

# Attachment-9 Departmental and Agency Comments

Table 1: Departmental and Agency Comments

<b>Respondent</b>	<b>No Objection or Comment</b>	<b>Conditional Support</b>	<b>Issues/Concerns</b>
<b>Planning</b>	No objection	N/A	See attachment 8-Staff Review and Planning Analysis
<b>Engineering</b>		√	Engineering supports approval of the application. Revised materials submitted in June have satisfied engineering staff's concerns at this stage. As such, they no longer recommend a holding provision for the site.*
<b>Urban Design and Landscape Planning</b>	N/A	N/A	Staff would encourage the applicant to revisit the density and layout of site and achieve a site plan which has more synergy between all urban design elements.*
<b>Environmental Planning</b>	No objection*		
<b>Parks Planning</b>	No objection	√	The owner shall be responsible for payment in lieu of conveyance of parkland.  The owner shall provide a satisfactory narrative appraisal report.*
<b>Canada Post</b>	No Objection		Per Federal requirement, buildings with 100 units or more MUST have a rear loading Lock Box Assembly with dedicated secure mail room. *
<b>Upper Grand District School Board (UGDSB)</b>	No objection		Collection of Education Development Charges required prior to the issuance of a building permit.*

\*Memo or letter attached

## **Urban Design, Prerit Kaji, Planner II, Development and Urban Design**

### **Urban Design Brief Comments**

Within the UD Brief please consider and expand upon some of the following themes that may help inform the site design:

- Include justification of reduced CA spaces within Section 4.1 or 4.4 with appropriate uses of maps or diagrams.
- Include reasoning on how garbage pick up, loading bay, visitor/resident drop off bay and amenity area are expected to behave coherently in the same designated space within Section 4.5.

### **Concept Plan**

- On preliminary review of the site plan, staff finds the overall submitted concept plan displays signs of excessive densification without adequately addressing the requisites like common amenity spaces, parking, angular plane requirements, setbacks, etc.

### **Common Amenity areas**

- Staff generally have concerns with the lack of CAS and the proposed areas of CAS at-grade. Staff don't believe the intent of the definition of Common Amenity Space (CAS) in the Zoning Bylaw is being achieved, nor the intent of the City's Mid-rise and Townhouse Built Form Standards (MTBFS). For reference:
  - CAS should be located away from building servicing, parking and loading functions.
  - CAS should have barrier free connections to the building and public right of way and host site furnishings that meet AODA standards.
  - The location, size and design of CAS should be appropriate given the building types, unit mix, and adjacent land uses and amenities, as well as any surface or structured parking.
  - CAS should provide comfortable, universally inclusive, and safe spaces for pedestrians with a range of active and passive programming. Please include designs of these spaces on the LA Plans.
  - A minimum of 50% of the required CAS shall be accessible at-grade outside, in one contiguous area.
  - To ensure spaces are usable and appropriately scaled, the width to depth proportion of a Common Outdoor Amenity Area should not exceed 4:1.
- Staff would like to note that the 3m buffer strip is not to be included under calculations of CA space.
- Moreover, the 246sqm space designated as common amenity north of building entrance, does not meet the required definition of CAS, especially when the function of such space is shared with garbage pickup, loading space, pick-up/drop-off bay for residents.

May 27, 2025

OZS25-003 – City and Agency Comments

Figure 2: Urban Design and Landscape Planning Comments 2 of 4

- Considering the above notes, the resulting CAS at-grade is less than 400sqm. Staff strongly suggests the applicant look at opportunities on extending the CAS to facilitate more programmable functions for residents.
- Staff would encourage the applicant to consider proposing additional CAS on the roof top to help compensate the required amount of CAS. Rooftop CAS should have a minimum setback of 2 metres from the roof edge.
- Staff encourage the use of green roofs and white roofs to reduce energy consumption. Green roofs are strongly encouraged on mid-rise buildings. A green roof allows vegetation to grow on top of a structure and may act as a Common Amenity Space while also providing a stormwater function and other environmental benefits

