

## Special City Council Revised Meeting Agenda

Wednesday, June 17, 2020, 1:00 p.m.

Remote meeting live streamed  
on [guelph.ca/live](https://guelph.ca/live)

Changes to the original agenda are noted with an asterisk "\*".

City facilities are closed to the public in response to COVID-19. City Council meetings are being held electronically and can be live streamed at [guelph.ca/live](https://guelph.ca/live).

For alternate meeting formats, please contact the City Clerk's Office at [clerks@guelph.ca](mailto:clerks@guelph.ca) or 519-822-1260 extension 5603.

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### Pages

#### 1. Notice - Electronic Participation

##### 1.1 City Council

This meeting will be held by Electronic Participation in accordance with the City of Guelph Procedural By-law (2020)-20490.

##### \*1.2 Delegations to Items 5.1 and 6.1

Members of the public who have an interest in delegating to item 5.1 Guelph's Temporary Seasonal Patio Program - 2020-74 and/or item 6.1 Managing the Impacts of COVID-19: Update #3 may register up until 10:00 a.m. on Wednesday, June 17, 2020.

You can register as a delegation or submit written comments by contacting the City Clerk's office by email or phone:

519-837-5603

TTY 519-826-9771

[clerks@guelph.ca](mailto:clerks@guelph.ca) (attachments must not exceed 20 MB)

When we receive your registration or written comments, we will send you a confirmation message and instructions for participating in the meeting.

## **2. Call to Order**

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

## **3. Authority to move into closed meeting**

### **Recommendation:**

That the Council of the City of Guelph now hold a meeting that is closed to the public, pursuant to the Municipal Act, to consider:

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

### **3.2 361 Whitelaw Road, City of Guelph Official Plan and Zoning By-law Amendment Application File No. OZS18-005 Notices of Appeal pursuant to Sections 22(7) and 34(11) of the Planning Act**

Section 239 (2)(e) and (f) of the Municipal Act relating to 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.

## **4. Open Meeting – 2:00 p.m.**

### **4.1 Closed Meeting Summary**

### **4.2 O Canada**

### **4.3 Silent Reflection**

### **4.4 First Nations Acknowledgement**

## **\*5. Council Consent Agenda**

The following resolutions have been prepared to facilitate Council's consideration of various matters and are suggested for consideration. If Council wishes to address a specific report in isolation of the Consent Agenda, please identify the item. It will be extracted and dealt with separately as part of the Items for Discussion.

**Recommendation:**

1. That the Temporary Seasonal Patio Program as described in 2020-74 be approved.
2. That for the period from June 12, 2020 to November 1, 2020, staff are directed to temporarily suspend enforcement of such provisions of the Zoning By-law (1995)-14864 which conflict with Provincial Directives with respect to licensed outdoor dining capacity and the establishment of temporary outdoor dining premises, and in particular to suspend enforcement of:
  - a. restrictions for licensed capacity of outdoor commercial patios in section 4.17.1 which are more restrictive than the temporary Provincial requirement of 1.11 square metres per person; and
  - b. restrictions in required parking numbers in section 4.13.4 of the Zoning By-law in connection with a an establishment which has an approved application for a Temporary Patio, and which are operated in conformity with all applicable laws, including the Temporary City of Guelph Guidelines for outdoor patios and all other relevant Zoning By-law requirements.
3. That the temporary suspension of enforcement of Zoning By-law (1995)-14864 as outlined above shall be strictly time-limited and shall not be interpreted as an authorization for any Temporary Outdoor Patio which is operated beyond these limited timelines or which operates in contravention of any other applicable law and/or of the Temporary Patio Guidelines established by the City.
4. That operation of a permitted Temporary Outdoor Patio between June 12, 2020 and November 1, 2020 pursuant to this Resolution does not permit the continued use of the land, buildings and/or structures for the purpose temporarily authorized, establish a legal non-conforming use, or entitle any person to an exemption from the Zoning By-Law beyond November 1, 2020.
5. That staff be directed that any fee associated with the approval of applications in connection with the City of Guelph's Temporary Patio Pilot Program including, but not limited to, fees listed in the User Fee By-law (2019) – 20460, be waived until October 31, 2020.
6. That the Chief Administration Officer, or designate, be delegated authority until October 31, 2020, to

implement, administer and revise any City Council approved form, guideline or requirement associated with the City of Guelph's Temporary Patio Pilot Program, including any modifications which may be necessary to the forms prescribed in connection with Commercial Patio Premises by the City Lands Encroachment By-law (2009) 18799.

7. That staff shall be directed to conduct further consultations with the community and to prepare a draft temporary use by-law as authorized under section 39 of the Planning Act in connection with this Resolution, and shall schedule a public meeting in connection therewith as soon as practical.

## **6. Items for Discussion**

The following items have been extracted from the Committee of the Whole Consent Report and the Council Consent Agenda and will be considered separately. These items have been extracted either at the request of a member of Council or because they include a presentation and/or delegations.

### **\*6.1 Managing the Impacts of COVID-19: Update #3**

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#### **Presentation:**

Scott Stewart, Chief Administrative Officer  
Colleen Clack, Deputy Chief Administrative Officer, Public Services  
Kealy Dedman, Deputy Chief Administrative Officer, Infrastructure, Development and Enterprise Services  
Trevor Lee, Deputy Chief Administrative Officer, Corporate Services

#### **Delegations:**

\*Dustin Brown  
\*Susan Watson  
\*Mike Darmon

#### **Correspondence:**

\*JJ Salmon  
\*Susan Watson

## **7. By-laws**

Resolution to adopt the By-laws (Councillor Gordon).

#### **Recommendation:**

That By-law Numbered (2020)-20504 is hereby passed.

**\*7.1 By-law Number (2020)-20504**

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A by-law to confirm the proceedings of a meeting of Guelph City Council held June 17, 2020.

**8. Adjournment**

# Staff Report



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To	<b>City Council</b>
Service Area	Infrastructure, Development and Enterprise Services
Date	Wednesday, June 17, 2020
Subject	<b>Guelph's Temporary Seasonal Patio Program</b>

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## Recommendations

1. That the Temporary Seasonal Patio Program as described in 2020-74 be approved.
2. That for the period from June 12, 2020 to November 1, 2020, staff are directed to temporarily suspend enforcement of such provisions of the Zoning By-law (1995)-14864 which conflict with Provincial Directives with respect to licensed outdoor dining capacity and the establishment of temporary outdoor dining premises, and in particular to suspend enforcement of:
  - a) restrictions for licensed capacity of outdoor commercial patios in section 4.17.1 which are more restrictive than the temporary Provincial requirement of 1.11 square metres per person; and
  - b) restrictions in required parking numbers in section 4.13.4 of the Zoning By-law in connection with a an establishment which has an approved application for a Temporary Patio, and which are operated in conformity with all applicable laws, including the Temporary City of Guelph Guidelines for outdoor patios and all other relevant Zoning By-law requirements.
3. That the temporary suspension of enforcement of Zoning By-law (1995)-14864 as outlined above shall be strictly time-limited and shall not be interpreted as an authorization for any Temporary Outdoor Patio which is operated beyond these limited timelines or which operates in contravention of any other applicable law and/or of the Temporary Patio Guidelines established by the City.
4. That operation of a permitted Temporary Outdoor Patio between June 12, 2020 and November 1, 2020 pursuant to this Resolution does not permit the continued use of the land, buildings and/or structures for the purpose temporarily authorized, establish a legal non-conforming use, or entitle any person to an exemption from the Zoning By-Law beyond November 1, 2020.
5. That staff be directed that any fee associated with the approval of applications in connection with the City of Guelph's Temporary Patio Pilot Program including, but not limited to, fees listed in the User Fee By-law (2019) – 20460, be waived until October 31, 2020.
6. That the Chief Administration Officer, or designate, be delegated authority until October 31, 2020, to implement, administer and revise any City Council approved form, guideline or requirement associated with the City of Guelph's Temporary Patio Pilot Program, including any modifications which may be

necessary to the forms prescribed in connection with Commercial Patio Premises by the City Lands Encroachment By-law (2009) 18799.

7. That staff shall be directed to conduct further consultations with the community and to prepare a draft temporary use by-law as authorized under section 39 of the Planning Act in connection with this Resolution, and shall schedule a public meeting in connection therewith as soon as practical.

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## **Executive Summary**

### **Purpose of Report**

To provide Council with an overview of Guelph's Temporary Patio Program and seek direction on implementation related to bylaw amendments, delegated authority, and fees.

### **Key Findings**

The new Temporary Seasonal Patio Program pilot is intended to support local restaurants and other establishments throughout Guelph accommodate more dine-in patrons on temporary patios while complying with health and safety measures during the COVID-19 pandemic.

Through the program, staff will evaluate applications case-by-case and as unique requests arise, allow for as much flexibility as possible within legal constraints. It will continue to evolve and be refined based on user feedback and further consultation with stakeholders including the Downtown Guelph Business Association.

In an effort to quickly accommodate patios this season, the program's scope is limited. Staff will however explore other public space options including on-street and in City parking lots, which require more lengthy processes to change bylaws.

The 2020 program is to serve as a pilot, with the intention that the program will continue for the next three years and be reviewed by staff annually.

The program was announced by the City on June 11 and the electronic application process started on June 12 to allow for the immediate opening of compliant temporary seasonal patios.

### **Financial Implications**

The intent of this program is to support Guelph restaurants' ability to generate income, as part of the city's economic recovery from COVID-19. To that end, staff recommends waiving the program fees in 2020. The estimated loss of revenue from waiving fees is approximately \$10,000.

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## **Report**

City staff have rolled out a new program for Guelph restaurants and other licensed establishments to temporarily extend an existing patio or put in place a new temporary patio on private and public space to accommodate more patrons while maintaining physical distancing requirements as part of the provincial reopening.

The province announced on June 8, 2020 that it was easing restrictions in communities where it was safe to do so, as part of Stage 2 of its reopening

framework. This permits some Guelph businesses and services to reopen with health and safety measures in place, including outdoor dine-in services at restaurants, bars and other establishments including patios, curbside, parking lots and adjacent properties, effective June 12, 2020.

In response, the City's program was announced on June 11, 2020 and the electronic application process opened on Friday, June 12, 2020 as an interim step through the CAO's delegated authority.

A number of municipalities have had similar programs in place for a number years, which afforded the time to:

- Consult and engage the community
- Adequately resource
- Test and refine processes
- Pursue extensive bylaw changes

In the absence of time, the City's new program was developed through collaborative, cross-departmental efforts that prioritize: public safety, timeliness, and short-term amendments to bylaws that conflict with the intention of the program. It builds on other municipalities' more established programs that are replicable in Guelph. Not all municipalities' bylaws are identical and therefore what's done in one is not necessarily possible in another.

## **Program Details**

Eligibility - Licensed establishments, including arenas, clubs, public halls, recreation centres, restaurants, and taverns that sell food and/or serve liquor are eligible, whereas special occasion permit establishments are not.

Proximity – Temporary patios are permitted if located directly or in close proximity to the front of the business.

End date – Temporary patios for the 2020 season are permitted until October 31 and must be removed by November 1.

Permissions – Business owners are responsible for obtaining all relevant permissions (e.g. the AGCO, landlord) and mitigating negative impacts.

Space options to expand – Private and public property, except on-street parking spots and City parking lots.

Other program details of note:

- Temporary patios can extend in front of adjacent tenant spaces if written permission is provided.
- Patios must comply with the Accessibility for Ontarians with Disabilities Act and Ontario Fire Code.
- Perimeter fencing, planters, or barriers can be used, if they do not damage any public property, and are secured without interfering with underground utilities.
- Decks or platforms can be constructed, however, they require a building permit.
- A clear path for pedestrians is to be maintained.

More details are available in attachment 1: the design guidelines document.



## **Initial Requirements and Process**

Applicants are required to provide contact and seating capacity information, a proposed patio layout based on the program guidelines, certificate of liability insurance, and copy of existing liquor license. Once completed and submitted through the electronic application form, applicants can immediately establish their temporary expanded patio or new temporary patio on private or City-property, provided it complies with the design guidelines.

City staff will contact business owners within three business days to review the application and discuss any further requirements. Staff will be as flexible as possible, reviewing each application case-by-case.

City staff administering the program will look for opportunities to streamline the process and make it more efficient over time.

## **Permanent versus Temporary Patios**

This new program is designed for new temporary patios and temporary patio expansions. The City has in place an existing process for permanent patios administered by Building Services.

## **Encroachment**

The City Lands Encroachment By-law (2009)-18799 provides the mechanism for applicants to apply for the approval of permanent commercial patios located on City-owned land, primarily within the downtown core. Approved applicants are granted, by way of a license agreement, the use of a commercial patio for a period of 10 years, subject to the associated fees outlined in the User Fee By-law.

With the implementation of Guelph's Temporary Seasonal Patio Program, the fees normally associated with the long-term use of commercial patios are proposed to be waived to support the economic recovery from COVID-19. Whereas, the fees for long-term patio use will continue to be applicable to those who apply for the standard commercial patio with a ten-year duration.

## **Zoning**

The City's Zoning By-law (1995)-14864 contains regulations for outdoor patios that limit the licensed capacity as well as require physical separation from parking spaces and drive aisles on private property. Temporary use by-laws are an option available to amend the By-law within the scope allowed in the Planning Act. It is recommended that staff prepare a draft temporary use bylaw under Section 39 of the Planning Act to permit the temporary expansion of existing and new outdoor patios in association with the City's Temporary Seasonal Patio Program. This process includes community consultation with required public notice of a statutory public meeting that will be scheduled as soon as practical.

## **Addressing Program Limitations**

This program provides a streamlined application process for businesses and financial relief by waiving municipal fees related to new temporary patios and expanding temporary patios.

Given the immediacy to put this program in place and the limiting legislative factors, temporary on-street and parking lot patios in the public right of way cannot be permitted at this time.

Longer-term options will allow the City to explore establishing seasonal pop-up patios at greater capacity that use public rights of way. As has been done in other municipalities, this will require planning reports and public participation, which is not possible today given the need to have the program in place now.

Specific to downtown, City staff are interested in pursuing additional opportunities to create seating space by temporarily closing roadways for short durations (i.e. some weekends and statutory holidays) and will continue to engage with the DGBA and downtown businesses to explore options.

## **Financial Implications**

The intent of this program is to support Guelph restaurants' ability to generate income, as part of the city's economic recovery from COVID-19. To that end, staff recommends waiving the program fees in 2020. The estimated loss of revenue from waiving fees is approximately \$10,000.

The fees for long-term patio use will continue to be applicable to those who apply for the standard commercial patio with a ten-year duration.

## **Consultations**

The internal project team members are as follows:

- Rino Dal Bello, Program Manager, Downtown Renewal
- Doug Godfrey, General Manager, Operations
- Chris DeVriendt, Acting General Manager, Planning and Building Services
- Pat Sheehy, Program Manager, Zoning
- Jeremy Laur, Chief Building Official
- Greg Bernardi, Realty Specialist
- Allison Thornton, Associate Solicitor

External consultation has been limited given the time constraints to develop and implement the new program, however staff did ensure the Downtown Guelph Business Association provided initial input on the needs of its members, which were considered in the development of the program and accommodated where possible. The pilot year will enable program refinement based on user feedback.

## **Strategic Plan Alignment**

This program aligns with Powering our Future's helping businesses succeed and add value to the community through economic recovery and rebuilding efforts.

## **Attachments**

Attachment-1 Design Guidelines

Attachment-2 Temporary Outdoor Patio Resolutions

**Report Author**

Marina Grassi, Strategic Business Advisor, Infrastructure, Development and Enterprise Services

**This report was approved and recommended by:**

Kealy Dedman, P.Eng., MPA

Deputy Chief Administrative Officer

Infrastructure, Development and Enterprise Services

519-822-1260 extension 2248

kealy.dedman@guelph.ca

# Temporary Seasonal Patio Program

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Revised June 11, 2020

The City of Guelph is introducing a Temporary Seasonal Patio for the summer of 2020. This program is in response to the COVID-19 pandemic and is intended to support local restaurants by providing flexibility to restaurant owners while at the same time ensuring safety standards and measures remain in place.

