

City Council Information Items

December 10, 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.

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Information Report



Service Area	Infrastructure, Development and Enterprise Services
Date	Friday, December 10, 2021
Subject	Update to the Waste Free Ontario Act – Blue Box Program Regulations

Executive Summary

Purpose of Report

The purpose of this report is to inform City Council and Guelph residents on the transition of the Blue Box program to Individual Producer Responsibility (IPR) under the Waste Free Ontario Act (WFOA).

Key Findings

The Blue Box Regulation does not stipulate any role for municipalities in the new framework. Municipalities will transition their blue box programs and services to full producer responsibility between July 1, 2023 and December 31, 2025. The City of Guelph is scheduled to transition the blue box program to Individual Producer Responsibility (IPR) by January 1, 2025, at which time the City will no longer be required to manage blue box material.

The transition date can be moved forward if the Producer Responsibility Organizations (PROs) agree to an earlier transition date. Staff will advocate with the PROs for an earlier transition date.

Stewardship Ontario will continue to maintain the blue box program on behalf of producers during the transition period (until December 31, 2025) and all current levels of service for the collection of blue box materials, including collection frequency, eligible collection sources, and accepted materials, are to remain unchanged.

Post transition (beginning January 1, 2026) the regulation sets a standardized list of accepted blue box materials across Ontario and a revised list of eligible collection sources. Eligible sources for collection will include single-family homes, multi-residential buildings, schools, not-for-profit retirement homes and long-term care facilities, and a limited number of public space containers. Additionally, non-alcoholic beverage containers from businesses are eligible, but all other materials from businesses are excluded. All other sources are excluded from collection requirements including the public drop-off, downtown businesses, places of worship and community centres.

Starting January 1, 2026, producers will have the ability to implement changes to the blue box program, which could include changes to collection frequency, the type of recycling receptacle provided, and the implementation of alternative collection methods.

Eligible PROs and the Minister are rule creators who will develop a set of rules that will govern how producers are assigned collection services in the allocation table. The allocation table will outline the new blue box collection system, ensuring that materials are collected from all eligible sources and communities across Ontario.

The City cannot make final decisions and determine the City's future role, if any, until the rules and allocation table are established and approved by the Ministry, and any potential proposals and agreements are offered to the City from the PROs.

Staff continue to monitor, prepare and report back to Council on changes to the blue box program that will impact City waste operations and programs.

Financial Implications

Within the scope of the Master Plan, a Blue Box Transition Strategy was developed to assess the operational and financial implications with respect to the City's revenues, expenditures, and capital assets when responsibilities for blue box services transition to Individual Producer Responsibility.

The Strategy provides an Evaluation Tool and a Financial Model to comprehensively understand the impacts on current operations and the impacts of the blue box transition on the rest of the City's integrated solid waste management system and projected costs based on tonnage and financial forecasts.

As details and potential roles for the City, become known, staff will update the Evaluation Tool and Financial Model to evaluate the viability of providing services as a contractor to a PRO, if given the opportunity.

Report

Details

Individual Producer Responsible Blue Box Program

The Blue Box Regulation makes producers of designated blue box materials environmentally and financially responsible for their end-of-life management and sets recovery targets for these materials. Producers will have the choice to work with Producer Responsibility Organizations (PROs) to operate collection and management systems on their behalf to meet their legislative obligations. PROs may solicit municipalities, businesses, or other organizations to become a service provider to collect and/ or process blue box materials.

The Blue Box Regulation states that municipalities will transition their blue box programs and services to producer responsibility between July 1, 2023 and December 31, 2025. During the transition period, the current levels of service for the collection of blue box materials, including accepted materials, collection frequency, and eligible collection sources, are to remain unchanged in each municipality. Stewardship Ontario (SO) will continue to maintain the Blue Box program on behalf of producers until December 31, 2025. The City will continue to receive funding from SO for the blue box program until the City's transition date. Post transition (January 1, 2026) producers will have the ability to implement changes to the blue box program.

The draft Blue Box regulation was released in fall 2020 and was finalized in early June 2021. The draft regulation scheduled Guelph to transition in 2025. Guelph City Council approved [a staff report in December 2020](#), further requesting that Guelph's initially requested transition date of January 2023 be maintained or receive 100 percent funding for the Blue Box Program until transition occurs. The final Blue Box Regulation Transition Schedule has established the City will transition by January 1, 2025. The transition date can be moved forward if the PRO agrees to an earlier transition date. Staff will advocate with the PRO for an earlier transition date.

A transition date during the first transition year was preferred for financial cost savings for taxpayers, however, this later transition date will allow the City to learn from other municipal experiences to prepare for transition.

Eligible Collection Sources

All sources currently collected by the City will continue to receive collection during the transition period. Post transition, the new Blue Box Regulation identifies only the following eligible collection sources for blue box material:

- Single-family households
- Multi-residential buildings including apartments above businesses in Business Improvement Areas (BIAs)
- Schools (public and private)
- Not-for-profit retirement homes
- Not-for-profit long-term care facilities
- Public spaces
- Non-alcoholic beverage containers from businesses (all other materials from businesses are excluded)

There will be impacts to collection sources in the City, including the public drop-off, downtown businesses, places of worship, and community centres. The City advocated to the MECP for the inclusion of all sources that currently receive collection. However, the final list of eligible sources was not expanded. Staff will evaluate if there are options for continuing to provide recycling collection to non-eligible sources through the City's Blue Box Transition Strategy.

Additionally, the regulation limits the number of recycling receptacles producers are required to provide in public spaces such as parks, sidewalks and transit stops.

Designated Blue Box Materials

During the transition period, accepted materials in each municipality are to remain unchanged. As of January 1, 2026, producers can change the accepted materials based on the Blue Box Regulation. The Blue Box Regulation designated three types of blue box materials:

- Product packaging including primary packaging and transportation packaging
- Paper products including printed and unprinted paper
- Packaging-like products including single-use products
- These blue box materials are further broken down by material categories, including:
 - Beverage containers
 - Glass

- Flexible plastic
- Rigid plastic
- Metal
- Paper
- Certified compostable products and packaging, which only have reporting requirements

The Blue Box Regulation includes management requirements in the form of resource recovery targets based on marketed material for each material category that producers must achieve. If a producer has not met their resource recovery target over a three-year period, they must inform the Resource Productivity and Recovery Authority (RPPRA) of the changes they will make to meet the recovery target.

Common Collection System Rules and Allocation Table

Rule creators are PROs that have entered into a representation agreement with one or more producers. Rule creators are responsible for developing a set of rules that will govern how producers are assigned collection services in the allocation table, including how the allocation table is created, maintained, and updated. The allocation table will outline the blue box collection system, ensuring that materials are collected from all eligible sources and communities across the province. In addition to PROs, the Minister is also a rule creator and may amend the rules at any time pursuant to the regulation.

The initial allocation table must be submitted to RPPRA by July 1, 2022 and have a collection period that commences on July 1, 2023. After the initial allocation table, each subsequent allocation table is to be submitted to RPPRA by March 31 of the year prior to the collection period (e.g., report submission deadline is March 31, 2024 for municipalities such as Guelph transitioning in 2025).

Until the rules and allocation table are established, the City cannot make final decisions and determine the City's future role in the producer responsible framework. Once established, producers or PROs can engage with municipalities to offer potential proposals and agreements. The rules and allocation table creation process will include how eligible sources are allocated to producers, the type of recycling receptacle provided, and frequency of collection.

City Options Post Transition

The Blue Box Regulation does not stipulate any role for municipalities in the new framework.

The City will continue to provide services for the recovery of blue box materials until transition. As part of the Solid Waste Management Master Plan process, Dillon Consulting was contracted and tasked with developing a Blue Box Transition Strategy that evaluates whether the City should fulfill any producer obligations, if given the opportunity, such as operating as a contracted service provider under the producer responsibility framework.

The Strategy provides an Evaluation Tool and a Financial Model to comprehensively understand the impacts on current operations and the impacts of the blue box transition on the rest of the City's integrated solid waste management system and projected costs based on tonnage and financial forecasts.

