

Committee of the Whole Meeting Agenda

Consolidated as of January 12, 2018

**Monday, January 15, 2018 – 1:00 p.m.
Council Chambers, Guelph City Hall, 1 Carden Street**

Please turn off or place on non-audible all electronic devices during the meeting.

Please note that an electronic version of this agenda is available on guelph.ca/agendas.

Changes to the original agenda have been highlighted.

Call to Order – Mayor

Disclosure of Pecuniary Interest and General Nature Thereof

Authority to move into Closed Meeting

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:

- IDE-2018-08 Dolime Quarry – Mediation Process Update**
Section 239 (2)(e) and (f) 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.

Closed Meeting

Open Meeting - 2:00 p.m.

Mayor in the Chair

Closed Meeting Summary

Disclosure of Pecuniary Interest and General Nature Thereof

Presentations

- a) Recognition of staff involved in the Conestoga College Internationally Trained Professional Internship Program.

Consent Agenda – Infrastructure, Development and Enterprise

Chair – Councillor Gibson

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.

IDE-2018-02 Faith-Based Institutions: Response to Council Resolution

Correspondence:

Linda Davis, Michelle Wan, Greg Ross, McElderry Resident's Community Group

Recommendation:

That no further study is required regarding the loss of sites suitable for faith-based institutions within Guelph.

IDE-2018-04 Sign By-law Project Charter

Recommendation:

That Council approve the Project Charter to initiate a comprehensive review of the Sign By-law No. (1996-15245), as amended.

IDE-2018-05 Sign By-law Variance –120-130 Silvercreek Parkway N.

Recommendation:

That the request for a variance from Table 2, Row 2 of Sign By-law Number (1996)-15245, as amended, to permit an illuminated freestanding sign at 120-130 Silvercreek Parkway North to be located 34m from a freestanding sign on the same property, be approved.

IDE-2018-06 Sign By-law Variance –111-193 Silvercreek Parkway N.

Recommendation:

That the request for a variance from Table 2, Row 13 of Sign By-law Number (1996)-15245, as amended, to permit a menu board with a height of 2.43m above the adjacent roadway and sign face of 4.5m² on the property of 111-193 Silvercreek Parkway North, be approved.

IDE-2018-07 55 Delhi Street Notice of Intention to Designate Pursuant to Part IV of the Ontario Heritage Act

Delegations:

Robert Eilers, President and Director, Vesterra Inc.

Recommendation:

1. That the City Clerk be authorized to publish and serve notice of intention to designate 55 Delhi Street pursuant to Section 29, Part IV the Ontario Heritage Act and as recommended by Heritage Guelph.
 2. That the designation by-law be brought before City Council for approval if no objections are received within the thirty (30) day objection period.
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Items for Discussion – Infrastructure, Development and Enterprise

The following items have been extracted from 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.

**IDE-2017-130 Commercial Policy Review: Stage 1 Commercial Analysis and Background Report
(Staff Memo)**

This item was extracted from the November 24, 2017 Information Package by Councillor Gibson.

Service Area Chair and Staff Announcements

Items for Discussion – Governance**Chair – Mayor Guthrie**

The following items have been extracted from 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.

**Promotional Expense Account Policy /Members of Council Expenses
Revised Materials**

Mayor Guthrie will speak to this item.

Service Area Chair and Staff Announcements**Mayor as Chair****Chair and Staff Announcements**

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

Adjournment

McElderry Residents' Community Inc. (MRCI) Comments on the Staff Report On Faith-Based Institutions

MRCI thanks the City for undertaking the analysis for this report on faith-based institutions. We accept the results of this thorough review but wish to comment on the following:

- While the zoning for religious establishments is described as permissive, the report does not address the impact of the loss of existing church buildings on the local community. We recognize that without the cooperation of the Anglican Diocese, nothing could have saved the church building at the St. Matthias site but in future the City might consider ways to encourage preservation of existing church buildings that are in good shape for the use of other congregations who want to purchase them or for some other purpose that enhances the quality of life in Guelph. These might include:
 1. Establishing a system whereby church organizations, which pay no property taxes, are required to reimburse the city for a portion of unpaid taxes when they sell buildings to private-sector developers. This would be fair to taxpayers who have subsidized the institutional use of church buildings over decades and would encourage religious organizations to be supportive of other congregations rather than seeking more lucrative offers from developers.
 2. Requiring Faith-based institutions to keep the city apprised of any plans to divest property which is surplus to their needs. The City has a vested interest in these sites since no property taxes have been paid and has the expertise to work with church owners to adopt solutions which best serve the social needs of the community. To the detriment of Guelph, the Anglican Diocese operated in a vacuum when they engineered the sale of St. Matthias for maximum profit.