## Purpose and Background

The temporary seasonal patio program is intended to address patios that are within the City of Guelph and to align with Provincial directives.

The COVID-19 pandemic has limited restaurants to takeout services only since the mid-March 2020. As the restrictions on restaurant operations ease, restaurants are anticipated to be impacted by safety measures required to address such matters as physical distancing in a restaurant setting. It is anticipated that this will result in a reduced patron capacity. With the warmer weather, restaurants' use of patios and refreshment vehicles will help distribute capacity while meeting physical distancing measures.

## Temporary Seasonal Patio Guidelines

### General Requirements for all temporary patios

1. Temporary patios shall only be permitted for a Licensed Establishment" means a Place, which means a Place, including an Arena, Club, Public Hall, Recreation Centre, Restaurant, Tavern and the like that sells, provides, or serves liquor pursuant to a licence issued by the Alcohol and Gaming Commission of Ontario or a successor agency/board thereto, but does not include a Place for which only a special occasion permit or permits are issued.
2. Temporary patios are permitted only where the patio installation can be located directly in front of the associated business or in close proximity to the front of the business.
3. Temporary patios approved in 2020 permitted under this guideline shall be permitted until October 30, 2020; however, the City may terminate these permissions upon 48 hours notice. The applicant is responsible for removal of the patio no later than November 1. The City has not determined its direction for beyond October 2020 and the approval of a temporary patio under the Temporary Patio Program does not mean that a temporary or permanent patio application will be approved in the future
4. Patios associated with a Restaurant or Licensed Establishment shall not exceed 50% of the indoor licensed capacity, or 70 persons, whichever is less.
5. The applicant must be the owner of the business and must provide proof of commercial general liability insurance (\$2 million) coverage endorsed to include the City as additional insured.
6. The business owner is responsible for obtaining all relevant permissions, including but not limited to licences and permissions from the AGLC and their landlord.
7. The business owner of a temporary patio shall mitigate any negative impacts on abutting or nearby residential development; including prioritizing the use of private land before utilizing public space.
8. No outdoor speakers or sound systems may be used.

9. A limited number of parking spaces may be used for temporary patio space, except the required number of designated accessible parking spaces, which must remain available for parking use and must in accordance with these guidelines be sufficiently physically separated from the patio to ensure safety.
10. The patio shall be compliant with the Accessibility for Ontarians with Disabilities Act (AODA).
11. Umbrellas must stand at least 2.1 metres (7') above the walking surface.
12. There must be full compliance with the Ontario Fire Code, including but not limited to in respect of:
  - a. Combustibility of materials (i.e. placement of wooden or plastic tables, cloth coverings for tables burnable aesthetics of table coverings, posters or large signage used etc.) – Div. B, Sentence 2.4.1.1.(1) of the OFC – at times, such accumulation may occur after the event where these items may be stored next to a building for the next day's or time's usage
  - b. Appliances for open flames – generally used of heating or ambiance – may not be placed/positioned/installed in accordance to manufacturer's recommendations depending upon the configuration of the pop-ups – Div. B, 2.4.4.4.(2) of the OFC
  - c. Open flames (candles or other devices upon pop-up tables) – if used – may not be properly supported in non-combustible holders and may be subject to dislodging due to certain weather conditions (wind, table shift or movement etc.) – Div. B, Article 2.4.4.3. of the OFC
  - d. A fire extinguisher (minimum 2A-10BC) must be available within 23 metres (75') of any part of the temporary patio.
13. Cooking or food and drink preparation is not permitted on any temporary patio.
14. No open flames are to be used on tables or in any part of the temporary patios.
15. A minimum 1.5 metres (5') clearance from fire department (siamese) connections and hydrants must be maintained on a temporary patio.
16. Temporary patios must not extend in front of adjacent tenant spaces, exits, or beyond business frontage without written permission from affected adjacent property owners and tenants; this includes any overhanging elements.
17. Tents, canopies, shelter structures or stages are not permitted. Optional temporary patio perimeter fencing, planters, or barriers approximately 1.2 metres (4') high are permitted, provided they are not damaging any public property, and are secured without endangering any underground utilities.
18. Any exit gates must swing freely outward but not into traffic from the temporary patio during hours of operation.
19. A clear path of pedestrian travel of 2 metres (6'-6") minimum should be maintained. A clear path of 2.3 metres (7'-6") is recommended.
20. The side of the temporary patio adjacent to vehicle traffic or drive aisle shall maintain a minimum distance of 3 metres (9'-8") from the edge of any travel lane.
21. The side of the temporary patio adjacent to a city road way shall maintain a minimum distance of 1 metre (3'-3") from the edge of any adjacent travel lane.
22. A separate building permit will be required for any platform / deck construction. You will be required to submit Engineer stamped drawings of your platform / deck with your building permit application.

### The temporary patio shall not:

1. Be located in through traffic lanes or lanes marked as no parking/no stopping/fire routes/accessible parking.
2. Obstruct underground utility access, electrical transformer vaults, utility boxes, parking meters, loading zones, existing transit stops and other infrastructure.
3. Damage City-owned or Private trees in an effort to design, construct, maintain or operate the temporary patio

4. Conflict with existing pedestrian crossings.
5. Permit smoking, pursuant to the Smoke-Free Act and 'no smoking' signage shall be posted at the entrance/exit.
6. Permit advertising, banners or signage on them, including on patio umbrellas, other than reflective or traffic safety related signage
7. Permit outdoor food preparation
8. Permit electrical power cords or any device that cross the travelled portion of the boulevard (sidewalk)
9. Permit obstruction of stormwater flows or block stormwater drains. The applicant shall be responsible for clearance of any debris and overall maintenance to ensure free flow.

## Temporary Patio Design Details

Temporary Patios may be comprised of structural, functional, and decorative features. To ensure public safety and general aesthetic continuity, the following design details provide the minimum requirements for various features within a patio. The City of Guelph encourages creativity and the development of unique outdoor dining spaces within the patio requirements provided.

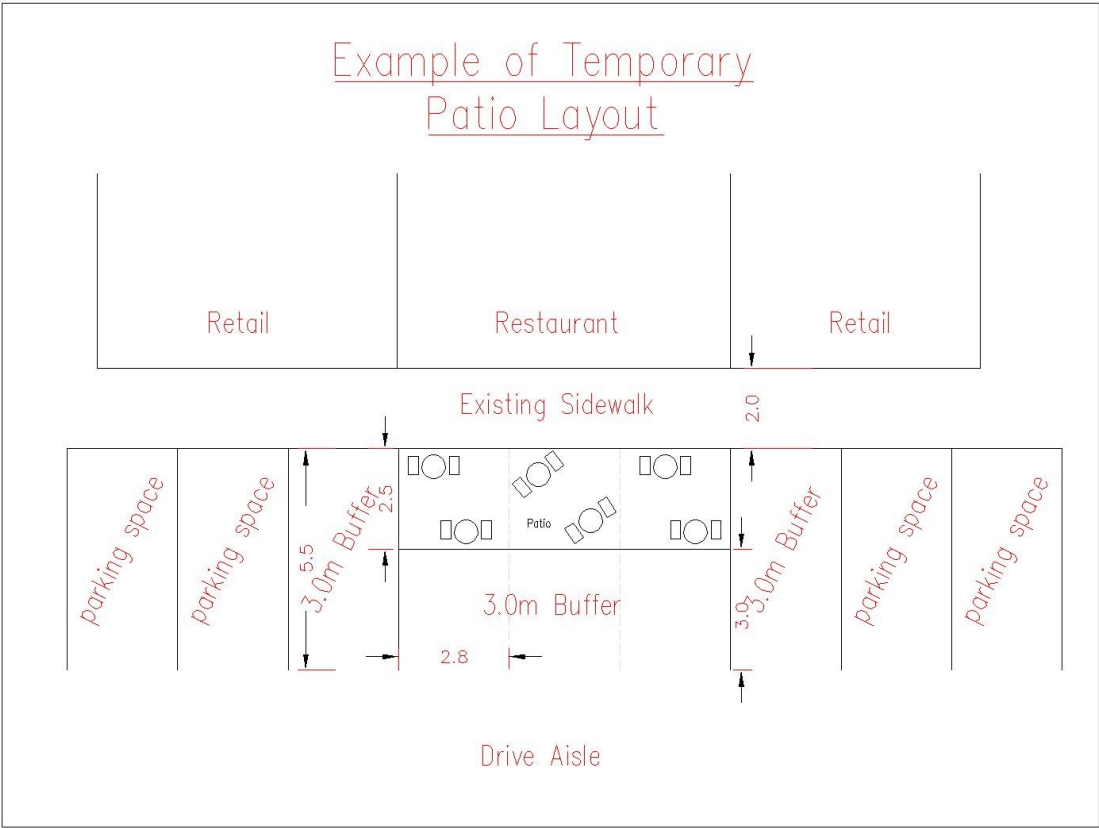
### Patio Design Details

- Fencing of a Patio must form a fully enclosed perimeter.
- Fencing material must be shown on the drawings/sketch.
- Show overall dimensions of the patio
- Patio fencing must be not less than 1.07 metres (3.5 ') metres in height
- Location of any fencing or planters used to define the patio
- The patio shall be compliant with the Accessibility for Ontarians with Disabilities Act (AODA).
- Provide washroom information and inside seating capacity information as per temporary patio application.
- The fencing cannot be anchored into the paving stones or sidewalk. The fencing must be weighted either footplates or stable mass planter boxes.
- Patio fencing shall be supported by metal foot plates and shall not be designed to penetrate the surface of the sidewalks (i.e. no bolts/brackets). Alternative supports must be used such as large weighted planters, weights, etc.
- Open guardrails are encouraged to reduce the risk of high winds using the guardrail to move the patio structure.
- Self-supporting plates shall have no parts of the fence create a trip hazard and do not project beyond the limits of the permit area.
- Fencing shall not extend past the permit area, or attached to trees, street elements or utilities.
- Fencing shall not obstruct vehicular/pedestrian sightlines/fire routes and access.
- The use of Chain link fence or snow fence are NOT permitted.
- Fencing shall be curved or angled at street corners for unimpeded pedestrian movement and vehicle sightlines.

### Patio Layout Details

- Locations of all tables
- Patio tables should be positioned in such a manner as to ensure 1.8 metres of physical distancing can be maintained between patio patrons and passing pedestrian traffic. Appropriate measures shall be incorporated to ensure protection of patrons on the patio. This could include measures such as planter boxes.
- Size of tables (i.e. 2' square)
- Proposed number of chairs at each table
- Entrances to the patio and building/restaurant

Example



## **Attachment-2 Temporary Outdoor Patio Resolutions**

WHEREAS the ongoing COVID-19 pandemic continues to evolve and is causing significant economic effects across the world and locally in Guelph; and

AND WHEREAS on March 17, 2020, an emergency related to the COVID-19 outbreak was declared in the whole of the Province of Ontario, pursuant to Section 7.0.1 of the *Emergency Management and Civil Protection Act*, as set out in Order in Council 518/2020 ("Provincial Declaration");

AND WHEREAS on March 26, 2020 Head of Council Mayor Cam Guthrie declared a local state of emergency within the City of Guelph pursuant to section 4(1) of the *Emergency Management and Civil Protection Act*;

AND WHEREAS pursuant to the Provincial Declaration, restaurants, bars, cafes and other food service establishments have been significantly limited in their operations, which has resulted in substantial local economic impacts; and

AND WHEREAS effective June 12, 2020 at 12:01 am, pursuant to Directives issued under the Provincial Declaration, parts of the Province of Ontario including Guelph and Wellington County will be permitted to offer outdoor dine-in services at restaurants, bars and other establishments, specifically including patios, curbside, parking lots and adjacent properties, while remaining prohibited from seating patrons indoors and remaining subject to physical distancing requirements as prescribed by provincial and local public health authorities;

AND WHEREAS in conjunction with the Provincial Directives, certain Provincial regulations have been amended to permit, on a time-limited basis, the service of alcohol on temporary patio premises including those established in private parking lots and other adjacent outdoor spaces;

AND WHEREAS the City's Zoning By-law (1995)-14864 regulates outdoor commercial patios on private property and establishes required parking capacities for restaurants and retail stores; and

AND WHEREAS the City, together with local businesses, has committed to identifying measures to assist the economic recovery of local businesses impacted by COVID-19 while committing to operating within the guidance of public health and Provincial Directives;



## **THEREFORE BE IT RESOLVED THAT**

1. That the Temporary Seasonal Patio Program as described in 2020-74 be approved.
2. For the period from June 12, 2020 to November 1, 2020, staff are directed to temporarily suspend enforcement of such provisions of the Zoning By-law (1995)-14864 which conflict with Provincial Directives with respect to licensed outdoor dining capacity and the establishment of temporary outdoor dining premises, and in particular to suspend enforcement of:
  - (a) restrictions for licensed capacity of outdoor commercial patios in section 4.17.1 which are more restrictive than the temporary Provincial requirement of 1.11 square metres per person; and
  - (b) restrictions in required parking numbers in section 4.13.4 of the Zoning By-law in connection with a an establishment which has an approved application for a Temporary Patio, and which are operated in conformity with all applicable laws, including the Temporary City of Guelph Guidelines for outdoor patios and all other relevant Zoning By-law requirements.
3. The temporary suspension of enforcement of Zoning By-law (1995)-14864 as outlined above shall be strictly time-limited and shall not be interpreted as an authorization for any Temporary Outdoor Patio which is operated beyond these limited timelines or which operates in contravention of any other applicable law and/or of the Temporary Patio Guidelines established by the City.
4. Operation of a permitted Temporary Outdoor Patio between June 12, 2020 and November 1, 2020 pursuant to this Resolution does not permit the continued use of the land, buildings and/or structures for the purpose temporarily authorized, establish a legal non-conforming use, or entitle any person to an exemption from the Zoning By-Law beyond November 1, 2020.

5. Staff be directed that any fee associated with the approval of applications in connection with the City of Guelph's Temporary Patio Pilot Program including, but not limited to, fees listed in the User Fee By-law (2019) – 20460, be waived until October 31, 2020.
6. The Chief Administration Officer, or designate, be delegated authority until October 31, 2020, to implement, administer and revise any City Council approved form, guideline or requirement associated with the City of Guelph's Temporary Patio Pilot Program, including any modifications which may be necessary to the forms prescribed in connection with Commercial Patio Premises by the City Lands Encroachment By-law (2009) 18799.
7. Staff shall be directed to conduct further consultations with the community and to prepare a draft temporary use by-law as authorized under section 39 of the *Planning Act* in connection with this Resolution, and shall schedule a public meeting in connection therewith as soon as practical.

# Staff Report



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To	<b>City Council</b>
Service Area	Office of the Chief Administrative Officer
Date	Wednesday, June 17, 2020
Subject	<b>Managing the Impacts of COVID-19: Update #3</b>

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## Recommendation

1. That report "Managing the impacts of COVID-19: Update #3" dated June 17, 2020 be forwarded to the local MP and MPP, FCM, AMO, LUMCO and the Federal Minister of Finance and the Ministers of Municipal Affairs and Housing and Minister of Finance for the Province of Ontario.
  2. That Council approve the Principles for post-COVID Stimulus Programs, and that a copy of the principles be forwarded to the local MP and MPP, FCM, AMO, LUMCO and the Federal Minister of Finance and Minister of Infrastructure and Communities, and the Ministers of Municipal Affairs and Housing, Minister of Infrastructure, Minister of the Environment, Minister of Transportation and Minister of Finance for the Province of Ontario.
  3. That Council requests that Local Boards and funded agencies take necessary 2020 cost containment actions, similar to those implemented by Council, to mitigate budget overages collectively for the tax and ratepayers of Guelph.
  4. That transit fares and parking fees be reinstated effective on or around July 6, 2020, subject to ServiceGuelph and the parking office safely resuming operations with the public.
  5. That the City of Guelph Sign Bylaw No. (1996)-15245, Table 4, Row 1, be suspended from June 17 to August 31, 2020 to allow for the issuance of more than four, 30-day mobile sign permits to the same business within a calendar year.
  6. That the City of Guelph Bylaw No. (2019)-20460, Table 89, related to mobile sign fees be suspended from June 17 to August 31, 2020 to allow for the issuance of 30-day mobile sign permits without a fee.
  7. That staff be directed to assist the Guelph Family Health Team and the Guelph General Hospital with a transition plan for relocating the COVID-19 Screening Centre to an alternate site, in order to allow for the eventual reopening of Victoria Road Recreation Centre.
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# **Executive Summary**

## **Purpose of Report**

This report provides Council with an update on the work the City has undertaken in response to COVID-19 in the last six weeks. It highlights how the City continues to manage through the uncertainty of the pandemic, while identifying opportunities and laying the groundwork for recovery.

