

# City Council Meeting Agenda

Monday, June 29, 2020, 6:00 p.m.

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

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

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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.

### 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 Confirmation of Minutes for the closed Council meeting held May 25, 2020

#### 3.3 June 2020 Public Appointments to Advisory Committees, Local Boards, Agencies, Commissions and Associations, 2020-07

Section 239 (2)(b) of the Municipal Act relating to personal matters about an identifiable individual, including municipal or local board employees.

**4. Open Meeting – 6:30 p.m.**

**4.1 O Canada**

**4.2 Silent Reflection**

**4.3 First Nations Acknowledgement**

**4.4 Closed Meeting Summary**

**5. Confirmation of Open Minutes**

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(Councillor Hofland)

**Recommendation:**

That the minutes of the open Council Meetings held May 25 and 27, 2020, be confirmed as recorded and without being read.

**6. 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.

**6.1 June 2020 Public Appointments to Advisory Committees, Local Boards, Agencies, Commissions and Associations, 2020-06**

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**Recommendation:**

1. That \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ be appointed to the Natural Heritage Advisory Committee for a term ending April, 2021 or until such time as a successor is appointed.
2. That \_\_\_\_\_ be appointed to the Transit Advisory Committee for a term ending April, 2021 or until such time as a successor is appointed.
3. That \_\_\_\_\_ be appointed to the Solid Waste Management Master Plan Public Advisory Committee for a term ending April, 2021 or until such time as a successor is appointed.
4. That \_\_\_\_\_ and \_\_\_\_\_ be appointed to the Property Standards Committee for a term ending April, 2021 or until such time as a successor is appointed.
5. That \_\_\_\_\_ and \_\_\_\_\_ be reappointed to the Wellbeing Grant Application Panel for a term ending June,

2022 or until such time as a successor is appointed.

**6.2 PS-2020-01 238 Willow Road Application, 2020-32**

22

(Deferred from the February 24, 2020 City Council meeting. Further information is provided in Council Memo 238 Willow Road CIL - 2020-32.)

**Recommendation:**

That the Cash-in-Lieu of parkland dedication requirement with respect to Building Permit Number 19 005894 pursuant to Bylaw (2019)-20366 be calculated based on the addition of the two new units being developed as part of that permit application.

**6.3 The Elliott Community - Consent to Guarantee External Financing - 2020-75**

27

**Recommendation:**

1. That the increase in debt of \$2,000,000 that The Elliott Community is seeking from an external lender be approved.
2. That the City Treasurer be authorized to enter into an agreement to guarantee The Elliott Community's loan with an external lender in the total amount of \$4,000,000.

**7. By-laws**

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

**8. Mayor's Announcements**

Please provide any announcements, to the Mayor in writing, by 12 noon on the day of the Council meeting.

**9. Adjournment**



## **Minutes of Guelph City Council**

**May 25, 2020, 5:30 p.m.**

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

**Council:**

Mayor C. Guthrie  
Councillor P. Allt  
Councillor B. Bell  
Councillor C. Billings  
Councillor L. Caron Piper  
Councillor C. Downer  
Councillor D. Gibson  
Councillor R. Goller  
Councillor J. Gordon  
Councillor J. Hofland  
Councillor M. Salisbury  
Councillor M. MacKinnon  
Councillor D. O'Rourke

**Staff:**

S. Stewart, Chief Administrative Officer  
C. Clack, Deputy Chief Administrative Officer, Public Services  
K. Dedman, Deputy Chief Administrative Officer,  
Infrastructure, Development and Enterprise Services  
T. Lee, Deputy Chief Administrative Officer, Corporate  
Services  
C. Cooper, General Manager, Legal Realty and Court  
Services/City Solicitor  
T. Baker, General Manager, Finance/City Treasurer  
M. Aldunate, Manager, Policy Planning and Urban Design  
L. Jefferson, Manager, Open Space Planning  
S. Laughlin, Senior Policy Planner  
A. Thornton, Associate Solicitor  
S. O'Brien, General Manager, City Clerk's Office/City Clerk  
L. Cline, Council and Committee Coordinator  
J. da Silva, Council and Committee Assistant

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**1. Call to Order**

Mayor Guthrie called the meeting to order (5:31 p.m.).

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

Councillor Downer declared a pecuniary interest regarding the Memorandum of Agreement between the City of Guelph and Canadian Union of Public Employees Local 241, Local 973, local 1949 - 2020-60, as she has a family member who is a City staff person belonging to one of these unions.

**2. Authority to move into closed meeting**

Moved By Councillor Caron Piper

Seconded By Councillor Gibson

That the Council of the City of Guelph now hold a meeting that is closed to the public, pursuant to Section 239 2(d), (e) and (f) of the Municipal Act relating to labour relations or employee negotiations; 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.

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron Piper, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor Salisbury, Councillor MacKinnon, and Councillor O'Rourke

Carried (13 to 0)

The following matters were considered:

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

**2.2 Confirmation of Closed Minutes**

**2.3 361 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**

**2.4 Memorandum of Agreement between the City of Guelph and Canadian Union of Public Employees Local 241, Local 973, Local 1946 - 2020-60**

### **3. Open Meeting - 6:30 p.m.**

The Mayor called the meeting to order (6:38 p.m.).

#### **3.1 Closed Meeting Summary**

Mayor Guthrie spoke regarding the items discussed in closed and identified the following:

##### **Confirmation of Closed Minutes**

The minutes of the closed Council Meetings held April 16 and May 11, 2020 and the Closed Committee of the Whole meetings held February 3 and March 2, 2020, were adopted.

