



Media Release: Monday, June 15, 2020, 4:30 p.m.

Regional Municipality of Waterloo

Committee of the Whole

*** Addendum Agenda**

Tuesday, June 16, 2020

Closed Session at approximately 9:45 a.m. (following Planning & Works Public Input meetings)

Open Session at approximately 10:45 a.m.

This meeting will be held electronically

150 Frederick Street, Kitchener, Ontario

1. Motion to go into Closed Session

That a closed meeting of Committee of the Whole be held on Tuesday, June 16, 2020, immediately following the Planning and Works Public Input meetings, electronically in accordance with Section 239 of the “Municipal Act, 2001”, for the purposes of considering the following subject matters:

- a) the security of the property of the municipality
- b) receiving of advice subject to solicitor-client privilege and litigation in relation to a contract
- c) receiving of advice subject to solicitor-client privilege in relation to an agreement
- d) proposed or pending disposition of land in the City of Waterloo
- e) proposed or pending disposition of land in the City of Cambridge
- * f) a labour relations matter
- * g) a labour relations matter
- * h) receiving of advice that is subject to solicitor-client privilege

2. Motion to Reconvene into Open Session

3. Declarations of Pecuniary Interest under the “Municipal Conflict of Interest Act”

Should you require an alternative format please contact the Regional Clerk at Tel.: 519-575-4400, TTY: 519-575-4605, or regionalclerk@regionofwaterloo.ca

4. Planning & Works Public Input Recommendation Reports Re: Regional Official Plan Amendments

4.1 [PDL-CPL-20-17](#), Recommendation for Proposed Amendment to the Regional Official Plan (Woolwich Rationalization)

Page 8

Recommendation:

That the Regional Municipality of Waterloo approve the following with respect to the proposed amendment to the Regional Official Plan:

- a) Adopt Amendment No. 4 to the Regional Official Plan as set out in Attachment '3' to Report PDL-CPL-20-17, dated June 16, 2020 to:
 - i. Revise Map 7 (The Countryside) to adjust the Countryside Line applicable to the Elmira and St. Jacobs Township Urban Areas;
 - ii. Revise Map 7 (The Countryside) to re-designate lands being rationalized from the Elmira and St. Jacobs Township Urban Areas as 'Prime Agricultural Area';
 - iii. Revise Map 7 (The Countryside) to re-designate lands being rationalized from the Urban Area (Breslau) as 'Prime Agricultural Area';
 - iv. Revise Map 3b (Township of Woolwich – Township Urban Areas) to adjust the boundary of the Woolwich Township Urban Area;
 - v. Revise Map 3b (Township of Woolwich - Township Urban Areas) to re-designate lands being rationalized from the 'Prime Agricultural Area' designation as 'Township Designated Greenfield Area';
 - vi. Revise Map 3a (Urban Area) to adjust the Urban Area applicable to Breslau; and
 - vii. Revise Map 3a (Urban Area) to re-designate lands being rationalized from 'Prime Agricultural Area' designation as 'Urban Designated Greenfield Area'.
- b) Direct Regional staff to prepare the implementing by-law for Amendment No. 4 to the Regional Official Plan as set out in Attachment '3' to Report PDL-CPL-20-17, dated June 16, 2020 for consideration by Regional Council.

* 4.1.1 Delegations:

1. Greg Romanick, Stantec Consulting Ltd

* 4.1.2 Correspondence:

- [Hugh Handy, Senior Associate, GSP Group](#)

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- [Dorothy Moryc, VP, Engineering & Stations, Waterloo North Hydro](#)

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4.2 PDL-CPL-20-18, Recommendation for Proposed Amendment to the Regional Official Plan (Wellesley Rationalization)

Page 61

Recommendation:

That the Regional Municipality of Waterloo approve the following with respect to the proposed amendment to the Regional Official Plan:

- a) Adopt Amendment No. 3 to the Regional Official Plan as set out in Attachment '3' to Report PDL-CPL-20-18, dated June 16, 2020 to:
 - i. Revise Map 7 (The Countryside) to adjust the Countryside Line applicable to the Wellesley Township Urban Area;
 - ii. Revise Map 7 (The Countryside) to re-designate lands being rationalized from the Wellesley Township Urban Area as 'Prime Agricultural Area';
 - iii. Revise Map 3d (Township of Wellesley – Township Urban Areas) to adjust the boundary of the Wellesley Township Urban Area; and
 - iv. Revise Map 3d (Township of Wellesley - Township Urban Areas) to re-designate lands being rationalized from the Countryside as "Township Designated Greenfield Area".
- b) Direct Regional staff to prepare the implementing by-law for Amendment No. 3 to the Regional Official Plan as set out in Attachment '3' to Report PDL-CPL-20-18, dated June 16, 2020 for consideration by Regional Council.

5. Presentation:

- * **5.1 COVID Update**, Mike Murray, Chief Administrative Officer and Dr. Hsiu-Li Wang, Acting Medical Officer of Health

6. Delegations

- * **6.1 PDL-LEG-20-25**, Authorization to Expropriate Lands (1st Report) for Ottawa Street Improvements - Fischer-Hallman Road to Alpine Road, in the City of Kitchener (Project #5796) (Item **8.3** on Consent Agenda, page 108)

- 1. Steve Voisin, 1400 Ottawa St. S., Kitchener
- 2. **Correspondence received from Waterloo Condominium Corporation**

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- * **6.2 TES-TRP-20-12**, Traffic Signal Operation for Pedestrians (Item **10.1** on Agenda, page 269)

- 1. Mike Boos, Kitchener
- 2. Dan Brotherston, Kitchener

Consent Agenda Items

Items on the Consent Agenda can be approved in one motion of Committee to save time. Prior to the motion being voted on, any member of Committee may request that one or more of the items be removed from the Consent Agenda and voted on separately.

7. Request to Remove Items from Consent Agenda**8. Motion to Approve Items or Receive for Information****8.1 [2020 TES Annual Report](#) (Information)****Page 89****8.2 [TES-20-02](#), Public Engagement and Consultation Approach for Municipal Class Environmental Assessments (Information)****Page 105****8.3 [PDL-LEG-20-25](#), Authorization to Expropriate Lands (1st Report) for Ottawa Street Improvements - Fischer-Hallman Road to Alpine Road, in the City of Kitchener (Project #5796)****Page 108****Recommendation : See Pages 108-110****8.4 [TES-TRS-20-16](#), ION Update Report (Information)****Page 118****8.5 [TES-TRS-20-17](#), Farmers' Market Trail: Feasibility and Design Study****Page 131****Recommendation:**

That the Regional Municipality of Waterloo approve the preferred alignment for Stage One of the Farmers' Market Trail as described in Report TES-TRS-20-17, dated June 16, 2020.

8.6 [TES-WMS-20-02](#), Blue Box Transition to Full Producer Responsibility – Update and Committee Resolution**Page 146****Recommendation:**

That the Regional Municipality of Waterloo approve report TES-WMS-20-02, dated June 16, 2020, identifying the Region's preference to transition from the existing municipally operated blue box program to full producer responsibility on or before March 2, 2024; and,

That the Regional Municipality of Waterloo would consider providing collection, contract management and transfer services of blue box materials on behalf of producers (industry), should mutually agreeable terms be negotiated; and,

That this report and resolution be forwarded to the Association of Municipalities of Ontario (AMO) and the Ontario Ministry of the Environment, Conservation and Parks (MECP).

8.7 TES-WAS-20-10, Water Financial Plan 2020

Page 154

Recommendation:

That the Regional Municipality of Waterloo take the following actions, in accordance with Report TES-WAS-20-10 dated June 16, 2020:

1. Approve the Financial Plan for Water Services Water Supply System as appended to Report TES-WAS-20-10 dated June 16, 2020;
2. Approve the Financial Plan for Water Services North Dumfries and Wellesley Water Distribution System as appended to Report TES-WAS-20-10 dated June 16, 2020;
3. Endorse the financial plans as financially viable;
4. Approve the submission of the financial plans to the Ministry of Municipal Affairs and Housing in accordance with the 'Safe Drinking Water Act'; and
5. Authorize the Commissioner, Transportation and Environmental Services, to sign all documentation related to this matter.

8.8 PDL-CAS-20-06, Reappointment of the Ombudsperson Contract (2020-2022)

Page 209

Recommendation:

That the Regional Municipality of Waterloo reappoint Agree Incorporated as the Ombudsman for the Region of Waterloo for the period June 1, 2020 to May 31, 2022 as outlined in Report PDL-CAS-20-06, dated June 16, 2020.

8.9 Erb Street Water Supply – Iron and Manganese Upgrades - Schedule C Municipal Class Environmental Assessment - Virtual Public Consultation Centre #1 (Information)

Page 213

8.10 New Dundee Water Supply – Iron and Manganese Treatment Upgrades - Schedule "C" Class Environmental Assessment – Virtual Public Consultation Centre #1 (Information)

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Regular Agenda Resumes

9. Reports – Interdepartmental Reports

9.1 PDL-CPL-20-16/COR-TRY-20-59, Brownfield Financial Incentive Program – Tax Increment Grant Application – 475 King Street East, Kitchener

Page 249

Recommendation:

That the Regional Municipality of Waterloo take the following actions regarding the property municipally known as 475 King Street East in the City of Kitchener, as described in Report PDL-CPL-20-16/COR-TRY-20-59 dated June 16, 2020:

- a) Approve a joint Tax Increment Grant, subject to the terms of an associated Tax Increment Grant agreement with the registered owner of the subject lands, with the Regional amount not to exceed \$443,604 net of any other future brownfield assistance, to be financed from the incremental tax revenue for the property following remediation, redevelopment and reassessment; and,
- b) Authorize the Region's Commissioner of Planning, Development and Legislative Services and Commissioner, Corporate Services / Chief Financial Officer to execute any associated agreements, assignments, or other related documents with the registered owner of 475 King Street East in the City of Kitchener, with the form and content of such Tax Increment Grant agreement(s), any subsequent assignments of the agreement, or other related documents to be satisfactory to both the Regional and City of Kitchener Solicitors.

9.2 [TES-WAS-20-08/ PDL-CPL-20-20](#), 2020 Water and Wastewater Monitoring Report

Page 259

Recommendation:

That the Regional Municipality of Waterloo accept the 2020 Water and Wastewater Monitoring Report summarized in Report TES-WAS-20-08/PDL-CPL-20-20, dated June 16, 2020 as the account of water supply and wastewater treatment capacity as of December 31, 2019.

10. Reports – Transportation and Environmental Services

10.1 [TES-TRP-20-12](#), Traffic Signal Operation for Pedestrians (Information) (Staff Presentation)

Page 269

* **10.2** [TES-TRP-20-13](#), Rapid Re-allocation of Road Space for Active Transportation to Address the COVID-19 Pandemic (Staff Presentation)

Page 315

Recommendation:

That the Region of Waterloo approve the following with respect to the rapid implementation of temporary active-transportation infrastructure in response to the COVID-19 Pandemic:

- a) Expedite the closure of curb lanes to general traffic on selected four-lane Regional roads to create new temporary dedicated bike lanes or reserved

- lanes for transit vehicles and cyclists at locations as noted;
- b) Allocate up to \$550,000 from the Transportation Capital Reserve to fund costs associated with the planned road-space re-allocations, and
 - c) Direct staff to identify additional road-space re-allocations to create new bike lanes or reserved lanes to be implemented in 2021;
- all as outlined in Report TES-TRP-20-13, dated June 16, 2020.

11. Reports – Planning, Development and Legislative Services

- 11.1** [PDL-CPL-20-15](#), Amendment to Regional Municipality of Waterloo Controlled Access By-law #58-87 for Access to Regional Road 58 (Fischer-Hallman Road), City of Kitchener – Proposed WAM Development

Page 278

Recommendation:

That the Regional Municipality of Waterloo Controlled Access By-law #58-87 be amended for two proposed access locations on the east side of Regional Road 58 (Fischer-Hallman Road) immediately south of Regional Road 56 (Bleams Road) in the City of Kitchener, as described in Report PDL-CPL-20-15.

- 11.2** [PDL-CPL-20-19](#), Regional Official Plan Review Update (Information) (Staff Presentation)

Page 283

- 11.3** [PDL-CAS-20-05](#), Regional Council Composition Review Options and Consultation Process

Page 294

Recommendation:

That the Regional Municipality of Waterloo direct staff to undertake public consultation on the four options for Regional Council Composition described in report PDL-CAS-20-05, dated June 16, 2020;

And that a public meeting be scheduled for September 30, 2020 to consider the matter;

And that the report be circulated to the Area Municipal Councils for their input on the four options.

12. Information/Correspondence

13. Other Business

- a) Council Enquiries and Requests for Information [Tracking List](#)

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14. Next Meeting – July 15, 2020

15. Adjourn



Report: PDL-CPL-20-17

Region of Waterloo

Planning, Development and Legislative Services

Community Planning

To: Chair Tom Galloway and Members of the Council

Date: June 16, 2020

File Code: D16-40

Subject: Recommendation for Proposed Amendment to the Regional Official Plan (Woolwich Rationalization)

Recommendation:

That the Regional Municipality of Waterloo approve the following with respect to the proposed amendment to the Regional Official Plan:

- a) Adopt Amendment No. 4 to the Regional Official Plan as set out in Attachment '3' to Report PDL-CPL-20-17, dated June 16, 2020 to:
 - i. Revise Map 7 (The Countryside) to adjust the Countryside Line applicable to the Elmira and St. Jacobs Township Urban Areas;
 - ii. Revise Map 7 (The Countryside) to re-designate lands being rationalized from the Elmira and St. Jacobs Township Urban Areas as 'Prime Agricultural Area';
 - iii. Revise Map 7 (The Countryside) to re-designate lands being rationalized from the Urban Area (Breslau) as 'Prime Agricultural Area';
 - iv. Revise Map 3b (Township of Woolwich – Township Urban Areas) to adjust the boundary of the Woolwich Township Urban Area;
 - v. Revise Map 3b (Township of Woolwich - Township Urban Areas) to re-designate lands being rationalized from the 'Prime Agricultural Area' designation as 'Township Designated Greenfield Area';
 - vi. Revise Map 3a (Urban Area) to adjust the Urban Area applicable to

Breslau; and

- vii. Revise Map 3a (Urban Area) to re-designate lands being rationalized from 'Prime Agricultural Area' designation as 'Urban Designated Greenfield Area'.

- b) Direct Regional staff to prepare the implementing by-law for Amendment No. 4 to the Regional Official Plan as set out in Attachment '3' to Report PDL-CPL-20-17, dated June 16, 2020 for consideration by Regional Council.

Summary:

The proposed amendment to the Regional Official Plan (ROP) relates to the lands immediately surrounding the communities of Elmira, St. Jacobs and Breslau in the Township of Woolwich (see Attachment '1' for general location). This report explains the purpose and effect of the proposed amendment, and outlines the next steps in the ROP amendment process.

The purpose of the amendment is to:

- i. Revise Map 7 (The Countryside) to adjust the Countryside Line applicable to the Elmira and St. Jacobs Township Urban Area;
- ii. Revise Map 7 (The Countryside) to re-designate lands being rationalized from the Woolwich Township Urban Area as 'Prime Agricultural Area';
- iii. Revise Map 7 (The Countryside) to re-designate lands being rationalized from the Urban Area as 'Prime Agricultural Area';
- iv. Revise Map 3b (Township of Woolwich – Township Urban Areas) to adjust the boundary of the Woolwich Township Urban Area;
- v. Revise Map 3b (Township of Woolwich - Township Urban Areas) to re-designate lands being rationalized from the 'Prime Agricultural Area' designation as 'Township Designated Greenfield Area';
- vi. Revise Map 3a (Urban Area) to adjust the Urban Area applicable to Breslau; and
- vii. Revise Map 3a (Urban Area) to re-designate lands being rationalized from the 'Prime Agricultural Area' designation as 'Urban Designated Greenfield Area'.

In 2018, the Township of Woolwich completed a rationalization exercise to rationalize the Township Urban Area (TUA) boundary and Countryside Line for Elmira and St.

Jacobs by adopting Official Plan Amendment No. 30 (OPA 30). In 2019, the Township completed a similar exercise to rationalize the Urban Area boundary for Breslau by adopting Official Plan Amendment No. 34 (OPA 34). If approved, the proposed ROP amendment would implement the boundary rationalizations proposed by the Township through OPA 30 and OPA 34. A copy of the proposed ROP amendment is contained in Attachment '3'.

Report:**Background**

When Regional Council adopted the new ROP in 2009, it established a policy framework for the four townships to review the boundaries of their respective TUAs and the Countryside Line delineated in the new ROP. A similar policy was established to permit the review of the Breslau Urban Area. This review, referred to as a rationalization exercise, is intended to give each township an opportunity to more closely evaluate and if necessary realign these boundaries to redirect growth to areas where servicing is more readily available and that could more efficiently accommodate growth.

The policy basis for this amendment is set out in ROP Policies 2.B.4, and 2.B.7. Policy 2.B.4 states that the Township of Woolwich may propose a rationalization of the Breslau Urban Area designation. Policy 2.B.7 states that the Townships of North Dumfries, Wellesley, Wilmot and Woolwich may propose a rationalization of the boundaries of their Countryside Line and applicable TUAs. It is important to note that the results of the rationalization exercises are neutral, meaning that the intent of the exercise is to only reconfigure boundaries. Consistent with ROP Policies 2.B.4 and 2.B.7, no additional land is being designated to accommodate growth at this time.

A Place to Grow: A Growth Plan for the Greater Golden Horseshoe (2019) (Growth Plan) permits municipalities to adjust settlement areas outside of a municipal comprehensive review. As per Policy 2.2.8.4, the settlement area may be adjusted subject to criteria including that there would be no net increase in lands within settlement areas.

Fundamentally, the rationalization exercise involves removing land from one part of a settlement area and adding an equivalent or lower amount of land to another part of a settlement area or relocating land from one settlement area to another where it can be developed more efficiently and cost-effectively. This exercise is intended to support the townships' growth needs, while ensuring that the overall amount of land designated for development in the townships (in all settlement areas) remains unchanged.

Proposed ROP Amendment

In 2018, the Township of Woolwich completed a rationalization exercise to rationalize the Township Urban Area boundary and Countryside Line for Elmira and St. Jacobs by adopting Official Plan Amendment No. 30 (OPA 30). In 2019, the Township completed a similar exercise to rationalize the Urban Area boundary for Breslau by adopting Official Plan Amendment No. 34 (OPA 34).

Approval of OPA 30 and OPA 34 would amend various maps in the Township's Official Plan to rationalize the boundaries of the Countryside Line, the Breslau Urban Area and the Elmira and St. Jacobs Township Urban Areas. Since the boundaries of these areas are also identified in the ROP, any proposed revisions to the Township's Official Plan cannot be approved until the ROP has been amended. The proposed ROP amendment would revise Map 3a, Map 3b and Map 7 of the ROP accordingly to provide for the approval of OPA 30 and OPA 34 as they relate to the proposed boundaries of the Countryside Line and the Elmira and St. Jacobs Township Urban Areas, and the proposed Breslau Urban Area in the Township of Woolwich. Specifically, the ROP amendment:

- i. Revises Map 7 (The Countryside) to adjust the Countryside Line applicable to the Elmira and St. Jacobs Township Urban Area;
- ii. Revises Map 7 (The Countryside) to re-designate lands being rationalized from the Woolwich Township Urban Area as 'Prime Agricultural Area';
- iii. Revise Map 7 (The Countryside) to re-designate lands being rationalized from the Urban Area as 'Prime Agricultural Area';
- iv. Revises Map 3b (Township of Woolwich – Township Urban Areas) to adjust the boundary of the Woolwich Township Urban Area;
- v. Revises Map 3b (Township of Woolwich - Township Urban Areas) to re-designate lands being rationalized from the 'Prime Agricultural Area' designation as 'Township Designated Greenfield Area';
- vi. Revises Map 3a (Urban Area) to adjust the Urban Area applicable to Breslau; and
- vii. Revises Map 3a (Urban Area) to re-designate lands being rationalized from the 'Prime Agricultural Area' designation as 'Urban Designated Greenfield Area'.

Regional Council adopted the ROP in June 2009 in conformity with an earlier version of the Growth Plan for the Greater Golden Horseshoe (2006).

Purpose and Effect of the Amendment

The purpose of the amendment is to rationalize the boundaries of the Countryside Line, the Breslau Urban Area, and the Elmira and St. Jacobs Township Urban Area in accordance with the policies of the ROP.

The Countryside Line is delineated on Map 7 of the ROP. This line represents the long-term boundary between the existing TUAs and the countryside. The proposed amendment would rationalize the boundary of the Countryside Line to focus the Township of Woolwich's long-term growth in the Elmira and St. Jacobs TUAs.

The communities of Elmira and St. Jacobs are identified as TUAs on Map 3b of the ROP. The community of Breslau is considered part of the Urban Area on Map 3a of the ROP. The proposed amendment would rationalize the boundaries of these settlement areas to redirect growth to locations that can be developed more efficiently and cost-effectively on full municipal services. The proposed changes are intended to implement Woolwich Township Council's preferred growth management strategy as identified in OPA 30 and OPA 34.

Basis for the Amendment

When Regional Council adopted the new ROP in 2009, it established a policy framework for the four townships to review the boundaries of their respective TUAs and the Countryside Line delineated in the new ROP. A similar policy was established to permit the review of the Breslau Urban Area. This review, referred to as a rationalization exercise, is intended to give each township an opportunity to more closely evaluate and if necessary realign these boundaries to redirect growth to areas where servicing is more readily available and that could more efficiently accommodate growth.

The policy basis for this amendment is set out in ROP Policies 2.B.4 and 2.B.7. Policy 2.B.4 states that the Township of Woolwich may propose a rationalization of the Breslau Urban Area designation. Policy 2.B.7 states that the Townships of North Dumfries, Wellesley, Wilmot and Woolwich may propose a rationalization of the boundaries of their TUAs and/or the Countryside Line. It is important to note that the results of the rationalization exercises are neutral, meaning that the intent of the exercise is to only reconfigure boundaries. Consistent with ROP Policies 2.B.4 and 2.B.7, no additional land is being designated to accommodate growth at this time.

In 2018, the Township of Woolwich completed a rationalization exercise to rationalize the TUA boundary and Countryside Line for Elmira and St. Jacobs by adopting Official Plan Amendment No. 30 (OPA 30). In 2019, the Township completed a similar exercise to rationalize the Urban Area boundary for Breslau by adopting Official Plan

Amendment No. 34 (OPA 34).

Approval of OPA 30 and OPA 34 would amend various maps in the Township's Official Plan to rationalize the boundaries of the Countryside Line, the Breslau Urban Area and the Elmira and St. Jacobs TUAs. Since the boundaries of these areas are also identified in the ROP, any proposed revisions in the Township's Official Plan cannot be approved until the ROP has been amended. The proposed ROP amendment would revise Map 3a, Map 3b and Map 7 of the ROP accordingly to provide for the approval of OPA 30 and OPA 34 as they relate to the proposed boundaries of the Countryside Line and the Elmira and St. Jacobs TUAs, and the proposed Breslau Urban Area in the Township of Woolwich.

A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019

A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019 (Growth Plan) came into effect on May 16, 2019, replacing the Growth Plan for the Greater Golden Horseshoe, 2017. The Growth Plan is a long-term plan that works to manage growth, build complete communities, curb sprawl and protect the natural environment. Planning decisions must conform to or not conflict with the Growth Plan.

The proposed ROP amendment conforms to or does not conflict with the Growth Plan, as detailed below.

Growth Plan policy 2.2.8.2 states that a settlement area boundary expansion may only occur through a municipal comprehensive review subject to criteria specified in the policy. However, policy 2.2.8.4 states that notwithstanding policy 2.2.8.2, municipalities may adjust settlement area boundaries outside of a municipal comprehensive review, provided:

- a) there would be no net increase in land within the settlement area;
- b) the adjustment would support the municipality's ability to meet intensification and density targets established pursuant to the Growth Plan;
- c) the location of any lands added to a settlement area will satisfy the applicable requirements of Policy 2.2.8.3;
- d) the affected settlement areas are not rural settlements or in the Greenbelt Area; and

- e) the settlement area to which the lands would be added is serviced by municipal water and wastewater systems and there is sufficient reserve infrastructure capacity to service the lands.

The proposed ROP amendment would not result in a net increase of land within the settlement areas. The lands to be rationalized to and from the Elmira and St. Jacobs TUA represents approximately 65 ha. The lands to be rationalized to and from the Breslau Urban Area represent approximately 15 ha. The amendment would support the Township's ability to meet the intensification targets set out in ROP Policy 2.E.6 and 2.D.17 which require area municipalities to achieve a minimum of 45 residents and jobs combined per hectare in TUAs and 55 residents and jobs combined per hectare in Urban Areas. Furthermore, the land to be added through the rationalization are not rural settlements or in the Greenbelt Area. Finally, they will be serviced by municipal water and wastewater systems.

The proposed ROP Amendment is not a settlement area boundary expansion and the settlement area boundary expansion policies and municipal comprehensive review requirements of the Growth Plan 2019, the 2020 PPS and the ROP do not apply. The proposed amendment aligns with the Growth Plan Policy 2.2.8.4 regarding how settlement area boundaries may be adjusted outside of a municipal comprehensive review. Policy 2.2.8.4 also requires that adjustments to the settlement area boundary satisfy the applicable requirements of Policy 2.2.8.3 of the Growth Plan, including:

- a) sufficient capacity in existing or planned infrastructure and public service facilities;
- b) infrastructure and public service facilities must be financially viable over the full life cycle of these assets;
- c) the proposed adjustment must be informed by applicable water and wastewater master plans or equivalent and stormwater master plans or equivalent;
- d) the adjustment avoids, or if avoidance is not possible, minimizes and mitigates any potential negative impacts on watershed conditions and the water resource system, including the quality and quantity of water;
- e) key hydrologic areas and the Natural Heritage System for the Growth Plan are be avoided where possible;
- f) prime agricultural areas should be avoided where possible. Alternative locations should be evaluated, prioritized and determined based on avoidance, minimizing and mitigating the impacts on the agricultural system (e.g., reasonable

alternatives that avoid prime agricultural areas are been evaluated and where avoidance is not possible, lower quality agricultural lands are used);

- g) the adjustment complies with the minimum distance separation formulae;
- h) any adverse impacts on the agri-food network are assessed;
- i) the policies of Sections 2 (Wise Use and Management of Resources) and 3 (Protecting Public Health and Safety) of the PPS are applied.

There is adequate capacity in the existing and available public services and infrastructure including the municipal water and wastewater systems. Agencies such as school boards, local utilities and the Grand River Conservation Authority have been circulated and have not expressed any concerns regarding the capacity of public services and infrastructure under their jurisdiction.

The location of the areas proposed for inclusion in the TUA and the Breslau Urban Area represent logical extensions of the existing development patterns, where infrastructure and public service facilities can be planned in a manner so as to ensure that they are financially viable over the full life cycle of these assets. The infrastructure and public services needed to support any future development can be addressed through the development application process.

Regional staff has reviewed the 2018 Water and Wastewater Monitoring Report and confirms that there is sufficient capacity in the water and wastewater treatment systems to service the areas proposed to be rationalized into the TUA boundaries and the Breslau Urban Area. Stormwater infrastructure needs will be addressed through future development applications.

The lands proposed to be added to the Elmira and St. Jacobs TUA do not include surface water features and are not a significant groundwater recharge area. The lands proposed for inclusion in the Elmira TUA include a small area within the Wellhead Protection Sensitivity Area 7 (2 to 10 year travel). Any impacts of future development in this area can be addressed at a more detailed level if and when development is proposed to ensure no negative impacts to municipal water supplies. The lands proposed to be added to the Breslau Urban Area do not include surface water features and are not a significant groundwater recharge area.

The lands included within the TUA for Elmira, St. Jacobs and the Breslau Urban Area avoid key hydrologic and Natural Heritage Systems.

All of the lands surrounding Elmira and St. Jacobs are considered prime agricultural areas. Lands surrounding the area to be added to the Elmira TUA are primarily Class 1, 2 and 4 soils. Lands surrounding the proposed additions to the St. Jacobs TUA are primarily unclassified soils as well as some Class 1 and 3 soils. The lands surrounding the Elmira, and St. Jacobs TUAs are not considered specialty crop lands.

The lands surrounding Breslau are not considered specialty crop lands. All of the lands surrounding Breslau are considered Prime Agricultural Areas, including Class 1 and 2 lands, except for the lands located between the Grand River and Woolwich Street South, south of the proposed Ottawa Street Extension which are designated Rural. These lands are currently being used for aggregate extraction and have significant constraints for future development. These lands would therefore not be appropriate for addition to the Urban Area.

Additional analysis regarding the impacts of the proposed rationalization on prime agricultural lands, compliance with Minimum Distance Separation (MDS) formulae, and impacts on nearby agricultural operations has been provided in Attachment 2 in response to comments received from the Ministry of Municipal Affairs and Housing (MMAH).

Growth Plan policy 5.2.4.4 states that a lower-tier municipality cannot designate land beyond the horizon established in the applicable upper-tier official plan. The proposed ROP Amendment reconfigures land currently designated to accommodate population growth allocated to the Township of Woolwich through the ROP and does not designate additional land beyond the 2031 planning horizon established in the ROP.

The proposed rationalization supports the policies for designated greenfield areas in Policy 2.2.7 of the Growth Plan. Specifically, future development in the area to be added can be designed in a manner that supports complete communities and active transportation while meeting the density target set out in the ROP for TUAs of 45 persons and jobs per hectare and for Urban Areas of 55 persons and jobs per hectare.

As a result, the proposed ROP Amendment conforms to or does not conflict with the Growth Plan.

The Provincial Policy Statement, 2020

The Provincial Policy Statement, 2020 (PPS) came into effect on May 1, 2020 and provides policy direction on matters of provincial interest related to land use planning and development. The PPS is to be read in its entirety and the relevant policies are to be applied to each situation. Planning decisions must be consistent with the PPS.

The proposed ROP Amendment meets the objectives of and is consistent with policies 1.1.1, 1.1.3, 1.4.1, 1.4.2, 1.6.1, and 1.6.6.1 of the PPS through the delineation of the

Elmira and St. Jacobs TUA and the Breslau Urban Area in a manner which promotes:

- efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;
- avoiding development and land use patterns which may cause environmental or public health and safety concerns;
- avoiding development and land use patterns which would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas;
- the integration of land use planning; growth management; intensification and infrastructure planning to achieve cost-effective development patterns;
- ensuring that necessary infrastructure and public service facilities are or will be available to meet current and projected needs;
- compact development with a mix of uses and densities that allow for the efficient use of land, infrastructure and public service facilities; and
- considering impacts of a changing climate and minimizes impacts to air quality and climate change and promotes energy efficiency.

PPS Policy 1.1.3.8 permits a settlement boundary expansion only at the time of a comprehensive review. However, the proposed amendment is not considered a settlement boundary expansion, but rather an adjustment that results in no net increase in land within the settlement area. Consequently, Policy 1.1.3.9 applies, which permits municipalities to adjust settlement area boundaries outside of the comprehensive review provided in some circumstances. Accordingly, staff is satisfied that the proposed ROP Amendment conforms with Policy 1.1.3.9 since it:

- a) will not result in a net increase in land within the settlement area;
- b) will support the municipality's ability to meet intensification and redevelopment targets;
- c) addresses prime agricultural areas in accordance with PPS 1.1.3.8 c), d) and e) and;
- d) the settlement area to which lands are being added is appropriately serviced and there is sufficient reserve infrastructure capacity to service the lands.

Related Applications under the Planning Act

The proposed ROP amendment relates to and is intended to facilitate the approval and implementation of OPA 30 and OPA 34 to the Township of Woolwich Official Plan. The Township submitted OPA 30 to the Region for approval in March 2018, and submitted OPA 34 to the Region for approval in September 2019. These amendments are currently under review.

Agency and Public Feedback and Comments

Under the Planning Act, a public meeting is required before Regional Council can consider any proposed amendments to the ROP. The Public Meeting was held at the February 19, 2020 Planning and Works Committee meeting (Report PDL-CPL-20-04).

Agency Comments

The Grand River Conservation Authority (GRCA) provided comments on February 18, 2020 and advised that they have no significant concerns with the Woolwich rationalization exercise. They note that some of the areas proposed to be rationalized into the Township Designated Greenfield Area and the Urban Designated Greenfield Area contain flood plains, erosion hazards, wetlands and associated allowances. Due to the presence of these features, some parts of the lands to be rationalized are regulated by the GRCA and permits will be required. A map showing the areas that are subject to permits is appended to GRCA's comment letter.

The Ministry of Municipal Affairs and Housing (MMAH) provided comments to the Region on the proposed Amendment dated May 1, 2020. Comments focused on ensuring consistency with the 2020 Provincial Policy Statement (PPS) and the 2019 *A Place to Grow: Growth Plan for the Greater Golden Horseshoe* (A Place to Grow). The comments requested that policy rationale be provided regarding Policies 2.2.8.3 f) iii); 2.2.8.3 g); and 2.2.8.3 h). To address these comments, Regional staff held a conference call with MMAH staff on May 12, 2020 and have provided additional rationale in the section of the report above titled "A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019" (see Attachment 2).

Public Comments

Douglas W. Stewart (IBI Group Ltd): On behalf of their client Birdland Developments, is supportive of the proposed ROP amendment which includes their client's lands within the revised Township Designated Greenfield Area designation.

Currently, the majority of land owned by Birdland Developments to the north of Listowel Road in Elmira is already designated Township Designated Greenfield Area. The ROP amendment proposes to modify the boundary of the designation adjacent to their Southwood 4 subdivision to more accurately reflect the ownership parcel boundaries.

Meghan Gereghty (GSP Group): On behalf of their client, Thomasfield Homes Limited,

expresses support for the proposed rationalization which proposes to add additional lands owned by her client into the Breslau Urban Area.

Gunter Kahlen wrote to request consideration that the land he owns in the northwest corner of Elmira remain in the TUA. No changes are proposed to the ROP which would impact the existing designation of the subject property (Township Designated Greenfield Area). Therefore, no changes to the proposed ROP amendment are recommended.

Hugh Handy (GSP Group): On behalf of their client, 1604964 Ontario Inc. a client, wrote to support the proposed ROP amendment since it addresses their request to include a 0.9 ha portion of their property on Northside Drive and Hawkesville Road within the Township Designated Greenfield Area. Mr. Handy had also written an earlier letter identifying a mapping error in the public meeting request report (related to this property which has since been corrected).

Don Kenesky express concern with the area proposed to be rationalized into the Township Designated Greenfield Area designation in St. Jacobs located to the north of the Home Hardware site on Henry Street. He feels that the future use of the property for a future expansion of the Home Hardware site would create land use compatibility concerns with his residential home, located to the east of the area proposed to be rationalized into the Township Designated Greenfield Area designation. Specifically, his concern relates to noise from trucks, trailers, air brakes, back-up horns and engines would increase if the area is used for additional truck parking. He requests a 300 metre separation between incompatible land uses and his property line.

Regional staff have considered the submission and previous submissions made to the Township of Woolwich through the rationalization exercise. Regional staff note that OPA 30 adds special policy 7.17.14.9 (Home Hardware - North, Policy Area) to the official plan which directs future zoning by-law amendments for industrial uses within this area to satisfactorily address issues related to land use compatibility including noise, protection of environmental features, servicing, transportation impacts, and must provide long term development concepts concerning the potential for the entire Home Hardware lands north of Henry Street and the adjacent parcel to the east being 55 Spring Street. Regional staff feel that the addition of this special policy area has adequately addressed concerns related to land use compatibility. No further changes to the proposed ROP amendment are recommended.

Proposed Next Steps

If approved, the proposed ROP Amendment would facilitate approval of Official Plan Amendment No. 30 and 34 to the Township of Woolwich Official Plan. Approval of these official plan amendments will also delineate the Township's Countryside Line and TUA boundaries consistent with the results of the rationalization exercise.

The Township of Wellesley has also completed a rationalization of its respective

Township Countryside Line and TUAs. The Township of Wilmot completed its rationalization exercise in 2019.

Conclusion

Regional staff recommends that the proposed ROP Amendment be approved for the following reasons:

1. The Township of Woolwich rationalization exercise as reflect in the proposed ROP Amendment conforms to Regional Official Plan and has been undertake in accordance with Regional Official Plan policies 2.B.4, and 2.B.7;
2. The proposed ROP amendment conforms to or does not conflict with the Growth Plan for the Greater Golden Horseshoe, 2019; and
3. The amendment is consistent with the Provincial Policy Statement, 2020 issued under Section 3(1) of the Planning Act.

Corporate Strategic Plan:

If approved, the proposed ROP amendment would support the Region's focus area on Environment and Climate Action by:

- Supporting Objective 3.5 regarding the efficient use of urban land, and protecting and enhancing agricultural and natural areas; and
- Supporting Action 3.5.1 regarding promoting efficient urban land use through greenfield and intensification policies while conserving natural heritage and agricultural areas.

Financial Implications:

Nil

Other Department Consultations/Concurrence:

The proposed amendment was prepared based on circulation and comments received from Transportation and Environmental Services, Corporate Services and Cultural Services.

Attachments:

Attachment 1 – Location Map

Attachment 2 – Summary of comments submitted through statutory public meeting process and responses

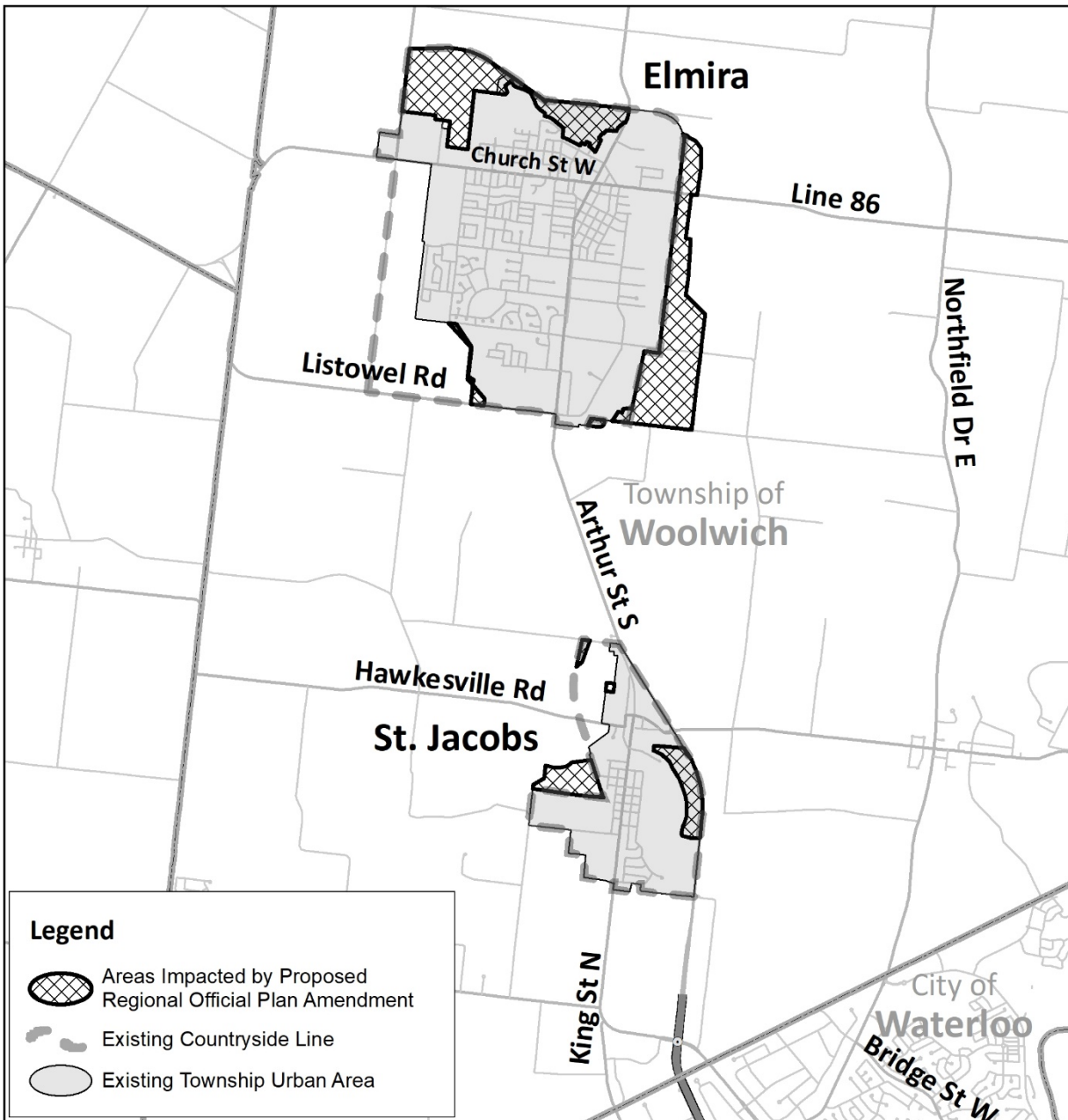
Attachment 3 – Draft Regional Official Plan Amendment

Attachment 4 – Public and Agency Comments

Prepared By: David Welwood, Principal Planner

Approved By: Rod Regier, Commissioner, Planning, Development and Legislative Services

ATTACHMENT 1 – LOCATION MAP



ATTACHMENT 2 - Summary of comments submitted through statutory public meeting process and responses

Delegation/Author	Summary of comments	Response
Ministry of Municipal Affairs and Housing	More information was requested to show how conformity with Place to Grow Policy 2.2.8.3 f) iii) was achieved. This policy requires that where prime agricultural areas cannot be avoided, lower priority lands may be considered for a settlement area boundary expansion.	Additional information regarding conformity with Policy 2.2.8.3 f) iii) has been provided to the Ministry demonstrating that the areas proposed for inclusion into the Elmira and St. Jacobs TUAs and the Breslau Urban area generally have lower quality soils than alternative areas for inclusion in the TUA and Urban Area or are less suitable for agriculture.
	More information was requested to show how conformity with A Place to Grow Policy 2.2.8.3 g) has been achieved. This policy requires settlement area boundary adjustments to comply with the Minimum Distance Separation (MDS) Formulae. The comments encouraged the Region to review mapping that shows the location of assessed livestock barns, the calculated MDS arcs, and the proposed adjustments to the settlement area boundaries.	Additional information regarding conformity with Policy 2.2.8.3 g) has been provided to the Ministry regarding how the areas proposed for inclusion in the Elmira and St. Jacobs TUA and the Breslau Urban Area comply with the MDS Guidelines including MDS arcs and calculations from nearby livestock barns and analysis of any potential land use conflicts. There are no anticipated land use conflicts generated between livestock facilities and sensitive uses as a result of the proposed amendment.
	Additional information was requested regarding adjacent agricultural operations to assess any potential adverse impacts on agricultural operations, in order to ensure conformity with A Place to Grow Policy 2.2.8.3 h).	Additional information regarding conformity with Policy 2.2.8.3 h) has been provided to the Ministry regarding adjacent agricultural operations to the areas proposed for inclusion in the Elmira and St. Jacobs TUA and the Breslau Urban Area. The area proposed for inclusion in the TUA and

Delegation/Author	Summary of comments	Response
		Breslau Urban Area were chosen because they have the least impact on surrounding agricultural operations than other alternative areas for rationalization.
Douglas W. Stewart (IBI Group Ltd) on behalf of Birdland Developments	Is supportive of the proposed ROP amendment which includes their client's lands within the revised Township Designated Greenfield Area designation.	No response required
Meghan Gereghy	Is supportive the proposed rationalization which proposes to add additional lands owned by her client into the Breslau Urban Area.	No response required
Gunter Kahlen	Requests consideration that the land he owns in the northwest corner of Elmira (1575 Floradale Road) remain in the TUA.	No changes are proposed to the ROP which would impact the existing designation of the subject property (Township Designated Greenfield Area). Therefore, no changes to the proposed ROP amendment are recommended.
Hugh Handy (GSP Group), on behalf of 1604964 Ontario Inc. (Mike Gilles and Richard Frede)	Supports the proposed ROP amendment since it addresses their request to include a 0.9 hectare portion of their of property behind 118 Northside Drive, 48 Hawkesville Road and part of 52 Hawkesville Road within the Township Designated Greenfield Area.	No response required
Don Kenesky	Concerned about land use compatibility with proposed expanded Township Designated Greenfield Area designation to the rear (north) of the Home	A special policy area has been included in OPA 34 which ensures that future zoning by-law amendments adequately address land use compatibility concerns between these two

June 16, 2020

Report: PDL-CPL-20-17

Delegation/Author	Summary of comments	Response
	Hardware property at 34 Henry Street, which is directly west of his home at 55 Spring Street.	properties.

ATTACHMENT 3 – DRAFT OFFICIAL PLAN AMENDMENT

REGIONAL OFFICIAL PLAN 2031

Draft Amendment No. 4

**Rationalization of the boundaries of the Countryside
Line, the Breslau Urban Area and the Elmira and St.
Jacobs Township Urban Areas**

Township of Woolwich



Region of Waterloo

AMENDMENT NO. 4 TO THE REGIONAL OFFICIAL PLAN**RATIONALIZATION OF THE BOUNDARIES OF THE COUNTRYSIDE LINE,
BRESLAU URBAN AREA BOUNDARY AND
AND THE ELMIRA AND ST. JACOBS TOWNSHIP URBAN AREAS
TOWNSHIP OF WOOLWICH****PART I - PURPOSE AND EFFECT OF THE AMENDMENT**

The purpose of this amendment is to rationalize the boundaries of the Countryside Line, the Urban Area, and the Township Urban Areas, in accordance Policies 2.B.4 and 2.B.7 of the Regional Official Plan (ROP).

Breslau is currently identified as an Urban Area on Map 3a of the ROP. Elmira and St. Jacobs are identified as Township Urban Areas on Map 3b. The proposed amendment would rationalize the boundaries of this settlement area to redirect growth to locations that can be developed more efficiently and cost-effectively on full municipal services.

The Countryside Line is currently located on Map 7 of the ROP. This line represents the long-term boundary between the Urban Areas, the Township Urban Areas and the Countryside. The proposed amendment would rationalize the boundary of the Countryside Line adjacent to the Elmira and St. Jacobs settlement areas to reflect the Township's long-term growth management strategy.

PART II - BASIS OF THE AMENDMENT

When Regional Council adopted the new Regional Official Plan (ROP) in 2009, it established a policy framework for the four townships to review the boundaries of their respective Township Urban Areas and the Countryside Line identified in the new ROP. The ROP also established a policy framework for Woolwich Township to review the Urban Area boundary between Planned Highway 7 and the Region of Waterloo International Airport. This review, referred to as a rationalization exercise, is intended to give the townships an opportunity to more closely evaluate, and if necessary realign these boundaries to redirect growth to areas where servicing is more readily available and that could better accommodate growth.

The policy basis for this amendment is set out in ROP Policies 2.B.4 and 2.B.7. Policy 2.B.4 states that the Township of Woolwich may propose a rationalization of the Urban Area designation between Planned Highway 7 and the Waterloo Region International Airport through a further amendment to the Plan. Policy 2.B.7 states that the Townships of North Dumfries, Wellesley, Wilmot and Woolwich may propose a rationalization of the boundaries of their Township Urban Areas and/or the Countryside Line respectively.

The above policies are enabling in nature and expressly permit the four townships to propose a rationalization of the boundaries of their respective Township Urban Areas

and the Countryside Line, and the Breslau Urban Area. Fundamentally, these policies are intended to redirect growth to locations that can be developed more efficiently and cost-effectively on full municipal services.

In March 2018 the Township of Woolwich completed a rationalization exercise in accordance with ROP Policy 2.B.7 to rationalize the Township Urban Area boundary and the Countryside Line for Elmira and St. Jacobs. This planning exercise culminated in Amendment No. 30 (OPA 30) to the Township's Official Plan, which Township Council adopted on March 6, 2019 under By-law No. 16-2018. In September, 2019 the Township completed a rationalization of the Urban Area boundary for Breslau in accordance with ROP Policy 2.B.4. This planning exercise culminated in Amendment No.- 34 (OPA 34) to the Township's Official Plan, which was adopted on September 10, 2019 by By-law 67-2019.

Approval of OPA 30 and OPA 34 would amend various maps in the Township's Official Plan to rationalize the boundaries of the Countryside Line, the Urban Area, and the Township Urban Areas. However, the boundaries of these areas are also identified in the ROP, therefore, any proposed revisions to them in the Township's Official Plan cannot be approved until they are first amended in the ROP. The proposed ROP amendment will revise Map 3a, 3b and Map 7 of the ROP accordingly to provide for the approval of OPA 30 and OPA 34 as they relate to the boundary of the Countryside Line, the Urban Area and the Township Urban Area.

Overall, this amendment is intended to adjust the boundary of the Countryside Line, the Urban Area and the Township Urban Area. This amendment conforms to or does not conflict with the policies of the ROP, the A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019, and is consistent with the Provincial Policy Statement, 2020.

PART III - DETAILS OF THE AMENDMENT

The following changes to Map 3a, 3b and Map 7 constitute the amendment to the ROP:

1. Map 3a – Urban Area

Map 3a is amended to:

- a) designate the areas shown with a diagonal-hatched pattern on Schedule A as "Urban Designated Greenfield Areas";
- b) remove the areas shown with a cross-hatched pattern on Schedule A from the "Urban Designated Greenfield Areas" designation; and
- c) revise the boundary of the "Urban Area" as shown on Schedule A.

2. Map 3b – Township Urban Area

Map 3b is amended to:

- a) designate the areas shown with a diagonal-hatched pattern on Schedule B as

“Township Designated Greenfield Areas”;

- b) remove the areas shown with a cross-hatched pattern on Schedule B from the “Township Designated Greenfield Areas” designation; and
- c) revise the boundary of the “Township Urban Area” as shown on Schedule B.

