

City Council Information Items

June 11, 2021

Items for information is a weekly publication for the public and members of City Council. Members of City Council may request that any item appearing on this publication be placed onto the next available Committee of the Whole meeting for discussion.

	Pages
1. Information Reports	
1.1. Guelph Master Plans Update Q2 2021 - 2021-179	2
2. Intergovernmental Information	
2.1. Triton Canada Water Holdings Inc. - Permit to Take Water: Consultation	21
2.2. Public Sector Accounting Board Conceptual Framework Revision Consultation	22
2.3. National Infrastructure Assessment Consultation	23
3. Correspondence	
3.1. Township of Rideau Lakes Resolution: Cemetery Funding	24
4. Boards and Committees	
4.1. Committee of Adjustment Minutes - May 13, 2021	25

Information Report



Service Areas	Corporate Services Infrastructure, Development and Enterprise Services Public Services
Date	Friday, June 11, 2021
Subject	Planning for our Future: Guelph's Master Plans Update

Executive Summary

Purpose of Report

The purpose of this report is to summarize the 2021 second quarter (Q2) progress for the City of Guelph master plans.

Key Findings

Master plans are within budget and scope as well as on schedule unless otherwise stated.

Financial Implications

If applicable, financial implications will be referenced in each plan's attached progress summary.

Report

Details

City staff continue work on technical studies, modelling and community engagement for the majority of the City's master plans underway.

New to this quarterly report, is a progress summary on the recently kicked off Economic Development and Tourism Strategy (attachment – 2).

More than half of the plans are scheduled to go before Council in Q4, for details see attachment – 12 Master Planning Key Dates 2021-22.

More about Shaping Guelph – Growth Management Strategy

Shaping Guelph – Growth Management Strategy is the City's ongoing process to confirm Guelph's land supply to accommodate the forecasts and targets of A Place to Grow: Growth Plan for the Greater Golden Horseshoe (APTG). Throughout 2020 and the first half of 2021, significant progress was made on Shaping Guelph. Background studies on housing supply, employment lands, growth scenarios, and an urban structure were released. These technical background studies, together with the Council, community, and stakeholder engagement findings as well as input

from the Water Supply Master Plan and the Wastewater Treatment and Biosolids Management Master Plan work that is currently under way, were used to inform the development of three growth scenarios. These growth scenarios as well as a proposed growth scenario evaluation framework and a proposed urban structure were the subject of community, Council and stakeholder engagement throughout April. The Shaping Guelph project team is currently considering the input received from the April engagement and considering it as part of the evaluation of the growth scenarios. Next steps include the preparation of a preferred growth scenario together with a land needs assessment to inform the growth management strategy for 2051. At this time, it is anticipated that the growth management strategy, including the preferred growth scenario, will be presented to Council for their consideration in the fall.

Background

City staff are planning Guelph's future, today. This year, more than 10 master plans are underway across a number of City departments. Staff sees this as an opportunity for unprecedented alignment and coordination of strategy and policy development, and for resourcing the needs of our growing city.

A number of the master plan updates support the City in meeting Guelph's provincially-legislated growth plan requirements, guide service delivery to a growing city, and/or will inform policies in Guelph's Official Plan update.

As part of the City's ongoing coordination efforts, regular updates on these master plans are provided through quarterly information reports. These information reports do not replace staff reports that require Council direction on individual plans.

Amendment 1 to the provincial growth plan that was adopted in August, 2020 continues to influence adjustments to the scope, timing and activities of the master plans as staff better understand the impacts of an extended planning horizon to 2051 and new population and employment forecasts. The plans underway fall within two general categories—those that inform the City's ability to plan for the required growth plan forecasts and those that respond to where the growth is planned to occur with the infrastructure required—as detailed in the [Guelph's Master Plans Update Q4, 2020 - 20210-242](#). Work on Shaping Guelph and the master plans continue in parallel as these projects are iterative and rely on one another for information at different stages. Key considerations from the growth scenario portion of Shaping Guelph are needed to inform the master plans, which are working towards a deadline of July, 2022 to conform to the provincial growth plan.

Financial Implications

If applicable, financial implications to the approved budgets will be referenced in each plan's attached progress summary.

Consultations

Each master plan has an associated community engagement plan and communications plan that are being updated as needed to accommodate COVID-19 realities. Where possible, engagement and communications tactics are being coordinated to maximize community participation in master plan engagement

activities, reduce engagement fatigue, and increase awareness of the interconnected nature of the City's master plans.

