



## **Minutes of Committee of the Whole Meeting**

**November 1, 2021, 2:00 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. MacKinnon  
Councillor D. O'Rourke  
Councillor M. Salisbury

**Staff:**

S. Stewart, Chief Administrative Officer  
C. Clack-Bush, Deputy Chief Administrative Officer, Public Services  
J. Holmes, Deputy Chief Administrative Officer, Infrastructure, Development and Enterprise Services  
T. Lee, Deputy Chief Administrative Officer, Corporate Services  
T. Baker, General Manager, Finance/City Treasurer  
S. Einwechter, General Manager, Information Technology  
D. Godfrey, General Manager, Operations  
J. Regan, General Manager, Economic Development and Tourism  
S. Green, Manager Corporate and Community Safety  
S. Odwyer, Manager, Financial Reporting Accounting  
J. Slater, Manager Information Privacy Elections/Deputy Clerk  
S. Hare, Program Manager, Customer Service and Customer

Experience

A. Harvie, Service Performance Development Analyst

S. O'Brien, General Manager, City Clerk's Office/City Clerk

L. Cline, Council and Committee Coordinator

G. Meades, Council and Committee Coordinator

Also Present:

Matt Betik, Partner, KPMG

Julia Grady, Executive Director, 10C

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## **2. Call to Order - Mayor**

Mayor Guthrie called the meeting to order 2:00 p.m.

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

Councillor O'Rourke declared a conflict of interest as it relates to item 17.1 Guelph Farmers' Market - 10C Negotiation Update as she is a community bond holder.

Councillor Caron declared a conflict of interest as it relates to item 17.1 Guelph Farmers' Market - 10C Negotiation Update as she is a community bond holder.

## **3. Staff Recognitions**

### **3.1 Certificate of Conflict Management and Mediation from the University of Waterloo**

Councillor Goller recognized Irena Zappia, Talent and Organizational Development Specialist for receiving their Certificate of Conflict Management and Mediation from the University of Waterloo.

## **4. Service Area - Audit**

Councillor Allt assumed the role as Chair

## **5. Consent Agenda - Audit**

### **5.1 Internal Audit Work Plan 2022 -2024 - 2021-302**

Moved By Councillor Hofland

Seconded By Councillor Downer

That report titled 'Internal Audit Work Plan 2022- 2024' dated November 1, 2021 be approved.

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 MacKinnon, Councillor O'Rourke, and Councillor Salisbury

Carried (13 to 0)

## **6. Items for Discussion - Audit**

### **6.1 2021 External Audit Plan, 2021-298**

Matt Betik, Partner, KPMG presented the 2021 External Audit Plan.

Moved By Councillor Hofland

Seconded By Mayor Guthrie

1. That KPMG LLP's 2021 External Audit Plan be received for information.

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 MacKinnon, Councillor O'Rourke, and Councillor Salisbury

Carried (13 to 0)

## **8. Service Area - Corporate Services**

Councillor Goller assumed the role of Chair

## **9. Consent Agenda - Corporate Services**

### **9.1 Use of Corporate Resources During an Election Policy Update - 2021-300**

Moved By Councillor Gibson

Seconded By Councillor MacKinnon

1. That the Use of Corporate Resources During an Election Policy, as updated and included as Attachment-1 to this report dated November 1, 2021, be approved.

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 MacKinnon, Councillor O'Rourke, and Councillor Salisbury

## **10. Items for Discussion - Corporate Services**

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

The following delegates spoke:

Lorelei Root

Erin Caton

Andrew Cameron

Colin Perkins

James Beare

Deborah Stienstra

Brooke Sillaby

The following delegate did not speak:

Lori Guest

#### **Motion**

Moved By Mayor Guthrie

Seconded By Councillor Bell

1. That Remote Accessible Vote by Mail (RAVBM) be approved as a one-time pilot project alternative voting method for the 2022 municipal election. And that staff provide a report prior to the 2026 municipal election finalization schedule that has engaged with users of this method and other relevant information gained from implementing this method be brought back to the City of Guelph Accessibility Committee for review and comment before this information is shared with City Council for further consideration. And that \$40,000 be transferred from the unused Mayor and Council 2021 conference and event funding account to help fund this initiative.