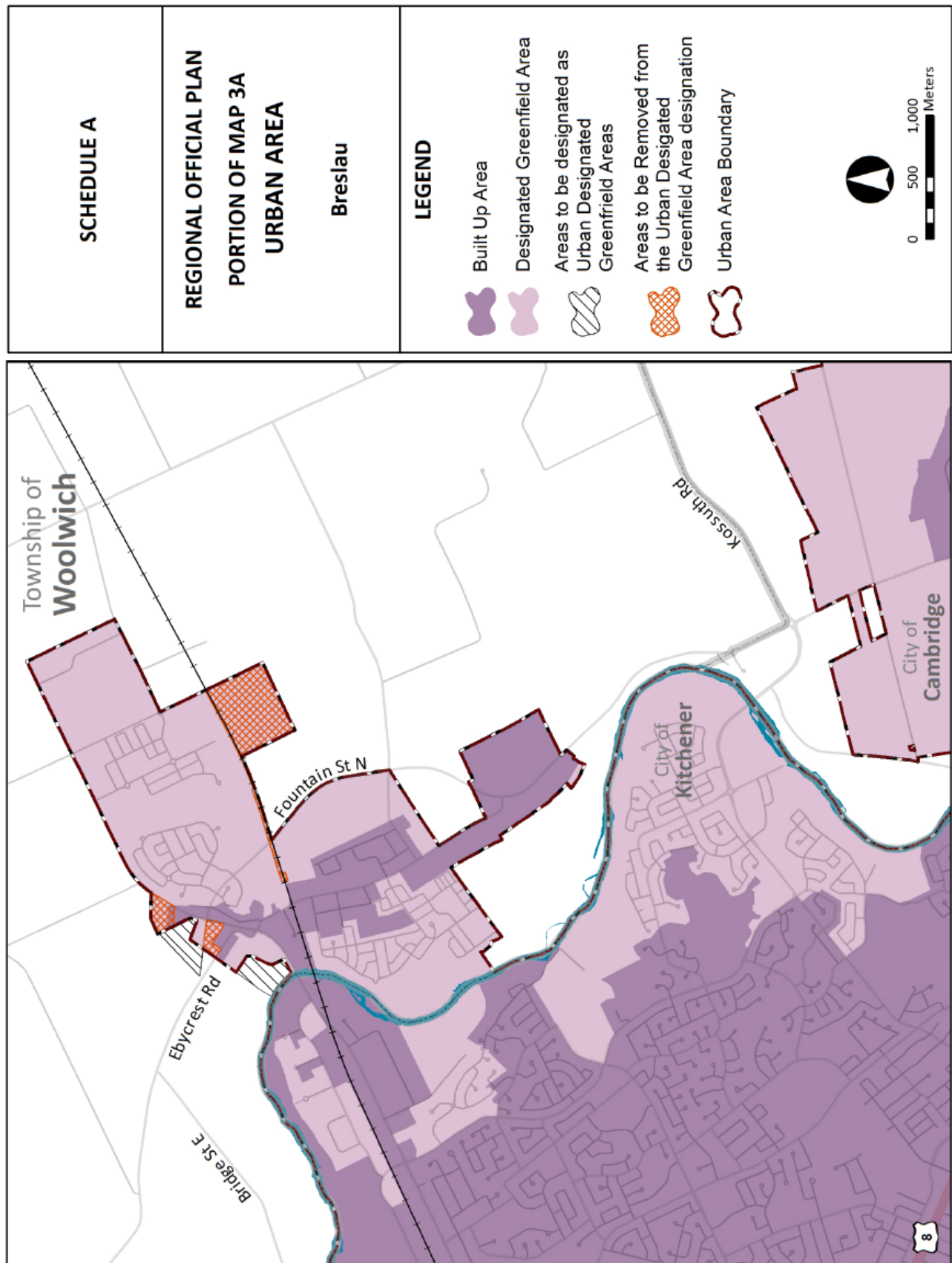
3. Map 7 – The Countryside

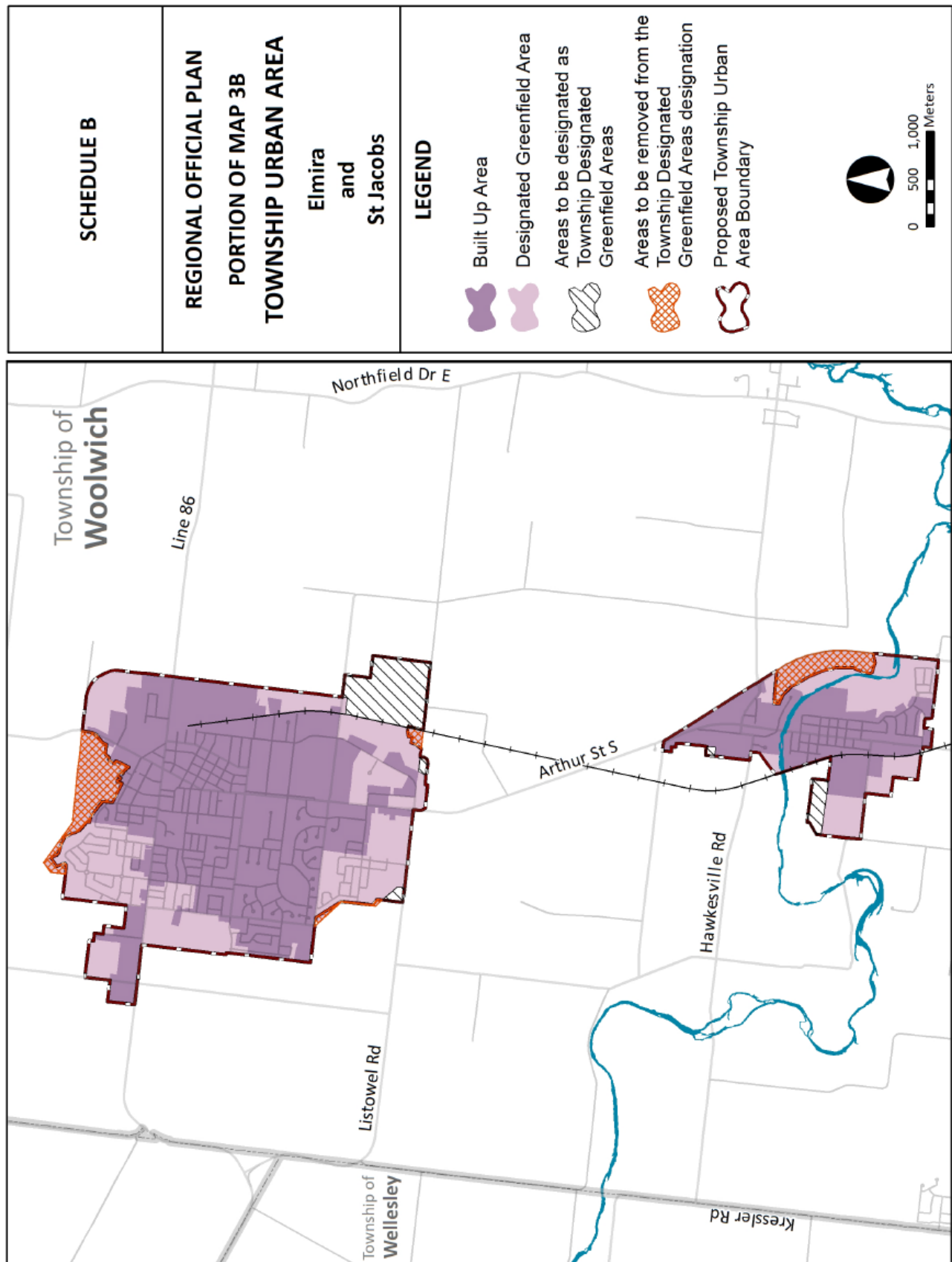
Map No. 7 is amended to:

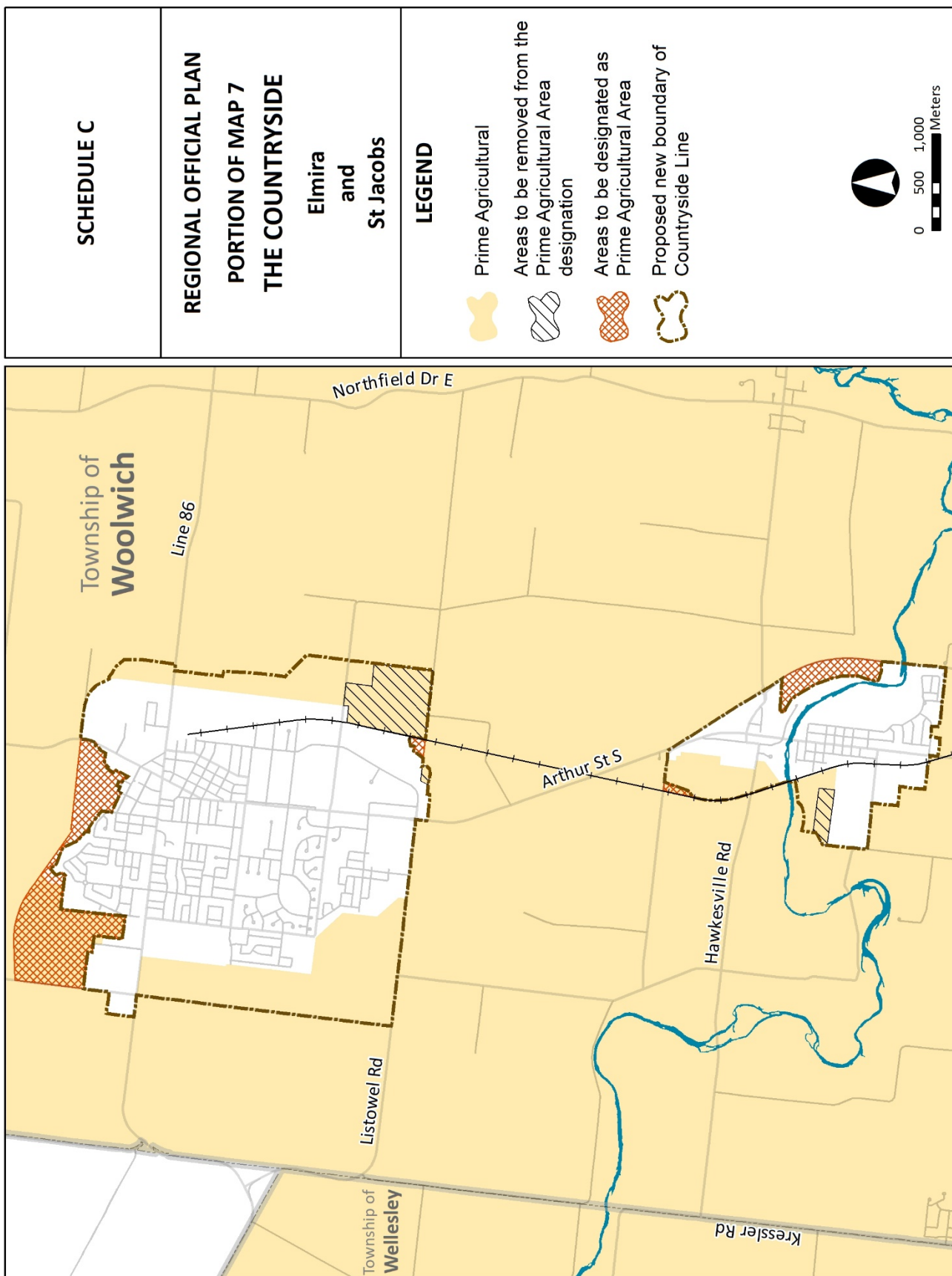
- a) remove the areas shown with diagonal-hatched pattern on Schedule C and Schedule D from the “Prime Agricultural Area” designation;
- b) designate the areas shown with cross-hatched pattern on Schedule C and Schedule D as “Prime Agricultural Area”; and
- c) revise the boundary of the “Countryside Line” as shown on Schedule C.

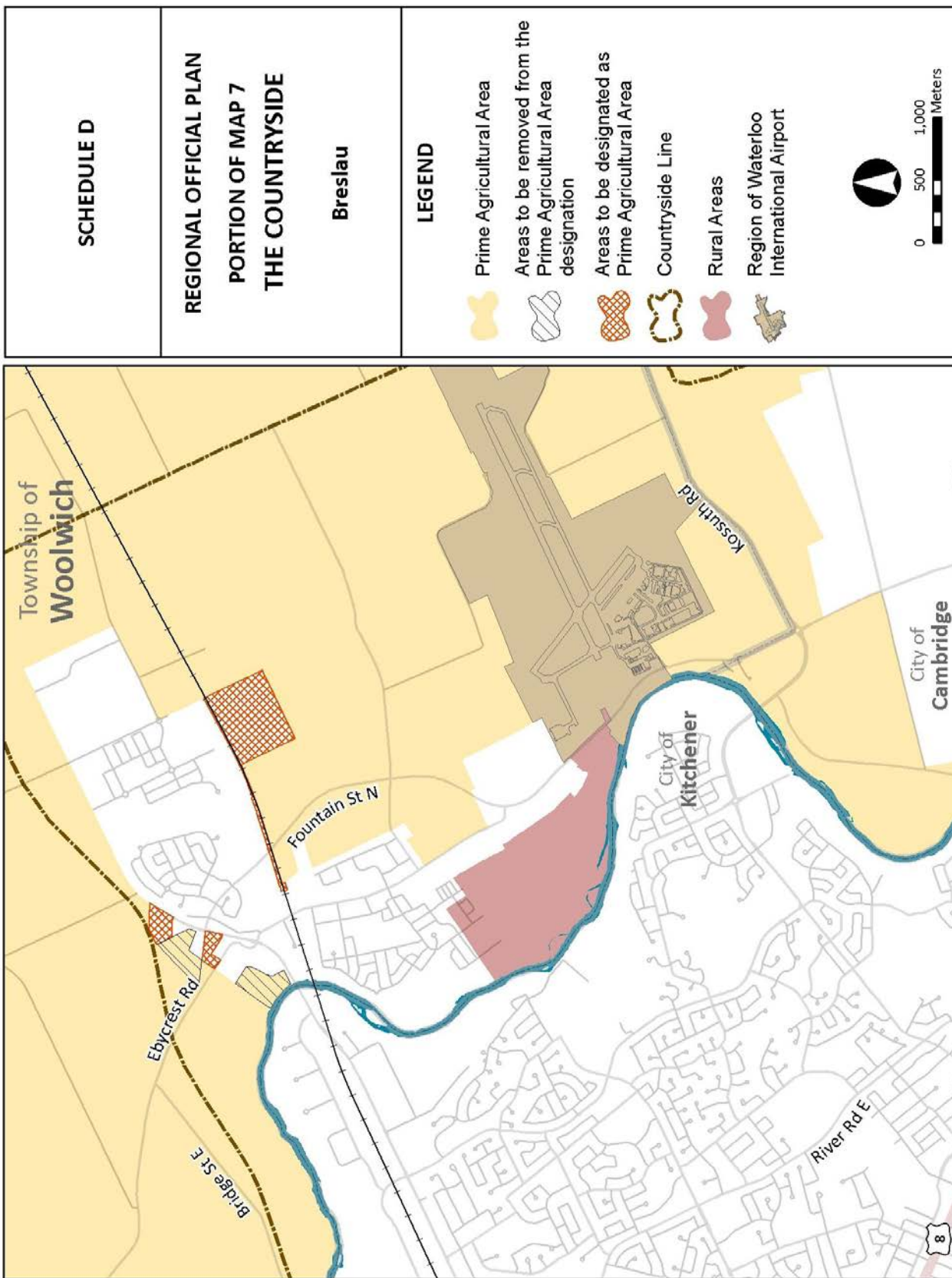
PART IV - IMPLEMENTATION

This amendment will be implemented through the Region’s consideration and approval of Amendment Nos. 30 and 34 to the Township’s Official Plan, future amendments to the Township’s Zoning By-law, and through the review and approval of development applications on the affected lands.









ATTACHMENT 4 – PUBLIC AND AGENCY COMMENTS

January 30, 2020

RECEIVED
FEB 05 2020
PLANNING, DEVELOPMENT AND
LEGISLATIVE SERVICES

To: Mr. David Welwood, Principal Planner
Planning, Development and Legislative Services, Region of Waterloo

From: Don Kenesky, [REDACTED]

Re: Proposed Regional Official Plan amendment, Rationalization of Settlement area
boundary lines in Woolwich Township (St. Jacobs)

As per our telephone conversation of Tuesday, January 18, 2020, we would like to make reference to the Township of Woolwich Engineering and Planning Services report on Boundary Rationalization for Elmira and St. Jacobs dated December 12, 2017, E52-2017 revised, referring our letters and concerns, dated January 23, 2016, January 29, 2016 (which includes a map) and most particularly the letter dated June 12, 2017. You mentioned that you have copies of these letters in your possession.

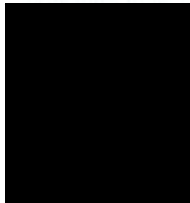
However, to reemphasize our continued concern, we have attached our letter of June 12, 2017 which expresses our specific concerns in detail.

We would appreciate it if you would include us on your mailing list for any future notifications or decisions on this issue.

If you have any questions or require further information from us, please do not hesitate to contact us as noted below.

Thank you.

Don Kenesky



*Received
June 13/17* *★*
June 12, 2017

Township of Woolwich
24 Church Street West,
P.O. Box 158, Elmira, ON
N3B 2Z6

RECEIVED
FEB 05 2020
PLANNING, DEVELOPMENT AND
LEGISLATIVE SERVICES

Attention: Mayor Sandy Shantz and Members of Council,

Dear Madam and Sirs,

**RE: Proposed Official Plan Amendment Rationalization of Settlement Boundaries,
St. Jacobs Settlement Area
Need for 300m separation from existing residential property**

Introduction:

The Township of Woolwich has given notice that it intends to undertake a rationalization of the settlement area in the Village of St. Jacobs, ON. In the Village of St. Jacobs Home Hardware has specifically requested that 20ha of property currently owned by them at the rear of their present operation be included for future industrial development. This land borders the land that I own and where I live at 55 Spring Street in St. Jacobs.

I have written to the Township of Woolwich several times since this process began. My primary concern is that the possible future use of the land is incompatible with the current use of the abutting lands. My previous letters are attached for your further review.

Evaluation Principles:

In Township of Woolwich Staff report dated June 28, 2016 the Staff set out the evaluation principles to be used to evaluate lands to be added to a settlement. The proposed addition of the Home Hardware lands to the settlement area does not meet these criteria. The only development potential of these lands is with Home Hardware as part of their existing enterprise. Home Hardware already owns lands within the settlement area that have not yet been developed. They have not made or presented any plans to develop those lands. The most likely future use of the 20 ha that it wishes to add to the settlement would be to expand their existing and extensive parking facilities. Their current parking areas are used to warehouse inventory. Such a use would not satisfy any employment need in the Township. Most significantly, however, from my own perspective, is that it will not be possible to achieve land use compatibility.

over →

Land Use Compatibility:

My home is only meters from the proposed boundary. The location of my house is marked on Map 3 attached to this letter.

Any future development of the 20ha for industrial development would negatively impact the peaceful use and enjoyment of our residential property. The most likely use of the lands would be to expand Home Hardware's already expansive parking for cargo transport trucks and trailers. Currently, from the existing shipping doors and truck parking areas, the noise from the loud banging of shunting trucks and trailers, back-up horns, air blasts and high revs of truck engines come over to our property and home. This noise would increase dramatically if the proposed area is used for truck parking. Also, we are concerned with the possibility of high powered flood lighting flooding onto our property.

Resolution:

I have read that the Township may create add a Special Policy Area over the Home Hardware lands if they are added to the settlement area requiring Home Hardware to "address issues related to: land use compatibility including noise, protection of the environmental features, servicing, [and] transportation impacts..." prior to any zoning by-law amendment. Respectfully, this only pushes my concerns into the future, for another body to decide. It would be better to resolve the matter before allowing the possibility of incompatibility to develop in the first place.

In my letter of January 29, 2016 I referred to Ontario Ministry of the Environment Guidelines D-6 and D-6-3 which sets out criteria to ensure adequate buffering of incompatible land uses. The full guide is available online to review at any time. In short, however, the Guide recommends a minimum of 300 meter separation between the incompatible uses proposed in this boundary rationalization. **I would, therefore, request, that no less than 1000 feet or 300 meters be allowed between our land and the easterly boundary of the lands to be added to the settlement boundary. (see attached diagram)** This would create a buffer, in-line with Provincial guidelines and help to mitigate negative impact that the rationalization would otherwise have on my property.

With my sincere thanks for your time and consideration of this very important matter,

Yours very truly,

Don Kenesky

Don Kenesky





For these reasons we are asking that the
settlement area boundary line and industrial
area development line be moved
westerly away from our property line
by 300 meters or approximately
1000 feet.

Thank you for your
consideration

Don Kenesky



copy - file

Page 2 of 2

David Welwood

From: Megan Geregthy <mgeregthy@gspgroup.ca>
Sent: February 14, 2020 2:56 PM
To: Regional Clerk; David Welwood
Cc: Hugh Handy; Tom McLaughlin
Subject: Submission for Planning and Public Works Meeting Feb 2020 re: Report PDL-CPL-20-04 Rationalize to the Countryside Line, Breslau, Township of Woolwich
Attachments: Ltr to Region re Proposed Rationalization Feb 2020.pdf

Hello,

Please accept the attached letter in support of the proposed Regional Official Plan Amendment for the Rationalization to the Countryside Line in Breslau, Township of Woolwich.

The proposed Regional Official Plan Amendment is scheduled for a public meeting next Wednesday, February 19th at 4pm with the Planning and Public Works Committee (Report PDL-CPL-20-40).

Should you have any questions regarding this submission please contact me.

Thank you,

Megan



Megan Geregthy, MCIP, RPP
Associate - Senior Planner

GSP Group Inc.
519 569 8883 ext. 246
mgeregthy@gspgroup.ca
72 Victoria Street South, Suite 201
Kitchener, ON, N2G 4Y9
[twitter](#) | [instagram](#) | [linkedin](#)



SHAPING GREAT COMMUNITIES

February 14, 2020

File No: 15152

Regional Clerk
Regional Municipality of Waterloo
150 Frederick Street, 2nd Floor
Kitchener, ON
N2G 4J3

**Re: Proposed Amendment to the Regional Official Plan to Rationalize the Boundary of the Countryside Line, Breslau, Township of Woolwich
Planning, Development and Legislative Services Report PDL-CPL-20-04
(Thomasfield Homes Limited)**

To whom it may concern:

On behalf of Thomasfield Homes Limited ("Thomasfield") please accept this letter of support for the proposed rationalization boundary changes in Breslau as outlined in Staff in Report PDL-CPL-20-04 for the February 19th, 2020 Statutory Public Meeting. The Staff Report recommends the removal of a portion of Thomasfield's lands from south of the rail corridor and south of the current Hopewell Crossing Subdivision and adds lands north of Victoria Street North (Highway 7) adjacent to the Grand River, also owned by Thomasfield.

By way of this letter I would also like to request to be notified of the decision of the Regional Municipality of Waterloo on the proposed ROP amendment.

Should you have any questions regarding this submission, please do not hesitate to contact myself or Hugh Handy.

Sincerely,

GSP Group

A handwritten signature in black ink, appearing to read "Megan Gereghty", written in a cursive style.

Megan Gereghty, MCIP, RPP
Senior Planner

c.c. Tom McLaughlin, Thomasfield Homes
David Welwood, Principal Planner

PLANNING | URBAN DESIGN | LANDSCAPE ARCHITECTURE

72 Victoria Street South, Suite 201, Kitchener, ON N2G 4Y9 519 569 8883
162 Locke Street South, Suite 200, Hamilton, ON L8P 4A9 905 572 7477
gspgroup.ca

David Welwood

From: Hugh Handy <hhandy@gspgroup.ca>
Sent: February 18, 2020 10:06 AM
To: Regional Clerk
Cc: David Welwood; Jeremy Vink; Mike Gilles; Richard Frede
Subject: Submission for Planning and Public Works Meeting Feb 2020 re: Report PDL-CPL-20-04 - Township of Woolwich Rationalization - 1604964 Ontario Inc. - St. Jacobs
Attachments: Letter to Region re Proposed Woolwich Rationalization ROP Amendment - St. Jacobs Land - February 18, 2020 - FINAL.pdf

Hello,

Please accept the attached letter on behalf of 1604964 Ontario Inc. with respect to land in St. Jacobs. This letter relates to the proposed Township of Woolwich rationalization.

The proposed Regional Official Plan Amendment is scheduled for a public meeting on Wednesday, February 19th at 4pm with the Planning and Public Works Committee (Report PDL-CPL-20-04).

Should you have any questions regarding this submission please do not hesitate contact me in our Kitchener office.

Thanks,
Hugh



Hugh Handy, MCIP, RPP
Senior Associate

GSP Group Inc.
P 519 569 8883 ext. 222
C 519 242 5351
hhandy@gspgroup.ca
72 Victoria Street South
Kitchener, ON, N2G 4Y9
[twitter](#) | [instagram](#) | [linkedin](#)



February 18, 2020

Project No: 12120

Regional Clerk
Regional Municipality of Waterloo
150 Frederick Street, 2nd Floor
Kitchener, ON
N2G 4J3

**Re: Proposed Amendment to the Regional Official Plan to Rationalize the Boundary of the Countryside Line, the Urban Area, and the Township Urban Area in Elmira, St. Jacobs and Breslau, Township of Woolwich
Planning, Development and Legislative Services Report PDL-CPL-20-04
1604964 Ontario Inc. (Mike Gilles and Richard Frede)**

To whom it may concern:

GSP Group ("GSP") acts on behalf of 1604964 Ontario Inc. (the "Owners"). The Owners land is situated in the north west area of St Jacobs and is approximately 17.8 hectares (44 acres) in size.

Richard Frede owns a contiguous property to the east of the Owners land known municipally as 118 Northside Drive which lies within the current settlement boundary of St. Jacobs. Mr. Frede has also recently purchased 110 Northside Drive. The Owners land also lies north and is contiguous with 48 Hawkesville Road (Calvary United Church). Lastly the Owners land lies north and is contiguous with 52 Hawkesville Road (650207 Ontario Ltd. – Stuart Martin).

GSP and the Owners have had a chance to review Regional Staff Report PDL-CPL-20-04. The Statutory Public meeting to consider the proposed amendment to the Regional Official Plan ("ROPA") is scheduled for February 19, 2020.

The Owners, along with GSP Group have been actively involved in the Township of Woolwich rationalization process. The rationalization process ultimately culminated in adoption of Official Plan Amendment No. 30 ("OPA 30") to the Township of Woolwich Official Plan. The Explanatory Note to OPA 30 indicated:

"Add 0.9 hectares (Gilles), being lands directly behind 118 Northside Drive, 48 Hawkesville Road and part of 52 Hawkesville Road into St. Jacobs which will be re-allocated from the southeast end of Elmira."

The Owners have plans to develop 118 Northside Drive and 110 Northside Drive in conjunction with the lands proposed to be added through the urban boundary adjustment for residential uses if the ROPA is approved.

PLANNING | URBAN DESIGN | LANDSCAPE ARCHITECTURE

72 Victoria St. S., Suite 201, Kitchener, ON, N2G 4Y9
162 Locke St. S., Suite 200, Hamilton, ON, L8P 4A9
gspgroup.ca



Schedule B to the proposed ROPA displays the above-noted area which is proposed to be included in the Township Urban Area Boundary. Accordingly, we are in support of the Proposed ROPA as it relates to the Owners land.

We further note on Schedule C to the proposed ROPA that the Countryside Line is proposed to move further eastward on the Owners land. Through the realignment of the Countryside Line this would redesignate a portion of the Owners land to Prime Agricultural Area. We have no objection to this proposed redesignation.

By way of this letter I would also like to request to be notified of the decision of the Regional Municipality of Waterloo on the proposed ROP amendment.

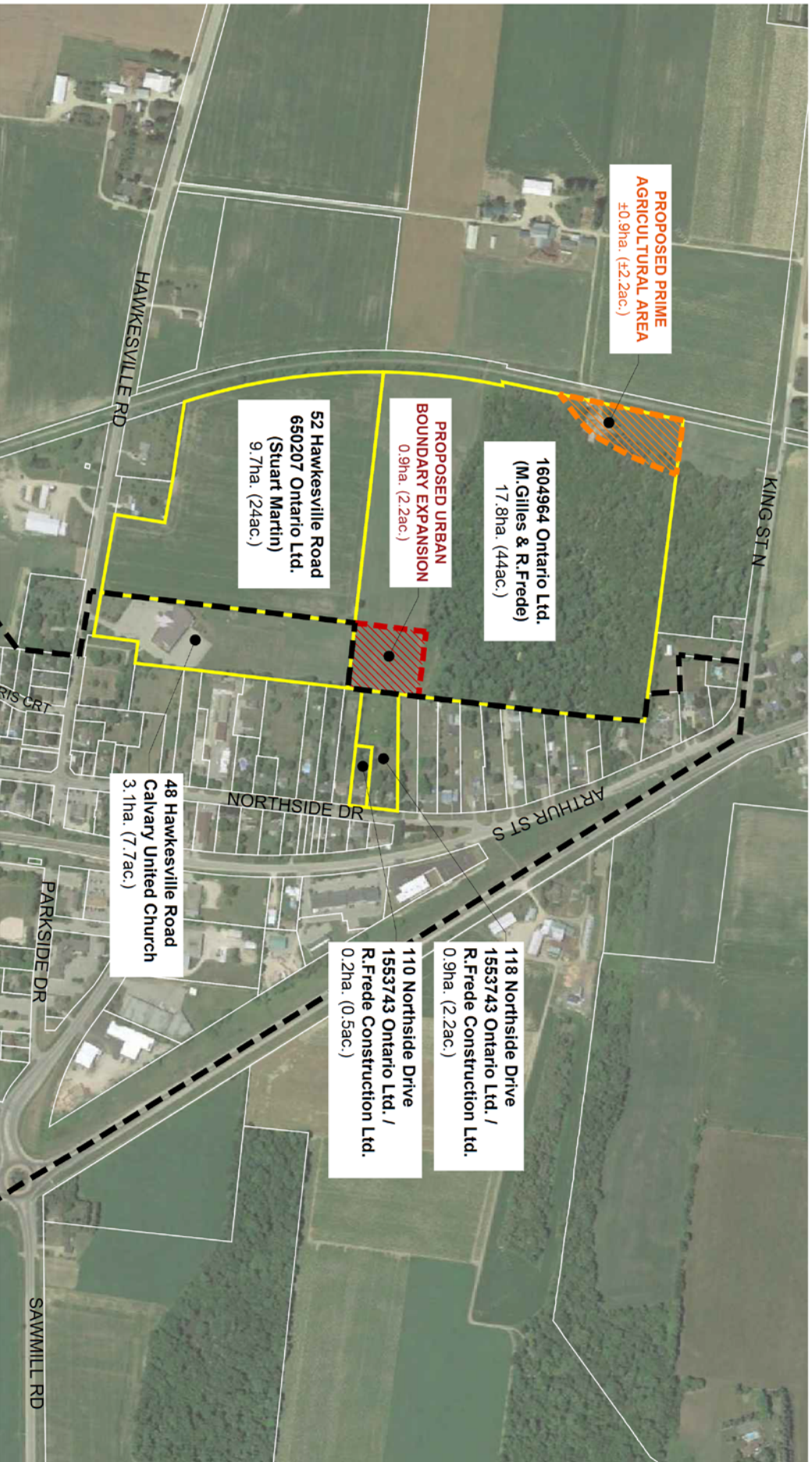
Should you have any questions regarding this submission, please do not hesitate to contact me in our Kitchener office.

Sincerely,
GSP Group Inc.

A handwritten signature in blue ink, reading "Hugh Handy".

Hugh Handy, MCIP, RPP
Senior Associate

cc Mike Gilles
 Richard Frede
 David Welwood, Region of Waterloo
 Jeremy Vink, Township of Woolwich



ST. JACOBS LAND HOLDINGS
St. Jacobs, Township of Woolwich

- SETTLEMENT BOUNDARY
- PROPOSED URBAN BOUNDARY EXPANSION
- PROPOSED AREA TO BE DESIGNATED
PRIME AGRICULTURAL AREA

Source: Google Aerial Imagery (2018)
Scale: 1:5000 | February 18, 2020 | Project No.: 12120 | Drawn By: MN



David Welwood

From: Trevor Heywood <theywood@grandriver.ca>
Sent: February 18, 2020 3:28 PM
To: David Welwood
Cc: Jeremy Vink
Subject: ROP Amendment for Woolwich Urban Areas
Attachments: 2020-02-18 ROPA D16-40-19 GRCA comment.pdf

Hi David,

Please see the attached letter regarding the rationalization of Breslau, St Jacob's and Elmira Urban Areas.

Regards,



Trevor Heywood
Resource Planner
Grand River Conservation Authority
400 Clyde Road, PO Box 729, Cambridge ON N1R 5W6
519-621-2763 x2292 | theywood@grandriver.ca



Administration Centre: 400 Clyde Road, P.O. Box 729 Cambridge, ON N1R 5W6
Phone: 519-621-2761 Toll free: 1-866-900-4722 Fax: 519-621-4844 www.grandriver.ca

File: D16-40/19/WOOLWICH

February 18, 2020

David Welwood
Principal Planner, Region of Waterloo
150 Frederick Street, 8th floor
Kitchener ON N2G 4J3
dwelwood@regionofwaterloo.ca

**Re: Proposed Regional Official Plan Amendment
Elmira, St. Jacobs and Breslau Urban Areas, Township of Woolwich**

Dear David,

The Grand River Conservation Authority (GRCA) has reviewed the proposed Regional Official Plan Amendment (ROPA) affecting the settlement boundaries of the Elmira, St. Jacobs and Breslau Urban Areas, in the Township of Woolwich.

We understand the ROPA is formalizing Township Official Plan Amendments (OPAs) 30 and 34, which were boundary rationalization exercises completed in March 2018 and September 2019. We provided some comments while the Township OPAs were under development. We have reviewed the final boundary adjustments (the designated greenfield areas in particular), and we have no significant concerns.

Information currently available at our office indicates that some of the newly designated greenfield areas still contain floodplains, erosion hazards, wetlands and associated allowances. Due to the presence of these features, those portions of lands are regulated by the GRCA under Ontario Regulation 150/06 - Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation. Any future development within the regulated area (as shown in yellow on the attached maps) will require prior written approval from the GRCA in the form of a permit pursuant to Ontario Regulation 150/06.

Page 1 of 2

We trust this information is of assistance. If you have any questions or require additional information, please contact me at 519-621-2763 ext. 2292 or theywood@grandriver.ca.

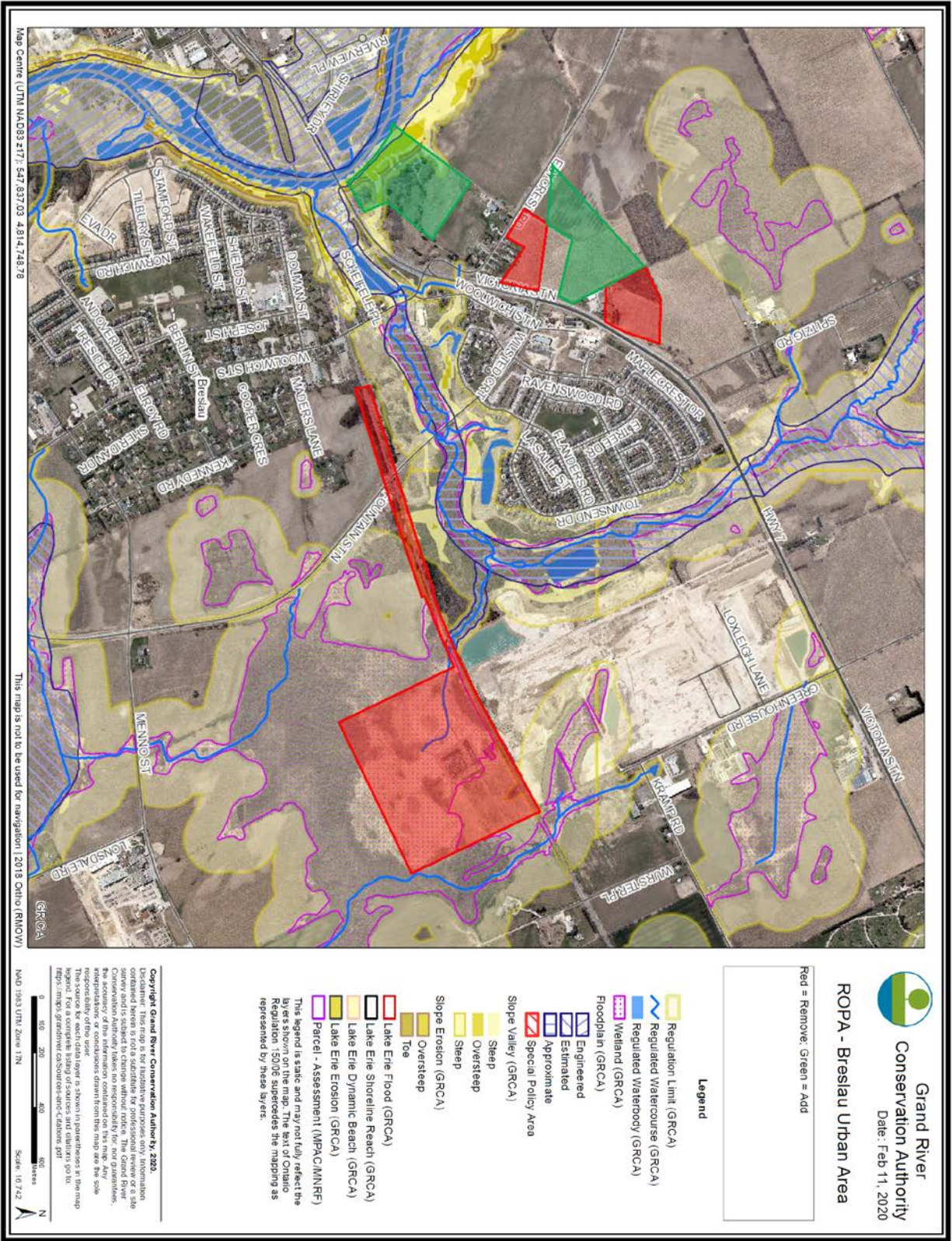
Sincerely,

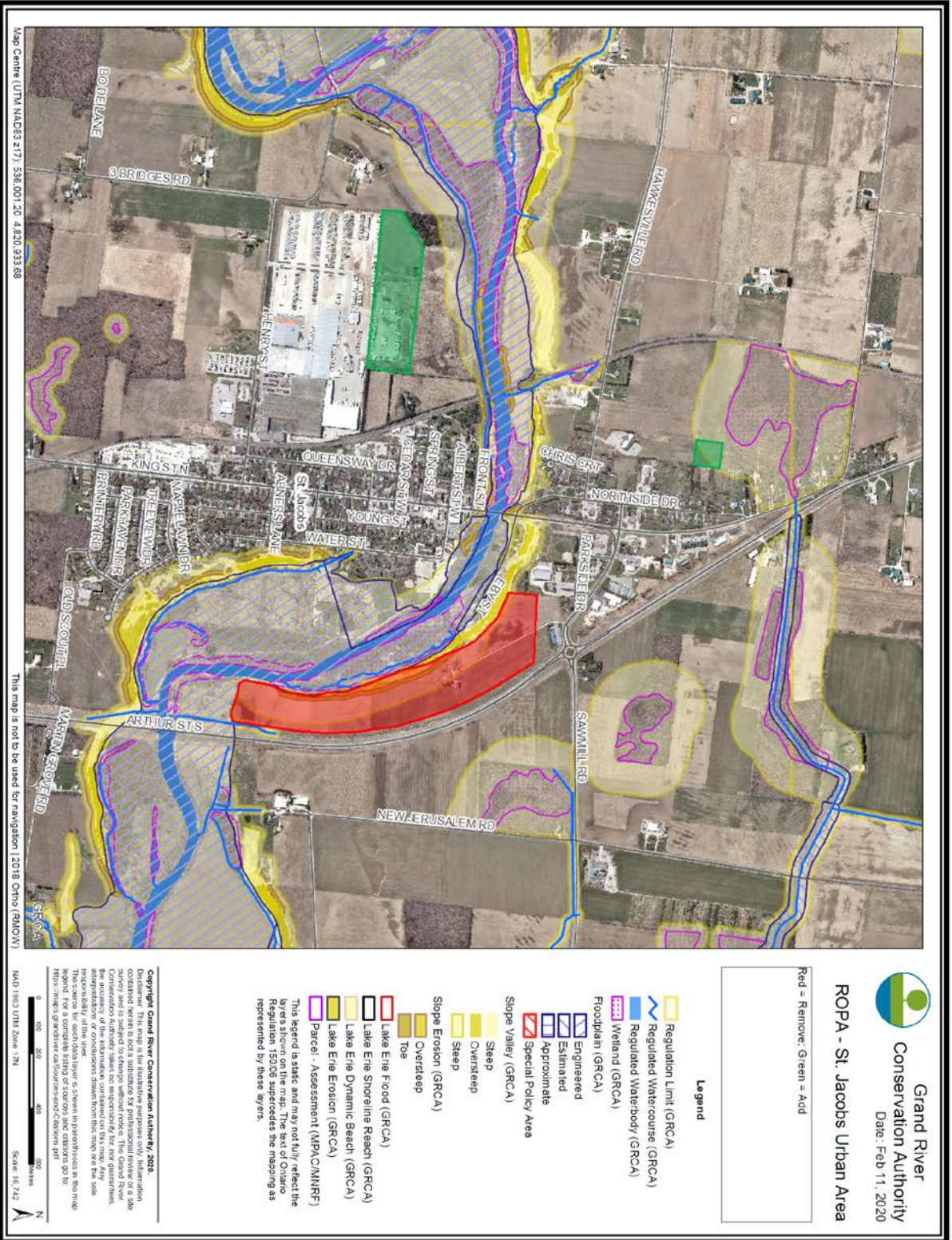


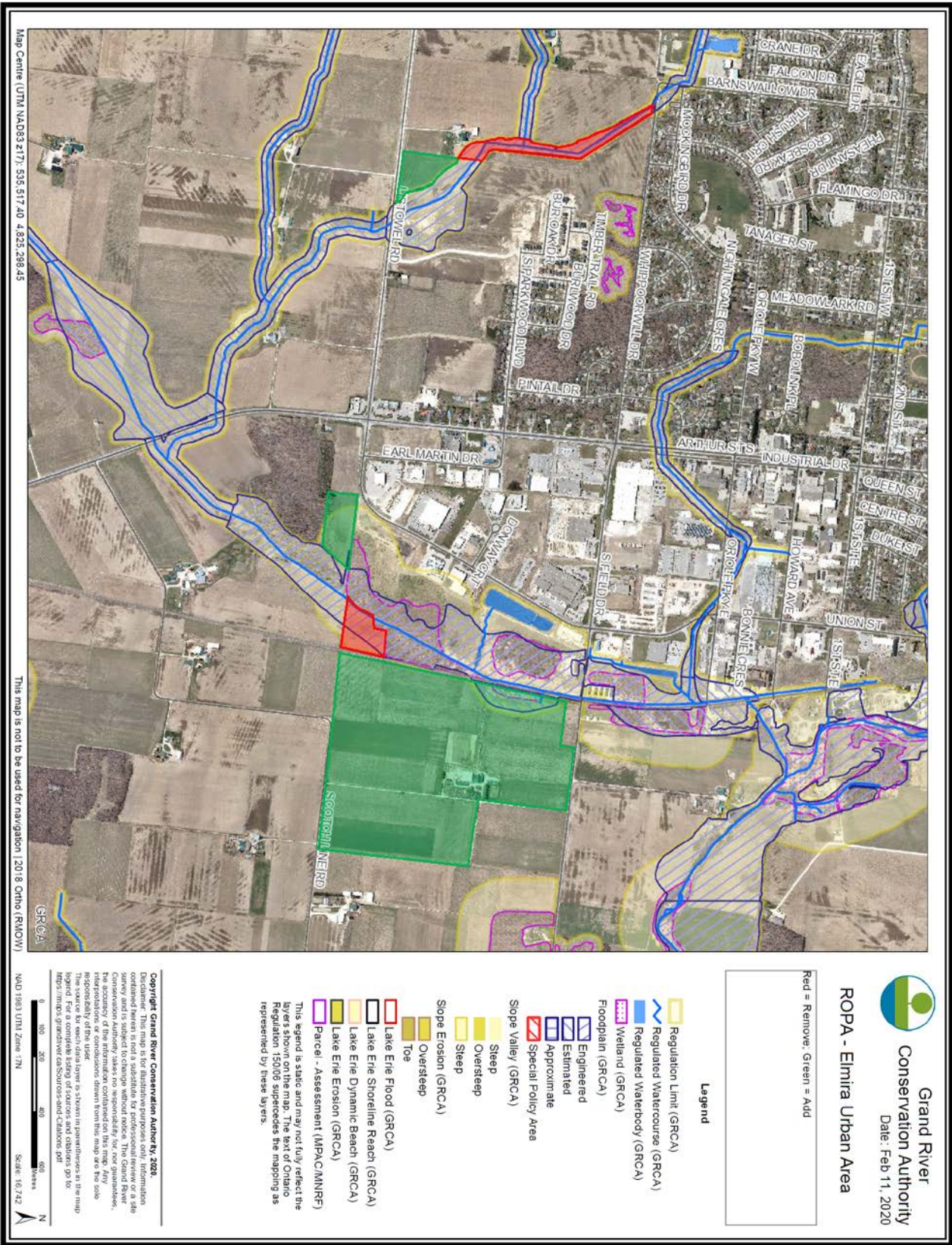
Trevor Heywood
Resource Planner
Grand River Conservation Authority

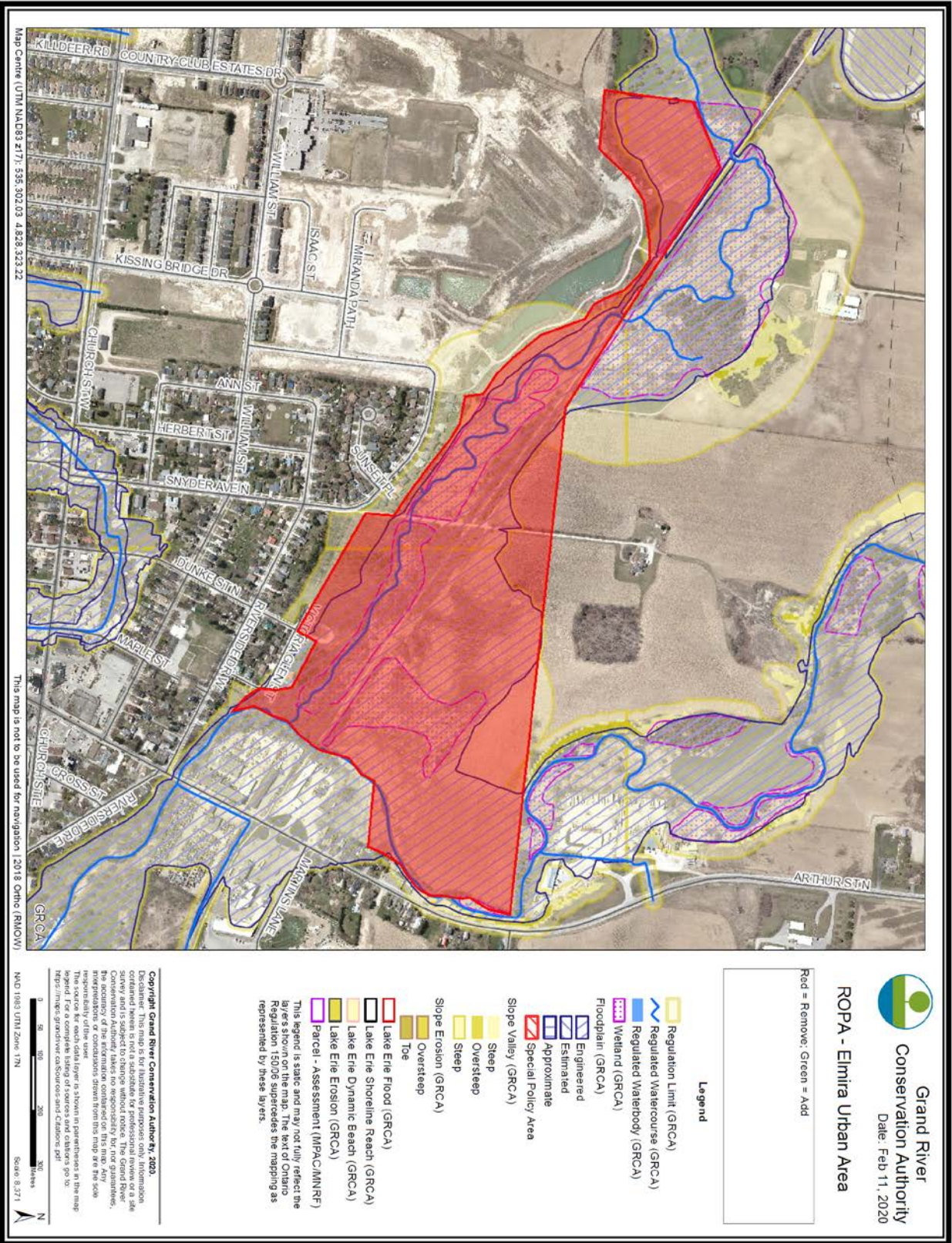
Attachments

c.c. Jeremy Vink, Township of Woolwich









David Welwood

From: Gunter Kahlen [REDACTED]
Sent: February 19, 2020 12:56 PM
To: David Welwood
Subject: Elmira public meeting
Attachments: DOC006.pdf

Good afternoon Mr. Welwood:

Please accept this email as comments for consideration of the proposed ROP Amendment Rationalization of the boundaries of the Countryside Line, the Elmira and St Jacobs Township Urban Areas to be presented at the February 19, 2020 Public Meeting. To assist the Region, please find attached PDF with the Kahlen lands affected by the proposed amendment circled in red.

We have actively participated within the Township review which determined that their lands should be included within the urban boundary. They support the Region moving forward with the ROP Amendment and have no concerns with the approval as proposed.

Please advise when this matter will be considered for approval and we look forward to receiving any reports related to this matter.

If you should have any questions, do not hesitate to contact our office, thank you for your consideration.

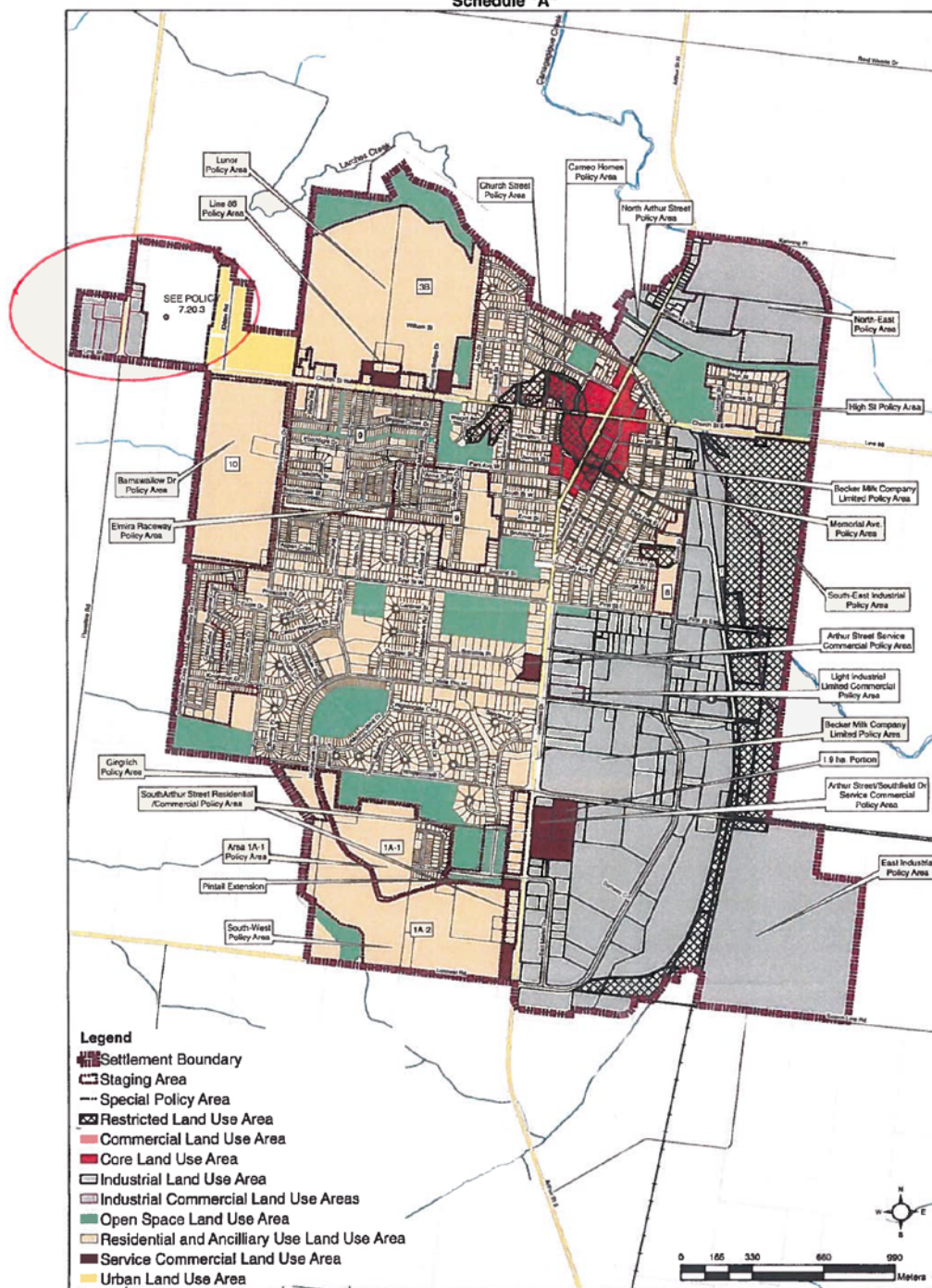
Thank you

Gunter

Gunter Kahlen B.Comm
Sales Representative
Re/Max Solid Gold Realty (II) Ltd., Brokerage
gkahlen@rogers.com
Office – 519-888-7110
Cell - 519-581-2570
www.soldbygunter.com

Oh and by the way...I am never too busy for your referrals!

