:

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Chief Building Official  
Building Services  
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Original Signed by:

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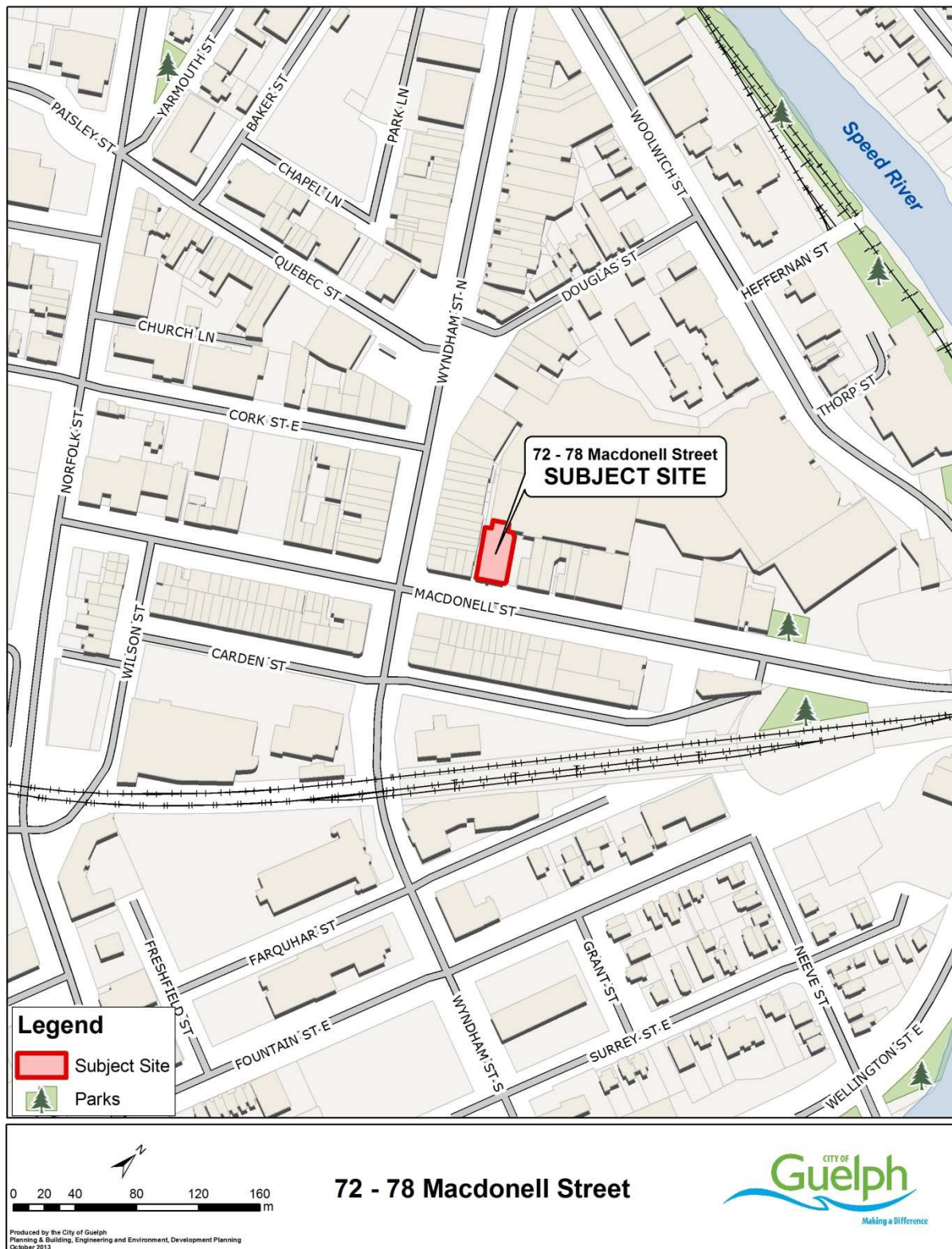
### Recommended By