##### **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**

City Council received information and staff were given direction on this matter.

##### **Memorandum of Agreement between the City of Guelph and Canadian Union of Public Employees Local 241, Local 973, Local 1946 - 2020-60**

City Council received information and staff were given direction on this matter.

### **4. Confirmation of Open Minutes**

Moved By Councillor Allt

Seconded By Councillor Caron Piper

That the minutes of the open Council meetings held February 10, 24, March 9, 23, April 16 and May 11, 2020 and the open Committee of the Whole meetings held February 3 and March 2, 2020, be confirmed as recorded and without being read.

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron Piper, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor Salisbury, Councillor MacKinnon, and Councillor O'Rourke

Carried (13 to 0)

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

The following item was extracted:

**2019 Year-end Operating Variance Report Surplus Allocation - 2020-41**

Moved By Councillor Hofland

Seconded By Councillor Downer

That the balance of the May 25, 2020 Council Consent Agenda, as identified below, be adopted:

**5.1 2019 Reserve and Reserve Fund Statement - 2020-39**

1. That \$1,667,285 be transferred from the Water Operating Contingency Reserve (181) to the Water Capital Reserve Fund (152).
2. That \$2,813,839 be transferred from the Wastewater Operating Contingency Reserve (182) to the Wastewater Capital Reserve Fund (153).
3. That the target for the Workplace Safety Insurance Board Reserve (330) be changed from 50 per cent of the estimate liability to 25 per cent.

**5.2 2019 Year-End Capital Variance Report - 2020-25**

1. That in accordance with report 2020-25, titled 2019 Year-end Capital Variance Report dated May 25, 2020, \$677,000 be transferred from capital account ST0018 Equipment Replacement and Upgrades to ST0014 Digester Structural Repair and Gas Proofing to complete upgrades to Digester 3 at the Guelph Wastewater Treatment Plant.

**5.3 Council support for Lake Erie Source Protection Authority Winter Maintenance Chemicals Report - 2020-27**

1. That City Council provide the Lake Erie Source Protection Authority with a letter of support including resolution in support of all of the recommended actions included in SPC-19-12-02 to address the Over-Application of Winter Maintenance Chemicals

**5.4 Transition of Blue Box to Producer Responsibility Framework - 2020-29**

1. That the City of Guelph state that the preferred transition date for Guelph's Blue Box program as required under the Waste Free Ontario Act is January 1, 2023.

2. That the City's resolution be forwarded to the Association of Municipalities of Ontario and the Ontario Ministry of the Environment, Conservation and Parks.

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron Piper, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor Salisbury, Councillor MacKinnon, and Councillor O'Rourke

Carried (13 to 0)

## **6. Items for Discussion**

### **6.1 IDE-2020-17 Clair-Maltby Secondary Plan - Open Space System Strategy, 2020-56**

Melissa Aldunate, Manager, Policy Planning and Urban Design, provided introductory remarks.

The following delegates spoke via telephone regarding this item:

Trenton Johnson, Miller Thomson LLP

Anand Desai, Monteith Brown Planning Consultants

Susan Watson

Michael Dube

Carol Koenig, Coalition to Protect Our Moraine

Lin Grist

Ron East, Council of Canadians, Guelph Chapter

Mike Marcolongo, Foundation for the Support of International Medical Training, Inc.

Stan Kozak

Robin-Lee Norris, on behalf of 1077955 Ontario Inc.

Hugh Whiteley

Moved By Councillor Salisbury

Seconded By Councillor Allt

1. That the Clair-Maltby Secondary plan Policy Directions: Open Space System Strategy dated March 2, 2020 and included as Attachment 2 to report IDE-2020-17, be approved to provide direction for the preparation of the draft official plan amendment, secondary plan policies and Master Environmental Service Plan and that Community Park Option #1 be selected as the location for the 10-hectare open space component of the Clair-Maltby Secondary Plan.



### **Amendment:**

Moved By Councillor Billings

Seconded By Councillor Gibson

1. That the Clair-Maltby Secondary Plan Policy Directions: Open Space System Strategy dated March 2, 2020 and included as Attachment 2 to report IDE-2020-17, be approved to provide direction for the preparation of the draft official plan amendment, secondary plan policies and Master Environmental Service Plan and that Community Park Option #1 **and Option #2 at 5 hectares each be selected as the locations** for the 10-hectare open space component of the Clair-Maltby Secondary Plan.

### **Point of Order**

Councillor Downer raised a point of order suggesting that the amendment is out of order as it is contrary to the motion on the floor.

Mayor Guthrie ruled that the amendment is in order.

Councillor Salisbury requested that a vote be called on the Chair's ruling that the amendment is in order.

### **Vote on Chair's Ruling**

Moved By Councillor Salisbury

Seconded By Mayor Guthrie

That the Mayor's procedural ruling that the amendment is in order be upheld.

Voting in Favour: (5): Mayor Guthrie, Councillor Billings, Councillor Gibson, Councillor MacKinnon, and Councillor O'Rourke

Voting Against: (8): Councillor Allt, Councillor Bell, Councillor Caron Piper, Councillor Downer, Councillor Goller, Councillor Gordon, Councillor Hofland, and Councillor Salisbury

Defeated (5 to 8)

The Mayor's ruling was overturned and the amendment was removed from the floor.

### **Main Motion**

Moved By Councillor Salisbury

Seconded By Councillor Allt

1. That the Clair-Maltby Secondary plan Policy Directions: Open Space System Strategy dated March 2, 2020 and included as Attachment 2 to report IDE-2020-17, be approved to provide direction for the preparation of the draft official plan amendment, secondary plan policies and Master Environmental Service Plan and that Community Park Option #1 be selected as the location for the 10-hectare open space component of the Clair-Maltby Secondary Plan.