Appendix B - Amendment
Township of Woolwich
Settlement Plan -
ELMIRA
Schedule "A"



David Welwood

From: Scott Patterson <scott@lpplan.com>
Sent: February 21, 2020 8:22 AM
To: David Welwood
Subject: ROP Amendment - Township of Woolwich Rationalization

Hello David

A client and I attended the Region on February 19th for the purposes of attending the above noted matter.

Firstly - the public notice in the January 28, 2020 copy of the Waterloo Region Record noted the public meeting was at 5:00pm. We were a bit surprised to arrive for 5:00pm only to find that the meeting at 5:00pm was actually for Wellesley.

We did not intend to speak at the meeting as we are in support of what is being proposed, however the issue with public notice and what occurred was a little disconcerting.

Could you please add me to the notification / mailing list associated with this matter so that we can avoid issues like this occurring again.

Also - if you could provide me a quick summary and status on next steps / timing - that would be greatly appreciated.

With thanks
Scott

Scott J. Patterson, BA, CPT, MCIP, RPP
Principal
Patterson Planning Consultants Inc.
519-577-9817

David Welwood

From: Douglas W. Stewart <douglas.stewart@ibigroup.com>
Sent: February 13, 2020 4:21 PM
To: David Welwood
Cc: Dennis Martin; garyrmanser@gmail.com; Ivana Osojnicki
Subject: Birdland Developments-Elmira -Comment on the proposed ROP Amendment-Public Meeting February 19, 2020
Attachments: DOC005.pdf

Good afternoon Mr. Welwood:

On behalf of our Clients, Birdland Developments, please accept this email as their comments for consideration of the proposed ROP Amendment Rationalization of the boundaries of the Countryside Line, the Elmira and St. Jacobs Township Urban Areas to be presented at the February 19, 2020 Public Meeting. To assist the Region, please find attached PDF with their lands affected by the proposed amendment circled in red.

Our clients have been developing within Elmira over the last several decades and their lands highlighted on the attachment represents land holdings that are proposed to be included within the urban boundary. Their adjacent lands, known as Southwood 4 is proceeding to registration in the summer of 2020. Through this development, the proposed lands can be serviced and thus should be included through the boundary rationalization as proposed.

Our Clients have actively participated within the Township review which determined that their lands should be included within the urban boundary. They support the Region moving forward with the ROP Amendment and have no concerns with the approval as proposed.

Please advise when this matter will be considered for approval and we look forward to receiving any reports related to this matter.

If you should have any questions, do not hesitate to contact our office, thank you for your consideration.

Douglas W. Stewart MCIP RPP

Associate - Manager, Urban & Regional Planning
mob 519 577 5710

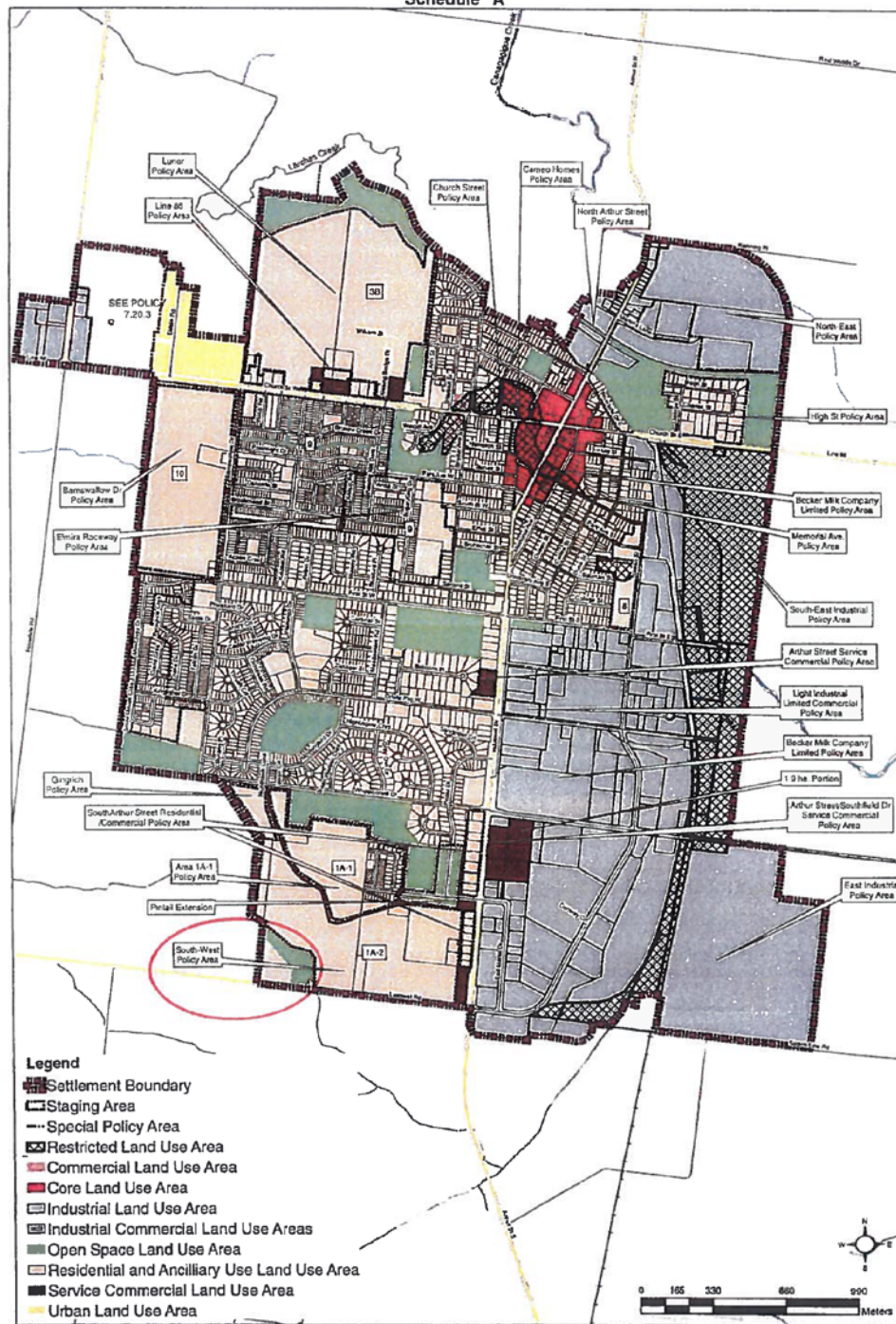
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Appendix B - Amendment
Township of Woolwich
Settlement Plan -
ELMIRA
Schedule "A"



David Welwood

From: Stubbs, David (MMAH) <David.Stubbs@ontario.ca>
Sent: May 1, 2020 4:03 PM
To: David Welwood
Cc: Marriott, David (OMAFRA); Boyd, Erick (MMAH); Knieriem, Michelle (MMAH)
Subject: Waterloo Rationalization OPAs One Window Letter
Attachments: Waterloo Rationalization OPAs One Window Letter May 1 2020.pdf

Good afternoon David,

Please find attached one-window comments for draft Official Plan Amendments D16-40/19/WOOLWICH and D16-40/19/WELLESLEY.

Thank you,

David Stubbs
Planner



Ministry of Municipal Affairs and Housing
Municipal Services Office - Western
659 Exeter Road, 2nd Floor
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Ph.: 519-873-4031
Fax: 519-873-4018
Email: David.Stubbs@Ontario.ca

**Ministry of
Municipal Affairs
and Housing**

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London ON N6E 1L3
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Toll Free: 1 800-265-4736
Fax: 519 873-4018

**Ministère des
Affaires municipales
et du Logement**

Bureau des services aux municipalités
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2^e étage
659 Exeter Road
London ON N6E 1L3
Tél. : 519 873-4020
Sans frais : 1 800-265-4736
Télééc. : 519 873-4018



May 1, 2020

Sent via email only

David Welwood
Principal Planner
150 Frederick Street, Kitchener, ON N2G 4J3
DWelwood@regionofwaterloo.ca

Dear David Welwood,

**Re: One Window Provincial Review Comments
Draft Official Plan Amendments D16-40/19/WOOLWICH & D16-
40/19/WELLESLEY
MMAH File # 30-EOPA-202313 & 30-EOPA-208957**

Thank you for circulating proposed Region of Waterloo Official Plan Amendments file number D16-40/19/WOOLWICH and file number D16-40/19/WELLESLEY to the Ministry of Municipal Affairs and Housing (MMAH). This matter was further circulated through the One Window Planning Service to the Ministry of Agriculture, Food and Rural Affairs (OMAFRA). It is recognized that these official plan amendments (OPAs) are exempt from the Minister's approval and the following One Window comments are provided to the Region for its consideration in making decisions on these matters.

It is understood that the purpose of the amendment in the Township of Woolwich is to rationalize the boundaries of the Elmira and St. Jacobs Township Urban Area, the Breslau Urban Area, and the Countryside Line applicable to these areas. The purpose of the amendment in the Township of Wellesley is to rationalize the boundary of the Wellesley Township Urban Area, and the Countryside Line applicable to the area.

Both proposed amendments will result in the lands added to the subject settlement boundaries being re-designated to 'Township Designated Greenfield Area', and the lands removed from the subject settlement areas will be re-designated to 'Prime Agricultural Area'.

A new Provincial Policy Statement (PPS) was released on February 28, 2020 is in effect as of May 1, 2020. You can download a copy of the new PPS at <https://www.ontario.ca/page/provincial-policy-statement-2020>. As these amendments will be considered by Regional Council post May 1, 2020, these OPAs have been reviewed for consistency with the PPS 2020, specifically policies 1.1.3.8 and 1.1.3.9 relating to settlement boundary expansion. In addition, consideration has been given to

this matter in terms of the criteria and policies in *A Place to Grow: Growth Plan for the Greater Golden Horseshoe* (A Place to Grow).

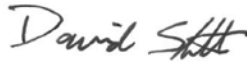
It is understood that the summary table provided to MMAH is informed by previous planning exercises completed by the townships, which may pre-date the current policy direction in A Place to Grow. The following recommendations identify where additional policy rationale may be needed prior to the Region's decision on these OPAs:

- A Place to Grow policy 2.2.8.3 f) iii) requires that where prime agricultural areas cannot be avoided, lower priority agricultural lands be considered for a settlement area expansion. Please provide additional information on how this evaluation was conducted to demonstrate conformity with this policy.
- A Place to Grow Policy 2.2.8.3 g) requires that settlement area boundary adjustments comply with the minimum distance separation (MDS) formulae. The summary table suggests that the proposed adjustments to the Elmira and St. Jacobs Township Urban Areas and the Wellesley Township Urban Area may not meet MDS I setbacks. Please clarify how this policy is addressed.
 - The Region is encouraged to review mapping that shows the location of the assessed livestock barns, the calculated MDS arcs, and the proposed adjustments to the settlement area boundaries. Provincial staff are available to further discuss these requirements if needed.
- A Place to Grow policy 2.2.8.3 h) requires that adverse impacts on 'agricultural operations' be assessed. The summary table provides some discussion on the broader agri-food network, however additional information is needed about the adjacent agricultural operations and any potential impacts on them from the proposed boundary adjustments

OMAFRA's draft *Guidance Document for Agricultural Impact Assessments* was posted on the Environmental Registry for public consultation in 2018. The purpose of the draft document is to support the provincial plan policies that require the completion of an Agricultural Impact Assessment (AIA). Although this document is draft and is intended to provide guidance for AIAs, it still may provide some useful information to inform the Region's review (<http://www.omafra.gov.on.ca/english/landuse/aia.htm>).

We trust that these comments are helpful to the Region we are pleased to discuss further at your convenience. By copy of this letter, MMAH requests that the Region provides the undersigned with notice of the decisions for these matters.

Kind regards,



David Stubbs
Planner
Ministry of Municipal Affairs and Housing
Municipal Services Office – Western

Cc (e-mail only): David Marriott, OMAFRA
Michelle Knieriem, MMAH
Erick Boyd, MMAH



Report: PDL-CPL-20-18

Region of Waterloo

Planning, Development and Legislative Services

Community Planning

To: Chair Tom Galloway and Members of Council

Date: June 16, 2020

File Code: D16-40

Subject: Recommendation for Proposed Amendment to the Regional Official Plan (Wellesley Rationalization)

Recommendation:

That the Regional Municipality of Waterloo approve the following with respect to the proposed amendment to the Regional Official Plan:

- a) Adopt Amendment No. 3 to the Regional Official Plan as set out in Attachment '3' to Report PDL-CPL-20-18, dated June 16, 2020 to:
 - i. Revise Map 7 (The Countryside) to adjust the Countryside Line applicable to the Wellesley Township Urban Area;
 - ii. Revise Map 7 (The Countryside) to re-designate lands being rationalized from the Wellesley Township Urban Area as 'Prime Agricultural Area';
 - iii. Revise Map 3d (Township of Wellesley – Township Urban Areas) to adjust the boundary of the Wellesley Township Urban Area; and
 - iv. Revise Map 3d (Township of Wellesley - Township Urban Areas) to re-designate lands being rationalized from the Countryside as "Township Designated Greenfield Area".
- b) Direct Regional staff to prepare the implementing by-law for Amendment No. 3 to the Regional Official Plan as set out in Attachment '3' to Report PDL-CPL-20-18, dated June 16, 2020 for consideration by Regional Council.

Summary:

The proposed amendment to the Regional Official Plan (ROP) relates to the lands immediately surrounding the community of Wellesley in the Township of Wellesley (see Attachment '1' for Location Map). This report explains the purpose and effect of the proposed amendment, and outlines the next steps in the ROP amendment process.

The purpose of the amendment is to:

- i. Revise Map 7 (The Countryside) to adjust the boundary of the Countryside Line applicable to the Wellesley Township Urban Area as shown in Attachment '3';
- ii. Revise Map 7 (The Countryside) to re-designate lands being rationalized from the Wellesley Township Urban Area as 'Prime Agricultural Area' as shown in Attachment '3';
- iii. Revise Map 3d (Township of Wellesley – Township Urban Areas) to adjust the boundary of the Wellesley Township Urban Area as shown in Attachment '3'; and
- iv. Revise Map 3d (Township of Wellesley - Township Urban Areas) to re-designate lands being rationalized from the Countryside as "Township Designated Greenfield Area" as shown in Attachment '3'.

In 2019, the Township of Wellesley completed a rationalization exercise in line with ROP Policy 2.B.7 in order to rationalize or adjust the boundaries for the Countryside Line and the Wellesley Township Urban Area (TUA) in its official plan. This change is intended to redirect growth to areas that can be developed more efficiently and cost-effectively on full municipal services. The Township of Wellesley adopted Official Plan Amendment No. 10 (OPA 10) on July 9, 2019 in order to implement the proposed rationalization. If approved, the proposed ROP amendment would implement the boundary rationalization proposed by the Township through OPA 10. A copy of the proposed ROP amendment is contained in Attachment '3'.

Report:**Background**

When Regional Council adopted the new Regional Official Plan (ROP) in 2009 and through the Provincial and subsequent OMB approval of the ROP in 2015, a policy framework was established for the Region's four townships to further review the boundaries of their respective settlement areas and the Countryside Line. This review,

referred to as a “rationalization exercise”, was intended to give the townships an opportunity to more closely review and, if necessary rationalize these boundaries to promote more efficient development patterns.

The policy framework for the rationalization exercise is set out in ROP Policy 2.B.7. This policy states that the townships may propose a one-time rationalization of the boundaries of their respective Countryside Line and TUAs through a further amendment to the ROP subject to certain criteria. One of the criteria is that rationalization does not result in a net increase in the amount of land designated for growth.

A Place to Grow: A Growth Plan for the Greater Golden Horseshoe, 2019 (Growth Plan) permits municipalities to adjust settlement areas outside of a municipal comprehensive review. As per Policy 2.2.8.4, the settlement area may be adjusted subject to criteria including that there would be no net increase in lands within settlement areas.

Fundamentally, the rationalization exercise involves removing land from one part of a settlement area and adding an equivalent or lower amount of land to another part of a settlement area or relocating land from one settlement area to another where it can be developed more efficiently and cost-effectively. This exercise is intended to support the townships' growth needs, while ensuring that the overall amount of land designated for development in the township remains unchanged.

Proposed ROP Amendment

In 2019, the Township also carried out a rationalization exercise in accordance with the ROP policies noted above (OPA 10). As a result of the rationalization exercise, the Township has proposed to adjust the boundaries of the Countryside Line and the Wellesley TUA. However, before the amendment to the Township's Official Plan can be approved, the following amendments would first be required to the ROP:

1. Revise Map 7 (The Countryside) to adjust the Countryside Line applicable to the Wellesley Township Urban Area;
2. Revise Map 7 (The Countryside) to re-designate lands being rationalized from the Wellesley Township Urban Area as 'Prime Agricultural Area';
3. Revise Map 3d (Township of Wellesley – Township Urban Areas) to adjust the boundary of the Wellesley Township Urban Area; and
4. Revise Map 3d (Township of Wellesley - Township Urban Areas) to re-designate lands being rationalized from the Countryside as 'Township Designated Greenfield Areas'.

Purpose and Effect of the Amendment

The purpose of the amendment is to rationalize the boundaries of the Countryside Line, and the Wellesley TUA in accordance with the policies of the ROP.

The community of Wellesley is identified as a TUA on Map 3d of the ROP. The proposed amendment would rationalize the boundaries of the settlement area to redirect growth to locations that can be developed more efficiently and cost-effectively on full municipal services.

The Countryside Line is delineated on Map 7 of the ROP. This line represents the long-term boundary between the existing Wellesley TUA and the countryside. The proposed amendment would rationalize the boundary of the Countryside Line to focus the Township's long-term growth in the Wellesley settlement area. This change is intended to implement Wellesley Township Council's preferred growth management strategy as identified in OPA 10.

Basis for the Amendment

When Regional Council adopted the ROP in 2009, it established a policy framework for the four townships to review the boundaries of their respective TUAs and the Countryside Line delineated in the new ROP. This review, referred to as a rationalization exercise, is intended to give each township an opportunity to more closely evaluate and if necessary realign these boundaries to redirect growth to areas where servicing is more readily available and that could more efficiently accommodate growth.

The policy basis for this amendment set out in ROP Policy 2.B.7, permits the Townships of North Dumfries, Wellesley, Wilmot and Woolwich to propose a rationalization of the boundaries of the Countryside Line and their TUAs at the time their official plans are brought into conformity with the ROP. It is important to note that the results of the rationalization exercise are neutral, meaning that the intent of the exercise is to only reconfigure boundaries. No additional land is being designated to accommodate additional growth beyond what is currently contemplated by the ROP through this exercise.

The Township of Wellesley adopted Official Plan Amendment No. 10 (OPA 10) on July 9, 2019 as the culmination of its rationalization exercise in line with ROP Policy 2.B.7. The effect of OPA 10 is to focus growth in the Wellesley TUA. Approval of OPA 10 would amend various maps in the Township's Official Plan to rationalize the boundary of the Countryside Line and the Wellesley TUA. Since the boundaries of these areas are also identified in the ROP, the ROP must be amended prior to the approval of OPA 10. The proposed ROP amendment would revise Map 3d and Map 7 of the ROP

accordingly to provide for the approval of OPA 10 as it relates to the boundary of the Countryside Line and TUA in Wellesley.

A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019

A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019 came into effect on May 16, 2019, replacing the Growth Plan for the Greater Golden Horseshoe, 2017. The Growth Plan is a long-term plan that works to manage growth, build complete communities, curb sprawl and protect the natural environment. Planning decisions must conform or not conflict with the Growth Plan.

The proposed ROP amendment conforms to or does not conflict with the Growth Plan, as detailed below.

Growth Plan policy 2.2.8.2 states that a settlement area boundary may only occur through a municipal comprehensive review subject to specific criteria set out in the policy. Policy 2.2.8.4 states that notwithstanding policy 2.2.8.2, municipalities may adjust settlement area boundaries outside of a municipal comprehensive review, provided:

- a) there would be no net increase in land within the settlement area;
- b) the adjustment would support the municipality's ability to meet intensification and density targets established pursuant to the Growth Plan;
- c) the location of any lands added to a settlement area will satisfy the applicable requirements of Policy 2.2.8.3;
- d) the affected settlement areas are not rural settlements or in the Greenbelt Area; and
- e) the settlement area to which the lands would be added is serviced by municipal water and wastewater systems and there is sufficient reserve infrastructure capacity to service the lands.

The proposed ROP amendment would not result in a net increase of land within the settlement area. The lands to be added at the western side of the TUA represent 10.36 ha. The lands to be removed at the north side of the TUA represent 10.36 ha. The amendment would support the municipality's ability to meet the intensification targets set out in ROP Policy 2.E.6 which require area municipalities to achieve a minimum of 45 residents and jobs combined per hectare in Township Urban Areas. Furthermore, the land to be added through the rationalization are not rural settlements or in the

Greenbelt Area. Finally, they will be serviced by municipal water and wastewater systems.

The proposed ROP Amendment is not a settlement area boundary expansion and the settlement area boundary expansion policies and municipal comprehensive review requirements of the Growth Plan 2019, the 2020 PPS and the ROP do not apply. The proposed amendment aligns with the Growth Plan Policy 2.2.8.4 regarding how settlement area boundaries may be adjusted outside of a municipal comprehensive review. Policy 2.2.8.4 also requires that adjustments to the settlement area boundary satisfy the applicable requirements of Policy 2.2.8.3 of the Growth Plan, including:

- a) sufficient capacity in existing or planned infrastructure and public service facilities;
- b) infrastructure and public service facilities must be financially viable over the full life cycle of these assets;
- c) the proposed adjustment must be informed by applicable water and wastewater master plans or equivalent and stormwater master plans or equivalent;
- d) the adjustment avoids, or if avoidance is not possible, minimizes and mitigates any potential negative impacts on watershed conditions and the water resource system, including the quality and quantity of water;
- e) key hydrologic areas and the Natural Heritage System for the Growth Plan are be avoided where possible;
- f) prime agricultural areas should be avoided where possible. Alternative locations should be evaluated, prioritized and determined based on avoidance, minimizing and mitigating the impacts on the agricultural system (e.g., reasonable alternatives that avoid prime agricultural areas are been evaluated and where avoidance is not possible, lower quality agricultural lands are used);
- g) the adjustment complies with the minimum distance separation formulae;
- h) any adverse impacts on the agri-food network are assessed;
- i) the policies of Sections 2 (Wise Use and Management of Resources) and 3 (Protecting Public Health and Safety) of the PPS are applied.

There is adequate capacity in the existing and available public services and infrastructure including the municipal water and wastewater systems. Agencies such as school boards, local utilities and the Grand River Conservation Authority have been

circulated and have not expressed any concerns regarding the capacity of public services and infrastructure under their jurisdiction.

The location of the area proposed for inclusion into the TUA represent a logical extension of the existing development pattern, and infrastructure and public service facilities can be planned in a manner to ensure they are financially viable over the life cycle of these assets. The infrastructure and public services needed to support any future development can be addressed through the development application process.

Regional staff has reviewed the 2018 Water and Wastewater Monitoring Report and confirms that there is sufficient capacity in the water and wastewater treatment systems to service the areas proposed to be rationalized into the TUA. Stormwater infrastructure needs will be addressed through future development applications.

The proposed expansion, including the associated water, wastewater and stormwater servicing, will be planned and demonstrated to avoid, or if avoidance is not possible, minimize and mitigate any potential negative impacts on watershed conditions and the water resource system, including the quality and quantity of water. As noted in the Township of Wellesley's July 9, 2019 staff report (No. 18/2019), the lands proposed to be added to the Wellesley Township Urban Area do not include surface water features and are not a significant groundwater recharge area. Furthermore, key hydrologic and Natural Heritage Systems have been avoided through the addition of lands to the Township Urban Area in Wellesley.

Regarding impacts on prime agricultural areas, the Township of Wellesley's July 9, 2019 staff report (File No. 18/2019) confirms that the proposed lands to be added into the Wellesley Township Urban Area are not specialty crop lands. In addition, all of the lands surrounding the community of Wellesley are considered prime agricultural lands, and it is not possible to avoid prime agricultural areas. The lands proposed to be added are described as having primarily Class 2 soils with some Class 4, and have a high clay content with some poor drainage and low fertility characteristics. The lands are immediately adjacent to the settlement area with no opportunity for livestock to be raised. The lands are currently cash cropped on a rotation basis which could continue in the future.

Additional analysis regarding the impacts of the proposed rationalization on prime agricultural lands, compliance with Minimum Distance Separation (MDS) formulae, and impacts on nearby agricultural operations has been provided in Attachment 2 in response to comments received from the Ministry of Municipal Affairs and Housing (MMAH).

Growth Plan policy 5.2.4.4 states that a lower-tier municipality cannot designate land

beyond the horizon established in the applicable upper-tier official plan. The proposed ROP Amendment reconfigures land currently designated to accommodate population growth allocated to the Township of Wellesley through the ROP and does not designate additional land beyond the 2031 planning horizon established in the ROP.

The proposed rationalization supports the policies for designated greenfield areas in Policy 2.2.7 of the Growth Plan. Specifically, future development in the area to be added can be designed in a manner that supports complete communities and active transportation while meeting the density target set out in the ROP for Township Urban Areas of 45 persons and jobs per hectare.

As a result, the proposed ROP Amendment conforms to or does not conflict with the Growth Plan.

The Provincial Policy Statement, 2020

The Provincial Policy Statement, 2020 (PPS) came into effect on May 1, 2020 and provides policy direction on matters of provincial interest related to land use planning and development. The PPS is to be read in its entirety and the relevant policies are to be applied to each situation. Planning decisions must be consistent with the PPS.

The proposed ROP Amendment meets the objectives of and is consistent with policies 1.1.1, 1.1.3, 1.4.1, 1.4.2, 1.6.1, and 1.6.6.1 of the PPS through the delineation of the Wellesley Township Urban Area in a manner which promotes:

- Efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;
- Avoiding development and land use patterns which may cause environmental or public health and safety concerns;
- Avoiding development and land use patterns which would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas;
- Promoting the integration of land use planning; growth management; intensification and infrastructure planning to achieve cost-effective development patterns;
- Ensuring that necessary infrastructure and public service facilities are or will be available to meet current and projected needs;
- Compact development with a mix of uses and densities that allow for the efficient use of land, infrastructure and public service facilities;

- Considers impacts of a changing climate and minimizes impacts to air quality and climate change and promotes energy efficiency;

PPS Policy 1.1.3.8 permits a settlement boundary expansion only at the time of a comprehensive review. However, the proposed amendment is not considered a settlement boundary expansion, but rather an adjustment that results in no net increase in land within the settlement area. Consequently, Policy 1.1.3.9 applies, which permits municipalities to adjust settlement area boundaries outside of the comprehensive review provided in some circumstances. Accordingly, staff is satisfied that the proposed ROP Amendment conforms with Policy 1.1.3.9 since it:

- a) will not result in a net increase in land within the settlement area;
- b) will support the municipality's ability to meet intensification and redevelopment targets;
- c) addresses prime agricultural areas in accordance with PPS 1.1.3.8 c), d) and e) and;
- d) the settlement area to which lands are being added is appropriately serviced and there is sufficient reserve infrastructure capacity to service the lands.

Related Applications under the Planning Act

The proposed ROP amendment relates to and is intended to facilitate the approval and implementation of Amendment No. 10 to the Township of Wellesley Official Plan. The Township submitted Amendment No. 10 to the Region for approval in July, 2019 and this amendment is currently under review.

Agency and Public Feedback and Comments

Under the Planning Act, a public meeting is required before Regional Council can consider any proposed amendments to the ROP. The Public Meeting was held at the February 19, 2020 Planning and Works Committee meeting (Report PDL-CPL-20-05).

Agency Comments

The Ministry of Municipal Affairs and Housing (MMAH) provided comments to the Region of Waterloo provided written comments on the proposed Amendment dated May 1, 2020. Comments focused on ensuring consistency with the 2020 Provincial Policy Statement (PPS) and the 2019 *A Place to Grow: Growth Plan for the Greater Golden Horseshoe* (A Place to Grow). The comments requested that policy rationale be provided regarding Policies 2.2.8.3 f) iii); 2.2.8.3 g); and 2.2.8.3 h). To address these comments, Regional staff held a conference call with MMAH staff on May 12, 2020 and have provided additional rationale in the section of the report above titled "A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019" (see Attachment 2).

Public Comment

Lianne Clarke wrote to the Region on July 31, 2019 (and on May 28, 2020 and June 1, 2020) and provided oral comments at the June 20, 2017 public meeting held by the Township of Wellesley for OPA 10 regarding concerns about the proposed rationalization.

As currently proposed, the area west of Lawrence Street would be re-designated from Prime Agricultural Area to Township Designated Greenfield Area. The comments provided not support this change in designation and expressed concerns about a perceived lack of infrastructure, employment opportunities for new residents, a lack of recreational facilities, a lack of school capacity and electrical issues in the community. The comments also request that the east side of the Wellesley Township Urban Area be considered for expansion instead.

The Township's May 29, 2018 planning report adequately considered expanding the settlement area to the east side of the community. This report and a further township report on July 9, 2019 identified that the current proposal represented the best option for rationalization from a planning perspective. The 10.73 hectare parcel of land proposed for rationalization is presently designated Prime Agricultural Area. Regional staff is not proposing any changes to the proposed ROP Amendment for this parcel. The Township's July 9, 2019 planning report adequately addresses these concerns by identifying that there is adequate capacity in the municipality's infrastructure and public services to service future development on the site, the lands have already been identified for future development by virtue of Special Policy 2.7.7.2 of the Township Official Plan, there is good connectivity to surrounding residential development and there are no significant constraints to development. Future planning applications will still be required to support any future development of the site and any land use compatibility concerns can be addressed at that time.

Proposed Next Steps

If approved, the proposed ROP Amendment would facilitate approval of Official Plan Amendment No. 10 to the Township of Wellesley's Official Plan. Approval of Official Plan Amendment No. 10 will also delineate the Township's Countryside Line and Township Urban Area boundaries consistent with the results of the rationalization exercise.

The Township of Woolwich is also completing a rationalization of its respective Countryside Line, the Township Urban Areas and the Breslau Urban Area. The Township of Wilmot completed its rationalization exercise in 2019.

Conclusion

Regional staff recommends that the proposed ROP Amendment be approved for the following reasons:

1. The Township of Wellesley rationalization exercise as reflect in the proposed ROP Amendment conforms to Regional Official Plan and has been undertake in accordance with Regional Official Plan Policy 2.B.7;
2. The proposed ROP amendment conforms to or does not conflict with the Growth Plan for the Greater Golden Horseshoe, 2019; and
3. The amendment is consistent with the Provincial Policy Statement, 2020 issued under Section 3(1) of the Planning Act.

Corporate Strategic Plan:

If approved, the proposed ROP amendment would support the Region's focus area on Environment and Climate Action by:

- Supporting Objective 3.5 regarding the efficient use of urban land, and protecting and enhancing agricultural and natural areas; and
- Supporting Action 3.5.1 regarding promoting efficient urban land use through greenfield and intensification policies while conserving natural heritage and agricultural areas.

Financial Implications:

Nil

Other Department Consultations/Concurrence:

The proposed amendment was prepared based on circulation and comments received from Transportation and Environmental Services, Corporate Services and Cultural Services.

Attachments:

Attachment 1 – Location Map

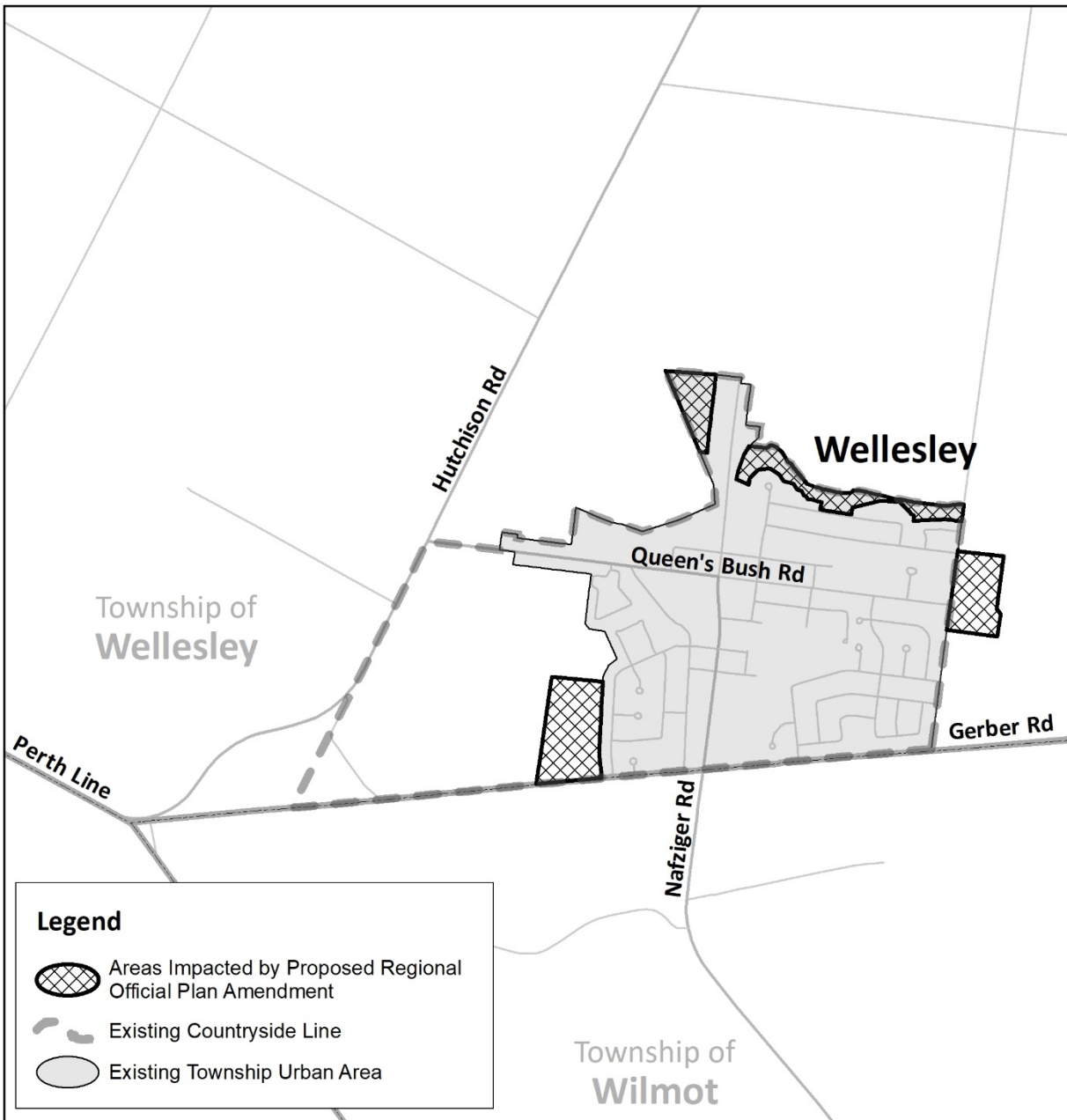
Attachment 2 – Summary of comments submitted through statutory public meeting process and responses

Attachment 3 – Draft Regional Official Plan Amendment

Attachment 4 – Public and Agency Comments

Prepared By: David Welwood, Principal Planner, Community Planning

Approved By: Rod Regier, Commissioner, Planning, Development and Legislative Services

ATTACHMENT 1 – Location Map

ATTACHMENT 2 - Summary of comments submitted through statutory public meeting process and responses

Delegation/Author	Summary of comments	Response
Ministry of Municipal Affairs and Housing, May 1, 2020	More information was requested to show how conformity with Place to Grow Policy 2.2.8.3 f) iii) was achieved. This policy requires that where prime agricultural areas cannot be avoided, lower priority lands may be considered for a settlement area boundary expansion.	The lands surrounding the Wellesley Township Urban Area (TUA) are all prime agricultural lands. Any change of the TUA would necessitate the use of prime agricultural lands. Additional information regarding conformity with Policy 2.2.8.3 f) iii) has been provided to the Ministry demonstrating that the areas proposed for inclusion into the Wellesley TUA generally have lower quality soils than alternative areas for inclusion.
	More information was requested to show how conformity with A Place to Grow Policy 2.2.8.3 g) has been achieved. This policy requires settlement area boundary adjustments to comply with the Minimum Distance Separation (MDS) Formulae. The comments encouraged the Region to review mapping that shows the location of assessed livestock barns, the calculated MDS arcs, and the proposed adjustments to the settlement area boundaries.	The adjustment of the TUA boundary for the village of Wellesley complies with the required MDS setbacks. The Countryside Line is not a settlement area boundary and is not subject to the MDS setback requirements. Therefore, no changes are required.
	Additional information was requested regarding adjacent agricultural operations to assess any potential adverse impacts on agricultural operations, in order to ensure conformity	The surrounding agricultural operations will not be significantly impacted by the proposed TUA expansion. The farms will be able to continue to operate in the same manner as they currently are.

Delegation/Author	Summary of comments	Response
	with A Place to Grow Policy 2.2.8.3 h).	The areas proposed for inclusion in the TUA are not anticipated to have any adverse impacts on nearby agricultural operations. Detailed information on the nature of specific operators has been provided to the Province in response to these concerns.
Lianne Clarke, July 31, 2019	Concerned about perceived lack of infrastructure, lack of employment opportunities for youth, lack of recreational facilities, lack of school capacity, land use compatibility, property values, preserving views.	The planning analysis undertaken by the Township has adequately addressed the availability of infrastructure and public services.

ATTACHMENT 3 – DRAFT REGIONAL OFFICIAL PLAN AMENDMENT

REGIONAL OFFICIAL PLAN 2031

Amendment No. 3

**Rationalization of the boundaries of the Countryside Line
and the Wellesley Township Urban Area**

Township of Wellesley



Region of Waterloo

AMENDMENT NO. 3 TO THE REGIONAL OFFICIAL PLAN**RATIONALIZATION OF THE BOUNDARIES OF THE COUNTRYSIDE LINE
AND THE WELLESLEY TOWNSHIP URBAN AREA
TOWNSHIP OF WELLESLEY****PART I - PURPOSE AND EFFECT OF THE AMENDMENT**

The purpose of this amendment is to rationalize the boundaries of the Wellesley Township Urban Area, and the Countryside Line in accordance Policy 2.B.7 of the Regional Official Plan (ROP).

The Wellesley Township Urban Area is identified on Map 3d of the ROP. The proposed amendment would rationalize the boundaries of this settlement area to redirect growth to locations that can be developed more efficiently and cost-effectively on full municipal services.

The Countryside Line is shown on Map 7 of the ROP. This line represents the long-term boundary between the existing Wellesley Township Urban Area and the countryside. The proposed amendment would rationalize the boundary of the Countryside Line to reflect the Township's long-term growth management strategy.

PART II - BASIS OF THE AMENDMENT

When Regional Council adopted the Regional Official Plan (ROP) in 2009, it established a policy framework for the four townships to review the boundaries of their respective Countryside Line and Township Urban Areas identified in the ROP. This review, referred to as a rationalization exercise, is intended to give the townships an opportunity to more closely evaluate, and if necessary realign these boundaries to redirect growth to areas where servicing is more readily available and that could better accommodate growth.

The policy basis for this amendment is set out in ROP Policy 2.B.7. The policy is enabling in nature and expressly permits the four townships to propose a rationalization of the boundaries of their respective Countryside Line and Township Urban Areas. Fundamentally, this policy is intended to redirect growth to locations that can be developed more efficiently and cost-effectively on full municipal services.

In July 2019 the Township of Wellesley completed a rationalization exercise in accordance with the ROP policies noted above. This planning exercise culminated in Amendment No. 10 (OPA 10) to the Township's Official Plan, which Township Council adopted on July 9, 2019 under By-law No. 31/2019.

Approval of OPA 10 would amend various maps in the Township's Official Plan to rationalize the boundary of the Wellesley Township Countryside Line and the Township Urban Area. However, the boundaries of these areas are also identified in the ROP,

therefore, any proposed revisions to them in the Township's Official Plan cannot be approved until they are first amended in the ROP. The proposed ROP amendment will revise Map 3d and Map 7 of the ROP accordingly to provide for the approval of OPA 10 as it relates to the boundary of the Countryside Line and the Township Urban Area.

Overall, this amendment is intended to adjust the boundary of the Countryside Line and the Township Urban Area in Wellesley. This amendment conforms to or does not conflict with the policies of the ROP, the A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019, and is consistent with the Provincial Policy Statement, 2020.

PART III - DETAILS OF THE AMENDMENT

The following changes to Map 3d and Map 7 constitute the amendment to the ROP:

1. Map 3d – Wellesley Township Urban Area

Map 3d is amended to:

- a) designate the areas shown with a diagonal-hatched pattern on Schedule A as "Township Designated Greenfield Areas";
- b) remove the areas shown with a red cross-hatched pattern on Schedule A from the "Township Designated Greenfield Areas" designation; and
- c) revise the boundary of the "Township Urban Area Boundary" as shown on Schedule A.

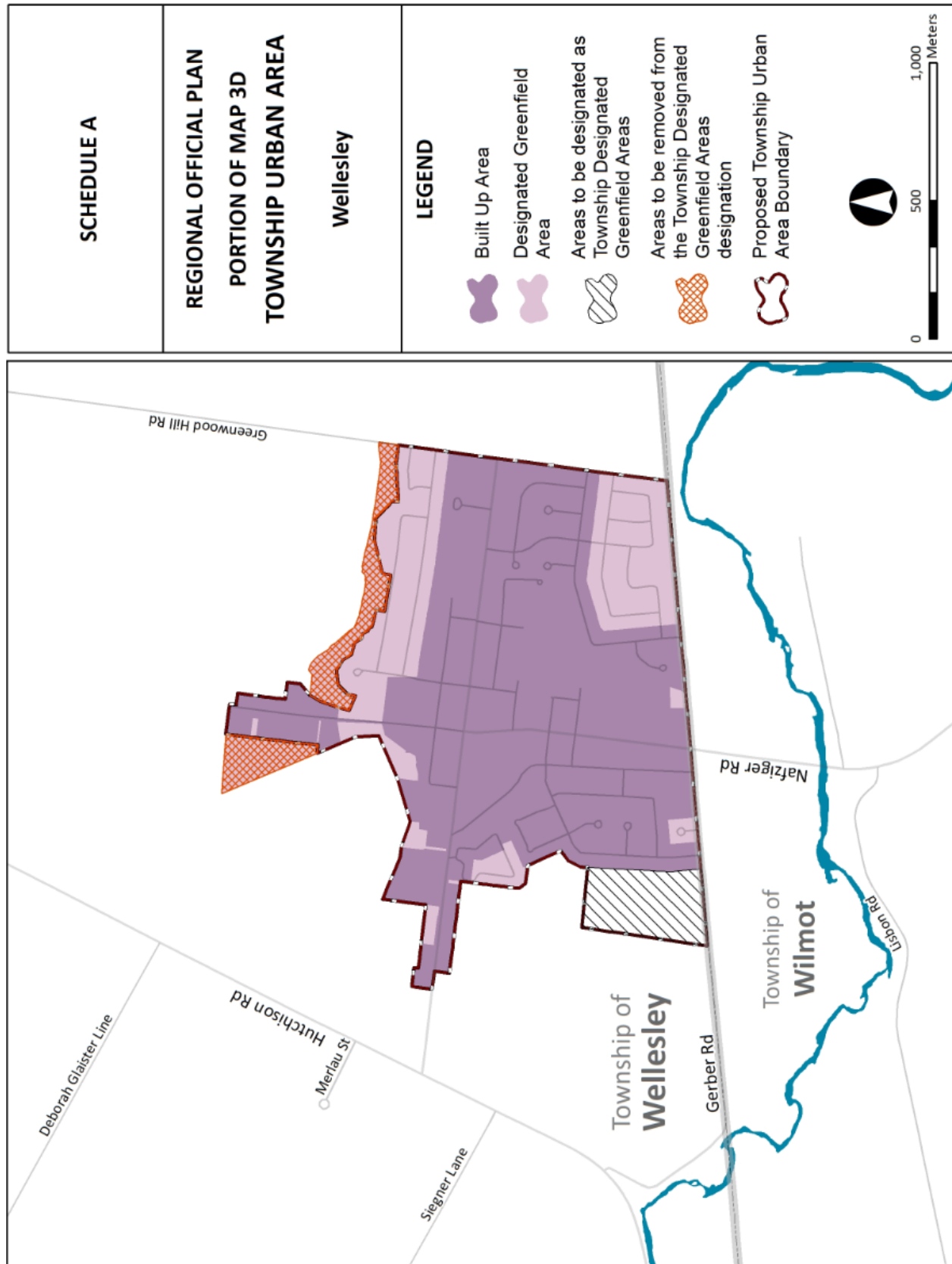
2. Map 7 – The Countryside

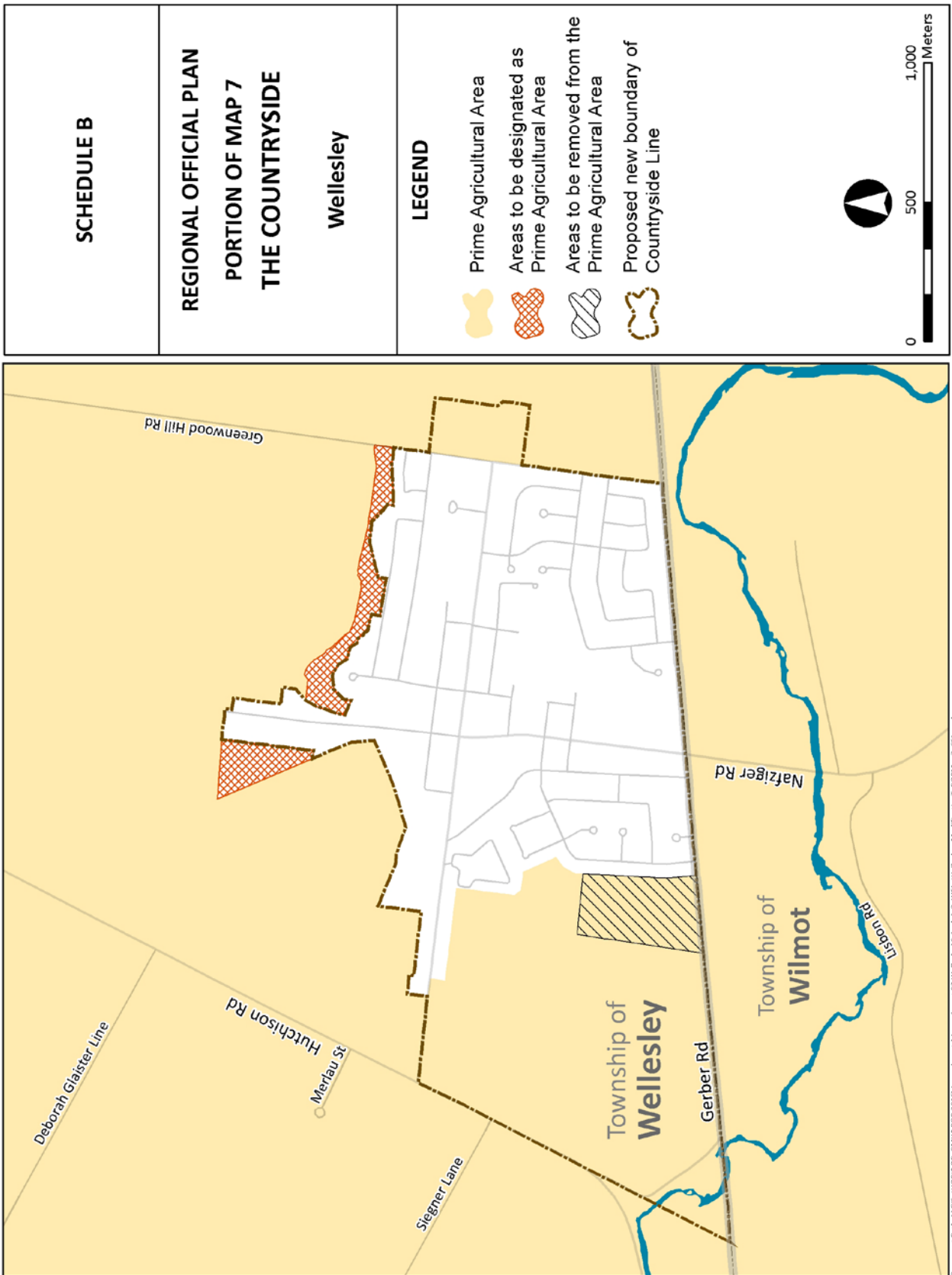
Map No. 7 is amended to:

- a) designate the areas shown with red cross-hatched pattern on Schedule B as "Prime Agricultural Area";
- b) remove the areas shown with a diagonal-hatched pattern on Schedule B from the "Prime Agricultural Area" designation; and
- b) revise the boundary of the "Countryside Line" as shown on Schedule B.

PART IV - IMPLEMENTATION

This amendment will be implemented through the Region's consideration and approval of OPA 10, future amendments to the Township's Zoning By-law, and through the review and approval of development applications on the affected lands.





ATTACHMENT 4 – PUBLIC AND AGENCY COMMENTS

David Welwood

From: Matthew Colley
Sent: August 1, 2019 9:00 AM
To: David Welwood
Subject: FW: OPA No 10 Wellesley expansion

From: Lianne Clarke [REDACTED]
Sent: Wednesday, July 31, 2019 10:15 PM
To: Matthew Colley
Subject: Fwd: OPA No 10 Wellesley expansion

Trying again. The Wellesley letter had your email as mcoller. I received an error. Hopefully you get this one.