#### Apartment block

- Zoning requires a minimum of 6m setback of the building facing Elmira Road north to maintain sufficient space for landscaping (eg: street trees). Staff note the proposed reduction of 4.3m could be considered if appropriate clearances to overhead hydro, property line and building face can be achieved for large/medium sized deciduous canopy trees. Refer to the City's Tree Technical Manual.
- Staff would like to refer to the Midrise and Townhouse Built Form Standards, Section 7.1.6, where a 1.5m setback is recommended between the 4th and 5th floor to ensure appropriate scale and transition. This would also help with achieving the angular plane from the north side of the subject property.
- Staff would request the applicant not use spandrel glazing at-grade and reorganise the interior functions requiring spandrel elsewhere to help increase transparency along Elmira Road N.
- Staff recommends incorporating texture into the surface treatment of Material Palette 3 – Precast Concrete in Dark Grey. This addition would help avoid the appearance of a monotonous dark concrete wall with only fenestrations, ensuring a more visually engaging and welcoming main entrance

#### Shadow Study

- Staff requires the Sun-Shadow study re-submitted following the terms of reference available on the City website. Please ensure the shading analysis performed through a series of diagrams is based on requirements specified under the terms of reference for additional clarity. Refer to points 6,7,8 under the section- Materials to be submitted with Sun and Shadow study.
- In addition to the comments submitted for CA spaces, based on the submitted shadow analysis, staff observe that the demarcated amenity area at the north end of the building remains shaded through the months of April- Sep- December, which makes the proposed space less desirable to be considered as a CA space.

May 27, 2025

OZS25-003 – City and Agency Comments

### **Landscape**

- As part of a formal Site Plan Application, please ensure to submit an Arborist Report along with the TIPP plans. This report should include information/inventory regarding site trees (health, condition, species, etc.), as well as specifying measures required for protection, mitigation of tree injury and monitoring efforts, as per the City's Tree Technical Manual.
- Please note the trees to be protected are neighbouring trees, so extreme care is to be provided to mitigate any impacts to them. Please ensure to include mitigation measure notes and details such as root sensitive excavation, finish grading within TPZ, use of air spading, and oversight by the consulting Arborist, etc.
- Staff support the proposed removal of existing trees within the development site, located along the east property line that consist of Poplar, Black Willow and Siberian Elm. The majority of these trees are in poor health or structure and will be exempt from requiring compensation. Of the 16 trees proposed for removal, there are 10 that will be exempt. The remaining 6 trees have a total DBH of 465.5cm. Using the Aggregate Caliper Formula of the Tree Technical Manual that is equal to 78 new trees to be planted on site. Please consider this when designing the Landscape Plan as part of a formal application. Staff will consider a combination of new trees on site and cash in lieu as the development application evolves. Please refer to the Built Form Standards for Mid Rise and Townhouses, noting the following:
- Please provide a Landscape Plan prepared and stamped by a full member of the OALA as part of a formal application.
- Medium stature trees should have access to a minimum soil volume of 18m<sup>3</sup>. Larger stature trees may require soil volumes up to 30m<sup>3</sup> per tree. Best practices for securing long term tree health should be applied and adhered to.
- 60mm caliper tree should be planted for every 8 parking spaces within the parking field or within 5 metres of the vehicle use area to help break up hard surfaces and minimize the heat sink effect (in addition to other on-site Landscaped Open Space tree planting requirements). For front yard tree planting on sites containing mid-rise buildings, 1 medium or large stature front yard tree is required for every 10 metres of property frontage. Strategically locate shade trees in key areas, such as near play areas, walkways, within Common Outdoor Amenity Spaces and amongst surface parking areas. These notes will help determine what proposed trees are considered as part of the compensation calculation and what are considered part of standard landscaping on site.
- Please provide a completed Sustainable Development Checklist as part of a formal application.
- The use of native species is strongly encouraged.

May 27, 2025

OZS25-003 – City and Agency Comments

#### Figure 4: Urban Design and Landscape Planning Comments 4 of 4

- The implementation of low impact development (LID) measures is encouraged (OP Policy 8.1.1).
- Site and Building design that reduces energy and water consumption, improves air quality, water quality and waste management is encouraged (OP Policy 8.1.1)
- The location of servicing from the ROW should avoid open soft areas that could impact efforts to increase tree canopy coverage on the site. In reference: along the north property line is a STM line shown through the buffer, yet the landscape concept plan shows the preference for trees.
- Please refer to the City's Urban Forest Management Plan and OP policies regarding urban forest protection, maintenance and growth objectives. Consultants are encouraged to look for all opportunities to plant trees as part of this proposed development – providing large canopy trees that provide benefit to the environment, human health and economy. Please refer the City's Tree Technical Manual of direction on soil volumes, quality, plant spacing, etc.