Strategic Plan Alignment

Regular public updates on the progress of the City's master plans is a tactic designed to improve communication, which directly supports the working together for our future priority of the City's Strategic Plan.

Several master plan leads are also meeting regularly, as a community of practice, to look for opportunities to work together in new ways for greater coordination and continuous improvement.

Attachments

Attachment-1 Digital and Technology Master Plan progress summary

Attachment-2 Economic Development and Tourism Strategy progress summary

Attachment-3 Guelph Trail Master Plan update progress summary

Attachment-4 Parks and Recreation Master Plan Update progress summary

Attachment-5 Solid Waste Management Master Plan progress summary

Attachment-6 Stormwater Management Master Plan progress summary

Attachment-7 Transportation Master Plan progress summary

Attachment-8 Urban Forest Management Plan progress summary

Attachment-9 Wastewater Treatment and Biosolids Management Master Plan progress summary

Attachment-10 Water and Wastewater Servicing Master Plan progress summary

Attachment-11 Water Supply Master Plan progress summary

Attachment-12 Master Planning Key Dates 2021-22

Departmental Approval

The following staff contributed the progress summaries for the master plans within this report.

- Christine Chapman, Manager, Economic Development
- Colleen Gammie, Infrastructure Planning Engineer
- Dave Belanger, Water Supply Program Manager, Water Services
- Jennifer Juste, Manager, Transportation Planning
- Luke Jefferson, Manager, Open Space Planning
- Natalie Goss, Senior Policy Planner
- Phil Jensen, Project Specialist, Solid Waste Resources
- Sasha Einwechter, General Manager, Information and Technology
- Tim Robertson, Division Manager, Wastewater Services
- Timea Filer, Urban Forestry Field Technologist, Parks and Recreation

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2021-179 Attachment-1 Digital and Technology Master Plan progress summary

Digital and Technology Master Plan

2020-2023, 40% complete of 2021 actions and 40% overall complete

Recent progress/achievements to date

- Create a digital signature policy.
- Transition to decentralized web authoring model
- Develop IT roster to facilitate augmenting City IT skills
- Launch of COVID screening application for staff

New opportunities or challenges

- Increase number of services available online to both reduce in-person interactions and increase process efficiency especially given social distancing measures.
- Through the fibre build, opportunity to become less dependent on 3rd party internet service providers.

Next steps

- Implement expense management software for staff.
- Upgrade City phone system while reducing unnecessary desk phones.
- Upgrade A/V in City meeting rooms to facilitate hybrid work for City staff
- Implement collaboration software for City staff

2021-179 Attachment-2 Economic Development and Tourism Strategy progress summary

Economic Development and Tourism Strategy Q2, 2021-Q3, 2021; 0% complete

Recent progress/achievements to date

- The strategy's scope has increased to include the functions of tourism and the Guelph Junction Railway.
- It will leverage and build on the information already collected through engagement activities conducted from the 2020 economic development strategy work and the community plan's year of listening.

New opportunities or relevant challenges of public interest

- The COVID-19 pandemic presents a number of challenges, most notably, an unknown post-recovery economic state and impacts the City's ability to perform additional business engagement. Given these challenges, two year updates will be completed in 2023 and 2025 to provide recommendations on any changes due to pandemic recovery or other economic factors not currently known.
- The strategy will be developed using the currently available 2016 census data with a planned data refresh once the 2021 census data is released to validate data assumptions.
- This project's aggressive timeline will ensure the strategy is in place for 2022.

Next steps

- June 11 – Phase 1 Base Analysis Interim Report
- July 9 – Phase 2 Economic Development and Tourism Review, Assessment Interim Report
- August 20 - Draft Economic Development and Tourism Strategy and Implementation Plan
- September 10 - Final Economic Development and Tourism Strategy and Implementation Plan

2021-179 Attachment-3 Guelph Trail Master Plan progress summary

Guelph Trail Master Plan 2017/2019-Q2 2021; 100% complete

Recent progress/achievements to date

- The draft Guelph Trail Master Plan was presented at the June 7th, 2021 Committee of the Whole (COW) for Council consideration.
- The City released the draft Guelph Trail Master Plan (GTMP) for community and Council consideration on May 26th, 2021. Members of the public were informed through public advertisements and notification to stakeholders through email, haveyoursay.ca and the project webpage.
- Members of the public were encouraged to delegate virtually at COW or submit written comments about the draft Guelph Trail Master Plan. Comments on the draft master plan will be considered as staff implement the master plan or as part of future work identified in the master plan.