Voting in Favour: (10): Councillor Allt, Councillor Bell, Councillor Caron Piper, Councillor Downer, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor Salisbury, Councillor MacKinnon, and Councillor O'Rourke

Voting Against: (3): Mayor Guthrie, Councillor Billings, and Councillor Gibson

Carried (10 to 3)

Moved By Councillor Gibson

Seconded By Councillor Billings

2. That the final parkland recommendations may be impacted and revised based on the Financial Impact Assessment to be completed for the Clair-Maltby Secondary Plan in its entirety.

Voting in Favour: (7): Mayor Guthrie, Councillor Bell, Councillor Billings, Councillor Gibson, Councillor Hofland, Councillor MacKinnon, and Councillor O'Rourke

Voting Against: (6): Councillor Allt, Councillor Caron Piper, Councillor Downer, Councillor Goller, Councillor Gordon, and Councillor Salisbury

Carried (7 to 6)

## **6.2 2019 Year-end Operating Variance Report Surplus Allocation - 2020-41**

Moved By Councillor Gibson

Seconded By Councillor Billings

1. That the tax supported operating surplus of \$5,478,013 be allocated to the reserve and reserve funds as follows:

- a. Tax Rate Operating Contingency Reserve (180) \$3,696,763
- b. Library Operating Contingency Reserve (102) \$18,703
- c. Police Operating Contingency Reserve (115) \$12,547

- d. Environment and Utility Reserve (198) \$650,000
  - e. 100 Per cent Renewable Energy (100RE) Reserve Fund (355)  
\$500,000
  - f. Infrastructure Renewal Reserve Fund (150) \$600,000.
2. That the Water Services operating surplus of \$183,746 be allocated to the Water Capital Reserve Fund (152).
  3. That the Wastewater Services operating surplus of \$1,287,410 be allocated to the Wastewater Capital Reserve Fund (153).
  4. That the Stormwater Services operating surplus of \$340,673 be allocated to the Stormwater Capital Reserve Fund (165).
  5. That the Ontario Building Code (OBC) operating surplus of \$2,081,005 be allocated to the Building Services OBC Stabilization Reserve Fund (188).
  6. That the Court Services operating surplus of \$157,608 be allocated to the Court Contingency Reserve (211).

**Amendment:**

Moved By Councillor Gibson  
Seconded By Councillor Billings

That Clause 1 be amended as follows:

1. That the tax supported operating surplus of \$5,478,013 be allocated to the reserve and reserve funds as follows:
  - a. Tax Rate Operating Contingency Reserve (180) \$4,978,013
  - b. 100 Per cent Renewable Energy (100RE) Reserve fund (355)  
\$500,000

Voting in Favour: (10): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron Piper, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Salisbury, and Councillor O'Rourke

Voting Against: (3): Councillor Gordon, Councillor Hofland, and Councillor MacKinnon

Carried (10 to 3)

**Motion as Amended:**

Moved By Councillor Gibson

Seconded By Councillor Billings

1. That the tax supported operating surplus of \$5,478,013 be allocated to the reserve and reserve funds as follows:
  - a. Tax Rate Operating Contingency Reserve (180) \$4,978,013
  - b. 100 Per cent Renewable Energy (100RE) Reserve Fund (355) \$500,000
2. That the Water Services operating surplus of \$183,746 be allocated to the Water Capital Reserve Fund (165).
3. That the Wastewater Services operating surplus of \$1,287,410 be allocated to the Wastewater Capital Reserve Fund (153).
4. That the Stormwater Services operating surplus of \$340,673 be allocated to the Stormwater Capital Reserve Fund (165).
5. That the Ontario Building Code (OBC) operating surplus of \$2,081,005 be allocated to the Building Services OBC Stabilization Reserve Fund (188).
6. That the Court Services operating surplus of \$157,608 be allocated to the Court Contingency Reserve (211).

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron Piper, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor Salisbury, Councillor MacKinnon, and Councillor O'Rourke

Carried (13 to 0)

**7. By-laws**

It was requested that the By-laws be voted on separately.

Moved By Councillor Downer

Seconded By Councillor Caron Piper

That By-law Numbered (2020)-20497 is hereby passed.

Voting in Favour: (11): Mayor Guthrie, Councillor Allt, Councillor Caron Piper, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor Salisbury, Councillor MacKinnon, and Councillor O'Rourke

Voting Against: (2): Councillor Bell, and Councillor Billings

Carried (11 to 2)

Moved By Councillor Downer

Seconded By Councillor Caron Piper

That By-law Numbered (2020)-20498 is hereby passed.

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron Piper, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor Salisbury, Councillor MacKinnon, and Councillor O'Rourke

Carried (13 to 0)

## **8. Adjournment**

Moved By Councillor Caron Piper

Seconded By Councillor Billings

That the meeting be adjourned (9:39 p.m.).

Carried

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Mayor Guthrie

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Stephen O'Brien - City Clerk



## **Minutes of Guelph City Council**

**May 27, 2020, 6:30 p.m.**

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

Council:	Mayor C. Guthrie Councillor P. Allt Councillor B. Bell Councillor C. Billings Councillor L. Caron Piper Councillor C. Downer Councillor D. Gibson Councillor R. Goller Councillor J. Gordon Councillor J. Hofland Councillor M. MacKinnon Councillor D. O'Rourke Councillor M. Salisbury
Staff:	K. Dedman, Deputy Chief Administrative Officer, Infrastructure, Development and Enterprise Services T. Salter, General Manager, Planning and Building Services C. DeVriendt, Manager, Development Planning D. McMahon, Manager, Legislative Services / Deputy City Clerk M. Witmer, Senior Development Planner L. Cline, Council and Committee Coordinator T. Di Lullo, Council and Committee Coordinator

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### **2. Call to Order**

Mayor Guthrie called the meeting to order (6:30 p.m.).