As details and potential roles for the City become known, staff will update the Evaluation Tool and Financial Model to evaluate the viability of providing services as a contractor to a PRO.

For planning purposes, five potential “future state” scenarios are being considered depending on what role, if any, the City would or could play in the future state.

1. No Role - The only known option at this time is for the City to no longer have a role in providing blue box services. PROs would be responsible for delivering the service at their cost.
2. Providing Limited Services – The City would look at providing collection from non-eligible sources under the regulation, at the City’s cost, such as public drop-off, downtown businesses, places of worship and community centres.

While the City may decide there is strategic value in participating in one of the three additional scenarios below, there is no guarantee at this time that the City would be contracted to do so or that the municipality would receive full cost recovery for service provided:

1. Collection Only – City provides blue box collection under a contract with a PRO.
2. Collection and Transfer - City provides blue box collection and transfer at the City’s transfer station under a contract with a PRO, and
3. Collection and Processing - City provides blue box collection, transfer and processing under a contract with a PRO.

Blue Box Program Post Transition (January 1, 2026)

During the transition period, there will be no changes made to the blue box program previously provided by municipalities. As of January 1, 2026, the regulation sets:

- A standardized list of accepted blue box materials across Ontario (e.g., the addition of some common single-use packaging like products),
- Collection services for eligible sources only (i.e., public drop-off, downtown businesses, places of worship and community centres are not eligible),
- Limitations in the number of recycling receptacles available in public spaces (i.e., parks, sidewalks, transit stops), and
- Promotion and education material must be provided during transition and post transition in print form delivered by mail to each eligible source once per year.

Producers will have the ability to implement changes to the blue box program. These changes could include:

- Type of recycling receptacle provided (i.e., potential switch to carts or bags),
- Frequency of collection (i.e., collection must be provided at a minimum bi-weekly),
- Alternative collection system (i.e., deposit return, adding or removing community drop off bins, or mail-in options),

Summary of Key Dates for Guelph

January 2021 – June 2023

- Producers prepare to take operational and financial control of the blue box program.

July 1, 2022

- PROs develop the initial allocation table (rules) and present it to RPRA.

March 31, 2024

- After the initial allocation table (rules) have been established, each subsequent allocation table is to be submitted to RPRA by March 31 of the year prior to the collection period. For Guelph's transition year, that would occur March 31, 2024.

January 1, 2025

- The City of Guelph's blue box program transitions operational and financial control of their blue box programs to.

January 1, 2026

- A standardized list of accepted blue box materials across Ontario and a revised list of eligible collection sources will take effect. Producers will have the ability to implement changes to the blue box program, which could include changes to collection frequency, the type of recycling receptacle provided, and the implementation of alternative collection methods.

Financial Implications

Within the scope of the Master Plan, a Blue Box Transition Strategy was developed to assess the operational and financial implications with respect to the City's revenues, expenditures, and capital assets when responsibilities for blue box services transition to Individual Producer Responsibility.

The Strategy provides an Evaluation Tool and a Financial Model to comprehensively understand the impacts on current operations and the impacts of the blue box transition on the rest of the City's integrated solid waste management system and projected costs based on tonnage and financial forecasts.

As details and potential roles for the City, become known, staff will update the Evaluation Tool and Financial Model to evaluate the viability of providing services as a contractor to a PRO, if given the opportunity.

Consultations

City staff are participants in the Municipal Resource Recovery and Research Collaborative, which includes the Association of Municipalities of Ontario, the City of Toronto, the Regional Public Works Commissioners of Ontario, and the Municipal Waste Association. We have consulted with these organizations to ensure the City supports a consistent approach to the IPR framework transition.

The City contracted Dillon Consulting with a subcontract to Watson & Associates Economists Ltd. to develop the Blue Box Transition Strategy and have consulted with other City departments including Finance, Communications, Human Resources and Legal Services.

Staff will continue to keep Council informed of any changes and key milestones as the transition moves forward.

Strategic Plan Alignment

Working together for our future: Develop a long-term financial and resource strategy that is achievable and affordable.

The Blue Box Regulation does not stipulate any role for municipalities in the new framework. As of January 1, 2025, PROs will be required to manage blue box material at their cost. With this change, the City will no longer be required to fund the blue box program. As details and potential roles for the City, become known, staff will evaluate the viability of providing services as a contractor to a PRO, if given the opportunity.

Sustaining our future: Mitigate climate change by reducing Guelph's carbon footprint.

One of the overall objectives of the province's circular economy approach is improved resource management through greater recovery, waste reduction, reuse, and recycling, including promotion of design-for-the-environment that would increase the environmental performance of the Blue Box program.

Building our future: Maintain existing community assets and secure new ones

Through the report, the City is expressing its desire to maintain and operate existing assets while transitioning to the new framework. At the same time, the City will explore opportunities for alternative uses for assets post transition.

Attachments

Not applicable

Departmental Approval

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Information Report



Service Area	Public Services
Date	Friday, December 10, 2021
Subject	Urban Forest Management Plan 2021 Implementation Update

Executive Summary

Purpose of Report

To advise council of cumulative progress in implementing Guelph’s Urban Forest Management Plan.

Key Findings

The implementation of the Urban Forest Management Plan is on track and having the intended result of evolving Guelph’s municipal forestry work to a holistic, progressive, and proactive program.

Financial Implications

None

Report

Details

Guelph’s strategic Urban Forest Management Plan (UFMP) is a 20-year renewable roadmap for understanding and improving the management of Guelph’s urban forest, particularly that which is owned by or under management agreement with the City. Approved in 2012, the UFMP is a long-term plan with nested short-term management and operating plans (phases). The plan has 22 recommendations, which address gaps and opportunities in four key areas:

- Management and monitoring
- Planning
- Protection, enhancement, and planting
- Outreach, stewardship, and partnerships

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. This year, despite the deferral of some projects and operations due to impacts associated with COVID-19 in 2020, progress continued on the majority of the 22 recommendations but most significantly on eight of the recommendations. These achievements are due to continued leadership and support throughout the implementation of the plan. Most notably, the approval of the second phase of implementation in December 2020.

Five recommendations are complete, 13 have been initiated and will continue to be ongoing into future phases of the UFMP, two are partially complete, and two are pending for initiation in 2022. A complete table of recommendations, including description and status is shown in Attachment 1 of this report.

Priorities for 2022 include the initiation of an invasive management strategy, developing a tree planting strategy, and review of the Private Tree By-law which will include the consideration of a Public Tree By-law.

Significant achievements in 2021:

Recommendation 1: Parks' structure realigned, resulting in Program Manager of Forestry and Sustainable Landscapes (Forestry, Horticulture and Natural Areas Stewardship).

Recommendation 4: Regeneration prescriptions were developed for the recovery of natural areas impacted by the Emerald Ash Borer (EAB). Restoration work has started in some of these areas with treatment of buckthorn and planting of trees and shrubs, but the bulk of the work will start in 2022. However, other ecological restoration projects continued in city parks, open spaces, and natural areas through the work of the Ecological Restoration Internal Committee (ERIC), fulltime staff, seasonal planting crews and community volunteers.

Recommendation 5: Development and implementation of workflow connectivity with Geographic Information System (GIS) tree inventory and the work order asset management system. As well, providing operational crews with the technology and tools to carry out live inventory and work status updates helped to create operational efficiencies and improve tree inventory data. Increased management of invasives in natural areas was carried out to maintain the momentum from past years and to prevent reoccurrence and further spread.

Recommendation 7: The eighth year of the 10-year EAB Plan was completed. Work included treatment, removals, planting, risk management, and communications. This year also included the initiation of the restoration/recovery phase of EAB plan in natural areas. *Lymantria dispar dispar* (LDD) moth egg mass surveys were carried January and November which indicated low impact to the urban forest canopy in 2021 and 2022. Increased efforts were made this year to treat and/or remove significant amounts of invasive vegetation in various locations throughout the city totaling 104 hectares of invasives including buckthorn, dog strangling vine, and Japanese knotweed. The development of Integrated Pest Management Strategy was a priority for 2021 but has been deferred to 2022. Forestry will continue to monitor for threats from pests and diseases as part of our ongoing inspection and maintenance programs.

