

Information Report



Service Areas	Corporate Services Infrastructure, Development and Enterprise Services Public Services
Date	Friday, March 13, 2020
Subject	Planning for our Future: Guelph's Master Plans Update
Report Number	IDE-2020-30

Executive Summary

Purpose of Report

To provide Council with quarterly progress reports for City of Guelph master plan updates.

Key Findings

Master plans are within budget and scope as well as on schedule unless otherwise stated.

Financial Implications

If applicable, financial implications will be referenced in each plan's attached progress summary.

Report

Details

City staff is planning Guelph's future, today. This year, more than ten master plans are underway or planned across several City departments. Staff sees this as an opportunity for unprecedented alignment and coordination of strategy and policy development, and for resourcing the needs of our growing city.

A number of the master plan updates support the City in meeting Guelph's provincially-legislated growth plan requirements, guide service delivery to a growing city, and/or will inform policies in Guelph's Official Plan update.

As part of the City's on-going coordination efforts, regular updates on these master plans will be provided through quarterly information reports. This is an enhancement to existing communications with more frequent updates and the consolidation of individual information reports. These information reports will not replace staff reports that require Council direction on individual plans.

Financial Implications

If applicable, financial implications to the approved budgets will be referenced in each plan's attached progress summary.

Consultations

Each master plan has an associated community engagement plan and communications plan. Where possible, engagement and communications tactics are being coordinated to maximize community participation in master plan engagement activities, reduce engagement fatigue, and increase awareness of the interconnected nature of the City's master plans.

Strategic Plan Alignment

Regular public updates on the progress of the City's master plans is a tactic designed to improve communication, which directly supports the working together for our future priority of the City's Strategic Plan.

Several master plan leads are also meeting monthly, as a community of practice, to look for opportunities to work together in new ways for greater coordination and continuous improvement.

Attachments

Attachment-1: Economic Development Strategic Plan progress summary

Attachment-2: Parks and Recreation Master Plan and Guelph Trail Master Plan progress summary

Attachment-3: Solid Waste Resources Master Plan progress summary

Attachment-4: Stormwater Master Plan progress summary

Attachment-5: Technology and Digital Master Plan progress summary

Attachment-6: Transportation Master Plan progress summary

Attachment-7: Urban Forest Master Plan progress summary

Attachment-8: Wastewater Treatment and Biosolids Master Plan update progress summary

Attachment-9: Water and Wastewater Servicing Master Plan update progress summary

Attachment-10: Water Supply Master Plan update progress summary

Departmental Approval

The following staff contributed the progress summaries for the master plans within this report.

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- Christine Chapman, Economic Development Officer, Business Development and Enterprise
- Dave Belanger, Water Supply Program Manager, Water Services
- Gene Matthews, Manager, Parks Operations and Forestry
- Heather Connell, Manager, Business and Technical Services, Solid Waste Resources

- Jennifer Juste, Manager, Transportation Planning
- Luke Jefferson, Manager, Open Space Planning
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IDE-2020-30 Attachment-1: Economic Development Strategic Plan progress summary

Economic Development Strategic Plan

Q3, 2019-Q2, 2020; 40% complete

Recent progress/achievements to date

- Launched landing page for [project information and timelines](#).
- Economic Development Base Analysis Report complete (Phase 1).
 - Environmental scan of strategies and policies influencing the local economy
 - Market outlook to review and assess Guelph's investment readiness
 - Activities and achievements associated with Prosperity 2020
- Business and staff roundtables conducted to collect feedback about Guelph's economic priorities, as well as the business community's current challenges, aspirations and opportunities.
 - Thursday, February 16, 2020; 9-11 a.m. and 3-5 p.m. (business)
 - Friday, February 17, 1-2 p.m. (staff)
 - Monday, January 20, 2020; 3 p.m. (business)
- Public engagement survey completed to collect feedback from businesses, business service organizations, City staff, Council and the general public on economic development priorities and opportunities.
 - January 23 – February 20, 2020

Next steps

- Economic Development Review, Assessment and Engagement Report (Phase 2)
 - SOAR Analysis (Strengths, Opportunities, Aspirations, and Results).
 - Engagement feedback analysis and assessment.
 - Review of current staff, projects and financial resources, advisory committee mandates, composition, roles, responsibilities for BDE.
 - Best practice review of other community economic development structure/resources/advisory committees.