New opportunities or relevant challenges of public interest

- Staff have initiated regular meetings with stakeholder group representatives with the intention of determining the mandate, function, roles, and responsibilities of a future trail committee.

Next steps

- Council will consider the Guelph Trail Master Plan at the Council meeting on June 28, 2021. Should Council approve the master plan, staff will start to implement the plan in 2021. The requisite 2022 capital budget requests will be aligned to the goals and actions of the master plan.

2021-179 Attachment-4 Parks and Recreation Master Plan progress summary

Parks and Recreation Master Plan 2019-Q4 2021; 75% complete

Recent progress/achievements to date

- [Parks and Recreation Master Plan \(PRMP\) information report](#) was included in the City's May 7, 2021 information items. The report includes project background and draft vision, values and goals.

New opportunities or relevant challenges of public interest

- Parks and trails continue to be critical to community and individual well-being during COVID-19. We continue to monitor community feedback and follow relevant studies about park use during the pandemic.
- Staff are currently partnering with the Local Immigration Partnership to better understand barriers to participation for immigrants. Niva Shrestha, the author of [Understanding Challenges of Nepali Immigrants to Enroll their Children in Recreational Activities in Guelph, Ontario](#), plans to expand her research to include other immigrant groups. Findings of her research will help inform both the PRMP and future work plans.

Next steps

- Our final opportunity for community engagement is planned for Q3, 2021. The community will have an opportunity to review the draft recommendations and help prioritize which ones are the most important to tackle first.
- Focus meetings with Council will be scheduled for Q3, 2021; details forthcoming.
- Further community engagement on the PRMP will occur in Q3, 2021. This community input combined with ongoing operational impacts faced by our Parks team specific to COVID-19 has the potential to impact the timing of the presentation to Council. Staff will update Council on this timing accordingly.

2021-179 Attachment-5 Solid Waste Management Master Plan progress summary

Solid Waste Management Master Plan Q2, 2019 - Q3, 2021; 75% complete

Recent progress/achievements to date

- Public Advisory Committee (PAC) Meeting #7 was held via Webex on April 21. Presentations and discussions included a review of 21 potential initiatives that will be evaluated by the PAC as part of Task 5, along with potential actions related to single-use plastics related to Task 3.
- The updated technical report for Task 6, Industrial, Commercial and Institutional Service Level Review, is under review by staff and nearing completion.
- Preliminary cost modeling associated with the Cost of Service Study has been reviewed and cost allocations related to specific waste streams confirmed.

New opportunities or relevant challenges of public interest

- Staff are developing a transition strategy and an assessment framework that will assist the City in making decisions about a preferred approach to the Blue Box transition. The decision framework will assess impacts on numerous system elements including capital assets, and operating and service impacts to the City's integrated waste system.

Next steps

- A final round of public engagement is underway with interviews with members of the public and sector workshops with interested residents and business representatives to share options for addressing today's waste management issues, such as single use plastics, alternate funding models, changes to non-residential service levels and a circular economy.
- In addition, a virtual open house and online survey on haveyoursay.guelph.ca is in progress from June 1 to 18 (timeline may be extended for greater participation) to obtain public input on various options from the community at large.
- Engagement findings will contribute to formalizing the master plan's final recommendations report, expected to be put forth for consideration by Council in October.

2021-179 Attachment-6 Stormwater Management Master Plan (SWMMP) progress summary

Stormwater Management Master Plan (SWMMP)

Q1, 2020–Q1, 2022; 55% complete

Recent progress/achievements to date

- Identified data gap work being undertaken (survey work, maintenance logs)
- Hydraulic model development and drainage assessment underway, awaiting final survey information to finalize
- Initial assessment of ponds and priority erosion sites
- Initial infiltration policy and design criteria recommendations

New opportunities or relevant challenges of public interest

- Pending Ministry of the Environment, Conservation and Parks (MECP) Low Impact Development Stormwater Management Guidance Manual, which was expected in 2020, has yet to be made available
- Pending MECP Consolidated Linear Environmental Compliance Approval (ECA) process, currently being implemented across Ontario, has requirements to qualify for the streamlined stormwater ECA that may impact design criteria and policy

