

# City Council Information Items

March 31, 2023

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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None	
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# Information Report

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Service Area	Corporate Services
Date	Friday, March 31, 2023
Subject	<b>2022 City Council Attendance, Meeting Statistics and Remuneration Report</b>

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## Executive Summary

### Purpose of Report

To report on the attendance of members of City Council at meetings between January 1 and December 31, 2022, and to provide statistics relating to those meetings. In addition, to provide information on the remuneration and reimbursements of expenses paid in 2022 to members of City Council and members of the public who served on local boards, per [Section 284 of the Municipal Act, 2001](#).

### Key Findings

This is an annual report advising of attendance at open and closed City Council and committee meetings.

In addition to meeting attendance, this report provides meeting statistics related to time spent in meetings, number of delegations, open meeting exceptions and the number of items added to revised agendas. These statistics, as well as those captured in future years, will be analyzed and used to inform recommendations related to meeting efficiency and effectiveness as part of the twice-per-term governance reviews.

Finally, this report summarizes honorariums, reimbursements for mileage, conferences and costs associated with information technology (e.g., cell phones and tablets) for members of City Council.

### Strategic Plan Alignment

This report aligns with the Working Together for our Future pillar by providing transparency surrounding City Council members' attendance and compensation, which relates to the strategic priority of running an effective, fiscally responsible, and trusted local government.

### Financial Implications

None.

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# Report

## Details

### 2022 Council Attendance and Meeting Statistics

The City Clerk's Office maintains a record of the attendance of members of City Council at all open and closed meetings for the following meeting types:

- Regular City Council (open and closed);
- Council Planning (open and closed);
- Special City Council meetings, including Budget meetings, City Council Inaugural meeting, City Council as Shareholder of Guelph Municipal Holdings Incorporated and City Council as Shareholder of Guelph Junction Railway Limited (open and closed);
- Council Orientation and Education Workshops (open and closed);
- Committee of the Whole (open and closed);
- Committee of Management for the Elliott (open and closed); and
- Chief Administrative Officer Recruitment, Selection and Performance Subcommittee (open and closed).

There were approximately 20 per cent fewer meetings in 2022 compared to 2021. This was expected as fewer meetings are scheduled during the lead up to the Municipal and School Board Election held on October 24, 2022. This reduction was comparable to 2018 data with 65 Council meetings held in 2018 and 67 in 2022. Additionally, the average meeting length also fell from 2.4 hours per meeting in 2021 to 1.9 hours per meeting in 2022. This is also lower than the 3-year average of 2.2 hours per meeting. There was also a reduction in average meeting length as compared to the previous Municipal Election year with 1.9 hours per meeting in 2022 compared to 2.3 hours in 2018.

Starting in 2020, the annual City Council attendance report included the number and length (in hours) of all open and closed meetings, and the number and type of open meeting exceptions under [Section 239 \(2\), \(3\) and \(3.1\) of the Municipal Act, 2001](#) used by City Council to hold meetings in closed session. Also tracked are the number of meetings that go past 11:00 p.m. and 12:00 a.m.; the number of five-minute delegations; the number of ten-minute delegations (for statutory public meetings); the number of repeat delegations from Committee of the Whole to the subsequent City Council meeting; and the number of items added to the revised agenda that were not included on the first issuance of the agenda.

This is the third year the City Clerk's Office has expanded the scope of data that is collected related to meeting statistics. Statistical averages can now be developed and used to inform recommendations related to meeting efficiency and effectiveness as part of the twice-per-term governance review as well as the annual City Council meeting schedule.

Table 1 below shows a high-level summary of the number of meetings and time spent in meetings in 2022. The 2022 City Council and Committee meeting attendance record are reflected in Attachment-1 and a more detailed summary of the 2022 meeting statistics is in Attachment-2.

Table 1: Number and Time Spent in 2022 City Council and Committee Meetings

<b>Meeting type</b>	<b>Number of meetings</b>	<b>Time spent in meetings (in hours)</b>
City Council	11	25.5
Closed City Council	8	6.25
Council Planning	9	20.75
Closed Council Planning	0	0
Special City Council	10	28.5
Closed Special City Council	1	1.5
Council Orientation and Education Workshop	5	6.25
Closed Council Orientation and Education Workshop	2	12.25
Special City Council Inaugural	1	0.5
Committee of the Whole	7	27.25
Closed Committee of the Whole	1	1.25
Committee of Management for the Elliott	3	0.75
Closed Committee of Management for the Elliott	1	0.25
Chief Administrative Officer Recruitment, Selection and Performance Sub-committee	4	0.25
Closed Chief Administrative Officer Recruitment, Selection and Performance Sub-committee	4	1.25
<b>Total</b>	<b>67</b>	<b>132.5</b>

## **2022 Council Remuneration**

Section 284 (1) of the Municipal Act, 2001 requires that the Treasurer shall, in each year on or before March 31st, provide City Council with an itemized statement on remuneration and reimbursements paid in the previous year, with regard to service as a member of City Council and for individuals appointed by the municipality to serve on local boards. A complete summary is enclosed in Attachment-3.

### **A. Authorization of Payments:**

Section 284 (2) of the Municipal Act, 2001 stipulates that municipalities identify the by-law under which the remuneration or expenses are authorized to be paid. Authorization was granted by City Council resolutions dated December 7, 2016 (By-law 2016-20117) and June 25, 2018 (By-law 2018-20293).

### **B. City Council Remuneration:**

Inflationary compensation adjustments for the Mayor and members of City Council will be equal to the Consumer Price Index (all Ontario, all items from September to September) or the non-union municipal employee increase; whichever is lower effective January 1st of each year for the term of City Council. The 2022 compensation adjustment was that of the non-union municipal employee of 1.75 per cent increase as this was lower than the 2022 Consumer Price Index at 4.34 per cent.

### **C. Council Pension Plan, Mayor Registered Retirement Savings Plan and Car Allowance:**

As of December 1, 2022, returning Mayor and members of Council have the option to enroll in the OMERS pension plan. This enrollment is mandatory for any newly elected Mayor and Councillors. Employees enrolled in the OMERS pension plan contribute a percentage of their contributory earnings each pay, and the employer contributes an equal amount. Prior to December 1, 2022, the City matched the Mayor's Registered Retirement Savings Plan contributions, which will not exceed three per cent of taxable earnings. The Mayor also receives a car allowance of \$5,100 annually (\$425 monthly).

### **D. Benefits and Expense Reimbursements:**

Benefits provided to the Mayor and members of City Council include:

- Group life insurance;
- Dependent life insurance;
- Accidental death and dismemberment insurance;
- Extended health benefits including travel;
- Dental benefits; and
- Reimbursements related to travel for training, as outlined in the Policy on Councillor Attendance at Municipal Government Events.

### **E. Local Boards:**

Local board representatives provided 2022 information. In 2016, effective 2017 and beyond, City Council voted to remove honorariums payable to the Mayor or councillors serving on boards.

## **Financial Implications**

None.

## **Consultations**

None.

## **Attachments**

Attachment-1 2022 City Council and Committee Meeting Attendance Record

Attachment-2 2022 City Council and Committee Meeting Statistics

Attachment-3 2022 Council Remuneration

## **Departmental Approval**

Dylan McMahon, Manager, Legislative Services / Deputy City Clerk

## **Report Author**

Garrett Meades, Council and Committee Coordinator

### **This report was approved by:**

Stephen O'Brien

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### **This report was recommended by:**

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Attachment-1

Table 1: January 1, 2022 to November 1, 2022 City Council and Committee Attendance Record

	Council	Closed Council	Committee of the Whole	Closed Committee of the Whole	Special City Council	Closed Special City Council	Council Planning	Closed Council Planning	Committee of Management for the Elliott	Closed Committee of Management for the Elliott	Total
<b>Number of Meetings</b>	9	7	7	1	9	1	8	0	3	1	<b>46</b>
<b>Cam Guthrie</b>	9	6	7	1	9	1	8	0	3	1	<b>45</b>
<b>Phil Allt</b>	9	7	7	1	8	1	8	0	2	0	<b>43</b>
<b>Bob Bell</b>	9	7	7	1	9	1	8	0	3	1	<b>46</b>
<b>Christine Billings</b>	9	6	7	1	9	1	8	0	3	1	<b>45</b>
<b>Leanne Caron</b>	9	7	7	1	8	1	8	0	3	1	<b>45</b>
<b>Cathy Downer</b>	9	7	7	1	9	1	8	0	3	1	<b>46</b>
<b>Dan Gibson</b>	7	5	6	1	7	1	7	0	2	1	<b>37</b>
<b>Rodrigo Goller</b>	9	7	7	1	9	1	8	0	3	1	<b>46</b>
<b>James Gordon</b>	9	7	6	1	9	1	8	0	2	1	<b>44</b>
<b>June Hofland</b>	9	7	6	1	7	1	6	0	2	0	<b>39</b>
<b>Mark MacKinnon</b>	9	6	5	0	9	1	7	0	2	1	<b>40</b>
<b>Dominique O’Rourke</b>	8	6	7	1	8	1	7	0	3	1	<b>42</b>
<b>Mike Salisbury</b>	6	4	6	1	7	0	5	0	2	0	<b>31</b>

Table 2: November 2, 2022 to December 31, 2022 City Council and Committee Attendance Record

	Council	Closed Council	Council Orientation and Education Workshop	Closed Council Orientation and Education Workshop	Special City Council	Closed Special City Council	Council Planning	Closed Council Planning	Special City Council Inaugural	Total
Number of Meetings	2	1	5	2	1	0	1	0	1	13
Cam Guthrie	2	1	5	2	1	0	1	0	1	13
Phil Allt	2	1	5	2	1	0	1	0	1	13
Christine Billings	2	1	2	0	1	0	1	0	1	8
Linda Busuttil	2	1	5	2	1	0	1	0	1	13
Leanne Caron	2	1	5	2	1	0	1	0	1	13
Erin Caton	2	1	5	2	1	0	1	0	1	13
Ken Yee Chew	2	1	5	2	1	0	1	0	1	13
Cathy Downer	1	1	5	2	1	0	1	0	1	12
Dan Gibson	1	1	3	2	1	0	1	0	1	11
Rodrigo Goller	2	1	5	2	1	0	1	0	1	13
Carly Klassen	2	1	5	2	1	0	1	0	1	13
Dominique O'Rourke	2	1	5	2	1	0	1	0	1	13
Michele Richardson	2	1	4	2	1	0	1	0	1	12



Table 3: January 1, 2022 to November 1, 2022 Chief Administrative Officer Recruitment, Selection and Performance Sub-committee Attendance Record

	CAO Recruitment, Selection and Performance Sub-committee	Closed CAO Recruitment, Selection and Performance Sub-committee	Total
Number of Meetings	3	3	6
Cam Guthrie	3	3	6
Phil Allt	3	3	6
Rodrigo Goller	3	3	6
Mark MacKinnon	1	1	2
Dominique O’Rourke	1	2	3

Table 4: November 2, 2022 to December 31, 2022 Chief Administrative Officer Recruitment, Selection and Performance Sub-committee Attendance Record

	CAO Recruitment, Selection and Performance Sub-committee	Closed CAO Recruitment, Selection and Performance Sub-committee	Total
Number of Meetings	1	1	1
Cam Guthrie	1	1	1
Phil Allt	1	1	1
Leanne Caron	1	1	1
Cathy Downer	0	0	0
Dominique O’Rourke	1	1	1

Council Meeting Statistics Tracking Sheet

Year: 2022

Day	Month	Meeting Type	Closed Component	Reason for Closed	Closed end time	Meeting start time	Meeting end time	Meeting later than 11:00pm (Y/N)	Meeting later than 12:00am (Y/N)	Meetings longer than 3 hours (Y/N)	Total meeting length (hh:mm)	Closed meeting length (hh:mm)	# of 5 minute delegations	# of 10 minute delegations	# of repeat delegate from previous meeting (COW - Council)	# of items added to revised agenda	Notes
4	July	CAO Recruitment, Selection and Performance	Y	Personal matters about an identifiable individual, including municipal or local board employees, and labour relations or employee negotiations.	12:37 PM	12:31 PM	12:39 PM	N	N	N	0:08	0:06	0	0	0	0	
18	July	CAO Recruitment, Selection and Performance	Y	Personal matters about an identifiable individual, including municipal or local board employees, and labour relations or employee negotiations.	5:03 PM	4:00 PM	5:11 PM	N	N	N	1:11	1:03	0	0	0	0	
14	September	CAO Recruitment, Selection and Performance	Y	Personal matters about an identifiable individual, including municipal or local board employees, and labour relations or employee negotiations.	5:25 PM	5:01 PM	5:30 PM	N	N	N	0:29	0:24	0	0	0	0	
13	December	CAO Recruitment, Selection and Performance	Y	Personal matters about an identifiable individual, including municipal or local board employees, and labour relations or employee negotiations.	6:20 PM	5:36 PM	6:27 PM	N	N	N	0:51	0:44	0	0	0	0	
31	January	City Council	Y	Personal matters about an identifiable individual, including municipal or local board employees.	6:11 PM	6:04 PM	7:04 PM	N	N	N	1:00	0:07	2	0	0	1	
28	February	City Council	Y	Labour relations or employee negotiations; litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; advice that is subject to solicitor-client privilege, including communications necessary for that purpose.	6:51 PM	5:38 PM	10:01 PM	N	N	Y	4:23	1:13	3	0	0	0	
28	March	City Council	N	NA		6:30 PM	7:59 PM	N	N	N	1:29		0	0	0	1	
25	April	City Council	Y	Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.	6:15 PM	6:00 PM	9:25 PM	N	N	Y	3:25	0:15	6	0	0	0	
30	May	City Council	Y	Personal matters about an identifiable individual, including municipal or local board employees; a proposed or pending acquisition or disposition of land by the municipality or local board; advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.	6:27 PM	5:30 PM	8:12 PM	N	N	N	2:42	2:04	0	0	0	0	Went into closed twice within the meeting once from 5:30 pm to 6:27 pm and then again from 6:55 pm to 8:02 pm
27	June	City Council	Y	Personal matters about an identifiable individual, including municipal or local board employees.	6:38 PM	6:16 PM	10:58 PM	N	N	Y	4:42	0:22	7	0	0	1	

Day	Month	Meeting Type	Closed Component	Reason for Closed	Closed end time	Meeting start time	Meeting end time	Meeting later than 11:00pm (Y/N)	Meeting later than 12:00am (Y/N)	Meetings longer than 3 hours (Y/N)	Total meeting length (hh:mm)	Closed meeting length (hh:mm)	# of 5 minute delegations	# of 10 minute delegations	# of repeat delegate from previous meeting (COW - Council)	# of items added to revised agenda	Notes
18	July	City Council	Y	Labour relations or employee negotiations; and to a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.	6:28 PM	6:01 PM	12:17 AM	Y	Y	Y	6:16	0:27	10	0	0	1	
14	September	City Council	Y	Personal matters about an identifiable individual, including municipal or local board employees, and labour relations or employee negotiations.	6:03 PM	5:38 PM	8:23 PM	N	N	N	2:45	0:25	7	0	0	1	
1	November	City Council	N	NA		5:30 PM	6:00 PM	N	N	N	0:30		0	0	0	0	
6	December	City Council	Y	Personal matters about an identifiable individual, including municipal or local board employees.	7:00 PM	5:32 PM	7:42 PM	N	N	N	2:10	1:28	0	0	0	1	
13	December	City Council	N	NA		6:32 PM	9:04 PM	N	N	N	2:32		1	0	0	1	
27	June	City Council as a Shareholder of Guelph Junction Railway	N	NA		5:00 PM	6:00 PM	N	N	N	1:00		2	0	0	0	
27	June	City Council as a Shareholder of Guelph Municipal Holdings Inc.	Y	Advice that is subject to solicitor-client privilege, including communications necessary for that purpose and a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.	4:15 PM	4:01 PM	4:28 PM	N	N	N	0:27	0:14	0	0	0	1	
7	March	Committee of Management for the Elliot	N	NA		1:30 PM	1:37 PM	N	N	N	0:07		0	0	0	0	
7	June	Committee of Management for the Elliot	N	NA		1:30 PM	1:54 PM	N	N	N	0:24		0	0	0	0	
27	September	Committee of Management for the Elliot	Y	Personal matters about an identifiable individual, including municipal or local board employees.	5:55 PM	5:30 PM	6:02 PM	N	N	N	0:32	0:25	0	0	0	1	
10	January	Committee of the Whole	N	NA		2:00 PM	4:04 PM	N	N	N	2:04		3	0	0	0	
7	February	Committee of the Whole	N	NA		2:01 PM	8:10 PM	N	N	Y	6:09		8	0	0	0	
7	March	Committee of the Whole	N	NA		2:00 PM	6:51 PM	N	N	Y	4:51		1	0	0	0	
4	April	Committee of the Whole	N	NA		2:00 PM	8:20 PM	N	N	Y	6:20		6	0	0	0	
2	May	Committee of the Whole	N	NA		2:00 PM	3:38 PM	N	N	N	1:38		0	0	0	0	
7	June	Committee of the Whole	N	NA		2:02 PM	4:11 PM	N	N	N	2:09		1	0	0	1	
4	July	Committee of the Whole	Y	The proposed or pending acquisition or disposition of land by the municipality or local board; and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.	2:15 PM	1:03 PM	6:34 PM	N	N	Y	5:31	1:12	3	0	0	0	
12	November	Council Orientation and Education Workshop	Y	A meeting is held for the purpose of educating or training the members.	3:15 PM	9:25 AM	3:18 PM	N	N	Y	5:53	5:50	0	0	0	0	
13	November	Council Orientation and Education Workshop	Y	A meeting is held for the purpose of educating or training the members.	3:30 PM	9:00 AM	3:32 PM	N	N	Y	6:32	6:30	0	0	0	0	
15	November	Council Orientation and Education Workshop	N	NA		9:33 AM	12:16 PM	N	N	N	2:43		0	0	0	0	
6	December	Council Orientation and Education Workshop	N	NA		3:20 PM	4:47 PM	N	N	N	1:27		0	0	0	0	
7	December	Council Orientation and Education Workshop	N	NA		6:01 PM	8:02 PM	N	N	N	2:01		0	0	0	0	
17	January	Council Planning	N	NA		6:30 PM	10:38 PM	N	N	Y	4:08		22	0	0	0	
14	February	Council Planning	N	NA		6:30 PM	7:46 PM	N	N	N	1:16		1	2	0	0	
21	March	Council Planning	N	NA		6:30 PM	9:52 PM	N	N	Y	3:22		1	11	0	0	
11	April	Council Planning	N	NA		6:30 PM	8:30 PM	N	N	N	2:00		2	3	0	0	
9	May	Council Planning	N	NA		6:31 PM	7:28 PM	N	N	N	0:57		0	2	0	1	
13	June	Council Planning	N	NA		6:30 PM	6:55 PM	N	N	N	0:25						This meeting was cancelled due to technical difficulties

Day	Month	Meeting Type	Closed Component	Reason for Closed	Closed end time	Meeting start time	Meeting end time	Meeting later than 11:00pm (Y/N)	Meeting later than 12:00am (Y/N)	Meetings longer than 3 hours (Y/N)	Total meeting length (hh:mm)	Closed meeting length (hh:mm)	# of 5 minute delegations	# of 10 minute delegations	# of repeat delegate from previous meeting (COW - Council)	# of items added to revised agenda	Notes
11	July	Council Planning	N	NA		6:04 PM	9:59 PM	N	N	Y	3:55		4	11	0	0	
12	September	Council Planning	N	NA		6:30 PM	8:41 PM	N	N	N	2:11		8	2	0	0	
6	December	Council Planning	N	NA		7:45 PM	10:16 PM	N	N	N	2:31		2	13	0	0	
24	January	Special City Council	N	NA		6:02 PM	10:07 PM	N	N	Y	4:05		10	0	0	0	
28	February	Special City Council	Y	Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.	5:30 PM	4:01 PM	5:33 PM	N	N	N	1:32	1:29	0	0	0	0	
30	March	Special City Council	N	NA		6:01 PM	9:05 PM	N	N	Y	3:04		0	8	0	0	
13	April	Special City Council	N	NA		6:01 PM	9:18 PM	N	N	Y	3:17		14	0	0	0	
16	May	Special City Council	N	NA		6:00 PM	9:27 PM	N	N	Y	3:27		10	0	0	1	
20	June	Special City Council	N	NA		3:30 PM	3:36 PM	N	N	N	0:06		0	0	0	0	
11	July	Special City Council	N	NA		1:02 PM	4:27 PM	N	N	Y	3:25		15	0	0	0	
13	July	Special City Council	N	NA		6:00 PM	11:08 PM	Y	N	Y	5:08		1	8	0	0	
1	November	Special City Council	N	NA		9:30 AM	10:53 AM	N	N	N	1:23		2	0	0	0	
22	November	Special City Council	N	NA		10:00 AM	2:54 PM	N	N	Y	4:54		14	0	0	1	
15	November	Special City Council Inagural	N	NA		6:30 PM	7:00 PM	N	N	N	0:30		0	0	0	0	

## Attachment-3 2022 Council Remuneration

2022 Statement of Remuneration and Expenses Paid to Members of Council and Members of Local Boards and Other Bodies  
Pursuant to Section 284 of the Municipal Act, 2001

Year ending December 31, 2022

**Table 1: Statement of Remuneration**

Guelph City Council Member	Honorarium	Benefits	Cell and Data Expenses	Registration/ Training Expenses	Other Expenses	Total
Allt, Phil	\$44,546.48	\$5,705.52	\$1,251.98	\$0.00	\$0.00	\$51,503.98
Bell, Bob	\$38,381.54	\$6,224.16	\$617.44	\$0.00	\$0.00	\$45,223.14
Billings, Christine	\$44,546.48	\$7,376.30	\$514.26	\$0.00	\$0.00	\$52,437.04
Busuttil, Linda	\$6,569.47	\$1,464.92	\$29.11	\$0.00	\$0.00	\$8,063.50
Caron, Leanne	\$44,546.48	\$7,376.30	\$725.18	\$0.00	\$0.00	\$52,647.96
Caton, Erin	\$6,569.47	\$1,464.92	\$60.34	\$534.24	\$0.00	\$8,628.97
Chew, Ken Yee	\$6,569.47	\$1,464.92	\$29.11	\$0.00	\$0.00	\$8,063.50
Downer, Cathy	\$44,546.48	\$7,376.30	\$647.97	\$0.00	\$0.00	\$52,570.75
Gibson, Dan	\$44,546.48	\$7,376.30	\$1,259.06	\$0.00	\$0.00	\$53,181.84
Goller, Rodrigo	\$44,546.48	\$7,376.30	\$331.73	\$0.00	\$0.00	\$52,254.51
Gordon, James	\$38,381.54	\$6,224.16	\$614.89	\$0.00	\$0.00	\$45,220.59
Guthrie, Cam	\$158,365.14	\$23,210.80	\$1,109.26	\$6,833.86	\$1,917.65	\$191,436.71
Hofland, June	\$38,381.54	\$4,206.24	\$964.50	\$0.00	\$45.79	\$43,598.07
Klassen, Carly	\$6,569.47	\$1,464.92	\$29.11	\$534.24	\$0.00	\$8,597.74
MacKinnon, Mark	\$38,381.54	\$6,224.16	\$318.95	\$5,224.27	\$100.00	\$50,248.92
O'Rourke, Dominique	\$44,546.48	\$7,376.30	\$714.67	\$1,923.72	\$0.00	\$54,561.17
Richardson, Michele	\$6,569.47	\$1,464.92	\$29.11	\$0.00	\$0.00	\$8,063.50
Salisbury, Mike	\$38,381.54	\$6,224.16	\$983.02	\$0.00	\$0.00	\$45,588.72
<b>Total</b>	<b>\$694,945.55</b>	<b>\$109,601.60</b>	<b>\$10,229.69</b>	<b>\$15,050.33</b>	<b>\$2,063.44</b>	<b>\$831,890.61</b>

The Mayor's benefits include an annual car allowance of \$5,100. The Mayor also receives an employer paid matching RRSP contribution until December 1, 2022. From December 1, 2022 to December 31, 2022 Councillors enrolled in the OMERS pension plan contribute a percentage of their contributory earnings each pay and the employer contributes an equal amount.