It seems clear to us as well that the faith-based organizations themselves need to establish a working relationship which addresses opportunities for the ongoing use of existing church buildings. While some groups seem to have policies in place to support continued community use of their facilities, the Anglicans clearly do not. This type of cooperation needs to be officially encouraged.

In short, every effort should be made to prevent demolition of existing church facilities so that they serve the community. This includes re-use by growing faith groups and other types of development that offer social benefit to Guelph.

Thanks to Staff and Council for your work on this issue. It is much appreciated.

Regards

Linda Davis, Michelle Wan, Greg Ross
McElderry Residents' Community Group (MRCI)
mcelanderrycommunity@gmail.com

INTERNAL MEMO



DATE January 15, 2018

TO **Committee of the Whole**

FROM Todd Salter, General Manager

DIVISION Policy Planning and Urban Design

DEPARTMENT Planning, Urban Design and Building Services

SUBJECT Response to Questions Regarding Commercial Policy Review: Stage 1 Commercial Analysis and Background Report

The Commercial Policy Review Stage 1 Commercial Analysis and Background Report was released on Friday November 24, 2017 as part of Information Report IDE-2017-130. The report provides information about the current policy context, retail trends, key stakeholder input, consumer research, and commercial supply and needs analysis completed by the project consultants. This memo responds to questions from Councillor Gibson, Chair of IDE Committee of the Whole. The questions are highlighted in bold with the responses in regular text.

1) What are the categories included in "commercial space"? Is it only retail or does the city include office space in this calculation?

"Commercial Space" includes retail and services. Services includes population serving offices like lawyers' or accountants' offices, but not "economic base" office like the Co-operators head office for example. The full list of the categories included in commercial is included on page 140 of Information Report IDE-2017-130 ATT-1 attached to this memo. The full report can be viewed at the following link: <https://guelph.ca/wp-content/uploads/2017-130-Guelph-CPR-Stage-1-Attachment-1.pdf>.

2) This update provides a macro level view of the current commercial lands and amenities situation but does not speak to equity of distribution throughout the city (or specifically within wards). I'll note, of the commercial nodes used in this research there was no mention of the Starwood/Watson node or any consideration of commercial nodes east of Stevenson. Will future updates look at distribution?

The Stage 1 report provides an inventory of what's on the ground now and does not deal with the equitable distribution of space. The "nodes" that are included in this report and mapped on page 108 are for the purposes of inventorying existing commercial floor area and don't align with the "Community Mixed Use Nodes" in the City's Official Plan. Commercial space within the Starwood/Watson Node is included within the "Other Northeast Guelph" category because there is currently so little commercial space at Starwood/Watson. The issue of amount and location (i.e. geographic distribution) of commercial lands will be considered as part of the Stage 2 work,

including the principles to be brought forward for Council endorsement in March 2018.

- 3) When we are reviewing the commercial structure and supply in Guelph there is no analysis of a node east of Stevenson. When this update concludes the "current and potential supply of commercial space and land is sufficient to accommodate the demand for new commercial space to 2031," does this speak to household satisfaction or equity of distribution? Are residents satisfied with access? Did the phone survey ask this question?**

The Stage 1 report does not deal with the "equitable geographic distribution" of space. The work looked at the current inventory of space and lands, against population based needs. The commercial floor area east of Stevenson is included in the Other Northeast Guelph "node" for inventory purposes. The core of the consumer survey was factual, (e.g. what do you spend and where) and used primarily for defining Guelph's trade area and "sales leakage" to other markets. It did not include opinion or satisfaction questions. This project is a land use study and Stage 2 focuses on developing a recommended commercial policy framework and includes the development of general commercial policies, land use designations (amount, location and policies) and zoning regulation directions based on Council endorsed preferred commercial policy framework. The policy alternatives developed as part of Stage 2 will consider the amount and location (i.e. geographic distribution) of commercial space.

- 4) Bottom of page 3 (Information Report IDE-2017-130). The supply analysis used data from the Downtown and GID Secondary Plans. This analysis assumes the GID lands will be fully built out by 2031?**

The analysis assumes that half of the designated Mixed-use Corridor (GID) lands will be developed by 2031(100,000 sq. ft.) and the remaining lands will be developed by 2036. See Figure 3 on page vii of Information Report IDE-2017-130 ATT-1.