----- Forwarded message -----

From: Lianne Clarke [REDACTED]
Date: Wed, Jul 31, 2019, 7:37 PM
Subject: OPA No 10 Wellesley expansion
To: <mcoller@regionofwaterloo.ca>

Hi Matthew,

I'm a long time resident of Wellesley and am impacted by OPA No 10. We are in a single dwelling backing on the the beautiful farmers field and sunsets on Lawrence Street.

We have attended the various townhalls to express our upset with the boundary change. Our small community does not have the infrastructure to keep growing. There's no jobs for our youth, a lack of recreational facilities, the school is at capacity and our power has ongoing issues with black outs on the west side of town here.

Our understanding is that the lots they will put in behind us will be high density buildings and small lots. We are going to lose all of our view and be stuck with dirt and construction noise for years. This will damage my pool and greatly reduce the value of my house.

The current plan shows building up to the small undeveloped culdesac on Lawrence with no development shown behind the pond view townhomes. If development has to occur, I'm unclear as to why they wouldn't develop behind the townhomes and stop at the culdesac, preserving the view behind those of us in the single family homes.

My wish would be that this whole plan be reconsidered and other areas be considered that won't impact existing home owners. There is land on the east side of wellesley on the right side of Greenwood Hill road that can be developed without upsetting long time home owners like myself.

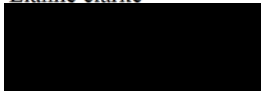
I give back to my community by being a volunteer fire fighter. My husband runs the baseball league here and is on the hockey executive. Building behind us will force us to have to move. It's hard to get people to volunteer for time consuming positions and it will be very unfortunate if we feel pushed to move. I love our small town of wellesley and love my house and view.

I'm hoping you will at least consider the east side for developmen over the west side

I would like a written notice of decision once it's been made.

Thank you for your time.

Lianne clarke



David Welwood

From: Stubbs, David (MMAH) <David.Stubbs@ontario.ca>
Sent: May 1, 2020 4:03 PM
To: David Welwood
Cc: Marriott, David (OMAFRA); Boyd, Erick (MMAH); Knieriem, Michelle (MMAH)
Subject: Waterloo Rationalization OPAs One Window Letter
Attachments: Waterloo Rationalization OPAs One Window Letter May 1 2020.pdf

Good afternoon David,

Please find attached one-window comments for draft Official Plan Amendments D16-40/19/WOOLWICH and D16-40/19/WELLESLEY.

Thank you,

David Stubbs
Planner



Ministry of Municipal Affairs and Housing
Municipal Services Office - Western
659 Exeter Road, 2nd Floor
London, ON N6E 1L3
Ph.: 519-873-4031
Fax: 519-873-4018
Email: David.Stubbs@Ontario.ca

**Ministry of
Municipal Affairs
and Housing**

Municipal Services Office
Western Ontario
2nd Floor
659 Exeter Road
London ON N6E 1L3
Tel: 519 873-4020
Toll Free: 1 800-265-4736
Fax: 519 873-4018

**Ministère des
Affaires municipales
et du Logement**

Bureau des services aux municipalités
de l'Ouest de l'Ontario
2^e étage
659 Exeter Road
London ON N6E 1L3
Tél. : 519 873-4020
Sans frais : 1 800-265-4736
Télééc. : 519 873-4018



May 1, 2020

Sent via email only

David Welwood
Principal Planner
150 Frederick Street, Kitchener, ON N2G 4J3
DWelwood@regionofwaterloo.ca

Dear David Welwood,

**Re: One Window Provincial Review Comments
Draft Official Plan Amendments D16-40/19/WOOLWICH & D16-
40/19/WELLESLEY
MMAH File # 30-EOPA-202313 & 30-EOPA-208957**

Thank you for circulating proposed Region of Waterloo Official Plan Amendments file number D16-40/19/WOOLWICH and file number D16-40/19/WELLESLEY to the Ministry of Municipal Affairs and Housing (MMAH). This matter was further circulated through the One Window Planning Service to the Ministry of Agriculture, Food and Rural Affairs (OMAFRA). It is recognized that these official plan amendments (OPAs) are exempt from the Minister's approval and the following One Window comments are provided to the Region for its consideration in making decisions on these matters.

It is understood that the purpose of the amendment in the Township of Woolwich is to rationalize the boundaries of the Elmira and St. Jacobs Township Urban Area, the Breslau Urban Area, and the Countryside Line applicable to these areas. The purpose of the amendment in the Township of Wellesley is to rationalize the boundary of the Wellesley Township Urban Area, and the Countryside Line applicable to the area.

Both proposed amendments will result in the lands added to the subject settlement boundaries being re-designated to 'Township Designated Greenfield Area', and the lands removed from the subject settlement areas will be re-designated to 'Prime Agricultural Area'.

A new Provincial Policy Statement (PPS) was released on February 28, 2020 is in effect as of May 1, 2020. You can download a copy of the new PPS at <https://www.ontario.ca/page/provincial-policy-statement-2020>. As these amendments will be considered by Regional Council post May 1, 2020, these OPAs have been reviewed for consistency with the PPS 2020, specifically policies 1.1.3.8 and 1.1.3.9 relating to settlement boundary expansion. In addition, consideration has been given to

this matter in terms of the criteria and policies in *A Place to Grow: Growth Plan for the Greater Golden Horseshoe* (A Place to Grow).

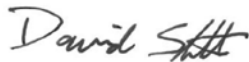
It is understood that the summary table provided to MMAH is informed by previous planning exercises completed by the townships, which may pre-date the current policy direction in A Place to Grow. The following recommendations identify where additional policy rationale may be needed prior to the Region's decision on these OPAs:

- A Place to Grow policy 2.2.8.3 f) iii) requires that where prime agricultural areas cannot be avoided, lower priority agricultural lands be considered for a settlement area expansion. Please provide additional information on how this evaluation was conducted to demonstrate conformity with this policy.
- A Place to Grow Policy 2.2.8.3 g) requires that settlement area boundary adjustments comply with the minimum distance separation (MDS) formulae. The summary table suggests that the proposed adjustments to the Elmira and St. Jacobs Township Urban Areas and the Wellesley Township Urban Area may not meet MDS I setbacks. Please clarify how this policy is addressed.
 - The Region is encouraged to review mapping that shows the location of the assessed livestock barns, the calculated MDS arcs, and the proposed adjustments to the settlement area boundaries. Provincial staff are available to further discuss these requirements if needed.
- A Place to Grow policy 2.2.8.3 h) requires that adverse impacts on 'agricultural operations' be assessed. The summary table provides some discussion on the broader agri-food network, however additional information is needed about the adjacent agricultural operations and any potential impacts on them from the proposed boundary adjustments

OMAFRA's draft *Guidance Document for Agricultural Impact Assessments* was posted on the Environmental Registry for public consultation in 2018. The purpose of the draft document is to support the provincial plan policies that require the completion of an Agricultural Impact Assessment (AIA). Although this document is draft and is intended to provide guidance for AIAs, it still may provide some useful information to inform the Region's review (<http://www.omafra.gov.on.ca/english/landuse/aia.htm>).

We trust that these comments are helpful to the Region we are pleased to discuss further at your convenience. By copy of this letter, MMAH requests that the Region provides the undersigned with notice of the decisions for these matters.

Kind regards,



David Stubbs
Planner
Ministry of Municipal Affairs and Housing
Municipal Services Office – Western

Cc (e-mail only): David Marriott, OMAFRA
Michelle Knieriem, MMAH
Erick Boyd, MMAH

David Welwood

From: Jessica Rudy
Sent: May 29, 2020 11:51 AM
To: Brenna MacKinnon; David Welwood
Cc: Michelle Sergi
Subject: FW: Comments regarding Proposed Amendment to ROP for Wellesley Township doc 3221090

Hi Brenna, David

Here are some correspondence rec'd for the Wellesley amendment.

Should we be attaching these to the agenda or would you like them distributed to Councillors as they come forward?

Jessica Rudy, AMP

Council/Committee Support Specialist
 Region of Waterloo | 150 Frederick Street, 2nd Floor, Kitchener, ON N2G 4J3
 P: 519-575-4732 | F: 519-575-4481 | TTY: 519-575-4608

From: Regional Clerk
Sent: May 29, 2020 7:47 AM
To: Jessica Rudy
Subject: FW: Comments regarding Proposed Amendment to ROP for Wellesley Township doc 3221090

From: [lianne](#)
Sent: May 28, 2020 8:36 PM
To: Regional Clerk <RegionalClerk@regionofwaterloo.ca>
Subject: Comments regarding Proposed Amendment to ROP for Wellesley Township doc 3221090

Hi there,

I'm a long time resident of Wellesley township and I live at 117 Lawrence Street. I have been attending all of the meetings regarding the rationalization of the boundaries to the Countryside line. The original map had many areas recommended, including the full farmers field behind my home – from Gerber back to the townhomes and semis on Pond View. There was a section originally designated along Greenwood Hill and Gerber which appears to not be on the current list. In my prior remarks, I pointed out that if that particular area were developed, it would not impact any existing residents. But instead, they have now chosen to not only designate the field area behind my home as future building, but to exclude the section of the field behind us that goes back to the Pond view semi's.

As a single resident home owner, I have had confirmation from realtors that the value of our property will drop approx. 20% once building begins. My home is worth approx. \$670,000 which means we'll lose over \$120,000 once you begin building. I'm a volunteer fire fighter in Wellesley and have put a lot of time and commitment into my community. I love my home and my quiet view. I will now be forced to move as I refuse to live through years of building and dirt – which will be sure to ruin my inground pool and result in continuous dirt and dust in my home.

Our town is rural. We do NOT have the infrastructure to support my homes. Our sewer and water are at capacity. We regularly experience electricity black outs on our side of town (the East side of Wellesley does not have this issue). Our school is at capacity. There are no jobs here for the youth. We have one small grocery store and very little in the way of restaurants or recreation for our kids. Our arena is in need of work. Our soccer fields are dismal. We aren't ready to add more capacity.

I would like to remain in Wellesley and ask that building in the area designated next to Gerber (behind Lawrence) be avoided to prevent disruption to all of the residents on Lawrence who have backed on to this field for 20 years. If you must build behind us, we ask that you move down to the end of the section and begin phase 1 directly behind Pond View. This section was originally on the map and semis were discussed. This would not have the same impact to the property value for the residents on Pond View as they are already in semis. Phase 1 could begin there and move towards Gerber, but stop at the mail box/park inlet. If there must be a phase 2 10 years from now and it needs to go behind us further down towards Gerber, then that will give me 10 more years before I have to look to move.

Ideally – I feel strongly that the original plot abutting Greenwood Hill and Gerber should be the first phase of development. It provides easy access from Gerber for construction and won't have any direct impact on existing residents. I urge you to reconsider that section for the rationalization and remove the section from Gerber, behind Lawrence Street, allowing that area to remain as agricultural land. I know all of us on Lawrence would greatly appreciate not having to live in construction zone for the next 10 years.

Thank you,

Lianne Clarke



I would also ask that I receive a copy of any decisions made following the June 16 meeting.

Subject: Question I'd like asked at Proposed Amendment to ROP Wellesley Township June 16th Public meeting

Good morning,

The time of this meeting is during my workday and I'm unable to attend. I would like if someone could ask this question on my behalf.

As a long time resident of Wellesley, residing at 117 Lawrence Street, I currently have a premium lot based on size (60x130) and the fact that we back on to greenspace/field and not houses. We've had our house assessed and have been told we will decrease in value by approximately 20% when building commences. We would like to have sufficient time to sell our place before this happens, but would like to stay as long as we possibly can as we aren't choosing to move...but feeling forced to because we don't want to back on to building and construction dust and noise for 2 years.

Question: Can you provide an approximate time frame for when breaking of ground may actually begin? Earliest it may start? And can you confirm if the plan is to have high density residential single home or parkland or school, retail?

Thank you,

Lianne Clarke





Region of Waterloo
TRANSPORTATION AND
ENVIRONMENTAL SERVICES



2019

Transportation and Environmental Services **Annual Report**

Welcome

The Transportation and Environmental Services Department touches the lives of residents throughout Waterloo Region on a daily basis.

From water conservation to curbside waste collection to road improvements and transit, this department continually strives to make our community a better place to live and work.

Throughout 2019 these crucial public services were reliably delivered by dedicated staff at TES.

This annual report captures the highlights of 2019. This includes the successful launch of ION light rail, advances in active transportation and a major restructuring of Grand River Transit routes as part of a climate action strategy.

All of these important projects are carried out with ongoing dialogue between staff, Council and our residents.

So on behalf of the Planning and Works Committee of Regional Council, I am proud of the work carried out by this department and pleased to contribute to this report.

Councillor Tom Galloway



2019 was a great year for TES. Every day, our staff deliver the services this community needs, including water, roads, transit, wastewater, garbage, recycling, green bin and more.

The launch of the ION light rail system after 15 years of planning and construction demonstrated the ability of TES to deliver innovative technologies that benefit the community. We also deliver cutting edge water treatment, active transportation facilities, landfill gas collection systems and dozens of other initiatives.

TES strives to reduce climate change impacts and encourage pedestrians and cycling. We support businesses and meet the needs of a changing community using technology to make informed decisions.

Thank you to staff for delivering the services and to Regional Council for clear direction and support and to our community.

Thomas Schmidt

Commissioner
Transportation and Environmental Services
Region of Waterloo



Waterloo Region

Waterloo Region includes the cities of Cambridge, Kitchener and Waterloo, as well as the townships of North Dumfries, Wellesley, Wilmot and Woolwich. The Region covers roughly 1,300 square kilometres and has a population of about 618,000 people.

The Region of Waterloo is the regional municipal government responsible for providing important services that affect the daily lives of its residents — such as waste collection, water treatment, road maintenance and public transit services — to roughly 200,000 households. The Region of Waterloo's programs and services are divided into six departments: Community Services; Corporate Services; Human Resources and Citizen Services; Planning, Development and Legislative Services; Public Health and Emergency Services and Transportation and Environmental Services.

The Region of Waterloo's Strategic Plan for 2019–2023 outlines five focus areas for the organization:

- Thriving economy
- Sustainable transportation
- Environment and climate action
- Healthy, safe and inclusive communities
- Responsive and engaging public service

In this 2019 annual report for Transportation and Environmental Services (TES), we will outline how the work TES does supports these critical focus areas.

Transportation and Environmental Services

Transportation and Environmental Services (TES) provides the physical services and infrastructure necessary to support Waterloo Region's economic prosperity and quality of life. This includes maintaining and replacing aging infrastructure; ensuring adequate infrastructure is available to support growth; and ongoing expansion of the transit system.

TES is comprised of groups that plan and provide transportation networks, operate the bus and light rail (ION) systems, complete design and construction, collect and manage waste and provide clean, safe drinking water to the community. Together, TES helps shape and transform Waterloo Region to create a sustainable future with a strong economy.

The Region of Waterloo's corporate values of service, integrity, respect, innovation and collaboration are all present in the work TES undertakes.



Healthy, safe and inclusive communities

The first focus area for TES in 2019 was to ensure that any project we undertake considers the health and safety of residents and attempts to include everyone who wishes to participate. These efforts were reflected in a wide variety of projects from new infrastructure to unique transit plans.

You may notice some of the region's core streetscapes changing in order to make them safer and more accessible. The Region of Waterloo collaborated with the City of Waterloo to complete the first phase of the King Street improvements project in Uptown Waterloo. The project which includes separated bike lanes, new sidewalks, patio space and decorative lighting has received the first annual Municipal Concrete Project of the Year award from the Ontario Good Roads Association (OGRA). The second phase of this project will be to extend the separated bike lanes up to University Avenue in 2021. Once complete, this project will provide a critical active transportation link between the universities, high-density residential housing, transit and businesses in Uptown Waterloo.

Another project designed with safety in mind was the \$1.2 million separated bike lane pilot project which includes about 9 km of separated cycling lanes using a combination of bollards, temporary curbs, planters, and

pavement markings to separate cyclists from vehicular traffic. These installations were completed in Waterloo on King Street, University Avenue, Columbia Street, Erb Street and Albert Street. These locations were chosen as they serve many users heading to the university campuses.

Working with community partners Transportation staff have assisted in the development of an experiential learning program called Street Smarts now being rolled out in a number of elementary schools in Waterloo Region. The program, a combination of in class and in field learning, teaches grade 3 and 4 students safe walking behaviour in their neighborhoods. Parents and caregivers are supplied with materials to help the students practice and reinforce the new learning. Equipping students to walk safely can have a variety of positive outcomes and when parents are assured of their children's safety, they are more supportive of more active forms of transport including walking and biking.



Approximately
11.3 km
of new/upgraded
cycling
lanes



Regional and area municipal staff have also been working with municipalities outside of the region and the province through the Ontario Traffic Council (OTC) ASE Steering Committee for two years, to coordinate the implementation of the Automated Speed Enforcement (ASE) program on local roads. We now have an operating model and implementation plan that involves Region staff administering ASE on behalf of all area municipalities once approved by local councils. The proposed ASE program launch will include 32 school zones and will be monitored closely with an eye to future expansion.

In January 2019 the Transportation team launched a road safety education campaign targeting the four groups most often involved in collisions at intersections as revealed by our 2018 Annual Collision Data. This included motorists involved in rear end collisions, pedestrians struck in a cross walk, cyclists struck in a crosswalk, and fail to yield collisions at roundabouts. Featuring the credo “I do the extra sec check,” the campaign promoted

slowing down, paying more attention, and sharing the road with a variety of users.

On the accessibility front, you may also have seen our new Arboc vehicles in the MobilityPLUS fleet which have an accessible ramp. The ramp is operated by a motor which extends the ramp plate out and down to the ground to help riders board and exit the vehicle more easily and helps make our community more accessible for all.

These are just a few examples of the day to day work TES does to move the region towards being as healthy, safe and inclusive as possible for a growing population with varied needs and goals.

Integrity

“Integrity is paramount to the Region’s values. In customer service, we continually work to do the right thing in a reliable way. In our interaction with the community we serve, being open, honest and fair builds customer satisfaction, confidence in our system and continued loyalty. Internally, integrity fosters an open and positive work environment among staff and colleagues, and an ethical approach to decision-making.”

—Pat Morabito, GRT



Responsive and engaging public service

One of the Region's corporate values is integrity, which is a main consideration when TES consults with the public. We aim to listen to input, respond in a thoughtful way and continue to engage them as projects and plans develop. During 2019, TES was busy responding to, and engaging with the community.

In response to the increasing demand for more specific recycling and garbage instructions, the new Waste Whiz app was launched. The app includes access to reminders for garbage and bulky item collection and service alerts. It also allows staff to customize specific handling instructions and easily add new items to the search feature; provides access to on-line reporting of missed waste collection, and includes an interactive, online game to test recycling and green bin knowledge.

In 2018, users of the Region's My Waste app experienced a data breach, where the service provider for the app was hacked and user email addresses were exposed. While no personal information was accessed, the Region committed to reviewing practices and policies and service providers for our waste app. In 2019, we partnered with a new service provider to launch the Waste Whiz app, selected based on new parameters that will not only safeguard your information, but provide even better service to residents.

We also welcomed over 900 residents to the landfill on two public tour days in 2019, and the one comment heard over and over again is that "everyone in the Region should see the landfill." While staff continue to offer in-person education opportunities, we launched an online 360-degree virtual tour of the Waterloo Waste Management site, focusing on the active landfill and the Nyle Ludolph Materials Recycling Centre. You can tour the site using your home or school computer..

Many of you experienced first-hand the successful launch of the ION light rail system. This launch would not have been possible without the collaboration and support of Region staff from across the organization. Acknowledging that significant crowds from the community would ride the light rail system on opening weekend, 300 staff volunteered to act as ION ambassadors over the course of three busy days. Our ambassadors helped ensure the large rider volumes had a memorable first experience on the light rail system and established a strong foundation for service from the very beginning.



Over
300
Regional
staff helped ensure
a very successful
ION light rail launch
on June 21, 2019



Meanwhile, Grand River Transit's new customer service centre opened its doors at the corner of King and Benton in July. Located at 105 King Street East, the centre provides store front access to you and others looking for information on GRT routes, schedules or trip planning help. Customers can also conveniently pick up an EasyGO fare card or reload an existing card with fare products. The centrally located store is close the Frederick and Queen ION stations as well as several GRT bus routes making connections quick and convenient for you.

One thing staff in TES have learned is the importance of communication and engagement as part of any project. When it became clear that the water supply system in west Cambridge needed an upgrade, a novel approach was taken to determine the best plan. Citizens were engaged heavily throughout the process which needed to determine a new site for a water tower along with many other decisions. An ongoing in-person and online dialogue helped identify and respond to concerns early in the process in order to develop a plan that will ensure customers in this area of Cambridge will be well-served for decades to come.

Crisis response is another area where the Region excelled in 2019. At 7:35 am on a Friday morning, a massive water

main break occurred at Charles and Cameron Street in Kitchener. Remarkably, pressure was restored in under two hours. We had to act fast to ensure the ION track had not been damaged so the stranded trains could run. Rain in the forecast threatened to destabilize the site and we needed to remove sediment that had entered the pipe. Despite needing to find a specialized nozzle and hose, the pipe was repaired by the next afternoon and ready to be filled and sampled.

How TES responds to you can depend on a variety of factors. It is often a long, ongoing conversation regarding a developing project, but as you can see, it can also be a very time-sensitive response to an unforeseen event. We will always strive to let integrity guide how we interact with you and respond to your concerns..

Customer service

"We take pride in supporting the safety of our community. We focus on delivering great customer service to all residents in the Region by providing essential signage which ensures safe travels on our roads. Our team makes sure our roads are clearly marked with appropriate signage. We serve our customers by installing signs in a timely, safe and professional manner. We enjoy serving the public every day, and we are proud to represent the Region of Waterloo."

—Mark Dietrich, Lead Hand, Sign Maintenance



Thriving economy

Our community is home to a thriving economy with many expanding industries, and we continue to see increased business investment throughout Waterloo Region. TES is proud to support this growth by providing a range of services that underpin our community's goals.

The Region of Waterloo has long recognized that transit investment doesn't just move people, that it is a key tool to manage growth, shape our community and stimulate economic activity.

Since Regional Council endorsed light rail in 2011, a phenomenal \$3.2 billion has been invested along the ION route. Light rail encourages more residential and economic development in our existing urban areas, which has many benefits. This type of development helps limit urban sprawl, reducing pressure on our precious farmland and groundwater sources.

Investment in our cores also leads to vibrant urban centres. This vibrancy and economic investment in the urban centres is now tangible as you travel by light rail or bus along the Region's Central Transit Corridor with 51 per cent of development now taking place within our existing urban areas.

This investment in transit has helped attract economic investment to our cores, with almost 40 per cent of residents now working along the ION corridor.

With light rail transit, residents are moving consistently and conveniently along the ION corridor. This was evident in the days after light rail was launched on June 21, 2019.

This was a milestone day in the history of Waterloo Region and as part of the opening celebrations, Regional Council provided 11 free days of service across the entire transit network. This decision by Council acknowledged the patience and support for the project throughout the community.

During those 11 days of free service, over 300,000 passengers boarded ION light rail and over one million passengers boarded GRT services system wide.

A faster, more efficient transit network that integrated with light rail service was also born in the days after light rail launched. GRT undertook the most significant change in the history of the system as new bus routes were created, old routes were reworked to better connect to light rail, and more service was added.



ION led to a
73%
development
intensification
rate
in 2019



The transformation also meant the closure of the Charles Street Terminal as routes shifted to on-street connections.

Construction also continued at an impressive pace in 2019 with TES overseeing approximately 50 major projects. These projects are also critical in order to facilitate ongoing economic activity.

The type of projects undertaken in 2019 include roads, bridges, transit facilities, water and wastewater treatment plants and waste management projects.

Many of these projects take several years to complete and the total value of the 2019 projects is \$350 million.

Several smaller projects were also completed in 2019 to repair and maintain our infrastructure. While this construction can be noisy and disruptive at times, it is also the sign of a healthy economy with investment in our key infrastructure.

Asset Management ensures the coordinated activity of our organization to realize value from infrastructure assets. It is an integrated set of processes and best practices that minimize lifecycle cost of owning, operating, and maintaining assets, at an acceptable level of risk, while continuously delivering established levels of service.

2019 was a significant year for the Asset Management Program. The implementation team successfully completed the launch of our Lucy Work Management System, a key component of the overall Asset Management Program.

Asset Management also enables an organization to examine the need for, and performance of, assets and asset systems at different levels. Additionally, it enables the application of analytical approaches towards managing an asset over the different stages of its life cycle through a process called Decision Support.

In 2019, the Asset Management team launched a preliminary phase of a Power Plan Decision Support System (DSS). The DSS will continue to grow and develop over the coming years.

Innovation

“We thought about how we could be more efficient and cost effective for delivery of over one hundred and fifty upgrade packages for systems providing drinking water across the Region. We structured a novel approach for the Supervisory Control And Data Acquisition (SCADA) Program by collaborating with several groups within the Region and developing new ways to get the work done.”

—Leigh McDermott, Design and Construction



Sustainable transportation

Sustainable transportation provides greater transportation choice for you and ultimately brings more people to core areas to live, work and play.

A sustainable transportation network also takes years of planning, innovation and consultation.

The largest project in the history of the Region of Waterloo – ION light rail – was successfully launched in 2019 at Fairway station in Kitchener.

The opening ceremony was a celebration of years of planning and preparation for the beginning of service. The ceremony was attended by representatives from the three levels of government that contributed to the funding of the project: Federal, Provincial and Regional.

The location of the opening – Fairway station – also highlighted the Region's commitment to delivering light rail to Cambridge, as this station connects ION light rail to ION bus. As part of the opening, ION buses moved to their permanent route from Fairway station to Ainslie transit terminal.

Shortly after the launch of light rail, GRT announced that the service hit one million rides, pointing to a

community that is eager to use this sustainable mode of transportation.

Other enhancements to GRT included the unveiling of a new bus operator simulator when Regional Chair Karen Redman took the simulator for a test drive in March, 2019. The simulator enhances the effectiveness of the Operator Training Program by helping operators develop and test basic skills needed to drive a GRT bus safely.

Bus service
hours:

841,523
in 2019



Inspection and
maintenance of over
30,000
traffic and
guidance
signs



In June 2019 – the same month that light rail was launched – Regional Council also endorsed the Stage 2 ION route and stations. This was a significant date for the project as it moves Cambridge one step closer to light rail.

Stage 2 will see light rail replace the current ION bus connection from Kitchener to Cambridge, creating a seamless light rail route from north Waterloo to south Cambridge with 23 stations. Staff are currently working on the Transit Project Assessment for Stage 2, which ensures planning is undertaken to sustain growth in an environmentally sensitive manner.

Significant investment in bike lanes and multi-use trails continued for TES in 2019.

Six kilometres of new three-metre wide asphalt multi-use trails were also constructed in 2019 along the east side of Homer Watson Boulevard. This provides a popular eight kilometre active transportation connection between Conestoga College and Ottawa Street. Construction of the new multi-use trail cost about \$7.5 million and included three new pedestrian bridges over creeks.

A \$1.2 million separated bike lane pilot project included about nine kilometres of separated cycling lanes using a combination of bollards, temporary curbs, planters, and pavement markings to separate cyclists from vehicular traffic.

These installations were completed in Waterloo on King Street, University Avenue, Columbia Street, Erb Street and Albert Street. These locations were chosen as they serve many users heading to the university campuses.

Collaboration

“I was proud to be part of the ION team that launched light rail. It truly was a collaborative effort – collaboration across Regional departments, collaboration with our municipal colleagues, and collaboration with our Provincial and Federal funding partners.”

—Brendon Simon, ION



Environment and climate action

Waterloo Region is known globally for its attention to the natural environment and TES plays a large role in complementing the key infrastructure investments with sound environmental programs and planning.

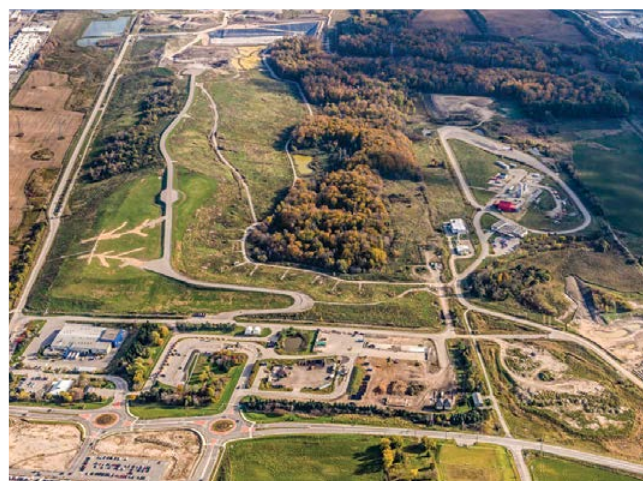
In 2019, the Waste Management Division received \$1.5 million in federal funding to help expand the Region's existing landfill gas capture system in Waterloo. When organic waste, like food and wood scraps, begin to decay in the landfill, gas is produced. Those gases include methane, a potent greenhouse gas that contributes to climate change. Continuous improvements to the landfill gas capture system prevents greenhouse gases from being released into the air, and instead uses them to generate renewable energy. In 2019, enough energy was harnessed in Waterloo to power between 4,000 and 6,000 homes.

Over the course of 2019, residents of Waterloo Region continued to divert more waste than ever away from our one-and-only landfill. Sorting your waste into two blue boxes (separating containers from paper and plastic bags) and the green bin makes a difference. In spite of the fact that our population continues to increase and grow, we still see significant changes in comparison to our 2016 baseline numbers. We had a 150 per cent

increase in green bin, 5 percent increase in blue box material and a 26 percent increase in yard waste material, and a 31 percent reduction in the amount of garbage collected at the curb compared to that baseline. Our 2019 diversion rate stands at an incredible 65 per cent.

In 2019, we also updated our Source Water Protection Plann mapping, which helps protect our vital groundwater resources by identifying and mitigating potential threats. The update added 4000 new properties within well-head protection areas. We also have negotiated 30 risk management plans with these property owners, with 164 in progress, to ensure our groundwater is safe.

Since the approval of the Water Efficiency Master Plan (2015 – 2025), new and existing programs have saved over one million litres of water already, prevented 365 tonnes of greenhouse gases from entering the environment, and helped push residential per capita water consumption to an all-time low. At 152 litres per person per day, Waterloo Region's 2019 residential



10,800

properties
fall under
source
protection
plan

demands are below all national and provincial averages. Our original goal was to achieve 165 litres per person per day by 2025, meaning we are well ahead of schedule in our conservation efforts.

2019 also saw the completion of all process related upgrades at the Kitchener Wastewater Treatment Plant (WWTP), including the secondary treatment upgrade which removes organics and separate solids from the wastewater. This was one of the largest construction contracts in the history of the Region. Over \$300 million has been invested in improving the reliability of the Kitchener plant while improving the quality of water being returned to the Grand River. This work continues as we complete a new cogeneration facility to produce electricity for the plant from the biogas created in the digestion process.

Through the Grand River Watershed Wide Optimization Program, five of the Region's wastewater treatment plants were recognized for their performance and

efforts to improve the water quality in the Grand and Nith Rivers. The Ayr WWTP was the only WWTP of over 30 in the Grand River watershed to receive Gold Status, which is the highest level of recognition.

TES is also driving a positive environmental change on the roads of Waterloo Region. In 2019, we partnered with the Regional Municipality of Durham and Fortran Traffic Systems Limited (R&D project) to develop an Advanced Transit Signal Priority (TSP) System using Connected Vehicle technology. The goal is to achieve reduced travel times and reduced wait times at intersections for transit vehicles. It is expected that the new technology will significantly reduce TSP implementation and maintenance costs. It will also decrease fuel consumption, leading to reduced Greenhouse Gas emissions which will increase transit ridership and customer satisfaction. Significantly, this joint pilot development has been selected by Smart Cities Connect to be a recipient of a 2020 Smart 50 Award.

Respect

“We recognized from the start that garbage bag limits may cause challenges for households where a family member has a medical condition that creates unavoidable waste. Our Medical Exemptions program supplies these households with regular garbage tags for set-out of extra bags, to help them manage their condition while protecting their privacy. Respect means designing our programs so that residents feel included, valued and treated with dignity.”

—Kim Kitigawa, Waste Management



2019 by the numbers

Water

331 home water use audits

100.5 m³ per day of water saved through CII (commercial, industrial, institutional program)

32 projects for CII

53,318,900 million cubic metres of safe drinking water

59,053,821 million cubic metres of wastewater treated

30,258 wet tonnes of biosolids safely disposed

80.2 per cent of biosolids went to reuse with land application and mine reclamation

25 per cent reduction in GHG over 2018 through Biosolids Program and down 66 per cent since 2009 (target was 10 per cent reduction from 2009)

92 per cent of water supply and 80 per cent of wastewater treatment facilities with completed condition assessments

30 Risk Management Plans completed for source protection, 164 plans in progress.

10,800 properties fall under source protection plan

Amount of land under source protection increasing by **46%**

57,000 rain barrels distributed to date (2,400 in 2019)



GRT/ION

ION Boardings (June to December) – **2,960,632**

Bus service hours in 2019 – **841,523**

Total boardings in 2019 – **28,676,414**

Total km travelled in 2019 – **17,750,885**

The top growing routes were: **26, 29, 33, 59, 61, 75, 205**

The best performing bus routes by boardings per hour were: **7, 8, 10, 12, 19, 61, 110** and **116**

Over **\$3.2 billion** has been invested in new development along the ION route

18 per cent of all residents live in the ION corridor

37 per cent of all people in Waterloo Region work in the ION corridor

Over **300** Regional staff helped ensure a very successful ION light rail launch on June 21, 2019

ION Stage 2 will ION bus converted to LRT, and will connect Waterloo to Cambridge through a **37** kilometre route with **23** light rail stops

A total of **299,760** passengers boarded ION light rail during the 11 days of free transit in Waterloo Region, which ran from June 21 to July 1 inclusive.

50% of development is now within existing urban areas



Waste

Waste diversion rate for 2019: **65%**

\$155: the amount the average residential property (valued at \$344,200) pays annually for Waste Management Services

25,926 tonnes of green bin material collected

36,223 tonnes of blue box material collected

19,725 tonnes of yard waste collected

63,226 tonnes of garbage collected

6,900 residents attended 130 waste education and outreach events

68,200 users accessed the mobile and online versions of the waste app

4,300 subscribers to Waste eNews

413,026 visits to the Waste Management Division web pages

45,500 requests for Waste information or service handled through the call centre and our customer service staff

389,000 transactions handled for disposal at all Waste Management sites

180
bridges



Transportation

Inspection and maintenance of over **30,000** traffic and guidance signs

2.3 million meters of line painting completed in 2019

80,000 L of paint applied in 2019!!

Signals (**505** intersections maintained)

1803 lane kms of roadway patrolled and maintained

356 km of storm sewers in the entire region

7250 catch basins

15 km of noise walls

12,000 t of road salt

500,000 L of pre wet liquid

new/upgraded cycling lanes: approximately **11.3** centreline km

new/upgraded multi-use trails: approximately **20.4** lane kilometers

new/upgraded sidewalk: approximately **8.9** centreline km





For more information please contact:

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www.regionofwaterloo.ca



Region of Waterloo
TRANSPORTATION AND
ENVIRONMENTAL SERVICES

This document is available in
alternate formats upon request.



Report: TES-20-02

**Region of Waterloo
Transportation and Environmental Services
Commissioner's Office**

To: Chair Tom Galloway and to Members of Regional Council

Date: June 16, 2020 **File Code:** E03-20

**Subject: Public Engagement and Consultation Approach for Municipal Class
Environmental Assessments**

Recommendation:

For information

Summary:

The Region has already used virtual public engagement tools on a number of projects, in addition to physical Public Consultation Centres, and has generally received positive feedback about the virtual tools. Due to physical distancing requirements related to COVID-19, physical Public Consultation Centres are not currently permitted. It is not known when physical Public Consultation Centres will again be permitted or when and if members of the public will be comfortable attending physical Public Consultation Centres. As a result, the Region will need to rely more on virtual public engagement in order to move forward with the planning of important infrastructure projects. In order to ensure that engagement is accessible for all stakeholders, the option remains available to request paper copies of all project information, and to submit questions and comments by mail, email or telephone.

Report:

The Municipal Class Environmental Process (Class EA) is a Provincially approved, proponent-driven process to carry out the planning of infrastructure such as roads, water and wastewater. The process of the Class EA is written by the Municipal Engineers Association (MEA) and approved by the Province.

A key goal of the Class EA process is for the proponent to engage stakeholders and the general public so that they are informed of a project's scope and are given an opportunity to provide their input while in the planning stage.

One of the ways that the Region has typically satisfied the goal of engagement is by holding physical Public Consultation Centres (PCC) where the public are invited to an engagement opportunity at a public location. The Region's project team consisting of Region staff, retained consultants, and subject matter experts are on hand to explain the project and answer the public's questions.

The Region has already used virtual public engagement tools on a number of projects, in addition to physical Public Consultation Centres, and has generally received positive feedback about the virtual tools. Participation rates with virtual engagement tools has generally exceeded attendance rates at physical Public Consultation Centres.

Due to physical distancing requirements related to COVID-19, physical Public Consultation Centres are not currently permitted. It is not known when physical Public Consultation Centres will again be permitted or when and if members of the public will be comfortable attending physical Public Consultation Centres. As a result, the Region will need to rely more on virtual public engagement in order to move forward with the planning of important infrastructure projects.

Each project has a project page on the Region's website and/or Engagewr, the Region's virtual public engagement tool. Notification of projects is provided in accordance with Class EA requirements (newspaper publications, property owner and stakeholder mail-outs), and will include a link to the Region's website and/or Engagewr for instructions on how to view project information and submit questions and comments.

Project pages are also typically promoted via social media, website and targeted emails to stakeholder lists. All of these link to the Region website and/or Engagewr.ca project page. In many cases road signs are also implemented with contact info and the link to the Region website and/or Engagewr.ca

In order to ensure that engagement is accessible for all stakeholders, notices include the option to request paper copies of all project information, and to submit questions and comments by mail, email or telephone.

Staff contact information is provided on the ROW website, Engagewr, in mail outs and on road signs so that staff are available for one-on-one discussions with stakeholders by phone, email, or in-person with appropriate distancing as needed.

The Region's approach for virtual public engagement has been developed in consultation with Corporate Communications, Citizen Service, and with industry experts in public communication for Environmental Assessment requirements.

Corporate Strategic Plan:

The Virtual Public Consultation approach supports the Strategic objective 5.1: Enhance opportunities for public engagement, input and involvement in Region of Waterloo initiatives; specifically, 5.1.1 Develop a digital and social media strategy to enhance online communications with the public; and 5.2.3 Develop and implement public engagement resources and supports to increase the capacity of staff to conduct meaningful public engagement (on-line and in person).

Financial Implications

The financial implications of this approach are anticipated to be similar to conducting an in-person meeting, so no additional financial implication is expected.

Other Department Consultations/Concurrence: CAO's Office (Communications), Human Resources and Citizen Service

Prepared By: Kevin Dolishny, Senior Engineer, Servicing and Development Planning

Phil Bauer, Director, Design and Construction

Approved By: Thomas Schmidt, Commissioner, Transportation and Environmental Services



Report: PDL-LEG-20-25

Region of Waterloo

Planning Development and Legislative Services

Legal Services

To: Chair Tom Galloway and Members of the Planning and Works Committee

Date: June 16, 2020 **File Code:** L07-90

Subject: **Authorization to Expropriate Lands (1st Report) for Ottawa Street Improvements - Fischer-Hallman Road to Alpine Road, in the City of Kitchener (Project #5796)**

Recommendation:

That The Regional Municipality of Waterloo direct and authorize the Regional Solicitor to take the following actions with respect to the expropriation of lands for the reconstruction of Ottawa Street from Fischer-Hallman Road to Alpine Road in the City of Kitchener, in the Regional Municipality of Waterloo, as detailed in report PDL-LEG-20-25 dated June 16, 2020:

1. Complete application(s) to the Council of The Regional Municipality of Waterloo, as may be required from time to time, for approval to expropriate land, which is required for the reconstruction of Ottawa Street from Fischer-Hallman Road to Alpine Road, in the City of Kitchener, and described as follows:

Fee Simple Partial Taking:

- i. Part of Lot 47, German Company Tract, being Parts 1, 2 and 3 on 58R-20865 (Part of PIN 22469-0204 (LT)) (1284 Ottawa Street South, City of Kitchener);
- ii. Part of Block 'A', Registered Plan 1240, being Part 1 on 58R-20866 (Part of PIN 22602-0156 (R)) (1001 Ottawa Street South, City of Kitchener)
- iii. Part of Common Elements, Waterloo Condominium Plan 306, being Parts 3, and 5 on 58R-20866 (Part of PINS 23306-0001 to 23306-0033 (LT)) (675 Westmount Road East, City of Kitchener);
- iv. Part of Block 'Y', Registered Plan 1240, being Parts 10, 11 and 13 on

- 58R-20866 (Part of PIN 22469-0504 (LT)) (645 Westmount Road East, City of Kitchener);
- v. Part of Block 'Z', Registered Plan 1240, being Part 14 on 58R-20866 (Part of PIN 22491-0038 (LT)) (294 Chandler Drive, City of Kitchener);

Temporary Easement – Grading:

The right and easement, being a temporary easement in gross, for the free and unobstructed, right, interest and easement terminating on the 31st day of December, 2025, for itself, its successors and assigns, and anyone authorized by it, on, over, under and through the following properties for the purposes of excavation, construction, installation, replacement, alteration, grading, and landscaping as required in connection with the reconstruction of Ottawa Street from Fischer-Hallman Road to Alpine Road, and all related improvements, and works ancillary thereto and for such purposes, the free, unimpeded and unobstructed access to the lands at all times by employees, agents, contractors, workers and anyone authorized by it, and vehicles, supplies and equipment at all times and for all purposes and things necessary for or incidental to the exercise and enjoyment of the right and easement:

- vi. Part of Lot 47, German Company Tract, being Part 4 on 58R-20865 (Part of PIN 22469-0204 (LT)) (1284 Ottawa Street South, City of Kitchener);
 - vii. Part of Block 'A', Registered Plan 1240, being Part 2 on 58R-20866 (Part of PIN 22602-0156 (R)) (1001 Ottawa Street South, City of Kitchener)
 - viii. Part of Common Elements, Waterloo Condominium Plan 306, being Parts 4, and 6 on 58R-20866 (Part of PINS 23306-0001 to 23306-0033 (LT)) (675 Westmount Road East, City of Kitchener);
 - ix. Part of Block 'Y', Registered Plan 1240, being Part 12 on 58R-20866 (Part of PIN 22469-0504 (LT)) (645 Westmount Road East, City of Kitchener);
 - x. Part of Block 'Z', Registered Plan 1240, being Part 15 on 58R-20866 (Part of PIN 22491-0038 (LT)) (294 Chandler Drive, City of Kitchener);
2. Serve notices of the above applications(s) required by the Expropriations Act (the "Act");
 3. Forward to the Chief Inquiry Officer any requests for a hearing that may be received within the time prescribed by the Act;
 4. Attend, with appropriate Regional staff, at any hearing that may be scheduled;
 5. Discontinue expropriation proceedings or any part thereof, in respect of the above described lands, or any part thereof, upon the registration on title of the required documentation to complete a transaction whereby the required interests

in the lands are conveyed or if otherwise deemed appropriate in the opinion of the Commissioner of Transportation and Environmental Services and the Regional Solicitor; and

6. Do all things necessary and proper to be done and report thereon to Regional Council in due course.

Summary:

NIL

Report:

Regional Council approved the reconstruction of Ottawa Street from Fischer-Hallman Road to Alpine Road, in the City of Kitchener, on December 11, 2019, as outlined in Report TES-DCS-19-21.

The reconstruction of Ottawa Street is required in order to address deteriorated pavement conditions, to improve operations at intersections, and to provide improved facilities for pedestrians and cyclists.

The scope of work to be completed includes the following:

- Reconstruction of the Ottawa Street / Westmount Road intersection as a new two-lane roundabout;
- Removal of the sidewalks on both sides of Ottawa Street and removal of the short section of cycling lanes from Williamsburg Road to Fischer-Hallman Road, in favour of construction of a new 3.0 metre wide asphalt boulevard multi-use trail on both sides of Ottawa Street from Fischer-Hallman Road to Strasburg Road;
- Construction of new bus stops to accommodate improved passenger amenities such as shelters, benches, and real-time information displays. Stops would be relocated as necessary to reduce crossing distances, transfer distances, and integrate with new active transportation infrastructure;
- Construction of new pedestrian refuge islands on Ottawa Street at Williamsburg Road, Howe Drive, Pinedale Drive, the pathway to Chandler Drive, Mowat Boulevard, Howland Drive and Elmsdale Drive;
- Reconstruction of the existing roadway base and asphalt pavement on Ottawa Street from Fischer-Hallman Road to Alpine Road;
- Construction of new designated eastbound left-turn lane on Ottawa Street at Howe Drive, Mowat Boulevard and Elmsdale Drive;
- Construction of new designated westbound left-turn lane on Ottawa Street at Williamsburg Road, Pinedale Drive and Howland Drive;

- Reconfiguration of the left turn lanes on Ottawa Street between Strasburg Road and the Laurentian Centre mall to improve storage and traffic capacity;
- Modifications to Strasburg Road near Ottawa Street to improve left turn capacity from Ottawa Street to Strasburg Road;
- Construction of new channelized right-turn lanes at the northeast and southeast corners of the intersection of Ottawa Street and Fischer-Hallman Road; and
- Replacement of the corrugated steel pipe culvert carrying Borden Creek under Ottawa Street with a new concrete culvert.

Construction is tentatively projected to commence in 2021, and will proceed in a series of phases over approximately three years.

The implementation of the improvements directly impacts six (6) properties as shown in Appendix “A” to this report. Land acquisitions as outlined in the Recommendation are required from five (5) of the properties and they are for fee simple partial takings and temporary easements for grading purposes.

It is noted that one of the impacted properties is owned by the City of Kitchener. Due to reciprocal expropriation powers, this property has not been included in the expropriation process. Region staff have been in contact with City staff regarding the Region’s land requirements and negotiated agreements are expected.

All of the affected property owners, or their representatives, have been contacted by Legal Services Real Estate staff by one or more of the following means: in-person meeting, telephone, written correspondence and/or e-mail to discuss the required acquisitions and have been informed of the Region’s intention to commence the expropriation process, including this Report going forward to ensure project time lines are met. All property owners have been provided with the Region’s Expropriation Information Sheet explaining the expropriation process. A copy of the Expropriation Information Sheet is attached as Appendix “B”. The owners have further been advised it is the Region’s intent to seek a negotiated settlement prior to completion of the Expropriation process and that the process has been commenced only to ensure possession of the required lands by the date set by Project staff in order to keep the project timeline in place.

Should a negotiated settlement be reached with any of the property owners and a conveyance of the required acquisition be completed before the expropriation process is complete, the expropriation process with respect to such lands would be discontinued by the Regional Solicitor.

It should be noted that the expropriation of the lands is on an “as is” basis and upon acquisition the Region assumes all responsibility for the lands.

A list of the corporate owners of the fee simple interest in the subject lands is attached as Appendix “C”. Regional staff have conducted corporate profile searches of affected corporate property owners and the directors and officers are listed for each. This list does not include tenants, easement holders or holders of security interests in the subject lands.

Corporate Strategic Plan:

This project supports the 2019-2023 Corporate Strategic Plan objective to improve road safety for all users.

This project also supports Focus Area 2 (Sustainable Transportation), specifically Strategic Objective 2.4 to improve road safety for all users –drivers, cyclists, pedestrians, horses and buggies.

Financial Implications:

The Region’s Approved 2020-2029 Transportation Capital Program includes funding of \$7,692,000 for this work (Project #05796 and Project #07323), \$722,000 in 2020 and \$6,970,000 in years 2021 to 2024 inclusive, to be funded from levy supported debentures (40%, \$3,100,000) the Transportation Capital Reserve (32%, \$2,452,000) and the Development Charge Reserve Fund (28%, \$2,140,000).

There is sufficient funding within the overall project to fund the land acquisition.

Other Department Consultations/Concurrence:

Transportation and Environmental Services staff have been consulted in the preparation of this Report.

Attachments

Appendix “A” - Map of subject lands

Appendix “B” – Copy of Expropriation Information Sheet

Appendix “C” – Corporate Profiles of Corporate Owners

Prepared By: Arlene Metz, Solicitor, Property

Approved By: Debra Arnold, Regional Solicitor, Director of Legal Services

Appendix "A"



Appendix “B”



Region of Waterloo

The following information is provided as a general overview of the expropriation process and is not legal advice. For complete information, reference should be made to the Ontario Expropriations Act as well as the more detailed information in the Notices provided under that Act.

Expropriation Information Sheet

What is Expropriation?

Governmental authorities such as municipalities, school boards, and the provincial and federal governments undertake many projects which require them to obtain land from private property owners. In the case of the Regional Municipality of Waterloo, projects such as the construction or improvement of Regional Roads sometimes require the purchase of land from private property owners. In many cases, the Region of Waterloo only needs a small portion of the private property owner's lands or an easement for related purposes such as utilities, although in certain instances, entire properties are required.

Usually the governmental authority is able to buy the land required for a project through a negotiated process with the affected property owners. Sometimes, however, the expropriation process must be used in order to ensure that the land is obtained within a specific timeline. Put simply, an expropriation is the transfer of lands or an easement to a governmental authority for reasonable compensation, including payment of fair market value for the transferred lands, without the consent of the property owner being required. In the case of expropriations by municipalities such as the Region of Waterloo, the process set out in the Ontario *Expropriations Act* must be followed to ensure that the rights of the property owners provided under that *Act* are protected.

Important Note: The Region of Waterloo tries in all instances to obtain lands needed for its projects through a negotiated agreement on mutually acceptable terms. Sometimes, the Region of Waterloo will start the expropriation process while negotiations are underway. This dual approach is necessary to ensure that the Region of Waterloo will have possession of all of the lands needed to start a construction project on schedule. However, it is important to note that Regional staff continues to make every effort to reach a negotiated purchase of the required lands on mutually agreeable terms while the expropriation process is

ongoing. If agreement is reached, expropriation proceedings can be discontinued and the land transferred to the Region of Waterloo in exchange for payment of the agreed-upon compensation.

What is the process of the Region of Waterloo under the Expropriations Act?