Mayor Guthrie raised a point of order. Mayor Guthrie drew attention to the information in the report in regards to financials and further to Councillor Allt's questioning.

Chair Goller allowed Councillor Allt to continue and clarify his questioning.

Chair Goller requested that Mayor Guthrie provide clarity.

Mayor Guthrie responded with information from the staff report which satisfied Councillor Allt's concerns.

### **First Amendment to the Motion**

Moved By Councillor MacKinnon

Seconded By Councillor Gibson

2. That the City also continue with the current approved alternative voting methods of vote by mail (VBM) and a home vote service pilot for the 2022 municipal election.

Mayor Guthrie raised a point of order. Mayor Guthrie raised a concern with the wording of the amendment and the inclusion of the word 'also' in the motion.

Chair Goller ruled that Committee should continue with the amendment and allowed Councillor MacKinnon to provide explanation. Councillor MacKinnon clarified that his amendment is intended to confirm Council's intent on previous voting methods.

Mayor Guthrie advised that it was his understanding that the amendment as presented by Councillor MacKinnon has already been approved by Council and is not required to be voted on.

Chair Goller asked for the Clerk, Stephen O'Brien, to provide clarification to the amendment. The Clerk clarified that the staff recommendations and, in turn, Councillor MacKinnon's motion are intended to have Council confirm their decisions on alternative voting methods.

Chair Goller asked Committee to continue with the amendment to the motion.

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

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

Carried (10 to 3)

### **Second Amendment to the Motion**

Moved By Councillor Gordon

Seconded By Councillor Downer

1. **Subject to all required testing meeting the satisfaction of the City Clerk,** that Remote Accessible Vote by Mail (RAVBM) be

approved as a one-time pilot project alternative voting method for the 2022 municipal election. And that staff provide a report prior to the 2026 municipal election finalization schedule that has engaged with users of this method and other relevant information gained from implementing this method be brought back to the City of Guelph Accessibility Committee for review and comment before this information is shared with City Council for further consideration. And that \$40,000 be transferred from the unused Mayor and Council 2021 conference and event funding account to help fund this initiative.

2. That the City also continue with the current approved alternative voting methods of vote by mail (VBM) and a home vote service pilot for the 2022 municipal election.

Councillor O'Rourke indicated an interest in moving a motion to defer.

Mayor Guthrie raised a point of order. Mayor Guthrie raised concerns with the process of Committee and referenced information contained within the report.

Chair Goller asked Scott Stewart, Chief Administrative Officer, to respond to Mayor Guthrie's point of order.

Councillor Downer raised a point of order. Councillor Downer requested that Committee continue with the motions on the floor and as presented.

Chair Goller requested that Committee continue with the discussion, debate and deliberation on the motions on the floor and as presented.

### **Second Amendment to the Motion**

Moved By Councillor Gordon

Seconded By Councillor Downer

1. **Subject to all required testing meeting the satisfaction of the City Clerk**, that Remote Accessible Vote by Mail (RAVBM) be approved as a one-time pilot project alternative voting method for the 2022 municipal election. And that staff provide a report prior to the 2026 municipal election finalization schedule that has engaged with users of this method and other relevant information gained from implementing this method be brought back to the City of Guelph Accessibility Committee for review and comment before this information is shared with City Council for further consideration. And that \$40,000 be transferred from the unused Mayor and

Council 2021 conference and event funding account to help fund this initiative.

2. That the City also continue with the current approved alternative voting methods of vote by mail (VBM) and a home vote service pilot for the 2022 municipal election.