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# STAFF REPORT

## SCHEDULE A- LOCATION MAP





# STAFF REPORT

## SCHEDULE B- Illustration Submitted for Sign Permit

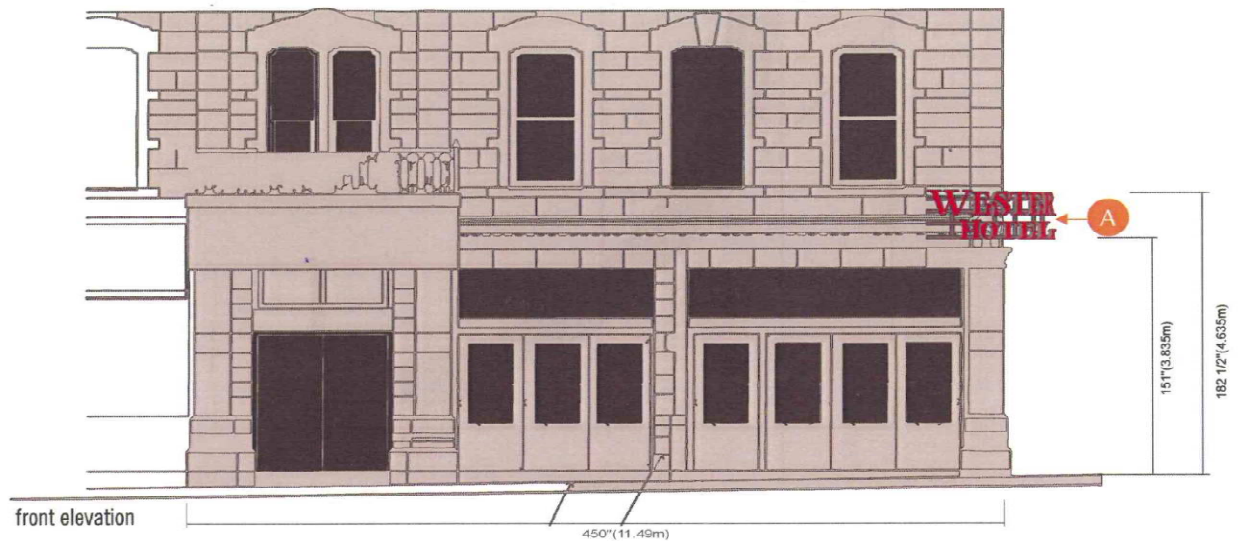


Illustration from the permit application which identified the sign location as being on the first storey of 72-78 Macdonell Street.

## SCHEDULE C- SIGNAGE FOR VARIANCES



72-78 Macdonell Street



Sign located on the second storey of 72-78 Macdonell Street

# STAFF REPORT



TO Planning & Building, Engineering and Environment Committee

SERVICE AREA Planning, Building, Engineering and Environment

DATE December 9, 2013

**SUBJECT Consideration for the Establishment of an Advisory Committee for Multi-Residential Waste Management**

REPORT NUMBER

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## EXECUTIVE SUMMARY

### PURPOSE OF REPORT

To provide information in response to Council's resolution on September 30 that the matter of increasing three-stream waste collection from condominiums and multi-residential dwellings be referred to the Planning & Building, Engineering and Environment Committee for consideration on the formation of an Advisory Committee.

### KEY FINDINGS

The City is undertaking a careful review of its waste management practices through the Solid Waste Management Master Plan update and will present to Council recommended priorities, following comprehensive community engagement efforts to consider the needs of all taxpayers and stakeholders, including multi-residential stakeholders.

Through the Solid Waste Management Master Plan (SWMMP) Review's scheduled community engagement events and feedback channels already in place, Multi-Residential (MR) property owners' needs will be heard and addressed. In addition, this will occur in a more timely manner than through the formation of a new and separate advisory committee.

A separate, sector-specific advisory committee may detract from the integrated approach of the SWMMP Review's engagement and prioritization processes and risk our ability to garner support from all taxpayers and stakeholders in the community on a single integrated Plan.

Staff do not recommend establishing a separate Advisory Committee for one stakeholder sector (i.e. MR waste management) at this time. The City is committed to listening to the unique waste management needs of all residents, including those living in MR dwellings. The SWMMP Review offers several opportunities to achieve this and staff are willing to set up additional consultation opportunities with the MR sector within the framework of the

# STAFF REPORT

SWMMP Review.

## **FINANCIAL IMPLICATIONS**

None.

## **ACTION REQUIRED**

Receive report.

## **RECOMMENDATION**

1. That the Planning, Building, Engineering and Environment Report dated December 9, 2013, regarding consideration on the formation of an Advisory Committee for multi-residential waste management, be received.

## **BACKGROUND**

This March, Council appointed members of the Solid Waste Management Master Plan (SWMMP) Steering Committee to guide the review of the 2008 Master Plan - a guiding document that provides strategic direction for Guelph's waste management operations and programs by exploring a wide range of waste minimization, diversion and disposal options. Increasing three-stream waste collection in the Multi-Residential (MR) sector is one of the essential components included in the 2013 review.

At a meeting of Guelph City Council held September 30, 2013, the following clause of a resolution was passed:

That the matter of increasing three-stream waste collection from condominiums and multi-residential dwellings be referred to the Planning & Building, Engineering and Environment Committee for consideration of the formation of an Advisory Committee.