Next steps

- Continue to fill data gaps
- Finalize existing conditions hydraulic model
- Prepare for Low Impact Development (LID) Workshop
- Assess and incorporate feedback from the Community Stormwater Management Working Group Meeting

2021-179 Attachment-7 Transportation Master Plan progress summary

Transportation Master Plan (TMP)

Q1, 2019 – Q4, 2021; 75% complete

Recent progress/achievements to date

- Staff report on the Preferred Solution presented to Council on May 26
- Workshop held with staff on street hierarchy and typical cross sections to inform the capital plan

New opportunities or relevant challenges of public interest

- The project team is monitoring the global mobility response to the impact of the COVID-19 pandemic for opportunities to learn, adapt and build resilience. Where appropriate, future ready strategies will be integrated into the Complete Streets Design Guidelines and policy framework of the TMP as appropriate.

Next steps

- Upon Council approval of the recommended preferred solution to Council in May, the project team will undertake the implementation plan (capital plan, prioritization, policy and program recommendations).
- The final report is anticipated this December.

2021-179 Attachment-8 Urban Forest Management Plan progress summary

Urban Forest Management Plan

PQ1 2013 – Q4 2032; Plan 100% complete, implementation ongoing

Guelph's Urban Forest Management Plan (UFMP) is a 20-year renewable roadmap for understanding and improving the management of Guelph's urban forest. The plan is currently in the second phase of implementation (2019 – 2023) and is aligned with the Sustaining our Future pillar of the Strategic Plan.

Recent progress/achievements to date

- The Arbor Day Foundation recognizes Guelph as a Tree City of the World 2020; second year running for this recognition.
- Developed workflow management efficiencies and continued integration of asset management and workflow into ArcGIS.
- Planning of ecological restoration projects initiated with the Ecological Restoration Internal Committee (ERIC); aligns with both UFMP and Natural Heritage Action Plan (NHAP) objectives.
- Engagement for 2021 tree planting and naturalization opportunities on both City and private land with the Urban Forest Stewardship Group comprised of various community groups and organizations such as Arboretum, Guelph Community Food Forest, Guelph Urban Forest Friends (GUFF), Pollination Guelph, St Ignatius Community Orchard, St Ignatius Old Growth Forest Project and others.
- Stormwater rebate – initiated residential tree planting program pilot, led by Engineering and Transportation Services with partners at REEP Green Solutions to increase the town's tree canopy and divert runoff stormwater.
- Initiated 2021 street and park tree planting program.
- Carried out European Gypsy Moth control; egg mass removals in parks and on streets throughout Guelph where defoliation risk was moderate to severe.

New opportunities or relevant challenges of public interest

- Large number of requests from private property owners for removal of City-owned and boundary (shared) trees to accommodate for infill development, driveways, landscaping projects and walkways or for aesthetic reasons.
- Collaborating with Building Services to incorporate proactive protection measures for City-owned and boundary (shared) trees into permitting processes.

Next steps

- Initiate a tree planting strategy: growing Guelph's urban forest canopy.
- Engage the Guelph District Home Builders' Association at upcoming meeting organized by Building Services on taking care of trees during development and construction.

- Deliver Tree Technical Manual workshops for internal and external stakeholders.
- Continue forest health monitoring and integrated pest management; ongoing Emerald Ash Borer plan, buckthorn and other invasives and first year of European Gypsy moth monitoring and control.
- Initiate restoration, regeneration and recovery phase of EAB plan in natural areas.

2021-179 Attachment-9 Wastewater Treatment and Biosolids Management Master Plan progress summary

Wastewater Treatment and Biosolids Management Master Plan Q1, 2020-Q4, 2021; 59% complete

Recent progress/achievements to date

- An internal review of the broad list of wastewater treatment and biosolids management technology alternatives was completed
- A workshop composed of subject matter experts and key staff to evaluate the alternative technologies and strategy to address growth was completed
- Updates and responses to the public feedback received through the first virtual open house were completed as well as a summary draft report of the open house
- Information sharing meetings with other master plan groups to ensure alignment were completed

New opportunities or relevant challenges of public interest

- Public feedback through the engagements efforts of the Have Your Say portal and the first Virtual Open House have been helpful
- Receiving and evaluating feedback on the preferred future wastewater treatment and biosolids management technology alternatives from the Community Liaison Group will help assess the general acceptance of the preferred direction