IDE-2020-30 Attachment-2: Parks and Recreation Master Plan and Guelph Trail Master Plan progress summary

Parks and Recreation Master Plan update Guelph Trail Master Plan update

2017/2019-Q2 2021; 45% complete

Recent progress/achievements to date

- In fall 2019, the Parks and Recreation Master Plan update (PRMP) was merged with the Guelph Trails Master Plan update (GTMP). This decision will make it easier for the public to provide feedback on the City's trails, parks and recreation together and for staff to better understand the financial impacts of both plans.
- Staff are currently finalizing a needs assessment report and reviewing the results of a community survey that closed in December 2019. Staff are also working concurrently on developing the vision and draft recommendations for the two plans. A summary of the second round of engagement will be posted shortly.

New opportunities or challenges

- Staff are proceeding with the master plans with some schedule adjustments.
- The province has passed legislation that replaces certain development charges, parkland dedication and density bonusing revenues with a new community benefit charge (CBC). These are significant revenue streams for the City, which are used to fund growth-related park acquisition and development, recreation facilities and equipment, parking, and library facilities in the long-term capital plan. There is a great degree of uncertainty around the future of these revenue streams due to the provincial development and expected consultation process of the CBC regulations.
- The master plans will no longer be presented to Council in September and the timeline will be moved as the staff receive updated information on the new legislation. Therefore, the PRMP and GTMP will be presented to Council upon receipt, review and full understanding of the final CBC legislation.

Next steps

- The next round of engagement is planned for late Q2 and Q3, 2020. In the next phase, the community will have the opportunity to review the draft vision and recommendations. At that time, community members and stakeholders will provide input that will be used to help prioritize the timing of each recommended action item.
- Staff are anticipating a presentation to Council in early 2021 and will provide more information once this timeline is confirmed.

IDE-2020-30 Attachment-3: Solid Waste Resources Master Plan progress summary

Solid Waste Management Master Plan

Q2, 2019 - Q2, 2021; 40% complete

Recent progress/achievements to date

- Council information report [Solid Waste Management Master Plan Update](#), December 6, 2019
- Launched the City's Solid Waste Management Master Plan update: Waste and the climate crisis with Dr. Dianne Saxe, December 9, 2019. A public drop-in to learn about the plan and have your say.
- Public Advisory Committee Meeting 1, January 14, 2020.
 - Project overview and exploration of issues and key concerns to be addressed
 - Built understanding of the project
 - Clarity on role of the Public Advisory Committee
 - Provided initial opportunity for input from committee members
 - Clarified this group's aspirations for the outcome of the project
- Downtown Stakeholder Group Meeting 1, January 14, 2020.
 - Built understanding of the project
 - Provided initial opportunity for input from downtown stakeholders, to identify the key concerns and issues to be addressed within the project
 - Clarified this group's aspirations for the outcome of the project
- Public Advisory Committee Meeting 2, February 19, 2020.
 - Updates on the Current State Report to set the context on where we are in the study and answer questions
 - Research on single use plastics and discuss implications for Guelph
 - Upcoming community engagement activities and draft public survey overview
 - Update on Our Food Future

New opportunities or challenges

- Upcoming Survey - City will be seeking feedback and insight from the community on a variety of topic such as single use plastics; industrial, commercial and institutional collection service standards; cost and fairness of service and funding models such as exploration of user pay models.
- Waste Free Ontario Act Transition Timeline report going to Committee of the Whole May 4, 2020.