## **REPORT**

The SWMMP review has allocated staff resources, consultants and the Council appointed Public Steering Committee members to review increasing three-stream waste collection in the MR sector as part of a comprehensive community engagement plan. To date, public consultation with the MR sector has included:

- **Community Engagement – July 2013 – Spring 2014**

Residents and stakeholders are encouraged to get involved in the review process, and share their ideas, concerns and feedback about Guelph's waste management system to help shape its future through online comments, by phone, email, fax and mail.

# STAFF REPORT

- **First Open House - September 2013**

The first open house was held on September 12, 2013. Input and feedback was solicited from MR residents and stakeholders including property managers, condominium owners, and members from Fair Taxes Guelph.

- **Telephone Survey - September 2013**

MetroLine Research Group Inc., an independent research company in Kitchener, administered the telephone interviews on behalf of the City to a statistically significant sample of 400 Guelph households between September 4 and 19, 2013. The survey included several questions related to understanding agreement with priorities for the future of MR waste management and obtaining ideas, concerns, and direction for this sector.

- **Online Survey – September and October 2013**

An online survey, composed of the same questions as the telephone survey was conducted on [guelph.ca/waste](http://guelph.ca/waste) from September 12 to October 31 for all residents and stakeholders in Guelph to provide input.

- **Multi-residential Focus Group - October 2013**

A focus group on MR waste management was held on October 22. Community members, including representation from Fair Taxes Guelph, property management for condominiums, management from rental housing, condominium owners, and student housing in accessory apartments identified issues, barriers and potential solutions to dealing with waste management and diversion issues relevant to the MR sector.

- **Second Open House - First quarter 2014**

All resident and stakeholder input and feedback on current and future needs of MR waste management will be reviewed, assessed and evaluated by the Steering Committee later this year. A second open house is planned in the first quarter of 2014 to present the waste minimization and diversion options and opportunities to all taxpayers and stakeholders in the community for feedback and support.

The findings and the summary reports completed to date from the First Open House, Telephone and Online Surveys and Focus Groups are available for reference at [guelph.ca/waste](http://guelph.ca/waste).

In addition to all the opportunities for input and consultation on waste collection issues specific to MR sector listed above, staff met with six key members of the Fair Tax Coalition on October 18. At this meeting there was a fulsome discussion on the waste collection issues/concerns and possible solutions that the Fair Tax Coalition are requesting that the City consider.

Community input and feedback will be used by the Steering Committee to develop recommendations for Council's consideration to help shape the future of Guelph's

# STAFF REPORT

waste management practices, including those affecting MR practices. A final report will summarize the process, findings, community input and feedback, and provide the Public Steering Committee's formal recommendations for Council's consideration in the spring of 2014. Recommendations impacting the 2015 budget will be brought forward for Council's deliberation as part of the 2015 budget approval process.

The City is undertaking a careful review of its waste management practices and will present to Council recommended priorities, following comprehensive community engagement efforts to consider the needs of all taxpayers and stakeholders. The input received to date from the MR sector, as part of the SWMMP review, validate the City's efforts in achieving its community engagement and consultation goals. A separate, sector-specific committee may detract from the integrated approach of the SWMMP Review's engagement and prioritization processes and risk our ability to garner support from all taxpayers and stakeholders in the community on a single integrated Plan.

Through the SWMMP Review's scheduled community engagement events and feedback channels already in place, multi-residential property owners' needs can be heard and addressed in a more timely manner than through the formation of a new advisory committee. A minimum of four months would be required to establish a new Advisory Committee based on the monthly scheduled Council meetings. Council is required to approve the Terms of Reference (mandate, objectives, budget, staff resources, public representation) before staff can publicly advertise for members. Once applications are received, Council is then able to appoint members to the Advisory Committee. Discussions with the Advisory Committee would not begin until the spring to summer of 2014 at which point the recommendations from the SWMMP Review, including those affecting the MR sector, will already be available for Council's consideration.

Staff do not recommend establishing a separate Advisory Committee for MR waste management at this time. The City is committed to listening to the unique waste management needs of residents living in MR dwellings. The SWMMP Review offers several opportunities to achieve this and staff are willing to set up additional consultation opportunities with the MR sector as part of the SWMMP Review.

## **CORPORATE STRATEGIC PLAN**

- 2.1 Build an adaptive environment for government innovation to ensure fiscal and service sustainability.
- 2.2 Deliver public services better.
- 2.3 Ensure accountability, transparency and engagement.
- 3.3 Strengthen citizen and stakeholder engagement and communications.

# STAFF REPORT



## DEPARTMENTAL CONSULTATION

N/A

## COMMUNICATIONS

N/A

## ATTACHMENTS

N/A

### Report Author

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Manager Integrated Services  
Solid Waste Resources

Original Signed by:

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### Approved By

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