Next steps

- Development of technical memo 3D to focus on the evaluation and review of preferred solutions
- Prepare for the second Community Liaison Group meeting to share and receive feedback on the preferred alternatives
- Prepare for the second virtual open house and update the Have Your Say portal to receive customer feedback
- Meet with Solid Waste Master Plan team to explore future opportunities for co-digestion

2021-179 Attachment-10 Water and Wastewater Servicing Master Plan progress summary

Water and Wastewater Servicing Master Plan Q1, 2020–Q1, 2022; 50% complete

Recent progress/achievements to date

- Model development and calibration completed and under review.
- Coordinating with Planning to identify available system capacity.

New opportunities or relevant challenges of public interest

- New growth plan/population projections will impact water and wastewater servicing strategy and project schedule.

Next steps

- Finalize assessment of excess capacity in the existing system to determine how much and where growth is possible without significant infrastructure investments.
- Upon finalization of growth patterns, prepare servicing options to ensure needed infrastructure is available to enable the growth to occur.
- Public Information Centre (PIC) #2 in Q4, 2021.

2021-179 Attachment-11 Water Supply Master Plan progress summary

Water Supply Master Plan Q4, 2019 – Q2, 2021; 65% complete

Recent progress/achievements to date

- The project scope of work was revised to address increased population and employment forecasts to 2051 (previous study term ending in 2041) from the Province's revised Places to Grow (P2G) Proposal.
- Groundwater modelling of sustainability assessment has been completed and a technical memorandum is in preparation.
- High priority supply alternatives such Ironwood and Steffler Test Wells near to the Dolime Quarry and a Guelph South Test Well in the Hanlon Creek Business Park are being evaluated through predictive modeling to confirm feasibility as supply sources. Impacts to Hanlon Creek are considered to be the main constraint for these potential sources. In addition, as part of the evaluation of the Ironwood/Steffler Wells, investigations around Dolime Quarry are in progress.
- Development of a Water Loss Management Strategy is in progress as a component of the Water Efficiency Strategy.

Status by project task is itemized below for reference:

- Task 1 - Phase 1 Consultation Report has been completed.
- Task 2 – Population and Water Supply Demand Forecasts has been completed using the population and employment forecasts to 2051.
- Task 3 – Water Supply Capacity Assessment has been completed.
- Task 3 – P2G Sustainability Assessment modelling has been completed and Technical Memo in preparation
- Task 4 – Water Supply Alternatives using predictive modelling is in progress.

It is to be noted that receipt of revised Provincial growth targets, mid-project, has resulted in schedule delays and has caused some already completed tasks to be revised.

Next steps

- Task 1 – Community Engagement/Consultation:
 - Community Liaison Group Meeting #2 – July/21 (tentative)
 - Public Meeting #2, Agency Meeting #2, CLG Meeting #3 – Sept/21
 - Public Information Centre (PIC) meeting newsletter/web postings – Aug/Sept/21
- Task 2 – Population Water Supply Demand Forecasts
 - Complete with 2051 forecasts
- Task 3 – Water Supply Capacity

- Complete - subject to updates from P2G Sustainability Assessment
- P2G Sustainability Assessment – technical memo complete in June
- Task 4 – Water Supply Alternatives
 - Task 4A – Demand Management/Conservation and Efficiency – water reduction target recommendations – May; and economic benefit analysis - Aug
 - Task 4B – Groundwater Sources Inside/Outside City – July (Sustainability Assessment)
 - Task 4C – Local Surface Water Alternatives – July
- Task 5 – Water Supply Master Plan Update Report
 - Draft Report (internal review) – Sept
 - Draft Final Report – Oct
 - Council Report – Fall 2021

Intergovernmental Consultation



Triton Canada Water Holdings Inc. Permit to Take Water

Ministry/Department

Ministry of the Environment, Conservation and Parks

Consultation Deadline

Tuesday, June 22, 2021 (Deadline extended)

Summary

Triton Canada Water Holdings Inc. is proposing to renew a permit to take water from a well in Puslinch.

Proposed Form of Input

Staff will provide a written submission to this consultation process and post its response on the City's website.

Rationale

The City has an interest in matters that could affect Guelph's drinking water supply.