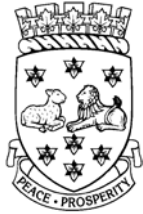
- Regional Council considers a request to begin an application under the *Expropriations Act* to obtain land and/or an easement for a specific Regional project. No decision is made at this meeting to expropriate the land. This step is simply direction for the Region of Waterloo to provide a "Notice of Application for Approval to Expropriate" to affected property owners that the process has started to seek approval to expropriate the land.
- As stated in the Notice, affected property owners have 30 days to request a Hearing to consider whether the requested expropriation is "fair, sound and reasonably necessary in the achievement of the objectives" of the Region of Waterloo. This Hearing is conducted by a provincially-appointed Inquiry Officer. Prior to the Hearing, the Region of Waterloo must serve the property owner with a Notice setting out its reasons or grounds for the proposed expropriation. **Compensation for lands is not determined at this Hearing.** The Inquiry Officer can order the Region of Waterloo to pay the property owner up to \$200.00 as compensation for the property owner's costs in participating in this Hearing, regardless of the outcome of the Hearing.
- If a Hearing is held, a written report is provided by the Inquiry Officer to the property owner and the Region of Waterloo. Council must consider the Report within 90 days of receiving it. The Report is not binding on Council and Council may or may not accept the findings of the Report. After consideration of the Report, Council may or may not approve the expropriation of the land or grant approval with modifications. A property owner may wish to make written and/or verbal submissions to Council at the time that it is considering the Report.
- If no Hearing is requested by the property owner, then Council may approve the expropriation of the land after expiry of a 30 day period following service of the Notice of Application for Approval to Expropriate.
- If Council approves the expropriation then, within 3 months of this approval, the Region of Waterloo must register a Plan at the Land Registry Office that describes the expropriated lands. The registration of this Plan automatically transfers title of the lands to the Region of Waterloo, instead of by a Deed signed by the property owner.
- Within 30 days of registration of the Plan, the Region of Waterloo must serve a Notice of Expropriation on the affected property owner advising of the expropriation.

Within 30 days of this Notice, the property owner may serve the Region of Waterloo with a Notice of Election selecting the valuation date under the *Expropriations Act* for calculation of the compensation.

- In order to obtain possession of the expropriated lands, the Region of Waterloo must also serve a Notice of Possession setting out the date that possession of the land is required by the Region of Waterloo. This date has to be 3 months or more from the date that this Notice of Possession is served on the affected property owner.
- Within 3 months of registration of the Plan, the Region of Waterloo must provide the affected property owner with payment for the full amount of the appraised fair market value of the expropriated land or easement and a copy of the appraisal report on which the value is based. If the property owner disagrees with this amount, and/or claims other compensation and/or costs under the *Expropriations Act*, the compensation and/or costs matter may be referred to a provincially-appointed Board of Negotiation in an effort to reach a mediated settlement and/or an appeal may be made to the Local Planning Appeal Tribunal (LPAT) for a decision. In any event, the Region of Waterloo continues in its efforts to reach a negotiated settlement with the affected property owner prior to the LPAT making a decision.

Appendix "C" – Corporate Profiles

1. 1284 Ottawa Street South, City of Kitchener
Owner: George Street Cambridge Holdings Inc.
Annual Return: December 29, 2019
Directors/Officers: Kevin Y. Lee
2. 1001 Ottawa Street South, City of Kitchener
Owner: The Thorpe Brothers Funeral Home Co. Limited, amalgamated into
Service Corporation International (Canada) Limited
Annual Return: N/A
Directors/Officers: John A. Gordon
3. 675 Westmount Road East, City of Kitchener
Owner: Waterloo Condominium Corporation No. 306
Annual Return: N/A
Directors/Officers: Brad McMillan, Derrick Close, Emily Pike
4. 645 Westmount Road East, City of Kitchener
Owner: 1143035 Ontario Inc.
Annual Return: October 6, 2019
Directors/Officers: Gregory U. Voisin, Steven Gregory Voisin, Harmony Voisin,
Elaine F. Voisin
5. 294 Chandler Drive, City of Kitchener
Owner: Kanco-294 Chandler Ltd.
Annual Return: N/A
Directors/Officers: Richard Anda, David Travis Beatty, Karl Bomhof, Todd R.
Cook, Leslie Veiner,



Report: TES-TRS-20-16

Region of Waterloo

Transportation and Environmental Services

Transit Services

To: Chair Tom Galloway and Members of Regional Council

Date: June 16, 2020 **File Code:** D28-20(A)

Subject: ION Update Report

Recommendation:

For information

Summary:

The ION light rail service has contributed to an increase in the revenue, boardings and overall ridership of Grand River Transit (GRT) since the start of operation in June 2019. Over the GRT system, revenue and boardings have increased by over eight and nine percent, respectively when compared with the previous year.

However, in 2020 transit ridership has been impacted by an eleven-day labour strike in January and significantly decreased business, education and social activities and travel due to COVID-19 pandemic measures. The result has been system wide transit boardings are presently approximately 30% of normal levels.

ION system, infrastructure and vehicle performance are in-line with expectations and reliability of each is continually being reviewed. Bombardier is still working locally to complete warranty work on the vehicles – at no cost to the Region. Collisions are still the main source of delays of the system, however, the numbers are trending downward. Some construction work remains to be completed and work is ongoing to increase the number of crossings in the system.

In April 2020, Region of Waterloo Council endorsed the Stage 2 ION LRT preliminary design and directed staff to commence the Transit Project Assessment (TPA) Process, as recommended in Council report TES-RTS-20-03. The next steps for the study are to commence the TPA Process, prepare the preliminary business case, file the

Environmental Project Report for public review, complete the TPA Process, and submit Provincial and Federal funding applications.

Electronic Fare Management continues to present challenges to GRT's customers and staff, however, GRT staff are working hard to reduce the impact on customers and work with the vendor to provide solutions.

Report:

Revenue, Boardings and Ridership

In 2019, Waterloo Region witnessed a significant change to its transit system with the introduction of ION LRT on June 21 and the redesigned and integrated bus network on June 24. The introduction of a high-capacity passenger rail line supported by a redesigned bus network has had a significant impact on passenger revenue, boardings and ridership as illustrated in Table 1 below.

Table 1 - Annual System Passenger Revenue, Boardings and Ridership

	2018	2019	% Change
Passenger Revenue	\$36,708,000	\$39,789,000	8.4%
Boardings	26,089,100	28,675,600	9.9%
Ridership	21,066,800	21,962,300	4.3%

Passenger boardings increased at a slightly faster rate than passenger revenue, although after taking into account the free fare period between June 21 and July 1, the rate of growth was similar for both.

The rate of ridership increase was just under half of the boardings growth rate. A passenger taking one trip with one transfer is considered as one ride and two boardings. A higher transfer rate of 1.31, calculated using EFMS data, was used in 2019 rather than the 1.24 transfer rate used in 2018 resulting in a reduced rate of increase for 2019 ridership.

A higher 2019 transfer rate reflects the new travel opportunities provided by a more grid-like network anchored on ION-LRT. For many destinations, taking a bus and transferring to and from rail is very convenient. Also, with ION LRT terminating at Fairway station all 302 ION BUS passenger that are travelling through must now transfer. The higher 1.31 transfer rate is similar to other larger transit systems where the transfer rate ranges from 1.3 to 1.4.

The change to the calculation of the transfer rate is a result of the transition to use of EFMS data for ridership reporting that began in late 2018. Previously, ridership calculations included multiplying monthly pass sales with an average trip rate per pass. This method may have overstated ridership in 2018. Passenger boardings is a better measure of the increased use of the transit system from 2019 onwards. Buses and light rail trains all have Automatic Passenger Counting (APC) equipment to generate this data. Going forward, EFMS data will continue to be used to calculate ridership by removing transfers from passenger boardings reported by automatic passenger counting systems.

Pre and Post LRT

The implementation of LRT accelerated the growth in revenue, boardings and ridership in the second half of 2019 as illustrated in Table 2 below. The redeployment of 60,000 plus bus service hours made available when the high-capacity LRT replaced the 200 iXpress and more than half of Route 7, enabled frequency and span of service improvements on 35 routes. An additional 25,000 service hours were added in September 2019 with the improvements in Cambridge anchored on the new 206 iXpress. Both these service improvements contribute to continued ridership growth.

Table 2 – Half Year Passenger Revenue, Boardings and Ridership

	Jan to Jun 2019 vs Jan to Jun 2018	Jul to Dec 2019 vs Jul to Dec 2018	2019 vs 2018
Passenger Revenue	6.3%	10.4%	8.4%
Boardings	8.1%	11.7%	9.9%
Ridership	1.2%	7.4%	4.3%

Central Transit Corridor (CTC) Boardings

ION LRT replaced the 200 iXpress and more than half of Route 7 between Fairway and Conestoga Stations. As illustrated by Table 3, passenger boardings along the central transit corridor between Fairway Station and Conestoga Station increased by 45% during the last six months in 2019 when ION LRT was in operation compared to the same six months in 2018. This represents approximately 7,500 more passenger boardings on a typical weekday on LRT and modified Route 7.

During the same period, ION BUS and the new 206 iXpress (introduced September 2019), generated a 7% increase in passenger boardings between Fairway Station and Ainslie Terminal, representing approximately 500 more daily passenger boardings.

Central Transit Corridor Service				
North of Fairway Station				
	July-December 2019	July-December 2018	Change	% Change
301 ION LRT	2,675,000		2,675,000	
7 King	993,000	1,758,000	-765,000	-44%
200 iXpress		770,000	-770,000	-100%
TOTAL CTC	3,668,000	2,528,000	1,114,000	45%
South of Fairway Station				
302 ION BUS	669,000		669,000	
206 iXpress ¹	319,000		319,000	
200 iXpress		650,000	-650,000	
52 Coronation ²	161,000	427,000	-266,000	
TOTAL	1,149,000	1,077,000	72,000	7%

Table 3– Central Transit Corridor Boardings

2020 Trends

The first quarter of 2020 was eventful. Transit service and ridership were impacted by an eleven-day labour strike between January 21, 2020 and January 31, 2020, and by the Covid-19 pandemic in March (see Table 4). In February, transit was free during four weekends and Family Day to recognize the service disruption experienced by riders in January. In response to Covid-19, universities and colleges were closed on March 16 resulting in declining ridership in March. Subsequently GRT reduced service on routes serving campuses the following week.

In April ridership stabilized with approximately 28,000 weekday boardings on LRT and buses. This is approximately 30% of normal levels. Additional service reductions were

¹ 206 implemented September 2019

² 52 terminated September 2019

implemented on April 20 and on May 18. The three phases of service reductions equate to a reduction of approximately 26% of the scheduled transit service.

Table 4 – 2020 Passenger Revenue, Boardings and Ridership Trends

	Jan 2020 vs Jan 2019	Feb 2020 vs Feb 2019	Mar 2020 vs Mar 2019
Passenger Revenue	-34.0%	2.0%	-4.0%
Boardings	-25.0%	19.6%	-31.5
Ridership	-29.5%	4.3%	-33.9

Electronic Fare Management System (EFMS)

In fall 2019, an average of 95,000 fare transactions took place each weekday on EFMS devices across the transit network (fareboxes, platform validators, fare vending machines) and through the web portal.

Staff continue to work with the vendor to increase the reliability of the EFMS. Changes implemented to improve usability and reliability of the EFMS include:

- Installation of smart card holders on Fare Vending Machines (FVMs) to improve card reader reliability
- Update to card reader software on FVMs to reduce card errors
- Update to the web portal to allow customers to reset passwords themselves
- Implementation of optional two-factor authentication to improve web account security
- Update to the web portal to identify the stop where a boarding took place, when the EasyGO card is used on a farebox
- Update to coin acceptors on fareboxes to reduce the rejection rate of valid coins
- Updates to system software to help identify device issues before customers are affected
- System and reporting updates to help staff identify FVMs that may have card reader issues

Staff implemented a predictive maintenance program for FVMs to help address reliability issues. Regular visits to all devices now includes inspection and cleaning of all sensors to help minimize paper jams and coin jams, though these issues persist.

In December, full Preventative Maintenance was performed on all FVMs by vendor staff. Initially the results of this were disappointing, as in the first week following this work, numerous minor issues were identified. As Transit Services and vendor staff eliminated

these issues, critical defect rates reduced from 12 per week in late December, to 4 per week by March 2020.

Platform Validators continue to be an area of significant concern. Of the 44 deployed units, seven have been returned for repair under warranty. Research during project development indicated that the validators were at low risk of failure, and as a result, Transit Services maintained only a 5% spare ratio. As the number of failed units now exceeds 15%, staff has relocated units from less used platforms to the busiest areas to minimize inconvenience to customers. Additional spare units have been ordered. Vendor staff are analyzing returned units to identify the root causes of the failures, and hardware updates are expected to be provided in the coming months.

In addition to hardware reliability improvements, pending changes in 2020 include updates to the user interface of the FVMs to improve usability, improvement to the credit/ debit transaction processing speed on the FVMs and further updates to the web portal.

COVID-19 isolation and travel restrictions are affecting EFMS by:

- Slowing delivery of parts
- Reducing response and resolution time for vendor staff as technicians maintain safety protocols
- Operational Performance Testing may be delayed as devices are placed out of service
- Slowing delivery of ordered fare media, though Transit Services has adequate supplies on hand until Q3 2020

During the Covid-19 related free fare period from April 2 – May 31, staff carried out the following activities to ensure the system was ready to collect fares on June 1.

- Software updates to support the future Affordable Transit Program were deployed to all devices, including fareboxes, Fare Vending Machines, Platform Validators, Customer Service Terminals, Attended Add Value Machines and Handheld Card Readers
- All platform validators were removed for maintenance and cleaning
- Fare Vending Machines received additional preventative maintenance
- Fareboxes received full annual preventative maintenance
- Fare Vending Machine PIN Pads were modified to improve credit/ debit transaction speed

To support system reliability on a go forward basis staff will continue preventative maintenance programs to maintain best performance and acquire appropriate levels of spare parts and replacement units to limit the time devices are not available for customer use. Staff will also continue to work closely with the supplier to make service

as reliable as possible.

Fare Inspection

Working in teams, Fare Inspection staff are inspecting approximately 50,000 customer fares in a typical month. This means that approximately 11% of customers have their fare inspected on a given day. Results are showing over 97% of riders have paid their fare properly and slightly less than three percent have not paid.

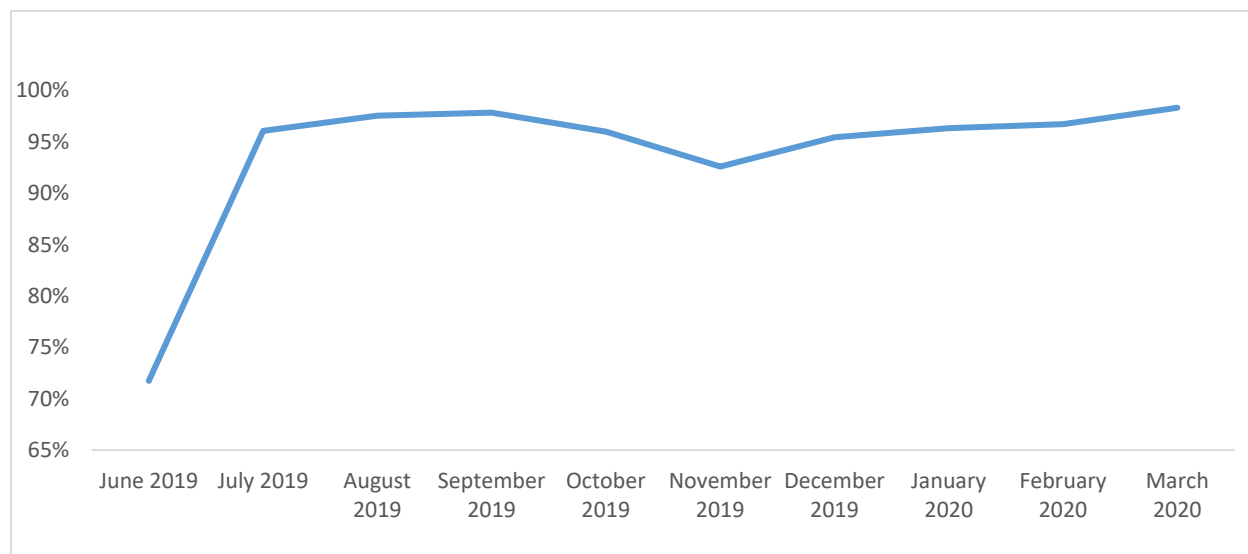
Of the three percent of riders that have not paid a proper fare, most customers are educated on the prepayment requirements and proof of payment policy and almost 40% are issued a verbal or written warning. Approximately 35 provincial offense notices are issued each month.

ION System Operations

From June 2019 to the end of February 2020, ION has delivered over 37,000 hours and nearly 800,000 km of revenue service.

Since July 2019 to the end of February 2020, monthly ION on-time performance has remained around 96%. The monthly results are shown in Figure 1.

Figure 1: ION system on-time performance by month



Since the system has started revenue operations, the largest single cause of delays are collisions.

There were two instances where performance was lower than typical. On-time performance was lower in June 2019 due to extremely high passenger volumes during the free transit period, as well as general start-up of a transit system. On-time performance also dipped in November when track conditions required reduced speed in some areas, which led to a slight increase in travel times.

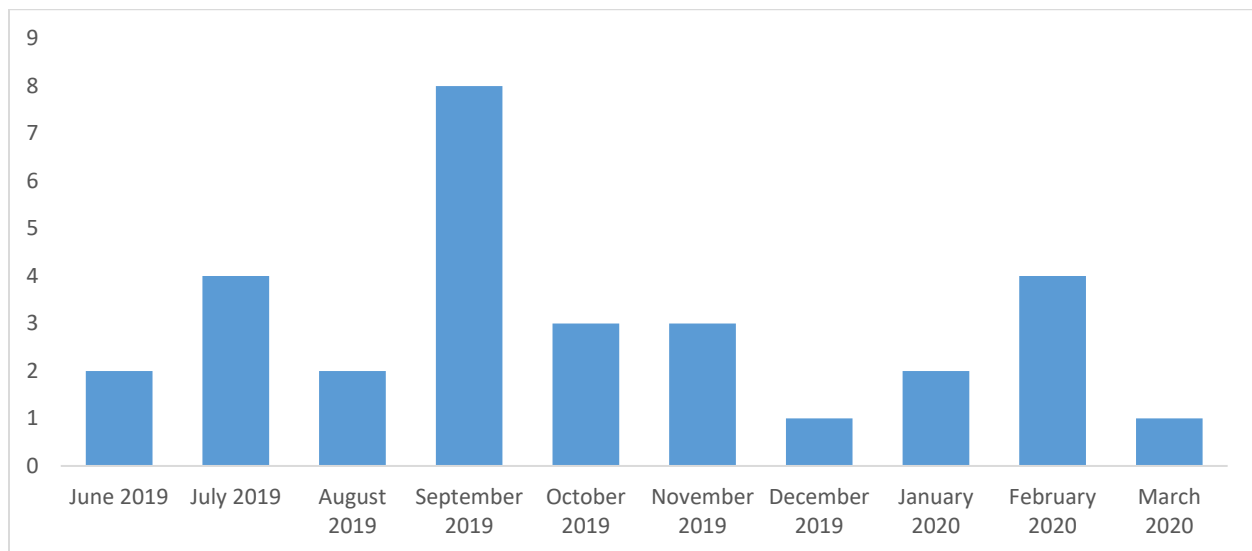
Collisions

LRV collisions are the single largest cause of delay for ION service. There have been 30 collisions involving LRV vehicles since the start of revenue service and none have resulted in charges against an LRV operator. Of the 30 collisions involving LRVs, 24 have involved motor vehicles and 6 have involved a cyclist or pedestrian. In the majority of collisions with motor vehicles, the operator of the motor vehicle has been charged.

Region staff continue to work with GrandLinq and Waterloo Regional Police Service (WRPS) to reduce the amount of collisions. Operational changes have been made at Mill Station, which has reduced the number of collisions (and near misses) on Ottawa Street near Mill Street and right turns from King Street northbound to Victoria Street eastbound will be prohibited for motorists. WRPS has also worked in collaboration with GrandLinq and the Region to perform additional monitoring at high priority locations.

As shown in Figure 1, the number of collisions peaked in September and is showing a gradual decline as citizens become more familiar with the service and driver behaviour changes.

Figure 2: LRV Collisions by month



Staff continue to inform the public regarding ION service and safety using social media and radio advertisements. Regional staff have also worked with local schools to educate students about safety around ION trains and infrastructure.

ION infrastructure

Region and GrandLinq staff are continuously working to improve interactions between trains, road vehicles, pedestrians and the public.

First, GrandLinq has worked to improve the reliability of the gates and signals and the amount of time between failures has increased since the start of revenue service.

The optimization of the system is continuing, but work has been completed to:

- Remove the pedestrian gates at Erb St and Caroline St
- Improve signal priorities from Central Station to Allen Station
- Improve the signal timing at University Ave
- Improve the warning volume at Block Line Rd
- Improve the speaker volume at Allen Station
- Temporarily facilitate crossing from the Wilson Ave to Traynor Park pathway to Courtland Ave

Construction

GrandLinq continues to work on the minor deficiencies from the construction phase, which are not safety related, but are required to be resolved for the project to achieve Final Completion. GrandLinq and the Region will continue to track these items until both parties can agree upon a solution. Note that the repair of many of these minor deficiencies will likely be delayed by the COVID-19 pandemic.

Regional staff are also working on a variety of improvements to pedestrian and cycling infrastructure as well as bus facilities at the ION LRT platforms and in the station vicinity which have progressed to a variety of different stages as outlined below in Table 5.

Table 5 – ION Related Construction Activities

Location	Project	Status	Completion
Northfield Station	Farmers Market Trail	Described in Report TES-TRS-20-17	Stage 1 construction anticipated in 2021
	Improved pedestrian connectivity to ION platform	Conceptual stage	To be determined
Research & Technology Station	Phase 1 improvements include a new trail between the ION platform and Wes Graham Way, bus stops, grading/landscaping, signage, and enhanced lighting	Phase 1 construction on west side of station is in progress.	Phase 1 will be completed in 2020

Location	Project	Status	Completion
	Phase 2 improvements include grading upgrades and pedestrian warning systems in the ION corridor which are required to implement the connection from the new trail to the platform	Phase 2 improvements in rail corridor are in design stage	Phase 2 would be completed in 2021
University of Waterloo Station	Transit Plaza Phase 1	Phase 1 construction in progress	Phase 1 will be completed in 2020
	Transit Plaza Phase 2	Phase 2 ICIP funding confirmed and construction to start pending contract award. A follow up report will discuss next steps.	Phase 2 would be completed in 2021
Willis Way Station	Improved pedestrian connectivity to ION platform	Data collection in progress	To be determined
Central Station	Iron Horse Trail Connection	Design in progress	To be determined
	King Victoria Transit Hub	Described in Report COR-FFM-20-05	Construction is expected to be completed in 2022
Block Line Station	Bus bays/stops upgrades	Construction complete except correction of deficiencies	Service implemented in 2020
	Improved pedestrian connectivity to ION platform at south	Conceptual stage	To be determined
	New track crossing for vehicles and pedestrians at Courtland and	Design stage	To be determined

Location	Project	Status	Completion
	Hillmount		
Courtland & Shelley	New track crossing for vehicles and pedestrians at Courtland and Shelley	Design stage	To be determined
Traynor Trail Crossing	Pedestrian crossing of Hydro One portion of ION corridor	Permanent crossing is in design stage.	Temporary crossing has been implemented. Permanent crossing timing is to be determined
Fairway Station	Improvement to pedestrian crossing surface treatment.	Thermoplastic coating treatment to be installed	To be completed in 2020

ION Light rail vehicle (LRV) status

Fourteen light rail vehicles were purchased from Bombardier and are in active service on a rotating basis. Up to two vehicles at a time continue to be with Bombardier for reliability modifications and upgrades. Modifications and upgrades proceeded well into February 2020, however, the COVID-19 pandemic has caused the suspension of the majority of this work.

Other vehicles are in active service, undergoing maintenance or are on standby in case an active train is pulled from service due to collisions, break-downs or other incidents. Service delays of five minutes or more as a result of train problems remain low, affecting 6 trips per month (on average). Bombardier is measured against monthly reliability targets and is projected to meet the 2-year reliability target by June 2021.

Additional Warranty Work

The vehicles are designed to have a minimum of a 30-year life. Bombardier has identified that some welds on our vehicles could lower that 30-year life-cycle. As part of the warranty process, Bombardier will upgrade the welding on 11 of our vehicles. These vehicles will undergo weld upgrades at the ION Operations, Maintenance and Storage Facility in Waterloo. One vehicle at a time will undergo the upgrade work by a team from Bombardier and we currently expect all of the work to be completed over a two-year period. The required weld upgrades do not pose a safety concern. The eleven vehicles are undergoing weld upgrades to ensure the Region can continue to provide a quality transit service to our passengers for many years to come.

To ensure that we continue to operate a reliable light rail service with a full fleet of

vehicles, Bombardier is building a spare ION vehicle at their plant in Kingston. We expect this vehicle to be delivered in late 2020 or early 2021. The spare ION vehicle will be ready for service once the vehicle has completed testing and commissioning in Waterloo.

Stage 2

Region staff have been actively working on the Stage 2 ION extension of LRT from Kitchener to Cambridge since 2015, when the Transit Project Assessment (TPA) pre-planning work began. In June 2019, Region of Waterloo Council endorsed the final Preferred Route for the Stage 2 ION project, as recommended in Council report TES-RTS-19-07.

In November 2019, the preliminary design and preliminary property impacts were presented to the public at Public Consultation Centre No. 5. In April 2020, Region of Waterloo Council endorsed the preliminary design and directed staff to commence the TPA Process, as recommended in Council report TES-RTS-20-03.

Technical reports are currently being finalized and the Environmental Project Report (EPR) is being drafted. The design is being coordinated with adjacent and intersecting capital works projects.

The next steps for the Stage 2 ION study are to:

- Commence the TPA Process
- Prepare the preliminary business case for the project
- File the EPR for public review and complete the TPA Process
- Submit Provincial and Federal funding applications

Corporate Strategic Plan:

This report supports Strategic Objective 2.1: Enhance the transit system to increase ridership and ensure it is accessible and appealing to the public and Sustainable Transportation Action 2.1.3: Complete the detailed planning for Stage 2 ION to Cambridge.

Financial Implications:

The approved capital budget for the LRT project totals \$868 million with funding provided by the Federal Government (\$265 million), Provincial government (\$325 million) and the balance funded by the Region including the repayment over 30 years of \$131 million of funding provided by GrandLinq. The RT project and some Grand River Transit service improvements are funded through annual property tax increases in the three cities until 2020 and related fare revenue.

The Region's approved 2020 Rapid Transit Operating Budget includes provisions
3269655

representative of ongoing full-year expenditures to operate the light rail service of \$43.3 million, to be funded from fare revenue, advertising, regional development charge financing, regional property taxes, and from the RTMP Reserve Fund. As set out in report COR-FSD-20-15 dated May 26, 2020, the COVID-19 pandemic and GRT labour disruption in January have had a significant impact on the Region's transit system for both ridership levels and fare revenue.

The Region's approved 2020-2029 Capital Program includes a budget of \$2,145,000 in 2020 and \$1,350,000 in 2021 for the Stage 2 Environmental Assessment. The Capital Program also includes a provision for Stage 2 Design & Construction, with design beginning in 2025, and construction beginning in 2028.

As part of the warranty process, Bombardier will upgrade the welding on 11 of our vehicles at no cost to the Region. Bombardier will also provide a spare ION vehicle with no upfront cost.

During the two-year period in which vehicles undergo the warrant work, the Region anticipates minor savings relating to the life cycle costs paid to Grandlinc over the term of the repairs.

Other Department Consultations/Concurrence:

This report was prepared with input from Rapid Transit, Financial Services and Planning, Development and Legislative Services.

Attachments

Nil

Prepared By: Peter Zinck, Director Transit Services

Approved By: Thomas Schmidt, Commissioner, Transportation and Environmental Services



Report: TES-TRS-20-17

Region of Waterloo

Transportation and Environmental Services

Transit Services

To: Chair Tom Galloway and Members of Regional Council

Date: June 16, 2020 **File Code:** D28-20(A)

Subject: **Farmers' Market Trail: Feasibility and Design Study**

Recommendation:

That the Regional Municipality of Waterloo approve the preferred alignment for Stage One of the Farmers' Market Trail as described in Report TES-TRS-20-17, dated June 16, 2020.

Summary:

The Region of Waterloo, in collaboration with the City of Waterloo and Township of Woolwich, initiated the "Farmers' Market Trail Feasibility and Design Study" in July 2017. Stage One of the Farmers' Market Trail project consisted of a feasibility analysis, design, and estimated cost for a 1.5 kilometre multi-use trail within the Region-owned railway corridor between Farmers Market Road and the north side of Northfield Drive (across from Northfield ION Station).

The project team conducted extensive consultation with members of the public and local stakeholders on the preferred trail alignment. Public consultation events included a formal Public Information Centre, an informal "pop up" consultation at St. Jacobs Farmers' Market, workshops with adjacent property owners and community stakeholders, and presentations to the Grand River Accessibility Advisory Committee and both City of Waterloo and Regional Active Transportation Advisory Committees.

The study concluded that it is feasible to implement a 3.0 metre wide asphalt trail along the west side of the rail line from Northfield Drive to Randall Drive, and the east side of the rail line from Randall Drive to Farmers Market Road. This was determined to be the preferred alignment based on existing site conditions, environmental impacts, public consultation, and potential access requests received from adjacent property owners. In response to considerable public feedback and requests, the trail is recommended to be winter

maintained and lit with pedestrian-scale lighting along the entire corridor.

Staff from the Region of Waterloo, City of Waterloo, and Township of Woolwich participated on the project team and are supportive of the preferred alignment for the trail. The proposed “Market Trail” will serve as a high quality active transportation connection between a provincially significant tourist destination, major employment areas, and high frequency transit.

Stage One of the Farmers’ Market Trail Feasibility and Design Study was funded by the Region of Waterloo and Government of Canada’s Public Transit Infrastructure Fund (PTIF) allocation for active transportation projects that improve access to transit.

Construction of Stage One of the Market Trail was submitted as a candidate project for funding by the Region under the Government of Canada’s Investing in Canada Infrastructure Plan (Public Transit Infrastructure Stream). The Region received notification that the application was successful in March 2020.

Region staff anticipate to be in a position to tender construction of Stage One of the Market Trail as early as fall 2020 with construction anticipated to occur in 2021. Updated construction timelines and cost estimates will be included as part of the future contract award report.

Report:

Project Background

The 2016 announcement of Canada’s Public Transit Infrastructure Fund (PTIF) and the Region’s subsequent allocation of funds for improving active transportation access to transit provided opportunities to work with Area Municipalities on previously unfunded projects. The Region of Waterloo, in collaboration with the City of Waterloo and Township of Woolwich, identified the proposed “Market Trail” as a key project for this funding opportunity, and initiated the “Farmers’ Market Trail Feasibility and Design Study” in July 2017. Please refer to Attachment 1 for a summary of the project’s study areas.

A more direct active transportation connection between the market area and ION light rail has the potential to:

- Improve high-frequency transit access for residents and workplaces near the corridor;
- Increase ridership outside of traditional peak periods;
- Mitigate traffic concerns and travel/parking demand on market days;
- Realign the Trans-Canada Trail route to make it easier to navigate; and
- Foster local tourism.

The overall project investigated opportunities to develop a direct active transportation route

between Farmers Market Road in the Township of Woolwich, and the Research and Technology ION Station in the City of Waterloo (connecting to the existing Laurel Trail). The project was divided into two distinct stages based on the scope of work and the known opportunities and characteristics of each study area, which are described below and in Attachments 1-3.

Stage One consisted of a feasibility analysis, design, and estimated cost for a proposed 1.5 km multi-use trail within the Region-owned railway corridor between Farmers Market Road and the north side of Northfield Drive, with a connection to Northfield ION Station at the existing signalized crossing. City and Region plans have identified a direct link to the market area along this corridor as a Regionally-significant route for active transportation connectivity. The proposed trail was identified as part of the Recommended Bikeway and Trails Network for the City of Waterloo's Transportation Master Plan (2011), and the Region's 2014 Active Transportation Master Plan (Walk Cycle Waterloo Region) identified the corridor as a Regionally-Significant Route. The goal of Stage One was to advance the design of this section of the project so that the Region would be in a position to capitalize on anticipated infrastructure funding opportunities for construction (e.g., Investing in Canada Infrastructure Program).

Stage Two consisted of a feasibility analysis and selection of a preferred active transportation route within 500 metres of the ION light rail corridor between Northfield Station and Research and Technology Station. The City of Waterloo funded Stage Two to inform the City's future active transportation network planning activities and broader vision for the Trans-Canada Trail. The need for an improved, more direct Trans-Canada Trail route in this area was initially identified in the Region of Waterloo's 2004 Cycling Master Plan and most recently in the City of Waterloo's Transportation Master Plan (2011). The preferred option for Stage Two is an asphalt multi-use path replacing sidewalk on the east side of Parkside Drive that would extend from Stage One at Northfield Drive to Research and Technology Station, and connect to the existing Laurel Trail. The City of Waterloo is currently preparing detailed designs for Stage Two with construction planned for 2021-2022.

The feasibility analysis and public consultation for Stages One and Two of the Market Trail occurred concurrently, but the Stage One project was funded by the Region under PTIF and Stage Two was funded by the City of Waterloo. The City of Waterloo's Engineering Services Division agreed to manage the entire project on the Region's behalf and retained WSP Canada to help undertake the study and design. Township of Woolwich and Region of Waterloo staff participated on the project team.

This report summarizes the findings and recommendations for Stage One of the Market Trail project (Farmers Market Road to Northfield ION Station).

Project Objectives

The main objectives of Stage One of the Market Trail project were to:

- Examine how a 3.0 metre wide asphalt trail could be physically accommodated within the existing rail right-of-way;
- Identify issues and constraints that needed to be addressed;
- Develop and evaluate alternative alignments and design concepts;
- Determine which amenities were appropriate; and
- Estimate the trail construction and maintenance costs.

Preferred Trail Alignment and Key Features

The planning of the trail considered alternative alignments on both east and west sides of the railway line. Alternative alignments were evaluated based on existing site conditions, environmental impacts, potential connections to existing businesses, and public and stakeholder input. Based on these criteria, the preferred alignment is the west side of the rail corridor from Northfield Drive to Randall Drive, and the east side of the rail corridor from Randall Drive to Farmers Market Road (Refer to Attachment 2).

The proposed typical trail section would consist of a 3.0 metre asphalt multi-use trail offset approximately six metres from the centreline of the railway tracks, with a 1.0 metre zone adjacent to the property line for pedestrian-scale lighting and other amenities (e.g., benches, bike racks, garbage receptacles) (Refer to Attachment 4 for typical cross sections).

The preferred alignment includes three unsignalized rail crossings - one at Randall Drive intersection where the trail alignment shifts to the other side of the rail line, and two mid-rail to connect to the Waterloo Central Railway platform and Woolwich stormwater management pond paths. Instead of a railing or fence which could interfere with rail operations and limit escape routes, an “access deterrent vegetation barrier” is proposed for the rail corridor. Existing drainage swales will be maintained and vegetation will be planted parallel to the trail to discourage trail users from trespassing on the rail track. Proposed lighting will also enhance the visibility of trail users.

This preferred alignment recognizes existing desire lines, provides opportunities to connect to adjacent business/redevelopment properties, avoids a large wetland area and existing rail infrastructure, and allows the trail to connect to the new Waterloo Central Railway station at Northfield Drive without impacting its trains or platform area.

Proposed accesses to business properties adjacent Randall Drive and Kumpf Drive, as well as the future NCR development and existing stormwater pond paths have been designed as part of the study. These proposed accesses will be subject to further consultation and agreements between the Region and each property owner.

North of Randall Drive, Forwell Creek will pass under the new trail. In consultation with the

GRCA, the project team's consultants designed a wooden boardwalk system approximately 70 metres long to cross the existing creek and avoid impacting the outflow from the existing stormwater pond east of the rail line. Upon further consultation with maintenance and operations groups, Region staff are currently reviewing the proposed boardwalk design and investigating alternatives that are easier to maintain and can better support service vehicles.

In addition to the main trail access across from Northfield Station, a secondary access is proposed from the rail line to the Northfield/Parkside intersection, subject to approval to use the Waterloo North Hydro easement behind the Waterloo Fire Station (Attachment 2). This secondary access will serve as the connection between Stage One (Region of Waterloo) and Stage Two (City of Waterloo – Attachment 3) of the Market Trail, and allow for the Trans-Canada Trail to be realigned to this route. Currently, the Trans-Canada Trail route diverts westwards from the Laurel Trail to Westmount Road, and connects to Woolwich via Benjamin Road (a diversion of approx. 3 km). Once complete, Stages One and Two of the Market Trail will better connect key destinations along the Trans-Canada Trail within our rural and urban communities.

Public Consultation

The project team conducted extensive consultation with members of the public and local stakeholders on the project and preferred trail alignment.

Public notice and consultation for the Farmers Market Trail project included:

- Notice of Study Commencement - October 19, 2017 (print/online on City/Region websites)
- Community Stakeholder Meeting - November 17, 2017
- Agency, Staff, and Councillor Workshop - November 24, 2017
- Public Information Centre - November 30, 2017 (notice published in Waterloo Chronicle for two consecutive weeks prior to the event)
- "Pop Up" Public Information Centre at St. Jacobs Farmers' Market - December 2, 2017
- Grand River Accessibility Advisory Committee Presentation - February 22, 2018
- City of Waterloo Active Transportation Advisory Committee Presentation - April 10, 2018
- Region of Waterloo Active Transportation Advisory Committee Presentation - April 17 and May 15, 2018
- Staff Maintenance and Operations Workshop (Region of Waterloo, City of Waterloo, Township of Woolwich) – May 30, 2018
- Notice to Mississaugas of the Credit First Nation – May 8, 2020

The preferred alignment for Stage One of the Market Trail received unanimous support based on the public feedback received during the two Public Information Centres (37 comment forms completed), and both City and Region Active Transportation Advisory

Committees expressed support for the project. Several key themes emerged for Stage One based on the public consultation sessions and workshops:

- General support for Stage One from public and stakeholders (e.g., “Great way to connect the country to the city”, “Great opportunity to reduce traffic congestion at the Market”)
- Business and tourism opportunities (e.g., support/requests received for proposed access(es) to adjacent businesses)
- Importance of accessibility and safety (e.g., support/requests received for trail to be paved, lit, and winter maintained)
- Provide rest and amenity spaces (e.g., support/requests received for lighting, trash receptacles, benches, bike parking)

Railway Operator Consultation

The Region owns and maintains the Waterloo Spur line, and freight traffic is contracted by Canadian National Railway (CN) in accordance with an agreement with the Region. Corridor Management reports that freight trains are required to operate at low speeds (i.e. maximum 24 km/hr), and at regularly scheduled times during nighttime hours. Currently, total freight traffic is on average 4 return trips (8 total) per week.

The project team’s consultants contacted representatives of CN, who shared that their policy is to not permit trails within their right of way. However, the Region’s Corridor Management team advised the project team that the Region of Waterloo is the owner and ultimate decision-maker related to infrastructure within the rail right of way. Corridor Management staff participated on the project team and provided a review of each design stage to ensure the proposed trail and rail crossings included safety and trespass mitigation measures. The proposed trail would be officially closed to the public during the times when freight rail traffic is expected and appropriate signage advising the public will be installed as part of the project. In addition to the access deterrent design elements proposed, the Market Trail is generally set back further from the rail line than the existing Spur Line Trail connecting Kitchener and Waterloo.

The project team also consulted with representatives from Waterloo Central Railway (WCR) – the recreational passenger train operating between Waterloo (Northfield Drive) and Elmira. WCR currently operates seasonally, typically with 3 return trips on each market day (Tuesday, Thursday, and Saturday), and occasional special event trips throughout the year. Corridor Management reports that WCR trains similarly operate at low speed (i.e. maximum 24 km/hr). The project team developed the preferred trail design adjacent to Northfield Drive in consideration of WCR’s station platform and rail operation needs.

Pending Council approval of the proposed alignment, both CN and WCR will be afforded an opportunity to comment on the construction tender documents.

Trail Maintenance and Operations Workshop

In response to public and agency feedback stressing the importance of lighting and winter maintenance, the project team hosted a workshop with trail maintenance and operations staff from the Township, City, and Region.

General consensus among workshop attendees was that the Region of Waterloo should fund ongoing maintenance and operations related to Stage One of the Market Trail along the rail corridor. This is because the Region will continue to own the rail corridor (and trail), and is already coordinating maintenance and operations within the corridor (e.g., ditching, weed/vegetation control, etc.). It is anticipated that the Region will be required to contract out trail maintenance activities (e.g., snow clearing) as the Region's Transportation Operations reported they do not have the necessary vehicles, equipment, storage facility, or staffing to maintain this type of facility without a significant increase in capital and operating costs.

Workshop attendees assisted the project team in developing the maintenance cost estimates for Stage One of the Market Trail, based on estimated and known costs associated with the Spur Line Trail in Kitchener and Waterloo. The cost of the trail's maintenance (including landscaping / vegetation control, snow clearing, trash disposal, hydro costs, etc.) is estimated at approximately \$42,000 per year with 15% contingency. It is anticipated that these activities will be funded by Region of Waterloo Transportation Operations' maintenance budget. Pending Regional Council approval of the preferred trail alignment (this report) and confirmation of construction timing, trail maintenance costs may be brought forward as part of a future budget approval process.

Preliminary Costs Estimates and Next Steps

The project team's consultants prepared preliminary construction cost estimates based on the proposed design and relevant unit prices with 15% contingency. Estimates do not include costs for any property acquisition, tendering, contract administration services, or permit fees. The cost of constructing the preferred alignment was initially estimated at approximately \$2,210,000.

This cost estimate includes the proposed 70 metre wooden boardwalk to cross Forwell Creek. However, Region Operations staff requested the project team investigate alternative options to the wooden structure that will be able to accommodate heavier service vehicles and be easier to maintain. Region staff are currently reviewing the proposed boardwalk design and investigating alternatives to inform the final design and final project cost.

Construction of Stage One of the Market Trail has been included in the Region's 2020-2029 Public Transit Capital Program, and was submitted as a candidate project for funding under the Government of Canada's Investing in Canada Infrastructure Plan (Public Transit Infrastructure Stream) (COR-FSD-19-15 / TES-TRS-19-08). The cost estimate above informed the Region's Public Transit Capital Program and ICIP-Public Transit funding application.

On March 27, 2020, the Region received notification that the application was approved by the Government of Canada, subject to Infrastructure Canada's requirement to notify the Mississaugas of the Credit First Nation (the Crown has an established "Duty to Consult" agreement and consultation protocol with the Mississaugas of the Credit First Nation related to the release of federal funding).

Staff anticipate to be in a position to tender construction of Stage One of the Market Trail as early as fall 2020 with construction anticipated to in 2021. Updated construction timelines and cost estimates will be included as part of the future contract award report.

Corporate Strategic Plan:

The ongoing participation of Township of Woolwich, City of Waterloo, and Region staff on this cross-jurisdictional project demonstrates the Corporate Value of Collaboration.

The Farmers' Market Trail Feasibility Study aligns with the following 2019-2023 Strategic Imperatives, Objectives, and Actions:

- Balance of rural and urban communities – recognize the uniqueness, opportunities, and needs of our rural and urban communities.
- 2.3. Increase participation in active forms of transportation (cycling and walking).
 - o 2.3.1: Continue to explore, plan and implement new pedestrian and cycling facilities in coordination with local municipalities as per the Transportation Master Plan to provide good connectivity and close gaps in the current active transportation network.
 - o 2.3.2: Incorporate more cycling and pedestrian amenities (e.g. streetscaping features, street furniture, bicycle repair stands, etc.) into roadway designs to increase the attractiveness of active modes of transportation.
 - o 2.3.3: Increase usage of cycling facilities by enhancing maintenance levels.

Financial Implications:

The costs of the feasibility and design study for Stage One of the Farmers' Market Trail were approximately \$210,000 and have been budgeted within the approved GRT Capital Budget for access improvements at various GRT / ION connections (Project 66112). The costs associated with Stage Two of the Market Trail (Northfield Drive to Research and Technology Station) were funded by the City of Waterloo.

The Region's approved 2020-2029 GRT Capital Program includes a budget of \$1,124,000 in 2020 and \$1,124,000 in 2021 for the Farmers Market-Northfield Station Trail (Project #66125), to be funded from the Investing in Canada Infrastructure Program (73%, \$1,641,000), from the Transit Capital Reserve Fund (16%, \$360,000), and from Regional Development Charges (11%, \$247,000). Design and Construction will utilize these funds to advance the design to a tender set, prepare the contract administration/inspection program,

and ultimately construct the trail.

Market Trail maintenance costs to be reflected in future Transportation Operating Budgets are estimated to be \$42,000 annually.

Area Municipal Consultation

The City of Waterloo's Engineering Services Division agreed to manage the entire Farmers' Market Trail Feasibility and Design Study on the Region's behalf. Township of Woolwich and Region of Waterloo staff participated on the project team.

The project team consulted with the Waterloo Region Economic Development Corporation and Ontario's Regional Tourism Office because of the economic and local tourism opportunities the proposed Market Trail presents.

Other Department Consultations/Concurrence:

Staff from Transit Services/Transportation Demand Management, Transportation Planning, and Design and Construction participated on the project team for the Farmers' Market Trail Feasibility and Design Study. Finance, Public Health, and other Transportation and Environmental Services teams (e.g., Rapid Transit, Transit Development, Corridor Management) were consulted throughout this project.

Design and Construction will oversee tendering and construction of Stage One of the Market Trail.