## Local Boards

No Councillors received any compensation for serving on any board

**Table 2: Boards and Agencies**

<b>Downtown Guelph Business Association</b>	<b>Honorarium</b>	<b>Mileage</b>	<b>Total</b>
Caron, Leanne	\$-	\$-	\$-
Downer, Cathy	\$-	\$-	\$-
Gibson, Dan	\$-	\$-	\$-
Goller, Rodrigo	\$-	\$-	\$-
<b>Grand River Conservation Authority</b>	<b>Honorarium</b>	<b>Mileage</b>	<b>Total</b>
Bell, Bob	\$-	\$-	\$-
Billings, Christine	\$-	\$-	\$-
Chew, Ken Yee	\$-	\$-	\$-
Salisbury, Mike	\$-	\$-	\$-
<b>Board of Trustees of the Elliot</b>	<b>Honorarium</b>	<b>Mileage</b>	<b>Total</b>
O'Rourke, Dominique	\$-	\$-	\$-
<b>Wellington-Dufferin-Guelph Public Health</b>	<b>Honorarium</b>	<b>Mileage</b>	<b>Total</b>
Billings, Christine	\$-	\$-	\$-
Busuttil, Linda	\$-	\$-	\$-
Caton, Erin	\$-	\$-	\$-
Hofland, June	\$-	\$-	\$-
Goller, Rodrigo	\$-	\$-	\$-
<b>Guelph Police Service</b>	<b>Honorarium</b>	<b>Conference Expenses</b>	<b>Total</b>
Armstrong, Jane	\$3,268	\$-	\$3,268
Billings, Christine	\$-	\$-	\$-
Carter, Robert	\$5,750	\$-	\$5,750
Curran, Roderick	\$1,250	\$-	\$1,250
Guthrie, Cam	\$-	\$-	\$-
Mcsherry, Peter	\$4,425	\$-	\$4,425

<b>Committee of Adjustment</b>	<b>Honorarium</b>
Kathy, Ash	\$100
Allison, Michelle	\$765
Dykstra, Stephen	\$850
Hamilton, Keith	\$850
Kendrick, David	\$1,185
Meads, Karlie	\$935
Smith, James	\$935

# Information Report

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Service Area	Corporate Services
Date	Friday, March 31, 2023
Subject	<b>Outstanding Resolutions of City Council – March 2023</b>

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## Executive Summary

### Purpose of Report

To report on outstanding resolutions of City Council for all four City service areas.

### Key Findings

Item-by-item updates regarding all outstanding motions are noted in the attachments. Items which have been completed are noted as such and will be removed from the list of outstanding resolutions following the publication of this report.

### Strategic Plan Alignment

The reporting of outstanding resolutions of City Council aligns with the City's corporate value of integrity by ensuring transparency in City Council direction and follow-up from staff.

### Financial Implications

None.

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## Report

### Details

Public reporting on outstanding resolutions of City Council is completed twice-per-year through the weekly information items. The [last outstanding resolutions information report](#) was published on March 25, 2022. No outstanding resolutions reporting was completed in the second half of 2022 due to the municipal election.

Outstanding resolutions include any resolution approved by City Council which requires that staff report back to City Council in the future. Resolutions which direct staff to complete work without a report back to City Council are not included.

Please refer to the attachments for the current listing of outstanding resolutions and updated actions by service area.

### Financial Implications

None.



## **Consultations**

Executive Team

Susan O'Toole, Executive Assistant  
Jessie Finkelberg, Executive Assistant  
Kate Wagler, Executive Assistant  
Tanya Pacheco-Silva, Executive Assistant

## **Attachments**

Attachment-1: Outstanding Resolutions of City Council – Office of the Chief Administrative Officer

Attachment-2: Outstanding Resolutions of City Council – Public Services

Attachment-3: Outstanding Resolutions of City Council – Corporate Services

Attachment-4: Outstanding Resolutions of City Council – Infrastructure, Development and Enterprise Services

## **Departmental Approval**

General managers approved content specific to their departments.

Members of the Executive Team approved content specific to their service areas.

## **Report Author**

Carrie Murray-Sprague, Council and Committee Coordinator  
Dylan McMahon, Manager, Legislative Services/Deputy City Clerk

## **This report was approved by:**

Stephen O'Brien  
General Manager, City Clerk's Office/City Clerk  
Corporate Services  
519-822-1260 extension 5644  
[stephen.obrien@guelph.ca](mailto:stephen.obrien@guelph.ca)

## **This report was recommended by:**

Trevor Lee  
Deputy Chief Administrative Officer  
Corporate Services

519-822-1260 extension 2281  
[trevor.lee@guelph.ca](mailto:trevor.lee@guelph.ca)

## **Service Area: Office of the Chief Administrative Officer**

**Meeting: November 22, 2021 City Council**

**Item: Internal Audit Work Plan 2022 - 2021-302**

1. That Guelph City Council respectfully request that the Guelph Police Services participate in discussions with City Staff to consider participation in the City's Internal Audit Program, and;
2. That discussions include adherence to legislative limitations and scope of internal audits, and;
3. That Staff provide an update of discussions in Q1 2022.

### **Lead Area/Update**

An update was provided to Council via Information Report on March 18, 2022.

This matter is concluded and is to be removed from the list of outstanding resolutions.

**Meeting: December 13, 2022 City Council**

**Item: Service Rationalization Implementation Update 2022 - 2022-341**

1. That staff propose a tracking and measurement plan for priorities identified in the KPMG Service Rationalization Report and approved by Council on July 19, 2021 to the audit committee by Q2 2023 and that staff report back to Council on an annual basis on the status or progress of each priority and its outcomes.

### **Lead Area/Update**

Internal Audit staff are currently developing a framework to assist with a tracking and measurement plan for priorities identified. An update will be provided to Council via Information Report on June 30, 2023.

## **Service Area: Public Services**

### **Meeting: December 1, 2020 - City Council**

#### **Item: 2021 City of Guelph Budget - 2020-212**

That staff be directed to work with the leadership team at The Elliott to re-examine the agreement regarding that organization's capital needs for the long-term care portion of the operations and go forward implications and costing.

That this information be considered by Council before the 2022 budget.

#### **Lead Area/Update**

DCAO's Office: City staff have developed a draft agreement and are awaiting a response from The Elliott management team on the terms of the indirect cost allocation schedule. It was scheduled to come to Council by the end of 2022, but pending the response from The Elliott staff, it has been deferred to sometime in late 2023.

### **Meeting: December 1, 2020 - City Council**

#### **Item: 2021 City of Guelph Budget – 2020-212**

That staff report back in Q3 2021 on the long-term potential and need for these programming opportunities.

#### **Lead Area/Update**

Culture and Recreation: Complete. This outstanding motion is referencing Welcoming Streets and Addictions Court Support Worker programs that Council has funded. In collaboration with both partners, staff reported back through the [Community Benefit Agreement 2021 Report](#). Further, Council has established a Community Benefit Agreement with Welcoming Streets for 2023.

This matter is concluded and is to be removed from the list of outstanding resolutions.

### **Meeting: June 28, 2021 City Council**

#### **Item: Guelph Trail Master Plan – 2021-147**

1. That Project 12 identified in the Evaluation of Priority Projects Table of the Guelph Trail Master Plan be identified as an A ranking of potential phasing and that Staff be directed to report to Council within 6 months on short term actionable trail connectivity solutions related to this project.

#### **Lead Area/Update**

Parks: Staff are updating project tables accordingly to reflect this change. Site visits and information collection ongoing to support identification of potential short term connectivity solutions related to Project 12.

## Attachment-2 Outstanding Resolutions of City Council – Public Services

Staff provided an Information Report in Q2 2022. Short term connectivity solution has been implemented. Project table has been updated per the motion from Council.

This matter is concluded and is to be removed from the list of outstanding resolutions.

### **Meeting: November 15, 2021**

#### **Item: Guelph Transit Action Plan – 2021-335**

That staff be directed to explore potential partnerships and/or secure grants to help fund interregional transit and report back to City Council with the findings prior to the design and implementation of interregional transit.

#### **Lead Area/Update**

The interregional transit initiative is currently part of the approved Transit Future Ready Strategy Plan with place-markers identified in years 4, 5 and 6 of our 10-year plan. Transit sits on the Fare and Service Integration (FSI) Provincial Table. The members of the Provincial Table have been working towards a long-term vision for the FSI in the Greater Golden Horseshoe.

Nothing to report at this time in regards to the interregional transit initiative (identified in years 4, 5 and 6 of our 10-year plan). Currently in year 2 of the Transit Future Ready Action Plan.

### **Meeting: November 22, 2021 - City Council**

#### **Item: Dixon's Distilled Spirits – By the Glass Manufacturer's Limited Liquor Sales Licence Application – 2021-312**

1. That City Council direct staff to bring back the Delegation of Authority Bylaw with proposed amendments authorizing staff to issue letters of support on Council's behalf for future requests of breweries and wineries located within the City of Guelph for "By the Glass" Manufacturer's Limited Liquor Sales Licenses.

#### **Lead Area/Update**

Operations: Completed - Bylaw (2022)-20711 updating the Delegation of Authority Bylaw passed on April 25, 2022.

This matter is concluded and is to be removed from the list of outstanding resolutions.

### **Meeting: November 22, 2021 - City Council**

#### **Item: Bylaw Regulations Regarding the Parking of Trailers – 2021-311**

1. That staff be directed to report back no later than the second quarter of 2022 on options to allow for, under certain conditions related to safety,

## Attachment-2 Outstanding Resolutions of City Council – Public Services

the parking of recreational vehicles and recreational trailers within residential driveways, and that the options provided for Council's consideration include, but not limited to, short-term parking options, a seasonal parking option, and a year-round parking option.

### **Lead Area/Update**

Operations: Underway, Information Report issued on March 18, 2022 which implemented a temporary measure to allow flexibility for residents and time for staff to complete a comprehensive review following the Zoning Bylaw review. Anticipate a report being brought to Council in December 2023.

## **Meeting: December 2, 2021 - Special City Council - Budget**

### **Item: 2022 and 2023 City Budget – 2021-306**

A "kids ride free transit" 2022 pilot program for kids from 5-12 years old totaling a budget investment of up to \$125,000 in 2022 funded from the Tax Operating Contingency Reserve, to be launched no later than March 1, 2022, and that staff report back by Q4, 2022 regarding the results of the pilot.

### **Lead Area/Update**

Transit: The "kids ride free" pilot program was implemented on March 1, 2022.

Staff reported back via an information report with pilot program results in December 2022. As part of budget deliberations, Council voted to extend the pilot until the Transit Fare Strategy report is considered by Council in April 2023.

## **Meeting: March 28, 2022 - City Council Meeting**

### **Item: Community Benefit Agreements - Councillor O'Rourke Motion**

1. That staff be directed to establish more enhanced reporting for all Community Benefit Agreements in the amount of \$200,000 or more, and that staff include this information in the annual report to Council. This should include clear objectives and metrics.

### **Lead Area/Update**

Culture and Recreation (Community Investment): Complete. Staff reported back on the process of organizational reporting for accountability and transparency within the [Community Benefit Agreement 2021 Report](#). This report also began the enhanced annual reporting for those organizations who receive more than \$200,000.

This matter is concluded and is to be removed from the list of outstanding resolutions.

## **Meeting: April 25, 2022 - City Council Meeting**

### **Item: Park Plan – 2022-96**

3. That staff provide additional information on a wider range of funding scenarios, including both the alternative rate and the maximum rate allowable under the Planning Act, and
4. That Council direct staff to investigate utilization of green municipal bonds as a debt financing tool as an alternative to traditional debentures.

### **Lead Area/Update**

Parks: This work is ongoing due to recent related legislated changes.

## **Meeting: January 25, 2023 – Special Council Meeting Budget**

### **Item: Additional Motions**

1. That the matter of Park Master Plan for Dovercliffe Park be referred to staff for consideration in the 2024 Budget process.
2. That the matter of indoor and outdoor pickleball facilities be referred to staff for consideration in the 2024 budget process.

### **Lead Area/Update**

Parks: Dovercliffe Park Master Plan process is receiving consideration in the development of Parks multi-year budget recommendations. Work has begun towards the consideration of outdoor pickleball facilities.

## **Service Area: Corporate Services**

**Meeting: February 11, 2019 City Council Planning**

**Item: 2018 Development Charges Background Study and 2019 Development Charges By-law – CS-2019-03**

1. That Staff work collaboratively with the County of Wellington to create a ten-year historical service standard for Social Housing and report back to Council with the governing policies that would be required to address the apportionment of capital costs to “Benefit to Existing Development” with the intent of adding Social Housing to the Development Charge By-law either through an amendment or through the next available Development Charges Background Study.
2. That staff work collaboratively with The Elliott to create a ten-year historical service standard for Homes for the Aged and report back to Council with any governing policies that may be required to address the apportionment of capital costs to “Benefit to Existing Development” with the intent of adding Homes for the Aged to the Development Charge By-law either through an amendment or through the next available Development Charges Background Study.

### **Lead Area/Update**

Finance: The Development Charge Background Study process is underway with the preliminary results slated for Council in June 2023 and motion number 2 will be addressed at that time. With recent changes to the development charge legislation, Social Housing is no longer an eligible service to charge a development charge fee and therefore motion number 1 is no longer relevant and can be closed.

**Meeting: March 23, 2020 Emergency City Council**

**Item: Chief Administrative Officer Delegated Authority**

1. That, given the declaration of a global pandemic by the World Health Organization on March 11, 2020 and an emergency declaration by the Province of Ontario on March 18, 2020 in relation to COVID-19, the CAO be directed, further to and in accordance with the authority outlined in Chief Administrative Officer (CAO) By-law (2019)-20425 and the Emergency Management Program and Emergency Response Plan By-law (2019)-20358, to take such action(s) as may be deemed to be required by the CAO to protect the property and the health, safety and welfare of the citizens and visitors to the City of Guelph while managing budgetary considerations, both revenue and expenditure.
2. That this authority be authorized for the period of the global COVID-19 pandemic as determined by the World Health Organization or the emergency period as declared by the Province of Ontario.
3. That a full reporting of the financial impacts and costing of this emergency be provided to Council upon the end of the COVID-19 pandemic as



## Attachment-3 Outstanding Resolutions of City Council – Corporate Services

determined by either the World Health Organization or the declaration of emergency declared in the Province of Ontario.

### **Lead Area/Update**

Finance:

1. and 2. The local state of emergency in Guelph ended on March 1, 2022, and Regulation O. Reg. 264/21: Declaration of Emergency was revoked by the province on June 9, 2021. However, the World Health Organization has not deemed COVID-19 as an endemic. These items are now considered completed.
3. This reporting was ongoing through the COVID-19 update reports with the final report dated December 6, 2021. The COVID-19 implications continue with supply chain shortages, inflationary pressures and other operational considerations that are reported on through the budget development and monitoring process, [COVID-19 impacts on 2022 budget and beyond](#). We will continue to keep Council apprised of ongoing impacts related to COVID-19 and have incorporated this into our normal business practices and consider this item to be completed.

**Meeting: March 22, 2021 Special City Council**

**Item: 2018-2022 Mid-term Governance Review – 2021-74**

That staff report back on best practices for task forces through the next Governance Review.

### **Lead Area/Update**

City Clerk's Office: Staff will report back on best practices regarding task forces through the next Governance Review in June, 2023.

**Meeting: July 19, 2021 City Council**

**Item: Advisory Committees of Council Governance Policies Update - 2021-199**

6. That the definition of working groups/task groups be referred back to staff for greater clarity to report back as part of the next Governance Review in the 2022 term of Council.

### **Lead Area/Update**

City Clerk's Office: Staff will report back regarding the appropriate definition of working groups/task groups through the next Governance Review in June, 2023.

**Meeting: November 22, 2021 City Council**

**Item: Remote Accessible Vote by Mail as a Voting Method for the 2022 Municipal Election - 2021-301**

4. That staff be directed to research and investigate further accessible voting service enhancements, including the Remote Accessible Vote by Mail (RAVBM) method, in consultation with the AAC, in advance of the 2026 municipal and school board election and report back to Council by Q2 of 2024 for implementation during the 2026 municipal election.

**Lead Area/Update**

City Clerk's Office: Staff will report back to Committee of the Whole in Q2 2024.

**Meeting: December 2, 2021 Special City Council - Budget**

**Item: 2022 and 2023 City Budget – 2021-306**

That the base capital City Building funding for Investment in digital services and customer service Strategy be reduced to \$541,000 per year resulting in a \$109,000 reduction to the City Building capital transfer budget in 2022 and that City Staff report back through the next budget cycle on the capital project deferral impacts of this decision.

**Lead Area/Update**

Finance: Staff will assess and report back through the 2024 Multi-year Budget.

**Meeting: May 30, 2022 City Council**

**Item: 2022-2026 Municipal Election Compliance Audit Committee 2022-160**

2. That the City Clerk be delegated authority to select and appoint Committee Members and that Council be advised of the appointments by way of an Information Report once members have been selected.

**Lead Area/Update**

City Clerk's Office: City Council was advised of the appointees to the Municipal Election Compliance Audit Committee through an [Information Report on September 9, 2022](#).

This matter is concluded and is to be removed from the list of outstanding resolutions.

**Meeting: July 18, 2022 City Council**

**Item: Urgent Issues Related to Homelessness, Mental Health and Addictions**

8. That in alignment with the "Building Our Future" pillar of the Strategic Plan, staff be directed to partner with the Guelph Community Foundation, to the satisfaction of the DCAO of Corporate Services, to leverage up to \$500,000 from the Affordable Housing Reserve for a matching funds program

## Attachment-3 Outstanding Resolutions of City Council – Corporate Services

alongside the "Home for Good" supportive housing campaign with a start date of August 1, 2022, and an end date of March 31, 2023. And, that staff report back to Council with lessons learned through this partnership.

### **Land Area/Update**

Finance: City staff have solidified the expectations with Guelph Community Foundation regarding the required documentation to release the \$500,000 matching payment. Staff will report back to Council on this initiative by the end of 2023.

### **Meeting: July 18, 2022 City Council**

#### **Item: 2023 Council and Committee Meeting Schedule – 2022-230**

1. That the scheduled start times of City Council and committee meetings held in 2024 and beyond be referred to staff for public consultation, in accordance with the Community Engagement Framework, a comparator/best practice review and meeting management data, and that the results be brought back to the Governance Committee as part of the approval of the 2024 Council and committee meeting schedule.

### **Lead Area/Update**

City Clerk's Office: Staff will report back on City Council meeting start times as part of the 2024 Council and committee meeting schedule in September, 2023.

## **Service Area: Infrastructure, Development and Enterprise Services**

### **Meeting: July 17, 2017 City Council**

#### **Item: Parking Master Plan Implementation: Award of the Wilson Street Parkade Design-Build Contract #17-050**

1. That the amended request for proposal for the design and construction of the Wilson Street Parkade, pedestrian bridge and Wilson Street final works from Gordon Street to Carden Street, as recommended by Staff and described in Report IDE-17-80 "Parking Master Plan Implementation: Award of the Wilson Street Parkade Design-Build Contract #17-050", be awarded for a total of \$20,404,532.00 exclusive of HST, and that the Mayor and the Clerk be authorized to execute the contract.
2. That the required total budget increase of \$8,535,000 be approved and funded from debt and reserves funds in accordance with the staff recommendations in Report IDE-17-80 "Parking Master Plan Implementation: Award of the Wilson Street Parkade Design-Build Contract #17-050".
3. That staff report back to Council with an update to the Parking Master Plan that incorporates the changes in strategy, technology, timing and revenue projections since Council endorsement of the plan.

### **Lead Area/Update**

Engineering and Transportation Services:

1. Construction of the Market Parkade is complete.
2. Construction of the Market Parkade is complete.
3. In progress: Staff presented a Parking Master Plan Update Information Report to Council Oct 2021 and will present the Downtown Parking Master Plan in Q3 2023.

### **Meeting: May 27, 2019 City Council**

#### **Item: Solid Waste Management Master Plan Advisory Committee**

1. That the terms of reference for the Solid Waste Management Master Plan Public Advisory Committee included as Attachment 1 to IDE-2019-52, dated May 6, 2019, be approved.
2. That staff partner with the University of Guelph IdeasCongress (ICON) Program to explore viable solutions to reduce single use plastics across Guelph, and report back to Council with updates or further recommendations as part of Solid Waste Management Master Plan update.
3. That the following be referred to and considered as part of the Solid Waste Master Plan process and scope of activity:

Attachment-4 Outstanding Resolutions of City Council – Infrastructure, Development and Enterprise Services

- a. That staff investigate any required changes to the current agreements between the City and/or vendors/leaseholders resulting from the sale of single use plastics.
- b. That staff facilitate further engagement internally on reducing or eliminating single use plastics through the Solid Waste Management Master Plan process.
- c. That staff explore the issue of single-use plastics and packaging as an opportunity to leverage the Civic Accelerator, to help realize further options to reduce waste in the City of Guelph.