As the organization continues to manage the financial impacts of COVID-19, and support the needs of Guelph's businesses and our community at large, we note the inherent challenges that come with delivering public services across many types of business. At time, bolstering one may have an adverse effect on another. This is an intrinsic challenge for municipalities, and it makes our road to recovery less direct.

Guelph is well served however by our Council-endorsed and community-informed Strategic Plan, and by its alignment with our long-term financial strategy. These plans will guide the City's role in recovery and inform decision-making in our new reality.

## **Key Findings**

The City continues to work with its community partners and as part of the Emergency Operations Control Group, which met daily from mid-March to June 8, and has only recently altered its daily schedule to several times weekly.

Working tables comprised of senior staff and subject matter experts continue to shepherd the extensive work of supporting the City's response and advancing plans for recovery.

## **Financial Implications**

The total cost projections of COVID-19 have increased by approximately \$25 thousand should Council approve the sign bylaw fee waiver recommendation in this report. Staff will be completing a more in-depth update through the second quarter operating variance report, which will incorporate updated projections for recreation program cancellations and other revenue impacts from declining user experience for the remainder of the year.

The City's forecasted 2020 operating deficit continues to be in the range of \$4 to \$8 million (inclusive of tax and non-tax supported businesses). Efforts to reduce these impacts continue; staff recognize the duration of the pandemic, along with its impacts, are not fully known.

In response to the significant financial impacts of COVID-19, the City has taken steps to reduce expenditures. These steps include suspending all discretionary spending; employee layoffs and placement of full-time employees on declared emergency leave; halting non-critical hiring; and prioritizing capital projects.

The City is now asking funded local boards and agencies to take similar actions to mitigate the collective budget shortfalls to the tax and ratepayers of Guelph.

In addition to internal cost containment measures, staff are actively advocating with municipal counterparts to higher levels of government for emergency operating funding to assist with the projected losses rather than depleting the City's reserves in one year.

With a substantial amount of work having already been accomplished, the City is exiting the response stage of crisis response, and has moved into the work of managing through uncertainty (resilience) and identifying new opportunities (recovery).

Planning for the 2021 to 2024 budget is underway, and staff are developing a special Council workshop for July. The workshop will highlight how COVID-19 has altered the timing of the Strategic Plan action priorities, and how the multi-year budget will support Council in making decisions this fall.

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## **Report**

Like other cities around the world, the City of Guelph made a dramatic shift in early March 2020 when the realities of COVID-19 forced people into their homes, businesses to close, and services to adapt almost overnight.

Today, COVID-19 and its aftermath continues to be one of the biggest challenges of our time.

In presenting the work of the past six weeks, we point out that organizational response to crisis is sometimes characterized as occurring in the following sequence: reaction, resilience, recovery, and new reality.

There is, of course, overlap between stages; as an organization, we're executing activities in all four stages simultaneously. However, for the most part, we're exiting the response stage, and have moved into the work of managing through uncertainty (resilience) and identifying new opportunities (recovery).

Among the principles management has held during our response is the importance of weighing future implications of the decisions we make today. We also acknowledge the reality that cities have several lines of business—all of which are in support of improving the quality of life for the residents and businesses of Guelph. Bolstering one may appear to come at a cost to another. This is an inherent challenge for municipalities, and it makes our road to recovery less direct.

An example of this is the reinstatement of transit fares and parking fees. Cities across the country suspended fares and fees to support and protect residents and businesses as part of their early response to COVID-19. Now, after 13 weeks of suspended fares and fees, the City must reinstate those revenue sources in order to be able to continue to fund the services citizens and businesses rely on.

### **Reinstatement of transit fares**

Subject to Council approval of recommendation #4, staff will resume bus pass sales on or around July 6 in a way that protects the health and safety of customers and employees:

- All pass and reloadable card purchases can be made at Guelph Transit and ServiceGuelph, as well as potentially at Sleeman Centre, River Run Centre, and via a mobile vehicle at Guelph Central Station (if customer demand warrants)
- Cash sales will be limited to ServiceGuelph and Guelph Transit
- We will encourage touchless payment by credit or debit card, and encourage riders to load their cards online, though cash fares will still be permitted.

Transit pass holders will be able to trade in their paid March 2020 pass in exchange for a preloaded July pass card, free of charge. This is applicable to both full fare and affordable bus passes.

The City will extend eligibility for existing affordable bus pass holders through to September 7 without requiring riders to renew.

### **Reinstatement of parking fees**

Subject to Council approval of recommendation #4, daily and monthly parking fees will resume on or around July 6.

Permit holders who paid for the month of March will be able to use their permit in July, free of charge. Monthly permit fees would then be resumed on August 1, 2020.

The City will hold parking availability until September 1, 2020 for existing permit holders who may not be able to use their permits immediately after July 6 because they aren't returning to work or because their businesses remain closed due to COVID19. In this case, permit holders won't be required to pay for permits they aren't using; the City will allow them to place a hold on their spots, and reactivate their permits on September 1, 2020.

### **Reopening yard waste drop-off**

With work underway to put physical distancing measures and other safety protocols in place, the City is preparing to reopen yard waste drop-off to residential customers on or around July 6. This coincides with the end of a temporary residential curbside yard waste pickup program, implemented on April 20 as part of the City's response to COVID-19.

### **Guelph. Future Ready. and our collective recovery from COVID-19**

Though the journey to recovery is a challenging one for cities, the route is more clear for those with Council-endorsed and community-informed strategic plans that are aligned with other plans and financial strategies that drive the organization. In Guelph's case, our strategic plan and our long-term financial strategy can guide the City's role in recovery and inform decision-making in our new reality by helping us:

- prioritize work plans
- focus our advocacy efforts and other policy levers that make it easier for businesses to restart
- shape service continuity that employers rely on like child care programs, parking and transit, and
- prioritize infrastructure and public space assets that are so important for overall recovery

At the same time, the fiscal impacts of COVID-19 are real. Between near-term non-recoverable losses and those that will inevitably surface in the medium-term, cities face unprecedented financial uncertainty.

It is generally agreed that the recession and recovery of the economy will take longer than expected, and we're only beginning to understand the impacts to our organization. This reality requires additional caution and consideration in our decision-making.

The City's long-term financial strategy and the health of its financial standing remains a crucial factor in organizational decision making, and serves as a critical barometer in the organization's capacity to support economic and social recovery efforts.

There's more work to come as we adapt to meet the new normal—both as an employer, and for our community. What follows is a summary of the COVID-19-related work completed in the last six weeks, and that, which is underway.

## **Organizational Recovery**

The City is advancing a substantial amount of work to allow for the gradual recovery of the organization and—just as importantly—the eventual reopening of City facilities.

### **Business Resumption Table**

The goal of the Business Resumption Table is to develop a corporate framework, policies, and procedures to reintegrate employees into City facilities.

The team is focused on preparing our buildings, controlling access, preparing a physical distance plan and reducing high touch points.

We're already modifying physical workplaces to support employee health and safety. We recognize that, as an employer, we will need to provide training, and reinforce updated practices so that employees who are returning to work, and those who never left their 'at work' workplaces, are aware of new practices to help keep everyone safe.

We're also developing new guidelines for instances where City employees are required to visit homes and offices of the public as part of their work.

The work in each of these areas is broad; we're exploring and implementing several updates and changes to ensure the City is doing its part to keep employees and the public safe. Some of the work is short-term in nature, carried out to help City departments prepare for the imminent future. Other work is longer term, as the Business Resumption Table works with departments to modernize the way services are offered. The pandemic is proving to be a catalyst to change the way we work and how we serve our community.

The Business Resumption Table is working closely with all City departments as they develop plans for their unique working environment.

### **Fiscal Recovery Table**

The Fiscal Recovery Table has been focused on two priorities:

1. Mitigation of 2020 budget overages to ensure projected operating deficits are managed within a range that maintains the City's contingency reserves through an extended period of uncertainty. Staff have developed a 2020 Budget Mitigation Guideline for internal use that will guide spending decisions for the remainder of the year. We are focused on balancing our own organizational resilience, social and economic recovery for the community, and building and protecting the City's long-term fiscal health.

After careful consideration, staff recommend that transit and parking fee waivers not extend beyond June 2020. The revenue losses in these two business lines are detrimental to the City's fiscal sustainability, and without

any identified emergency funding options from other levels of government, reinstating fees to protect the continuity of these services is recommended.

In addition, once ServiceGuelph can reopen safely to the public, other services, such as marriage and other licenses, can resume.

2. 2021-2024 budget planning to ensure Council continues to take a long-term outlook on the financial implications of both the opportunities and challenges created from the pandemic. Staff are preparing for a special Council meeting on July 27, 2020 that will be an interactive forum for Council to learn and be engaged with how the Strategic Plan will guide investment decisions through the multi-year budget horizon and how these projects from a timing and affordability perspective are being impacted by the pandemic.

In early June, the Federal government announced it is expediting the payment of the 2020 Federal Gas Tax funding to municipalities. While the City is thankful to have the funding earlier than expected, it does not provide operational financial relief to assist with the impacts of COVID-19. That's because Guelph has already fully budgeted for this funding in 2020 to advance priority bridge and road reconstruction, facility renewal, and playground equipment replacement (in response to the municipal sector's call for sustainable, flexible infrastructure funding, the federal gas tax has been committed to by the government over multiple years so cities can rely on this funding for long-term capital forecasts).

The Financial Recovery Table continues to work in collaboration with the following tables on the following important work:

- Information and Intergovernmental Hub – advocacy efforts to other levels of government related to Guelph's fiscal priorities
- Capital and Construction Table – feasibility of early debenture issuance and appropriate timing considering the upcoming credit rating review and 2021 capital budget planning; assessing fiscal impacts of capital project deferrals on both capital and operating budgets
- Economic Recovery Table – supporting strategy development and costing impacts of extended and new fiscal relief measures and economic stimulus programs
- Business Resumption Table – developing a funding strategy for the emerging priorities identified from COVID-19 including physical space changes and the investment in modernizing our technology and business processes.

### **Human Resources Table**

The Human Resources Table's mandate is to prepare the people-focused practices, policies and procedures for workforce deployment as the City prepares to re-open facilities and resume service to the public.

The health and safety of our employees is one of management's top priorities as we consider how to bring operations back online. We know our employees are counting on us to help them return to City worksites safely.

Through the Human Resources Table and Business Resumption Table, the City is preparing City workplaces for employees' return and—in other cases—preparing the policies and procedures that will allow other employees to continue to work remotely.



We understand that while all of our employees have experienced this crisis, they haven't all experienced it the same way. Some employees may be reluctant to return to the office. Others are eager to leave remote work behind, but have caregiving responsibilities that make it difficult or impossible for them to do so. As an employer, our goal is to ensure all of our employees feel safe whether they are returning to the workplace or are continuing to work remotely, and that we can all embrace a shared vision for what comes next.

The Human Resources Table is actively exploring and/or developing the following to support employees today, and in the future:

#### Training

- Training for leaders on how best to support staff remotely
- Health and safety training to help all of us acclimatize to our new normal

#### Alternate work arrangements

- Update and broaden our current policy to allow for greater flexibility in light of employees' unique circumstances

#### Supporting employees' mental health

- Ensuring our mental health resources evolve to reflect the needs of our employees

#### Employee engagement

- Ongoing pulse checks with our employees. Understanding what they need and responding

#### Employee leave

- Optional and voluntary leave for employees who may be unable to work in light of caregiving responsibilities
- Job share options

#### Recruitment

- New processes to support recruitment when physical distancing is in effect

### **Corporate Management Team**

The Corporate Management Team (CMT) continues to be focused on looking ahead and thinking about how work plans will adapt as we normalize operations. The City's Strategic Plan, Guelph. Future Ready, outlines the organizational vision for the future and is the City's framework to enable decision making, prioritization of resources and efforts related to ongoing and future initiatives.

Given the scale of COVID-19 impacts, CMT has undertaken a review of the Strategic Action Plan and Performance Measurement Framework through the lens of what needs to change as a result of the potential and expected impacts of COVID-19 and the changing environment. This agile approach will ensure the Future Ready Action Plan fully reflects and responds to the current operating and strategic environment while providing a considered view of the longer-term direction for the City.

The Strategic Plan Action Plans and Performance Management Framework will be an important vehicle to establish medium and longer-term activities that support business resumption, and organizational and community recovery. More information

regarding these items will be provided to Council in June via an Information Report and in July at a Council workshop.

Balancing COVID-19 response with the normalization of business is a key focus of work for the Corporate Management Team. Work plans continue to be prioritized based on a number of factors including limited human resources. The Governance Table's report on projects and bodies of work impacted by the pandemic will provide more insight on the status of specific initiatives.

## **Governance Table**

### **2020 and 2021 City Council Scheduling**

The Governance Table has been working with the City's operating departments to ensure that City business continues to move forward following City Council's approval of the revised May – August 2020 meeting schedule. Recommendations for the September – December 2020 meeting schedule, including the 2021 budget cycle, will be based on guidance received from public health officials, the Emergency Operations Control Group and the Business Resumption Table. If required, an amended September – December meeting schedule will be brought to City Council for approval in July or August 2020.

Traditionally, the 2021 City Council meeting schedule would be approved by City Council in July 2020. Given the current uncertainty surrounding public meetings, a draft 2021 meeting schedule may be delayed until the end of Q3, 2020.

### **Projects and Bodies of Work Impacted by the COVID-19 Pandemic**

The Governance Table has begun work to analyze and report on the collective impact that the COVID-19 pandemic and response has had on City projects and bodies of work across all four service areas. The purpose of this reporting is to provide City Council and the public with an analysis of the financial, project timeline and service level impacts that have occurred as a result of COVID-19.

The Governance Table and departmental staff are applying the following criteria to identify which projects/bodies of work have been impacted by COVID-19 and require public reporting. All projects/bodies of work impacted by COVID-19 which meet one of the following criteria will be included:

- A significant financial impact; or,
- A significant change to publicly communicated timelines or outcomes; or,
- A significant impact to multiple City departments and services (both internal and/or external); or,
- A significant change to work previously directed by City Council.

At the July 17, 2020 COVID-19 Response Update Special City Council meeting, the Governance Table will present a fulsome report of the impacts of COVID-19 on City projects/bodies of work based on the above noted criteria.

Not included in this analysis and reporting will be capital and construction projects already prioritized by the Capital and Construction Table or operating losses, such as the loss of parking permit fees or subdivision construction administration fees, which will be reported through traditional operating variance reporting processes.

### **Outstanding Resolutions of City Council**

Public reporting on outstanding resolutions of City Council (resolutions which require that staff report back to City Council) is completed periodically on a service

area basis through the weekly information items. To better align with the ongoing agenda management and forecasting work of the Governance Table during the COVID-19 pandemic, outstanding resolutions will now be reported through the monthly COVID-19 response special meetings of City Council. Once a normal schedule of City Council resumes, outstanding resolutions will again be reported through the weekly information items. Please refer to attachment-1 for a current listing of outstanding resolutions and updated actions by service area.