General impression of the submitted concept plan is an over-development of the site, resulting in constraints to common amenity space requirements. Staff would encourage the applicant to revisit the density and layout of site and achieve a site plan which has more synergy between all the urban design elements.

Figure 5: Engineering Comments 1 of 6

Internal Memo

CITY OF

Guelph

Making a Difference

Date

May 9, 2025

To

Eric Rempel

From

Jamie Menchenton

Engineering Technologist III

Service Area

Infrastructure, Development, and Environment

Department

Engineering and Transportation Services

Subject

105 Elmira Road North

OZS25-003

Formal Submission

The comments below are a compilation from various city staff and departments, and are based on the following plans & reports:

- Site Plan – prepared by aba architects inc; dated January 31, 2025
- Existing Conditions Plan – prepared by MTE; dated March 18, 2024
- Functional Site Grading and Servicing Plan – prepared by MTE; dated January 16, 2025
- Functional Servicing and Stormwater Management Report – prepared by MTE; dated January 16, 2025
- Groundwater Level Monitoring Program – prepared by Chung & Vander Doelen Engineering Ltd.; dated April 29, 2025
- Geotechnical Investigation – prepared by Chung & Vander Doelen Engineering Ltd.; dated January 30, 2025
- Transportation Impact Brief – prepared by Crozier Consulting Engineers; dated March 4, 2025
- Willow Road Conceptual Design – prepared by Crozier Consulting Engineers; dated March 4, 2025
- Pavement Markings and Signage Plan – prepared by Crozier Consulting Engineers; dated January 10, 2025
- Truck Turning-Fire – prepared by MTE; dated January 16, 2025
- Truck Turning-Garbage – prepared by MTE; dated January 16, 2025
- Phase One Environmental Site Assessment – prepared by Chung & Vander Doelen Engineering Ltd.; dated December 6, 2024

Figure 6: Engineering Comments 2 of 6

- Phase One Environmental Site Assessment – prepared by Chung & Vander Doelen Engineering Ltd.; dated March 4, 2025
- Feasibility Noise Study – GHD; dated March 6, 2025
- Section 59 Policy Applicability Review – prepared by GSO Group; dated November 15, 2024

### **Municipal Services**

The servicing capacity analysis was completed January 15, 2025 prior to the submission of the application. The results were as follows:

#### Water Capacity

The model results indicate that the water distribution system at the proposed development location provides pressures that are within the City's acceptable operating range and the required fire flow has been met.

#### Sanitary Capacity

The applicant's consultant has satisfactorily worked through the requirements of the wastewater capacity analysis framework in the Development Engineering Manual therefore the sanitary system can accommodate flows from the proposed development.

### **Functional Site Grading and Servicing Plan:**

Based on review of the Functional Site Grading and Servicing Plans, the design appears to demonstrate that the site can be graded as per DEM requirements. More detail will be required at the time of site plan, where the grading plan will be reviewed in greater detail.

Additional detail to be included at site plan shall include, but not be limited to:

#### Site Grading Plan

- Site grading plan to be designed in accordance with section 6.2.1 of the DEM.
- Site grading and servicing plans are required to be separate drawings
- Show maximum ponding elevations.
- Show all road restoration works within the public right of way.
- The construction of the services in the right of way may require the full closure of Elmira Road to complete the works.

#### Servicing Plan

- Site servicing plan to be designed in accordance with section 6.2.2 of the DEM.
- Site grading and servicing plans are required to be separate drawings
- Provide invert information for all existing and proposed infrastructure.

Figure 7: Engineering Comments 3 of 6

### **Functional Servicing and Stormwater Management Report**

Staff has reviewed the submitted Functional Servicing and Stormwater Management Report and provide the following comments:

#### Water Quantity

Based on the review of the water quantity information, the design appears to demonstrate that the site can meet the DEM requirements. Additional detail to be included at site plan shall include, but not be limited to:

- Catch basin DI7 is located in a low spot where stormwater will pond on neighbouring properties before spilling onto the proposed site plan parking lot and out letting overland to Willow Road. to ensure the ponding area does not impact neighbouring properties the catch basin shall be sized to accommodate a 100-year storm assuming 50% blockage. Provide the following calculation to demonstrate the sizing.
- Weighted runoff coefficient will be required for the development to demonstrate that the development meets the 0.75 runoff coefficient as identified in the report. If the weighted runoff coefficient is higher than the designed 0.75 runoff coefficient then the weighted runoff coefficient shall be used.