**Lead Area/Update**

Environmental Services:

1. Complete
2. Complete. Feedback will be incorporated into the final Solid Waste Management Master Plan report. SWMMP Recommendations are to be presented to Council on April 4, 2022.
3.
  - a. Complete. Findings were included in the SWWMP scope of work and reported to Council April 25, 2022. "Primary review of changes to agreements to reduce or eliminate single-use plastics in Culture and Recreation facilities indicates there would be a financial impact. Impact would be based on anticipated change in product netting an increase cost and less product sold. The full impact has not been calculated based on major closure times due to pandemic regulations since Q1 of 2020."
  - b. Complete. Findings were included in the SWWMP scope of work and the report went to Council April 25, 2022 with recommendations for a Single Use Items Waste Reduction Strategy.
  - c. Complete. After reviewing the Federal consultation documentation in late 2020 regarding single use plastics, it became apparent that the solutions to this problem, from a municipal perspective, are largely policy related and highly dependent on Federal and Provincial direction. As such, at this time, it is not a Civic Accelerator initiative opportunity to help realize further options to reduce waste in the City of Guelph as a procurement model that focuses on working with businesses and other innovators to co-develop technology solutions or service delivery models to tackle challenges. That being said, Solid Waste is undertaking an innovation challenge using the accelerator model to look at reducing food waste through the utilization of better data gathered by the carts.

This matter is concluded and is to be removed from the list of outstanding resolutions.

**Meeting: November 13, 2019 City Council**

**Item: Capital Budget – Downtown Streetscapes**

1. That Staff be directed to review the budget allocated to Downtown Streetscapes and the proposed civic square to identify good, better and best options for consideration and report back in 2022.

**Lead Area/Update**

Engineering and Transportation Services:

1. This item is under consideration by the Downtown Infrastructure Revitalization Program Steering Committee. It is anticipated that staff will report back in Q2 2023 and share and update on the project, share the EA options and review the streetscape background.

**Meeting: August 24, 2020 – City Council**

**Item: Metrolinx and Margaret Green Park**

1. That Council request staff to bring forward to Council the study on rail crossing closures and modifications between the Guelph VIA station including Alma St, Glasgow St, Yorkshire Rd and adjacent neighbourhoods and the Hanlon Expressway due to electrification.
3. That staff report on cost, if any, to the Municipality from electrification and street modifications stemming from the construction of the Metrolinx sub generation facility in Guelph.

**Lead Area/Update**

Engineering and Transportation Services:

1. The Level Rail Crossing Study will be completed in early 2023. Council will be notified when the final materials are posted online. The main finding is that an EA is recommended to explore all options for the Edinburgh Road-Metrolinx rail crossing. An information report will be brought to Council in Q1 2023 to share the draft Terms of Reference.
3. Complete: This task is no longer required with the announcement from Metrolinx indicating that the Margaret Greene Park location has been eliminated as an option and that the electrification work has been paused.

**Meeting Date: December 14, 2020 – Council Planning**

**Item: Decision Report - Additional Residential Unit Review: Planning Act Update OPA No. 72 Zoning By-Law Amendment File: 0ZS20-02, 2020-214**

1. That staff report back in 2021 on the effectiveness of the recommended alternative approach to the Rental Housing Licensing Program as described in Report 14-29, dated August 5, 2014, Rental Housing Licensing Recommended Approach; and
2. That the Report directly respond to the issues identified in Report 13-32, July 15, 2013, Rental Housing Licensing Cost/Benefit Analysis.

Attachment-4 Outstanding Resolutions of City Council – Infrastructure,  
Development and Enterprise Services

3. That the issue of tree protection and preservation with the creation of Additional Residential Dwelling Units be referred to the Private Tree Bylaw Review in 2022.

**Lead Area/Update**

Planning and Building Services / Parks:

1. and 2. The Long-term and Short-term Rental Housing Report was presented to the Committee of the Whole on February 7, 2022, and was then at City Council on February 28, 2022.
3. The Tree Bylaw Review has started, and the resolution is being considered in their project charter.

**Meeting: May 31, 2021 City Council**

**Item: City Operation Campus – Business Case and Staging Plan**

4. That a more detailed Site Plan for the Operations Campus come back to Council for review at various stages during development of conceptual design as appropriate.

**Lead Area/Update**

Facilities and Energy Management

4. Complete. A Staff Report was presented to Council at the February 7, 2023 Committee of the Whole to update on the various site analysis reports and to share key site design constraints that have been determined based on the site analysis findings, including recommendations for the proposed site plan application.

This matter is concluded and is to be removed from the list of outstanding resolutions.

**Meeting: October 25, 2021 City Council**

**Item: Real Estate Assets Update – 2021-277**

3. That staff report back to City Council in Q4 2022 to provide an update on the remaining listed properties of interest.

**Lead Area/Update**

Facilities and Energy Management

3. Complete. The Information report on properties of interest was released on October 14, 2022.

This matter is concluded and is to be removed from the list of outstanding resolutions.

**Meeting: December 2, 2021 Special City Council - Budget**

**Item: 2022 and 2023 City Budget – 2021-306**

That two co-op positions be funded within the planning department for 2022 as a pilot program to support planning and development application approvals. And that a follow up report by the beginning of Q4 2022 on the impacts of this initiative be brought back to Council for further consideration. And that this be funded one time from the Contingency Reserve Funding.

**Lead Area/Update**

Planning and Building Services

This will be considered in the 2024 multi year budget.

**Meeting: January 24, 2022 Special City Council**

**Item: Moving Guelph Forward - 2022 Transportation Master Plan – 2022-02**

6. That as staff develop a Transportation Reserve Fund that directs any net revenues earned from transportation safety initiatives (e.g. red light cameras and automated speed enforcement), they consider including the opportunity to fund multi-modal Transportation Master Plan initiatives including separated cycling infrastructure and road safety improvements and that the Reserve Fund terms and authority be brought back to Council for approval.

**Lead Area/Update**

Engineering and Transportation Services

6. Complete: In May 2022 a motion was past that Schedule A of the General Reserve and Reserve Fund Policy be amended to reflect the creation of a Transportation Reserve Fund (164), subject to the terms and authority as identified in report 2022-161 2021 Long-term Financial Statement – Reserves and Debt.

This matter is concluded and is to be removed from the list of outstanding resolutions.

**Meeting: February 28, 2022 City Council**

**Item: Long-term and Short-term Rental Housing Report, 2020-138**

2. That Council direct staff to engage key stakeholders and the public to develop a short-term rental category along with regulations under the City's Business Licensing By-law (2009)-18855 and that as part of the engagement staff look at options for the licensing of both principal and non-principal residences for Council's consideration and report back to Council in the fourth quarter of 2022.
3. That the Business License fee for short-term rentals and associated costs be included in the 2023 budget confirmation.



Attachment-4 Outstanding Resolutions of City Council – Infrastructure,  
Development and Enterprise Services

4. That staff continue to use the proactive enforcement and education approach to manage long-term rental housing in Guelph and that staff report back in Q3 of 2023 with updated data and options for the regulation of long-term rental housing that addresses health and safety issues and provides consistency in all buildings containing 3 or less rental units.

**Lead Area/Update**

Planning and Building Services

2. The Short Term Licensing Report is being administered by Operations (Business Licensing) and is scheduled to be presented at the March 7 2023 Committee of the Whole meeting.
3. Staff are continuing to use the proactive enforcement and education approach to manage long term rental housing in Guelph. Short Term Rental Licensing Report was delayed until 2023 thus delaying a long-term review. User fees will be updated if the licensing program is approved by Operations.
4. Operations will address as part of their Information Report on Bylaw Reviews.

**Meeting: February 28, 2022 City Council**

**Item: Property Assessed Clean Energy Update - 2022-27**

5. That staff be directed to draft the appropriate by-laws required for a Property Assessed Clean Energy program and bring those forward to a future Council meeting for approval.

**Lead Area/Update**

Facilities and Energy Management

5. Complete. The Guelph Greener Homes Program, which is the Property Assessed Clean Energy (PACE) program for Guelph, and approval of the associated by-law was presented to Committee of the Whole for approval on February 7, 2023. Final approval anticipated at the February 28, 2023 Council meeting.

This matter is concluded and is to be removed from the list of outstanding resolutions.

**Meeting: April 25, 2022 City Council**

**Item: Solid Waste Management Master Plan Recommendations – 2022-127**

- e. That plastic straws be exempt from the Phase 1 ban on single use items and that staff consult further with stakeholders for feedback and report back to Council for further consideration in Phase 2 during Q1 2024.
- b. That prior to the approval and implementation of the phase 2 approach to the reduction of single-use items, and the applicable changes to the Waste Management By-law, that staff create further engagement opportunities for

## Attachment-4 Outstanding Resolutions of City Council – Infrastructure, Development and Enterprise Services

citizen and business feedback and report back to Council for further consideration.

4. That staff engage with the accessibility committee for further consideration of the elimination of plastic straws and that both staff and the accessibility committee recommendations come forward prior to implementation By-law in September 2022, with a start date of January 1, 2023.

### **Lead Area/Update**

#### Environmental Services

e. In-progress. Plastic straws were not included in the Phase 1 ban and staff will be engaging further with the AAC. Our agenda item was on the February AAC meeting but the chair of the AAC requested it be deferred due to the full agenda and other priority items. Staff will report back to Council in Q4, 2023.

b. In-progress. Staff have been engaging the public and reviewing recent developments in Vancouver. This will be part of the report going to Council in Q4 2023.

4. Completed. Staff engaged with the accessibility committee; recommendations came forward to Council on September 14, 2022.

### **Item: May 2022 Public Appointments to advisory Committees of Council 2022-134**

That staff provide an annual information report in Q4 of each year on the progress made from the Heritage Guelph facilitation work.

### **Lead Area/Update**

#### Planning and Building Services

With the Municipal Elections and new committee members, a report will be completed Q2 2023.

### **Meeting: September 14, 2022 City Council**

### **Item: Single-Use Items Updates – 2022-288**

4. That the City **explore the development** a program that:

- a. Offers free or subsidized single use plastic flexible straws to those who need them in order to offset the costs for people with disabilities who will need to purchase these single use plastic straws independently and that staff report back to City Council by Q2, 2023.

### **Lead Area/Update**

#### Environmental Services

Attachment-4 Outstanding Resolutions of City Council – Infrastructure,  
Development and Enterprise Services

- a. In progress. Staff will report back to Council in Q4, 2023. Note, staff have confirmed with the federal government that a municipality cannot offer or subsidize single use plastic straws.

# Information Report

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Service Area	Corporate Services
Date	Friday, March 31, 2023
Subject	<b>2022 Corporate Delegation of Authority Report</b>

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## Executive Summary

### Purpose of Report

To advise City Council of actions undertaken in the year 2022 by City staff pursuant to delegated authorities.

### Key Findings

This is an annual report to City Council which shows how City Council's delegated authority has been exercised by staff in the Office of the Chief Administrative Officer, Corporate Services, Public Services, and Infrastructure, Development and Enterprise Services.

### Strategic Plan Alignment

This report aligns with the Working Together for our Future pillar as it provides transparency regarding decisions taken by City staff, which relates to the strategic priority of running an effective, fiscally responsible, and trusted local government.

### Financial Implications

None

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## Report

### Details

[Section 23.1 \(1\) and \(2\) of the Municipal Act](#) authorizes a municipal council to delegate its powers and duties to another person or body by by-law. The delegation of authority from City Council to City staff contributes to the efficient management of the City and adheres to the principles of accountability and transparency. Guelph City Council has delegated authority to staff on a variety of matters through the [Delegation of Authority By-law \(2013\)-9529](#). Additional delegations, however, do exist in other by-laws and through City Council resolutions. This report includes reporting on the exercise of delegated authority regardless of whether that authority is vested in the Delegation of Authority By-law, a separate by-law, or a resolution.

A revised Delegation of Authority By-law which captures existing delegations in other by-laws and resolutions, as well as the Execution of Documents By-law, is being brought forward to City Council for approval in April, 2023.

The following is a summary of the actions taken by staff within the four City Service Areas in 2022 which require annual reporting to City Council.

## **Financial Implications**

None

## **Office of the Chief Administrative Officer**

### **Schedule "Z": To Enter into Contracts and Agreements**

Delegate: Chief Administrative Officer

#### **Smart Cities Office**

- Letter of Intent Amendment Financial Contribution Agreement with The Cooperators Group Limited
- Letter Agreement with Federation des caisses Desjardins du Quebec
- Amending Agreement with Innovation Guelph Resource Centre
- Amending Agreement with 10 Carden Shared Space
- Amending Agreement with Provision Coalition Incorporated dba Anthesis Provision
- Amending Agreement with Wellington-Dufferin-Guelph Public Health
- Community Economic Development & Diversification Amending Agreement #1 with Her Majesty the Queen in Right of Canada
- Community Economic Development & Diversification Amending Agreement #2 with His Majesty the King in Right of Canada

#### **Legal, Realty and Court Services**

Delegate: Chief Administrative Officer

- Section 30 Agreement with Shahukar Properties

## **Corporate Services**

### **Schedule "B": Software Licensing**

Delegate: General Manager, Information and Technology

- Autodesk –Engineering computer aided design software: \$140,493 (Contract Renewal)
- Adobe – Productivity and design software: \$68,068 (Contract Renewal)
- Cherwell – Incident and change tracking software for Information Technology and Human Resources: \$37,601 (Expansion)
- Cavelo – Data and vulnerability scanning software: \$33,347 (New Purchase)
- Teranet – Ontario Parcel Ownership and Assessment Mapping and the Ownership Property Report: \$60,950 (Update)
- ESRI – Database Development and Data Load for Next Generation 9-1-1: \$894,959 (New Purchase)
- Central Square – Property Tax software solution: \$147,000 (New Purchase)
- Microsoft Dynamics - Customer relationship management software: \$28,000 (New Purchase)

### **Schedule "E": Committee of Adjustment Agreement Approvals Under the Planning Act**

Delegate: City Clerk

### **Consent Agreements**

- B-15/21 15 Stevenson Street North: Development
- B-21/21 and B-22/21 70 Lowes Road: Development
- B-23/21 and B-24/21 167 Alice Street: Development
- B-17/21 130 Oxford Street: Development

### **Minor Variance Agreements**

- A-83/19, A-84/19, and A-85/19 212, 214 and 216 Carrington Drive: Development

### **Schedule "M": Authority to Designate Events as Being of Municipal Significance**

Delegate: City Clerk

- Wellington Brewery, Queen of Craft events, on April 23<sup>rd</sup>, 30<sup>th</sup>, and May 7<sup>th</sup>, 2022, for purpose of obtaining a special occasion permit, from the Alcohol and Gaming Commission of Ontario (AGCO)
- Guelph and District Multicultural Festival, June 10th, 11th, and 12th, 2022, for purpose of obtaining a special occasion permit, from the AGCO
- Longevity Chiropractic, Grand opening event, June 16th, 2022, for purpose of obtaining a special occasion permit, from the AGCO
- Rotary Club Guelph-Trillium, Ribfest at Riverside Park event, August 26th, 27th, and 28th, 2022, for purpose of obtaining a special occasion permit, from the AGCO
- Wellington Brewery, Welly Cask Fest, September 9th and 10th, 2022, for purpose of obtaining a special occasion permit, from the AGCO
- Guelph Jazz Festival, September 15th, 16th, and 17th, 2022, for purpose of obtaining a special occasion permit, from the AGCO
- Fixed Gear Brewing, KidsAbility Fundraiser, September 18th, 2022, for purpose of obtaining a special occasion permit, from the AGCO
- Woodlawn Bowl, Family Fun Centre 30th Anniversary Reunion, September 24th and 25th, 2022, for purpose of obtaining a special occasion permit, from the AGCO

### **Schedule "P": Municipal Act Applications - Property Tax Write Offs**

Delegate: Deputy Treasurer/Manager of Taxation and Revenue

#### **Approved Municipal Act Applications**

- 721 Woolwich Street (\$-38,761.04): Became Exempt
- 360 Grange Road (\$-12,783.78): Became Exempt
- 104 Oliver Street (\$-2,076.66): Became Exempt
- 0 Macalister Boulevard (\$-1,979.17): Became Exempt
- 160 Wyndham Street North (\$-102,850.14): Became Exempt
- 722 Woolwich Street (\$-326.53): Due to Repairs/Renovation
- 361 Grange Road (\$-14,469.85): Gross/Manifest Error
- 105 Oliver Street (\$-650,120.73): Gross/Manifest Error
- 1 Macalister Boulevard (\$-1,016.21): Property Class Change
- 161 Wyndham Street North (\$-1360.92): Razed by Fire/Demolition
- 723 Woolwich Street (\$-1,958.00): Razed by Fire/Demolition
- 362 Grange Road (\$-4,233.91): Razed by Fire/Demolition

- 106 Oliver Street (\$-1,360.92): Razed by Fire/Demolition
- 2 Macalister Boulevard (\$-1,958.00): Razed by Fire/Demolition
- 162 Wyndham Street North (\$-1,373.76): Razed by Fire/Demolition
- 724 Woolwich Street (\$-77.52): Razed by Fire/Demolition
- 363 Grange Road (\$-3,168.95): Razed by Fire/Demolition
- 107 Oliver Street (\$-2,921.73): Razed by Fire/Demolition
- 3 Macalister Boulevard (\$-1,373.76): Razed by Fire/Demolition
- 163 Wyndham Street North (\$-793.79): Razed by Fire/Demolition
- 725 Woolwich Street (\$-10,355.18): Razed by Fire/Demolition
- 364 Grange Road (\$-660.02): Razed by Fire/Demolition
- 108 Oliver Street (\$-4,482.65): Razed by Fire/Demolition
- 4 Macalister Boulevard (\$-1,567.57): Razed by Fire/Demolition

### **Rejected Municipal Act Applications**

- 492-502 Edinburgh Road: Covid related
- 80 Stone Road: Covid related
- 435 Stone Road: Covid related
- 181 Janefield Avenue: Covid related

### **Schedule "Z": To Enter into Contracts and Agreements**

Delegate: Deputy CAO, Corporate Services

- Amendment to Service Agreement with Bell Mobility
- Transfer Payment Agreement for The Investing In Canada Infrastructure Program (ICIP) Public Transit Stream with the Minister of Transportation for the Province of Ontario
- Amendment #2 to Telephone Support Services Agreement with Alectra Utilities Corporation
- Collaborative Research Agreement between City of Guelph and University of Guelph – Guelph Lab Initiative
- Agreement with Homewood Employee and Family Assistance Program (EFAP)

### **Schedule "AA": For Legal & Realty Services, Court Services, and Procurement and Risk Management**

#### **Section 3 - General Delegation**

Delegate: City Solicitor

Legal Services reports semi-annually in its Litigation Status Report all steps taken with respect to commencing or defending any action/motion or other legal/administrative proceedings.

#### **Section 7 - Realty Services**

Delegate: City Solicitor, or staff appointed by the City Solicitor to act in their stead from time to time.