### **Union Presidents Table**

The COVID-19 pandemic emergency has heightened the need for increased communications and collaboration with the Union Leadership across all the City's bargaining units. To that effect, the Executive Team has initiated regular meetings with the Union Presidents, providing updates and seeking input as events continue to unfold.

On an operational level, as circumstances required redeployment of employees and the repurposing of facilities, the respective union leadership has worked effectively with the managers, supervisors, HR Advisors and health and safety professionals to ensure that our employees were safely taking on and performing in new or modified roles.

Meetings between the Executive Team and the Union Presidents are scheduled weekly for the near future as the City works to modify the workplace and phase staff back to work.

### **Economic Recovery**

There are several working tables advancing important, interconnected work in support of helping Guelph's economy to rebound and recover from the impacts of COVID-19.

#### **Economic Recovery Table**

The Economic Recovery Table explores and implements initiatives that contribute to the recovery of Guelph's economy, through three interconnected work streams: the Mayor's Task Force on Economic Recovery; economic development and tourism activities; and financial considerations.

The economic recovery requests that fall within municipal control raised by the Mayor's Task Force on Economic Recovery members and other community members are given due consideration and those that can be accommodated without substantive financial risk are examined and actioned. The criteria staff use to evaluate viability include:

- Alignment with the City's Strategic Plan and long-term financial strategy
- Legislated parameters
- Impact versus effort in the context of staff capacity

Often, the requests with financial implications conflict with the City's financial recovery and are reviewed case-by-case to determine priority.

### **New Support for Businesses' Promotional Signs**

The City has heard from businesses that require more marketing than in previous years to communicate to customers a phased reopening, variability in hours, and service changes including curbside pick-up. As businesses struggle financially amid reopening and pursue affordable and quick promotional efforts to attract and inform

customers, the City has received requests from business owners to waive mobile sign permit fees and increase the maximum number of four permits per year. Mobile signs are one of several types regulated through Guelph's Sign By-law (1996)-15245 and administered by Building Services staff who review and approve the locations for the signs and issue the permits.

In response to these requests for financial relief and an increase in the need for promotion, the City is recommending a temporary suspension of the mobile sign regulations, as outlined below.

<b>By-law Section</b>	<b>Building Services' Present Practice</b>	<b>Recommended Temporary Suspension</b>
Table 4, Row 1: allowed four (4) separate, 30-day permits per business, each calendar year	Each application is reviewed to ensure space is available and that it does not exceed the maximum number to avoid conflicts	The Chief Building Official has ability to approve more than four (4) signs for the calendar year, provided space is available in an approved location.
Fee is \$85 per permit	Collected for each permit	The Chief Building Official allowed to waive fees. Initially proposed for three (3) months.
30 metre distance between signs with one (1) sign permitted for each 60 metres of frontage to a maximum of four (4).	Each property has approved locations identified by staff to ensure installation of the sign is compliant and in a safe area (no sight line issues).	Continue to be regulated by Building Services to avoid a congestion of signs and installation in non-compliant areas.

Building Services will continue to regulate the maximum number allowed on the entire property in approved locations, to avoid sign clutter and potential safety issues.

The financial impact of temporarily suspending the fees for the next three months may result in a revenue loss of approximately \$25,000 from Building Services' tax-supported budget.

### **Tourism and Culture Rebuilding and Recovery**

We're conducting research with local and regional partners to understand the impacts from COVID-19 on the culture, tourism and hospitality sectors and their recovery needs.

The sector is pivoting service and programming delivery where possible, which includes virtual offerings or curbside pick-up. Support for these efforts are available through small, local grants from the local Regional Tourism Office (RTO4) as well as Guelph Tourism promotion, activation projects, funding supports, value planning, and resiliency-building.

The Federal Government recently announced funding in support of Tourism Destination Marketing. Through the FedDev Ontario Regional Relief Recovery Fund, \$30 million will be available across southern Ontario for financial relief to destination marketing organizations that have experienced significant revenue shortfalls. The financial relief will allow dedicated marketing campaigns to drive visitor activity back into communities, while reducing pressure on tourism operators. Staff are exploring eligibility criteria and applying for funding.

### **Repurposing Public Space to Safely Expand Patios**

As announced on June 11, 2020, City staff are already prepared to safely expand patios onto streets and sidewalks to support restaurants across the City. Staff have worked and consulted with the Downtown Guelph Business Association to reflect the needs of restaurants in the downtown. Details are provided in the June 17, 2020 report titled, Guelph's Temporary Seasonal Patio Program.

### **Designated On-Street Parking for Curbside Pick-up**

In response to the Provincial announcement that retail stores with a street entrance can now provide curbside pickup and delivery, the City, in consultation with the Downtown Guelph Business Association, has temporarily designated four, on-street parking spaces along Douglas and Wyndham streets as "loading only zones" (under the Traffic By-law) for downtown businesses' to use for curbside pickup. This change enables businesses to provide their customers with pre-ordered items while maintaining a physical distance of at least two metres during pickups. In the designated spaces, vehicles can park for up to 20 minutes, allowing time for pickups and the maintenance of traffic flow in the area. The loss of parking spaces will not affect the current parking situation in the downtown. Once the Province indicates that all businesses can open, we will reassess the program. Depending on uptake, the City will consider designating more spaces based on demand.

Businesses must continue to follow the City's COVID-19 Emergency Measures By-law and are encouraged to review the Province's workplace safety guidelines at [www.ontario.ca/reopen](http://www.ontario.ca/reopen).

### **Innovation Guelph's Leaders Helping Leaders Webinar Sponsorship**

The City's Business Development and Enterprise (BDE) team helped coordinate and sponsored an Innovation Guelph hosted Leaders Helping Leaders webinar on rebuilding the post-COVID-19 supply chain, earlier this month. This is one example of how BDE program funding is being repurposed to meet the needs of the business community through support agencies' COVID-19 recovery events and programs. Given the success and uptake of this webinar—more than 70 local, small, medium and large businesses registered—the City will continue to work with Innovation Guelph on similar events to support Guelph's economic recovery.

### **Guelph Junction Railway's Role in Economic Recovery**

Guelph Junction Railway continues to operate and provide much needed transport of in-demand industrial products—supporting local economic activity and critical supply chain flow of goods.

### **Guelph Shops—coming soon!**

The City's 'Guelph Shops' campaign and web presence, expected to launch next month, is designed to raise the profile of local businesses and provide one-window-access to support buying local. What makes this campaign unique is the way in

which it was developed. Staff not only collaborated with Guelph business service agencies but also scheduled the campaign to launch following the agencies' workshops and programming for small- and medium-sized businesses to develop their online presence using the platform that makes the most sense for their business type, e.g. restaurant or artist.

### **Launch of Grow Back Better – Ten Point Plan**

Following endorsement by Council on May 11, 2020, the Smart Cities Office, Wellington County and other collaborating organizations have been advancing the elements outlined in our ten point recovery plan, Grow Back Better. The goal of this plan is to refocus \$1.6 million in Smart City funding to support the economic and social recovery of Guelph-Wellington communities.

Actions to date include:

#### **Increasing Access to Affordable, Nutritious Food**

##### **Emergency Food Relief – Launch of Harve\$t Impact Community Donation Platform**

On May 21, Our Food Future and 10C launched the Harve\$t Impact Community Donation Platform, an online funding platform to support the SEED's Emergency Food Home Delivery Program. The portal aims to raise over \$100,000 in cash donations. Our Food Future will match contributions up to \$90,000. Since launch, the platform has raised approximately \$15k. We anticipate donations will increase significantly as we ramp up promotional activities for the new platform.

##### **Urban Agriculture – Kids Get Growing Garden Kits**

On May 22, Our Food Future, in partnership with YMCA-YWCA, distributed more than 700 children's gardening kits to families in Guelph and Wellington County. The program proved extremely popular: all 700 kits were claimed within two hours of registration opening. To assist families who were not able to access a kit, Our Food Future is posting Build-Your-Own instructions on our website so families can assemble their own kits and garden along this growing season.

We are grateful to our collaborators and donors on this program, including Big Brothers, Big Sisters, All Treat Farms, Ignatius Jesuit Centre, the Ontario Seed Company, 10C, Innovation Guelph, Hawthorne Farm Organic Seeds, Reroot Farm, The Flower Shed, Ward 1 Brewery, Reds Garden Centre and Hoppy Fields Farm.

The next phase of our Urban Agriculture program will be the launch of a call for proposals in July for Urban Agriculture Activation grants in partnership with 10C. These grants will provide \$100,000 for a range of large and small-scale community agriculture projects.

Our Food Future is also in the process of establishing an online collaboration platform, which will help community members connect, share ideas, and transform the tremendous energy around urban agriculture into an exciting range of community-led actions.

## **Supporting New and Existing Food Businesses**

### **Launch of Seeding Our Food Future Micro Grant Program**

On May 27, Innovation Guelph's Circular Food Economy iHub launched the online application portal for the Seeding Our Food Future Micro Grant program. This program will provide grants of \$5,000 to 40 new and existing businesses to implement practices or technologies that contribute to a circular food economy. In addition to the grants, participating companies will be eligible to receive up to 30 hours of expert advice and potentially up to \$10,000 in interest free loans through the Harve\$t Impact Fund. Applications for the program are due on June 30. iHub will announce initial successful grant recipients on July 15.

### **Business Tools and Services for Food Sector to Reduce Waste**

Provision Coalition will be providing eight enterprises with direct assessments and consulting services for regional food businesses, helping them increase efficiency, circularity and profits while reducing operating costs and waste.

Additionally, Provision Coalition has launched R-Purpose Micro, a 12-week virtual program with weekly 2-hour intensive sessions. This program will be offered three times over the next 18 months. In partnership with Our Food Future, R-Purpose Micro will be offered free of charge over the next 18 months for up to 50 small food and beverage businesses based in Guelph-Wellington.

### **Taking Action to Strengthen Regional Food System Resilience**

#### **Guelph Farmers' Market Online**

Our Food Future is funding the costs for local farmers markets to create an online sales channel for vendors through the Open Food Network for one year. There is a presence for the Guelph Farmers' Market on this site and presently 10 vendors registered on the site are selling a range of produce, meat and prepared foods. At this time, only vendor pick-up and delivery options are available. Our Food Future will officially launch and begin promoting the Market's online channel in June. For vendors not on the Open Food Network site, the City is providing links to their websites through the Farmers' Market page.

#### **Enabling Distribution and Delivery Models for Online Food Delivery**

Our Food Future's is working with local food producers, Annex Market and the Cornerstone, a temporarily closed downtown restaurant, to launch an innovative online food delivery service for locally produced food. The model provides common packing at the Cornerstone and distribution using e-bikes. We will be working with partners to understand the opportunities for scaling the use of ebikes for last mile food distribution to support reduction of greenhouse gas emissions. The SEED will also be using an ebikes for some emergency meal delivery.

## **Waste as a Resource – Food Waste Technology Challenge**

Guelph currently operates a leading-edge waste collection system that includes advanced sensors and AI-powered camera systems on collection vehicles and RFID sensors on all collection bins. Under Our Food Future, we are developing an innovation challenge asking for ideas for how these tools and other technologies could be employed to help residents understand and reduce unnecessary food waste. We are aiming to launch the challenge, building on Guelph's Civic Accelerator model, in July.

## **Data and Technology Update**

This month, Our Food Future will launch a new online community engagement and collaboration platform that will help local businesses and community members learn about projects, contribute ideas, respond to challenges and collaborate with other members of the community. This new space will help members of the public connect, share and build their own community-led initiatives and help transform Our Food Future from a city initiative into a movement.

We are also working to launch the first phase of Our Food Future's Data Sharing Hub by July. The initial phase will establish the baseline infrastructure and governance to connect open data across our public sector partners. The launch will publish a range of applications, stories and data maps that will help the public, businesses and entrepreneurs understand the food landscape in Guelph, visualize how events like COVID-19 have increased food insecurity in our community, and inspire action in line with the projects set out in our ten point recovery plan. After the initial start up, we will begin a phase of experimentation and consultation with the public. We are also creating an Advisory Committee to support the creation of the Data Utility model that will include experts in privacy, data security and data innovation.

The Economic Recovery Table continues to work in collaboration with the following tables on the following important work:

- Information and Intergovernmental Hub – advocacy efforts to other levels of government related to issues raised at the Mayor's Task Force on Economic Recovery
- Financial Recovery Table – vetting of economic recovery ideas to identify financial risk and ensure alignment with City's long-term financial strategy
- Capital and Construction Table – opportunities for economic stimulus through the delivery of the prioritized capital program
- Business Resumption Table – operational implications of economic recovery ideas that require the use of City space or resources given COVID-related City staffing levels, public health and safety requirements and service modernization processes

## **Capital and Construction Table**

The mandate for the Capital and Construction Table is to ensure capital and construction projects are prioritized based on considerations such as finances, staffing resources, and other COVID-related matters. In the last month, this team has focused on:



- Refining the prioritization of capital and construction projects
- Providing capital budget planning tools and guidelines corporately
- Supporting funding advocacy efforts and preparing for opportunities
- Monitoring the effectiveness of health and safety procedures for staff
- Informing plans for community engagement

With a prioritized capital plan now in place, many projects are proceeding as originally planned, with some schedule impacts related to COVID-19. However, decisions regarding project prioritization and schedules are also made in light of staff capacity and implications from reduced staffing levels.

Moving forward, the Capital and Construction Table is shifting its focus towards longer-term recovery. To do this, the team will be working on future considerations such as:

- Assessing fiscal impacts of capital project deferrals on both capital and operating budgets
- Ongoing evaluation of project prioritization work
- Reviewing opportunities to fund innovation, modernization and business resumption projects through the ongoing prioritization work and through collaborations with the Fiscal Recovery Table and Business Resumption Table
- Preparing for stimulus opportunities such as the Investing in Canada Infrastructure Program (ICIP) grant with the Information and Intergovernmental Hub
- Capital budget planning strategy

Through this work, management will be reviewing the capacity of existing city staff to deliver the capital program over the coming years.

### **Preparing for Stimulus**

The Capital and Construction Table is working with the Information and Intergovernmental Hub to prepare for future stimulus funding opportunities, which are expected as part of federal and provincial governments' efforts to stimulate economic recovery. The team is strategically working on prioritized lists of projects and programs so that the City is ready to respond when funding streams are announced. More information will be shared with Council as it becomes available.

The Capital and Construction Table continues to work in collaboration with the following Tables:

- Information and Intergovernmental Hub – advocacy efforts to other levels of government related to Guelph's fiscal priorities; preparing for the ICIP COVID resilience funding stream
- Financial Recovery Table – assessing fiscal impacts of capital project deferrals on both capital and operating budgets
- Economic Recovery Table – supporting economic stimulus through delivery the prioritized capital program
- Business Resumption Table – review new emerging priorities identified from COVID-19 including physical space changes and the investment in modernizing the City's technology and business processes.
- Governance – coordination of reporting.

## Information and Intergovernmental Hub

The Information and Intergovernmental Hub has identified a need to proactively inform economic stimulus programs being created in response to COVID-19. At the crux of these principles is our belief that municipalities are best positioned to know what we need. We have strategic plans, asset management plans, and financial plans, which are all being adapted in response to COVID-19. These plans are community-based and inform our specific municipal needs. The most effective stimulus programs would enable and support these plans, while building our community's resilience, sustainability and connectivity.

The principles articulated below were created in collaboration with the Capital and Construction Table, the Financial Recovery Table, the Economic Recovery Table, the Social and Community Response Table as well as the Our Food Future team. By proactively sharing these principles with other levels of government, our hope is to shape future stimulus programs for maximum community impact.