#### Water Quality

The water quality criteria is to provide enhanced level of water quality treatment. Staff have reviewed the proposed stormwater management strategy with respect to quality control and have no concerns at this time.

#### **Water Balance**

The water balance criteria is to maintain the pre-development recharge rate under post-development conditions and to provide a minimum of 5mm volume control.

The water balance component of the Functional Servicing and Stormwater Management Report has been reviewed by staff and it has not been completed in accordance with City requirements. The Stormwater Management Report indicates that the water balance can be achieved through an infiltration gallery proposed beneath the parking lot. The invert elevation of the proposed gallery is 321.09 m, however, this does not meet the minimum 1.0 m separation required above the seasonal high groundwater elevation currently identified in the provided groundwater monitoring program report at 320.30 m.

In-situ permeameter testing was completed at an elevation of 321.03 m within the proposed infiltration trench area and approximately at the invert elevation of the infiltration trench. While this testing was conducted approximately 2 m below existing grade, it does not satisfy the required 1.0 m vertical separation from the high groundwater table. As such, the infiltration design must be revised to meet the requirements of the City's Development Engineering Manual (DEM) standards.

May 27, 2025

OZS25-003 – City and Agency Comments



Figure 8: Engineering Comments 4 of 6

The test pit logs indicate a change in soil lithology at 321.13 m, transitioning from compact mottled brown-grey silt to loose-to-compact medium to coarse sand with trace gravel and silt. The Stormwater Management Report must evaluate how this change in subsurface conditions will affect the permeameter testing results and the associated factor of safety calculations. If the intention is to raise the invert of the infiltration gallery to maintain 1 meter of separation, the invert of the gallery may be in different soil strata and additional permeameter testing would be required as per DEM standards.

The water balance assessment and infiltration system sizing calculations shall be updated accordingly.

Groundwater Level Monitoring Program:

A Groundwater Level Monitoring Program Report was submitted as part of the formal application dated April 29, 2025. Six boreholes were installed on the subject site and have been recording continuous groundwater level data from September 2024 to April 2025. Based on the monitoring results, the owner has identified the seasonal high groundwater level as 320.3 m. We will require that monitoring continue to capture data for a complete 12-month period covering all four seasons to support the site plan application. If the additional data demonstrates that the seasonal high groundwater table is greater than what is proposed now, revision to the site plan design shall be required. This additional monitoring data will be required prior to site plan approval.

However, the Groundwater Level Monitoring Program Report has been reviewed by City staff and it has not been completed in accordance with City requirements. We have seen a number of different reports and iterations of the groundwater level monitoring program and geotechnical reports, with different levels of information and recommendations for determining the seasonal high groundwater table. A revised report shall take all the information and considerations of the previous reports and provide a professional opinion from a qualified person to determine a conservative estimate for the seasonal high groundwater elevation. This professional opinion is required prior to zoning approval and this conservative estimate may be revised as additional groundwater data is collected during the site plan review process.

**Transportation**

Transportation Services staff are generally supportive of the proposed Zoning by-law Amendment and offer the following transportation comments:

- Conceptual Plan (drawing FD) dated 01/08/2025 by Crozier Consulting Engineers is generally acceptable. Additional details related to revised back-to-back left turn lane west of Flaherty Drive will be further reviewed at site plan approval process.
- Signages details (i.e. fire route, EV parking signs etc.) that are identified in Pavement Markings and Signage Plan (drawing PMSP) dated 01/10/2025 by Crozier Consulting Engineers to be revised at site plan approval process.