### **3. Open Meeting**

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

There were no disclosures.

### **4. Public Meeting to Hear Applications Under Sections 17, 34 and 51 of The Planning Act**

Mayor Guthrie announced that in accordance with The Planning Act, Council is now in a public meeting for the purpose of informing the public of various planning matters. The Mayor asked if there were any delegations via telephone with respect to the planning matters listed on the agenda.

#### **4.1 2020-17 Statutory Public Meeting Report 220 Arkell Road Proposed Draft Plan of Subdivision and Zoning By-law Amendment File OZS19-017 Ward 6**

Michael Witmer, Senior Development Planner, provided a summary of the Draft Plan of Subdivision and Zoning By-law Amendment applications that have been submitted to permit a residential subdivision containing 31 single detached dwellings and 60 cluster townhouse units.

Nancy Shoemaker, representing Black, Shoemaker, Robinson and Donaldson Limited, speaking on behalf of the owner, provided an overview of the applications, including a summary of the location of the proposed development, existing natural heritage features, environmental sustainability, and proposed connections to transit, trails and nearby residential developments. She summarized current Official Plan designations and the current and proposed Zoning By-law designations, and outlined the applicable provincial policies.

Claudia Espindola, resident, expressed concerns about the amount of development and traffic in the nearby area. She also expressed concerns about the protection of the nearby wetland and trees and the potential impact on wildlife habitat. She also expressed concerns about the timing of the public meeting during the current state of emergency.

Mary Staples, resident, indicated she submitted written correspondence and expressed concerns about the width of the ecological linkage and the future road allowance. She also expressed concerns about the lack of fencing around the proposed subdivision to prevent unauthorized access to private property.

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

Moved By Councillor O'Rourke

Seconded By Councillor Billings

1. That report 2020-17 regarding proposed Draft Plan of Subdivision and Zoning By-law Amendment applications (File OZS19-017) by Black, Shoemaker, Robinson & Donaldson Limited on behalf of the owner, Rockpoint Properties Inc., to permit a residential subdivision containing 31 single detached dwellings and 60 cluster townhouse units on the lands municipally known as 220 Arkell Road and legally described as Part of Lot 6, Concession 8 (Geographic Township of Puslinch), City of Guelph, from Infrastructure, Development and Enterprise dated May 11, 2020, be received.

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron Piper, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor MacKinnon, Councillor O'Rourke, and Councillor Salisbury

Carried (13 to 0)

## **5. By-laws**

Moved By Councillor Gibson

Seconded By Councillor Hofland

That By-laws Numbered (2020)-20499 to (2020)-20501, inclusive, are hereby passed.

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron Piper, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor MacKinnon, Councillor O'Rourke, and Councillor Salisbury

Carried (13 to 0)



**6. Mayor's Announcements**

Mayor Guthrie congratulated Todd Salter, General Manager of Planning and Building Services on his upcoming retirement.

**7. Adjournment**

Moved By Councillor Billings

Seconded By Councillor Caron Piper

That the meeting be adjourned (8:38 p.m.).

Carried

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Mayor Guthrie

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Dylan McMahon - Deputy City Clerk

# Staff Report



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To	<b>City Council</b>
Service Area	Corporate Services
Date	Monday, June 29, 2020
Subject	<b>June 2020 Public Appointments to Advisory Committees, Local Boards, Agencies, Commissions and Associations</b>

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## Recommendation

1. That \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ be appointed to the Natural Heritage Advisory Committee for a term ending April, 2021 or until such time as a successor is appointed.
  2. That \_\_\_\_\_ be appointed to the Transit Advisory Committee for a term ending April, 2021 or until such time as a successor is appointed.
  3. That \_\_\_\_\_ be appointed to the Solid Waste Management Master Plan Public Advisory Committee for a term ending April, 2021 or until such time as a successor is appointed.
  4. That \_\_\_\_\_ and \_\_\_\_\_ be appointed to the Property Standards Committee for a term ending April, 2021 or until such time as a successor is appointed.
  5. That \_\_\_\_\_ and \_\_\_\_\_ be reappointed to the Wellbeing Grant Application Panel for a term ending June, 2022 or until such time as a successor is appointed.
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## Executive Summary

### Purpose of Report

To appoint members of the public to the various advisory committees, local boards, agencies, commissions and associations.

### Key Findings

Current vacancies are the result of terms ending in June, 2020, resignations and remaining vacancies from the November 2019 recruitment cycle, as well as appointments to the new Natural Heritage Advisory Committee (NHAC) which was approved by City Council on July 8, 2019 as part of report [IDE-2019-72 Environmental Advisory Committee and River Systems Advisory Committee Review](#).

Vacancies were advertised in accordance with the City's [Public Appointment Policy](#).

Staff liaisons have reviewed all applications and are recommending appointees. The terms of the appointments are in accordance with the City's [Public Appointment Policy](#).

## Financial Implications

None.

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## Report

### Background

Current vacancies are the result of terms ending in June, 2020, resignations and remaining vacancies from the November 2019 recruitment cycle, as well as appointments to the new Natural Heritage Advisory Committee (NHAC) which was approved by City Council on July 8, 2019 as part of report [IDE-2019-72 Environmental Advisory Committee and River Systems Advisory Committee Review](#).