### Principles for post-COVID Stimulus Programs:

1. Recovery and stimulus programs should support the priorities identified in our Strategic Plan
  - Municipalities know what they need as we emerge from the pandemic, and we need flexibility in government programs to help us achieve it
2. Infrastructure programs aimed at stimulating economic recovery should consider the full range of municipal asset needs, as identified through local asset management programs
  - Include a sustainability lens in addition to traditional job creation and growth metrics of infrastructure programs
  - Transportation projects should aim to enhance interregional connectivity
  - Evaluation of infrastructure projects should consider a more robust approach of shovel worthy vs shovel ready with an emphasis on the benefits of encouraging a range of skilled employment opportunities
3. Programs should consider municipal financial pressures, and be designed to make municipalities less dependent on other levels of government over time
4. Further enhance long-term recovery and resilience by encouraging collaboration with businesses, community organizations and other municipalities
  - Focus on mission-oriented innovation vs sector oriented-innovation
  - Consider the COVID-19 learnings from multi-sector collaborative procurement and look to replicate the successes in other areas
5. Invest in enabling municipalities to be "future ready" as we make changes to respond to the new normal
  - Focus on service delivery modernization and digital infrastructure
  - Include needs identification and implementation costs into program design
6. Programs should strive to increase environmental sustainability and community resilience to prepare and protect against future challenges

- Continue to support circular food economy principles
- Support vulnerable populations by investing in long-term solutions
- 7. Simplify the application and reporting processes to allow municipalities to focus on recovery, service delivery and program execution
  - Use municipal goals and established city metrics as reporting benchmarks
  - Include flexibility to support non-capital needs
- 8. Avoid overlap or duplication of programs between levels of government
  - Ensure governments are funding programs within their mandate/jurisdiction
- 9. Programs should encourage capacity building and help scale smaller seed-funded programs that prove successful
  - Agility to scale solutions and respond to rapidly changing environments is more important than ever

In addition to looking ahead at future funding opportunities, the Information and Intergovernmental Hub has also helped to secure project extensions on two Public Transit Infrastructure Fund initiatives that are underway, but delayed because of the Provincial Order to close non-essential businesses earlier this year. These extensions ensure that we maintain access to more than \$1 million of external funds, while allowing city staff and contractors with a reasonable amount of time to resume activities as appropriate and complete ongoing projects.

The next phase of work for the Information and Intergovernmental Hub includes working with the Business Resumption Table and General Managers across the City to identify regulatory and legislative advocacy opportunities to make municipal operations more efficient. The agile, flexible response to COVID-19 has shown that municipalities and the province can do things differently, and this is an ideal time to build on those lessons and continue to find process and operational efficiencies.

## **Social Recovery**

### **Social and Community Response Table**

We continue to stay connected with the community to coordinate and track the work of the City of Guelph with the County of Wellington, social service providers, and other not-for-profit groups who are supporting vulnerable sectors in the community.

### **Supporting vulnerable populations**

The City has been selected as a recipient for the COVID-19 Community Response Fund generously supported by Canadian Medical Association Foundation (CMAF). As a result, the community will receive \$8,500 to provide COVID-19 related support to vulnerable populations—particularly those experiencing or at risk of homelessness. As the Consolidated Municipal Services Manager for Guelph, the County of Wellington will use this funding to continue to support isolation shelters and the use of hotels to ensure physical distancing.

### **Shelter Support**

Staff continue to stay engaged with the County of Wellington and shelter support organizations providing services for those living in homelessness. Organizations

have come together to provide 24/7 hour support at a local hotel that then provides necessary physical distancing as well as a Supported Isolation Centre that offers 24/7 hour supports for individuals that may need 14 day self-isolation for recovery or possible exposure. The collaboration among partners in this sector has always been strong and all have stepped up even more during this crisis.

### **Swab Squad**

A part of the Community Paramedic Program, Guelph-Wellington Paramedic Service created the "Swab Squad" to assist in COVID-19 testing of residents and staff in Guelph and Wellington Long Term Care facilities. The program began on April 23 to service some of the areas hardest hit and with the most vulnerable populations. Staff have been able to test over 3,500 individuals since that time and the program continues on individual requests as well as in community testing of congregate settings.

### **Meals for vulnerable seniors**

The kitchen at Evergreen Senior Community Centre continues to make roughly 1,000 meals a week for vulnerable seniors, youth and others in our community who are suffering from food shortages. This initiative is a collaborative effort with our chefs at Evergreen Seniors Community Centre and Sleeman Centre and with a variety of community agencies including the Community Support Services via Guelph Wellington Seniors Association (GWSA), East Wellington Community Services, United Way and Wyndham House.

### **Supporting farmers, markets and food-related organizations**

Further to the full report within the Economic Recovery Table, a partnership with Our Food Future continues. The shared focus is providing affordable and nutritious food by supporting organizations, farmers and markets who provide or sell local farm-fresh food for all levels of need in the community. Guelph Farmers' Market continues to be able to offer access for vendors to the Open Food Network platform, established in early June.

Staff are pursuing options for in-person and curbside pick-up at City-owned sites with our partners at Wellington Dufferin Guelph Public Health. Likely opening late June / early July, the focus will be on an outdoor market space with a limited number of vendors and capacity restrictions for number of patrons. Initially we will open for sale of Farm Fresh local foods, before considering whether to expand to other vendors. Pre-orders will be strongly encouraged which can then be prepackaged for pickup, as well as electronic payments and limit cash sales.

### **COVID-19 Screening Centre**

The City was able to offer the Delhi Recreation Centre, and then the Victoria Road Recreation Centre for use by the Guelph General Hospital and Guelph Family Health Team to operate a COVID-19 Screening Centre. This important amenity ensured that people with respiratory symptoms or concerns about COVID-19 were kept out of the hospital's emergency room, as well as out of family practice medical offices.

With the potential for reopening Victoria Road Recreation Centre as a city recreation facility, staff are now working with representatives from the health care sector to assist with their transition to an alternate site for the screening centre that will work for a longer term period of time. Until the screening centre has moved out of the Victoria Road Recreation Centre, the facility will not be used for any other

purpose, including the aquatics facilities. While we recognize there is demand to access the pool at this location, it would not be safe to permit access while it is in use as a screening centre.

### **Aquatics facilities / public washrooms**

With the announcement from the Province permitting the reopening of many public spaces, staff are working quickly to determine which facilities we can open safely and how quickly. One of the important considerations is staffing – we immediately began recalling staff on leave as well as hiring seasonal part-time staff to be able to support these public amenities. We are also evaluating how to ensure safety for residents using these amenities, put proper protocols in place for the staff working onsite, and how to meet the physical distancing guidelines put in place by Public Health.

One of the priorities is the Market Square splash pad, given its large size, location in the downtown core, and usage as a cooling option during heat alerts. In order to be able to meet the guidelines regarding capacity within the water feature, fencing around the perimeter will be temporarily installed for the 2020 season, and time limited access will be provided to ensure as many people as possible can access the amenity.

We are also looking at opening the Lyon Pool for the summer season, as it is already fenced and therefore has an existing method for controlling access. Admission fees for the pool will be waived for 2020, and time limited access will ensure as many people as possible can use the amenity.

There is great demand for public washroom space, and so staff will be opening washrooms in Market Square and many of our parks spaces. Hours will be limited to ensure appropriate cleaning measures can be accommodated, but we recognize that these are important public facilities for the increased number of people who are using our public spaces.

After these priority facilities have been reopened, staff will explore how and when we can open the remaining splash pads and wading pools, before then considering any of our indoor aquatics amenities.

### **Cooling Centres**

Staff recognize a need for cooling centres in our community as the weather gets warmer. With facilities that would normally be used as cooling centres closed, we continue to work with Wellington Dufferin Guelph Public Health to look for spaces and new protocols in light of COVID19. We will also encourage residents to consider self-care in heat waves including staying hydrated, staying out of the sun and avoiding strenuous activities. We have also partnered with the Royal City Mission who is providing a downtown cooling centre, and we in turn will promote their services through our social media platforms.

As we navigate Guelph's reopening, the formal Social and Community Response Table reporting will cease. Engagement and involvement with social and non-profit organizations is a part of our normal business and that will continue. Any necessary reporting to Council will occur through the regular Council reporting process.

### **Community Resilience Table**

A new COVID-19 working table has been established to coordinate the cross-functional short- and long-term City work to plan and implement physical distancing

measures in public spaces. This work supports overall community resilience as Guelph reopens and becomes re-established.

The Community Resilience Table and the Economic Recovery Table will address the immediate needs of business that need to expand their footprint into public space to allow for physical distancing or related to curbside pickup queuing or parking.

This table will coordinate work across the corporation that allows for physical distancing in public spaces such as new active transportation initiatives and adjusting plans where required, such as for trails, bike lanes, and parks to support physical distancing now and into the future. Through the work of this table and direction from Council, City staff have already implemented temporary road and sidewalk changes at seven locations so people walking and cycling can stay 2 metres apart. We will continue to monitor the areas and to make any adjustments as necessary, and seek additional locations to implement as resources permit.

The City's longer-term approach to enabling physical distancing will be coordinated through this table including a review of master plans, City standards and requirements, future design projects, and other initiatives. The Community Resilience Table will collaborate with the Economic Recovery Table, the Fiscal Recovery Table, and the Capital and Construction Table as work plans are developed.

This table will also report on ongoing progress toward Council's May 11, 2020 motion: "That staff be directed prepare a plan and associated funding sources for physical distancing in outdoor public spaces, where possible, that is informed by public health safety guidelines and advice in order to ready the community for a phased return to pre-COVID-19 activities and that staff report back to Council via the monthly COVID-19 update meetings".

### **Lift our Spirits Table**

We are continuing to lift the spirits in our community by adding positive opportunities to engage with the community and share their caring stories. Recent online content continues through Culture and Tourism social media platforms, led by Visit Guelph and Guelph Museums, to include community engagement through puzzles, challenges to re-enact old photos, photo throw back-stories, virtual highlights from exhibitions, links to virtual tours and more.

For the Victoria Day long weekend, Visit Guelph partnered with Snapd Guelph to share a virtual fireworks display through Snapd's augmented reality (AR). More than fifty Ontario municipalities, including Guelph, participated and almost 39,000 users signed up and watched fireworks from the comfort of their own living room or backyard. The AR program displays fireworks over top of a person's own camera image that makes the experience more real. Plans are underway for a more elaborate virtual fireworks spectacle and community-specific content for Canada Day.

We also share and support the work still happening in our community by highlighting the curbside pick-up by restaurants and retail. We emphasize our community's passion by sharing successes of other businesses that have stepped up to adjust manufacturing for new product development, e.g. making meals, hand sanitizer, shields, masks and more. We are proud to highlight and engage with others through various hashtags like #visitguelphlater, #guelphcares and #industrypost.

As we navigate Guelph's reopening, the formal Lift our Spirits Table reporting will cease. Engaging our community via social media is a part of normal business for the Culture, Tourism and Community Investment team, and will continue. Any necessary reporting to Council will occur through the regular Council reporting process.

## **Financial Implications**

The total cost projections of COVID-19 have increased by approximately \$25 thousand dollars should Council approve the sign bylaw fee waiver recommendation in this report. This brings the current total to \$11.85 million. Staff will be completing a more in-depth update through the second quarter operating variance report, which will incorporate updated projections for the announced recreation program cancellation to early September, 2020 as well as other revenue impacts from declining user experience for remainder of the year.

In response to the significant financial impacts of COVID-19, the City has taken steps to reduce expenditures. These steps include halting all discretionary spending; employee layoffs and placement of full-time employees on declared emergency leave; halting non-critical hiring; and prioritizing capital projects.

The City is now requesting that funded local boards and agencies take similar actions to mitigate the collective budget overages to the tax and ratepayers of Guelph. The City needs the Guelph Public Library, Guelph Police Services, The Elliott, Grand River Conservation Authority, The County of Wellington and the Downtown Guelph Business Association to do everything within their power to also contain costs, as much of the City's budget is not within Council's direct control.

The City's forecasted operating deficit for 2020 continues to be in the range of \$4 to \$8 million (inclusive of tax and non-tax supported businesses). Efforts to reduce these impacts are ongoing, especially as the length of the pandemic period and the indirect impacts are not yet fully known.

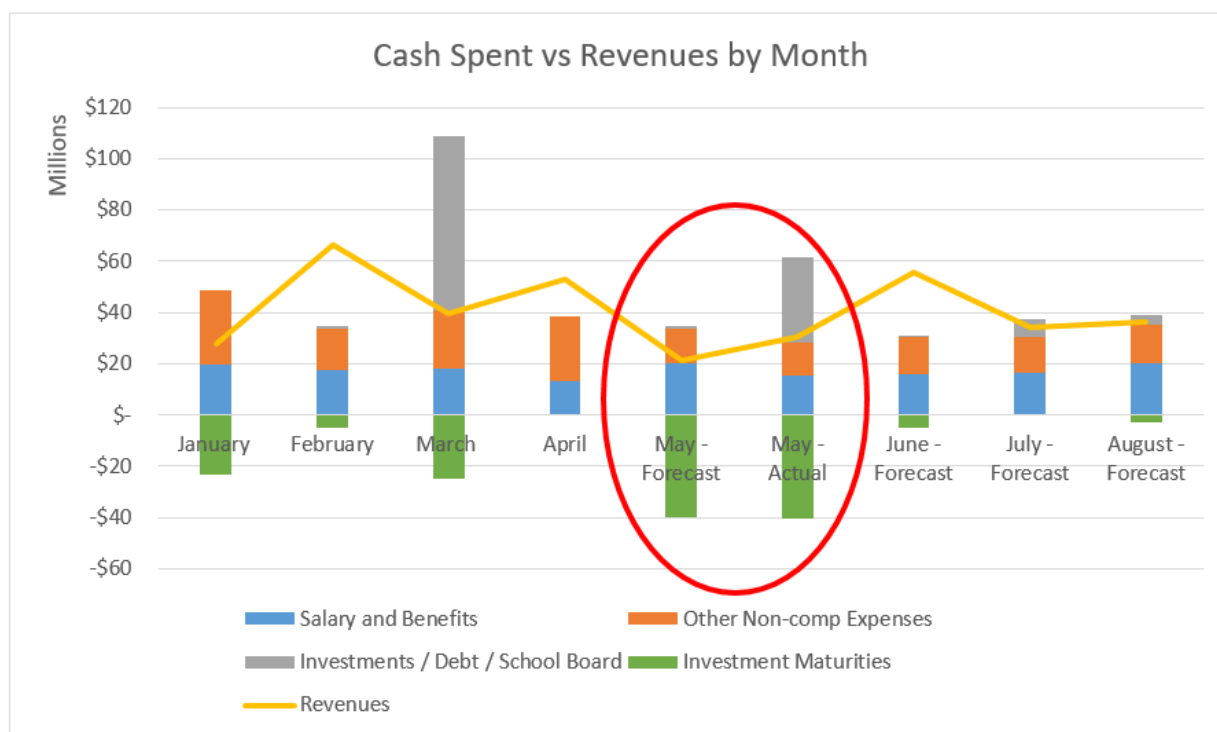
## **Cash flow**

The culmination of all the financial impacts projected to August 31 is illustrated in the chart below. Highlighted in the red circle is the difference between May forecasted and actual cash activity. Cash flow remains healthy, as the City has successfully matched cash outflow with revenues collected in May.

In addition to temporary layoffs, placement of City employees on declared emergency leave and suspension of most recruitment, compensation and benefits costs are trending lower than forecasted because of a delay in onboarding seasonal summer employees and lower extended health and dental costs. This will likely result in a positive variance for these costs in 2020, as capacity within the medical system isn't expected to be able to accommodate normal resumption of appointments right away.

Revenues were higher than forecasted, as property tax collection remains strong and there has been limited impact to water and wastewater rate collections to date. Staff are monitoring outstanding receivables closely and will begin collection activities in some limited situations where it is deemed necessary to minimize financial bad debt risk.

Due to the healthy cash flow position, staff were able to reinvest \$30 million of regularly scheduled investment maturities in May, which will help mitigate significant declines in investment income.



## Consultations

This report was written in consultation with working table leads and the Executive Team.