Recommendation 8: Forestry completed fire risk assessments of ash-dominated natural wooded areas where ash and hazard tree removals have occurred. The results of the assessment indicate low fire risk. Forestry continued to respond to major weather events with heavy rains and excessive winds. While cleanup for these events is an expected burden on resources, fortunately, there was minimal damage to property or structures.

Recommendation 16: Staff initiated the Tree Planting Strategy which builds on the Plantable Spaces Analysis completed as part of the Urban Forest Study in 2020. The purposed of this strategy is to evaluate and achieve our canopy cover targets.

Recommendation 17: Forestry developed and implemented a process in the GIS tree inventory to allow for tracking of removals and plantings. This year, Forestry crews planted approximately 1,000 street and park trees (large stock) and Natural Areas crews and volunteers planted 6,450 trees and shrubs in natural areas (small stock).

Recommendation 22: The City received a \$145,000 Investing in Canada Infrastructure Program (ICIP) grant for tree planting. Planting activities related to this grant will be completed in 2022. The City received a \$25,000 "CN EcoConnexions, From the Ground Up" grant in partnership with Tree Canada. A partnership for a backyard tree planting program pilot with Forests Ontario Partnership called "Take Root" is pending for 2022. The stormwater rebate residential tree planting program pilot was successfully implemented by Engineering and Transportation Services with partners at REEP Green Solutions to increase the city's tree canopy and divert runoff stormwater. The Arbor Day Foundation recognized Guelph as a Tree City of the World 2020, the second year for this recognition.

Financial Implications

None

Consultations

Not applicable

Strategic Plan Alignment

The UFMP is linked to the Strategic Plan through multiple pillars: sustaining our future, powering our future, and building our future. The UFMP supports investment in sustainable green infrastructure to prepare for the effects of climate change and increase the social, economic, and environmental benefits provided by trees. The UFMP guides the effective management of Guelph's tree canopy cover, building resilience in the urban forest to support population and economic growth.

Attachments

Attachment-1: UFMP Recommendations Update 2021

Departmental Approval

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Urban Forest Management Plan (UFMP) Recommendations Update 2021

Management and monitoring

Table 1: UFMP management and monitoring recommendations status

UFMP recommendation number	Recommendation description	Year initiated	Status	2013 - 2020	2021
1	Create a Senior Urban Forester position	2013	Complete	<ul style="list-style-type: none"> Completed November 2013 	<ul style="list-style-type: none"> Parks' structure realigned resulting in Program Manager of Forestry and Sustainable Landscapes (Forestry, Horticulture and Natural Areas Stewardship)
2	Create an interdepartmental "Tree Team" of City staff	2013	Ongoing	<ul style="list-style-type: none"> Quarterly meetings since June 2014 	<ul style="list-style-type: none"> Meetings scheduled as required to review specific issues and/engagement for projects
3	Increase capacity to complete an inventory of municipal street and park trees	2013	Complete	<ul style="list-style-type: none"> Forestry technical staff added (2014) On-line tree ownership map available to the public (2016) Street and park tree point inventory complete (2018) Sample based inventory complete (Urban Forest Study 2020) 	<ul style="list-style-type: none"> Inventory technology/tools now available to operational crews for live inventory/work status updates

Attachment 1: Urban Forest Management Plan (UFMP) Recommendations Update 2021

<p>4</p>	<p>Undertake targeted vegetation assessment and management of city parks and natural areas</p>	<p>2015</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> • Natural Areas Monitoring established and baseline report/data complete (2016 and 2018) • Acquired data to feed into future urban forest structure, function and valuation analysis, and subsequent management plans (Urban Forest Study 2020) • Hiring of new Natural Area Technologist (2019) • Addition of new seasonal tree planting staff and equipment for natural areas stewardship and restoration • Developed protocol for beaver protection and damage mitigation 	<ul style="list-style-type: none"> • Developed regeneration prescriptions for EAB plan recovery of natural areas (implementation planned for 2022) • Restoration projects continued through the Ecological Restoration Internal Committee (ERIC) • Increased invasives management
<p>5</p>	<p>Expand the City's capacity for planting and maintenance of municipal trees</p>	<p>2013</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> • One of two recommended additional arborists hired (2015) • Purchase of upgraded equipment/vehicles for additional operational capacity • Incorporated tree risk assessment and evaluation and tree planting and warranty inspection forms into GIS tree inventory • City Forestry crews carried out approximately 6,000 tree work requests (including planting, removing, and trimming) 	<ul style="list-style-type: none"> • Developed linkages with GIS and work order asset management system to improve workflow and tracking • Second of two recommended Arborists requested for 2022 budget • Temporary resources brought in to tackle backlog due to COVID-19 and impact of EAB

Attachment 1: Urban Forest Management Plan (UFMP) Recommendations Update 2021

				<ul style="list-style-type: none"> Implement Tree Allocation Fund (cash-in-lieu from Private Tree By-law compensation) 	
6	Undertake an Urban Tree Cover and Potential Plantable Spaces Analysis	2013	Complete ¹	<ul style="list-style-type: none"> Urban Forestry Study (2020) 	<ul style="list-style-type: none"> Data from study to feed into Tree Planting Strategy (2022)
7	Develop and implement an Invasive Species and Pest Management Strategy, starting with an Emerald Ash Borer Strategy	2013	Ongoing	<ul style="list-style-type: none"> Emerald Ash Borer Plan (EAB), completed year seven of ten-year plan Treatment of 77 hectares of invasive buckthorn 	<ul style="list-style-type: none"> Development of Integrated Pest Management Strategy deferred to 2022 <i>Lymantria dispar dispar</i> (LDD) moth egg mass surveys carried January and November; predicted impact to canopy is low for 2021 and 2022 Treatment of 104 hectares of invasives including buckthorn, dog strangling vine and Japanese knotweed Initiated restoration/recovery phase of EAB plan in natural areas Completed year eight of 10-year plan EAB plan
8	Develop tree risk management policy and train City Arborists in risk assessment	2015	Partial	<ul style="list-style-type: none"> Hiring of Inspector Arborist (2016) Tree Risk Assessment Qualification (TRAQ) training for Inspector Arborist through the International 	<ul style="list-style-type: none"> Completed fire risk assessments of ash dominated natural wooded areas where ash and hazard tree removals have occurred; results indicate low fire risk

¹ Study to be undertaken every 10 years

Attachment 1: Urban Forest Management Plan (UFMP) Recommendations Update 2021

				Society of Arborists (ISA) completed (2017)	<ul style="list-style-type: none"> Inspector TRAQ certification updated Continued response to extreme weather events
9	Complete a State of the Urban Forest report every five years	2017	Complete ²	<ul style="list-style-type: none"> Included in first phase implementation report (2020) 	<ul style="list-style-type: none"> Quarterly UFMP master plan updates to Council Canopy cover submitted as KPI for Strategic Plan metrics
10	Establish a green infrastructure asset valuation	2018	Partial	<ul style="list-style-type: none"> Urban canopy valuation completed in Urban Forest Study (2020) Trees included in Corporate Asset Management Process (2019) 	<ul style="list-style-type: none"> Natural Heritage Asset Management Plan ongoing lead by Corporate Asset Management

Planning

Table 2: UFMP Planning recommendation status

Number	Recommendation description	Year initiated	Status	2013 - 2020	2021
11	Assess the effectiveness of current tree-related policies and legislation	2013	Ongoing	<ul style="list-style-type: none"> Council approved Tree Ownership and Maintenance Standards (2017) Tree Bylaw Standard Operating Procedure developed (2020) Urban Forest Management Plan Implementation Update and second phase plan approved (2020) 	<ul style="list-style-type: none"> Tree Bylaw review pending 2022