- 5) Bottom of page 3 (Information Report IDE-2017-130). This update assumes that active development applications and undeveloped commercial lands would be developed to meet their "maximum" allowable commercial floor space area for areas designated commercial or mixed use. What assumptions are being made about the Starwood and Watson node in the future? What happens if "maximum allowable commercial floor space" isn't realized? Most of the plans I've heard about are proposing far, far less than maximum which I believe is 150,000sq/ft. There is no minimum at Starwood and Watson correct?**

For the Starwood/Watson node the maximum allowable commercial floor space permitted by the Zoning Bylaw is considered for the Loblaw Properties Limited site at 115 Watson Pkwy N. which is 126,995 sq. ft. (11,803 sq. m.). There is currently no minimum commercial floor space area established for any of the

nodes. Stage 2 will consider commercial policy framework alternatives that address scenarios where designated sites are not developed to their maximum permitted floor space. The policy options will be developed in accordance with the vision and principles endorsed by Council and findings from the Stage 1 Commercial Analysis and Background Report. Stage 2 will also consider how to meet the City's commercial needs including appropriate policy and regulatory mechanisms (e.g. zoning) to ensure planned function of key areas is achieved. Figure 3 on page vii of Information Report IDE-2017-130 ATT-1 shows the timing of commercial space needs.

- 6) Page 5 (Information Report IDE-2017-130). There is sufficient undeveloped land out to 2031 (again does not speak to equity of distribution) but there are not enough sufficiently sized parcels available to accommodate traditional larger neighbourhood and community functioning retail developments that typically require at least 2.8 hectares. If the Starwood and Watson node does not come to fruition, where does the city propose these lands could come from east of Stevenson? I'll note, the GID lands are south of the river off Victoria, Stone and College. This does not service neighborhoods northeast of York and Victoria. Will this policy review speak to the potential for amalgamating properties in order create new opportunities for commercial nodes in under serviced areas of the city? Again, speaking to equity of distribution.**

Stage 2 will examine the need to designate additional commercial lands, including retail space, throughout the City to accommodate identified new space needs, and the suitability of the existing parcel fabric could be one consideration in this process. The City's land use planning role is to ensure an appropriate amount of commercial lands are suitably designated and zoned in appropriate locations. This will facilitate private sector investment in commercial development, which may include parcel consolidation.

- 7) If Watson/Starwood is not built out to maximum (everything I've heard speaks to approx. 40% at best), how do we compensate for this loss of commercial space? Will future updates speak to this?**

Stage 2 will explore this through the development of commercial policy framework alternatives including recommendations for policies, land use designations and zoning regulations. The policy alternatives will be developed in accordance with the vision and principles endorsed by Council and findings from the Stage 1 Commercial Analysis and Background Report.

Stage 2 of the Commercial Policy Review which commenced in Q4 2017 involves the following:

- Community engagement sessions to assist in the development of a commercial vision and principles for development to 2041 (Sessions held Nov. 29th, online survey closed Dec. 15th);

- Council endorsement of Vision and Principles in March 2018;
- Development of Commercial Policy Framework Alternatives (Q1/Q2 2018);
- Community Engagement on the Commercial Policy Framework Alternatives (Q1/Q2 2018); and
- Release and Council approval of a Preferred Commercial Policy Framework (Q2/Q3 2018).



Todd Salter
General Manager

Planning, Urban Design and Building Services
Planning, Urban Design and Building Services
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Memo authored by Joan Jylanne, Senior Policy Planner