Next steps

- Future Public Advisory Committee meetings will focus on future state and growth, as well as, program and performance enhancement
- Future Downtown Stakeholder Group meetings will focus more directly on problem solving, identifying design possibilities and making recommendations
- Upcoming Community Engagement Pop Up Events:

- March 10 – University of Guelph Off Campus Living Winter Fair
- March 21 – eMERGE EcoMarket
- April 18 - Guelph Tool Library Repair Café
- Additional events are being scheduled

IDE-2020-30 Attachment-4: Stormwater Master Plan progress summary

Stormwater Management Master Plan

Q1, 2020 - Q3, 2021; 5% complete

Recent progress/achievements to date

- Project kickoff meeting held on January 16, 2020

New opportunities or challenges

- Determining appropriate engagement opportunities

Next steps

- Publish Notice of Study Commencement
- Ongoing progress on technical work plan and finalizing Community Engagement Plan

IDE-2020-30 Attachment-5: Technology and Digital Master Plan progress summary

Technology and Digital Master Plan

2020-2023, 1% complete

Recent progress/achievements to date

- Presented Technology and Digital Master Plan to Executive Team on February 27, 2020
- Launched PerfectMind Recreation software to support registration day on March 4, 2020

New opportunities or challenges

- Opportunity to incorporate the action plans for five strategic plan pillars into Master Plan

Next steps

- Developing year-by-year breakdown of the master plan's initiatives – March, 2020
- Replacement of 311GIS system for citizen-initiated service request – April, 2020
- Release RFP for fibre build – April, 2020
- Release RFP for Computerized Maintenance Management System – April, 2020

IDE-2020-30 Attachment-6: Transportation Master Plan progress summary

Moving Guelph Forward: Transportation Master Plan

Q1 2019-Q1 2021; 50% complete

The Transportation Master Plan (TMP) will deliver a plan for how we move through our community for the next 20 years. It will inform the city's new Growth Management Strategy (Official Plan update) by providing supportive policy and infrastructure recommendations to accommodate the projected population and employment growth.

Recent progress/achievements to date

- The Transportation Master Plan completed substantial public consultations and background research in Q4 2019. Tactical urbanism projects, a Council workshop, and extensive online and in-person engagement helped to identify the issues and opportunities for the TMP to address. The information report entitled "[Transportation Master Plan Community Engagement Update](#)," published January 31, 2020, contains a summary of current progress and next steps for the project.
- The report also introduces the seven draft goals that are being used to evaluate alternative scenarios in the next phase of work. These goals are aligned to support the Community Plan and the Strategic Plan goals related to transportation.

Next steps

- During the next phase of work, the project team will be conducting more targeted engagement with stakeholder groups, refining draft policies and preparing the alternative scenarios. This work will be presented to the public in Spring 2020 to confirm the preferred scenario. A report will be brought forward to Council in Q4 2020.
- Visit www.guelph.ca/tmp for more information and updates on engagement events, news, documents and videos.

IDE-2020-30 Attachment-7: Urban Forest Master Plan progress summary

Urban Forest Master Plan

Q1 2013 – Q4 2032; Plan 100% complete, implementation ongoing

Guelph's Urban Forest Management Plan (UFMP) is a 20-year renewable roadmap for understanding and improving the management of Guelph's urban forest, particularly that which is owned by or under management agreement with the City. While the plan is complete, staff have been taking active steps to engage associated recommendations. It is a long-term plan with nested short-term management and operating plans (phases). The overall plan has 22 recommendations, which address gaps and opportunities in four key areas:

- Management and monitoring;
- Planning;
- Protection, enhancement, and planting; and
- Outreach, stewardship, and partnerships.

Recent progress/achievements to date

- Addition of technical and professional urban forestry capacity via five new positions;
- Implementation of Guelph's Emerald Ash Borer Plan;
- Completion of the Urban Forest Study;
- Development and implementation of new and updated tree related plans, policies and guidelines;
- Increased management of natural areas;
- Creation of the Urban Forest Working Group of external stakeholders;
- Creation of a Tree Team comprised of internal stakeholders;
- Completion of forest inventory; and
- Increased capacity for community engagement and coordination of community stewardship activities.