- Application (General) (WC660303) – 70 Hayes Avenue
- Transfer (WC660909) – 540 Hanlon Creek Boulevard., Part Block 5, Plan 61M169
- Option to Repurchase (WC660910) – 540 Hanlon Creek Boulevard., Part Block 5, Plan 61M169

- Restrictions (WC660911) – 540 Hanlon Creek Boulevard, Part Block 5, Plan 61M169
- Application (General) (WC660966) – 24 Corporate Court
- Transfer (WC661911) – 585 Hanlon Creek Boulevard, Block 2, Plan 61M169
- Option to Repurchase (WC661912) – 585 Hanlon Creek Boulevard, Block 2, Plan 61M169
- Restrictions (WC661913) – 585 Hanlon Creek Boulevard, Block 2, Plan 61M169
- Encroachment Agreement (WC663641) – 201 Alice Street
- Lease Renewal Agreement – 614 York Road
- Encroachment Agreement (WC664345) – 17 College Street West
- Discharge of an Interest (WC664349) – 17 College Street West
- Encroachment Extension Agreement (WC668474) – 24 Carden Street
- Heritage Easement (WC666677) – 120 Huron Street
- Application (General) (WC667110) – 90 Raglan Street
- Encroachment Agreement (WC670039) – 10 Palmer Street
- Encroachment Amendment and Extension Agreement (WC671708) – 2 Wyndham Street North
- Permission to Enter Agreement – 89 Beechwood Avenue
- Certificate of Requirement (Ministry of Environment) (WC671933) – 200 Beverley Street
- Seasonal Patio Encroachment Agreement – 3 Wyndham Street North
- Encroachment Extension and Amendment Agreement (WC672424) – 28 Macdonell Street
- Amending Agreement -Seasonal Patio Encroachment Agreement – 41 Wyndham Street North
- Discharge of an Interest (WC672811) – 426 Clair Road West
- Encroachment Agreement (WC673089) – 68 Suffolk Street West
- Notice (WC673777) – 24 Corporate Court
- Facility Use Agreement – 1001 Erb's Road, Township of Wilmot
- Encroachment Agreement (WC647893) – 304 Grange Road
- Amending Agreement - Seasonal Patio – 85 Macdonell Street
- Encroachment Agreement (WC677331) – 246 Woolwich Street
- Application (General) (WC676823) – 43 Arthur Street South
- Encroachment Amendment and Extension Agreement (WC677791) – 99 Macdonell Street
- License Amending Agreement – 111 Farquhar Street
- Encroachment Agreement (WC678379) – 60 Carden Street
- Encroachment Agreement - Seasonal Patio – 71 Macdonell Street
- Application (General) (WC679425) – 54 Emslie Street
- Application (General) (WC680366) – 355 Elmira Road North
- Encroachment Agreement (WC694632) – 1 Wyndham Street North
- Second Amending Agreement - Encroachment Agreement –17 Macdonell Street
- Application to Consolidate PINs (WC667897 and WC683178) – Baker Street Project
- Encroachment Agreement (WC684228) – 52 Sydenham Street
- Encroachment Agreement (WC683637) – 48 Bristol Street
- Transfer Easement (WC683586) – Part of 20 Shelldale Crescent
- Agreement of Purchase and Sale - dated July 11, 2019 Transfer (WC684204) – Kirkby Court, Pt Lot 5, Plan 766, Parts 1 and 2, Reference Plan 61R-21638



- Encroachment Agreement (WC685312) – 80 Liverpool Street
- Application (General) (WC684235) – 52 Sydenham Street
- Release (WC685223) – Poole Street, Subdivision Plan 61M-244
- Discharge of An Interest (WC685700) – 167 Alice Street
- Encroachment Agreement (WC686073) – 98 Surrey Street East
- Application (General) (WC686408) – 252 Dublin Street North
- Application (General) (WC686411) – 252 Dublin Street North
- License Agreement – 48 Bristol Street
- Easement – Stone Road East, Part of Lot 1, E of Blind Line, Plan 131, designated as Part 1, Reference Plan 61R-22107
- Discharge of An Interest (WC687701) – 64 Albert Street
- Encroachment Agreement (WC687700) – 64 Albert Street
- Discharge of An Interest (WC688431) – 1533 Gordon Street
- Encroachment Agreement (WC688662) – 12 Mary Street
- Discharge of An Interest (WC688663) – 12 Mary Street
- Discharge of An Interest (WC688521) – 350 Hanlon Creek Boulevard and 50 Golds Court
- Discharge of An Interest (WC688529) – 350 Hanlon Creek Boulevard and 50 Golds Court
- Lease Agreement – 50 Woolwich Street
- Registration of Heritage Easement (WC690819) – 42 Arthur Street South
- Encroachment Agreement (WC691032) – 17 Gordon Street
- Lease Amending Agreement – 355 Elmira Road North - Suite 134
- Discharge of an Interest (WC691811) – 755 Stone Road East
- License Extension Agreement – 150 Westwood Road
- Sec 118 Land Titles Act Agreement Restriction registered on title – 36 Willow Road
- Application (General) (WC692526) – 570 Imperial Road North
- Application (General) (WC693346) – 50 Wellington Street East

### **Section 8 – Risk Management**

Delegate: City Solicitor

Claims Settlement under deductible in 2022

Settled 80 claims at a total cost of \$108,547.44 consisting of:

- 18 Property Damage
- 48 Potholes
- 11 Sewer Back-up
- 3 Auto Accident

### **Section 9 – Provincial Offenses Court**

Delegate: General Manager, Legal, Realty and Court Services

- Teranet Real Estate Information Solutions – for GeoWarehouse property information service related to fine collections: \$3,719.33
- Province of Ontario – Ministry of Transportation (ARIS agreement) – for driver information related to parking infractions: \$88,067.87
- White Acre – for Court Administration Management System related to fine collections: \$6,105.60

- DATA Communications Management Corporation – for preparation of legislated Notices of Fine and Due Date for provincial offence cases (joint procurement with other municipalities): \$7,482.46
- DATA Communications Management Corporation – for printing of Provincial Offence Notice ticket books and court forms (joint procurement with other municipalities): \$8,395.40
- CDW Canada for e-ticket paper – Guelph Police: \$6,791.42
- EDC Corporation for e-ticket paper – for printing of Provincial Offences Notice Part II private property agent ticket books: \$10,966.29
- Moffitt Printing – for printing of Provincial Offences Notice Part II private property agent ticket books: \$1,482.48
- Northern Speciality Supplies Inc – for e-ticket paper – Guelph Police: \$1,300.49
- Mail It Incorporated – for preparation of legislated Notice of Impending Conviction and Notices of Fine and Due Date for Part II provincial offences cases: \$29,812.75
- Province of Ontario – Ministry of Transportation (ARIS agreement) for uncertified plate requests for red light camera infractions: \$1,529.58
- Joint Processing Centre – City of Toronto – for processing red light camera infractions: \$60,061.32

### **Schedule “CC”: Municipal Freedom of Information and Protection of Privacy Act**

Delegate: City Clerk

- Number of Freedom of Information (FOI) requests processed: 96
- Number of FOI requests processed in the initial 30-day timeline: 93
- Number of FOI requests processed with an extended timeline: 3
- Number of FOI appeals received from the Information and Privacy Commissioner (IPC) of Ontario: 3
- Number of FOI appeals resolved: 0
- Number of routine disclosures processed by the City Clerk’s Office: 94
- Number of privacy complaints received from the IPC: 0
- Number of privacy complaints resolved: 0

### **Schedule “HH”: Represent, Negotiate and Legally Bind the City of Guelph in Property assessment or Taxation Appeals**

Delegate: Deputy Treasurer/Manager of Taxation and Revenue

- 492 Edinburgh Road South (2017-2022): Assessment Review Board Settlement Conference

### **Schedule “JJ”: Assessment Review Board**

Delegate: Deputy Treasurer/Manager of Taxation and Revenue

- 120-130 Silvercreek Parkway North (2019-2022): Appeal filed by owner – Increase sought through appeal process
- 570 Southgate Drive (2017-2022): Appeal filed by owner – Increase sought through appeal process
- 492-502 Edinburgh Road South (2017-2022): Appeal filed by owner – Increase sought through appeal process

- 785 Gordon Street (2021-2022): Appeal filed by owner – Increase sought through appeal process
- 500 Laird Road (2017-2022): Appeal filed by owner – Increase sought through appeal process
- 630 Scottsdale Drive (2017-2022): Appeal filed by owner – Increase sought through appeal process
- 345 Hanlon Creek Boulevard (2017-2022): Appeal filed by owner – Increase sought through appeal process
- 727 Speedvale Avenue West (2020-2022): Appeal filed by owner – Increase sought through appeal process
- 31-55 Taggart Street (2021-2022): Appeal filed by owner – Increase sought through appeal process
- 643 Speedvale Avenue West (2020-2022): Appeal filed by owner – Increase sought through appeal process
- 3 Woodlawn Road West (2022): Appeal filed by owner – Increase sought through appeal process
- 297-299 Eramosa Road (2022): Appeal filed by owner – Increase sought through appeal process

## **Infrastructure, Development and Enterprise Services**

### **Schedule “A”: Grant Agreements**

#### **Facilities and Energy Management**

Delegate: General Manager, Facilities and Energy Management

- Save On Energy – Energy Manager Program Participant Agreement: Participant Agreement between the City of Guelph and Independent Electricity System Operator for the purpose of funding the employment of an Energy Manager.

#### **Planning and Building Service**

Delegate: Deputy CAO, Infrastructure, Development and Enterprise Services

Grant Agreement for 120 Huron Street:

1. Tax Increment Grant Agreement
2. Heritage Conservation Easement Agreement
3. Direction and Acknowledgement

### **Schedule “AA”: For Legal & Realty Services, Court Services, Procurement and Risk Management**

#### **Facilities and Energy Management**

Delegate: General Manager, Facilities and Energy Management

- Shahukar Properties Corporation: Section 30 Closing Arrangements for Baker Street Redevelopment at 146 Wyndham Street

### **Schedule “B”: To approve the execution of software licensing agreements**

#### **Engineering and Transportation Services**

Delegate: General Manager, Engineering and Transportation Services

- Sales Order forms between The Corporation of the City of Guelph and Upland Solutions Incorporated ("Upland") for renewal of Eclipse PPM software licences and support services for a three (3) year term, pursuant to a single/sole source memo dated December 20, 2022
- AIMS Software License Agreement between The Corporation of the City of Guelph and EDC Corporation for AIMS Parking Management Software, pursuant to a sole source memo dated November 17, 2022

## **Schedule "C": Data Acquisition Agreements**

### **Environmental Services**

Delegate: Deputy CAO, Infrastructure, Development and Enterprise Services

- Limited Use Data License Agreement between the City and G-Tel, Granting G-Tel the limited right to access and use specified City data for the purpose of providing the locate services under the Master Service Agreement

## **Schedule "E": Agreements Pursuant to an Approval under the Planning Act**

### **Planning and Building Services**

Delegate: General Manager, Planning and Building Services

Site Plans: Property – application number

- 710 Woolwich Street – SP21-007
- 120 Huron Street – SP19-003
- 201 Elmira Road South - SP18-009
- 721 Woolwich Street – SP21-015
- 221-223 Woodlawn Road West - SP21-023
- 285 Hanlon Creek Boulevard – SP21-005
- 117 Marshall Drive – SP20-020
- 85 Willow Road – SP21-022
- 755 Stone Road East – SP21-026
- 2 Lovett Lane – SP21-028
- 166 College Avenue West – SP21-025
- 93 Arthur Street South – SP21-010
- 300 Grange Road – SP21-020
- 767 Imperial Road North – SP22-010
- 601 Scottsdale Drive – SP22-001
- 243 Woodlawn Road West – SP21-036
- 70 Kirkby Court – SP22-004
- 78 Starwood Road – SP21-040
- 890 Woodlawn Road West – SP22-016

## **Schedule "DD": Certain Types of Alterations to Properties Designated Under the Ontario Heritage Act**

### **Planning and Building Services**

Delegate: General Manager, Planning and Building Services

## Individual Heritage Designation

- 40 James Street West – HP22-0003
- 66 Martin Avenue – HP22-0004
- 329 Gordon Street – HP22-0005

## **Schedule "EE": Delegation of Authority to Award Contracts (Approving Successful Bids)**

### **Planning and Building Services**

Delegate: General Manager, Planning and Building Services

- 22-016: Services Agreement between the City of Guelph and Data Repro Com Ltd for Records Digitization Services pursuant to request for proposals 22-016

## **Schedule "GG": To Approve Residential Demolition Permits**

### **Planning and Building Services**

Delegate: General Manager, Planning and Building Services

- 35 Ridgeway Avenue – 2021 006129 DP
- 1373 Gordon Street – 2021 006241 DP
- 135 Mary Street – 2021 006947 DP
- 765 Hanlon Road – 2021 007478 DP
- 166 College Avenue West – 2021 006287 DP
- 93 Division Street – 2021 006164 DP
- 77 Victoria Road North – 2021 001812 DP
- 80 Curtis Drive – 2022 000150 DP
- 18 Alma Street North – 2022 000537 DP
- 805 Hanlon Road – 2022 001394 DP
- 239 Elizabeth Street – 2022 001359 DP
- 256 Woodlawn Road West – 2022 001474 DP
- 204 King Street – 2022 001311 DP
- 817 Hanlon Road – 2022 001501 DP
- 827 Hanlon Road – 2022 001505 DP
- 273 Arthur Street North – 2022 001318 DP
- 26 High Park Drive – 2022 003038 DP
- 95 Dawn Avenue – 2022 001309 DP
- 12 Heather Avenue – 2022 003045 DP
- 192 Water Street – 2022 001985 DP
- 24 Commercial Street – 2022 001914 DP
- 176 and 178 College Avenue West – 2022 000535 DP
- 70 Lowes Road – 2022 005051 DP
- 70 Edgehill Drive – 2022 004977 DP

## **Schedule "Z": To Enter into Contracts and Agreements**

### **Economic Development and Tourism**

Delegate: General Manager, Economic Development and Tourism

- Community Benefit and Lease Agreement between The Corporation of the City of Guelph and 10 Carden Shared Space

- Consulting Services Agreement between The Corporation of the City of Guelph and MGA McQueen Galloway Associates Incorporated
- Contribution Agreement between The Corporation of the City of Guelph and Guelph Business Enterprise Center Incorporated
- Data License Agreement between The Corporation of the City of Guelph and Guelph Chamber of Commerce
- Financial Accountability Agreement between The Corporation of the City of Guelph and Guelph Chamber of Commerce
- Municipal Accommodation Tax Collective Agreement between The Corporation of the City of Guelph and the Ontario Restaurant Hotel & Motel Association

### **Engineering and Transportation Services**

Delegate: General Manager, Engineering and Transportation Services

- 21-031: Consulting Services Agreement between the City of Guelph and 7041829 Canada Limited o/a Harbourside Engineering Consultants for design services for the Boathouse retaining wall pursuant to request for proposals 21-031
- 21-161: Consulting Services Agreement between the City and GM BluePlan Engineering Limited for sanitary flow monitoring program (2022-2024) pursuant to request for proposals 21-161
- 21-175: Purchase of Services Agreement between the City and 4Sight Incorporated o/a 4Sight Utility Engineers for subsurface utility engineering investigation for the Downtown Capital Implementation Plan, pursuant to request for tenders 21-175
- 21-180: Purchase of Services Agreement between the City and J.D. Barnes Limited for topographical survey for Downtown Capital Implementation Plan, pursuant to request for tenders 21-180
- 22-001: Purchase of Services Agreement Between the City and Steed & Evans Limited for underground services and road work agreement for annual paving pursuant to requested to request for tenders 22-001
- 22-002: Underground Services and Road Works Agreement between the City and Emmacon Corporation for annual sidewalk works pursuant to request for tenders 22-002
- 22-004: Purchase of Services Agreement is between the City and J-AAR Excavating Limited. for the Speedvale Avenue Reconstruction, Phase 1, Pursuant to request for tenders 22-004
- 22-006: Purchase of Services Agreement is between City and E.& E. Seegmiller Limited for the Whitelaw Reconstruction, pursuant to request for tenders 22-006
- 22-025: Purchase of Services Agreement between the City and MTE Consultants Incorporated for geotechnical and hydrogeological services in connection with the Alma Trunk Sanitary Sewer Reconstruction, Phase One and Two, pursuant to request for proposals 22-025
- 22-027: Purchase of Services Agreement is between the City and E.& E. Seegmiller Limited for underground services and road works for the Speedvale

Avenue multi-use pathway and Infrastructure improvements, pursuant to request for tenders 22-027

- 22-047: Purchase of Services Agreement is between City and BA Consulting Group Limited for consulting services for the downtown Parking Mater Plan update, pursuant to request for proposals 22-047
- 22-054: Purchase of Service Agreement is between City and 1032191 Ontario Limited o/a Spectra Advertising for the installation of traffic signs and support posts, pursuant to request for tenders 22-054
- 22-055: Purchase of Service Agreement is between City and Accu-Traffic Inc where the supplier performs traffic data collection services, pursuant to request for tenders 22-055
- 22-056: Purchase of Services Agreement is between the City and NU Image Lawncare Incorporated. for perform certain services in connection with temporary speed cushions installation, maintenance and removal pursuant to request for tenders 22-056
- 22-069: Purchase of Services Agreement is between the City and Drexler Construction for Speedvale Avenue Retaining Wall
- 22-079: Purchase of Services Agreement is between the City and R.V. Anderson Associated Limited. For consulting services for the York Road widening and reconstruction-Victoria Road South to city Limits, pursuant to a request for proposals 22-079
- 22-086: Purchase of Services Agreement is between the City and Elven-X Incorporated for installation of on-street Occupancy sensors for parking stalls, including software subscription, pursuant to request for proposals 22-086
- 22-094: Purchase of Sservice Agreement for Underground services and road works is agreement between the city and Dig-Con international Limited for Durose retaining wall repair, pursuant to request for tenders 22-094
- 22-098: Purchase of Service Agreement is between the City and J. L. Richards & Associates Limited for consulting services for Speedvale Avenue and Stone Road bridge inspections, pursuant to request for proposals 22-098
- 22-101: Purchase of Service Agreement is between the City and WSP Canada Incorporated to provide consulting services for the complete streets Design guide, pursuant to request for tenders 22-101
- 22-105: Purchase of Services Agreement is between the City and Roth IMAS Limited. for consulting services for the City of Guelph Facility Condition Assessments Pursuant to request for proposals 22-105
- 22-113: Purchase of service Agreement is between the City and TM3 Incorporated for the supply and installation of traffic control signals and pedestrian Crossovers pursuant to request for tenders 22-113
- 22-114: Purchase of Services Agreement is between the City and Englobe Corporation for Geotechnical services for the College Avenue cycle tracks, pursuant to request for tenders 22-114
- 22-121: Purchase of Services Agreement is between the City and Navacon Construction Incorporated. for the reconstruction of York Road from Stevenson Street South to Victoria Road South, pursuant to request for tenders 22-121

- 22-122: Purchase of Service Agreement is between the City and Englobe Corporation for environmental, hydrogeological, and geotechnical consulting services for the reconstruction of University Avenue East, pursuant to request for tenders 22-122
- 22-127: Purchase of Services Agreement between the City and Planview Utility Services Limited for consulting services for subsurface utility engineering investigations for University Avenue and Talbot Street, pursuant to request for proposals 22-127
- 22-133: Purchase of Services Agreement is between the City and Englobe Corporation for environmental, hydrogeological, and geotechnical services for the Silvercreek Parkway Watermain and sanitary replacement and repaving project, pursuant to request to tenders 22-133
- 22-137: Purchase of Services Agreement is between the City and GM Blueplan Engineering Limited for consulting services for OSIM Bridge and Culvert condition assessments, pursuant to request for proposals 22-137
- 22-156: Purchase of Services Agreement is between City and GHD Limited for consulting services for investigation, delineation, and due diligence risk assessment of historical landfill sites 5,8, and 9 pursuant to request for proposals 22-156
- Alteration Agreement - Site Alteration Security Agreement between the Corporation of the City of Guelph and 536357 Ontario Limited ("536357") for property owned by 536357 and municipally known as 729 Speedvale Avenue East
- Sole Source Agreement between the City and Redflex Traffic Systems (Canada) Limited ("Redflex") for the supply, installation, operation, maintenance and decommissioning of automated speed enforcement system in the City of Guelph

### **Environmental Services**

Delegate: Deputy CAO, Infrastructure, Development and Enterprise Services

- Master Services Agreement between the City, G-Tel Engineering Incorporated and Bell Canada: G-Tel will provide dedicated locator services for Bell's fibre network expansion project and will conduct locates of the City's underground infrastructure
- License Extension and Amending Agreement between The Corporation of the City of Guelph and the Guelph Police Services Board: Updated Arkell Spring Ground Shooting Range Agreement with Guelph Police Services
- Consulting Services Agreement between the City and CIMA Canada Incorporated For consulting services for the Calico Well Facility Replacement, pursuant to request for proposals 22-017
- Canadian Construction Documents Committee-2 Stipulated Price Contract between the City and BGL Contractors Corporation.  
For the FM Woods valve chamber upgrades pursuant to request for tenders 22-033
- NSERC Research Contract between the City of Guelph and the University of Guelph



- Canadian Construction Documents Committee-2 Stipulated Price Construction Contract between the City and BGL Contractors Corporation: For Wastewater Treatment Plant ferric chloride and sodium bisulphate systems upgrades, pursuant to request for tenders 21-146
- Novation Agreement between the City, the General Contractor, and APGN Incorporated: To novate Supply Agreement 20-096 for the supply of aeration blower equipment from the City to the General Contractor as purchaser
- Supply and Installation Contract between the City and Bennett Mechanical Installations (2001) Limited: For Plant 2 Chain & Flight Installation, pursuant to request for tenders 22-096
- Consulting Services Agreement between the City and Jacobs Consultancy Canada Incorporated: To provide consulting services for the Digester 4 Upgrades project, pursuant to request for proposals 22-088
- Discharge Agreement between the City of Guelph and 2278560 Ontario Incorporated, for the industrial premises known municipally as 93 Arthur Street South, Guelph
- Overstrength Surcharge Agreement between the City of Guelph and Cargill Limited, for the industrial premises known municipally as 165 Dunlop Drive, Guelph
- Overstrength Surcharge Agreement between the City of Guelph and the Sleeman Brewing and Malting Company Limited, with respect to the property municipally known as 551 Clair Road West, Guelph
- Industrial Conservation Initiative Opt-In Form Adjustment (Billing) Period: July 1, 2022 to June 30, 2023 Account # 364345-346900 – Water Resource Innovation Centre, located at 110 Dunlop Drive, Guelph and Account # 364345-346900 – Water Resource Recovery Centre, located at 544 Wellington Street West, Guelph: To advise Alectra Utilities Corporation that the City wishes to opt into the ICI Expansion Program, and to authorize Alectra Utilities Corporation to provide certain information to Independent Electricity System Operator and Ministry of Energy, and for the Ministry to publish the information
- Emissions Reductions Purchase Agreement between The Corporation of the City of Guelph and Bank of Montreal #005COGLFG dated January 14, 2022: Agreement containing terms and conditions related to the City's sale of voluntary emission reductions resulting from the Eastview Landfill Gas Project

Delegate: General Manager, Environmental Services

- Amendment to Purchase of Services Agreement between the City of Guelph and Alectra Utilities Corporation. For services relating to the City's Water Meter Replacement Program. The amendment extends the term until December 31, 2022
- Telecommunications License Extension Agreement between the City of Guelph and CpK Interior Products Incorporated: To extend the initial term of the License Agreement for one additional term of five (5) years. All other terms and conditions as set out in the License Agreement remain in full force and effect
- Consulting Services Contract between the City of Hamilton, The Corporation of the City of Guelph, The Corporation of the City of Markham, The Corporation of

the City of Vaughan, and Kaihen Incorporated, as a consultant: Kaihen will provide consulting services to the municipalities relating to the transition from Alectra Utilities as water billing services provider to an alternate provider

- Supply and Installation Agreement between The Corporation of the City of Guelph and Avertex Utility Solutions Incorporated: For water meter, piping and meter chamber installations, pursuant to request for tenders 22-107
- Consulting Services Contract between The Corporation of the City of Guelph and Kaihen Incorporated: As a consultant, for Phase 2A of the transition from Alectra Utilities Corporation as water billing services provider to an alternate provider, pursuant to a single source memo dated October 19, 2022. This scope of work follows Phase 1 Discovery Phase performed under a Consulting Services Contract with Kaihen and the municipalities of Guelph, Hamilton, Markham and Vaughan
- Amending Agreement to Consulting Services Agreement between the City and Stantec Limited: Amending Consulting Services Agreement 17-048 to add scope, extend term, and set fees for 2022
- Consulting Services Agreement between the City and AECOM Canada Limited: For engineering consulting services relating to water quality in the Old University neighbourhood, as further detailed in AECOM's workplan
- Landowner Tree Planting Agreement between the City of Guelph and Bartram Woodlands Limited: For tree planting on the Arkell Spring Grounds
- Consulting Services Agreement between the City and Aquafor Beech Limited.: For the Arkell Spring Grounds ecological characterization assessment, pursuant to request for proposals 22-039
- Ecologics End User License Agreement supporting Mueller Smart Cap infrastructure monitoring pilot study: Proposal from Wolseley Waterworks for the installation of a leak detection monitoring system on a pilot basis, including an End User License Agreement for included software
- Underground Services and Road Works Agreement between the City and Capital Paving Incorporated, for the construction of a maintenance access roadway and electrical work for the middle Reach aqueduct, Watson Road to Stone Road, pursuant to request for tenders 22-029
- Consulting Services Agreement between the City and Dave Belanger, for consulting services for Water Supply Master Plan update, pursuant to Sole Source memo
- Consulting Services Agreement between the City and AECOM Canada Limited, for consulting services for the Clythe Water Treatment Plant and Booster Pumping Station project (the "Project") pursuant to request for proposals 22-068
- Consulting Services Agreement between the City and R. J. Burnside & Associates Limited, for contract administration and construction inspection services for the check valve installation and replacement on Elmira Rd N, Vancouver Dr, Waverley Dr, pursuant to single/sole source memo
- Purchase of Services Agreement between the City and H2Ontario Incorporated, for removal and disposal of excess soil from FM Woods, pursuant to request for tenders 22-104