² Report to be undertaken every 5 years

Attachment 1: Urban Forest Management Plan (UFMP) Recommendations Update 2021

12	Update City documents to be consistent with new tree-related policies, guidelines, and legislation	2014	Ongoing	<ul style="list-style-type: none"> • Council approved Urban Design Manual (2017) • Tree related standards removed from Linear Infrastructure Standards, Tree Technical Manual now standalone contract document 	<ul style="list-style-type: none"> • Provided urban forest management related input for various City projects, bylaw updates and studies
13	Develop and implement a Public Tree By-law	2018	Pending	<ul style="list-style-type: none"> • Pending 	<ul style="list-style-type: none"> • Initiated preliminary discussions and collection of background information (to be initiated in Q1 2022 with review of Private Tree Bylaw)

Protection, enhancement, and planting

Table 3: UFMP Protection enhancement and planting recommendation status

Number	Recommendation description	Year initiated	Status	2013 - 2020	2021
14	Implement and assess use of the new Tree Technical Manual	2013	Complete	<ul style="list-style-type: none"> • Completed and implemented in 2020 	<ul style="list-style-type: none"> • Continued implementation • Developed information sheet for protection during construction as supplemental information for building permit process • Initiated development of planting information sheet
15	Implement and monitor success of new rooting technologies	2013	Ongoing	<ul style="list-style-type: none"> • Re-work and monitor tree cells on Carden Street • Integration of cell technology (Silva Cell) into Wilson Street reconstruction (2018) 	<ul style="list-style-type: none"> • Continued monitoring and maintenance • Evaluation of soil cell infrastructure for use in Downtown Infrastructure Revitalization project

Attachment 1: Urban Forest Management Plan (UFMP) Recommendations Update 2021

				<ul style="list-style-type: none"> Revised recommendation to include all green infrastructure (going forward for 2019) 	
16	Develop a Greening Strategy building on the Potential Plantable Spaces Analysis	2018	Pending	<ul style="list-style-type: none"> Priority Planting Index complete as part of Urban Forest Study (2020) 	<ul style="list-style-type: none"> Initiated Tree Planting Strategy
17	Track municipal tree removals and plantings	2018	Ongoing	<ul style="list-style-type: none"> Removed of approximately 2,800 street and in park ash trees and 4,336 in seven wooded natural areas Planted approximately 4,000 street and park trees Planted approximately 31,000 trees with community groups and volunteers including community orchards in local parks 	<ul style="list-style-type: none"> Developed and implemented a process in GIS tree inventory for tracking of removals and plantings Removed 1,200 street and park trees Planted 1,000 street and park trees Planted 6,450 trees and shrubs in natural areas Started removal of approximately 1,000 ash/hazard tree removals in wooded natural areas (December through February 2022)
18	Expand the City's capacity to undertake tree-related plan review and site inspections	2015	Ongoing	<ul style="list-style-type: none"> Hired of Urban Forestry Field Technologist (2014) Developed and implemented internal processes for oversight of tree protection, establishment and maintenance during development and construction activities 	<ul style="list-style-type: none"> Ongoing

Outreach, stewardship, and partnerships

Table 4: UFMP outreach, stewardship, and partnership recommendation status

Number	Recommendation description	Year initiated	Status	2013 - 2020	2021
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Attachment 1: Urban Forest Management Plan (UFMP) Recommendations Update 2021

19	Create an Urban Forest Advisory Committee	2013	Ongoing	<ul style="list-style-type: none"> • Meeting quarterly since early 2014 • Renamed Urban Forest Working Group (UFWG) • Creation of Natural Heritage Advisory Committee (NHAC) (2019); UFMP initiative feedback in the Terms of Reference 	<ul style="list-style-type: none"> • Meetings scheduled as required to review specific issues and/engagement for projects • Engagement with NHAC and UFWG for Tree Planting Strategy
20	Pursue targeted urban forest education and outreach	2012	Ongoing	<ul style="list-style-type: none"> • Hosted 2017 Ontario Professional Foresters Association Conference and City Tours • Developed new and updated content for City's "Tree" webpages as part of Environmental website content audit (2020) 	<ul style="list-style-type: none"> • REEP Green Solutions partnership delivered tree planting webinar and materials to successful tree (stormwater) rebate applicants
21	Increase municipal capacity for coordination of volunteers for stewardship activities	2014	Ongoing	<ul style="list-style-type: none"> • Increased with Forestry technical staff (2014), Trails and Natural Areas Supervisor (2016)³, and Part-time Community Stewardship coordinator position (2017) • Over 7,500 volunteers engaged in tree planting and natural areas stewardship 	<ul style="list-style-type: none"> • Increased number of City led events • Increased support for tree planting partners
22	Pursue targeted stewardship initiatives, partnerships, and funding sources	2015	On-going	<ul style="list-style-type: none"> • University of Toronto (Vegetative Sampling Protocol) (2016 and 2018) • University of Guelph (Potential Plantable Spaces Analysis) (2015) • TD Green Streets grant for Tree Planting and Stormwater Education 	<ul style="list-style-type: none"> • \$145,000 Investing in Canada Infrastructure Program (ICIP) grant (to be implemented in 2022) • \$25,000 "CN EcoConnexions, From the Ground Up" grant in partnership with Tree Canada

³ Position no longer exists; replaced with Program Manager of Forestry and Sustainable Landscapes, trails now under preview of Program Manager Sports & Leisure

Attachment 1: Urban Forest Management Plan (UFMP) Recommendations Update 2021

				<p>in partnership with Engineering and Waterworks (2017)</p> <ul style="list-style-type: none"> • Formation of Urban Forest Stewardship Group (2020) • The City expanded partnerships with OPIRG, Trees for Guelph and Pollination Guelph to facilitate 35 plantings at 31 sites 	<ul style="list-style-type: none"> • Pending "Take Root" Forests Ontario partnership pilot • Stormwater rebate residential tree planting program pilot, implemented by Engineering and Transportation Services with partners at REEP Green Solutions to increase the town's tree canopy and divert runoff stormwater • The Arbor Day Foundation recognizes Guelph as a Tree City of the World 2020
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Information Report



Service Areas	Corporate Services Infrastructure, Development and Enterprise Services Public Services
Date	Friday, December 10, 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 fourth quarter (Q4) progress on each of 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 and stakeholder engagement for most of the master plans in development. A summary of each plan's next steps and progress to date is available in attachments 1 through 11.

Mississaugas of the Credit First Nation coordinated consultation

Early in October, City staff presented overviews of the four, water-related master plans to representatives of the Mississaugas of the Credit First Nation (MCFN). A written electronic update was also provided to MCFN on the Transportation Master Plan. The virtual sessions for the water-related master plans provided opportunities for the staff leading these initiatives to learn more about MCFN's areas of interest as well as increase awareness of the work the City is doing through master planning. This followed similar efforts undertaken in July with Six Nations representatives. As reported previously, this is an important first step that opens the door to future conversations to learn more about local Indigenous partners' interests and preferences on meaningful engagement as the City's master planning

work moves forward, and more broadly how we can increase awareness of the City's environmental practices and operations.

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).

Since Council endorsed the terms of reference for Shaping Guelph in the fall of 2019, several community and stakeholder conversations have occurred in parallel or prior to the release of background studies in the areas of residential intensification, employment lands, and growth scenarios. Indigenous partners and the Indigenous community in the area known as Guelph have also been engaged specifically on where and how Guelph grows. The Shaping Guelph project team continues to consider input received from the community, stakeholders, Indigenous partners, the Indigenous community, and Council as part of the preparation of a preferred growth scenario together with a land needs assessment to inform the growth management strategy for 2051. The preferred growth scenario and the growth management strategy will consider the proposed annexation of the Dolime Quarry lands.

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 January 2022.

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.

The impacts of COVID-19 also continue to influence master planning development activities and may necessitate changes in project scope, budget, the way the City engages stakeholders and timelines.