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

Voting Against: (1): Councillor Hofland

Carried (12 to 1)

### **Motion as Amended**

Moved By Councillor O'Rourke

Seconded By Councillor Allt

That Committee refer the following to the November 22, 2021 meeting of Council:

1. Subject to all required testing meeting the satisfaction of the City Clerk, that Remote Accessible Vote by Mail (RAVBM) be approved as a one-time pilot project alternative voting method for the 2022 municipal election. And that staff provide a report prior to the 2026 municipal election finalization schedule that has engaged with users of this method and other relevant information gained from implementing this method be brought back to the City of Guelph Accessibility Committee for review and comment before this information is shared with City Council for further consideration. And that \$40,000 be transferred from the unused Mayor and Council 2021 conference and event funding account to help fund this initiative.
2. That the City also continue with the current approved alternative voting methods of vote by mail (VBM) and a home vote service pilot for the 2022 municipal election.

Voting in Favour: (9): Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Gibson, Councillor Hofland, Councillor O'Rourke, and Councillor Salisbury

Voting Against: (4): Mayor Guthrie, Councillor Goller, Councillor Gordon, and Councillor MacKinnon

Carried (9 to 4)

Committee recessed at 5:17 p.m.

Committee reconvened at 5:22 p.m.

Councillor Gibson left the meeting at 5:22 p.m.

## **10.2 Improving Guelph's customer and digital services - 2021-316**

Stephen O'Brien, General Manager City Clerk's Office/City Clerk, Sasha Einwechter, General Manager Information Technology, Stacey Hare, Program Manager Customer Service and Customer Experience provide a presentation on Improving Guelph's Customer and Digital Services.

Moved By Councillor Hofland

Seconded By Councillor Caron

1. That the report titled "Improving Guelph's Customer and Digital Services", dated November 1, 2021, be received.

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

Carried (12 to 0)

## **12. Service Area - Public Services**

Councillor MacKinnon assumed the role of Chair

Committee recessed at 6:10 p.m.

Committee reconvened at 6:40 p.m.

## **13. Consent Agenda - Public Services**

The following item was extracted from the consent agenda:

### **13.1 Dixon's Distilled Spirits– By the Glass Manufacturer's Limited Liquor Sales Licence Application.**

## **14. Items for Discussion - Public Services**

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

Moved By Councillor Hofland  
Seconded By Councillor Goller

1. That Council support Dixon's Distilled Spirits' application to the Alcohol and Gaming Commission of Ontario for a By the Glass – Manufacturer's Limited Liquor Sales Licence for their brewery located at 355 Elmira Road, Unit 106, Guelph.
2. That City Council direct staff to bring back the Delegation of Authority Bylaw with proposed amendments authorizing staff to issue letters of support on Council's behalf for future requests of breweries and wineries located within the City of Guelph for "By the Glass" Manufacturer's Limited Liquor Sales Licenses.

It was requested that the items be voted on separately.

Moved By Councillor Hofland  
Seconded By Councillor Goller

1. That Council support Dixon's Distilled Spirits' application to the Alcohol and Gaming Commission of Ontario for a By the Glass – Manufacturer's Limited Liquor Sales Licence for their brewery located at 355 Elmira Road, Unit 106, Guelph.

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

Carried (12 to 0)

Moved By Councillor Hofland  
Seconded By Councillor Goller

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

Voting in Favour: (10): Mayor Guthrie, Councillor Allt, Councillor Billings, Councillor Caron, Councillor Downer, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor MacKinnon, and Councillor O'Rourke

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

Carried (10 to 2)

#### **14.2 Bylaw Regulations Regarding the Parking of Trailers - 2021-311**

The following delegate did not speak:  
Edith Gopsill

##### **Motion**

Moved By Councillor Caron  
Seconded By Councillor Bell

1. That staff be directed to create an exemption process to allow for, under certain conditions, the short-term parking of recreational trailers and recreational vehicles within residential driveways.
2. That City Council direct staff to bring back a report outlining an amendment to the Zoning Bylaw related to trailer parking regulations.

##### **Amendment to the Motion**

Moved By Mayor Guthrie  
Seconded By Councillor Goller

1. That staff be directed to create an exemption process, **including a seasonal exemption process**, to allow for, under certain conditions, the short-term parking of recreational trailers and recreational vehicles within residential driveways.
2. That City Council direct staff to bring back a report outlining an amendment to the Zoning Bylaw related to trailer parking regulations.

