

# City Council

## Revised Meeting Agenda

Monday, July 20, 2020, 5:00 p.m.

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

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

To contain the spread of COVID-19, City Council meetings are being held electronically and can be live streamed at [guelph.ca/live](http://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.

---

### 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 item 6.2

Members of the public who have an interest in delegating to item 6.2 Procedural By-Law Amendments to Allow for Continued Remote Meetings - 2020-104 may register up until 10:00 a.m. on Monday, July 20, 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

#### 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 meetings held June 17 and 29, 2020**
- 3.3 361 Whitelaw Road - Local Planning Appeal Tribunal Appeals - Update , 2020-98**

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.

- 3.4 2019 Chief Administrative Officer Performance Evaluation and Revised 2020 Performance Objectives**

Section 239 (2) (b) and (d) of the Municipal Act related to personal matters about an identifiable individual, including municipal or local board employees; and labour relations or employee negotiations.

**4. Open Meeting – 6:30 p.m.**

- 4.1 O Canada**
- 4.2 Silent Reflection**
- 4.3 First Nations Acknowledgement**
- 4.4 Disclosure of Pecuniary Interest and General Nature Thereof**
- 4.5 Closed Meeting Summary**

**5. Confirmation of Open Minutes**

(Councillor Allt)

**Recommendation:**

That the minutes of the open Council Meetings held June 15, 17 and 29, 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 Paramedic Service Response Time Performance Plan 2019-2020 - 2020-83 27**

**Recommendation:**

1. That the Response Time Performance Plan for 2021 be set as recommended by staff.

**\*6.2 Procedural By-law Amendments to Allow for Continued Remote Meetings - 2020-104 32**

**Recommendation:**

1. That, following the passage and royal assent of Bill 197, the City Clerk be directed to bring forward the proposed Procedural By-law, included as attachment-1 to the report titled Procedural By-Law Amendments to Allow for Continued Remote Meetings, dated July 20, 2020, for approval.

**7. 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.

**7.1 2019 Consolidated Financial Statements and External Audit Findings Report, 2020-97 66**

**Presentation:**

Matthew Betik, CPA, CA, KPMG Chartered Professional Accountants

**Recommendation:**

1. That the 2019 Consolidated Financial Statements and External Audit Findings Report, dated July 20, 2020, be approved.

**\*7.2 Community Road Safety Strategy - 2020-80 219**

**Presentation:**

Liraz Fridman, Transportation Safety Specialist

**Delegations:**

Ray Gordon, Sargent, Traffic Unit, Guelph Police Service

\*Marilyn Drake

\*Andrew Giordano

\*Yvette Tendick President, Guelph Coalition for Active Transportation

\*Hugh Whiteley (presentation)

**Correspondence:**

Gord Cobey, Chief of Police, Guelph Police Service

\*Darren Shock

\*Eve Mazereeuw

\*Joel Best

\*Richelle Forsey

\*Matthew M.

\*Mike Darmon

\*Hugh Whiteley

\*Vince Hanson

\*Yvette Tendick, on behalf of Guelph Coalition for Active Transportation

**Recommendation:**

1. That the Community Road Safety Strategy, included as Attachment 1, to the Infrastructure, Development & Enterprise Services Report (2020-80), dated July 20, 2020 be approved and in effect as of August 4, 2020.
2. That the Traffic Calming Policy, included as Attachment 2, to the Infrastructure, Development & Enterprise Services Report (2020-80), dated July 20, 2020 be approved and in effect as of August 4, 2020.

**8. Special Resolutions**

**\*9. By-laws**

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

**Recommendation:**

That By-law Numbers (2020)-20511 and (2020)-20513 are hereby passed.

**\*9.1 By-Law Number (2020)-20511**

307

Being a By-law to amend Bylaw Number (2020)-7017– Traffic By-law.

**\*9.2 By-Law Number (2020)-20513**

365

A By-law to confirm proceedings of a meeting of Guelph City Council held on July 20, 2020.

**10. Mayor's Announcements**

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



## 11. Adjournment



## **Minutes of Guelph City Council**

**June 15, 2020, 6:30 p.m.  
Remote meeting live streamed  
on [guelph.ca/live](http://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:

K. Dedman, Deputy Chief Administrative Officer,  
Infrastructure, Development and Enterprise Services  
T. Baker, General Manager, Finance/City Treasurer  
M. Aldunate, Manager, Policy Planning and Urban Design  
C. DeVriendt, Manager, Development Planning  
D. McMahon, Manager, Legislative Services / Deputy City  
Clerk  
N. Goss, Senior Policy Planner  
L. Cline, Council and Committee Coordinator  
T. Di Lullo, Council and Committee Coordinator

---

### **1. Call to Order**

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

## **2. Open Meeting**

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

There were no disclosures.

## **3. Items for Discussion**

### **3.1 Shaping Guelph Growth Management Strategy - Community Engagement and Growth Vision and Principles - 2020-49**

Natalie Goss, Senior Policy Planner, provided an overview of the Municipal Comprehensive Review, including a summary of community engagement, and the draft vision and principles for growth to 2041.

The following delegates spoke via telephone regarding this item:

Susan Watson

Morgan Dandie-Hannah

Matt Saunders

The following delegation withdrew and did not speak:

Mike Darmon

Moved By Councillor Bell

Seconded By Councillor Caron Piper

1. That the draft vision and principles for growth to 2041 contained within report number 2020-49 be endorsed for the purposes of guiding the development of the Shaping Guelph Growth Management Strategy.

### **Amendment**

Moved By Councillor O'Rourke

Seconded By Councillor Gibson

1. That the draft vision and principles for growth to 2041 contained within report number 2020-49 be referred to the July 13, 2020 Council Planning meeting for endorsement for the purposes of guiding the development of the Shaping Guelph Growth Management Strategy.

Voting in Favour: (4): Mayor Guthrie, Councillor Billings, Councillor Gibson, and Councillor O'Rourke

Voting Against: (9): Councillor Allt, Councillor Bell, Councillor Caron Piper, Councillor Downer, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor Salisbury, and Councillor MacKinnon

Defeated (4 to 9)

### **Main Motion**

Moved By Councillor Bell

Seconded By Councillor Caron Piper

1. That the draft vision and principles for growth to 2041 contained within report number 2020-49 be endorsed for the purposes of guiding the development of the Shaping Guelph Growth Management Strategy.

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)

## **4. By-laws**

Moved By Councillor Goller

Seconded By Councillor Hofland

That By-laws Numbered (2020)-20502 to (2020)-20503, 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 Salisbury, Councillor MacKinnon, and Councillor O'Rourke

Carried (13 to 0)

## **5. Mayor's Announcements**

Councillor Goller announced a Ward 2 Virtual Town Hall meeting on Saturday, June 27, 2020 at 1:30 p.m. featuring Police Chief Gordon Cobey.

## **6. Adjournment**

Moved By Councillor Goller  
Seconded By Councillor MacKinnon

That the meeting be adjourned (8:04 p.m.).

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)

---

Mayor Guthrie

---

Dylan McMahon - Deputy City Clerk



## **Minutes of Guelph City Council**

**June 17, 2020, 1:00 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  
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  
T. Baker, General Manager, Finance/City Treasurer  
C. Cooper, General Manager, Legal Realty and Court  
Services/City Solicitor  
A. Thornton, Associate Solicitor  
T. Sprigg, General Manager, Corporate Communications and  
Customer Service  
D. McMahon, Manager, Legislative Services/Deputy City Clerk  
S. O'Brien, General Manager, City Clerk's Office/City Clerk  
J. da Silva, Council and Committee Assistant

## **2. Call to Order**

Mayor Guthrie called the meeting to order (1:02 p.m.)

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

There were no disclosures.

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

Moved By Councillor Hofland

Seconded By Councillor Allt

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

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, 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 was considered:

### **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**

## **4. Open Meeting**

Mayor Guthrie called the meeting to order (2:01 p.m.).

### **4.1 Closed Meeting Summary**

Mayor Guthrie spoke regarding the matters discussed in close session and identified the following:

### **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 gave direction to staff on how to proceed with this matter.

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

There were no disclosures.

## **5. Council Consent Agenda**

The following item was extracted:

### **Guelph's Temporary Seasonal Patio Program - 2020-74**

## **6. Items for Discussion**

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

Mayor Guthrie provided a summary of intergovernmental collaboration with other levels of government and an update on the Mayor's Task Force for Economic Recovery.

Scott Stewart, Chief Administrative Officer, provided an update on the City's response to COVID-19.

Trevor Lee, Deputy Chief Administrative Officer, Corporate Services, outlined the City's organizational recovery plan and fiscal impacts as it relates to COVID-19.

Kealy Dedman, Deputy Chief Administrative Officer, Infrastructure, Development and Enterprise Services, outlined the City's economical recovery plan and how the City is supporting businesses during their reopening.

Colleen Clack, Deputy Chief Administrative Officer, Public Services, outlined changes to transit fees and the City's social recovery plan.

Scott Stewart, Chief Administrative Officer, acknowledged the efforts from City staff and the collaboration among departments.

The following delegates spoke via telephone regarding this item:

Dustin Brown

Susan Watson

Mike Darmon

Kate Nixon



Sherry Cox

Lili Ziobakas

Councillor L. Caron joined the remote meeting (3:52 p.m.).

Moved By Councillor O'Rourke

Seconded By Councillor Goller

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.
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.

**Amendment:**

Moved By Councillor O'Rourke

Seconded By Councillor Caron

That clause 3 be amended as follows:

3. That Council requests that Local Boards and funded agencies, with the exception of The Elliott Community, take necessary 2020 cost containment actions, similar to those implemented by Council, to mitigate budget overages collectively for the tax and ratepayers of Guelph

Voting in Favour: (5): Councillor Allt, Councillor Caron, Councillor Gordon, Councillor Hofland, and Councillor O'Rourke

Voting Against: (8): Mayor Guthrie, Councillor Bell, Councillor Billings, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Salisbury, and Councillor MacKinnon

Defeated (5 to 8)

**Amendment:**

Moved By Councillor Hofland

Seconded By Councillor Gordon

That clause 4 be amended as follows:

4. That transit fares be reinstated effective on or around September 1, 2020, subject to ServiceGuelph resuming operations with the public.

Voting in Favour: (4): Councillor Allt, Councillor Caron, Councillor Gordon, and Councillor Hofland

Voting Against: (9): Mayor Guthrie, Councillor Bell, Councillor Billings, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Salisbury, Councillor MacKinnon, and Councillor O'Rourke

Defeated (4 to 9)

It was requested that clause 4 be voted separately.

**Motion as Amended:**

Moved By Councillor O'Rourke  
Seconded By Councillor Goller

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.
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.

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

Carried (13 to 0)

Moved By Councillor O'Rourke  
Seconded By Councillor Goller

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.

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

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

Carried (10 to 3)

## **6.2 Rise and recess from Council Meeting**

Council recessed at 5:25 p.m. and reconvened at 5:36 p.m..

## **6.3 Guelph's Temporary Seasonal Patio Program - 2020-74**

The following delegates spoke via telephone regarding this item:

Colton Proveau

Martin Collier

The following delegate did not speak:

Susan Watson

Moved By Councillor Caron  
Seconded By Councillor Gibson

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.

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

Carried (13 to 0)

## **7. Councillor Motions in Response to COVID-19**

### **7.1 Motion from Mayor Guthrie**

Moved By Councillor Gibson

Seconded By Councillor Salisbury

1. That the City of Guelph offer a pilot program for the opportunity for the Downtown Guelph Business Association and/or commercial areas that are predominantly restaurants and cafes to create temporary, shared "Outdoor Dining Districts" on City streets or to use specified parking areas for Summer/Fall 2020.
2. That staff consult with the Downtown Guelph Business Association and/or interested restaurant owners to identify appropriate locations where City streets or specified parking areas could be temporarily converted into shared Outdoor Dining Districts, and that applications for shared Outdoor Dining Districts be accepted and reviewed through an expedited process with a start date of no later than July 1st, 2020.
3. That any Outdoor Dining Districts follow all applicable public health requirements, including any COVID-related public health requirements, as well as all applicable Provincial Orders.
4. That through the application process, staff ensure safe alternatives with respect to pedestrian safety, accessibility, emergency services, public transit, private accesses or any and other issues that are normally addressed through the regular patio process be implemented.
5. That costs for the establishment of Outdoor Dining Districts on City streets or City parking lots/spaces for temporary road closure

permits, Book 7 traffic management measures, be waived with all other costs to be borne by the applicants.

6. That the applicants be responsible for the management and operation of any approved Outdoor Dining Districts, including ensuring that they are staffed at all times when open, to ensure proper use, cleaning and physical distancing.
7. That the City waive any requirement for site plan review for such locations and waive enforcement of any zoning provisions related to parking supply, provided the patios are created as temporary uses with no permanent fixtures and no alterations that require a Building Permit, and only during the term of the pilot.
8. That when opportunities exist, within established guidelines of Public Health, that "programming" within the downtown core take place, and that staff continue to identify funding for such programming through RT04, Federal and Provincial initiatives and private sector partnerships.
9. That staff collaborate with the Downtown Business Association to provide a report including, but not limited to, feedback, policy and or process changes, overall costs, business and patrons/visitor experience of this pilot project by April 2021 for further consideration by City Council to make this a permanent program.
10. That Council immediately request that the Minister of Municipal Affairs and Housing issue a zoning order for a temporary pause to zoning bylaws that would enable relief from procedural requirements under the Planning Act and Municipal Act to allow the program to initiate on July 1, 2020.

Voting in Favour: (12): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor Salisbury, and Councillor O'Rourke

Voting Against: (1): Councillor MacKinnon

Carried (12 to 1)

## **7.2 Motion from Councillor Downer**

Moved By Councillor Downer

Seconded By Councillor O'Rourke

1. That staff be directed to adjust the 2020 allocation funding from the GMHI dividend through the Community Investment Strategy to focus on the Emergency and Resiliency Funding streams, to permit funding to Community Benefit organizations that are struggling to recover from the impacts of COVID-19; and
2. That the funding allocation for 2020 be \$350,000.

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

Carried (13 to 0)

## **8. By-laws**

Moved By Councillor Gordon

Seconded By Councillor Allt

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

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

Carried (13 to 0)

## **9. Adjournment**

Moved By Councillor Hofland

Seconded By Councillor Downer

That the meeting be adjourned (7:32 p.m.).

Carried

---

Mayor Guthrie



---

Stephen O'Brien - City Clerk



## **Minutes of Guelph City Council**

**June 29, 2020, 6:00 p.m.**  
**Remote meeting live streamed**  
**on [guelph.ca/live](https://guelph.ca/live)**

Council:

Mayor C. Guthrie  
Councillor P. Alit  
Councillor B. Bell  
Councillor C. Billings  
Councillor L. Caron  
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  
S. O'Brien, General Manager, City Clerk's Office/City Clerk  
L. Cline, Council and Committee Coordinator  
T. Di Lullo, Council and Committee Coordinator

---

### **1. Call to Order**

Mayor Guthrie called the meeting to order

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

There were no disclosures.

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

Moved By Councillor Goller

Seconded By Councillor O'Rourke

That the Council of the City of Guelph now hold a meeting that is closed to the public, pursuant to Section 239 (2) (b) the Municipal Act, relating to personal matters about an identifiable individual, including municipal or local board employees.

Voting in Favour: (9): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Gibson, Councillor Goller, Councillor Hofland, Councillor Salisbury, Councillor MacKinnon, and Councillor O'Rourke

Carried (9 to 0)

The following matters were considered:

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

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

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

**3. Open Meeting**

Mayor Guthrie called the meeting to order (6:31 p.m.).

**3.4 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 meeting held May 25, 2020 were adopted.

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

The Mayor advised that information was received and Council will report on this matter as part of the next item.

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

Moved By Councillor Gibson  
Seconded By Councillor Goller

1. That Mike Puddister, Liana D'Andrea, Emily Damstra, Justine Richardson, Tom Nicholls, Sam Stevenson, Nathan McFadden, Martin Litchfield and Eric Wilkinson 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 Ran Zhu be appointed to the Transit Advisory Committee for a term ending April, 2021 or until such time as a successor is appointed.
3. That Greg Sayer 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 Paul Fitzpatrick and Mario Deschamps be appointed to the Property Standards Committee for a term ending April, 2021 or until such time as a successor is appointed.
5. That Shannon McIntyre and Hannah Senitt be reappointed to the Wellbeing Grant Allocation Panel for a term ending June, 2022 or until such time as a successor is appointed.

Voting in Favour: (12): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor Salisbury, Councillor MacKinnon, and Councillor O'Rourke

Carried (12 to 0)

## **5. Confirmation of Open Minutes**

Moved By Councillor Hofland  
Seconded By Councillor Allt

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

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

Carried (13 to 0)

## **6. Council Consent Agenda**

Moved By Councillor Hofland  
Seconded By Councillor Allt

That the June 29, 2020 Council Consent Agenda as identified below, be adopted:

### **6.1 PS-2020-01 238 Willow Road Application, 2020-32**

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.

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

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.

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, 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**

Moved By Councillor MacKinnon  
Seconded By Councillor O'Rourke

That By-laws Numbered (2020)-20505 to (2020)-20507, inclusive, are hereby passed.

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, 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 Hofland  
Seconded By Councillor O'Rourke

That the meeting be adjourned (6:42 p.m.).

Carried

---

Mayor Guthrie

---

Stephen O'Brien - City Clerk

# Staff Report



---

To	<b>City Council</b>
Service Area	Public Services
Date	Monday, July 20, 2020
Subject	<b>Paramedic Service Response Performance 2019 and Performance Plan 2021</b>

---

## Recommendation

1. That the Response Time Performance Plan for 2021 be set as recommended by staff.
- 

## Executive Summary

### Purpose of Report

To provide a report on the performance of the Paramedic Service against the 2019 Response Time Performance targets as set by Council, and to establish a Response Time Performance Plan (RTPP) for the Paramedic Service for 2021 as required by Provincial Legislation.

### Key Findings

In 2019 Guelph Wellington Paramedic Service was generally able to meet the targets and compliance rates as set by Council. The targets set do not compare favourably with some paramedic response times in comparator municipalities, as the service is challenged by a relatively large rural area and increasing call volumes.

### Financial Implications

The response time performance is a key data set that supports budget investment and is a measurable goal of the Strategic Plan. As the City moves towards presenting a four-year budget, the Paramedic Master Plan in connection with the actual response time results will be used to demonstrate the recommended timing of expanded paramedic services required to meet response time targets over this period.

---

## Report

Response times are important for a paramedic service in order to ensure effective pre-hospital patient care. The timely intervention of paramedics in providing care can improve the overall condition and outcome of a patient suffering from a potentially life threatening event.

Provincial legislation requires that Council set the target performance levels for the ambulance service for each year by October 31 of the preceding year, and to inform

the Ontario Ministry of Health of the actual performance results by March 31 of the following year.

The purpose of setting response time targets is to provide the residents of our area with a reasonable expectation of ambulance response times in their community, and to provide some accountability and transparency around the provision of the paramedic ambulance service.

Performance targets are set in the form of a Response Time Performance Plan (RTPP), which establishes a target response time and compliance level to that target for each of five (5) categories of medical emergencies. The categories are based on the severity of the patient's illness or injury and are defined based on the Canadian Triage Acuity Scale (CTAS).

The five levels of CTAS include:

- CTAS 1 – requires resuscitation (i.e. cardiac arrest)
- CTAS 2 – requires emergent care (i.e. major trauma)
- CTAS 3 – requires urgent care (i.e. mild shortness of breath)
- CTAS 4 – requires less urgent care (i.e. minor trauma)
- CTAS 5 – requires non-urgent care (i.e. sore throat)

A sixth target is required measuring the response times to a call for a patient suffering a sudden cardiac arrest, and is different than CTAS 1 as it includes non-paramedic responders using defibrillators. The target of six minutes has been set by the Ministry of Health (MOH) but the compliance rates to that standard can be set by Council.

## **Performance in 2019**

Response times to emergency calls tend to be affected by the volume of calls for assistance. As the service becomes busier, there are fewer ambulances available in the area that a call occurs, and available ambulances must travel further to respond. Guelph Wellington Paramedic Service's call volume has been increasing significantly over the past several years, attributable to an aging population, increasing population, and the community efforts to allow aging at home and recovery at home from serious illnesses (earlier discharge from hospital).

The negative effects on response times caused by these increases in call volumes have been offset with the enhancements to the service approved by Council over that past several years. The service was able to generally meet the targets set by Council for 2019.

Guelph Wellington Paramedic Service utilizes best practices in staffing and deploying available resources strategically so as to provide the best response time to emergency calls.

The table below illustrates Council's approved RTPP for 2019, and Guelph Wellington Paramedic Service's compliance with its response time targets. The paramedic service was required to report these results to the Ontario Ministry of Health by March 31, 2020.



<b>CTAS Category</b>	<b>Response Time Target</b>	<b>2019 Target Compliance as approved by Council (October 2018)</b>	<b>2019 Actual Compliance Rate</b>
Level 1	8 minutes (set by MOH)	65%	68%
Level 2	10 minutes	75%	76%
Level 3	15 minutes	90%	89%
Level 4	15 minutes	90%	87%
Level 5	20 minutes	90%	92%
Sudden Cardiac Arrest	6 minutes (set by MOH)	65%	51%

**Table Notes:**

- The response time performance for Sudden Cardiac Arrest involves multiple agencies and public access defibrillators. The actual response times of public access defibrillators are often difficult to capture consistently.
- The RTPP is a good retrospective measurement of performance, but is less useful as a planning tool. The service needs to attempt to arrive at all calls as quickly as possible because the severity of the patient's condition (and therefore their CTAS level) cannot be verified before a paramedic arrives.

### **Guelph Wellington Paramedic Service Master Plan**

In 2016 a consultant was engaged to review the station locations and staffing using a sophisticated computer modelling process. The review provided some guidance on necessary steps that will be required in order to meet the needs of the community through 2026.

The final report was used to develop a five-year Master Plan for the paramedic service that has previously been presented to Council. That plan outlines recommended incremental enhancements to the service and relocation of some paramedic stations. Each change will be brought forward to Council for approval in the budget process for the proposed year of introduction.

### **Recommendations for the 2021 Response Time Performance Plan**

Pressures on the response times for the Guelph Wellington Paramedic Service are offset by the enhancements that have been approved by Council in past budgets. As such, staff recommend maintaining the current RTPP targets and compliance rates for 2021:

<b>Canadian Triage Acuity Scale Levels</b>	<b>Response Time Target</b>	<b>Compliance Rate Recommended to Council</b>
CTAS Level 1	8 minutes (set by the Province)	65%
CTAS Level 2	10 minutes	75%
CTAS Level 3	15 minutes	90%
CTAS Level 4	15 minutes	90%
CTAS Level 5	20 minutes	90%
Sudden Cardiac Arrest	6 minutes (set by the Province)	65%

Guelph Wellington Paramedic Service will continue to strive to meet or exceed these targets and compliance rates using best practices in deployment strategies and methods.

### **Financial Implications**

The response time performance is a key data set that supports budget investment and is a measurable goal of the Strategic Plan. As the City moves towards presenting a four-year budget, the Paramedic Master Plan in connection with the actual response time results will be used to demonstrate the recommended timing of expanded paramedic services required to meet response time targets over this period.

### **Consultations**

The Response Time Performance Plan will be provided to the Ontario Ministry of Health, where it will subsequently be posted on their website. It will also be posted on the City's website: [Guelph Wellington Paramedic Services](#)

The County of Wellington will be provided with a copy of this report. Staff will be present at their Social Services Committee meeting to explain the RTPP Standards.

### **Strategic Plan Alignment**

The creation of a Response Time Performance Plan is part of building our future and ensuring that we continue to build strong, vibrant, safe and healthy communities that foster resilience in the people who live here.

### **Departmental Approval**

None

### **Report Author**

Stephen Dewar, Chief, GWPS

**This report was approved by:**

Stephen Dewar

General Manager, Chief, Guelph Wellington Paramedic Services

Public Services

519-822-1260 extension 2805

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

**This report was recommended by:**

Colleen Clack

Deputy Chief Administrative Officer

Public Services

519-822-1260 extension 2588

[Colleen.clack@guelph.ca](mailto:Colleen.clack@guelph.ca)

# Staff Report



---

To	<b>City Council</b>
Service Area	Corporate Services
Date	Monday, July 20, 2020
Subject	<b>Procedural By-law Amendments to Allow for Continued Remote Meetings</b>

---

## Recommendation

1. That, following the passage and royal assent of Bill 197, the City Clerk be directed to bring forward the proposed Procedural By-law, included as attachment-1 to the report titled Procedural By-law Amendments to Allow for Continued Remote Meetings, dated July 20, 2020, for approval.
- 

## Executive Summary

### Purpose of Report

To update the Procedural By-law to allow for continued remote meetings of City Council as well as advisory committees, local boards, agencies, commissions and associations (ABCs) after provincial and municipal declared emergencies end.

### Key Findings

On July 8, 2020 the Province of Ontario introduced [Bill 197, the COVID-19 Economic Recovery Act](#). Following royal assent, Bill 197 will amend the Municipal Act to allow for the continuation of remote City Council and ABC meetings outside of a declared provincial or municipal emergency.

Guelph City Council has been meeting remotely since March 23, 2020. The most [recent report from the Governance Table](#), presented to City Council on July 15, 2020, indicates that, consistent with advice from public health officials, all meetings of City Council and ABCs will continue to take place remotely for the foreseeable future.

Currently, the technology available in the City Council Chambers does not allow for hybrid meetings. As such, meetings will continue with all meeting participants (City Council, staff and the public) participating remotely.

### Financial Implications

None.

---

## Report

### Electronic Participation in Meetings

City Council amended the City of Guelph Procedural By-law on [March 23, 2020](#) and on [April 16, 2020](#) to allow for remote meetings of City Council in accordance with

---

the Municipal Act. At the time, the Municipal Act allowed for remote meetings of municipal councils only during declared emergencies made by the Province of Ontario or head of council in accordance with Section 7.0.1 and 4 (1) of the [Emergency Management and Civil Protection Act](#) respectively.

Bill 197 further amends the Municipal Act to allow municipal councils to continue to meet remotely indefinitely. In order to comply with Bill 197, the City of Guelph Procedural By-law needs to be updated to allow members of City Council and ABCs to participate remotely in meetings and be counted for the purpose of establishing quorum outside of declared emergencies. As Bill 197 has not yet received royal assent, City Clerk's Office staff are recommending that the Procedural By-law come forward at a future meeting (as soon as possible after royal assent is granted to Bill 197). Approving future changes to the Procedural By-law now ensures there will be continuity in City Council's ability to meet remotely moving forward.

A revised red-lined version of the Procedural By-law noting material changes to Sections 1, 4, 8.1 and 8.3 is included as attachment-1.

### **Summary of Changes to the Procedural By-law**

- Section 1: Definition of 'electronic meeting' deleted and merged with the definition of 'meeting'.
- Section 1: Definition of 'electronic participation' added.
- Section 4.1 (c) iv.: Additional requirement that public notices for meetings include the method of participation for Council, the public and staff (in-person, electronic or a combination of both). The method of participation will be determined by the Mayor, City Clerk and Executive Team. As noted in the [recent report from the Governance Table](#), consistent with advice from public health officials, all meetings of City Council will, for the time being, remain remote.
- Section 8.1 (e): Clause moved from Section 8.3 and a reference to declared emergencies removed. This revised clause gives City Council the ability, at a meeting called by the Mayor under Section 8.1 (d), to consider items previously considered by Committee of the Whole but not yet confirmed by City Council.
- Section 8.3: Various amendments to allow for continued remote meeting of City Council and ABCs.

### **Proxy Voting**

In addition to the changes noted above, Bill 197 also introduces new rules regarding proxy voting at City Council meetings. These changes represent a new policy direction within the Municipal Act with significant governance implications. As a result, City Clerk's Office staff will undertake a thorough review of the rules and implications of proxy voting as part of the 2020 Governance Review scheduled to come before City Council in December, 2020.

### **Financial Implications**

None.

### **Consultations**

Not applicable.

## **Strategic Plan Alignment**

This report aligns with the Working Together for our Future pillar by improving services through the greater use of technology and data by permitting members of City Council and ABCs to participate in any open or closed meeting electronically.

## **Attachments**

Attachment-1 Proposed Changes to the Procedural By-law

## **Departmental Approval**

None.

## **Report Author**

Lindsay Cline, Council and Committee Coordinator

Dylan McMahon, Manager, Legislative Services/Deputy City Clerk

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

Stephen O'Brien

General Manager, City Clerk's Office/City Clerk

Corporate Services

519-822-1260 extension 5644

stephen.obrien@guelph.ca

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

Trevor Lee

Deputy Chief Administrative Officer

Corporate Services

519-822-1260 extension 2281

trevor.lee@guelph.ca

## THE CORPORATION OF THE CITY OF GUELPH

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

A By-law to provide rules for governing the order and procedures of the Council of the City of Guelph, and to repeal By-law Number (2020)-20490.

### 1. Definitions

In this by-law,

**“Act”** means the Municipal Act, 2001, c.25 as amended or replaced from time to time.

**“Acting Mayor”** means the Councillor who is appointed, in alphabetical order by last name, to serve one month each, to act in the place and stead of the Mayor as required.

**“Ad Hoc Committee”** means a committee created by Council with a defined ending, to report directly to Council on a specific matter.

**“Advisory Committee”** means a committee created by Council, to report to the Committee of the Whole on a specific subject.

**“By-law”** means an enactment, in a form approved by Council, passed for the purpose of giving effect to decisions or proceedings of Council.

**“CAO”** means the Chief Administrative Officer of the City.

**“Chair”** means the Mayor or Acting Mayor of any meeting of Council or the chair or acting chair of any meeting of a committee.

**“City”** means The Corporation of the City of Guelph.

**“Clerk”** means the Clerk, or his or her designate.

**“Closed Meeting”** means a meeting, or part of a meeting of Council or a Committee, which is closed to the public as permitted by the Municipal Act.

**“Committee”** means Committee of the Whole, advisory committee or other committee, sub-committee or similar entity, appointed by City Council.

**“Committee of the Whole”** means a committee comprised of all Members of Council that directly reports to Council.

**“Committee of the Whole Consent Report”** means a report from Committee of the Whole outlining items approved by the committee and forwarded to Council for consideration.

**"Confirmatory By-law"** means a by-law passed at the conclusion of Council meetings, confirming the actions of Council taken at that meeting and any previous meetings which did not have a confirmatory by-law, in respect of each resolution and other actions taken, so that every decision of Council 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 separately enacted by-law.

**"Consent Agenda"** means a listing of consent items being presented to Council and Committee of the Whole for its consideration.

**"Consent Item"** means a report that is presented for approval without debate and with no delegation or presentation.

**"Council"** means the City's elected representatives, comprised of the Mayor and Councillors.

**"Councillor"** means a Member of Council, other than the Mayor.

**"Declared Emergency"** means any period of time during which an emergency has been declared in all or part of the City of Guelph under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act.

**"Delegate"** means any person, group of persons, firm or organization, who is neither a Member of the Committee of the Whole, Council or an appointed official of the City and who is speaking to committee or Council.

**"Deputy CAO"** means staff who report to the CAO and are responsible for multijurisdictional service areas.

**"Electronic Device"** means computers, cellphones, smartphones, personal digital assistants, smartwatches, tablets, voice recorders, cameras or any other similar device.

~~**"Electronic Meeting"** means a meeting called and held in full or in part via electronic means including, but not limited to, video teleconference, audio teleconference or telephone, and with or without in person attendance.~~

~~**"Electronic Participation"** means a member of City Council who participates remotely in any open or closed Council or committee meeting via electronic means and has the same rights and responsibilities as if they were in physical attendance, including the right to vote, and shall count towards a quorum of members.~~

**"Items for Discussion"** means agenda material that is presented for approval which has an associated presentation or delegation(s).

**"Local Board"** means a local board of the City as defined in the Municipal Act.

**"Majority"** means, for the purpose of voting, unless otherwise specified, more than half of the Members of Council or committee present at the vote and not prohibited by statute from voting.



**“Mayor”** means the head of Council and includes the Acting Mayor when acting in place of the Mayor.

**“Meeting”** means any regular or special Council or committee meeting when a quorum is present as defined in the Municipal Act **and includes meetings where some or all Members are attending via electronic participation.**

**“Member”** means, according to the circumstances, a Member of Council, including the Mayor, or a member of the committee including the chair.

**“Motion”** means a proposal, moved by a member and seconded by another member, for the consideration of Council or a committee.

**“Notice of Motion”** means a written notice, given by a member, advising Council that the motion described therein will be brought forward at a subsequent meeting.

**“Open Meeting”** means a meeting which is open to the public.

**“Presentation”** means information presented to Council or committee in person by an individual or group on an issue which typically does not require any action to be taken by Council or committee.

**“Quorum”** means a majority of the members.

**“Recording Device”** means any device used for the purpose of recording whether it be analogue, digital or other means of recording, including but not limited to computers, cellphones, smartphones, tablets, voice recorders, cameras or any other similar device.

**“Registered Delegate”** means an individual who has submitted a request for delegation to the Clerk within the prescribed timelines to address Council or committee in relation to a matter appearing on the agenda.

**“Resolution”** means a motion that has been carried.

**“Rules of Procedure”** means the rules and procedures set out in this by-law.

**“Regular Meeting”** means a meeting of Council or committee held at the times and dates specified in this by-law and approved by Council or committee as part of an annual calendar.

**“Special Meeting”** means a separate meeting of Council or committee held at a time different than a regular meeting as approved by Council or committee and which is focused on one or more particular and specific items or subjects.

**“Vice-chair”** means a Member of Council appointed by Council who shall have all the power and duties of a chair in their absence; and consequently the words “Vice-chair” are interchangeable with the word “chair” in all sections of this by-law.

**“Workshop”** means a meeting convened for the purpose of educating or training the members, for providing the members with information and/or advice, or to solicit input from the members.

## **2. Purpose and Principles**

### **2.1 Purpose**

- (a) Council and Committee of the Whole shall observe the Rules of Procedure contained in this by-law in all proceedings of the Council and committee. This by-law shall be used to guide the order and dispatch of business of the Council and committee and wherever possible, with the necessary modifications, for all advisory committees and ad hoc committees unless otherwise provided.
- (b) This by-law sets out processes that are open and transparent.

### **2.2 Principles**

- (a) Each member has the right to:
  - i. One vote, subject to the declaration of pecuniary interest;
  - ii. Information to help make decisions, unless otherwise prevented by law;
  - iii. An efficient meeting; and
  - iv. Be treated with respect and courtesy.
- (b) No item shall be placed on an agenda with respect to a matter which is not within the jurisdiction of Council or committee. The Mayor and/or chair, in consultation with the Clerk, will determine if a matter is within the jurisdiction of Council or committee.
- (c) In the event of conflict between the provisions of this by-law and the Act, or any other legislation, the provisions of the legislation shall prevail.

### **2.3 Suspension of Rules**

- (a) No provision of this by-law shall be suspended except by an affirmative vote of at least two-thirds of the entire Council (nine members) for each incidence of suspension of the rules.
- (b) The suspension shall only apply to the procedure(s) or rules(s) which are stated within the motion to suspend and only during the meeting in which such motion was introduced.
- (c) The following procedure(s) or rule(s) cannot be suspended:
  - i. No other business in special meetings;
  - ii. Majority of members for quorum.

## **3. Conduct at Meetings**

### **3.1 Council and Committee Members**

- (a) Council Members shall govern themselves according to Council's Code of Conduct and Council-Staff Relations Policy.
- (b) The Mayor or chair shall preserve order and rule on points of order and privilege.
- (c) Every member desiring to speak shall indicate so in order to be recognized by the Mayor or chair.
- (d) Every member, on being recognized, shall remain seated in his or her place and address themselves to the Mayor or chair.
- (e) A member called to order by the Mayor or chair shall immediately cease further comment and may appeal the call to order to the Council or committee. The Council or committee, if appealed to, shall decide on the case without debate and by way of a majority vote of the members present. If there is no appeal, the decision of the Mayor or chair shall be final.
- (f) No member shall, without leave of the Council or committee:
  - i. speak to an issue for more than five (5) minutes (cumulative);
  - ii. use offensive words or speak disrespectfully of the Mayor, Members of Council, committee, staff or the public;
  - iii. speak on any subject other than the subject under debate;
  - iv. speak in contempt of any decision of the Council or committee;
  - v. leave his or her seat or make any noise or disturbance while a vote is being taken or until the result is declared;
  - vi. disobey the rules or decisions of Council or a decision of the Mayor or chair on points of order or privilege, or upon the interpretation of the Rules of Procedure. If a member persists in such disobedience after having been called to order by the Mayor or chair, the member may be ordered by Council or committee to leave his or her seat for the meeting. In the event that a member refuses to vacate their seat, the Mayor or chair may request that the member be removed by the Clerk and/or staff as required. In case of adequate apology being made by the member they may, by way of majority vote of the members present, be permitted to take their seat.

### **3.2 Member Absent from Council**

The office of a Member of Council becomes vacant if the member has been absent from meetings of the Council for three (3) successive months without being

authorized to do so by a resolution of Council unless otherwise permitted by S. 259 (1.1) of the Act.

### **3.3 Electronic Devices**

- (a) Each member shall place any electronic devices on an inaudible setting during any open or closed meeting.
- (b) No member shall use an electronic device to broadcast, record or otherwise publish or distribute audio or video of any open or closed meeting, nor photographs of any closed meeting.

### **3.4 Hearing Delegations**

- (a) Except for points of order or privilege, Members of Council shall not interrupt a delegate while he or she is addressing Council or committee.
- (b) Members may address a delegate only to ask questions of clarification and not to express opinions or enter into debate or discussion.
- (c) All registered delegates for any particular agenda item shall be heard before Council or committee enters into discussion or debate on that item.
- (d) After all delegations have been heard, the related item shall immediately be brought forward for the consideration of Council or committee.

### **3.5 Conduct of Public and Delegations**

- (a) Members of the public and delegations in attendance at a meeting, shall not:
  - i. address Council or committee without permission;
  - ii. bring food or beverage, with the exception of water, into the Council Chamber or meeting room unless so authorized;
  - iii. engage in any activity or behaviour or make any audible noise that could affect the Council or committee deliberations, including clapping, shouting, jeering or any other form of disorderly conduct; or
  - iv. bring any signs or placards into, or hand out any brochures, pamphlets, buttons or literature in the Council Chambers;
- (b) No person, except Members of Council and appointed officials of the City of Guelph, shall be permitted to come within or behind the horseshoe during a meeting of the Council or committee without the permission of Council or committee.
- (c) No person shall make detrimental comments, or speak ill of, or malign the integrity of staff, the public, Mayor, Members of Council or committee.

## **4. Rules and Procedures for Council and Committee Meetings**

### **4.1 Public Notice of Meetings**

- (a) The Clerk shall give public notice of all regular open and closed Council and committee meetings by inclusion on the City's website at least 72 hours prior to the meeting.
- (b) The Clerk may, at his or her discretion, publish notice of Council and committee meetings in a local newspaper or other local media source.
- (c) Public notice shall include:
  - i. date;
  - ii. time;
  - iii. location of meeting; and
  - iv. method of participation for Council, the public and staff (in-person, electronic or a combination of both).
- (d) The Clerk shall give public notice of all special open and closed meetings of Council and committee by inclusion on the City's website as soon as possible after the meeting is called and no later than 48 hours prior to the meeting.
- (e) Section 4.1 (d) shall not apply to emergency meetings called under Section 8.1 (d). The Clerk shall give public notice for emergency meetings called under Section 8.1 (d) by inclusion on the City's website as soon as possible after the meeting is called.

### **4.2 Location, Date and Time of Meetings**

Committee of the Whole, regular Council and Council Planning shall meet in the Council Chambers of City Hall, 1 Carden Street, unless with adequate public notice, as required in Section 4.1, the Council selects an alternate meeting location, date, or time. In the event the regular meeting date falls on a public holiday, the Council or committee shall meet at the same hour on the next day not being a public holiday.

### **4.3 Consolidated Agenda**

- (a) The Clerk shall prepare a Consolidated Agenda advising Council or committee of the names of registered delegates and written submissions relating to matters on the agenda.

- (b) Items or matters will not be added to the agenda after distribution to Council or committee unless directed by the Mayor or chair, CAO and/or Deputy CAO(s) and if the urgent nature of the matter requires a decision prior to the next Council or committee meeting.

#### **4.4 Quorum and Commencement of Meetings**

- (a) Unless there is a quorum present within fifteen minutes after the time appointed for the meeting of the Council or committee, the Council or committee shall stand adjourned until the next meeting date.
- (b) As soon as there is a quorum present, the Mayor or chair shall call the members to order. In the absence of the Mayor or chair, the Clerk shall call the members to order and the Council shall choose a chair from the members present and that person shall preside over the meeting or until the arrival of the Mayor or chair.

#### **4.5 Disclosure of Pecuniary Interest**

Prior to a particular matter being addressed, members shall declare any pecuniary interests they may have, and the general nature thereof, in connection with that matter pursuant to the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended. Such members shall then be precluded from participating in any way regarding the matter in question.

#### **4.6 Closed Meetings**

##### **4.6.1 General Principles**

- (a) Meetings shall be open to the public.
- (b) Notwithstanding Section 4.6.1(a), a meeting or part of a meeting may be closed to the public in accordance with Section 239 (2), (3) and (3.1) of the Act.
- (c) Council shall approve and maintain a closed meeting Protocol.

##### **4.6.2 Date and time of Meetings**

Further to Section 4.2:

- (a) Where possible, when a closed meeting of Council is required, it shall be held no earlier than 4:30 p.m. on the day of an existing regular Council or Council Planning meeting.
- (b) Where possible, when a closed meeting of Committee of the Whole is required, it shall be held no earlier than 12:30 p.m. on the day of an existing Committee of the Whole meeting.

##### **4.6.3 Resolution**

- (a) Prior to holding a closed meeting, Council or committee shall state by resolution in an open meeting, that Council or committee will be holding a closed meeting, the subject matter and the permitted closed meeting exemption under the Municipal Act.

#### **4.6.4 Recording of Minutes**

- (a) The Clerk and/or his or her designate shall attend all closed meetings and record the proceedings, including procedural motions and direction given to staff, without note or comment.
- (b) The Clerk may delegate the Clerk's duties with respect to recording minutes in a closed meeting of Council or committee to a staff person. For closed meetings of committee or Council where the CAO's performance or contract is addressed, the Clerk may delegate the Clerk's duties with instructions to a third party.

#### **4.6.5 Reporting in Open Session**

- (a) The Mayor or chair shall report out in an open meeting immediately following the closed meeting and summarize the actions taken in the closed meeting.
- (b) Matters discussed in a closed meeting which require a decision will be brought forward to an open meeting of Council or committee.

#### **4.6.6 Closed Meeting Voting**

- (a) In relation to a matter considered in a closed meeting pursuant to Section 4.6.1(b), Council or committee may vote:
  - i. on procedural motions;
  - ii. on motions to rise, report and introduce a proposed recommendation on an open meeting agenda; or
  - iii. to give direction to staff or a third party of the City.
- (b) Notwithstanding Section 4.11(g), votes held in closed meetings shall be by a show of hands unless a recorded vote is requested by a member in accordance with the regulations contained in the Act.

### **4.7 Presentations**

#### **4.7.1 Public Presentations**

- (a) A request from an outside organization or individual to make a presentation to Council or committee shall only appear on an agenda upon approval of the Mayor, chair and Deputy CAO for the appropriate Service Area.
- (b) Public presentations are for information only.

- (c) Public presentations at a meeting shall be limited to a maximum of 10 minutes and shall be heard at the beginning of a Council or committee meeting.
- (d) Presentations by outside organizations or individuals shall not be permitted for the sole purpose of generating publicity or promotion.
- (e) Outside organizations or individuals shall provide the Clerk with written material for inclusion on the agenda by the agenda production deadline.
- (f) Presentations by outside organizations or individuals shall not be added on the consolidated agenda.

#### **4.7.2 City Presentations**

- (a) Presentations by City staff at meetings shall endeavour to be a maximum of 10 minutes.
- (b) Presentations by staff providing information with no accompanying report shall be heard at the beginning of a regular Council or Council Planning meeting.
- (c) Presentations recognizing achievements shall be heard at the beginning of a Committee of the Whole meeting.
- (d) Where a staff or third party presentation accompanies an item on an agenda, the item shall be placed under items for discussion with the report and shall be brought forward for consideration immediately after the presentation has been made. If delegates wish to speak on an item with a presentation, the item shall not be considered until all delegates on the item have been heard.

### **4.8 Delegations**

- (a) A delegate may address Council or committee for a period of time not exceeding five minutes. Council or committee may extend the five minute time period by a majority vote of the members present. Such a motion shall be decided without debate.
- (b) For the purpose of Council and committee meeting agendas, delegates have until 10:00 a.m. on the Friday of the week prior to the meeting to notify the Clerk that they wish to delegate or to submit written submissions on items on the agenda.
- (c) Notwithstanding Section 4.8 (a), designated representatives of senior levels of government or the County of Wellington appearing before Council or committee shall have no time limitations placed on their delegation.
- (d) A delegate may only address Council or committee with respect to an item on the agenda.
- (e) Delegates shall only be permitted at Council budget meetings designated for the explicit purpose of receiving budget delegations.



- (f) No delegation shall be made to Council or committee on matters relating to litigation or potential litigation, including those matters which are before and under the jurisdiction of any court or administrative tribunals unless such matter is referred to Council by the said administrative tribunal or court.
- (g) No delegate shall speak on a matter that is not within the jurisdiction of the Council or committee. The Mayor and committee chairs in consultation with the Clerk will determine if a matter is within the jurisdiction of the Council or committee.
- (h) No delegations shall be made to notices of motion on a Council or committee agenda. Delegates will have an opportunity to speak at a subsequent Council or committee meeting when that item will be discussed.
- (i) No delegations shall be permitted to speak on a notice of motion to reconsider.
- (j) No delegations shall be made at workshops.
- (k) A delegate may not address Council or committee with respect to a by-law on the agenda.
- (l) Delegates shall not be permitted to appear before Council or committee for the sole purpose of generating publicity for an event.
- (m) No delegations shall be permitted to speak to presentations at Council or Committee of the Whole meetings.
- (n) No delegations shall be permitted to closed Agenda items.
- (o) A delegate shall only register themselves to speak and may not register other delegates.
- (p) If a delegate is unable to attend the meeting for which they are registered they may provide their written submission to the Clerk.
- (q) Delegates wishing to speak on a matter not on the agenda:
  - i. Shall provide the Clerk in writing a request outlining the subject matter of the delegation and the action being requested to be taken by Council.
  - ii. The Clerk will advise the appropriate chair and Deputy CAO of the request.
  - iii. The Clerk will advise the requestor that the chair and Deputy CAO has been made aware of the request.
  - iv. The requestor will be advised of the actions taken or when the item is coming forward to Council or committee.
- (r) For Special Council meetings called under Section 8.1 (d), delegations may be permitted at the discretion of the Mayor or Chair in consultation with the City

Clerk. If delegations are not permitted, a note to that effect will be posted on the City's website and/or included on the meeting agenda.

- (s) For delegations permitted under Section 4.8 (r), the deadline to register as a delegate and/or to submit written correspondence will be posted on the City's website and/or included on the meeting agenda

#### **4.9 Written Submissions/Petitions**

- (a) Individuals may submit written correspondence on matters listed on the agenda by the timelines specified in Section 4.8 (b) and (s) for inclusion on the agenda and consolidated agenda.
- (b) Petitions shall include a statement or position, legible names of signatories and their signatures.
- (c) Petitions shall not contain any obscene or improper matter or language.
- (d) The individual or group initiating the petition, or submitting the petition to the Clerk, must provide a key contact name, mailing address, and telephone contact information.
- (e) Names and personal information will be redacted from the information published in the agenda. Council or committee will be advised of the number of signatures only.
- (f) Electronic petitions will not be accepted.
- (g) No written submissions shall be accepted with respect to a by-law on the agenda.
- (h) Written submissions for Council budget meetings shall only be accepted for those budget meetings designated for receiving written submissions.

#### **4.10 Motions and Order of Voting**

- (a) After a motion has been moved and seconded, it shall be deemed to be in the possession of Council or committee. Council or committee may consent to the withdrawal of the motion at any time before amendment or decision.
- (b) Council or committee shall not debate any motion until it has been moved and seconded. When a motion has been seconded, it may upon request, be read or stated by the Mayor, chair or Clerk at any time during the debate.
- (c) When a Councillor moves a motion or an amendment to a motion that is not included as part of the agenda package, that Councillor shall provide a copy of the motion to the Mayor or chair prior to the vote being taken.
- (d) Whenever the Mayor or chair is of the opinion that an amending motion is contrary to the main motion, the Mayor or chair shall apprise the members thereof immediately. A Member of Council or committee may appeal the ruling

of the Mayor or chair to Council or committee. If there is no appeal, the decision of the Mayor or chair shall be final. The Council or committee, if appealed to, shall vote on the motion without debate and its decision shall be final.

- (e) A motion in respect of a matter which is not within the jurisdiction of the Council or committee shall not be in order. The Mayor or chair in consultation with the Clerk will determine if the matter is within the jurisdiction of Council or committee.
- (f) When a motion is under consideration no other motion shall be received unless it is a motion:
  - i. to refer the motion to committee, Council, staff or any other person or body. Such a motion to refer:
    - a. is open to debate;
    - b. is amendable; and
    - c. shall preclude amendment or debate of the preceding motion.
  - ii. to amend the motion. Such a motion to amend:
    - a. is open to debate;
    - b. shall not propose a direct negative to the main motion;
    - c. shall be relevant to the main motion;
    - d. is subject to only one further amendment, and any amendment more than one must be to the main motion; and
    - e. if more than one, shall be put in the reverse order to that in which they were moved, and shall be decided or withdrawn before the main motion is put to the vote.
  - iii. to defer the motion to another time. Such a motion to defer:
    - a. is not open to debate;
    - b. is not subject to amendment; and
    - c. applies to the main motion and any amendments thereto under debate at the time the motion to defer is made.
  - iv. to adjourn the meeting notwithstanding Section 4.13(d). Such a motion to adjourn:
    - a. is not open to debate;
    - b. is not subject to amendment; and

- c. shall always be in order.
- v. to call a vote on the motion. Such a motion to call a vote on the motion:
  - a. cannot be amended;
  - b. cannot be proposed when there is an amendment under consideration;
  - c. when resolved in the affirmative, shall be forwarded by voting on the motion, without debate or amendment;
  - d. when resolved in the negative, shall be followed by resumption of debate; and
  - e. shall always be in order.
- (g) Once all motions relating to the main motion have been dealt with, and once the main motion is put, there shall be no further discussion or debate and the motion shall be immediately voted on.
- (h) A motion may be voted against by the mover and seconder.

#### **4.11 Voting at Open Meetings**

- (a) When one or more motions as set out in Section 4.10 have been made, the order of the vote shall be as follows:
  - i. to defer the motion;
  - ii. to refer the motion;
  - iii. upon the amendments in the reverse order to that in which they were moved, dealing with an amendment to an amendment immediately before the amendment it proposes to amend; and
  - iv. then, upon the main motion or upon the main motion as amended, if any amendments have been carried.
- (b) Except as otherwise provided, every Member of Council or committee shall have one vote.
- (c) Any motion on which there is a tie vote shall be deemed to be defeated, except where otherwise provided by any act.
- (d) A failure to vote by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.

- (e) When the motion under consideration contains distinct clauses, and a member has requested to vote on each distinct clause, then a vote shall be taken separately on each clause; including each clause added by way of an amendment.
- (f) After a vote has been called by the Mayor or chair, no member shall be recognized to speak to the motion or make any other motion after the result of the vote has been declared.
- (g) Members shall distinguish their vote by voting either in favour or opposed using an electronic voting system. Should Council or committee meet in a location where there is no electronic voting system, or should the electronic voting system be inoperable, each member must distinguish their vote by a show of hands.
- (h) Unless otherwise requested by a member, no recorded vote is required for the following privileged and incidental motions:
  - i. Adjournment;
  - ii. Recess; and/or
  - iii. Moving out of a closed meeting.
- (i) The Mayor or chair shall vote on any motion while in possession of the chair, however, if the Mayor or chair wishes to propose a motion he or she shall step down and shall not resume the chair until the vote is taken.

## **4.12 Points of Order or Privilege**

### **4.12.1 Point of Order**

- (a) A member may raise a point of order at any time, whereupon the Mayor or chair shall:
  - i. interrupt the matter under consideration;
  - ii. ask the member raising the point of order to state the substance of and the basis for the point of order; and
  - iii. rule on the point of order immediately without debate by Council or committee.
- (b) A Member of Council or committee may appeal the ruling of the Mayor or chair to Council or committee which will then decide on the appeal, without debate, by way of a majority vote of the members present. If there is no appeal, the decision of the Mayor or chair shall be final.

### **4.12.2 Point of Privilege**

- (a) A member may raise a point of privilege at any time if he or she considers that their integrity, the integrity of Council or the committee as a Whole or staff has been impugned, whereupon the Mayor or chair shall:
  - i. interrupt the matter under consideration;
  - ii. ask the member raising the point of privilege to state the substance of and the basis for the point of privilege; and
  - iii. rule on the point of privilege immediately without debate by Council or committee.
- (b) A Member of Council or committee may appeal the ruling of the Mayor or chair to Council or committee.
- (c) If there is no appeal, the decision of the Mayor or chair shall be final. The Council or committee, if appealed to, shall vote on the motion without debate by way of a majority vote of the members present and its decision shall be final.
- (d) Where the Mayor or chair considers that the integrity of any city employee has been impugned or questioned, the Mayor or chair may permit staff to make a statement to Council or committee.

#### **4.13 Adjournment of Council and Special Council Meetings**

- (a) Council shall adjourn at 11:00 p.m. unless otherwise decided before that hour by a majority vote of the members present. If Council is adjourned before the agenda is completed, Council shall establish a time and date for consideration of the balance of the agenda.
- (b) Only one motion to extend the automatic adjournment beyond 11:00 p.m. shall be permitted per meeting, and the maximum allowable extension shall be to 11:59 p.m.
- (c) A motion to adjourn may be made by any member who has been recognized by the Mayor or chair. The motion must be moved and seconded. A motion to adjourn shall not be made during a vote on any other motion.
- (d) Notwithstanding Section 4.13(a), if a motion to extend the automatic adjournment time is required prior to the hearing of all delegates on a matter being considered at the time such motion to adjourn is made, Council shall not adjourn the meeting until all listed delegates on the matter have been heard. Once the listed delegates have been heard, Council shall deal with the matter being considered at the time the motion to adjourn was made, as well as any other time sensitive issues on the agenda identified by the Clerk.

#### **4.14 Adjournment of Committee of the Whole Meetings**

- (a) The Committee of the Whole shall adjourn at 8:00 p.m. unless otherwise decided before that hour by a majority vote of the members present. If the

Committee of the Whole meeting is adjourned before the agenda is completed, the committee shall establish a time and date for consideration of the balance of the agenda.

- (b) Only one motion to extend the automatic adjournment beyond 8:00 p.m. shall be permitted per meeting, and the maximum allowable extension shall be to 9:00 p.m.
- (c) A motion to adjourn may be made by any member who has been recognized by the chair. The motion must be moved and seconded. A motion to adjourn shall not be made during a vote on any other motion.
- (d) Notwithstanding Section 4.14(a), if a motion to extend the automatic adjournment time is required prior to the hearing of all delegates on a matter being considered at the time such motion to adjourn is made, Committee of the Whole shall not adjourn the meeting until all listed delegates on the matter have been heard. Once the listed delegates have been heard, the committee shall deal with the matter being considered at the time the motion to adjourn was made, as well as any other time sensitive issues on the agenda identified by the Clerk.

## **5. Regular Meetings of Council**

The rules and procedures contained in Sections 3 and 4 shall apply with necessary changes.

### **5.1 Location, Date and Time of Meetings**

Notwithstanding Section 4.2:

#### **5.1.1 Time of Regular Meetings**

Regular Council meetings shall be held at 6:30 p.m.

#### **5.1.2 Closed Council Meetings**

When a closed meeting of Council is required, where possible, it shall be held no earlier than 4:30 p.m. on the day of an existing regular Council meeting.

### **5.2 Order of Business**

The Clerk, in consultation with the Mayor and staff, shall have discretion to prepare for the use of members, an agenda containing the following:

- Call to Order
- Singing of O Canada
- Silent Reflection
- First Nations Acknowledgement
- Closed Meeting Summary
- Disclosure of Pecuniary Interest and General Nature Thereof

- Confirmation of Minutes
- Presentations
- Consent Agenda
- Items for Discussion
- Special Resolutions
- By-laws
- Announcements
- Notice of Motions
- Adjournment

### **5.3 Closed Meeting Summary**

Following a closed meeting of Council or committee, the Mayor or chair shall disclose, in a general manner, how the agenda items were dealt with in the closed meeting.

### **5.4 Confirmation of Council and Committee of the Whole Minutes**

- (a) The Clerk shall present the minutes, without note or comment, of any previous open and closed Council or committee meetings to Council for adoption.
- (b) When the minutes of Committee of the Whole, or any Council meeting, have been adopted, the Mayor and Clerk shall sign them.

### **5.5 Committee of the Whole Consent Report**

- (a) The report from Committee of the Whole to Council, for items which do not have presentations or delegations, shall be submitted to Council in the form of a consent report, and shall be dealt with by Council as follows:
  - i. The Committee of the Whole consent report shall be presented by the respective chair or, in his or her absence, by the vice-chair who shall move the adoption of their report.
  - ii. Council Members shall identify any items contained on the Committee of the Whole consent report which they wish to speak to and the matter shall be extracted from the consent report to be dealt with separately under items for discussion.
  - iii. The balance of items on the Committee of the Whole consent report, which have not been extracted, shall be voted on in one motion.
- (b) In the event that Council adopts a motion to be referred back to staff, staff shall report back to a regular Council meeting and not back to a Committee of the Whole meeting.
- (c) Reports from local boards and advisory committees submitted in writing shall be signed by the chair or secretary. When such reports are requesting Council action, they shall include appropriate resolutions for consideration.



## **5.6 Council Consent Agenda**

- (a) The Council consent agenda shall consist of the following items that do not have presentations or delegations:
  - i. reports from staff;
  - ii. correspondence for the direction of Council, which may include:
    - correspondence for which a policy decision or approval of Council is required;
    - correspondence accompanied by a recommendation from staff; and
  - iii. items of a timely nature.
- (b) Council Members shall identify any items contained on the consent agenda which they wish to speak to and the matter shall be extracted from the consent agenda to be dealt with separately under items for discussion.
- (c) The balance of items on the consent agenda, which have not been extracted, shall be voted on in one motion.

## **5.7 Items for Discussion**

- (a) Items for discussion shall consist of the following items that have presentations and/or delegations:
  - i. Reports from staff;
  - ii. Correspondence for the direction of Council; and
  - iii. Correspondence extracted from the weekly Items for Information.
- (b) In the event that Council adopts a motion to be referred back to staff, staff shall report back to a regular Council meeting and not back to a Committee of the Whole meeting.

## **5.8 Reconsideration of a Council Decision**

- (a) Council may reconsider an entire resolution that was decided during any term of Council. A reconsideration of a portion of a resolution shall not be permitted. Such reconsideration can either amend the previous decision or rescind it.
  - i. No resolution shall be reconsidered more than once during the term of Council.
  - ii. A motion to reconsider shall not be reconsidered.
- (b) A resolution that was decided by Council cannot be reconsidered if action has been taken in implementing the resolution resulting in legally binding commitments that are in place on the date the motion to reconsider is considered by Council.

- (c) If Council passes a resolution and adopts the same matter by by-law, only the resolution may be reconsidered. If the decision resulting from the reconsideration warrants, the by-law will be amended or repealed accordingly.
- (d) A motion to reconsider shall be introduced by way of a notice of motion to Council and considered as a special resolution at a subsequent regular meeting of Council pursuant to Sections 5.11 and 5.12.
  - i. No delegations shall be permitted to speak on a notice of motion to reconsider.
- (e) Only a Member of Council who voted with the majority in respect of a previous decision or who was absent from the vote or was not a Member of Council at the time may move or second a motion for reconsideration.
- (f) A motion to reconsider must be carried in the affirmative by a vote of two-thirds of the entire Council.
- (g) If a motion to reconsider is decided in the affirmative:
  - i. the reconsideration effectively returns Council to just prior to the original Council decision.
  - ii. reconsideration of the original motion shall then be the next order of business unless the motion specifies a future date.
- (h) A notice of reconsideration received from the Local Planning Appeals Tribunal shall not be deemed a reconsideration of a Council decision.

## **5.9 By-laws**

- (a) The Clerk shall submit to Council a summary of all by-laws proposed for adoption that includes the by-law numbers and titles.
- (b) A complete copy of every proposed by-law shall be brought to the Council meeting and be available to any person interested in reviewing.
- (c) Unless otherwise requested, all by-laws proposed for adoption shall be passed in one single motion.
- (d) The Clerk shall be responsible for their correctness should they be amended at a Council meeting.
- (e) Every by-law passed by Council shall:
  - i. be signed by the Mayor, or the presiding officer;
  - ii. be signed by the Clerk or designate;
  - iii. be sealed with the City seal; and
  - iv. indicate the date of passage.

- (f) Council shall enact a by-law to confirm all actions taken by Council.

## **5.10 Announcements**

Council meeting announcements shall be provided to the Mayor in writing prior to the Council meeting, and the Mayor shall read the announcements at the end of the Council meeting.

## **5.11 Notices of Motion**

- (a) Prior to initiating the notice of motion process, a member shall first submit the proposed motion in writing to the Deputy CAO and relevant Committee of the Whole Service Area chair for approval to place the matter on a Committee of the Whole agenda. If approved, the motion shall be submitted in writing to the Clerk prior to the regular agenda deadline for inclusion on a committee meeting agenda.
- (b) If the matter is not placed on a Committee of the Whole agenda by the relevant Service Area chair and Deputy CAO, at a regular Council, Council Planning or Committee of the Whole meeting, a member shall give notice that he or she intends to introduce a motion at a subsequent regular meeting of Council to initiate any measure within the jurisdiction of Council.
- (c) The notice of motion shall be submitted in writing, on the prescribed form, to the Clerk prior to the regular agenda deadline for inclusion on any regular Council, Council Planning or committee meeting agenda.
- (d) The motion may not be submitted as part of a consolidated agenda.
- (e) A motion for which notice has been given, other than one to reconsider or rescind a prior decision of Council, shall be in the form of a referral to the Committee of the Whole or, if no future Committee of the Whole meeting has been scheduled, to regular Council.
- (f) The motion for which notice has been given, shall be included as a special resolution on an agenda of a regular Council meeting.
- (g) If a motion is introduced and not brought forward in the next two (2) subsequent regular Council meetings, the motion expires.
- (h) No delegations shall be permitted to speak on a notice of motion.

## **5.12 Special Resolutions Arising from Notice of Motion**

- (a) Motions for which notice has been given shall be listed on the next regular Council agenda, unless the member introducing the motion has specified another regular Council meeting date as per Section 5.11(a), under the special resolutions section of the agenda. Special resolutions for which previous notice has been given shall not be placed on a consolidated agenda.

- (b) In introducing a special resolution to Council, a member shall be permitted the opportunity of providing material and information in support of the resolution.

### **5.13 Special Resolutions Arising from Closed Meeting**

- (a) Where Council has passed a procedural resolution at a closed meeting to report out at a meeting, such resolution shall be introduced under the special resolution or closed meeting Summary heading of the agenda pursuant to Section 4.6.7 (a) (ii).
- (b) Council or staff may provide contextual information prior to Council's consideration of the special resolution.

## **6. Council Planning Meetings**

The rules and procedures contained in Sections 3, 4 and 5 shall apply with necessary changes.

Council Planning shall consider matters where a public meeting is required to hear applications under the Planning Act.

### **6.1 Public Notice of Meetings**

Notwithstanding Section 4.1, staff shall give legislated notice of items on any agenda in accordance with the applicable legislation.

### **6.2 Location, Date and Time of Meetings**

Notwithstanding Section 4.2:

#### **6.2.1 Time of Meetings**

Council Planning meetings shall be held at 6:30 p.m.

#### **6.2.3 Closed Council Meetings**

When a closed meeting of Council is required, where possible, it shall be held no earlier than 4:30 p.m. on the day of an existing Council Planning meeting.

### **6.3 Order of Business**

The Clerk, in consultation with the Mayor and staff, shall have discretion to prepare for the use of members, an agenda containing the following:

- Call to Order
- Singing of O Canada
- Silent Reflection
- First Nations Acknowledgement
- Closed Meeting Summary
- Presentations

- Disclosure of Pecuniary Interest and General Nature Thereof
- Setting of the Consent Agenda
- Public Meetings Pursuant to The Planning Act
- Items for Discussion
- Special Resolutions
- By-laws
- Announcements
- Notice of motions
- Adjournment

## **6.4 Delegations**

- (a) Notwithstanding Section 4.8 (a), the time limitation for delegations speaking at a public meeting to hear applications under the Planning Act, shall not exceed ten minutes. Council may extend the ten minute time period by a majority vote of the Council Members present without debate.
- (b) Council may ask questions of staff after a staff presentation and prior to delegates addressing Council.
- (c) Once all registered delegates have spoken, the Mayor or chair shall ask if anyone present wishes to speak. Such individuals shall be permitted to speak without advance notice pursuant the Planning Act and as per Section 6.4 (a).

## **6.5 Council Planning Consent Agenda**

The rules and procedures contained in Section 5.6 shall apply to the Council Planning consent agenda.

# **7. Committee of the Whole Meetings**

Notwithstanding Section 4.2, the rules and procedures contained in Sections 3, 4 and 5 shall apply with necessary changes.

## **7.1 Location, Date and Time of Meetings**

### **7.1.1 Time of Meetings**

Committee of the Whole meetings shall be held at 2:00 p.m.

### **7.1.2 Closed Meetings**

When a closed meeting of committee is required, it shall be held no earlier than 12:30 p.m. on the day of an existing scheduled Committee of the Whole meeting.

## **7.2 Chairing**

- (a) Chairs will chair the portion of the committee meeting where business is forwarded from their respective Service Areas or portfolios.

- (b) Chairs will assume the head of council seat when chairing their portion of the meeting.

### **7.3 Service Area Reporting**

Service Areas will report to committee on their designated month.

### **7.4 Order of Business**

The Clerk, in consultation with the chairs, Mayor and staff, shall have discretion to prepare for the use of members, an agenda containing the following:

- Closed Meeting Summary
- Disclosure of Pecuniary Interest and General Nature Thereof
- Presentations
- Consent Agenda (rotating based on Service Area reporting)
- Items for Discussion (rotating based on Service Area reporting)
- Chairs and Staff Announcements
- Notice of motions
- Adjournment

### **7.5 Committee of the Whole Consent Agenda**

- (a) Committee of the Whole shall use a consent agenda which shall consist of items that do not have presentations or delegations.
- (b) A Member of Council may request that a matter appearing on the Weekly Information Items to Council be listed on the appropriate Committee of the Whole consent agenda for discussion or consideration.
- (c) Reports from local boards and advisory committees submitted in writing shall be signed by the chair or secretary. When such reports are requesting Council action, they shall include appropriate motions for consideration.
- (d) Those matters which are time sensitive may be included on the consent agenda as approved by the CAO and appropriate Deputy CAO.
- (e) Council Members shall identify any items contained on the Committee of the Whole consent agenda which they wish to speak to and the matter shall be extracted from the consent agenda to be dealt with separately under items for discussion.
- (f) The balance of items on the Committee of the Whole consent agenda, which have not been extracted, shall be voted on in one motion.

### **7.6 Announcements**

Service Area updates may be made by the Mayor, chair, CAO, Deputy CAO's or their designates. Service Area announcements provided to the chairs prior to the

meeting shall be read by the chair at the end of the relevant Service Area portion of the meeting.

## **8. Special Council Meetings**

The rules and procedures contained in Sections 4 and 5 shall apply with necessary changes.

### **8.1 Calling of Special Council Meetings**

- (a) The Mayor may at any time summon a special meeting of Council within 48 hours. The Mayor shall also summon a special meeting of Council when so requested in writing by a majority of Members of Council.
- (b) Upon receipt of a written petition of the majority of the Members of Council, the Clerk shall summon a special meeting for the purpose mentioned in the petition.
- (c) Upon the calling of a special meeting the Clerk shall give notice to all members, not less than 48 hours prior to the time fixed for the meeting of the:
  - time;
  - place; and
  - business to be considered.
- (d) On emergency or extraordinary occasions, the Mayor may call a special Council meeting without the notice provided in Section 8.1 (a).
- (e) City Council shall have the discretion to consider any items previously considered by any committee of City Council, but not yet confirmed by City Council, as part of a meeting called under Section 8.1 (d);
- (f) Only items disclosed on the meeting agenda may be considered by Council. Items will not be added to the special meeting on a consolidated agenda.

### **8.2 Workshops**

#### **8.2.1 Location, Date and Time of Meeting**

Council workshops shall be held no earlier than 6 p.m.

#### **8.2.2 Delegations**

Delegations will not be heard at Council workshops.