May 27, 2025

OZS25-003 – City and Agency Comments

Figure 9: Engineering Comments 5 of 6

- Transportation plans (Drawings FD & PMSP) and Transportation Impact Brief (TIB) are missing professional Engineer endorsements. All Transportation plans and study must be stamped and signed by a professional Engineer.
- Transportation Impact Brief (TIB)
  - Section 3 of the TIB in correctly identifies Willow Road fronting the proposed development with a posted speed limit of 40 km/h. However, Willow Road fronting the development operates with a regulatory speed limit of 50 km/h and flashing 40 km/h (school zone) during specific times. Therefore the sight distance analysis must be completed for posted speed limit of 50 km/h.
  - Parking review will be reviewed by City's Planning staff.
- This development is situated in a walkable, bikeable, transit-friendly area, making it well-suited for Transportation Demand Management (TDM) measures. The site is located adjacent to the existing cycling network and adjacent to the future planned quality transit network, as indicated in the 2022 Transportation Master Plan.
- Sustainable Transportation staff are generally supportive of the proposal; the submitted Transportation Impact Brief (TIB) identifies TDM measures that will support residents and visitors to choose sustainable modes of transport. Detailed design of sustainable transportation features, such as bike parking and the connections to sidewalks and cycling facilities within the Right of Way (ROW), can be discussed at the site plan stage.
- Staff recommend updating section 5.1 of the TIB to describe the existing cycling network more accurately: there are existing painted bike lanes on both Willow Road and Elmira Road, however none of the bike lanes are 'protected' and the cycling spine network planned for Willow Road does not extend to this site under the current TMP.

**Environmental:**

No further comments at this time.

**Feasibility Noise Study:**

The Feasibility Noise Study has been reviewed by staff and it has not been completed in accordance with MECP and City requirements. Comments on the Feasibility Noise Study are attached.

**Source Water Protection**

No further comments at this time.

**Staff Recommendations:**

Engineering and Transportation Services supports approval of the Official Plan and Zoning By-law Amendment subject to the application of a Holding Provision as detailed below:

'H' – applied to 105 Elmira Road North

May 27, 2025

OZS25-003 – City and Agency Comments

## Figure 10: Engineering Comments 6 of 6

**Purpose:** To ensure that development of the subject lands does not proceed until the following condition has been met to the satisfaction of the City:

- The Owner shall prepare an updated water balance design to the satisfaction of the City and an updated feasibility noise study to the satisfaction of the City.

## Figure 11: Engineering Revised Comments 1 of 1

### **Eric Rempel**

---

**From:** Jamie Menchenton  
**Sent:** Tuesday, June 17, 2025 3:51 PM  
**To:** Jeff Lerch; Rachel Bossie  
**Cc:** Melanie Weisenberg; Jim Hall; Eric Rempel  
**Subject:** RE: 105 Elmira Road N

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Jeff and Rachel,

Thank you for providing the additional information for the 105 Elmira Zoning application on June 9<sup>th</sup> 2025. We note that this information was received after Development Engineering provided support for approval of the application on May 9<sup>th</sup> 2025.

In the interest of supporting a cooperative approach to the engineering review, we have reviewed the materials submitted prior to the council decision and can confirm that the two proposed holding provisions from the Engineering Department may be removed.

While the submitted material, including the additional information provided in the response matrix, will be used to support the rezoning application without the use of holding provisions, these and other matters will still need to be satisfactorily resolved prior to site plan approval. If you have any questions about what updates are needed prior to site plan submission, please contact me.

Should you have any questions or require further clarification, please don't hesitate to reach out.

Thanks

**Jamie Menchenton**  
Technologist III, Development Engineering  
Engineering and Transportation Services  
**City of Guelph**  
519-222-4308  
[jamie.menchenton@guelph.ca](mailto:jamie.menchenton@guelph.ca)

[guelph.ca](http://guelph.ca)  
[@cityofguelph](https://www.facebook.com/cityofguelph)

**Environmental Planning, Karen Reis, Environmental Planner:**

- During Site Plan, bird-friendly design will be required to mitigate bird collisions with glass and reflective surfaces. The Bird-friendly Design Guideline can be found at: <https://quelp.ca/wp-content/uploads/Attachment-1Bird-friendlyDesignGuideline.pdf>

## **Parks Planning, Tiffany Hanna, Park Planner:**

### **Zoning Bylaw Amendment and Official Plan Amendment:**

The purpose of the Zoning By-law Amendment application is redesignate the subject lands from "Neighbourhood Commercial Centre" (NCC) to a specialized "Medium Density Residential" (RM.6-XX) designation to facilitate the proposed development.

Park and Trail Development has no objection to the proposed Zoning By-Law and Official Plan Amendment to permit a six (6) storey 126-unit purpose-built rental apartment building.