Attachments

Attachment 1. Farmers' Market Trail: Stage One and Stage Two Study Areas and Preferred Alignments

Attachment 2. Farmers' Market Trail: Stage One Preferred Alignment

Attachment 3. Farmers' Market Trail: Stage Two (City of Waterloo) Preferred Alignment

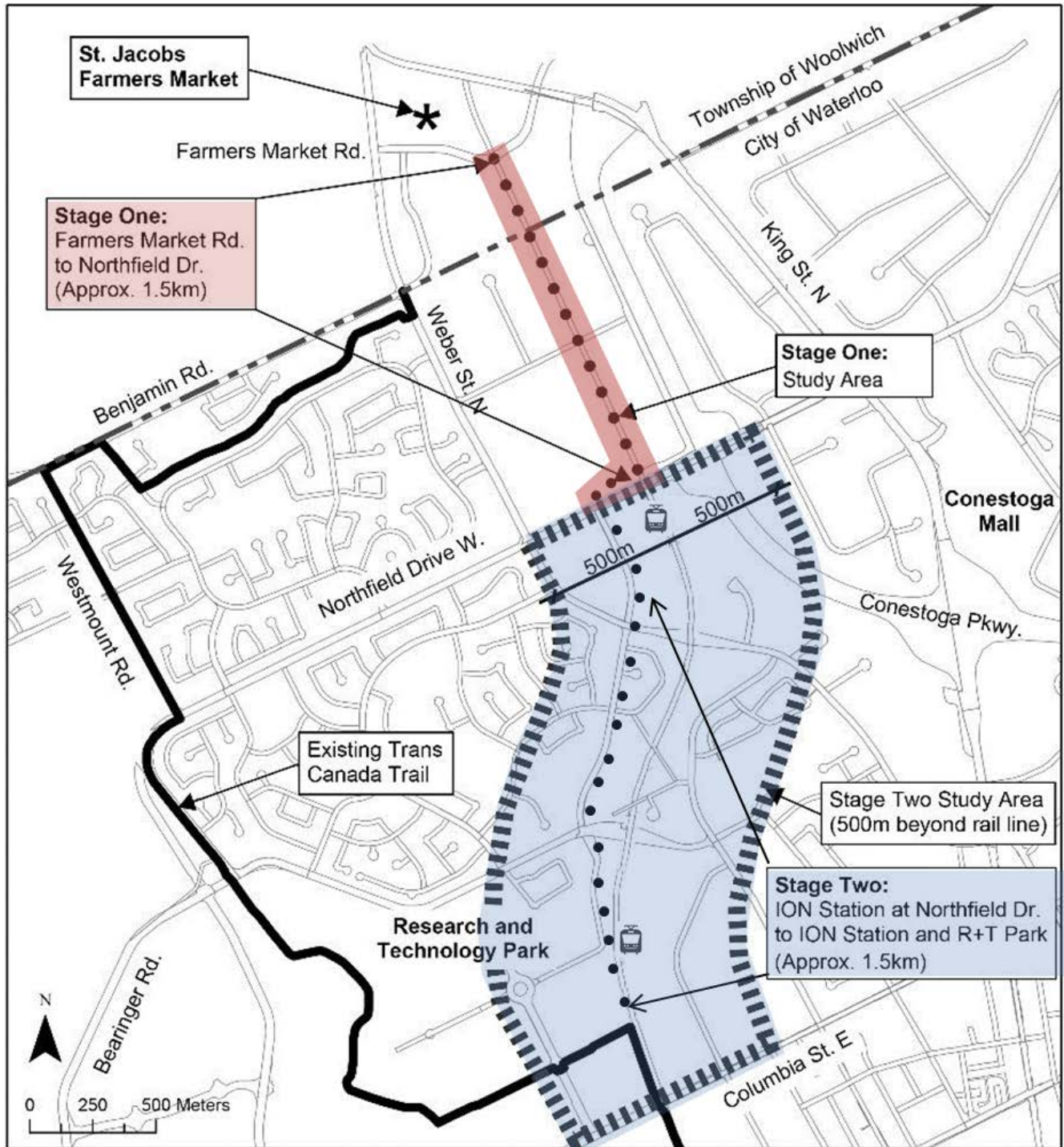
Attachment 4. Farmers' Market Trail: Stage One Typical Cross-Sections

Prepared By: Kevan Marshall, Principal Planner, Transportation Demand Management

Approved By: Thomas Schmidt, Commissioner, Transportation and Environmental Services

Attachment 1. Farmers' Market Trail: Stage One (Region of Waterloo) and Stage Two (City of Waterloo) Study Areas and Preferred Alignments

Note: Study Areas are shaded and Preferred Trail Alignments are dotted lines



Attachment 2. Farmers' Market Trail: Stage One Preferred Alignment

Market Trail - Stage One - Preferred Alignment (Randall Drive - Farmers Market Road)

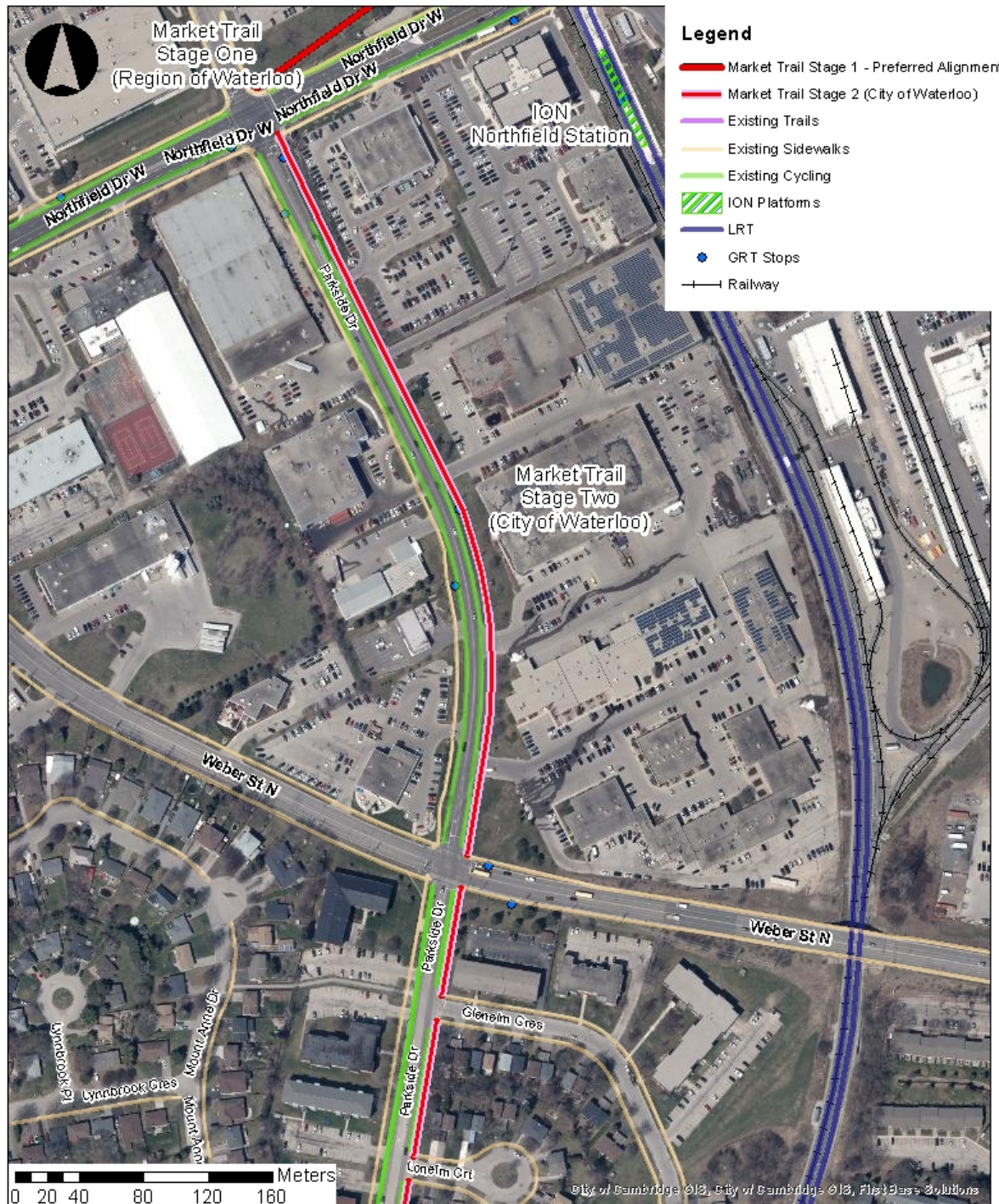


Market Trail - Stage One - Preferred Alignment (Northfield Drive - Randall Drive)



Attachment 3. Farmers' Market Trail: Stage Two (City of Waterloo) Preferred Alignment

Market Trail - Stage Two (City of Waterloo) - Preferred Alignment (Lonelm Court to Northfield Drive)



Market Trail - Stage Two (City of Waterloo) - Preferred Alignment (Bearinger Road to Lonelm Court)



Attachment 4. Farmers' Market Trail: Stage One Typical Cross-Sections

Figure 1. Market Trail Stage One opposite Waterloo Central Railway platform at Northfield Drive

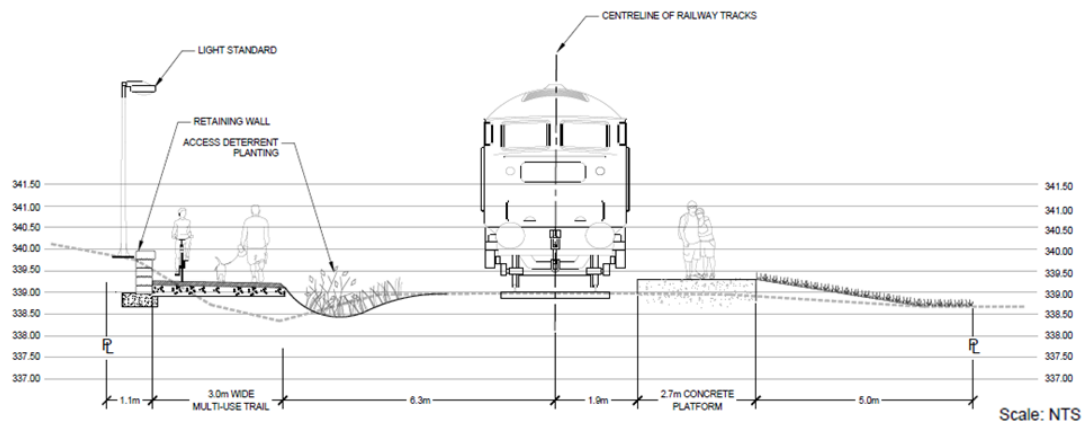


Figure 2. Market Trail Stage One typical section (Northfield Drive to Randall Drive)

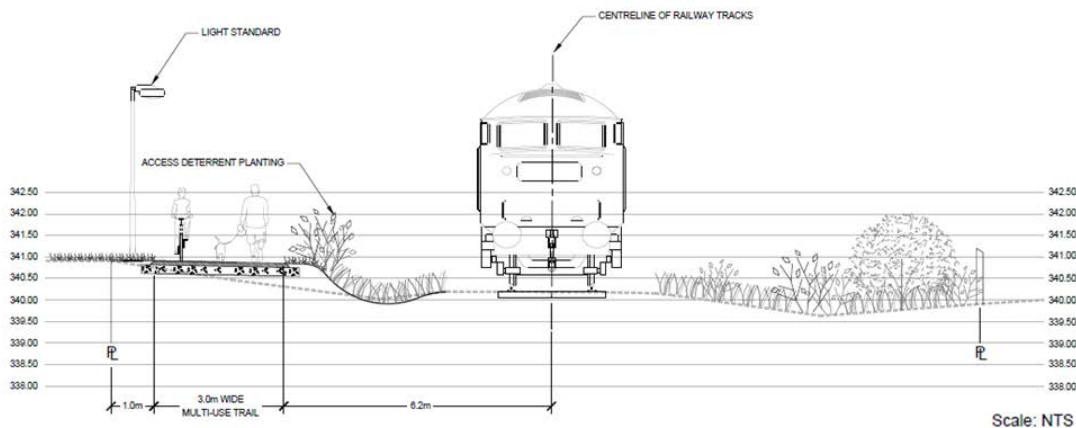
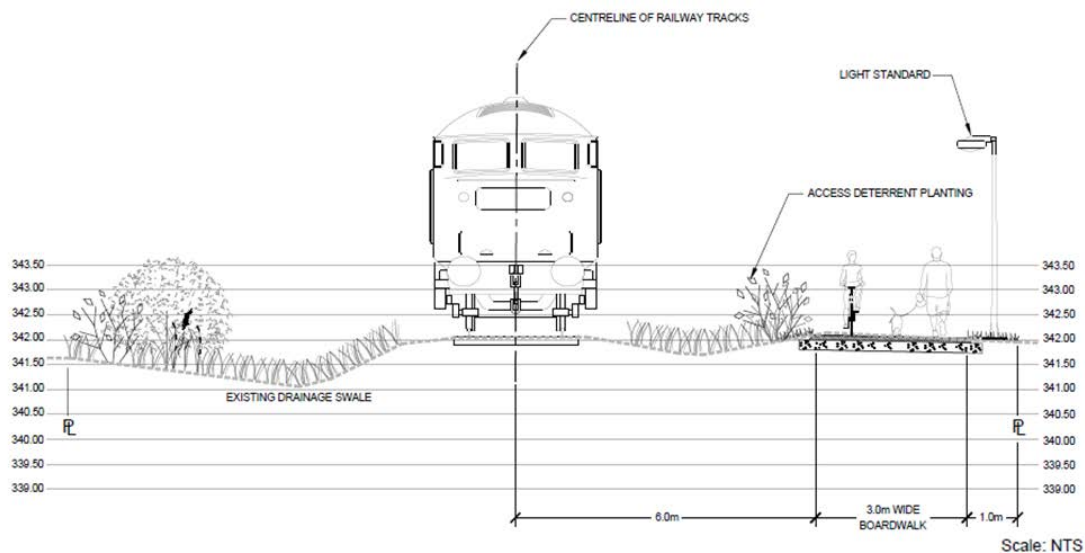


Figure 3. Market Trail Stage One typical section (Randall Drive to Farmers Market Road)





Report: TES-WMS-20-02

Region of Waterloo

Transportation and Environmental Services

Waste Management

To: Chair Tom Galloway and Members of Regional Council

Date: June 16, 2020

File Code: E20-40

Subject: Blue Box Transition to Full Producer Responsibility – Update and Committee Resolution

Recommendation:

That the Regional Municipality of Waterloo approve report TES-WMS-20-02, dated June 16, 2020, identifying the Region's preference to transition from the existing municipally operated blue box program to full producer responsibility on or before March 2, 2024; and,

That the Regional Municipality of Waterloo would consider providing collection, contract management and transfer services of blue box materials on behalf of producers (industry), should mutually agreeable terms be negotiated; and,

That this report and resolution be forwarded to the Association of Municipalities of Ontario (AMO) and the Ontario Ministry of the Environment, Conservation and Parks (MECP).

Summary:

As previously announced by the province on August 15, 2019, it is their intention to transition the existing municipally operated blue box program to full producer responsibility over a three-year timeframe between January 1st, 2023 and December 31st, 2025. Although specific details regarding the blue box program transition are still unknown, stakeholder consultations are currently being undertaken that are intended to assist in the development of a new provincial regulation. As part of regulation development, one of the key items the province is trying to determine is when municipalities will transition to the new producer responsibility framework within the three-year transition window. In accordance with a request from AMO and given municipalities

are best positioned to identify their preferred timeline to transition based on existing contractual and/or program constraints, staff are recommending March 2, 2024 as the preferred date to transition, as all blue box related collection and processing contracts expire on that date. It is further noted that the Region would consider continuing to provide collection, contract management and transfer services on behalf of producers (i.e. industry) under the new full producer responsibility regime, provided mutually acceptable terms and conditions can be negotiated. It is noted that Committee's stated preference for date of transition may not be the final determination, nor is the Region of Waterloo (Region) obligated by the date specified in this resolution.

Report:

As previously noted in report TES-WMS-19-06 and in accordance with provincial waste management legislative changes; namely the enactment of the Waste Free Ontario Act (2016), the province announced on August 15, 2019, their intention to transition the existing municipally operated blue box program to full producer responsibility over a three-year timeframe between January 1st, 2023 and December 31st, 2025. Under the full producer responsibility program, producers of printed paper and packaging will become responsible for full operational control and all costs related to the collection, processing and recycling of materials that enter the Ontario marketplace. The proposed key activities to be undertaken and transition timeline as set forth by the Minister of Environment, Conservation and Parks (MECP) is as follows:

Activity	Proposed Timeline
Development of draft regulation for comment (stakeholder workshops currently ongoing)	Summer 2020
Wind-up plan development for existing Blue Box Program Plan Finalization of new producer responsibility regulation	End of 2020/Early 2021
Producers prepare to take over operational and financial control of the blue box program in accordance with regulatory obligations	January 2021 to December 2022
Municipalities gradually transition operational and financial control of blue box program to producers with 1/3 of municipalities to transition each year	January 2023 to December 2025

As identified in the table above, over the next three years (to the end of 2022), focus will be on the development of a new regulation and clarifying details of how and when municipalities will transition to full producer responsibility. This will be confirmed through dialogue between all stakeholders (i.e. municipalities, producers, province, etc.), with the final decision on each municipalities transitioning dates yet to be finalized.

The MECP has committed to a seamless transition of the blue box program with no impact to residents. However, most of the MECP's and producers' transition details and how the existing program will change still remain unknown and undecided. For example, there are many outstanding questions such as what materials will be collected in the blue box and how; what will the new service levels be; how will changes regarding roles and responsibilities be communicated among the transitioning parties and residents/consumers; etc.

A number of blue box transition meetings/workshops are currently being facilitated by the MECP to assist in clarifying details and ultimately inform the development of a new regulation and transition methodology. As such, Region of Waterloo (Region) staff are actively involved as a stakeholder participant and as more details emerge, staff will continue to report back to Committee.

AMO Request for Council Resolution

Although the province has not yet determined the mechanism it intends to use to choose when municipalities transition, they would like to be able to identify specific dates as part of the development of a new regulation. Since municipalities currently administer and operate the blue box program, AMO believes that municipal Councils are best positioned to decide on an optimal transition date given their respective operational, program and contract circumstances. As such, on December 18, 2019, the Association of Municipalities Ontario sent an email to all Mayors and Heads of Council titled "Call for Action to Pass a Resolution about Transition of the Blue Box to Full Producer Responsibility". In the email, AMO requested Municipalities to make a resolution by June 30, 2020 that specifies the following:

1. Council's preferred date to transition the Blue Box program based on existing service provision (between January 1, 2023 and December 31, 2025);
2. The rationale for the transition date;
3. Whether Council is interested in potentially continuing to provide services (e.g. contract management, collection, haulage, or processing services) or not, and;
4. Key contacts if there are any follow up questions.

Preferred transition dates are intended to be used to map out transition over the three-year transition window (January 1, 2023 to December 31, 2025) to see which years may be over or undersubscribed, where significant conflicts exist and allow the province to

make an informed decision whether an orderly transition based on municipal self-determination is possible or whether an external third party expert may be necessary to develop a methodology for transition. Importantly, AMO notes in their letter that the stated preference may not be the final determination of the Region's transition date, nor is the Region obligated in any way by the date specified in this resolution or the agreement to potentially continue providing services.

A copy of the AMO request (email) is presented as Attachment 1.

Preferred Date for Transition and Supporting Rationale/Commentary

In accordance with report TES-WMS-19-07 (November 5th, 2019 Planning and Works Committee), Committee approved the Region's contracts for processing of blue box materials be extended to align with the existing curbside collection contract that expires on March 2, 2024, and falls midpoint within the proposed 3-year transition window (January 1, 2023 through December 31, 2025). Accordingly, a March 2, 2024 transition date is suggested as it would allow for an unencumbered transition as all Region administered blue box related collection and processing contracts would be expired.

From a material processing perspective, the materials recycling facility in Waterloo is nearing operational capacity and will require extensive upgrades or even potentially full replacement within the next five (5) to ten (10) years, severely limiting the Region's ability to play an operational role under the new producer responsibility framework. Transitioning in 2024 would therefore also alleviate the short term need for significant capital investment and any processing equipment nearing end of life, would be expected to be sold at fair market value and the building repurposed as necessary after transitioning such that the Region is not left with significant stranded assets.

Ultimately, the transition date is contingent on the final regulatory requirements as determined by the MECP and an analysis of what the regulatory requirements and their impacts could have on the Region being acceptable.

With respect to the potential provision of collection/transfer of blue box materials and related contract management, the Region's existing integrated waste management collection system has been designed to provide an effective and efficient service for residents all under one contract. The removal of the collection services component for blue box materials from the other curbside services may not be a simple process and could lead to increased complexities to co-ordinate service delivery between green bin and garbage collection, customer service and promotion and education. On the other hand, if the Region is no longer involved in administering the collection/transfer of blue box materials, this could significantly streamline the Region's customer service and promotion and education requirements to focus only on green bin, garbage and yard waste collection. Staff therefore recommends that further details on what terms and

conditions would be required to administer blue box collection/transfer contracts on behalf of producers be known before any final decision is made by Committee on whether the Region would provide this service.

It is also noted that should there be a desire by the MECP/producers to transition the Region earlier, the Region would have the flexibility to transition in the first year of transition (2023) provided that mutually agreeable revisions to contract terms/end dates could be met with our current service providers to ensure that operational and financial impacts to the Region are limited.

Also as requested by AMO, Jon Arsenault, Director, Waste Management Services, will be the key contact for any follow-up questions and as mentioned previously, staff will continue to be engaged in discussions/preparations for transition, continuing to keep Committee apprised.

Corporate Strategic Plan:

This report supports Focus Area 5 of the Corporate Strategic Plan, Service Excellence, and the strategic objective to ensure Regional programs and services are efficient and effective and demonstrate accountability to the public.

Financial Implications:

There are no direct financial implications associated with this report. Financial implications arising from transition to full producer responsibility will be communicated to Committee as details on the transition process are confirmed.

Other Department Consultations/Concurrence:

Nil

Attachments

Attachment 1: AMO Call to Action to Pass a Resolution about Transition of the Blue Box to Full Producer Responsibility

Prepared By: Jon Arsenault, Director, Waste Management Services

Approved By: Thomas Schmidt, Commissioner, Transportation and Environmental Services

Attachment 1**Association of Municipalities of Ontario: Call to Action to Pass a Resolution about Transition of the Blue Box to Full Producer Responsibility**

From: AMO President

Sent: December 18, 2019 6:39 PM

Subject: Call for Action to Pass a Resolution about Transition of the Blue Box to Full Producer Responsibility

Dear Mayor/Head of Council:

RE: Call for Action to Pass a Resolution about Transition of the Blue Box to Full Producer Responsibility

I would ask your Council to pass a resolution outlining your municipal government's preferred date to transition your Blue Box program to full producer responsibility if provided the opportunity to self-determine (between January 1, 2023 and December 31, 2025). While the Province has not yet determined what mechanism will be used to choose when municipalities will transition, AMO believes your Councils are in the best position to decide when the best time to transition your Blue Box program is based on your specific circumstances (e.g. assets, contracts, integrated waste management system).

AMO is asking that a Council resolution be passed by June 30, 2020, be directed to AMO and the Ontario Ministry of Environment Conservation and Parks, that specifies:

1. Your Council's preferred date to transition based on exiting service provision (between January 1, 2023, and December 31, 2025);
2. Rationale for transition date;
3. Whether your municipal government is interested in potentially continuing to provide services (e.g. contract management, collection, haulage processing services etc.) or not; and,
4. Key contacts if there are any follow-up questions.

NOTE: Your Council's stated preference may not be the final determination of your transition date, nor are you obligated in any way by the date that is specified. Please read the rationale for self-determination (**Attachment 1**), and the example resolution (**Attachment 2**) for more details.

Thank you for your attention and assistance in this matter. If you have any questions or require further information, please contact Dave Gordon, Senior Advisor, at 416 389 4160 or dgordon@amo.on.ca or Amber Crawford, Policy Advisor, at 416 971 9856 extension 353 or acrawford@amo.on.ca.

Sincerely,

Jamie McGarvey

AMO President

Mayor of Parry Sound

Attachment 1: Background on Transition to Full Producer Responsibility

Attachment 2: Example Resolution on Transition to Full Producer Responsibility

(Note: Attachment 2 not included in this report)



December 18, 2019

Attachment 1: Background on Transition to Full Producer Responsibility

Municipal governments have been advocating for over a decade for producers to have full fiscal and operational responsibility for end of life management of their packaging, printed paper and paper products. Producers are best positioned to reduce waste, increase the resources that are recovered and reincorporated into the economy and enable a consistent province-wide system that makes recycling easier and more accessible.

In August 2019, Minister Yurek announced that municipal Blue Box programs will be transitioned to full producer responsibility over a three-year period based on the recommendations from the Special Advisor's report titled, "Renewing the Blue Box: Final report on the blue box mediation process." Municipal governments played a key role in helping to develop the recommendations within this report. These recommendations broadly reflected the positions advocated by AMO and there was also a great deal of alignment with producers on how the Blue Box should be transitioned.

The municipal transition is proposed to occur between 2023 and the end of 2025, as shown in the table below:

Date	Description
Sept. 2019 → Dec. 2020	Blue Box wind-up plan developed for Stewardship Ontario
	Development of a Regulation under the <i>Resource Recovery and Circular Economy Act, 2016</i>
Jan. 2021 → Dec. 2022	Producers prepare to assume control and operation of system and work with municipal governments and service providers
Jan. 1, 2023 → Dec. 31, 2025	Transition of individual municipal Blue Box programs to full producer responsibility. Occurs in phases over three years with a rolling total of up to one-third of the Provincial program transitioning annually

The Minister wants to ensure that the transitioned Blue Box system is affordable for producers, workable for the waste processing sector, and effective and accessible for residents. AMO and municipal representatives are involved in the consultation process to develop a new regulation for the Blue Box. The Province's intent is to finalize a Regulation by the end of 2020.



Report: TES-WAS-20-10

Region of Waterloo

Transportation and Environmental Services

Water Services

To: Chair Tom Galloway and Members of Regional Council

Date: June 16, 2020 **File Code:** F04-01

Subject: Water Financial Plan

Recommendation:

That the Regional Municipality of Waterloo take the following actions, in accordance with Report TES-WAS-20-10 dated June 16, 2020:

1. Approve the Financial Plan for Water Services Water Supply System as appended to Report TES-WAS-20-10 dated June 16, 2020;
2. Approve the Financial Plan for Water Services North Dumfries and Wellesley Water Distribution System as appended to Report TES-WAS-20-10 dated June 16, 2020;
3. Endorse the financial plans as financially viable;
4. Approve the submission of the financial plans to the Ministry of Municipal Affairs and Housing in accordance with the 'Safe Drinking Water Act'; and
5. Authorize the Commissioner, Transportation and Environmental Services, to sign all documentation related to this matter.

Summary:

Nil

Report:

The Water Services – Water Supply and Water Distribution financial plans have been

prepared in accordance with regulation (O. Reg. 453/07) under the Safe Drinking Water Act (SDWA), 2002. The regulation requires that the financial plans be updated and approved by resolution of Council (every five years) specifying the Region's drinking water and distribution systems are financially viable. This resolution will then be forwarded with the approved plans to the Ministry of Municipal Affairs and Housing in accordance with the SWDA. Additionally, the financial plans are to be based on full cost accounting to determine the true cost of the drinking water and distribution systems and the projections must be for at least six years but a longer term plan is recommended.

The financial plans for the Water Services - Water Supply System and Water Distribution System for North Dumfries and Wellesley were evaluated and found to be financially viable based on the detailed information from the 2020 Water Supply and Water Distribution User Rates.

Highlights from the Financial Plans

Water Services - Water Supply

In preparing the Financial Plan, the financial impacts of the drinking water supply system have been considered based on the 2020 Water Supply User Rate and associated budget details. Based on the projected Financial Statements and the assumptions herein, the Water Supply system will be financially viable.

- Water Supply includes water source protection, water efficiency and conservation, and the provision of a safe, clean, and reliable drinking water supply system. The Region of Waterloo supplies water to Cambridge, Kitchener, Waterloo, Elmira, St. Jacobs, St. Agatha, Lloyd Brown, Baden and New Hamburg through its Integrated Urban System, and the Townships of Wellesley, North Dumfries, Wilmot and Woolwich through its rural water systems.
- Evaluation of the financial plans is based on the 2020 Water Supply User Rate and associated budget details along with the 2020 Ten Year Capital Plan.
- Water Supply relies on user fees and development charges to sustain its operations.
- Total inflation adjusted capital infrastructure costs, **including** capital studies and major repairs, are projected to be \$629 million (\$527 million not adjusted for inflation).
- Annual divisional water expenses are projected to increase from just under \$50 million in 2020 to \$98 million in 2030. The divisional water expenses include future debt servicing, transfer to reserves, operating and capital expenses and Development Charge exemptions.

- Per capita consumption is expected to continue to flatten following the trend of the past 10 years. Total consumption is projected to increase by 2.7% over the next ten years based on historical trends that are slower than the projected population growth of 1.67% annually.
- Water rates are projected to increase by 1.9% in 2020 and 2021, with a projected annual rate increase of 2.9% to continue thereafter (based on 2020 User Rate for Water Supply).
- The financial plan has been prepared in accordance with the new Public Sector Accounting Standards. The financial plan must be updated at least every five years.

Financial Implications

- Based on the cash flow projections developed in this financial plan, Water Services – Water Supply will be financially viable and will supply safe drinking water for both the short term and long term.
- Revenue levels will increase to continue to cover increasing annual operating expenditures.
- From 2021, long-term debt of \$109.7 million will be required to replace and purchase capital infrastructure. In 2030, it is projected that outstanding long term debt will be \$79 million.

Water Services - Water Distribution

In preparing the Financial Plan, the financial impacts of the drinking water distribution system have been considered based on the 2020 Water Distribution User Rate and associated budget details. Based on the projected Financial Statements and the assumptions herein, Water Distribution will be financially viable.

- Water Distribution provides safe drinking water to the residents of Wellesley and North Dumfries.
- Evaluation of the financial plans is based on the 2020 Water Distribution User Rate.
- Water Distribution relies on user fees to sustain its operations.
- Certain water system tangible capital assets are aging. Over \$2 million will need to be invested into the water distribution capital infrastructure over the next ten years.
- Water rates are projected to increase at a rate of 4.9% per year over the next ten years.

- Per capita consumption is assumed to increase modestly and total consumption is projected to relatively level over the projected period.
- At these revenue levels, Water Distribution will continue to build its cash resources in order to replace current and future capital infrastructure, and manage any unexpected expenditures.
- The financial plan has been prepared in accordance with the new Public Sector Accounting Standards. The financial plan must be updated at least every five years.

Financial Implications

- Based on the cash flow projections developed in this financial plan, the Water Services – Water Distribution will be financially viable and will distribute safe drinking water for both the short term and long term.
- Through its operating revenues and use of available reserves in the short term, it is projected that Water Distribution will achieve sufficient cash receipts to cover cash expenditures during the projected period.
- Revenue levels will gradually increase to allow Water Distribution to invest in a reserve fund for significant future capital investments.
- No long term debt will be required based on the existing model.

Following the endorsement of the Financial Plans by council, staff will submit the financial plans to the Ministry of Municipal Affairs and Housing in accordance with the 'Safe Drinking Water Act' and take the necessary actions to update the Municipal Drinking Water Licence.

Corporate Strategic Plan:

Appropriate water services supply and distribution support Environmental Sustainability: Protect and Enhance the Environment.

Financial Implications:

It is recommended that Regional Council should endorse each of the Water Services – Water System Financial Plans, as appended, as a financially viable plan.

Other Department Consultations/Concurrence:

The Corporate Services Department has been consulted throughout the preparation of this Financial Plan.

Attachments

[Attachment A](#) –Water Services Financial Plan - Water Supply

[Attachment B](#) –Water Services Financial Plan – Water Distribution

Prepared By: **Danielle Bruyere**, Manager, Finance and Administration, Water Services

Approved By: **Thomas Schmidt**, Commissioner, Transportation and Environmental Services



THE REGIONAL MUNICIPALITY OF WATERLOO WATER SERVICES - WATER SUPPLY

FINANCIAL PLAN

FINAL DRAFT FOR COUNCIL APPROVAL

THE REGIONAL MUNICIPALITY OF WATERLOO

WATER SERVICES - WATER SUPPLY

FINANCIAL PLAN

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EXECUTIVE SUMMARY

In 2007, the Ministry of Environment released Regulation 453/07 requiring all municipalities to complete a Financial Plan for their drinking water system. The Regional Municipality of Waterloo Water Services – Water Supply encloses its Financial Plan herein. It is prepared in accordance with the MOE Financial Plans Regulation (O. Reg. 453/07).

In preparing this Financial Plan, the financial impacts of the drinking water system have been considered. Based on the Projected Financial Statements and the assumptions herein, Water Supply will be financially viable, will provide safe drinking water for both the short term and long term and has appropriately planned to have adequate water supply as the Region continues to grow in the future.

Water Supply Operations

Regional Water Services operations can be separated in two groups: Water Supply and Water Distribution. Water Supply is responsible for water source protection, water efficiency and conservation, and the provision of a safe, clean and reliable drinking water supply system. The Region of Waterloo supplies water to Cambridge, Kitchener, Waterloo, Elmira, St. Jacobs, Baden and New Hamburg through its Integrated Urban System, and the Townships of Wellesley, New Dumfries, Wilmot and Woolwich through its rural water system. Key highlights of Water Supply's Operations and Capital Plan include:

- ✓ Annual operating expenses are projected to increase from just over \$56 million in 2020 to \$98 million in 2030. The most significant costs are amortization, personnel costs, utilities, and studies, source protection costs, and major facility repairs;
- ✓ Operating expenses **excluding** capital studies, source protection costs and major facility repairs expenses, and amortization, are projected to increase by 4.3% annually;
- ✓ Capital studies, source protection costs and major facility repairs expenses are projected to be an average of \$7.6 million per year;
- ✓ The costs to replace and purchase tangible capital assets, referred to as capital costs herein, are expected to be around \$545 million over the next ten years;
- ✓ Total projected cash expenditures, including operating expenses, capital costs and debt repayment and interest charges will increase over the next ten years, fluctuating between \$89 million and \$112 million, depending on the annual capital projects.

Funding Plan

The achievements of the funding plan include:

- ✓ Water Supply relies on user fees and development charges to sustain its operations;



- ✓ Per capita consumption is expected to continue to flatten following the trend established in the last ten years. Total consumption is projected to increase by 2.7% while the projected population growth of 1.7% for the next ten years;
- ✓ Additional debt of approximately \$110 million will be required over the next ten years. In 2030, it is projected that outstanding long term debt will be \$79 million;
- ✓ Through a combination of its current resources, operating revenues, additional debt and regional development charges, it is projected that Water Supply will achieve sufficient cash receipts to cover cash expenditures during the projected period.

Financial Plan

Appendix One of this Financial Plan includes projected financial statements for Water Supply. These statements include a projected statement of financial position, projected statement of operations and projected statement of cash flow for the periods ending from December 31, 2020 to 2030.

As required, these statements are in accordance with the new Public Sector Accounting Standards. Actual results will vary from the projections herein and the differences may be material.

The financial plan must be updated every five years but it is recommended to be updated more frequently to reflect changes in operations, economic climate, financing costs, consumption and pricing.



INTRODUCTION

This financial plan of the Region of Waterloo's Water Services - Water Supply ("Water Supply") was prepared in accordance with Regulation 453/07 as approved by the Ontario Ministry of Environment on August 14, 2007. In developing this plan, Water Supply's priority to provide environmentally sustainable water supply essential to the health, safety and prosperity of the community was maintained.

This financial plan incorporates previously written plans, including the ten year capital forecast and its various master plans. These ten year financial projections allow Water Supply to achieve financial viability, while providing safe drinking water over the short and long term.

Ministry of Environment Financial Plans Regulation 453/07

Drinking water system owners are required to prepare a financial plan for their drinking water system as part of the new Municipal Drinking Water Licensing Program as set out in Part V of the Safe Drinking Water Act (SDWA). The financial plan must be prepared in accordance with the Ministry of Environment Financial Plans Regulation 453/07.

Regulation 453/07 requires the following:

- ✓ the financial plan be approved by resolution of Council that specifies that the drinking water system is financially viable;
- ✓ full-cost accounting to be utilized to determine the true cost of the drinking water system; and
- ✓ projections be at least six years, but recommends a long-term plan.

There are numerous recommendations and other guidelines that have been prepared to assist the municipalities in the development of their financial plan.

Regional Water Services

Regional Water Services operates and maintains the water system infrastructure within the Transportation and Environmental Services department of the Regional Municipality of Waterloo. Its mission is to provide environmentally sustainable water supply and wastewater treatment essential to the health, safety and prosperity of the community.

In addition to its mission statement, Water Services' key management priorities include:

- Ensuring compliance with Legislation;
- Managing infrastructure in a cost efficient and sustainable manner;

WATER SERVICES VISION

Water Services will continue to be a leading water and wastewater utility committed to providing efficient, reliable, responsible and responsive services.



- Minimizing service interruptions and other emergencies; and
- Evaluating emerging technologies to determine cost effectiveness, and betterment of existing infrastructure and service delivery.

Water Services' mission and priorities are also in line with the Region's focus areas and assures their accomplishment through its own operations and philosophies. The Region's 2019 to 2023 key focus areas include:

- Environment and Climate Action: Protect and our water resources.
- Healthy, Safe and Inclusive Communities: Make affordable housing more available and enhance community well-being.
- Thriving Economy: Create a competitive business – supportive community.
- Responsive and Engaging Public Service: Provide excellent citizen centered services; attract, support and retain skilled, engaged and diverse employees; and provide value for money and long-term financial sustainability.

Water Services operates the water supply systems in the Cities of Cambridge, Kitchener and Waterloo, and the Townships of North Dumfries, Wellesley, Wilmot and Woolwich (referred in this report as Water Supply Operations). Water Services also operates the distribution systems in the Townships of North Dumfries and Wellesley (referred in this report as Distribution Operations). Distribution systems in the three Cities and the Townships of Wilmot and Woolwich are owned and operated by these municipalities. This financial plan relates to Water Supply Operations only.

WATER SUPPLY OPERATIONS

Water Supply is responsible for water source protection, water efficiency and conservation and the provision of a safe, clean and reliable drinking water supply system. The Region of Waterloo supplies water to residents of Cambridge, Kitchener, Waterloo, Elmira, St. Jacobs, Baden and New Hamburg through its Integrated Urban System, and the Townships of Wellesley, New Dumfries, Wilmot and Woolwich through its rural water systems. There are approximately 84 employees throughout the region who administer, maintain and/or operate the water supply system.

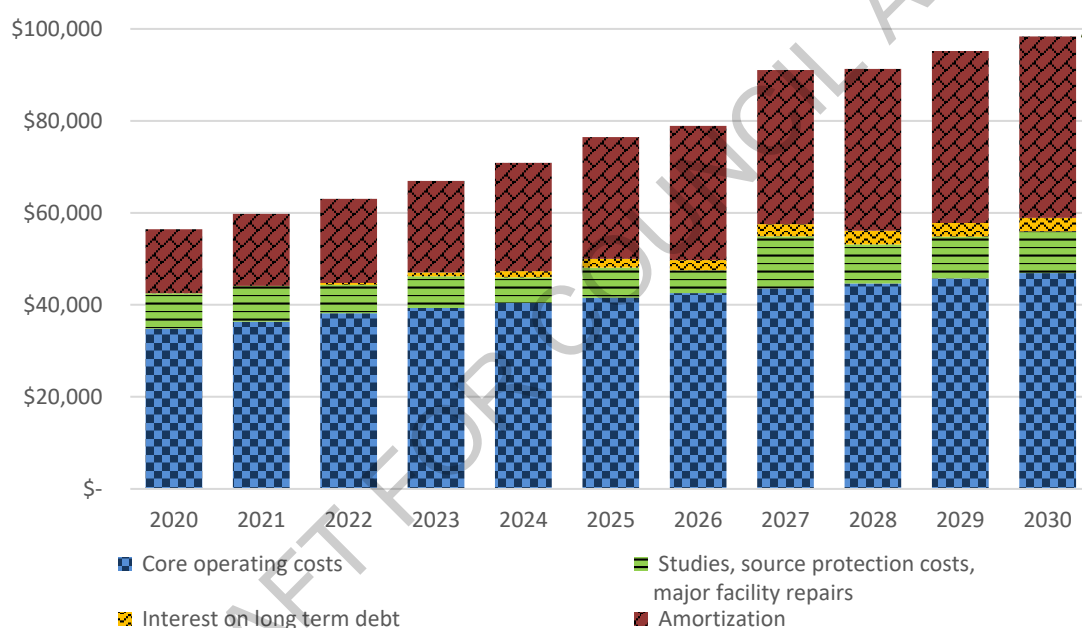
There are a number of programs and policies already in place to ensure that Water Services and the Region's priorities are accomplished. These include but are not limited to a quality management system, asset management policies, source protection and conservation programs.



Operating Costs

Some of Water Supply's key operating expenses include personnel costs, utilities, materials and supplies, water source protection costs, repairs and maintenance, and interdepartmental administrative charges. As one of the largest Canadian communities that relies on groundwater for its main water supply, utility costs are high as significant energy is required to pump and treat the groundwater.

While most operating expenses are projected to increase by 1.5%, utilities and personnel costs are projected to increase by an annual average of 5.0% and 2.0% respectively over the next ten years. Annual operating expenses, excluding amortization and interest on long term debt are projected to be approximately \$42.5 million in 2020 and increasing to \$56 million in 2030. The projected operating expenses, excluding amortization and interest on long term debt, are set out below:



Operating expenses will continue to increase as a result of inflation and changes in regulatory requirements.

Capital Costs

To provide safe drinking water, the water system holds significant assets, including: the Mannheim surface water treatment plant; 21 groundwater treatment plants; 100 groundwater supply wells; 16 treated water storage facilities; 10 pumping stations. These assets are referred to as tangible capital assets. Of its water, approximately 75% of the Region of Waterloo's water supply is derived from ground water, while the remaining 25% is drawn from the Grand River.

WATER SYSTEM ASSETS

- ✓ 1 surface water treatment plant
- ✓ 21 groundwater treatment plants
- ✓ 100 groundwater supply wells
- ✓ 16 water storage reservoirs
- ✓ 10 pumping stations



Water Supply has a relatively new water supply system, with many of its existing capital assets having been built in the past 25 to 30 years.

While capital asset management plans were developed and continue to be developed in order to ensure that these existing assets are maintained, renewed or upgraded as required, a long term water strategy and master plans are also being updated to ensure that there will be adequate water supply to meet the projected growth in the community.

Management of Reduced Per Capita Consumption and Population Growth

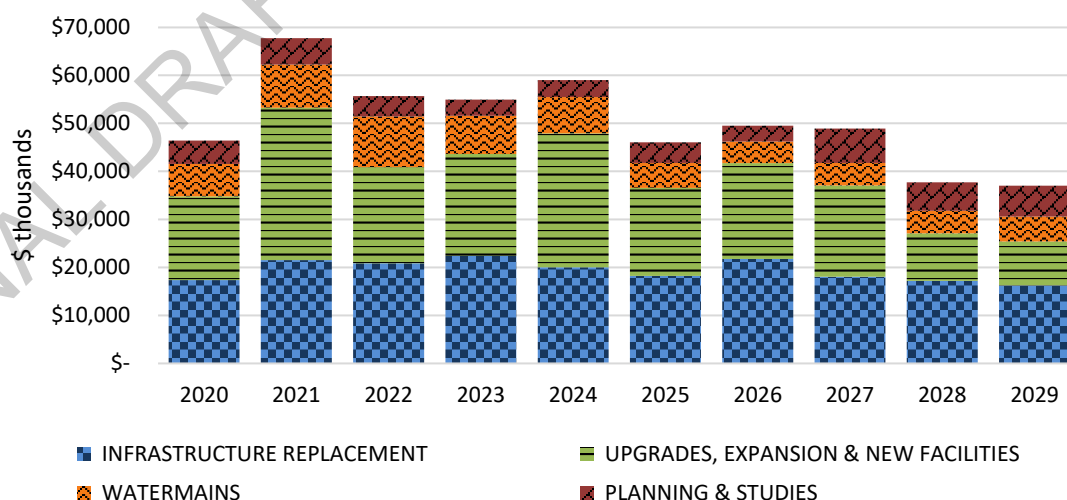
In 2017, the Water Supply Master Plan was updated to assess and plan for the availability of a sufficient and sustainable water supply. Over the ten years prior, there was a declining trend in average and peak water demands while population has continued to grow. The key strategies, as set out in this Plan, will be to address constraints in both supply and distribution, increase groundwater to maintain sustainable average day capacity at 20% above projected demand; continue to improve water efficiency and conservation; and defer the Great Lake Supply beyond 2051.

Ten Year Capital Plan

Over the projected period, approximately \$545 million (inflation adjusted) will be spent related to capital infrastructure, as set out in the current ten year capital forecast. Annual average capital investments increase to over \$49 million per year to optimize the water system, meet legislative requirements and meet future demand.

This capital plan includes both the costs to replace and purchase tangible capital assets, which would be recorded as capital assets on the Statement of Financial Position, and studies, source protection costs and major facility repairs, which would be recorded as an operating expense item on the Statement of Operations.

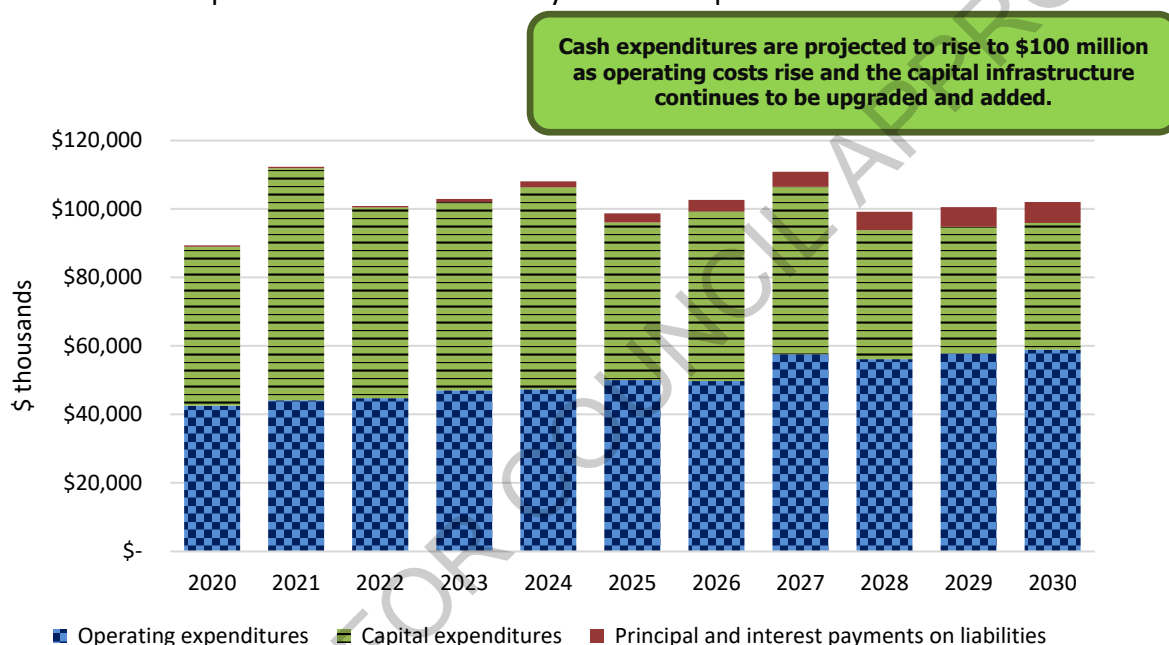
Capital Budget by Project Type



Upon completion of the studies and plans which are currently underway, there may be additional changes to the ten year capital plan.

Total Cash Expenditures

Water Supply has significant cash expenditures, including operating expenses, capital costs and debt repayments. These expenditures are projected to be around \$90 million in 2020 and then fluctuating between \$99 million and \$112 million thereafter. While operating costs increase fairly consistently, the majority of the variance in cash expenditures relates to capital cost changes each year. Debt repayments make up about 5% of total cost expenditures in the last five years of this plan.



Note that the aggregate cash expenditures cannot be found on any of the projected financial statements attached in Appendix One. Rather, these cash expenditures are gathered from the various statements to illustrate the cash required to sustain a safe drinking water system.



FUNDING PLAN

As actual cash on hand of \$89 million was available at the end of 2019, there was some flexibility to manage the cash expenditures. However, with cash expenditures averaging just over \$100 million per year, Water Supply continues to rely on increases in user fees, regional development charges and debt financing.

Operating Revenues

The majority of the operating revenues are user fees. User fees are a function of two variables: consumption and water rates. Consumption is driven by the Regional population and per capita consumption. The regional water rate is a variable rate based on the cubic metres used.

Consumption

From 2011 to 2019, water consumption has slowly declined by 4.3% to 53.3 million m³ in 2019, while the population increased 11.7% to 607,620 residents (within water system area only).

Based on the water consumption trends and considering projected population growth, water demands are expected to grow by 2.75% over the next ten years.

Water Rates

In 2019, user fees were approximately \$57 million. In order to support both the operating and partly funded capital projects, the water rates will increase.

	2020 to 2021	2022 to 2030
% Increase in Projected Water Rates	1.9%	2.9%

Summary of Operating Revenues

Over the projected period, operating revenues are expected to increase from \$79 million in 2020 to \$96 million in 2030, offsetting the operating and a portion of the capital expenditures.

Regional Development Charges

Regional development charges are those charges recovered through new residential and non-residential development, as regulated through the Development Charges Act. Through this act, Water Services is eligible to recover a portion of its capital costs from the amounts received through Regional Development Charges. The types of capital costs include projects that add capacity to the water system, and provide little benefit to the existing users, as well as projects that are required to maintain the quality of the overall system, and are beneficial to both the existing and future users.



While the Region collects development charges through the year, Water Supply cannot access these funds until it has incurred the capital costs. The development charges will cover the costs related to projects which will add capacity to the water system, and only a share of the costs related to projects that will benefit both existing and future users. Any unspent monies received from the development charges goes to the Regional Development Charges Fund, referred to as deferred revenue on the financial statements.

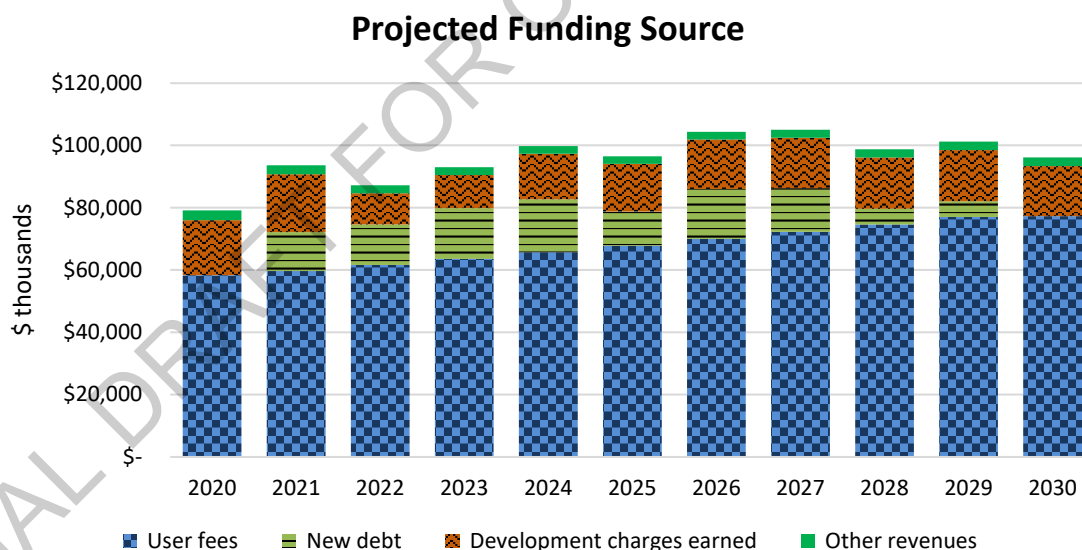
It is projected that development charges earned will be an average of \$15 million per year.

New Debt

Over the next ten years, new debt of \$110 million will be required to fund a portion of Water Supply's capital expenditures. The new debt is made up of user rate debentures of \$27 million and RDC debentures of \$83 million. In 2030, it is projected that outstanding long term debt will be \$79 million.

Funding to Meet Cash Requirements

Recapping, the funds required to pay for Water Supply's cash expenditures will be derived from operating revenues, development charges, other revenues and new debt incurred, as shown below. Based on the funding model presented, debt is required to cover its capital costs.



Through accessing all of its resources, it is projected that Water Supply will achieve sufficient available cash to meet its annual expenditures.



FINANCIAL PLAN

The financial impacts of the drinking water system have been considered through the projected financial statements for years ending December 31, 2020 to 2030, included as Appendix One, and summarized below. These financial statements are required by the Financial Plans Regulation to include a full-cost accounting, meaning that all of the costs, whether operating, financial or capital, related to operating the drinking water system, must be included¹.

The projected financial statements include the following:

Projected Statement of Financial Position

- Financial assets and liabilities; and
- Other non-financial assets, including capital work in progress and capital assets.
- See Schedule One and Two for supporting detail

Projected Statement of Operations

- Revenues;
- Operating expenses, and interest on long term debt; and
- Amortization.

Projected Statement of Cash Flow

- Operating transactions;
- Financing (new debt and debt repayments) transactions; and
- Capital transactions (capital costs).
- All of the above will increase or decrease cash held by Wholesale.

These projected financial statements are prepared to conform to new Public Sector Accounting Standards. These statements reflect the Regional Municipality of Waterloo's new accounting policies, along with estimates and assumptions related to the operations of Water Supply, and are based on 2019 actual results, as derived from Water Services – Water Supply internal financial statements of the Regional Municipality of Waterloo.

Actual results will vary from these projections and the differences may be material. Any future changes to accounting policies or key assumptions will impact these projected financial statements, and should be updated to reflect such changes.

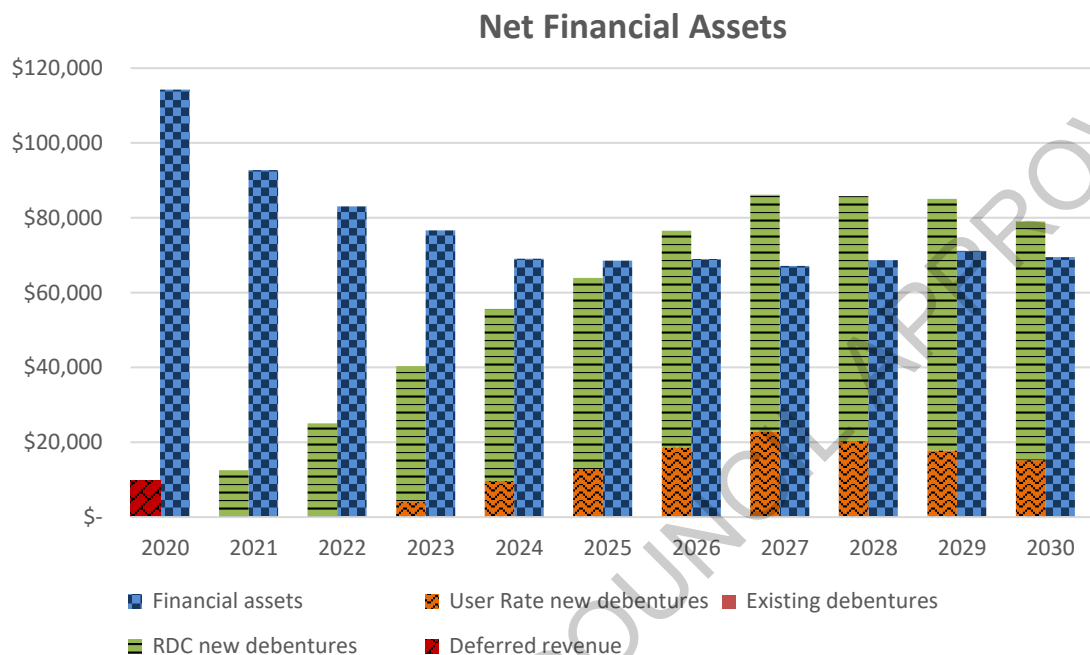
Projected Statement of Financial Position

The projected statement of financial position reflects both the financial and non-financial assets of Water Supply.