### **8.3 Electronic Participation in Meetings ~~during a Declared Emergency~~**

~~(a) Where an emergency has been declared in all or part of the City of Guelph under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act:~~

- (a) Any member of City Council may participate in any open or closed City Council, Special Council or Committee meeting electronically and be counted for the purpose of establishing quorum.
- (b) ~~All votes shall be by show of hands or by verbal consent (yes or no).~~
- (b) A member who joins a meeting via electronic participation partway through the meeting shall advise the Chair and Clerk of their attendance at the meeting.
- (c) A member who is participating electronically in a meeting who, for any reason, will no longer be attending the meeting prior to adjournment, shall advise the Chair and Clerk of their absence from the meeting.
- (d) ~~City Council shall have the discretion to consider any items previously considered by any committee of City Council, but not yet confirmed by City Council at the time the emergency was declared, as part of an emergency meeting called under Section 8.1 (d);~~
- (d) In accordance with Section 4.5 and pursuant to the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended, members who have declared a pecuniary interest regarding a matter being discussed, **and are participating electronically**, shall **disconnect and** leave the electronic meeting and not participate in any way with respect to the matter in question.
- (e) Delegations may participate in an electronic meeting via telephone, videoconferencing software and/or other technology methods deemed appropriate by the City Clerk's Office, and in accordance with the rules set out in Section 4.8.
- (f) **Any member of an advisory committee, local board, agency, commission and association may participate in meetings electronically and be counted for the purpose of establishing quorum.**

## **9. Inaugural Council Meeting**

- (a) The first meeting of Council following a regular election shall be held on the first Monday in December at 6:30 p.m. in the Council Chambers of City Hall or at such alternate location as determined by the Clerk.
- (b) At the inaugural meeting, each member present shall make his or her declaration of office and sign Council's Code of Conduct. The Clerk may provide additional policies or procedures to Council as appropriate. Council shall not proceed with any regular business at this meeting.

## **10. Council Meeting as Shareholder**



- (a) Council meets as the shareholder of the following Corporations:
  - i. Guelph Municipal Holdings Incorporated; and
  - ii. Guelph Junction Railway Company
- (b) Shareholder meetings shall be held as special meetings on separate dates, unless otherwise directed by the Mayor and/or CAO.

## **11. Committees**

### **11.1 Appointments to Committees**

- (a) Council shall appoint chairs for Committee of the Whole. Council shall consider rotating the chairs' position every two years. In appointing the chairs, consideration shall be given to workload balance, individual interests and Councillor development.
- (b) Council shall appoint vice-chairs for Committee of the Whole. Council shall consider rotating the vice-chairs' every two years. In appointing a vice-chair, consideration shall be given to workload balance, individual interests and Councillor development.
- (c) Council shall make public and member appointments to agencies, boards, committees and commissions at regular Council meetings.

### **11.2 Committees Reporting Directly to Council**

The following committees are appointed by and report directly to Council:

- (a) Ad Hoc Standing committee
  - i. Emergency Governance
- (b) Quasi-judicial committees
  - i. Business Licence Appeals Committee
- (c) Committee of Management for The Elliott
- (d) Chief Administrative Officer Recruitment, Selection and Performance Sub-committee

### **11.3 Committee Composition**

The Mayor is ex-officio on all committees and:

- i. may attend meetings;
- ii. attendance does not count towards quorum; and
- iii. may participate in meetings.

#### **11.3.1 Emergency Governance Committee**

The Emergency Governance Committee shall be comprised of a minimum of four (4) and a maximum of six (6) Members of Council and quorum shall be four (4) members.

### **11.3.2 Committee of Management for The Elliott**

The Committee of Management for The Elliott shall be composed of all Members of Council.

### **11.3.3 Business Licence Appeals Committee**

The Business Licence Appeals Committee shall be composed of five (5) Members of Council appointed for the term of Council to hear appeals under the Business Licence By-law.

### **11.3.4 Chief Administrative Officer Recruitment, Selection and Performance Sub-committee**

The Chief Administrative Officer Recruitment, Selection and Performance Sub-committee shall be composed of the Committee of the Whole service area chairs for Corporate Services, Public Services, Infrastructure, Development and Enterprise Services, Audit and Governance.

## **11.4 Ad Hoc Committees and Advisory Committees**

### **11.4.1 Ad Hoc Committees**

- (a) Council may appoint ad hoc committees, with a defined ending, to consider a specific matter and report to Council.
- (b) Only the members of an ad hoc committee shall participate in debate or ask questions at ad hoc committee meetings.

### **11.4.2 Advisory Committees**

- (a) Advisory committees are created by Council with no defined ending, to report through the appropriate Service Area on a specific subject matter.
- (b) No Members of Council shall be appointed to advisory committees.
- (c) The appointment of a member of the public to an Advisory committee may be forfeited if the member is absent from meetings of the committee for three (3) consecutive months without being authorized to do so by a resolution of the committee.

## **12. Report Deadlines and Weekly Information Items**

### **12.1 Report Deadlines**

Reports, presentations and other agenda materials are due to the Clerk's office on the dates and times set out in the Council and Committee Report Deadlines schedule prepared following the adoption of the Council and committee meeting dates.

## **12.2 Weekly Information Items**

- (a) Weekly Information Items shall consist of the following items:
- i. Reports from staff for information;
  - ii. Correspondence received that may be of interest to Members of Council;
  - iii. Boards' & committees' minutes and information;
  - iv. Intergovernmental Consultations; and
  - v. Items available in the Clerk's office.
- (b) Weekly Information Items will be published and distributed weekly on Fridays.
- (c) Members of Council may request an item from the Weekly Information Items be placed on the appropriate Committee of the Whole or Council agenda for discussion.

## **13. General Rules**

### **13.1 Robert's Rules of Order**

In relation to the proceedings of Council and committees and for which Rules of Procedure have not been provided in this by-law, Roberts Rules of Order 11<sup>th</sup> Edition shall be referenced where practicable.

### **13.2 Other General Information**

**13.2.1** This by-law comes into force on ~~September 23, 2019~~ July XX, 2020.

**13.2.2** The short title of this by-law is the Procedural By-law.

**13.2.3** Appendix 1, the "Motions Table", forms part of this by-law and shall be used as a reference.

## **14. Procedural By-laws for Other Boards, Committees or Commissions**

Where a board, committee or commission of the City has not adopted a procedural by-law, such board, committee or commission shall be deemed to have adopted

this procedural by-law with necessary modifications including the requirement that all meetings be open to the public, subject to the same exceptions applicable to Council meetings as set out herein.

## **15. Repeal of Previous By-law**

By-law Number ~~(2019)-20432~~ (2020)-20490 is hereby repealed.

**PASSED this ~~SIXTEENTH XX~~ day of ~~APRIL~~ JULY, 2020.**

---

**Cam Guthrie – Mayor**

---

**Stephen O’Brien – City Clerk**

**Appendix 1 - Motions Table**

<b>Motion</b>	<b>Debatable</b>	<b>Non-debatable</b>	<b>Amendable</b>	<b>Non-amendable</b>	<b>Special Majority</b>
adjourn		X		X	
point of privilege		X		X	Chair Rules*
point of order		X		X	Chair Rules*
call a vote on the motion		X		X	
motion to amend	X		X		
defer		X		X	
refer	X		X		
extend Council meeting beyond 11:00 p.m.	X			X	Majority of the members present
extend Committee of the Whole meeting beyond 8:00 p.m.	X			X	Majority of the members present
reconsideration	X			X	2/3 of entire Members of Council (9)
appeal the chair's ruling		X		X	
suspend the Rules of Procedure		X		X	2/3 of entire Members of Council (9)
extend delegation speaking time beyond five or ten minutes, whichever is applicable		X		X	

\*A point of order/privilege is ruled on by the Mayor/chair. Any member may appeal the chair's ruling which must then be decided by a majority vote of the members present without debate.

# Staff Report



---

To	<b>City Council</b>
Service Area	Corporate Services
Date	Monday, July 20, 2020
Subject	<b>2019 Consolidated Financial Statements and External Audit Findings Report</b>

---

## Recommendation

That the City of Guelph 2019 Consolidated Financial Statements and External Audit Findings Report, dated July 20, 2020, be approved.

---

## Executive Summary

### Purpose of Report

To present and provide an overview of the City's 2019 Consolidated Financial Statements, including related entities' Financial Statements; and to provide Council with the City's external audit results as reported in KPMG LLP's 2019 Audit Findings Report.

### Key Findings

KPMG LLP, the City's external auditor, performed an audit of the City's 2019 Consolidated Financial Statements in accordance with generally accepted auditing standards and expressed an unqualified or clean opinion that the statements present fairly, in all material respects, the financial position of the City. There were no concerns raised in KPMG LLP's External Audit Findings Report included as Attachment-5 to this report.

The City's 2019 consolidated net financial assets increased by \$48.2 million over 2018, a continued affirmation of financial health and stability of the corporation. The key 2019 financial indicators are presented in the Corporate Financial Performance Measures Dashboard on the City's website, and include:

- Cash and investment holdings increase of \$80.2 million over December 31, 2018, and a ratio of 1.20:1 in comparison with total reserves and reserve funds (including deferred contributions). This is an increase from the 2018 consolidated cash and investments to reserves and reserve funds ratio of 1.17.
- The City has continued to maintain a low tax receivable position as a percentage of total taxes levied; the City is at 1.98% compared to the Ontario southwest regional average of 5.4% for 2018 (the 2019 data is not yet available).
- The City repaid \$13.9 million in debt principle and incurred \$3.2 million of interest on long-term debt. The City continues to have strong debt ratios, including debt to total reserves, debt outstanding per \$100,000 of

unweighted assessment, and debt interest as a percentage of own source revenue. The City issued debt in 2019 totaling \$33.1 million at an average rate of 2.43% interest.

- The balance in the City's reserves and reserve funds totals \$250.6 million, an increase of \$33.0 million over the balances at December 31, 2018.

The City is required to consolidate and report on related entities as a requirement of Public Sector Accounting Standards (PSAS). The entities, and highlights of their 2019 Audited Financial Statements include:

- The Elliott Community (The Elliott) reported a 2019 excess of revenues over expenses of \$1.2 million compared to \$1.1 million in 2018. The net deficit of \$5.8 million at the beginning of the year was reduced to \$4.6 million by the end of the year. Operating revenue increased by approximately \$300 thousand and operating expenses increased by approximately \$450 thousand, however bequests totaling \$290 thousand were received during the year offsetting what would have otherwise been a decrease in the annual surplus.
- The Downtown Guelph Business Association (DGBA) reported a 2019 excess of revenues over expenses of \$8 thousand compared to \$51 thousand in 2018. In 2019, net assessment write-offs were \$13 thousand, whereas recoveries of \$4 thousand were reported on the same line in 2018. Special projects contributions also increased by \$22 thousand in 2019.
- Wellington-Dufferin-Guelph Public Health (Public Health) reported an excess of revenue over expenditures of \$805 thousand (2018 - \$325 thousand). The City proportionately consolidates the health unit based on the percentage of municipal funding contributed which was unchanged from 2018 at 46.3%. This percentage is based on the 2016 census population.
- Guelph Municipal Holdings Inc. (GMHI) and Guelph Junction Railway Limited (GJR) both have a formal process for reporting their Financial Statements to Council in accordance with each entity's Shareholder Declaration; for this reason their Financial Statements have not been included as attachments.
- A variance analysis of the Guelph Police Service Board (Police Board) and Guelph Public Library Board (Library Board) was included in report 2020-41 2019 Year-end Operating Variance Report and Surplus Allocation.

## **Financial Implications**

An unqualified opinion of the 2019 Consolidated Financial Statements will assist the City in obtaining a fair credit rating which has the potential to lower its borrowing costs as well as support grant-funding requests from outside organizations.

The City's net financial position is a key indicator of its overall fiscal condition and is used in the City's annual credit rating review. A stable financial position helps ensure the City of Guelph meets service levels and infrastructure standards without resorting to excessive rate increase or disruptive cuts in service.

---

## **Report**

City Council annually reviews and approves the City of Guelph's audited Consolidated Financial Statements as required under the Municipal Act, 2001.

Review and approval of the audited 2019 Consolidated Financial Statements and review of KPMG LLP's Audit Findings Report satisfy the following Audit Committee responsibilities:

- Understand the scope of the external auditor's review of internal financial control over financial reporting and obtain reports on significant findings and recommendations, together with management's responses and the timing of the disposition of significant findings;
- After consultation with the Treasurer and the external auditors, gain reasonable assurance, at least annually, of the quality and sufficiency of the City's accounting, financial personnel and other resources;
- Review with staff and the external auditors the results of the audit, including any difficulties encountered, and all other matters required to be communicated to the Committee under generally accepted auditing standards;
- If required, at the conclusion of the audit, consult with the external auditors, without the presence of staff, about internal financial controls, compliance, and the completeness and accuracy of the City's Consolidated Financial Statements;
- Ensure the timely presentation of the external auditor's annual audit report to Council;
- Review significant accounting and reporting issues in terms of their impact on the Financial Statements, including complex or unusual transactions, areas high in subjectivity, and recent professional and regulatory pronouncements;
- Review the representation letter provided by staff to the external auditors;
- Prior to the presentation of the annual Financial Statements to Council, review the Financial Statements and consider whether they are complete, consistent with information known to Committee members, and reflect appropriate accounting principles; and
- Recommend to Council the approval and distribution of the annual consolidated Financial Statements.

## **Overview of the Consolidated Financial Statements**

Please refer to Attachment-1 for the Draft Consolidated Financial Statements. These statements are required to be approved by Council in accordance with the Municipal Act, 2001.

The Consolidated Financial Statements have been prepared in accordance with PSAS, which require the consolidation of the following entities into the City's statements:

- The Elliott – fully consolidated
- DGBA – fully consolidated
- Public Health – proportionately consolidated (46.3%)
- GMHI – modified equity basis
- GJR – modified equity basis
- Police Board – fully consolidated
- Library Board – fully consolidated

Fully consolidated means that the full financial statements of those entities have been combined into the City's statements.

Proportionately consolidated means that only the City's share (46.3%) of Public Health's financial statements have been included in the City's statements. All inter-



organizational transactions have been eliminated between the City and the fully consolidated and proportionately consolidated entities.

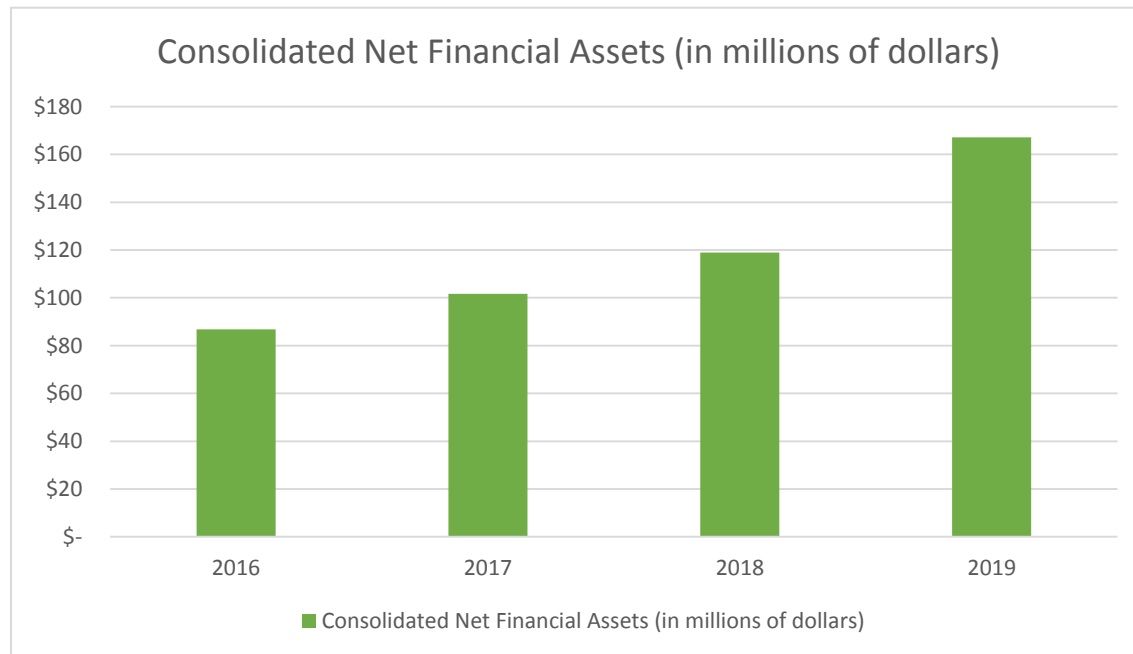
Modified equity basis means that the carrying value of the net assets of the investee are shown on the face of the City's Statement of Financial Position as an investment, and any gain or loss in carrying value is shown on the Statement of Operations as government business enterprises earnings. There are no inter-organizational transaction eliminations.

### Statement of Financial Position

The Statement of Financial Position is a summary of the consolidated assets, liabilities and accumulated surplus, which includes reserves and reserve funds. The City's net financial position (net financial assets) is a key indicator of its overall fiscal health and is used by the credit rating agency in the City's annual rating review. As of December 31, 2019 the City's consolidated net financial assets totaled \$167.2 million, an increase of \$48.2 million from 2018. This continues a trend now spanning four years and indicates that the City and its consolidated entities are generating revenue to increase financial assets (increase of \$100.8 million in 2019) at a greater rate than the increase in financial liabilities (increase of \$52.5 million in 2019).

On a per capita basis, the City has also been trending upward with 2019 net financial assets per person of \$1,185, which is above the 2018 municipal average of \$517 and median of \$659 for single and lower tier municipalities. 2019 data is not yet available for comparison.

**Figure 1 – Consolidated Net Financial Assets Trend (in millions)**



### Highlights

Total cash and investment holdings increased by \$80.2 million in 2019. Cash increased by \$4.7 million, the result of positive cash flows from operations of \$102.2 million and financing activities of \$46.2 million, and offset by \$143.7 million in negative cash flows from capital and investing activities. Net investment

acquisitions totaled \$75.4 million. The City meets the minimum target measure of cash and investment holdings which is a 1:1 ratio with the City's reserve and reserve fund balances including the deferred contributions on the Statement of Financial Position.

### **Accounts receivable**

Accounts receivable increased by \$4.9 million in 2019 compared with the balance as at December 31, 2018. The two main contributors to this increase were HST receivable (increase of \$1.9 million) and amounts receivable from Alectra Utilities Corp. (Alectra) for water and wastewater revenues (\$3.0 million).

### **Loans and notes receivable**

Loans and notes receivable decreased by \$2.5 million, mainly due to the funds remaining from the 2018 special dividend paid by Guelph Hydro Electric Systems Inc. (GHESI) to GMHI during the merger with Alectra being transferred to City investment accounts.

### **Investment in GJR**

The City's investment in GJR increased by \$1.0 million as GJR had net income of just under \$1.1 million in 2019 and paid the City a dividend of \$80 thousand.

### **Investment in GMHI**

The City's investment in GMHI increased by \$17.3 million mainly due to GMHI's investment in its electricity utility being brought up to market value through the accounting transactions required to report on the merger of GHESI and Alectra.

### **Deferred revenue**

Developer agreement deferred revenue increased by \$700 thousand and other deferred revenue increased by \$2.3 million. The increase in other deferred revenue was driven by an increase in site plan security deposits totaling \$2.2 million, and deposits received in advance of work being completed for site servicing of \$584 thousand, and tree planting of \$277 thousand, as well as River Run ticket sales totaling \$200 thousand. These increases were offset by a decrease in building permit deferred revenue totaling \$1.0 million.

### **Deferred contributions**

Deferred contributions include development charges (for growth-related capital expenditures), federal and provincial gas tax funds and parkland dedication and Ontario Building Code Act funds that have been received but not yet spent. In 2019 the City received \$59.5 million in deferred contributions and spent \$33.6 million on projects funded through these revenues, for a net increase of \$25.9 million to the year-end balance. The largest portion of this net increase was an increase of \$16.6 million in deferred development charges. Federal and provincial gas tax deferred contributions increased by \$5.6 million, and parkland dedication and Ontario Building Code deferred revenue increased by \$3.7 million.

### **Employee future benefits**

Employee future benefits increased by \$4.5 million with an increase to the future liability for Workplace Safety and Insurance Board (WSIB) liability accounting for \$2.6 million of the increase, in addition to an increase of \$1.6 million for post-retirement benefits. The City is a Schedule II employer for WSIB (self-insured). The

liability reported on the City's balance sheet includes the present value of the projected future WSIB payments, including administration and other costs for past WSIB claims, plus the unamortized gains and losses which have occurred at past valuation dates. Gains and losses are amortized over the average remaining period for paying the WSIB benefits. The WSIB liability increase is mostly driven by WSIB claim volume and increased payments per claim. The post-retirement benefits liability increase is driven by changes to the Fire and Police retirement benefits.

## **Debt**

The City issued debt in 2019 totaling \$33.1 million for several capital projects under By-law 20417, and The Elliott borrowed \$1.4 million on a line of credit. The City and its consolidated entities made debt principal repayments totaling \$13.9 million, for a net increase in debt principal outstanding of \$20.5 million at the end of 2019.

## **Other long-term liabilities**

Other long-term liabilities include Tax Increment Based Grant (TIBG) liabilities for Heritage Redevelopment, Downtown Community Improvement Plan, and the Brownfield Redevelopment Community Improvement Plan. The liability for the Downtown Development TIBG decreased by \$2.5 million, while the liability for the Brownfield Redevelopment TIBG increased by \$1.8 million, for an overall net decrease of \$700 thousand in the liability.

## **Liability for contaminated sites**

The liability for contaminated sites decreased by \$1 million as expenditures for contaminated sites remediation totaled \$1.1 million in 2019 and the present value of the remaining expenditures was adjusted for inflation.

## **Tangible capital assets**

The City spent \$88.8 million to acquire tangible capital assets in 2019, with a further \$4.6 million being received in contributed subdivision assets for total tangible capital asset additions of \$93.4 million.

## **Statement of Operations and Accumulated Surplus**

The City ended the year with an excess of revenues over expenditures of \$84.8 million (compared with \$55.6 million in 2018).

The audited Consolidated Financial Statements are prepared in accordance with PSAS, and as a result, the net surplus reported in these financial statements is different from the surplus reported by staff in the 2019 Year-end Operating Variance Report and Surplus Allocation Report (report 2020-41). Both numbers are computed using the same underlying data, however, as shown in Figure 2 they are presented differently based on the requirements of cash basis operating and capital budgeting versus accrual-based financial reporting.

**Figure 2 – Reconciliation of PSAS surplus versus operating budget surplus**

Description	Amount
Ending surplus - PSAS	\$84,807
Net capital-related revenues and depreciation	31,206

Description	Amount
Debt-related and non-cash items	(29,201)
Reserve related transfers	(75,527)
Consolidated entities	(1,757)
<b>Total</b>	<b>\$9,528</b>
Ending surplus – tax supported	\$5,478
Ending surplus – non-tax supported	4,050
<b>Total</b>	<b>\$9,528</b>
Difference	\$0

### Revenue Highlights

Tax revenue is the largest source of income for the City, followed by user charges and contribution revenues. Total revenues increased by \$42.7 million in 2019 to \$527.2 million, largely due to government business enterprises earnings, property taxes, provincial government contributions, and user charges.

#### Tax revenue

Tax revenue increased by \$11.0 million in 2019 overall predominantly due to the general levy increasing by \$9.9 million as a result of Council's approved tax levy increase. Also of note, the supplementary levy decreased by \$300 thousand from 2018 and penalties and interest increased by \$100 thousand.

#### User charges

User charges increased by \$2.4 million, driven largely by increases in fare bus passes, wastewater, storm water, and water consumption charges.

#### Contributions

Contribution revenues are received from the federal and provincial governments, other municipalities, and developers. The increase in year-over-year contribution revenues totaled \$5.5 million and was driven by an increase to provincial contributions, half of which was an increase to provincial child care funding provided to the County of Wellington (the City records its share of provincial social services funding as revenue). A large portion of contribution revenue is directly related to capital spending and therefore can fluctuate year-to-year with large projects funded by grants and development charges.

#### Investment income

Investment income increased by \$1.9 million largely due to the increased reserve and reserve fund balances and the average rate of return increasing from 2.19% in 2018 to 2.45% in 2019.

## Recoveries

Recoveries increased by \$1.3 million, with \$600 thousand of this increase being other revenue from The Elliott consolidation.

## Loss on disposal of tangible capital assets

The most significant asset disposals in 2019 were the police headquarters which is nearing completion of a complete renewal of the existing building, sale of vehicles and equipment that reach the end of life, and sale of industrial land at the Hanlon Creek Business Park. In total, these transactions generated a loss of \$1.4 million in 2019.

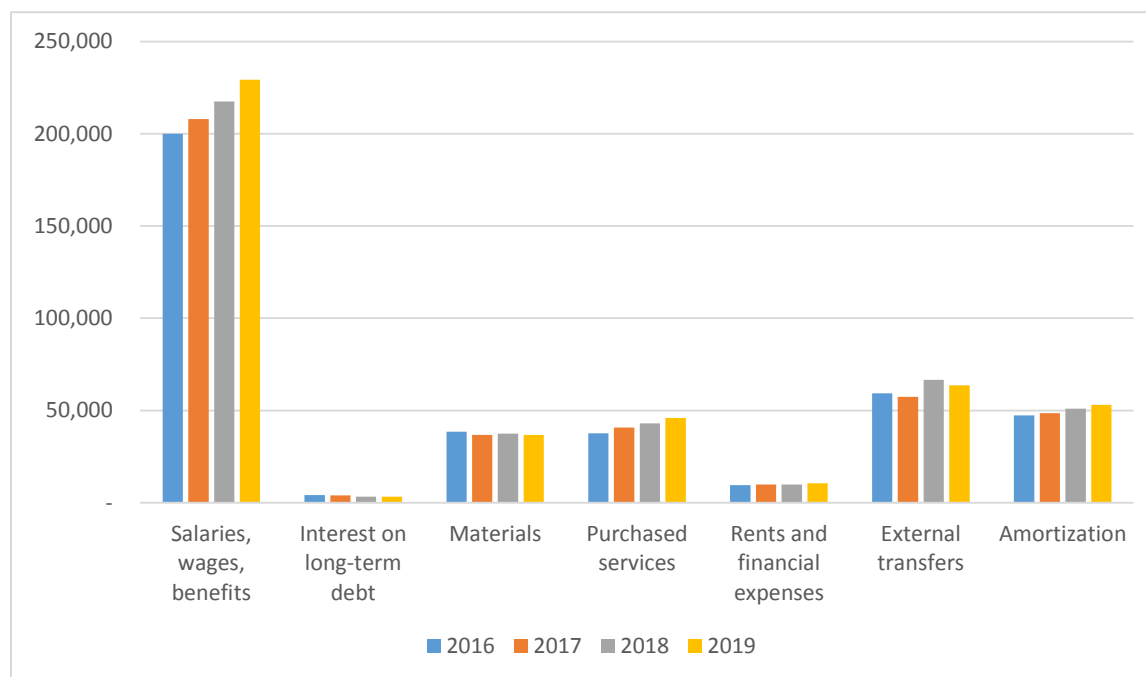
## Government business enterprises earnings

Government business enterprise earnings increased by \$27.2 million. Of the \$34.0 million in government business enterprise earnings reported in 2019, \$1.1 million is GJR's net income. The remaining \$32.9 million is GMHI's net income of \$41.8 million less \$8.8 million in the refundable portion of deferred tax liability associated with the merger transaction between GMHI and Alectra.

## Expense Highlights

Year-over-year total expenses increased by \$13.5 million with the largest increase in the salaries, wages and employee benefits cost (\$11.7 million), purchased services (\$2.8 million), and amortization of tangible capital assets (\$2.1 million). A decrease of \$3.0 million in external transfers offset these increases.

**Figure 3 – Expenditure by type (in millions)**



## Salaries, wages and employee benefits

Salaries, wages and employee benefits are the most significant component of the City's operating costs, increasing by \$11.7 million (5%) over 2018. The increase is due to increased wage rates, increased employee benefits costs (OMERS, medical and dental, accumulated sick leave and retiree benefits) and costs from the

additional full-time equivalents hired. Slightly over \$3 million of the increase was related to the WSIB liability adjustment.

## Materials

Materials expenses increased by \$785 thousand over 2018 with the largest drivers of this increase being contracted construction, automotive parts, and fuel costs due to fleet growth, increased use, and typical annual fuel commodity price increases.

## Purchased services

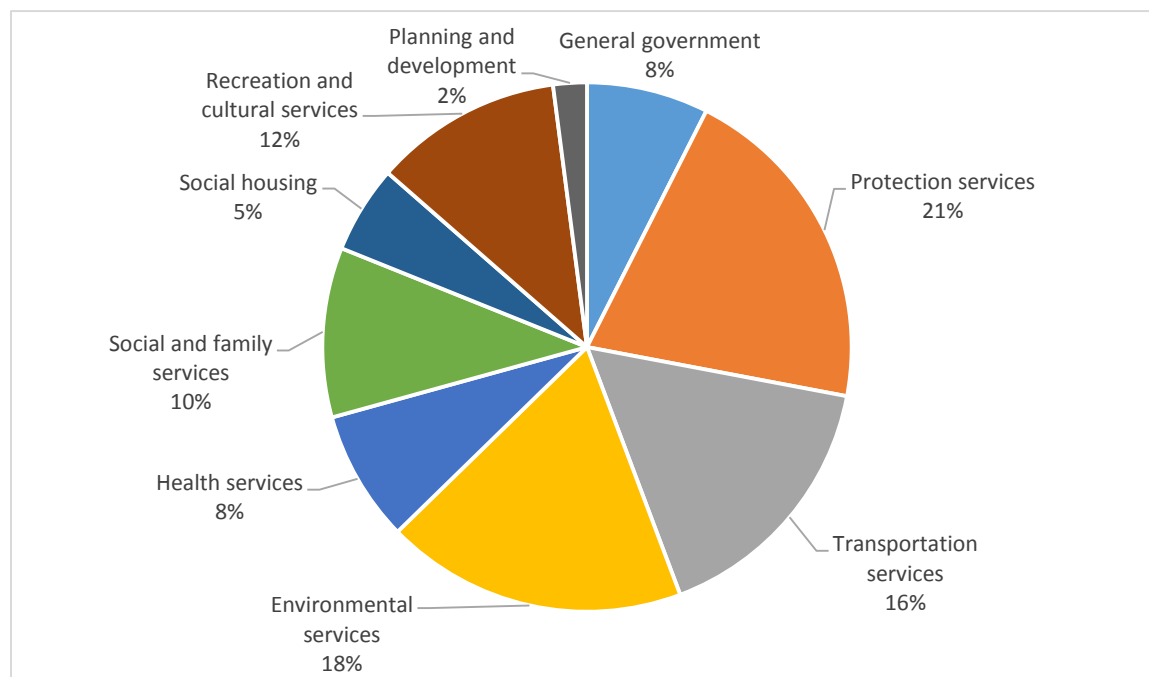
Purchased services expenses increased by \$2.8 million over 2018 mainly due to increased activity for work related to monitoring, maintenance, remediation and rehabilitation such as increased storm water pond monitoring, maintenance on storm water linear system, clean-up of contaminated sites, and water valve maintenance.

## External transfers

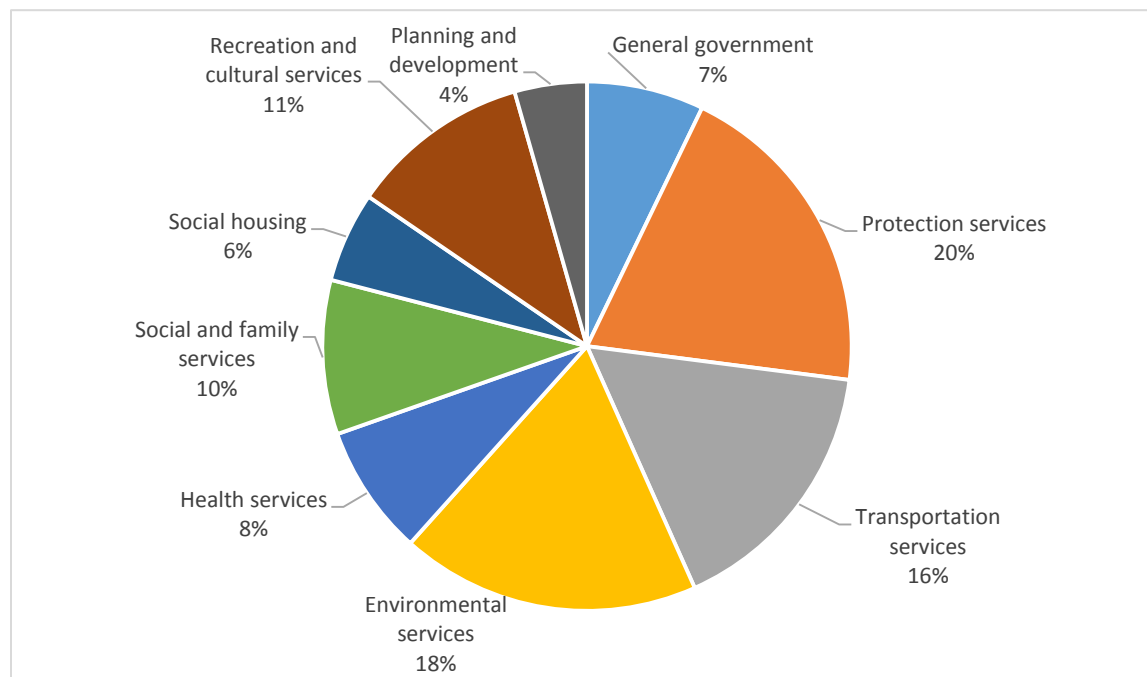
External transfers decreased by \$3.0 million under 2018, mainly due to a very large increase in TIBG expenses in the prior year (2018 was \$12.0 million and 2019 was \$1.6 million). This was offset by an increase in transfers to the County of Wellington for Child Care services (\$4.3 million increase) and Ontario Works (\$800 thousand increase); 2019 external transfers also included \$400 thousand for the Smart Cities Program.

Figure 4 below depicts the percentage amount of total operating expenses for each service category within the City for 2019 and Figure 5 presents the same information for 2018. The percentages have remained relatively stable with a slight increase in protection services, general government and recreation and cultural services and decreases in social housing and planning and development. The most significant year-over-year change was the decrease in planning and development which was the result of the significantly lower TIBG expense in 2019.

**Figure 4 – Expenses by Function (2019)**



**Figure 5 – Expenses by Function (2018)**



### **Accumulated Surplus**

Accumulated surplus is the excess of the City's total assets over its total liabilities. A full breakdown of the accumulated surplus can be found in Note 14 to the Consolidated Financial Statements included in Attachment-1. The most significant component of the accumulated surplus is the amount invested in tangible capital assets, followed by the City's reserves and reserve funds which are detailed in Schedule 4 of Attachment-1.

The 2019 Year-end Reserve and Reserve Fund Statement (report 2020-39) was approved by Council in May and provided an overview of current reserve balances, activity throughout the year, outstanding commitments and target reserve levels.

### **Statement of Cash Flows**

This statement provides a summary of how cash was generated during 2019 and where it was spent. The purpose of this statement is to reconcile the excess of revenue over expenses for the year from the Statement of Operations and Accumulated Surplus to cash on hand at the end of the fiscal year, as shown in the Statement of Financial Position.

The first section of the Statement of Cash Flows highlights the cash earned from operations and begins with the excess of revenues over expenses for the year of \$84.8 million, and adds and subtracts items that are non-cash in nature. During 2019, the City and its consolidated entities generated \$102.2 million in cash from operations (2017 - \$123.1 million).

The next two sections relate to capital, investing, and financing activities which show how the City has used and generated its cash during the year. The City spent \$88.8 million to acquire tangible capital assets, and received \$2.4 million from the sale of capital assets. Net cash of \$75.4 million was transferred to the City's investment accounts, and the City received dividends totaling \$15.7 million from its government business enterprises (GMHI and GJR). A further \$2.5 million was

transferred to the City's investment accounts from GMHI and is accounted for as a loan from GMHI to the City. The City issued debt in 2019 totaling \$33.1 million and The Elliott borrowed \$1.4 million on a line of credit but total debt principal repayments totaling \$13.9 million were made during the year, for a net cash inflow from debt activities of \$20.5 million. Receipts of deferred contributions (development charges, federal and provincial gas tax, and Ontario Building Code and parkland dedication revenues) exceeded expenditures funded through these sources by \$25.9 million

Overall, the City's cash position increased year-over-year by \$4.7 million.

## **Review of the Consolidated Entities' Financial Statements**

In the preparation of the 2019 Consolidated Financial Statements, staff reviewed the audited Financial Statements for each of the consolidated entities. The impacts of the consolidated entities' Financial Statements on the City's Consolidated Financial Statements are included in the commentary above, however an overview of significant items from the consolidated entities financial statements is provided for further information:

### **The Elliott (Attachment-2)**

The Elliott is required to be consolidated into the City's Financial Statements because of its financial reliance on the City. The Elliott's Financial Statements are audited by KPMG LLP and have a year-end date of December 31, 2019. KPMG provided a clean audit opinion on The Elliott's 2019 Financial Statements.

The Elliott reported an annual surplus of \$1.2 million for 2019 (2018 - \$1.1 million). The net deficit of \$5.8 million at the beginning of the year was reduced to \$4.6 million by the end of the year. Operating revenue increased by approximately \$300 thousand and operating expenses increased by approximately \$450 thousand, however bequests totaling \$290 thousand were received during the year offsetting what would have otherwise been a decrease in the annual surplus.

The City has a loan receivable from The Elliott of \$14.7 million (2018 - \$15.3 million) relating to debentures issued on behalf of The Elliott by the City. The loan was eliminated in the consolidated statements, but is highlighted here because it appears on The Elliott's Financial Statements. The City guarantees The Elliott's line of credit totaling \$1 million, as well as a revolving lease line of \$2 million, of which \$1.4 million was drawn upon at the December 31, 2019 year-end (2018 - \$0). On June 29, 2020, Council approved an increase in the amount of revolving lease line of credit it would guarantee for The Elliott from \$2.0 million to \$4.0 million.

### **DGBA (Attachment-3)**

The DGBA is a business improvement area in the City and is consolidated because it is financially dependent on the City for funding. The DGBA Financial Statements are audited by KPMG LLP. KPMG provided a clean audit opinion on the DGBA's 2019 Financial Statements.

The DGBA reported a 2019 excess of revenues over expenses of \$8 thousand compared to \$51 thousand in 2018. In 2019 net assessment write-offs were \$13 thousand, whereas recoveries of \$4 thousand were reported on the same line in 2018. Special projects contributions also increased by \$22 thousand in 2019.



## **Public Health (Attachment-4)**

The City proportionately consolidates the assets, liabilities, revenues and expenses of Public Health based on the percentage of municipal funding contributed during the year. The 2019 percentage was unchanged from 2018 at 46.3%. This percentage is based on the 2016 census population. The Public Health Financial Statements are audited by KPMG LLP. KPMG provided a clean audit opinion on Public Health's 2019 Financial Statements.

Public Health reported an excess of revenues over expenditures of \$805 thousand (2018 - \$325 thousand) and an increase in the accumulated surplus from \$17.0 million in 2018 to \$17.8 million in 2019. The largest portion of the accumulated surplus is invested in tangible capital assets (net of long-term debt used to finance Public Health's two owned facilities), with just over \$1.1 million in reserves and reserve funds at the 2019 year-end (2018 \$5.7 million).

The City has a loan receivable from Public Health of \$2.5 million (2018 - \$5.3 million). This loan is eliminated in the consolidated statements but is highlighted here because it appears on Public Health's Financial Statements.

## **GMHI and GJR**

GMHI and GJR both have a formal process for reporting their Financial Statements to Council in accordance with each entity's Shareholder Declaration; for this reason their Financial Statements have not been included as attachments. Commentary is provided in the Council reports that accompany these statements which Council will receive at each company's annual general meeting on July 22, 2020.

## **Police Board**

The Police Board is fully consolidated into the City's Consolidated Financial Statements and a supplementary schedule (Schedule 6) within Attachment-1 outlines the activity throughout the year. An analysis of the Police Board's variance is included in the Council quarterly and annual variance reporting, so further analysis is not provided in this report.

## **Library Board**

The Library Board is fully consolidated into the City of Guelph's Consolidated Financial Statements and a supplementary schedule (Schedule 5) within Attachment-1 outlines the activity throughout the year. An analysis of the Library Board's variance is included in the Council quarterly and annual variance reporting, so further analysis is not provided in this report.

## **External Audit Findings Report**

The external audit results, as prepared by KPMG LLP, are included in Attachment-5. Highlights from KPMG's report include:

- There were no significant changes from the Audit Planning Report previously presented to Council.
- There have been no initial selections of or changes to significant accounting policies and practices to bring to Council's attention.
- No significant control deficiencies in internal control over financial reporting were identified.
- No audit differences were identified by KPMG.
- KPMG confirmed their independence from the City.

## **Financial Implications**

An unqualified opinion of the 2019 Consolidated Financial Statements will assist the City in obtaining a fair credit rating which has the potential to lower its borrowing costs as well as support grant-funding requests from outside organizations.

## **Consultations**

No consultations were required.

## **Strategic Plan Alignment**

The City's Consolidated Financial Statements and the unqualified audit opinion provided by KPMG LLP on them supports the Strategic Plan pillar of Working Together for our Future through maintaining a fiscally responsible local government.

## **Attachments**

Attachment-1 City of Guelph 2019 Consolidated Financial Statements

Attachment-2 The Elliott Community 2019 Audited Financial Statements

Attachment-3 Downtown Guelph Business Association 2019 Audited Financial Statements

Attachment-4 Wellington-Dufferin-Guelph Public Health 2019 Audited Financial Statements

Attachment-5 City of Guelph 2019 External Audit Findings Report

## **Departmental Approval**

None noted.

## **Report Author**

Shanna O'Dwyer, CPA, CA, Manager, Financial Reporting and Accounting

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

Tara Baker, CPA, CA  
General Manager Finance/City Treasurer  
Corporate Services  
519-822-1260 Extension 2084  
tara.baker@guelph.ca

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

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

Consolidated Financial Statements

# **City of Guelph**

December 31, 2019

# City of Guelph

December 31, 2019

## Table of contents

Independent Auditors' Report.....	1 - 4
Consolidated statement of financial position.....	5
Consolidated statement of operations and accumulated surplus.....	6
Consolidated statement of change in net financial assets.....	7
Consolidated statement of cash flows.....	8
Notes to the consolidated financial statements.....	9 - 34
Schedule 1 - Consolidated schedule of segment disclosure – 2019.....	35
Schedule 2 - Consolidated schedule of segment disclosure – 2018.....	37
Schedule 3 - Consolidated schedule of debt.....	39
Schedule 4 - Consolidated schedule of reserves and reserve funds.....	40 - 41
Schedule 5 - Guelph Public Library Board – Statement of Revenue and Expense.....	42
Schedule 6 - Guelph Police Services Board – Statement of Revenue and Expense.....	43



KPMG LLP  
115 King Street South  
2nd Floor  
Waterloo ON N2J 5A3  
Canada  
Tel 519-747-8800  
Fax 519-747-8830

## INDEPENDENT AUDITORS' REPORT

To the Mayor and Members of Council, Inhabitants and Ratepayers of the City of Guelph

### ***Opinion***

We have audited the consolidated financial statements of the City of Guelph (the Entity), which comprise:

- the consolidated statement of the financial position as at December 31, 2019
  - the consolidated statement of operations for the year then ended
  - the consolidated statement of change in net financial assets for the year then ended
  - the consolidated statement of cash flows for the year then ended
  - and notes to the consolidated financial statements, including a summary of significant accounting policies
- (Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Entity as at December 31, 2019, and its consolidated results of operations, its changes in consolidated net financial assets, and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### ***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

KPMG LLP is a Canadian limited liability partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative ("KPMG International"), a Swiss entity. KPMG Canada provides services to KPMG LLP.



We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### ***Responsibilities of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

### ***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Page 4

- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group Entity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

Chartered Professional Accountants, Licensed Public Accountants

Waterloo, Canada  
July 20, 2020

DRAFT



# City of Guelph

## Consolidated statement of financial position as at December 31, 2019 (\$000's)

	2019 \$	2018 \$
<b>Financial assets</b>		
Cash	54,871	50,128
Investments (Note 3)	354,607	279,175
Taxes receivable	5,096	5,248
Accounts receivable	34,268	29,373
Loans and notes receivable	186	2,644
Investment in Guelph Junction Railway Limited (Note 4)	10,421	9,409
Investment in Guelph Municipal Holdings Inc. (Note 5)	89,411	72,122
	<b>548,860</b>	448,099
<b>Liabilities</b>		
Accounts payable and accrued liabilities	54,123	54,256
Accrued interest payable	1,190	893
Vacation and other employee benefits payable	7,862	7,627
Developer agreement deferred revenue	2,161	1,459
Other deferred revenue	24,627	22,327
Deferred contributions (Note 6)	90,304	64,385
Employee future benefits (Note 8)	41,811	37,319
Debt (Note 9)	116,485	95,938
Obligation under capital lease (Note 10)	246	494
Landfill post-closure liability (Note 11)	4,520	4,435
Other long-term liabilities (Note 12)	12,377	13,043
Liability for contaminated sites (Note 17)	26,000	27,000
	<b>381,706</b>	329,176
<b>Net financial assets</b>	<b>167,154</b>	118,923
<b>Non-financial assets</b>		
Tangible capital assets (Note 13)	1,159,903	1,123,348
Inventory	1,844	1,860
Prepaid expenses	4,006	3,969
	<b>1,165,753</b>	1,129,177
Contingencies (Note 18)		
Commitments and guarantees (Note 19)		
<b>Accumulated surplus (Note 14)</b>	<b>1,332,907</b>	1,248,100

The accompanying notes are an integral part of the financial statements.

# City of Guelph

## Consolidated statement of operations and accumulated surplus year ended December 31, 2019 (\$'000's)

	2019 Budget (Note 21) \$	2019 Actual \$	2018 Actual \$
<b>Revenues</b>			
Taxation			
Property taxation (Note 2)	247,625	249,695	238,833
Property taxation - Downtown Guelph BIA	621	621	618
Penalties and interest on taxes	1,305	1,359	1,251
	<b>249,551</b>	<b>251,675</b>	240,702
User charges	109,127	111,878	109,467
Contributed subdivision assets	4,600	4,607	9,560
Contributions			
Government of Canada	7,574	12,455	12,011
Province of Ontario	61,563	63,883	56,840
Municipal	4,688	5,019	5,111
Developers	15,727	18,196	18,735
Other	1,380	960	2,313
	<b>204,659</b>	<b>216,998</b>	214,037
Other			
Investment income	3,298	7,457	5,515
Donations	312	677	397
Sales of equipment, publications	2,671	4,221	4,443
Recoveries	3,700	5,650	4,311
Licences and permits	4,117	3,918	3,967
Provincial Offences Act revenues	2,708	2,845	2,686
Other fines	1,200	1,143	1,369
(Loss) gain on disposal of tangible capital assets	-	(1,396)	278
Government business enterprises earnings	917	34,006	6,804
	<b>18,923</b>	<b>58,521</b>	29,770
<b>Total revenues</b>	<b>473,133</b>	<b>527,194</b>	484,509
<b>Expenses</b>			
General government	39,440	32,959	30,722
Protection services	90,556	90,795	85,262
Transportation services	70,229	72,087	69,867
Environmental services	84,100	81,552	78,524
Health services	35,760	35,441	34,225
Social and family services	45,655	45,896	40,413
Social housing	21,070	23,664	23,684
Recreation and cultural services	47,587	50,897	47,304
Planning and development	9,393	9,096	18,938
<b>Total expenses</b>	<b>443,790</b>	<b>442,387</b>	428,939
Excess of revenues over expenses for the year	29,343	84,807	55,570
Accumulated surplus - beginning of year	1,248,100	1,248,100	1,192,530
<b>Accumulated surplus, end of year</b>	<b>1,277,443</b>	<b>1,332,907</b>	1,248,100

The accompanying notes are an integral part of the financial statements.

# City of Guelph

## Consolidated statement of change in net financial assets year ended December 31, 2019 (\$000's)

	<b>2019 Budget (Note 21) \$</b>	<b>2019 Actual \$</b>	<b>2018 Actual \$</b>
<b>Excess of revenues over expenses for the year</b>	<b>59,823</b>	<b>84,807</b>	55,570
Amortization of tangible capital assets	<b>47,081</b>	<b>53,050</b>	50,925
Acquisition of tangible capital assets	<b>(91,330)</b>	<b>(88,841)</b>	(90,524)
Contributed subdivision assets	<b>(9,560)</b>	<b>(4,607)</b>	(9,560)
Loss (gain) on disposal of tangible capital assets	-	<b>1,396</b>	(278)
Proceeds from disposal of tangible capital assets	-	<b>2,447</b>	5,571
Change in inventory	-	<b>(37)</b>	(770)
Change in prepaid expenses	-	<b>16</b>	(195)
Increase in net financial assets for the year	<b>6,014</b>	<b>48,231</b>	10,739
Net financial assets, beginning of year	<b>118,923</b>	<b>118,923</b>	108,184
<b>Net financial assets, end of year</b>	<b>124,937</b>	<b>167,154</b>	118,923

The accompanying notes are an integral part of the financial statements.

# City of Guelph

## Consolidated statement of cash flows year ended December 31, 2019 (\$000's)

	2019 \$	2018 \$
<b>Operating activities</b>		
Excess of revenues over expenses for the year	<b>84,807</b>	55,570
Items not affecting cash:		
Amortization of tangible capital assets	<b>53,050</b>	50,925
Loss (gain) on disposal of tangible capital assets	<b>1,396</b>	(278)
Contributed subdivision assets	<b>(4,607)</b>	(9,560)
Allowance on asset backed investment	-	15
Unrealized gain on interest rate swap contracts	-	(153)
Earnings from government business enterprises	<b>(34,006)</b>	(6,804)
Employee future benefits expenses	<b>4,492</b>	1,450
Landfill post-closure cost	<b>85</b>	230
Contaminated sites (recovery) cost	<b>(1,000)</b>	1,554
Changes in non-cash working capital:		
Taxes receivable	<b>152</b>	1,121
Accounts receivable	<b>(4,895)</b>	7,934
Developer agreement deferred revenue	<b>702</b>	(833)
Inventory	<b>16</b>	(195)
Prepaid expenses	<b>(37)</b>	(770)
Accounts payable and accrued liabilities	<b>(133)</b>	8,167
Accrued interest payable	<b>297</b>	(91)
Vacation and other employee benefits payable	<b>235</b>	678
Other deferred revenue	<b>2,300</b>	2,987
Other long-term liabilities	<b>(666)</b>	11,132
Cash provided by operating activities	<b>102,188</b>	123,079
<b>Capital and investing activities</b>		
Acquisition of tangible capital assets	<b>(88,841)</b>	(90,524)
Proceeds from disposal of tangible capital assets	<b>2,447</b>	5,571
Dividend from Guelph Municipal Holdings Inc. (Note 5)	<b>15,625</b>	1,900
Dividend from Guelph Junction Railway Limited (Note 4)	<b>80</b>	100
Change in loans and notes receivable	<b>2,458</b>	(515)
Net investment (acquisitions) disposals	<b>(75,432)</b>	(15,107)
Cash used by capital and investing activities	<b>(143,663)</b>	(98,575)
<b>Financing activities</b>		
Net issuance (repayment) of debt principal	<b>20,547</b>	(14,831)
Net change in obligation under capital lease	<b>(248)</b>	(240)
Net change in deferred contributions	<b>25,919</b>	3,463
Cash (used in) provided by financing activities	<b>46,218</b>	(11,608)
Increase in cash for the year	<b>4,743</b>	12,896
Cash, beginning of year	<b>50,128</b>	37,232
<b>Cash, end of year</b>	<b>54,871</b>	50,128

The accompanying notes are an integral part of the financial statements.

# City of Guelph

## Notes to the consolidated financial statements

December 31, 2019

(\$000's)

---

### 1. Significant Accounting Policies

The consolidated financial statements of the Corporation of the City of Guelph (the "City") have been prepared by management in accordance with Canadian public sector accounting standards. Significant accounting policies adopted by the City are as follows:

#### *Reporting entity*

The consolidated financial statements reflect the assets, liabilities, operating revenues and expenses and of the reporting entity. The reporting entity is comprised of those City functions or entities which have been determined to comprise a part of the aggregate City operations based upon control exercised by the City, except for the City's government businesses which are accounted for on the modified equity basis of accounting.

#### Consolidated entities

In addition to the City departments, the reporting entity includes the following:

Guelph Public Library Board  
Guelph Police Services Board  
Downtown Guelph Business Association  
The Elliott Community

All interfund assets, liabilities, revenues and expenses have been eliminated.

#### Proportionately consolidated entities

The City reports only its share of assets, liabilities and results of operations of any government partnerships in which it participates. The City participates in the Wellington-Dufferin-Guelph Public Health Unit to the extent of 46.3% (2018 – 46.3%) based on population, as stated in agreement with the other participants. In 2018, the proportionate share of each obligated municipality was realigned to the 2016 census.

#### Modified equity basis entities

The investments in Guelph Municipal Holdings Inc. and Guelph Junction Railway Limited are accounted for on a modified equity basis, consistent with the public sector accounting standards for the treatment of government business enterprises. Under the modified equity basis, the business enterprise's accounting principles are not adjusted to conform to those of the City, and inter-organizational transactions and balances are not eliminated. Under the modified equity basis of accounting, the carrying value of the investment in subsidiaries is adjusted to reflect the City's share of the net asset change of the investee and the change in net assets is recorded as income from government business enterprises on the statement of operations and accumulated surplus.

# City of Guelph

## Notes to the consolidated financial statements

December 31, 2019

(\$000's)

---

### 1. Significant Accounting Policies (continued)

#### *Basis of accounting*

##### Accrual basis of accounting

Revenue and expenses are reported on the accrual basis of accounting except for revenues generated under the Provincial Offences Act which are accounted for on the cash basis. The accrual basis of accounting recognizes revenues in the period in which the transactions or events occurred that gave rise to the revenues; expenses are recognized as they are incurred and measurable as a result of receipt of goods or services or the creation of an obligation to pay.

##### Taxes receivable and related revenues

Property tax billings are prepared by the City based on assessment rolls issued by the Municipal Property Assessment Corporation ("MPAC"). Tax rates are established annually by the City Council, incorporating amounts to be raised for local services and amounts the City is required to collect on behalf of the Province of Ontario in respect of education taxes. A normal part of the assessment process is the issuance of supplementary assessment rolls, which provides updated information with respect to changes in property assessment. Once a supplementary assessment roll is received, the City determines the taxes applicable and renders supplementary tax billings.

Taxation revenues are recorded at the time the tax billings are issued. Assessments and the related property taxes are subject to appeal. Tax adjustments as a result of appeals are recorded as a reduction of tax revenue when the result of the appeal process is reasonably certain. The City is entitled to collect interest and penalties on overdue taxes and these revenues are recorded in the period the interest and penalties are levied. Tax revenue is recorded net of reductions including rebates. Taxes receivable are reported net of any expense or allowance for doubtful accounts.

##### Reserves and reserve funds

Certain amounts, as approved by City Council, are set aside in reserves and reserve funds for future operating and capital purposes. Reserve funds are interest bearing and the current year earned interest is accounted for as interest income and an adjustment within accumulated surplus.

# City of Guelph

## Notes to the consolidated financial statements

December 31, 2019

(\$000's)

---

### 1. Significant Accounting Policies (continued)

#### *Basis of accounting (continued)*

#### Deferred revenue and deferred contributions

Deferred revenues and deferred contributions represent property taxes, user charges and fees, developer contributions and other grant revenues which have been collected but for which the related services or expenses have yet to be incurred. These revenues have certain restrictions and will be recognized in the fiscal year the services are performed, or expenses incurred. Development charges, federal and provincial gas tax grants, funds received for parkland dedication restricted under the Planning Act, and funds received in relation to the Ontario Building Code Act which together make up Deferred Contributions, are interest bearing and current year interest earned on these amounts is added to deferred revenue and recognized as revenue when eligible expenses are incurred.

#### Tangible capital assets

- a) Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated lives as follows:

<b>Asset</b>	<b>Useful Life (Years)</b>
Land improvements	20 - 75
Buildings	10 - 75
Machinery and equipment	3 - 25
Vehicles	5 - 15
Sanitary sewers infrastructure	50 - 80
Storm sewer infrastructure	15 - 80
Transportation infrastructure	20 - 80
Waterworks infrastructure	5 - 80

The City has various capitalization thresholds so that individual tangible capital assets of lesser value are expensed unless the assets have significant value collectively (pooled assets). Examples of pools are desktop and laptop computers, police equipment, traffic signals, streetlights, and fire equipment.

- b) Land purchased for service delivery purposes is recorded as a tangible capital asset at cost. Any land cost premium incurred or discount received related to expropriation will be included as part of the asset to be constructed and amortized over its' useful life.
- c) Tangible capital assets received as contributions are recognized at their fair value at the date of receipt, and correspondingly recognized as revenue in that period. Similarly, contributions of assets to a third party are recorded as an expense equal to the net book value of the tangible capital asset as of the date of transfer.

# City of Guelph

## Notes to the consolidated financial statements

December 31, 2019

(\$000's)

---

### 1. Significant Accounting Policies (continued)

#### *Basis of accounting (continued)*

#### Tangible capital assets (continued)

- d) Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of the asset are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

#### Employee future benefit obligations

The cost of future benefits earned by employees is actuarially determined using the projected benefit method prorated on service and assumptions of mortality and termination rates, retirement age and expected inflation rates.

Past service costs from plan amendments, if any, are deferred and amortized on a straight-line basis over the average remaining service life of active employees at the date of the amendment. Actuarial gains and losses on the accrued benefit obligation arise from differences between the actual and expected experience and from changes in the actuarial assumptions used to determine the accrued benefit obligation. The excess of the net actuarial gains or losses over 10% of the benefit obligation is amortized over the average remaining service life of active employees.

#### Government transfers

Government transfers are recognized as revenues by the City in the period during which the transfer is authorized and any eligibility criteria are met. Government transfers are deferred if they are restricted through stipulations that require specific actions or programs to be carried out in order to keep the transfer. For such transfers, revenue is recognized when the stipulation has been met.

#### Investment income

Investment income earned on available funds and loans receivable are reported as revenue in the period earned. Investment income earned on deferred contributions is recorded as an increase to deferred contributions.

#### Contaminated sites

Under PS 3260, contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard. This relates to sites that are not in productive use and sites in productive use where an unexpected event resulted in contamination.



# City of Guelph

## Notes to the consolidated financial statements

December 31, 2019

(\$000's)

### 1. Significant Accounting Policies (continued)

*Basis of accounting (continued)*

Use of estimates

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the dates of the consolidated financial statements and the reported amounts of revenues and expenses during the reporting periods. Significant items subject to such estimates and assumptions include valuation allowance for asset backed investments, valuation allowances for receivables, certain accrued liabilities and obligations related to employee future benefits, landfill post closure liability, liability for contaminated sites and the estimated future lives of tangible capital assets. Actual results could differ from these estimates.

### 2. Taxation revenues

#### a) Taxation collected on behalf of school boards

The net taxation levies collected on behalf of the school boards are comprised of the following:

	2019 \$	2018 \$
Taxation revenue collected - school boards	<b>67,060</b>	66,091
Requisitions	<b>(67,060)</b>	(66,091)
<b>Net levy for the year</b>	-	-

#### b) Taxation revenue by major tax class

2019	Taxes (own purpose) \$	Payments in lieu \$	Supplem- entary taxes \$	Rebates & write-offs \$	2019 total \$
Residential	161,763	28	2,687	(136)	<b>164,342</b>
Multit-residential	16,892	-	249	(232)	<b>16,909</b>
Commercial	42,902	3,680	991	(633)	<b>46,940</b>
Industrial	18,044	211	144	(511)	<b>17,888</b>
Pipelines	591	-	12	-	<b>603</b>
Farmlands	13	-	-	-	<b>13</b>
Managed forests	3	-	-	-	<b>3</b>
Other	-	2,847	161	(11)	<b>2,997</b>
<b>Total tax revenue</b>	<b>240,208</b>	<b>6,766</b>	<b>4,244</b>	<b>(1,523)</b>	<b>249,695</b>

# City of Guelph

## Notes to the consolidated financial statements

December 31, 2019

(\$000's)

### 2. Taxation revenues (continued)

*b) Taxation revenue by major tax class (continued)*

2018	Taxes (own purpose) \$	Payments in lieu \$	Supple- mentary taxes \$	Rebates & write-offs \$	2018 total \$
Residential	155,128	27	2,874	(272)	157,757
Multi-residential	16,115	-	(15)	(28)	16,072
Commercial	41,036	3,580	967	(777)	44,806
Industrial	17,410	231	418	(362)	17,697
Pipelines	587	-	6	-	593
Farmlands	12	-	-	-	12
Managed forests	3	-	-	-	3
Other	-	2,839	286	(1,232)	1,893
<b>Total tax revenue</b>	<b>230,291</b>	<b>6,677</b>	<b>4,536</b>	<b>(2,671)</b>	<b>238,833</b>

### 3. Investments

Investments are recorded at cost. The cost and market values are as follows:

	<b>2019</b>		<b>2018</b>	
	<b>Market \$</b>	<b>Cost \$</b>	<b>Market \$</b>	<b>Cost \$</b>
Short-term investments	<b>152,470</b>	<b>150,163</b>	124,281	123,009
Long-term investments	<b>205,395</b>	<b>204,444</b>	158,217	156,166
	<b>357,865</b>	<b>354,607</b>	282,498	279,175

# City of Guelph

## Notes to the consolidated financial statements

December 31, 2019

(\$000's)

### 4. Investment in Guelph Junction Railway Limited

The City of Guelph owns 100% of Guelph Junction Railway Limited (the "Railway"). The following table provides condensed supplementary financial information for the year ended December 31:

	2019 \$	2018 \$
Financial position		
Current assets	1,802	1,425
Property, plant and equipment	12,659	11,583
Total assets	14,461	13,008
Current liabilities	2,101	684
Long-term debt	-	1,519
Deferred capital contributions	1,939	1,396
Total liabilities	4,040	3,599
<b>Net assets</b>	<b>10,421</b>	<b>9,409</b>
Results of operations		
Revenues	4,713	3,992
Operating expenses	3,621	3,251
Net income	1,092	741
Retained earnings, beginning of year	9,409	8,668
Dividend to City of Guelph (Note 4.b)	(80)	-
<b>Retained earnings, end of year</b>	<b>10,421</b>	<b>9,409</b>

#### a) Related party transactions

The City pays certain expenses and receives certain revenues on behalf of the Railway for which the Railway reimburses the City periodically through the year. During the year, these net expenses reimbursed to the City amounted to \$405 (2018 - \$512). Included in loans and notes receivable is an amount owing from the Railway of \$344 (2018 - \$321) related to the reimbursement of these current year net expenses.

The Railway paid the City \$55 (2018 - \$55) in office rent and administration fees. These transactions were made in the normal course of business and have been recorded at the exchange amounts.

In 2015, the City entered into a long-term loan agreement with Guelph Junction Railway Limited for the purpose of reconstructing a bridge within City limits. The total amount of the loan was \$1,710 repayable monthly through blended principal and interest payments which started January 2016 at 3.395%. At year end \$1,520 (2018 - \$1,568) was outstanding and included in loans and notes receivable. In 2019 principal and interest payments were \$49 and \$53 respectively (2018 - \$47, \$54)

# City of Guelph

## Notes to the consolidated financial statements

December 31, 2019

(\$000's)

---

#### **4. Investment in Guelph Junction Railway Limited (continued)**

##### *b) Dividend to Shareholder*

On March 1, 2019, the Board of Directors declared a dividend of \$80 based on the income earned in the year ended December 31, 2019. The dividend was paid on April 1, 2019.

#### **5. Investment in Guelph Municipal Holding Inc.**

The City of Guelph owns 100% of Guelph Municipal Holdings Inc. ("GMHI"). Prior to January 1, 2019 GMHI owned 100% of Guelph Hydro Electric Systems Inc. ("GHESI"), and prior to June 30, 2019, GMHI owned 100% of GMHI Development Corporation ("DevCo").

On January 1, 2019, GMHI sold its shares of GHESI to Alectra Inc. ("Alectra") for consideration of 4.63% of Alectra's shares.

On June 30, 2019, GMHI and DevCo were amalgamated, leaving one combined entity: GMHI.

Prior to the sale of GHESI to Alectra, GMHI controlled GHESI and DevCo, and therefore the assets, liabilities, revenues and expenses of GHESI and DevCo were fully consolidated into GMHI's financial statements.

With the sale of GHESI to Alectra and the amalgamation of GMHI and DevCo, GMHI now owns 4.63% of Alectra and has representation on the Board of Directors. GMHI has been assessed as having significant influence over Alectra, and has therefore accounted for the investment in Alectra using the equity method as prescribed by International Financial Reporting Standards (IFRS).

The 2018 comparatives in the 2019 GMHI financial statements include the full operations of GHESI as well as DevCo, while the 2019 figures include the transactions related to the sale of GHESI, the operations of DevCo and GMHI's share of Alectra's net income.

GMHI recorded a \$46 million gain on sale of GHESI, and \$5.6 million in deferred tax expense, for a net impact on the total comprehensive income of GMHI in 2019 being \$40.4 million.

# City of Guelph

## Notes to the consolidated financial statements

December 31, 2019

(\$000's)

### 5. Investment in Guelph Municipal Holding Inc. (continued)

The following table provides condensed supplementary financial information for GMHI for the year ended December 31:

	2019 \$	2018 \$
<b>Financial position</b>		
Current assets	<b>404</b>	59,425
Property, plant and equipment	-	171,850
Intangible assets	-	352
Deferred income taxes	-	6,020
Due from related parties	<b>2,545</b>	-
Investment in Alectra Inc.	<b>101,109</b>	-
<b>Total assets</b>	<b>104,058</b>	237,647
Accounts payable and accrued liabilities	<b>183</b>	26,842
Deferred tax liability	<b>14,464</b>	26,842
Customer deposits and deferred revenue	-	33,697
Long-term debt	-	94,360
Employee future benefits	-	10,626
<b>Total liabilities</b>	<b>14,647</b>	192,367
<b>Shareholder's equity</b>	<b>89,411</b>	45,280
<b>Results of operations</b>		
Revenue		
Investment revenue	<b>2,269</b>	-
Gain on disposal of investment in Guelph Hydro Electric Systems Inc.	<b>46,002</b>	-
Other services	-	5,381
Electricity sales	<b>255</b>	234,516
<b>Total revenue</b>	<b>48,526</b>	239,897
Expenses		
Cost of sales	<b>248</b>	202,500
Operating expenses	<b>900</b>	30,070
Income taxes	<b>5,627</b>	2,149
<b>Total expenses</b>	<b>6,775</b>	234,719
Net income (loss)	<b>41,751</b>	5,178
Retained earnings, beginning of year	<b>4,921</b>	1,643
Dividends	<b>(15,625)</b>	(1,900)
Refundable portion of deferred tax liability	<b>(8,837)</b>	-
Other	<b>(329)</b>	-
<b>Retained earnings, end of year</b>	<b>21,881</b>	4,921
<b>Shareholder's Equity</b>		
Share capital	<b>67,530</b>	67,530
Accumulated other comprehensive loss	-	(329)
Retained earnings, end of year	<b>21,881</b>	4,921
<b>Shareholder's equity</b>	<b>89,411</b>	72,122

# City of Guelph

## Notes to the consolidated financial statements

December 31, 2019

(\$000's)

---

### 5. Investment in Guelph Municipal Holding Inc. (continued)

#### a) *Related party transactions*

In 2018 GMHI paid certain expenses and received certain revenues on behalf of the City related to customer water billings which GMHI remitted to the City monthly. In 2019 this arrangement no longer existed due to the sale of Guelph Hydro Electric Systems Inc. to Alectra Inc. on January 1, 2019. During the year 2018, net revenues received by GMHI on behalf of the City amounted to \$60,592. The cost paid to GMHI in 2018 for administrating these billings on behalf of the City was \$1,557. Amounts owing to the City related to these transactions in 2018 totaled \$11,701 and are included in accounts receivable.

Dividends received from GMHI during the year were \$15,625 (2018 - \$1,900). These transactions were made in the normal course of business and have been recorded at the exchange amounts.

The following summarizes the Corporation's related party transactions, recorded at the exchange amounts and balances with GMHI for the year ended December 31:

	<b>2019</b>	2018
	<b>\$</b>	\$
Revenue:		
Property taxes	-	359
Rent, percentage, land lease	-	25
Subcontracting	-	71
Expenses:		
Energy sales (at commercial rates)	<b>78</b>	7,192
Waterworks expense	-	1,689
Street light maintenance	-	366
Balances:		
Legal and financial services provided to GMHI by the City	<b>90</b>	-
Accounts receivable	-	877
Accounts payable and accrued liabilities	<b>29</b>	29

#### b) *Events after the reporting period*

The former DevCo, now amalgamated with GMHI, operates district energy assets. GMHI has transitioned out of certain district energy contracts and is continuing to consider options available for the remaining contracts.

# City of Guelph

## Notes to the consolidated financial statements

December 31, 2019

(\$000's)

---

### 6. Deferred contributions

The following funds have statutory restrictions and as such are classified as deferred contributions:

	Beginning balance 2019 \$	Inflows \$	Outflows \$	Ending balance 2019 \$
Development charges	46,372	38,653	22,024	<b>63,001</b>
Grants	11,536	17,012	11,383	<b>17,165</b>
Other	6,476	3,812	150	<b>10,138</b>
	<b>64,384</b>	<b>59,477</b>	<b>33,557</b>	<b>90,304</b>

The development charges are restricted for use to fund growth related capital expenditures in accordance with the *Development Charges Act*. The deferred grants include federal gas tax funds, and provincial gas tax funds. Each of the grants has a specified set of restrictions that outlines how the funds can be utilized. The other deferred contributions include funds received for parkland dedication as restricted under the *Planning Act* and funds received in relation to the *Ontario Building Code Act*.