Lead

Environmental Services

Link to Ministry Website

<https://ero.ontario.ca/notice/019-3531>

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Intergovernmental Consultation



Public Sector Accounting Board Conceptual Framework Revision Consultation

Ministry/Department

This consultation is being held by the Public Sector Accounting Board (PSAB). PSAB is an independent body created to serve the public interest as it relates to establishing accounting standards for the public sector. PSAB works closely with provincial and federal ministries of finance amongst other key stakeholders.

Consultation Deadline

Wednesday, June 30, 2021

Summary

The Public Sector Accounting Board is consulting on a new Conceptual Framework for Financial Reporting in the Public Sector. Notably, there is a broad-based advocacy push for PSAB to recognize natural assets as part of financial reporting.

Proposed Form of Input

Staff propose to respond to the consultation by endorsing a joint consultation response prepared by the Intact Centre on Climate Adaptation in partnership with KPMG and the Municipal Natural Assets Initiative.

Rationale

As a progressive, green city aiming to be a carbon neutral community by 2050, the City of Guelph has an interest in supporting environmentally friendly accounting policy.

Lead

Finance

Link to Ministry Website

<https://www.frascanada.ca/en/public-sector/documents/psab-ed-conceptual-framework>

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Intergovernmental Consultation



National Infrastructure Assessment Consultation

Ministry/Department

Federal Department of Infrastructure

Consultation Deadline

Wednesday, June 30, 2021

Summary

Canada's Department of Infrastructure is undergoing consultations to shape the country's first National Infrastructure Assessment.

Proposed Form of Input

City Staff will provide a written submission to the consultation process.

Rationale

Municipal governments own around 60% of public infrastructure in Canada. As a municipality, the City of Guelph therefore has an interest in contributing to any consultation that aims to assess the status of and develop policy related to public infrastructure.

Lead

Engineering and Transportation Services

Link to Ministry Website

<https://www.infrastructure.gc.ca/nia-eni/nia-eni-eng.html>

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At the Regular E-Meeting of the Council of The Corporation of the Township of Rideau Lakes held Monday, June 7, 2021, the following Resolution was passed:

RESOLUTION #68-2021

Moved By: Councillor Livingston
Seconded By: Deputy Mayor Maxwell

To pass a Resolution that;

WHEREAS at the Municipal Heritage Advisory Committee Meeting held May 20, 2021, Resolution #12-2021 was passed regarding cemetery funding;

AND WHEREAS Municipalities in Ontario have been made responsible for abandoned cemeteries within their boundaries, and are required by the *Funeral, Burial and Cremation Services Act, 2002* "to ensure that the cemetery grounds, including all lots, structures, and markers, are maintained to ensure the safety of the public and to preserve the dignity of the cemetery;

AND WHEREAS cemeteries are not only symbols of respect, preserving the memory of families, prominent citizens, and local history; some cemeteries are landmarks in themselves and hold great historical value worldwide;

AND WHEREAS preservation repairs to older cemeteries are very costly, requiring the specialized services of stonemasons and archeologists;

AND WHEREAS the care and maintenance funds of abandoned cemeteries are generally non-existent or so small as to produce insufficient annual interest to cover even the cost of lawn care at the site;

NOW THEREFORE the Council of The Corporation of the Township of Rideau Lakes hereby Urges the Government of Ontario to immediately provide funding sources for Municipalities for the ongoing maintenance and preservation repair of abandoned cemeteries in their care;

AND FURTHER that this Resolution be forwarded to the Bereavement Authority of Ontario, the Minister of Government and Consumer Affairs, the Rural Ontario Municipal Association (ROMA), and MPP Steve Clark.

Certified to be a true copy of the original

Date: June 8, 2021

Signature:

Title: Clerk, The Corporation of the
Township of Rideau Lakes

Carried:

Signed: Arie Hoogenboom, Mayor



Committee of Adjustment Minutes

**Thursday, May 13, 2021, 4:00 p.m.
Remote meeting live streamed
on guelph.ca/live**

Members Present	K. Ash, Chair D. Kendrick, Vice Chair M. Allison S. Dykstra D. Gundrum K. Meads J. Smith
Staff Present	B. Bond, Zoning Inspector J. da Silva, Acting Secretary Treasurer S. Daniel, Engineering Technologist M. Mucignat, Planner K. Patzer, Planner P. Sheehy, Program Manager-Zoning L. Sulatycki, Planner M. Witmer, Planner T. Di Lullo, Secretary-Treasurer D. Tremblay, Board and Committee Coordinator

Call to Order

Chair Ash called the meeting to order. (4:00 p.m.)