Net Financial assets

Net financial assets are the financial assets, or cash and accounts receivable, offset by the liabilities (debt) of Water Supply. Net financial assets are projected to be as follows:



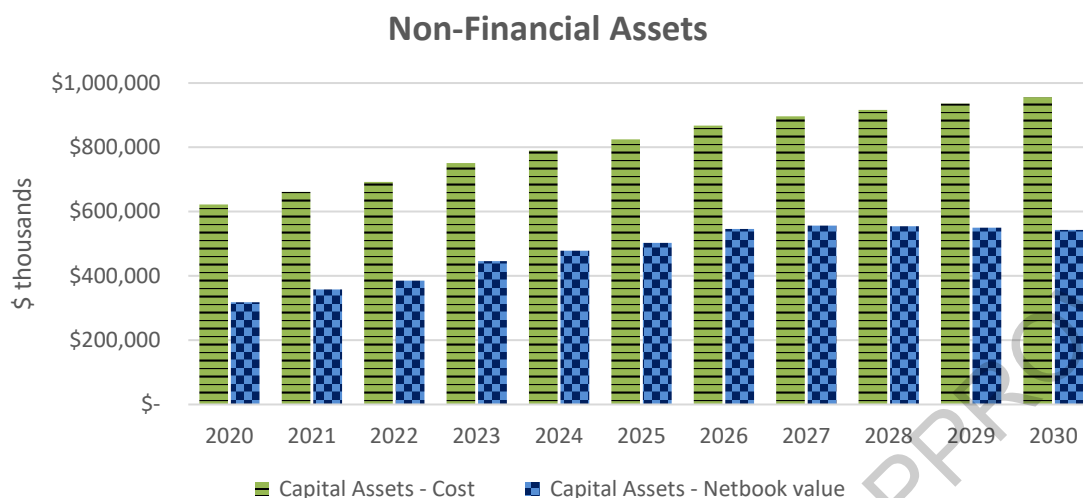
Non-Financial Assets

Non-financial assets include capital work in progress and capital assets. Capital work in progress includes capital projects which commenced but were ongoing at the end of the year. The capital assets represent the infrastructure required to provide safe drinking water to the community. Capital assets are broken down as land, land improvement, buildings, vehicles, machinery and equipment and water network.

These capital assets are recorded at net book value, which is their original cost, less accumulated amortization.

Below, the cost and net book value of the capital assets has been illustrated. It is projected that in 2030, the original cost of the capital assets required to provide safe drinking water is approximately \$956 million. The net book value or the net cost remaining in the useful life, of those same assets is \$543 million.





Accumulated Surplus

The accumulated surplus is essentially the accumulation of Water Supply's excess of revenues over expenses over time. While accumulated surplus is an indicator of the net resources that the Region has to provide future services, there are number of other factors that must be considered in determining the overall financial sustainability of Water Supply. These factors include:

- The balance of the capital assets relative to the accumulated surplus balance. For example, in 2020, net capital assets make up the majority, or 83%, of the accumulated surplus balance; and
- The difference between the cost of using capital, i.e., amortization, and the cost of acquiring capital over the projected period. In 2024, the cost of using capital is \$24 million, where the cost of acquiring capital is \$56 million. This means that although accumulated surplus continues to rise, Water Supply must ensure that additional cash is available to cover the costs to acquire the capital to maintain the water system.

Overall, given the vast infrastructure of the Region of Waterloo's water system, the projected accumulated surplus from 2015 to 2025 is reasonable and supports future sustainability.

Projected Statement of Operations

The projected statement of operations includes the revenues less the expenses, arriving at the excess or net revenues over expenses.

Revenues

Revenues include user fees, development charges and other revenues received. A chart illustrating the revenues earned over time, is shown on page 9.



Expenses

Expenses include a list of detailed projected expenses, including operating expenses, interest on long term debt and amortization. Amortization is the write off of the capital assets or the water system infrastructure over their useful life. It does not represent a cash expenditure.

Projected Statement of Cash Flow

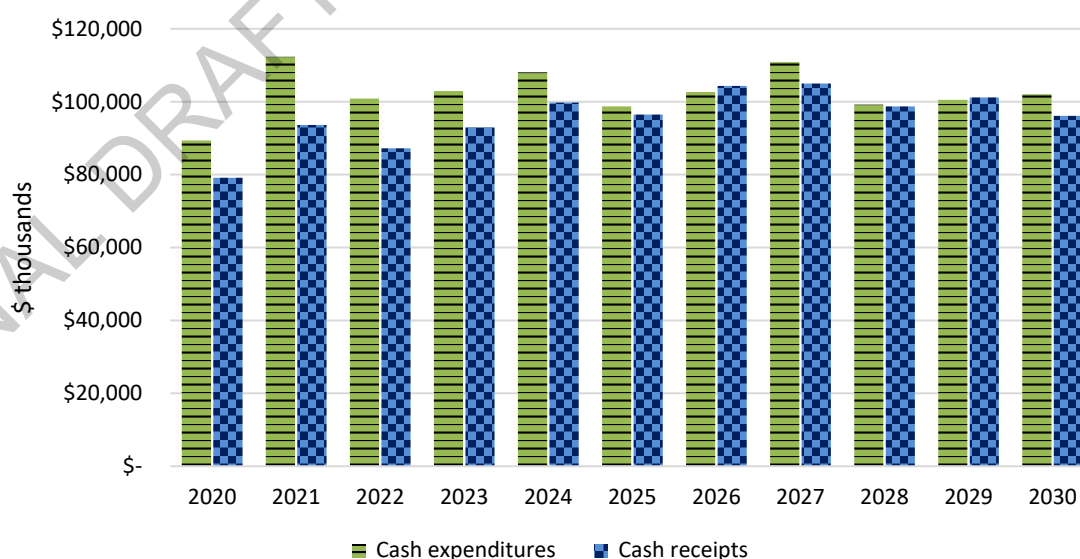
The projected statement of cash flow is a very useful statement for a capital intensive organization such as Water Supply. This projected statement of cash flow summarizes the key transactions that either increase or decrease the organization's cash balance. It is set out in three sections: operating transactions; capital transactions and financing transactions.

Projected operating transactions section is a summary of the projected net revenues over expenses, adjusted for any non-cash items. Projected capital transactions show the capital additions and sale of assets, if any, while the projected financing transactions reveal if any new debt will be incurred and the amount of debt that will be repaid.

In the Operations section of this financial plan, the cash expenditures, such as operating expenses, debt repayments and capital costs, were identified. In the Funding Plan section of this financial plan, the cash receipts, or funds required to cover the cash expenditures were discussed. These funds include operating revenues, development charges and minimal new debt.

This next chart below is a summary of those cash expenditures and receipts, which is essentially a summary of the Projected Statement of Cash Flow.

Cash Expenditures versus Cash Receipts



SUMMARY

This Financial Plan has been prepared in accordance with the MOE Financial Plans Regulation (O. Reg. 453/07). The process in developing this plan has focused on the achievement of Water Supply's mission: to provide environmentally sustainable water supply essential to the health, safety and prosperity of the community.

This Financial Plan must be approved by a Regional Council resolution, indicating that based on this plan, it is concluded that Regional Water Services Water Supply is financially viable.

FEEDBACK AND CONTINUOUS IMPROVEMENT

The financial plan must be updated every five years but it is recommended to be updated more frequently to reflect changes in operations, economic climate, financing costs, consumption and pricing.



APPENDIX ONE

PROJECTED FINANCIAL STATEMENTS OF THE REGIONAL MUNICIPALITY OF WATERLOO WATER SERVICES - WATER SUPPLY



**THE REGIONAL MUNICIPALITY OF REGION OF WATERLOO - WATER SERVICES
WHOLESALE DIVISION
PROJECTED STATEMENT OF FINANCIAL POSITION**

AS AT DECEMBER 31, 2019 TO 2030

(\$ THOUSANDS)	2019 <i>Note 1</i>	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
FINANCIAL ASSETS												
Cash	\$ 88,762	\$ 81,904	\$ 64,651	\$ 59,146	\$ 56,996	\$ 50,189	\$ 50,467	\$ 51,689	\$ 50,611	\$ 52,944	\$ 56,239	\$ 55,344
Accounts Receivable	36,562	32,331	28,100	23,869	19,638	18,852	18,066	17,280	16,494	15,708	14,922	14,136
	125,324	114,235	92,751	83,015	76,634	69,041	68,533	68,969	67,105	68,652	71,161	69,480
LIABILITIES (SCHEDULE ONE)												
Long term debt	882	448	12,500	25,049	40,359	55,618	63,920	76,542	86,135	85,782	85,055	78,940
Deferred revenue	17,731	9,203	-	-	-	-	-	-	-	-	-	-
	18,613	9,651	12,500	25,049	40,359	55,618	63,920	76,542	86,135	85,782	85,055	78,940
NET FINANCIAL ASSETS	106,711	104,584	80,251	57,966	36,275	13,423	4,613	(7,573)	(19,030)	(17,130)	(13,894)	(9,460)
NON-FINANCIAL ASSETS												
Capital work in progress	² 57,719	67,304	73,133	79,255	49,912	52,378	45,790	24,054	25,000	27,343	29,733	29,733
Capital assets (Schedule Two)												
Land	6,322	6,322	6,322	6,322	6,322	6,322	6,322	6,322	6,322	6,322	6,322	6,322
Land improvements	27,269	25,374	23,479	21,584	19,689	17,794	15,899	14,004	12,109	10,214	8,319	6,424
Buildings	78,099	86,969	95,407	102,764	110,345	116,803	121,996	125,901	128,490	129,941	130,024	128,581
Vehicles	957	928	821	1,002	757	588	485	439	619	1,298	864	418
Machinery and Equipment	48,081	43,359	39,070	34,383	30,525	26,686	22,853	50,530	44,806	39,814	34,822	29,831
Water network	141,774	154,796	192,482	218,831	278,073	309,817	334,841	348,545	363,830	366,765	369,347	371,429
	302,501	317,748	357,581	384,886	445,711	478,009	502,396	545,742	556,175	554,353	549,697	543,005
Total non-financial assets	360,220	385,052	430,714	464,141	495,623	530,387	548,186	569,796	581,175	581,696	579,430	572,738
ACCUMULATED SURPLUS (SCHEDULE ONE)												
	\$ 466,931	\$ 489,635	\$ 510,965	\$ 522,107	\$ 531,898	\$ 543,810	\$ 552,799	\$ 562,223	\$ 562,145	\$ 564,565	\$ 565,536	\$ 563,278

See accompanying notes and assumptions to these projected financial statements.

PROJECTED STATEMENT OF FINANCIAL POSITION

**THE REGIONAL MUNICIPALITY OF WATERLOO - WATER SERVICES
WHOLESALE DIVISION
PROJECTED STATEMENT OF FINANCIAL POSITION**

AS AT DECEMBER 31, 2019 TO 2030

Notes and Assumptions:

Actual results achieved for the period covered will vary from this information presented. The differences may be material.

See Region of Waterloo Annual Reports for the Year ended December 31, 2018 and 2019, when available, for the Region's accounting policies.

1. The assets and liabilities for 2019 are derived from internal financial information of the Region of Waterloo. They have been restated to conform with Public sector accounting standards.
2. Capital work in progress represents capital projects which were started prior to the year end, but not completed. In the year in which the asset will be put into service, it will be capitalized to the appropriate capital asset account.

**THE REGIONAL MUNICIPALITY OF WATERLOO - WATER SERVICES
WHOLESALE DIVISION
PROJECTED STATEMENT OF OPERATIONS**

FOR THE YEARS ENDING DECEMBER 31, 2019 TO 2030

(\$ THOUSANDS)

2019
Note 1

		2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
REVENUES													
Rate revenues	2	\$ 57,312	\$ 58,332	\$ 59,642	\$ 61,582	\$ 63,583	\$ 65,652	\$ 67,782	\$ 69,985	\$ 72,263	\$ 74,610	\$ 77,032	\$ 77,296
Other revenues	3	43	30	30	31	31	32	32	33	33	34	34	34
Regional development charges	4	19,234	17,678	18,612	10,017	10,622	14,672	15,274	15,876	16,201	16,532	16,465	16,070
Interdepartment revenues	4	1,020	1,028	1,043	1,059	1,075	1,091	1,107	1,124	1,141	1,158	1,175	1,193
Interest income	5	2,131	2,056	1,782	1,514	1,425	1,330	1,271	1,316	1,345	1,385	1,476	1,524
		<u>79,740</u>	<u>79,124</u>	<u>81,109</u>	<u>74,203</u>	<u>76,736</u>	<u>82,777</u>	<u>85,466</u>	<u>88,334</u>	<u>90,983</u>	<u>93,719</u>	<u>96,182</u>	<u>96,117</u>
EXPENSES													
Amortization	6	11,395	13,892	15,648	18,304	19,907	23,557	26,478	29,173	33,527	35,174	37,426	39,462
Salaries and benefits	7	9,563	9,976	10,176	10,380	10,588	10,800	11,016	11,236	11,461	11,690	11,924	12,162
Supplies	8	1,607	1,631	1,655	1,680	1,705	1,731	1,757	1,783	1,810	1,837	1,865	1,893
Repairs and maintenance	8	3,242	3,296	3,345	3,395	3,446	3,498	3,550	3,603	3,657	3,712	3,768	3,825
Studies, source protection costs, major facility repairs	9	4,993	7,687	7,791	6,190	6,908	5,562	6,546	4,991	11,298	8,477	9,066	9,066
Interdepartmental charges	8	5,757	5,742	5,828	5,915	6,004	6,094	6,185	6,278	6,372	6,468	6,565	6,663
Interest on long term debt	10	71	29	15	413	827	1,360	1,903	2,199	2,656	3,002	2,973	2,932
Grand River Conservation Authority	11	2,695	2,776	2,859	2,945	3,033	3,124	3,218	3,315	3,414	3,516	3,621	3,730
Utilities	8	6,224	6,792	7,132	7,489	7,863	8,256	8,669	9,102	9,557	10,035	10,537	11,064
Other operating expenses	12	4,346	4,599	5,330	6,350	6,664	6,883	7,155	7,231	7,309	7,388	7,466	7,578
		<u>49,893</u>	<u>56,420</u>	<u>59,779</u>	<u>63,061</u>	<u>66,945</u>	<u>70,865</u>	<u>76,477</u>	<u>78,911</u>	<u>91,061</u>	<u>91,299</u>	<u>95,211</u>	<u>98,375</u>
ANNUAL SURPLUS		<u>\$ 29,847</u>	<u>\$ 22,704</u>	<u>\$ 21,330</u>	<u>\$ 11,142</u>	<u>\$ 9,791</u>	<u>\$ 11,912</u>	<u>\$ 8,989</u>	<u>\$ 9,423</u>	<u>\$ (78)</u>	<u>\$ 2,420</u>	<u>\$ 971</u>	<u>\$ (2,258)</u>

See accompanying notes and assumptions to these projected financial statements.

PROJECTED STATEMENT OF OPERATIONS

**THE REGIONAL MUNICIPALITY OF WATERLOO - WATER SERVICES
WHOLESALE DIVISION
PROJECTED STATEMENT OF OPERATIONS
FOR THE YEARS ENDING DECEMBER 31, 2019 TO 2030**

(\$ THOUSANDS)

Notes and Assumptions:

Actual results achieved for the period covered will vary from this information presented. The differences may be material.

See Region of Waterloo Annual Reports for the Year ended December 31, 2018 and 2019, when available, for the Region's accounting policies.

1. The revenues and expenses for 2019 are derived from internal financial information of the Region of Waterloo - Wholesale Division.
2. Operating revenues includes waterworks fees, other customer and miscellaneous charges. The water rate structure charged to customers will change during this projected period and all of these charges will be included within the new water rate structure. The majority of these charges depend on both the water rates and the billable consumption.

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Annual increase (decrease)		-0.12%	0.34%	0.34%	0.34%	0.34%	0.34%	0.34%	0.34%	0.34%	0.34%	0.34%
Projected water consumption ('000 m3)	53,319	53,257	53,438	53,620	53,802	53,986	54,170	54,354	54,539	54,724	54,910	55,097
Projected user rate	1.0749	1.0953	1.1161	1.1485	1.1818	1.2161	1.2513	1.2876	1.3250	1.3634	1.4029	1.4029
Annual rate change		1.90%	1.90%	2.90%	2.90%	2.90%	2.89%	2.90%	2.90%	2.90%	2.90%	0.00%
Projected operating revenues	\$ 57,312	\$ 58,332	\$ 59,642	\$ 61,582	\$ 63,583	\$ 65,652	\$ 67,782	\$ 69,985	\$ 72,263	\$ 74,610	\$ 77,032	\$ 77,296
Percentage increase		1.78%	2.25%	3.25%	3.25%	3.25%	3.24%	3.25%	3.25%	3.25%	3.25%	0.34%

3. Other revenue include one time monies received.
4. These revenues will cover portions of costs related to capital budget.
5. Interest earned on the cash balance and the RDC reserve monies has been calculated at the rate of 2.5% and 2.0% respectively.
6. Amortization is calculated on a straight-line basis by allocating the cost of the asset through amortization evenly over the useful life of the asset. Amortization of the buildings and water network assets commences in the year following the purchase. Amortization of fleet and machinery and equipment begins in the year of acquisition applying the half year rule. Useful life of existing assets is based on their current age and remaining life expectancy as assessed in the Region of Waterloo Valuation of Water and Wastewater Assets report, dated May 2008. The average useful life of new waternetwork is 75 years, buildings is 33 years, machinery and equipment is 20 years, and vehicles is 6 years. Our current amortization rates are based on the amortization rates applied in the Region of Waterloo's annual financial statements.
7. Salaries and benefits will increase annually by 2.0%.
8. Operating expenditures will increase annually by 1.5% each year, except Utilities which increase at a rate of 5.0% per year.
9. Studies, source protection costs and major facility repairs expenses include planning and studies, infrastructure costs over the 10 year period.
10. Interest on long-term debt, includes interest on the existing debentures and any new debentures purchased during the projected period.
11. Grand River Conservation Authority expense is projected to increased at a rate of 3% per year.
12. Other operating expenses include additional system expansion and RDC exemption funding.

**THE REGIONAL MUNICIPALITY OF WATERLOO - WATER SERVICES
WHOLESALE DIVISION
PROJECTED STATEMENT OF CASH FLOWS**

FOR THE YEARS ENDING DECEMBER 31, 2019 TO 2030

(\$ THOUSANDS)	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
OPERATING ACTIVITIES											
Projected annual surplus (deficiency)	\$ 22,704	\$ 21,330	\$ 11,142	\$ 9,791	\$ 11,912	\$ 8,989	\$ 9,423	\$ (78)	\$ 2,420	\$ 971	\$ (2,258)
Deduct non-cash items:											
Amortization	13,892	15,648	18,304	19,907	23,557	26,478	29,173	33,527	35,174	37,426	39,462
Add (deduct) working capital items											
Accounts receivable	4,231	4,231	4,231	4,231	786	786	786	786	786	786	786
Capital work in progress	(9,585)	(5,829)	(6,122)	29,343	(2,466)	6,588	21,736	(946)	(2,343)	(2,390)	-
Deferred revenue	(8,528)	(9,203)	-	-	-	-	-	-	-	-	-
Net change in cash from operating activities	<u>22,714</u>	<u>26,177</u>	<u>27,555</u>	<u>63,272</u>	<u>33,789</u>	<u>42,841</u>	<u>61,118</u>	<u>33,289</u>	<u>36,037</u>	<u>36,793</u>	<u>37,990</u>
FINANCING TRANSACTIONS											
1											
Proceeds from debentures	-	12,500	13,000	16,245	17,000	11,000	16,000	14,000	5,000	5,000	-
Repayment of long-term debt	(434)	(448)	(451)	(935)	(1,741)	(2,698)	(3,378)	(4,407)	(5,353)	(5,727)	(6,115)
Net change in cash from financing transactions	<u>(434)</u>	<u>12,052</u>	<u>12,549</u>	<u>15,310</u>	<u>15,259</u>	<u>8,302</u>	<u>12,622</u>	<u>9,593</u>	<u>(353)</u>	<u>(727)</u>	<u>(6,115)</u>
CAPITAL ACTIVITIES											
2											
Capital assets purchases											
Land	-	-	-	-	-	-	-	-	-	-	-
Land improvements	-	-	-	-	-	-	-	-	-	-	-
Buildings	(12,679)	(13,515)	(13,785)	(15,388)	(15,803)	(16,119)	(16,442)	(16,771)	(17,106)	(17,448)	(17,448)
Vehicles	(230)	(153)	(392)	(16)	(38)	(110)	(186)	(442)	(1,015)	(72)	(72)
Machinery and Equipment	-	(409)	-	-	-	-	(31,510)	-	-	-	-
Water network	(16,229)	(41,405)	(31,431)	(65,327)	(40,015)	(34,636)	(24,380)	(26,748)	(15,231)	(15,250)	(15,250)
Net change in cash from capital activities	<u>(29,138)</u>	<u>(55,482)</u>	<u>(45,609)</u>	<u>(80,731)</u>	<u>(55,855)</u>	<u>(50,865)</u>	<u>(72,518)</u>	<u>(43,961)</u>	<u>(33,352)</u>	<u>(32,770)</u>	<u>(32,770)</u>
PROJECTED NET CHANGE IN CASH AND CASH EQUIVALENTS											
	(6,858)	(17,253)	(5,505)	(2,150)	(6,807)	278	1,222	(1,078)	2,332	3,296	(895)
Cash, beginning of the year	88,762	81,904	64,651	59,146	56,996	50,189	50,467	51,689	50,611	52,944	56,239
Cash, end of the year	<u>3</u> <u>\$ 81,904</u>	<u>\$ 64,651</u>	<u>\$ 59,146</u>	<u>\$ 56,996</u>	<u>\$ 50,189</u>	<u>\$ 50,467</u>	<u>\$ 51,689</u>	<u>\$ 50,611</u>	<u>\$ 52,944</u>	<u>\$ 56,239</u>	<u>\$ 55,344</u>

See accompanying notes and assumptions to these projected financial statements.

PROJECTED STATEMENT OF CASH FLOWS

**THE REGIONAL MUNICIPALITY OF WATERLOO
WHOLESALE DIVISION
PROJECTED STATEMENT OF CASH FLOWS**

FOR THE YEARS ENDING DECEMBER 31, 2019 TO 2030

Notes and Assumptions:

Actual results achieved for the period covered will vary from this information presented. The differences may be material.

See Region of Waterloo Annual Reports for the Year ended December 31, 2018 and 2019, when available, for the Region's accounting policies.

1. See Schedule One for the details of the financing transactions.
2. See Schedule Two for the details of the capital transactions.
3. The balance of the cash and cash equivalents at the end of each year reflects the monies available for the future capital expenditures. Interest earned on this balance has been calculated at the rate of 3.5%.

**THE REGIONAL MUNICIPALITY OF WATERLOO - WATER SERVICES
WHOLESALE DIVISION
SCHEDULE OF PROJECTED LIABILITIES AND ACCUMULATED SURPLUS
FOR THE YEARS ENDING DECEMBER 31, 2019 TO 2030**

		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
LIABILITIES	1											
Existing debentures	2											
Opening		\$ 882	\$ 448	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repayments on existing debt		(434)	(448)	-	-	-	-	-	-	-	-	-
Closing		<u>\$ 448</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
New debentures - RDC	3											
Opening		\$ -	\$ -	\$ 12,500	\$ 25,049	\$ 36,359	\$ 45,951	\$ 51,099	\$ 57,934	\$ 63,372	\$ 65,437	\$ 67,225
Repayments		-	-	(451)	(935)	(1,408)	(1,852)	(2,165)	(2,562)	(2,935)	(3,212)	(3,499)
New debentures		-	12,500	13,000	12,245	11,000	7,000	9,000	8,000	5,000	5,000	-
Closing		<u>\$ -</u>	<u>\$ 12,500</u>	<u>\$ 25,049</u>	<u>\$ 36,359</u>	<u>\$ 45,951</u>	<u>\$ 51,099</u>	<u>\$ 57,934</u>	<u>\$ 63,372</u>	<u>\$ 65,437</u>	<u>\$ 67,225</u>	<u>\$ 63,726</u>
New debentures - User rate	4											
Opening		\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ 9,667	\$ 12,821	\$ 18,608	\$ 22,763	\$ 20,345	\$ 17,830
Repayments		-	-	-	-	(333)	(846)	(1,213)	(1,845)	(2,418)	(2,515)	(2,616)
New debentures		-	-	-	4,000	6,000	4,000	7,000	6,000	-	-	-
Closing		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,000</u>	<u>\$ 9,667</u>	<u>\$ 12,821</u>	<u>\$ 18,608</u>	<u>\$ 22,763</u>	<u>\$ 20,345</u>	<u>\$ 17,830</u>	<u>\$ 15,214</u>
Total												
Opening		\$ 882	\$ 448	\$ 12,500	\$ 25,049	\$ 40,359	\$ 55,618	\$ 63,920	\$ 76,542	\$ 86,135	\$ 85,782	\$ 85,055
Repayments		(434)	(448)	(451)	(935)	(1,741)	(2,698)	(3,378)	(4,407)	(5,353)	(5,727)	(6,115)
New debentures		-	12,500	13,000	16,245	17,000	11,000	16,000	14,000	5,000	5,000	-
Closing		<u>\$ 448</u>	<u>\$ 12,500</u>	<u>\$ 25,049</u>	<u>\$ 40,359</u>	<u>\$ 55,618</u>	<u>\$ 63,920</u>	<u>\$ 76,542</u>	<u>\$ 86,135</u>	<u>\$ 85,782</u>	<u>\$ 85,055</u>	<u>\$ 78,940</u>
DEFERRED REVENUE	5											
Opening Balance		\$ 17,731	\$ 9,203	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Collections		13,381	13,640	14,248	14,853	15,458	16,060	16,662	16,987	17,318	17,251	16,856
Recovery of excess capacity		(4,231)	(4,231)	(4,231)	(4,231)	(786)	(786)	(786)	(786)	(786)	(786)	(786)
Annual Regional Development Charges		(17,678)	(18,612)	(10,017)	(10,622)	(14,672)	(15,274)	(15,876)	(16,201)	(16,532)	(16,465)	(16,070)
		<u>\$ 9,203</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
ACCUMULATED SURPLUS												
Opening		\$ 466,931	\$ 489,635	\$ 510,965	\$ 522,107	\$ 531,898	\$ 543,810	\$ 552,799	\$ 562,222	\$ 562,144	\$ 564,564	\$ 565,535
Excess revenues over expenses		22,704	21,330	11,142	9,791	11,912	8,989	9,423	(78)	2,420	971	(2,258)
Closing		<u>\$ 489,635</u>	<u>\$ 510,965</u>	<u>\$ 522,107</u>	<u>\$ 531,898</u>	<u>\$ 543,810</u>	<u>\$ 552,799</u>	<u>\$ 562,222</u>	<u>\$ 562,144</u>	<u>\$ 564,564</u>	<u>\$ 565,535</u>	<u>\$ 563,277</u>

See accompanying notes and assumptions to these projected financial statements.

**THE REGIONAL MUNICIPALITY OF WATERLOO - WATER SERVICES
WHOLESALE DIVISION
SCHEDULE OF PROJECTED LIABILITIES AND ACCUMULATED SURPLUS
FOR THE YEARS ENDING DECEMBER 31, 2019 TO 2030**

(\$ THOUSANDS)

Notes and Assumptions :

Actual results achieved for the period covered will vary from this information presented. The differences may be material.

See Region of Waterloo Annual Reports for the Year ended December 31, 2018 and 2019, when available, for the Region's accounting policies.

- 1 Accounts payable and accrued liabilities related directly to the Wholesale Division are integrated into the Region's accounts payable system and can not be easily identified. For the purposes of these projections, it is assumed that expenses are paid immediately.

- 2 Currently, the Wholesale Division holds only one (1) debenture left with the following principal payments owing up to

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Financed in 2011, maturity 2021	\$ 1,303	\$ 882	\$ 448	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Middleton Systems Upgrade	421	434	448	-	-	-	-	-	-	-	-	-
	<u>\$ 882</u>	<u>\$ 448</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

The terms of this debenture include: variable interest rate, compounded semi-annually, set principal and interest payment, payable semi-annually over ten years.

The interest rate for existing debentures varies from 2.37% to 3.40%

- 3 The Wholesale Division will require new debt to fund its future capital costs.

The Development Charge debentures will have an interest rate of 3.3% and are repayable over 20 years.

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Financed in 2021	\$ -	\$ -	\$ 12,500	\$ 12,500	\$ 12,049	\$ 11,583	\$ 11,102	\$ 10,605	\$ 10,092	\$ 9,561	\$ 9,014	\$ 8,448
Principal payment	-	-	-	451	466	481	497	513	531	547	566	586
Ending principals amount	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 12,500</u>	<u>\$ 12,049</u>	<u>\$ 11,583</u>	<u>\$ 11,102</u>	<u>\$ 10,605</u>	<u>\$ 10,092</u>	<u>\$ 9,561</u>	<u>\$ 9,014</u>	<u>\$ 8,448</u>	<u>\$ 7,862</u>
Financed in 2022	\$ -	\$ -	\$ -	\$ 13,000	\$ 13,000	\$ 12,531	\$ 12,046	\$ 11,545	\$ 11,028	\$ 10,494	\$ 9,942	\$ 9,372
Principal payment	-	-	-	-	469	485	501	517	534	552	570	589
Ending principals amount	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 13,000</u>	<u>\$ 12,531</u>	<u>\$ 12,046</u>	<u>\$ 11,545</u>	<u>\$ 11,028</u>	<u>\$ 10,494</u>	<u>\$ 9,942</u>	<u>\$ 9,372</u>	<u>\$ 8,783</u>

**THE REGIONAL MUNICIPALITY OF WATERLOO - WATER SERVICES
WHOLESALE DIVISION
SCHEDULE OF PROJECTED LIABILITIES AND ACCUMULATED SURPLUS
FOR THE YEARS ENDING DECEMBER 31, 2019 TO 2030**

(\$ THOUSANDS)

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Financed in 2023	\$ -	\$ -	\$ -	\$ -	\$ 12,245	\$ 12,245	\$ 11,803	\$ 11,346	\$ 10,874	\$ 10,387	\$ 9,884	\$ 9,364
Principal payment	-	-	-	-	-	442	457	472	487	503	520	537
Ending principals amount	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 12,245</u>	<u>\$ 11,803</u>	<u>\$ 11,346</u>	<u>\$ 10,874</u>	<u>\$ 10,387</u>	<u>\$ 9,884</u>	<u>\$ 9,364</u>	<u>\$ 8,827</u>
Financed in 2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,000	\$ 11,000	\$ 10,603	\$ 10,193	\$ 9,769	\$ 9,331	\$ 8,879
Principal payment	-	-	-	-	-	-	397	410	424	438	452	467
Ending principals amount	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 11,000</u>	<u>\$ 10,603</u>	<u>\$ 10,193</u>	<u>\$ 9,769</u>	<u>\$ 9,331</u>	<u>\$ 8,879</u>	<u>\$ 8,412</u>
Financed in 2025	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,000	\$ 7,000	\$ 6,747	\$ 6,486	\$ 6,216	\$ 5,937
Principal payment	-	-	-	-	-	-	-	253	261	270	279	288
Ending principals amount	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,000</u>	<u>\$ 6,747</u>	<u>\$ 6,486</u>	<u>\$ 6,216</u>	<u>\$ 5,937</u>	<u>\$ 5,649</u>
Financed in 2026	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,000	\$ 9,000	\$ 8,675	\$ 8,339	\$ 7,992
Principal payment	-	-	-	-	-	-	-	-	325	336	347	358
Ending principals amount	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 9,000</u>	<u>\$ 8,675</u>	<u>\$ 8,339</u>	<u>\$ 7,992</u>	<u>\$ 7,634</u>
Financed in 2027	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000	\$ 7,711	\$ 7,413
Principal payment	-	-	-	-	-	-	-	-	-	289	298	308
Ending principals amount	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 8,000</u>	<u>\$ 7,711</u>	<u>\$ 7,413</u>	<u>\$ 7,105</u>
Financed in 2028	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 4,820
Principal payment	-	-	-	-	-	-	-	-	-	-	180	186
Ending principals amount	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 4,820</u>	<u>\$ 4,634</u>
Financed in 2029	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
Principal payment	-	-	-	-	-	-	-	-	-	-	-	180
Ending principals amount	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 4,820</u>
Cumulative RDC debentures	\$ -	\$ -	\$ 12,500	\$ 25,500	\$ 37,294	\$ 47,359	\$ 52,951	\$ 60,099	\$ 65,934	\$ 68,372	\$ 70,437	\$ 67,225
Annual principal payments	-	-	-	451	935	1,408	1,852	2,165	2,562	2,935	3,212	3,499
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 12,500</u>	<u>\$ 25,049</u>	<u>\$ 36,359</u>	<u>\$ 45,951</u>	<u>\$ 51,099</u>	<u>\$ 57,934</u>	<u>\$ 63,372</u>	<u>\$ 65,437</u>	<u>\$ 67,225</u>	<u>\$ 63,726</u>

**THE REGIONAL MUNICIPALITY OF WATERLOO - WATER SERVICES
WHOLESALE DIVISION
SCHEDULE OF PROJECTED LIABILITIES AND ACCUMULATED SURPLUS
FOR THE YEARS ENDING DECEMBER 31, 2019 TO 2030**

(\$ THOUSANDS)

4 The User Rate Debentures have an interest rate of 4% and are repayable over 10 years.

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Financed in 2023	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ 4,000	\$ 3,667	\$ 3,321	\$ 2,961	\$ 2,586	\$ 2,196	\$ 1,791
Principal payment	-	-	-	-	-	333	346	360	375	390	405	422
Ending principals amount	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,000</u>	<u>\$ 3,667</u>	<u>\$ 3,321</u>	<u>\$ 2,961</u>	<u>\$ 2,586</u>	<u>\$ 2,196</u>	<u>\$ 1,791</u>	<u>\$ 1,369</u>
Financed in 2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	\$ 5,500	\$ 4,980	\$ 4,439	\$ 3,877	\$ 3,292
Principal payment	-	-	-	-	-	-	500	520	541	562	585	608
Ending principals amount	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,000</u>	<u>\$ 5,500</u>	<u>\$ 4,980</u>	<u>\$ 4,439</u>	<u>\$ 3,877</u>	<u>\$ 3,292</u>	<u>\$ 2,684</u>
Financed in 2025	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ 4,000	\$ 3,667	\$ 3,321	\$ 2,961	\$ 2,586
Principal payment	-	-	-	-	-	-	-	333	346	360	375	390
Ending principals amount	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,000</u>	<u>\$ 3,667</u>	<u>\$ 3,321</u>	<u>\$ 2,961</u>	<u>\$ 2,586</u>	<u>\$ 2,196</u>
Financed in 2026	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,000	\$ 7,000	\$ 6,417	\$ 5,811	\$ 5,180
Principal payment	-	-	-	-	-	-	-	-	583	606	631	656
Ending principals amount	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,000</u>	<u>\$ 6,417</u>	<u>\$ 5,811</u>	<u>\$ 5,180</u>	<u>\$ 4,524</u>
Financed in 2027	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	\$ 5,500	\$ 4,981
Principal payment	-	-	-	-	-	-	-	-	-	500	519	540
Ending principals amount	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,000</u>	<u>\$ 5,500</u>	<u>\$ 4,981</u>	<u>\$ 4,441</u>
Cumulative User Rate debentures	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ 10,000	\$ 13,667	\$ 19,821	\$ 24,608	\$ 22,763	\$ 20,345	\$ 17,830
Annual principal payments	-	-	-	-	-	333	846	1,213	1,845	2,418	2,515	2,616
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,000</u>	<u>\$ 9,667</u>	<u>\$ 12,821</u>	<u>\$ 18,608</u>	<u>\$ 22,763</u>	<u>\$ 20,345</u>	<u>\$ 17,830</u>	<u>\$ 15,214</u>

5 Deferred revenue is the amount of development charges which have been received but the Region cannot use until eligible capital costs have been incurred.

**THE REGIONAL MUNICIPALITY OF WATERLOO - WATER SERVICES
WHOLESALE DIVISION
SCHEDULE OF PROJECTED CAPITAL ASSET ACQUISITIONS, DISPOSALS AND ACCUMULATED AMORTIZATION
FOR THE YEARS ENDING DECEMBER 31, 2019 TO 2030**

(\$ THOUSANDS)	2019 (Actual- Note 1)	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Capital assets - Cost (Page 2)												
Land	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322
Land improvements	62,087	62,087	62,087	62,087	62,087	62,087	62,087	62,087	62,087	62,087	62,087	62,087
Buildings	183,581	189,255	195,302	201,471	208,356	215,428	222,640	229,998	237,502	245,157	252,964	260,772
Vehicles	2,211	2,269	2,308	2,407	2,411	2,421	2,449	2,496	2,608	2,866	2,884	2,901
Machinery and Equipment	156,924	156,924	157,136	157,136	157,136	157,136	157,136	173,489	173,489	173,489	173,489	173,489
Water network	192,317	205,167	237,950	262,836	314,560	346,242	373,665	392,968	414,146	426,205	438,279	450,353
	<u>\$ 603,441</u>	<u>\$ 622,023</u>	<u>\$ 661,104</u>	<u>\$ 692,258</u>	<u>\$ 750,871</u>	<u>\$ 789,635</u>	<u>\$ 824,299</u>	<u>\$ 867,360</u>	<u>\$ 896,154</u>	<u>\$ 916,125</u>	<u>\$ 936,024</u>	<u>\$ 955,923</u>
Capital assets - Accumulated amortization (Page 3)												
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land improvements	34,817	36,712	38,608	40,503	42,398	44,293	46,188	48,083	49,978	51,873	53,768	55,663
Buildings	105,483	102,286	99,895	98,707	98,011	98,625	100,644	104,097	109,013	115,216	122,940	132,191
Vehicles	1,254	1,341	1,487	1,405	1,654	1,833	1,964	2,057	1,989	1,568	2,020	2,483
Machinery and Equipment	108,843	113,565	118,066	122,753	126,611	130,450	134,283	122,959	128,683	133,675	138,667	143,658
Water network	50,543	50,371	45,468	44,005	36,487	36,425	38,824	44,423	50,316	59,440	68,932	78,924
	<u>\$ 300,940</u>	<u>\$ 304,275</u>	<u>\$ 303,523</u>	<u>\$ 307,372</u>	<u>\$ 305,161</u>	<u>\$ 311,626</u>	<u>\$ 321,903</u>	<u>\$ 321,618</u>	<u>\$ 339,979</u>	<u>\$ 361,772</u>	<u>\$ 386,327</u>	<u>\$ 412,919</u>
Capital assets - Net book value												
Land	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322
Land improvements	27,269	25,374	23,479	21,584	19,689	17,794	15,899	14,004	12,109	10,214	8,319	6,424
Buildings	78,099	86,969	95,407	102,764	110,345	116,803	121,996	125,901	128,490	129,941	130,024	128,581
Vehicles	957	928	821	1,002	757	588	485	439	619	1,298	864	418
Machinery and Equipment	48,081	43,359	39,070	34,383	30,525	26,686	22,853	50,530	44,806	39,814	34,822	29,831
Water network	141,774	154,796	192,482	218,831	278,073	309,817	334,841	348,545	363,830	366,765	369,347	371,429
	<u>\$ 302,501</u>	<u>\$ 317,748</u>	<u>\$ 357,581</u>	<u>\$ 384,886</u>	<u>\$ 445,711</u>	<u>\$ 478,009</u>	<u>\$ 502,396</u>	<u>\$ 545,742</u>	<u>\$ 556,175</u>	<u>\$ 554,353</u>	<u>\$ 549,697</u>	<u>\$ 543,005</u>

**THE REGIONAL MUNICIPALITY OF WATERLOO - WATER SERVICES
WHOLESALE DIVISION
SCHEDULE OF PROJECTED CAPITAL ASSET ACQUISITIONS, DISPOSALS AND ACCUMULATED AMORTIZATION
FOR THE YEARS ENDING DECEMBER 31, 2019 TO 2030**

Capital Cost												
(\$ THOUSANDS)	2019 (Actual)	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Land												
Opening	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322
Additions	-	-	-	-	-	-	-	-	-	-	-	-
Disposals	-	-	-	-	-	-	-	-	-	-	-	-
Closing	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322	\$ 6,322
Land improvements												
Opening	\$ 56,370	\$ 62,087	\$ 62,087	\$ 62,087	\$ 62,087	\$ 62,087	\$ 62,087	\$ 62,087	\$ 62,087	\$ 62,087	\$ 62,087	\$ 62,087
Additions	6,362	-	-	-	-	-	-	-	-	-	-	-
Disposals	(645)	-	-	-	-	-	-	-	-	-	-	-
Closing	\$ 62,087	\$ 62,087	\$ 62,087	\$ 62,087	\$ 62,087	\$ 62,087	\$ 62,087	\$ 62,087	\$ 62,087	\$ 62,087	\$ 62,087	\$ 62,087
Buildings												
Opening	\$ 180,069	\$ 183,581	\$ 189,255	\$ 195,302	\$ 201,471	\$ 208,356	\$ 215,428	\$ 222,640	\$ 229,998	\$ 237,502	\$ 245,157	\$ 252,964
Additions	4,480	12,679	13,515	13,785	15,388	15,803	16,119	16,442	16,771	17,106	17,448	17,448
Disposals	(968)	(7,006)	(7,467)	(7,617)	(8,502)	(8,732)	(8,906)	(9,085)	(9,266)	(9,452)	(9,641)	(9,641)
Closing	\$ 183,581	\$ 189,255	\$ 195,302	\$ 201,471	\$ 208,356	\$ 215,428	\$ 222,640	\$ 229,998	\$ 237,502	\$ 245,157	\$ 252,964	\$ 260,772
Vehicles												
Opening	\$ 2,040	\$ 2,211	\$ 2,269	\$ 2,308	\$ 2,407	\$ 2,411	\$ 2,421	\$ 2,449	\$ 2,496	\$ 2,608	\$ 2,866	\$ 2,884
Additions	450	230	153	392	16	38	110	186	442	1,015	72	72
Disposals	(279)	(172)	(114)	(293)	(12)	(28)	(82)	(139)	(330)	(757)	(54)	(54)
Closing	\$ 2,211	\$ 2,269	\$ 2,308	\$ 2,407	\$ 2,411	\$ 2,421	\$ 2,449	\$ 2,496	\$ 2,608	\$ 2,866	\$ 2,884	\$ 2,901
Machinery and Equipment												
Opening	\$ 152,846	\$ 156,924	\$ 156,924	\$ 157,136	\$ 157,136	\$ 157,136	\$ 157,136	\$ 157,136	\$ 173,489	\$ 173,489	\$ 173,489	\$ 173,489
Additions	4,931	-	409	-	-	-	-	31,510	-	-	-	-
Disposals	(853)	-	(197)	-	-	-	-	(15,157)	-	-	-	-
Closing	\$ 156,924	\$ 156,924	\$ 157,136	\$ 157,136	\$ 157,136	\$ 157,136	\$ 157,136	\$ 173,489	\$ 173,489	\$ 173,489	\$ 173,489	\$ 173,489
Water network												
Opening	\$ 172,170	\$ 192,317	\$ 205,167	\$ 237,950	\$ 262,836	\$ 314,560	\$ 346,242	\$ 373,665	\$ 392,968	\$ 414,146	\$ 426,205	\$ 438,279
Additions	20,371	16,229	41,405	31,431	65,327	40,015	34,636	24,380	26,748	15,231	15,250	15,250
Disposals	(224)	(3,380)	(8,622)	(6,546)	(13,604)	(8,332)	(7,213)	(5,077)	(5,570)	(3,172)	(3,176)	(3,176)
Closing	\$ 192,317	\$ 205,167	\$ 237,950	\$ 262,836	\$ 314,560	\$ 346,242	\$ 373,665	\$ 392,968	\$ 414,146	\$ 426,205	\$ 438,279	\$ 450,353
Total												
Opening	\$ 569,816	\$ 603,441	\$ 622,023	\$ 661,104	\$ 692,258	\$ 750,871	\$ 789,635	\$ 824,299	\$ 867,360	\$ 896,154	\$ 916,125	\$ 936,024
Additions	36,593	29,138	55,482	45,609	80,731	55,855	50,865	72,518	43,961	33,352	32,770	32,770
Disposals	(2,968)	(10,557)	(16,400)	(14,455)	(22,118)	(17,092)	(16,201)	(29,458)	(15,167)	(13,380)	(12,871)	(12,871)
TOTAL	\$ 603,441	\$ 622,023	\$ 661,104	\$ 692,258	\$ 750,871	\$ 789,635	\$ 824,299	\$ 867,360	\$ 896,154	\$ 916,125	\$ 936,024	\$ 955,923

**THE REGIONAL MUNICIPALITY OF WATERLOO - WATER SERVICES
WHOLESALE DIVISION
SCHEDULE OF PROJECTED CAPITAL ASSET ACQUISITIONS, DISPOSALS AND ACCUMULATED AMORTIZATION
FOR THE YEARS ENDING DECEMBER 31, 2019 TO 2030**

Accumulated Amortization													
(\$ THOUSANDS)	Useful Life (Years)	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Land													
Opening	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Amortization for the year		-	-	-	-	-	-	-	-	-	-	-	-
Disposals		-	-	-	-	-	-	-	-	-	-	-	-
Closing		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land improvements													
Opening	25.00	\$ 33,915	\$ 34,817	\$ 36,712	\$ 38,608	\$ 40,503	\$ 42,398	\$ 44,293	\$ 46,188	\$ 48,083	\$ 49,978	\$ 51,873	\$ 53,768
Amortization for the year		1,504	1,895	1,895	1,895	1,895	1,895	1,895	1,895	1,895	1,895	1,895	1,895
Disposals		(602)	-	-	-	-	-	-	-	-	-	-	-
Closing		\$ 34,817	\$ 36,712	\$ 38,608	\$ 40,503	\$ 42,398	\$ 44,293	\$ 46,188	\$ 48,083	\$ 49,978	\$ 51,873	\$ 53,768	\$ 55,663
Buildings													
Opening	20.00 - 60.00	\$ 102,977	\$ 105,483	\$ 102,286	\$ 99,895	\$ 98,707	\$ 98,011	\$ 98,625	\$ 100,644	\$ 104,097	\$ 109,013	\$ 115,216	\$ 122,940
Amortization for the year		3,191	3,809	5,077	6,428	7,807	9,345	10,926	12,538	14,182	15,655	17,365	18,891
Disposals		(686)	(7,006)	(7,467)	(7,617)	(8,502)	(8,732)	(8,906)	(9,085)	(9,266)	(9,452)	(9,641)	(9,641)
Closing		\$ 105,483	\$ 102,286	\$ 99,895	\$ 98,707	\$ 98,011	\$ 98,625	\$ 100,644	\$ 104,097	\$ 109,013	\$ 115,216	\$ 122,940	\$ 132,191
Vehicles													
Opening	6.00	\$ 1,303	\$ 1,254	\$ 1,341	\$ 1,487	\$ 1,405	\$ 1,654	\$ 1,833	\$ 1,964	\$ 2,057	\$ 1,989	\$ 1,568	\$ 2,020
Amortization for the year		229	259	260	211	261	207	213	232	263	336	505	517
Disposals		(279)	(172)	(114)	(293)	(12)	(28)	(82)	(139)	(330)	(757)	(54)	(54)
Closing		\$ 1,254	\$ 1,341	\$ 1,487	\$ 1,405	\$ 1,654	\$ 1,833	\$ 1,964	\$ 2,057	\$ 1,989	\$ 1,568	\$ 2,020	\$ 2,483
Machinery and Equipment													
Opening	8.00-30.00	\$ 105,358	\$ 108,843	\$ 113,565	\$ 118,066	\$ 122,753	\$ 126,611	\$ 130,450	\$ 134,283	\$ 122,959	\$ 128,683	\$ 133,675	\$ 138,667
Amortization for the year		4,203	4,722	4,697	4,687	3,859	3,839	3,833	3,833	5,724	4,992	4,992	4,991
Disposals		(718)	-	(197)	-	-	-	-	(15,157)	-	-	-	-
Closing		\$ 108,843	\$ 113,565	\$ 118,066	\$ 122,753	\$ 126,611	\$ 130,450	\$ 134,283	\$ 122,959	\$ 128,683	\$ 133,675	\$ 138,667	\$ 143,658
Water network													
Opening	60.00-90.00	\$ 48,439	\$ 50,543	\$ 50,371	\$ 45,468	\$ 44,005	\$ 36,487	\$ 36,425	\$ 38,824	\$ 44,423	\$ 50,316	\$ 59,440	\$ 68,932
Amortization for the year		2,267	3,208	3,719	5,082	6,085	8,271	9,611	10,676	11,463	12,296	12,668	13,168
Disposals		(164)	(3,380)	(8,622)	(6,546)	(13,604)	(8,332)	(7,213)	(5,077)	(5,570)	(3,172)	(3,176)	(3,176)
Closing		\$ 50,543	\$ 50,371	\$ 45,468	\$ 44,005	\$ 36,487	\$ 36,425	\$ 38,824	\$ 44,423	\$ 50,316	\$ 59,440	\$ 68,932	\$ 78,924
Total													
Opening		\$ 291,993	\$ 300,940	\$ 304,275	\$ 303,523	\$ 307,372	\$ 305,161	\$ 311,626	\$ 321,903	\$ 321,618	\$ 339,979	\$ 361,772	\$ 386,327
Amortization for the year		11,395	13,892	15,648	18,304	19,907	23,557	26,478	29,173	33,527	35,174	37,426	39,462
Disposals		(2,448)	(10,557)	(16,400)	(14,455)	(22,118)	(17,092)	(16,201)	(29,458)	(15,167)	(13,380)	(12,871)	(12,871)
Closing		\$ 300,940	\$ 304,275	\$ 303,523	\$ 307,372	\$ 305,161	\$ 311,626	\$ 321,903	\$ 321,618	\$ 339,979	\$ 361,772	\$ 386,327	\$ 412,919

See accompanying notes and assumptions to these projected financial statements.

**THE REGIONAL MUNICIPALITY OF WATERLOO - WATER SERVICES
WHOLESALE DIVISION
SCHEDULE TWO**

FOR THE YEARS ENDING DECEMBER 31, 2019 TO 2030

Notes and Assumptions:

Actual results achieved for the period covered will vary from this information presented. The differences may be material.

See Region of Waterloo Annual Reports for the Year ended December 31, 2018 and 2019, when available, for the Region's accounting policies.

1. The actual capital assets costs, additions, disposals, accumulated amortization have been provided by the Region of Waterloo finance department.
2. Additions are defined as capital outlays, valued at cost, which have been put into service to provide future benefits.

The projected additions are based on the Regional Municipality of Waterloo Ten Year Capital Forecast.

3. If a capital outlay is incurred, it is assumed that it will be replacing an existing asset for various major asset accounts. The cost of the disposed asset is based on the purchase price of the new asset, assumed upgrade or expansion and discounted at 5.0%, assuming the asset was purchased a number of years ago depending on the asset category, as follows:

	Purchased Years Ago	Replacement percentage
Land improvements	15	100%
Buildings	10	90%
Vehicles	6	100%
Machinery and equipment	15	100%
Water Network	30	90%

4. Amortization is calculated on a straight-line basis by allocating the cost of the asset through amortization evenly over the useful life of the asset. Amortization of the buildings and water network assets commences in the year following the purchase. Amortization of fleet and machinery and equipment begins in the year of acquisition applying the half year rule. The average useful life of new waternetwork is 75 years, buildings is 33 years, machinery and equipment is 20 years, and vehicles is 6 years. Our current amortization rates are based on the amortization rates applied in the Region of Waterloo's annual financial statements.
5. It is assumed that any capital asset that has been replaced was fully amortized at the time of disposition.