### 7. Pension agreement

The City makes contributions to the Ontario Municipal Employees Retirement System ("OMERS") which is a multi-employer plan, on behalf of the 2,285 (2018 – 2,249) members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. The multi-employer plan is valued on a current market basis for all plan assets.

The amount contributed to OMERS for 2019 is \$17,141 (2018 - \$16,915) for current service and is reported as an expense on the unconsolidated statement of operations and accumulated surplus.

The latest available report for the OMERS plan was as at December 31, 2019. At that time the plan reported a \$3.4 billion actuarial deficit, based on actuarial liabilities of \$106.4 billion and actuarial assets of \$103.0 billion. Ongoing adequacy of the current contribution rates will need to be monitored and may lead to increased future funding requirements. As at December 31, 2019, the City has no obligation under the past service provisions of the OMERS agreement.

# City of Guelph

## Notes to the consolidated financial statements

December 31, 2019

(\$000's)

### 8. Employee future benefits and other liabilities

Employee future benefits are current costs of the City to its employees and retirees for benefits earned but not taken as at December 31, and consist of the following:

	2019 \$	2018 \$
Workplace Safety and Insurance ("WSIB")	<b>10,462</b>	7,850
Sick leave	<b>10,305</b>	10,056
Post retirement benefits	<b>21,044</b>	19,413
	<b>41,811</b>	37,319

#### a) Liability for Workplace Safety & Insurance ("WSIB")

The City is a Schedule II employer under the *Workplace Safety and Insurance Act*. As a Schedule II employer, the City assumes the liability for any award made under the Act. An actuarial update was completed using information as at December 31, 2018 and extrapolated for the 2019 year end. The next required valuation will be performed in 2022 using information as of December 31, 2021.

The significant actuarial assumptions adopted in estimating the City's WSIB liabilities are as follows:

- Discount rate 3.75% (2018 - 4.25%)
- Expected future WSIB payments 121.00% (2018 - 69.00%)  
per lost time injury
- Health care inflation CPI plus 2.00% (2018 - CPI plus 4.00%)
- WSIB administration rate 32.00% (2018 - 36.00%)
- Lost time injury count 65 (2018 - 50)

Information about the City's WSIB liability is as follows:

	2019 \$	2018 \$
Accrued benefit obligation, beginning of year	<b>17,185</b>	7,756
Current service cost	<b>3,252</b>	883
Interest	<b>663</b>	328
Benefits paid	<b>(2,273)</b>	(951)
	<b>18,827</b>	8,016
Unamortized net actuarial loss	<b>(8,365)</b>	(166)
<b>Accrued benefit obligation, end of year</b>	<b>10,462</b>	7,850

A reserve in the amount of \$3,427 (2018 - \$3,313) has been accumulated to fund this obligation.



# City of Guelph

## Notes to the consolidated financial statements

December 31, 2019

(\$000's)

### 8. Employee future benefits and other liabilities (continued)

Information about the City's WSIB expenses recognized in the period is as follows:

	<b>2019</b>	2018
	<b>\$</b>	<b>\$</b>
Current period benefit	<b>3,252</b>	883
Amortization of losses	<b>970</b>	54
Interest expense	<b>663</b>	328
	<b>4,885</b>	1,265

#### b) *Liability for sick leave*

Under the sick leave benefit plan, unused sick leave can accumulate for certain employees and these employees may become entitled to a cash payment when they leave the City's employment.

A comprehensive actuarial valuation was completed using information as at December 31, 2016 and extrapolated for the 2019 year end. The next required valuation will be performed in 2020 using information as of December 31, 2019.

The significant actuarial assumptions adopted in estimating the City's sick leave liabilities are as follows:

- Discount rate 4.00% (2018 - 4.00%)
- Inflation rate 1.75% (2018 - 1.75%)
- Future salaries 2.75% per year (2018 - 2.75%)

Information about the City's sick leave liability is as follows:

	<b>2019</b>	2018
	<b>\$</b>	<b>\$</b>
Accrued benefit obligation, beginning of year	<b>11,083</b>	10,812
Current service cost	<b>819</b>	773
Interest	<b>436</b>	430
Benefits paid	<b>(1,174)</b>	(932)
	<b>11,164</b>	11,083
Unamortized net actuarial loss	<b>(858)</b>	(1,027)
<b>Accrued benefit obligation, end of year</b>	<b>10,306</b>	10,056

There are currently reserves totaling \$10,571 (2018 - \$10,329) available to fund this obligation.

# City of Guelph

## Notes to the consolidated financial statements

December 31, 2019

(\$000's)

### 8. Employee future benefits and other liabilities (continued)

#### b) Liability for sick leave (continued)

Information about the City's sick leave expenditures recognized in the period is as follows:

	2019 \$	2018 \$
Current period benefit cost	819	773
Amortization of net actuarial loss	169	168
Interest expense	436	430
	<b>1,424</b>	<b>1,371</b>

#### c) Post-employment benefits

The City provides dental and health care benefits between the time an employee retires under OMERS, or retires at a normal retirement age, up to the age of 65.

The significant actuarial assumptions adopted in estimating the City's liabilities are as follows:

- Discount rate 4.00% (2018 – 4.00%)
- Inflation rate 1.75% (2018 – 1.75%)
- Prescription drugs trend rate 5.08% reducing over 3 years to reach 3.75% per year starting in 2021 (2018 – 5.08% reducing over 3 years to reach 3.75% per year starting in 2021)
- Dental and other medical trend rate 3.75% (2018 – 3.75%)

Information about the City's employee post-employment benefits are as follows:

	2019 \$	2018 \$
Accrued benefit obligation, beginning of year	20,899	20,453
Current service cost	1,035	982
Increase due to plan amendment	825	-
Interest	831	811
Benefits paid	(1,310)	(1,347)
Accrued benefit obligation, end of year	22,280	20,899
Unamortized net actuarial loss	(1,235)	(1,486)
	<b>21,045</b>	<b>19,413</b>

A portion of the City's corporate contingency reserve has been allocation to partially fund this obligation.

# City of Guelph

## Notes to the consolidated financial statements

December 31, 2019

(\$000's)

### 8. Employee future benefits and other liabilities (continued)

Information about the City's employee future benefit expenses recognized in the period are as follows:

	2019 \$	2018 \$
Current period benefit cost	1,035	982
Amortization of net actuarial loss	251	251
Interest expense	830	811
	<b>2,116</b>	<b>2,044</b>

A comprehensive actuarial valuation was completed using information as at December 31, 2016 and extrapolated for the 2019 year end. The next required valuation will be performed in 2020 using information as of December 31, 2019.

### 9. Debt

a) *Debt is comprised of the following components:*

	2019 \$	2018 \$
Operating line of credit - bearing interest at prime, due on demand	1,385	-
Debentures - repayable at rates ranging from 0.95% to 5.237% and maturing from 2019 through 2031	110,915	91,127
Long-term loans - repayable at rate 6.38% and maturing 2025	3,043	3,468
Banker's acceptance, interest at 2.07% fixed through a swap transaction, plus a stamping fee of 0.8% for a total of 2.87%, payable in varying installments of principal and interest, maturing June 25, 2025	1,142	1,343
	<b>116,485</b>	<b>95,938</b>

Included in accounts payable and accrued liabilities is \$405 (2018 - \$505) representing the fair market value of the interest rate swap facilities.

All debt is payable in Canadian dollars. Refer to schedule 3 for further details.

# City of Guelph

## Notes to the consolidated financial statements

December 31, 2019

(\$000's)

### 9. Debt (continued)

b) *The debt is repayable in the following periods and will be funded through the following revenue:*

	General taxation \$	User pay and other \$	Total \$
2020	12,261	1,810	<b>14,071</b>
2021	12,419	441	<b>12,860</b>
2022	7,487	458	<b>7,945</b>
2023	7,668	475	<b>8,143</b>
2024	5,158	492	<b>5,650</b>
Thereafter	65,461	2,355	<b>67,816</b>
	<b>110,454</b>	<b>6,031</b>	<b>116,485</b>

c) *Total charges during the year for debt are as follows:*

	2019 \$	2018 \$
Principal repayments	<b>13,916</b> \$	14,831
Interest	<b>3,249</b>	3,324
	<b>17,165</b> \$	18,155

### 10. Obligation under capital lease

A consolidated entity of the City has financed certain equipment through a capital lease arrangement as follows:

	2019 \$	2018 \$
2019	-	258
2020	<b>213</b>	213
2021	<b>39</b>	39
Total minimum lease payments	<b>252</b>	510
Less amount representing interest at 3.16% and 3.04%	<b>(6)</b>	(16)
<b>Present value of net minimum capital lease payments</b>	<b>246</b>	494

Interest of \$12 (2018 - \$19) relating to capital lease obligations has been included in interest expense.

# City of Guelph

## Notes to the consolidated financial statements

December 31, 2019

(\$000's)

### 11. Landfill post-closure liability

The City owns one landfill site. This landfill site was closed in 2003. The liability for post-closure costs has been reported on the unconsolidated statement of financial position. The liability was calculated based upon the present value of estimated post-closure costs discounted to December 31, 2019 at a factor of 3.75% (2018 – 4.00%) per annum. Post-closure care is estimated to be required for 35 years from the date of site closure.

The estimated expenditures for post-closure care as at December 31, 2019 are \$4,520 (2018 - \$4,435).

No reserve funds have been established to fund this liability as at December 31, 2019, as the City is funding this cost annually through the budget process.

### 12. Other long-term liabilities

The City offers three tax-increment based grant ("TIBG") programs in the areas of Heritage Redevelopment, Brownfield Redevelopment and Downtown Development.

The tax-increment based grants are approved individually by Council and require annual reporting and property tax payment by the applicant in order for the City to pay a grant installment. The agreements have two identifiable phases: i) grant pre-approval and construction phase; ii) grant approval and payment phase.

The City has TIBG agreements that are in the grant payment phase as follows:

a) *TIBG Agreements*

	2019 \$	2018 \$
Heritage Redevelopment	79	94
Downtown Development	6,285	8,780
Brownfield Strategy	6,013	4,169
	<b>12,377</b>	<b>13,043</b>

b) *The TIBG's are repayable in the following periods:*

	2019 \$	2018 \$
2019	1,852	2,352
2020	1,524	2,116
2021	1,505	1,894
2022	1,495	2,357
2023	1,483	1,289
Thereafter	4,518	3,035
	<b>12,377</b>	<b>13,043</b>

# City of Guelph

## Notes to the consolidated financial statements

December 31, 2019

(\$000's)

### 13. Tangible capital assets

	2019			
	Balance, beginning of year \$	Additions \$	Disposals \$	Balance, end of year \$
<b>Cost</b>				
Land and land improvements	88,010	8,577	(1,564)	<b>95,023</b>
Buildings	336,641	55,168	(6,351)	<b>385,458</b>
Machinery and equipment	189,073	15,479	(2,543)	<b>202,009</b>
Assets under capital lease	1,071	-	(7)	<b>1,064</b>
Vehicles	78,789	4,873	(2,539)	<b>81,123</b>
Infrastructure				
Sanitary sewers & waste water	303,641	4,014	-	<b>307,655</b>
Storm water	211,194	7,398	-	<b>218,592</b>
Transportation	433,078	14,910	(1,514)	<b>446,474</b>
Waterworks	285,243	5,568	(660)	<b>290,151</b>
Assets under construction	67,817	(22,534)	-	<b>45,283</b>
	<b>1,994,557</b>	<b>93,453</b>	<b>(15,178)</b>	<b>2,072,832</b>
<b>Accumulated amortization</b>				
Land and land improvements	8,966	1,111	(157)	<b>9,920</b>
Buildings	129,487	10,108	(5,373)	<b>134,222</b>
Machinery and equipment	122,819	11,937	(2,370)	<b>132,386</b>
Assets under capital lease	593	236	-	<b>829</b>
Vehicles	42,365	6,560	(2,234)	<b>46,691</b>
Infrastructure				
Sanitary sewers & waste water	153,381	4,678	-	<b>158,059</b>
Storm water	62,626	3,193	-	<b>65,819</b>
Transportation	236,717	9,156	(535)	<b>245,338</b>
Waterworks	114,255	6,071	(661)	<b>119,665</b>
	<b>871,209</b>	<b>53,050</b>	<b>(11,330)</b>	<b>912,929</b>
<b>Net book value</b>				
Land and land improvements	79,044			<b>85,103</b>
Buildings	\$ 207,154			<b>\$ 251,236</b>
Machinery and equipment	66,254			<b>69,623</b>
Assets under capital lease	478			<b>235</b>
Vehicles	36,424			<b>34,432</b>
Infrastructure				
Sanitary sewers & waste water	150,260			<b>149,596</b>
Storm water	148,568			<b>152,773</b>
Transportation	196,361			<b>201,136</b>
Waterworks	170,988			<b>170,486</b>
Assets under construction	67,817			<b>45,283</b>
	<b>\$ 1,123,348</b>			<b>\$1,159,903</b>

# City of Guelph

## Notes to the consolidated financial statements

December 31, 2019

(\$000's)

### 13. Tangible capital assets (continued)

	2018			
	Balance, beginning of year	Additions	Disposals	Balance, end of year
Cost	\$	\$	\$	\$
Land and land improvements	84,090	5,907	(1,987)	88,010
Buildings	329,697	9,282	(2,338)	336,641
Machinery and equipment	171,838	18,410	(1,175)	189,073
Assets under capital lease	1,071	-	-	1,071
Vehicles	73,501	17,295	(12,007)	78,789
Infrastructure				
Sanitary sewers & waste water	294,869	8,772	-	303,641
Storm water	208,209	2,985	-	211,194
Transportation	421,262	11,816	-	433,078
Waterworks	264,265	20,978	-	285,243
Assets under construction	63,178	4,639	-	67,817
	1,911,980	100,084	(17,507)	1,994,557
Accumulated amortization				
Land and land improvements	8,036	1,050	(120)	8,966
Buildings	119,937	9,852	(302)	129,487
Machinery and equipment	113,363	10,397	(941)	122,819
Assets under capital lease	344	249	-	593
Vehicles	46,059	7,157	(10,851)	42,365
Infrastructure				
Sanitary sewers & waste water	148,790	4,591	-	153,381
Storm water	59,518	3,108	-	62,626
Transportation	227,743	8,974	-	236,717
Waterworks	108,708	5,547	-	114,255
	832,498	50,925	(12,214)	871,209
Net book value				
Land and land improvements	76,054			79,044
Buildings	209,760			207,154
Machinery and equipment	58,475			66,254
Assets under capital lease	727			478
Vehicles	27,442			36,424
Infrastructure				
Sanitary sewers & waste water	146,079			150,260
Storm water	148,691			148,568
Transportation	193,519			196,361
Waterworks	155,557			170,988
Assets under construction	63,178			67,817
	1,079,482			1,123,348

# City of Guelph

## Notes to the consolidated financial statements

December 31, 2019

(\$000's)

### 14. Accumulated surplus

The accumulated surplus is comprised of the following components:

	2019 \$	2018 \$
Reserves set aside for specific purpose by Council:		
for corporate	24,814	20,629
for program specific	20,562	24,949
for strategic	(1,474)	(3,666)
Reserves set aside by Wellington-Dufferin-Guelph Public Health		
for contingency	314	810
<b>Total reserves - Schedule 4</b>	<b>44,216</b>	<b>42,722</b>
Reserve funds set aside for specific purpose by Co:		
for capital financing	206,219	173,146
Reserve funds set aside by Wellington-Dufferin-Guelph Public Health		
for capital financing	211	1,810
<b>Total reserve funds - Schedule 4</b>	<b>206,430</b>	<b>174,956</b>
<b>Total reserve and reserve funds</b>	<b>250,646</b>	<b>217,678</b>
Invested in tangible capital assets	1,159,903	1,123,248
Investment in Guelph Municipal Holdings Inc.	89,411	72,122
Investment in Guelph Junction Railway Limited	10,421	9,409
Operating fund	11,342	(1,050)
Unfunded liabilities		
Debt	(116,485)	(96,926)
Contaminated sites liability	(26,000)	(27,000)
Employee future benefits and related liabilities	(41,811)	(44,946)
Landfill post closure liability	(4,520)	(4,435)
<b>Total</b>	<b>1,082,261</b>	<b>1,030,422</b>
<b>Accumulated Surplus</b>	<b>1,332,907</b>	<b>1,248,100</b>

In accordance with the City's policy for reserve funds, interest is earned on the average reserve fund balance for the year at the average rate of return earned on investments during the year. In 2019, \$4,232 (2018 - \$3,219) of interest was earned by the reserve funds and is an increase in reserve and reserve funds.



# City of Guelph

## Notes to the consolidated financial statements

December 31, 2019

(\$000's)

### 15. Government partnerships

The City's share of 46.3% (2018 - 46.3%) of the results of the Wellington-Dufferin-Guelph Public Health's operations for the year and its financial position at December 31 are included in the consolidated financial statements using proportionate consolidation and include the amounts as follows:

	2019 \$	2018 \$
Financial assets	<b>1,691</b>	3,693
Liabilities	<b>3,788</b>	6,493
Net financial assets	<b>(2,097)</b>	(2,800)
Tangible capital assets	<b>10,354</b>	10,650
Prepaid expenses	<b>31</b>	51
Inventory	<b>3</b>	4
Total non-financial assets	<b>10,388</b>	10,705
<b>Accumulated surplus</b>	<b>8,291</b>	7,905
Revenues	<b>12,777</b>	12,540
Expenses	<b>12,392</b>	12,277
Excess of revenues over expenses for the year	<b>385</b>	263
Accumulated surplus, beginning of year	<b>7,905</b>	7,642
<b>Accumulated surplus, end of year</b>	<b>8,290</b>	7,905

During the year, the City contributed \$3,946 (2018 - \$3,869) towards its share of the costs of the partnership. This amount is included in revenue in the table above, but has been eliminated from the statement of operations on consolidation.

#### *Financing Agreement*

On December 19, 2012, the City, the County of Wellington and the County of Dufferin (the "obligated municipalities") entered into a Financing Agreement with Wellington-Dufferin-Guelph Public Health ("Public Health") to finance the cost of building two new Public Health facilities at Chancellors Way, Guelph, and Broadway, Orangeville.

The interest rate is 3.34% per annum, and the term and amortization of the loan is twenty years. Repayment to the obligated municipalities commenced thirty days following certification by the project's architect of substantial completion of both facilities. The whole or any part of the capital financing under this agreement may be prepaid at any time or times without penalty or bonus. The aforementioned loan is included in liabilities in the table above but has been eliminated upon consolidation.

# City of Guelph

## Notes to the consolidated financial statements

December 31, 2019

(\$000's)

### 16. Shared service agreements

Certain programs as mandated by provincial legislation are managed by neighboring municipalities on behalf of the City and certain programs are also managed by the City on behalf of other municipalities.

#### *Social Service Programs*

The City's share of revenues and expenses from social service programs managed by Wellington County are as follows:

	2019 \$	2018 \$
Revenues		
Social housing provincial contributions	7,521	7,921
Child care provincial contributions	13,494	10,020
Social services provincial contributions	9,771	9,167
	<b>30,786</b>	27,108
Expenses		
Social housing	23,633	23,648
Child care	17,492	13,242
Social services	12,486	11,637
	<b>53,611</b>	48,527
<b>Net expenses</b>	<b>(22,825)</b>	(21,419)

The City's share of net expenses for social housing is 85% (2018 - 83%), child care 74% (2018 - 77%) and social services 70% (2018 - 65%).

The revenue and expenses from programs managed by the City on behalf of the City and the County of Wellington are:

#### *Provincial Offences Act Administration*

	2019 \$	2018 \$
POA revenues	2,652	2,525
POA expenses	2,228	2,188
<b>Net City revenue</b>	<b>424</b>	337

The City's share of net revenue from Provincial Offences Act administration in 2019 was 56% (2018 - 57%). Included in the above expense figure is \$340 (2018 - \$249) in transfers to the County of Wellington for the County's share of net revenue from fines collected.

The Provincial Offences Act revenues are recorded on a cash basis due to regulatory restrictions. As at December 31, 2019 there are \$21 (2018 - \$21) of over-due fines receivable and of this amount \$- (2018 - \$-) is considered uncollectable, and \$6 (2018 - \$5) is a collection agency cost and fully recoverable upon receipt of payment.

# City of Guelph

## Notes to the consolidated financial statements

December 31, 2019

(\$000's)

---

### 16. Shared service agreements (continued)

#### *Land Ambulance*

	2019 \$	2018 \$
Land ambulance revenues	15,340	14,770
Land ambulance expenses	22,801	21,912
<b>Net City expense</b>	<b>(7,461)</b>	<b>(7,142)</b>

The City's share of net operating expenses for land ambulance in 2019 was 63% (2018 – 61%). Included in the above revenue figures is \$4,531 (2018 – \$4,528) in contributions from the County of Wellington which includes the County's contributions to Land Ambulance capital projects.

The full amount of the revenue and expenses for Land Ambulance and Provincial Offences Act administration are included in the consolidated statement of operations and accumulated surplus.

### 17. Liability for contaminated sites

The City reports environmental liabilities related to the management and remediation of contaminated sites where the City is obligated or likely obligated to incur such costs. A contaminated sites liability of \$26,000 (2018 - \$27,000) has been recorded based on environmental assessments or estimates for those sites where an assessment has not been conducted.

The City's ongoing efforts to assess contaminated sites may result in additional environmental remediation liabilities related to newly identified sites or changes in the assessments. Any changes to the City's liabilities for contaminated sites will be accrued in the year in which they are assessed as likely and reasonably estimable.

### 18. Contingencies

From time to time, the City may be involved in other claims in the normal course of business. Management assesses such claims and where considered likely to be material exposure and, where the amount of the claim is quantifiable, provisions for loss are made based on management's assessment of the likely outcome. The City does not provide for claims that are considered unlikely to result in a significant loss, claims for which the outcome is not determinable or claims where the amount of loss cannot be reasonably estimated. Any settlements or awards under such claims are provided when reasonably determinable.

### 19. Commitments and guarantees

#### *a) Heritage Redevelopment Grant Program*

The City has commitments totaling \$2,901 (2018 - \$1,200) resulting from agreements entered into as part of the Heritage Redevelopment Grant Program. Grant expenses will be recognized upon the applicant meeting all the eligibility criteria.

# City of Guelph

## Notes to the consolidated financial statements

December 31, 2019

(\$000's)

---

### 19. Commitments and guarantees (continued)

*b) Brownfield Tax Increment Based Grant Program*

The City has commitments totaling \$6,705 (2018 - \$5,217) resulting from agreements entered into as part of the Brownfield Tax Increment Based Grant Program. Grant expenses will be recognized in the year of reassessment by MPAC and when all eligibility criteria have been met by the applicant.

*c) Major Downtown Activation Grant Program*

The City has commitments totaling \$7,082 (2018 - \$7,082) resulting from agreements entered into as part of the Major Downtown Activation Grant Program. Grant expenses will be recognized in the year of reassessment by MPAC and when all eligibility criteria have been met by the applicant.

*d) City Commitments*

The City has commitments under a variety of leases and agreements of which the longest expires on October 31, 2057. The minimum lease payments over the next five years and thereafter are as follows:

	<b>2019</b>
	<b>\$</b>
2020	<b>1,064</b>
2021	<b>861</b>
2022	<b>675</b>
2023	<b>619</b>
2024	<b>531</b>
Thereafter	<b>652</b>
	<b>4,402</b>

*e) City Grants*

The City has committed to providing various grants to organizations in the community totaling \$2,428 (2018 - \$514).

### 20. Local Immigration Partnership

Included in the consolidated statement of operations and accumulated surplus are the activities of the Local Immigration Partnership Program (LIPP) which is a federally funded program for the purpose of creating a more welcoming community for immigrants by focusing efforts on employment services, English language training, community integration/inclusion and community services/programs. During 2019, the City of Guelph received \$353 (2018 - \$295) of funding from Citizenship and Immigration Canada related to the operation this program.

# City of Guelph

## Notes to the consolidated financial statements

December 31, 2019

(\$000's)

---

### 21. Budget figures

Budgets are established to set tax rates or to finance projects which may be carried out over one or more years. Budget figures have been translated to reflect changes in public sector accounting standards on the consolidated statement of operations and accumulated surplus by adjusting for amortization of tangible capital assets, including the consolidated entities and excluding budgeted amounts for the debt principal repayment and reserve transfers.

### 22. Comparative figures

Certain 2018 comparative figures have been reclassified in order to present them in a form comparable to those for 2019.

### 23. Subsequent events

Subsequent to December 31, 2019, the World Health Organization declared the Coronavirus COVID-19 (COVID-19) outbreak a pandemic. This has resulted in significant financial, market and societal impacts in Canada and around the world.

Markets are prone to volatility and the COVID-19 virus has presented many uncertainties and is threatening the outlook for future global trade and GDP. This uncertainty has translated into widespread volatility across equity and bond markets since December 31, 2019.

At this time these factors present uncertainty over future cash flows and may cause significant changes to the assets or liabilities. An estimate of the financial effect is not determinable at this time.

### 24. Segmented information

The City of Guelph is a diversified municipal government institution that provides a wide range of services to its citizens. For management reporting purposes, the City's operations and activities are organized and reported on in two groups: Operating Fund and Capital Fund. These funds were created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations. Within the operating fund, the City's operations are further defined into the Tax Supported and Non Tax Supported categories and then segregated into four service area pillars: Office of the Chief Administrative Officer, Corporate Services, Infrastructure, Development & Enterprise Services, and Public Services.

Although City services are provided internally by these defined service areas, for financial reporting, the City has chosen to remain consistent with the Ontario Financial Information Return (FIR) and the nine functional areas that it prescribes. This will allow comparability between our Schedule of Segment Disclosure (Schedules 1 and 2 attached) and several schedules on the FIR that require full segment disclosure of operating expenses and limited disclosure of operating revenues.

The services that have been separately disclosed in the segmented information are defined by the compositional requirements of the FIR as follows:

# City of Guelph

## Notes to the consolidated financial statements

December 31, 2019

(\$000's)

---

### 24. Segmented information (continued)

#### a) *General Government*

- Governance (election management, Council, Council support, Office of the Mayor).
- Corporate management (Office of the CAO, finance, corporate communications, legal, corporate properties and real estate and information technology).

#### b) *Protection services*

- Police services, fire services, 911 service, court operations, building and structural inspection, parking enforcement, by-law enforcement and animal control.

#### c) *Transportation services*

- Roadways – including asphalt resurfacing and crack sealing, line painting, sweeping, traffic operations and maintenance of roadside areas, culverts and bridges.
- Winter control, street lighting, parking and public transit.

#### d) *Environmental services*

- Water, wastewater, storm sewers, and solid waste collection, disposal and recycling.

#### e) *Health services*

- Land ambulance operations and City's proportionate share of Public Health.

#### f) *Social housing*

- Social housing program costs.

#### g) *Social and family services*

- General assistance (Ontario Works) and childcare programs, contributions to The Elliott operations.

#### h) *Recreation and cultural services*

- Parks, recreational facilities, recreational programs, libraries, museums, River Run Centre, Sleeman Centre and other cultural services.

#### i) *Planning and development services*

- Planning and zoning, Committee of Adjustment, tourism, economic development, and Downtown Guelph Business Association operations.

# City of Guelph

## Consolidated schedule of segment disclosure - Schedule 1 year ended December 31, 2019 (\$'000's)

	General government \$	Protection services \$	Transportation services \$	Environmental services \$	Health services \$	Social and family services \$	Social housing \$	Recreation and cultural services \$	Planning and development \$	Total \$
<b>Revenues</b>										
Taxation	251,675	-	-	-	-	-	-	-	-	251,675
User charges	1,144	1,408	16,426	75,227	36	9,836	-	7,089	712	111,878
Contributed subdivision assets	4,607	-	-	-	-	-	-	-	-	4,607
Contributions	1,459	5,007	18,904	9,905	23,991	27,887	7,521	5,117	722	100,513
Other										
Investment income	7,176	3	-	201	73	-	-	4	-	7,457
Donations	5	14	-	-	-	-	-	658	-	677
Sales of equipment, publications	(1)	1	8	1,729	-	98	-	2,385	1	4,221
Recoveries	1,114	189	1,421	714	-	1,006	-	946	260	5,650
Licences and permits	76	3,881	(75)	17	-	-	-	19	-	3,918
Provincial Offences Act revenues	-	2,845	-	-	-	-	-	-	-	2,845
Other fines	-	1,143	-	-	-	-	-	-	-	1,143
(Loss) gain on disposal of tangible capital assets	(528)	(753)	(685)	(77)	-	-	-	(123)	770	(1,396)
Government business enterprises earnings	34,006	-	-	-	-	-	-	-	-	34,006
	300,733	13,738	35,999	87,716	24,100	38,827	7,521	16,095	2,465	527,194

# City of Guelph

## Consolidated schedule of segment disclosure - Schedule 1 year ended December 31, 2019 (\$'000's)

	General government \$	Protection services \$	Transportation services \$	Environmental services \$	Health services \$	Social and family services \$	Social housing \$	Recreation and cultural services \$	Planning and development \$	Total \$
<b>Expenses</b>										
Salaries, wages and employee benefits	22,227	77,166	37,616	23,592	27,292	10,855	-	26,101	4,394	229,243
Interest on debt	677	691	601	425	77	256	-	503	19	3,249
Materials	750	2,200	14,540	9,475	1,637	1,996	-	5,889	228	36,715
Purchased services	7,420	4,483	5,411	17,970	2,506	1,691	10	4,674	1,740	45,905
Rents and financial expenses	3,706	208	1,484	3,109	236	10	-	1,750	7	10,510
External transfers	2,482	1,035	-	1,577	-	29,978	23,633	2,790	2,220	63,715
Internal charges	(8,940)	1,745	(4,339)	7,556	2,068	4	-	1,804	102	-
Amortization of tangible capital assets	4,637	3,267	16,774	17,848	1,625	1,106	21	7,386	386	53,050
	32,959	90,795	72,087	81,552	35,441	45,896	23,664	50,897	9,096	442,387
<b>Excess of revenues over expenses for the year</b>	267,774	(77,057)	(36,088)	6,164	(11,341)	(7,069)	(16,143)	(34,802)	(6,631)	84,807



# City of Guelph

## Consolidated schedule of segment disclosure - Schedule 2 year ended December 31, 2018 (\$'000's)

	General government \$	Protection services \$	Transportation services \$	Environmental services \$	Health services \$	Social and family services \$	Social housing \$	Recreation and cultural services \$	Planning and development \$	Total \$
<b>Revenues</b>										
Taxation	240,702	-	-	-	-	-	-	-	-	<b>240,702</b>
User charges	1,196	1,470	15,285	73,860	14	9,998	-	6,849	795	<b>109,467</b>
Contributed subdivision assets	9,560	-	-	-	-	-	-	-	-	<b>9,560</b>
Contributions	1,059	4,862	11,345	12,447	23,296	23,751	7,921	9,457	872	<b>95,010</b>
Other										
Investment income	5,351	2	-	93	68	-	-	1	-	<b>5,515</b>
Donations	-	12	-	-	-	-	-	385	-	<b>397</b>
Sales of equipment, publications	(89)	2	22	2,718	-	86	-	1,702	2	<b>4,443</b>
Recoveries	682	122	1,213	731	5	428	-	914	216	<b>4,311</b>
Licences and permits	80	3,796	-	72	-	-	-	19	-	<b>3,967</b>
Provincial Offences Act revenues	-	2,686	-	-	-	-	-	-	-	<b>2,686</b>
Other fines	-	1,369	-	-	-	-	-	-	-	<b>1,369</b>
(Loss) gain on disposal of tangible capital assets	(3)	(120)	397	(110)	23	-	-	(26)	117	<b>278</b>
Government business enterprises earnings	6,804	-	-	-	-	-	-	-	-	<b>6,804</b>
	265,342	14,201	28,262	89,811	23,406	34,263	7,921	19,301	2,002	<b>484,509</b>

# City of Guelph

## Consolidated schedule of segment disclosure - Schedule 2 year ended December 31, 2018 (\$'000's)

	General government \$	Protection services \$	Transportation services \$	Environmental services \$	Health services \$	Social and family services \$	Social housing \$	Recreation and cultural services \$	Planning and development \$	Total \$
<b>Expenses</b>										
Salaries, wages and employee benefits	20,920	73,299	35,525	21,816	26,136	10,574	-	25,178	4,071	<b>217,519</b>
Interest on debt	740	568	457	586	92	298	-	557	26	<b>3,324</b>
Materials	966	2,236	13,511	11,750	1,546	2,089	-	5,191	212	<b>37,501</b>
Purchased services	7,561	4,555	5,448	14,860	2,601	1,510	15	4,431	2,082	<b>43,063</b>
Rents and financial expenses	3,142	269	1,346	3,646	199	-	-	1,282	54	<b>9,938</b>
External transfers	1,729	896	58	1,538	-	24,879	23,648	1,883	12,038	<b>66,669</b>
Internal charges	(8,824)	382	(2,634)	7,146	1,921	5	-	1,918	86	<b>-</b>
Amortization of tangible capital assets	4,488	3,057	16,156	17,182	1,730	1,058	21	6,864	369	<b>50,925</b>
	<b>30,722</b>	<b>85,262</b>	<b>69,867</b>	<b>78,524</b>	<b>34,225</b>	<b>40,413</b>	<b>23,684</b>	<b>47,304</b>	<b>18,938</b>	<b>428,939</b>
<b>Excess of revenues over expenses for the year</b>	<b>234,620</b>	<b>(71,061)</b>	<b>(41,605)</b>	<b>11,287</b>	<b>(10,819)</b>	<b>(6,150)</b>	<b>(15,763)</b>	<b>(28,003)</b>	<b>(16,936)</b>	<b>55,570</b>

# City of Guelph

## Consolidated schedule of debt - Schedule 3

December 31, 2019

(\$000's)

Bylaw	Project description	Term	Maturity date	Interest rates	2019 \$	2018 \$
<b>Debentures:</b>						
18898	Road Projects - Gordon, Victoria, Eramosa	10	11/25/2019	.95 % to 4.60%	-	87
18898	South End Station	10	11/25/2019	.95 % to 4.60%	-	764
18898	New City Hall	10	11/25/2019	.95 % to 4.60%	-	264
18898	Land Purchase - Library	10	11/25/2019	.95 % to 4.60%	-	97
18898	Public Drop Off Facility	10	11/25/2019	.95 % to 4.60%	-	25
18898	Transit Terminal Road Upgrades	10	11/25/2019	.95 % to 4.60%	-	214
18898	Watermain Projects - Laird, Arkell, Scout Camp	10	11/25/2019	.95 % to 4.60%	-	729
18898	Waste Water Treatment Plant Facility Upgrade	10	11/25/2019	.95 % to 4.60%	-	670
19294	Organic Waste Facility Composter Rebuild	10	11/9/2021	1.25% to 3.70%	<b>5,967</b>	8,863
19294	Fire - Pumper	10	11/9/2021	1.25% to 3.70%	<b>142</b>	211
19294	Civic Museum Renovations	10	11/9/2021	1.25% to 3.70%	<b>1,244</b>	1,847
19294	On behalf of the Elliott	10	11/9/2021	1.25% to 3.70%	<b>2,847</b>	4,229
20084	Public Health Facilities	7	7/20/2023	1.20% to 2.25%	<b>798</b>	990
20084	Public Health Facilities - DC	7	7/20/2023	1.20% to 2.25%	<b>2,608</b>	3,238
20084	Riverside Fuel Tank	7	7/20/2023	1.20% to 2.25%	<b>87</b>	109
20084	Stormwater CIP	7	7/20/2023	1.20% to 2.25%	<b>413</b>	513
20084	Roads Projects - Carden & Downtown	7	7/20/2023	1.20% to 2.25%	<b>3,226</b>	4,005
20084	Land Purchase - Baker Street	7	7/20/2023	1.20% to 2.25%	<b>663</b>	823
20084	Waste Management Carts	7	7/20/2023	1.20% to 2.25%	<b>2,533</b>	3,145
20084	Roads Projects - Clair & Laird Road	7	7/20/2023	1.20% to 2.25%	<b>3,058</b>	3,797
20084	Police HQ Renovations	7	7/20/2023	1.20% to 2.25%	<b>7,442</b>	7,697
20084	Roads Projects - Clair & Laird Road - DC	10	7/20/2026	1.20% to 2.25%	<b>12,077</b>	12,493
20084	Police HQ Renovations - DC	10	7/20/2026	1.20% to 2.25%	<b>7,079</b>	7,322
20084	Victoria Road Recreation Facility Renovation	10	7/20/2026	1.20% to 2.25%	<b>11,726</b>	12,130
18105	New City Hall	25	8/28/2031	5.237%	<b>12,426</b>	13,155
18105	New POA Court	25	8/28/2031	5.237%	<b>3,505</b>	3,710
20417	Police HQ Renovations	20	7/10/2039	1.95% to 2.8%	<b>7,000</b>	-
20417	Police HQ Renovations - DC	20	7/10/2039	1.95% to 2.8%	<b>8,124</b>	-
20417	Wilson Parkade	20	7/10/2039	1.95% to 2.8%	<b>10,600</b>	-
20417	Wilson Parkade - DC	20	7/10/2039	1.95% to 2.8%	<b>4,500</b>	-
20417	Farebox	20	7/10/2039	1.95% to 2.8%	<b>1,300</b>	-
20417	Fuel Tank	20	7/10/2039	1.95% to 2.8%	<b>1,550</b>	-
					<b>110,915</b>	91,127
<b>Other loans:</b>						
N/A	The Elliott Line of Credit - RBC	Demand	N/A	prime	<b>1,385</b>	-
N/A	The Elliott Bankers Acceptance - SWAP	10	6/25/2025	4.83%	<b>1,142</b>	1,343
N/A	CIBC Loan - Sleeman Centre - SWAP	18.8	9/1/2025	6.38%	<b>3,043</b>	3,468
					<b>5,570</b>	4,811
<b>Total Debt</b>					<b>116,485</b>	95,938

# City of Guelph

## Consolidated schedule of reserves and reserve funds - Schedule 4 December 31, 2019 (\$000's)

Code	Description	2019 \$	2018 \$
<b>Reserves:</b>			
Corporate:			
115	Police Operating Contingency	<b>189</b>	189
131	Compensation Contingency	<b>5,333</b>	5,533
180	Tax Rate Stabilization Contingency	<b>11,974</b>	7,728
193	Legal/Insurance	<b>2,861</b>	2,723
198	Environment and Utility Contingency	<b>2,882</b>	2,882
208	Social Housing Contingency	<b>1,574</b>	1,574
		<b>24,813</b>	20,629
Program Specific:			
100	Accumulated Sick Leave - Fire	<b>6,591</b>	6,324
101	Accumulated Sick Leave - Police	<b>3,981</b>	4,005
181	Water Contingency	<b>1,730</b>	3,897
182	Waste Water Contingency	<b>1,920</b>	4,734
195	Election Costs	<b>322</b>	200
211	Court Contingency	<b>731</b>	573
330	Workplace Safety and Insurance Board	<b>3,427</b>	3,313
338	Paramedic Retirement	<b>1,403</b>	1,446
345	Westminster Woods	<b>35</b>	35
359	Stormwater Contingency	<b>422</b>	422
		<b>20,562</b>	24,949
Strategic:			
119	Affordable Housing	<b>1,296</b>	972
122	Redevelopment Incentives	<b>8,751</b>	8,387
179	Strategic Initiatives	<b>552</b>	488
194	Downtown Improvements	<b>544</b>	507
332	Industrial Land	<b>(12,876)</b>	(14,279)
352	Greenhouse Gas	<b>259</b>	259
		<b>(1,474)</b>	(3,666)
Consolidated Entities:			
	Reserves set aside by Wellington-Dufferin-Guelph Public Health	<b>314</b>	810
<b>Total Reserves</b>		<b>44,215</b>	42,722

# City of Guelph

## Consolidated schedule of reserves and reserve funds - Schedule 4 December 31, 2019 (\$000's)

Code	Description	2019 \$	2018 \$
<b>Reserve Funds:</b>			
120	Courts Capital	<b>1,188</b>	1,146
135	Museum Donations	<b>129</b>	126
138	Library Bequests	<b>895</b>	524
150	Infrastructure Renewal	<b>35,085</b>	24,565
151	Parking Capital	<b>1,496</b>	-
152	Water Capital	<b>46,191</b>	45,076
153	Wastewater Capital	<b>87,508</b>	80,629
155	City Owned Contaminated Sites	<b>4,851</b>	2,165
156	Growth	<b>2,357</b>	1,620
157	Library	<b>449</b>	836
158	Police	<b>2,533</b>	2,599
159	City Building	<b>5,078</b>	(156)
162	Sleeman Centre Naming Rights	<b>30</b>	33
165	Stormwater Capital	<b>7,093</b>	4,597
189	Sleeman Capital	<b>62</b>	39
205	Community Investment	<b>1,427</b>	91
206	Rental Property	<b>749</b>	643
340	River Run	<b>326</b>	241
350	Transportation Demand Management	<b>37</b>	562
351	Efficiency Innovation Opportunity	<b>6,778</b>	7,648
355	100% Renewable Energy	<b>1,716</b>	-
356	Public Art	<b>62</b>	76
360	Paramedic Services Provincial Capital	<b>177</b>	86
		<b>206,217</b>	173,146
Consolidated Entities:			
	Reserve funds set aside by Wellington-Dufferin-Guelph Public Health	<b>211</b>	1,810
<b>Total Reserve Funds</b>		<b>206,428</b>	174,956
<b>Total Reserves and Reserve Funds</b>		<b>250,643</b>	217,678

# City of Guelph

## Guelph Public Library Board - Schedule 5 Statement of revenues and expenses year ended December 31, 2019 (\$000's)

	<b>2019 Budget \$</b>	<b>2019 Actual \$</b>	2018 Actual \$
<b>Operating fund</b>			
Revenues			
User charges	<b>321</b>	<b>310</b>	306
Contributions	<b>168</b>	<b>168</b>	168
Other	<b>71</b>	<b>391</b>	151
	<b>560</b>	<b>869</b>	625
Expenses			
Salaries, wages and employee benefits	<b>6,320</b>	<b>6,366</b>	6,515
Materials	<b>1,702</b>	<b>968</b>	920
Purchased services	<b>777</b>	<b>788</b>	809
Rents and financial expenses	<b>975</b>	<b>897</b>	839
Internal charges	<b>99</b>	<b>153</b>	144
	<b>9,873</b>	<b>9,172</b>	9,227
Net operating deficit	<b>(9,313)</b>	<b>(8,303)</b>	(8,602)
<b>Capital fund</b>			
Revenues			
Contributions	-	<b>190</b>	123
Expenses			
Assets under construction	-	<b>1,163</b>	313
Capitalized library books	-	<b>735</b>	860
Amortization of tangible capital assets	-	<b>1,393</b>	1,317
	-	<b>3,291</b>	2,490
Net capital deficit	-	<b>(3,101)</b>	(2,367)
Add: net contributions (to)/from reserves	<b>(50)</b>	<b>114</b>	76
	<b>(50)</b>	<b>(2,987)</b>	(2,291)
<b>Total combined net deficit</b>	<b>(9,363)</b>	<b>(11,290)</b>	(10,893)

# City of Guelph

## Guelph Police Services Board - Schedule 6 Statement of revenues and expenses year ended December 31, 2019 (\$000's)

	<b>2019 Budget \$</b>	<b>2019 Actual \$</b>	2018 Actual \$
<b>Operating fund</b>			
Revenues			
User charges	<b>499</b>	<b>585</b>	606
Contributions	<b>2,372</b>	<b>2,412</b>	2,209
Other	<b>57</b>	<b>113</b>	87
	<b>2,928</b>	<b>3,110</b>	2,902
Expenses			
Salaries, wages and employee benefits	<b>41,007</b>	<b>43,291</b>	39,166
Interest on debt	-	<b>480</b>	328
Materials	<b>1,332</b>	<b>1,328</b>	1,170
Purchased services	<b>2,711</b>	<b>2,874</b>	2,898
Rents and financial expenses	<b>163</b>	<b>162</b>	225
Internal charges	<b>345</b>	<b>139</b>	260
	<b>45,558</b>	<b>48,274</b>	44,047
Net operating deficit	<b>(42,630)</b>	<b>(45,164)</b>	(41,145)
<b>Capital fund</b>			
Revenues			
Contributions	-	<b>2,612</b>	2,985
Other	-	<b>(753)</b>	(120)
	-	<b>1,859</b>	2,865
Expenses			
Amortization of tangible capital assets	-	<b>1,366</b>	1,188
Assets under construction	-	<b>6,618</b>	8,338
	-	<b>7,984</b>	9,526
Net capital deficit	-	<b>(6,125)</b>	(6,661)
Add: net contributions from reserves	<b>1,767</b>	<b>9,708</b>	1,968
Less: debt principal repayments	-	<b>(849)</b>	(401)
	<b>1,767</b>	<b>8,859</b>	1,567
<b>Total combined net deficit</b>	<b>(40,863)</b>	<b>(42,430)</b>	(46,239)

Financial Statements of

# **THE ELLIOTT**

Year ended December 31, 2019



# THE ELLIOTT

## Table of Contents

---

	Page
<b>Independent Auditors' Report</b>	
Statement of Financial Position	1
Statement of Operations and Changes in Deficit	2
Statement of Remeasurement Gains and Losses	3
Statement of Cash Flows	4
Notes to Financial Statements	5 - 16



KPMG LLP  
115 King Street South  
2nd floor  
Waterloo ON N2J 5A3  
Canada  
Tel 519-747-8800  
Fax 519-747-8830

## INDEPENDENT AUDITORS' REPORT

To the Board of Directors of The Elliott

### ***Opinion***

We have audited the financial statements of The Elliott (the Entity), which comprise:

- the statement of financial position as at December 31, 2019
- the statement of operations and changes in deficit for the year then ended
- the statement of remeasurement gains and losses for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2019, and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### ***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### ***Responsibilities of Management and Those Charged With Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.



In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with Governance are responsible for overseeing the Entity's financial reporting process.

### ***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.



Page 3

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

A handwritten signature in black ink that reads 'KPMG LLP'. The signature is written in a cursive, slightly slanted style. Below the signature is a single, long, horizontal, slightly wavy line.

Chartered Professional Accountants, Licensed Public Accountants

Waterloo, Canada

April 30, 2020

# THE ELLIOTT

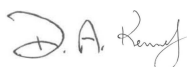
## Statement of Financial Position

December 31, 2019, with comparative information for 2018

	2019	2018
<b>Assets</b>		
Current assets:		
Cash	\$ 1,845,650	\$ 259,976
Accounts receivable (note 2)	178,788	85,376
Inventory	5,402	3,975
Prepaid expenses	65,306	44,958
Trust funds held for residents	4,970	5,212
	<u>2,100,116</u>	<u>399,497</u>
Fair value of interest rate swap contract (note 5)	-	7,324
Capital assets (note 3)	14,413,384	13,359,696
	<u>\$ 16,513,500</u>	<u>\$ 13,766,517</u>
<b>Liabilities, Deferred Contributions and Deficit</b>		
Current liabilities:		
Revolving lease line of credit (note 4)	\$ 1,385,415	\$ -
Accounts payable and accrued liabilities	2,166,825	1,304,110
Deferred revenue	111,433	11,026
Trust funds held for residents	4,970	5,212
Current portion of long-term debt (note 5)	877,221	852,727
Current portion of obligations under capital leases (note 6)	208,387	248,095
	<u>4,754,251</u>	<u>2,421,170</u>
Long-term liabilities:		
Long-term debt (note 5)	14,925,648	15,799,388
Obligations under capital leases (note 6)	37,225	245,612
	<u>14,962,873</u>	<u>16,045,000</u>
Fair value of interest rate swap contract (note 5)	2,311	-
Employee future benefits obligation (note 7)	475,589	426,733
Deferred capital contributions (note 8)	896,554	604,313
	<u>1,374,454</u>	<u>1,031,046</u>
	<u>21,418,400</u>	<u>19,497,216</u>
Deficit:		
Deficit	(4,575,767)	(5,738,023)
Accumulated remeasurement gains (losses)	(2,311)	7,324
	<u>(4,578,078)</u>	<u>(5,730,699)</u>
Subsequent event (note 14)		
	<u>\$ 16,513,500</u>	<u>\$ 13,766,517</u>

See accompanying notes to financial statements.

On behalf of the Board:



Director



Director

# THE ELLIOTT

## Statement of of Operations and Changes in Deficit

Year ended December 31, 2019, with comparative information for 2018

	2019	2018
Revenue:		
Long-Term Care - Basic	\$ 1,812,784	\$ 1,770,865
Long-Term Care - Preferred	483,501	462,567
Retirement Suites	6,305,857	6,261,062
Life Lease Suites	621,319	602,714
Provincial Subsidy	4,622,016	4,563,752
City of Guelph - Long-Term Care Funding	1,341,634	1,302,896
Suite re-leasing (note 10)	178,775	194,800
Fees and recoveries	440,558	385,198
Amortization of deferred capital contributions	193,017	130,667
Community Centre	218,588	232,467
Other revenue	86,939	92,718
	16,304,988	15,999,706
Expenses:		
Wages and salaries	8,419,133	8,170,144
Employee benefits	1,968,642	1,888,017
Supplies	1,287,739	1,252,374
Facility costs	1,150,181	1,105,990
Minor equipment, repairs and maintenance	536,367	504,636
Amortization of capital assets	983,078	934,811
Interest and financing fees	578,167	601,824
Purchased services	319,566	330,602
Administrative and other	172,963	182,376
Accretion of deferred financing costs	3,481	3,481
	15,419,317	14,974,255
Excess of revenue and expenses before other revenue and expenses	885,671	1,025,451
Other revenue and expenses:		
Bequests	291,170	-
Fundraising revenue	62,311	64,420
Grant revenue	87,629	-
Enhanced living fundraising expenses	(76,896)	(26,767)
Grant expenses	(87,629)	-
	276,585	37,653
Annual surplus	1,162,256	1,063,104
Deficit, beginning of year	(5,738,023)	(6,801,127)
Deficit, end of year	\$ (4,575,767)	\$ (5,738,023)

See accompanying notes to financial statements.

# THE ELLIOTT

## Statement of Remeasurement Gains and Losses

Year ended December 31, 2019, with comparative information for 2018

	2019	2018
Accumulated remeasurement gains, beginning of the year	\$ 7,324	\$ 5,426
Remeasurement (loss) gain attributable to interest rate swap agreement	(9,635)	1,898
Accumulated remeasurement gains (losses), end of the year	\$ (2,311)	\$ 7,324

See accompanying notes to financial statements.

# THE ELLIOTT

## Statement of Cash Flows

Year ended December 31, 2019, with comparative information for 2018

	2019	2018
Cash provided by (used in):		
Operation activities:		
Annual surplus	\$ 1,162,256	\$ 1,063,104
Items not involving cash:		
Amortization of capital assets	983,078	934,811
Amortization of deferred capital contributions	(193,017)	(130,667)
Accretion of deferred financing costs	3,481	3,481
Employee future benefits obligation	48,856	45,368
	2,004,654	1,916,097
Changes in non-cash operating working capital:		
Accounts receivable	(93,412)	225,711
Inventory	(1,427)	1,600
Prepaid expenses	(20,348)	(19,362)
Accounts payable and accrued liabilities	384,952	(79,004)
Deferred revenue	100,407	(64,517)
	2,374,826	1,980,525
Financing activities:		
Repayment of operating line of credit	-	(130,000)
Repayment of long-term debt	(852,727)	(827,861)
Principal repayments on capital leases	(248,095)	(240,622)
	(1,100,822)	(1,198,483)
Capital activities:		
Purchase of capital assets	(173,588)	(784,131)
Capital contributions received	485,258	251,352
	311,670	(532,779)
Increase in cash	1,585,674	249,263
Cash, beginning of year	259,976	10,713
Cash, end of year	\$ 1,845,650	\$ 259,976
Non-cash transactions:		
Capital assets under construction financed by revolving lease line of credit and accounts payable	\$ 1,863,178	\$ -

See accompanying notes to financial statements.



# THE ELLIOTT

## Notes to Financial Statements

Year ended December 31, 2019

---

The Elliott is incorporated under the laws of the Province of Ontario and its principal business activity is the provision of sheltered care and services for seniors.

On January 31, 2015, The Elliott surrendered its long-term care license to the Ministry of Health and Long-Term Care (now the Ministry of Long-Term Care). Subsequently the Corporation of the City of Guelph ("City of Guelph") was approved to operate the same long-term care beds. As part of this transfer, The Elliott was designated as the City of Guelph's long-term care home.

### 1. Significant accounting policies:

The financial statements have been prepared by management in accordance with the Chartered Professional Accountants of Canada Handbook - Canadian Public Sector Accounting Standards including the 4200 standards for government not-for-profit organizations.

#### (a) Basis of presentation:

These financial statements include the operations of:

Long-term care residence - reflects the activities associated with the provision of care in the full nursing arrangements of the long-term care facility.

Life lease suites - reflects the activities associated with the operation of the life lease suites.

Retirement suites - reflects the activities associated with the operation of the retirement facility.

#### (b) Revenue recognition:

The Elliott follows the deferral method of accounting for contributions which include donations and government grants.

Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Externally restricted contributions are recognized as revenue in the year in which the related expenses are recognized. Contributions restricted for the purchase of buildings and equipment are deferred and amortized into revenue on a straight-line basis, at a rate corresponding with the amortization rate of the related buildings and equipment.

Revenue from suite re-leasing, preferred accommodation, interest, as well as income from parking and other ancillary operations, is recognized when the goods are sold or the service is provided.

# THE ELLIOTT

Notes to Financial Statements (continued)

Year ended December 31, 2019

## 1. Significant accounting policies (continued):

### (c) Cash and cash equivalents:

Cash and cash equivalents consist of cash, bank overdrafts and investments in money market or other short-term instruments or investments with a maturity of less than 90 days.

### (d) Inventory:

Inventory is valued at the lower of cost on a first-in, first-out basis, and replacement cost.

### (e) Capital assets:

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution. Repairs and maintenance costs are charged to expense. Betterments which extend the estimated life of an asset are capitalized. Capital assets are recorded at cost and amortized as follows:

Asset	Method	Rate
Buildings	Straight-line	40 years
Building improvements	Straight-line	5-20 years
Machinery and equipment	Straight-line	5-15 years
Vehicles	Straight-line	10 years
Equipment under capital leases	Straight-line	over the lease term

The estimated useful lives of capital assets are reviewed by management and adjusted if necessary.

Capital assets under construction are not amortized until the project is complete and the capital asset is available for use.

### (f) Employee future benefits:

The Elliott provides sick leave benefits for substantially all employees.

The Elliott accrues its obligations under the defined benefit plan as the employees render the services necessary to earn the compensated absences. The actuarial valuation of the benefit plan was performed as of December 31, 2019.

Actuarial gains (losses) on the accrued benefit obligation arise from differences between actual and expected experience and from changes in the actuarial assumptions used to determine the accrued benefit obligation. The net accumulated actuarial gains (losses) are amortized over the average remaining service period of active employees which is 15.8 years. Past service costs arising from plan amendments are recognized immediately in the period the plan amendments occur.

# THE ELLIOTT

Notes to Financial Statements (continued)

Year ended December 31, 2019

---

## 1. Significant accounting policies (continued):

### (g) Contributed services:

A substantial number of volunteers contribute a significant amount of their time each year. Because of the difficulty of determining the fair value, contributed services are not recognized in the financial statements.

### (h) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Derivative instruments and equity instruments that are quoted in an active market are reported at fair value. All other financial instruments are subsequently recorded at cost or amortized cost unless management has elected to carry the instruments at fair value. Management has elected to record all investments at fair value as they are managed and evaluated on a fair value basis. Unrealized changes in fair value are recognized in the statement of remeasurement gains and losses until they are realized, when they are transferred to the statement of operations.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the effective interest rate method.

All financial assets are assessed for impairment on an annual basis. When a decline is determined to be other than temporary, the amount of the loss is reported in the statement of operations and any unrealized gain is adjusted through the statement of remeasurement gains and losses.

When the asset is sold, the unrealized gains and losses previously recognized in the statement of remeasurement gains and losses are reversed and recognized in the statement of operations.

Long-term debt is recorded at cost. The related interest rate swaps are recorded at fair value.

# THE ELLIOTT

Notes to Financial Statements (continued)

Year ended December 31, 2019

## 1. Significant accounting policies (continued):

### (h) Financial instruments (continued):

Canadian Public Sector Accounting Standards require an organization to classify fair value measurements using a fair value hierarchy, which includes three levels of information that may be used to measure fair value:

- Level 1 Unadjusted quoted market prices in active markets for identical assets or liabilities;
- Level 2 Observable or corroborated inputs; other than level 1, such as quoted prices for similar assets or liabilities in inactive markets or market data for substantially the full term of the assets or liabilities; and
- Level 3 Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets and liabilities.

### (i) Multi-employer pension plan:

The costs of multi-employer defined contribution pension plan benefits, such as the Ontario Municipal Employees Retirement System ("OMERS") pensions, are the employer's contributions due to the plan in the period.

### (j) Use of estimates:

The preparation of the financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Significant items subject to such estimates and assumptions include the carrying amount of capital assets, and obligations related to employee future benefits. Actual results could differ from those estimates.

## 2. Accounts receivable:

	2019	2018
HST receivable	\$ 119,599	\$ 41,509
Residents	48,314	22,100
Other	10,875	21,767
Less allowance for doubtful accounts	-	-
	\$ 178,788	\$ 85,376

# THE ELLIOTT

Notes to Financial Statements (continued)

Year ended December 31, 2019

## 3. Capital assets:

	Cost	Accumulated amortization	2019 Net book value	2018 Net book value
Buildings	\$ 34,691,626	\$ 23,454,002	\$ 11,237,624	\$ 11,900,754
Building improvements	877,880	61,740	816,140	-
Machinery and equipment	3,544,343	3,163,970	380,373	403,074
Vehicles	77,847	48,654	29,193	39,977
Construction in progress	1,715,376	-	1,715,376	537,943
	40,907,072	26,728,366	14,178,706	12,881,748
Equipment under capital lease	1,064,134	829,456	234,678	477,948
	\$ 41,971,206	\$ 27,557,822	\$ 14,413,384	\$ 13,359,696

Included in construction in progress is \$1,715,376 (2018 - \$nil) that will be refinanced in 2020 under a long-term capital lease, within the revolving lease line of credit limit of \$2,000,000, upon completion of the capital project.

The above buildings and equipment do not include those assets related to the life lease suites building and equipment other than the cost of the security system and common area renovations. The terms and conditions of suite-leasing transfer the responsibility and stewardship of the individual suites to the residents occupying the suites.

## 4. Revolving lease line of credit:

The Elliott has a revolving lease line of credit available of up to \$2,000,000 to fund the leasing of capital assets, of which \$1,385,415 is drawn at year end (2018 - \$nil). Advances under the line of credit bear interest at bank prime rate, in the period before a capital project is complete and a long-term capital lease is entered into.

In 2018, the City of Guelph Council approved the additional financing for the revolving lease line of credit of \$2,000,000.

# THE ELLIOTT

Notes to Financial Statements (continued)

Year ended December 31, 2019

## 5. Long-term debt:

	2019	2018
Mortgage held by the City of Guelph bearing interest at 3.119%, payable in monthly installments of \$93,000 for principal and interest, maturing December 25, 2036	\$ 14,661,045	\$ 15,308,772
Banker's acceptance, with interest of 2.07% per annum fixed through a swap transaction, plus a stamping fee of 0.8% for a total of 2.87%, payable in varying installments of principal and interest, maturing June 25, 2025	1,201,000	1,406,000
	15,862,045	16,714,772
Less current portion of long-term debt	877,221	852,727
	14,984,824	15,862,045
Less transaction costs	59,176	62,657
	\$ 14,925,648	\$ 15,799,388

The repayment terms of the mortgage held with the City of Guelph have payments due 30 days from the invoice date, being the payment due date under the mortgage agreement. The mortgage is secured by a general security agreement over assets and property of The Elliott.

The Elliott is a party to an interest rate swap agreement to manage the volatility of interest rates. The maturity date of the interest rate swap is the same as the maturity date of the banker's acceptance, being June 25, 2025.

The fair value of the interest rate swap at December 31, 2019 is in a net unfavourable position of \$2,311 (2018 - \$7,324 net favourable) which is recorded on the statement of financial position. The current year impact of the change in fair value of the interest rate swap is a decrease of the accumulated remeasurement gains in the statement of remeasurement gains and losses of \$9,635 (2018 - \$1,898 in losses decrease).

The fair value of the interest rate swap has been determined using Level 3 of the fair value hierarchy. The fair value of interest rate swaps is based on broker quotes. Those quotes are tested for reasonableness by discounting estimated future cash flows based on the terms and maturity of each contract and using market interest rates for a similar instrument at the measurement date.

# THE ELLIOTT

Notes to Financial Statements (continued)

Year ended December 31, 2019

## 5. Long-term debt (continued):

Principal repayments on the long-term debt are due as follows:

2020	\$	877,221
2021		901,363
2022		929,174
2023		954,676
2024		982,889
Thereafter		11,216,722
	\$	15,862,045

Interest expense on long-term debt for the year ended December 31, 2019 amounted to \$505,911 (2018 - \$531,551).

## 6. Obligations under capital leases:

The Elliott has financed various equipment purchases by entering into capital lease arrangements. Capital lease repayments are due as follows:

	2019	2018
2019	\$ -	\$ 257,733
2020	213,492	213,492
2021	38,448	38,448
Total minimum lease payments	251,940	509,673
Less amount representing interest at 3.16% and 3.04%	6,328	15,966
Present value of net minimum capital lease payments	245,612	493,707
Current portion of obligations under capital leases	208,387	248,095
Long-term portion of obligations under capital leases	\$ 37,225	\$ 245,612

Interest for the year ended December 31, 2019 of \$11,576 (2018 - \$18,951) relating to capital lease obligations has been included in interest expense.

# THE ELLIOTT

Notes to Financial Statements (continued)

Year ended December 31, 2019

## 7. Employee future benefits obligation:

Full time employees are provided with sick leave of 7.5 hours per month which, if unused, can accumulate to a maximum of 450 hours for use in future periods. Continuous part-time employees receive 3.75 hours per month and can accumulate at most 225 hours. Part-time employees receive 1.88 hours per month and can accumulate at most 225 hours. Flexible part-time employees do not receive sick leave.

Hourly paid employees are compensated at 75% for the first two days of illness and 100% for subsequent days. Salaried employees receive 100% reimbursement.

Accumulated credits may be used in future years if the employee's illness or injury exceeds the annual allocation of credits.

The main actuarial assumptions employed for the valuations are as follows:

	2019	2018
Discount rate	3.00%	3.00%
Rate of compensation increase	2.00%	2.00%

Information about The Elliott's sick leave benefit plan is as follows:

Balance, beginning of year	\$ 468,322	\$ 425,386
Current benefit cost	68,390	66,398
Interest	14,530	13,208
Benefits paid	(36,362)	(36,670)
Actuarial loss	(30,080)	-
Balance, end of year	484,800	468,322
Unamortized actuarial loss	(9,211)	(41,589)
Accrued benefit obligation related to accumulated sick leave benefits	\$ 475,589	\$ 426,733



# THE ELLIOTT

Notes to Financial Statements (continued)

Year ended December 31, 2019

## 8. Deferred capital contributions:

Deferred capital contributions represent the unamortized amounts of donations and grants received for the purchase of capital assets. The amortization of contributions is recorded as revenue in the statement of operations:

	2019	2018
Balance, beginning of year	\$ 604,313	\$ 483,628
Add City of Guelph - Long-Term Care funding - Capital	212,000	212,000
Add other capital contributions received during the year	273,258	39,352
Less amounts amortized to revenue during the year	(193,017)	(130,667)
Balance, end of year	\$ 896,554	\$ 604,313

Deferred capital contributions include unspent restricted capital contributions from the City of Guelph of \$nil (2018 - \$3,513).

## 9. Multiemployer defined benefit pension plan:

The Elliott makes contributions to the Ontario Municipal Employees Retirement System (OMERS), which is a multi-employer plan, on behalf of full-time members of staff and eligible part-time staff. The plan is a defined benefit pension plan, which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay.

The amount contributed to OMERS for 2019 was \$594,628 (2018 - \$552,784) for current service.

The latest available report for the OMERS plan was as at December 31, 2019. At that time the plan reported a \$3.4 billion actuarial deficit, based on actuarial liabilities of \$106.4 billion and actuarial net assets of \$103.0 billion. Ongoing adequacy of the current contribution rates will need to be monitored and may lead to increased future funding requirements.

# THE ELLIOTT

Notes to Financial Statements (continued)

Year ended December 31, 2019

## 10. Suite re-leasing fees:

The Elliott provides a service coordinating the re-leasing of the life lease suites.

	2019	2018
Suite re-leasing revenue	\$ 1,940,500	\$ 2,063,000
Suite re-leasing costs	(1,761,725)	(1,868,200)
	\$ 178,775	\$ 194,800

## 11. The Elliott Endowment Fund:

The Elliott has a permanent endowment fund established under an agreement with the Guelph Community Foundation. Under the terms of this agreement, the invested capital cannot be withdrawn and only the related income can be paid to The Elliott.

The estimated market value of The Elliott Endowment Fund and the income earned during the year from the endowment fund are as follows:

	2019	2018
Market value	\$ 11,493	\$ 10,688
Income (loss)	804	390

## 12. Financial risks

### (a) Interest rate risk:

Interest rate risk is the risk that the fair value of future cash flows or a financial instrument will fluctuate because of changes in the market interest rates.

Financial assets and financial liabilities with variable interest rates expose The Elliott to cash flow interest rate risk. The Elliott is exposed to this risk through its interest bearing long-term debt, which is mitigated through its interest rate swap and its revolving lease line of credit.

# THE ELLIOTT

Notes to Financial Statements (continued)

Year ended December 31, 2019

---

## 12. Financial risks (continued):

### (b) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Elliott is exposed to credit risk with respect to the accounts receivable and cash.

The Elliott assesses, on a continuous basis, accounts receivable and provides for any amounts that are not collectible in the allowance for doubtful accounts. The maximum exposure to credit risk of The Elliott at December 31, 2019 is the carrying value of these assets. The amount of any related impairment loss is recognized in the income statement. Subsequent recoveries of impairment losses related to accounts receivable are credited to the statement of operations.

### (c) Liquidity risk:

Liquidity risk is the risk that The Elliott will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Elliott manages its liquidity risk by monitoring its operating requirements. The Elliott prepares budget and cash forecasts to ensure it has sufficient funds to fulfill its obligations.

Accounts payable and accrued liabilities are generally due within 30 days of receipt of an invoice.

The contractual maturities of long-term debt, capital leases and interest rate swaps are disclosed in notes 5 and 6.

## 13. Comparative information:

Certain comparative information has been reclassified from those previously presented to conform to the presentation of the December 31, 2019 financial statements.

# THE ELLIOTT

Notes to Financial Statements (continued)

Year ended December 31, 2019

---

## 14. Subsequent event:

Subsequent to December 31, 2019, the COVID-19 outbreak was declared a pandemic by the World Health Organization and has had a significant financial, market and social dislocating impact.

At the time of approval of these financial statements, The Elliott has experienced the following indicators of financial implications and undertaken the following activities in relation to the COVID-19 pandemic:

- The Great Escape annual fund raising event scheduled for April 5, 2020 has been postponed until September 13, 2020; and
- Closure of facilities to the public from March 14, 2020 to the date of the auditors' report based on public health recommendations.

At this time these factors present uncertainty over future cash flows, may cause significant changes to the assets or liabilities and may have a significant impact on future operations. An estimate of the financial effect is not practicable at this time.

2020 approved operating budget



## Contents

Introduction .....	3
Municipal contribution to local boards and shared services.....	3
Legislation.....	4
Guelph Public Library.....	6
2020 initiatives .....	6
Financial information .....	7
Budget requests.....	7
Capital programs of work .....	7
Guelph Police Service (GPS) .....	8
2020 initiatives .....	8
Financial information .....	9
Budget Requests .....	11
Neighbourhood Services Patrol Officers (8-January).....	11
Heat Team Members (2-May).....	11
Identification Unit Officers (2-May / 1-September) and Civilian Lab Technician (1-April) .....	11
Professional Development and Recruiting Unit Officer (PDRU) (1-September)	12
Firearms Officer (1-May) .....	12
Traffic Constables (2-September) .....	13
Emergency Vehicle Fleet Outfitter (1-April) .....	13
Major Case Management PowerCase Data Entry (1-April) .....	14
Communicators (4-January / 2-July / 2-October).....	14
Part Time Professional Development and Recruiting Unit Admin Assistant (0.5- January).....	14
Wellness Coordinator (1-April) .....	15
Media Relations Coordinator (1-April).....	15
Capital programs of works.....	15
Wellington-Dufferin-Guelph Public Health .....	16
County of Wellington Social Services and Social Housing.....	18

Financial information .....	19
Social Services .....	19
Social Housing .....	19
Child Care .....	20
The Elliott Community .....	21
Financial information .....	22
Budget requests.....	22
Downtown Guelph Business Association .....	23
Financial information .....	24

## Introduction

The City of Guelph's approved 2020 local boards and shared services operating budget includes:

- Guelph Public Library Board
- Guelph Police Service Board
- Wellington-Dufferin-Guelph Public Health (WDGPH)
- County of Wellington Social Services and Social Housing
- The Elliott Community; and
- Downtown Guelph Business Association (DGBA)

With the exception of the Downtown Guelph Business Association, the City's share of these services is funded through the property tax levy. These budgets have been extracted from the City's traditional tax supported operating budget as City Council has limited or no control over these costs.