- Consulting Services agreement between the City and GM BluePlan Engineering Limited, for the Water Services Generator Compliance Assessment Program, pursuant to request for proposals 22-072
- Engineering Consulting Services Agreement between the City and Englobe Corporation, for environmental, hydrogeological and geotechnical consulting services for the Calico Well Facility Replacement pursuant to request for tenders 22-141 (from pre-qualification 22-040)
- Consulting Services Agreement between the City and Matrix Solutions Incorporated, for a climate change adaptation plan, pursuant to request for proposals 22-021.
- Consulting Services Agreement between the City and BMA Management Consulting Incorporated, for the utility rate study, pursuant to request for proposals 22-043
- Project Agreement between the City of Guelph and Wavelength Limited: Sets out terms and conditions for the Project Agreement related to writing and presenting skills.
- Supply and Installation Contract between the City and Ontario Water Werx Incorporated, for emergency wastewater repair services on an as-required basis, pursuant to request for tenders 21-177
- Supply and Installation Contract between the City and Atlas Dewatering Corporation, for bypass pumping pursuant to request for proposals 22-106
- Consulting Services Agreement between the City and J.L. Richards & Associates Limited, for consulting services for the Water Resource Recovery Roadway Upgrade, pursuant to request for proposals 22-110
- Supply and Installation Contract between the City of Guelph and Sutherland Schultz Limited, for the supply and installation of railings, ladders, and other accessories for safe rooftop access to buildings at the Guelph Water Resource recovery Centre, pursuant to request for tenders 22-136
- Underground Services and Road Works Agreement between The Corporation of the City of Guelph and Clearwater Structures Incorporated, for rehabilitation of sanitary sewer laterals, pursuant to request for tenders 22-143
- Amending Agreement #2 between the City and Product Care Association of Canada: Agreement with Product Care Association of Canada for hazardous and special products under the Resource Recovery and Circular Economy Act
- Agreement between The Corporation of the City of Guelph and Automotive Materials Stewardship Incorporated: Municipal & First Nations Automotive Materials and Services Agreement as a producer responsibility organization under the Hazardous and Special Products Regulation made under the Resource Recovery and Circular Economy Act, 2016
- Supply and Installation Contract between the City and BGL Contractors Corporation, for the supply and installation of a landfill gas analyzer pursuant to request for tenders 21-172
- Innovation Challenge Agreement between the City and Pahk Solutions Incorporated, pursuant to request for proposals 21-167 Carbon Credit Challenge

- Supply and Installation Contract between the City and Ritestart Limited, for the supply and installation of a prefabricated building and associated components, pursuant to request for tenders 22-090
- Supply and Installation Contract between the City and Quattro Contracting Incorporated for performance of floor repairs at the Organics Waste Processing Facility, pursuant to request for tenders 22-100

### **Facilities and Energy Management**

Delegate: General Manager, Facilities and Energy Management

- Cycom Technology Solutions Incorporated: Canadian Construction Documents Committee-2 Contract for renovations of City Hall Council Chambers audiovisual upgrades
- Stantec Engineering: Standard Consulting Agreement for the Cardigan Street Sanitary Sewer Design
- Diamond Schmitt Architects Incorporated: Architectural Consulting Services Agreement, OAA Document 600 for Baker Street Redevelopment
- I.M. Benjamins Incorporated, o/a Hardscape Concrete & Interlock: Construction Contract for Fire Hall Site and Apparatus Bay Floor Restoration
- John MacDonald, Architect: Consulting Services Agreement for Riverside Train Attraction, Riverside Bandshell Washroom and Silvercreek Washroom upgrades
- BCL Constructors Limited: Canadian Construction Documents Committee-2 Contract for 45 Municipal Street interior building renovation 22-053
- Stantec Engineering: Consulting Services Agreement for Contract Administration, Excess Soils, Additional Design Services for the Baker Street Redevelopment
- Industrial Conservation Initiative Opt-In Form for Adjustment (Billing) Period July 1, 2022 to June 30, 2023: For the Water Resource Recovery Centre (544 Wellington Street West) and Water Resource Innovation Centre (110 Dunlop Drive)
- Enbridge Gas Incorporated: Data Usage License for sharing community-wide natural gas consumption data (2021)
- Nedlaw Roofing Limited: Canadian Construction Documents Committee-2 Contract for replacement and repair of roofs and restoration of EIFS at West End Community Centre.
- Urban Equation: Development Management agreement for Baker Street Redevelopment
- Department of Natural Resources: Contributions in support of clean fuels, transportation and industry, zero-emission vehicle infrastructure program for Guelph Fleet Vehicle EV chargers
- Smith and Long Limited: Supply and installation of RTUs at Victoria Road Recreation Centre, pursuant to request for tenders 22-108
- Enseicom Incorporated: 22-099 Guelph Transit Shelters Upgrade Service Agreement to supply and install prefabricated transit shelters and supply of spare parts
- Windmill Development Group Limited: Acknowledgement re: Letter Agreement for Baker Street Redevelopment
- Independent Electricity System Operator (IESO): Amending Agreement to the Process and System Upgrades Project Terms and Conditions for energy

conservation incentives for Waste Water Treatment Plant Aeration Upgrades Project

- Alectra Utilities Corporation: Amendment to Confidentiality, Data Usage and License Agreement dated as of July 8, 2021
- Flynn Canada Limited: Roof restoration and ladder installation at 50 Municipal Street pursuant to request for tenders 22-124
- WSP Canada Incorporated: Third party commissioning services for Baker District central library and underground parking garage
- Gordner Construction Limited: Canadian Construction Documents Committee-2 contract for renovation to existing dormitory and washrooms at the Guelph Main Fire Hall
- Image Masonry Limited: 22-142 Exterior Works at 34 Gordon Street Paramedics Facility

### **Planning and Building Services**

Delegate: Deputy CAO, Infrastructure, Development and Enterprise Services

- Field Liaison Representative and Archaeological Report Review Agreement
- Consulting Services Agreement with RSM Building Consultants Incorporated for Building Code Inspections
- Permission to Enter lands owned by Infrastructure Ontario at 785 York Road, Guelph, dated July 1, 2022 for the Clythe Creek Subwatershed Study Update and York Road Phase 4 Projects
- Consulting Services Agreement with Wood Canada Limited for the Clythe Creek Subwatershed Study

Delegate: General Manager, Planning and Building Services

- Road Occupancy Permit from Guelph Eramosa Township, dated August 4, 2022, for the installation of a groundwater monitoring well for the Clythe Creek Subwatershed Study Update
- Consulting Services Agreement with WSP Canada Incorporated for the Ontario Reformatory Heritage Conservation District Study and Plan
- Consulting Services Agreement with BA Consulting Group Limited for the Comprehensive Zoning By-law Review Parking Demand Survey Study

### **Power to Grant Sign Variances Concerning Regulations in the Sign By-law Number (2021) – 20621**

#### **Planning and Building Services**

Delegate: Chief Building Official, Planning and Building Services

- 949 Woodlawn Road West – 2022 000066 SS
- 445 Watson Parkway North (freestanding sign) – 2022 000245 SS
- 445 Watson Parkway North (building signs) – 2022 003459 SS
- 721 Woolwich Street – 2022 004167 SS
- 245 Hanlon Creek Boulevard – 2022 004168 SS
- 2106 Gordon Street – 2022 006431 SS

### **Public Services**

#### **Schedule "A": Grant Agreements**

Delegate: Deputy CAO, Public Services, or designate

- Local Immigration Partnership Grant Agreement: \$385,711 for Settlement Program (Fiscal 2022-2023)
- Ontario Ministry of Heritage, Tourism, Sport and Cultural Industries Community Museums Operating Grant: \$49,619 to support operating and pay equity (Guelph Museums)
- Ontario Cultural Attractions Fund: \$30,000 to support McCrae 150 (Guelph Museums)
- Canada Cultural Spaces: \$10,000 to support digital programming (Guelph Museums)
- Young Canada Works: \$34,949 to support temporary hiring of students and interns (Guelph Museums)
- Guelph Community Foundation: \$30,072 to support McCrae 150 and professional development (Guelph Museums)
- Government of Canada Department of Canadian Heritage: \$49,500 under the Canada Arts Presentation Fund Program (River Run)
- Government of Canada Department of Canadian Heritage: \$85,000 under the Re-engaging Audiences Fund for Professional Arts Presentation Organizations (River Run)
- Government of Canada Department of Canadian Heritage: \$96,000 under the Recovery Funding for Professional Arts Presentation Organizations (River Run)
- Canada Cultural Spaces Fund Program: \$102,439 under the Making Cultural Spaces Safe for Performance Streaming Equipment Capital Purchase (River Run)
- Guelph Community Foundation: \$3,190 Endowment Fund for the Performing Arts (River Run)
- Community Paramedicine Accepting: \$2,000,000 to the City to provide health services through Guelph Wellington Paramedic Services
- Paramedic Service: Accepting \$620,000 to the City from the Province to assist with COVID-related expenses specific to the Paramedic program
- Canada Community Revitalization Fund Contribution Agreement – Riverside Park: \$250,000

#### **Service Canada – Summer Job Grant Program (Recreation)**

- \$43,900 for Camps
- \$29,175 for Aquatics

#### **Older Adults (Recreation Programming)**

- \$85,400 Seniors Active Living Centre grants for Active Programming
- \$20,000 Seniors Active Living Centre Special Funding West End Community Centre (WECC) Fitness
- \$25,000 New Horizons for Seniors Program: Seniors' fitness programming and special projects
- \$2,500 Seniors' Active Living Fairs

#### **Schedule "B": Software Licensing Agreements**

Delegate: Deputy CAO, Public Services, or designate

- Ministry of Transportation, Authorized Requester Information Services (MTO ARIS): Cost recovery of damages resulting from motor vehicle accidents and driver information
- (NAPA) Parts Consignment Agreement
- Digital Transmission Network (DTN) (The Weather Network)
- Woods Weather Service

- PIN (People and Information Network)
- Downtown Guelph Business Association (DGBA) 'Banner Fund'
- Next Generation 9-1-1 Authority Service Agreement
- Cloud Diagnostics Canada – Master Deployment Agreement, Remote Patient Monitoring Data Sharing Agreement

### **Schedule "F": Agreements For Parking Enforcement On Private Property**

Delegate: Deputy CAO, Public Services, or designate

- Private Property Parking Enforcement contact (new in 2022) – Tricar Properties Limited (1886 Gordon Street, Guelph)

### **Schedule "I": Temporary Road Closures Necessitated by Construction, Routine Operations, Rehabilitation, Maintenance And Repairs**

Delegate: Deputy CAO, Public Services, or designate

- Operations closed approximately 153 roads to allow for work to be completed for various reasons including for emergencies, construction, routine maintenance and repairs and rehabilitation. A detailed list of specific streets with dates and times is available on request.

### **Schedule "J": Temporary Road Closures for Special Events**

Delegate: Deputy CAO, Public Services, or designate

- Operations closed 27 roads for special events.

### **Schedule "K": Special Events in City Parks**

Delegate: Deputy CAO, Public Services, or designate

- Private and Corporate Events (e.g. family picnics, corporate functions, picnic shelters, birthday parties): 350
- Sporting Events and Festivals (e.g. cross country, track and field): 133
- Community Events (e.g. Multicultural Festival, neighbourhood group events): 83
- Parades/Walks/Runs: 2
- Film Shoots: 1

### **Schedule "L": Special Events in City Recreation and Cultural Facilities**

Delegate: Deputy CAO, Public Services, or designate

- Cultural Events (River Run, Sleeman Centre, Guelph Museums, Culture) – 222
- Ice Events – 193
- Aquatic Events – 41
- Events at City Hall and Market Square – 20
- Room/Gym/Auditorium Events – 228

### **Schedule "O": Exemptions to the Noise Control By-law for Events that Have Been Exempted in the Past**

Delegate: Deputy CAO, Public Services, or designate

- The City has granted Everline Coatings an exemption from the City's Noise Control By-law from May 14-15, 2022 at Stone Road Mall - 435 Stone Road West, Guelph, ON N1G 2X6 and Edinburgh Market Place - 492 Edinburgh Road

South, Guelph, ON N1G 4Z1. The exemption allows for yearly spring parking lot maintenance including the use of a street sweeper, a water truck for dust control, a dump truck to haul away the debris and backpack blowers.

- Granite Homes an exemption from the City's Noise Control By-law on September 18, 2022 from 12:00 PM to 5:00 PM at 7 Edinburgh Road South. The exemption will allow noise from a live band that will be playing for Junction Streetfest, with proceeds being donated to KidsAbility.

### **Schedule "U": Community Wellbeing Grant Applications**

Delegate: Community Grants Allocation Panel

- Action Read Community Literacy Centre: \$11,000
- Art Not Shame: \$9,500
- Bereaved Families of Ontario: \$5,800
- Brain Injury Association Waterloo-Wellington: \$3,000
- Chalmers Community Services Centre: \$11,000
- Child Witness Centre: \$4,000
- Community of Hearts Lifelong Learning Centre: \$9,000
- Diyode Makers Club: \$3,500
- Ed Video Media Arts Centre: \$12,000
- Everdale Community Farm: \$7,000
- G2G Rail Trail Incorporated: \$1,250
- Guelph and District Multicultural Festival Incorporated: \$10,000
- Guelph Black Heritage Society: \$7,000
- Guelph Chamber Choir: \$3,000
- Guelph Comedy Festival: \$4,000
- Guelph Community Health Centre: \$6,000
- Guelph Concert Band: \$1,900
- Guelph Contemporary Dance Festival: \$12,000
- Guelph Film Festival: \$8,000
- Guelph Hiking Trail Club: \$2,000
- Guelph Jazz Festival: \$12,000
- Guelph Minor Softball Association: \$1,000
- Guelph Outdoor School: \$7,500
- Guelph Symphony Orchestra: \$7,000
- Guelph Tool Library: \$8,500
- Guelph Youth Music Centre: \$6,500
- Guelph Youth Singers: \$1,750
- Hillside Community Festival of Guelph: \$8,000
- HIV/AIDS Resources & Community Health: \$8,000
- Ignatius Jesuit Centre: \$5,000
- Immigrant Services Guelph Wellington: \$10,000
- J.O.E. (Jobs.Opportunities.Enterprise): \$7,000
- Kazoo! Festival: \$3,000
- Kindle Communities: \$5,000
- Kiwanis Music Festival of Guelph: \$3,000
- Lakeside HOPE House: \$2,000
- Learning Disabilities Association of Wellington County: \$7,500
- Michael House Pregnancy & Parenting Support Services: \$8,000
- Ontario Public Interest Research Group Guelph: \$3,000



- PIN - The People & Information Network: \$5,500
- Rainbow Programmes for Children: \$6,500
- Royal City Athletics Club: \$5,000
- Royal City Mission: \$8,000
- Sanguen Health Centre: \$7,500
- Silence: Guelph's Portal for Adventurous New Sound Events: \$7,000
- St John Ambulance Guelph Branch: \$2,500
- Strong Start: \$2,000
- The Guelph Enabling Garden: \$6,500
- The Guelph Little Theatre: \$1,500
- Up and Running Guelph: \$5,000
- Welcome Drop In Centre: \$11,000
- Wellington Water Watchers: \$4,000
- West Village Community Development Co-operative: \$3,000

### **Schedule "X": Community Benefit Agreement for Guelph Neighbourhood Support Coalition**

Delegate: Deputy CAO, Public Services, or designate

- Guelph Neighbourhood Support Coalition: \$832,596

### **Schedule "Z": Authority to Enter Into Contracts and Agreements**

Delegate: Deputy CAO, Public Services, or designate

- Change order to the Contract for Conventional and Mobility Transit: Transit Technology System Contract 13-032
- 8 Transit Advertisement board Contracts (\$7459)
- 1 Transit Audio Message Contract – (\$800)
- 23 Transit Bus Charters Agreements - (\$94,473)
- 3 Transit Sponsorship Agreements (\$12 000)
- Bus pass Agreement: University bus pass Agreement (Year 1 of a 5-year term)
- An Agreement to provide by-law services to Wellington North
- Guelph Lawn Bowling Club License Agreement
- Alcohol and Gaming Commission of Ontario Liquor License
- On-site medical coverage Agreement with the Guelph Storm – Guelph Wellington Paramedic Service (\$26,240)
- Mohawk Medbuy Associate Program Agreement
- Grand River Conservation Authority Amending and Extension Agreement
- Guelph Humane Society Extension Agreement – Provision of Animal Control Shelter and Pound Services; Provision of Animal Welfare and Education Services

### **Community Benefit Agreements**

- Art Gallery of Guelph: \$209,701
- Canadian Mental Health Association: \$65,887
- Children's Foundation of Guelph and Wellington: \$47,205
- Guelph Arts Council: \$56,702
- Guelph Community Health Centre (Wellington Guelph Drug Strategy): \$110,810
- Guelph Community Health Centre (Toward Common Ground): \$38,034
- Guelph Community Health Centre (Welcoming Streets Initiative): \$91,000
- Guelph Humane Society: \$150,000
- Kindle Communities Incorporated: \$50,000

- The Royal Canadian Legion: \$1,141
- Rotary Club of Guelph: \$23,040
- PIN The People Information Network: \$44,656
- Stonehenge Therapeutic Community (Addiction Court Support): \$50,000
- United Way Guelph Wellington (Poverty Task Force): \$134,500
- Wyndham House: \$485,699

### **Sponsorship Agreements**

- River Run Centre: \$93,000 (4 agreements)

### **Schedule "BB": Issuance of Lottery Licences**

Delegate: Deputy CAO, Public Services, or designate

- Total issuance of lottery licences: 73 (3 Bingo, 4 Nevada, 66 Raffle)

### **Consultations**

Jessie Finkelberg, Executive Assistant, Infrastructure, Development and Enterprise Services

Susan O'Toole, Executive Assistant, Public Services

Tanya Pacheco, Executive Assistant, Corporate Services

Kate Wagler, Executive Assistant, Office of the Chief Administrative Officer

### **Attachments**

None

### **Departmental Approval**

Dylan McMahon, Manager, Legislative Services/Deputy City Clerk

### **Report Author**

Juan da Silva, Council and Committee Coordinator

Carrie Murray-Sprague, Council and Committee Coordinator

### **This report was approved by:**

Stephen O'Brien

General manager, City Clerk's Office/City Clerk

Corporate Services

519-822-1260 extension 5644

[Stephen.Obrien@guelph.ca](mailto:Stephen.Obrien@guelph.ca)

### **This report was recommended by:**

Trevor Lee

Deputy Chief Administrative Officer

Corporate Services  
519-822-1260 extension 2281  
[Trevor.Lee@guelph.ca](mailto:Trevor.Lee@guelph.ca)

# Information Report

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Service Area	Corporate Services
Date	Friday, March 31, 2023
Subject	<b>Litigation Status Report (as of March 24, 2023)</b>

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## Executive Summary

### Purpose of Report

To provide information regarding the current status of litigation involving the City.

### Key Findings

The amount of litigation, excluding planning and insured matters, which the City is involved in remained static, more or less, over the last six months. The number of matters, excluding insured matters, being handled by external counsel has increased slightly over the last six months.

### Strategic Plan Alignment

This report aligns with Strategic Plan priority Working Together for our Future: improving how the City communicates with residents and delivers services.

### Financial Implications

The City has accrued contingent liabilities of \$1.12 million as of December 31, 2022 related to the matters outlined in Attachment-1: Litigation Status Report (as of March 24, 2023). This estimate has been made in accordance with Public Sector Accounting Standard (PSAS) 3300 – Contingent Liabilities.

The 2023 budget is approximately \$640 thousand versus actual costs to March 24, 2023, totaling approximately \$215 thousand. The legal and insurance contingency reserve is used to mitigate against the variable nature of legal claims and had a balance of \$2.86 million as of December 31, 2021, with 2022 year-end surplus and interest allocations pending.

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## Report

### Details

Attachment-1: Litigation Status Report (as of March 24, 2023) sets out the details of the litigation the City is involved in and the resolutions that have occurred since the last report, which was issued in September 2022.

Legal, Realty and Court Services continues to seek resolution of the court and Ontario Land Tribunal matters in a timely fashion, and has been successful in resolving a number of matters in the last six months.

## **Financial Implications**

The City has accrued contingent liabilities of \$1.12 million as of December 31, 2022 related to the matters outlined in Attachment-1: Litigation Status Report (as of March 24, 2023). This estimate has been made in accordance with Public Sector Accounting Standard (PSAS) 3300 – Contingent Liabilities, which requires legal counsel to apply professional judgement to assess the likelihood of a claim being successful and the estimated amount of any award. Each matter is assessed as belonging to one of three categories of probability of success: likely, unlikely, and not determinable.

Matters which have been assessed as having a likely probability of success and for which an amount can be reasonably estimated are accrued as a liability.

The following types of matters have not been accrued as a liability: (i) matters that have been assessed as having a likely probability of success but for which an amount cannot be reasonably estimated; (ii) matters that legal counsel does not yet have enough information to make an assessment of the probability of success; (iii) matters that are assessed as unlikely to be successful; and (iv) matters for which damages awarded for any finding against the City are fully recoverable from insurance.