## Strategic Plan Alignment

These recommendations align with the Strategic Plan, Guelph. Future Ready. As a whole, the City's response and ongoing work towards preparing for economic, social and organizational recover are aligned with each of the priority areas of the Strategic Plan. That work is in support of our community and our employees during the pandemic and through recovery, while not losing sight of long-term sustainability.

## Attachments

Attachment-1 Outstanding Resolutions of City Council



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

**Meeting: September 23, 2019 City Council**

**Item: City of Guelph Strategic Plan 2019 – 2023**

1. That the City of Guelph Strategic Plan 2019-2023 be approved.
2. That staff be directed to develop a series of Strategic Plan action plan proposals and report back to Council with these proposals by the end of Q2 2020.
3. That the costs associated with the implementation of the Strategic Plan as outlined within report number CAO-2019-16, dated September 3, 2019 be referred to the 2020 budget process.

### **Lead Area/Update**

Strategy, Innovation and Intergovernmental Services: Before COVID-19, staff was poised to take the draft of the Future Ready Action Plan to the Executive Team and then City Council for input in April with final City Council approval in June. Given the impact of COVID-19, that work is paused and a new timeline and approach has been agreed to that will see City Council input on the action plan provided at a joint strategy and finance workshop in July and then final approval in September, 2020. This will ensure that the action plan fully reflects and responds to the rapidly changing operating environment and informs the City's budget for 2021 and beyond. An information report will be brought forward to City Council in June which will provide additional information regarding this work.

**Meeting: May 11, 2020 City Council**

**Item: Motion from Councillor Downer**

That staff be directed to prepare a plan and associated funding sources for physical distancing in outdoor public spaces, where possible, that is informed by public health safety guidelines and advice in order to ready the community for a phased return to pre-COVID-19 activities and that staff report back to Council via the monthly COVID-19 update meetings.

### **Lead Area/Update**

Office of the Chief Administrative Officer: This work is on-going and reported through the monthly COVID-19 response update special City Council meetings.

## **B. Service Area: Corporate Services**

**Meeting: February 13, 2018 City Council**

**Item: Baker District Redevelopment Status Update**

That the Guelph Public Library Board be respectfully asked to continue to examine further operating efficiencies for the total delivery of library services both pre and post construction of the new downtown main library.

**Meeting: November 19, 2018 City Council**

**Item: Council Closed Meeting Investigation Report re: Clair-Maltby Secondary Plan Community Working Group and Technical Working Group**

That the matter of staff advisory and working group minutes and procedures be referred to staff to report back in January, 2019.

**Lead Area/Update**

City Clerk's Office/Corporate Communications and Customer Service: On November 25, 2019 City Council received report [CAO-2019-19 Transparency and removal of barriers related to non-Council-appointed working groups](#) and approved the following resolutions:

1. That the terms of reference, agendas and meeting minutes for all non Council-appointed working groups be shared on project webpages; that the names of organizations represented by participants on working groups be listed in meeting agendas and minutes.
2. That the definition of 'committee' in section one of the Procedural By-law (2019)-20432 be amended in accordance with report CAO-2019-19, dated November 4, 2019.
3. That all participants on working groups be listed in reports to Council, including name and any organization represented.

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

**Meeting: December 10, 2018 City Council**

**Item: Council Appointments**

That City Clerk's Office staff consider the rationale for the mandatory appointment of a Member from Ward 1 in conjunction with the Downtown Guelph Business Association and report back by December 2020.

**Lead Area/Update**

City Clerk's Office: To be addressed in the fourth quarter of 2020 as part of the 2020 Governance Review.

**Meeting: June 25, 2019 City Council**

**Item: Council Accountability and Transparency Policy Update**

1. That the following clauses with respect to report CS-2018-47 Accountability and Transparency Policy Update be referred to the 2018-2022 Term of Council:

That all gifts received by Council or the Executive Team with a value of \$100.00 or more be disclosed on a monthly basis and posted online.

That total monthly expenses by Council and the Executive Team be disclosed quarterly and posted online.

**Lead Area/Update**

City Clerk's Office: To be addressed in the fourth quarter of 2020 as part of the 2020 Governance Review.

**Meeting: September 16, 2019 Chief Administrative Officer Recruitment, Selection and Performance Sub-committee**

**Item: Chief Administrative Officer Performance Evaluation Process and By-law Update**

1. That staff be directed to examine and report on the efficacy of cost and value of retaining an external consultant for the purposes of supporting the performance evaluation of the Chief Administrative Officer (CAO).
2. That staff report back by the end of October 2019.

**Lead Area/Update**

Human Resources: On November 4, 2019 the Chief Administrative Officer Recruitment, Selection and Performance Sub-committee (the Sub-committee) received report [CS-2019-97](#) which provided the Sub-committee with financial costing to consider using a consultant to oversee the Chief Administrative Officer performance evaluation process. It included the recommendation:

That the funding for the Chief Administrative Officer performance evaluation process totaling \$22,500 be referred to the 2020 Tax Supported Budget deliberations on December 3, 2019.

On December 3, 2019 City Council approved the above during budget deliberations.

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

**Meeting: September 23, 2019 City Council**

**Item: Procedural By-law Update**

That the Notice of Motion procedure be referred to the 2020 Governance Review process and that staff provide City Council with options and alternatives for debate at that time.

**Lead Area/Update**

City Clerk's Office: To be addressed in the fourth quarter of 2020 as part of the 2020 Governance Review.

**Meeting: February 24, 2020 City Council**

**Item: Development Fee Exemptions or Waivers**

1. That staff be directed to explore the creation of a program and/or framework to support the exemption of development charges for non-profit organizations.

## Attachment-1 Outstanding Resolutions of City Council

2. That this report identify a budget source, parameters and a process to facilitate such requests from the non-profit community.
3. That this report return to council after all information regarding Bill 108 is resolved and for further consideration by Council during the 2021 budget deliberations.
4. That this future policy be aligned with the City Strategic Plan principles and priorities.

### **Lead Area/Update**

Finance: An information report is planned for September 2020 that addresses this motion in advance of the 2021 budget.

### **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 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. Notice will be provided to City Council when the emergency declaration is lifted.
3. This reporting is on-going through the COVID-19 update reports and a final version will be completed at the end of the emergency declaration; likely through the quarterly variance reporting.

## **C. Service Area: Public Services**

**Meeting: June 24, 2019 City Council**

**Item: Agreements with Guelph Community Sports and Soccer Incorporated**

1. That staff be directed to terminate the Municipal Capital Facility Agreement and Lease between the City of Guelph and Guelph Community Sports dated September 11, 2006.
2. That the loan outstanding to Royal Bank of Canada, owed by Guelph Community Sports, and guaranteed by the City of Guelph, in the amount of approximately \$255,000, be paid in full upon termination of the agreement referenced in recommendation #1 (plus related charged including, if applicable, accrued interest, termination fees, and outstanding arrears) and funded from the Tax Rate Operating Contingency Reserve.
3. That the City, through the Parks and Recreation Department, shall assume full operational control of the dome facility on June 30, 2019.
4. That the dome facility operations for the 2019-2020 indoor season be incorporated in the Parks and Recreation Department and any net operating variance be subject to the City's ongoing financial processes governed by the City's Budget Monitoring Policy and Year-End Surplus Allocation Policy.
5. That staff be directed to prepare a report to Council in Q2 2020 to consider options for the future of the dome facility, including a facility assessment, capital plan, operating model, and recommendations for future use.

### **Lead Area/Update**

Parks and Recreation: An information report in June, 2020 will indicate an extension on the time required for this work as the impact of COVID-19 on the facility and leased spaces is reviewed.

**Meeting: June 24, 2019 City Council**

**Item: Business License Fees**

1. That staff be directed to prepare the necessary amendments to Business Licence Bylaw (2009)-18855, to incorporate the 2019 fees as identified in Public Services Report PS-2019-10 dated June 4, 2019.
2. That staff be directed to review the payday loan business and bring forward possible amendments to Business Licence Bylaw (2009)-18855 for Council's consideration.

### **Lead Area/Update**

Operations: This work was started earlier this year but was suspended due to the COVID-19 pandemic. It is anticipated that the public engagement, the next step in the project, will resume in October, 2020.

**Meeting: September 23, 2019**

**Item: Centennial Pool License Agreement with Upper Grand District School Board**

That staff consider the equitable distribution of recreation facilities across the City during the Parks and Recreation Master Plan update.

**Lead Area/Update**

Parks and Recreation: This will be embedded into the final Parks and Recreation Master Plan scheduled for Q2, 2021.

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

**Item: Capital Budget - Bicycle Skills Facility**

That Staff report back to Council by the end of Q1 2020 detailing what parks projects will be impacted with the construction of the bicycle skills facility in 2021.

**Lead Area/Update**

Parks and Recreation: Due to the COVID-19 pandemic, all capital projects were re-evaluated, and many were deferred to future years. As a result, information on the bicycle skills facility will come forward through the 2021 budget process as part of the overall re-setting of the capital budget 10 year forecast.

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

**Item: Capital Budget - Operations Hub**

That staff be directed to provide options to meet the needs in various ways and/or options to phase in over a longer time horizon after completing the business case for the operations hub.

**Lead Area/Update:**

Guelph Transit: The Canadian Urban Transit Research and Innovation Consortium has been acquired by the City to do a modeling study on electrification. This includes: energy analysis of zero-emission buses, economic analysis assessing electricity usage cost in energy costs, greenhouse gas emission analysis, and ease of electrification. This report is due to be presented to City Council in November, 2020.

**Meeting: November 25, 2019 City Council**

**Item: Harm Reduction Housing Update**

That when an invested proponent comes forward, the City will work with the proponent to explore existing City policies, programs, partnerships and tools that leverage opportunities to develop supportive housing and that staff be directed to investigate options and process required to facilitate new supportive housing and report back by April 2020.

**Lead Area/Update**

Culture, Tourism and Community Investment: This work has been delayed by the COVID-19 pandemic.

**Meeting: February 25, 2020 City Council**

**Item: Leash Free Implementation Plan**

That staff be directed to report back to Council by the end of Q2 2020 on potential options and costs to lock fenced dog park gates daily from approximately dusk to dawn, which is when the facilities are considered closed to the public.

**Lead Area/Update**

Parks and Recreation: This report back will take place after construction and under the guidance of the Medical Officer of Health in July, 2020.

**D. Service Area: Infrastructure, Development and Enterprise Services**

**Meeting: May 24, 2016 City Council**

**Item: Guelph Energy Efficiency Retrofit Strategy (GEERS) Pilot Implementation**

1. That Council receive the report IDE-BDE-1606 for information.
2. That Council direct staff to continue the development of GEERS with consideration to further identifying participants, an analysis of the costs and revenue related to administration, transaction costs and budget implications.
3. That staff consider a full range of technologies in the implementation of GEERS.
4. That staff consider increasing the number of participants in order to meet the goal of having the program substantially delivered by a third party or a consortium of community partners.
5. That staff consider a staged implementation instead of a pilot that is performance based with measurable targets for moving forward through the stages possibly using pre and post energy audits.
6. That funding of GEERS be considered through the 2017 budget process.
7. That staff consider connections with provincial and federal emerging policies.
8. That staff report back regarding how electric vehicle charging infrastructure might be facilitated through GEERS in residential homes.
9. That staff report back to the Infrastructure, Development & Enterprise Committee no later than October 2016.
10. That staff be directed to include a revenue neutral option for the GEERS implementation when reporting back to the Infrastructure, Development & Enterprise Committee.



**Lead Area/Update**

Business Development and Enterprise: As an outcome of staff report [IDE-2019-47 Community Energy Initiative Update: Pathway to Net Zero Carbon by 2050](#), the oversight and responsibilities associated with GEERS were transferred to Our Energy Guelph as a part of the Community Energy Initiative.

Our Energy Guelph (OEG) provided a [report on GEERS in Q1, 2020](#) as part of the Community Energy Initiative; this report was also one of OEG's defined action items as outlined in the service agreement between the City and OEG.

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

**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**

Business Development and Enterprise:

1. Construction of the Market Parkade is complete.
2. Construction of the Market Parkade is complete.
3. As a result of COVID-19 impacts on current and future use on downtown parking, it is recommended that the Downtown Parking Master Plan be deferred to 2022.

**Meeting: July 24, 2017 City Council**

**Item: Guelph Active Transportation Network Design Guidelines and Feasibility Study**

1. That the Guelph Active Transportation Network (ATN) Design Guidelines and Feasibility Study dated June 2017, prepared by WSP and Paradigm Transportation Solutions Limited, be approved.

## Attachment-1 Outstanding Resolutions of City Council

2. That staff be directed to bring forward the prioritized programs of work identified in the Guelph Active Transportation Network Design Guidelines and Feasibility Study dated June 2017, estimated to be of a total value of \$12,268,000 for Council consideration through the 2018-2027 Capital Budget process.
3. That staff study the movement of the Water / Gordon pedestrian light to the north side of the river to connect the trails identified in the Active Transportation Network study and for possible incorporation into future capital costs.
4. That staff be directed to include a connection in the ATN under the Hanlon Expressway and update Council on costing during the 2018 capital budget.
5. That the re-establishment of a Trails Advisory Committee be sent to PS staff for an information report to Council in Q1 2018.
6. That the operating budget to provide year-round maintenance of the proposed active transportation network be increased as new trails are constructed to a total additional amount of approximately \$271,000 per year once fully implemented and that this be referred to the operating budget for further deliberation.

### **Lead Area/Update**

Engineering and Transportation Services:

1. Complete.
2. Complete. The annual capital budget forecasts include prioritized projects that align with Parks Planning and/or Engineering works to implement sections of the recommended ATN.
3. Completed. The "Boathouse crossing" was installed in Summer, 2019.
4. Open Space Planning staff will be examining opportunities for trails travelling east-west, including options to consider trails under the Hanlon as the Dolime Quarry planning process continues.
5. The Guelph Trail Master Plan will report on how the City will engage and communicate regularly with the community. Anticipated for Q2, 2021.
6. Parks Operations continues to expand its winter maintenance of trail sections of the ATN as staffing and resources permit. Approximately 1.5 km of ATN off road trail has been added to the winter maintenance program since adoption. Capital projects to prepare new sections of connected ATN are underway.

### **Meeting: July 24, 2017 City Council**

#### **Item: LED Street Lighting**

1. That the LED Street Light Project (the "Project") proposal regarding the retrofitting of the City's street lighting asset with Light Emitting Diode (LED) technology and Adaptive Controls be approved.
2. That the Project costs estimated at \$8 million be funded via internal borrowing from the Wastewater Capital Reserve Fund (#153).
3. That staff be directed to negotiate an agreement with Guelph Hydro Electric Systems Inc. to define their role in this project based on the

## Attachment-1 Outstanding Resolutions of City Council

- recommendations contained in the report, with the terms and conditions satisfactory to the General Manager of Facilities Management, the Treasurer and the City Solicitor.
4. That staff be directed to report back to Council when project savings are identified, and recommend how those savings might be allocated between debt repayment and the operating budget.
  5. That staff be directed to ensure that the LED street lighting project requires the fixture seal of approval from the International Dark Sky Association.

### **Lead Area/Update**

Facilities and Energy Management: Refer to report [IDE-2020-03 Non-decorative LED Streetlight Upgrade Project Update](#) dated January 13, 2020.

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

### **Meeting: April 9, 2018 City Council**

#### **Item: 131 Malcolm Road – Municipal Servicing and Access Agreement**

1. That staff be directed to negotiate a municipal servicing and access agreement between the City of Guelph and Ceva Animal Health Inc. for the purposes described in Council Report # IDE-2018.54.
2. That the Mayor and City Clerk be directed to execute a municipal servicing and access agreement between the City of Guelph and Ceva Animal Health Inc. for the purposes described in Council Report # IDE-2018-54, subject to the terms and conditions of the agreement being satisfactory to the City Solicitor, the Deputy CAO for Infrastructure, Development and Enterprise Services and the Deputy CAO for Corporate Services.
3. That staff be directed to prepare a draft Corporate Policy, which will serve to consider and direct potential requests for the extension of municipal services and access to properties abutting City of Guelph boundaries and to report to Council with the results by no later than the end of Q1/2019.