New opportunities or challenges

- In preparation of the upcoming operating and capital budgets, staff will make efforts to mitigate funding impacts associated with the engagement of recommendations within the UFMP.
- Alignment with the City's Strategic Plan and engagement of recommendations within the UFMP will remain a priority for staff.

Next steps

At the April 6, 2020 Committee of the Whole meeting City staff will be providing Council with a Staff Report offering a UFMP Implementation Update (Phase 1) and Second Phase Plan for approval. Staff will also be recommending that funding requirements for the UFMP be prioritized in the upcoming budget. The staff report and accompanying presentation will provide appropriate context and information.

IDE-2020-30 Attachment-8: Wastewater Treatment and Biosolids Master Plan update progress summary

Wastewater Treatment and Biosolids Master Plan

Q1, 2020-Q3, 2021; 11% complete

Recent progress/achievements to date

- Wastewater Services has initiated the development of the Wastewater Treatment and Biosolids Master Plan.
- Jacobs (CH2MHill) has been retained to lead the development of this Master Plan.
- Hardy Stevenson & Associates will lead the education and community outreach efforts.
- The kickoff meeting for this project occurred on February 3rd, 2020.

Opportunities

- Wastewater Services has also undertaken an Assimilative Capacity Study (ACS) to assess the ability of the Speed River to assimilate the effluent discharged from the Guelph wastewater treatment plant. This study will also help define ways to improve water quality and minimize ecological impacts to the watershed. This scientific and technical evidence-based study will inform the Wastewater Treatment and Biosolids Master Plan.

Next steps

- Efforts are currently underway to commence community engagement.
- Coordination efforts are underway to ensure Master Plan milestones are aligned across all divisions of Environmental Services to streamline public consultations wherever possible.

IDE-2020-30 Attachment-9: Water and Wastewater Servicing Master Plan update progress summary

Water and Wastewater Servicing Master Plan

Q4, 2019-Q3, 2021; 5% complete

Recent progress/achievements to date

- Project kick-off meeting held on November 25, 2019
- Notice of Study Commencement published on February 13, 2020

New opportunities or relevant challenges of public interest

- Not applicable

Next steps

- Ongoing progress on technical work plan and finalizing Community Engagement Plan

IDE-2020-30 Attachment-10: Water Supply Master Plan update progress summary

Water Supply Master Plan

Q4, 2019 – Q1, 2021; 30% complete

Recent progress/achievements to date

- Project Charter and Risk Register completed
- Contract Award to AECOM in August, 2019
- Kick off meeting on September 16, 2019
- Initiate Task 1 – Community Engagement and Consultation with development of CEC Plan in October, 2019
- Notice of Commencement issues on October 31, 2019
- Initiate Task 2 – Population and Water Demand Forecasts in October, 2019
- Initiate Task 3 – Water Supply Capacity Assessment in October, 2019
- First Agency, Municipality and Indigenous Community Workshop on November 28, 2019
- First Community Liaison Group (CLG) meeting on December 2, 2019
- First Open House/Public Information Centre on February 13, 2020
- Development of Project website and Engagement HQ in Q1, 2020

Project proceeding according to Terms of Reference, however, additional scoping of community engagement tasks to the project by Corporate Communications and Customer Services has seen the addition of the Engagement HQ resource to increase community consultation via online engagement tools (i.e. survey tools, Q&As, posting of documents, monitoring social media interactions).

This project has increased local Indigenous Community engagement through local contacts and engagement activities. It is estimated that over 30,000 Indigenous peoples (First Nations, Metis and Inuit) live in Guelph and the surrounding area.

Next steps

- Draft Water Supply Forecast Technical Memorandum – March, 2020
- Draft Phase 1 Engagement Report – April, 2020
- Draft Water Supply Capacity Technical Memorandum – April, 2020
- Initiate Task 4 – Water Supply Alternatives – Q2, 2020
- Upcoming Meetings:
 - Review of modeling scope (TBD)
 - Quarterly project meeting - March 16, 2020