The 2023 budget is approximately \$640 thousand versus actual costs to March 24, 2023, totaling approximately \$215 thousand. The legal and insurance contingency reserve is used to mitigate against the variable nature of legal claims and had a balance of \$2.86 million as of December 31, 2021, with 2022 year-end surplus and interest allocations pending.

## **Consultations**

Cathy Butcher, Senior Corporate Analyst

Michael Lagerquist, CPA, Senior Corporate Analyst

## **Attachments**

Attachment-1: Litigation Status Report (as of March 24, 2023)

## **Departmental Approval**

N/A

## **Report Author**

Allison Thornton, Associate Solicitor

Matthew Irish, Associate Solicitor

Dwain Manning, Risk Management Specialist

**This report was approved by:**

Christopher C. Cooper  
General Manager of Legal, Realty and Court Services/City Solicitor  
Corporate Services  
519-822-1260 extension 2288  
christopher.cooper@guelph.ca

**This report was recommended by:**

Trevor Lee  
Deputy Chief Administrative Officer  
Corporate Services  
519-822-1260 extension 2281  
trevor.lee@guelph.ca

**Attachment-1**  
**LITIGATION STATUS REPORT**  
**As of March 24, 2023**

<b>COURT ACTIONS</b>				
<b>Matter</b>	<b>Description</b>	<b>History</b>	<b>Current Status</b>	<b>Counsel</b>
<b>Dunsire Developments (Canada) Inc. et al. v. City of Guelph et al.</b> (Superior Court of Justice Court File No. CV-22-279)	<ul style="list-style-type: none"> <li>• Application for a declaration regarding security</li> </ul>	<ul style="list-style-type: none"> <li>• November 3, 2022 – City served with Application Record</li> <li>• November 22, 2022 – City filed Notice of Appearance</li> </ul>	<ul style="list-style-type: none"> <li>• Application hearing to be scheduled</li> </ul>	Legal Services
<b>Arkell Ridge Development Ltd. and Arkell Ridge Sand &amp; Gravel Ltd. v. City of Guelph</b> (Superior Court of Justice Court File No. CV-22-711)	<ul style="list-style-type: none"> <li>• Declaration for prescriptive easements and certain rights of access over City-owned property</li> </ul>	<ul style="list-style-type: none"> <li>• July 7, 2022 – City served with Statement of Claim</li> <li>• August 4, 2022 – City filed Statement of Defence</li> </ul>	<ul style="list-style-type: none"> <li>• Summary judgement motion to be scheduled</li> </ul>	Legal Services
<b>601 Scottsdale GP Inc. v. City of Guelph et al.</b> (Superior Court of Justice Court File No. CV-22-081)	<ul style="list-style-type: none"> <li>• Application to exempt property from taxation</li> </ul>	<ul style="list-style-type: none"> <li>• March 31, 2022 – City served with Notice of Application</li> <li>• Matter held in abeyance</li> </ul>	<ul style="list-style-type: none"> <li>• Resolution discussions ongoing</li> </ul>	John L. O’Kane Professional Corporation
<b>Fisher Drywall &amp; Acoustics Ltd. v. City of Guelph et al.</b> (Superior Court of Justice Court File No. CV-20-6848386)	<ul style="list-style-type: none"> <li>• Claim for order of payment under Labour and Material Payment Bond</li> </ul>	<ul style="list-style-type: none"> <li>• February 25, 2021 – City served with Statement of Claim</li> <li>• Overlaps with claim served August 6, 2020 by same Plaintiff</li> </ul>	<ul style="list-style-type: none"> <li>• Claim being continued against Jasper despite resolution of related lien claim; however, no Statement of Defence required of the City at this time</li> </ul>	Gowling WLG (Canada) LLP
<b>Jasper Construction Corp. v. City of Guelph</b> (Superior Court of Justice Court File No. CV-20-2750)	<ul style="list-style-type: none"> <li>• Improper Repudiation of Contract</li> </ul>	<ul style="list-style-type: none"> <li>• October 2, 2020 – Statement of Claim issued</li> <li>• Overlaps with claim served May 19, 2020 by same Plaintiff</li> </ul>	<ul style="list-style-type: none"> <li>• Has been stayed and is now the subject of a private arbitration under the Arbitration Act, 1991</li> </ul>	Gowling WLG (Canada) LLP

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**LITIGATION STATUS REPORT**  
**As of March 24, 2023**

<b>COURT ACTIONS</b>				
<b>Matter</b>	<b>Description</b>	<b>History</b>	<b>Current Status</b>	<b>Counsel</b>
<b>Everson v. City of Guelph</b> (Small Claims Court File No. SC-20-253)	<ul style="list-style-type: none"> <li>Transit Accident</li> </ul>	<ul style="list-style-type: none"> <li>September 3, 2020 – City served with Plaintiff's Claim</li> <li>September 17, 2020 – Defence and Crossclaim served and filed</li> </ul>	<ul style="list-style-type: none"> <li>August 22, 2022 – Settlement conference held</li> <li>Second case conference to be held in not less than 150 days following exchange of further documents</li> </ul>	Legal Services
<b>Fisher Drywall &amp; Acoustics Ltd. v. City of Guelph et al.</b> (Superior Court of Justice Court File No. CV-20-217)	<ul style="list-style-type: none"> <li>Claim under the Construction Act</li> </ul>	<ul style="list-style-type: none"> <li>August 6, 2020 – City served with Statement of Claim</li> <li>Overlaps with claim served February 25, 2021 by same Plaintiff</li> </ul>	<ul style="list-style-type: none"> <li>Lien removed on consent, bond claim resolved, discontinuance to be filed with the court</li> </ul>	Gowling WLG (Canada) LLP
<b>Bousfield v. City of Guelph</b> (Superior Court of Justice Court File No. CV-20-113)	<ul style="list-style-type: none"> <li>Application seeking an Order quashing the Order to Comply issued March 3, 2020</li> </ul>	<ul style="list-style-type: none"> <li>March 17, 2020 – City served with Notice of Application</li> <li>September 22, 2020 – Amended Application served</li> </ul>	<ul style="list-style-type: none"> <li>Settlement discussions ongoing, application adjourned <i>sine die</i></li> </ul>	Legal Services
<b>Bousfield v. City of Guelph et al.</b> (Superior Court of Justice Court File No. CV-20-060)	<ul style="list-style-type: none"> <li>Application seeking declaration for property to have legal non-conforming status</li> </ul>	<ul style="list-style-type: none"> <li>February 7, 2020 – City served with Notice of Application</li> <li>September 18, 2020 – Amended Application served</li> </ul>	<ul style="list-style-type: none"> <li>Settlement discussions ongoing, application adjourned <i>sine die</i></li> </ul>	Legal Services
<b>Jasper Construction Corp. v. City of Guelph</b> (Superior Court of Justice Court File No. CV-19-142920)	<ul style="list-style-type: none"> <li>Negligence and Breach of Contract</li> </ul>	<ul style="list-style-type: none"> <li>December 3, 2019 – Statement of Claim issued</li> <li>May 19, 2020 – City served with Statement of Claim</li> </ul>	<ul style="list-style-type: none"> <li>Claim stayed and proceeding by private arbitration under the Arbitration Act, 1991, as contemplated in the contract</li> </ul>	Gowling WLG (Canada) LLP



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<b>COURT ACTIONS</b>				
<b>Matter</b>	<b>Description</b>	<b>History</b>	<b>Current Status</b>	<b>Counsel</b>
<b>Fava v. City of Guelph</b> (Superior Court of Justice Court File No. CV-19-429)	<ul style="list-style-type: none"> <li>• Appeal of Property Standards Committee Decision</li> </ul>	<ul style="list-style-type: none"> <li>• November 22, 2019 – City served with Notice of Appeal</li> <li>• June 22, 2020 – Appeal to be heard – Adjourned</li> </ul>	<ul style="list-style-type: none"> <li>• Hearing to be rescheduled</li> </ul>	Legal Services
<b>Ahmad Nasef v. City of Guelph</b> (Superior Court of Justice Court File No. CV-19-068)	<ul style="list-style-type: none"> <li>• Slip and Fall – March 2, 2017</li> </ul>	<ul style="list-style-type: none"> <li>• March 1, 2019 – City served with Statement of Claim</li> <li>• March 15, 2019 – City served and filed Defence</li> </ul>	<ul style="list-style-type: none"> <li>• Examinations for Discovery complete</li> </ul>	Legal Services
<b>Stewart v. City of Guelph</b> (Superior Court of Justice Court File No. CV-18-422)	<ul style="list-style-type: none"> <li>• Property Standards Claim</li> </ul>	<ul style="list-style-type: none"> <li>• December 4, 2018 – City served with Statement of Claim</li> <li>• January 4, 2019 - City served and filed Defence</li> </ul>	<ul style="list-style-type: none"> <li>• Examinations for Discovery to be scheduled</li> </ul>	Legal Services
<b>Evering v. City of Guelph</b> (Superior Court of Justice Court File No. 227/17)	<ul style="list-style-type: none"> <li>• Slip and Fall - February 2013</li> </ul>	<ul style="list-style-type: none"> <li>• May 23, 2017 – City served with Statement of Claim</li> <li>• June 29, 2017 – City filed Defence</li> </ul>	<ul style="list-style-type: none"> <li>• Examinations for Discovery to be scheduled</li> </ul>	Legal Services
<b>Evering v. City of Guelph</b> (Superior Court of Justice Court File No. 228/17)	<ul style="list-style-type: none"> <li>• Slip and Fall – February 2017</li> </ul>	<ul style="list-style-type: none"> <li>• May 23, 2017 – City served with Statement of Claim</li> <li>• June 29, 2017 – City filed Defence</li> </ul>	<ul style="list-style-type: none"> <li>• Examinations for Discovery to be scheduled</li> </ul>	Legal Services
<b>Jakel v. City of Guelph</b> (Superior Court of Justice Court File No. 670/16)	<ul style="list-style-type: none"> <li>• Slip and Fall – September 1, 2014</li> </ul>	<ul style="list-style-type: none"> <li>• November 2, 2016 – City served with Notice of Action and Statement of Claim</li> <li>• December 1, 2016 – City filed Defence</li> </ul>	<ul style="list-style-type: none"> <li>• Awaiting Plaintiff Document Discovery</li> <li>• Examinations for Discovery to be scheduled</li> </ul>	Legal Services

<b>COURT ACTIONS RESOLVED SINCE SEPTEMBER 23, 2022</b>				
<b>Matter</b>	<b>Description</b>	<b>History</b>	<b>Current Status</b>	<b>Counsel</b>
<b>Neill v. City of Guelph</b> (Guelph Small Claims Court File No. SC-22-453)	<ul style="list-style-type: none"> <li>• Property Damage claim</li> </ul>	<ul style="list-style-type: none"> <li>• January 12, 2023 – City served with Plaintiff's Claim</li> <li>• March 15, 2023 – Matter resolved</li> </ul>	<ul style="list-style-type: none"> <li>• This matter is complete</li> </ul>	Legal Services

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<b>COURT ACTIONS RESOLVED SINCE SEPTEMBER 23, 2022</b>				
<b>Matter</b>	<b>Description</b>	<b>History</b>	<b>Current Status</b>	<b>Counsel</b>
<b>Hall v. City of Guelph et al.</b> (Superior Court of Justice – Divisional Court File No. DC-21-44)	<ul style="list-style-type: none"> <li>• Motion for Leave to Appeal the Order of the Ontario Land Tribunal in Case No. OLT-21-001139</li> </ul>	<ul style="list-style-type: none"> <li>• December 20, 2021 – City served with Notice of Motion to appeal to Divisional Court</li> <li>• March 4, 2022 – City filed Responding Materials</li> <li>• March 15, 2023 – City received Endorsement dismissing motion</li> </ul>	<ul style="list-style-type: none"> <li>• This matter is complete</li> </ul>	Legal Services
<b>R. v. City of Guelph et al.</b> (Ontario Court of Justice – Provincial Offences Court)	<ul style="list-style-type: none"> <li>• Charges under the Ontario Water Resources Act</li> </ul>	<ul style="list-style-type: none"> <li>• July 26, 2021 – City received summons</li> <li>• September 14, 2021 – First Appearance date</li> <li>• February 16, 2022 – matter spoken to</li> <li>• February 9, 2023 – Charges resolved</li> </ul>	<ul style="list-style-type: none"> <li>• This matter is complete</li> </ul>	Siskinds LLP

<b>OLT MATTERS</b>				
<b>Matter</b>	<b>Description</b>	<b>History</b>	<b>Current Status</b>	<b>Counsel</b>
<b>785 Gordon Street</b> (Case No. OLT-22-004603)	<ul style="list-style-type: none"> <li>• Appeal by 2371633 Ontario Inc.</li> </ul>	<ul style="list-style-type: none"> <li>• September 27, 2022 – Appeal received</li> </ul>	<ul style="list-style-type: none"> <li>• March 22, 2023 – Consolidated with OPA 48 appeal by Abode and referred to Tribunal-led mediation; no hearing dates set at this time</li> </ul>	Legal Services
<b>78 – 82 Eastview Road</b> (Case No. OLT-22-004298)	<ul style="list-style-type: none"> <li>• Appeal by 2589618 Ontario Inc. and 2613598 Ontario Inc.</li> </ul>	<ul style="list-style-type: none"> <li>• August 9, 2022 – Appeal received</li> <li>• February 6, 2023 – Case Management Conference held</li> </ul>	<ul style="list-style-type: none"> <li>• October 23, 2023 – Hearing scheduled</li> </ul>	Legal Services

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**LITIGATION STATUS REPORT**  
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<b>OLT MATTERS</b>				
<b>Matter</b>	<b>Description</b>	<b>History</b>	<b>Current Status</b>	<b>Counsel</b>
<b>12 Poole Street</b> (Case No. OLT-22-004238)	<ul style="list-style-type: none"> <li>• Appeal by Victoria Park Village Inc.</li> </ul>	<ul style="list-style-type: none"> <li>• July 14, 2022 – Appeal received</li> <li>• November 15, 2022 – Case Management Conference held</li> </ul>	<ul style="list-style-type: none"> <li>• August 14, 2023 – Hearing scheduled (to be heard with 1159 Victoria Road appeal)</li> </ul>	Legal Services  Garrod Pickfield LLP
<b>OPA 79</b> (Case No. OLT-22-004020)	<ul style="list-style-type: none"> <li>• 10 Appeals of the Clair Maltby Secondary Plan Amendment</li> </ul>	<ul style="list-style-type: none"> <li>• June 15, 2022 – Appeals received</li> <li>• December 6, 2022 and February 17, 2023 – Case Management Conferences held</li> </ul>	<ul style="list-style-type: none"> <li>• January 22, 2024 – 8 week hearing scheduled to commence</li> </ul>	Legal Services  Garrod Pickfield LLP
<b>895 &amp; 919 York Road</b> (Case No. OLT-22-003943)	<ul style="list-style-type: none"> <li>• Appeal by Brodie Limited</li> </ul>	<ul style="list-style-type: none"> <li>• May 30, 2022 – Appeal received</li> <li>• February 14, 2023 – Case Management Conference held</li> </ul>	<ul style="list-style-type: none"> <li>• Settlement discussions ongoing</li> <li>• Second Case Management Conference to be scheduled</li> </ul>	Legal Services
<b>200 Beverley Street</b> (Case No. OLT-22-004659)	<ul style="list-style-type: none"> <li>• Appeal by 642762 Ontario Inc.</li> </ul>	<ul style="list-style-type: none"> <li>• May 13, 2022 – Application for leave to Appeal received</li> <li>• June 9, 2022 – City filed responding materials</li> <li>• October 28, 2022 – Application for leave to appeal granted</li> <li>• November 14, 2022 – Appeal received</li> <li>• February 27, 2023 – Case Management Conference held</li> </ul>	<ul style="list-style-type: none"> <li>• December 4, 2023 – Hearing scheduled (to be heard with Sherwood Forest appeal)</li> </ul>	Legal Services

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<b>OLT MATTERS</b>				
<b>Matter</b>	<b>Description</b>	<b>History</b>	<b>Current Status</b>	<b>Counsel</b>
<b>200 Beverley Street</b> (Case No. OLT-22-004659)	<ul style="list-style-type: none"> <li>• Appeal by Sherwood Forest Investments (Guelph) Ltd.</li> </ul>	<ul style="list-style-type: none"> <li>• May 13, 2022 – Application for leave to Appeal received</li> <li>• June 9, 2022 – City filed responding materials</li> <li>• October 28, 2022 – Application for leave to appeal granted</li> <li>• November 14, 2022 – Appeal received</li> <li>• February 27, 2023 – Case Management Conference held</li> </ul>	<ul style="list-style-type: none"> <li>• December 4, 2023 – Hearing scheduled (to be heard with 642762 Ontario Inc. appeal)</li> </ul>	Legal Services
<b>75 Dublin Street North</b> (Case No. PL161294)	<ul style="list-style-type: none"> <li>• Appeals by Upper Grand District School Board, Guelph Old City Residents Association Inc., and Rykur Holdings Inc.</li> </ul>	<ul style="list-style-type: none"> <li>• December 21, 2016 – Appeal received</li> <li>• August 14, 2017 – Pre-hearing held</li> <li>• November 17, 2017 – Motion hearing held</li> <li>• May 11, 2018 – Interim decision on motions issued</li> <li>• July 20, 2021 – Partial settlement with Rykur Holdings</li> <li>• March 23, 2023 – Guelph Old City Residents Association Inc. appeal withdrawn</li> </ul>	<ul style="list-style-type: none"> <li>• April 3, 2023 – Hearing with remaining party scheduled</li> </ul>	Legal Services

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<b>OLT MATTERS</b>				
<b>Matter</b>	<b>Description</b>	<b>History</b>	<b>Current Status</b>	<b>Counsel</b>
<b>OPA 48 (7 Appeals)</b> (Case No. PL140042)	<ul style="list-style-type: none"> <li>Seven (7) Appeals received relating to Official Plan Amendment 48 (Envision Guelph) as approved by the Minister of Municipal Affairs and Housing</li> </ul>	<ul style="list-style-type: none"> <li>December, 2013 – OPA 48 Approved by Minister of Municipal Affairs and Housing</li> <li>December, 2013 – Appeals received</li> <li>November 20, 2015 – Phase 1 decision issued resolving part of one (1) appeal</li> <li>March 23, 2018 – decision issued confirming settlement of Niska Road Lands Phase</li> <li>Settlements reached with all appellants except for Silvercreek and Abode site-specific appeals</li> </ul>	<ul style="list-style-type: none"> <li>Silvercreek matter in settlement discussions</li> <li>March 22, 2023 – Abode appeal consolidated with 785 Gordon Street appeal by 2371633 Ontario Inc. and referred to Tribunal-led mediation; no hearing dates set at this time</li> </ul>	Legal Services  Garrod Pickfield LLP
<b>1159 Victoria Road South</b> (Case No. PL121406)	<ul style="list-style-type: none"> <li>Appeals by Victoria Park Village Ltd. regarding failure to make a decision within the prescribed time</li> </ul>	<ul style="list-style-type: none"> <li>November 29, 2012 – Appeal received</li> <li>May 14, June 28, September 18 and November 15, 2013 – Pre-hearings held</li> <li>June 16, 2014 – hearing held by teleconference</li> <li>April 29 and August 18, 2015 – hearings held by teleconference</li> <li>November 5, 2015 - status hearing held</li> <li>May 3, 2016 – hearing held by teleconference</li> </ul>	<ul style="list-style-type: none"> <li>August 14, 2023 – Hearing scheduled (to be heard with 12 Poole Street appeal)</li> </ul>	Legal Services  Garrod Pickfield LLP

<b>OLT MATTERS RESOLVED SINCE SEPTEMBER 23, 2022</b>				
<b>Matter</b>	<b>Description</b>	<b>History</b>	<b>Current Status</b>	<b>Counsel</b>
<b>None</b>	•	•	•	

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**OTHER MATTERS**

<b>Matter</b>	<b>Description</b>	<b>History</b>	<b>Current Status</b>	<b>Counsel</b>
<b>Human Rights Tribunal of Ontario</b> (File No. 2017-28841-I)	<ul style="list-style-type: none"> <li>• Application by K. Konesavarathan</li> </ul>	<ul style="list-style-type: none"> <li>• November 30, 2018 – HRTO sent Application to Respondents</li> <li>• July 5, 2017 – Application submitted to HRTO</li> <li>• January 17, 2019 – City filed Response</li> <li>• October 18, 2019 – hearing held</li> <li>• June 29, 2021 – Hearing Continuation Held</li> </ul>	<ul style="list-style-type: none"> <li>• Awaiting decision</li> </ul>	Legal Services

**OTHER MATTERS RESOLVED SINCE SEPTEMBER 23, 2022**

<b>Matter</b>	<b>Description</b>	<b>History</b>	<b>Current Status</b>	<b>Counsel</b>
<b>None</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	

**MATTERS BEING HANDLED BY INSURERS' LEGAL COUNSEL \***

<b>Matter</b>	<b>Description</b>	<b>History</b>	<b>Current Status</b>	<b>Counsel</b>
<b>Cheeseman v. City of Guelph et al.</b> (Superior Court of Justice Court File No. CV-23-059)	<ul style="list-style-type: none"> <li>• Slip and Fall – February 26, 2021</li> </ul>	<ul style="list-style-type: none"> <li>• March 2, 2023 – City served with Statement of Claim</li> </ul>	<ul style="list-style-type: none"> <li>• Provided Claim to City's insurer</li> </ul>	Not assigned
<b>Kastor v. City of Guelph et al.</b> (Superior Court of Justice Court File No. CV-23-064)	<ul style="list-style-type: none"> <li>• Personal Injury – March 4, 2021</li> </ul>	<ul style="list-style-type: none"> <li>• February 27, 2023 – City served with Statement of Claim</li> </ul>	<ul style="list-style-type: none"> <li>• Provided Claim to City's insurer</li> </ul>	Madorin, Snyder LLP
<b>VanMar Constructors Inc. v. City of Guelph</b> (Superior Court of Justice Court File No. CV-22-202-00A1)	<ul style="list-style-type: none"> <li>• Slip and Fall – February 14, 2020</li> </ul>	<ul style="list-style-type: none"> <li>• January 4, 2023 – City served with Third Party Claim</li> <li>• February 10, 2022 – Statement of Claim issued</li> </ul>	<ul style="list-style-type: none"> <li>• Provided claim to City's insurer</li> </ul>	Madorin, Snyder LLP
<b>Scott v. City of Guelph et al.</b> (Superior Court of Justice Court File No. CV-22-303)	<ul style="list-style-type: none"> <li>• Trip and Fall – November 22, 2020</li> </ul>	<ul style="list-style-type: none"> <li>• December 15, 2022 – City served with Statement of Claim</li> </ul>	<ul style="list-style-type: none"> <li>• Provided claim to City's insurer</li> </ul>	Madorin, Snyder LLP