### **Lead Area/Update**

Business Development and Enterprise:

1. and 2. The Township of Guelph/Eramosa has provided permission to the City of Guelph to service the Ceva Animal Health Inc. development located at 5410 Wellington Rd. 86. The development has received a foundational permit approval from the Township of Guelph/Eramosa which will allow them to begin to prepare the land and initiate foundation construction. Servicing design is being reviewed by City staff for final approval.
3. A servicing policy was approved by City Council as part of report [IDE-2019-111, Servicing Policy for Properties Located Outside of Guelph Municipal Boundary](#).

**Meeting: January 28, 2019 City Council**

**Item: Grant Applications for Baker District Redevelopment**

1. That staff be directed to work with Windmill Development Group Ltd. and their affiliates to develop a sustainable neighbourhood action plan (SNAP) for the Baker District Redevelopment that will outline the project's sustainability goals, specific targets, actions, and an implementation and monitoring strategy.
2. That \$40,000 be allocated for the implementation of the SNAP for the Baker District Redevelopment to be funded from the \$500,000 capital budget approved by Council at the July 16 2018 special Council meeting for the purposes of advancing the Baker District planning and implementation process as set out in report IDE-2018-106.
3. That staff be directed to work with Windmill Development Group Ltd. and their affiliates to apply for grant funding from the Federation of Canadian Municipalities' (FCM) Green Municipal Fund (GMF) to offset the costs to develop and implement the SNAP for the Baker District.
4. That staff be directed to work with Windmill Developments and their affiliates to explore and apply for any additional grants or incentives applicable to any part of the Baker District Redevelopment and report back to Council with how any funding received would be applied towards the project.

**Lead Area/Update**

Business Development and Enterprise:

1. Underway. SNAP plan has been developed by Windmill Development Group Ltd. and will be reviewed by the City in the coming weeks.
2. and 3. Completed by Windmill Development Group Ltd.
4. Underway. Invest in Canada Infrastructure Programs grants have not yet been awarded.

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

**Item: Clair-Maltby Secondary Plan: Phase 3 Project Update**

1. That the updated Clair-Maltby Secondary Plan Preferred Community Structure, dated May 13, 2019 and included as Attachment 1 to report IDE-2019-51, be approved, with the exception of the location of the Potential Community Park, as the basis for the preparation of the draft official plan amendment, secondary plan policies and Master Environmental Servicing Plan, as well as ongoing detailed technical analysis, including numerical modelling throughout Phase 3 of the project while still allowing for flexibility to respond to updated data, and community engagement.
2. That the Clair-Maltby Secondary Plan Policy Directions Document dated May 13, 2019 and included as Attachment 3 to report IDE-2019-51, be approved to provide direction for the preparation of the draft official plan

## Attachment-1 Outstanding Resolutions of City Council

amendment, secondary plan policies and Master Environmental Servicing Plan.

3. That the feasibility of a Moraine Ribbon as part of the Open Space System in the Clair-Maltby Secondary Plan area be explored throughout the remainder of Phase 3 of the project.
4. That the Interim Employment Lands Update prepared by Watson & Associates Economists Ltd. dated February 21, 2018 and included as Attachment 6 to report IDE-2019-51 be received.
5. That the proposed project timeline for the remainder of Phase 3 of the project be approved as outlined in report IDE-2019-51 subject to any timing impacts associated with changes to Provincial policy and legislation, which would be reported back to Council.
6. That staff be directed to further review the location and size of the Potential Community Park and the policy direction of co-locating the Community Park with stormwater management facilities and schools as part of the Open Space System Strategy, and that the Open Space System Strategy be brought forward for Council consideration prior to the draft secondary plan and Master Environmental Servicing Plan.

### **Lead Area/Update**

Building and Planning Services: Complete - Community engagement on the Open Space System Strategy directions and Community Park location was completed in December, 2019. Report [2020-17 Clair-Maltby Secondary Plan: Open Space System Strategy](#) was presented to Committee of the Whole on March 2, 2020 and approved by Council on May 25, 2020 with an amendment to the community park location.

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

### **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:
  - 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.

## Attachment-1 Outstanding Resolutions of City Council

- 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 delayed due to the COVID-19 pandemic.
3.
  - a. Paused due to the COVID-19 pandemic.
  - b. Paused due to the COVID-19 pandemic.
  - c. Complete; analysis will be incorporated in the Solid Waste Management Master Plan.

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

#### **Item: Community Energy Initiative Update: Pathway to Net Zero Carbon**

That Council direct staff to review the municipal tools for catalyzing net-zero energy development identified in the Federation of Canadian Municipalities/GMF Feasibility study, consult with community partners as needed, and return to Council with implementation options and recommendations.

### **Lead Area/Update**

Planning and Building Services: Complete – refer to [report IDE-2020-14 Net Zero Carbon Development: Tools and Opportunities](#) dated January 10, 2020.

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

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

#### **Item: Corporate 100% Renewable Target by 2050**

1. That the City of Guelph acknowledges the impacts of climate change and joins citizens, cities and countries around the world in acknowledging a climate crisis.
2. That in response, commits to the collaborative implementation of the Community Energy Initiative net zero and corporate renewable energy goals.
3. That the Community Energy Initiative/Our Energy Guelph Pathway and 100RE to Net Zero Action Plan be sent to our respective Provincial and Federal Ministers of the Environment as an example of community collaboration to combat the climate crisis.
4. That all future reports to council contain a section titled Climate Change Implications that will identify how the recommendations will contribute toward meeting the objectives of the CEI and/or Corporate Energy Plan and that staff report back with a policy and procedure for reporting.

## Attachment-1 Outstanding Resolutions of City Council

5. That the Corporate 100% Renewable Energy Target (100RE Target) definition be received, adopted and reviewed every 5 years.
6. That staff be directed to develop a capital reserve fund strategy to support the Corporate energy optimization projects through the 2020 capital budget process.
7. That the capital and operating costs to enable progress towards the 100RE Target be referred to the 2020 budget process.
8. That staff provide a Corporate Energy Progress Report on an annual basis.
9. That staff through their annual reporting to Council, provide Council with further opportunities and initiatives to realize the 2050, 100% renewable energy target sooner.

### **Lead Area/Update**

Facilities and Energy Management:

1. Complete.
2. Complete.
3. Complete.
4. Complete. This content is included in the strategic plan section on all reports to City Council.
5. Complete/ongoing (every 5 years – 2024, 2029, etc.).
6. Complete.
7. Complete.
8. Complete/ongoing. 2019 annual report was published as an information report ([IDE-2019-101](#)). 2020 annual report is currently being finalized.
9. Complete/ongoing. Guidance on proposed opportunities was included in 2019 annual report. 2020 annual report will not include guidance on proposed opportunities due to the impacts of COVID-19. Future year annual reports are to resume the inclusion of guidance on proposed opportunities.

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

### **Meeting: July 2, 2019**

#### **Item: Downey Road Transportation Improvement Plan – Implementation Update**

1. That the decision with respect to Staff Report IDE-2019-71 titled “Downey Road Transportation Improvement Plan – Implementation Update” dated July 2, 2019, be deferred until the Niska Bridge opens and radar is installed; and
2. That staff continue to monitor.

### **Lead Area/Update**

Engineering and transportation Services: Underway. Niska bridge is open for public use. Data collection has commenced and is ongoing. Next round of monitoring is planned for fall, 2020.

**July 22, 2019 City Council**

**Private Well and Septic System Decommissioning Grant**

1. That Council approves the Private Well and Septic Decommissioning Grant Program Terms and Conditions included as part of Attachment 1 to the report.
2. That Council delegates authority to the Deputy CAO of Infrastructure, Development and Enterprise to approve, execute and amend related documents, including agreements, if any, required to implement and optimize the Private Well and Septic System Decommissioning Grant Program, subject to approved Council funding and the satisfaction of the Deputy CAO of Infrastructure, Development and Enterprise and the City Solicitor.
3. That staff be directed to report back to the Committee of the Whole as part of the Water Services Annual Report on program participation achieved through the Private Well and Septic System Decommissioning Grant Program.

**Lead Area/Update**

Environmental Services: Complete. This reporting requirement has been satisfied as part of [IDE-2020-24 2019 Water Services' Annual and Summary Report](#) dated March 2, 2020.

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**

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: Options will be evaluated as part of detailed design for Wyndham Street to be initiated in 2021.





# COVID-19

## Managing the impacts of COVID-19

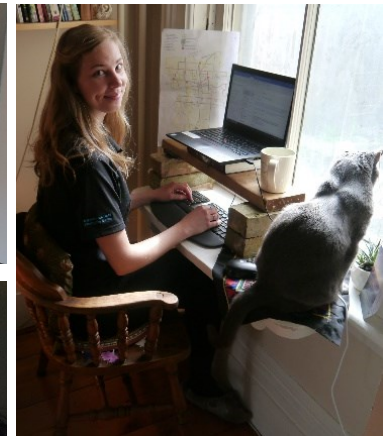
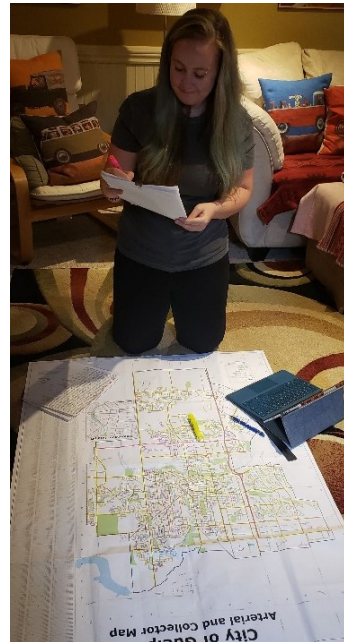
Update #3

June 17, 2020

# COVID-19 Update #3

- Response
- Resilience
- Recovery
  - Organizational recovery
  - Economic recovery
  - Social recovery
- New reality
- Recommendations

# Response



# Response

- Guided by **Guelph. Future ready.**
- Coordinated through daily EOCG meetings
- Worked hard to respond to and implement Provincial decisions related to COVID-19

# Response

- Established Swab Squad to assist with testing in long term care facilities
- Produced roughly 1,000 meals per week for community members
- Supported virtual fireworks for Victoria Day long weekend
- Dedicated parking spaces for curbside pick up



# Response

- Expanded patio spaces for physical distancing
- Sponsored Leaders Helping Leaders webinar
- Secured project funding extension for two Public Transit Infrastructure Fund initiatives
  - Funding in excess of \$1 million

# Response

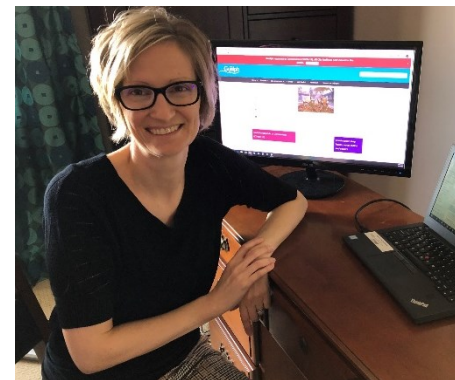
- Launched Grow Back Better projects
  - Have\$ Impact Fund Community Donation program > to date raised \$7,300
  - The SEED's Emergency Home Delivery Program
  - Kids Get Growing Gardening Kits
  - Seeding Our Future Micro Grant program
  - R-Purpose and R-Purpose Micro programs

# Response

- Implemented safety measures
  - Floor decals, plexiglass at ServiceGuelph and touchless water fountains
- Created new staff policies and procedures to support staff's return to workplace



# Resilience



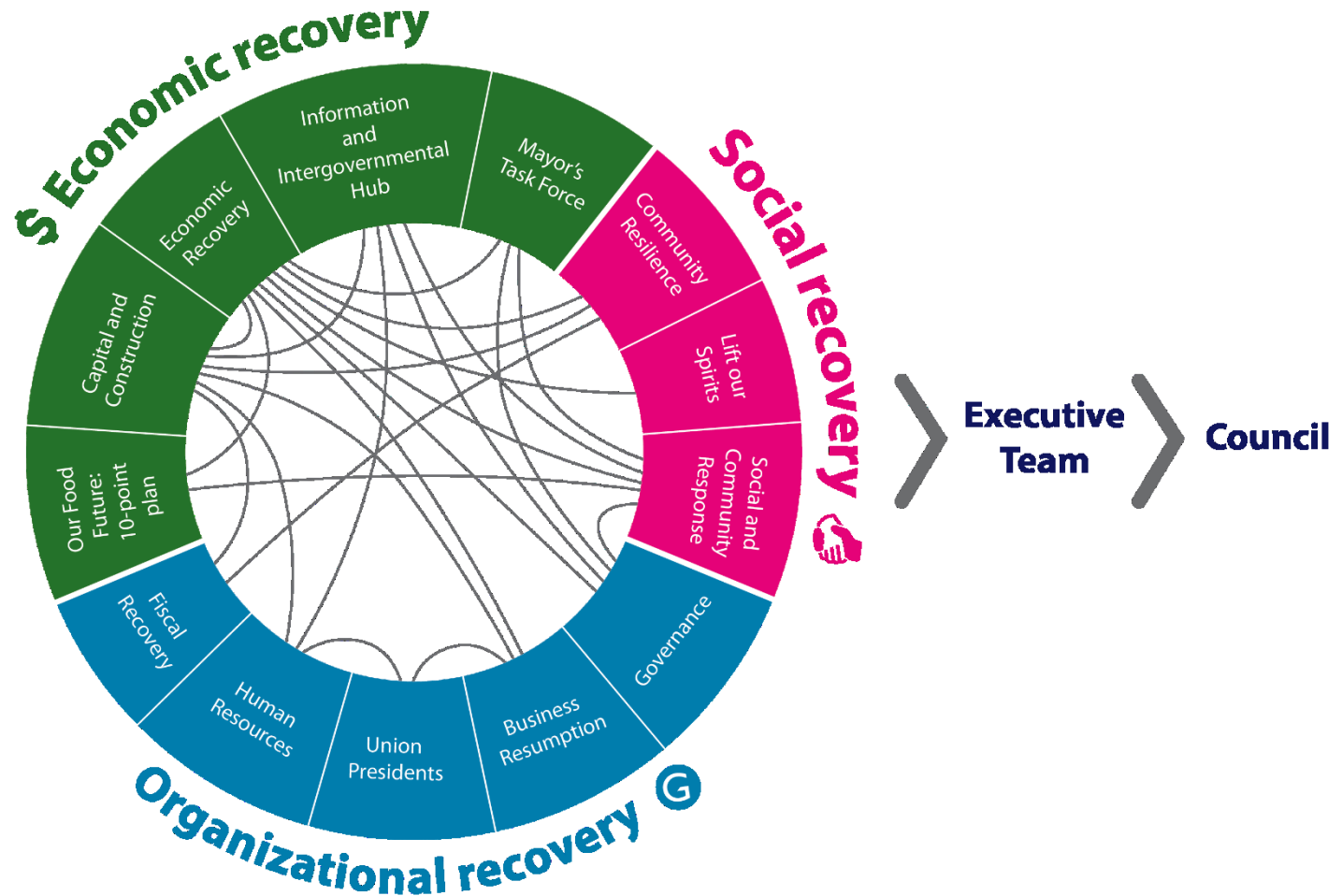
COVID-19 working table leads

# COVID-19 working tables



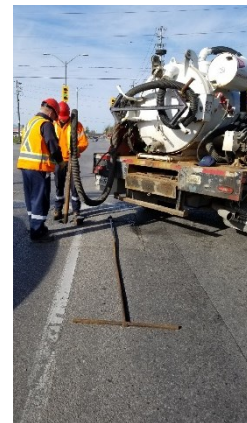
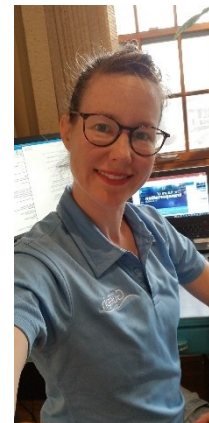
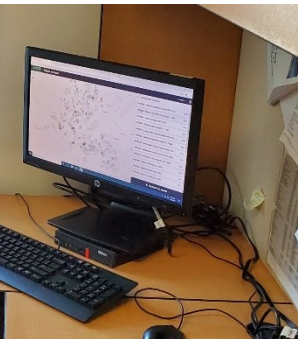
Economic recovery	Organizational recovery	Social recovery
Information and Intergovernmental Hub	Fiscal Recovery	<b>Community Resilience</b>
Economic Recovery	Human Resources	Lift our Spirits
Capital and Construction	Union Presidents	Social and Community Response
	Business Resumption	
	Governance	