### **Parkland Dedication**

#### **Previous parkland dedication**

As part of Draft Plan of Subdivision 23T-88008, Earl Brimblecombe Park was conveyed to the City as a condition of development. Park Block 232 represented 3.8 ha of the 40.365ha subdivision area—or 9.41% of the development area.

- ▲ As additional dwelling units are proposed on this lot, a top-up of parkland dedication is required for this application in accordance with the Planning Act s.42 and the City of Guelph Parkland Dedication By-law (2022) 20717 or any successor thereof. CIL of parkland dedication will be required prior the issuance of building permit.

#### **Rate of parkland dedication**

The rate of payment in lieu of parkland conveyance will be the greater of 5% of the equivalent of Market Value of the land, or 1 hectare per 1000 dwelling units; up to a maximum of 10% of the equivalent market value of the land; less the previously contributed 9.41%.

For this development the 1 hectare per 1000 dwelling unit rate will apply. The payment in lieu of parkland dedication amount is calculated at the equivalent market value of 0.59% of the land ( $10\% - 9.41\% = 0.59\%$  of market value).

#### **Reduction of CIL for affordable housing**

The Planning Justification report indicates that the Owners intend to offer affordable units as required by financing through the Canada Mortgage and Housing Corporation's (CMHC) Apartment Construction Loan Program for Standard Rental Housing.

Should the applicant offer affordable residential units or attainable residential units, as defined in subsection 4.1 (1) of the *Development Charges Act, 1997*, or residential units described in subsection 4.3 (2) of that Act, these units will be deducted from the CIL of parkland dedication calculation.

### **Calculating Market Value of the Land**

May 27, 2025

OZS25-003 – City and Agency Comments

Figure 14: Parks Planning Comments 2 of 2

A narrative appraisal report of the subject property will be required to determine the Payment in lieu of Parkland amount, prior to submission of any building permit applications. As per Section 21 of Bylaw (2022) 20717 as amended (2024)-20860, the appraisal is only considered valid for one (1) year. The appraisal report shall be prepared by a qualified appraiser who is a member in good standing of the Appraisal Institute of Canada. The property owner is responsible for the cost and to arrange for the appraisal. We recommend submitting the appraisal two months ahead of the building permit application to avoid delays.

The amount of cash in lieu of parkland dedication will depend on the details of the approved development, parkland dedication rate in effect at the time of the issuance of the first building permit and the estimated market value of the land a day before issuance of the first building permit.

### **Conditions of development**

I recommend the following development approval conditions:

1. The Owner shall be responsible for **payment in lieu of conveyance of parkland** to the City to the satisfaction of the Deputy CAO of Public Services or their designate, pursuant to s. 42 of the Planning Act and in accordance with the City's Parkland dedication By-law (2022) 20717 or any successor thereof, prior to issuance of any building permits.
2. Prior to the issuance of the first building permit, the Owner shall provide to the Deputy CAO of Public Services or their designate, **a satisfactory narrative appraisal report** prepared for The Corporation of the City of Guelph for the purposes of calculating the amount for payment in lieu of conveyance of parkland pursuant to s.42 of the Planning Act. The value of the land shall be determined as of the day before the day the first building permit is issued. The narrative appraisal report shall be prepared by a qualified appraiser who is a member in good standing of the Appraisal Institute of Canada, and shall be subject to the review and approval of the Deputy CAO of Public Services or their designate.
3. Notwithstanding the foregoing, if the narrative appraisal provided by the applicant is not satisfactory to the Deputy CAO of Public Services or their designate, the City, acting reasonably, reserves the right to obtain an independent narrative appraisal for the purposes of calculating the amount for payment in lieu of conveyance of parkland.

Figure 15: Canada Post Comments 1 of 1



CANADA POST  
955 Highbury Ave N  
London ON N5Y 1A3  
[CANADAPOST.CA](http://canadapost.ca)

POSTES CANADA  
955 Highbury Ave N  
London ON N5Y 1A3  
[POSTESCANADA.CA](http://postescanada.ca)

April 7, 2025

Eric Rempel, Development Planner II  
Planning and Building Services  
Phone: 519-822-1260, ext. 2617  
TTY: 519-826-9771  
Email: [eric.rempel@guelph.ca](mailto:eric.rempel@guelph.ca)

RE: OZS25-003 - Plan 61M-68, Block 180, City of Guelph 105 Elmira Rd North-Notice of Complete Application

Canada Post has reviewed the proposal for the above noted Development Application and has determined that the project adheres to the multi-unit policy and will be serviced by developer/owner installed Lock Box Assembly.