Vacancies were advertised in the Guelph Mercury Tribune, on January 30 and February 6, 2020, posted to the City's website and provided to the People and Information Network for posting. Advertisements included the number of vacancies, the term of office, a summary of duties, the frequency of meetings and staff contact information.

Staff liaisons were provided all of the completed applications received from the January and February advertising. The closed companion report titled June 2020 Public Appointments to Local Boards, Agencies, Commissions and Associations dated June 29, 2020 provides City Council with the staff liaisons' recommendations.

Whenever a member of the public is being recommended to serve on more than one advisory committee, local board, agency, commission or association at the same time, consideration is given to the expertise required, availability of other applicants and the need to ensure continuity and succession planning. Each applicant will receive a letter advising of the outcome of their application.

First time appointments are for one year in keeping with the City's [Public Appointment Policy](#).

### Natural Heritage Advisory Committee

Meetings: between two and six times per year.

The [NHAC](#) provides input and perspectives on strategic, high-level natural heritage conservation matters relating to City-led initiatives. Specifically, city plans, strategies and studies with a natural heritage focus such as the Natural Heritage Action Plan, the Urban Forest Management Plan and subwatershed studies; and reviews and updates to the Official Plan natural heritage and watershed planning and water resource policies.

The membership of the NHAC consists of nine members of the public who demonstrate informed interest in natural heritage conservation and/or civic and community matters through employment, volunteer or personal experience. The committee is a balanced membership with residents who are practicing professionals in the natural heritage industry and those who are not.

The liaison for NHAC is the Manager, Policy Planning and Urban Design.

### Transit Advisory Committee

Meetings: once per month.

The [Transit Advisory Committee](#) (TAC) provides a forum for input, exchange of ideas and debate on conventional and mobility transit related issues with representation from all affected groups in the community.

The TAC consists of nine members of the public including: two regular users of Guelph Transit conventional services, one regular user of Guelph Transit mobility services, one Guelph and Wellington Task Force for Poverty Elimination member, one University of Guelph student, one University of Guelph member of administration, one member representing environmental interests and two community members at large.

The liaison for the TAC is the General Manager, Guelph Transit.

### **Solid Waste Management Master Plan Public Advisory Committee**

Meetings: eight meetings held throughout the course of the master plan review.

The [Solid Waste Management Master Plan Public Advisory Committee](#) (SWMMPPAC) facilitates greater collaboration and exchange of ideas between City Council and the public with respect to the Solid Waste Management Master Plan's process and outcomes. Allows for input and perspectives on related matters from members of the public and local businesses with an interest in solid waste management and/or the delivery of the City's waste management programs.

The SWMMPPAC consists of nine members of the public. The liaison for SWMMPPAC is the Solid Waste Management Master Plan Project Specialist.

### **Property Standards Committee**

Meetings: as required.

The [Property Standards Committee](#) (PSC) hears appeals against orders issued under the Property Standards By-law. The PSC has the authority to confirm, modify or rescind an order and may extend the time for compliance, if the general intent of the Property Standards By-law, Official Plan and policy statement are maintained.

The PSC consists of five members of the public. The liaison for the PSC is the Manager, By-law Compliance, Security and Licensing.

### **Wellbeing Grant Allocation Panel**

Meetings: approximately 10 meetings per year with the majority of meetings taking place between October and February.

The role of the [Wellbeing Grant Allocation Panel](#) is to allocate City funding to eligible community benefit organizations through the Wellbeing Grant Program to improve the wellbeing of Guelph residents.

The Panel currently consists of eight members of the public. The Council-approved maximum number of members is 12. The liaison for this Panel is the Manager, Community Investment.

### **Next Steps**

Once appointments have been made, each applicant will receive a letter advising of the outcome of their application and the staff liaison will be advised of the successful candidates.

## **Financial Implications**

None.

## **Consultations**

Staff from the various departments overseeing the advisory committees, local boards, agencies, commissions and associations were consulted.

## **Strategic Plan Alignment**

This report supports the Strategic Plan – Working Together for our Future priority, by improving how the City communicates with residents and delivers services.

In addition, advisory committees, local boards, agencies, commissions and associations are an important community engagement tool. Ensuring that citizen appointments are made to these groups enables them to continue their work.

## **Attachments**

None.

## **Departmental Approval**

Dylan McMahon, Manager, Legislative Services/Deputy City Clerk

## **Report Author**

Donna Tremblay, Council and Committee Coordinator

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

Stephen O'Brien  
General Manager, City Clerk's Office, City Clerk  
Corporate Services  
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## **This report was recommended by:**

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Corporate Services  
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# Staff Report



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To	<b>Committee of the Whole</b>
Service Area	Public Services
Date	Monday, February 3, 2020
Subject	<b>238 Willow Road Application</b>
Report Number	PS-2020-01

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## Recommendation

That the Cash-in-Lieu of parkland dedication requirement with respect to Building Permit Number 19 005894 pursuant to Bylaw (2019)-20366 be calculated based on the addition of the two new units being developed as part of that permit application.

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## Executive Summary

### Purpose of Report

This report provides Council with information to support a decision to calculate the cash-in-lieu of parkland dedication requirement (CIL) with respect to Building Permit Number 19 005894 (the Building Permit) based on the addition of the two new units being developed as part of that permit application and using their discretion as set out in subsection 33(i) of Bylaw (2019)-20366 (the Parkland Dedication Bylaw). Council should direct that calculation of CIL is to reflect only the increase in density of the new units being proposed for the affordable housing Building Permit application submitted for 238 Willow Road by Guelph Independent Living. The Building Permit proposes that an existing residential recreation room be converted into two residential dwelling units.