### Municipal contribution to local boards and shared services

The 2020 approved budget reflects an operating budget of \$83,753,886, a net expenditure increase of \$4,761,773 or 6.03 per cent over 2019.

The net levy impact of the 2020 approved budget is 1.95 per cent

**Table 1, 2020 operating budget and levy impact**

	2019 approved budget	2020 budget	2020 budget change	2020 budget change	2020 levy impact
GPL	9,363,062	9,622,212	259,150	2.77%	0.11%
GPS	42,019,900	45,641,500	3,621,600	8.62%	1.49%
WDGPH	3,946,400	4,025,400	79,000	2.00%	0.03%
Social Services	22,109,117	22,884,317	775,200	3.510%	0.31%
The Elliott	1,553,634	1,580,457	26,823	1.73%	0.01%
<b>Total</b>	<b>78,992,113</b>	<b>83,753,886</b>	<b>4,761,773</b>	<b>6.03%</b>	<b>1.95%</b>



Legislation

The Municipal Act, 2001 requires the municipality to prepare and adopt an annual, balanced budget that includes estimates of all sums required. The budget sets out the estimated revenues to be raised through property taxes, and the portion to be paid into reserves. Estimated revenues to be raised through property taxes must be equal to the estimates of all sums required for expenditures sand transfers to create a balanced budget.

However, unlike City departments, there is additional legislation governing the local boards and shared services budgets as shown in the Table 2.

Table 2, Legislation Governing Local Boards and Shared Services Budgets

Agency/Board/Commission	Governing Legislation	Budget Submission Requirement to the City	City Council Governance Role
Guelph Public Library Board	Public Libraries are created by municipal bylaws Public Libraries Act	Operating and capital budget estimates to Council (according to the format and timetable determined by Council)	Council approves or amends and approves the Board’s total budget Council may not direct additions or deletions to specific items within the budget
Guelph Police Service Board	Police Services Act  Adequacy and Effectiveness of Police Services Regulation	Operating and capital estimates to Council (according to the format and timetable determined by Council), showing separately amounts sufficient to maintain and deliver required police services and provide appropriate equipment, facilities and other supporting infrastructure in accordance with the Act	Council must establish an overall budget  Council may not accept or reject specific items within the budget  Disputes heard by the Ontario Civilian Commission on Police Services
Wellington Dufferin Guelph Public Health	Health Promotion and Protection Act	<p>A board of health shall give an annual written notice to each obligated municipality in the health unit served by the board of health that shall specify the amount that the board of health estimates will be required to defray the expenses incurred for the board of health and the medical officer of health, sufficient to perform its functions and duties under the Act and regulations for the year specified in the notice</p> <p>The notice shall specify the amount for which the obligated municipality is responsible, in accordance with proportions agreed upon or where no agreement has been entered into, in accordance with regulations</p> <p>The notice shall specify the times at which the board of health requires payments to be made by the obligated municipality and the amount of each payment required to be made</p>	Obligated municipalities in a health unit must pay the expenses incurred for the board of health and the medical officer of health, and shall ensure that the amount paid is sufficient to enable the board of health to provide or ensure the provision of health programs and services in accordance with the Act and regulations

Agency/Board/Commission	Governing Legislation	Budget Submission Requirement to the City	City Council Governance Role
Social Services and Social Housing	Ontario Works Act	Income and Employment Services: CMSM determines the City budget amount required, based on residence of recipient	The City of Guelph must pay the amounts required by the CMSM on demand, and may be charged interest and penalties for nonpayment
	Housing Services Act		
	The County of Wellington is the Consolidated Municipal Services Manager (CMSM) for Social Services and Social Housing through the Local Services Realignment, authorized by the Services Improvement Act and the Social Assistance Reform Act	Child Care: CMSM determines the City budget amount required, based on residence of recipient for fee subsidy and location of the Child Care Centre for wage subsidy	
		Social Housing: CMSM determines the City budget amount required, based on prior residence of tenant	
The Elliott	Long Term Care Homes Act	Long Term Care: The Ministry of Health and Long Term Care requires each municipality to contribute financial support to a long-term care facility. All areas of operation are overseen by a Board of Trustees appointed by City Council.	Council provides funding to support the operations of the Long-Term Care facility.
Business Improvement Association (BIA)	Municipal Act, 2001 S. 204 - 215	Operating budget estimates to Council (according to the format and timetable determined by Council) that reflect the priorities and needs of the BIA, as determined by the Board and membership	Council approves or amends and approves the Board's total budget. Council may not add expenditures to a BIA's budget

## Guelph Public Library



### 2020 initiatives

- Continue to deliver excellent services to the community.
- Offer a wide variety of programs at each location that appeal to all ages and communities.
- Expand the fundraising campaign, with numerous events and one major sustainable program.
- Continue the work on a new Central Library that will fulfil Our Vision: A thriving community. Created together.
- Continue to build community resilience by promoting literacy and free access to materials and resources.
- Continue to improve the quality of life for Guelph residents by providing opportunities to “Explore, Connect, Thrive”.

### Financial information

The 2020 operating budget for the Guelph Public Library Board is \$9,622,212 representing a 2.8 per cent increase or \$259,150 over 2019.

**Table 3, Guelph Public Library 2018 to 2020 trend**

	2018 actuals	2019 approved budget	2020 budget	2020 budget change	2020 budget change
<b>Revenue</b>					
User Fees & Service Charges	(305,873)	(321,000)	(321,000)	-	0.0%
Product Sales	(1,611)	(1,000)	(1,000)	-	0.0%
Interest & Penalties	(1,027)	(1,000)	(1,000)	-	0.0%
External Recoveries	(148,683)	(68,900)	(68,900)	-	0.0%
Grants	(167,774)	(167,700)	(167,700)	-	0.0%
Internal Recoveries	(71,689)	-	-	-	0.0%
<b>Total Revenue</b>	<b>(696,657)</b>	<b>(559,600)</b>	<b>(559,600)</b>	<b>-</b>	<b>0.0%</b>
<b>Expenditure</b>	-	-	-	-	
Salary, Wage & Benefits	6,511,204	6,319,700	6,613,250	293,550	4.6%
Purchased Goods	1,780,159	1,702,400	1,691,700	(10,700)	(0.6%)
Purchased Services	1,490,304	1,744,500	1,735,300	(9,200)	(0.5%)
Financial Expenses	7,646	7,200	7,200	-	0.0%
Internal Charges	230,510	148,862	134,362	(14,500)	(9.7%)
<b>Total Expenditure</b>	<b>10,019,823</b>	<b>9,922,662</b>	<b>10,181,812</b>	<b>259,150</b>	<b>2.6%</b>
<b>Net Budget</b>	<b>9,323,166</b>	<b>9,363,062</b>	<b>9,622,212</b>	<b>259,150</b>	<b>2.8%</b>

**Explanation of changes**

- \$293,500 increase in compensation due to economic adjustments
- \$10,700 decrease in purchased goods due to reduced furniture expenditures
- \$9,200 decrease in purchased services due to adjustments to 2019 actuals
- \$14,500 decrease in internal charges due to savings in Insurance and Fleet maintenance charges.

### Budget requests

None

### Capital programs of work

Open Spaces, Recreation, Culture, and Library

## Guelph Police Service (GPS)



### 2020 initiatives

- Ensure the safety of our community, compliance with regulations/legislation and the wellness of our members.
- Address the strategic priorities as identified in the 2019-2021 Strategic Plan to ensure the highest quality of life for the citizens of Guelph. These priorities include:
  - Continued focus on community policing by strengthening relations/engagement with community members and ensuring that GPS staff is knowledgeable, equipped and resourced appropriately to meet the policing and safety needs of our community.
  - Organizational health and service effectiveness with an enhanced focus on community wellness and member wellbeing to ensure efficient, effective and compassionate service is provided by the most appropriate resources.
  - Ensure adequate staffing and deployment of resources to better respond to community safety issues and increased policing demands by addressing concerns in our downtown and in the community regarding road safety and drugs and property crime.
  - Implementation of the Green Initiative which will convert all uniform and traffic vehicles to hybrid technology.
  - With the upcoming completion of the new and expanded headquarters building, a building condition assessment will be undertaken to assist in ensuring proper asset management and preventative maintenance programs. This is a carry-over from 2019 and will be funded from reserves.

Financial information

The 2020 operating budget for the Guelph Police Service Board is \$45,641,500 representing a 8.6 per cent increase or \$3,621,600 over 2019.

Table 4, Guelph Police Services budget trend 2018 to 2020

	2018 actuals	2019 approved budget	2020 budget	2020 budget change	2020 budget change
<b>Revenue</b>					
User Fees & Service Charges	(606,117)	(498,700)	(629,700)	(131,000)	26.3%
Product Sales	(1,921)	(800)	(800)	-	0.0%
Interest & Penalties	(2,403)	-	-	-	0.0%
External Recoveries	(82,654)	(56,200)	(53,500)	2,700	(4.8%)
Grants	(2,209,114)	(2,371,800)	(2,143,300)	228,500	(9.6%)
Internal Recoveries	(733,186)	(941,800)	(1,451,200)	(509,400)	54.1%
<b>Total Revenue</b>	<b>(3,635,395)</b>	<b>(3,869,300)</b>	<b>(4,278,500)</b>	<b>(409,200)</b>	<b>10.6%</b>
<b>Expenditure</b>	-	-	-	-	
Salary, Wage & Benefits	38,634,778	41,006,800	44,179,900	3,173,100	7.7%
Purchased Goods	1,169,581	1,332,100	1,415,500	83,400	6.3%
Purchased Services	3,013,245	2,857,100	3,592,500	735,400	25.7%
Financial Expenses	98,950	16,000	16,000	-	0.0%
Internal Charges	981,002	677,200	716,100	38,900	5.7%
<b>Total Expenditure</b>	<b>43,897,556</b>	<b>45,889,200</b>	<b>49,920,000</b>	<b>4,030,800</b>	<b>8.8%</b>
<b>Net Budget</b>	<b>40,262,161</b>	<b>42,019,900</b>	<b>45,641,500</b>	<b>3,621,600</b>	<b>8.6%</b>

## Explanation of changes

- \$131,000 increase in revenue due to higher volumes in user fees
- \$500,000 increase in transfer from reserve to help offset the 2020 budget increase
- \$2,700 decrease in External Recoveries due to reduction in corporate sponsorships.
- \$228,500 decrease in Grants based on changes to the Community Safety and Policing Grant.
- \$9,400 increase in Internal Recoveries related to communications and the increase in the secondment for the headquarters renovation.
- \$3,173,100 increase in compensation expenses due to:
  - Collective agreement assumptions.
  - Salaries and benefits for an additional 30.5 FTEs.
  - Overtime increases due to additional court time and recruiting for new FTEs and data services to relieve transcription backlogs.
- \$83,400 increase in purchased goods mainly due to the following:
  - Fleet costs are a combination of increased part costs as well as the savings from hiring an Outfitter to be able to do the work in house.
  - Increased utility costs.
  - Personnel supplies and computer software related to the additional 30.5 FTEs.
  - Operating costs related to capital purchases in the amount of \$27,000.
- \$735,400 increase in purchased services due to:
  - A small increase in the building repairs and maintenance related to the new and expanded headquarters building, along with the savings from hiring the Outfitter in vehicle repairs and maintenance \$5,800.
  - Higher communication costs as a result of historical trending and the increase in staffing related to cellular and radio operating costs \$40,500.
  - Increased training costs related to Canine and Tactical as well as access to the Canadian Police Knowledge Network online portal for all members \$109,900.
  - Increased consulting costs in relation to background checks to align with the number of new hires, the expansion of the wellness and safeguarding program, an increase in the Shared Service Agreement (Pride), and an increase in IT consulting to align with current spending levels \$216,400.
  - A decrease in the lease requirements for the Lewis Road building as a result of the completion of the headquarters renovation \$43,600.
  - Operating costs related to the new FTE of \$11,300.
  - Capital costs related to new FTE in the amount of \$395,100.

- \$38,900 increase to internal charges mainly due to an increase in the parking permit fees from the City in the amount of \$28,300.

## **Budget Requests**

To address staffing requirements for the organization, a number of growth initiatives have been included in the approved 2020 budget for new staffing and related operational costs per the recommendations listed:

### **Neighbourhood Services Patrol Officers (8-January)**

The addition of eight full time front line patrol officers will result in the increase of strength of two officers per front line platoon. The increase of two officers per platoon would permit one extra officer assigned to neighbourhood patrol and one officer assigned to downtown patrol.

The additional officers will increase patrol officers availability, thus:

- Reduced overtime due to staffing shortages.
- Reduced dispatch times due to officer availability.
- Increased member wellness due to improved lunch breaks.
- Increased member wellness due to less overtime worked.
- Increased presence and policing downtown.

### **Heat Team Members (2-May)**

During the winter months of 2018/2019 a project team was assembled drawing members from various work units to target break and enters and auto thefts. The BEAT team proved to be a success but was not sustainable with the drain on other work units. The addition of two constables to the current HEAT (High Enforcement Action Team) will increase the complement to five constables and a supervisor (similar to the size of the BEAT team).

As part of a re-organization, this unit will operate under the Neighbourhood Services—Field Support division with a modified mandate that will allow flexibility to respond and target identified ongoing crime issues in the community.

### **Identification Unit Officers (2-May / 1-September) and Civilian Lab Technician (1-April)**

In order to better serve the community and adequately maintain and keep up with the increasing demands of the Guelph Police Service, it is recommended that the best course of action is to increase the Forensic Identification Unit by three officers and one civilian staff member, bringing the unit to six working Identification officers, one Civilian Lab Technician member and one Detective/Sergeant for a total of eight members.



- Ident Officers respond to a wide variety of calls and are continuously assisting multiple units of the organization at the same time pushing other duties like reports, evidence processing in the lab to the backburner.
- Currently all Ident members are carrying a very heavy case load. (Each Ident officer consistently carries at least 40–50 cases at one time). This requires them to prioritize and have exceptional organizational skills. Evidence that relates to a major case gets top priority and often is delayed due to current work load. Other lower priority calls such as property crime cases wait months, sometimes years before being addressed
- The volume of work keeps increasing year after year and the current capacity of the Forensic Identification Unit and its members to successfully perform their duties is at a breaking point.

### **Professional Development and Recruiting Unit Officer (PDRU) (1-September)**

Expand Professional Development and Recruiting Unit by one member and provide a use of force trained supervisor within the unit to primarily oversee training but assist with recruiting when required. Staff Sergeant position can remain to assist with recruiting and administration issues. Rapid legislative changes (i.e. Cannabis legalization, new drinking and driving laws, charter issues etc.) have made clear the need for an academic specialist within PDRU. This officer would be responsible for updating members to changes in police practices, case law matters as well as legislative changes. The officer would also be able to assist with Use of Force/CEW and firearms training when needed.

Benefits to the service include, but are not limited to:

- Better planning and response to legislative changes.
- More opportunities for training outside of block training including civilian and special constable training.
- More member opportunities for transfer with an expanded unit.
- Less reliance on other units for seconded officers.
- Less reliance on other units for members involved in recruiting, and the hiring process.
- Contingency in the event of injury or illness within PDRU especially during block training.

### **Firearms Officer (1-May)**

The addition of the third sworn member, will carry out the duties of the Firearms Officer and provide support to our two property officers, as required, to manage the unit effectively. It is anticipated that upon the return to the newly renovated headquarters, there will be inherent efficiencies gained by being centralized. With

the exploration of technological efficiencies to assist in the management of property and firearms, this will be an adequate staffing model.

The implementation of a full time member will eliminate the need for a temporary contract member and the part time assignment of an accommodated officer. This position will be able to perform all the required functions of a property officer, and the duties of a firearms officer to ensure adherence to policy and legislation.

### **Traffic Constables (2-September)**

Road safety has been a consistent priority of the service through previous business plans and continues to be a priority in the Guelph Police Service 2019–2021 Strategic Plan. Driving complaints have continued to rise over the past several years and motor vehicle collisions including property damage and personal injury have remained high. Service members have indicated an inability to perform proactive enforcement due to workload, also community satisfaction with traffic enforcement has declined significantly in the past three years.

Increasing the Traffic Unit by two constables will:

- Provide balanced staffing across the platoons.
- Increase the proactive enforcement capacity of the Traffic unit.
- Provide for more timely response of Traffic officers to motor vehicle collisions.
- Increase the Traffic Unit capacity to train members in advanced collision investigation techniques.
- Return the unit to the staffing level of 1991.

### **Emergency Vehicle Fleet Outfitter (1-April)**

Currently, the Guelph Police Services Fleet Coordinator sublets all of the emergency vehicle outfitting; this includes emergency lighting, e-ticketing, mobile radio, and all other installations pertaining to the outfitting of emergency equipment in our fleet vehicles. The amount of time vehicles are down as a result of outsourcing, brings our fleet levels to very concerning low numbers. By adding an experienced Emergency Vehicle Outfitter, the amount spent on this person's wage will be recovered as we will not have to pay outside vendors. Even more important, the downtime of vehicles will decrease to a point where the Service will be adding the equivalent of 82 per cent of a fully marked vehicle due to much quicker response time for repairs, this will help us stretch the fleet out without adding vehicles based on optics rather than data. Lastly, the overtime hours of the Fleet Coordinator will be cut drastically.

### **Major Case Management PowerCase Data Entry (1-April)**

The Guelph Police Service only has one member dedicated to PowerCase who is currently assigned to the Serious Crime Unit. The caseload generated by major case has been increasing over the years. This increase has added a significant workload to the member. The Guelph Police Service also needs to address succession planning and prepare in the event that this member is unable to continue performing these duties.

This expansion will:

- Assist with wellness of our File Coordinator/PowerCase Data Entry member and our IS Administrative Assistant who assists with data entry.
- Ensure we are compliant with the legislation in relation to our PowerCase requirements.
- Ensure safety of the public by identifying offenders in a timely manner.

### **Communicators (4-January / 2-July / 2-October)**

The recommendation is that the Guelph Police Service increase the Communications Unit to 28 full time members from the current 20 authorized full time members in order to achieve the desired objectives. This proposal reflects the concerns that were identified in the 2013 Communications Staffing and Scheduling Review. Six years later the same issues exist, yet the demand on this unit continues to increase. The gateway/hub of the Guelph Police Service is the Communications Unit. In time of inquire or need, it will be a member of this unit that will have the first interaction with members of the community. They will listen, provide direction, advice and comfort to those in need. It is also the members of this unit that will provide support and assistance to our members in time of crisis. Their work is critical for all the emergency services within the City of Guelph. Lives depend on the timely actions of emergency personnel. It is therefore important that this unit is properly staffed to meet the needs of our members and the community and to prepare for legislative changes and decrease organizational liability.

### **Part Time Professional Development and Recruiting Unit Admin Assistant (0.5-January)**

Currently, the sergeant and staff sergeant are required to manage all administrative functions for training and recruitment to support GPS. The recommendation to add a part time administrative support to the Professional Development and Recruiting Unit unit will ensure that the Service is able to meet the recruitment and training requirements and fill the staffing gaps due to retirements for both civilian and police positions.

### **Wellness Coordinator (1-April)**

This position will focus on planning, developing and promoting sworn and civilian member total health promotion and injury/illness prevention programs. These programs will align with Strategic Priority 2—Organizational Health & Wellness by assisting with the development and implementation of psychological wellness initiatives, plans and procedures. With an enhanced focus on member health and wellbeing, the Service will see greater police presence in the City of Guelph and improved productivity and service levels. The Service will be better positioned with police resources and deployment within the City to better meet the needs of the community and members.

### **Media Relations Coordinator (1-April)**

Historically, the Public Information Officer has been a sworn Constable, but we are recommending a civilian for the position which would be more cost effective and free up an officer for regular deployment. This member would act as our liaison with community groups and partners (i.e. Crime Stoppers) and would be proficient in marketing and branding and able to stay current with social media platforms as they evolve and change. A civilian communications coordinator would enhance our public messaging and consistently monitor public attitude and ongoing public issues. This person would also provide editorial support to members throughout the service who are responsible for public speaking, presentations and special events.

### **Capital programs of works**

Emergency Services

## Wellington-Dufferin-Guelph Public Health



The majority of WDGPH's budget is comprised of cost-shared programs that are jointly funded between the Ministry and the municipalities that the Agency serves. The Ministry also provides separate 100 per cent funding for a number of other public health programs that historically have not required a municipal contribution.

In 2020, the Ministry is changing this funding arrangement. Provincial dollars for cost-shared programs will remain flat, and all programs previously funded 100 per cent by the province, will now be cost shared with municipal funders as well. This change will result in a funding decrease close to 5 per cent for the Agency.

The Board of Health is requesting a 2 per cent increase in municipal funding from the three municipalities it serves, including the City of Guelph. As in past years, this increase is requested to help sustain program delivery costs. The deficit resulting from the funding formula change to the 100 per cent programs outlined above will be addressed internally via cost reduction strategies within the Agency.

Table 5, Wellington-Dufferin-Guelph Public Health 2018 to 2020 trend

	2018 actuals	2019 approved budget	2020 budget	2020 budget change	2020 budget change
Revenue					
Total Revenue	-	-	-	-	0.0%
Expenditure	-	-	-	-	
Other Transfers	3,868,974	3,946,400	4,025,400	79,000	2.0%
Total Expenditure	3,868,974	3,946,400	4,025,400	79,000	2.0%
Net Budget	3,868,974	3,946,400	4,025,400	79,000	2.0%

## County of Wellington Social Services and Social Housing



The County of Wellington is the Consolidated Municipal Services Manager (CMSM) for Shared Services and Social Housing through the Local Services Realignment, authorized by the Services Improvement Act and the Social Assistance Reform Act. Under this authority, the County of Wellington is responsible for establishing the budget for these services, and the City is required to make the required payments as required by the CMSM.

In 2020, the budget for Shared Services and Social Housing is \$22,884,317 representing a 3.5 per cent increase or \$775,200 over 2019. This amount is based on the forecast provided by the County.

# Financial information

## Social Services

Table 6, Social Services 2018 to 2020 trend

	2018 actuals	2019 approved budget	2020 budget	2020 budget change	2020 budget change
<b>Revenue</b>					
Grants	(9,167,113)	-	-	-	0.0%
<b>Total Revenue</b>	<b>(9,167,113)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Expenditure</b>	-	-	-	-	
Government Transfers	11,637,184	2,552,000	2,608,500	56,500	2.2%
Internal Charges	-	111,000	119,000	8,000	7.2%
<b>Total Expenditure</b>	<b>11,637,184</b>	<b>2,663,000</b>	<b>2,727,500</b>	<b>64,500</b>	<b>2.4%</b>
<b>Net Budget</b>	<b>2,470,071</b>	<b>2,663,000</b>	<b>2,727,500</b>	<b>64,500</b>	<b>2.4%</b>

## Social Housing

Table 7, Social Housing 2018 to 2020 trend

	2018 actuals	2019 approved budget	2020 budget	2020 budget change	2020 budget change
<b>Revenue</b>					
Grants	(7,920,886)	-	-	-	0.0%
Internal Recoveries	-	(130,000)	(130,000)	-	0.0%
<b>Total Revenue</b>	<b>(7,920,886)</b>	<b>(130,000)</b>	<b>(130,000)</b>	<b>-</b>	<b>0.0%</b>
<b>Expenditure</b>	-	-	-	-	
Government Transfers	23,648,139	13,516,037	14,145,437	629,400	2.2%
Internal Charges	534,700	2,263,000	2,341,000	78,000	3.4%
<b>Total Expenditure</b>	<b>24,182,839</b>	<b>15,779,037</b>	<b>16,486,437</b>	<b>707,400</b>	<b>4.5%</b>
<b>Net Budget</b>	<b>16,261,953</b>	<b>15,649,037</b>	<b>16,356,437</b>	<b>707,400</b>	<b>4.5%</b>



Child Care

Table 8, Child Care 2018 to 2020 trend

	2018 actuals	2019 approved budget	2020 budget	2020 budget change	2020 budget change
Revenue					
Grants	(10,020,092)	-	-	-	0.0%
Total Revenue	(10,020,092)	-	-	-	0.0%
Expenditure	-	-	-	-	
Government Transfers	13,241,549	3,718,080	3,800,380	82,300	2.2%
Internal Charges	387,636	79,000	-	(79,000)	(100.0%)
Total Expenditure	13,629,185	3,797,080	3,800,380	3,300	0.1%
Net Budget	3,609,093	3,797,080	3,800,380	3,300	0.1%

## The Elliott Community



The Elliott Long-Term Care Residence (The Elliott) operates as the City's long-term care facility. The Elliott is a charitable corporation which operates retirement living suites and life-lease suites, in addition to the long-term care residence. 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 Long-Term Care Homes Act, 2007, S.O. 2007 requires that a municipality, approved to operate a long-term care home, form a Committee of Management composed of members of Council to oversee the responsibilities of the home. On August 25, 2014, Council passed the Delegation of Authority By-law number (2014)-19796 which establishes Community and Social Services (now Public Services) Committee as the Committee of Management.

In 2020, the budget for The Elliott Community is \$1,580,457 representing a 1.7 per cent increase or \$26,823 over 2019.

Financial information

Table 9, The Elliot Community 2018 to 2020 trend

	2018 actuals	2019 approved budget	2020 budget	2020 budget change	2020 budget change
Revenue			(100,000)	(100,000)	0.0%
Total Revenue	-	-	(100,000)-	(100,000)	0.0%
Expenditure	-	-	-	-	
Other Transfers	1,514,896	1,553,634	1,680,457	126,823	8.2%
Total Expenditure	1,514,896	1,553,634	1,380,457	126,823	1.7%
Net Budget	1,514,896	1,553,634	1,580,457	26,823	1.7%

Budget requests

- Long-term care safety one-time funding - \$100,000 – approved by Council on December 3, 2019 to be funded one-time from tax rate operating contingency reserve

## Downtown Guelph Business Association



The Downtown Guelph Business Association (DGBA) is considered a business improvement area (BIA), traditionally established by the municipality using the business improvement area provisions in the Municipal Act, 2001, and under this legislation is considered a local board of the municipality. Once a BIA is approved by municipal Council, businesses within the defined boundaries become members and pay the BIA levy in addition to their property taxes. The BIA levies are collected by the municipality and then disbursed to the DGBA Board for use in accordance with the approved budget.

The general functions of the BIA are to:

- Oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the area beyond what is provided at the expense of the municipality.
- Promote the area as a business or shopping area.

For 2020, the approved BIA levy from association members has increased by 4.76 per cent or \$30,000 from the 2019 budget. This increase is due to an increase in the total expenditure budget for the DGBA of \$16,240 as well as a reduction of other revenues totaling \$14,000.

Financial information

Table 10, Downtown Guelph Business Association 2018 to 2020 trend

	2019 approved budget	2020 budget	2020 budget change	2020 budget change
<b>Revenue</b>				
Tax Levy Income	630,000	660,000	30,000	4.8%
Tax Levy Adjustment	(10,000)	(10,000)	-	0.0%
<b>Total Tax Levy Income</b>	<b>620,000</b>	<b>650,000</b>	<b>30,000</b>	<b>4.8%</b>
Other revenue	59,500	45,500	(14,000)	(23.5%)
<b>Total revenue</b>	<b>679,500</b>	<b>695,500</b>	<b>16,000</b>	<b>2.4%</b>
<b>Expenditures</b>				
Payroll Expenses	274,000	284,270	10,270	3.8%
Marketing & Promotion Expense	97,910	100,360	2,450	2.5%
Event Expenses	62,075	55,795	(6,280)	(10.1%)
Revitalization Expense	60,000	62,000	2,000	3.3%
General & Administrative Expenses	142,225	149,525	7,300	5.1%
Other expenses	43,000	43,500	500	1.2%
<b>Total expenditures</b>	<b>679,210</b>	<b>695,450</b>	<b>16,240</b>	<b>2.4%</b>
<b>Net income</b>	<b>290</b>	<b>50</b>	<b>(240)</b>	<b>(82.8%)</b>

Financial Statements of

# **Wellington-Dufferin-Guelph Public Health**

December 31, 2019

# Wellington-Dufferin-Guelph Public Health

December 31, 2019

## CONTENTS

	<u>Page</u>
<b>Financial Statements</b>	
Auditors' Report	1
Statement of Operations and Accumulated Surplus	4
Statement of Changes in Net Financial Debt	5
Statement of Financial Position	6
Statement of Cash Flows	7
Notes to the Financial Statements	8
Schedule of Expenditure Recoveries - Schedule 1	16
Schedule of Revenues and Expenditures Cost-Shared Mandatory and Related and 100% MOHLTC Funded Related Programs - Schedule 2	17
Statement of Revenues and Expenditures - Schedule 3 - Healthy Babies Healthy Children	18
Statement of Revenues and Expenditures - Schedule 4 - Preschool Speech and Language	19
Statement of Revenues and Expenditures - Schedule 5 - County of Wellington Wee Talk	20
Statement of Revenues and Expenditures - Schedule 6 - Pregnancy to Parenting	21
Statement of Revenues and Expenditures - Schedule 7 - Other Community Grants	22
Schedule of One Time Funds - Schedule 8	23
Schedule of Tangible Capital Assets - Schedule 9	24



KPMG LLP  
115 King Street South  
2nd Floor  
Waterloo ON N2J 5A3  
Canada  
Tel 519-747-8800  
Fax 519-747-8830

## INDEPENDENT AUDITORS' REPORT

To the Members of the Board of Health of Wellington-Dufferin-Guelph Public Health

### *Opinion*

We have audited the financial statements of Wellington Dufferin Guelph Public Health Unit (the Entity), which comprise:

- the statement of financial position as at December 31, 2019
- the statement of operations and accumulated surplus for the year then ended
- the statement of changes in net debt for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2019, and its results of operations and its cash flows year then ended in accordance with Canadian public sector accounting standards.

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "Auditors' Responsibilities for the Audit of the Financial Statements" section of our auditors' report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.





*Responsibilities of Management for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

*Auditors' Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.



Page 3

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity's to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

A handwritten signature in black ink that reads 'KPMG LLP'. The signature is written in a cursive, stylized font and is underlined with a single horizontal stroke.

Chartered Professional Accountants, Licensed Public Accountants

Waterloo, Canada

May 11, 2020

# Wellington-Dufferin-Guelph Public Health

## Statement of Operations and Accumulated Surplus year ended December 31, 2019

	Budget 2019 (Note 9)	Actual 2019	Actual 2018
	\$	\$	\$
<b>Revenue</b>			
Ministry of Health Base Funding	15,516,830	15,455,896	14,865,210
Ministry of Health One-time	101,739	121,696	366,613
City of Guelph	4,038,103	3,996,673	3,938,824
County of Wellington	3,168,375	3,168,375	3,161,176
County of Dufferin	1,843,489	1,843,490	1,807,342
Ministry of Children, Community and Social Services	2,581,108	2,581,208	2,597,423
Public Health Agency of Canada	63,410	22,602	45,939
Other community grants	281,979	249,668	156,283
	27,595,033	27,439,608	26,938,810
<b>Other revenue</b>			
Interest income	27,000	158,165	146,216
<b>Total revenue</b>	27,622,033	27,597,773	27,085,026
<b>Expenses</b>			
Cost Shared Mandatory and One-time	20,914,429	20,270,166	20,897,579
Cost Shared Vector-Borne Diseases	209,617	209,619	207,725
Cost Shared Small Drinking Water Systems	55,639	55,640	55,345
100% Ontario Seniors Dental Care Program	651,825	450,381	-
100% Harm Reduction Program Enhancement	150,000	150,000	150,000
100% Needle Exchange	61,000	61,000	61,000
100% Enhanced Food Safety	40,300	40,300	40,300
100% Healthy Smiles Ontario	817,400	817,400	771,346
100% Infection Control	333,400	333,400	333,400
100% Smoke Free Ontario	409,500	409,500	409,500
100% Enhanced Safe Water	21,600	21,600	21,600
100% Chief Nursing Officer	121,500	121,500	121,500
100% Infection Control Nurse	90,100	90,100	90,100
100% Social Determinants of Health Nurses Initiative	180,500	180,500	180,500
100% Electronic Cigarettes Act	19,200	19,200	19,200
100% MOH Compensation Initiative	83,505	224,015	83,710
Healthy Babies Healthy Children	1,567,992	1,551,429	1,567,992
Preschool Speech and Language	1,074,399	1,074,457	1,042,257
County of Wellington Weetalk	367,921	367,893	375,936
Community Grants	388,796	305,673	277,286
Pregnancy to Parenting Program	63,410	39,032	53,165
<b>Total expenses</b>	27,622,033	26,792,805	26,759,441
<b>Excess of revenue over expenditures</b>	-	804,968	325,585
Accumulated surplus, beginning of year	16,973,050	16,973,050	16,647,465
<b>Accumulated surplus, end of year</b>	16,973,050	17,778,018	16,973,050

Approved by the Board of Health on

\_\_\_\_\_  
Director \_\_\_\_\_ Director

The accompanying notes are an integral part of these financial statements.

# Wellington-Dufferin-Guelph Public Health

Statement of Changes in Net Financial Debt  
year ended December 31, 2019

	2019 \$	2018 \$
Excess of revenue over expenditures	804,968	325,585
Amortization of tangible capital assets	1,518,568	1,937,093
Change in prepaid expenses	44,071	(23,778)
Change in inventory	530	(1,188)
Tangible capital asset purchases	(880,355)	(462,938)
Loss on disposal of tangible capital assets	76	7,633
<b>Decrease in net debt</b>	<b>1,487,858</b>	<b>1,782,407</b>
Net debt, beginning of year	(6,147,640)	(7,930,047)
<b>Net debt, end of year</b>	<b>(4,659,782)</b>	<b>(6,147,640)</b>

The accompanying notes are an integral part of these financial statements.

# Wellington-Dufferin-Guelph Public Health

Statement of Financial Position  
as at December 31, 2019

	2019 \$	2018 \$
<b>Financial assets</b>		
Cash	2,494,911	7,412,049
Accounts receivable	462,122	543,834
Due from Province of Ontario	694,497	20,900
	<b>3,651,530</b>	<b>7,976,783</b>
<b>Liabilities</b>		
Accounts payable and accrued liabilities	1,164,720	924,298
Employee benefits payable (Note 7)	1,407,899	1,381,378
Deferred revenue	64,930	158,033
Trust liabilities (Note 4)	3,252	2,091
Due to programs (Note 5)	83,462	40,563
Long-term debt (Note 12)	5,587,049	11,618,060
	<b>8,311,312</b>	<b>14,124,423</b>
<b>Net debt</b>	<b>(4,659,782)</b>	<b>(6,147,640)</b>
<b>Non financial assets</b>		
Tangible capital assets (Schedule 9)	22,364,367	23,002,656
Prepaid expenses	66,088	110,159
Inventory	7,345	7,875
	<b>22,437,800</b>	<b>23,120,690</b>
<b>Accumulated surplus</b>	<b>17,778,018</b>	<b>16,973,050</b>

Approved by the Board of Health on

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

The accompanying notes are an integral part of these financial statements.

# Wellington-Dufferin-Guelph Public Health

## Statement of Cash Flows

year ended December 31, 2019

	2019 \$	2018 \$
<b>OPERATING ACTIVITIES:</b>		
Excess of revenue over expenditures	804,968	325,585
Items not affecting cash:		
Amortization	1,518,568	1,937,093
Loss on disposal of tangible capital assets	76	7,633
Net changes in non-cash working capital items related to operations	(329,384)	(442,051)
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<b>1,994,228</b>	<b>1,828,260</b>
<b>CASH FLOWS FROM INVESTING ACTIVITY:</b>		
Acquisition of tangible capital assets	(880,355)	(462,938)
<b>NET CASH USED BY INVESTING ACTIVITIES</b>	<b>(880,355)</b>	<b>(462,938)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITY:</b>		
Long-term debt repaid	(6,031,011)	(880,126)
<b>NET CASH USED BY FINANCING ACTIVITIES</b>	<b>(6,031,011)</b>	<b>(880,126)</b>
Net increase (decrease) in cash	(4,917,138)	485,196
Cash, beginning of year	7,412,049	6,926,853
<b>Cash, end of year</b>	<b>2,494,911</b>	<b>7,412,049</b>

The accompanying notes are an integral part of these financial statements.

# Wellington-Dufferin-Guelph Public Health

## Notes to the Financial Statements

For the Year Ended December 31, 2019

---

### 1. Description of business

The Board of Health for the Wellington-Dufferin-Guelph Health Unit (WDGPH) has been created by statute under the Health Protection and Promotion Act (HPPA) and is by statute an autonomous Board of Health. The Board of Health is comprised of municipal members representing each of the obligated municipalities of the County of Wellington (3), the County of Dufferin (2), and the City of Guelph (3) and seven Provincial appointees. As stated in WDGPH's Mission statement, WDGPH uses an innovative approach to deliver evidence-informed programs and services to meet the distinctive needs of our communities.

WDGPH operates programs in accordance with the Ontario Public Health Standards and Protocols as mandated by the Province of Ontario. The Province of Ontario mandates that WDGPH provide programs and services that prevent disease, protect health and promote the well-being of individuals. Additional initiatives are also delivered within Wellington, Dufferin, and Guelph including: Preschool Speech and Language, Canadian Prenatal Nutrition Program, and acting as the host agency for the Poverty Elimination Task Force Guelph-Wellington.

### 2. Significant Accounting Policies

The financial statements have been prepared in accordance with Canadian Public Sector Accounting Standards (PSAS), and reflect the following policies:

#### *Basis of accounting*

- a) The operations reported on in the financial statements reflect the complete operations of WDGPH.
- b) The operations of WDGPH general programs are funded by the Counties of Wellington and Dufferin, the City of Guelph, and the Ontario Ministry of Health. Each year the amount of expenditure is based upon budgeted approvals and is funded accordingly. Funding amounts not received at year-end are recorded as receivable. Funding amounts in excess of actual expenditures incurred during the year are recorded as payable, or as deferred revenue depending on the terms of the funding agreement.

Revenue and expenses are reported on the accrual basis of accounting.

#### *Use of estimates*

The preparation of the financial statements in conformity with Canadian Public Sector Accounting Standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities as of the date of the financial statements and the reported amounts of revenue and expenses during the reporting periods. Significant estimates used within these financial statements include accrued liabilities and employee benefits payable. Actual results may differ from these estimates.

#### *Revenue recognition*

WDGPH receives revenue in the form of government transfers from the Province of Ontario (Ministry of Health and Ministry of Children, Community and Social Services), the Corporation of the County of Wellington, the Corporation of the County of Dufferin, and the Corporation of the City of Guelph. Government transfers are recognized as revenue in the financial statements in the period in which the events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria and/or stipulations have been met, and reasonable estimates of the amount can be made.

# Wellington-Dufferin-Guelph Public Health

Notes to the Financial Statements

For the Year Ended December 31, 2019

## 2. Significant Accounting Policies (continued)

### *Tangible capital assets*

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to the acquisition, construction, development, or betterment of the asset. The cost, less residual value of the tangible capital assets is amortized on a straight-line basis over their estimated useful lives as follows:

Buildings	30 years
Leasehold improvements	Term of lease
Equipment	5 years
Technology and communication	3 years
Furniture and fixtures	5 years
Parking lot	20 years

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal.

## 3. Expenditures by object

	2019	2018
	\$	\$
		(note 13)
Salaries and wages	15,676,501	14,611,402
Benefits	4,238,623	4,241,418
Staff and volunteer training and recognition	204,154	229,820
Board of Health	12,479	19,300
Travel	298,617	267,886
Building occupancy	1,288,893	1,503,340
Amortization of tangible capital assets	1,518,568	1,937,093
Contracted services	1,815,037	2,014,755
Program materials and supplies	1,121,258	949,211
Office supplies	19,750	15,705
Office expenses, printing, and postage	124,779	129,423
Information and IT	745,983	709,963
Communication costs	197,069	195,086
One-time projects	117,084	333,539
Loss on disposal of tangible capital assets	76	7,633
Administrative charge outs	-	3,935
Expenditure recoveries (Schedule 1)	(586,066)	(410,069)
<b>Net expenditures</b>	<b>26,792,805</b>	<b>26,759,440</b>



# Wellington-Dufferin-Guelph Public Health

## Notes to the Financial Statements

For the Year Ended December 31, 2019

---

### 4. Trust liabilities

WDGPH periodically receives funds from various sources for specific purposes, which WDGPH holds in Trust. Balances are drawn down when funds are expended in accordance with the stipulations placed on them by the provider of the funds.

	2019	2018
	\$	\$
Hearing (Wee Talk)	800	1,660
Children's Report Card	500	500
County of Wellington - Dental	1,952	(109)
United Way Contributions	-	40
	3,252	2,091

### 5. Due to programs

	2019	2018
	\$	\$
Due to Parenting to Pregnancy	38,893	15,826
Due to Preschool Speech and Language	44,569	24,737
	83,462	40,563

# Wellington-Dufferin-Guelph Public Health

Notes to the Financial Statements

For the Year Ended December 31, 2019

## 6. Accumulated surplus and reserves

Accumulated surplus consists of individual fund surplus and reserves as follows:

	2019	2018
December 31, 2019	\$	\$
<b>Surplus</b>		
Invested in tangible capital assets (Schedule 9)	22,364,367	23,002,656
Reserves	1,134,233	5,659,242
Long-term debt	(5,587,049)	(11,618,060)
Accumulated (deficit) surplus from March 31st year-end programs	(133,533)	(70,788)
	<b>17,778,018</b>	<b>16,973,050</b>

Accumulated surplus from March 31st year-end programs represents the cumulative net excess of revenue over expenditures for the Preschool Speech and Language Program, Healthy Babies Healthy Children Program and the Pregnancy to Parenting Program as at December 31st.

	2019	2018
December 31, 2019	\$	\$
Balance, beginning of year	5,659,302	4,772,681
Interest earned on reserve	92,012	94,326
Transfer to reserves	482,919	792,295
Transfer from reserves	(5,100,000)	-
<b>Balance, end of year</b>	<b>1,134,233</b>	<b>5,659,302</b>

Reserves consist of the following:

	2019	2018
December 31, 2019	\$	\$
Contingency Reserve	415,133	1,750,155
Technology Reserve	154,889	1,187,063
Orangeville Facilities Reserve	200,028	1,061,429
Guelph Facilities Reserve	255,309	1,564,160
Fluoride Varnish Program Reserve	70,484	68,990
Poverty Elimination Task Force Reserve	38,390	27,445
<b>Balance, end of year</b>	<b>1,134,233</b>	<b>5,659,242</b>

# Wellington-Dufferin-Guelph Public Health

## Notes to the Financial Statements

For the Year Ended December 31, 2019

### 7. Employee benefits payable

	2019	2018
December 31, 2019	\$	\$
Sick leave benefits payable	-	24,136
Vacation time payable	1,332,398	1,286,800
Compensation time payable	58,251	54,457
Part-time ONA accumulated sick leave	17,250	15,985
	1,407,899	1,381,378

#### *Sick leave benefits payable*

Prior to January 1, 1982, WDGPB's sick leave benefit plan allowed for the accumulation of unused sick leave. If the criteria under the plan were met, employees were entitled to a cash payment based on the salary in effect when they left WDGPB's employment. The balance is reviewed at each year-end using the current salary rates in effect. There has been no accumulation of unused sick leave with entitlement to a cash payment at WDGPB since January 1, 1982.

The liability for sick leave accumulated by eligible employees and accrued prior to January 1, 1982, who meet the eligibility criteria for a payment in cash upon termination amounted to \$NIL (2018 - \$24,136) at the end of the year as all staff for whom this was accrued for as of December 31, 2018 retired during 2019 and the accrued total was paid out in 2019.

#### *Vacation time payable*

The provisions of the employee's vacation plan allows for the accumulation of vacation credits for use in future periods. The approximate value of the credits as at December 31, 2019 is \$1,332,398 (2018 - \$1,286,800).

#### *Compensation time payable*

Hours earned by employees that are not paid or taken are compensation time. Upon termination of employment, any hours of compensation time that an employee has earned, but not taken, are payable at their wage rate. The approximate value of the time as at December 31, 2019 is \$58,251 (2018 - \$54,457).

#### *Part-time nurses accumulated illness allowance*

Permanent part-time nurses who work less than twenty-eight hours per week are not eligible for the short-term disability or long-term disability plans provided to staff working twenty-eight hours per week or more. Instead, these nurses accumulate an illness allowance on a pro rata basis of one and one-half days per month worked in each year. Any unused portion accumulates from year to year. In the event of an illness, a nurse may draw from this accumulated balance to continue to receive their regular daily rate of pay. There is no payout for unused illness allowance. The estimated potential liability for part-time nurses accumulated illness allowance as at December 31, 2019 is \$17,250 (2018 - \$15,985).

# Wellington-Dufferin-Guelph Public Health

## Notes to the Financial Statements

For the Year Ended December 31, 2019

---

### 8. Pension agreements

WDGPH makes contributions to the Ontario Municipal Employees' Retirement System ("OMERS"), which is a multi-employer plan, on behalf of approximately 200 (2018 - 209) members of its staff.

OMERS is a multi-employer plan, therefore, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, WDGPH does not recognize any share of the OMERS pension surplus or deficit. At December 31, 2019 the plan reported a \$3.3 billion actuarial deficit (2018 - \$4.2 billion actuarial deficit).

The plan is a defined benefit plan that specifies the amount of the retirement benefit to be received by the employee based upon length of service and rates of pay.

The amount contributed to OMERS for 2019 was \$1,432,749 (2018 - \$1,426,573)

### 9. Budget figures

The budgeted figures, which are presented for comparison purposes, are prepared on a cash basis.

### 10. Commitments and contingencies

WDGPH leases office and clinic space under operating leases. In addition, land has been leased under a long-term operating lease which expires on April 30, 2062. WDGPH also has a small number of long-term commitments under contract. Minimum lease payments and other long-term commitments under contract over the next five years are as follows:

	\$
2020	310,018
2021	310,436
2022	310,866
2023	301,590
2024	302,046
	<hr/> 1,534,956 <hr/>

In the normal course of business, WDGPH is involved in various claims. Though the outcome of these various pending claims as at December 31, 2019 cannot be determined with certainty, WDGPH believes that their outcome will have no significant adverse impact on its financial position, operating results or cash flows.

### 11. Credit facility

At December 31, 2019 WDGPH had an unsecured line of credit of \$500,000 (2018 - \$500,000) bearing interest at the bank prime rate of 3.95% (2018 - 3.95%), of which all has remained unused at year-end.

# Wellington-Dufferin-Guelph Public Health

## Notes to the Financial Statements

For the Year Ended December 31, 2019

---

### 12. Long-term debt

On December 19, 2012, WDGPB entered into a Financial Agreement with the County of Wellington, the County of Dufferin, and the City of Guelph to finance the cost of building the two new facilities at Chancellors Way, Guelph, and Broadway, Orangeville. The Financial Agreement allowed for quarterly advances of capital by the obligated municipalities to WDGPB beginning in January 2013, until the completion of the new facilities. The total amount of the advances was not to exceed \$24,400,000. Interest is calculated annually, commencing on the 1st day of the month following the date of substantial completion of both facilities. The interest rate is 3.34% per annum, and the term and amortization of the loans is twenty years. Repayment of these loans commenced thirty days following certification by the project's architect of substantial completion of both facilities. The whole or any part of the capital financing under this agreement may be prepaid at any time or times without penalty or bonus.

The total amount borrowed under the loan agreement was \$18,481,487. The amount outstanding as of December 31, 2019 is \$5,587,049. Future principal and interest payments based on the total anticipated advances under this loan agreement are projected to be:

	\$
2020	1,281,624
2021	1,281,624
2022	1,281,624
2023	1,281,624
2024	930,467
	<b>6,056,963</b>
Less: Interest portion	469,914
<b>Long-term debt</b>	<b>5,587,049</b>

The total interest paid on long-term debt in 2019 was \$350,613 (2018 - \$401,497).

### 13. Comparative information

Certain comparative information has been reclassified to conform with the financial statement presentation adopted in the current year.

# Wellington-Dufferin-Guelph Public Health

Notes to the Financial Statements

For the Year Ended December 31, 2019

---

## 14. Municipal Split

WDGPH receives funding for Cost Shared Mandatory and Related programs from the three obligated municipalities under the Health Protection and Promotion Act. The percentage of total municipal funding provided by each of the three obligated municipalities is based on the population of each municipality relative to the total population of Wellington-Dufferin-Guelph, based on the most recent Census. In 2019, the split is based on the 2016 Census (2018 - 2016 Census).

	<b>Population</b>	<b>2016 Census</b>
County of Wellington	90,932	32.0%
County of Dufferin	61,735	21.7%
City of Guelph	131,794	46.3%
	284,461	100.0 %

# Wellington-Dufferin-Guelph Public Health

## Schedule of Expenditure Recoveries - Schedule 1

For the Year Ended December 31, 2019

	<b>Budget 2019</b>	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Contraceptive sales	-	<b>3,054</b>	5,232
File searches	2,000	<b>150</b>	2,400
Food safety courses	15,000	<b>22,835</b>	19,929
HPV vaccinations	44,000	<b>44,778</b>	41,982
Meningococcal immunizations	18,000	<b>27,634</b>	6,647
Rental income	-	<b>10,734</b>	-
Other grant revenue	-	<b>103,519</b>	-
Other miscellaneous revenue	-	<b>7,220</b>	8,770
Prenatal and breastfeeding fees	9,312	<b>1,341</b>	8,274
TB skin tests	18,500	<b>23,675</b>	35,975
Vaccines (Gardasil)	20,000	<b>34,817</b>	33,446
Travel and immunization clinic fees	229,900	<b>236,428</b>	204,769
Universal influenza immunizations	7,000	<b>69,810</b>	42,645
Healthy Smiles Ontario (County of Wellington)	-	<b>71</b>	-
	<b>363,712</b>	<b>586,066</b>	410,069

The accompanying notes are an integral part of these financial statements.

# Wellington-Dufferin-Guelph Public Health

## Schedule of Revenue and Expenditures - Schedule 2

### Cost Shared Mandatory and Related Programs, and 100% MOH Funded Related Programs

For the Year Ended December 31, 2019

Total mandatory and related programs (cost shared & 100% MOH)																				
	Cost Shared Mandatory	Cost Shared Vector- Borne Diseases	Cost Shared Small Drinking Water Systems	100% Ontario Seniors Dental Care Program	100% Provincial One-Time	100% MOH Compensation Initiative	100% Needle exchange	100% Harm Reduction Program Enhancement	100% Enhanced Food Safety	100% Healthy Smiles Ontario	100% Infection Control	100% Smoke Free Ontario	100% Enhanced Safe Water	100% Chief Nursing Officer	100% Infection Control Nurse	100% Social Determinants of Health Nurses initiative	100% Electronic Cigarettes Act	Total Mandatory and Related Programs 2019	Total Mandatory and Related Programs 2018	
Revenue																				
Shared funding:																				
provincial																				
Ministry of Health Base Funding	12,345,700	150,700	40,600	450,381	-	224,015	61,000	150,000	40,300	817,400	333,400	409,500	21,600	121,500	90,100	180,500	19,200	15,455,896	14,865,210	
Ministry of Health One-time	-	-	-	-	121,696	-	-	-	-	-	-	-	-	-	-	-	-	121,696	366,613	
Sub-total provincial funding	12,345,700	150,700	40,600	450,381	121,696	224,015	61,000	150,000	40,300	817,400	333,400	409,500	21,600	121,500	90,100	180,500	19,200	15,577,592	15,231,823	
Shared funding:																				
municipal																				
City of Guelph	3,912,072	27,310	6,972	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,946,354	3,868,974	
County of Wellington	2,700,441	18,851	4,812	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,724,104	2,670,691	
County of Dufferin	1,827,476	12,758	3,256	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,843,490	1,807,342	
Sub-total municipal funding	8,439,989	58,919	15,040	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,513,948	8,347,007	
Total cost-shared funding	20,785,689	209,619	55,640	450,381	121,696	224,015	61,000	150,000	40,300	817,400	333,400	409,500	21,600	121,500	90,100	180,500	19,200	24,091,540	23,578,830	
General Revenue																				
Interest income	156,775	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	156,775	145,848	
Total Revenue	20,942,464	209,619	55,640	450,381	121,696	224,015	61,000	150,000	40,300	817,400	333,400	409,500	21,600	121,500	90,100	180,500	19,200	24,248,315	23,724,678	
Expenses																				
Employee costs																				
Salaries and wages	12,098,586	77,038	43,491	79,293	-	212,560	-	121,439	30,293	529,229	261,409	326,044	14,370	97,382	70,428	141,091	16,785	14,119,438	13,022,112	
Benefits	3,348,367	12,854	12,149	19,660	-	11,455	-	28,561	8,461	151,090	71,991	76,882	3,195	24,118	19,672	39,409	1,015	3,828,879	3,798,077	
Total salaries, wages and benefits	15,446,953	89,892	55,640	98,953	-	224,015	-	150,000	38,754	680,319	333,400	402,926	17,565	121,500	90,100	180,500	17,800	17,948,317	16,820,189	
Operating costs																				
Staff and volunteer training and recognition	193,403	-	-	-	-	-	-	-	-	1,620	-	1,049	-	-	-	-	1,223	197,295	222,323	
Board of Health	12,479	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12,479	19,300	
Travel	236,218	228	-	902	-	-	-	-	-	9,272	-	5,059	-	-	-	-	38	251,717	229,182	
Building occupancy	1,275,286	-	-	-	-	-	-	-	-	9,524	-	-	-	-	-	-	-	1,284,810	1,499,656	
Office expenses, printing, and postage	121,171	-	-	1,059	-	-	-	-	-	228	-	-	-	-	-	-	-	122,458	127,973	
Contracted services	468,112	107,505	-	5,770	-	-	-	-	-	10,805	-	-	150	-	-	-	-	592,342	899,893	
Program materials and supplies	525,311	11,864	-	343,697	-	-	61,000	-	1,286	90,902	-	-	3,849	-	-	-	71	1,037,980	842,776	
Office supplies	7,129	-	-	-	-	-	-	-	-	12,621	-	-	-	-	-	-	-	19,750	15,705	
Information and IT	745,608	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	745,608	709,342	
Communication costs	188,762	130	-	-	-	-	-	-	260	2,180	-	466	36	-	-	-	68	191,902	188,265	
One-time projects	-	-	-	-	117,084	-	-	-	-	-	-	-	-	-	-	-	-	117,084	333,539	
Amortization of tangible capital assets	1,518,568	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,518,568	1,937,093	
Loss on disposal of tangible capital assets	76	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	76	7,633	
Total net operating costs	5,292,123	119,727	-	351,428	117,084	-	61,000	-	1,546	137,152	-	6,574	4,035	-	-	-	1,400	6,092,069	7,032,680	
Total expenditures	20,739,076	209,619	55,640	450,381	117,084	224,015	61,000	150,000	40,300	817,471	333,400	409,500	21,600	121,500	90,100	180,500	19,200	24,040,386	23,852,869	
Expenditure recoveries (Schedule 1)	(585,995)	-	-	-	-	-	-	-	-	(71)	-	-	-	-	-	-	-	(586,066)	(410,069)	
Total net expenditures after expenditure recoveries	20,153,081	209,619	55,640	450,381	117,084	224,015	61,000	150,000	40,300	817,400	333,400	409,500	21,600	121,500	90,100	180,500	19,200	23,454,320	23,442,800	
Excess of revenue over expenditures for the year	789,383	-	-	-	4,612	-	-	-	-	-	-	-	-	-	-	-	-	793,995	281,878	



# Wellington-Dufferin-Guelph Public Health

Statement of Revenues and Expenditures - Schedule 3

Healthy Babies Healthy Children

For the Year Ended December 31, 2019

	Budget 2019 \$	2019 \$	2018 \$
<b>Revenues</b>			
<b>Government transfers</b>			
Ministry of Children, Community and Social Services	1,567,992	<b>1,567,992</b>	1,567,992
<b>Expenses</b>			
Salaries and wages	1,166,088	<b>1,161,017</b>	1,152,363
Benefits	320,691	<b>313,178</b>	329,262
Travel	40,000	<b>45,051</b>	36,644
Program materials and supplies	16,330	<b>12,433</b>	19,009
Office expenses, printing, and postage	2,416	<b>2,317</b>	1,435
Language line	14,000	<b>6,831</b>	14,970
Communication costs	-	<b>5,167</b>	6,821
Staff and volunteer training and recognition	8,467	<b>3,183</b>	5,022
Contracted services	-	<b>816</b>	806
Audit fees	-	<b>1,061</b>	1,039
Information and IT	-	<b>375</b>	621
	1,567,992	<b>1,551,429</b>	1,567,992
<b>Excess of revenue over expenditures</b>	-	<b>16,563</b>	-

The accompanying notes are an integral part of these financial statements.

# Wellington-Dufferin-Guelph Public Health

## Statement of Revenues and Expenditures - Schedule 4

### Preschool Speech and Language

For the Year Ended December 31, 2019

	Budget 2019 \$	2019 \$	2018 \$
<b>Revenues</b>			
<b>Government transfers</b>			
Ministry of Children, Community and Social Services	1,013,116	<b>1,013,216</b>	1,029,431
Other community grants	61,283	<b>60,376</b>	60,376
Preschool Speech and Language interest income	-	<b>447</b>	368
	1,074,399	<b>1,074,039</b>	1,090,175
<b>Expenses</b>			
Salaries and wages	229,389	<b>203,083</b>	213,073
Benefits	61,470	<b>57,559</b>	59,590
Building occupancy	3,757	<b>3,675</b>	3,648
Program materials and supplies	-	<b>105</b>	29,163
Contracted services	779,783	<b>808,974</b>	735,744
Audit fees	-	<b>1,061</b>	1,039
	1,074,399	<b>1,074,457</b>	1,042,257
<b>Excess (deficiency) of revenue over expenditures</b>	-	<b>(418)</b>	47,918

The accompanying notes are an integral part of these financial statements.

# Wellington-Dufferin-Guelph Public Health

Statement of Revenues and Expenditures - Schedule 5

County of Wellington Weetalk

For the Year Ended December 31, 2019

	Budget 2019 \$	2019 \$	2018 \$
<b>Revenues</b>			
<b>Government transfers</b>			
County of Wellington	367,921	<b>367,921</b>	375,936
<b>Expenses</b>			
Program materials and supplies	22,000	<b>15,500</b>	22,000
Contracted services	345,921	<b>352,393</b>	353,936
	367,921	<b>367,893</b>	375,936
<b>Excess of revenue over expenditures</b>	-	<b>28</b>	-
<b>Due to County of Wellington, end of year</b>	-	<b>28</b>	-

The accompanying notes are an integral part of these financial statements.

# Wellington-Dufferin-Guelph Public Health

Statement of Revenues and Expenditures - Schedule 6

Pregnancy to Parenting Program

For the Year Ended December 31, 2019

	Budget 2019 \$	2019 \$	2018 \$
<b>Revenues</b>			
<b>Government transfers</b>			
Public Health Agency of Canada	63,410	<b>22,602</b>	45,939
<b>Expenses</b>			
Salaries and benefits	38,593	<b>23,790</b>	31,767
Travel	680	<b>393</b>	264
Program materials and supplies	20,437	<b>11,135</b>	15,342
Language line	-	<b>427</b>	1,617
Contracted services	3,200	<b>3,287</b>	4,175
Building occupancy	500	-	-
	63,410	<b>39,032</b>	53,165
<b>Deficiency of revenue over expenditures</b>	-	<b>(16,430)</b>	(7,226)

The accompanying notes are an integral part of these financial statements.

# Wellington-Dufferin-Guelph Public Health

## Statement of Revenues and Expenditures - Schedule 7

### Other Community Grants

For the Year Ended December 31, 2019

	<b>Budget 2019 \$</b>	<b>2019 \$</b>	<b>2018 \$</b>
<b>Revenues</b>			
City of Guelph	91,751	<b>50,320</b>	69,851
County of Wellington	76,350	<b>76,350</b>	114,549
Other community grants	220,696	<b>249,668</b>	95,907
<b>Total revenue</b>	<b>388,797</b>	<b>376,338</b>	<b>280,307</b>
<b>Expenses</b>			
Salaries and wages	229,265	<b>169,168</b>	192,079
Benefits	48,360	<b>39,010</b>	54,492
Travel	2,970	<b>1,456</b>	1,796
Program materials and supplies	85,802	<b>44,109</b>	20,924
Contracted services	14,950	<b>47,846</b>	1,535
Staff and volunteer training and recognition	2,000	<b>3,676</b>	2,475
Administrative charge outs	3,751	-	3,934
Office supplies	1,699	<b>408</b>	51
	<b>388,797</b>	<b>305,673</b>	<b>277,286</b>
<b>Excess of revenue over expenditures</b>	<b>-</b>	<b>70,665</b>	<b>3,021</b>

The accompanying notes are an integral part of these financial statements.

# Wellington-Dufferin-Guelph Public Health

## Schedule of One Time Funds - Schedule 8

For the Year Ended December 31, 2019

Funding Period		Provincial funding \$	Actual spent 2018 \$	Actual spent 2019 \$	Provincial %	Provincial Portion \$	Municipal %	Municipal portion \$	Transfer to 2020 \$	Payable to/ (Receivable from) MOH
<b>One time funding</b>										
Data Breach Minimization	April 1, 2017 to March 31, 2018	15,000	-	-	100%	-	- %	-	-	-
High Availability and Disaster Recovery	April 1, 2017 to March 31, 2018	14,756	-	-	100%	-	- %	-	-	(244)
HSO: Dental Equipment	April 1, 2017 to March 31, 2018	20,000	18,483	-	100%	18,483	- %	-	-	1,517
HSO: Project Manager for New Dental Clinic	April 1, 2017 to March 31, 2018	75,000	50,266	-	100%	50,266	- %	-	-	24,734
Needle Exchange Program Initiative	April 1, 2017 to March 31, 2018	38,402	38,402	-	100%	38,402	- %	-	-	-
New Purpose Built Vaccine Refrigerator	April 1, 2017 to March 31, 2018	12,000	-	-	100%	-	- %	-	-	2,167
Reprocessing Room in a Box Training Equipment	April 1, 2017 to March 31, 2018	14,300	6,681	-	100%	6,681	- %	-	-	681
Panorama Immunization Solution 2017/2018	April 1, 2017 to March 31, 2018	97,200	92,270	-	100%	92,270	- %	-	-	4,930
Public Health Inspector Practicum	April 1, 2017 to March 31, 2018	10,000	-	-	100%	-	- %	-	-	-
ERP software (2018-19)	April 1, 2018 to March 31, 2019	37,500	30,610	19,390	100%	50,000	- %	-	-	-
Adverse childhood survey (2018-19)	April 1, 2018 to March 31, 2019	7,503	9,594	-	100%	9,594	- %	-	-	406
Preconception assessment (2018-19)	April 1, 2018 to March 31, 2019	22,500	20,256	9,744	100%	30,000	- %	-	-	-
Vision screening (2018-19)	April 1, 2018 to March 31, 2019	72,747	24,801	72,199	100%	97,000	- %	-	-	-
Flu response (2018-19)	April 1, 2018 to March 31, 2019	56,250	65,249	-	100%	65,249	- %	-	-	-
PHI Practicum (2018-19)	April 1, 2018 to March 31, 2019	7,500	10,000	-	100%	10,000	- %	-	-	-
PHI Practicum (2019-2020)	April 1, 2019 to March 31, 2020	13,483	-	10,000	100%	10,000	- %	-	-	-
Vaccine fridge replacement (2019-2020)	April 1, 2019 to March 31, 2020	11,000	-	10,363	100%	10,363	- %	-	-	-
Dental clinic upgrades - Guelph	April 1, 2019 to March 31, 2020	335,300	-	-	100%	-	- %	-	335,300	-
Dental clinic upgrades - Orangeville	April 1, 2019 to March 31, 2020	69,200	-	-	100%	-	- %	-	69,200	-

# Wellington-Dufferin-Guelph Public Health

## Schedule of Tangible Capital Assets - Schedule 9

For the Year Ended December 31, 2019

	Land \$	Buildings \$	Leasehold improvements \$	Equipment \$	Technology and communication \$	Parking Lot \$	Furniture and fixtures \$	Totals 2019 \$	Totals 2018 \$
<b>Cost</b>									
Balance, beginning of year	1,021,784	23,817,591	225,256	1,288,970	5,181,735	231,802	2,139,647	<b>33,906,785</b>	34,175,765
Add: additions during the year	-	364,545	10,451	102,353	403,006	-	-	<b>880,355</b>	462,938
Less: dispositions during the year	-	-	-	(15,141)	(61,655)	-	-	<b>(76,796)</b>	(731,918)
<b>Balance, end of year</b>	<b>1,021,784</b>	<b>24,182,136</b>	<b>235,707</b>	<b>1,376,182</b>	<b>5,523,086</b>	<b>231,802</b>	<b>2,139,647</b>	<b>34,710,344</b>	<b>33,906,785</b>
<b>Accumulated amortization</b>									
Balance, beginning of year	-	3,579,648	31,186	890,209	4,537,360	28,975	1,836,751	<b>10,904,129</b>	9,691,319
Add: additions during the year	-	734,714	15,830	147,439	393,830	10,624	216,131	<b>1,518,568</b>	1,937,093
Less: dispositions during the year	-	-	-	(15,065)	(61,655)	-	-	<b>(76,720)</b>	(724,283)
<b>Balance, end of year</b>	<b>-</b>	<b>4,314,362</b>	<b>47,016</b>	<b>1,022,583</b>	<b>4,869,535</b>	<b>39,599</b>	<b>2,052,882</b>	<b>12,345,977</b>	<b>10,904,129</b>
<b>Net book value of tangible capital assets</b>	<b>1,021,784</b>	<b>19,867,774</b>	<b>188,691</b>	<b>353,599</b>	<b>653,551</b>	<b>192,203</b>	<b>86,765</b>	<b>22,364,367</b>	<b>23,002,656</b>

# City of Guelph

Audit Findings Report  
for the year ended December 31, 2019

*KPMG LLP*

Chartered Professional Accountants, Licensed Public  
Accountants

Prepared June 26, 2020 for the  
Committee meeting on July 20, 2020

[kpmg.ca/audit](http://kpmg.ca/audit)





# Table of contents

<b>EXECUTIVE SUMMARY</b>	<b>1</b>
<b>AUDIT RISKS AND RESULTS</b>	<b>2</b>
<b>AUDIT RISKS AND RESULTS - ESTIMATES</b>	<b>4</b>
<b>AUDIT RISKS AND RESULTS - ESTIMATES</b>	<b>5</b>
<b>AUDIT APPROACH</b>	<b>9</b>
<b>FINANCIAL STATEMENT PRESENTATION AND DISCLOSURE</b>	<b>10</b>
<b>UNCORRECTED DIFFERENCES AND CORRECTED ADJUSTMENTS</b>	<b>11</b>
<b>APPENDICES</b>	<b>12</b>
<b>APPENDIX 1: OTHER REQUIRED COMMUNICATIONS</b>	<b>13</b>
<b>APPENDIX 2: AUDIT QUALITY AND RISK MANAGEMENT</b>	<b>14</b>
<b>APPENDIX 3: MANAGEMENT REPRESENTATION LETTER</b>	<b>15</b>

# KPMG contacts

The contacts at KPMG in connection with this report are:

[Matthew Betik](#)

**Lead Audit Engagement Partner**

Tel: 519-747-8245

[mbetik@kpmg.ca](mailto:mbetik@kpmg.ca)

---

[Brendan Hall](#)

**Audit Senior Manager**

Tel: 519-747-8273

[bdhall@kpmg.ca](mailto:bdhall@kpmg.ca)

---

[Nicholas Deane](#)

**Audit Senior Accountant**

Tel: 519-747-8850

[nicholasdeane@kpmg.ca](mailto:nicholasdeane@kpmg.ca)

---

# Executive summary

## Purpose of this report<sup>1</sup>

The purpose of this Audit Findings Report is to assist you, as a member of the audit committee, in your review of the results of our audit of the consolidated financial statements as at and for the year ended December 31, 2019. This Audit Findings Report builds on the Audit Plan we presented to the audit committee.

### Changes from the Audit Plan

There have been no significant changes regarding our audit from the Audit Planning Report previously presented to you.

### Finalizing the Audit

As of June 26, 2020, we have completed the audit of the consolidated financial statements, with the exception of certain remaining procedures, which include amongst others:

- Completing our discussions with the audit committee
- Obtaining evidence of the Board's approval of the financial statements
- Obtaining a signed management representation letter
- Receipt of legal letters

We will update the audit committee, and not solely the Chair, on significant matters, if any, arising from the completion of the audit, including the completion of the above procedures. Our auditors' report will be dated upon the completion of any remaining procedures.

### Independence

We have included a copy of our annual independence letter dated as of the date of this report, which notes that we are independent of the Company in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada.

### Significant accounting policies and practices

There have been no initial selections of, or changes to, significant accounting policies and practices to bring to your attention.

### Uncorrected differences

We did not identify differences that remain uncorrected.

### Control deficiencies

We did not identify any control deficiencies that we determined to be significant deficiencies in internal control over financial reporting.