Opening Remarks

Chair K. Ash explained the hearing procedures and Acting Secretary-Treasurer J. da Silva conducted attendance by roll call and confirmed quorum.

Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures.

Approval of Minutes

Moved by D. Kendrick

Seconded by D. Gundrum

That the minutes from the April 8, 2021 Regular Hearing of the Committee of Adjustment, be approved as circulated.

Carried

Requests for Withdrawal or Deferral

B-12/21 A-27/21 745 Stone Road East

Owner: John and Helen Droic

Agent: Nancy Shoemaker, BSR&D Ltd.

Location: 745 Stone Road East

In Attendance: N. Shoemaker

Acting Secretary-Treasurer J. da Silva noted that the agent for the application submitted a request for deferral in order to allow additional time to address engineering concerns noted in the staff comments. A copy of the deferral request was circulated to Committee members and staff.

Moved by K. Meads

Seconded by D. Kendrick

That Minor Variance and Consent application files B-12/21 and A-27/21 for 745 Stone Road East, be **deferred** sine die, and in accordance with the Committee's policy on applications deferred sine die, that the application will be considered to be withdrawn if not dealt with within 12 months of deferral and that the deferral fee be paid prior to reconsideration of the application.

Reasons:

This application is deferred at the request of the applicant to allow for additional time to consult with staff.

Carried

Current Applications

A-26/21 60 Ontario Street

Owner: Watir Holdings Corporation

Agent: Astrid Clos, Astrid J. Clos Planning

Location: 60 Ontario Street

In Attendance: A. Clos, R. Morton

Chair K. Ash questioned if the sign had been posted in accordance with Planning Act requirements and if the staff comments were received. A. Clos, agent, responded that the sign was posted and comments were received. She provided a summary of the proposed application and reasons for the minor variances.

R. Morton, resident on Ontario Street, expressed concerns with respect to parking and location of permanent planters.

Member D. Kendrick left the remote hearing at 4:30 p.m. and returned at 4:43 p.m.

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

Moved by J. Smith

Seconded by M. Allison

That in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, variances from the requirements of Sections 6.1.3.15.1 and 6.1.3.15.2 of the Zoning By-law (1995)-14864, as amended, for 60 Ontario Street, to permit:

- a. a personal service establishment, a take-out restaurant and a convenience store, as additional permitted uses; and
- b. a minimum of 0 off-street parking spaces,

when the By-law:

- a. permits a variety of uses in the C.1-15 Zone, but does not permit a personal service establishment, take-out restaurant and convenience store; and
- b. requires a minimum of 11 off-street parking spaces for the proposed coffee, shop, barber shop and convenience store,

be **approved**, subject to the following condition:

1. That permanent planters are placed along the Ontario Street property frontage to prevent through traffic on the property to the satisfaction of the General Manager of Planning and Building Services within 30 days of the Committee's final decision.

Reasons:

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

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

Carried

B-10/21 B-11/21 816 Woolwich Street

Owner: The Guelph Curling Club Ltd.

Agent: Dave Aston and Emily Elliott, MHBC Planning

Location: 816 Woolwich Street

In Attendance: D. Aston

Acting Secretary-Treasurer J. da Silva noted that MTO concerns were addressed by the applicant and staff is now recommending that the committee approves the application with conditions. A list of recommended conditions was circulated to staff, Committee members and the applicant.

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

No member of the public expressed interest in speaking to the application via electronic participation.

B-10/21 816 Woolwich Street

Having had regard to the matters under Section 51(24) of the Planning Act, R.S.O. 1990, Chapter P.13 as amended, and having considered whether a plan of

subdivision of the land in accordance with Section 51 of the said Act is necessary for the proper and orderly development of the land,

Moved by K. Meads

Seconded by D. Kendrick

That in the matter of an application under Section 53(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, consent for severance of Part of Lots 6 and 7, Registered Plan 169, currently known as 816 Woolwich Street, an irregularly shaped lot with a frontage along Woolwich Street of 12.4 metres, and an area of 21,735 square metres, substantially in accordance with a sketch prepared by MHBC Planning Urban Design & Landscape Architecture dated March 8, 2021, project number 1285D, be **approved**, subject to the following conditions:

1. That all required fees and charges in respect of the registration of all documents required in respect of this approval and administration fee be paid, prior to the issuance of the Certificate of Official.
2. That the Secretary-Treasurer of the Committee of Adjustment be provided with a written undertaking from the applicant's solicitor, prior to the issuance of the Certificate of Official, that he/she will provide a copy of the registered instrument as registered in the Land Registry Office within two years of issuance of the Certificate of Official, or prior to the issuance of a building permit (if applicable), whichever occurs first.
3. That prior to the issuance of the Certificate of Official, a Reference Plan be prepared, deposited and filed with the Secretary-Treasurer which shall indicate the boundaries of the severed parcel, any easements/rights-of-way and building locations. The submission must also include a digital copy of the deposited Reference Plan (version ACAD 2010) which can be forwarded by email (cofa@guelph.ca).
4. That upon fulfilling and complying with all of the above-noted conditions, the documents to finalize and register the transaction be presented to the Secretary-Treasurer of the Committee of Adjustment along with the administration fee required for the issuance of the Certificate of Official.
5. That consent application B-11/21 receives final certification of the Secretary-Treasurer and be registered on title.

Reasons:

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

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

Carried

B-11/21 816 Woolwich Street

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

Moved by K. Meads

Seconded by D. Kendrick

That in the matter of an application under Section 53(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, consent for severance of Part of Lots 6 and 7, Registered Plan 169, currently known as 816 Woolwich, an irregularly shaped lot with a frontage along Woolwich Street of 96.5 metres, and an area of 4,792 square metres, substantially in accordance with a sketch prepared by MHBC Planning Urban Design & Landscape Architecture dated March 8, 2021, project number 1285D, be **approved**, subject to the following conditions:

1. That all required fees and charges in respect of the registration of all documents required in respect of this approval and administration fee be paid, prior to the issuance of the Certificate of Official.
2. That the Secretary-Treasurer of the Committee of Adjustment be provided with a written undertaking from the applicant's solicitor, prior to the issuance of the Certificate of Official, that he/she will provide a copy of the registered instrument as registered in the Land Registry Office within two years of issuance of the Certificate of Official, or prior to the issuance of a building permit (if applicable), whichever occurs first.
3. That prior to the issuance of the Certificate of Official, a Reference Plan be prepared, deposited and filed with the Secretary-Treasurer

which shall indicate the boundaries of the severed parcel, any easements/rights-of-way and building locations. The submission must also include a digital copy of the deposited Reference Plan (version ACAD 2010) which can be forwarded by email (cofa@guelph.ca).

4. That upon fulfilling and complying with all of the above-noted conditions, the documents to finalize and register the transaction be presented to the Secretary-Treasurer of the Committee of Adjustment along with the administration fee required for the issuance of the Certificate of Official.
5. That consent application B-10/21 receives final certification of the Secretary-Treasurer and be registered on title.

Reasons:

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

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

Carried

A-28/21 698-702 Woolwich Street

Owner: Avila Investments Ltd.

Agent: Astrid Clos, Astrid J. Clos Planning

Location: 698-702 Woolwich Street

In Attendance: A. Clos

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

After a brief break to allow members of the public to express interest in speaking to the application, no members of the public spoke via electronic participation.

Having considered whether or not the variance(s) requested are minor and desirable for the appropriate development and use of the land and that the general

intent and purpose of the Zoning By-law and the Official Plan will be maintained, and that this application has met the requirements of Section 45(1) of the Planning Act, R.S.O. 1990, Chapter P.13 as amended,

Moved by D. Kendrick
Seconded by K. Meads

That in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, a variance from the requirements of Section 6.4.3.1.10.1 of Zoning By-law (1995)-14864, as amended, for 698-702 Woolwich Street, to permit a medical clinic, medical office, pharmacy and personal service establishment as additional permitted uses, when the By-law permits a variety of uses in the SC.1-1 Zone, but does not permit a medical clinic, medical office, pharmacy or personal service establishment, be **approved**, subject to the following condition:

1. That the medical clinic, medical office and pharmacy uses be limited to a maximum Gross Floor Area of 400 square metres per use for the property.

Reasons:

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

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

Carried

Chair and Staff Announcements

There were no announcements.

Adjournment

Moved by K. Meads
Seconded by M. Allison

That this hearing of the Committee of Adjustment be adjourned. (5:13 p.m.)

Carried

K. Ash, Chair

J. da Silva, Acting Secretary-Treasurer