### Key Findings

The City is supportive of providing affordable housing opportunities as a community benefit. Subsection 33(i) of the Parkland Dedication Bylaw allows Council to apply discretion in the application of the CIL requirement where it is deemed to be desirable by Council. Guelph Independent Living is a non-profit agency seeking to increase affordable housing opportunities for the citizens of Guelph. Ensuring that CIL requirements reflect the increase in density of the proposed development will help ensure these residential units can be built without being burdened by fees that are typically associated with commercial enterprises and for profit housing inventory. Applying the fees to the increase in density only and not the entirety of the property will help ensure that these housing units can proceed and will still contribute to the parkland acquisition fund in an appropriate manner.

### Financial Implications

CIL will be collected for the two residential units being proposed for development and not retroactively for the entirety of the developed property. This will reduce the

potential CIL that could be collected on this redevelopment pursuant to the strict reading of the Parkland Dedication Bylaw, however, it retains the City's right to collect CIL in the future if more development were to occur on this site. The CIL amount will be calculated based on an appraisal submitted by the applicant and will reflect the actual increase in density proposed by the redevelopment.

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## **Report**

On August 27, 2019 the Building Permit application was submitted on behalf of Guelph Independent Living for the address 238 Willow Road. The Building Permit application was submitted to convert a residential recreation room to two residential dwelling units within an existing 83 unit building. The Building Permit proposes the addition of one or more residential dwelling units; therefore, parkland dedication is required in accordance with the Parkland Dedication Bylaw.

The location of the redevelopment is already constructed; therefore, land cannot be conveyed to the City in satisfaction of the parkland dedication requirement. The building currently exists, and there is no evidence that parkland dedication was taken by the City when previous development applications were submitted for this site. The Parkland Dedication Bylaw requires that CIL be calculated based on the total assessed value of the entire 83 unit site and is not limited to the increase in density created by the conversion of a recreation room into two residential dwelling units.

In this case, Council can use their discretion set out in subsection 33(i) of the Parkland Dedication Bylaw to reduce the CIL requirement for this site to reflect the increase in density proposed by the permit only. Applying Council's discretion in this manner will ensure that this development is contributing to the City's CIL fund while reflecting the anticipated increase in park needs caused by the increase in density of the development. This will reduce the financial burden on a publicly funded non-profit social housing development with fees that are typically associated with commercial and for profit development applications.

## **Financial Implications**

CIL will be collected for the two residential units being proposed for development and not retroactively for the entirety of the developed property. This will reduce the potential CIL that could be collected on this redevelopment pursuant to the strict reading of the Parkland Dedication Bylaw; however, it retains the City's right to collect CIL in the future if more development were to occur on this site. The CIL amount will be calculated based on an appraisal submitted by the applicant, and will reflect the actual increase in density proposed by the redevelopment.

## **Consultations**

Staff received correspondence from Guelph Independent Living on November 12, 2019 formally requesting an exemption or reduction in the CIL requirement set out in the Parkland Dedication Bylaw. Wellington County staff were copied on the letter.

Building Services

Finance

Legal, Realty and Court Services

## Strategic Plan Alignment

Building our future – help increase the availability of housing that meets community needs.

## Attachments

None

## Departmental Approval

Heather Flaherty, General Manager Parks and Recreation Services

## Report Author

Luke Jefferson, Manager Open Space Planning



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### Approved By

Heather Flaherty  
General Manager Parks and Recreation  
Public Services  
519-822-1260 extension 2664  
[heather.flaherty@guelph.ca](mailto:heather.flaherty@guelph.ca)



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### Recommended By

Colleen Clack  
Deputy Chief Administrative Officer  
Public Services  
519-822 1260 extension 2588  
[colleen.clack@guelph.ca](mailto:colleen.clack@guelph.ca)



# Council Memo



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To	<b>City Council</b>
Service Area	Public Services
Date	Monday, June 29, 2020
Subject	<b>238 Willow Road Application</b>

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This memo is being circulated to provide clarity to Council on the amount of parkland dedication the applicant will be required to submit to the City should Council adopt the recommendations as outlined in the February 3, 2020 [Staff Report](#).

As outlined, the property known as 238 Willow Road is a parcel of land that contains an existing 83 unit high-density apartment dwelling. On behalf of the property owner, Sutcliffe Homes Inc., building permit application number 19 005894 PR was submitted. That permit showed an increase from 83 to 85 dwelling units by converting an existing recreational space to two residential units.

City staff have received an appraisal from the applicant. As outlined in bylaw (2019)-20366, staff have reviewed this appraisal and found it to be acceptable.

As per the valuation noted within the appraisal and as per the Parkland Dedication Bylaw, the applicant will be required to submit cash in lieu of parkland dedication in the amount of \$7,170.60 per unit.

Should council adopt the staff recommendation to apply parkland dedication to the two units being proposed for development only, the total fee for cash in lieu of parkland dedication for this application will be \$14,341.20.

## **This memo was approved by:**

Heather Flaherty  
General Manager, Parks and Recreation  
Public Services  
519-822-1260 Extension 2664  
[heather.flaherty@guelph.ca](mailto:heather.flaherty@guelph.ca)

**This memo was recommended by:**

Colleen Clack  
Deputy Chief Administrative Officer  
Public Services  
519-822-1260 Extension 2588  
colleen.clack@guelph.ca

# Staff Report



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To	<b>City Council</b>
Service Area	Corporate Services
Date	Monday, June 29, 2020
Subject	<b>The Elliott Community – Consent to Guarantee External Funding</b>

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## Recommendation

1. That the increase in debt of \$2,000,000 that The Elliott Community is seeking from an external lender be approved.
  2. That the City Treasurer be authorized to enter into an agreement to guarantee The Elliott Community's loan with an external lender in the total amount of \$4,000,000.
- 

## Executive Summary

### Purpose of Report

To provide Council with a recommendation in response to the request from The Elliott Community ("The Elliott") to increase their external financing from \$2,000,000 to \$4,000,000.