# Working together





# Recovery



# Organizational recovery: fiscal impacts

- FCM estimates \$10-15 billion in losses
- Economic recession and recovery will take longer than expected
- New information is being introduced daily
- Impacts to City of Guelph are only starting to be understood



# Organizational recovery: fiscal impacts

- City's COVID-19 related costs have increased by \$25,000
  - Related to new sign by-law fee wavier
- Total cost is currently \$11.85 million
- Q2 operating variance report coming in September



# Organizational recovery: fiscal impacts

- Forecasting a 2020 operating deficit of \$4-8 million
- Reduce expenditures/deficit by
  - Halting discretionary spending
  - Reducing staff levels
  - Pausing non-critical hiring
  - Prioritizing capital projects



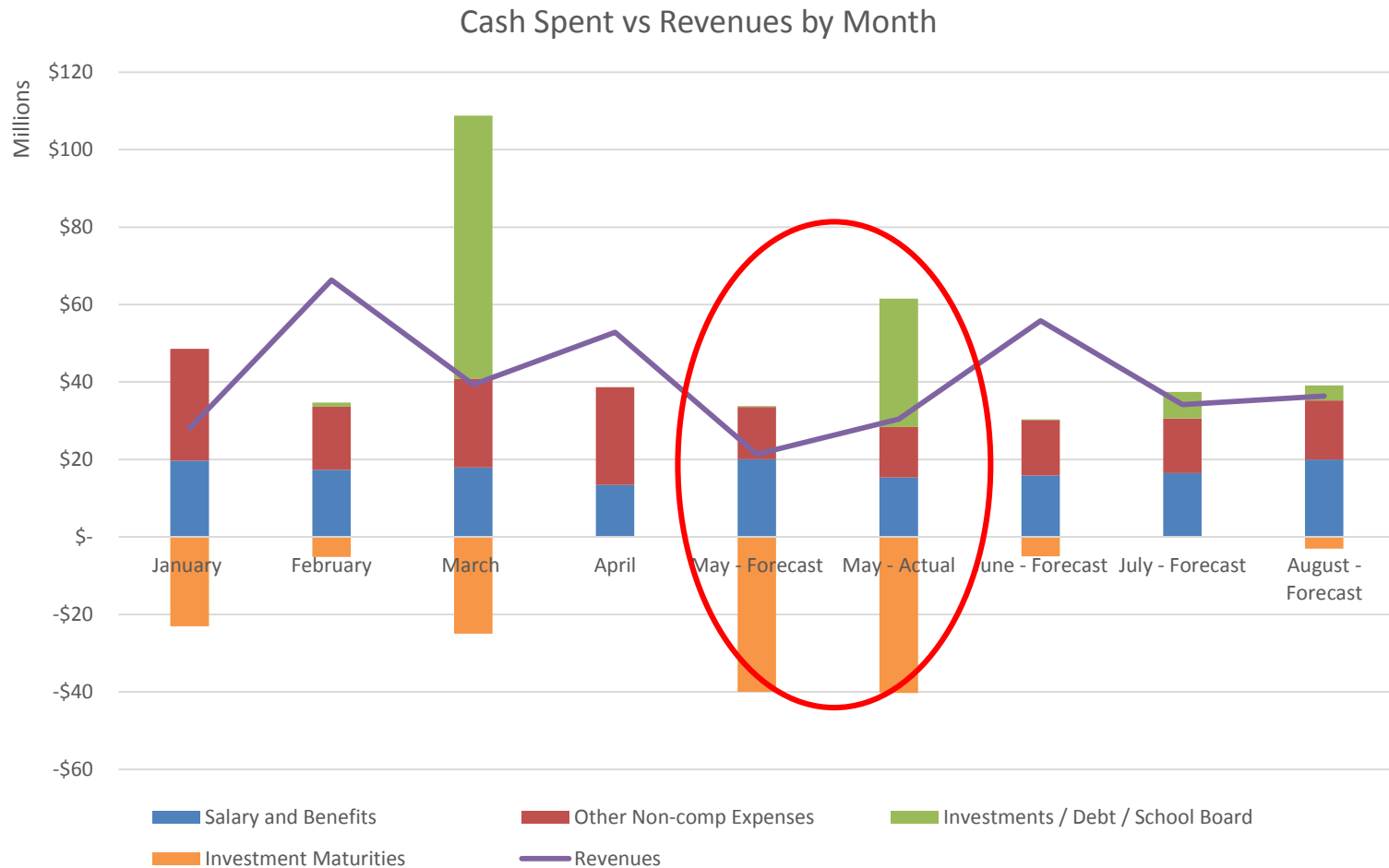
# Organizational recovery: fiscal impacts

- City funded local boards and agencies are asked to take similar steps to reduce expenditures





# Organizational recovery: cash flow



# Organizational recovery

- Mitigating financial losses
  - Recommending reinstating parking and transit fees as of July 6
  - Resumption of additional ServiceGuelph business (i.e., marriage licenses)
  - 2020 budget review and multi-year budget preparation

Note: Gas Tax Funding does not provide additional financial relief



# Organizational recovery

- Prioritizing projects impacted by COVID-19 by Strategic Plan
  - Full report on impacts of COVID-19 on City projects coming in July
- Providing updates on outstanding Council resolutions through monthly COVID-19 Update Report
- Working on long-term modernization of City services



# Economic recovery: supporting businesses

- Recommend temporarily suspending Mobile Sign bylaw regulations
  - Allowing approval of more than four signs per year
  - Wave \$85 permit fee
  - Keep regulating sign location to ensure line of sight and avoid sign congestion
  - Revenue loss = \$25,000



# Economic recovery: supporting businesses

- Recommend reinstating parking fees July 6
  - March passes will be honoured for July
  - August pass will need to be purchased
  - Spaces held until September 1 at no cost until employees return to work



# Economic recovery

- Launching Guelph Shops campaign
- Launching Guelph Farmers' Market online
- Establishing online food delivery model



# Economic recovery

- Capitalizing on FedDev Ontario Regional Relief Fund to support Tourism Destination Marketing
- Expanding patios to allow for physical distancing
- Enabling curbside pick-up through four designated parking spaces (temporary)



# Economic recovery



Help implement  
Strategic Plan



Consider full range of municipal assets  
and asset management plans



Consider financial pressures;  
increase municipal autonomy



Encourage collaboration and  
community resiliency



Enable community to be  
future ready



Increase environmental and  
community sustainability



Simply application and  
reporting processes



Avoid overlap  
or duplication



Encourage capacity building;  
scale successful smaller programs



# Transit fees

- Recommend reinstating transit fees July 6
  - March pass holders will receive a preloaded July pass card free of charge
  - Waive \$5 card fee for the On Your Way card until September 7
  - Cash fares will be permitted on buses until further notice
  - Affordable Bus pass eligibility will be extended for existing pass holders through to September 7

# Social recovery

New table: Community Resilience

- Coordinating the planning and implementation of physical distancing in public spaces
  - Help businesses expand into public space for curbside pickup or parking
  - Coordinate new active transportation initiatives
  - Adjust current plans for parks, trails and bike lanes



# Social recovery

- Connecting with community organizations to coordinate and track our work
- Engaging with County and shelter support staff to provide service for those living in homelessness
  - Receive \$8,500 from the COVID-19 Community Response Fund supported by Canadian Medical Association Foundation

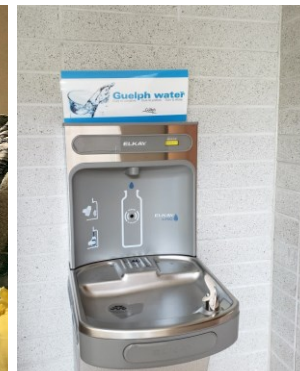


# Social recovery

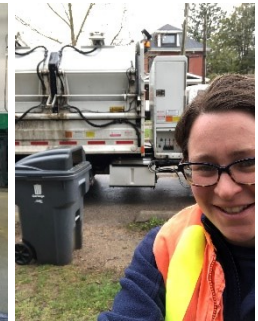
- Supporting Guelph Farmers' Market and vendors
- Planning for cooling centre locations
- Supporting virtual Canada Day fireworks



# New reality







# Recommendations

1. That report “Managing the impacts of COVID-19: Update #3” dated June 17, 2020 be forwarded to the local MP and MPP, FCM, AMO, LUMCO and the Federal Minister of Finance and the Ministers of Municipal Affairs and Housing and Minister of Finance for the Province of Ontario.
2. That Council approve the Principles for post-COVID Stimulus Programs, and that a copy of the principles be forwarded to the local MP and MPP, FCM, AMO, LUMCO and the Federal Minister of Finance and Minister of Infrastructure and Communities, and the Ministers of Municipal Affairs and Housing, Minister of Infrastructure, Minister of the Environment, Minister of Transportation and Minister of Finance for the Province of Ontario.



# Recommendations

3. That Council requests that Local Boards and funded agencies take necessary 2020 cost containment actions, similar to those undertaken by Council, to mitigate budget overages collectively for the tax and rate payers of Guelph.
4. That Transit fares and parking fees be reinstated effective on or around July 6, 2020, subject to ServiceGuelph and the Parking Office safely resuming operations to the public.



# Recommendations

5. That the City of Guelph Sign Bylaw No. (1996)-15245, Table 4, Row 1, be suspended from June 17th to August 31st, 2020 to allow for the issuance of more than four, 30-day mobile sign permits to the same business within a calendar year.
6. That the City of Guelph Bylaw No. (2019)-20460, Table 89, related to mobile sign fees be suspended from June 17th to August 31st, 2020 to allow for the issuance of 30-day mobile sign permits without a fee.

# Recommendations

7. That staff be directed to assist the Guelph Family Health Team and the Guelph General Hospital with a transition plan for relocating the COVID-19 Screening Centre to an alternate site, in order to allow for the eventual reopening of Victoria Road Recreation Centre

I would like Council & the Covid ETF to address the pandemic response & lack of public info around The homeless/harm reduction alliance response, specifically lack of enforcement of quarantine/isolation rules.

There has been no ETF update on detailed CoVid + numbers, number of people in quarantine/isolation, hospitalizations and isolation enforcement plan for those sheltered who test positive.

There have been several social media posts & news comments on the lack of quarantine/physical distancing enforcement. A recent whistleblower claims that the HRA & WDGPH are not enforcing any quarantine on homeless/users who test positive--allowing them free movement in the community. I've personally witnessed groups gathered outside & up from 90 Carden more than once during the lockdown.

If we're allowing these people free rein in the Core, then there should be a public input process around how we re-open specific places, especially the Main Branch library. This has already been used as a homeless hang-out & consumption site, and staff & management do not respond to patron concerns. Continuing this trend in a pandemic will be disastrous for all

Council needs to be more transparent & allow the public to have a say.

Regards  
jj salmon  
Ward 1

Mayor Guthrie and Members of Council:

Public washrooms are an essential service, especially in a pandemic. Proper hand hygiene is the number one recommendation to avoid infection and washing with soap and water is considered superior to hand sanitizer.

Moreover, access to clean water and sanitation is a human right, declared by the United Nations:

<https://www.unwater.org/water-facts/human-rights/>

People are rights-holders and States are duty-bearers of providing water and sanitation services. Rights-holders can claim their rights and duty-bearers must guarantee the rights to water and sanitation equally and without discrimination.

The City of Guelph needs to open all public washroom facilities without delay, including all park washrooms, the pavilion in Market Square and City Hall washrooms.

Toronto has been proactive in opening additional washroom services across its metropolitan area:

"The ability to practice proper hygiene, including handwashing, is vital to stopping the spread of COVID-19," reads [a statement from city councillor Joe Cressy](#).

"Due to the closure of community and drop-in spaces, some of our most vulnerable, including those experiencing homelessness, now have limited access to washrooms and handwashing facilities."

For this reason, the city has opened sanitation and washroom service locations across the city to provide access to showers, washrooms and drinking water during the pandemic.

Street-involved people are those left shouldering the indignity and risks of lack of access to washrooms and drinking water.

Our parks have never been busier, and there is no where to go to the bathroom. Private establishments such as restaurants and cafes, which often allowed some public access, have been closed.

I was profoundly dismayed at the failure of the City to provide any washroom access whatsoever for the 5,000 people who gathered in Market Square on June 6th. With cafes closed and only curbside pickup from restaurants, there was literally "nowhere to go."

Limited availability has not been a pretext for zero service when it comes to other essential services. Transit did not grind to a halt because only 10 people were allowed per bus. Limited

healthcare services have not meant zero healthcare services. Limited shopper capacity in grocery stores did not mean they closed.

If the LCBO can figure out how to organize orderly access and sanitation protocols for me to purchase alcohol, the City can do the same for washroom access.

Risk of COVID-19 transmission in a washroom can be managed just as it can be managed on the handle of a grocery cart:

<https://www.thestar.com/news/canada/2020/06/02/how-to-stay-safe-from-covid-19-while-using-a-public-washroom.html>

Even epidemiologists are urging that public washrooms be opened:

<https://www.cbc.ca/news/canada/ottawa/public-washrooms-ottawa-pandemic-1.5588475>

*"We're balancing here the risk of [COVID-19] transmission versus the risk of people not having access to the bathroom. And that second risk is a real risk," said Deonandan, an associate professor at the University of Ottawa's Faculty of Health Sciences.*

Washrooms have been opened in Ottawa parks for several weeks now:

<https://ottawa.ctvnews.ca/ottawa-opening-public-washrooms-at-five-beaches-public-parks-1.4967609#:~:text=OTTAWA%20%2D%20Public%20washrooms%20are,will%20also%20be%20turned%20on.>

In the City News section of the current edition of the Mercury-Tribune, under the heading, "**Parks and Sports Fields**", it says the following: *"We reduced staff to reduce costs while responding to COVID-19."*

Grass cutting is one thing - public washrooms are another. Council needs to take a vote to recall staff so this essential service can be restored for citizens. Staff need to be held accountable to a date for water and sanitation services to be available to all Guelph citizens, not just in their own homes, but in public places across the City.

Sincerely,  
Susan Watson

# **The Corporation of the City of Guelph**

## **By-law Number (2020) - 20504**

A by-law to confirm proceedings of a meeting of Guelph City Council held June 17, 2020.

### **The Council of the Corporation of the City of Guelph enacts as follows:**

1. Subject to Section 3 of this by-law, every decision of Council taken at the meeting at which this by-law is passed, and every resolution passed at that meeting, shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted.
2. The execution and delivery of all such documents as are required to give effect to the decisions taken at the meeting at which this by-law is passed and the resolutions passed at this meeting, are hereby authorized.
3. Nothing in this by-law has the effect of giving to any decision or resolution the status of a by-law where any legal prerequisite to the enactment of a specific by-law has not been satisfied.
4. Any member of Council who disclosed a pecuniary interest at the meeting at which this by-law is passed, shall be deemed to have disclosed that interest in this confirmatory by-law as it relates to the item in which the pecuniary interest was disclosed.

**Passed this seventeenth day of June, 2020.**

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**Cam Guthrie, Mayor**

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**Stephen O’Brien, City Clerk**