<sup>1</sup> This Audit Findings Report should not be used for any other purpose or by anyone other than the audit committee. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this Audit Findings Report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.

# Audit risks and results

We highlight our significant findings in respect of significant financial reporting risks as identified in our discussion with you in the Audit Plan, as well as any additional significant risks identified.

1 Significant Risk Fraud risk from revenue recognition	
Significant financial reporting risk	Why is it significant?
Fraud risk from revenue recognition	<p>This is a presumed fraud risk.</p> <p>However, the audit team has rebutted this presumption due to the following reasons:</p> <ul style="list-style-type: none"><li>— The presumed fraud risk is ordinarily associated with for-profit enterprises</li><li>— The majority of revenue is calculated based on MPAC data and confirmed with lower tiers, approved utility rates and user fees, and from federal and provincial grants, and is not subject to complexity or judgement at the reporting level; and KPMG does not believe that the use of inappropriate cut-off or “channel” stuffing would be utilized to perpetrate fraud</li></ul>
Our response and significant findings	
Not applicable.	

# Audit risks and results

## 2 Significant Risk

Fraud risk from management override of controls

### Significant financial reporting risk

Fraud risk from management override of controls

### Why is it significant?

This is a presumed fraud risk. We have not identified any specific additional risks of management override relating to this audit.

### Our response and significant findings

As the risk is not rebuttable, our audit methodology incorporates the required procedures in professional standards to address this risk. These procedures include testing of journal entries and other adjustments, performing a retrospective review of estimates and evaluating the business rationale of significant unusual transactions. KPMG performed various substantive procedures examining journal entries that were being posted to the general ledger. Journal entries were selected using various criteria to identify journal entries that could possibly be related to override activities. No issues were identified in our testing performed.

# Audit risks and results - estimates

We have summarized our assessment of the subjective areas.

Asset / liability	Carrying Amount (\$'000s)
Landfill Closure & Post Closure Liability	\$4,520
Contaminated Sites Liability	\$26,000

## KPMG comment

- Assessed the appropriateness of the City's internal expert used for determining the contaminated sites liability by assessing their competence, capabilities, and objectivity so we can rely on their work for our audit.
- Focused review of calculations and inputs used in the calculation, such as the discount rate and budgeted expenditures.
- Performed a retrospective review and compared actual expenditures to 2019 expected budgeted expenditures used in the calculation for the liability.
- Compared forecasted expenditures in prior years to the current year forecast for consistency.
- Assessed management's assumptions used for future post closure costs to determine if they are reasonable.

KPMG did not find any issues with the reasonableness of management's estimate for the above noted liabilities.

We note that commencing in the year ending December 31, 2022, the City will be required to adopt the new accounting standards for Asset Retirement Obligations, which is expected to have a significant impact on the measurement of the landfill closure & post closure liability. The liability balance is expected to increase.

# Audit risks and results - estimates

Asset / liability	Carrying Amount (\$'000s)
Employee Future Benefits:	
Post-employment/Retirement Liability	\$21,044
WSIB Liability	\$10,462
Sick Leave Liability	\$10,305

## KPMG comment

- Reviewed valuation report by the actuary, Nexus Actuarial Consultants, including related assumptions and inputs.
- Confirmed actuary's assessment and linked it to the related liability.
- Ensured the note disclosure was complete and accurate based on actuary reports.
- Tested the appropriateness of the underlying data, including employee populations
- Discount rates used in calculating the employee future benefits range from 3.75% - 4.00%, considered to be reasonable, and consistent with similar term borrowing rates
- Tested the supporting assumptions for payroll accruals.

KPMG did not find any issues with the reasonableness of management's estimate for the employee future benefits liability.

KPMG notes that significant changes to assumptions for the WSIB liability resulted in an increase to the accrued benefit obligation. The most notable change was the increase to expected future payments due to historical experience of greater claims volume and higher amounts per claim. This resulted in a \$9.2M actuarial loss which will be recognized as an expense over the next 10 years.

We believe management's process for identifying critical accounting estimates is considered appropriate.

# Audit risks and results

Significant findings from the audit regarding other areas of focus are as follows:

## 3 Other area of focus Investment in Guelph Municipal Holdings Inc.

Other area of focus	Why are we focusing here?
Investment in Guelph Municipal Holdings Inc.	– Significance of transaction during the year

### Our response and significant findings

- Effective January 1, 2019, Guelph Municipal Holdings Inc. (“GMHI”) merged its investment in Guelph Hydro Electric Systems Inc. (“GHESI”) to Alectra Inc. (“Alectra”) in exchange for a 4.63% share of Alectra Inc.
- The transaction was accounted for at fair value, resulting in an accounting gain of approximately \$46M, less deferred income taxes of \$5.6M. The \$46M gain represents the difference between GMHI’s carrying value of GHESI [based on historical earnings less dividends paid] and the fair value of the shares of Alectra received. Note that the carrying value of GHESI was not its fair value at the time of the transaction.
- GMHI records its 4.63% share of Alectra’s earnings as an increase to its investment and reduces the investment by any dividends received. The consolidated financial statements of the City of Guelph record 100% of GMHI’s earnings in its statement of operations. Dividends received from GMHI are recorded as a reduction to the investment balance. This is different from the City budget approach, which includes the dividends from GMHI as income.
- KPMG audited the sale of GHESI shares to Alectra and the share of equity earnings of Alectra in GMHI for 2019 for the purposes of supporting our audit of the consolidated financial statements of the City.



# Audit risks and results

Significant findings from the audit regarding other areas of focus are as follows:

4 Other area of focus	Obligatory Reserve Funds Revenue and Deferred Revenue
Other area of focus	Why are we focusing here?
Obligatory Reserve Funds Revenue and Deferred Revenue	Revenue recognized from the Development Charge Reserve Fund is subject to judgement as capital projects must be development in nature
Our response and significant findings	
<ul style="list-style-type: none"><li>— Performed substantive testing over amounts being recognised as revenue.</li><li>— Tested collection of development charges.</li></ul> <p>KPMG did not find any issues identified through our audit procedures.</p>	

# Audit risks and results

Significant findings from the audit regarding other areas of focus are as follows:

5 Other area of focus Tangible Capital Assets (TCA)	
Other area of focus	Why are we focusing here?
Tangible Capital Assets (TCA)	<ul style="list-style-type: none"><li>— Significant of the account balances.</li><li>— Risk of error in inappropriately recognizing costs as either capital or operating</li></ul>
Our response and significant findings	
<ul style="list-style-type: none"><li>— Substantive test of details approach, vouching samples of additions and retirements in fiscal 2019.</li><li>— Tested open Construction in Progress projects to identify projects that should have been moved to TCA or Operating expenses.</li><li>— Review of expense accounts to ensure that items related to tangible capital assets were not inappropriately expensed in 2019.</li><li>— Recalculation of amortization expenses performed.</li></ul>	
KPMG did not find any issues identified through our audit procedures.	

# Audit approach

Other areas of focus	Our audit approach and findings
Investments and related income	— Confirmation of details with investment managers
Taxation Revenue	— Analytical procedures recalculating tax revenues using approved tax rates and related MPAC assessments.
User Fees and Service Charge Revenue	— Analytical procedures were performed comparing current year's revenues on a disaggregated basis to the current year budget and the prior year, adjusting for known changes in assumptions
Expenses	<ul style="list-style-type: none"><li>— Analytical procedures comparing current year's expenses on a disaggregated basis to the current year budget and the prior year, adjusting for known changes in assumptions</li><li>— Substantive procedures performed to test the existence and accuracy of expenses</li><li>— Testing the completeness, existence, and accuracy of yearend accruals, most notably those that contain areas of estimate of judgment</li></ul>
Government Transfers	<ul style="list-style-type: none"><li>— Reviewed agreements to ensure proper revenue recognition criteria was followed. To ensure the transfers were authorized and all eligibility criteria and any stipulations were met.</li><li>— Performed test of details on significant transfers</li></ul>

KPMG did not find any issues through our audit procedures on the above noted areas of focus

# Financial statement presentation and disclosure

The presentation and disclosure of the financial statements are, in all material respects, in accordance with the Company's relevant financial reporting framework. Misstatements, including omissions, if any, related to disclosure or presentation items are in the management representation letter.

We also highlight the following:

---

Form, arrangement, and  
content of the financial  
statements

The form, arrangement and context of the financial statements are appropriate for the size, scope and industry segment of the organization.

---

Application of accounting  
pronouncements issued  
but not yet effective

No concerns at this time regarding future implementation.

---

# Uncorrected differences and Corrected Adjustments

Differences and adjustments include disclosure differences and adjustments.

Professional standards require that we request of management and the audit committee that all identified differences be corrected. We have already made this request of management.

## Uncorrected differences

We did not identify differences that remain uncorrected. Our collection threshold was \$400,000 for items impacting the annual surplus and \$1,000,000 for items not impacting the annual surplus.

## Corrected adjustments

We did not identify any adjustments that were communicated to management and subsequently corrected in the financial statements.

# Appendices

## Content

Appendix 1: Required communications

Appendix 2: Audit Quality and Risk Management

Appendix 3: Management Representation Letter



# Appendix 1: Other Required Communications

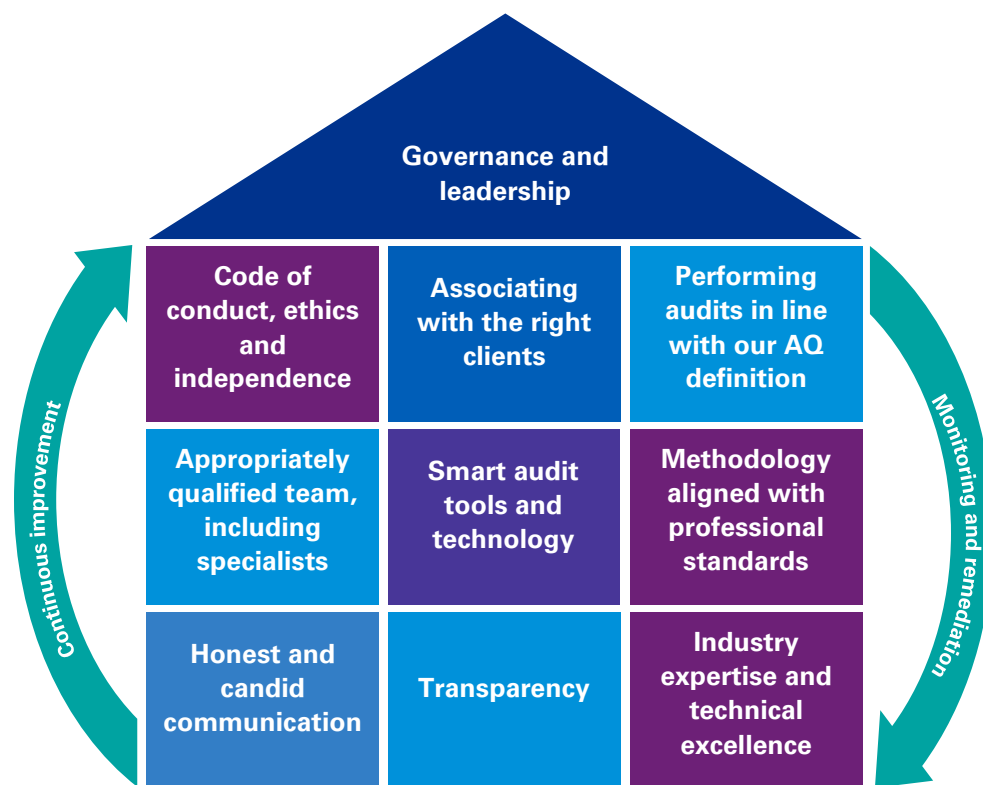
In accordance with professional standards, there are a number of communications that are required during the course of and upon completion of our audit. These include:

Auditor's report	Management representation letter
The conclusion of our audit is set out in our draft auditors' report attached to the draft financial statements.	In accordance with professional standards, a copy of the management representation letter is provided to the audit committee. The management representation letter is attached.

# Appendix 2: Audit Quality and Risk Management

KPMG maintains a system of quality control designed to reflect our drive and determination to deliver independent, unbiased advice and opinions, and also meet the requirements of Canadian professional standards.

Quality control is fundamental to our business and is the responsibility of every partner and employee. The following diagram summarizes the key elements of our quality control system.



Audit Quality Framework

## What do we mean by audit quality?

Audit Quality (AQ) is at the core of everything we do at KPMG.

We believe that it is not just about reaching the right opinion, but how we reach that opinion.

We define 'audit quality' as being the outcome when audits are:

- Executed consistently, in line with the requirements and intent of applicable professional standards within a strong system of quality controls and
- All of our related activities are undertaken in an environment of the utmost level of **objectivity, independence, ethics, and integrity**.

Our AQ Framework summarises how we deliver AQ. Visit our [Audit Quality Resources page](#) for more information including access to our [Audit Quality and Transparency report](#).



# Appendix 3: Management Representation Letter

KPMG LLP  
115 King Street South,  
2<sup>nd</sup> Floor  
Waterloo, ON N2J 5A3

July 20, 2020

Ladies and Gentlemen:

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the consolidated financial statements (hereinafter referred to as "financial statements") of City of Guelph ("the Entity") as at and for the period ended December 31, 2019.

*General:*

We confirm that the representations we make in this letter are in accordance with the definitions as set out in [Attachment I](#) to this letter.

We also confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

*Responsibilities:*

- 1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated May 4, 2019, including for:
  - a) the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared and present fairly in accordance with the relevant financial reporting framework.
  - b) providing you with all information of which we are aware that is relevant to the preparation of the financial statements ("relevant information"), such as financial records, documentation and other matters, including:
    - the names of all related parties and information regarding all relationships and transactions with related parties;
    - the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of shareholders, board of directors and committees of the board of directors that may affect the financial statements. All significant actions are included in such summaries.
  - c) providing you with unrestricted access to such relevant information.
  - d) providing you with complete responses to all enquiries made by you during the engagement.
  - e) providing you with additional information that you may request from us for the purpose of the engagement.
  - f) providing you with unrestricted access to persons within the Entity from whom you determined it necessary to obtain audit evidence.
  - g) such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.
  - h) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements.

- i) ensuring that internal auditors providing direct assistance to you, if any, were instructed to follow your instructions and that we, and others within the entity, did not intervene in the work the internal auditors performed for you.

*Internal control over financial reporting:*

- 2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which we are aware.

*Fraud & non-compliance with laws and regulations:*

- 3) We have disclosed to you:
  - a) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
  - b) all information in relation to fraud or suspected fraud that we are aware of that involves:
    - management;
    - employees who have significant roles in internal control over financial reporting; or
    - otherswhere such fraud or suspected fraud could have a material effect on the financial statements.
  - c) all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements, communicated by employees, former employees, analysts, regulators, or others.
  - d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements, whose effects should be considered when preparing financial statements.
  - e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

*Subsequent events:*

- 4) All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment or disclosure in the financial statements have been adjusted or disclosed.

*Related parties:*

- 5) We have disclosed to you the identity of the Entity's related parties.
- 6) We have disclosed to you all the related party relationships and transactions/balances of which we are aware.
- 7) All related party relationships and transactions/balances have been appropriately accounted for and disclosed in accordance with the relevant financial reporting framework.

*Estimates:*

- 8) Measurement methods and significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

*Going concern:*

- 9) We have provided you with all information relevant to the use of the going concern assumption in the financial statements.
- 10) We confirm that we are not aware of material uncertainties related to events or conditions that may cast significant doubt upon the Entity's ability to continue as a going concern.

*Non-SEC registrants or non-reporting issuers:*

- 11) We confirm that the Entity is not a Canadian reporting issuer (as defined under any applicable Canadian securities act) and is not a United States Securities and Exchange Commission ("SEC") Issuer (as defined by the Sarbanes-Oxley Act of 2002).
- 12) We also confirm that the financial statements of the Entity will not be included in the group financial statements of a Canadian reporting issuer audited by KPMG or an SEC Issuer audited by any member of the KPMG organization.

Yours very truly,

---

Tara Baker, City Treasurer, GM of Finance

---

Shanna O'Dwyer, Manager, Financial Reporting and Accounting

## ***Attachment I – Definitions***

### ***Materiality***

Certain representations in this letter are described as being limited to matters that are material. Misstatements, including omissions, are considered to be material if they, individually or in the aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements. Judgments about materiality are made in light of surrounding circumstances, and are affected by the size or nature of a misstatement, or a combination of both.

### ***Fraud & error***

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

### ***Related parties***

In accordance with Public Sector Accounting Board (PSAB) *related party* is defined as:

- A related party exists when one party has the ability to exercise control or shared control over the other. Two or more parties are related when they are subject to common control or shared control. Related parties also include key management personnel and close family members.

In accordance with Public Sector Accounting Board (PSAB) a *related party transaction* is defined as:

- A transfer of economic resources or obligations between related parties, or the provision of services by one party to a related party. These transfers are related party transactions whether or not there is an exchange of considerations or transactions have been given accounting recognition. The parties to the transaction are related prior to the transaction. When the relationship arises as a result of the transaction, the transaction is not one between related parties.



[kpmg.ca/audit](https://kpmg.ca/audit)



KPMG LLP, an Audit, Tax and Advisory firm ([kpmg.ca](https://kpmg.ca)) and a Canadian limited liability partnership established under the laws of Ontario, is the Canadian member firm of KPMG International Cooperative ("KPMG International").

KPMG member firms around the world have 174,000 professionals, in 155 countries.

The independent member firms of the KPMG network are affiliated with KPMG International, a Swiss entity. Each KPMG firm is a legally distinct and separate entity, and describes itself as such.

© 2020 KPMG LLP, a Canadian limited liability partnership and a member firm of the KPMG network of independent member firms affiliated with

KPMG International Cooperative ("KPMG International"), a Swiss entity. All rights reserved.



# Staff Report



---

To	<b>City Council</b>
Service Area	Infrastructure, Development and Enterprise Services
Date	Monday, July 20, 2020
Subject	<b>Community Road Safety Strategy</b>

---

## Recommendation

1. That the Community Road Safety Strategy, included as Attachment 1, to the Infrastructure, Development & Enterprise Services Report (2020-80), dated July 20, 2020 be approved and in effect as of August 4, 2020.
  2. That the Traffic Calming Policy, included as Attachment 2, to the Infrastructure, Development & Enterprise Services Report (2020-80), dated July 20, 2020 be approved and in effect as of August 4, 2020.
- 

## Executive Summary

### Purpose of Report

The purpose of this report is to seek Council approval of the proposed Community Road Safety Strategy (CRSS) and the new Traffic Calming Policy.

### Key Findings

The CRSS is a high-level road safety plan that outlines areas in Guelph where road safety measures will be implemented. These measures include educational campaigns, enforcement strategies, and engineering/infrastructure changes. The CRSS was developed through public engagement and in collaboration with many internal stakeholders. Community feedback gathered through online and in-person engagement was used to determine key areas and recommended strategies.

A total of 24 strategies that fall under 10 road safety categories are outlined in the CRSS. Educational strategies such as awareness campaigns on a variety of topics including impaired, distracted, and aggressive driving have been outlined through collaboration with the Guelph Road Safety Coalition.

Many engineering road safety solutions are addressed through the traffic calming policy. As part of the CRSS, the Neighbourhood Traffic Management Policy has been updated and renamed as the Traffic Calming Policy (TCP). The TCP outlines procedures for initiating, reviewing, implementing, and evaluating traffic calming plans in residential neighbourhoods to help address concerns about speeding and high vehicle volumes.

The CRSS recommends strategies to address the ten key road safety topics and aligns with Vision Zero principles currently under consideration through the Transportation Master Plan.

## Financial Implications

The CRSS is funded through the tax-supported Capital budget and has \$900,000 of existing capital funding (TF0026) to begin implementing road safety initiatives. Future capital budgets identify annual additional funding of up to \$376,000 to continue implementing road safety measures. Depending on the types of devices installed, there may be annual operating impacts of approximately \$23,000 beginning in 2021.

---

## Background

Through report [IDE-2019-13](#) Red Light Camera Program Review, Council directed staff “to explore a Community Road Safety Strategy (CRSS) that includes mitigation measures to reduce the likelihood of frequent traffic infractions as well as red light violations and that funding support for this strategy be referred to in the 2019 budget process.”

Many Guelph neighbourhoods face traffic and speeding issues. Transportation engineering staff receive approximately 1-2 road safety related concerns daily. Many of these concerns focus on speeding in local neighbourhoods. Historically, community members could request traffic calming measures such as speed cushions, on their road through the [Neighbourhood Traffic Management Policy](#), which was Council approved in 2006. The CRSS has provided an opportunity to review and replace the former policy with the proposed Traffic Calming Policy.

## Report

Road safety impacts all members of the Guelph community, regardless of their age, ability, or mode of transportation. A safe road network benefits all users. The goal of the CRSS is to provide strategies that will improve road safety to benefit all users, whether you are walking, cycling, riding transit, using a mobility device or driving.

Road safety was a top concern raised during the City’s Community Plan engagement activities. Additionally, road safety was consistently identified by Council as a priority and is identified in the [Strategic Plan: Guelph](#). The CRSS will help tackle this priority by developing a city-wide road safety strategy.

A variety of road users (e.g. pedestrians, seniors, people with disabilities, cyclists, drivers, children, etc.) have different needs and expectations. The City needs to provide balanced solutions to maximize everyone’s safety. Enforcement can be a solution but is also a challenge, Guelph Police and Bylaw staff cannot always be everywhere. Therefore, the City needs to look at education and engineering as additional solutions.

The implementation and effectiveness of each recommended strategy under the CRSS will rely on evidence informed decision making, equity, and continuous evaluation.



## **Development of the Community Road Safety Strategy**

The CRSS was developed by:

- Reviewing best practices in other municipalities
- Engaging stakeholders to update the traffic calming policy
- Engaging the community to determine emphasis areas and strategies

The following summarizes each section of the report while detailed explanations are provided in Attachment 1.

### **Section 1: Review of programs, policies, and literature**

The strategies outlined in the CRSS were developed through a best practices review. Staff consulted other municipalities with similar road safety programs to determine which strategies were appropriate for Guelph. Additionally, staff reviewed published literature on the effectiveness of road safety measures (e.g. speed limit reductions) to ensure that each strategy has been rigorously evaluated.

### **Section 2: Update Traffic Calming Policy**

The Traffic Calming policy (previously referred to as the Neighbourhood Traffic Management Review) was last updated in 2006. As part of the CRSS, the Traffic Calming policy was updated. The TCP uses the existing Neighbourhood Traffic Management Policy as its basis. The policy outlines procedures for initiating, reviewing, implementing, and evaluating traffic calming plans in residential neighbourhoods to address concerns about speeding and high vehicle volumes (see Attachment 2). Stakeholders including Accessibility Services, Emergency Services, Operations, Police, Public Health, Sustainable Transportation, Transit, and Solid Waste provided feedback on the updated policy through in-person workshops. Strategies that belong in the CRSS were also identified through these consultations.

Safety concerns on arterial roadways or roadways that do not meet traffic calming thresholds will be addressed on a case-by-case basis under the CRSS. The TCP is one component of the CRSS and roads that do not qualify for traffic calming measures through this policy may be eligible for other safety measures such as speed limit reductions, radar display boards, and other programs.

### **Section 3: Development of Emphasis Areas**

Community engagement events were held both in person and online in February and March 2020 to help inform the CRSS. Participants were asked to rank their top three road safety priority areas and to provide examples of strategies they would like to see implemented in Guelph. Additionally, service requests received by the Transportation Engineering department that mainly address speeding, pedestrian and school safety were also reviewed. A detailed breakdown of the community engagement results can be found under Attachment 1.

### **Section 4: Development of Strategies and Countermeasures**

A total of 24 strategies that fall under 10 road safety categories are outlined in the CRSS. Educational strategies such as awareness campaigns on a variety of topics including impaired, distracted, and aggressive driving have been outlined through

collaboration with the Guelph Road Safety Coalition. Many engineering road safety solutions are addressed through the traffic calming policy in Attachment 2. A more detailed description of each road safety strategy is provided Attachment 1.

## **Section 5: Implementation and Evaluation**

There are two ways in which a strategy identified through the CRSS may be implemented:

1. Resident initiated traffic calming requests that are deemed ineligible in accordance with the Traffic Calming policy will be reviewed under the CRSS. These locations will be prioritized based on the same rankings identified in the Traffic Calming policy Attachment 2.1.
2. City staff will perform annual network screening to proactively identify locations that are eligible for CRSS measures. More information on network screening is provided in Attachment 1 Section 5.1.1 Data Driven Solutions.

To determine if the strategies outlined in the CRSS are having their intended effects of improving road safety, several indicators will be measured over time. These may include operating speeds, changes in volume for all road users, severe and fatal injury collisions, change in perceptions of road safety, etc. Several years of data collection is required after the strategy has been implemented to accurately and statistically determine if a change has occurred. Staff will provide annual collision reports that will also outline evaluation metrics once appropriate data is available.

### **Alignment with 'Vision Zero' approach**

Vision Zero is a traffic safety initiative that is based on the philosophy that no loss of life is acceptable on our roadways. In a Vision Zero community, the main belief is that people may make mistakes and therefore the road system (i.e. infrastructure) must be optimally designed to eliminate fatalities and serious injuries. This requires a focus on safe drivers, safe vehicles, safe roads and the right speed for each type of road.

Many of the safe systems principles and preferred strategies to address road safety contained within the CRSS are in line with Vision Zero principles, although the plan does not formally adopt a Vision Zero approach. CRSS principals and strategies that align with Vision Zero include:

- Enhancing the safety of vulnerable road users (pedestrians and cyclists)
- Leveraging innovative technologies such as red-light cameras
- Improving road infrastructure for all road users
- Positioning road safety as a top priority in policies
- Raising public awareness about the importance of road safety
- Focusing on a data-driven approach to road safety
- Implementing and evaluating proven countermeasures.

The City will continue to monitor best practices and may explore a formal Vision Zero program in a future strategy if the Transportation Master Plan adopts a similar approach.

## **Financial Implications**

The launch of the Community Road Safety Strategy is funded through the tax-supported Capital budget.

## **Consultations**

**Traffic calming policy feedback:** Stakeholders including Accessibility Services, Emergency Services, Operations, Police, Public Health, Sustainable Transportation, Transit, and Waste provided feedback on the updated Traffic Calming policy through a set of in-person workshops. Strategies that belong in the CRSS were also identified through these consultations.

**CRSS feedback:** The City's Engineering and Transportation Services department engaged with the community through several in person and online engagement events that took place between February 18<sup>th</sup> and March 23<sup>rd</sup> 2020. To reach a more diverse demographic, in person engagement sessions were offered to the public at City Hall, the University of Guelph, Immigrant Services, and the Evergreen Senior's Centre. Over 500 responses were received that helped inform both the road safety priority areas and the strategies that were recommended.

## **Strategic Plan Alignment**

### **Navigating our future**

The Community Road Safety Strategy aligns with the city's Navigating Our Future strategic priority by improving the safety, efficiency and connectivity of the transportation system. By updating the Traffic Calming Policy and CRSS and improving safety on the road, more people may choose other active modes of transportation including walking and wheeling.

## **Attachments**

Attachment-1 Community Road Safety Strategy (CRSS)

Attachment-2 Traffic Calming Policy Update

Attachment-3 Community Road Safety Strategy Presentation

## **Departmental Approval**

Steve Anderson, Manager, Transportation Engineering

## **Report Author**

Liraz Fridman, PhD, Transportation Safety Specialist

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

Terry Gayman, P.Eng

General Manager/City Engineer

Infrastructure, Development and Enterprise Services

519-822-1260 extension 2369

[Terry.gayman@guelph.ca](mailto:Terry.gayman@guelph.ca)

**This report was 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](mailto:Kealy.dedman@guelph.ca)

**Attachment 1 – CRSS**

# **Community Road Safety Strategy**

# Table of Contents

Background .....	4
Development of the CRSS .....	4
1.0 Review of programs, policies, and literature .....	6
2.0 Update Traffic Calming Policy .....	6
3.0 Development of Emphasis Areas .....	7
3.1 Community Engagement/Public Opinion .....	7
3.2 Summary of community engagement road safety themes .....	7
4.0 Development of strategies and countermeasures .....	8
4.1 Guelph Road Safety Coalition .....	10
4.2 CRSS Strategies .....	10
4.2.1 Pedestrian Safety .....	11
4.2.2 Distracted Driving .....	12
4.2.3 Aggressive Driving .....	13
4.2.4 Cycling Safety .....	13
4.2.5 Speeding .....	13
4.2.6 Impaired Driving .....	16
4.2.7 School Safety .....	16
4.2.8 Senior Safety .....	17
4.2.9 Transit Safety .....	17
4.2.10 Railway Safety .....	17
4.3 Safety strategies under review through another policy at the City of Guelph .....	18
4.3.1 Transportation Master Plan .....	18
4.3.2 Sidewalk needs assessment study .....	18
4.3.3 School crossing guards' program .....	18
4.3.4 Active and safe routes to school (ASRTS) .....	19
4.4 Out of scope .....	19
5.0 Implementation and Evaluation .....	20
5.1. Implementation .....	20
5.1.1 Data Driven Solutions .....	20
5.2 Evaluation .....	21
	2

5.2.1 Research and Collaboration Partnerships .....	22
---	----

## Background

Road safety impacts all members of the Guelph community, regardless of their age, ability, or mode of transportation. A safe road network benefits all users. The goal of the Community Road Safety Strategy (CRSS) is to provide strategies that will improve road safety to benefit all users, whether you are walking, cycling, riding transit, using a mobility device or driving.

The CRSS is a high-level road safety plan that outlines emphasis areas and appropriate countermeasures for implementation through educational campaigns, enforcement strategies, and engineering/infrastructure modifications. The implementation and evaluation of each strategy will rely on the following principles:

**Evidence informed decision making:** locations selected for road safety modifications through the CRSS shall be informed by data through network screening and selected interventions shall be informed by best practices.

**Equitable approach:** studies have shown that socioeconomic inequities exist in the distribution of roadway environment features that reduce speed and enhance pedestrian safety (e.g. traffic calming measures).<sup>1</sup> As such, demographic data should be considered when prioritizing projects for implementation. The CRSS will use census data and infrastructure data from the city to determine if there are any gaps in locations that require a road safety intervention (e.g. traffic calming).

**Continuous evaluation:** the CRSS is a living document that will be revisited on a regular basis and amended as new evidence informed strategies become available. Engineering and Transportation Services staff will add, remove, or revise countermeasures over time so that the strategy remains timely and relevant.

## Development of the CRSS

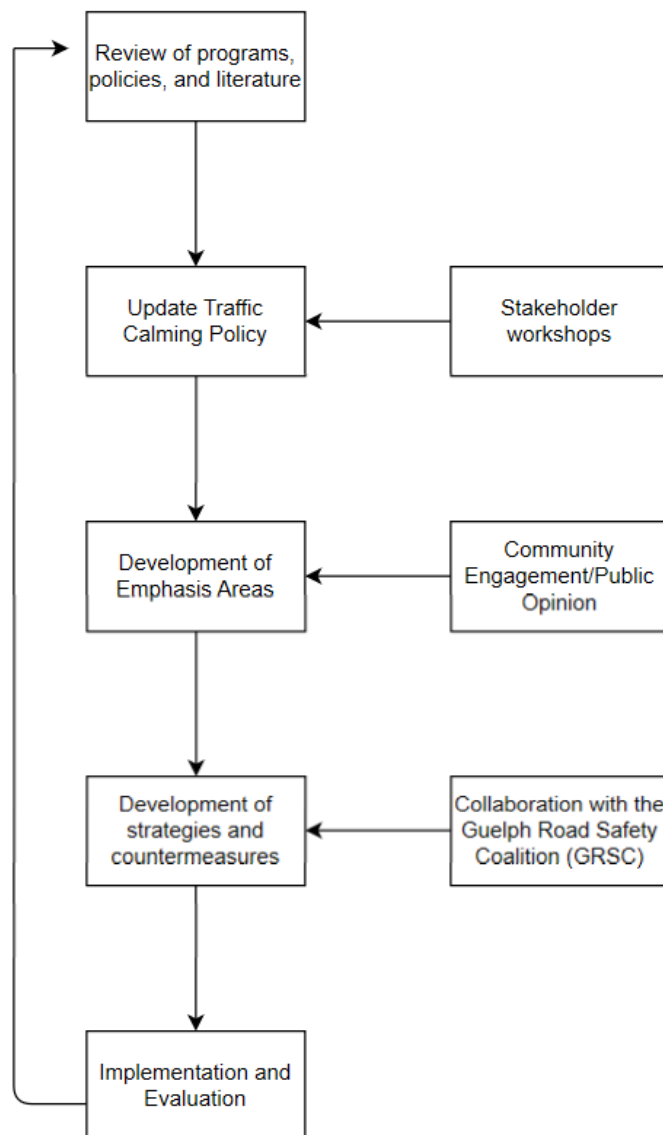
The CRSS was developed by reviewing best practices in other municipalities, engaging with stakeholders on the update of the traffic calming policy, community engagement to develop emphasis areas and strategies for the CRSS which will be further implemented and evaluated (see Figure 1).

---

<sup>1</sup> Rothman L, et al. Inj Prev 2019;**0**:1–5. doi:10.1136/injuryprev-2018-043125



**Figure 1: Development of the CRSS**



The main goals of the CRSS include:

- Enhancing the safety of vulnerable road users (pedestrians and cyclists)
- Leveraging innovative technologies such as red-light cameras
- Improving road infrastructure for all road users
- Raising public awareness about the importance of road safety
- Focusing on a data driven approach to road safety
- Implementing and evaluating proven countermeasures

Vision Zero is a traffic safety initiative that is based on the philosophy that no loss of life is acceptable on our roadways. In a Vision Zero community, the main belief is that people may make mistakes and therefore the road system (i.e. infrastructure) must be optimally designed to eliminate fatalities and serious injuries. This requires

a focus on safe drivers, safe vehicles, safe roads and the right speed for each type of road.

Although the City of Guelph has not formally adopted a Vision Zero approach, many of the safe systems principles and preferred strategies to address road safety are in line with Vision Zero principles. These include:

- Enhancing the safety of vulnerable road users (pedestrians and cyclists)
- Leveraging innovative technologies such as red-light cameras
- Improving road infrastructure for all road users
- Positioning road safety as a top priority in policies
- Raising public awareness about the importance of road safety
- Focusing on a data-driven approach to road safety
- Implementing and evaluating proven countermeasures

The City will continue to monitor best practices and may explore a formal Vision Zero program in a future strategy if the Transportation Master Plan adopts a similar approach.

## **1.0 Review of programs, policies, and literature**

There are few municipalities with a road safety program on the Council approved comparator municipality list, so the city referenced leading documents from across the country. The CRSS is based off evidence informed best practices identified through experimental research studies and existing programs and policies in other municipalities including<sup>2</sup>:

- B.C. Road Safety Strategy Update: Moving to Vision Zero (2016)
- Calgary Safety Mobility Plan 2019-2023
- Canada's Road Safety Strategy 2025
- City of London's Road Safety Strategy 2014-2019
- Edmonton Road Safety Strategy 2016-2020
- Halifax Strategic Road Safety Plan
- P.E.I. Road Safety Strategy 2015: Toward Zero Tolerance
- Region of Peel Vision Zero Road Safety Strategic Plan 2018-2022
- Toronto's Vision Zero Road Safety Plan 2017-2021
- Town of Milton and Halton Hills Road Safety Strategy

## **2.0 Update Traffic Calming Policy**

The Traffic Calming policy (previously referred to as the Neighbourhood Traffic Management Review) was last updated in 2006. As part of the CRSS, the Traffic Calming policy which outlines procedures for initiating, reviewing, implementing,

---

<sup>2</sup> Parachute Canada. Policy Information. <https://parachute.ca/en/professional-resource/vision-zero-collection/?resources=policy-information>

and evaluating traffic calming plans in residential neighbourhoods to address traffic safety concerns related to speeding and high vehicle volumes has been updated. Stakeholders including Accessibility, Emergency Services, Operations, Police, Public Health, Sustainable Transportation, Transit, and Waste provided feedback on the updated policy through a set of in-person workshops. Strategies that belong in the CRSS were also identified through these consultations.

### **3.0 Development of Emphasis Areas**

#### **3.1 Community Engagement/Public Opinion**

The City's Engineering and Transportation Services department engaged with the community through several in person and online engagement events that took place between February 18<sup>th</sup> and March 23<sup>rd</sup> 2020. These events were communicated through:

- Public notices on Guelph.ca
- A city news ad in the Guelph Mercury Tribune
- The HQ online platform: haveyoursay.guelph.ca
- Social media promotion through Facebook and Twitter and;
- A radio ad on CJOY and Magic FM

Additionally, in-person drop in events were held at City Hall, the Delta conference centre, the Evergreen Seniors Centre, the University of Guelph, and Immigrant Services. The top five road safety priorities identified by the community in order of importance were: pedestrian safety (19.1%), distracted driving (17.4%), aggressive driving (15.5%) which includes red-light running, cycling safety (13.9%) and speeding (13.0%) (see [Figure 2](#)). Further information about the demographic and ward distribution of online participants can be found in [Figure 3](#) and [Figure 4](#) accordingly. City staff also mapped data from service requests that were received by Engineering and Transportation Services between 2015 and 2019, these top road safety priorities have been highlighted in [Figure 5](#) by ward. In addition to identifying top safety priorities, the community was asked to outline strategies that they would like to see the city consider in the CRSS. The themes from this activity are summarized below.

#### **3.2 Summary of community engagement road safety themes**

1. Need for increased enforcement using automated measures such as red-light cameras and speed enforcement. Other recommendations include increasing RIDE programs and fines/penalties in school zones.
2. Need for infrastructure improvements including physically separating drivers from cyclists and pedestrians.
3. Improved crossings at signalized intersections using leading pedestrian intervals and removal of pedestrian push buttons
4. Lowering speeds in areas with vulnerable populations

5. Improvement of safety in school zones by advocating for more crossing guards, reducing parking and installing kiss and ride zones
6. Updating the Traffic Calming Policy (formerly the 'Neighbourhood Traffic Management Review')
7. Increased connectivity using sidewalks and multi-use paths
8. Awareness and education campaigns for speeding, red-light running, sharing the road with cyclists and distracted driving
9. Winter maintenance to ensure that our roads, bicycle lanes, and sidewalks are safe to use
10. Focus on data driven solutions to collect information about dangerous areas and to evaluate if safety measures are working

#### 4.0 Development of strategies and countermeasures

The included CRSS measures are outlined in [Section 4.2 CRSS Strategies](#) - below. These measures are categorized under the applicable road safety topics. Strategies were selected based on a review of the identified solutions that were received through the engagement opportunities and alignment with evidence informed best practices. Strategies have been subdivided and summarized under education, engineering, and enforcement techniques (see [Table 1](#)). Strategies that are out of scope for the CRSS or are being reviewed through another policy at the city are also described in Section 4.4.

**Table 1: Summary of Road Safety Strategies by Topic and Type of Initiative**

Road Safety Topic	Education	Engineering	Enforcement
<b>Pedestrian Safety</b>	Pedestrian routes map/app	Leading pedestrian intervals (LPIs)  Pedestrian crossings (flashing signs and/or pavement markings)	N/A
<b>Distracted Driving</b>	Distracted driving awareness campaign	N/A	Out of scope
<b>Aggressive Driving</b>	Red light running awareness blitz	N/A	Red light cameras

<b>Road Safety Topic</b>	<b>Education</b>	<b>Engineering</b>	<b>Enforcement</b>
<b>Cycling Safety</b>	1-meter passing law share the road awareness campaign  Avoiding right hook awareness campaign  Dooring educational campaign	Addressed through another city policy or strategy	Out of scope
<b>Speeding</b>	Radar speed display boards  Slow down lawn signs	Updating Traffic Calming Policy  Speed limit reductions  In road flex signs  Slow streets	Automated speed enforcement cameras
<b>Impaired Driving</b>	Impaired driving awareness campaign	N/A	Out of scope
<b>School Safety</b>	Permanent radar display boards  'Walkers are winners' program'	Will be addressed through traffic calming policy update	Automated speed enforcement cameras
<b>Senior Safety</b>	Senior safety zone awareness campaign	Creation of 'senior safety zones' that offer a package of interventions which can include LPIs, reduced speed limits, flexible in road signs, pavement markings, etc.	N/A
<b>Transit Safety</b>	Working with Guelph Transit to review midblock bus locations to evaluate the safety of pedestrian crossings	Addressed through another city policy or strategy	N/A

<b>Road Safety Topic</b>	<b>Education</b>	<b>Engineering</b>	<b>Enforcement</b>
<b>Railway Safety</b>	Collaborate with Guelph Junction Railway to promote rail safety week and other initiatives that address at-level rail crossings	Controls to limit traffic through neighborhoods when trains are at level crossings by working with CN to amend switching operations	Out of scope

#### **4.1 Guelph Road Safety Coalition**

Educational strategies that require awareness campaigns will be developed through the Guelph Road Safety Coalition (GRSC). The GRSC is a coalition of organizations including the City of Guelph's Engineering and Transportation Services department, the Guelph Junction Railway, Wellington-Dufferin-Guelph Public Health, Guelph Police, University of Guelph Campus Police, and the Ministry of Transportation. The purpose of the GRSC is to bring community stakeholders together to coordinate and bolster road safety efforts in the City of Guelph through public education & awareness raising; capacity building; sharing of resources; and to explore future opportunities to collaborate.

#### **4.2 CRSS Strategies**

The CRSS recommends 24 strategies below that fit within 10 road safety emphasis areas.

##### **Pedestrian Safety**

- Leading pedestrian intervals (LPIs)
- Pedestrian crossing improvements
- Safe pedestrian routes application

##### **Distracted Driving**

- Distracted driving awareness campaign coordinated through the GRSC

##### **Aggressive Driving**

- Red light cameras
- Red light running awareness campaign coordinated through the GRSC

##### **Cycling Safety**

- Educational campaigns about the 1-metre passing rule (sharing the road), conflicts between drivers turning right and cyclists riding in a bicycle lane (right hook awareness), and dooring coordinated through the GRSC

## **Speeding**

- Automated speed enforcement cameras
- Flexible in-road signs
- Slow streets
- 'Please slow down' lawn signs
- Radar speed boards
- Speed limit reviews
- Updating the Traffic Calming Policy

## **Impaired Driving**

- Safety awareness campaign coordinated through the GRSC

## **School Safety**

- Permanent radar display boards
- School safety reviews
- 'Walkers are winners' program

## **Senior Safety**

- Creation of senior safety zones
- Senior safety zone awareness campaigns coordinated through the GRSC

## **Transit Safety**

- Review midblock bus locations for safer pedestrian crossings

## **Railway Safety**

- Rail safety awareness campaign coordinated through the GRSC
- Review at level crossings

Each strategy is described in detail below with references to other municipalities who have explored similar options through their road safety programs where applicable.

### **4.2.1 Pedestrian Safety**

**Leading pedestrian intervals.** A LPI provides an advanced walk signal for pedestrians to begin to cross the street before vehicles get a green signal. The LPI is used to improve driver yielding behavior towards pedestrians when they enter the crosswalk. This strategy is particularly helpful in areas where there are increased senior pedestrians who may take more time to cross the road. LPIs are currently operational in cities such as Toronto and Hamilton.<sup>3</sup> Recommended locations for implementation include roads where there are heavy vehicle turning movements and heavy pedestrian volumes, high crash locations due to right and

---

<sup>3</sup>City of Toronto. Leading Pedestrian Intervals. <https://www.toronto.ca/services-payments/streets-parking-transportation/traffic-management/traffic-signals-street-signs/types-of-traffic-signals/leading-pedestrian-interval-phase/>

left turning vehicles, school crossing locations, and areas with high population of seniors or people with physical disabilities.<sup>4</sup> As part of the CRSS, the City of Guelph will review police reported collision data to determine which locations are eligible for an LPI.

**Pedestrian crossing improvements (including pavement markings such as ladder crosswalks).** The City of Guelph uses provincially accepted guidelines when deciding where to put a pedestrian crossing and which style of crossing to use.<sup>5</sup> Under the CRSS, city staff will review the road network to determine if there are any locations that warrant a pedestrian crossing or could benefit from enhanced pavement markings (i.e. ladder crosswalks). Locations identified during network screening will be prioritized if they meet the appropriate criteria and minimum thresholds.

**Safe pedestrian routes application.** Through the community engagement surveys, residents identified the utility of having a website or phone app to identify safer walking routes throughout the city (e.g. routes where a pedestrian would have to cross the least amount of times thereby reducing potential for conflicts with vehicles). The [Active and Safe Routes to School](#) program is a provincial initiative that maps out the safest walking routes for children to get to and from school. A similar methodology could be used to create a safe pedestrian routes application that would highlight trails and other paths of travel that are safer for active transportation.

#### **4.2.2 Distracted Driving**

**Distracted driving safety awareness campaign.** Approximately one quarter of all car crashes involve phone use. Each year in Canada, driver distraction is a factor in about 4 million motor vehicle crashes.<sup>6</sup> Distracted driving was identified as a top priority in all wards across Guelph (see [Table 2](#)). The city cannot control enforcement strategies that target distracted drivers, however, staff will work with Guelph Police on a distracted driving awareness campaign through the GRSC. As part of their 'Art of Distraction' educational campaign, the City of Toronto has highlighted vignettes of collisions that have involved driver distraction.<sup>7</sup> The CRSS is advocating for similar educational strategies to be used to address distracted driving in Guelph. Through GRSC's social media platforms including Facebook and Twitter, similar messages and stories can be shared with Guelph's community to

---

<sup>4</sup>City of Hamilton. Routine Accommodation and Toolbox Solutions.

<http://www2.hamilton.ca/NR/rdonlyres/3205E0DC-3EE5-4329-A461-174B376FF620/0/Appendix17RoutineAccommodationandToolboxSolutionsasofFall2011.pdf>

<sup>5</sup> City of Guelph. Pedestrian Crossings. <https://guelph.ca/living/getting-around/cycling-and-walking/pedestrian-crossings/>

<sup>6</sup> CAA. Distracted Driving Statistics. <https://www.caa.ca/distracted-driving/statistics/>

<sup>7</sup> City of Toronto. Art of Distraction. <https://www.toronto.ca/services-payments/streets-parking-transportation/road-safety/vision-zero/educational-campaigns/the-art-of-distraction-campaign/>



highlight the importance of putting down a device while operating a vehicle. The GRSC will explore the option of collaborating with community groups to spread this message. Distracted driving will also be addressed through research collaborations and partnerships identified in [Section 5.2.1](#).

#### **4.2.3 Aggressive Driving**

**Red light cameras.** Per Council direction in January 2019, the City of Guelph is proceeding with the implementation of the red-light camera enforcement program. The red-light camera program has been in Ontario since the early 2000's and is running in eight municipalities across Ontario with four more joining within the next few years (including Guelph). The red-light camera program is an automated enforcement program with a goal to improve road safety by reducing the amount of right-angle collisions at signalized intersections which are typically classified as severe. A systematic review that examined red-light camera effectiveness on the prevention of road traffic crashes, found that red-light cameras are effective at reducing total casualty crashes rather than total collisions.<sup>8</sup> These findings suggest that the severity of these collisions may be reduced when this strategy is implemented. The City of Guelph is continuing to work on the implementation of this program, and it is scheduled to be operational at six locations by mid-2022.

**Red light running awareness campaign.** The City of Guelph will collaborate with Guelph Police and other organizations through the GRSC on a red-light running awareness campaign. The GRSC will explore opportunities to enhance awareness about red light running through targeted events leading up to the installation of red-light cameras in 2022. Additionally, the GRSC will run a social marketing campaign bringing awareness to red-light running infractions and penalties.

#### **4.2.4 Cycling Safety**

**Educational campaigns.** Engineering modifications including physically separated infrastructure will be considered under other city policies including the [Cycling Master Plan](#), road design standards, and the [Transportation Master Plan \(TMP\)](#). The CRSS will address cycling safety by providing education and awareness initiatives around topics such as the 1-metre passing law, conflicts between right turning drivers and cyclists (avoiding right hooks), and dooring. These awareness activities will be coordinated through the GRSC. Additionally, the GRSC will use their social media platforms to share cycling safety messages throughout the year and during targeted campaigns such as [bike month](#) and [Canada road safety week](#).

#### **4.2.5 Speeding**

**Automated speed enforcement cameras.** The Province of Ontario passed the Safer School Zones Act in 2017, allowing municipalities to use Automated Speed Enforcement (ASE) technology in school zones and community safety zones. The

---

<sup>8</sup> Cochrane Library. Red-light cameras for the prevention of road traffic crashes. <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6492462/>

cities of Toronto, Brampton, Ottawa and Niagara Region are launching ASE programs in Spring 2020. Additionally, 13 other municipalities are also looking at implementation in the coming months. The City of Guelph belongs to a working group that is evaluating the effectiveness of the ASE program in Ontario before proceeding with implementation. Components of the ASE program that are still being deliberated on include how to process tickets through a joint processing centre, updating by-laws in school and community safety zones, determining threshold speeds, defining warning period times and letters, signage, and privacy concerns. The City of Guelph will continue to be a part of the ASE working group and tailor a potential ASE program based on lessons learned and best practices from other municipalities who have had the opportunity to adopt, implement, evaluate and revise the program to function at an optimal capacity. More information about ASE in Ontario can be found on the [ASE Ontario Website](#).

**Flexible in-road signs.** Flexible in-road signs are signs that are installed in the centre of the road between opposing traffic lanes. If struck, they are designed to withstand impact and will not damage the vehicle. The signs can have a narrowing effect which can give drivers' the perception that they need to slow down. These signs are typically installed in the spring and removed by winter to allow for road maintenance. Toronto and Kitchener are both piloting these signs. Kitchener has reported a 3 km/h average vehicle speed reduction on streets where flexible in road signs have been implemented.<sup>9</sup> The CRSS is recommending that flexible in-road signs be considered as a measure in identified school and/or senior safety zones based on a network screening review.

**Slow Streets.** Slow streets are one tool that can be considered to encourage drivers to slow down and open up streets for other road users who walk and wheel. This initiative involves placing signs and temporary barricades (i.e. bollards/chicanes) at the entrance to a neighborhood to discourage through traffic. Slow streets may be considered under the CRSS on a temporary or permanent basis.

**'Please Slow Down' lawn signs.** As part of their educational road safety campaigns, other municipalities including Burlington, Hamilton, London, Mississauga, and Toronto have produced 'please slow down' lawn signs that residents can use to help encourage motorists to practice safe driving habits. These signs also help to create awareness of driving the speed limit in residential areas where there may be higher volumes of pedestrians, cyclists, and children. Similar lawn signs will be created as part of the CRSS and residents will be able to request these signs online or through their ward councilors.<sup>10</sup>

---

<sup>9</sup> City of Kitchener. Seasonal Traffic Calming Measures. <https://www.kitchener.ca/en/city-services/traffic-calming.aspx#Seasonal-traffic-calming>

<sup>10</sup> City of Toronto. Please Slow Down Lawn Sign Campaign. <https://www.toronto.ca/services-payments/streets-parking-transportation/road-safety/vision-zero/educational-campaigns/fall-safety-campaign/>

**Radar speed boards.** Radar speed boards have been shown to reduce vehicle speeds in several studies. In school zones, radar boards reduced speeds by 17.5%.<sup>11</sup> The Community Speed Awareness Program (CSAP) has been in place in Guelph since 2018. This safety initiative displays the operating speed of drivers and brings awareness about speed limits on residential roads. These temporary radar speed boards are installed spring through fall each year subject to weather and available staff resources. The program typically runs from April to November each year and can cover up to 64 streets between solar and battery-operated radar speed boards. More information about the CSAP program can be found on [Guelph's website](#). The CRSS is recommending that this program be expanded to include permanent radar speed display boards in identified school and/or senior safety zones based on a network screening review.

**Speed limit reviews.** There is a well-established relationship between speed and injury severity when a collision occurs. Researchers reported a 28% reduction in pedestrian motor vehicle collisions in the City of Toronto after speed limits were reduced from 40 km/h to 30 km/h.<sup>12</sup> Severe and fatal injuries further decreased by 67% on speed limit reduced streets. The CRSS will undertake a review of speed limits within the City of Guelph's road network to determine if any roads can be reduced to lower speed limits. This work also aligns with the TMP.

**Reduced lane widths.** Lane widths can have a significant impact on operating speeds. For every 0.3 m reduction in lane width, speeds tend to be reduced by 1 km/h to 2 km/h.<sup>13</sup> As part of the CRSS, city staff will review roads that may benefit from lane width reductions to decrease operating speeds where appropriate. The TMP's Complete Street Design Guidelines will also support this work.

**Updating the former 'Neighbourhood Traffic Management Review'** (now referred to as the Traffic Calming Policy). The physical measures included in this policy mainly address speeding concerns but may also have positive effects on pedestrian safety, aggressive driving, school safety, cycling safety, and senior safety. These measures include:

- Centre island medians
- Chicanes
- Concrete medians with flexible bollards
- Curb extensions (including traffic calming curbs)
- Curb radius reductions
- Directional closures
- Diverters
- Intersection channelization

---

<sup>11</sup> Lee C, et al. Transportation Research Record 2006; doi.org/10.1177/0361198106197300104

<sup>12</sup> Fridman L, et al. BMC Public Health 2020; **20**:56.

<https://bmcpublihealth.biomedcentral.com/articles/10.1186/s12889-019-8139-5>

<sup>13</sup> Peterniak R, et al. Safety Evaluation of Lane Widths in the City of Edmonton.

[https://www.tac-atc.ca/sites/default/files/conf\\_papers/peterniakr\\_-\\_safety\\_evaluation.pdf](https://www.tac-atc.ca/sites/default/files/conf_papers/peterniakr_-_safety_evaluation.pdf)

- Lateral shifts
- Raised median islands
- Raised median islands through intersections
- Roundabouts
- Sidewalk extensions
- Speed cushions
- Speed tables
- Traffic circles
- Traffic islands

#### 4.2.6 Impaired Driving

**Safety awareness campaign.** The City of Guelph will collaborate with Guelph Police and other organizations through the GRSC on an impaired driving road safety campaign. Other municipalities have implemented programs such as Project Drive Thru in Halton Region to report impaired drivers on the road.<sup>14</sup> The GRSC will explore opportunities to enhance awareness about impaired driving through targeted events during increased risk periods (e.g. Christmas, St. Patrick's Day, etc.)

#### 4.2.7 School Safety

**Permanent radar display boards** (see 'radar speed boards' under section [4.2.5 Speeding](#)). Under the CRSS, permanent radar display boards will be considered on adjacent streets surrounding a defined school zone and on some arterial roads. City staff will limit the use of these permanent display boards as long-term exposure can reduce their effectiveness on speeding.<sup>15</sup>

**School safety reviews.** As part of the CRSS, school officials can contact the city to do a school safety review. City staff will review school travel plans, previous safety initiatives that have been implemented and any gaps/opportunities to improve safety around school zones. These may include strategies such as improving pedestrian crossings, placing restrictive signage (e.g. no parking, no U-turns), or penalty reminders (e.g. signs that show the fines for violations). Other options include recommending the 'Walkers are winners' program outlined below. School safety reviews will be performed on a request and case by case basis. The city has been supporting school travel plans through the Active and Safe Routes to School (ASRTS) committee for over 10 years. The city will continue their involvement with the ASRTS committee and will invite them to take part in school safety reviews as necessary.

---

<sup>14</sup> Milton Halton Hills Road Safety Strategy.

[https://www.haltonpolice.ca/community/traffic/documents/Milton\\_HaltonHills\\_Road\\_Safety\\_Strategy.pdf](https://www.haltonpolice.ca/community/traffic/documents/Milton_HaltonHills_Road_Safety_Strategy.pdf)

<sup>15</sup> Churchill A.E. et al, Transportation Association of Canada Conference Proceedings. Speed feedback signs as a tool to manage demand for lower residential speeds. [https://www.tac-atc.ca/sites/tac-atc.ca/files/conf\\_papers/churchill.pdf](https://www.tac-atc.ca/sites/tac-atc.ca/files/conf_papers/churchill.pdf)

**Walkers are winners (WaW) program.** The WaW program encourages active transportation to school by using ballots/a draw to incentivize children to walk or wheel. This program is one item in the CRSS toolkit that can be implemented by school officials. The city shall provide the WaW program as one educational option that schools can implement but the expenses of running the program are the sole responsibility of the participating school.

#### **4.2.8 Senior Safety**

**Creation of senior safety zones.** Under the CRSS, senior safety zones will be created that will be eligible for a package of road safety interventions. Other municipalities have explored enhanced pavement markings and signage to raise awareness of the older population, analysis of pedestrian crossing times, and conducting in-road safety reviews.<sup>16</sup> Some of the strategies that may be implemented in a senior safety zone in Guelph include LPIs, reduced speed limits, improved pedestrian crossings, and in road flexible signs. Each senior safety zone will be reviewed on a case by case basis to determine eligibility.

**Senior safety zone awareness campaign.** The city will collaborate with members of the GRSC to raise awareness about newly installed senior safety zones. Through Facebook and Twitter, the GRSC will use their social media platforms to make residents aware of upcoming locations where senior safety zones will be implemented including the proposed changes (e.g. speed limit reductions).

#### **4.2.9 Transit Safety**

**Review midblock bus locations.** Many residents provided feedback about transit safety solutions including implementing transit priority lanes. These strategies are being considered under the [Transportation Master Plan](#). The CRSS will address transit safety by working with Guelph Transit to review all midblock bus locations in the city that may require a safety improvement (e.g. improving pedestrian crossings where warranted).

#### **4.2.10 Railway Safety**

**Review at-level crossings.** The city is working with railway owners on amending switching operations to limit traffic through neighbourhoods when trains are switching at level crossings. The city will continue to explore this relationship through the CRSS to prioritize railway safety in Guelph.

The infrastructure and geometric requirements at level railway crossings are governed by Transport Canada. The City of Guelph continuously works with local railway operators Metrolinx, Canadian National and Guelph Junction Railway to ensure all Transport Canada (regulations/ guidelines) are being met.

---

<sup>16</sup> City of Toronto. Senior Safety Zones. <https://www.toronto.ca/services-payments/streets-parking-transportation/road-safety/vision-zero/vision-zero-dashboard/senior-safety-zones-vision-zero/>

**Rail safety awareness campaign.** Under the CRSS, the city will collaborate with the Guelph Junction Railway through the GRSC to promote rail safety week and other initiatives that address at-level rail crossings. Additionally, the GRSC will run a social media campaign to share rail safety tips.

#### **4.3 Safety strategies under review through another policy at the City of Guelph**

Below are strategies that were identified through community engagement that are being address through another policy, program, or study at the city or from an external organization including but not limited to the Transportation Master Plan, sidewalk needs assessment study, school crossing guards program, and the walking school bus program through the Active and Safe Routes to School Committee (ASRTS).

##### **4.3.1 Transportation Master Plan**

One of the main objectives of the Transportation Master Plan is to recommend new policies and guidelines that balance all road users' needs while prioritizing safety and access for all travelers. Through CRSS engagement staff received a lot of feedback about designing safer roads and neighbourhoods. Specifically, the following suggestions were made:

- Installing protected infrastructure including separated bike lanes
- Transit priority and carpool lanes
- Providing more off-road multi-use paths
- Design innovations including beautifying streetscapes

Although these strategies are out of scope for the CRSS, they will be addressed through the Transportation Master Plan.

##### **4.3.2 Sidewalk needs assessment study**

Another strategy that was recommended through community engagement was to review connectivity and missing sidewalk links throughout the city.

This strategy is being address under the [sidewalk needs assessment study](#) at the city.

##### **4.3.3 School crossing guards' program**

During community engagement we also heard that residents would like:

- To perform a review through gap analyses to identify schools that warrant additional crossing guards

This recommendation is outside the scope of the CRSS as the city already has a school crossing guard program in place. The City of Guelph Crossing Guard Program utilizes the [2017 Ontario Traffic Council School Crossing Guard Guide](#) to determine if an adult crossing guard is warranted. The guide outlines school crossing guard warrant methodologies which include gap and an exposure index. The type of data collection is dependant on the type of intersection. The guide also notes other qualitative factors that should be considered other than relying strictly on



quantitative data analysis. The school crossing guard program will continue to operate and evaluate eligible locations that warrant a school guard.

#### **4.3.4 Active and safe routes to school (ASRTS)**

As a strategy to address school safety, the community identified that they would like to see:

- Programs to promote active transportation to and from school (e.g. walking school bus program)

These initiatives are run by the ASRTS committee and are therefore being addressed through an external organization. The [walking school bus \(WSB\)](#) pilot is one initiative that promotes active transportation. The program which is supported by Green Communities Canada and the Government of Ontario hires adult walking supervisors who pick up children along a walking route on the way to school. The City of Guelph will continue their involvement with the ASRTS program.

#### **4.4 Out of scope**

The strategies outlined below are out of scope and therefore will not be recommended under the CRSS.

1. **Longer left turn signals for drivers.** This recommendation was identified through community engagement but is not feasible under the CRSS. Increasing a left turn phase can have adverse effects on the road signal network including causing further delay for drivers proceeding through an intersection where the volume of traffic is higher than in the left turn lanes. This can lead to aggressive driving behaviors as well as an increase in noise and air pollution. It can also cause the increase of the intersection cycle length by removing that intersection from a synchronized network of adjacent coordinated intersections. The ability for these intersections to move traffic subsequently decreases and causes more congestion. Therefore, adding unnecessary longer left turn signal for drivers will not be considered under this strategy. Where longer left turn signals are justified they will be reviewed on a case by case basis by the City's Traffic Signals team.
2. **Prioritize winter maintenance clearing for sidewalks before roads.** This recommendation was identified through community engagement but is not feasible under the CRSS. Snow clearing standards are set by the Province of Ontario. The City of Guelph follows the [minimum maintenance standards for municipal highways](#) and these standards will continue to guide the Public Works department on winter road maintenance. The Transportation Master Plan may make some operational recommendations based on the proposed street hierarchy that in part addresses this.
3. **Driver education/training.** The need to improve driver education/training was identified through community engagement. This recommendation is outside the scope of the CRSS as the [Ministry of Transportation \(MTO\)](#) is responsible for driver training. However, the MTO is one of the organizations involved in the GRSC and the Road Safety Coalition of Ontario (ROSCO) which Guelph is a

member of, therefore through the CRSS the city can share residents' recommendations to improve driver education training and programs with external agencies.

4. **Enforcement/tickets.** Residents requested that increased enforcement efforts and penalties be issued for unsafe driving behaviours including speeding, distraction, and impairment. The ability to increase RIDE programs, and fines/penalties in school zones for speeding or distracted driving is under Guelph Police's jurisdiction. However, through the GRSC, staff from Engineering and Transportation Services will work with Guelph Police to determine if any safety awareness campaigns can be created to educate the public about these topics. Additionally, as part of their [2019-2021 Strategic Plan](#), Guelph Police has identified road safety as one of their top priority areas. Guelph Police will continue to monitor indicators of road safety as part of their strategic plan including traffic crime rate, collisions, and satisfaction with traffic services/feelings of road safety.

## 5.0 Implementation and Evaluation

### 5.1. Implementation

There are multiple ways in which a strategy identified in the CRSS may be implemented:

1. **Through a traffic calming measure request.** Residents who initiate a traffic calming request in accordance with the Traffic Calming policy outlined in Attachment 2.1 and are deemed ineligible will be reviewed under the CRSS. City staff will review the identified location to determine if another measure (e.g. radar speed display board) can be implemented depending on the identified concern (e.g. speeding). These locations will be prioritized based on the same rankings identified in the Traffic Calming policy.
2. **Selecting sites using available data.** City staff will annually run network screening to proactively identify locations that are eligible for CRSS measures. Collision data will be used to identify site specific locations for engineering countermeasures. Site selection for strategy implementation will also be informed by reviewing equity data (e.g. census tract). Educational countermeasures will be largely identified and implemented to align with federal, provincial and international timelines (e.g. National injury prevention day).

#### 5.1.1 Data Driven Solutions

1. **Streamlining collision data collection.** Police-reported collision data is used as one of the variables in traffic calming decision making. City staff will also review police-reported collision locations to determine where safety measures outlined in the CRSS should be implemented. Police-reported collision data is being obtained through the MTO Authorized Requester Information Services (ARIS). The MTO's ARIS system allows city staff to obtain detailed collision reports including information on collision location (i.e. intersection vs. midblock), driver condition (impaired, distracted, etc.), demographics including age and sex, injury severity, as well as weather conditions, lighting, driver action, etc.



that occur on Guelph's roads. This data will also be used to evaluate the safety effects of CRSS measures (e.g. pre/post analysis of speed limit reductions).

2. **Exploring smart cities volume data collection.** Many municipalities are moving towards leveraging video analytics to narrow down problem areas and conflicts (i.e. near misses).<sup>17</sup> To effectively implement and evaluate CRSS measures, city staff need to understand which locations have a larger volume of drivers, pedestrians, and cyclists interacting with the road environment.
3. **Apply network screening to tackle road safety concerns proactively rather than reactively.** Network screening is a tool that municipalities can use to identify sites that may benefit from a safety intervention.<sup>18</sup> To proactively select locations for a CRSS intervention, safety performance functions will be developed (using volume and infrastructure data) to predict the likelihood of a crash occurring at a location. By utilizing network screening at the City of Guelph, city staff will be able to proactively implement safety interventions at the most dangerous intersection and midblock locations.
4. **Produce annual collision reports.** One of the suggestions the city received from community engagement was the need for data transparency. By producing annual collision reports, city staff will be able to provide the public with collision trends over the past 5 years. These reports will help contextualize the circumstances surrounding a collision by reviewing rates (i.e. volume data), injury severity, and existing infrastructure that may require improvement.
5. **Explore crowdsourced data collection applications to report road safety concerns.** Many residents expressed the need to report conflicts or near miss events on the roads. The city will explore producing a crowdsourcing map or phone application that helps to collect data that may not be reflected in traditional sources (i.e. police reported collisions).
6. **Data transparency through open data platforms.** The city will contribute to the existing [open data platform](#) by providing updates on safety infrastructure projects, as well as data on locations of radar speed boards, red light cameras, and other measures that may be installed in the future (e.g. automated speed enforcement cameras).

## 5.2 Evaluation

To determine if the strategies outlined in the CRSS are having their intended effects of improving road safety, several indicators need to be measured over time.

Appropriate indicators will be determined based on availability of data. These may include operating speeds, changes in volume for all road users, severe and fatal

---

<sup>17</sup> City of Kitchener. Cimcon Nearsky. <https://www.smartcitiesworld.net/news/city-of-kitchener-develops-data-driven-cycling-master-plan-4661>

<sup>18</sup> Federal Highway Administration Office of Safety. Safety Performance Function Development Guide. [https://safety.fhwa.dot.gov/rsdp/downloads/spf\\_development\\_guide\\_final.pdf](https://safety.fhwa.dot.gov/rsdp/downloads/spf_development_guide_final.pdf)

injury collisions, change in perceptions of road safety, etc. Several years of data need to be collected after a strategy has been implemented to accurately determine (statistically) if a change has occurred. Staff will provide annual collision reports that will also outline evaluation metrics once appropriate data is available.

### **5.2.1 Research and Collaboration Partnerships**

**Road Safety Committee of Ontario (ROSCO).** The City of Guelph is one of the member organizations of ROSCO. ROSCO meets on a quarterly basis to discuss best practices and how each municipality is tackling road safety concerns. Many of the road safety strategies that have been recommended in the CRSS have been identified through consultations with ROSCO members who have similar road safety strategies in their jurisdictions. The city will continue its partnership with ROSCO to stay up-to-date on industry best practices and to share knowledge around road safety.

#### **Research partnerships**

**University of Guelph.** The city is partnering with the University of Guelph on several initiatives related to road safety. These include:

- A data collection exercise to determine what data the city currently collects to help inform road safety projects (e.g. police-reported collisions, speed, volume data, etc.). This exercise will help highlight how data can be shared across departments, how data is stored and visualized, and how data can be used to make evidence informed decisions.
- An equity study examining the distribution of road safety infrastructure (i.e. traffic calming measures, speed display boards, etc.) among a variety of income quintiles will also be undertaken through a collaboration with the University of Guelph. This study will help inform the distribution of civic engagement across wards in the city.