*Multi-unit buildings and complexes (residential and commercial) with a common lobby, common indoor or sheltered space, require a centralized lock box assembly which is to be provided by, installed by, and maintained by the developer/owner at the owner's expense. Per Federal Requirement, Buildings with 100 units or more MUST have a rear loading Lock Box Assembly with dedicated secure mail room.*

*Canada Post further requests the owner/developer be notified of the following:*

There will be no more than one mail delivery point to each unique address assigned by the Municipality.

Any existing postal coding may not apply, the owner/developer should contact Canada Post to verify postal codes for the project.

The complete guide to Canada Post's Delivery Standards can be found at:  
[https://www.canadapost.ca/cpo/mc/assets/pdf/business/standardsmanual\\_en.pdf](https://www.canadapost.ca/cpo/mc/assets/pdf/business/standardsmanual_en.pdf)

Should the description of the project change, please provide an updated plan for us to assess the impact of the change on mail service.

Canada Post appreciates the opportunity to comment on the above noted application and looks forward to working with you in the future.

If you require any further information or have any questions or concerns, please contact the undersigned.

Regards,

NEIL MAZEY | DELIVERY PLANNING | CANADA POST | 955 Highbury Ave N, London ON N5Y 1A3 | 519-281-2253

Figure 16: Upper Grand District School Board Comments 1 of 2



**PLANNING DEPARTMENT**  
Board Office: 500 Victoria Road N. Guelph, ON N1E 6K2  
Email: [municipal.circulations@ugdsb.on.ca](mailto:municipal.circulations@ugdsb.on.ca)  
Tel: 519-822-4420 ext.821 or Toll Free: 1-800-321-4025

11 April 2025

Eric Rempel, Development Planner  
Planning Services, Infrastructure, Development and Enterprise  
City of Guelph  
1 Carden Street  
Guelph, ON N1H 3A1

Dear Mr. Rempel,

**Re: 105 Elmira Rd North-Notice of Complete Application**

**Application: OZS25-003**

The planning staff at the Upper Grand District School Board have received and reviewed the above-noted application to redesignate the subject lands from "Neighbourhood Commercial Centre" to a specialized "Medium Density Residential" designation. The proposal also rezones the subject lands from "Neighbourhood Commercial Centre" (NCC) to a site-specific "Medium Density Residential" (RM.6-XX) zone under City of Guelph Zoning By-law (2023)-20790, to permit the development of a six-storey apartment building with 126 dwelling units.

Please be advised that the Planning Department **does not object** to the proposed application, subject to the following conditions, to be imposed during future Site Plan Control or Plan of Condominium applications:

- The collection of Education Development Charges is required prior to the issuance of a building permit(s).
- That the developer shall agree in the **site plan agreement / condominium declaration** to advise all purchasers of residential units and/or renters of same, by inserting the following clause in all offers of Purchase and Sale/Lease:

*"In order to limit liability, public school buses operated by the Service de transport de Wellington-Dufferin Student Transportation Services (STWDSTS), or its assigns or successors, will not travel on privately owned or maintained right-of-ways to pick up students, and potential busing students will be required to meet the bus at a congregated bus pick-up point."*

---

**Upper Grand District School Board**

• Ralf Mesenbrink; Chair	• Jen Edwards	• Irene Hanenberg	• Martha MacNeil	• Alethia O'Hara-Stephenson
• Katherine Hauser; Vice Chair	• Robin Ross	• Luke Weiler	• Laurie Whyte	• Lynn Topping



Figure 17: Upper Grand District School Board Comments 2 of 2

-2-

---

Should you require additional information, please feel free to contact the undersigned.

Sincerely,

*Avo Tularam*

Avo Tularam  
Planning Technician

PLN: 25-25  
File Code: R14

---

**Upper Grand District School Board**

• Ralf Mesenbrink; Chair	• Jen Edwards	• Irene Hanenberg	• Martha MacNeil	• Alethia O'Hara-Stephenson
• Katherine Hauser; Vice Chair	• Robin Ross	• Luke Weiler	• Laurie Whyte	• Lynn Topping