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<b>MATTERS BEING HANDLED BY INSURERS' LEGAL COUNSEL *</b>				
<b>Matter</b>	<b>Description</b>	<b>History</b>	<b>Current Status</b>	<b>Counsel</b>
<b>Petit v. City of Guelph et al.</b> (Superior Court of Justice Court File No. CV-22-301)	• Trip and Fall – November 28, 2020	• November 24, 2022 – City served with Statement of Claim	• Provided claim to City's insurer	Shillington McCall LLP
<b>Swackhammer v. City of Guelph et al.</b> (Superior Court of Justice Court File No. CV-22-79514)	• Personal Injury – August 29, 2020	• September 2, 2022 – City served with Statement of Claim	• Provided claim to City's insurer	Shillington McCall LLP
<b>Chandra v. City of Guelph et al.</b> (Superior Court of Justice Court File No. CV-22-160)	• Trip and Fall – June 23, 2020	• June 20, 2022 – City served with Statement of Claim	• Pre-discovery	Shillington McCall LLP
<b>Billing v. City of Guelph et al.</b> (Superior Court of Justice Court File No. CV-22-103)	• Motor Vehicle Accident – February 14, 2019	• May 17, 2022 – City served with Statement of Claim	• Pre-discovery	Madorin, Snyder LLP
<b>Lastovic-Bisson et al. v. City of Guelph</b> (Superior Court of Justice Court File No. CV-22-075)	• Motor Vehicle Accident – August 22, 2020	• March 23, 2022 – City served with Statement of Claim	• Pre-discovery	Madorin, Snyder LLP
<b>Farmer v. City of Guelph</b> (Superior Court of Justice Court File No. CV-22-069)	• Trip and Fall – April 26, 2020	• March 17, 2022 – City served with Statement of Claim	• Pre-discovery	Madorin, Snyder LLP
<b>McKnight v. City of Guelph et al.</b> (Superior Court of Justice Court File No. CV-22-56)	• Slip and Fall – December 29, 2020	• March 10, 2022 – City served with Statement of Claim	• September 30, 2022 – Examinations for Discovery scheduled	Shillington McCall LLP
<b>De Euale v. City of Guelph et al.</b> (Superior Court of Justice Court File No. CV-22-026)	• Slip and Fall – February 3, 2020	• January 31, 2022 – City served with Statement of Claim	• Pre-discovery	Madorin, Snyder LLP

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<b>MATTERS BEING HANDLED BY INSURERS' LEGAL COUNSEL *</b>				
<b>Matter</b>	<b>Description</b>	<b>History</b>	<b>Current Status</b>	<b>Counsel</b>
<b>Hasson v. City of Guelph</b> (Superior Court of Justice Court File No. CV-21-249)	• Slip and Fall – December 5, 2019	• August 11, 2021 – City served with Statement of Claim	• Defence filed	Madorin, Snyder LLP
<b>Dunkley v. City of Guelph et al.</b> (Superior Court of Justice Court File No. CV-21-165)	• Personal Injury – June 7, 2019	• May 18, 2021 – City served with Statement of Claim	• May 10, 2022 – Examinations for Discovery held	Intact
<b>McIlmoyle et al. v. City of Guelph et al.</b> (Superior Court of Justice Court File No. CV-21-114)	• Motor Vehicle Accident – May 30, 2019	• April 26, 2021 – City served with Statement of Claim	• September 6, 2022 - Examinations for Discovery scheduled	Agro Zaffiro LLP
<b>Isak v. City of Guelph et al.</b> (Superior Court of Justice Court File No. CV-21-034)	• Slip and Fall – February 16, 2019	• March 5, 2021 – City served with Statement of Claim	• July, 2022 - Examinations for Discovery held	Madorin, Snyder LLP
<b>Khalaf v. City of Guelph</b> (Superior Court of Justice Court File No. CV-21-002)	• Slip and Fall – January 28, 2020	• January 7, 2021 – City served with Statement of Claim	• Examinations for Discovery to be scheduled	Madorin, Snyder LLP
<b>Tadros v. City of Guelph et al.</b> (Superior Court of Justice Court File No. CV-20-006-A1)	• Motor Vehicle Accident – July 22, 2019	• November 19, 2020 – City served with Third-Party Claim • January 7, 2020 – Statement of Claim issued	• Examinations for Discovery to be scheduled	Madorin, Snyder LLP
<b>Chiba v. City of Guelph et al.</b> (Superior Court of Justice Court File No. CV-20-311)	• Negligence claim – November 15, 2017	• October 20, 2020 – City served with Statement of Claim	• Examinations for Discovery to be scheduled	Blaney McMurtry LLP
<b>Decooman v. City of Guelph et al.</b> (Superior Court of Justice Court File No. CV-20-236)	• Motor Vehicle Accidents – October 25 and November 10, 2018	• August 18, 2020 – City served with Statement of Claim • November 5, 2020 – City filed Defence	• June 16 and 17, 2022 - Examinations for Discovery held	Madorin, Snyder LLP



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<b>MATTERS BEING HANDLED BY INSURERS' LEGAL COUNSEL *</b>				
<b>Matter</b>	<b>Description</b>	<b>History</b>	<b>Current Status</b>	<b>Counsel</b>
<b>Trepanier et al. v. City of Guelph et al.</b> (Superior Court of Justice Court File No. CV-20-194)	<ul style="list-style-type: none"> <li>• Negligence Claim – September 12, 2018</li> </ul>	<ul style="list-style-type: none"> <li>• August 11, 2020 – City served with Statement of Claim</li> </ul>	<ul style="list-style-type: none"> <li>• June 14, 2022 – Examinations for Discovery held</li> </ul>	Stieber Berlach LLP
<b>Faheem v. City of Guelph</b> (Superior Court of Justice Court File No. CV-20-195)	<ul style="list-style-type: none"> <li>• Slip and Fall – February 3, 2020</li> </ul>	<ul style="list-style-type: none"> <li>• July 28, 2020 – City served with Statement of Claim</li> </ul>	<ul style="list-style-type: none"> <li>• Post-discovery</li> </ul>	Intact
<b>Dodd v. City of Guelph et al.</b> (Superior Court of Justice Court File No. CV-20-139)	<ul style="list-style-type: none"> <li>• Motor Vehicle Accident – May 30, 2019</li> </ul>	<ul style="list-style-type: none"> <li>• June 16, 2020 – City served with Statement of Claim</li> </ul>	<ul style="list-style-type: none"> <li>• Examinations for Discovery to be re-scheduled</li> </ul>	Agro Zaffiro LLP
<b>Miodrag v. City of Guelph et al.</b> (Superior Court of Justice Court File No. CV-19-394-00A1)	<ul style="list-style-type: none"> <li>• Automobile accident – November 28, 2018</li> </ul>	<ul style="list-style-type: none"> <li>• March 19, 2020 – City served with Third-Party Claim</li> <li>• October 24, 2019 – Statement of Claim issued</li> </ul>	<ul style="list-style-type: none"> <li>• Post-discovery</li> </ul>	Shillington McCall LLP
<b>Correia v. City of Guelph</b> (Superior Court of Justice Court File No. CV-20-007)	<ul style="list-style-type: none"> <li>• Automobile accident – January 13, 2018</li> </ul>	<ul style="list-style-type: none"> <li>• January 13, 2020 – City served with Statement of Claim</li> <li>• February 18, 2020 – City filed Statement of Defence</li> <li>• Examination for Discovery complete</li> </ul>	<ul style="list-style-type: none"> <li>• Completing undertakings</li> <li>• April 27, 2023 – Pre-trial scheduled</li> </ul>	Madorin, Snyder LLP
<b>McIntosh v. City of Guelph</b> (Superior Court of Justice Court File No. CV-19-245)	<ul style="list-style-type: none"> <li>• Trip and Fall – December 27, 2018</li> </ul>	<ul style="list-style-type: none"> <li>• June 27, 2019 – City served with Statement of Claim</li> </ul>	<ul style="list-style-type: none"> <li>• Post-discovery</li> </ul>	Madorin, Snyder LLP
<b>Eldakiky v. City of Guelph et al.</b> (Superior Court of Justice Court File No. CV-18-340)	<ul style="list-style-type: none"> <li>• Property Damage</li> </ul>	<ul style="list-style-type: none"> <li>• February 26, 2019 – City served with Statement of Claim</li> <li>• Examinations for Discovery to be scheduled</li> <li>• March 9, 2023 – Conditional settlement reached</li> </ul>	<ul style="list-style-type: none"> <li>• Awaiting approval of settlement documents</li> </ul>	McCormick, Haney and Brimblecombe

**Attachment-1**  
**LITIGATION STATUS REPORT**  
**As of March 24, 2023**

<b>MATTERS BEING HANDLED BY INSURERS' LEGAL COUNSEL *</b>				
<b>Matter</b>	<b>Description</b>	<b>History</b>	<b>Current Status</b>	<b>Counsel</b>
<b>Mann v. City of Guelph et al.</b> (Superior Court of Justice Court File No. CV-19-027)	• Slip and Fall – February 7, 2017	• January 30, 2019 – City served with Statement of Claim	• June 23, 2023 – Pre-Trial Conference scheduled	Madorin, Snyder LLP
<b>Starlight Group Property Holdings Inc. et al. v. City of Guelph</b> (Superior Court of Justice Court File No. CV-19-026)	• Property Damage – March 17, 2017	• January 28, 2019 – City served with Statement of Claim	• Examinations for Discovery being complete (Third Party)	Agro Zaffiro LLP
<b>Johnson v. City of Guelph et al.</b> (Superior Court of Justice Court File No. CV-18-448)	• Slip and Fall – January 18, 2017	• December 21, 2018 – City served with Statement of Claim	• Post-discovery	Madorin, Snyder LLP
<b>Burns v. City of Guelph et al.</b> (Superior Court of Justice Court File No. CV-18-1303)	• Slip and Fall – December 9, 2016	• October 17, 2018 – City served with Statement of Claim	• Post-discovery	Madorin, Snyder LLP
<b>Cavanagh v. City of Guelph et al.</b> (Superior Court of Justice Court File No. 379/17)	• Slip and Fall – November 17, 2015	• September 19, 2017 – City served with Statement of Claim • December 15, 2018 – Statement of Defence filed by City	• Post-discovery	Madorin, Snyder LLP
<b>642762 Ontario Inc. v. City of Guelph et al.</b> (Superior Court of Justice Court File No. 85/17)	• Alleged environmental contamination	• August 23, 2017 – City served with Notice of Action and Statement of Claim • June 4, 2019 – City filed Defence and Crossclaim	• Examinations for Discovery complete	Whitelaw Twining LLP (formerly Dolden Wallace Follick LLP)

**\* Does not include claims against Guelph Police Services**

<b>INSURED MATTERS COMPLETE SINCE SEPTEMBER 23, 2022</b>				
<b>Matter</b>	<b>Description</b>	<b>History</b>	<b>Current Status</b>	<b>Counsel</b>
<b>Thompson v. City of Guelph et al.</b> (Superior Court of Justice Court File No. CV-20-137)	• Trip and Fall – October 18, 2019	• April 30, 2020 – City served with Statement of Claim • March 9, 2023 – City advised of settlement	• This matter is complete	Brown & Burnes

**Attachment-1**  
**LITIGATION STATUS REPORT**  
**As of March 24, 2023**

<b>INSURED MATTERS COMPLETE SINCE SEPTEMBER 23, 2022</b>				
<b>Matter</b>	<b>Description</b>	<b>History</b>	<b>Current Status</b>	<b>Counsel</b>
<b>Fonseca et al. v. City of Guelph et al.</b> (Superior Court of Justice Court File No. CV-22-016)	<ul style="list-style-type: none"> <li>Personal injury – April 13, 2021</li> </ul>	<ul style="list-style-type: none"> <li>January 19, 2022 – City served with Statement of Claim</li> <li>March 7, 2023 – Matter settled</li> </ul>	<ul style="list-style-type: none"> <li>This matter is complete</li> </ul>	Intact
<b>Day v. City of Guelph et al.</b> (Superior Court of Justice Court File No. CV-21-76503)	<ul style="list-style-type: none"> <li>Motor Vehicle Accident – August 15, 2019</li> </ul>	<ul style="list-style-type: none"> <li>July 19, 2021 – City served with Statement of Claim</li> <li>Defence filed</li> <li>February 24, 2023 – Notice of Discontinuance filed</li> </ul>	<ul style="list-style-type: none"> <li>This matter is complete</li> </ul>	Intact
<b>Levesque v. City of Guelph</b> (Superior Court of Justice Court File No. CV-19-381)	<ul style="list-style-type: none"> <li>Slip and Fall – March 14, 2018</li> </ul>	<ul style="list-style-type: none"> <li>October 16, 2019 – City served with Statement of Claim</li> <li>January 26, 2023 – Matter settled</li> </ul>	<ul style="list-style-type: none"> <li>This matter is complete</li> </ul>	Intact

# Information Report

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Service Area	Infrastructure, Development and Enterprise Services
Date	Friday, March 31, 2023
Subject	<b>Protected Cycling Network Study status update</b>

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## Executive Summary

### Purpose of Report

This information report provides a summary of the Protected Cycling Network conceptual design study for Eramosa Road, College Avenue and Gordon Street, and informs members of Council and the public of the next steps planned for the implementation of protected cycling facilities.

### Key Findings

The Protected Cycling Network Study is a first step in implementing the Cycling Spine Network recommended in the Transportation Master Plan (TMP) to provide “all ages and abilities (AAA)” cycling facilities on three key corridors: Eramosa Road, Gordon Street and College Avenue. A preferred alternative and concept design with refined cost estimates are provided for each corridor.

Delivering this infrastructure supports the city’s Race to Zero carbon goal by providing attractive and convenient cycling routes for all. Protected cycling infrastructure also supports the city’s Vision Zero goal by designing facilities that separate vulnerable road users from motorized traffic. Additionally, supplying sustainable transportation infrastructure along major corridors where infill and higher-density housing is anticipated supports the City in successfully supporting the Housing Pledge to the Ontario government.

A total of 8.8 km of protected cycling network is ready to proceed to detailed design and construction. Phased implementation of the study corridors will proceed subject to funding, alignment to other capital projects and staff capacity.

The project included public, stakeholder and Indigenous consultations. The studies for the three project corridors are considered exempted projects as of the 2019 amendment to the Municipal Class Environmental Assessment Act and are not subject to statutory review periods.

### Strategic Plan Alignment

The Protected Cycling Network Study supports the strategic plan goal under the Navigating our Future pillar to foster connected, easy, accessible movement through Guelph’s trails, paths, roads and corridors to tie the community together. The Study directs important investments in active transportation that will lead to high-quality, protected cycling routes that are suitable for people of all ages and abilities to use.

## Financial Implications

The total cost estimate for the design and construction of the recommended designs across the three corridors are as follows:

- Eramosa Road: \$2.3 million
- Gordon Street: \$26 million, constructed in up to five phases
- College Avenue: \$10 million, constructed in up to three phases

Implementation will be phased over the next 10 years, utilizing \$3.4 million funding from Investing in Canada Infrastructure Program (ICIP) and other funding as it becomes available.

Several sections of the network will be recommended for funding in the 2024-2027 multi-year budget to use allocated funds according to the ICIP funding agreement.

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## Report

### Background

The [Protected Cycling Network Study](#) initiates the construction of the Cycling Spine Network recommended in the [2022 Transportation Master Plan \(TMP\)](#). The three study areas in the study correspond to popular cycling routes or desired connections serving schools, commercial areas, Downtown and major trails. The study informs staff on preferred conceptual designs that meet the City's goals of delivering an All-Ages and Abilities (AAA) cycling network.

Protecting cyclists and other micro-mobility users such as kick-scooters within the Right-of-Way supports the City's Vision Zero goal by reducing the potential for collisions causing serious injury. Growing Guelph's protected cycling network supports the TMP mode share goal to increase trips made by active transportation. The network also supports the City's ability to deliver on its housing pledge to the Provincial government by supporting the implementation of the TMP recommendations.

### Study Area

The Protected Cycling Network Study focuses on three key road corridors:

- Eramosa Road between Woolwich Street to Victoria Road (Study Area A)
- Gordon Street between Waterloo Avenue to Clair Road (Study Area B)
- College Avenue between Janefield Avenue to Dundas Lane (Study Area C)

Figure 1 – Study Area



Gordon Street and College Avenue have existing on-street painted bike lanes. There is currently no cycling infrastructure on Eramosa Road, and the existing cycling infrastructure on Gordon Street and College Avenue does not meet the cycling needs of people of all ages and abilities.

Study Area B on Gordon Street has a one-kilometer gap between Lowes Road and Edinburgh Road, where the approved 2021 Gordon Street Improvements Environmental Assessment took place. That project involved the design of protected bike facilities, which the Cycling Network Study will tie into. This will create a seamlessly protected cycling facility on Gordon from Downtown to the South End of Guelph.

## Study Approach

The Study launched in November 2021 with a first round of community engagement that ran until January 10, 2022. With contributions from community members, the design team reviewed key destinations, connections, constraints, and “pinch-points” along the three study area corridors. Key design objectives for the Study included:

- providing consistent and easy to use cycling infrastructure throughout each corridor and at intersections;
- making strong connections to adjacent bike routes, trails and key destinations;
- creating a more comfortable and safe environment for active transportation users of all ages and abilities;
- minimizing environmental impacts; and,
- balancing the needs of various transportation modes including walking, cycling, transit, private vehicles and goods vehicles.

From February 2022 to June 2022, a range of design options for cycling facilities were developed and evaluated for each study area corridor:

1. **Do Nothing:** keep things as they are.
2. **Cycle track:** one-way, located behind the curbs of the roadway on each side of the road physically separating people on bikes from both pedestrians and motor vehicle traffic.
3. **Multi-use path:** two-way shared pedestrian and cycling facility, physically separated from motor vehicle traffic, replacing a sidewalk with a wider asphalt facility to accommodate both pedestrians and cyclists.
4. **Protected bike lane:** One-way on each side of the road, on the same level as the roadway, with physical separation between people riding bikes and motor vehicle traffic with materials such as curbs, bollards, or planter boxes.
5. **Hybrid approach:** A hybrid of the design options described above is appropriate for the corridor.

For all three study corridors, the “do nothing” option was screened out because it did not meet the goal of delivering AAA cycling facilities. The “Protected bike lane” option and the “Cycle track” option scored the highest in terms of meeting the goals of AAA facilities, as they provide separate spaces for riders and pedestrians and riders travel in the same direction as vehicles, improving safety at intersections.

The preferred designs were presented to the public in July 2022 at an Open House event plus one month of online engagement. The study team reviewed all public input received and updated the preferred design options to create a final concept design and cost estimate for each study corridor.

## What we heard from community engagement

The primary goal of engagement for this study was to understand the needs of the various road users (cyclists, motorists, pedestrians, transit users) as they relate to designing cycling facilities that are accessible for people of all ages and abilities. Communications and engagement activities included a walking workshop, key informant interviews, stakeholder meetings and both in-person and online engagement.

Feedback received throughout the study was positive overall, with comments emphasizing the importance of creating safe, accessible cycling facilities on the study corridors. Several participants expressed anticipation for when the facilities will be built, and a desire for more protected cycling facilities throughout Guelph. A general preference for cycle tracks or protected bike lanes was noted among participants, and the importance of protected intersections was highlighted.

We completed two rounds of community engagement to develop the conceptual designs. For more details on the community engagement, refer to the Engagement Summary Report in Attachment-1.

During the first round, we asked community members to identify key places in the study area related to accessibility, safety, destinations, and connections. We also asked for design ideas and other suggestions. Consultation ran for 6 weeks from November 30, 2021 to January 10, 2022. A total of 384 comments were received on the issues map.

As part of the second round of engagement, we presented the preferred preliminary design for each of the study corridors and asked community members to provide feedback and suggestions. An Open House event was held on July 27, 2022, attended by approximately 45 people. Materials were also posted on the [Have Your Say webpage](#) for a period of two weeks prior to and following the Open House. A total of 130 comments were received on the preferred preliminary designs.

Key input provided by participants included:

- The importance of signage and education for cyclists, drivers, and pedestrians
- Consideration for vehicular traffic movements at intersections and driveways
- The need for the cycling facilities to be maintained throughout the winter
- Measures to prioritize cyclists and pedestrians, including crosswalks and dedicated traffic lights for cyclists.

Throughout the study, we communicated with the following Indigenous communities via email and telephone:

- Mississaugas of the Credit First Nation
- Six Nations of the Grand River
- Haudenosaunee Confederacy.

Communications with Indigenous communities included sending notifications with project information, offering to meet and discuss the study or send additional information, and sending the Stage 1 Archaeological Assessment Report for review. No concerns were raised by Indigenous communities regarding the study or the archaeological assessment report. Mississaugas of the Credit First Nation and Six Nations of the Grand River expressed interest in being involved in the Stage 2 archaeological assessment.



According to the *Municipal Class Environmental Assessment* (2000, as amended, “the Act”), the studies for the three project corridors are considered “Schedule A+” pre-approved projects and are not subject to statutory review periods. At the project initiation, the project team assumed some or all corridors may trigger a Schedule B project or higher and issued a Notice of Consultation in July 2022. A correction notice was circulated on December 1, 2022 to clarify the project class schedules. As of March 3, 2023 a Ministry of Environment, Culture and Parks amendment to the Act now considers projects that add active transportation amenities as “exempt” from ministerial review and appeals processes.

## **Preferred Design and Next Steps**

The preferred design and next steps for each corridor are summarized below. Detailed study reports for each corridor will be posted to the project page at <https://guelph.ca/living/getting-around/cycling-and-walking/protected-cycling-network-study/>

### **Study Corridor A – Eramosa Road**

The preferred design option for the south segment of Eramosa Road from Woolwich Street to Arthur Street is Protected Bike Lanes, with a protected intersection at Woolwich Street and a new signalized intersection at Arthur Street. This is a short but strategically significant segment of the study corridor because it will serve as a major connection to downtown Guelph and future cycling facilities on Wyndham Street. This segment of Eramosa Road from Woolwich Street to Arthur Street will proceed to detailed design and construction, subject to funding and approvals.