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 a communications plan which 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 are 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 meet monthly, 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 Guelph Trail Master Plan update progress summary

Attachment-3 Parks and Recreation Master Plan Update progress summary

Attachment-4 Solid Waste Management Master Plan progress summary

Attachment-5 Stormwater Management Master Plan progress summary

Attachment-6 Transportation Master Plan progress summary

Attachment-7 Urban Forest Management Plan progress summary

Attachment-8 Wastewater Treatment and Biosolids Management Master Plan progress summary

Attachment-9 Water and Wastewater Servicing Master Plan progress summary

Attachment-10 Water Supply Master Plan progress summary

Departmental Approval

The following staff contributed to the report information or the attached master plan progress summaries.

- Colleen Gammie, Infrastructure Planning Engineer
- Dave Belanger, Water Supply Program Manager, Water Services
- Heather Connell, Manager, Technical Services
- Jennifer Juste, Manager, Transportation Planning

- Luke Jefferson, Manager, Open Space Planning
- Melissa Aldunate, Manager, Policy Planning and Urban Design
- Sasha Einwechter, General Manager, Information and Technology
- Tim Robertson, Division Manager, Wastewater Services
- Timea Filer, Urban Forestry Field Technologist, Parks and Recreation

Report Author

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2021-369 Attachment-1 Digital and Technology Master Plan progress summary

Digital and Technology Master Plan

2019-2024, 76% complete of 2021 actions and 53% overall complete

Recent progress/achievements to date

- Implement collaboration software for City Staff.
- Provide email for all City staff.
- Upgrade A/V in City meeting rooms to facilitate hybrid work for City 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 depended on 3rd party internet service providers.

Next steps

- Implement expense management software for staff.
- Update IT policies – IT Governance, Information Security, Acceptable Usage and Data Classification.

2021-369 Attachment-2 Guelph Trail Master Plan progress summary

Guelph Trail Master Plan

2017/2019-Q2 2021; 100% complete

Recent progress/achievements to date

- The Guelph Trail Master Plan (GTMP) was approved by Council at the June 28th, 2021 Council Meeting.
- Staff launched a [webpage](#) for the public to read the final GTMP and for staff to provide updates on master plan progress.

New opportunities or relevant challenges

- 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

- Staff are currently working on Council's recommendation to report back on the progress of Project 12 on potential for short-term actionable trail connectivity solutions.

2021-369 Attachment-3 Parks and Recreation Master Plan progress summary

Parks and Recreation Master Plan (PRMP)

2019-2022; 75% complete

Recent progress/achievements to date

- A research study is ongoing to understand barriers to participation for immigrants to recreation. The Guelph Wellington Local Immigration Partnership and [Niva Shrestha](#) are expanding Niva's research to include immigrants beyond Nepali children.
- Progress is ongoing for:
 - Draft action plans and draft master plan
 - Parkland review and setting direction for future parkland
 - Community engagement plan for parkland portion of the master plan

New opportunities or relevant challenges

- Legislative changes by the Province to the Planning Act, through [Bill 108, 138](#) and 197, mean that the existing Parkland Dedication Bylaw will expire on September 18, 2022. [October 20, 2021 Council Meeting](#) has more information.
- No changes to the Planning Act were made that impact the way in which the City currently collects parkland dedication, but the bylaw requires re-enactment prior to the above date.

Next steps

- The PRMP is proceeding with a schedule adjustment; the PRMP is planned to be presented to Council in 2023. The schedule adjustment will allow staff to focus on the Parkland Dedication Bylaw re-enactment, to assess impacts of COVID-19 on the department's service delivery and to plan to 2051 in alignment with the Growth Management Strategy.
- A 'Park Plan' that demonstrates the ongoing need for parkland is a legislated requirement of re-enacting the Parkland Dedication Bylaw. Staff are crafting a targeted Park Plan to meet that legislated requirement and will present this plan separately to Council in Q2, 2022. Following Council approval, the findings of the Park Plan will be integrated into a comprehensive PRMP.
- Community engagement on the 'Park Plan' and draft bylaw are planned for Q1, 2022. The findings from previous PRMP engagement will be incorporated and validated through this engagement. The Park Plan and the Parkland Dedication Bylaw are related—although there will be separate engagement sessions for each topic there will be overlap in discussions and communication with the public.
- Community engagement for the remaining PRMP sections will be planned in 2022. Details forthcoming.

2021-369 Attachment-4 Solid Waste Management Master Plan progress summary

Solid Waste Management Master Plan Q2, 2019 - Q4, 2021; 100% complete

Recent progress/achievements to date

- Final Public Advisory Committee (PAC) Meeting was held via Webex on October 19, 2021. Presentations and discussions included a review of the final report and recommendations.
- Technical reports have been completed and recommendations finalized.
- Public engagement is complete.

New opportunities or relevant challenges

SWMMP outputs for further development beyond the term of the study include:

- The City will continue to monitor developments to the Blue Box Regulation as details are made available and use the Blue Box Transition Strategy tool and financial model, if applicable, to evaluate the viability of providing services as a contractor to a Producer Responsibility Organization (PRO) in the new system and/or to determine the feasibility, costs and diversion impacts of providing services to non-eligible customers.
- Staff will conduct further engagement, as part of the downtown infrastructure revitalization program, for a potential pilot project where participating businesses and residents receive daily door-to-door collection system that will move materials to a central collection area for pick-up. Pilot door-to-door collection and use information to explore enforcement measures and alternative funding models.
- The findings from the research and community engagement on funding models will be used to inform the City's review of the Council approved user fee structure and approval of user fee subsidization levels as part of the Corporate Service Rationalization Review recommendation to review opportunity for budget savings, equitable and consistent user fee recovery practices.

Next steps

- The Solid Waste Management Master Plan review will conclude in December.

2021-369 Attachment-5 Stormwater Management Master Plan progress summary

Stormwater Management Master Plan (SWMMP)

Q1, 2020–Q2, 2022; 70% complete

Recent progress/achievements to date

- Mississaugas of the Credit First Nation consultation meeting in October
- Hydraulic model development and drainage assessment underway, model calibration based on rainfall data
- Completed assessment of existing ponds and erosion sites, including recommendations for maintenance and retrofits
- Completed assessment of siting for new stormwater management facilities
- Completed Infiltration Policy
- Progress on design criteria
- Preliminary framework for modelling scenarios
- Release of technical memoranda to community working group for feedback
- Community working group meeting held November 15, 2021

New opportunities or relevant challenges

- Pending Ministry of the Environment, Conservation and Parks (MECP) Low Impact Development Stormwater Management Guidance Manual, which was expected in 2020, is not yet available
- Pending MECP Consolidated Linear 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

- Finalize existing conditions hydraulic model and run future and solution scenarios
- Internal workshops on hydraulic model and LID Policies
- Open house #2 scheduled for late Q1 or early Q2, 2022
- Prepare Implementation and Financing Plan

2021-369 Attachment-6 Transportation Master Plan progress summary

Transportation Master Plan (TMP)

Q1, 2019 – Q4, 2021; 95% complete

Recent progress/achievements to date

- Completion of the final round of community engagement on implementation and policies resulting in 77 survey responses and over 20 hours of virtual workshops
- Internal staff review of draft recommended policies and programs
- A memo of recommended OP Updates has been drafted and is under review internally
- Development of the financial strategy and financial impacts is underway

New opportunities or relevant challenges

- A draft memo of recommended Official Plan (OP) updates includes updates to Table 5.1 (ultimate Right-of-Way) and Table 5.2 (intersection improvements) in the OP to reflect the TMP's preferred solution. The Stormwater Master Plan, currently underway, may also indicate impacts to the ultimate Right-of-Ways, as a separate exercise. Further coordination will ensure the final tables are reflective of both master plans.