**University of Toronto.** The city is also partnering with the University of Toronto on an initiative related to driver behavior and inattention/distraction. Research questions include:

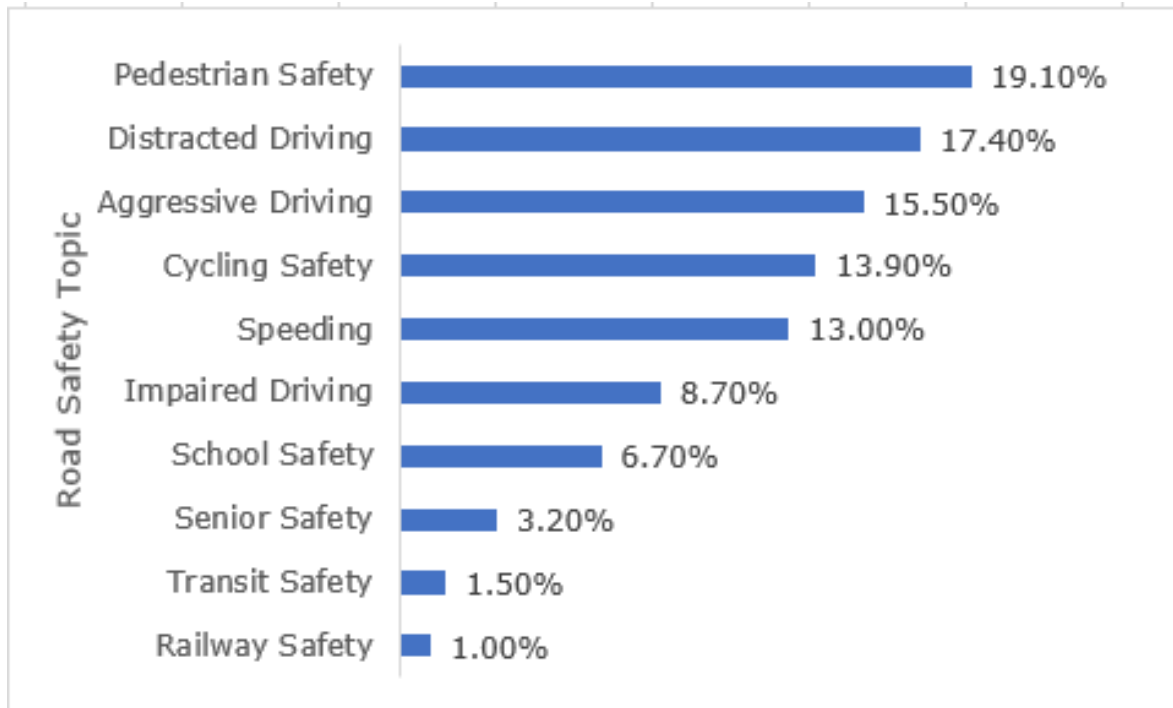
- How does driver inattention differ at locations with varying infrastructure (e.g. protected intersections vs. areas with poor pavement marking/signage)?
- How do people with a physical disability navigate the roadway and how is this related to drivers' attentional failures at an intersection?

These findings will be used to help tailor educational campaigns related to driver distraction.

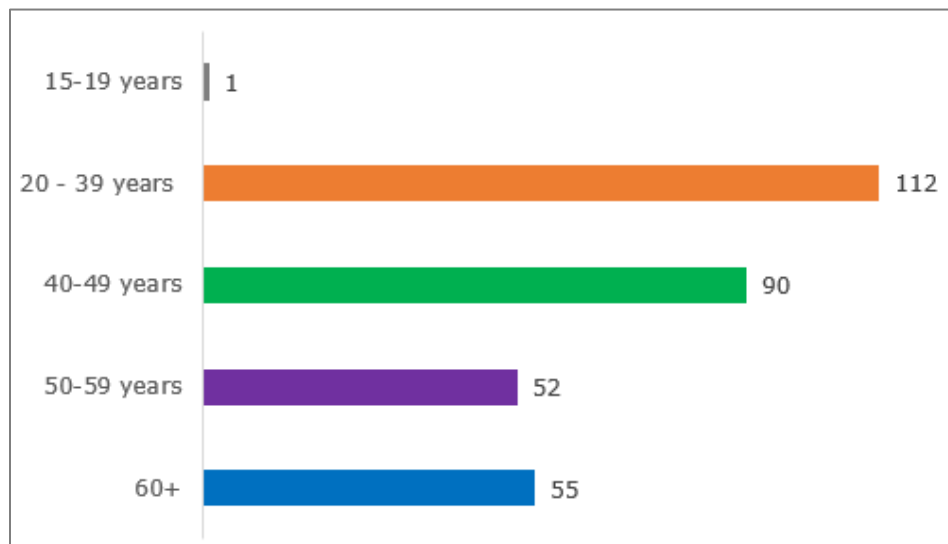
Through research and collaboration partnerships, the City of Guelph can continue to monitor which measures are effective at reducing severe and fatal injury collisions and improve road safety. As the CRSS is intended to be a living document, evaluation findings will be used to help improve future changes and recommendations.

## Attachment 1.1 – Community Engagement and Service Request Results

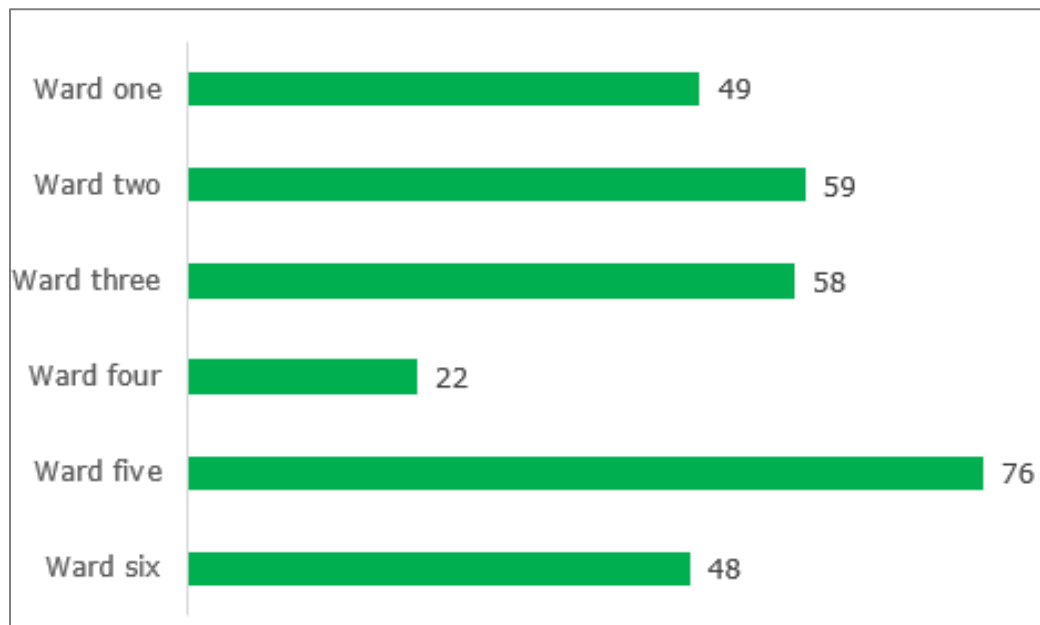
**Figure 2: Top Road Safety Priorities for the Community Road Safety Strategy**



**Figure 3: Online CRSS Response Demographics**



**Figure 4: Online CRSS Responses by Ward**

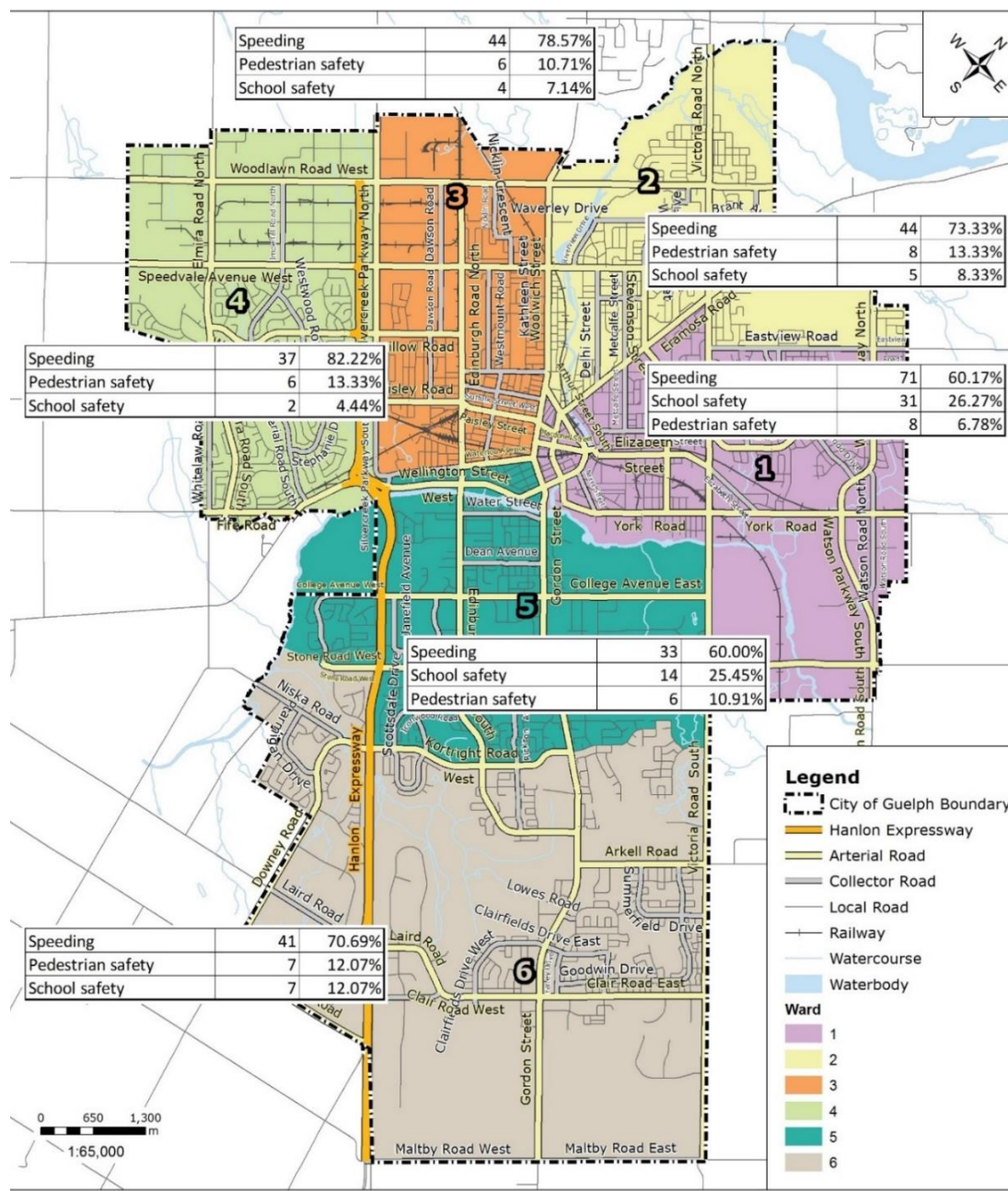


**Table 2: Percent Ranking by Ward from Online CRSS Engagement**

	Ward One	Ward Two	Ward 3	Ward 4	Ward 5	Ward 6
Aggressive Driving	17.8%	17.3%	14.4%	14.8%	14.2%	12.8%
Cycling Safety	8.2%	13.3%	16.8%	6.6%	17.8%	12.0%
Distracted Driving	19.2%	15.0%	15.6%	19.7%	16.0%	20.3%
Impaired Driving	10.3%	9.2%	5.2%	13.1%	6.2%	11.3%
Pedestrian Safety	17.1%	16.8%	20.8%	13.1%	20.9%	12.0%
Railway Safety	0.7%	1.3%	2.9%	3.3%	0.9%	0.0%
School safety	11.6%	7.5%	5.8%	8.2%	7.1%	12.0%
Senior Safety	1.4%	2.9%	3.4%	4.9%	2.2%	0.8%
Speeding	11.6%	15.0%	13.9%	14.8%	12.9%	18.8%
Transit Safety	2.1%	1.7%	1.2%	1.5%	1.8%	0.0%

The highlighted cells in this figure represent the top 3 road safety priorities in each ward.

**Figure 5: Service Requests (2015 - 2019) by Road Safety Topic**



The City of Guelph, its employees and agents, do not undertake to guarantee the validity of the contents of the digital or hardcopy map files, and will not be liable for any claims for damages or loss arising from their application or interpretation, by any party. It is not intended to replace a survey or be used for legal description. This map may not be reproduced without the permission of the City of Guelph. Please contact the City of Guelph's GIS Group for additional information at 519-822-1260.

Produced by the City of Guelph  
Infrastructure, Development & Enterprise  
Engineering and Transportation Services  
Monday, March 30, 2020

**City of Guelph**  
**CRSS Engagement**  
**By Ward**



# Corporate Policy and Procedure

Policy	<b>Traffic Calming Policy – Policy 016</b>
Category	Departmental
Authority	Engineering and Transportation Services
Related Policies	N/A
Approved By	City Council
Effective Date	July, 1998
Revision Date	July, 2020

## Policy Statement

The City of Guelph will undertake traffic calming on local and collector roads where validated by the criteria established in this policy.

## Background

The Engineering and Transportation Services department receives numerous concerns each year from the public regarding speeding and high vehicle volumes, typically through residential neighbourhoods.

To resolve these concerns, staff will develop a traffic calming plan that incorporates traditional traffic control techniques and/or physical measures. Feedback from relevant stakeholders and area residents will be considered while developing the traffic calming plan. This policy will apply to local and collector roadways only.

Any road above 50 km/h will not qualify for traffic calming. The policy and procedures in this document therefore do not apply to arterial roadways. Concerns on arterial roadways will be addressed through the Community Road Safety Strategy.

## Purpose

This policy document outlines procedures for initiating, reviewing, implementing, and evaluating traffic calming plans to address traffic safety concerns related to speeding and high vehicle volumes.

## Introduction

This document presents a revised Traffic Calming Policy for the City of Guelph, initially adopted in July 1998 and previously revised in January 2006.

The use of traffic calming measures can reduce the speed and volume of traffic thereby increasing safety for all road users. Additional benefits include the reduction of vehicular traffic, occurrence of excessive speeding, noise, vibration, air pollution and collisions, while providing a safer environment for all road users.

The Transportation Association of Canada (TAC), in collaboration with Canadian Institute of Transportation Engineers (ITE), published 'The Canadian Guide to Traffic Calming', in 2018. The document provides guidance for traffic and transportation professionals in Canada on the use, application and recommended design parameters for various physical and passive traffic calming measures. The guide was designed to ensure uniformity in application of traffic calming measures throughout Canada. This policy is intended to define how and when the City will apply material contained in the 'Canadian Guide to Traffic Calming'.

## Goals

To address traffic concerns in neighbourhoods, the Traffic Calming Policy will have the following goals:

- Improve public safety for all road users
- Encourage roadways to function as intended; and
- Encourage active transportation through infrastructure safety modifications

## Objectives

Objectives to achieve the above goals will include:

- Reduce excessive vehicle speeds;
- Reduce vehicle volumes;
- Minimize conflicts between road users

## Principals of Traffic Calming

The City of Guelph supports traffic calming initiatives that primarily reduce speeding, vehicle volumes and collisions in residential neighbourhoods. The following outlines the principals of traffic calming in Guelph:

1. Traffic Calming measures will be considered on all city roadways except arterial roadways.
2. Developers will be required to design new streets to limit the potential for excessive speeding and volume. If unable to do so to the satisfaction of the City Engineer or designate, then traffic calming measures will be designed and incorporated into new subdivision plans to try and limit vehicle speeds and the volume of traffic to the satisfaction of the City Engineer or designate, at the expense of the developer.
3. If a roadway has been identified in the Cycling Master Plan, any traffic calming measure would need to be designed to reduce negative impacts on the cycling facility.
4. To accommodate the installation of a traffic calming device there may be a requirement to locally restrict a portion of on-street parking.
5. Eligible traffic calming locations will be rated and prioritized annually by staff based on the criteria outlined in **Attachment 2.1 – Prioritization Rankings**
6. Traffic calming measures will be installed based on funding available through the City's capital budget process.
7. New and innovative methods of traffic calming will continue to be investigated, considered and used where feasible.

## Applicable Traffic Calming Measures

The following is a list of traffic calming measures that the proposed policy will consider. Further information for the proposed measures can be found in **TCP Attachment 2.2 – Proposed Neighbourhood Traffic Calming Measures**.

### Vertical Deflections

- Raised median island
- Raised median island through intersection
- Speed cushion
- Speed table

### Horizontal Deflections

- Center island median
- Chicane
- Concrete median with flexible bollard
- Curb extension (including traffic calming curbs)
- Curb radius reduction
- Lateral shift
- Roundabout
- Traffic circle
- Traffic island
- Sidewalk extensions

### Obstructive Measures

- Directional closure
- Diverter
- Intersection channelization

## Traffic Calming Measures Not Recommended

**Full road closures** – The closure of a roadway will not be considered as a traffic calming measure under this policy. Full road closures are required to follow separate processes beyond the scope of this policy.

**Raised crosswalk/Raised intersections** – A raised crosswalk/intersection is a marked pedestrian crosswalk at an intersection or mid-block location constructed at a higher elevation than the adjacent roadway. Due to significant accessibility related concerns and the costs associated with construction, these measures will not be considered under this policy.

**Rumble strips** – The noise and vibration caused by this measure is significant, and generally not appropriate for urban areas.

## Traffic Calming Policy Updates

The Traffic Calming Policy will be updated in 5-year cycles, or whenever significant changes in legislation (i.e. Highway Traffic Act) warrant its update.



## **Prioritization Process for addressing neighbourhood traffic concerns**

Staff will prioritize all neighbourhood traffic concerns using the following process described in **Attachment 2.2– Proposed Neighbourhood Traffic Calming Measures**:

- Minimum speed threshold (85th Percentile Speed)
- Minimum volume threshold (average total vehicles per day)
- Safety Rankings including collision history, severe/fatal injury collision history, presence of sidewalks, cycling facility (either existing or proposed through the Cycling Master Plan) and pedestrian generators.

## **Process for addressing neighbourhood traffic concerns**

### **1.0 Initiation of Request**

Residents who have a traffic-related concern on their street will submit their request for a traffic review to the Transportation Engineering department through a webform. The request, initiated by an individual or group of residents, may specify one or several residential local or collector roadways within a neighbourhood. Review of the historical data will be undertaken. If historical data is older than 3 years, updated traffic data will be collected. Further information can be found under [Attachment 2.3 – Neighbourhood Traffic Calming Review Flow Chart](#).

#### **1.1 Eligibility**

Requests for neighbourhood traffic reviews shall apply to local or collector roadways.

### **2.0 Defining the Affected Streets**

The affected street(s) are defined as the roadway(s) under review for traffic calming measures. Staff may recommend that adjacent residential roadways be included in the traffic calming review that will likely be impacted by modifications on the subject roadway(s) within the neighbourhood.

### **3.0 Traffic Analysis**

#### **3.1 Data Collection**

Transportation Engineering staff will analyse traffic patterns on affected streets to determine the extent and nature of the existing traffic characteristics. Traffic volumes, vehicular speeds and classification of vehicles data will be collected over a seven-day period. All studies will be conducted based upon established engineering practices.

#### **3.2 Quantify the Problem**

To qualify for prioritization, the following pre-screening eligibility criteria shall be met:

Is the road a local or collector

Does the road have a maximum of 2 travel lanes in either direction

Is the posted speed equal to or lower than 50 km/hr

Is average daily traffic (ADT) greater than or equal to 900 for a local roadway or 2000 for a collector roadway (does not apply to designated school or senior safety zones) for both one- and two-way streets

Does the 85th percentile speed meet the minimum threshold according to the road class:

- Local roadway must have a minimum volume of 900 vehicles per day (combined total – all lanes in both directions), and an 85th percentile vehicle speed of 5 km/h or more above the posted speed limit
- Local roadway within a school zone (defined as 150 m from the school frontage) - 85th percentile vehicle speed of 5 km/h or more above the posted speed limit (30 km/h), no minimum volume required.
- Collector roadway must have a minimum volume of 2,000 vehicles per day (combined total – all lanes in both directions), and an 85th percentile vehicle speed of 5 km/h or more above the posted speed limit

Roadways meeting the criteria will qualify for a traffic calming review and will be placed on the priority ranking list. Where staff has identified potential negative impacts to adjacent roadways within the neighbourhood, these roadways will be included in the review and considered affected streets regardless of whether they meet the minimum criteria.

The resident(s) will be notified of the results of the traffic analysis.

### **3.3 Roads Not Qualifying**

For roadways not meeting the criteria in Section 3.2, the process is terminated, and the resident(s) is/are advised in writing with copies sent to the affected ward Councillors. If a street fails to meet the required criteria for a Traffic Calming Review, that street will not be considered for another review for a period of 24 months, after the date of final review, unless there is a significant change to the traffic patterns or development.

The Traffic Calming Policy is now one subsection of the City's Community Road Safety Strategy, roads that do not qualify for traffic calming measures may be eligible for other safety measures such as speed limit reductions, radar display boards, and other programs that address historical road safety concerns.

### **4.0 Identify Applicable Traffic Calming Measures**

Upon reviewing the benefits and impacts associated with each of the traffic calming measures, staff will identify and select the appropriate measures for inclusion in the draft Traffic Calming plan.

### **5.0 Develop Plan Alternatives**

Staff will develop plans in keeping with the goals, objectives and principles set out in this policy. Comprehensive traffic calming plans will be drafted as possible solutions to address identified traffic concerns. Affected internal stakeholders will be consulted to identify potential issues/concerns regarding impacts on their operations. Stakeholders can include, but are not limited to: Accessibility Services, Emergency Services, Guelph Transit, Guelph Police, Sustainable Transportation, Operations and Solid Waste Collection.

## **5.1 Select Recommended Traffic Calming Plan**

A recommended plan will be selected and circulated to the affected residents in the neighbourhood. This plan will then be circulated to appropriate internal City stakeholders for approval. The plan may be modified by staff to address any concerns raised by internal stakeholders.

## **6.0 Implement the Plan**

Staff will proceed with preparing designs, scheduling and staging implementation of the approved traffic calming measures. Installation will be implemented based on available funding. Where limited funds are available, temporary neighbourhood traffic calming measures may be implemented before permanent measures are considered.

Information signs pertaining to scheduling and pending changes to neighbourhood roadways will be installed at major gateways into the neighbourhood a minimum of two (2) weeks prior to neighbourhood traffic calming measures being installed.

The installation of neighbourhood traffic calming measures in a temporary manner may be used on a short-term basis. This will allow staff to test measures on a temporary basis prior to considering a permanent installation.

## **7.0 Evaluation & Follow-up**

### **7.1 Evaluation**

Data will be collected within the study area and on adjacent streets (where deemed necessary) two years after implementation to determine how traffic patterns have been affected by the traffic calming devices. Data collected will include traffic volumes, vehicle classification and speeds for a seven-day period using a variety of data collection methods. Collision rates before and after the traffic calming measure(s) was installed will also be reviewed.

### **7.2 Follow-up**

Staff will evaluate the effectiveness of installed traffic calming measures by collecting data before and after the implementation period and make alterations if required.

Recommendations may include but are not limited to:

- Termination of the project;
- Converting temporary measures (e.g. flexible bollards) into permanent measures (e.g. concrete curbs);
- Removal of measures deemed ineffective; and
- Installation of additional measures.

Where additional measures are proposed, staff will advise new plan alternatives for resident comments.

## **Funding**

The City funds the costs of implementing traffic calming measures through the tax-supported Capital budget.

## **Costs**

Construction costs for traffic calming measures will vary depending on factors such as type of materials used, labour, drainage requirements, landscaping, presence of utilities and land acquisition. As a result, the cost of each measure will vary greatly. Staff will focus on using functionally effective and cost-efficient measures. This will ensure that funds can be distributed equally among the various roadways.

## **Neighbourhood Traffic Calming Sources**

This policy was developed based on a review of traffic calming policies and programs from the following municipalities in Ontario:

- City of Brampton
- City of Hamilton
- City of Kitchener
- City of London
- City of Milton
- City of Oakville
- City of Toronto
- City of St. Catharines
- City of Sudbury
- City of Waterloo

In addition, the 2018 "The Canadian Guide to Traffic Calming" was consulted.

## **Definitions**

**Affected Street(s):** Identified roadway(s) located within the study area under review for traffic calming measures.

**Resident (s):** The property owner of a household directly abutting (front, side or rear lot) the affected street(s).

**Average Daily Traffic (ADT):** The total volume of traffic in a 24-hour period.

**City and Emergency Services:** Refers to City of Guelph Departments including Guelph Transit, Waste Collection, Accessibility Services, Operations, Guelph Police Service, Guelph Fire Services and Guelph Emergency Services.

**Household:** A residential dwelling unit, including multi-unit residential (a residential building with 3 or more units as defined under the city's Official Plan).

**Study Area:** All roadways encompassed by the nearest collector roadway, arterial roadway and/or natural boundaries, as defined by Transportation Engineering staff

**Traffic Calming:** The combination of mainly physical measures that reduce speeding and improve conditions for all road users.

**85th Percentile Speed:** The speed at which 85 percent of the vehicles are travelling at or below on a roadway.

**Horizontal measures:** Deflect vehicles from a straight path of travel

**Vertical Measures:** A vertical change in the course or path of a vehicle as the result of a physical feature of a roadway

Local Road: The primary function of local roadways is to provide access to adjacent properties. Local roads are not intended for use as through routes or as important links to move traffic within an area's overall road network. An acceptable volume of traffic for a local road is up to 900 vehicles a day (combined total – all lanes in both directions).

Collector road: Collector roadways with a maximum of 2 travel lanes in either direction. The primary function of a collector roadway is to help circulate traffic from within the neighbourhood out to the arterial road network.

## **Attachments**

Attachment 2.1: Prioritization Rankings

Attachment 2.2: Proposed Neighbourhood Traffic Calming Measures

Attachment 2.3: Traffic Calming Review Flow Chart

## Attachment 2.1 - Prioritization Rankings

### Speed

85th percentile speed (both directions combined)	0 to 40	2.5 points assigned per 1 km/h above the posted speed limit (max 40 points)
--	---------	---

### Volume

Average Daily Traffic vpd = vehicles per day	0 to 30	Number of points based on road classification (max 30 points)  Local road: 1 point per 65 vpd over minimum threshold  Collector road: 1 point per 165 vpd over minimum threshold
---	---------	---

### Safety

Three-year collision history	0 to 15	Based on total collisions for the roadway segment (1 point for every collision in excess of an average of 3 per year over three years. Does not include collisions involving parked vehicles)
Severe/fatal injury collision history		Weighted based on injury severity
Presence of sidewalks	0 to 5	0 points: sidewalks exist on both sides  2.5 points: sidewalks exist on one side  5 points: no existing sidewalks
Cycling	0 to 5	0 points: not identified as a cycling route in the Cycling Master Plan  2.5 points: directly connects to a street identified in the cycling master plan  5 points: identified as a cycling route in the Cycling Master Plan

Pedestrian generators    0 to 5  
(within 450m of the  
roadway under review)

0 points: no significant  
neighbourhood community  
destinations on street

1 point: other (transit stops, trail  
heads)

2 points: commercial plaza

3 points: community  
centre/university

4 points: community  
park/hospital

5 points: elementary/ high  
school/university/ senior centre

## Attachment 2.2 – Proposed Traffic Calming Measures

Measure	Description	Vertical	Horizontal	Obstruction
<b>Center island median</b>	Center island medians are raised islands located along the centerline of a street that narrow the travel lanes at that location		X	
<b>Chicane</b>	A series of curb extensions on alternating sides of a roadway, which narrow the roadway and require drivers to steer from one side of the roadway to the other to travel through the chicane. Typically, a series of curb extensions is used		X	
<b>Curb Extension</b>	A horizontal intrusion of the curb into the roadway resulting in a narrower section of the roadway		X	
<b>Curb Radius Reduction</b>	The reconstruction of an intersection corner using a smaller radius, usually in the 3.0 m to 5.0 m range.		X	
<b>Concrete median with flexible bollard</b>	A series of poles placed in the centre of a road to separate opposing traffic. Flexible, so able to withstand impact from a vehicle and return to original upright position when the force is removed		X	
<b>Directional closure</b>	A curb extension or vertical barrier extending to approximately the centerline of a roadway, effectively obstructing (prohibiting) one direction of traffic			X
<b>Diverter</b>	A raised barrier placed diagonally across an intersection, that forces traffic to turn and prevents traffic from proceeding straight through the intersection			X



Measure	Description	Vertical	Horizontal	Obstruction
<b>Intersection channelization</b>	Raised islands located at an intersection, used to obstruct specific traffic movements and physically direct traffic through an intersection			X
<b>Lateral shift</b>	Lateral shifts can be described as one half of a chicane. Curb extensions or pavement markings are provided on otherwise straight streets that cause travel lanes to bend one way and then bend back the other way to the original direction of travel.		X	
<b>Raised median island</b>	An elevated median constructed on the centerline of a two-way roadway to reduce the overall width of the adjacent travel lines	X		
<b>Raised median island through intersection</b>	An elevated median located on the centerline of a two-way roadway through an intersection, which prevents left turns and through movements to and from the intersecting roadway.	X		
<b>Roundabout</b>	A raised island located in the centre of an intersection, which requires vehicles to yield on all legs, and travel through the intersection in a counter-clockwise direction around the island.		X	
<b>Sidewalk extension</b>	A sidewalk is continued across a local intersection and is lowered to the level of the roadway.	X		
<b>Speed cushion</b>	Similar to speed hump, with a center channel which allows for Emergency services to pass without deflection	X		

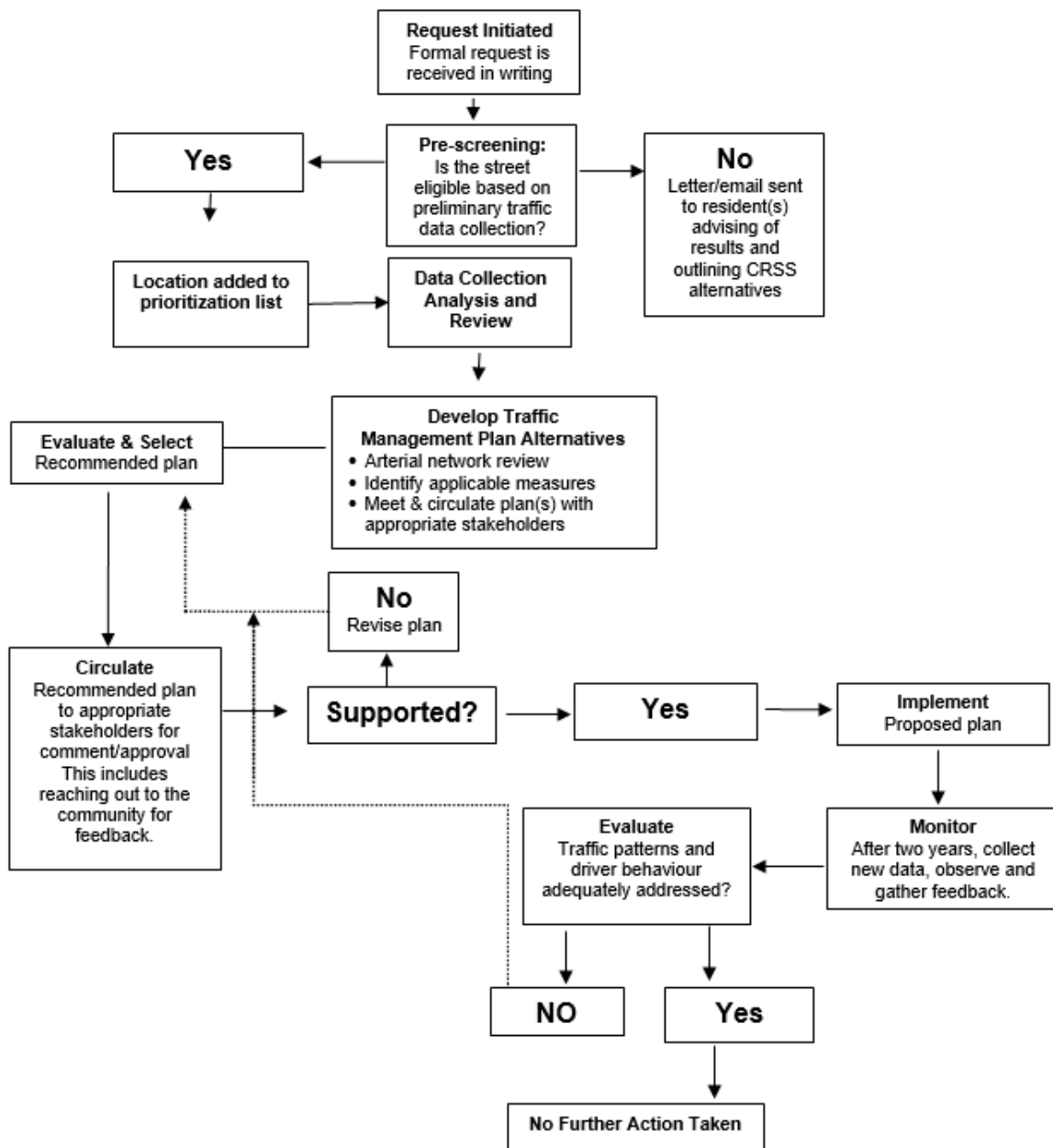
Measure	Description	Vertical	Horizontal	Obstruction
<b>Speed table</b>	Speed tables are flat-topped speed humps. Speed tables, which have a longer profile, may be considered with caution on higher-volume collectors. Speed tables should not be used on roads posted at 30 km/h, because vehicles will not have to slow down to pass over them	X		
<b>Temporary flex post</b>	Temporary flex posts are signs that are installed in the centre of the road, between opposing traffic lanes and designed to withstand impacts from, and avert damage to, vehicles if struck by collapsing and rebounding. The signs can have a narrowing effect on the lane or roadway which can give drivers' the perception of the need to slow down	X		
<b>Traffic circle</b>	A raised island located in the centre of an intersection, which requires vehicles to travel through the intersection in a counter-clockwise direction around the island		X	
<b>Traffic island</b>	Traffic Islands have the effect of narrowing the road and reducing the speed of passing traffic. They are not intended for pedestrians, as they have no dropped curbs and tactile paving		X	

**Passive:** The use of "Passive" traffic calming measures can include maintaining permissive on-street parking, installing textured pavement, police enforcement, radar speed boards, signage and pavement marking changes and signed turning restrictions. These are outlined in Guelph's Community Road Safety Strategy.

**Moderate:** The use of "Moderate" traffic calming measures can include traffic circles, speed humps and road narrowing (chokers/centre medians) to slow traffic.

**Restrictive:** The use of "Restrictive" traffic calming measures can include physical measures to prevent certain movements.

## Attachment 2.3 - Neighbourhood Traffic Calming Review Flow Chart





# Community Road Safety Strategy (CRSS)

July 20, 2020  
Council Meeting

# What is the CRSS?

High-level road safety plan for Guelph



The goal of the CRSS is to provide strategies that will improve road safety to benefit all users, whether you are walking, cycling, riding transit, using a mobility device or driving

# Developing a framework that relies on safe systems principles

- Although the City of Guelph has not formally adopted a Vision Zero approach, many of the safe systems principles and preferred strategies to address road safety are in line with Vision Zero principles. These include:
  - Vulnerable road user safety
  - Leveraging innovative technologies
  - Improving road infrastructure
  - Focusing on a data-driven approach
  - Implementing and evaluating proven countermeasures

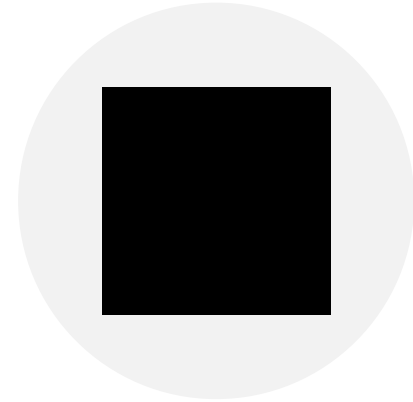
# Development of the CRSS



REVIEWED BEST PRACTICES  
IN OTHER MUNICIPALITIES



ENGAGED STAKEHOLDERS  
TO UPDATE THE TRAFFIC  
CALMING POLICY



ENGAGED THE COMMUNITY  
TO DETERMINE EMPHASIS  
AREAS AND STRATEGIES

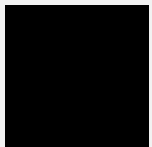
# Section 1



Strategies were developed through a best practices review



Staff consulted other municipalities with similar road safety programs



Staff reviewed published literature on effectiveness of road safety initiatives



## Section 2

- Updated from 2006 Neighbourhood Traffic Management Review
- Consulted stakeholders through workshops
- The policy outlines procedures for initiating, reviewing, implementing, and evaluating traffic calming plans in residential neighbourhoods to address concerns about **speeding** and **high vehicle volumes**

# Community Engagement



Evergreen  
Seniors Centre



Immigrant  
Services



University of  
Guelph



Delta Hotel  
Conference  
Centre



City Hall



Online Survey



Over 500  
responses that  
helped inform  
road safety  
priority areas  
and the CRSS

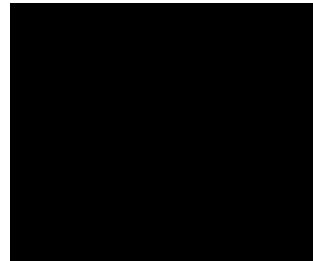


Number of  
stakeholders  
provided  
feedback on the  
updated policy  
through  
workshops

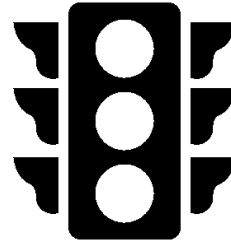
# Section 3



Pedestrian  
safety



Distracted  
driving



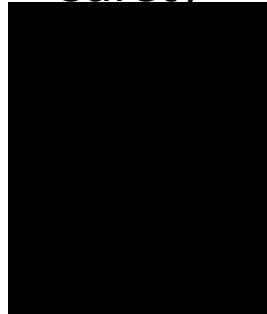
Aggressive  
driving



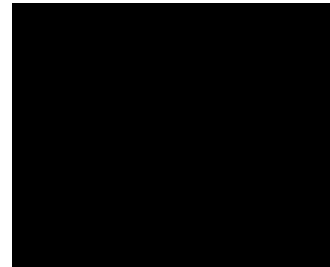
Cycling  
safety



Speeding



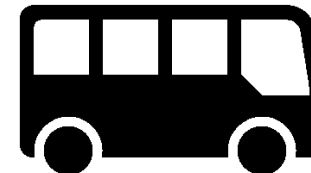
Impaired  
driving



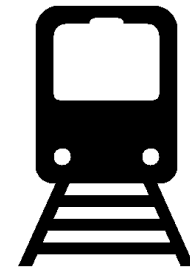
School  
safety



Senior  
Safety



Transit  
Safety



Railway  
Safety

## **Section 4**

### **Pedestrian Safety**

- Leading pedestrian intervals (LPIs)
- Pedestrian crossing improvements

### **Distracted Driving**

- Distracted driving awareness campaign coordinated through the GRSC

### **Aggressive Driving**

- Red light cameras
- Red light running awareness campaign coordinated through the GRSC

## **Section 4 Cont'd**

### **Cycling Safety**

- Educational campaigns coordinated through the GRSC
  - 1-metre passing rule (sharing the road)
  - Right hook awareness
  - Dooring

### **Speeding**

- Automated speed enforcement cameras
- Flexible in road signs
- Slow Streets
- 'Please slow down' lawn signs
- Radar speed boards

## **Impaired Driving**

- Safety awareness campaign coordinated through the GRSC

## **School Safety**

- Permanent radar display boards

## **Senior Safety**

- Creation of senior safety zones

## **Transit Safety**

- Review midblock bus locations for safer pedestrian crossings

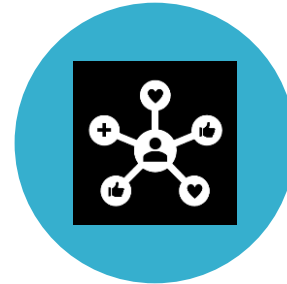
## **Railway Safety**

- Review at level crossings

# Section 5: Implementation



Residents who are ineligible under the Traffic Calming policy will be reviewed under the CRSS.



City staff will also annually run network screening to proactively identify locations that are eligible for CRSS measures.

## Section 5: Evaluation

Some indicators that need to be measured over time include:

Operating  
speeds

Volume data

Severe and fatal  
injury collisions

Perceptions of  
road safety

Several years of data need to be collected after a strategy has been implemented to accurately determine (statistically) if a change has occurred.

Staff will provide annual collision reports that will also outline evaluation metrics once appropriate data is available.



# Alignment with Strategic Plan

The Community Road Safety Strategy aligns with the city's "**Navigating our future**" strategic priority by improving the safety, efficiency and connectivity of the transportation system.

# Recommendations

1. That the Community Road Safety Strategy, included as Attachment 1, to the Infrastructure, Development & Enterprise Services Report 2020-80 dated July 20, 2020 be approved and in effect as of August 4, 2020
2. That the Traffic Calming Policy, included as Attachment 2, to the Infrastructure, Development & Enterprise Services Report 2020-80 dated July 20, 2020 be approved and in effect as of August 4, 2020.

Presentation to City Council  
on  
a new Traffic Calming Policy

By  
Hugh Whiteley  
July 20 2020

# THE QUESTIONS FACING CITY COUNCIL

Is community engagement considered an essential part of wise decision making in Guelph?

What level of community engagement is needed to ensure that community members and their views have a role in decision making ?

# THE PROBLEM

Council must decide whether or not to vote on the following motion:

That the Traffic Calming Policy, included as Attachment 2, to the Infrastructure, Development & Enterprise Services Report (2020-80), dated July 20, 2020 be approved and in effect as of August 4, 2020.

The Traffic Calming Policy referred to in the motion is to replace the long-established City of Guelph Master Plan for Traffic Calming – The Neighbourhood Traffic Management Policy.

The proposed new Traffic Calming Master Plan has been developed by staff with no announcement of the review, no community engagement in problem definition, no disclosure of policy options being considered and no presentation of draft policies for public comment.

# DEFICIENCIES IN THE TRAFFIC CALMING POLICY

- The Canadian Guide for Traffic Calming identifies two issues that must be dealt with for traffic calming to be effective:  
1) Speeding and (2) short-cutting traffic.
- The Neighbourhood Traffic Management Policy closely follows the CGTC and throughout the text identifies short-cutting traffic as the only traffic–volume problem to be addressed
- The new Traffic Calming Policy never mentions short-cutting traffic as a problem.

# WHY TRAFFIC CALMING CAN ONLY CONTROL SHORT-CUTTING TRAFFIC VOLUMES

- According to the Canadian Guide for Traffic Calming local and collector streets in residential neighbourhoods function “***to provide access to adjacent property and collect and distribute traffic into or out of an area or neighbourhood. These streets are not intended for use as through routes***”
- Every resident in a residential neighbourhood has the rights and privilege of using the local and collector roads of the neighbourhood.
- It would be unjust for a municipality to ration the use of roads by residents by restricting local traffic however control of short-cutting through traffic is not only justified but required to have the roads function properly and preserve the livability of the neighborhood.

# CONTROL OF SPEEDING AND/OR SHORTCUTTING: SEPARATE SOLUTIONS

- Speeding and Shortcutting traffic are two separate problems with two different sets of traffic calming measures available for control
- The Canadian Guide for Traffic Calming recognizes the distinction in its problem statement : “Speed and/OR shortcutting traffic”
- The Neighbourhood Traffic Management Policy correctly follows the Canadian Guide for Traffic Calming in setting criteria for eligibility for traffic calming by having separate criteria for speed and shortcutting traffic
- The new Traffic Calming Policy departs from the CGTC by requiring both speed **AND** volume criteria to be met for eligibility



# SUMMARY

- The CRSS is a new comprehensive policy that will enhance road safety for all users.
- The CRSS was developed with wide public engagement and reflects best policy practices.
- Adoption of the CRSS is consistent with requirements for new policy
- The new Traffic Calming Policy was developed with no public engagement and departs from the Canadian Guide to Traffic Calming
- The TCP should be subject to community engagement and brought into conformity with the CGTC before adoption by City Council



## Guelph Police Service

15 Wyndham Street S., Guelph, Ontario N1H 4C6  
(519) 824-1212  
TTY 1-866-513-8062

May 26, 2020

Ms. Kealy Dedman  
Deputy CAO, Infrastructure, Development & Enterprise Services  
City of Guelph  
1 Carden Street  
Guelph, ON N1H 3A1

**RE:    *Community Road Safety Strategy***

Dear Ms. Dedman:

The Guelph Police Service is pleased to support the creation of the Community Road Safety Strategy (CRSS).

As a member of the Guelph Road Safety Coalition, the Guelph Police Traffic Unit has been consulted throughout the process of devising this report. The principles of the CRSS align with the Guelph Police Service Strategic Plan and it is our hope that the implementation of this will affect positive change and increase road safety in the City.

The Guelph Police Service wholly supports the City of Guelph in its role as the lead in this initiative.

Yours sincerely,

Gord Cobey  
Chief of Police

## Correspondence – General Community Road Safety Strategy – 2020-80

From: Darren Shock

Subject: Community Road Safety Strategy Comments - June 20, 2020

Good morning,

Thank you for the opportunity to submit comments on the Community Road Safety Strategy (CRSS) being considered by Guelph City Council on July 20, 2020. Overall, I think this is great work. If the measures outlined get implemented, I believe many of them will improve road safety in the city.

I have organized my comments as more general, and then those more specific to the new Traffic Calming Policy (TCP). More generally:

-Background, p. 6. – Why are we not pursuing a policy of Vision Zero in the CRSS? I recognize that the Transportation Master Plan (TMP) may outline a Vision Zero approach or policy, but to not adopt a policy objective of zero loss of life in any transportation policy/strategy adopted seems irresponsible. If we are comfortable taking that approach right now, then I hope to see the TMP make this a formal policy, and the CRSS follow suit shortly after.

-Section 4.2.5 "Please slow down signs" and 4.2.7 "Radar Display Boards" – Please save the money on signs and re-allocate it to infrastructure/automated speed enforcement/red light cameras. As [Strong Towns](#) says, "If you need a sign to tell people to slow down, you designed the street wrong."

-Section 4.4 – Winter Clearance – If it is out of scope here, I hope the TMP addresses improving on the minimum standards. Right now, we do the absolute minimum in the winter, and it does not work for anyone – but particularly pedestrians and cyclists. If we are serious about improving safety and shifting mode share, we need to be doing more than the minimum maintenance standards in the winter.

On the new TCP, it is good to see so many improvements over the Neighbourhood Traffic Management Policy (NTMP). Before commenting, I would like to offer some history of my frustration with the NTMP.

I initiated a study of my street under the NTMP in 2017. The data collected showed a street operating well above it's intended 900 ADT movements (1,555 vehicles), and in excess of its speed limit of 50 km/h (61 km/h 85<sup>th</sup> percentile speed). However, when the resident survey was distributed, we did not meet the threshold of 60% "in support of the request in order to initiate a formal traffic review."

It is not that the respondents were not in favour of a formal review. Of the 10 respondents to the 22 surveys distributed, all 10 were in favour. I recognize that I could have lobbied my neighbours more, but with a street we have objectively

proven operates above it's intended/safe capacity, why is that my job? The policy to terminate the process at this point is a major policy failure. Meanwhile, I watch people continue to speed down my street every day.

I started to wonder if it was just my street, or the policy. I asked staff, and they were kind enough to summarize some data for me: from June 2016 to January 2020 (when I received the data), the City conducted 212 data collection exercises using automated traffic recorders (ATRs). Of that, 10 streets were determined to be operating above their intended ADT movements, and at 85<sup>th</sup> percentile speeds above 55 km/h (or 60 km/h, if a collector). They moved into the next stage of the process (first resident survey). Only one was able to move on to the second stage, but moved no further based on not meeting targeted approval rates in the second resident survey.

Almost five years, 212 studies, 10 NTM reviews, and no improvements through the NTMP. Where I received survey data (9 of the 10), no less than 75% of survey respondents were in favour of moving forward. In two cases (my street included), all respondents were in favour of moving forward. Since response rates were below 60%, each exercise was terminated despite identifying unsafe conditions.

Again, I believe this represents a major policy failure. How can we allow issues that we have objectively identified to persist, just because not enough residents answered a survey? I understand the need to prioritize initiatives given budget constraints, but there is also a need for the City to make sure that the transportation system operates as intended. Many streets operate well above their intended capacities/speeds.

I think the new TCP is a great potential improvement, with one caveat. I would like to make sure that movement towards traffic calming in a neighbourhood is not dependent on response rates to an engagement survey, as the NTMP was. It does not appear to be, but I am unclear on what "Supported" means in the flow chart attached as Attachment 2.3. Yes, gather comments from local residents, but do not make the decision on whether or not traffic calming moves forward based on approval or response rates from residents.

One final request. Please provide residents with as much information as possible on why the request or assessment is leading to those recommended improvements or changes, if any. Following evaluation, let residents know how the project has performed. Be as specific as possible, outlining exactly what the challenges or issues were to internal stakeholders, if any, what the objectives of the improvements are, and how the project has performed against those objectives.

In closing, I believe the CRSS has the potential to improve road safety, if implemented, and am pleased with the majority of the strategy presented by staff. In particular, I think the new TCP makes considerable improvements over the existing NTMP, which is largely unknown, and has been underperforming against its stated objectives over the last few years. If adopted, I will be submitting a request for my street as soon as possible.

Thank you again for the opportunity to comment. I apologize for the length of the email, but I believe road safety is an important issue and area where we have been failing our citizens over the last 10-15 years, as the city has grown.

Thank you.  
Darren Shock  
\*\*\*

From: Eve Mazereeuw  
Subject: New proposals for slowing car traffic in Guelph

Dear Sir/ Madam, as a regular bicyclist, I support council 's proposed measures to slow traffic in Guelph. I'm in favour of all attempts to make Guelph safer for cyclists and pedestrians.

Thanks  
\*\*\*

From: Joel Best  
Subject: Comments on the Community Road Safety Strategy and Traffic Calming Policy

I would like to submit these comments regarding the proposed CRSS and TCP that are coming to Council next week:

The community engagement seems insufficient: Figure 3 (page 211 of the package) of the CRSS shows that the community engagement only garnered 310 responses or 0.2% of Guelph's population. It's so small it could be argued it should not have been included. To me, this indicates a real problem with the engagement process. I realize engaging citizens on municipal issues is tough, but this topic is something that impacts most taxpayers and I think it'd be hard to find someone who didn't care about how fast people drive on their street. My gut tells me billboard on Gordon that read something like "What are you thoughts on speed cameras? Tell us at [Guelph.ca/survey](http://Guelph.ca/survey)" would've garnered more responses in a single day. Perhaps I'm misunderstanding how the data is being presented but this is a big red flag for me.

Future Development Impact isn't accounted for in TCP Review Process: The traffic calming review process does not seem to account for future development when evaluating traffic volumes. With the number of large developments ongoing or planned for the city, it's an issue that will impact a large number of homeowners. The review process should factor in anticipated volume in addition to measured volume when assessing and prioritizing any traffic calming measures.

55km/h is not an appropriate threshold for residential neighbourhoods: The TCP review criteria for traffic calming is that the 85<sup>th</sup> percentile of traffic needs to be going 5km/h over the speed limit which would be 55km/h in most neighbourhoods. I think this is way too high a bar – if 85% of cars are doing more than 55km/h on a residential road there is a major problem. Until we lower speed limits, the TCP review process is completely useless for residential streets since almost none will

qualify. Either speed limits need to be reduced substantially or the TCP criteria needs to be changed. Unless I missed it, it doesn't seem there is a recommendation to lower the speed limit on all residential roads, it only looks to "determine if any roads can be reduced to lower speed limits." It's fairly clear from research that lowering speed limits city-wide will work, and 50km/h is not appropriate for any residential street that's not an artery.

Thank you,  
Joel Best  
\*\*\*

To the attention of Mr. Mayor, Members of City Council and City Staff,  
via: [clerks@guelph.ca](mailto:clerks@guelph.ca)

My name is Richelle Forsey, I am a member of the Guelph Coalition for Active Transportation, and I am passionate about making Guelph an even safer, more inviting city for everyone to be active in, whether they are walking, jogging, or riding their bike.

I am writing in support of the recommendations and strategies made in the *Community Road Safety Strategy (CRSS)*, and urge council to support them. Specifically, I am excited about: slow streets (part 4.2.5), I live in the North end of Guelph, in the neighborhood between Woodlawn and Speedvale, Edinburgh and Woolwich – and this is a neighborhood aching for traffic calming measures – it's used as a mini highway to get from one major road to another, and is dangerous to exit in all four directions. Every day I pass the makeshift memorial for Len Humphries, the pedestrian died as a result of trying to cross Speedvale Ave at Kathleen St in 2017.

I love the idea of advanced walking signals for pedestrians (part 4.2.1) - there isn't enough time for an able-bodied person to cross any of the street in the city. I am also excited about the recommendation for an education program to support cycling safety (part 4.2.4).

I hope that Guelph's City Council is excited as I am about the CRSS proposed strategies and will approve them.

Thanks in advance for your time.  
Richelle Forsey  
\*\*\*

Hi,

I'm not sure in what context this might be read, but I'd like to submit the following comments for consideration alongside discussion of the Community Road Safety Strategy and Traffic Calming Policy:

I hope that the changes implemented are bold. I am an experienced 4-season cyclist and make approximately 80% of my trips in-town by bicycle. I think a lot

more people would do the same if they weren't so terrified of being killed by a motorist. Most drivers feel entitled to drive 10 or 20km/h over the limit no matter where they are. I try to do most of my riding on quiet, residential streets like Arthur St N, Grange, etc because although there are no bike lanes, there is less traffic and thus fewer opportunities to have a dangerous interaction with a distracted or angry driver. Nonetheless, at least weekly I have some kind of altercation: an aborted "must-get-in-front" pass that turns into a squeeze as we both approach and decelerate to a stop sign; an intentional squeeze to the shoulder as a driver passes me despite oncoming traffic; impatient honking when I take the primary position in a narrow lane to prepare for a left turn.

It is totally unacceptable that every day I see people screaming past my house on Jane St, just one block long, going 50km/h. Driving brings out truly sociopathic behaviour in people and our street design exacerbates it. I would like to see 30km/h speed limits in all residential areas, not just school zones. But what I'm getting at is that rules and public education and awareness campaigns for drivers are not enough. More importantly, I would like to see street design that requires these less-lethal speeds. Narrower lanes, bollards that force cars to take turns slowly, chicanes and medians, one-way streets to discourage cutting through neighborhoods, all of it. All of it.

And we should be building segregated active transportation lanes everywhere else, even if we have to remove motor vehicle lanes to do so (I'm looking at you, Speedvale, Eramosa, Gordon/Norfolk/Woolwich...)

Motor vehicles are an enormous detriment to our society and an obstacle to building healthy communities. We need to actively build alternatives and create a city where people don't need cars. It is that fundamental. We need to build it first, so that people make the change, because all they see now is wide boulevards built to drag race and they don't imagine getting around any other way. In the 1970s, Amsterdam was a car-centric, unwalkable city. They chose to become what they are today.

Guelph can be this city too if we have the fortitude and courage to make the change. The choice is easy if we simply acknowledge that a society built around cars cannot last, and that our community's safety must always take priority over the convenience of the stubborn motorists still living in the past.

Thanks,  
Matthew M.

\*\*\*

From: mike darmon

Subject: correspondence re Community Road Safety Strategy CRSS

Dear Clerks

please include my comments for the Council meeting on July 20 item 7.2

Dear Mayor Guthrie ,Councillors and Staff

Please accept my congratulations and overall satisfaction of the CRSS to city staff for the excellent report

If all the recommendations are implemented our City will be a much safer ,enjoyable and equitable place to use all forms of transportation

Arguably one of the most important strategies in the CRSS is a review of traffic speed. Apart from the data in the report showing dramatic collision reduction when speeds are reduced to 30km, as an advocate for Active Transportation I would like to you to consider facts from the World Health Organization (WHO) on severity of injury to pedestrians and cyclists.

"For example, pedestrians have been shown to have a 90% chance of survival when struck by a car travelling at 30km/h or below, but less than 50% chance of surviving an impact at 45km /h."

Please consider this fact if opportunity arises where you are asked to consider adoption of 30km for all streets in Guelph except main arterials.

I have also delegated very recently on consideration for Slow Streets in neighbourhoods and hope to see these implemented in a pilot project. The review of traffic calming is also a welcome addition to many neighbourhoods frustrated with safety issues with vehicles.

In conclusion if all the strategies in the CRSS are approved and implemented our City of Guelph will be an extremely attractive place to live, work and play and continue to be rated one of the best places to live in Canada.

Thanks  
Mike Darmon  
\*\*\*



# **A HISTORY OF TRAFFIC CALMING POLICY IN GUELPH**

**Prepared by Hugh Whiteley July 13 2020**

## **Background**

In the 1920's automobile travel began to replace street-car and rail-based commuting as the primary form of urban travel. This trend was interrupted by the second World War but by 1950 the primary principle of urban planning was to configure development around road networks in order to allow easy travel by car. During the first decades of automobile-dominated landuse planning little or no attention was paid to the impact of traffic on the liveability of neighbourhoods.

The first major study of the impact of road traffic on the social fabric of neighbourhoods was conducted by Colin Buchanan for the UK Ministry of Transport. The study, published in November 1963, was titled *Traffic in Towns: A study of the long-term problems of traffic in urban areas*. In this book Buchanan introduced the concept of Environmental Traffic Capacity of streets, based on observations that showed high traffic volumes on residential streets created degradation of amenity for local residents. The study also demonstrated that the negative impact of traffic volume on amenity was more severe if the traffic was through traffic rather than locally-generated traffic. Buchanan recommended the removal of through traffic from residential streets wherever this was possible.

In the United States parallel studies of the impact of traffic volume on residential amenity was conducted by Donald Appleyard, a British-trained surveyor and architect who taught at MIT and UC-Berkley. His study results were presented in the book *Livable Streets* published in 1981. Both Appleyard and Buchanan concluded that traffic volumes on neighbourhood residential streets above about 2,000 to 3,000 vehicles per day were problematic and that through traffic was the most significant contributor to the loss of residential amenity from traffic.

Donald Appleyard was killed in a tragically ironic incident in Athens Greece in September 1982. A speeding car, travelling at over 100 mph, crossed a median and crashed into the vehicle in which Appleyard was a passenger. Earlier that year Appleyard had been interviewed by the San Francisco Examiner. During the interview he suggested residents should take charge of conditions on their streets. *"Why do so many people suffer the intrusions that take place on their street, the speeding hot-rodders, the noisy motorcycles, the trucks, the short-cutters?"* he asked.

## **City of Guelph adoption of Livable Streets Policies**

### **(1) 1975 - Adoption of District Plan 8 in the Official Plan**

By 1970, well before the publication of *Livable Streets*, landuse planners had begun to take account of the negative effects of traffic on livability of neighbourhood streets as documented by Buchanan in *Traffic in Towns*. The City of Guelph was among the earliest Canadian adoptors of the concept of liveable streets. District Plans were added to the City's Official Plan in 1975. The District 8 Plan for the College Heights and Kortright Hills neighbourhoods incorporated liveable streets principles in the following ways:

- District Objective (4) for Residential Neighbourhoods ***“Establish a transportation network that will facilitate the movement of through traffic while minimizing the environmental impact on residential neighbourhoods.”***
- District Objective (2) for Transportation ***“Separate local and through traffic”.***
- District Objective (4) for Transportation ***“Reduce, and avoid where feasible, the exposure of residents to major traffic routes and associated noises, air pollution and safety hazards”.***
- District Objective (7) for Transportation ***“Provide for a tertiary transportation system (pedestrian walkway/bikeway) throughout the District”.***
- The Detailed Policy Statement for Residential Neighbourhoods (1.10) ***“That a hierarchy of streets be developed to facilitate the movement of traffic for local and service needs”.***
- The Detailed Policy Statement for Transportation 5.1 ***“That a hierarchy of streets be developed to facilitate the movement of traffic for local and service needs “.***
- The Detailed Policy Statement for Transportation 5.1.8 ***“That local streets be developed within the District in a manner that relates to the arterial network and the existing topography and natural vegetation”.***

Appendix 1 – Background Information Planning District 8 – Southview describes the planning philosophy for the District 8 Road System as follows; ***The road transportation facilities for the Southview Planning District have been developed on the assumption that the Hanlon Expressway would be the major north/south arterial route for this area of the City and therefore the corollary that the arterial and collector system in this District will orient east to the Hanlon Expressway...The arterial routes designated in the concept are: The Hanlon Expressway; Stone Road; Downey Road; Arterial Road Number 4*** { a proposed arterial at the southern boundary of District 8 connection to the Hanlon never built}. ***With this arterial network the collector system has been designed. The collector streets must relate to the arterial net, the physical features, the projected population density, the land use and to the existing constraints while providing convenient access and preventing through traffic in the neighbourhoods and the conservation area. The designated collector streets in the Southview Planning District are College Avenue and its southern extension; Collector No. 2***(Ptarmigan Drive).

## **(2) 1998 - Adoption of Neighbourhood Traffic Management Policy**

In July 1998 City Council adopted a Neighbourhood Traffic Management Policy (NTMP) that applied liveable city principles for road design and use to all roads in the City that are classified as local or two-lane collector roads within residential neighbourhoods.

The stated purpose of the NTMP is: ***This policy document outlines procedures for initiating, reviewing and implementing neighbourhood traffic management plans in residential neighbourhoods to address safety concerns related to speeding and high volumes associated with traffic short-cutting through residential neighbourhoods. This policy shall apply to local and two-lane collector roadways located within primarily residential neighbourhoods.***

The NTMP acknowledges the primacy of the Canadian Guide to Neighbourhood Traffic Calming as the authoritative source of guidance on traffic calming policies. The acknowledgment is as follows:

***“the Transportation Association of Canada (TAC) in collaboration with the Canadian Institute of Transportation Engineers (ITE) published in 1998 The Canadian Guide to Neighbourhood Traffic Calming. It provides guidance for transportation professionals in Canada on the use, application, and recommended design standards for various physical traffic calming measures. The guide was designed to ensure uniformity in application of traffic calming measures throughout Canada, minimize liability and maximize safety. This policy {the NTMP} is intended to define how and when the City of Guelph will apply material contained in the Canadian Guide to Neighbourhood Traffic Calming”.***

The acknowledgement of the role of the CGNTC in providing guidance to the content of the NGTC mentions the role of the CGNTC in recommending design standards for various physical traffic calming measures. The NGTC does not explicitly identify the important role of the CGNTC in guiding attention to the proper purpose for traffic calming. The stated chosen purpose of the CGTC - ***to address safety concerns related to SPEEDING AND HIGH VOLUMES ASSOCIATED WITH TRAFFIC SHORT-CUTTING THROUGH RESIDENTIAL NEIGHBOURHOODS*** is directly based on the CGNTC. The current version of the CGNTC, renamed as the Canadian Guide to Traffic Calming (2018) begins with the following two sentences:

***“Traffic calming is the broad term used to describe the process and measures used by road authorities to address concerns about the behaviour of motor vehicle drivers travelling on streets within their jurisdiction. Typically, the concerns are about SPEED AND/OR SHORT-CUTTING TRAFFIC”.***

- (3) **2012 - Neighbourhood Traffic Management Policy Recognition Added to the Official Plan**  
OPA 48, the current Official Plan for Guelph was adopted by City Council in 2012. The following section was added to the Official Plan to acknowledge the City’s policy on traffic calming:

***5.6.5 Where necessary, traffic calming measures shall be incorporated into the design of the street network in accordance with the City’s Neighbourhood Traffic Management Policy, or successor thereto.***

## **Summary and Conclusion**

The City of Guelph was an early adaptor of, and remains committed to, the Livable Streets policies now contained in the Canadian Guide to Traffic Calming and the City’s Neighbourhood Traffic Management Policy. The core purposes of the Livable Streets policies are to reduce or eliminate the degradation of amenity of local and collector streets created by speeding and/or by high volumes of cut-through traffic on local or collector streets.

## **Epilogue on Speed and Volume as Criterion for Intervention for Traffic Calming**

The technical literature on the negative impacts of traffic on neighbourhood liveability distinguishes between speed and volume of traffic as factors that can cause degradation of livability in neighbourhoods. It is good to start a discussion of the need to separate speed and volume when considering neighbourhood traffic calming with a reminder that traffic calming is a distinct subcategory of activity within the more general category of road safety. The context for traffic calming as it has been practiced for the last fifty years is the neighbourhood. The focus of traffic calming is to enhance the lives of neighbourhood residents as they go about their neighbourhood-based activities i.e. moving about the neighbourhood and interacting with their neighbours and their neighbourhood environment.

The speed of vehicles is one of the two traffic characteristics that can degrade liveability. The term speeding is operationally expanded to cover other aspects of driver behaviour that raise safety concerns (tailgating, disregarding stop signs, failure to yield, distracted driving). Concern about speeding applies equally to all drivers with no distinction between neighbourhood residents and non-resident drivers. There are a large set of possible traffic calming measures that are specific to achieving a reduction in speeding and other destructive driving behaviour.

The other traffic characteristic that can degrade liveability is volume of traffic. The technical literature distinguishes between the negative impact of traffic depending on whether the traffic is through traffic or locally-generated traffic. The finding is that neighbourhood residents find through traffic to be more damaging to the enjoyment of neighbourhood living than local traffic.

There are two reasons for the finding that traffic concerns are predominantly about through traffic. The first is that the spatial pattern of local, collector and arterial roads that has been used for new development of residential subdivisions over the last 50 results in traffic counts from local traffic that seldom exceed 3000 vehicles/day, a traffic count that most residents find tolerable. Thus, if traffic is perceived to be a problem it is usually because through traffic is adding to the traffic count.

The second reason for not finding local traffic objectionable is that, if people are aware that all the traffic they observe is the result of their neighbours making trips, they are less likely to find the traffic bothersome. It is not reasonable for them to object to their neighbours making trips when they use the same neighbourhood streets to make trips.

As a result of the difference in neighbourhood perception of local and through traffic the Canadian Guide to Traffic Calming identifies the traffic volume component of traffic calming as the need to control excessive volumes of cut-through traffic. The CGTC has two separate lists of traffic calming measure, one list of measures to reduce speed, the other lists measures to reduce through traffic volumes. There is no overlap between the two lists.

In summary traffic calming always is conducted in the context of protection of liveability of neighbourhoods. There are two distinct problems dealt with in traffic calming. These are (1) Speed and (2) volume of cut-through traffic. Control measures to control speed are not effective in controlling volume so different measures are required if traffic volume is the problem.

# **ASSIGNING SERVICE FUNCTION AND TRAFFIC CHARACTERISTICS TO COLLECTOR ROADS: GUIDANCE PROVIDED BY TRANSPORTATION ASSOCIATION OF CANADA PUBLICATIONS**

Prepared by Hugh Whiteley P.Eng. July 13 2020

## **BACKGROUND**

The Transportation Association of Canada (TAC) is a non-regulatory and non-profit national technical association with corporate membership drawn from all levels of governments, private sector companies, educational institutions and other associations. TAC provides a forum to build knowledge and pool resources to address issues of road and highway infrastructure and urban transportation. The suggestions and recommendations contained in TAC publications represent the outcome of collaborative processes involving TAC member organizations across Canada and are considered to represent good practice. These suggestions and recommendations may inform policy but are not meant to set policy, and are never meant to supersede local laws, design requirements or the engineering judgement of practitioners.

TAC has published two Guides that provide suggestions and recommendations on the assignment of appropriate service function and traffic characteristics to collector roads. The two guides are: (1) Guide is the Geometric Design Guide for Canadian Roads (GDG, 2017) and (2) Canadian Guide to Traffic Calming (CGTC, 2018). The GDG, as the title implies, deals primarily with the design of roads – selection of features, dimensions and materials. The CGTC provides information and guidance for reactive operational retrofits intended to restore a road to its intended service function and traffic characteristics and for a proactive approach for new/reconstructed roadways.

As noted in the GDG *“The first step in any road planning, design, or administration study, is to designate each facility as freeway, expressway, arterial, collector local road, or lane. To identify the classification to which any road belongs, the service function and traffic characteristics should be considered”*. The GDG distinguishes between two possible service functions for roads. These are (1) land access and (2) traffic movement. There are similarly two alternative traffic functions: (1) convey locally-generated traffic and (2) convey through traffic.

The CDG has a short (two page) discussion of classification of roads to provide suggestions and recommendations for assigning a classification to a road. The Classification section of the GDG

deals more completely with service function and less completely with traffic characteristics. The CGTC references the GDG as the primary source of information on road classification systems. The CGTC provides specific suggestions and recommendations for traffic characteristics for roads classified as local or collector roads.

## **TAC RECOMMENDATIONS FOR SERVICE FUNCTION FOR COLLECTOR ROADS**

The Glossary definition for Collector Road in the GDG defines the service function for a Collector Road as: *“A road on which traffic movement and access have similar importance”*. This recommendation is repeated in GDG Table 2.6.5, Characteristics of Urban Roads. The entry in the table for traffic service function for Collectors is *“traffic movement and access of equal importance”*.

The traffic service function of a collector road is described in the CGTC Section 1.4.1 as follows *“For collector streets access to adjacent properties is balanced by the need to collect and distribute traffic travelling into or out of an area or neighbourhood”*.

**The TAC recommendation for traffic function for a collector road as expressed in both the GDG and the CGTC is to provide for both access to adjacent properties and the movement of locally-generated traffic, with equal importance attached to each function.**

## **TAC RECOMMENDATIONS FOR TRAFFIC CHARACTERISTICS FOR COLLECTOR ROADS**

While the Glossary definition for Freeway, Expressway and Arterial Roads in the DGD contains the specification that the traffic characteristic of these three classes of roads is *“for through traffic”* or *“a road primarily for through traffic”* the Glossary definition for Collector Road provides no guidance for traffic characteristic. The definition only specifies service function. Table 2.6.5 does not have a traffic characteristic specification for any class of roads.

Figure 2.6.1 of the GDG, which shows the variation of proportion between access function and movement function for the seven classes of roads in the GDG Classification System, has an overlay of traffic characteristics. The overlay identifies the traffic function of cul de sac/lanes as *“no through traffic”*. The adjacent classes of local roads and collectors are shown in the general category of increasing proportion of through traffic. This category covers all the remaining road classes including minor arterial, major arterial, expressway and freeway. All four of these classes, either primarily or exclusively, have the traffic function of conveying through traffic. Given the position of local and collector roads in the figure next to the *“no through traffic”* category and next to the minor arterial class it would be logical to assume that the traffic function of local and collector roads was intended to be *“little through traffic”* but this label does not appear on the figure.