A preferred design option was not identified for the segment of Eramosa Road north of Arthur Street to Victoria Road, due to technical challenges and physical constraints. Significant additional investigation work is needed to be completed before feasibility can be confirmed. Community feedback indicated this connection as a lower priority because of the combination of steep grades and high traffic speeds and volumes. Development of a local network of neighbourhood bikeways is recommended to be included in the Cycling Master Plan update to improve cycling connectivity to key destinations along Eramosa Road. The CMP update is anticipated to begin in 2024.

### **Study Corridor B – Gordon Street**

The preferred design for Gordon Street is Cycle Tracks throughout the length of the study corridor from Waterloo Avenue to Clair Road. In addition, pedestrian crossings were added to the preferred design at key locations along the corridor to address the accessibility and connectivity concerns we heard throughout the engagement process. The Gordon Street protected cycling facilities will proceed to detailed design and construction, subject to funding and approvals.

### **Study Corridor C – College Avenue**

A hybrid approach has been identified as preferred for College Avenue, with Cycle Tracks from Janefield Avenue to Edinburgh Road, and Protected Bike Lanes from Edinburgh Road to Dundas Lane. This hybrid option optimizes cyclist comfort in the western portion of the corridor where several elementary schools are located, while limiting construction complexity in the more constrained eastern portion of the corridor which includes the University of Guelph and numerous mature trees.

The recommended design includes raised crossings at transit stops to make the bus more accessible to patrons. It adds pedestrian crossings at trail crossings and the University of Guelph to improve accessibility, connectivity, and access to key destinations. The College Avenue protected cycling facilities are in the detailed design stage in 2023 and construction is expected in 2024-2025.

## **Financial Implications**

The Study established preliminary cost estimates for the detailed design and construction of the recommended option for each corridor. Early estimates used to prepare the ICIP funding application and informing the previous capital budgets were lower due to the absence of technical analysis delivered by this type of study. Therefore, the cost estimates below represent a significant improvement in accuracy and assumptions.

The total cost estimate for the design and construction of the protected cycling network for each of the three corridors assumes these will be standalone capital projects (i.e., not tied to a road reconstruction project) and are as follows:

- Eramosa Road: \$2.3 million, including relocating the Mitchell Road ped crossing to Arthur Street, and intersection improvements at Woolwich Street
- Gordon Street: \$26 million, which anticipates up to 9 protected intersections
- College Avenue: \$10 million, including 3 protected intersections

The cost estimates conservatively anticipate a maximum number of protected intersections for each corridor than may be recommended at detailed design. The total costs include 35% for project administration and utility costs, plus an additional contingency of 30% to account for property impacts, soil disposal, ground conditions and other contingencies. Inputs to the cost estimates used 2021 and 2022 tender prices as available and should reflect some of the significant inflation experienced post-pandemic. These cost estimates will be further refined during the detailed design stage.

Implementation will be phased over the next 10 years, utilizing the \$3.4 million in funding from federal Investing in Canada Infrastructure Program (ICIP) grant and provincial funds. Several sections of the network will be recommended for funding in the 2024-2027 multi-year budget. Because the project is partially funded through the Investing in Canada Infrastructure Program, there is an obligation to complete eligible expenses work before 2033. Operation and maintenance costs have been built into the existing capital budget as operating impacts.

## **Consultations**

City of Guelph departments consulted include:

- Economic Development and Tourism
- Emergency Services (Fire, Paramedic)
- Engineering and Transportation Services
- Environmental Services
- Facilities and Energy Management
- Guelph Junction Railway
- Operations
- Planning and Building Services
- Guelph Transit

## **Attachments**

[Attachment-1: Engagement Summary Report](#)

## **Departmental Approval**

Jennifer Juste, Manager, Transportation Planning

## **Report Author**

Kate Berry, Project Manager, Sustainable Transportation

## **This report was approved by:**

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## **This report was recommended by:**

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Deputy Chief Administrative Officer

Infrastructure, Development and Enterprise Services

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# Information Report

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Service Area	Office of the Chief Administrative Officer
Date	Friday, March 31, 2023
Subject	<b>Playground Inspection and Maintenance Processes Audit Report</b>

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## Executive Summary

### Purpose of Report

To provide Council with the results of the Playground Inspection and Maintenance Processes audit performed to assess the adequacy of the internal controls and compliance to policies, procedures, by-laws, and legislation.

### Key Findings

- Robust inspections regime is in place, where all playgrounds are being inspected on a monthly basis in accordance with the inspection requirements of children's playground equipment and surfacing standards.
- Corporate policy which sets the expected behaviors and performance standards was not found to be in place for playgrounds.
- The software application being used to record inspections is not currently being used to support/facilitate the follow-up and secondary review process, despite the portal having the functionality. Similarly, photos of the defects identified through inspections are not being attached/uploaded for the majority of the defects reported, despite the portal having this functionality/requirement.
- The same person on the playgrounds team of four qualified employees is allocated the task of completing the monthly inspections, which gives rise to the risk of complacency and possible service continuity interruption in the event a different qualified person needs to step in without any recent experience performing the inspections.

### Strategic Plan Alignment

This report supports the Strategic Plan – Building our Future, priority. The recommendations identified are designed to improve the effectiveness and/or efficiencies of the Playgrounds Inspection and Maintenance, risk management and internal control processes.

### Financial Implications

The audit recommendations should lead to a more effective control environment over inspections and maintenance process. There may be costs associated with implementing the recommendations, however this should be minimal.

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# Report

## Background

Playgrounds inspections and maintenance function is organizationally part of the Parks Department within Public Services. The City playgrounds (operations) team inspects and maintains 100 playground sites. The requirements for public-use playground equipment (initial install, periodic inspections, and maintenance) are governed by CSA Z614:20 'Children's playground equipment and surfacing' published by the Canadian Standards Association (CSA). This Standard provides requirements for public-use playground equipment intended for use by children aged 18 months to 12 years.

All City playgrounds are inspected monthly, year-round in accordance with the CSA recommendations. The service team has five qualified playground practitioners including the Lead Hand, supported by the Program Manager. Following the initial install, new playgrounds are subjected to an external third-party independent inspection for safety and compliance with CSA before being added to the list of existing playgrounds for regular inspections which are executed by the operations team. The list/database is maintained in a cloud-based application portal, which is also used to record the results of the monthly inspections. The software generates the standard questionnaire, which the member of the team carrying out the inspection uses to record the visit to the site and record the status of the equipment along with any defects/faults identified. These defects are categorized according to the seriousness/risk and appropriate action i.e., blocking the access/immediate repair (self or vendor) is performed accordingly. Some repair/restoration jobs are carried out in house by the playgrounds team members, whilst the vendor is contacted for others such as requiring specialized pieces of equipment compatible with the equipment installed at site(s).

Play structures' estimated service life varies from 12 – 15 years, depending on use. On average, city playgrounds are replaced approximately every 20 years, pending Council approval. The various types of playground surfaces available at City playgrounds include solid rubber surface, rubber tiles, wear mats, play sand, pea gravel and engineered wood fibre/mulch flooring. The duration of how long the surface will last and when it's time to replace them depends on usage, weather conditions and maintenance - to maintain the desired/safe depth and remain compliant. When these surfaces are worn, dislodged or damaged, risk of injury from falls are much higher. Knowing when to replace playground structures and surfaces is critical in ensuring a safe and compliant environment. Regular inspections of these facilities play a vital part in keeping management informed whether to maintain/replace or cordon off any structure that may have become unusable or unsafe.

## Audit Objectives and Scope

The audit's objective was to:

- Assess the effectiveness of the City's processes and internal controls related to the playgrounds inspection and maintenance programs;
- Assess compliance to applicable policies, procedures, By-Laws and legislation; and,

- Provide management with recommendations to strengthen the process.

For the purposes of this audit all playground structures and the surfaces underneath that the City is responsible for inspecting and maintaining (including equipment intended for use by children and made available for public-use), were covered. The inspection and maintenance arrangements/processes for City owned/maintained parks, where some of these playgrounds are situated were not in scope of this review. There is a separate team responsible for parks inspections and maintenance.

The single most appropriate national standard applicable to the City maintained playgrounds is CSA standard Z614:20 - Children's Playground Equipment and Surfacing. This review assessed the compliance of the city's procedures against this standard. Sample testing covered inspections carried out in the previous twelve-month period.

### **Audit Findings Summary**

The audit reviewed key areas of inspections and maintenance process as follows:

- Departmental key performance indicators (KPIs)
- Policies and procedures
- Resources/qualified inspectors
- Coverage and frequency of inspections
- Maintenance regime
- Insurance liability coverage
- Management oversight activities

In addition to the identifying opportunities for improvement to the existing processes, the below good practices were also noted:

- All members of the playgrounds inspections and maintenance team including the Lead Hand and Program Manager were confirmed to be qualified and accredited playgrounds practitioners and were listed as affiliates on the Ontario Parks Association website.
- The application software used to carry out the inspections and maintain records was confirmed to be in compliance with the requirements of CSA standard Z614:20.
- All new playgrounds sampled, were confirmed to have been inspected by an independent playgrounds practitioner before being approved and making available for public use for added risk mitigation and compliance with the requirements of CSA Z614:20 standard.
- There is a process in place to ensure any new playgrounds are added to periodic inspections schedule as soon as these become available to public, to ensure any defects are captured and corrected in a timely manner.
- The mechanism to report any incidents to City's legal team and insurance coverage available for any incidents arising from the use of playgrounds by the public, was also assessed and found to be working as intended.
- The online portal used to record the inspections is also used to facilitate the secondary review by the Lead Hand and Program Manager. The system has

built-in controls and prompts to highlight gaps and issues for greater visibility to management to address these issues in a timely manner.

The summary of control evaluations by the reviewed risks and controls evaluated:

<b>Risk and Controls</b>	<b>Control Evaluation</b>
<b>Risk 1 – Departmental Key Performance Indicators (KPIs)</b>	
KPI reporting is in place	Finding 1
KPIs are accurate	Finding 1
KPIs are effective	Finding 1
<b>Risk 2 – Policies and Procedures</b>	
Corporate Policy on playground inspections is in place	Finding 2
Corporate policy is in compliance with CSA Z614:20	Finding 2
Corporate Policy has been approved and maintained to comply with updates	Finding 2
Formal procedures exist to direct staff in organising/carrying out inspections	Working as intended
Consistent approach is used when carrying out the inspections	Working as intended
Business continuity arrangements/standardised documentation and procedures	Working as intended
City inspections meet the requirements prescribed per CSA Z614:20	Working as intended
Documentation retention policy complies with the requirements of CSA Z614:20	Working as intended
Documentation is appropriate to defend any liability claims	Finding 3 and 4
New playgrounds comply with CSA requirements	Working as intended
Playgrounds comply with accessibility requirements	Working as intended
Appropriate signage is in place in compliance with CSA Z614:20	Finding 6
<b>Risk 3 – Resources/Qualified Inspectors</b>	
City has appropriately qualified staff to carry out the inspections	Working as intended

<b>Risk and Controls</b>	<b>Control Evaluation</b>
There are sufficient members of the team to carry out the inspections	Finding 5
<b>Risk 4 – Coverage and Frequency of Inspections</b>	
All sites/facilities, the City is responsible for, are inspected	Working as intended
All sites/facilities, the City is responsible for, are maintained	Working as intended
<b>Risk 5 – Maintenance Regime</b>	
City carries out required maintenance at the sites identified from the inspections	Working as intended
Maintenance or required work is completed in a timely manner	Finding 4
Timeframe for corrective work complies with the requirements of CSA Z614:20	Working as intended
3rd Party corrective work is of acceptable standard or complies with CSA Z614:20	Working as intended
<b>Risk 6 – Insurance liability Coverage</b>	
Insurance coverage is in place to deal with any liability claims	Working as intended
<b>Risk 7 – Oversight Activities</b>	
Management oversight is in place over the inspections and maintenance activities.	Finding 7



Below are the detailed findings, recommendation and management responses, along with expected dates for implementing these actions.

### Management Action Plan

No.	Findings & Recommended Action	Agreed Action (Include agree or disagree, if agree, explain steps that will be taken to address findings)	Responsibility  Target Completion Date
1	<p>Audit enquiries with Program Manager, Infrastructure and Construction confirmed that no KPIs are currently being produced for playground inspections and maintenance.</p> <p>KPIs improve employee engagement, morale and create accountability, and improve overall performance.</p> <p>Introduce KPIs for the service area in consultation with the senior management/GM. Some examples of useful KPIs may be:</p> <ul style="list-style-type: none"> <li>percentage of playgrounds inspected each month</li> <li>percentage of defects corrected within a week</li> <li>Number of defects outstanding from previous month</li> <li>Number of complaints received from playground users etc.</li> </ul>	<p>Agree.</p> <p>Determine which component(s) of the process to track that will result in improvement to service delivery. Develop a system to display the information for staff (whiteboard, digital platform, etc.)</p>	<p>Program Manager, Infrastructure and Construction</p> <p>Q3 2023</p>
2	<p>There is currently no corporate policy available on playground inspection and maintenance.</p> <p>The policy will:</p> <ul style="list-style-type: none"> <li>Provide workers with knowledge about what is expected of them, e.g., behavior and performance standards</li> <li>Provide rules and guidelines for decision-making in routine situations</li> <li>Provide a consistent and clear response across the department in dealing with situations</li> </ul>	<p>Agree.</p> <p>Develop corporate policy. Provide to Council as an Information Report.</p>	<p>General Manager, Parks and Program Manager, Infrastructure and Construction</p> <p>Q4 2023</p>

No.	Findings & Recommended Action	Agreed Action (Include agree or disagree, if agree, explain steps that will be taken to address findings)	Responsibility  Target Completion Date
	<ul style="list-style-type: none"> <li>• Serve to demonstrate that the City is committed to maintaining its playgrounds.</li> <li>• Support to defend any negligence claims</li> </ul> <p>It is recommended that a corporate policy on playground inspection and maintenance is established.</p>		
3	<p>An external software application is used to record inspections. The system currently does not allow any user profiles to be deleted from the system without deleting the records they worked on. This creates a risk to the integrity and security of the information contained within the system by any departing staff.</p> <p>It is therefore recommended that the Parks Team liaise with the provider to find a solution to address the issue of not being able to delete the profiles of departing staff without erasing all their work from the system. In the interim, a process should be established to restrict user access upon leaving. A list of active users should be reviewed periodically to ensure only current members of the team have access to the system.</p>	<p>Agree.</p> <p>This recommendation has been completed. Program Manager, Infrastructure and Construction informs Reliable Reporting if an employee who has access to the system leaves the organization. The employee's access is removed from the system. The data they have entered and that they entered it remains in the system.</p>	<p>Program Manager, Infrastructure and Construction</p> <p>Q1 2023</p>
4	<p>Audit sample testing of the inspections completed for the month of November 2022, identified the below:</p> <ul style="list-style-type: none"> <li>• Total number of sites listed – 100</li> <li>• Inspections with 100 per cent score – 77</li> <li>• Inspection scoring less than 100 per cent – 23</li> <li>• Photos of defects included in inspection reports – 3</li> <li>• Same defect reported in previous monthly report – 14</li> </ul>	<p>Agree.</p> <p>Staff has been instructed to add photos to the system of each inspection to show deficiencies.</p>	<p>Program Manager, Infrastructure and Construction</p> <p>Q1 2023</p>

No.	Findings & Recommended Action	Agreed Action (Include agree or disagree, if agree, explain steps that will be taken to address findings)	Responsibility  Target Completion Date
	<p>From the 14 where same defect reported in previous monthly report – audit enquiries identified the below:</p> <ul style="list-style-type: none"> <li>• Parts were ordered or team was working with supplier – 4</li> <li>• Not a safety issue - continue to monitor – 8</li> <li>• It couldn't be established if the issue required fixing or monitoring only or was an urgent repair as the photos weren't attached to the inspections - 2</li> </ul> <p>Unavailability of the defect photos did not allow the report reviewer to conclude whether the 2 remaining issues were high risk/urgent repair or monitoring only. It is therefore recommended that photos be included of all defects/observations, to improve reporting and facilitate better secondary review by the Lead Hand and Program Manager. This will help the secondary reviewer to ascertain if a high-risk repair job has been missed. This will also serve to improve the quality of evidence maintained on file of the inspections, which will be helpful in defending any negligence claims.</p>		
5	<p>There are six members of the playgrounds team who currently hold the playground practitioner license, including the Lead Hand and Program Manager, however only one person has been allocated the responsibility of carrying out the playground's inspections/repairs. There is a risk of complacency when the same person carries out the inspections. Furthermore, this practice give rise to the risk of service continuity in the event if that individual becomes unavailable and others on the team</p>	<p>Agree.</p> <p>This has already been implemented. Staff will rotate who completes inspections. The timing of the rotation has not been confirmed.</p>	<p>Program Manager, Infrastructure and Construction</p> <p>Q1 2023</p>

No.	Findings & Recommended Action	Agreed Action (Include agree or disagree, if agree, explain steps that will be taken to address findings)	Responsibility  Target Completion Date
	<p>have not recently had to perform inspections.</p> <p>Rotating the periodic reviews between inspectors provides a new perspective and eliminates missing elements from the same person's point of view. It will also keep the whole team in practice for carrying out inspections, thus ensuring continuity and minimizing the risk of service interruptions. It is therefore recommended that all four members of the team (excluding the Program Manager and Lead Hand) be rotated in performing monthly inspections.</p>		
6	<p>The current signage on site has instructions for users for reporting any defects or issues by calling the City complaints number. This is a helpful tool and the City does get complaints from the public via this route. This process could be improved by adding quick response (QR) codes to the signs. QR codes are scannable barcodes that are commonly used to redirect users to landing pages/websites.</p> <p>This will facilitate the users of the facilities to report any issues with ease by scanning the QR code with their phone. They will be directed to the relevant webpage/form on the City's website for play equipment where the complaint would be brought to the attention of staff that oversee playgrounds.</p> <p>QR codes are already in use in Parks for information on community gardens. The QR code(s) could be applied as a sticker to the existing signs in playgrounds.</p>	<p>Agree.</p> <p>Will work with Communications to establish a QR code and communicate project with residents. Staff will determine what reporting parameters are relevant to develop content linked to the QR code. QR code stickers will be affixed to current signage which was recently replaced.</p>	<p>Communications Advisor and Program Manager, Infrastructure and Construction</p> <p>Q4 2023</p>

No.	Findings & Recommended Action	Agreed Action (Include agree or disagree, if agree, explain steps that will be taken to address findings)	Responsibility  Target Completion Date
7	<p>The software application used for inspections allows any repair job(s) to be marked separately for follow-up. Progress against these follow up jobs can also be recorded within the same screen/view. This functionality allows a reviewer to view the list of all outstanding jobs (relating to different playgrounds) and monitor the progress by clicking the follow-up tab. This functionality populates all follow-up jobs, without having to go into individual inspections. However, audit work identified that this 'follow-up' feature is not currently being used due to the absence of input at the time of inspections.</p> <p>An overview/snapshot of all pending/outstanding maintenance jobs is not currently available to the reviewers i.e., Lead Hand and Program Manager. The recorded deficiencies/pending jobs can only be seen by going into the individual inspection reports from the list of all reports. There isn't currently an effective and easy way to view a list of all inspection deficiencies and any follow-up/progress made against them.</p> <p>It is recommended that the follow-up feature of the application tool be used going forward by completing the relevant input required to support this feature, which will facilitate the overall review. This may be achieved by populating the respective fields at the time of completing the inspections, which will pull through this information when the follow up reports are extracted. The follow-up functionality of the portal should be utilized to give a quick overview of all pending</p>	<p>Agree.</p> <p>Adjusted follow up function with Reliable Reporting. Staff are now using this function to review outstanding deficiencies. This function shows when deficiencies are identified and when they are repaired.</p>	<p>Program Manager, Infrastructure and Construction</p> <p>Q1 2023</p>

No.	Findings & Recommended Action	Agreed Action (Include agree or disagree, if agree, explain steps that will be taken to address findings)	Responsibility  Target Completion Date
	maintenance jobs for ease of review and monitoring.		

### **Financial Implications**

The audit recommendations should lead to a more effective control environment over inspections and maintenance process. There may be costs associated with implementing the recommendations made, however this should be minimal.

### **Consultations**

Findings and recommendations have been discussed and reviewed with the General Manager, Parks and the Deputy Chief Administrative Officer, Public Services.

### **Attachments**

None.

### **Departmental Approval**

None.

### **Report Author**

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# Intergovernmental Consultation



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## Evaluating municipal class EA requirements for infrastructure projects – ERO 019-6693

### Ministry/Department

Ministry of the Environment, Conservation and Parks

### Consultation Deadline

Tuesday, May 9, 2023

### Summary

Ministry of the Environment, Conservation and Parks is proposing to evaluate the need for Environmental Assessment Act requirements for municipal infrastructure projects that are currently required to follow the process under the Municipal Class Environmental Assessment (e.g., roads, water, and wastewater systems projects).

### Proposed Form of Input

Staff may prepare a letter for submission to Ontario's Environmental Registry of Ontario as part of this consultation process.

### Rationale

The City of Guelph has an interest in providing input on policy that affects the environmental assessment process.

### Lead

Engineering and Transportation Services

### Link to Ministry Website

<https://ero.ontario.ca/notice/019-6693>

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## Contact Information

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# Intergovernmental Consultation

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## **Moving to a project list approach under the Environmental Assessment Act – ERO 019-4219**

### **Ministry/Department**

Ministry of the Environment, Conservation and Parks

### **Consultation Deadline**

Tuesday, May 9, 2023

### **Summary**

Ontario is proposing regulations and related actions to move toward a project-list approach for projects that will require a comprehensive environmental assessment under the Environmental Assessment Act, while continuing to ensure environmental oversight and robust consultation.

### **Proposed Form of Input**

Staff may prepare a letter for submission to Ontario's Environmental Registry of Ontario as part of this consultation process.

### **Rationale**

The City of Guelph has an interest in providing input on policy that affects the environmental assessment process.

### **Lead**

Engineering and Transportation Services

### **Link to Ministry Website**

<https://ero.ontario.ca/notice/019-4219>

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