### Key Findings

Staff have reviewed the information received by The Elliott and have outlined the various risks and opportunities associated with guaranteeing the requested funds.

Staff recommends that the City guarantee the loan request of \$4,000,000 if the following requirements are met: the rates the loans are secured for are competitive; details of the cash treatment of the past capital contributions intended to fund Long Term Care are provided; accelerating debt repayments is considered as part of their next strategic plan.

### Financial Implications

There are no direct financial implications of guaranteeing the requested funds for The Elliott.

The indirect implications include the impact on the City's credit rating and consolidated financial statements. Guaranteeing debt means that there is potential, should The Elliott run into financial difficulties, that the City will be required to finance any outstanding debt obligation.

The increase of \$2,000,000 in the City's guaranteed debt commitment will not likely impact the City's credit rating or the users of the consolidated financial statements.

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# Report

## Background

The Elliott is a local board of the City as established by The Elliott Act, 2002. All areas of operation are overseen by a Board of Trustees appointed by City Council. The by-laws of The Elliott Community indicate that The Elliott may not borrow money without prior consent of City Council, and that City Council should respond within 45 days of obtaining any requests.

In [February 2018](#), Council approved The Elliott's request to borrow \$2,000,000 and that the City would guarantee this debt. As part of this approval, Council expected the following conditions would be met:

- the rates the loans are secured for are competitive;
- details of the cash treatment of the past capital contributions intended to fund Long Term Care are provided;
- accelerating debt repayments is considered as part of their next strategic plan.

In June 2020, the City received a letter from The Elliott, as included in Attachment-1, requesting consent for The Elliott to obtain additional financing of \$2,000,000 from an external lender and further, that the City be the guarantor for this additional amount. As outlined in the letter, the financing will go towards funding a significant roof project that was more costly than originally planned due to the roof condition. The Elliott is also faced with a number of legislatively required adjustments to the facilities in response to the COVID-19 Pandemic.

Outlined below are the reasons why staff support the recommendation to guarantee the loan, as well as potential risks to be aware of given that The Elliott is a Local Board of the City.

## Assessment of Financing Request

### Safety and Legislative Requirements

As outlined in The Elliott's letter, the funds being request will be used for capital repairs and upgrades as well as COVID-19 related safety improvements which are all necessary to meet legislative and safety requirements in order to provide a safe environment for residents, families, and staff. In the event that the City does not provide the approvals being sought, it could result in The Elliott facing legal implications and potential fines due to non-compliance.

### Current Funding and Financial Condition

In partnership with The Elliott, the City undertook a project in 2014 to transition The Elliott to be the City's Long Term Care provider and to fund The Elliott for these services accordingly. The agreement is structured to provide The Elliott autonomy to run its business as without significant interference by or reliance on the City.

Throughout this project, an analysis of The Elliott's finances was conducted and it was determined that the ongoing operating contributions would be approximately \$1,200,000. In addition, a Building Condition Assessment found the building to be well maintained and in good condition, which resulted in a recommendation that a capital reserve fund be established to meet future capital replacement funding requirements with annual contributions of \$212,000. Utilizing debt and other

reserve fund strategies to manage the annualized funding through years of variable capital need is in alignment with the intent of the agreement in place.

The Service Level Agreement between The Elliott and the City restricts The Elliott from requesting additional levels of funding, except for extraordinary circumstances. The Elliott is following the guidelines of this service agreement by not requesting capital funds or additional funds to offset the debt servicing costs.

In addition to the annual funding, the City also has an outstanding loan receivable from The Elliott for \$14,385,147 as of May 31, 2020. The loan was to fund the redevelopment of The Elliott's Long Term Care facilities in 2008. Principal and interest are being repaid quarterly, and the loan matures in 2036.

### **Risks - Default on Payment**

The risk associated with any loan is that the organization obtaining the funding would be unable to pay the loan and eventually default. If The Elliott has an unforeseen situation where they are unable to pay this loan, the City would be liable to make payments on their behalf. A preliminary assessment of the impact of the additional financing on The Elliott's current loan covenants will need to be considered by the external lender in advance of any funds being approved. The City rates the risk of this occurring at a low level based on past financial history of repaying debt commitments and managing cash flow requirements across all of the The Elliott's business lines.

### **Alternatives – City Lend Funds**

Although not requested by The Elliott, City staff gave consideration to lending the additional \$2,000,000 directly to The Elliott. This approach is not recommended by staff since the City already carries over \$14 million of debt on behalf of The Elliott and the City is not in the business of being a lender. Given the goal to have both entities associated at arm's length, and current cash flow pressures that the City is experiencing from COVID-19, staff feel it's more appropriate for The Elliott to utilize external financing. Further, because this request is to increase an external financing facility that is already in place, it is much more administratively beneficial for both entities to execute the external financing increase. With the City guaranteeing the loan, the negotiated rate should be competitive to reflect the low risk associated with the lending of these funds.

### **Requirements**

Based on the Service Agreement, The Elliott is to provide an annual strategic plan to the Committee of Management. Staff continues to request that The Elliott develop a long-term financial strategy that considers cash flow and the potential of accelerating the repayment of the external loans and its loans to the City.