Next steps

- Presentation of final TMP report at Special Council meeting on January 26, 2022

2021-369 Attachment-7 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

- Completed fall planting of 170 caliper street and park trees
- Completed fall planting of 1,450 native trees and shrubs (saplings and seedlings), 300 native grass and pollinator wildflowers at seven naturalization sites across the city (approximately 0.7 ha total area)
- Supported Trees for Guelph at three community plantings on City land and six school properties resulting in the planting of approximately 1,125 native trees and shrubs and 450 native wildflowers
- Guelph was awarded \$25,000 CN EcoConnexions – From the Ground Up grant in partnership with Tree Canada, which supported planting 240 trees and shrubs at Peter Misersky Park in October
- Carried out LDD (formerly European Gypsy moth) egg mass surveys to predict 2022 risks of defoliation of street, park and natural area trees
- Approximately 31 hectares (ha) invasive plant species control, including 17 ha of European Buckthorn, 14 ha of Japanese Knotweed
- Initiated contracted ash and hazard tree removals in wooded natural areas dominated by ash trees

New opportunities or relevant challenges

- Take Root, a City of Guelph and Forests Ontario partnership pilot to support community-based native tree distribution and the education of Guelph residents in tree planting and tree care, pending budget consideration from Council

Next steps

- Initiate Tree Bylaw review
- Initiate restoration, regeneration and recovery phase of EAB plan in natural areas
- Develop/formalize an Adopt-A-Space program for citizen/neighbourhood stewardship of naturalized spaces in parks
- Plan, review and confirm 2022 naturalization planting areas through the Ecological Restoration Implementation Committee (ERIC)

2021-369 Attachment-8 Wastewater Treatment and Biosolids Management Master Plan progress summary

Wastewater Treatment and Biosolids Management Master Plan Q1, 2020 - Q4, 2021; 85% complete

Recent progress/achievements to date

- Engaged with representatives of Mississaugas of the Credit First Nation and provided an update on this master plan's progress
- Information sharing meetings with other master plan teams to ensure alignment
- Approval of the co-digestion technical memo following the meeting with Solid Waste Resources

New opportunities or relevant challenges

- The public feedback from two virtual open houses has verified understanding and support of the alternatives.
- The Community Liaison Group's feedback on the preferred future wastewater treatment and biosolids management technology alternatives has helped in assessing the general acceptance of the preferred direction.
- The scope of this project may be expanded to a Schedule C Class EA Environmental Report to move forward short-term projects, more efficiently.

Next steps

- Review and approve the technical memo that focuses on the recommended projects and implementation plan
- Present the final recommendations and implementation plan to the Community Liaison Group in early December
- Share the master plan final recommendations with Six Nations

2021-369 Attachment-9 Water and Wastewater Servicing Master Plan progress summary

Water and Wastewater Servicing Master Plan Q1, 2020–Q3, 2022; 50% complete

Recent progress/achievements to date

- Mississaugas of the Credit First Nation consultation meeting in October
- Model development and calibration completed, final calibration report under review
- Preliminary analysis on existing system and existing constraints completed and shared with the Planning and Building Services department

New opportunities or relevant challenges

- The City is developing a new growth plan and population projections that will impact water and wastewater servicing strategy. These inputs are anticipated to receive Council approval through the Municipal Comprehensive Review now planned to council deliberation in Q1, 2022. Accordingly, staff have adjusted the project schedule to reflect the timing of the availability of this key set of inputs.

Next steps

- Assess existing and future system conditions and identify servicing shortfalls, prepare options to meet current and future level of service and output a series of projects for implementation.
- Prepare for and host open house #2 in 2022
- Create implementation and financing plan
- Prepare project file

2021-369 Attachment-10 Water Supply Master Plan progress summary

Water Supply Master Plan Q4, 2019 – Q3, 2021; 85% complete

Recent progress/achievements to date

- Project scope of work 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 has been prepared. The assessment shows that groundwater supplies are currently sustainable but limited for future, long-term demands.
- Water conservation, efficiency and demand management scenarios have been developed.
- Groundwater and surface water alternatives have been evaluated preliminarily through use of evaluation criteria.
- Phase 2 community engagement has been completed through Community Liaison Group and agency/municipal workshops and a virtual Public Information Centre.
- Presentations on the WSMP Update were provided to the Water Efficiency Strategy Public Advisory Committee, Water Services staff and to Puslinch and Guelph Eramosa Township councils.

Project task status itemized below for reference:

- Task 1 - Phase 1 Consultation Report has been completed. Phase 2 Consultation Report in preparation.
- 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 4 – P2G Sustainability Assessment modelling has been completed
- Task 5 – Water Supply Alternatives are in the final stages of evaluation.
- Task 6 – WSMP Update report is in preparation

Receipt of the revised Provincial growth targets, mid-project, resulted in schedule delays and caused some completed tasks to be revised.

Next steps

- Task 5 – Water Supply Master Plan Update Report
 - 90-day Public Review of draft Final WSMP Report – starting Jan/22

Report

Details

Accessibility Advisory Committee (AAC) Activities

Staff from various departments engaged the Accessibility Advisory Committee (AAC) in 2021 for their recommendations and advice on topics that relate to accessibility. The following topics were discussed:

- 2022 Municipal Election: The City Clerk's Office Staff engaged the AAC on accessible voting methods to be offered for the 2022 Municipal election. The AAC struck a sub-committee which researched, and recommended, an electronic ballot marking option with mail-in voting to accommodate people with disabilities to participate in the 2022 Municipal Election.
- Traffic calming strategy: The AAC was engaged regarding the Traffic Calming Policy and the use of speed cushions as a traffic calming measure. The AAC focused on recommending traffic calming strategies that do not create barriers for people with disabilities, like measures that focus on road narrowing rather than speed cushions.
- Guelph Trail Master Plan: Parks Planning engaged the AAC in discussions regarding City of Guelph trails, trail use, and trail signage. The AAC recommended trail signage that allows for equitable and informed use of Guelph's extensive Trail system.
- Guelph's seasonal patio program: The AAC feedback of the Seasonal Patio Program assisted in developing the Seasonal Patio Program Guidelines document, which sets out requirements for patios to ensure equitable use of patios for the duration of the 2021 Seasonal Patio Program.
- Internal site plan review: Trained AAC members review and provide their advice, and recommendation as part of the internal site plan review process. Some of the sites reviewed include the South End Recreation Centre and Baker St. Library development. The AAC also provided feedback and approval of the Pre-Consultation Site Plan Submissions – Accessible Guidance document used in the pre-consultation site plan submission process.
- Guelph Transit: Transit Services continued to inform the AAC of ridership statistics, and the introduction of the on-demand bus service (On-DemandYourWay app) to complement the conventional bus service.
- City COVID-19 Pandemic: City Staff provided updates at committee meetings regarding Ontario's roadmap to re-open, and City measures taken to keep staff and customers safe.

Website Accessibility

The City has worked diligently over the past several years to make its corporate website accessible to the World Wide Web standard Web Content Accessibility Guidelines (WCAG) 2.0 Level AA as required in the AODA. These guidelines were developed by the World Wide Web Consortium (W3C) as part of a project known as the Web Accessibility Initiative (WAI). The WCAG 2.0 guides web developers throughout the world on how to develop websites that are accessible to people with a disability.

As a combined effort led by Accessibility and Web Services, staff worked with all departments to improve the accessibility of corporate websites and the content.

Accessibility Services purchased software in 2019 that monitors the website for accessibility as well as other information. The software has ongoing costs of \$18,000 in 2021 and expected to increase to just under \$20,000 in 2022.

Since 2019 the website has greatly improved its accessibility score measured in this software by removing unnecessary (redundant/out of date) content and making the remaining content accessible.

Beginning in 2022, Web and Accessibility Services will review the architecture of the main corporate website, Guelph.ca, to ensure that the newly reached accessible status is adaptable to the ever-changing technology landscape and sustainable long-term. Along with this approach, employees who produce accessible materials that are public facing will continue to be supported by both Accessibility and Web Services with training and information about changes in technology and as the AODA requirements are updated.

Compliance Report

This year, the City will report to the Province that it is in compliance with the AODA. The compliance report includes all aspects of the AODA with a focus on the website's level of accessibility and the initiatives within Transit that help ensure compliance.

The report will confirm overall compliance to the AODA requirements, including but not limited to:

- Policies, processes, plans and consultations in the development process in the areas of general AODA policy, accessible transit, training, and employment accommodations
- Training on the AODA and specific training requirements such as Transit employees regarding the operation of the accessible features on the transit vehicles
- Feedback processes
- Website compliance with the WCAG 2.0 Level AA
- Accessible parking, and
- Trails and outdoor play spaces.