The amendment was withdrawn.

##### **Motion**

Moved By Councillor Caron  
Seconded By Councillor Bell

1. That staff be directed to create an exemption process to allow for, under certain conditions, the short-term parking of recreational trailers and recreational vehicles within residential driveways.

2. That City Council direct staff to bring back a report outlining an amendment to the Zoning Bylaw related to trailer parking regulations.

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

Voting Against: (1): Councillor Billings

Carried (11 to 1)

## **16. Service Area - Infrastructure, Development and Enterprise Services**

Mayor Guthrie assumed to role as Chair

Councillor O'Rourke and Council Caron left the meeting.

## **17. Items for Discussion - Infrastructure, Development and Enterprise Services**

### **17.1 Guelph Farmers' Market - 10C Negotiation Update - 2021-338**

Jayne Holmes, Deputy Chief Administrative Officer, Infrastructure Development and Enterprise, John Regan, General Manager Economic Development and Tourism, Julia Grady, Executive Director 10C Shared Space presented on the Guelph Farmers' Market - 10C Negotiation Update.

Committee recessed at 7:47 p.m.

Committee reconvened at 7:50 p.m.

Councillor Billings left the meeting (7:55 p.m.)

### **Extension of Meeting per Procedural By-law**

That Section 4.14 (a) and (b) of the Procedural By-law be invoked to allow Committee of the Whole to continue to 9:00 p.m.

Voting in Favour: (9): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Downer, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor MacKinnon, and Councillor Salisbury

Carried (9 to 0)

The following delegates spoke:

Shakiba Shayani, President and Chief Executive Officer, Guelph

Chamber of Commerce

Gavin Dandy, Manager, Guelph Community Health Centre's SEED Project

Moved By Councillor MacKinnon

Seconded By Councillor Salisbury

1. That Council delegate authority to the Deputy Chief Administrative Officer of Infrastructure, Development and Enterprise Services to enter into an agreement with 10 Carden Shared Space for the property municipally known as 2 Gordon Street, to manage and operate the Saturday Farmers' Market and program the building and grounds on other days of the week in accordance with the Market's Council-approved vision and mission and 10 Carden Shared Space's proposal, entitled Engage Possibility, subject to the satisfaction of the City Solicitor.
2. That 10 Carden Shared Space assume all operating costs and expenses related to the Market building's maintenance, repair, administration, management, and operation while having the opportunity to establish and collect all fees, charges, rent and recoveries.
3. That 10 Carden Shared Space pay rent based on a percentage of revenue generated formula.
4. That the City provide to 10 Carden Shared Space transitional funding totaling \$500,000 over six years (2022 to 2027), recognizing the loss of revenue incurred by the Saturday Farmers' Market due to COVID-19, the costs associated with developing and implementing new programming, and the Market's 200<sup>th</sup> anniversary in 2027, and that this be included in the 2022/23 multi-year budget.
5. That staff ensure a smooth transition from City of Guelph operation and management of the Guelph Farmers' Market to 10 Carden Shared Space with existing regulation remaining in place during 2022, and that By-law Number (2009) – 18874, known as a By-law to regulate the operations of the Guelph Farmers' Market, be repealed on December 31, 2022 and replaced with 10 Carden Shared Space's Market Operating Policies and Procedures.

Voting in Favour: (9): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Downer, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor MacKinnon, and Councillor Salisbury

Carried (9 to 0)

### **Announcement**

Councillor MacKinnon noted that a Ward 6 Budget Town Hall will take place on Wednesday November 24, 2021 from 7:00 to 9:00 p.m.

Councillor Caron rejoined the meeting (8:13 p.m.)

### **18. Adjournment**

Moved By Councillor Hofland  
Seconded By Councillor Goller

That the meeting be adjourned (8:14 p.m.).

Voting in Favour: (10): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Caron, Councillor Downer, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor MacKinnon, and Councillor Salisbury

Carried (10 to 0)

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Mayor Guthrie

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Stephen O'Brien - City Clerk