Figure G-7
Retail and Service Inventory Classification Codes

Retail / Service Categories	NAICS Code	TER Codes	Retail / Service Categories	NAICS Code	TER Codes
Food & Beverage					
Supermarket	44511	11	Miscellaneous Retailers		
Superstores	44511	11	Sporting Goods	45111	70
Jug Milk	44512	12	Toy/Hobby	45112	71
Meat Market	44521	13	Fabric/Wool	45113	72
Fish & Seafood	44522	14	Musical Instruments	45114	73
Green Grocer	44523	15	Florist	45311	76
Bakery	44529	16	Stationery and Office Supplies	45321	77
Candy/Nut	44529	16	Gift/Novelty/Souvenir	45322	78
Cheese	44529	16	Second-Hand Stores	45331	79
Delicatessen	44529	16	Pet & Pet Supply	45391	80
Other Food	44529	16	Art Gallery & Artists' Supply	45392	81
General Merchandise					
Discount Department Store	45211	21	Book Store & News Dealers	45131	82
Traditional Department Stores	45211	21	Antiques	45331	83
Warehouse Membership Clubs (e.g. Costco, Sam's Club)	45291	22	Sewing Machines	45113	84
General Merchandise (e.g. Assortment of Dollar Stores)	45299	23	Wine Making	45399	85
General Store	45299	23	Coin / Stamp	45112	86
Mail Order (e.g., Sears)	45299	23	Tobacco	45399	87
Variety	45299	23	Greeting Cards	45322	88
Home and Auto Supply Stores (eg Canadian Tire)	45299	24	Bicycle	45111	89
Clothing & Accessories					
Mens/Boys Wear	44811	31	Other Miscellaneous Retailers	45399	90
Ladies Wear	44812	32	Automotive		
Childrens Wear	44813	33	Automotive Parts and Accessories Stores	44131	91
Family Wear	44814	34	Tire Dealers	44132	92
Bridal	44819	35	Beer, Wine & Liquor		
Furrier	44819	35	Liquor	44531	95
Hosiery	44819	35	Beer	44531	96
Lingerie	44819	35	Wine	44531	97
Maternity	44819	35	Services: Eating and Drinking		
Millinery	44819	35	Restaurants (Licenced)		100
Unisex Wear	44819	35	Restaurants (Not Licenced)		101
Accessories/Other Apparel (e.g., Ties)	44815	36	Fast Food		102
Childrens Shoes	44821	37	Donuts/Cookies/Muffins		103
Family Shoes	44821	37	Ice Cream/Yogurt		104
Ladies Shoes	44821	37	Cafeterias		105
Mens Shoes	44821	37	Specialty Coffee		106
Jewellery	44831	38	Services: Personal		
Luggage/Leather Goods	44832	39	Beauty/Hair		110
Furniture, Home Furnishings & Electronics					
Furniture/Appliance	44211	40	Barber		111
Floor Coverings	44221	41	Dry Cleaning (Plant)		112
China/Glassware/Kitchenware	44229	42	Dry Cleaning (Pickup)		113
Draperies/Blinds	44229	42	Laundry		114
Lamps & Lighting Fixtures	44229	42	Shoe Repair		115
Linen/Bath	44229	42	Travel Agent		116
Other Household Furnishings (e.g. picture frames, etc.)	44229	42	Photographer		117
Fireplace Accessories	44229	42	Services: Financial and Real Estate		
Vacuums	44229	42	Bank/Trust/Credit Union		120
Appliance	44314	43	Real Estate		127
TV/Radio/Stereo	44314	43	Insurance		128
Computer and related Ind. software	44314	44	Brokerage		130
Camera/Photo Supply	44314	45	Accounting		131
Audio & Video Recordings	44314	46	Services: Other		
Pharmacies & Personal Care					
Drug Stores	44611	50	Video Tape Rental		121
Cosmetics	44612	51	Health/Tanning Salon		122
Optician	44613	52	Movie Theatre/Cinema		123
Other Health & Personal Care Stores	44619	53	Amusement Arcade		124
Building and Outdoor Home Supply Stores					
Home Improvement Centres	44411	60	Bowling/Billiards		125
Hardware/Electrical Supply	44413	61	Medical/Dental		126
Paint/Glass/Wallpaper	44412	62	Legal		129
Electrical wiring supplies & equipment	44419	63	Post Office		132
Plumbing, heating, and a/c eq. & supplies	44419	63	Library		133
MISC. Home Supplies (e.g. windows/doors/plumbing/etc.)	44422	64	Other Service		134
Lawn & Garden Centre	44422	65	Vacant		
Outdoor Power Equipment	44421	66			160

Source: Tate Economic Research Inc.
¹⁾ Based on TER's interpretation of 2012 NAICS retail trade and service category classifications

**REVISED - MATERIAL RELATED TO:
PROMOTIONAL EXPENSE ACCOUNT POLICY /MEMBERS OF COUNCIL
EXPENSES**

(note: total figures were transposed.)

Related 2017 Expenses

- Councillor P. Allt Total: \$367.25
- Councillor M. Salisbury Total: \$664.96

EMAIL dated January 5 2017
FROM Betsy Puthon
TO Councillors
CC Mayor Guthrie
RE Council Budget 2017 Allocations

EXCERPT UNDER HEADING PROMOTIONAL BUDGET

The Council Office now has a dedicated Promotional Budget, which has been allocated \$7000.00. This account supports costs associated with serving on boards (approved by Council), town hall meeting space, attendance at non-training meetings, other events (such a tickets to State of the City Address, non-training related Chamber lunch and learn, etc.).

Please let me know in advance if you plan to incur costs such as booking space for a Town Hall or attend non-training meetings or events that have associated costs.
Regards,

Betsy

Betsy Puthon | Executive Assistant to the Mayor
Office of the Mayor
City of Guelph