The report will be submitted before the end of 2021.

Guelph Transit

Guelph Transit has modified many of the ways customers interact with operators and vehicles to accommodate accessibility needs and provide AODA compliance. Approximately 82% of bus stops in the Guelph Transit network are accessible, where all bus stop blade signs and info posts meet the AODA requirements for customers. While riding a conventional bus, there is accessibility seating for priority customers along with route, bus stop request and stop information provided both visually and through voice delivery. Communication with passengers through the website or social media is provided by employees who have been trained in AODA compliant standards. Before and since the Covid-19 Pandemic, Guelph Transit has

provided signage and stickers that comply with the AODA requirements for customers utilizing its services.

As Guelph Transit moves to a modified layout in their new buses, customers who use a mobility device will find that there are more seating choices and additional accessible seating depending on if the passenger requires their wheelchair to be secured or not. This advancement in customer service is just one way that Transit is offering equitable service.

Financial Implications

The Web Accessibility Project software Site Improve, that tests City websites for accessibility, has an annual fee of just under \$18,000. This software was purchased for 2020 and 2021 and is being funded through the accessibility capital budget.

Consultations

While all service areas within the City were involved in the Web Accessibility Project, the following departments were collaborative leaders that contributed to this report: Web Services and Guelph Transit Services.

Strategic Plan Alignment

Accessibility to City services aligns with the City's strategic direction of Working Together for Our Future and from an accessible transportation perspective, Navigating Our Future.

Attachments

None

Departmental Approval

Ian Scott, Manager, Facility Design and Construction, Facilities and Energy Management

Report Author

Leanne Warren, Accessibility Project Specialist, Facilities and Energy Management

This report was approved by:

Antti Vilkkö, P.Eng., MBA

General Manager, Facilities and Energy Management

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This report was recommended by:

Jayne Holmes, P.Eng., PMP

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November 24, 2021

The Honourable Doug Ford
Premier of Ontario
Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Dear Premier Ford:

RE: Bus Stop Dead End Roads, Our File: T02

Council of the Region of Durham, at its meeting held on November 24, 2021, adopted the following resolution:

“Whereas Dead-End Road delegations have been received from parents in attached correspondence, website www.durhamdeadendroadkids.ca and video www.youtube.com/watch?v=_pCVNLsUKk&t=18s noting approximately 386 Durham Region kids and families remain in crisis walking kilometres daily to wait on highspeed roadway shoulders with winter dark coming;

And whereas the Ontario Ministry of Transportation has responded and now amended their Policy to allow and provide guidelines for reversing a school bus on a dead end road <https://www.ontario.ca/document/official-ministry-transportation-mto-bus-handbook/special-safety-precautions-school-bus-drivers> which is in keeping with the previous historic practice of using smaller buses, doing 3-point turns and using a spotter in rural areas;

And whereas to date 10 municipalities across Ontario have passed a resolution endorsing Scugog's bus stops on dead end roads Resolutions CR-2021-086 (April 26, 2021) and CR-2021-175 (June 28, 2021), given family safety challenges exist on dead-end roads throughout the province;

And whereas Report PWIS-2021-022, Williams Point Road and Beacock Road School Bus Turnarounds, be received noting municipal cost for construction of school bus turnarounds is prohibitive with 178 dead end roads now not accessed by Durham District School Board alone not including hundreds of roads around province, and any funds invested in turnarounds would not be consistent with asset management priorities promoted by the Province of Ontario;

The Regional
Municipality
of Durham

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Department
Legislative Services

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Don Beaton, BCom, M.P.A.
Commissioner of Corporate
Services

And whereas to date Durham Student Transportation Services have not re-considered the previous motions or adjusted their policies, citing Ontario Ministry of Transportation policy changes are “guidelines” only, <https://www.durhamregion.com/news-story/10445254-mto-tweaks-unlikely-to-reverse-scugog-route-changes-dsts/> are not “direction to school boards” <https://www.durhamregion.com/news-story/10445254-mto-tweaks-unlikely-to-reverse-scugog-route-changes-dsts/> , maintaining far-distanced highspeed roadside common stops are safer;

Now therefore be it resolved:

That Council request the Ministry of Education and the Province of Ontario to amend policies requiring Student Transportation Services and School Boards around the Province work with parents to facilitate the use of smaller buses, spotters, and 3-point turns or backing up where necessary, to provide safer service to dead-end and private road children and prevent the need for additional turnarounds to be constructed on municipal roads; and

That a copy of this motion and the staff report from the Township of Scugog be forwarded to Premier Doug Ford, Honorable Stephen Lecce (Minister of Education), Honorable Caroline Mulroney (Minister of Transport), Durham Student Transportation Services, all school boards serving Durham Region, Haliburton-Kawartha Lakes-Brock MPP Laurie Scott, all Durham MPPs, all Ontario Municipalities, Rural Ontario Municipal Association (ROMA), Ontario Good Roads Association (OGRA), and Association of Municipalities of Ontario (AMO).”

Please find enclosed a copy of Report #PWIS-2021-022, from the Township of Scugog, for your information.

Ralph Walton

Ralph Walton,
Regional Clerk/Director of Legislative Services

RW/ks

Attachment

c: The Honourable Stephen Lecce, Minister of Education
The Honourable Caroline Mulroney, Minister of Transport
Nadiya Viyitiv, Durham Student Transportation Services

Durham Catholic District School Board
Durham District School Board
Kawartha Pine Ridge District School Board
Peterborough, Victoria, Northumberland and Clarington Catholic
District School Board
Conseil Scolaire Catholique MonAvenir
Conseil Scolaire Viamonde
Rod Phillips, MPP (Ajax)
Lindsey Park, MPP (Durham)
Laurie Scott, MPP (Haliburton/Kawartha Lakes/Brock)
David Piccini, MPP (Northumberland/Peterborough South)
Jennifer French, MPP (Oshawa)
Peter Bethlenfalvy, MPP (Pickering/Uxbridge)
Lorne Coe, MPP (Whitby)
All Ontario Municipalities
Rural Ontario Municipal Association (ROMA)
Ontario Good Roads Association (OGRA)
Association of Municipalities of Ontario (AMO)
S. Siopis, Commissioner of Works



Committee of Adjustment Minutes

Wednesday, November 10, 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 K. Meads J. Smith
Staff Present	J. da Silva, Council and Committee Assistant S. Daniel, Engineering Technologist T. Di Lullo, Secretary-Treasurer G. Meades, Council and Committee Coordinator P. Sheehy, Program Manager-Zoning L. Sulatycki, Planner S. Wilson, Planner

Call to Order

Chair Ash called the meeting to order. (4:01 p.m.)

Opening Remarks

Chair K. Ash explained the hearing procedures and Secretary-Treasurer T. Di Lullo 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 S. Dykstra

Seconded by J. Smith

That the minutes from the October 14, 2021 Regular Hearing of the Committee of Adjustment, be approved as circulated.

Carried

Requests for Withdrawal or Deferral

There were no requests.

Current Applications

B-23/21 B-24/21 167 Alice Street

Owner: Adam Debuck and Jiyeon Oh

Agent: Deb Allen

Location: 167 Alice Street

In Attendance: N. Shoemaker, D. Allen

Chair K. Ash questioned if the sign had been posted in accordance with Planning Act requirements and if the staff comments were received. N. Shoemaker, representative for the agent, responded that the sign was posted and comments were received. She provided a brief background of the applications.

D. Allen, agent for the owners, did not provide comments on the applications.

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.