### **Financial Implications**

There are no direct financial implications of guaranteeing the requested funds for The Elliott.

The indirect implications include the impact on the City's credit rating and consolidated financial statements. Guaranteeing debt means that there is potential, should The Elliott run into financial difficulties, that the City will be required to finance any outstanding debt obligation.

The increase of \$2,000,000 in the City's guaranteed debt commitment will not likely impact the City's credit rating or the users of the consolidated financial statements.

### **Consultations**

There was no formal consultation process associated with this report.

### **Strategic Plan Alignment**

While supporting The Elliott as the City's legislative responsibility to have a municipally-designated Long-term Care Facility, agreeing to increase the financing guarantee supports the Building Our Future Strategic Plan pillar. The recommendations in this report enable The Elliott to maintain their critical infrastructure, and enhances community well-being and safety for the delivery of long-term care services.

### **Attachments**

Attachment-1 The Elliott Request for External Financing Guarantee

### **Departmental Approval**

N/A

### **Report Author**

Tara Baker, CPA, CA, City Treasurer / General Manager Finance

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

Colleen Clack  
Deputy Chief Administrative Officer  
Public Services  
519-822-1260 extension 2588  
Colleen.clack@guelph.ca



*Life Lease Suites • Retirement Suites • Long-Term Care Residence • Event Planning*

June 11, 2020

Ms. Colleen Clack  
Deputy CAO Public Services  
City of Guelph  
1 Carden Street  
Guelph, ON N1H 3A1

Dear Ms. Clack:

**Re: Revolving Capital Lease Line of Credit**

The Elliott Community wanted to provide an update as to where we are at with our capital projects and our revolving capital lease line of credit of \$2 million that City Council approved the organization to set up in February 2018.

As an organization that provides the entire continuum of care for seniors, we acknowledge that the City is only responsible for the Long Term Care (LTC) portion of our not for profit operation. The Elliott Act and by-laws of The Elliott Community indicate that "The Elliott may not borrow money without prior consent of the City Council" regardless if it is for the LTC portion of our operation or other care areas. As presented to Council in 2018, The Elliott Community had completed a building assessment and based on that report, we completed a revolving 10 year Capital Plan. We have been completing the work laid out in the Plan however, we have now come to a standstill in our capital upgrades.

In the summer of 2019, we were faced with significant budget cuts from the province. As you are aware, we had to reduce a number of staff working at our organization. We also had to make adjustments to our Capital Plan. We did continue with a major roofing project on one of our buildings. Per the building assessment, this roof was originally projected to cost \$800,000 to replace however, when they started the project in August, a number of materials had risen in cost increasing the projected cost to completion to \$1.2 million. However, when the project was well under way the level of deterioration of the roof was significant. The roof is now nearing completion and the total cost of the roof is over \$2 million. This project alone has used up our entire lease line of credit leaving us in a situation where we cannot move forward with a number of urgent capital projects without adversely affecting our operations.

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170 Metcalfe Street, Guelph, Ontario N1E 4Y3 • Phone: 519-822-0491 • Fax: 519-822-5658 • Email: [info@elliottcommunity.org](mailto:info@elliottcommunity.org) • [www.elliottcommunity.org](http://www.elliottcommunity.org)

*Quality choices for mature living in a safe, caring, home-like environment.*



Further, in March of 2020 The Elliott Community was faced with a world-wide pandemic. Due to quick actions by our team - implementing strict infection control practices, restricting visitors before it was required, and implementing early wearing of face masks, we have managed to keep COVID-19 out of our home and keep our residents safe and healthy. We have been fortunate to receive some additional funding to help with the escalating costs of personal protective equipment (PPE) costs however, we have had to absorb increased staffing costs and our occupancy levels have dropped in our Retirement area of our operation. While we understand the City does not oversee this portion of our operation, this has a direct financial impact on our operations. We have started to fill those empty rooms as families and residents feel confident in moving into our facility. This will affect our overall surplus for 2020 however, our cash flow from previous years has helped us maintain a positive position.

We have completed a full review of our Capital Plan and assessed our cash flow for the next 3 years. A number of projects have been shifted forward and adjustments have been made. A number of new COVID related projects have now been placed on our capital projects list as legislatively essential projects. It is predicted we will need these upgrades to remain compliant and to enhance and continue to care for our residents in both LTC and Retirement for the next two plus years.

Based on this review we are requesting an immediate increase in our revolving capital lease line of credit from \$2 million to \$4 million. This request is supported by the Board of Trustees of The Elliott Community. We have also had preliminary conversations with RBC and they are willing to increase the lease based on our strong stability both financially and historically as an organization. Further, we have two capital leases that will be retired in July of 2020 and March of 2021 which will provide additional capacity to manage all future repayments.

This increase in the revolving capital lease line of credit provides The Elliott Community with the financial tools to handle these new pressures of operational, capital improvements and COVID-19 related costs. The new reality of the pandemic has affected all organizations however, it has been particularly challenging for LTC and Retirement homes. I am incredibly proud of the work that has been done by staff at The Elliott Community during these extraordinary times. We are steadfast in our commitment to keep our residents and staff safe as we move forward into the next phase of this ongoing situation. We have and will continue to manage our resources well and are deeply committed to being a home that the City can be proud of.

I am available to speak further on this request Colleen and am hopeful that we may be able to send this request to City Council in late June 2020.

Thank you again for the City's ongoing support of The Elliott Community.

Sincerely,



Michelle Karker  
Chief Executive Officer

c. Bill Koornstra, Board Chair