The recommended traffic service function for collector streets given in Section 1.4.1. CGTC is as follows: *“As with local streets, collector streets are generally not intended to be through routes or to move significant amounts of traffic from one part of the road system to another”*. To compliment this recommendation for limited through traffic on collectors the Glossary for the CGTC includes a definition for through traffic as *“traffic which travels through a neighbourhood, and does not originate from, nor is destined to allocation within the neighbourhood”*. The TCGTC glossary also includes a similar definition for short-cutting traffic..

**The TAC recommendation for traffic characteristic for a collector road as expressed directly in CGTC and indirectly in the GDG is that the road should function to convey locally-generated traffic and that through traffic on a collector should be limited to insignificant volumes.**

July 17, 2020

Mayor Guthrie and City Councilors  
City of Guelph  
1 Carden Street  
Guelph, Ontario N1H 3A1  
clerks @guelph.ca  
Delivered via email

**Community Engagement Essential before Changing Traffic Calming Policy**

Dear Mayor Guthrie and Councilors

From my advocacy for traffic calming in the Kortright Hills neighbourhood, I can assure you that shortcutting traffic was, and remains, an issue of high concern for neighbourhood residents. Attached is a letter I wrote to the City which confirms the importance of this issue to local residents...

In 1998, the City of Guelph responded to neighbourhood traffic concerns by adopting the Neighbourhood Traffic Management Policy. The NTMP, revised in 2006, deals with two urgent traffic issues. One is speeding; the other urgent issue is the high volumes of shortcutting traffic.

Most recently, the City confirmed the importance of the Neighbourhood Traffic Management Policy by requiring adherence to the NTMP in the Official Plan. There should be no dispute about the NTMP being one of the core policy documents of the City of Guelph.

I was astonished, and very greatly concerned when I learned from reading Guelph Today, that a new Traffic Calming Policy was being brought to City Council for adoption, without prior notice, that this new policy was being prepared and there was no public engagement planned at all...

My concern deepened when I learned that the new policy removed any mention of shortcutting traffic and removed the City's commitment to restrict shortcutting traffic – essential features of the existing NTMP's purpose, objectives and criteria.

It is unconscionable that a City Council, committed to work within a Community Engagement Framework that emphasizes early involvement and access to decision making, will consider and approve a major reversal of policy with no explanation and no public consultation.

I urge Council to defer decision on the new Traffic Calming Policy until a full public engagement process has been completed.

Yours truly



Vince Hanson





March 18, 2019

Ms. Kealy Dedman  
City Engineer and General Manager of Engineering and Transportation Services  
City of Guelph  
1 Carden Street  
Guelph, Ontario N1H 3A1  
[kealy.dedman@guelph.ca](mailto:kealy.dedman@guelph.ca)  
Delivered via email

### **Requirement for Volume-Controlling Traffic Calming on Niska Road**

Dear Ms. Dedman.

In 2006, the City of Guelph adopted a Neighbourhood Traffic Management Policy (NTMP). The NTMP applies to all roads classified as local in the Official Plan and all roads classified as two-lane collectors in primarily residential neighbourhoods in the Official Plan.

The Goals of the NTMP are:

- To improve public safety and the livability of neighbourhoods by limiting the use of roadways within the neighbourhoods to the functions intended in the Official Plan.
- An Objective of the NTMP to achieve its Goals is discouraging short-cutting traffic.

In Appendix B of the NTMP, Niska Road is listed as a two-lane collector to which the NTMP applies.

The need for future volume-controlling traffic-calming measures on Niska was recognized by the City in 2009 (p 7 Report 09-42).

High volumes on Niska Road justifying a review were confirmed by traffic-count measurements in 2011, and by higher volumes measured in 2013 (both City of Guelph sponsored traffic reviews).

In a letter dated November 24, 2011 to Mr. Bhaju Tamot, a resident of the Kortright Hills neighbourhood, the City of Guelph confirmed that the traffic-volume criteria of the Neighbourhood Traffic Management Policy (NTMP) were exceeded on Niska Road. The NTMP states that ***“a traffic review will continue if one of the following criteria (speed or infiltrating traffic exceeds 30% and >2,000 vehicles per day volume) is met”***.

The purpose for traffic reviews triggered by the volume criteria of the NTMP is to establish an acceptable limit for ‘through traffic’ on the roadway under review. Limitation of ‘through traffic’ is needed for roadways governed by the NTMP because ***“high volumes associated with traffic short-cutting through residential neighbourhoods”*** creates ***“traffic safety concerns”*** and reduces ***“livability of the neighbourhood”***.

Once an acceptable limit for volume of through traffic has been established in a traffic review, the next and final step of the traffic review is to select suitable volume-controlling traffic calming measure that will result in the reduction of 'through-traffic' volumes to at or below the acceptable limits.

These volume-controlling traffic-calming measures are then installed ***“to restore the roadway to its intended function.”*** The intended function for roadways covered by the NTMP is to convey locally-generated traffic to and from the neighbourhood in which they are situated to and from the City's through traffic network and not to provide for the transit through the neighbourhood of externally-generated traffic.

The City has been in breach of its obligations to identify and install volume-controlling traffic calming measures to restrict through traffic on Niska Road since November 24, 2011. In the City's letter to Mr. Tamot on that date, the City refused to continue the required traffic review citing lack of funds.

This contravenes the NTMP provision that ***“a traffic review will continue...”***. There are no qualifications on this provision.

Since 2011, the City has undertaken at least eight traffic reviews. Two of the eight reviews are for two lane collector roads. During this eight year interval the City did not inform Mr. Tamot that funds had been found to conduct traffic reviews and that a traffic review of Niska Road would be continued.

During the preparation of the Niska Road Improvement Class Environmental Assessment Study between April 2013 and February 2016, I was a member of the Community Working Group (CWG) and can personally attest that on several occasions in both public meetings and meetings of the CWG, the issue of high volumes of non-local traffic on Niska Road was raised as a priority concern.

**Example 1:** In the Summary of Area Residents Concerns for the June 27, 2013 Community Workshop, the two concerns that head the list:

1. Non-local traffic on Niska Road
2. Truck traffic.

An extensive random, door-to-door survey conducted by local residents in November and December of 2015 asking a number of questions, one of which asked about level of concern over 'cut-through traffic on Niska'.

- Over 88% of residents stated that they were concerned or very concerned about 'cut-through traffic' on Niska Road\*.

\* **Note:** The term '*cut-through traffic*' was well known in the City of Guelph, yet never mentioned at all during any of the CWG meetings by the City staff or members of the engineering firm facilitating the meetings...)

Despite the efforts of local residents to have reduction of 'through traffic' on Niska Road listed as an issue to be addressed in the Niska Road Improvement EA, the problem statement for the EA (written by the City staff or engineering firm facilitators), did not mention 'through traffic' on Niska Road as a problem.

At no time during the EA was the public informed that the volume of total traffic and through traffic on Niska Road had exceeded the volume criteria of the NTMP in 2011, and that a traffic review was required for Niska Road, and that the review and traffic-calming had been done because of a lack of funds.

At no time during the EA was the need for volume-control for 'through traffic' on Niska Road considered, no acceptable level for 'through traffic' on Niska Road was set and no volume-controlling traffic calming measures for Niska Road have been made public in any way.

The lack of control over volume of 'through traffic' on Niska Road remains a major concern of local residents.

**Example 2:** A door-to-door survey conducted in November 2018 asking only one question:

Are traffic-volume controls needed on Ptarmigan Road and Niska Road?

- Again, overwhelmingly residents said Yes, traffic-volume controls were needed (80 to 1).
- Several residents commented they were very concerned about the high volume of 'cut-through' traffic as well as the lack of 'traffic-calming' on Niska promised since 2011.

### **Next Steps**

Currently, with the new bridge construction advancing to completion, a large majority of the Kortright Hills residents are very concerned that Niska Road remain a neighbourhood collector with very restricted 'through traffic' and not become what many residents and neighbours to the North and East are referring to "the Costco Highway."

It is the view of many residents in Kortright Hills that the new bridge should not be put into service until effective volume controlling traffic calming measure are in place to ensure that 'through traffic' on Niska Road meets the requirements of the NTMP.

I am writing to ask you to agree to the condition that the new Niska Road bridge not be opened for traffic until the Traffic Review warranted since 2011 has been completed, a limiting number for 'through traffic' on Niska Road be established in accordance with the NTMP, and effective volume-controlling traffic calming measures on Niska Road established to meet the restrictive 'through traffic' requirement.

Thank you for taking the time to read this letter.

Because of the urgency of this matter, I look forward to your timely response. Thank you.



Vince Hanson  
[Redacted]  
[Redacted]



July 17, 2020

Dear Mayor Guthrie and Members of Council:

The Guelph Coalition for Active Transportation is a local, non-profit advocacy group working to increase the quantity, quality and safety of active transportation options in Guelph.

GCAT supports the recommendations made in the CRSS and we urge Council to approve it.

We would like to offer the following specific comments about the plan which we hope will be helpful as the policy moves forward to implementation:

1. We wish to thank City Staff for having provided multiple opportunities for us to participate in its public engagement processes. We acknowledge and agree with the full list of road safety themes that emerged from the public engagement and which are included in the strategy.
2. GCAT is particularly pleased to see the emphasis throughout the strategy stating that roadways are shared public spaces and must meet the needs of all road users including pedestrians and cyclists.
3. Generally speaking, GCAT is in agreement regarding the twenty-four CRSS strategies that are described in the report, although we believe that some of them need strengthening.
4. The CRSS recommends a review of speed limits. GCAT has a number of comments to make about this:
  - a. Beyond a review, GCAT supports a general reduction of speed limits, achieved through a combination of education, engineering and enforcement.
  - b. Research shows that it is a high speed *differential* between cyclists and motorists that deters many potential cyclists. By reducing speed limits generally, cycling will have a greater modal share in the City's transportation system. Studies have shown that an increase in cycling actually improves road safety for all road users.
  - c. World Health Organization research shows the survival rates of pedestrians and cyclists involved in collisions with motorists at varying speeds. Collision survivability is far greater at 30 km per hour than at 40 km per hour. We speculate that this difference is amplified in North America, where the proportion

- of larger vehicles having higher bumper heights (SUVs and pickup trucks) is greater than in jurisdictions where most of the WHO research was developed.
- d. GCAT encourages a variety of traffic calming measures, such as partially blocking streets/intersections so only cyclists and pedestrians can get through (used in Vancouver, Montreal), the installation of gardens, barriers, and bump outs to force drivers to drive slowly as they navigate obstacles (also used in Vancouver, partially implemented in the Ward), raised pedestrian crossings (as in Reykjavik).
  - e. As part of a speed limit review, GCAT would support the simplification of the road network's speed limits to eliminate a patchwork of varying limits. We believe that a City-wide set speed limit policy for each of the categories of residential, collector and arterial streets in the network would be less costly to implement, would result in better compliance and, ultimately, would be safer for all road users.
5. **GCAT wholeheartedly supports the development of 'slow streets.'** Much in the same way that the City has demonstrated its agility in creating the Downtown Dining District, we would like to see a handful of rapid prototype slow streets implemented in Guelph, on an experimental basis with, we hope, permanent adoption where it makes sense.
  6. **GCAT emphasizes that streetscape design** has a critical role in the safety of active transportation users. Highway-like straight and wide roads are not conducive to pedestrian and cyclist safety. We acknowledge that infrastructure initiatives to improve streetscapes and construction of separated cycling facilities will flow out of the work that is ongoing with both the Transportation Master Plan Update and the Cycling Master Plan. As always, GCAT is eager to participate in developing projects that flow out of these plans.
  7. **GCAT supports setting advanced walk signals** to allow pedestrians to start crossing an intersection before vehicles get a green light.
  8. We note a reference to a safe pedestrian routes application. GCAT fully supports the development or acquisition of such an application, but we are concerned that the same attention was not given to cyclists in our community. We are aware, for example, of the online [Bike Ottawa Route Planner](#) application that allows cyclists to plan point to point cycling routes taking into account cyclists' tolerance for hills, traffic levels, etc. GCAT believes that having such an application available to members of our community would help to remove an important barrier to the wider adoption of cycling as a viable transportation alternative. We would also like to point out that the CRSS's reference to the *Province of Ontario Active and Safe Routes to School* initiative mentions only walking to school, when in fact the program includes wheeling and cycling as well.
  9. The CRSS proposes a distracted driving awareness campaign GCAT strongly supports, since distracted and aggressive driving are the most common causes of motorist collisions with pedestrians. An education campaign for cyclists and pedestrians to help them safely navigate the streets should be also considered.
  10. GCAT supports the recommended education program to support cycling safety. With respect to the 1-metre passing law awareness program mentioned in this section, we

know that the close passing of cyclists by motorists is a major barrier to the wider adoption of cycling. We would like to reiterate our position that since the Guelph Police Service has the 1-metre measuring device, they should deploy it, even if only for educational purposes.

11. While we recognize that enforcement is within the jurisdiction of the Guelph Police Service, not the City of Guelph, we feel that we must emphasize the importance of enforcement to the overall strategy. It is a critical success factor that enforcement aligns with ANY measure that the City undertakes to improve road safety for all users. Through Council's representatives on the Police Services Board, and City Staff's ongoing relationship with the GPS, we can only hope that the argument for enforcement will be pressed forcefully and continually.

GCAT wishes again to thank City Staff for its public engagement on this issue and we look forward to continuing the conversation about increasing the quality, quantity and safety of active transportation in Guelph.

Sincerely,

Yvette Tendick,  
President, Guelph Coalition for Active Transportation

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

## **By-law Number (2020) - 20511**

Being a By-law to amend Bylaw Number (2002) – 17017 – Traffic By-law.

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

1. Schedule XV of Bylaw Number (2002) – 17017 is hereby deleted and replaced with the new Schedule I, attached here to as Schedule A (To add Barber Avenue, east, London Road West to Westmount Road, anytime; to add Keys Crescent, east, Clairfields Drive (east intersection) to 105 metres north thereof, anytime; to add Keys Crescent, south, 60 metres north of Clairfields Drive (east intersection) to Clairfields Drive (west intersection), anytime; to add Latenda Place, east, Hands Drive to 140 metres south thereof, anytime; to add Menzie Avenue, east, York Road to Florence Lane, anytime; to add Menzie Avenue, west, Florence Lane to the southerly limit, anytime; to add Dunhill Crescent, north, Imperial Road North (south intersection) to 121 metres east thereof, anytime; to add Dunhill Crescent, east, 131 metres east of Imperial Road North (south intersection) to 194 metres north thereof, anytime; to add Dunhill Crescent, north, Imperial Road North (north intersection) to 45 metres east thereof, anytime; to add Dunhill Crescent, south, 28 metres east of Imperial Road North (north intersection) to 19 metres east thereof, anytime; in the No Parking Schedule)
2. Schedule XVII of Bylaw Number (2002) – 17017 is hereby deleted and replaced with the new Schedule XV, attached here to as Schedule B (To add Latenda Place, west, 15 metres south of Hands Drive to 230 metres south thereof, 2 hours 9am-6pm Mon-Fri; in the Restricted Parking Schedule)
3. Schedule XXII of Bylaw Number (2002) – 17017 is hereby deleted and replaced with the new Schedule XXII, attached here to as Schedule C (To remove Menzie Avenue, east, York Road to the southerly limit; to add Menzie Avenue, west, York Road to Florence Lane; to add Menzie Avenue, east, Florence Lane to the southerly limit; in the Permissive Overnight Parking 2:00am – 6:00am Schedule)

**Passed this 20 day of July, 2020.**

### **Schedules:**

Schedule 1: No Parking Schedule XV

Schedule 2: Restricted Parking XVII

Schedule 3: Permissive Overnight Parking 2:00am – 6:00am Schedule XXII

---

**Cam Guthrie, Mayor**

---

**Stephen O'Brien, City Clerk**

**Schedule A**  
**to By-law Number (2020) – 20511**  
**being new Schedule XV**  
**to By-law Number (2002) – 17017**  
**NO PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
Abbeywood Crescent	North	148m west of Deerpath Drive to 36m west thereof	Anytime
Aberdeen Street	North	29m west of Arnold Street to Edinburgh Road North	Anytime
Aberdeen Street	South	Edinburgh Road North to Arnold Street	8am-6pm, Mon-Fri
Acker Street	North	Severn Drive to easterly limit	Anytime
Admiral Place	Both	Southgate Drive to westerly limit	Anytime
Albert Street	South	Water Street to Mary Street	Anytime
Alice Street	Both	Arthur Street South to Huron Street	Anytime
Alice Street	North	Johnston Street to Stevenson Street South	Anytime
Alice Street	North	Morris Street to Harris Street	Anytime
Alice Street	South	Harris Street to Johnston Street	Anytime
Alice Street	South	Huron Street to Morris Street	Anytime
Alice Street	South	Johnston Street to Stevenson Street	8am-6pm, Mon-Fri
Alma Street North	East	Raglan Street to 46m north of Paisley Road	Anytime
Alma Street North	East	Suffolk Street West to 23m south thereof	Anytime
Alma Street North	West	46m south of Paisley Road 53m north of Paisley Road	Anytime
Alma Street North	West	Suffolk Street West to 29m south thereof	Anytime
Ambrous Crescent (north leg)	North	MacAlister Boulevard to Kirvan Drive	Anytime
Ambrous Crescent	North, West and South	Kirvan Drive (north leg) to MacAlister Boulevard (west leg)	Anytime
Ambrous Crescent	South	190m west of Kirvan Drive to 45m west thereof	Anytime
Ambrous Crescent	South	MacAlister Boulevard to 190m east thereof	Anytime
Ambrous Crescent (south leg)	North	200m west of Kirvan Drive (south leg) to 45m west thereof	Anytime
Ambrous Crescent (south leg)	North	MacAlister Boulevard to 90m west thereof	Anytime
Amsterdam Crescent (north leg)	South	150m west of Summerfield Drive to 28m west thereof	Anytime
Amsterdam Crescent (south leg)	North	150m west of Summerfield Drive to 28m west thereof	Anytime
Ann Street	North	Woolwich Street to easterly limit	Anytime
Applewood Crescent	East	21m north of Parkwood Road to 34m south thereof	Anytime
Applewood Crescent	East	Elmhurst Crescent to 22m south thereof	Anytime
Applewood Crescent	West	22m south of Elmhurst Crescent to 38m north thereof	Anytime
Applewood Crescent	West	Parkwood Road to 21m north thereof	Anytime
Applewood Crescent (east leg)	East	Willow Road to 31m north thereof	Anytime



**Schedule A**  
**to By-law Number (2020) – 20511**  
**being new Schedule XV**  
**to By-law Number (2002) – 17017**  
**NO PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
Applewood Crescent (west leg)	West	Willow Road to Greengate Road	Anytime
Ardmay Crescent	West	Eramosa Road to Lemon Street	Anytime
Arkell Road	Both	Victoria Road to Gordon Street	Anytime
Armstrong Avenue	East	York Road to Balsarroch Place	Anytime
Arnold Street	East	Paisley Road to Suffolk Street West	Anytime
Arrow Road	Both	Woodlawn Road to the northerly limit	Anytime
Arthur Street	East	Norwich Street East to Elizabeth Street	Anytime
Arthur Street North	East	40m south of Spring Street to 16m south thereof	Anytime Apr. 15th - Nov. 15th
Arthur Street North	West	Eramosa Road to 40m north thereof	Anytime
Arthur Street North	West	Heffernan Street to 67m south thereof	8 am - 6 pm Mon - Sat
Arthur Street North	West	Heffernan Street to King Street	Anytime
Arthur Street North	West	Norwich Street East to northerly limit	Anytime
Arthur Street South	East	Alice Street to 120m north thereof	Anytime
Arthur Street South	East	Manitoba Street to Oliver Street	Anytime
Arthur Street South	West	38m south of Cross Street to Ontario Street	Anytime
Arthur Street South	West	Macdonell Street to 34m south of Cross Street	Anytime
Atto Drive	West	Woodlawn Road East to Norma Crescent	Anytime
Auden Road	East	Chesterton Lane to 21m south thereof	Anytime
Auden Road	West	77m north of Lindsay Court to a point 72m north thereof	Anytime
Auden Road	West	Hadati to 29m north thereof	Anytime
Audrey Avenue	East	York to southerly limit	Anytime
Audrey Avenue	West	York Road to 22m south thereof	Anytime
Bagot Street	East	Paisley to Willow	Anytime
Bailey Avenue	South	55m east of Beattie Street to 59m east thereof	Anytime
Baker Street	East	Quebec Street to 66m north thereof	Anytime
Baker Street	East	Woolwich Street to 11m south thereof	Anytime
Baker Street	West	Quebec Street to 36m north thereof	Anytime
Baker Street	West	Woolwich Street to 15m south thereof	Anytime
Baker Street	West	Chapel Lane to Quebec	Anytime
Balmoral Drive	Both	36.3m east of Inverness To 65.6m west thereof	Anytime
Balmoral Drive	West	Waverley to 137m north thereof	Anytime
Barber Avenue	East	London to 30m north thereof	Anytime
Barber Avenue	West	London to 37m north thereof	Anytime
Barber Avenue	South	53m east of Westmount Road to 26m east thereof	Anytime
Barber Avenue	East	London Road West to Westmount Road	Anytime

**Schedule A**  
**to By-law Number (2020) – 20511**  
**being new Schedule XV**  
**to By-law Number (2002) – 17017**  
**NO PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
Bard Boulevard	North	55m west of Victoria Road South to 21m west thereof	Anytime
Barton Street	South	Kathleen Street to Exhibition Street	Anytime
Baxter Drive	East	60m north of Goodwin Drive to 30m north thereof	Anytime
Baxter Drive	West	Goodwin Drive to northerly limit	Anytime
Beaumont Crescent	Both	Elizabeth to York	Anytime
Beaumont Crescent	Both	York to Clearview	Anytime
Beaumont Crescent	South	Elizabeth to Clearview	Anytime
Beaver Meadow Drive	East	Farley Drive to 50m south thereof	Anytime
Beaver Meadow Drive	West	Farley Drive to 12m south of Blair Drive	Anytime
Beechwood Avenue	East	Chadwick Avenue to 15m south thereof	Anytime
Beverley Street	South	Harris to Morris	Anytime
Birmingham Street	East	Waterloo Avenue to Essex Street	Anytime
Bishop Court	North	43m south of Flanders Road to 51m west thereof	Anytime
Bonar Place	East	Willow Road to 180m north thereof	Anytime
Borden Street	West	College to Moore	Anytime
Boult Avenue	West	York to southerly limit	Anytime
Bowen Drive	South	Victoria Road North to Birchbank Boulevard	Anytime
Bowen Drive	West	Norma Crescent to Birchbank Boulevard	Anytime
Brady Lane	East	84m west of Bathgate Drive to 34m south thereof	Anytime
Braid Place	East	University to northerly limit	Anytime
Braid Place	West	University of northerly limit	8 am - 6 pm, Mon.-Fri
Brant Avenue	North	43m west of Muskoka to 54m west thereof	Anytime
Brant Avenue	South	64m west of Muskoka to 43m west thereof	Anytime
Brentwood Drive	Both	Nicklin to 17m west thereof	Anytime
Brentwood Drive	East	19m north of June to 15m south of June	Anytime
Brentwood Drive	West	23m north of June to 17m south of June	Anytime
Brentwood Drive	East	352m north of June Avenue to 62m west of Strathmere Place	Anytime
Bright Lane	West	McNulty Lane to 23m north thereof	Anytime
Brighton Street	North	Stevenson Street west to the driveway of Brighton Street School	Anytime
Brighton Street	South	Stevenson Street to 43m west thereof	Anytime
Bristol Street	North	Wellington to Edinburgh	Anytime
Bristol Street	South	23m east of Holliday to westerly limit	Anytime
Brockville Avenue	East	York to southerly limit	Anytime
Brockville Avenue	West	York to 98m south thereof	Anytime
Brown Street	Both	Colonial Drive to 49m west thereof	Anytime

**Schedule A**  
**to By-law Number (2020) – 20511**  
**being new Schedule XV**  
**to By-law Number (2002) – 17017**  
**NO PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
Buckthorn Crescent	East	108 m west of Grange Road to 33m west thereof (south leg)	Anytime
Buckthorn Crescent	East	124 m west of Grange Road to 30 m west thereof (north leg)	Anytime
Burcombe Crossing	East	Dallan Drive to Lobsinger Lane	Anytime
Burcombe Crossing	East	Lobsinger Lane to Poppy Drive East	Anytime
Burns Drive	North	120m east of Edinburgh Road North to 32m east thereof	Anytime
Burns Drive	South	Edinburgh Road to 158m east thereof	Anytime
Caledonia Street	Both	College to Dean	Anytime
Calgary Avenue	Both	Ottawa Crescent to 40m south thereof	Anytime
Callander Drive	East	Ottawa Crescent to Eramosa Road	8am-9am, 3pm-4pm, Mon-Fri, Sep 1-Jun 30
Cambridge Street	North	32m west of Yorkshire Street to Clinton Street	Dec 1 <sup>st</sup> to Mar 31 <sup>st</sup>
Cambridge Street	North	Yorkshire Street to 32m west thereof	Anytime
Cambridge Street	North	Yorkshire to 18.4m east thereof	Anytime
Cambridge Street	South	Clinton to Glasgow	Anytime
Cambridge Street	South	Dublin to Glasgow	Anytime
Camm Crescent	South	99m north of Periwinkle Way (west leg) to 23m north thereof	Anytime
Camm Crescent	South	89m north of Periwinkle Way (east leg) to 27m north thereof	Anytime
Campbell Road	Both	Silvercreek Pkwy to Dawson Road	Anytime
Carden Street	South	Wilson Street to Wyndham Street North	Anytime
Cardigan Street	East	107m north of Woolwich to 30m north thereof	Anytime
Cardigan Street	East	191m north of Norwich to Marcon	Anytime
Cardigan Street	East	London to 122m north thereof	Anytime
Cardigan Street	East	Norwich Street to 15m north thereof	Anytime
Cardigan Street	West	Marcon to 105m south thereof	Anytime
Cardigan Street	West	Norwich to 132m south of Marcon	Anytime
Carere Crescent	East	125 m east of Atto Drive to 130 m north thereof	Anytime
Carere Crescent	South/East	Atto Drive to 130 m north thereof	Anytime
Carere Crescent (south)	North	95m east of Atto Drive to 125m east thereof	Anytime
Carrington Drive	East	Darnell Road to Ryder Avenue	Anytime
Carrington Place	East	Edinburgh to 30m south thereof	Anytime
Carrington Place	West	87m south of Edinburgh Road South to 31m south thereof	Anytime
Cassino Avenue	South	William Street to 27m west of Anthony Avenue	Anytime
Cavell Avenue	North	Central to Exhibition	Anytime
Cedar Street	East	44m south of Water Street to 40m south thereof	Anytime

**Schedule A**  
**to By-law Number (2020) – 20511**  
**being new Schedule XV**  
**to By-law Number (2002) – 17017**  
**NO PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
Chadwick Avenue	South	Beechwood Avenue to 16m east thereof	Anytime
Chapel Lane	Both	South-east corner, north to Post Office	Anytime
Chapel Lane	North	South-east corner, west to Baker Street	Anytime
Chapel Lane	South	58m east of Baker Street to 34m east thereof	Anytime
Charles Street	South	Woolwich to Dublin	Anytime
Cheltonwood Avenue	North	97m east of Elginfield Drive to 25m east thereof	Anytime
Chester Street	North	Exhibition Street to Kathleen Street	Anytime
Chillico Drive	North	Elmira Road to westerly limit	Anytime
Chillico Drive	South	49m west of Hillsdon Place to 14m west thereof	Anytime
Church Lane	Both	Norfolk to easterly limit	Anytime
Cityview Drive	Both	York Rd to White St	Anytime
Clair Road W	Both	Hanlon Parkway to Laird Road	Anytime
Clair Road W	Both	Laird Road to Gordon Street	Anytime
Clairfields Drive W	East	Clair Road West to Doyle Drive	Anytime
Clairfields Drive E	North	37m west of Beaver Meadow Drive to 133m west thereof	Anytime
Clairfields Drive E	South	31m east of McGarr Drive to 35m west of McGarr Drive	Anytime
Clairfields Drive E	South	97m west of McGarr Drive to 33m west thereof	Anytime
Clara Street	East	Grange to southerly limit	Anytime
Clarence Street	Both	Dufferin to C.P.R. track	8 am - 6 pm, Mon - Sat
Clarence Street	North	Woolwich to Dufferin	Anytime
Clark Street	North	Dufferin to Woolwich	Anytime
Clark Street	South	Exhibition to Princess	Anytime
Clark Street	South	Woolwich to Princess	Anytime
Clearview Street	Both	Suburban to Beaumont	Anytime
Clinton Street	East	Elora to Paisley	Anytime
Clough Crescent	North	105m east of Colonial Drive to 28m east thereof	Anytime
Clough Crescent	East	Bard Boulevard to 19m south thereof	Anytime
Clough Crescent	North	Colonial Drive to 21m east thereof	Anytime
Clough Crescent	South	Colonial Drive to 22m east thereof	Anytime
Colborn Street	Both	Stone to Monticello	8 am - 6 pm
Cole Road	Both	Scottsdale to Cole	Anytime
Cole Road	NE	164m south of Briarlea to 46m south-east thereof	Anytime
Cole Road	NW/West	Scottsdale to Ironwood South	Anytime
Cole Road	North	64m east of Ironwood Road to 30m east thereof	Anytime

**Schedule A**  
**to By-law Number (2020) – 20511**  
**being new Schedule XV**  
**to By-law Number (2002) – 17017**  
**NO PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
Cole Road	SE	112m north of Aspen 46m north-east thereof Valley/Christopher to	Anytime
Cole Road	South	97m east of Cole Road (north leg) to 20m east thereof	Anytime
College Avenue	Both	Stone to Victoria	Anytime
Colonial Drive	East	15m south of Marsh Crescent to 92.5m north thereof	Anytime
Colonial Drive	West	15m south of Brown Street to 98.5m north thereof	Anytime
Colonial Drive	Both	20m south of Bard Boulevard to 15m north of Bard Boulevard	Anytime
Colonial Drive	East	9m south of Baxter Drive to 67m north thereof	Anytime
Colonial Drive	East	Lambeth Way to 40m south thereof	Anytime
Colonial Drive	West	9m south of Baxter Drive to 64m north thereof	Anytime
Colonial Drive	West	24m south of Walker Way to 100m south thereof	Anytime
Colonial Drive	East	Summerfield Drive to 160 metres south thereof	Anytime
Commercial Street	North	58m west of Norfolk to 6.1m west thereof	Anytime
Conroy Crescent	West	College to College	Anytime
Cork Street	North	Yorkshire to 17m east thereof	Anytime
Cork Street	South	Dublin to Yorkshire	Anytime
Cork Street West	Both	Norfolk Street to Dublin Street North	Anytime
Corporate Court	Both	Southgate Drive to easterly limit	Anytime
Cote Drive	Both	Skov to northerly limit	8 am-6 pm, Mon.-Fri.
Couling Crescent	North, West and South	Inner portion of the Crescent from Watson Parkway to Watson Parkway	Anytime
Crawford Street	West	Dean Avenue to University Avenue West	Anytime
Creighton Avenue	North	77m east of Vipond Street/Trimble Crescent to 33m east thereof	Anytime
Crestwood Place	West	60m north of Palmer Street to 12m north thereof	Anytime
Crestwood Place	West	60m north of Palmer Street to 12m north thereof	Anytime
Crestwood Street	East	Palmer to the northerly limit	Anytime
Crimea Street	North	Alma to 42m east thereof	Anytime
Crimea Street	North	Edinburgh to 213m west thereof	8 am - 6 pm
Crimea Street	South	Edinburgh to 63m west to C.N.R. crossing	Anytime
Crimea Street	South	164m west of C.N.R. crossing Alma Street North	Anytime
Cross Street	South	Arthur Street South to Neeve Street	Anytime
Crowe Street	South	Edinburgh Road South to McElderry Road	Anytime
Curtis Road	Both	Silvercreek Pkwy to the westerly limit	Anytime
Curzon Crescent	North	Tovell Drive to 93m west thereof	Anytime

**Schedule A**  
**to By-law Number (2020) – 20511**  
**being new Schedule XV**  
**to By-law Number (2002) – 17017**  
**NO PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
Curzon Crescent	North	54m west of Saigon Street to 32m west thereof	Anytime
Cutten Place	Both	Southgate Drive to easterly limit	Anytime
Dallan Drive	East	Clair Road East to McIntyre Court	Anytime
Dallan Drive	West	Kay Crescent to Poppy Drive East (east leg)	Anytime
Dallan Drive	West	Poppy Drive East to Lobsinger Lane	Anytime
Dallan Drive	West	Lobsinger Lane to Burcombe Crossing	Anytime
Dallan Drive	East	Poppy Drive East (west leg) to 104m south thereof	Anytime
Darby Road	East	56m south of Stephanie Drive to 34m south thereof	Anytime
Davis Street	East	Eastview Road to Acker Street	Anytime
Davis Street	West	Eastview Road to 18m north thereof	Anytime
Dawson Road	Both	Willow to Woodlawn	Anytime
Dean Avenue	North	36m west of Talbot to Caledonia Street	Anytime
Dean Avenue	North	Gordon to 36m west thereof	Anytime
Dean Avenue	South	65m west of Talbot to Caledonia Street	Anytime
Dean Avenue	South	Gordon to 58m west thereof	Anytime
Deerpath Drive	West	Imperial Road to 27m north thereof	Anytime
Deerpath Drive	East	61m north of Abbeywood Crescent (west intersection) to 34m east thereof	Anytime
Delaware Avenue	East	50m north of Speedvale Avenue East to 30m north thereof	Anytime
Delhi Street	East	Eramosa Road to 323m north of Spring Street	Anytime
Delhi Street	East	Peter Avenue to Philip Avenue	Anytime
Delhi Street	East	Emma Street to 52m south thereof	Anytime
Delhi Street	West	130m south of Speedvale Avenue to 31m south thereof	Anytime
Delhi Street	West	35m north of Paul Avenue to 35m south of Paul Avenue	Anytime
Delhi Street	West	11m north of Peter Avenue to 6m south of Peter Avenue	Anytime
Delhi Street	West	93m north of Spring Street to 15m south of Derry Street	Anytime
Delhi Street	West	Eramosa Road to 42m north thereof	Anytime
Delhi Street	West	280m south of Emma Street to 22.5m south thereof	Anytime
Delhi Street	West	Emma Street to 256m south thereof	Anytime
Delhi Street	West	Peter Avenue to 21m south thereof	Anytime
Derry Street	North	Arthur to 108.5m east thereof	Anytime
Derry Street	South	Arthur to Delhi	Anytime
DeShane Street	East	Mullin Drive to Norma Crescent	Anytime
Devere Drive	East	Crane to 28m south thereof	Anytime

**Schedule A**  
**to By-law Number (2020) – 20511**  
**being new Schedule XV**  
**to By-law Number (2002) – 17017**  
**NO PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
Devere Drive	West	18m south of Crane to 47m north thereof	Anytime
Division Street	Both	Woolwich to Westmount	Anytime
Dodds Avenue	West	York Road to 20m south thereof	Anytime
Dominion Drive	Both	northerly limit to 40m south thereof	Anytime
Domo Drive	Both	Grange Road to easterly limit	8 a.m. – 4 p.m. Monday - Friday
Douglas Street	West	St. George's Square to Woolwich	Anytime
Downey Road	Both	30m west of Hanlon Pkwy to Hanlon Creek Boulevard	Anytime
Dublin Street	East	55m north of Cork Street to Paisley Street	Anytime
Dublin Street	East	Cork Street to 36m north thereof	Anytime
Dublin Street	East	Cork to Kent	Anytime
Dublin Street	East	Paisley to 23m north thereof	Anytime
Dublin Street	East	Suffolk to 10m north of Norwich	Anytime
Dublin Street	West	9m south of Durham to 36m north of Cambridge	Anytime
Dublin Street	West	London to 31m south thereof	Anytime
Dublin Street	West	Paisley to 30m south thereof	Anytime
Dublin Street	West	Suffolk to Paisley	Anytime
Dublin Street	West	Waterloo to Kent	Anytime
Dublin Street	West	Wellington to Waterloo	Anytime
Dublin Street South	East	Nottingham Street to 19m north thereof	Anytime
Dublin Street North	East	8m north of Norwich Street West to 16m south of Charles Street (Except Authorized Permits)	Anytime
Dublin Street North	East	McTague Street to 16m south of Charles Street	Anytime
Dudley Drive	South	42m west of MacAlister Boulevard to 37m west thereof	Anytime
Dufferin Street	East	London to Clarence	Anytime
Dufferin Street	West	George Street to 40m north thereof	Anytime
Duke Street	West	Elizabeth to 14m south thereof	Anytime
Duke Street	West	105m north of Alice to 7m north thereof	Anytime
Duke Street	West	78m south of Elizabeth to 29m south thereof	Anytime
Duke Street	West	Alice to 27m north thereof	Anytime
Dunhill Crescent	North	Imperial Road North (south intersection) to 121 metres east thereof	Anytime
Dunhill Crescent	East	131 metres east of Imperial Road North (south intersection) to 194 metres north thereof	Anytime
Dunhill Crescent	North	Imperial Road North (north intersection) to 45 metres east thereof	Anytime
Dunhill Crescent	South	28 metres east of Imperial Road North (north intersection) to 19 metres east thereof	Anytime

**Schedule A**  
**to By-law Number (2020) – 20511**  
**being new Schedule XV**  
**to By-law Number (2002) – 17017**  
**NO PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
Durham Street	South	Yorkshire to Dublin	Anytime
Earl Street	North	Woolwich to Dufferin	Anytime
Earl Street	South	Woolwich to 34m east thereof	Anytime
Eastview Road	Both	61m east of Victoria to the east City limit	2 am - 6 pm
Eastview Road	Both	Victoria to 61m east thereof	Anytime
Eastview Road	South	Watt Street to 30m east thereof	Anytime
Eastview Road	South	Auden Road to 25m east thereof	Anytime
Eden Street	Both	Silvercreek to westerly limit	Anytime
Edgehill Drive	Both	Division to the southerly limit	8am - 6pm, Mon.- Fri.
Edgehill Drive	East	30m north of Division to 15m south of Highview Place	8am - 6pm, Mon.- Fri.
Edgehill Drive	East	Division to 30m north thereof	Anytime
Edgehill Drive	West	Division to 15m north of Highview	Anytime
Edinburgh Road	Both	Woodlawn to southerly limit	Anytime
Edwin Street	North	Woolwich to Dublin	Anytime
Elizabeth Street	Both	York to Suburban	Anytime
Elizabeth Street	North	Duke to Arthur	Anytime
Elizabeth Street	North	Stevenson to Victoria	Anytime
Elizabeth Street	South	Arthur to Victoria	Anytime
Elmira Road	Both	Fife Road to Willow Road	Anytime
Elmira Road North	Both	North City limits to Flaherty Drive	Anytime
Elmira Road North	East	Willow Road to 115m north thereof	Anytime
Elmira Road North	West	Flaherty Drive to Willow Road	Anytime
Elora Street	North	Yorkshire to Harrison	Anytime
Elora Street	South	91m west of Yorkshire to Harrison	Anytime
Emma Street	North	Delhi Street to westerly limit	Anytime
Emma Street	South	Metcalfe Street to Marlborough Road	Anytime
Emma Street	South	Stevenson Street North to Renfield Street	Anytime
Emma Street	North	East of Delhi Street to 28m east thereof	Anytime
Emslie Street	North	Yorkshire Street to 18.0m west thereof	Anytime
Emslie Street	South	Yorkshire Street South to McGee Street	Anytime
Eramosa Road	East	13.6 m north of Mitchell Street to northerly City limits	Anytime
Eramosa Road	East	Woolwich Street to 39 m south of Mitchell Street	Anytime
Eramosa Road	West	19 m north of Mitchell Street to northerly City limits	Anytime
Eramosa Road	West	Woolwich Street to 57 m south of Mitchell Street	Anytime
Erin Avenue	Both	Lane to westerly limit	Anytime
Essex Street	South	Waterloo Avenue to 111m east of Dublin Street North	Anytime
Essex Street	North	Waterloo Avenue to 31.9m west thereof	Anytime
Evergreen Drive	Both	Monticello to Stone	8am-6pm, Mon. - Fri.



**Schedule A**  
**to By-law Number (2020) – 20511**  
**being new Schedule XV**  
**to By-law Number (2002) – 17017**  
**NO PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
Exhibition	East	Speedvale to Division	Anytime
Exhibition	West	161m north of Division to Speedvale	Anytime
Exhibition	West	Division Street to 37m north thereof	Anytime
Exhibition	West	Division to London	Anytime
Exhibition Street	East	Clark to 25m north of Powell	Anytime
Exhibition Street	East	Powell to 22m south thereof	Anytime
Extra Street	North	Woolwich to Central	Anytime
Fair Road	Both	Silvercreek Pkwy to Arrow Road	Anytime
Fairview Blvd	North	Gordon to Mary	Anytime
Farley Drive	Both	32m west of Beaver Meadow Drive to 24m east of Beaver Meadow Drive	Anytime
Farley Drive	East	Porter Drive to 26m south thereof	Anytime
Farquhar Street	Both	Freshfield to 12m east thereof	Anytime
Farquhar Street	Both	Gordon to Freshfield	Anytime
Farquhar Street	South	48 east of Wyndham to easterly limit (Authorized Permits Exempt)	8am-6pm, Mon.-Fri.
Farquhar Street	North	Wyndham to 126m west thereof (Authorized Permits Exempt)	8am-6pm, Mon.-Fri.
Farquhar Street	North	Wyndham to easterly limit	Anytime
Farquhar Street	South	111m east of Wyndham to 24m east thereof	Anytime
Farquhar Street	South	Wyndham to 129m west thereof (Authorized Vehicle Exempt)	Anytime
Farquhar Street	South	Wyndham to 56m east thereof	Anytime
Fergus Street	East	Waterloo Avenue to Galt	Anytime
Fergus Street	West	Galt Street to 21m north thereof	Anytime
Ferguson Street	Both	Morris to Stevenson	Anytime
Ferguson Street	North	40m west of Morris Street to 18m west thereof	Anytime
Ferguson Street	South	Morris to 57m west thereof	Anytime
Ferndale Avenue	South	75m east of Blackbird Crescent to 46m east thereof	Anytime
Fife Road	North	Wellington Street West to west City limits	Anytime
Fife Road	South	Wellington Street West to Elmira Road South	Anytime
Fife Road	South	Whitelaw Road to 81m west thereof	Anytime
Fischer Drive	Both	Paisley Road to the easterly limit	Anytime
Flanders Road	North	39m east of Bishop to 71m west thereof	Anytime
Flanders Road	South	20m west of Bishop to 66m east thereof	Anytime
Forbes Avenue	North	Gordon to Mary	Anytime
Forbes Avenue	South	Fairview Blvd. To 35m west thereof	Anytime
Foster Avenue	Both	Yorkshire to Edinburgh	Anytime
Fountain Street	North	61m west of Wyndham to 44m west thereof	Anytime
Fountain Street	North	Dublin to 18.6m east thereof	Anytime

**Schedule A**  
**to By-law Number (2020) – 20511**  
**being new Schedule XV**  
**to By-law Number (2002) – 17017**  
**NO PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
Fountain Street	North	Wyndham Street to 93m east thereof (Authorized Permits Exempt)	8am-6pm, Mon.-Fri.
Fountain Street	North	Freshfield to 40m east thereof (Authorized Vehicles Exempt)	Anytime
Fountain Street	South	Gordon to Grant	Anytime
Frederick Drive	North	Baxter to 15m east of Waterford	Anytime
Frederick Drive	South	Baxter to 15m east of Oldfield	Anytime
Freshfield Street	West	9m north of Fountain to 17m north thereof (Authorized Permits Exempt)	8am-6pm, Mon.-Fri.
Freshfield Street	West	39m north of Fountain to 18m north thereof	Anytime
Freshfield Street	West	57m north of Fountain to 17m north thereof (Authorized Permits Exempt)	8am-6pm, Mon.-Fri.
Freshfield Street	West	74m north of Fountain to the most northerly limit	Anytime
Freshmeadow Way	North	Stephanie Drive to 21m west thereof	Anytime
Freshmeadow Way	South	Stephanie Drive to 20m west thereof	Anytime
Freshmeadow Way	Both	Elmira Road to 18m west thereof	Anytime
Freshmeadow Way	South	68m west of Elmira Road South (north intersection) to 34m west thereof	Anytime
Galt Street	Both	Fergus to Edinburgh	Anytime
Galt Street	North	57m east of Fergus Street to 26m east thereof	7am-6pm, Mon. –Fri.
Galt Street	South	Fergus to 76m east thereof	Anytime
Galt Street	South	Edinburgh Road South to Meadowview Avenue	Anytime
Garth Street	South	Yorkshire to Glasgow	Anytime
Gateway Drive	East	45m south of Queensdale to 24m north of Queensdale	Anytime
Gateway Drive	East	Queensdale to 45.7m south thereof	Anytime
Gaw Crescent	East	107m north of Periwinkle Way (south intersection) to 20m east thereof	Anytime
Gaw Crescent	West	107m north of Periwinkle Way (north intersection) to 20m west thereof	Anytime
George Street	North	Dufferin to 42m east thereof	Anytime Nov 1-Mar 31
George Street	South	Dufferin to 20m east of the C.P.R. right- of-way	Anytime
Ginger Court	North	52m east of Edinburgh Road South to 32m east thereof	Anytime
Glasgow Street	East	19m north of Paisley to 35m north thereof	Anytime Mon. - Sat.
Glasgow Street	East	Cambridge to 28m south thereof	Anytime
Glasgow Street	East	London to 30m south of Suffolk	Anytime
Glasgow Street	East	Paisley to 19m north thereof	Anytime
Glasgow Street	East	Paisley to 21m south thereof	Anytime
Glasgow Street	West	London Road West to 42m south thereof	Anytime

**Schedule A**  
**to By-law Number (2020) – 20511**  
**being new Schedule XV**  
**to By-law Number (2002) – 17017**  
**NO PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
Glasgow Street	West	Waterloo Avenue to 30m north of Suffolk Street West	Anytime
Glasgow Street	West	Waterloo Avenue to Fountain Street	Anytime
Glenhill Place	East	Eramosa Road to 42m north thereof	Anytime Nov 1-Mar 31
Glenhill Place	West	Eramosa Road to 57m north thereof	Anytime Nov 1-Mar 31
Goldie Avenue	East	Paisley Road to 25m south thereof	Anytime
Goldie Avenue	West	Paisley Road to 21m south thereof	Anytime
Goodwin Drive	South	200m east of Farley Drive to 30m east thereof	Anytime
Goodwin Drive	South	Farley Drive to 95m east thereof	Anytime
Goodwin Drive	North	Farley Drive to Beaver Meadow Drive	Anytime
Goodwin Drive	South	22m west of Lynch Circle (west intersection) to 35m west thereof	Anytime
Goodwin Drive	North	Tolton Drive to 62m west thereof	Anytime
Goodwin Drive	South	Tolton Drive to 77m west thereof	Anytime
Gordon Street	West	Clair to Nottingham	Anytime
Gordon Street	West	Waterloo Avenue to 45m south thereof	Anytime
Governors Road	Both	Woodlawn Road to Malcolm Road	Anytime
Grandridge Crescent	East	116m north of Stephen Drive to 27m north thereof (south leg)	Anytime
Grandridge Crescent	East	116m north of Stephen Drive to 27m west thereof (north leg)	Anytime
Grange Road	South	Cityview Drive to Breesegarden Lane	Anytime
Grange Road	South	Victoria Road to 307m east thereof	Anytime
Grange Street	Both	Regent to Arthur	Anytime
Grange Street	Both	Regent to Stuart	Anytime
Grange Street	North	Hardy Street to Victoria Avenue	Anytime
Grange Street	North	Stevenson to 122m east thereof	Anytime
Grange Street	South	Hardy to a point 100m west thereof	Anytime
Grange Street	South	Stevenson to Stuart	Anytime
Grant Street	West	Fountain to Surrey	Anytime
Green Street	North	Dublin to westerly limit	Anytime
Green Street	North	Norfolk to 37m west	9am-4pm, Mon-Fri, Exempting authorized funeral procession vehicles only
Green Street	South	Norfolk to Dublin	Anytime
Grey Oak Drive	North	Colonial Drive to 25m west thereof	Anytime
Grove Street	Both	Regent to 137m east thereof	Anytime
Grove Street	North	253m east of Metcalfe Street to 213m west of Stevenson Street	Anytime
Grove Street	North	Metcalfe to 18m west thereof	Anytime
Grove Street	North	Stevenson to 49m west thereof	Anytime

**Schedule A**  
**to By-law Number (2020) – 20511**  
**being new Schedule XV**  
**to By-law Number (2002) – 17017**  
**NO PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
Grove Street	South	Regent to Stevenson	Anytime
Guelph Street	East	Suffolk Street to 31m south thereof	Anytime
Guelph Street	West	Paisley to 274m north thereof	Anytime
Guelph Street	West	Western to Willow	Anytime
Hadati Road	Both	88m east of Victoria to 112m east thereof	Anytime
Hadati Road	East	52m south of Upton to 27m South thereof	Anytime
Hadati Road	East	Upton to 53m south thereof	Anytime
Hadati Road	South	Cassino to 100m south thereof	Anytime
Hadati Road	West	Upton to 58m south thereof	Anytime
Hagan Avenue	East	55 metres south of Trailbrook Lane to 25 metres south thereof	Anytime
Hales Crescent	South	Moore Avenue to the northerly intersection of Borden Street	Anytime
Hales Crescent	South	Borden Street to 31m east thereof	Anytime
Hales Crescent	West	Northerly intersection of Borden Street to southerly intersection of Borden Street	Anytime
Hall Avenue	East	190m west of Dominion Drive to 129m south thereof	Anytime
Hall Avenue	West	141m north of Duck Lane to 40m north thereof	Anytime
Hall Avenue	Both	Goodwin Drive to 215m north thereof	Anytime
Hands Drive	South	Gordon Street to Latenda Place	Anytime
Hands Drive	North	Hands Drive to 15m west thereof	Anytime
Hands Drive	West	Hands Drive to 15m north thereof	Anytime
Hanlon Road	Both	Clair Road to northerly limit	Anytime
Hanlon Road	Both	Southgate Drive to northerly limit	Anytime
Harris Street	West	York Road to 34m north thereof	Anytime
Harrison Avenue	East	Elora to Paisley	Anytime
Harrison Avenue	East	Foster to Robinson	Anytime
Harrison Avenue	West	Robinson to Elora	Anytime
Harvard Road	Both	Youngman to 19m north thereof	Anytime
Harvard Road	East	Youngman Drive to 53m South thereof	Anytime
Harvard Road	North	Gordon to 380m west thereof	Anytime
Harvard Road	South	Gordon Street to Youngman Drive	Anytime
Hasler Crescent (west leg)	East	179m north of Bard Boulevard to 25m east thereof	Anytime
Hasler Crescent (east leg)	West	168m north of Bard Boulevard to 26m west thereof	Anytime
Hastings Boulevard	North	102m east of Mountford Drive to 25m east thereof	Anytime
Havelock Street	East	Derry to Spring	Anytime
Havelock Street	West	Derry to Spring	8am-6pm, Mon. - Fri.
Hayes Avenue	East	York Road to the southerly limit	Anytime
Hayes Avenue	West	30m each side of the loading dock at 24 Hayes Avenue	Anytime

**Schedule A**  
**to By-law Number (2020) – 20511**  
**being new Schedule XV**  
**to By-law Number (2002) – 17017**  
**NO PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
Hearn Avenue	West	Waterloo Avenue to Inkerman	Anytime
Heffernan Street	Both	Woolwich to C.P.R. track	Anytime
Heritage Drive	South	Gordon Street to 27m west thereof	Anytime
Hewitt Lane	South	Paisley Road to Paisley Road	Anytime
Hickory Street	West	75m north of Oak Street to 38m west thereof	Anytime
Hill Trail	East	85m north of Grange Road to 30m north thereof	Anytime
Hill Trail	South	Esker Run to Esker Run	Anytime
Hillcrest Drive	South	easterly limit to 30 m west thereof	Anytime
Hillcrest Drive	West	Grange Street to southerly limit	Anytime
Hillsdon Place	West	Chillico Drive to 40m north thereof	Anytime
Hodgson Drive	North	Goodwin Drive to Samuel Drive	Anytime
Holland Crescent	North	East of Summerfield Drive (south leg) to 21m east thereof	Anytime
Home Street	South	Yorkshire to North	Anytime
Hood Street	Both	York to southerly limit	Anytime
Hooper Street	East	188m south of York to its southerly limit	Anytime
Hooper Street	West	York to southerly limit	Anytime
Hosking Place	Both	Scottsdale Drive to 20m west thereof	Anytime
Howden Crescent	West	Bard Street to Bard Street	Anytime
Howitt Street	North	Wyndham to Margaret	Anytime
Howitt Street	South	Neeve to Margaret	Anytime
Huron Street	East	Ontario to 122m north thereof	Anytime
Huron Street	West	118m north of Alice to Elizabeth	Anytime
Huron Street	West	Alice Street to 18m north thereof	Anytime
Huron Street	West	Ontario Street to 90m north thereof	Anytime
Imperial Road	Both	Wellington Street to northerly limits	Anytime
Independence Place	Both	Elmira Road North to westerly limit	Anytime
Industrial Street	West	York Road to Elizabeth Street	Anytime
Inverness Drive	East	Woodlawn Road East to Islington Avenue	Anytime
Ironwood Road	North	Edinburgh Road South to Scottsdale Drive	Anytime
Ironwood Road	South	115m east of Scottsdale Drive to 64m east thereof	Anytime
James Street East	North	Gordon Street to easterly limit	Anytime
James Street West	South	Gordon Street to Mary Street	Anytime
Janefield Avenue	East	177m south of Mason Court to 34m south thereof	Anytime
Janefield Avenue	East	318m south of Mason Court to 32m south thereof	Anytime
Janefield Avenue	East	College Avenue to 208 m south thereof	Anytime
Janefield Avenue	North	18m west of Torch Lane to 86m east of Torch Lane	Anytime
Janefield Avenue	North	Scottsdale Drive to 30m west thereof	Anytime

**Schedule A**  
**to By-law Number (2020) – 20511**  
**being new Schedule XV**  
**to By-law Number (2002) – 17017**  
**NO PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
Janefield Avenue	West	College Avenue West to Mason Court	Anytime
Janefield Avenue	West	206m south of College Avenue West to 232m south thereof	Anytime
Janefield Avenue	South	Scottsdale Drive to 28m west of Torch Lane	Anytime
Jeffrey Drive	North	Starwood Drive to Summit Ridge Drive	Anytime
John Street	North	Dufferin Street to the easterly limit	Anytime
John Brabson Crescent	East, north and West	MacAlister Boulevard to MacAlister Boulevard	Anytime
John Brabson Crescent (east leg)	East	90m north of MacAlister Boulevard to 25m east thereof	Anytime
John Brabson Crescent (east leg)	West	85m north of MacAlister Boulevard to 30m west thereof	Anytime
Johnston Street	Both	Alice Street to 109m south thereof	7:00am-6:00pm Mon-Fri
June Avenue	North	87m east of Strathmere Street to 90m east thereof	Anytime
June Avenue	South	131m east of Strathmere Street to 30m east thereof	Anytime
Kathleen Street	Both	15m north of June to 30m south thereof	Anytime
Kathleen Street	Both	22m north of Freeman Avenue to 23m south of Freeman Avenue	Anytime
Kathleen Street	East	Barton Street to 62m south thereof	Anytime
Kathleen Street	East	Division to 30m north thereof	Anytime
Kathleen Street	East	London to Division	Anytime
Kathleen Street	East	St Andrew to 19m south thereof	Anytime
Kathleen Street	West	62m south of Division to 27m south thereof	Anytime
Kathleen Street	West	Division to 30m south thereof	Anytime
Kathleen Street	West	Division to Speedvale	Anytime
Kathleen Street	West	Division to London	Anytime
Kay Crescent	East	Poppy Drive East to Dallan Drive	Anytime
Kearney St	East	Lee St to 25m north thereof	Anytime
Kearney St	West	Lee St to 30m north thereof	Anytime
Kensington	South	Stevenson to 61m east thereof	8am - 6pm Mon-Fri
Kensington Street	Both	152m north of Cathcart to 30m north thereof	Anytime
Kensington Street	North	Stevenson to 98m east thereof	Anytime
Kensington Street	South	61m east of Stevenson to 30m east thereof	Anytime
Kent Street	South	Glasgow Street South to Dublin Street South	7am to 9am, Tuesdays
Kent Street	Both	Glasgow Street North to Dublin Street North	Anytime
Kent Street	South	Glasgow Street South to Dublin Street South	Anytime, Dec 1 – Mar 31

**Schedule A**  
**to By-law Number (2020) – 20511**  
**being new Schedule XV**  
**to By-law Number (2002) – 17017**  
**NO PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
Kent Street	North	Glasgow Street South to Dublin Street South	Anytime
Kent Street	Both	Dublin Street South to easterly limit	Anytime
Kent Street	South	Dublin Street North to easterly limit	Anytime
Kerr Street	Both	Woolwich to Dufferin	Anytime
Keys Crescent	East	Clairfields Drive (east intersection) to 105 metres north thereof	Anytime
Keys Crescent	South	60 metres north of Clairfields Drive (east intersection) to Clairfields Drive (west intersection)	Anytime
King Edward Place	Both	Dublin to the westerly limit	Anytime
King Street	East	Eramosa to Arthur	Anytime
King Street	West	Eramosa to 30m south thereof	Anytime
King Street	West	Eramosa to Spring	Anytime
King Street	East	15m north of Norwich Street to 3m north thereof	Anytime
Kingsmill	West	Laneway Reg. Plans #340, 351, 353, 354 to southerly limit	Anytime
Kingsmill Avenue	East	York to 64m north thereof	Anytime
Kingsmill Avenue	East	York to laneway Reg. Plans #340, 351, 353 & 354	Anytime
Kipling Avenue	North	Imperial Road North to 68m west thereof	Anytime
Kipling Avenue	South	Imperial Road North to 25m west thereof	Anytime
Kirby Court	Both	Laird Road to easterly limit	Anytime
Kirkland Street	East	Suffolk to London	Anytime
Kortright Road West	North	Hanlon Expressway to Gordon Street	Anytime
Kortright Road West	South	Hanlon Expressway to Gordon Street	Anytime
Laird Road	Both	Hanlon Parkway to Clair Road	Anytime
Landsdown Drive	North	Gordon Street to 70 metres east thereof	Anytime
Landsdown Drive	South	Gordon Street to 94 metres east thereof	Anytime
Lane Street	East	Ryan to Rosedale	Anytime
Lane Street	West	Cassino to Stevenson	Anytime
Laneway	Both	Gordon to Freshfield	Anytime
Latenda Place	East	Hands Drive to 140 metres south thereof	Anytime
Laughland Lane	East	60m south of Goodwin Drive to 30m south thereof	Anytime
Laughland Lane	North	Goodwin Drive to Goodwin Drive	Anytime
Laverne Avenue	Both	Meyer to Callander	8 am-6 pm, Mon.-Fri.
Law Drive	East	Fleming Road to Pettitt Drive	Anytime
Lawrence Avenue	West	23m south of York Road to 17m south thereof	Anytime
Lawrence Avenue	West	York to 30m south thereof	Anytime
Leacock Avenue	North	Auden to Hadati	Anytime

**Schedule A**  
**to By-law Number (2020) – 20511**  
**being new Schedule XV**  
**to By-law Number (2002) – 17017**  
**NO PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
Lee St	North	30m west of Kearney St to 30m east of Kearney St	Anytime
Lee St	South	20m west of Kearney St to 30m east of Kearney St	Anytime
Lee St	North	Cityview Dr to 30m east thereof	Anytime
Lee St	South	Cityview Dr to 30m east thereof	Anytime
Lemon Street	North	Queen to 36m east thereof	Anytime
Lemon Street	Both	Metcalfe Street to 22m east thereof	Anytime
Lemon Street	North	Metcalfe Street to 20m west thereof	Anytime
Lemon Street	South	Metcalfe Street to 27m west thereof	Anytime
Lemon Street	North	St. Catharine Street to 15m east thereof	Anytime
Lewis Road	Both	Speedvale to northerly limit	Anytime
Lincoln Crescent	Both	Laverne to Meyer	8 am - 6 pm
Linke Place	North/East	Davis Street to Acker Street	Anytime
Liverpool Street	North	Glasgow to Yorkshire	Anytime
Liverpool Street	North	Norfolk to Glasgow	Anytime
Liverpool Street	South	Yorkshire to Edinburgh	Anytime
Liverpool Street	South	Dublin Street North to 20m east thereof	Anytime
Lobsinger Lane	North	Dallan Drive to Burcombe Crossing	Anytime
London Road	Both	Edinburgh to Bagot	Anytime
London Road	North	30m west of Exhibition to Edinburgh	Anytime
London Road	North	Cardigan to Woolwich	Anytime
London Road	North	Woolwich to 34m east of Exhibition	Anytime
London Road	South	16m west of Dufferin to Woolwich	Anytime
London Road	South	30m west of Exhibition to Edinburgh	Anytime
London Road	South	Dufferin to Cardigan	Anytime
London Road	South	Woolwich to 37m east of Exhibition	Anytime
Lorna Drive	South	Hands Drive to 50m east thereof	Anytime
Lovett Lane	North	209m west of Carrington Drive to 50m north thereof	Anytime
Lovett Lane	West	121m north of Ryder Avenue (east leg) to 50m north thereof	Anytime
Lovett Lane	East	113m north of Ryder Avenue (west leg) to 50m north thereof	Anytime
Lovett Lane	West	Rodgers Road to Ryder Avenue (east leg)	Anytime
Lovett Lane	South	Carrington Drive to Rodgers Road	Anytime
Lyon Avenue	West	London to Campion	Anytime
Mac Avenue	North	Woolwich to easterly limit	Anytime
MacAlister Boulevard	East, south and west	Ambrous Crescent (north leg) to Ambrous Crescent	Anytime
Macdonell Street	North	31.5m east of Wyndham to 9m east thereof	Anytime
MacAlister Boulevard	West	Ambrous Crescent (south leg) to 210m south thereof	Anytime
Macdonell Street	North	83.7m east of Wyndham to 9m east thereof	Anytime



**Schedule A**  
**to By-law Number (2020) – 20511**  
**being new Schedule XV**  
**to By-law Number (2002) – 17017**  
**NO PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
Macdonell Street	North	Arthur to Woolwich	Anytime
Macdonell Street	North	Woolwich Street to 46m west thereof	Anytime
Macdonell Street	North	62m west of Woolwich Street to 115m west thereof	Anytime
Macdonell Street	South	Carden to Arthur	Anytime
Macdonell Street	South	Norfolk to Wilson	Anytime
Malcolm Road	Both	Elmira to westerly limit	Anytime
Manhattan Court	Both	Speedvale to southerly limit	8 am-6 pm, Mon.-Fri.
Manitoba Street	North	Huron to 30m west thereof	Anytime
Manitoba Street	South	Huron to Ontario	Anytime
Maple Street	East	Water Street to 27m south thereof	Anytime
Maple Street	West	Water Street to 27m south thereof	Anytime
Marcon Street	Both	Cardigan to Dufferin	Anytime
Marilyn Drive	South	Woolwich Street to easterly limit	Anytime
Marksam Road	Both	Speedvale Avenue West to Sanderson Drive	Anytime
Marksam Road	East	67m south of Willow Road to 48m west thereof	Anytime
Marksam Road	West	Willow Road to 126m west thereof	Anytime
Marlborough Road	East	Emma Street to Speedvale Avenue East	Anytime, Except Friday 1pm-3pm, Nov.1-Mar.31
Martin Avenue	East	James to Forbes	Anytime
Mary Street	North	Caledonia to 60m south thereof	Anytime
Mary Street	West	Forbes Avenue to 30m south thereof	Anytime
Mason Court	Both	Southerly limit to 46m north thereof	Anytime
Massey Road	North	300 m east of Elmira Road to 300m west of Elmira Road	8:00am -6:00pm
Massey Road	North	300m west of Elmira Road to the westerly limit	Anytime
Massey Road	North	Lewis Road to 300m east of Elmira Road	Anytime
Massey Road	South	Lewis Road to westerly limit	Anytime
Maude Lane	South	Severn Drive to Davis Street	Anytime
Mayfield Avenue	Both	Monticello to Colborn	8am-6pm Mon - Fri
McArthur Street	East	70m north of Goodwin Drive to 72m west thereof	Anytime
McArthur Street	South	128m east of Beaver Meadow Drive to 46m east thereof	Anytime
McCann Drive	North	182m west of Zaduk Place to 90m west thereof	Anytime
McCrae Blvd	Both	Water Street to Gow Bridge	Anytime
McElderry Road	North	50m east of McElderry to 33m east thereof	Anytime
McElderry Road	South	44m east of McElderry to 39m east thereof	Anytime
McElderry Road	East	42m north of Crowe Street to 50m north thereof	Anytime

**Schedule A**  
**to By-law Number (2020) – 20511**  
**being new Schedule XV**  
**to By-law Number (2002) – 17017**  
**NO PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
McGarr Court	Both	100m east of Beaver Meadow Drive to easterly limit	7am-1pm, Fri.
McGarr Drive	East	Clairfields Drive E to 25m south thereof	Anytime
McGee Street	West	Bristol to Waterloo	Anytime
McIllwraith Crescent	North	56m west of Mountford to 30m west and north thereof	Anytime
McIntyre Court	North	Dallan Drive to 175m east thereof	Anytime
McNulty Lane (west leg)	East	69m south of Summerfield Drive to 33m east thereof	Anytime
McNulty Lane (east leg)	West	106m south of Summerfield Drive to 27m west thereof	
McTague Street	North	Woolwich to 23m west thereof	Anytime
McTague Street	South	Exhibition Street to Woolwich Street	Anytime
McTague Street	South	Woolwich to Exhibition	Anytime
Meadowview Avenue	East	Waterloo Avenue to Allan Avenue	Anytime
Meldrum Street	North	Woolwich to easterly limit	Anytime
Menzie Avenue	East	York Road to Florence Lane	Anytime
Menzie Avenue	West	Florence Lane to the southerly limit	Anytime
Merion Street	North	Bagot to Edinburgh	Anytime
Metcalf Street	East	Pleasant Road to 45m south thereof	Anytime
Metcalf Street	West	109m south of Pleasant Road to 25m south thereof	Anytime
Metcalf Street	West	140m south of Pleasant Road to 17m south thereof	Anytime
Metcalf Street	West	34m north of Emma Street to 32m south of Emma Street	Anytime
Metcalf Street	West	Pleasant Road to 36m south thereof	Anytime
Metcalf Street	Both	Lemon Street to 22m north thereof	Anytime
Metcalf Street	West	Lemon Street to 34m south thereof	Anytime
Metcalf Street	East	Lemon Street to 30m south thereof	Anytime
Metcalf Street	East	North of Gladstone Avenue to 19m north thereof	Anytime
Metcalf Street	West	North of Emma Street to 30m north thereof	Anytime
Meyer Drive	Both	Ottawa Crescent to 17m west thereof	Anytime
Meyer Drive	North	Eramosa Road to 17m west of Ottawa Crescent	8 am-6 pm, Mon.-Fri.
Meyer Drive	South	Eramosa Road to Ottawa Crescent	Anytime
Michener Road	Both	Woodlawn to Malcolm	Anytime
Michener Road	East	Woodlawn to Massey	Anytime
Michener Road	West	Woodlawn to 86m north of Massey	Anytime
Milson Crescent (west leg)	West	Teal Drive to 22m north thereof	Anytime
Minto Road	Both	Michener to westerly limit	Anytime

**Schedule A**  
**to By-law Number (2020) – 20511**  
**being new Schedule XV**  
**to By-law Number (2002) – 17017**  
**NO PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
Mitchell Street	East	Eramosa to Norwich	Anytime
Mitchell Street	West	Eramosa to Norwich	8 am - 6 pm Mon. - Fri
Moffat Lane	West	58m south of Doyle Drive (east leg) to 30m south thereof	Anytime
Moffat Lane	East	62m south of Doyle Drive (west leg) to 25m south thereof	Anytime
Monarch Road	Both	Southerly limit to the northerly limit	Anytime
Mont Street	North	Woolwich to Exhibition	Anytime
Mont Street	South	29m west of Woolwich to 32m west thereof	Anytime
Monticello Crescent	Both	Gordon to Mayfield	8 am-6 pm, Mon.-Fri.
Monticello Crescent	Both	Mayfield to Stone	8 am-6 pm, Mon.-Fri.
Moore Avenue	Both	Caledonia to Hales	8 am-6 pm, Mon.-Fri.
Morris Street	East	York to Beverley	Anytime
Moss Place	East	58m north of Sidney Crescent to 35m north thereof	Anytime
Mountford Drive	North	200m east of Hadati to 70m east thereof	Anytime
Mountford Drive	North	McIlwraith Crescent (south) to 9m east of Conrad Court	Anytime
Mountford Drive	South	118m east of Conrad Court to 22m east thereof	Anytime
Mullin Drive	North	150 m west of Atto Drive to 30 m west thereof	Anytime
Mullin Drive	South/West	Atto Drive to Norma Crescent	Anytime
Municipal Street	North	Edinburgh to 88m west of Denver	Anytime
Municipal Street	South	Edinburgh to Denver	Anytime
Mussen Street	South	110m east of Victoria Road North to 23m east thereof	Anytime
Neeve Street	East	York to Fountain	Anytime
Neeve Street	West	15m north of Wellington to Howitt	Anytime
New Street	South	Arthur to Queen	Anytime
Nicklin Road	West	94m north of Burns Drive to 195m north thereof	Anytime
Niska Road	Both	Bailey Bridge to 30m east thereof	Anytime
Niska Road	Both	Downey Road to Niska Road Bridge	Anytime
Niska Road	Both	Downey Road to westerly limit	Anytime
Norfolk Street	East	Waterloo Avenue to Church Lane	Anytime
Norfolk Street	East	15m south of Suffolk Street to 9m south thereof	Anytime
Norfolk Street	West	22m south of Cork Street to 22m north of Macdonell Street	15 minute maximum (except Authorized vehicles only) 8am – 6pm
Norfolk Street	West	Green Street to 22m south of Cork Street	Anytime
Norfolk Street	West	Macdonell Street to Waterloo Avenue	Anytime