File B-23/21 167 Alice 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 J. Smith

Seconded by M. Allison

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 Lots 156 and 157, Registered Plan 293, currently known as 167 Alice Street, a parcel with frontage along Alice Street of 11.0 metres, a depth of 30.5 metres, and an area of 336 square metres, substantially in accordance with a sketch prepared by BSR&D Ltd. dated August 12, 2020, project number 17-14-345-00-A, be **approved**, subject to the following conditions:

1. That a plan shall be submitted to, and approved by the General Manager of Planning and Building Services, prior to the issuance of a building permit for the new dwellings on the "severed" parcels indicating the location and design of the new dwellings.
2. That prior to the issuance of a building permit, elevation and design drawings for the new dwellings on the "severed" parcels shall be submitted to, and approved by the General Manager of Planning and Building Services.
3. That prior to issuance of a building permit, the Owner shall demonstrate to the satisfaction of the General Manager of Planning and Building Services a commitment to incorporate features into the development that will implement recommendations of the City's Community Energy Initiative (CEI) and the overall goal of becoming a net zero carbon community by 2050.
4. That prior to the issuance of the Certificate of Official, the Owner shall have a Professional Engineer design a stormwater management brief for the proposed development, satisfactory to the General Manager/City Engineer.
5. That prior to any construction or grading on the lands, the Owner shall construct, install and maintain erosion and sediment control facilities, satisfactory to the General Manager/City Engineer, in accordance with a plan that has been submitted to and approved by the General Manager/City Engineer.
6. That prior to the issuance of the Certificate of Official, the Owner shall have a Professional Engineer design a grading/drainage and servicing plan for the site, satisfactory to the General Manager/City Engineer.
7. That the Owner agrees to design and construct the new dwellings at such an elevation that the building's lowest level can be serviced with a gravity connection to the City's sanitary sewer. If the Owner satisfactorily demonstrates to the General Manager/City Engineer

that a below-grade gravity connection is not achievable, the building's below-grade level may be allowed to pump sewage, in accordance with the Ontario Building Code, to the property line, and have a gravity connection from the property line to the City's sanitary sewer.

8. That the Owner shall pay to the City the actual cost of the construction of the new driveways including the required curb cut and/ or fill and furthermore, prior to issuance of building permit or prior to any construction or grading on the lands, the Owner shall pay to the City the estimated cost for constructing the new driveways including the required curb cut and/or fill, as determined by the General Manager/City Engineer.
9. That the Owner shall pay to the City the actual cost of constructing, installing or removal of any service laterals required and furthermore, prior to issuance of building permit or prior to any construction or grading on the lands, the Owner shall pay to the City the estimated cost of constructing, installing or removal of any service laterals, as determined by the General Manager/City Engineer.
10. That the Owner will ensure that all domestic wells, boreholes and monitoring wells installed for hydrogeological or geotechnical investigations are properly decommissioned in accordance with current Ministry of the Environment regulations (O.Reg. 903 as amended) and to the satisfaction of the General Manager/City Engineer, prior to any construction or grading on the lands.
11. That prior to the issuance of Certificate of Official, the Owner shall enter into an agreement with the City, registered on title, satisfactory to the General Manager/City Engineer, covering the conditions/warning clauses noted in the council report 2020-01, dated August 10, 2020 (Attachment 9) and to develop the site in accordance with the approved plans. The Owner agrees to include the mentioned conditions/warning clauses (from Noise Study Review) on title on the retained and the future severed lands and noise measures are to be specifically identified on the approved permit drawings.
12. That prior to issuance of a building permit, the applicant makes arrangements for provisions of hydro servicing to the two severed parcels, satisfactory to the Engineering Department of Alectra Utilities. The servicing costs would be at the applicant's expense.

13. That prior to the issuance of the Certificate of Official, the Owner shall enter into an agreement with the City, registered on title, agreeing to satisfy the above noted conditions and to develop the site in accordance with the approved plans.
14. That prior to the issuance of the Certificate of Official, the existing agreement registered June 2, 2021 as Instrument No. WC635782 be released off title at the sole cost of the Owner.
15. 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.
16. 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.
17. 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).
18. 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.

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

File B-24/21 167 Alice 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 J. Smith

Seconded by M. Allison

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 Lots 156 and 157, Registered Plan 293, currently known as 167 Alice Street, a parcel with frontage along Alice Street of 9.0 metres, a depth of 30.5 metres, and an area of 275 square metres, substantially in accordance with a sketch prepared by BSR&D Ltd. dated August 12, 2020, project number 17-14-345-00-A, be **approved**, subject to the following conditions:

1. That a plan shall be submitted to, and approved by the General Manager of Planning and Building Services, prior to the issuance of a building permit for the new dwellings on the "severed" parcels indicating the location and design of the new dwellings.
2. That prior to the issuance of a building permit, elevation and design drawings for the new dwellings on the "severed" parcels shall be submitted to, and approved by the General Manager of Planning and Building Services.
3. That prior to issuance of a building permit, the Owner shall demonstrate to the satisfaction of the General Manager of Planning and Building Services a commitment to incorporate features into the development that will implement recommendations of the City's Community Energy Initiative (CEI) and the overall goal of becoming a net zero carbon community by 2050.
4. That prior to the issuance of the Certificate of Official, the Owner shall have a Professional Engineer design a stormwater management brief for the proposed development, satisfactory to the General Manager/City Engineer.

5. That prior to any construction or grading on the lands, the Owner shall construct, install and maintain erosion and sediment control facilities, satisfactory to the General Manager/City Engineer, in accordance with a plan that has been submitted to and approved by the General Manager/City Engineer.
6. That prior to the issuance of the Certificate of Official, the Owner shall have a Professional Engineer design a grading/drainage and servicing plan for the site, satisfactory to the General Manager/City Engineer.
7. That the Owner agrees to design and construct the new dwellings at such an elevation that the building's lowest level can be serviced with a gravity connection to the City's sanitary sewer. If the Owner satisfactorily demonstrates to the General Manager/City Engineer that a below-grade gravity connection is not achievable, the building's below-grade level may be allowed to pump sewage, in accordance with the Ontario Building Code, to the property line, and have a gravity connection from the property line to the City's sanitary sewer.
8. That the Owner shall pay to the City the actual cost of the construction of the new driveways including the required curb cut and/ or fill and furthermore, prior to issuance of building permit or prior to any construction or grading on the lands, the Owner shall pay to the City the estimated cost for constructing the new driveways including the required curb cut and/or fill, as determined by the General Manager/City Engineer.
9. That the Owner shall pay to the City the actual cost of constructing, installing or removal of any service laterals required and furthermore, prior to issuance of building permit or prior to any construction or grading on the lands, the Owner shall pay to the City the estimated cost of constructing, installing or removal of any service laterals, as determined by the General Manager/City Engineer.
10. That the Owner will ensure that all domestic wells, boreholes and monitoring wells installed for hydrogeological or geotechnical investigations are properly decommissioned in accordance with current Ministry of the Environment regulations (O.Reg. 903 as amended) and to the satisfaction of the General Manager/City Engineer, prior to any construction or grading on the lands.

11. That prior to the issuance of Certificate of Official, the Owner shall enter into an agreement with the City, registered on title, satisfactory to the General Manager/City Engineer, covering the conditions/warning clauses noted in the council report 2020-01, dated August 10, 2020 (Attachment 9) and to develop the site in accordance with the approved plans. The Owner agrees to include the mentioned conditions/warning clauses (from Noise Study Review) on title on the retained and the future severed lands and noise measures are to be specifically identified on the approved permit drawings.
12. That prior to issuance of a building permit, the applicant makes arrangements for provisions of hydro servicing to the two severed parcels, satisfactory to the Engineering Department of Alectra Utilities. The servicing costs would be at the applicant's expense.
13. That prior to the issuance of the Certificate of Official, the Owner shall enter into an agreement with the City, registered on title, agreeing to satisfy the above noted conditions and to develop the site in accordance with the approved plans.
14. That prior to the issuance of the Certificate of Official, the existing agreement registered June 2, 2021 as Instrument No. WC635782 be released off title at the sole cost of the Owner.
15. 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.
16. 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.
17. 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).

18. 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.

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

Chair and Staff Announcements

There were no announcements.

Adjournment

Moved by K. Meads

Seconded by S. Dykstra

That this hearing of the Committee of Adjustment be adjourned. (4:25 p.m.)

Carried

K. Ash, Chair

T. Di Lullo, Secretary-Treasurer