**Schedule A**  
**to By-law Number (2020) – 20511**  
**being new Schedule XV**  
**to By-law Number (2002) – 17017**  
**NO PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
North Street	West	London Road East to Home Street	Anytime
North Street	East	63m north of Suffolk Street West to 88m north thereof	Anytime
North Street	Both	Suffolk Street West to 34m north thereof	Anytime
North Street	West	51m north of Suffolk Street West to 84m north thereof	Anytime
Northumberland Street	Both	Wilson Street to Norfolk Street	Anytime
Northumberland Street	North	Dublin Street to Yorkshire Street	Anytime
Northumberland Street	South	19.5m east of Dublin Street North to Kent Street	Anytime
Northumberland Street	North	Dublin Street North to Kent Street	Anytime
Norton Drive	East	Grange Road to Shackleton Drive	Anytime
Norton Drive	West	158m north of Severn Drive to 30m north thereof	Anytime
Norwich Street	North	132m west of Cardigan Street to Dublin Street	Anytime
Norwich Street	North	Mitchell Street to 45m west of Cardigan Street	Anytime
Norwich Street East	South	Arthur Street North to King Street	Anytime
Norwich Street East	South	Woolwich Street to Cardigan Street	Anytime
Nottingham Street	South	Gordon Street to 56m west thereof	Anytime
Old Stone Court	Both	Monticello Crescent to westerly limit	8:00 a.m. to 6:00 p.m. Mon. - Fri.
Oliver Street	South	Arthur Street South to Huron Street	Anytime
Ontario Street	North	York Road to Neeve Street	Anytime
Oriole Crescent	Both	Edinburgh Road South to 46m west thereof	Anytime
Ottawa Crecent	North	15m east of Callander Drive to 32m west of Calgary Avenue	Anytime
Ottawa Crecent	West	23m north of Meyer Drive to 22m south of Meyer Drive	Anytime
Ottawa Crescent	South	30m east of Calgary Avenue to 73m west thereof	Anytime
Oxford Street	North	48m west of Dublin Street to 17m west thereof	Anytime Nov 1-Mar 31
Oxford Street	North	Glasgow Street to Yorkshire Street	Anytime
Oxford Street	North	Norfolk Street to 37m west thereof	Anytime
Oxford Street	South	25m east of Yorkshire Street to 28m east thereof	8 am-6 pm Mon. - Fri.
Oxford Street	South	Norfolk Street to Glasgow Street	Anytime
Paisley Road	Both	Hanlon Expressway to westerly limit	Anytime
Paisley Road	North	Edinburgh to Hanlon	Anytime

**Schedule A**  
**to By-law Number (2020) – 20511**  
**being new Schedule XV**  
**to By-law Number (2002) – 17017**  
**NO PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
Paisley Road	South	67m east of Alma to 67m west of Alma	Anytime
Paisley Road	South	Edinburgh to 80m west thereof	Anytime
Paisley Road	South	Hanlon to Silvercreek	Anytime
Paisley Road	South	Silvercreek Parkway North to 67m West of Alma Street	Anytime except Sundays 8am-2pm and Christmas Day, New Years Day, Ash Wednesday, Good Friday and Easter Day
Paisley Street	North	Dublin Street to Edinburgh Road North	Anytime
Paisley Street	South	Norfolk Street to Edinburgh Road North	Anytime
Palmer Street	North	20m west of Jane Street to 35m east thereof	Anytime
Palmer Street	North	King Street to Queen Street	Anytime
Palmer Street	North	Queen Street to Stuart Street	Anytime
Palmer Street	South	76m east of King Street to 29m east thereof	Anytime
Palmer Street	South	King Street to 26m east thereof	Anytime
Palmer Street	South	Arthur Street North to King Street	Anytime
Palmer Street	South	Queen Street to Stevenson Street North	Anytime
Park Avenue	East	London Road West to Suffolk Street West	Anytime
Park Lane	Both	Baker Street to southerly limit	Anytime
Parkholme Avenue	North	Jackson Street to 21m west thereof	Anytime
Parkholme Avenue	South	Metcalf Street to Jackson Street	Anytime
Paulstown Crescent	East	Clairfields Drive West (west intersection) to 68 metres south thereof	Anytime
Paulstown Crescent	East	143 metres south of Clairfields Drive West (west intersection) to 30 metres south thereof	Anytime
Paulstown Crescent	West/south	75 metres south of Clairfields Drive West (west intersection) to 165 metres south thereof	Anytime
Paulstown Crescent	West/south	Clairfields Drive West (east intersection) to 170 metres south thereof	Anytime
Pearl Street	South	King Street to Arthur Street North	Anytime
Pearson Street	East	Goodwin Drive to Wilkie Crescent	Anytime
Pettitt Drive	North	Frasson Drive to Law Drive	Anytime
Pine Ridge Drive	South	Lowes Road to 91m west of Oakridge Crescent	Anytime
Pinetree Drive	North	9m west of Crossingham Drive to 84m east thereof	Anytime
Pipe Street	North	Dufferin Street to easterly limit	Anytime
Plymouth Court	North	Alma Street North to 100m east thereof	Anytime
Poppy Drive	Both	141m south of Clair Road West to southerly limit	Anytime
Poppy Drive East	North	Dallan Drive to 334m west thereof	Anytime

**Schedule A**  
**to By-law Number (2020) – 20511**  
**being new Schedule XV**  
**to By-law Number (2002) – 17017**  
**NO PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
Porter Court	Both	36m north of Evans Drive to northerly limit	7am-1pm, Fri.
Powell Street	North	Dufferin Street to 18m east of Exhibition Street	Anytime
Powell Street	South	67m east of Woolwich Street to 46m west of Woolwich Street	Anytime
Powell Street	South	Central Street to Exhibition Street	Anytime
Preston Street	North	76m east of Yorkshire Street to 30m west of Glasgow	Anytime
Preston Street	South	Edinburgh Road to Glasgow Street	Anytime
Price Street	South	Atto Drive to Carere Crescent	Anytime
Prospect Avenue	West	Grange Street to 27m south thereof	Anytime
Quebec Street	North	Baker Street to Yarmouth Street	Anytime
Quebec Street	South	Norfolk Street to 14m east thereof	Anytime
Queen Street	East	Arthur Street North to Derry Street	Anytime
Queen Street	West	57m north of Palmer Street to 15m south of Palmer Street	Anytime
Queen Street	West	Arthur Street to Grange Street	Anytime
Raspberry Lane	East	64m west of MacKay Street to 21m west thereof	Anytime
Ray Crescent	West	63m east of Dominion Drive to 42m east thereof	Anytime
Raymond Street	North	54m south of Bristol Street to 35m south and east thereof	Anytime
Raymond Street	South	Wellington Street to Bristol Street	Anytime
Regal Road	Both	Woodlawn Road West to northerly limit	Anytime
Regent Street	Both	Grange Street to Rose Street (lower)	Anytime
Regent Street	Both	Grange Street to Rose Street (upper)	Anytime
Revell Drive	North	53m east of Vaughan Street (south leg) to 28m east thereof	Anytime
Revell Drive	South	62m east of Vaughan Street (south leg) to 32m east thereof	Anytime
Revell Drive	West	153m south of Vaughan Street (north leg) to 59m south thereof	Anytime
Rhonda Road	West	Willow Road to Westwood Road	Anytime
Richardson Street	North	Neeve Street to westerly limit	Anytime
Rickson Avenue	East	4m south of McElderry Road to 37m north thereof	Anytime
Rickson Avenue	East	73m north of Columbus to 213m south thereof	8am-6pm, Mon.-Fri.
Rickson Avenue	West	107m north of Keats to 212m south thereof	8am-6pm, Mon.-Fri.
Rickson Avenue	West	Edinburgh to 30m north thereof	Anytime
Rickson Avenue	West	McElderry to 26m north thereof	Anytime
Rickson Avenue	East	Hickory Street to 51m south thereof	Anytime
Riverview Drive	East	Speedvale to 62m north thereof	Anytime

**Schedule A**  
**to By-law Number (2020) – 20511**  
**being new Schedule XV**  
**to By-law Number (2002) – 17017**  
**NO PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
Riverview Drive	West	50m north of Speedvale to 38m north thereof	Anytime
Robinson Avenue	North	Edinburgh to Harrison	Anytime
Robinson Avenue	North	Yorkshire to 37m west thereof	Anytime
Robinson Avenue	South	Edinburgh to Yorkshire	Anytime
Rochelle Drive	East	Stephanie Drive to 24m south thereof	Anytime
Rochelle Drive	South	90m east of Darby to 99m east thereof	Anytime
Rodgers Road	North	Rickson Avenue to Lovett Lane	Anytime
Rodgers Road	North	Edinburgh to 53m east thereof	Anytime
Rodgers Road	South	Edinburgh to 30m east thereof	Anytime
Rodgers Road (south)	Both	Edinburgh to 15m west thereof	Anytime
Roland Street	East	Bristol Street to Waterloo Avenue	Anytime
Rose Street	Both	Arthur to Regent	Anytime
Rosewood Avenue	East	Paisley to 29m north thereof	Anytime
Royal Road	Both	Speedvale Avenue to Woodlawn Road	Anytime
Rutherford Court	Both	Southgate Drive to Easterly limit	Anytime
Ryde Road	West	63m south of Paisley Road to 33m south thereof	Anytime
Ryde Road	East	59m north of Imperial Road South to 33m east thereof	Anytime
Ryder Avenue	South	Lovett Lane (south leg) to 60m east of Carrington Drive	Anytime
Ryder Avenue	North	Lovett Lane (south leg) to 320m east thereof	Anytime
Ryder Avenue	South	Lovett Lane (north leg) to 334m east thereof	Anytime
Sackville Street	West	Alice to northerly limit	Anytime
Samantha Court	Both	Imperial to Imperial	Anytime
Samuel Drive	West	Goodwin Drive to Clair Road East	Anytime
Schiedel Drive	West	Bowen Drive to Norma Crescent	Anytime
Schroder Crescent	North	58m east of Thornton Street to 32m east thereof	Anytime
Schroder Crescent	North	64m west of Thornton Street to 36m west thereof	Anytime
Schroder Crescent (west leg)	East	Grange Road to 140m south thereof	Anytime
Schroder Crescent (west leg)	West	51m south of Grange Road to 48m south thereof	Anytime
Schroder Crescent (west leg)	West	114m south of Grange Road to 15m south thereof	Anytime
Scottsdale Drive	East	168m south of Wilsonview to 28m south thereof	Anytime
Scottsdale Drive	East	224m east of Janefield to 103m east thereof	Anytime
Scottsdale Drive	East	30m north of Kortright to Ironwood	8 am-6 pm, Mon.-Fri.

**Schedule A**  
**to By-law Number (2020) – 20511**  
**being new Schedule XV**  
**to By-law Number (2002) – 17017**  
**NO PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
Scottsdale Drive	East	70m north of Wilsonview to 61m north thereof	Anytime
Scottsdale Drive	East	Kortright to 30m north thereof	Anytime
Scottsdale Drive	East	Stone Road to 153m east of Janefield Avenue	Anytime
Scottsdale Drive	West	60m north of Wilsonview to 69m north thereof	Anytime
Scottsdale Drive	West	College to 255m south thereof	Anytime
Scottsdale Drive	West	Wilsonview to 268 m south thereof	Anytime
Scottsdale Drive	Both	Kortright to 30m north of Janefield	Anytime
Scottsdale Drive	East	Wilsonview Avenue to 46m south thereof	Anytime
Shelldale Crescent	South	Dawson to 46m east of the westerly limit	Anytime
Severn Drive	East	40m north of Maude Lane to 13m north thereof	Anytime
Short Street	East	27m south of Ontario to 23m south thereof	Anytime
Sidney Crescent	West	65m south of Moss Place to 28m south thereof	Anytime
Silurian Drive	West	Chesterton Lane to Grange Road	Anytime
Silurian Drive	East/North	Grange Road to Starwood Drive	Anytime
Silvercreek Parkway	Both	621m north of Eden Street to northern city limit	Anytime
Silvercreek Parkway	Both	Waterloo Avenue to 621m North of Eden Street	Anytime except Sundays 8am-2pm
Simmonds Drive	South	66m west of Ingram Drive to 33m west thereof	Anytime
Simmonds Drive	North	58m west of Ingram Drive to 35m west thereof	Anytime
Simpson Way	Both	Gordon to the southerly limit	Anytime
Southampton Street	East	Sydenham to Paisley	Anytime
Southcreek Trail	Both	Edinburgh Road South to 23m west thereof (north leg)	Anytime
Southcreek Trail	Both	Edinburgh Road South to 24m west thereof (south leg)	Anytime
Southcreek Trail	North	230m west of Edinburgh Road South (south intersection) to 45m west thereof	Anytime
Southcreek Trail	South	178m west of Edinburgh Road South (north intersection) to 50m west thereof	Anytime
Southgate Drive	Both	Laird Road to Laird Road	Anytime
Speedvale Avenue	Both	Silvercreek to 650m east of Eramosa	Anytime
Speedvale Avenue	Both	Westerly City limits to Hanlon	Anytime
Spring Street	South	Delhi to King	Anytime
Spring Street	North	King Street to 18m east thereof	Anytime
St Arnaud Street	West	Chadwick to Waterloo	Anytime
St. Catharine Street	West	Eramosa to Lemon	Anytime
St. Catharine Street	East	Lemon Street to 21m north thereof	Anytime



**Schedule A**  
**to By-law Number (2020) – 20511**  
**being new Schedule XV**  
**to By-law Number (2002) – 17017**  
**NO PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
Stanley Street	North	Exhibition to Kathleen	Anytime
Stanley Street	South	Kathleen Street to 17.5m east thereof	Anytime
Starwood Drive	North	90 metres north of Summit Ridge Drive (east intersection) to 30 metres west thereof	Anytime
Starwood Drive	North	120 metres north of Summit Ridge Drive (west intersection) to 30 metres east thereof	Anytime
Stephanie Drive	East	39m north of Freshmeadow Way to 48m south thereof	Anytime
Stephanie Drive	North	116m west of Imperial Road South to 53m west of Rochelle Drive	Anytime
Stephanie Drive	South	38m west of Rochelle Drive to 65m east thereof	Anytime
Stephanie Drive	West	17m north of Freshmeadow Way to 41m south thereof	Anytime
Stephanie Drive	West	20m north of Freshmeadow Way to 37m south thereof	Anytime
Stephen Drive	North	134m west of Marksam Road to Grandridge Crescent	Anytime
Stephen Drive	South	47m west of Marksam Road to 80m west thereof	Anytime
Stevenson Street	Both	Eramosa Road to Elizabeth Street	Anytime
Stevenson Street North	Both	Emma Street to Eramosa Road	Anytime
Stevenson Street North	East	Emma Street to 53m south of Balsam Drive	Anytime
Stevenson Street North	East	24m north of Cathcart Street to Speedvale Avenue East	8 am - 6 pm
Stevenson Street North	East	50m south of Speedvale Avenue East to Emma Street	8 am - 6 pm
Stevenson Street North	East	Speedvale Avenue East to 50m south thereof	Anytime
Stevenson Street North	West	Speedvale Avenue East to Emma Street	Anytime Mon. - Sat
Stevenson Street North	Both	Waverly Drive to Speedvale Avenue East	8 am – 6pm
Stevenson Street South	East	Empire Street to York Road	8 am - 6 pm
Stevenson Street South	West	Elizabeth Street to Alice Street	8 am - 6 pm
Stone Road	Both	College Avenue West to east City limits	Anytime
Stuart Street	Both	Eramosa Road to 30m south thereof	Anytime
Stuart Street	West	Eramosa Road to Palmer Street	Anytime Nov 1-Mar 31
Stuart Street	West	Palmer Street to Grange Street	Anytime
Suffolk Street West	North	28m west of Park Street to Yorkshire Street North	Anytime

**Schedule A**  
**to By-law Number (2020) – 20511**  
**being new Schedule XV**  
**to By-law Number (2002) – 17017**  
**NO PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
Suffolk Street West	North	Arnold Street to Edinburgh Road North	Anytime
Suffolk Street West	North	Park Street to 28m west thereof	Sun.
Suffolk Street West	North	Woolwich Street to Park Street	Anytime
Suffolk Street West	South	Edinburgh Road North to Yorkshire Street North	Anytime
Suffolk Street West	South	Yorkshire Street North to Dublin Street North	Mon.-Sat.
Suffolk Street West	South	Norfolk Street to 76m west thereof	Anytime
Suffolk Street West	South	Dublin Street North to 58m east thereof	Anytime
Sullivan Crescent	East	74m north of Stephanie Drive (north intersection) to 13m east thereof	Anytime
Sullivan Crescent	West	72m north of Stephanie Drive (south intersection) to 15m west thereof	Anytime
Sultan Street	North	Edinburgh Road North to C.N.R. tracks	Anytime
Summerfield Drive	East	Arnell Road to 27m south thereof	Anytime
Summerfield Drive	West	Amsterdam Crescent to Amsterdam Crescent	Anytime
Summerfield Drive	Both	Jenson Boulevard to Miller Street/Cummings Court	Anytime
Summit Crescent	South	Westmount Road to Division Street	Anytime
Summit Ridge Drive	East	55m north of Eastview Road to 40m north thereof	Anytime
Sunnylea Crescent	South	49m east of Pleasant Road to 47m east and south thereof	Anytime
Surrey Street	North	Gordon Street to Bristol Street	Anytime
Surrey Street	North	Neeve Street to Wyndham Street South	Anytime
Surrey Street	South	70m west of Gordon Street to 30m west thereof	8 am-6 pm, Mon.-Fri.
Surrey Street	South	Gordon Street to 20m west thereof	Anytime
Surrey Street	South	Gordon Street to Wyndham Street South	Anytime
Surrey Street	South	Grant Street to 30m east thereof	Anytime
Surrey Street	South	Neeve Street to Wellington Street	Anytime
Surrey Street	North	46m east of Neeve Street to Wellington Street East	Anytime
Surrey Street	South	Wyndham Street South to 66m east thereof	Anytime
Surrey Street East	South	Neeve Street to 21m west thereof	Anytime
Surrey Street East	North	Gordon Street to 110m east thereof	Anytime (Authorized Vehicles Exempt)
Sweeney Drive	South	145m east of Cox Court to a point 26m east thereof	Anytime
Sweeney Drive	North	129m east of Cox Court to a point 40m east thereof	Anytime
Swift Crescent	North	Clythe Creek Drive to 74m east thereof	Anytime
Swift Crescent	West	59m east of Clythe Creek Drive to Fuller Drive	Anytime

**Schedule A**  
**to By-law Number (2020) – 20511**  
**being new Schedule XV**  
**to By-law Number (2002) – 17017**  
**NO PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
Swift Crescent	South	63m west of Clythe Creed Drive to 30m south thereof	Anytime
Sydenham Street	North	Edinburgh Road North to Clinton Street	Anytime
Taggart Street	Both	Watson Road to Watson Parkway	Anytime
Terrance Lane	West	Gordon Street to southerly limit	Anytime
Terrance Lane	East	21m north of Gordon Street to southerly limit	Anytime
Terraview Crescent	East, South & West	Inner portion of the Crescent from Edinburgh Road South to 30m south thereof	Anytime
Thompson Drive	North	Starwood Drive to 30m west thereof	Anytime
Thornhill Drive	South	87m east of Greenwich Drive to 23m east thereof	Anytime
Thorp Street	North	Woolwich Street to easterly limit	Anytime
Tiffany Street	North	Exhibition Street to 43m east thereof	Anytime
Tiffany Street	North	Woolwich Street to Central Street	Anytime
Tiffany Street	North	41m east of Dufferin Street to 22m east thereof	Anytime
Tiffany Street	South	Dufferin Street to easterly limit	Anytime
Tiffany Street	South	Dufferin Street to Exhibition Street	Anytime
Tipperary Place	Both	Lyon Avenue to Kathleen Street	Anytime
Toronto Street	North	Neeve Street to York Road	Anytime
Torrance Crescent	Both	Westmount Road to 30m east thereof	Anytime
Torrance Crescent	North	30m east of Westmount Road to 58m east thereof	8:00am-4:30 Mon-Fri
Torrance Crescent	South	30m east of Westmount Road to 118m east thereof	8:00am-4:30 Mon-Fri
Torrance Crescent	South	Hardy Street to 55m east thereof	Anytime
Troy Crescent	West	152m east of Watt Street (north intersection) to 16m southerly	Anytime
Troy Crescent	West	164m east of Watt Street (south intersection) to 33m north thereof	Anytime
University Avenue East	North	129m east of Braid Place to easterly limits	Anytime
University Avenue East	North	Braid Place to 129m east thereof	8 am-6 pm, Mon.-Fri.
University Avenue East	North	Braid Place to Gordon Street	Anytime
University Avenue East	South	Braid Place to easterly limit	Anytime
University Avenue West	South	Crawford Street to Gordon Street	Anytime
Valleyhaven Lane	East	55m south of Cedarvale Avenue to 33m south thereof	Anytime
Vancouver Drive	East	28m south of Ottawa Crescent to 41m south thereof	Anytime
Vancouver Drive	South	Victoria Road North to 131m west thereof	Anytime

**Schedule A**  
**to By-law Number (2020) – 20511**  
**being new Schedule XV**  
**to By-law Number (2002) – 17017**  
**NO PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
Vancouver Drive	West	26m south of Ottawa Crescent to 40m south thereof	Anytime
Vanier Drive	East	College to 163m north thereof	Anytime
Vanier Drive	West	College to 40m south of Skye	Anytime
Vaughan Street	North	Gordon Street to 27m west thereof	Anytime
Vaughan Street	North	105m west of Gordon Street to 22m west thereof	Anytime
Vaughan Street	North	166m west of Gordon Street to 102m west thereof	Anytime
Vaughan Street	South/ East	57m west of Revell Drive to Zess Court	Anytime
Vaughan Street	South	57m west of Revell Drive to Gordon Street	Anytime
Verney Street	Both	Woolwich to Exhibition	Anytime
Victoria Road	East	Del Mar to north City limits	Anytime
Victoria Road	East	Grange to Del Mar	Anytime Mon. – Sat
Victoria Road	East	York Road to Grange Road	Anytime
Victoria Road	West	296m north of Delta to 164m north thereof	Anytime Mon. - Sat
Victoria Road	West	34m north of Delta to 231m north thereof	Anytime
Victoria Road	West	Drummond to north City limit	Anytime
Victoria Road	West	Vancouver to Drummond	Anytime Mon. - Sat
Victoria Road	West	York Road to Vancouver Drive	Anytime
Walter Street	East	27m south of Elizabeth to 6m south thereof	Anytime Nov 1-Mar 31
Water Street	North	34m west of Cedar to 30m west thereof	Anytime
Water Street	North	94m east of Maple to 148m west thereof	Anytime
Water Street	North	Gordon to 76m west thereof	Anytime
Water Street	South	36m east of Maple to 90m west thereof	Anytime
Water Street	South	Cedar to 71m west	Anytime
Water Street	South	Denver to 21m west thereof	8:30am-4:30 pm Mon. – Fri.
Water Street	South	Gordon to Mary	Anytime
Water Street	North	398m west of Edinburgh Road South to 50m west thereof	Anytime
Waterloo Avenue	North	90m east of Fergus to 33m west of Yorkshire	Anytime
Waterloo Avenue	North	Edinburgh to Wellington	Anytime
Waterloo Avenue	North	Gordon to Edinburgh	Anytime
Waterloo Avenue	South	15.2m east of Yorkshire to 39m west of Dublin	8am-6pm
Waterloo Avenue	South	15m east of Woodycrest to 15m west of Alma	8am-6pm
Waterloo Avenue	South	15m east of Woodycrest to 50m west of Edinburgh	8am-6pm
Waterloo Avenue	South	15m west of Alma to 52m east thereof	Anytime

**Schedule A**  
**to By-law Number (2020) – 20511**  
**being new Schedule XV**  
**to By-law Number (2002) – 17017**  
**NO PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
Waterloo Avenue	South	27m east of Dublin to Gordon	Anytime
Waterloo Avenue	South	33m west of St. Arnaud to 50m west of Edinburgh	8am-6pm
Waterloo Avenue	South	50m east of Edinburgh to 38.4m west of Yorkshire	8am-6pm
Waterloo Avenue	South	50m west of Edinburgh to 100m east thereof	Anytime
Waterloo Avenue	South	Wellington to 15m east of Woodycrest	Anytime
Waterworks Place	East	York to southerly limits	Anytime
Watson Parkway North	East	Watson Road North to Shackleton Drive	Anytime
Watson Parkway North	West	91m south of Fuller Drive to Watson	Anytime
Watson Parkway North	West	Grange Road to 91m south of Fuller Drive	8am-6pm, Mon-Fri
Watson Parkway North	Both	Watson Road North to York Road	Anytime
Waverley Drive	North	Balmoral to 13m south thereof	Anytime
Waverley Drive	South	46m west of Vermont to Windsor	Anytime
Waxwing Crescent	North	74m west of Pheasant Run Drive to 39m west thereof	Anytime
Waxwing Crescent	South	65m west of Pheasant Run Drive to 34m west thereof	Anytime
Wellington Street	Both	Macdonell to the west City limits	Anytime
Wells Street	Both	York to northerly limit	Anytime
West Acres Drive	North	34m west of Gateway to 41m east of Gateway	8:30am-4:30pm Mon – Fri
West Acres Drive	North	43m west of Gateway to 80m east thereof	Anytime
West Acres Drive	South	17m east of Northwood to 74m east thereof	Anytime
West Acres Drive	South	Gateway to 43m west thereof	Anytime
Westmount Road	Both	99m south of Division to Highview	Anytime
Westmount Road	East	17m south of Division To 25m south thereof	Anytime
Westmount Road	East	40m north of Torrance to London Road	8am-6pm Mon – Sat.
Westmount Road	East	54m south of Division to 45m south thereof	Anytime
Westmount Road	East	66m north of Torrance to London Road	8am-6pm Mon – Sat
Westmount Road	East	66m north of Torrance to Summit	Anytime
Westmount Road	East	67m north of Summitt to 55m north thereof	8am-6pm Mon – Fri
Westmount Road	East	Highview to 6m south of Division	Anytime
Westmount Road	West	27m north of Torrance to 196m north thereof	Anytime
Westmount Road	West	305m south of Division to 377m north Division	Anytime

**Schedule A**  
**to By-law Number (2020) – 20511**  
**being new Schedule XV**  
**to By-law Number (2002) – 17017**  
**NO PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
Westwood Road	Both	22m south of Wimbledon to 44m north thereof	Anytime
Westwood Road	North	Silvercreek to 33m south of Willow Road	Anytime
Westwood Road	South	Silvercreek to Rhonda	Anytime
Westwood Road	South	Willow to 33m south thereof	Anytime
Westwood Road	West	311m south of Willow to 154m south thereof	Anytime
Westwood Road	South	Bond Court to Imperial Road North	Anytime
Westwood Road	North	Bond Court to 52m east thereof	Anytime
Wheeler Avenue	West	Elizabeth to Ferguson	Anytime
Whetstone Crescent	North	East of Summerfield Drive (north leg) to 26m east thereof	Anytime
Whispering Ridge Drive	Both	Cole to Scottsdale	Anytime
Whitelaw Road	East	49m north of Shoemaker Crescent to Paisley Road	Anytime
Whitelaw Road	East	Fife Road to West Acres Drive	Anytime
Whitelaw Road	West	Paisley Road to south City limit	Anytime
Wilkie Crescent	East	Goodwin Drive (east leg) to 180m south thereof	Anytime
Wilkie Crescent	North	80m west of Pearson Street to 80m east of Pearson Street	Anytime
Wilkie Crescent	West	Goodwin Drive (west leg) to 180m south thereof	Anytime
Willow Road	Both	62m west of Westwood to 40m east of Westwood	Anytime
Willow Road	Both	Edinburgh Road to Silvercreek Parkway North	Anytime
Willow Road	North	39m west of Thistle Road to 85m west thereof	Anytime
Willow Road	North	Imperial Road North to 166m west of Elmira Road North	Anytime
Willow Road	South	203m east of Elmira Road North to 187m east thereof	Anytime
Willow Road	South	27m west of Imperial Road North to 60m west thereof	Anytime
Willow Road	North	15m west of Elmira Road North to 87m west thereof	Anytime
Willow Road	North	57m west of Westwood Road to 205m west thereof	Anytime
Wilson Street	East	Gordon Street to Carden Street	Anytime
Wilson Street	West	Gordon Street to Northumberland Street	Anytime
Windsor Street	East	Waverley to 20m north thereof	Anytime
Wood Street	East	Ontario to Manitoba	Anytime
Wood Street	West	Manitoba to 17m south thereof	Anytime
Woodborough Road	North	68m east of Ironwood Road [south] to 21m west thereof	Anytime

**Schedule A**  
**to By-law Number (2020) – 20511**  
**being new Schedule XV**  
**to By-law Number (2002) – 17017**  
**NO PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
Woodborough Road	North	225m west of Ironwood Road [south] to 35m east thereof	Anytime
Woodborough Road	South	313m west of Ironwood Road [south] to 23m east thereof	Anytime
Woodland Glen Drive	North	145m south of Wagoners Trail to 115m south thereof	Anytime
Woodland Glen Drive	West	69m east of Old Colony to 45m southeast thereof	Anytime
Woodlawn Road	Both	Victoria Road to west City limits	Anytime
Woodlawn Road	North	Ferndale to 19m east thereof	Anytime
Woodlawn Road	South	19m east of Ferndale to 37m west thereof	Anytime
Woodlawn Road	South	Victoria Road to 35m East thereof	Anytime
Woodlawn Road East	South	35m west of Atto Drive to 7m west thereof	Anytime
Woodridge Drive	Both	West Acres Drive to 91m north thereof	Anytime
Woodycrest Drive	Both	Waterloo Avenue to McCall	Anytime
Woolwich Street	East	Cardigan Street to 18m north thereof	Anytime
Woolwich Street	East	101m south of Norwich to 25m south thereof	Anytime
Woolwich Street	East	147m north of Macdonell to 152m north thereof	Anytime
Woolwich Street	East	30m north of London Road To McTague Street	12pm-1pm 4:30pm-6pm
Woolwich Street	East	39.9m south of Eramosa to 56m south thereof	Anytime
Woolwich Street	East	Eramosa to 28.9m south thereof	Anytime
Woolwich Street	East	Macdonell to 119m north thereof	Anytime
Woolwich Street	East	14m south of Suffolk to 14m north thereof	Anytime
Woolwich Street	East	Norwich to London	Anytime
Woolwich Street	East	Woodlawn to 91m north Of the centre line of London Road	Anytime
Woolwich Street	West	110m north of Verney to 97m north thereof	Anytime
Woolwich Street	West	Macdonell To 175m north thereof	Anytime
Woolwich Street	West	32.5m north of Douglas to 14.5m south of Douglas	Anytime Mon. – Sat.
Woolwich Street	West	Clarke to 18m north thereof	Anytime
Woolwich Street	West	Clarke to 22m south thereof	Anytime
Woolwich Street	West	Division to 18m north thereof	Anytime
Woolwich Street	West	Division to 18m south thereof	Anytime
Woolwich Street	West	Extra to 18m north thereof	Anytime
Woolwich Street	West	Extra to 18m south thereof	Anytime
Woolwich Street	West	Macdonell to 168m north thereof	Anytime
Woolwich Street	West	Macdonell to Thorp	Anytime
Woolwich Street	West	McTague to 18m north	Anytime

**Schedule A**  
**to By-law Number (2020) – 20511**  
**being new Schedule XV**  
**to By-law Number (2002) – 17017**  
**NO PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
Woolwich Street	West	Mont to 18m north thereof	Anytime
Woolwich Street	West	Mont to 18m south thereof	Anytime
Woolwich Street	West	Powell to 54m north thereof	Anytime
Woolwich Street	West	Powell to 69m south thereof	Anytime
Woolwich Street	West	Speedvale to Woodlawn	Anytime
Woolwich Street	West	Tiffany to 18m north thereof	Anytime
Woolwich Street	West	Tiffany to 18m south thereof	Anytime
Woolwich Street	West	Verney to 18m south thereof	Anytime
Woolwich Street	West	Verney to 48m north thereof	Anytime
Woolwich Street	West	Wyndham to Suffolk	Anytime
Wyndham Street	East	4m south of Cork to 13m south thereof	Anytime
Wyndham Street	East	Carden to Howitt	Anytime
Yarmouth Street	East	Norfolk to 21 m north thereof	Anytime
Yarmouth Street	West	Norfolk to Woolwich	Anytime
Yewholme Street	Both	Oak to Renfrew	Anytime
York Road	North	60m East of Ontario to east City limits	Anytime
York Road	North	Neeve to Ontario	Anytime
York Road	North	Neeve to Wyndham(on driveway and boulevards between the curb and 2m behind the sidewalk)	Anytime
York Road	South	60m east of Ontario to Boulton	Anytime
York Road	South	Armstrong to Brockville	Anytime
York Road	South	Cityview to east city limit	Anytime
York Road	South	Wyndham to 35m east thereof	Anytime
York Road	South	115m east of Wyndham Street to 14m east thereof	Anytime
York Road	South	243m east of Wyndham Street to Hooper Street	Anytime
York Road	South	Toronto Street to Ontario Street	Anytime
York Road	South	Victoria Road South to Beaumont Crescent	Anytime
Yorkshire Street	East	Paisley Street to Liverpool Street	Anytime
Yorkshire Street	East	Suffolk Street West to 38m south thereof	Anytime
Yorkshire Street	East	Waterloo Avenue to Paisley Street	Anytime Except Sundays
Yorkshire Street	West	Paisley Street to London Road West	Anytime
Yorkshire Street	West	33m south of Foster Street to 31m south thereof	Anytime
Youngman Drive	East	1m south of Smart street to 28m north thereof	Anytime
Youngman Drive	East	33m north of Smart to 83m north thereof	8am-6pm, Mon-Fri Sep 1-Jun 30
Youngman Drive	West	Smart Street to 28m north thereof	Anytime
Zaduk Place	West	156m east of Sweeney Drive to 56m east thereof	Anytime



Schedule A  
to By-law Number (2020) – 20511  
being new Schedule XV  
to By-law Number (2002) – 17017  
NO PARKING

Column I <u>STREET</u>	Column II <u>SIDE</u>	Column III <u>LOCATION</u>	Column IV <u>TIME</u>
Zaduk Pl	East	50m north of McCann St to 40m south of McCann St	Anytime
Zaduk Pl	West	50m north of McCann St to 40m south of McCann St	Anytime
Zaduk Pl	East	MacAlister Boulevard to 50m north thereof	Anytime
Zaduk Pl	West	MacAlister Boulevard to 82m north thereof	Anytime

Schedule B  
to By-law Number (2020) – 20511  
being new Schedule XVII  
to By-law Number (2002) – 17017  
RESTRICTED PARKING

Column I <u>STREET</u>	Column II <u>SIDE</u>	Column III <u>LOCATION</u>	Column IV <u>TIME</u>
Albert Street	North	Gordon Street to Martin Avenue	Anytime 2 hours
Arnold Street	West	Paisley Street to Aberdeen Street	Anytime 1 hour
Arthur Street North	East	Norwich Street East to Pearl Street	2 hours 8am-6pm, Mon-Fri
Arthur Street North	East	Spring Street to 59m north thereof	2 hours 8am-6pm, Mon-Fri
Arthur Street North	West	67m south of Heffernan Street to Rose Street	2 hours 8am-6pm Mon-Sat,
Arthur Street North	West	Eramosa Road to King Street	2 hours 8am-6pm, Mon-Sat
Arthur Street North	West	Eramosa Road to Norwich Street East	2 hours 8am-6pm, Mon-Sat
Arthur Street South	East	120m north of Alice Street to 75m south of Elizabeth Street	2 hours 8am-6pm
Aspen Valley Crescent	Both	Cole Road to Cole Road	2 hours 8am-6pm Mon-Fri
Baker Street (Highway located within downtown area)	East	66m north of Quebec Street to 11m south of Woolwich Street	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Baker Street (Highway located within downtown area)	West	36m north of Quebec Street to 15m south of Woolwich Street	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Beaumont Crescent	North	Elizabeth Street to Clearview Street	Anytime 2 hours
Borden Street	Both	University Avenue to Dean Avenue	Anytime 2 hours
Borden Street	East	College Ave to Moore Avenue	Anytime 1 hour
Borden Street	East	Moore Avenue to University Avenue	Anytime 2 hours
Caledonia Street	Both	Dean Ave to Mary Street	Anytime 2 hours

Schedule B  
to By-law Number (2020) – 20511  
being new Schedule XVII  
to By-law Number (2002) – 17017  
RESTRICTED PARKING

Column I <u>STREET</u>	Column II <u>SIDE</u>	Column III <u>LOCATION</u>	Column IV <u>TIME</u>
Carden Street (Highway located within downtown area)	North	Wilson to Macdonell	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Cardigan Street	East	15m north of Norwich Street East to 191m north thereof	2 hours 8am-6pm, Mon-Fri
Cardigan Street	Botht	Woolwich Street to Norwich Street	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Chapel Lane (Highway located within downtown area)	South	Baker Street to 52m east thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area

Schedule B  
to By-law Number (2020) – 20511  
being new Schedule XVII  
to By-law Number (2002) – 17017  
RESTRICTED PARKING

Column I <u>STREET</u>	Column II <u>SIDE</u>	Column III <u>LOCATION</u>	Column IV <u>TIME</u>
Chapel Lane (Highway located within downtown area)	West	21m north of the south limit of Chapel Lane to 41m north thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Cole Road	South/ East	Scottsdale Drive to 52m south of Aspen Valley Crescent / Christopher Court	2 hours 8am-6pm, Mon-Sat
Commercial Street (Highway located within downtown area)	North	Norfolk Street to the westerly limit	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Commercial Street (Highway located within downtown area)	South	62m west of Norfolk Street to westerly limit	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area

Schedule B  
to By-law Number (2020) – 20511  
being new Schedule XVII  
to By-law Number (2002) – 17017  
RESTRICTED PARKING

Column I <u>STREET</u>	Column II <u>SIDE</u>	Column III <u>LOCATION</u>	Column IV <u>TIME</u>
Commercial Street (Highway located within downtown area)	South	Norfolk Street to 51m west thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Commercial Street	South	62m west of Norfolk Street to 11m east thereof	30 minutes once per day 8am-6pm, Mon-Sat
Cork Street (Highway located within downtown area)	North	13m west of Wyndham Street to 59m west thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Cork Street (Highway located within downtown area)	North	Norfolk Street to 129m east thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area

**Schedule B**  
**to By-law Number (2020) – 20511**  
**being new Schedule XVII**  
**to By-law Number (2002) – 17017**  
**RESTRICTED PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
Cork Street (Highway located within downtown area)	South	6m east of Norfolk Street to 12m west thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Cork Street (Highway located within downtown area)	South	24.5m east of Norfolk Street to 16m west of Wyndham Street	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Crawford Street	East	University Avenue West to Dean Avenue	Anytime 2 hours
Crimea Street	South	91m west of C.N.R. crossing to 41m west thereof	Anytime 2 hours
Crimea Street	South	132m west of C.N.R. crossing to 25m west thereof	Anytime with signed disabled parking
Cross Street	North	Arthur Street to Neeve Street	2 hours, 8am to 6pm
Dean Avenue	North	Caledonia Street to 36m west of Gordon Street	Anytime 2 hours
Dean Avenue	North	Edinburgh Road South to 30m west of Talbot Street	Anytime 2 hours
Dean Avenue	South	Caledonia Street to 58m west of Gordon Street	Anytime 2 hours
Delhi Street	West	161m south of Speedvale Avenue to 25m south thereof	2 hours 8am-6pm, Mon-Fri.
Delhi Street	West	35m south of Paul Avenue to 21m south thereof	2 hours 8am-6pm, Mon-Fri.
Delhi Street	West	15m south of Derry Street to 71m south thereof	2 hours 8am-6pm, Mon-Sat.
Delhi Street	East	54m north of Emma Street to 16m north thereof	2 hours 8am-6pm, Mon-Sat.
Domo Drive	Both	Grange Road to 134m east thereof	2 hours 8am-6pm, Mon-Fri.

Schedule B  
to By-law Number (2020) – 20511  
being new Schedule XVII  
to By-law Number (2002) – 17017  
RESTRICTED PARKING

Column I <u>STREET</u>	Column II <u>SIDE</u>	Column III <u>LOCATION</u>	Column IV <u>TIME</u>
Douglas Street (Highway located within downtown area)	East	19m north of Wyndham Street to 43m north thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Douglas Street (Highway located within downtown area)	East	80m north of Wyndham Street to 12m north thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Douglas Street (Highway located within downtown area)	East	Woolwich Street to 50.5m south thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Dublin Street South	East	Waterloo Avenue to Kent Street	2 hours 8am-6pm, Mon-Fri
Dublin Street North	West	Kent Street to Durham Street	8am-6pm, Mon-Fri
Dublin Street North	East	23m north of Paisley Street to Suffolk Street West	2 hours 8am-6pm, Mon-Fri
Duke Street	West	27m north of Alice Street to 78m north thereof	2 hours 8am-6pm, Mon-Fri

**Schedule B**  
**to By-law Number (2020) – 20511**  
**being new Schedule XVII**  
**to By-law Number (2002) – 17017**  
**RESTRICTED PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
Duke Street	West	14m south of Elizabeth Street to C.P.R.	2 hours 8am-6pm, Mon-Fri
Duke Street	West	112m north of Alice to the C.P.R.	2 hours 8am-6pm, Mon-Fri
Duke Street	East	Elizabeth Street to 76m south thereof	2 hours, 8am-6pm, Mon-Fri
Durham Street	North	15m east of Glasgow Street North to 151m east thereof	2 hours 8am-6pm
Edgehill Drive	Both	15m north of Highview to 105m north thereof	2 hours 8am-6pm Mon-Fri
Elizabeth Street.	North	109m west of Suburban Avenue to 87m west thereof	Anytime 1 hour
Emma Street	North	23m east of Delhi Street to Metcalfe Street	2 hours 8am-6pm, Mon-Sat
Emma Street	South	102 m west of Delhi Street to westerly limit	2 hours 8am-6pm, Mon-Sat
Essex Street	North	31.9m west of Waterloo Avenue to 112.6m west thereof	2 hours 8am-6pm, Mon-Fri
Floral Drive	Both	Edinburgh to Rodney	Anytime 2 hours
Fountain Street	North	Neeve Street to 93m east of Wyndham Street	2 hours 8am-6pm, Mon-Fri
Fountain Street	South	Neeve to Grant	2 hours 8am-6pm, Mon-Sat
Freshfield Street	East	11m north of Farquhar to northerly limit	2 hours 8am-6pm, Mon-Sat
Freshfield Street	East	12m north of Fountain to 26m north thereof	2 hours 8am-6pm, Mon-Sat
Graham Avenue	Both	University to Dean	Anytime
Green Street	North	Norfolk Street to Dublin Street North	2 hours 8am-6pm, Mon-Fri
Grierson Drive	Both	Harvard Road to northerly limit	2 hours 8am-6pm, Mon-Fri
Guelph Street	East	31m south of Suffolk to Paisley	2 hours 8am-6pm, Mon-Fri
Guelph Street	East	Drew to Willow	Anytime 2 hours Nov-March
Hales Crescent	North	Moore Avenue to the northerly intersection of Borden Street	2 hours 8am-6pm
Hales Crescent	East	Northerly intersection of Borden Street to the southerly intersection of Borden Street	2 hours 8am-6pm
Harcourt Drive	Both	Mary to Mary	Anytime 2 hours
Harrison Avenue	West	Robinson to Foster	Anytime 2 hours
Harrow Ct	Both	Harvard to westerly limit	2 hours 8am-6pm, Mon-Fri
Harvard Road	North	380m west of Gordon Street to 19m north of Youngman Drive	2 hours, 8am-6pm, Mon-Fri
Heather Avenue	Both	Floral to Rodney	Anytime 2 hours



Schedule B  
to By-law Number (2020) – 20511  
being new Schedule XVII  
to By-law Number (2002) – 17017  
RESTRICTED PARKING

Column I <u>STREET</u>	Column II <u>SIDE</u>	Column III <u>LOCATION</u>	Column IV <u>TIME</u>
Highview Place	Both	15m east of Edgehill to 15m west of Kathleen	Anytime
Highview Place	Both	15m east of Westmount to 15m west of Edgehill	Anytime
Hooper Street	East	York to 188m south thereof	2 hours 8am-6pm, Mon-Sat
Howitt Street	South	Margaret to 40m west thereof	Anytime 2 hours
Huron Street	East	Ferguson to Alice	2 hours 8am-6pm, Mon-Sat
Huron Street	West	58m north of Alice to 40m north thereof	2 hours 8am-6pm, Mon-Sat
Huron Street	West	58m north of Alice to 60m north thereof	2 hours 8am-6pm, Mon-Sat
Industrial Street	East	York to Elizabeth	1 hour 8am-6pm
Johnston Street	East	Alice to northerly limit	2 hours 8am-6pm, Mon-Sat
Kimberley Drive	Both	9m west of Westmount to Glebeholme	2 hours 8am-6pm, Mon-Sat
Kortright Road East	Both	47m east of Gordon Street to Huntington Place	2 hours 8am-6pm, Mon-Fri
Latenda Place	West	15 metres south of Hands Drive to 230 metres south thereof	2 hours 9am-6pm, Mon-Fri
Liverpool Street	South	Norfolk Street to Dublin Street North	2 hours 8am-6pm, Mon-Fri
Lockyer Road	Both	Edinburgh to westerly limit	Anytime 2 hours
Macdonell Street (Highway located within downtown area)	North	Norfolk Street to 46m east of Wyndham Street	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Macdonell Street (Highway located within downtown area)	North	74m east of Norfolk Street to 18.35m east thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area

Schedule B  
to By-law Number (2020) – 20511  
being new Schedule XVII  
to By-law Number (2002) – 17017  
RESTRICTED PARKING

Column I <u>STREET</u>	Column II <u>SIDE</u>	Column III <u>LOCATION</u>	Column IV <u>TIME</u>
Macdonell Street (Highway located within downtown area)	North	129m east of Norfolk Street to 33m east thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Macdonell Street (Highway located within downtown area)	North	176m east of Norfolk Street to 16m east thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Macdonell Street (Highway located within downtown area)	North	Wyndham Street to 205m east thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Macdonell Street (Highway located within downtown area)	South	20m east of Wilson Street to 158m east of Wyndham Street	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Maple Street	Both	Forest to westerly limit	Anytime 2 hours

Schedule B  
to By-law Number (2020) – 20511  
being new Schedule XVII  
to By-law Number (2002) – 17017  
**RESTRICTED PARKING**

Column I <u>STREET</u>	Column II <u>SIDE</u>	Column III <u>LOCATION</u>	Column IV <u>TIME</u>
Marlborough Road	East	Emma Street to Speedvale Avenue East	2 hours 8am-6pm, Mon-Fri, Apr.1- Oct.31
Marlborough Road	West	Speedvale Avenue East to Emma Street	2 hours 8am-6pm, Mon-Fri
Mary Street	Both	Forest to Caledonia	Anytime 2 hours
Mary Street	North	60 metres south of Caledonia to the southerly intersection at Harcourt	Anytime 2 hours
Mary Street	South	Caledonia to Harcourt	Anytime 2 hours
Mayfield Avenue	Both	Colborn to easterly limit	Anytime 2 hours
McTague Street	North	23m west of Woolwich To Exhibition Street	2 hours 8am-6pm, Mon-Sat
Metcalfe Street	Both	Eramosa Road to Pleasant Road	Anytime 2 hours
Mont Street	South	15m west of Woolwich to 14m west thereof	Anytime 2 hours
Mont Street	South	Exhibition to 61m west of Woolwich	Anytime 2 hours
Morris Street	West	Alice to York	Anytime 2 hours
Mutual Street	Both	University to Dean	Anytime 2 hours
New Street	North	Arthur to Queen	2 hours 8am-6pm, Mon-Sat
Neeve Street	West	12m north of Surrey Street East to 13m north thereof	2 hours, 8am-6pm, Mon-Fri
Norfolk Street	West	Liverpool to Norwich	2 hours 8am-6pm,
Norfolk Street (Highway located within downtown area)	East	14.8m north of Cork Street to Quebec Street	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area

**Schedule B**  
**to By-law Number (2020) – 20511**  
**being new Schedule XVII**  
**to By-law Number (2002) – 17017**  
**RESTRICTED PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
Norfolk Street (Highway located within downtown area)	West	27m south of Commercial Street to 33m south thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Norfolk Street	East	24m south of Suffolk Street to 52m southerly	2 hours, 8am-8pm
Norfolk Street	East	83m south of Suffolk Street to 121m southerly	2 hours, 8am-8pm
North Street	West	34m north of Suffolk Street West to 51m north thereof	2 hours 8am-6pm, Mon-Fri
North Street	West	91m north of Suffolk Street West to 153m north thereof	2 hours 8am-6pm, Mon-Fri
North Street	East	34m north of Suffolk Street West to 63m north thereof	2 hours 8am-6pm, Mon-Fri
North Street	East	96m north of Suffolk Street West to 138m north thereof	2 hours 8am-6pm, Mon-Fri
North Street	East	16m south of London Road West to 41m south thereof	2 hours 8am-6pm, Mon-Fri
Northumberland Street	South	9m east of Dublin Street North to 19.5m east thereof	2 hours 8am-6pm
Norwich Street E	North	45m west of Cardigan Street to 87m west thereof	2 hours 8am-6pm, Mon-Fri
Oak Street	Both	Gordon Street to Yewholme Drive	2 hours 8am-6pm
Ontario Street	South	Short to 32m west thereof	Anytime 2 hours
Ontario Street	West	40m south of Wood to York	Anytime 2 hours
Oriole Crescent	Both	Edinburgh to westerly limit	Anytime 2 hours
Oxford Street	North	Norfolk Street to Dublin Street North	2 hours 8am-6pm, Mon-Fri
Paisley Street	North	Dublin to 101m east thereof	Anytime 2 hours

**Schedule B**  
**to By-law Number (2020) – 20511**  
**being new Schedule XVII**  
**to By-law Number (2002) – 17017**  
**RESTRICTED PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
Park Lane (Highway located within downtown area)	South	Baker Street to 30m east thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Paul Avenue	Both	Delhi to Metcalfe	2 hours 8am-6pm, Mon-Sat
Paul Avenue	Both	Marlborough to Delhi	2 hours 8am-6pm, Mon-Sat
Peter Street	Both Sides	Delhi Street to Marlborough Road	2 hours 8am-6pm, Mon-Sat
Philip Avenue	Both sides	Delhi Street to Paul Avenue	2 hours, 8am-6pm, Mon-Fri
Pleasant Road	Both	Emma Street to Metcalfe Street	2 hours 8am-6pm, Mon-Sat
Quebec Street (Highway located within downtown area)	Both	Norfolk Street to Wyndham Street	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Regent Street	Both	Rose south to dead end	2 hours 8am-6pm, Mon-Sat
Rodney Blvd	Both	College to Dean	Anytime 2 hours
Scottsdale Drive	East	187m east of Janefield to 37m east thereof	2 hours 8am-6pm, Mon-Sat
Scottsdale Drive	West	268m south of Wilsonview to 30m north of Janefield	2 hours 8am-6pm, Mon-Sat
Scottsdale Drive	East	46m south of Wilsonview Avenue to 168m south thereof	2 hours 8am-6pm, Mon-Sat
Sloan Avenue	West	Beaumont to White	8am-6pm 2 hours
Spring Street	North	Delhi to King	2 hours 8am-6pm, Mon-Sat

**Schedule B**  
**to By-law Number (2020) – 20511**  
**being new Schedule XVII**  
**to By-law Number (2002) – 17017**  
**RESTRICTED PARKING**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>	<b><u>Column IV</u></b> <b><u>TIME</u></b>
St. Andrew Street	Both	Exhibition to Kathleen	Anytime 2 hours
Suffolk Street (Highway located within downtown area)	South	Woolwich Street to Norfolk Street	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Summit Crescent	North	Westmount to Division	Anytime 2 hours
Sunnylea Crescent	Both	Pleasant Road to 133m east thereof	2 hours 8am-6pm, Mon-Sat
Sunnylea Crescent	Both	Pleasant Road west to Pleasant Road	2 hours 8am-6pm, Mon-Sat
Sunnylea Crescent	North	Pleasant Road to 88m east thereof	2 hours 8am-6pm, Mon-Sat
Sunnylea Crescent	South	Pleasant Road to 49m east thereof	2 hours 8am-6pm, Mon-Sat
Surrey Street	North	Neeve Street to 46m east thereof	2 hours 8am-6pm, Mon-Sat
Surrey Street	South	100m west of Gordon to Dublin	2 hours 8am-6pm, Mon-Sat
Surrey Street	South	20m west of Gordon to 32m west thereof	Anytime 1 hour
Surrey Street East	South	66m east of Wyndham to Neeve	2 hours 8am-6pm, Mon-Fri
Surrey Street East	North	110m east of Gordon Street to Wyndham Street South	2 hours, 8am-6pm, Mon-Fri
Talbot Street	Both	Forest to 15m north Of Dean Avenue	Anytime 2 hours
Talbot Street	Both	University to 15m south Of Dean Avenue	Anytime 2 hours
Toronto Street	South	York Road to 163m west thereof	2 hours 8am-6pm
University Avenue	Both	College to Gordon	Anytime 2 hours
University Avenue	South	Gordon to Braid	Anytime 1 hour
Water Street	North	Mary to 76m west of Gordon	Anytime 2 hours
Waterloo Avenue	South	15 m east of Woodycrest To 50 m west of Edinburgh	Anytime 2 hours 8am-6pm
Waterloo Avenue	South	50 m east of Edinburgh to 38.4 m west of Yorshire	8am-6pm
Westmount Road	West	9m south of Kimberley To 90m south thereof	8am-6pm Mon-Fri
Westmount Road	West	Campion Avenue to 96m north thereof	8am-6pm, Mon - Fri
White Street	Both	Sloan to Cityview	2 hours 8am-6pm

Schedule B  
to By-law Number (2020) – 20511  
being new Schedule XVII  
to By-law Number (2002) – 17017  
RESTRICTED PARKING

Column I <u>STREET</u>	Column II <u>SIDE</u>	Column III <u>LOCATION</u>	Column IV <u>TIME</u>
Wilson Street (Highway located within downtown area)	East	14m south of Macdonell Street to 26m south thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Wilson Street (Highway located within downtown area)	West	23.1m south of Macdonell Street to 37.8m south thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Woodside Drive	Both	Dean to southerly limit	Anytime 2 hours
Woolwich Street	East	126m south of Norwich to 39m south thereof	Anytime 2 hours
Woolwich Street	West	Charles to Edwin	1 hour
Woolwich Street (Highway located within downtown area)	East	119m north of Macdonell Street to 28m north thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area

Schedule B  
to By-law Number (2020) – 20511  
being new Schedule XVII  
to By-law Number (2002) – 17017  
RESTRICTED PARKING

Column I <u>STREET</u>	Column II <u>SIDE</u>	Column III <u>LOCATION</u>	Column IV <u>TIME</u>
Woolwich Street (Highway located within downtown area)	East	90m south of Eramosa to 30m south thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Woolwich Street (Highway located within downtown area)	East	132m south of Eramosa Road to 35m south of Douglas Street	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Woolwich Street (Highway located within downtown area)	East	72m north of Cardigan Street to 18m north thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area



Schedule B  
to By-law Number (2020) – 20511  
being new Schedule XVII  
to By-law Number (2002) – 17017  
RESTRICTED PARKING

Column I <u>STREET</u>	Column II <u>SIDE</u>	Column III <u>LOCATION</u>	Column IV <u>TIME</u>
Woolwich Street (Highway located within downtown area)	West	105m south of Wyndham to 32.5m south thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Woolwich Street (Highway located within downtown area)	West	159m south of Douglas Street to 27m south thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Woolwich Street (Highway located within downtown area)	West	22m south of Wyndham to 56m south thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area

Schedule B  
to By-law Number (2020) – 20511  
being new Schedule XVII  
to By-law Number (2002) – 17017  
RESTRICTED PARKING

Column I <u>STREET</u>	Column II <u>SIDE</u>	Column III <u>LOCATION</u>	Column IV <u>TIME</u>
Woolwich Street	Both	Suffolk Street East to Norwich Street	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Wyndham Street North (Highway located within downtown area)	West	23.5m north of Carden Street to Cork Street	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Wyndham Street North (Highway located within downtown area)	West	Quebec Street to Woolwich Street	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area

Schedule B  
to By-law Number (2020) – 20511  
being new Schedule XVII  
to By-law Number (2002) – 17017  
RESTRICTED PARKING

Column I <u>STREET</u>	Column II <u>SIDE</u>	Column III <u>LOCATION</u>	Column IV <u>TIME</u>
Wyndham Street North (Highway located within downtown area)	East	Carden Street to Macdonell Street	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Wyndham Street North (Highway located within downtown area)	East	Douglas Street to 46m north thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Wyndham Street North (Highway located within downtown area)	East	78m north of Douglas Street to Woolwich Street	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area

Schedule B  
to By-law Number (2020) – 20511  
being new Schedule XVII  
to By-law Number (2002) – 17017  
**RESTRICTED PARKING**

Column I <u>STREET</u>	Column II <u>SIDE</u>	Column III <u>LOCATION</u>	Column IV <u>TIME</u>
Yarmouth Street (Highway located within downtown area)	East	31m north of Quebec Street to 156m north thereof	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Yarmouth Street (Highway located within downtown area)	East	218m north of Quebec Street to 23m south of Woolwich Street	2 hours, 9am-9pm Mon-Sat, once per day (5 hours, once per day, within signed disabled parking spaces) on any Highway or combination of Highways indicated in Column I as being within the downtown area
Yeadon Drive	Both	Woodside to easterly limit	Anytime 2 hours
York Road	South	205m east of Wyndham Street to 38m east thereof	2-hours, 8:00 a.m. to 6:00 p.m., Monday to Friday
York Road	South	35m east of Wyndham Street to 80m east thereof	Permit Only, 8:00 a.m. to 6:00 p.m., Monday to Friday
York Road	South	129m east of Wyndham Street to 76m east thereof	Permit Only, 8:00 a.m. to 6:00 p.m., Monday to Friday
Yorkshire Street	East	Suffolk Street to 37m north thereof	Anytime 2 hours

**Schedule C**  
**to By-law Number (2020) – 20511**

**Schedule XXII**  
**to By-law Number (2002) – 17017**

**PERMISSIVE OVERNIGHT PARKING 2:00 A.M. - 6:00 A.M.**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>
Aberdeen Street	South	Edinburgh Road N. to Arnold Street
Armstrong Avenue	West	York Road to southerly limit
Armstrong Avenue	East	Balsarroch Place to the southerly limit
Audrey Avenue	West	York Road to the southerly limit
Balsarroch Avenue	Both	Armstrong Avenue to Dodds Avenue
Barber Avenue	Both	Westmount Road to 30m north of London Road W.
Barton Street	North	Glenwood Avenue to Kathleen Street
Barton Street	South	Exhibition Street to Glenwood Avenue
Bell Avenue	Both	Brockville Avenue to Dodds Avenue
Beverley Street	North	Morris Street to the easterly limit
Beverley Street	South	Harris Street to the easterly limit
Birmingham Street	Both	Bristol Street to Essex Street
Birmingham Street	West	Essex Street to Waterloo Avenue
Boult Avenue	East	York Road to the southerly limit
Brockville Avenue	West	98m south of York Road to the southerly limit
Cambridge Street	North	Yorkshire Street to Dublin Street N.
Campion Avenue	Both	London Road to Lyon Avenue
Charles Street	North	Dublin Street N. to Woolwich Street
Chester Street	South	Kathleen Street to Exhibition Street
Clarke Street	North	Woolwich Street to Exhibition Street
Clarke Street	South	Woolwich Street to Dufferin Street
Commercial Street	North	Norfolk Street to the westerly limit
Cork Street	North	Yorkshire Street to Dublin Street N.
Crestwood Street	West	Palmer Street to the northerly limit
Crimea Street	North	Edinburgh Road N. to Alma Street N.
Derry Street	North	Arthur Street N. to Delhi Street
Dodds Avenue	Both	York Road to Bell Avenue
Dublin Street	East	10m north of Norwich Street to 28m south of Charles Street (authorized permits only)
Duke Street	Both	Elizabeth Street to Alice Street
Durham Street	North	Yorkshire Street N. to Glasgow Street N.
Durham Street	North	Glasgow Street N. to Dublin Street N. (May 1st - Oct 31st)
Earl Street	South	Woolwich Street to Dufferin Street
Edwin Street	South	Dublin Street N. to Woolwich Street
Elora Street	South	Harrison Street to Yorkshire Street N.
Empire Street	Both	Garibaldi Street to Stevenson Street S.
Emslie Street	North	Yorkshire Street S. to McGee Street
Essex Street	Both	Bristol Street to the easterly limit
Extra Street	South	Woolwich Street to Central Street
Farquhar Street	South	56m east of Wyndham Street S. to the easterly limit
Fergus Street	Both	Galt Street to Preston Street
Fergus Street	West	Galt Street to Waterloo Street

**Schedule C**  
**to By-law Number (2020) – 20511**

**Schedule XXII**  
**to By-law Number (2002) – 17017**

**PERMISSIVE OVERNIGHT PARKING 2:00 A.M. - 6:00 A.M.**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>
Ferguson Street	North	Morris Street to the westerly limit
Ferguson Street	South	Westerly limit to 57m west of Morris Street
Fountain Street	Both	Bristol Street to Gordon Street
Fountain Street	North	Wyndham Street to Neeve Street
Fountain Street	South	Grant Street to Neeve Street
Galt Street	South	Fergus Street to Edinburgh Road N.
Galt Street	North	Meadowview Street to Edinburgh Road N.
Galt Street	North	Fergus Street to the easterly limit
Garth Street	North	Glasgow Street N. to Yorkshire Street N.
George Street	North	Dufferin Street to the easterly limit
George Street	South	Easterly limit to 20m east of the C.P.R.
Glasgow Street	West	Suffolk Street W. to London Road W.
Glasgow Street	East	Oxford Street to 30m south of Suffolk Street W.
Glasgow Street	East	Bristol Street to Northumberland Street
Glasgow Street	East	Durham Street to Paisley Street
Glenhill Place	Both	Eramosa Road to northerly limit May 1-Oct. 31
Glenwood Avenue	Both	Speedvale Avenue W. to the southerly limit
Grant Street	East	Surrey Street to Fountain Street
Green Street	South	Dublin Street N. to the westerly limit
Green Street	North	Norfolk Street to Dublin Street N.
Grove Street	North	Metcalf Street to 259m east thereof
Grove Street	North	Metcalf Street to 137m east of Regent Street
Harris Street	Both	York Road to the northerly limit
Havelock Street	West	Derry Street to Spring Street
Hepburn Street	Both	Metcalf Street to Jackson Street
Hillcrest Drive	East	Grange Street to southerly limit
Hillcrest Drive	Both	Prospect Street to easterly limit
Holiday Street	Both	Raymond Street to Bristol Street
Howitt Street	South	Wyndham Street to Margaret Street
Huron Street	East	Elizabeth Street to 122m north of Ontario Street
Huron Street	West	Alice Street to Ontario Street
Inkerman Street	South	Edinburgh Road S. to Alma Street S.
John Street	South	Dufferin Street to the easterly limit
Johnston Street	Both	York Road to the northerly limit
Kent Street (north of C.N.R.)	North	Dublin Street N. to Northumberland Street
Kent Street (lower)	South	Glasgow Street S. to Dublin Street S. (Apr 1-Nov 30)
King Street	East	Eramosa Road to Spring Street
King Street	West	Arthur Street N. to 30m south of Eramosa Road
Kingsmill Avenue	East	Beverley Street to 64m north of York Road
Kingsmill Avenue	West	Beverley Street to Laneway Reg. Plans #340, 351, 353, 354
Kingsmill Avenue	East	Laneway Reg. Plans #340, 351, 353, 354 to southerly limit

**Schedule C**  
**to By-law Number (2020) – 20511**

**Schedule XXII**  
**to By-law Number (2002) – 17017**

**PERMISSIVE OVERNIGHT PARKING 2:00 A.M. - 6:00 A.M.**

<b><u>Column I</u></b> <b><u>STREET</u></b>	<b><u>Column II</u></b> <b><u>SIDE</u></b>	<b><u>Column III</u></b> <b><u>LOCATION</u></b>
Kirkland Street	West	Suffolk Street W. to London Road W.
Lawrence Avenue	Both	York Road to the southerly limit
Liverpool Street	North	Edinburgh Road N. to Yorkshire Street N.
Liverpool Street	South	Yorkshire Street N. to Norfolk Street
Lyon Avenue	Both	Campion Avenue to the northerly limit
Lyon Avenue	East	London Road W. to Campion Avenue
Mac Avenue	South	Woolwich Street to the easterly limit
McGee Street	East	Bristol Street to Waterloo Avenue
Manitoba Street	North	Arthur Street S. to 30m west of Huron Street
Menzie Avenue	West	York Road to Florence Lane
Menzie	East	Florence Lane to the southerly limit
Morris Street	East	Beverley Street to 90m south of Alice Street
Morris Street	East	63m south of Alice Street to the C.P.R.
Morris Street	West	York Road to Ferguson Street
New Street	North	Queen Street to Arthur Street N.
North Street	Both	Suffolk Street W. to London Street W.
Norwich Street	South	Woolwich Street to Dublin Street N.
Nottingham Street	Both	Bristol Street to Gordon Street
Oakwood Drive	Both	Glenwood Avenue to the easterly limit
Oxford Street	South	Yorkshire Street N. to Glasgow Street N.
Oxford Street	North	Glasgow Street N. to 37m west of Norfolk Street
Palmer Street	North	Stuart Street to Jackson Street
Palmer Street	North	King Street to Arthur Street N.
Palmer Street	South	26m east of King Street to 50m east thereof
Parkholm Avenue	North	Metcalf Street to Jackson Street
Pearl Street	North	Arthur Street to King Street
Petrolia Street	North	Alma Street N. to westerly limit
Powell Street	South	Dufferin Street to 46m east of Woolwich Street
Powell Street	South	Central Street to 46m west of Woolwich Street
Preston Street	North	Edinburgh Road S. to 76m east of Yorkshire Street S.
Preston Street	North	Glasgow Street S. to a point 30m west thereof
Prospect Street	East	Hillcrest Drive to Grange Street
Queen Street	West	Derry Street to 30m north of Palmer Street
Queen Street	West	Grange Street to 15m south of Palmer Street
Raglan Street	Both	Omar Street to Edinburgh Road N.
Raymond Street	North	Easterly limit to Bristol Street
Richardson Street	South	Neeve Street to the westerly limit
Sackville Street	East	Alice Street to 85m north thereof
St. Andrew Street	Both	Kathleen Street to Exhibition Street
Short Street	Both	Toronto Street to Ontario Street
Simcoe Street	Both	Victoria Road S. to the westerly limit
Spring Street	North	King Street to Delhi Street

Schedule C  
to By-law Number (2020) – 20511

Schedule XXII  
to By-law Number (2002) – 17017

PERMISSIVE OVERNIGHT PARKING 2:00 A.M. - 6:00 A.M.

Column I <u>STREET</u>	Column II <u>SIDE</u>	Column III <u>LOCATION</u>
Spring Street	South	Arthur Street N. to northerly limit
Stanley Street	South	Kathleen Street to Exhibition Street
Stuart Street	East	Grange Street to Lemon Street
Stuart Street	West	Lemon Street to Palmer Street, Apr 1 to Oct 31
Sultan Street	South	Edinburgh Road N. to the C.N.R.
Tiffany Street	North	Dufferin Street to the easterly limit
Tiffany Street	North	Woolwich Street to Dufferin Street
Torrance Crescent	Both	Westmount Road to Kathleen Street
Walter Street	Both	Empire Street to Elizabeth Street
Wood Street	West	Manitoba Street to Ontario Street



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

## **By-law Number (2020) - 20513**

A by-law to confirm proceedings of a meeting of Guelph City Council held July 20, 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 twentieth day of July, 2020.**

---

**Cam Guthrie, Mayor**

---

**Stephen O'Brien, City Clerk**