THE REGIONAL MUNICIPALITY OF WATERLOO

WATER SERVICES - WATER SUPPLY

FINANCIAL PLAN

FINAL DRAFT FOR COUNCIL APPROVAL

**THE REGIONAL MUNICIPALITY OF WATERLOO
WATER SERVICES - WATER DISTRIBUTION
(TOWNSHIPS OF WELLESLEY AND NORTH DUMFRIES)
FINANCIAL PLAN 2020**

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APPENDIX ONE - PROJECTED FINANCIAL STATEMENTS



EXECUTIVE SUMMARY

In 2007, the Ministry of Environment released Regulation 453/07 requiring all municipalities to complete a Financial Plan for their drinking water system. The Regional Municipality of Waterloo Water Services – Water Distribution encloses its Financial Plan herein. It is prepared in accordance with the MOE Financial Plans Regulation (O. Reg. 453/07).

In preparing this Financial Plan, the financial impacts of the drinking water system have been considered. Based on the Projected Financial Statements and the assumptions herein, Water Distribution will be financially viable; will distribute safe drinking water for both the short term and long term to the residents of Wellesley and North Dumfries.

Over the next ten years, Distributions' key goals are to provide safe drinking water, improve current service levels and bring maintenance up to best practices, while maintaining competitive water rates. Similar to other small water distribution systems, it is necessary to manage and balance these objectives given the lack of economies of scale suffered by smaller water systems.

Water Distribution Operations

Key highlights of Water Distribution's Operations and Capital Plan include:

- ✓ Annual operating expenses are projected to increase from \$2.4 million in 2020 to approximately \$3.5 million in 2030. The most significant costs include amortization, personnel costs, water charges and repairs and maintenance;
- ✓ Operating expenses are projected to increase by 4.5% annually;
- ✓ Certain water system tangible capital assets are aging. Approximately \$2 million will need to be invested into the water distribution capital infrastructure over the next ten years; and
- ✓ Total annual projected cash expenditures, including operating expenses and capital costs, will range between \$2.8 million and \$3.1 million through the ten year period.

Funding Plan

The achievements of the funding plan include:

- ✓ Per capita consumption is assumed to decrease slightly over time.
- ✓ Distribution relies on user fees to sustain its operations. Water rate increases are necessary to meet its capital needs and operating expenditures in the short and long term;
- ✓ Water distribution rates will increase at a rate of 5.9% to 2023 and then decrease to 4.9% for the remaining years. At these revenue levels, Distribution will slowly build its cash resources in order to replace its current and future capital infrastructure and to manage any unexpected expenditures.



Financial Plan

Appendix One of this Financial Plan includes projected financial statements for Water Distribution. These statements include a projected statement of financial position, projected statement of operations and projected statement of cash flow for the periods ending from December 31, 2020 to 2030.

As required, these statements are in accordance with the new Public Sector Accounting Standards. Actual results will vary from the projections herein and the differences may be material.

The financial plan must be updated every five years but it is recommended to be updated more frequently to reflect changes in operations, economic climate, financing costs, consumption and pricing.



INTRODUCTION

This financial plan of the Region of Waterloo's Water Services - Water Distribution ("Water Distribution") was prepared in accordance with Regulation 453/07 as approved by the Ontario Ministry of Environment on August 14, 2007. In developing this plan, Water Distribution's priority to provide environmentally sustainable water supply essential to the health, safety and prosperity of the community was maintained.

This financial plan incorporates previously written plans, including the ten year capital forecast. These ten year financial projections allow Water Distribution to achieve financial viability, while providing safe drinking water over the short and long term.

Ministry of Environment Financial Plans Regulation 453/07

Drinking water system owners are required to prepare a financial plan for their drinking water system as part of the new Municipal Drinking Water Licensing Program as set out in Part V of the Safe Drinking Water Act (SDWA). The financial plan must be prepared in accordance with the Ministry of Environment Financial Plans Regulation 453/07.

Regulation 453/07 requires the following:

- ✓ the financial plan be approved by resolution of Council that specifies that the drinking water system is financially viable;
- ✓ full-cost accounting to be utilized to determine the true cost of the drinking water system; and
- ✓ projections be at least six years, but recommends a long term plan.

There are numerous recommendations and other guidelines that have been prepared to assist the municipalities in the development of their financial plan.

Regional Water Services

Regional Water Services operates and maintains the water system infrastructure within the Transportation and Environmental Services department of the Regional Municipality of Waterloo. Its mission is to provide environmentally sustainable water supply and wastewater treatment essential to the health, safety and prosperity of the community.

In addition to its mission statement, Water Services' key management priorities include:

- Ensuring compliance with Legislation;
- Managing infrastructure in a cost efficient and sustainable manner;
- Minimizing service interruptions and other emergencies; and

WATER SERVICES VISION

Water Services will continue to be a leading water and wastewater utility committed to providing efficient, reliable, responsible and responsive services.



- Evaluating emerging technologies to determine cost effectiveness, and betterment of existing infrastructure and service delivery.

Water Services' mission and priorities are also in line with the Region's focus areas and assures their accomplishment through its own operations and philosophies. The Region's 2019 to 2023 key focus areas include:

- Environment and Climate Action: Protect and our water resources.
- Healthy, Safe and Inclusive Communities: Make affordable housing more available and enhance community well-being.
- Thriving Economy: Create a competitive business – supportive community.
- Responsive and Engaging Public Service: Provide excellent citizen centered services; attract, support and retain skilled, engaged and diverse employees; and provide value for money and long-term financial sustainability.

Water Services operates the water supply systems in the Cities of Cambridge, Kitchener and Waterloo, and the Townships of North Dumfries, Wellesley, Wilmot and Woolwich (referred in this report as Water Supply). Water Distribution systems in the three Cities and the Townships of Wilmot and Woolwich are owned and operated by the municipalities. Water Services also operates the distribution systems in the Townships of North Dumfries and Wellesley (referred in this report as Water Distribution). This financial plan relates to Water Distribution only.

WATER DISTRIBUTION

Water Distribution is responsible for delivering water to the residential and non-residential users in the Townships of Wellesley and North Dumfries. To provide safe drinking water, Water Distribution operates approximately 65 km of water mains. To achieve successful delivery of the water, Water Distribution incurs both operating and capital costs.

Operating Costs

Some of Water Distribution's key operating expenses include personnel costs, water charges, and repairs and maintenance. Annual operating expenses are projected to be approximately \$2.4 million in 2020 to \$3.5 million in 2030, an average increase of 4.5% per year.



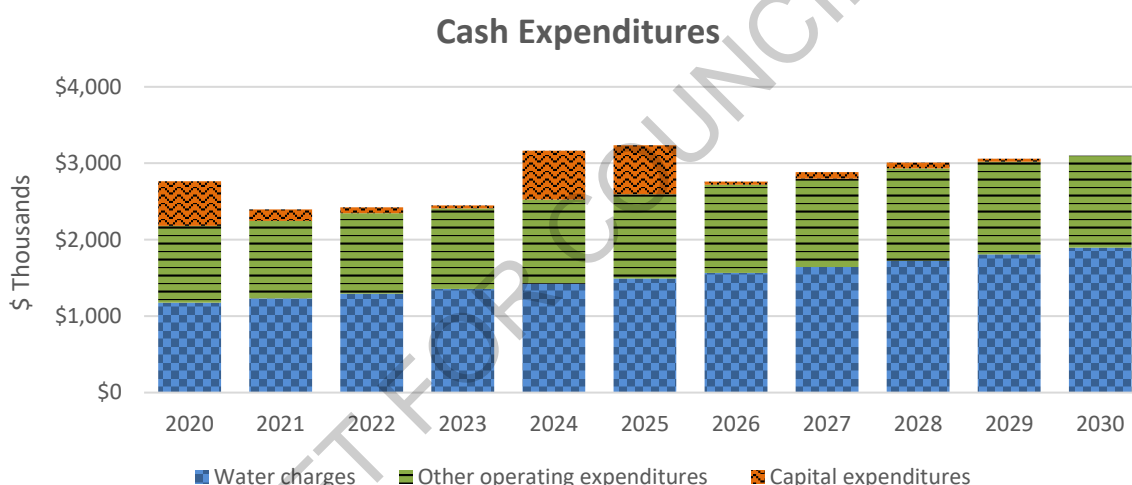
Capital Costs

Distribution's key tangible capital assets include watermains and water metres. Management continues to monitor its capital investments to optimize water distribution and meet legislative requirements. It is projected that average annual capital investments of \$216,000 will be required.

Capital Asset Condition Assessments continue to be performed and will set out any further ongoing upgrades, metre replacements or significant watermain replacements that may be needed.

Total Cash Expenditures

Distribution's cash expenditures include operating expenses (excluding amortization, a non-cash item) and capital costs. These expenditures are projected to be about \$2.8 million in 2020, and drop to about \$2.4 million per year between 2021 and 2023, and fluctuate between \$2.8 million and \$3.2 million thereafter.



Note that the aggregate cash expenditures cannot be found on any of the projected financial statements attached in Appendix One. Rather, these cash expenditures are gathered from the various statements to illustrate the cash required to sustain a safe drinking water system.

FUNDING PLAN

To fund the above expenditures, Water Distribution will rely solely on operating revenues, short-term financing and a small amount of available reserves from previous years.

Operating Revenues

The majority of the operating revenues are user fees. Users are charged both a variable and a fixed water rate. The variable water rate is a function of both consumption and

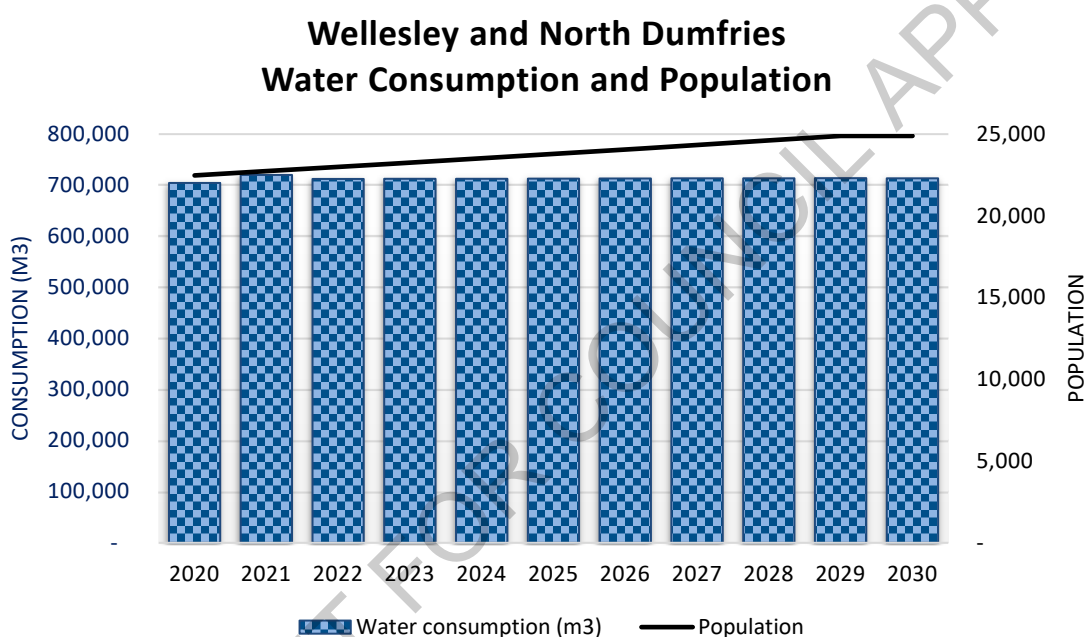


water rates. Consumption is driven by the population and per capital consumption. The Townships' water rates are a variable rate based on the cubic metres used. The fixed rate is a monthly fixed amount that is charged to each user.

Consumption

Over the past five years, management has focused on water loss optimization through leakage detection and repair, and resulting in a small reduction in overall water consumption.

It is projected that annual per capita consumption will decrease over time. From 2021 to 2026, it is anticipated that the population will continue to grow an additional 5.8%.



Water Rates

In 2019, user fees were approximately \$2.2 million. In order to support both the operating and capital projects, the water rates will increase. Set out below are the water rate increases required to sustain Water Distribution's operations.

	2020	2021 to 2023	2024 to 2030
% Increase in Projected Water Rates	4.9%	5.9%	4.9%

Flat rates will increase from \$10 per month in 2020 to \$11 per month in 2021 and 2022, and then increase by \$1 every two years thereafter.



Summary of Operating Revenues

Over the projected period, operating revenues are expected to increase from approximately \$2.9 million in 2020 to \$4.8 million in 2030, being sufficient to meet its annual expenditures in the long term.

FINANCIAL PLAN

The financial impacts of the drinking water system have been considered through the projected financial statements for years ending December 31, 2020 to 2030, included as Appendix One, and summarized below. These financial statements are required by the Financial Plans Regulation to include a full-cost accounting, meaning that the all of the costs, whether operating, financial or capital, related to operating the drinking water system, must be included¹.

The projected financial statements include the following:

Projected Statement of Financial Position

- Financial assets and liabilities; and
- Other non-financial assets, including capital work in progress and capital assets.
- See Schedule One and Two for supporting detail

Projected Statement of Operations

- Revenues;
- Operating expenses, and interest on long term debt; and
- Amortization.

Projected Statement of Cash Flow

- Operating transactions;
- Financing (new debt and debt repayments) transactions; and
- Capital transactions (capital costs).
- All of the above will increase or decrease cash held by Wholesale.

These projected financial statements are prepared to conform to Public Sector Accounting Standards. These statements reflect the Regional Municipality of Waterloo's accounting policies, along with estimates and assumptions related to the operations of Water Distribution, and are based on 2019 actual results, as derived from Water Services – Water Distribution internal financial statements of the Regional Municipality of Waterloo.

Actual results will vary from these projections and the differences may be material. Any future changes to accounting policies or key assumptions will impact these projected financial statements, and should be updated to reflect such changes.



Projected Statement of Financial Position

The projected statement of financial position reflects both the financial and non-financial assets of Water Distribution.

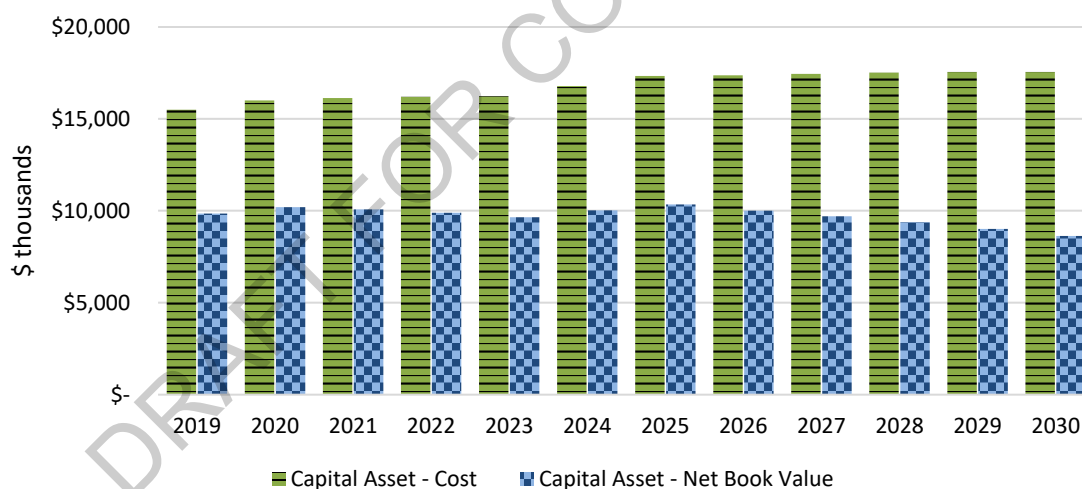
Net Financial assets

Net financial assets are the financial assets, or cash and cash equivalents, accounts receivable and short term liabilities. Net financial assets increase over time, from \$1.1 million in 2020 to more than \$11.4 million in 2030, allowing for funds to be saved for more significant capital expenditures in the future.

Non-Financial Assets

Non-financial assets include the tangible capital assets, or infrastructure required to distribute safe drinking water to the community. The types of capital assets include fleet, water network and machinery and equipment. These capital assets are recorded at net book value, which is their original cost, less accumulated amortization.

Below, the cost and net book value of the capital assets has been illustrated. It is projected that in 2020, the original cost of the tangible capital assets required to provide safe drinking water is approximately \$16.0 million. The net book value or the net cost remaining in the useful life, of those same assets is \$10.2 million.



Accumulated Surplus

Accumulated surplus is essentially the accumulation of Water Distribution's excess of revenues over expenses over time. While accumulated surplus is an indicator of the net resources that the Region has to provide future services, there are a number of other factors that must be considered in determining the overall financial sustainability of Distribution. These factors include:



- The balance of the capital assets relative to the accumulated surplus balance. For example, in 2020, net capital assets makes up the majority of, or 90%, of the accumulated surplus balance; and
- The difference between the cost of using capital, i.e., amortization, and the cost of acquiring capital over the projected period. In 2024, the cost of using capital is \$265,000 where the cost of acquiring capital is \$640,000. This means that although accumulated surplus continues to rise, Distribution must ensure that additional cash is available to cover the costs to acquire the capital to maintain the water system.

Overall, given the infrastructure of the Region of Waterloo's Water Distribution System, it is important for the projected accumulated surplus to continue to build with a higher ratio of financial assets to capital assets than it has currently. This will ensure future sustainability for Water Distribution.

Projected Statement of Operations

The projected statement of operations includes the revenues less the expenses, arriving at the excess or net revenues over expenses. Revenues were discussed in the Funding Plan, while most expenses were discussed in the Operations section of this Plan. While expenses include operating costs, which were already discussed, they also include amortization. Amortization is the write off of the capital assets or the water system infrastructure over their useful life. It does not represent a cash expenditure.

Projected Statement of Cash Flow

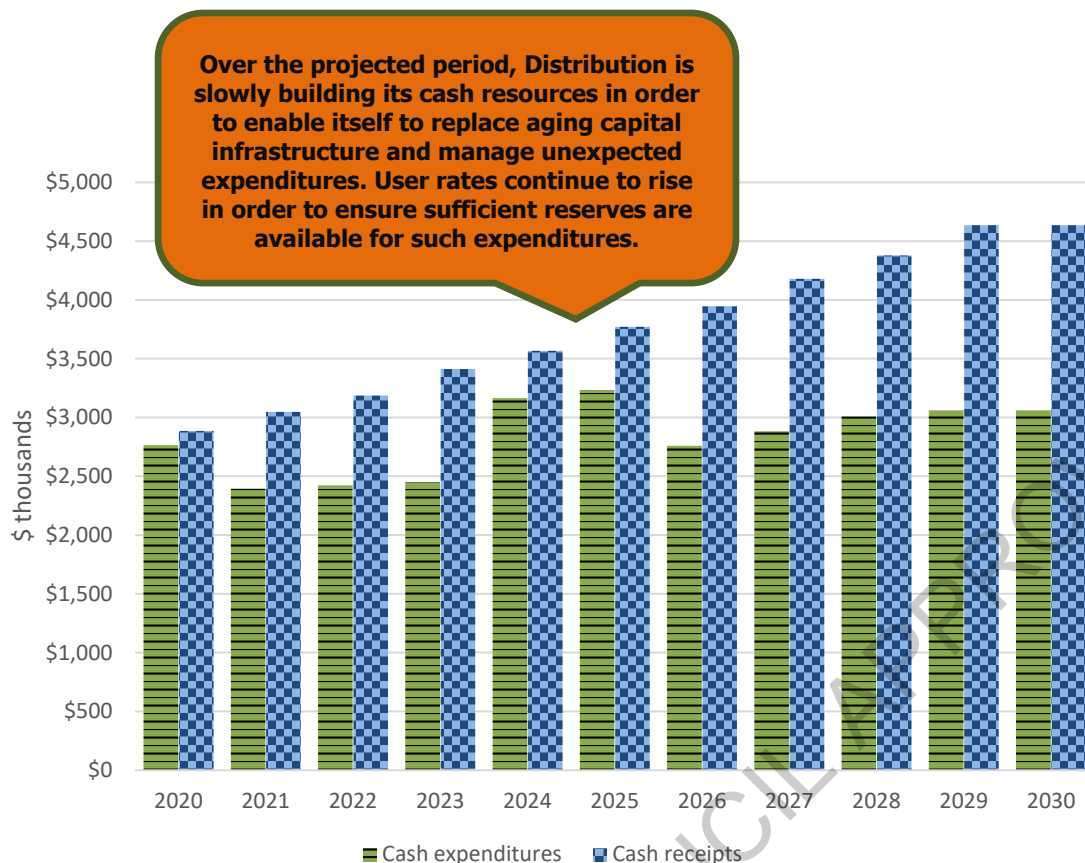
The projected statement of cash flow is a very useful statement for a capital intensive organization such as Water Distribution. This projected statement of cash flow summarizes the key transactions that either increase or decrease the organization's cash balance. It is set out in three sections: operating transactions; capital transactions and financing transactions.

Projected operating transactions section is a summary of the projected net revenues over expenses, adjusted for any non-cash items. Projected capital transactions show the capital additions and sale of assets, if any, while the projected financing transactions reveal if any new debt will be incurred and the amount of debt that will be repaid.

In the Operations section of this financial plan, the cash expenditures, such as operating expenses and capital costs, were identified. In the Funding Plan section of this financial plan, the cash receipts, operating revenues in this case, or funds required to cover the cash expenditures were discussed.

This next chart below is a summary of those cash expenditures and receipts, which is essentially a summary of the Projected Statement of Cash Flow.





As shown on the Projected Statement of Cash Flow, Water Distribution will consistently continue to accrue cash on an annual basis over the projected period.

SUMMARY

This Financial Plan has been prepared in accordance with the MOE Financial Plans Regulation (O. Reg. 453/07). The process in developing this plan has focused on the achievement of Water Distributions' mission: to provide environmentally sustainable water supply essential to the health, safety and prosperity of the community.

This Financial Plan must be approved by a Regional Council resolution, indicating that based on this plan, it is concluded that Regional Water Services – Water Distribution is and will be financially viable.

FEEDBACK AND CONTINUOUS IMPROVEMENT

The financial plan must be updated every five years but it is recommended to be updated more frequently to reflect changes in operations, economic climate, financing costs, consumption and pricing.



APPENDIX ONE

PROJECTED FINANCIAL STATEMENTS OF THE REGIONAL MUNICIPALITY OF WATERLOO WATER SERVICES - WATER DISTRIBUTION



**THE REGIONAL MUNICIPALITY OF WATERLOO - WATER SERVICES
WATER DISTRIBUTION
PROJECTED STATEMENT OF FINANCIAL POSITION**

AS AT DECEMBER 31, 2019 TO 2030

(\$ THOUSANDS)	2019 Note 1	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
FINANCIAL ASSETS												
Cash	\$ 740	\$ 846	\$ 1,473	\$ 2,208	\$ 3,136	\$ 3,507	\$ 4,012	\$ 5,165	\$ 6,426	\$ 7,758	\$ 9,294	\$ 10,968
Accounts receivable	² 270	278	290	304	322	338	354	371	389	408	428	448
	1,010	1,124	1,763	2,512	3,458	3,845	4,366	5,536	6,815	8,166	9,722	11,416
LIABILITIES												
Short-term liabilities	-	-	-	-	-	-	-	-	-	-	-	-
Long term debt	³ 24	-	-	-	-	-	-	-	-	-	-	-
Net financial assets	986	1,124	1,763	2,512	3,458	3,845	4,366	5,536	6,815	8,166	9,722	11,416
NON-FINANCIAL ASSETS												
Capital work in progress	-	-	-	-	-	-	-	-	-	-	-	-
Capital assets (Schedule One)												
Water network	9,376	9,704	9,636	9,456	9,275	9,094	8,912	8,729	8,546	8,362	8,178	7,953
Machinery and equipment	473	442	411	380	349	918	1,427	1,276	1,125	974	823	672
Fleet	-	45	30	53	25	12	-	-	30	40	12	-
	9,849	10,191	10,077	9,889	9,649	10,024	10,339	10,005	9,701	9,376	9,013	8,625
ACCUMULATED SURPLUS												
Opening	10,753	10,835	11,315	11,840	12,401	13,107	13,869	14,705	15,541	16,516	17,542	18,735
Annual surplus (deficiency)	82	480	525	561	706	762	836	836	975	1,026	1,193	1,306
Closing	<u>\$ 10,835</u>	<u>\$ 11,315</u>	<u>\$ 11,840</u>	<u>\$ 12,401</u>	<u>\$ 13,107</u>	<u>\$ 13,869</u>	<u>\$ 14,705</u>	<u>\$ 15,541</u>	<u>\$ 16,516</u>	<u>\$ 17,542</u>	<u>\$ 18,735</u>	<u>\$ 20,041</u>

Notes and Assumptions:

Actual results achieved for the period covered will vary from this information presented. The differences may be material.

See Region of Waterloo Annual Reports for the years ended December 31, 2018 and 2019 (when available) for the Region's accounting policies.

- The assets and liabilities for 2019 are derived from internal financial information of the Region of Waterloo.
- Accounts receivable has been calculated based on the average historic sales turnover rate (rate revenue/accounts receivable = sales turnover rate). The 2019 rate was calculated to be 8.17 times.
- A debenture was taken for the North Dumfries capital asset project in 2011. The debenture is compounded annually, at a fixed interest rate of 4.51%, with a term of 10 years and will end in the end of 2020.

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Opening	\$ 47	\$ 24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repayments on existing debt	(23)	(24)	-	-	-	-	-	-	-	-	-	-
	<u>\$ 24</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**THE REGIONAL MUNICIPALITY OF WATERLOO - WATER SERVICES
WATER DISTRIBUTION
PROJECTED STATEMENT OF OPERATIONS**

FOR THE YEARS ENDING DECEMBER 31, 2019 TO 2030

(\$ THOUSANDS)		2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
		Note 1											
REVENUES													
Rate revenue	2	\$ 2,206	\$ 2,274	\$ 2,375	\$ 2,490	\$ 2,639	\$ 2,772	\$ 2,907	\$ 3,049	\$ 3,199	\$ 3,356	\$ 3,520	\$ 3,688
Flat rate revenue	3	462	455	502	502	549	549	596	597	643	644	691	692
Interdepartmental revenues	4	113	114	116	118	120	122	124	126	128	130	132	134
Other revenue	5	33	35	42	62	86	108	128	157	192	230	273	278
		<u>2,814</u>	<u>2,878</u>	<u>3,035</u>	<u>3,172</u>	<u>3,394</u>	<u>3,551</u>	<u>3,755</u>	<u>3,929</u>	<u>4,162</u>	<u>4,360</u>	<u>4,616</u>	<u>4,792</u>
EXPENSES													
Amortization	6	242	241	264	266	280	265	325	374	389	403	403	388
Wages and benefits	7	353	345	359	373	388	404	420	437	454	472	491	511
Other operating	7	195	88	89	91	92	93	95	96	98	99	101	102
Financial expenses	8	2	1	-	-	-	-	-	-	-	-	-	-
Repairs and maintenance	7	311	302	307	311	316	321	325	330	335	340	345	351
Capital studies and upgrades	9	340	40	50	65	40	65	40	65	40	65	40	-
Interdepartmental charges	7	220	206	209	212	215	219	222	225	229	232	236	239
Water charges	10	1,069	1,175	1,233	1,293	1,356	1,423	1,493	1,566	1,642	1,723	1,807	1,896
		<u>2,732</u>	<u>2,398</u>	<u>2,510</u>	<u>2,611</u>	<u>2,688</u>	<u>2,789</u>	<u>2,919</u>	<u>3,093</u>	<u>3,187</u>	<u>3,334</u>	<u>3,423</u>	<u>3,486</u>
ANNUAL SURPLUS (DEFICIENCY)		<u>\$ 82</u>	<u>\$ 480</u>	<u>\$ 525</u>	<u>\$ 561</u>	<u>\$ 706</u>	<u>\$ 762</u>	<u>\$ 836</u>	<u>\$ 836</u>	<u>\$ 975</u>	<u>\$ 1,026</u>	<u>\$ 1,193</u>	<u>\$ 1,306</u>

See accompanying notes and assumptions to these projected financial statements.

**THE REGIONAL MUNICIPALITY OF WATERLOO - WATER SERVICES
WATER DISTRIBUTION
PROJECTED STATEMENT OF OPERATIONS**

FOR THE YEARS ENDING DECEMBER 31, 2019 TO 2030

(\$ THOUSANDS)

Notes and Assumptions:

Actual results achieved for the period covered will vary from this information presented. The differences may be material.

See Region of Waterloo Annual Reports for the Year ended December 31, 2018 and 2019 (when available) for the Region's accounting policies.

1. The revenues and expenses for 2019 are derived from internal financial information of the Regional Municipality of Waterloo - Water Services.

2. Rate revenues for North Dumfries and Wellesley are as follows:

Projected water consumption (1000 m3)	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
North Dumfries	389	384	379	380	380	380	380	380	380	380	380
Wellesley	341	336	333	333	333	333	333	333	333	333	333
	<u>730</u>	<u>720</u>	<u>712</u>	<u>712</u>	<u>712</u>	<u>713</u>	<u>713</u>	<u>713</u>	<u>713</u>	<u>714</u>	<u>713</u>
Projected rate revenues	\$ 2,274	\$ 2,375	\$ 2,490	\$ 2,639	\$ 2,772	\$ 2,907	\$ 3,049	\$ 3,199	\$ 3,356	\$ 3,520	\$ 3,688
Percentage increase		4.44%	4.84%	5.98%	5.04%	4.87%	4.88%	4.92%	4.91%	4.89%	4.77%

3. Flat rate revenue for North Dumfries and Wellesley is charged to each household on a monthly basis.

4. Interdepartmental revenues reflect the amounts will be received from waste water collection reserve fund as well as from water vehicle reserve to cover portions of costs related to the capital budget.

5. Other revenue for North Dumfries and Wellesley includes frontage, flankage, interest and other miscellaneous revenue.

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Interest income	\$ 15	\$ 17	\$ 24	\$ 43	\$ 67	\$ 89	\$ 109	\$ 137	\$ 172	\$ 210	\$ 252	\$ 257
Other revenue	18	18	18	19	19	19	19	20	20	20	21	21
	<u>\$ 33</u>	<u>\$ 35</u>	<u>\$ 42</u>	<u>\$ 62</u>	<u>\$ 86</u>	<u>\$ 108</u>	<u>\$ 128</u>	<u>\$ 157</u>	<u>\$ 192</u>	<u>\$ 230</u>	<u>\$ 273</u>	<u>\$ 278</u>

6. Amortization is calculated on a straight-line basis writing off the cost of the asset through amortization evenly over the useful life of the asset. Amortization of the water network assets commences in the year following the purchase while the fleet amortization begins in the year of acquisition. The average useful life of new water network, machinery and equipment, and fleet assets are 70, 10 and 3 years respectively.

7. Operating expenditures will increase by 1.5% per year after 2020, except for wholesale water charges and wages and benefits which will increase by 4.9% and 4.0% per year respectively.

8. Interest on debt will be required on a short-term basis at a rate of 4.51% in 2020. It is assumed that the revenues will be sufficient to cover for all operating expenses. No new debenture is required over the next ten year period.

9. Capital studies and upgrades costs are projected in the long term capital plan, but in order to conform with GAAP, the costs have been included in operating expenses.

10. To respond to projected growth and actual rate increases, wholesale water charges will increase at a rate of 4.9% every year. The increases take place in March of each year.

**THE REGIONAL MUNICIPALITY OF WATERLOO - WATER SERVICES
WATER DISTRIBUTION
PROJECTED STATEMENT OF CASH FLOWS**

FOR THE YEARS ENDING DECEMBER 31, 2019 TO 2030

(\$ THOUSANDS)	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
OPERATING ACTIVITIES											
Projected annual surplus	\$ 480	\$ 525	\$ 561	\$ 706	\$ 762	\$ 836	\$ 836	\$ 975	\$ 1,026	\$ 1,193	\$ 1,306
Deduct non-cash items:											
Amortization	241	264	266	280	265	325	374	389	403	403	388
Add (deduct) working capital items											
Accounts receivable	(8)	(12)	(14)	(18)	(16)	(16)	(17)	(18)	(19)	(20)	(20)
Net change in cash from operating activities	<u>713</u>	<u>777</u>	<u>813</u>	<u>968</u>	<u>1,011</u>	<u>1,145</u>	<u>1,193</u>	<u>1,346</u>	<u>1,410</u>	<u>1,576</u>	<u>1,674</u>
FINANCING TRANSACTIONS											
Short term and long term liabilities issued	-	-	-	-	-	-	-	-	-	-	-
Short term and long term liabilities repaid	(24)	-	-	-	-	-	-	-	-	-	-
Net change in cash from financing transactions	<u>(24)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
CAPITAL ACTIVITIES											
Capital work in progress	-	-	-	-	-	-	-	-	-	-	-
Capital asset purchases	¹ (583)	(150)	(78)	(40)	(640)	(640)	(40)	(85)	(78)	(40)	-
Net change in cash from capital activities	<u>(583)</u>	<u>(150)</u>	<u>(78)</u>	<u>(40)</u>	<u>(640)</u>	<u>(640)</u>	<u>(40)</u>	<u>(85)</u>	<u>(78)</u>	<u>(40)</u>	<u>-</u>
PROJECTED NET CHANGE IN CASH AND CASH EQUIVALENTS	106	627	735	928	371	505	1,153	1,261	1,332	1,536	1,674
Cash, beginning of the year	740	846	1,473	2,208	3,136	3,507	4,012	5,165	6,426	7,758	9,294
Cash, end of the year	² <u>\$ 846</u>	<u>\$ 1,473</u>	<u>\$ 2,208</u>	<u>\$ 3,136</u>	<u>\$ 3,507</u>	<u>\$ 4,012</u>	<u>\$ 5,165</u>	<u>\$ 6,426</u>	<u>\$ 7,758</u>	<u>\$ 9,294</u>	<u>\$10,968</u>

Notes and Assumptions:

Actual results achieved for the period covered will vary from this information presented. The differences may be material.

See Region of Waterloo Annual Reports for the Year ended December 31, 2018 and 2019 (when available) for the Region's accounting policies.

¹ See Schedule One for the details of the capital transactions.

² The balance of the cash and cash equivalents at the end of each year reflects the monies available for future capital expenditures.

THE REGIONAL MUNICIPALITY OF WATERLOO - WATER SERVICES
WATER DISTRIBUTION
SCHEDULE OF PROJECTED CAPITAL ASSET ACQUISITIONS, DISPOSALS AND ACCUMULATED AMORTIZATION

FOR THE YEARS ENDING DECEMBER 31, 2019 TO 2030

(\$ THOUSANDS)	2019 (Note 1)	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Capital Assets - Cost												
Water Network	\$ 14,862	\$ 15,324	\$ 15,453	\$ 15,487	\$ 15,521	\$ 15,555	\$ 15,589	\$ 15,623	\$ 15,657	\$ 15,691	\$ 15,725	\$ 15,725
Machinery and Equipment	630	630	630	630	630	1,145	1,660	1,660	1,660	1,660	1,660	1,660
Fleet	-	45	45	83	83	83	83	83	128	166	166	166
	<u>\$ 15,492</u>	<u>\$ 15,999</u>	<u>\$ 16,128</u>	<u>\$ 16,200</u>	<u>\$ 16,234</u>	<u>\$ 16,783</u>	<u>\$ 17,332</u>	<u>\$ 17,366</u>	<u>\$ 17,445</u>	<u>\$ 17,517</u>	<u>\$ 17,551</u>	<u>\$ 17,551</u>
Capital Assets - Accumulated amortization												
Water Network	\$ 5,486	\$ 5,620	\$ 5,817	\$ 6,031	\$ 6,246	\$ 6,461	\$ 6,677	\$ 6,894	\$ 7,111	\$ 7,329	\$ 7,547	\$ 7,772
Machinery and Equipment	157	188	219	250	281	227	233	384	535	686	837	988
Fleet	-	-	15	30	58	71	83	83	98	126	154	166
	<u>\$ 5,643</u>	<u>\$ 5,808</u>	<u>\$ 6,051</u>	<u>\$ 6,311</u>	<u>\$ 6,585</u>	<u>\$ 6,759</u>	<u>\$ 6,993</u>	<u>\$ 7,361</u>	<u>\$ 7,744</u>	<u>\$ 8,141</u>	<u>\$ 8,538</u>	<u>\$ 8,926</u>
Capital Assets - Net book value												
Water Network	\$ 9,376	\$ 9,704	\$ 9,636	\$ 9,456	\$ 9,275	\$ 9,094	\$ 8,912	\$ 8,729	\$ 8,546	\$ 8,362	\$ 8,178	\$ 7,953
Machinery and Equipment	473	442	411	380	349	918	1,427	1,276	1,125	974	823	672
Fleet	-	45	30	53	25	12	-	-	30	40	12	-
	<u>\$ 9,849</u>	<u>\$ 10,191</u>	<u>\$ 10,077</u>	<u>\$ 9,889</u>	<u>\$ 9,649</u>	<u>\$ 10,024</u>	<u>\$ 10,339</u>	<u>\$ 10,005</u>	<u>\$ 9,701</u>	<u>\$ 9,376</u>	<u>\$ 9,013</u>	<u>\$ 8,625</u>

Capital Cost												
(\$ THOUSANDS)	2019 (Actual)	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Water Network												
Opening	\$ 14,862	\$ 14,862	\$ 15,324	\$ 15,453	\$ 15,487	\$ 15,521	\$ 15,555	\$ 15,589	\$ 15,623	\$ 15,657	\$ 15,691	\$ 15,725
Additions	² -	538	150	40	40	40	40	40	40	40	40	-
Disposals	³ -	(76)	(21)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	-
Closing	<u>\$ 14,862</u>	<u>\$ 15,324</u>	<u>\$ 15,453</u>	<u>\$ 15,487</u>	<u>\$ 15,521</u>	<u>\$ 15,555</u>	<u>\$ 15,589</u>	<u>\$ 15,623</u>	<u>\$ 15,657</u>	<u>\$ 15,691</u>	<u>\$ 15,725</u>	<u>\$ 15,725</u>
Machinery and Equipment												
Opening	\$ 630	\$ 630	\$ 630	\$ 630	\$ 630	\$ 630	\$ 1,145	\$ 1,660	\$ 1,660	\$ 1,660	\$ 1,660	\$ 1,660
Additions	² -	-	-	-	-	600	600	-	-	-	-	-
Disposals	³ -	-	-	-	-	(85)	(85)	-	-	-	-	-
Closing	<u>\$ 630</u>	<u>\$ 630</u>	<u>\$ 630</u>	<u>\$ 630</u>	<u>\$ 630</u>	<u>\$ 1,145</u>	<u>\$ 1,660</u>	<u>\$ 1,660</u>	<u>\$ 1,660</u>	<u>\$ 1,660</u>	<u>\$ 1,660</u>	<u>\$ 1,660</u>
Fleet												
Opening	\$ -	\$ -	\$ 45	\$ 45	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 128	\$ 166	\$ 166
Additions	² -	45	-	38	-	-	-	-	45	38	-	-
Disposals	³ -	-	-	-	-	-	-	-	-	-	-	-
Closing	<u>\$ -</u>	<u>\$ 45</u>	<u>\$ 45</u>	<u>\$ 83</u>	<u>\$ 83</u>	<u>\$ 83</u>	<u>\$ 83</u>	<u>\$ 83</u>	<u>\$ 128</u>	<u>\$ 166</u>	<u>\$ 166</u>	<u>\$ 166</u>
Total												
Opening	\$ 15,492	\$ 15,492	\$ 15,999	\$ 16,128	\$ 16,200	\$ 16,234	\$ 16,783	\$ 17,332	\$ 17,366	\$ 17,445	\$ 17,517	\$ 17,551
Additions	-	583	150	78	40	640	640	40	85	78	40	-
Disposals	-	(76)	(21)	(6)	(6)	(91)	(91)	(6)	(6)	(6)	(6)	-
TOTAL	<u>\$ 15,492</u>	<u>\$ 15,999</u>	<u>\$ 16,128</u>	<u>\$ 16,200</u>	<u>\$ 16,234</u>	<u>\$ 16,783</u>	<u>\$ 17,332</u>	<u>\$ 17,366</u>	<u>\$ 17,445</u>	<u>\$ 17,517</u>	<u>\$ 17,551</u>	<u>\$ 17,551</u>

THE REGIONAL MUNICIPALITY OF WATERLOO - WATER SERVICES
WATER DISTRIBUTION
SCHEDULE OF PROJECTED CAPITAL ASSET ACQUISITIONS, DISPOSALS AND ACCUMULATED AMORTIZATION

FOR THE YEARS ENDING DECEMBER 31, 2019 TO 2030

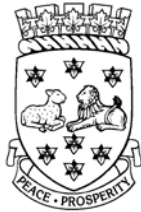
Accumulated Amortization													
(\$ THOUSANDS)	Useful Life (Years)	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Water Network	70												
Opening		\$ 5,276	\$ 5,486	\$ 5,620	\$ 5,817	\$ 6,031	\$ 6,246	\$ 6,461	\$ 6,677	\$ 6,894	\$ 7,111	\$ 7,329	\$ 7,547
Amortization for the year	4	210	210	218	220	221	221	222	223	223	224	224	225
Disposals	5	-	(76)	(21)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	-
Closing		<u>\$ 5,486</u>	<u>\$ 5,620</u>	<u>\$ 5,817</u>	<u>\$ 6,031</u>	<u>\$ 6,246</u>	<u>\$ 6,461</u>	<u>\$ 6,677</u>	<u>\$ 6,894</u>	<u>\$ 7,111</u>	<u>\$ 7,329</u>	<u>\$ 7,547</u>	<u>\$ 7,772</u>
Machinery and Equipment	10												
Opening		\$ 126	\$ 157	\$ 188	\$ 219	\$ 250	\$ 281	\$ 227	\$ 233	\$ 384	\$ 535	\$ 686	\$ 837
Amortization for the year	4	31	31	31	31	31	31	91	151	151	151	151	151
Disposals	5	-	-	-	-	-	(85)	(85)	-	-	-	-	-
Closing		<u>\$ 157</u>	<u>\$ 188</u>	<u>\$ 219</u>	<u>\$ 250</u>	<u>\$ 281</u>	<u>\$ 227</u>	<u>\$ 233</u>	<u>\$ 384</u>	<u>\$ 535</u>	<u>\$ 686</u>	<u>\$ 837</u>	<u>\$ 988</u>
Fleet	3												
Opening		\$ -	\$ -	\$ -	\$ 15	\$ 30	\$ 58	\$ 71	\$ 83	\$ 83	\$ 98	\$ 126	\$ 154
Amortization for the year	4	-	-	15	15	28	13	12	0	15	28	28	12
Disposals	5	-	-	-	-	-	-	-	-	-	-	-	-
Closing		<u>\$ -</u>	<u>\$ -</u>	<u>\$ 15</u>	<u>\$ 30</u>	<u>\$ 58</u>	<u>\$ 71</u>	<u>\$ 83</u>	<u>\$ 83</u>	<u>\$ 98</u>	<u>\$ 126</u>	<u>\$ 154</u>	<u>\$ 166</u>
Total													
Opening		\$ 5,402	\$ 5,643	\$ 5,808	\$ 6,051	\$ 6,311	\$ 6,585	\$ 6,759	\$ 6,993	\$ 7,361	\$ 7,744	\$ 8,141	\$ 8,538
Amortization for the year		241	241	264	266	280	265	325	374	389	403	403	388
Disposals		-	(76)	(21)	(6)	(6)	(91)	(91)	(6)	(6)	(6)	(6)	-
Closing		<u>\$ 5,643</u>	<u>\$ 5,808</u>	<u>\$ 6,051</u>	<u>\$ 6,311</u>	<u>\$ 6,585</u>	<u>\$ 6,759</u>	<u>\$ 6,993</u>	<u>\$ 7,361</u>	<u>\$ 7,744</u>	<u>\$ 8,141</u>	<u>\$ 8,538</u>	<u>\$ 8,926</u>

Notes and Assumptions:

Actual results achieved for the period covered will vary from this information presented. The differences may be material.

See Region of Waterloo Reports for the Year ended December 31, 2018 and 2019 (when available) for the Region's accounting policies.

1. The actual capital assets costs, additions, disposals, accumulated amortization have been provided by the Region of Waterloo finance department.
2. Additions are made to an existing asset to extend, enlarge or expand the existing asset.
3. If a capital outlay is incurred, it is assumed that it will be replacing an existing asset. The cost of the disposed asset is based on the purchase price of the new asset, discounted at 5%, assuming that water network capital projects were completed 40 years ago. It is assumed that the fleet assets were previously written off and no further disposal for accounting purposes is necessary.
4. Amortization is calculated on a straight-line basis writing off the cost of the asset through amortization evenly over the useful life of the asset. Amortization of the water network assets commences in the year following the purchase while the fleet amortization begins in the year of acquisition applying the half year rule. The average useful life of a new water network, machinery and equipment and fleet assets are 70, 10 and 3 years respectively.
5. It is assumed that any capital asset that has been replaced was fully amortized at the time of disposition.



Report: PDL-CAS-20-06

Region of Waterloo

Planning, Development and Legislative Services

Council and Administrative Services

To: Chair Tom Galloway and Members of Council

Date: June 16, 2020 **File Code:** A34-20

Subject: Reappointment of the Ombudsperson Contract (2020-2022)

Recommendation:

That the Regional Municipality of Waterloo reappoint Agree Incorporated as the Ombudsman for the Region of Waterloo for the period June 1, 2020 to May 31, 2022 as outlined in Report PDL-CAS-20-06, dated June 16, 2020.

Summary:

The purpose of this report is to reappoint Agree Incorporated as the Region's Ombudsman for additional two-year term (June 1, 2020 – May 31, 2022). The Region's contract with Agree commenced in June 2016 for a two-year term and was renewed in 2018 for a further two (2) years. The original contract established three (3), two-year terms with a renewal every two (2) years for a total of six (6) years. This would be the last extension available under the current contract.

Fees for services under the agreement are increasing for the intake and early resolution consultant to \$98.84 per hour and the conflict management professional/Ombuds Services to \$302.03 per hour. These increases to the fees are in accordance with the existing contract. Changes to the fee structure will have minimal if any impact to the budget.

Report:

Background

In 2015 provisions of the Municipal Act changed to allow municipalities to appoint their own Ombudsman. In 2016, after discussions with the area municipalities, there was an

agreement by six (6) municipalities to proceed with an appointment. The Region together with the cities of Cambridge and Waterloo and the Townships of Wellesley, Wilmot and Woolwich (Ombud partners) appointed Agree Incorporated as the Waterloo Area Municipal Ombuds Office. At renewal time in June 2018, Wellesley Township did not renew their contract. There are five (5) municipalities remaining in this joint service. As part of the original contract there is the option to renew for two (2) additional years at the discretion of Council. This report is recommending that Council authorize the third and final two-year contract extension.

The Contract

The contract requires an annual report from the Office of the Ombudsman to each municipality. Council received its last annual report in February 2020. Contents of the report included the scope of work performed by the Ombudsman and a summary of details for the inquiries and complaints received by the Office. The total number of inquiries/complaints reported to the Region between June 2016 and May 2019 was twenty-five (25). The inquiries range from municipal services involving housing, transit, Ontario Works, health care and garbage collection. A summary table is attached as Appendix 'A' to this report. The details included in the table were pulled from the Annual Ombuds reports.

Agree has established policies and procedures for the resolution of matters that apply to the Office which are consistent with the Act and the terms of the contract. Based on the work performed to date, it is recommended that the Region exercise its option to renew the contract with Agree for an additional and final two-year term. If the contract is not renewed the Provincial Ombudsman becomes the Ombudsman for the Region.

The other Ombud partners are also recommending to their Councils approval of the extension.

Corporate Strategic Plan:

The work of the Ombuds Office directly aligns with Strategic Focus Area 5 of the Strategic Plan - Responsive and Engaging Public Services. The appointment of a municipal ombudsman will support this focus area. As well, the appointment supports the Region's values of Service, Integrity and Respect and overall accountability and transparency.

Financial Implications:

The contract with Agree Incorporated has three (3) different fee structures.

- The retainer is a fixed yearly amount of \$12,000 split between the Ombud partners on a populations basis. The Region pays the full amount and in turn invoices the partners for their share. In 2019 the Region paid \$7759.59 in

retainer costs.

- Fees for service include intake/early resolution consultation and conflict management professional/Ombudsman Services. Under the contract these rates are adjusted by term using the consumer price index (Ontario). The proposed fees for the intake/early resolution consultant is \$98.84 per hour (previously \$94.32 per hour) and the conflict management professional/Ombudsman Services is \$302.03 per hour (previously \$288.20 per hour).
- Report Fees include the preparation of the annual report required by legislation. The report costs vary based upon the number of inquiries/received and the actual time taken to prepare the report.

Below is a table outlining the annual costs.

Expense	2016*	2017	2018	2019	2020
Region's Portion of Retainer	7,658.03	7,658.03	8,164.14	7,797.59	
Annual report		753.02	886.47	773.17	
Investigations	2,365.85	1,121.90	510.31	7,249.16	159.87
Total yearly cost	10,023.88	9,532.95	9,560.92	15,819.92	0.00

*contract commenced June 1, 2016. The contract year is June 1 – May 31.

The fees are provided for in the Council and Administrative Services operating budget. The proposed changes to the fees will have minimal impact to the Region since the investigation costs are fully contingent upon the number of complaints/investigations under taken.

Other Department Consultations/Concurrence:

The Clerks from the partner municipalities have been consulted in the renewal process.

Attachments

Appendix 'A' - Summary of Ombuds Services Received from June 2016 – May 31, 2019

Prepared By: Jessica Rudy, Council/Committee Support Specialist

Approved By: Kris Fletcher, Director, Council & Administrative Services/Clerk

Rod Regier, Commissioner, Planning, Development and Legislative Services

Appendix 'A'
Summary of Ombuds Services Received from June 2016 – May 31, 2019*

Type of contact	September 1 2016 – May 31, 2017	June 1, 2017 – May 31, 2018	June 1, 2018 – May 31, 2019
Inquiries	6 Inquiries received and were resolved at Early Resolution: • 2 general in nature • 2 relating to Housing • 1 concerning Ontario Works • 1 Public Health	5 Inquiries received and were resolved at Early Resolution: • 1 regarding Waterloo Region District School Board • 1 pertaining to Ontario Renovates Program • 1 concerning Labour and employment • 2 regarding Regional Housing	7 Inquiries received and were resolved at Early Resolution: • 3 Waterloo Region Housing • 2 pertaining to Labour and employment • 1 pertaining to garbage collection • 1 pertaining to Ministry of Community & Social Services
Complaints	2 Complaints received and followed up on by the Ombuds Office: • 1 regarding Regional Housing – Resolved through initial interview • 1 concerning Light Pollution – Complaint withdrawn	3 Complaints received and followed up on by the Ombuds Office: • 1 concerning lack of response – Resolved through initial review • 1 regarding GRT – Resolved through initial review • 1 concerning Regional Housing – Resolved through initial review	2 Complaints received and followed up on by the Ombuds Office: • 1 pertaining to Ontario Works - resolved through shuttle diplomacy • 1 pertaining to Waterloo Region Municipalities Insurance Pool – resolved through initial review

*the next Ombuds report is anticipated in the fall of 2020.



Erb Street Water Supply Iron and Manganese Upgrades

**Schedule C Municipal Class Environmental Assessment
Virtual Public Consultation Centre**

<https://www.regionofwaterloo.ca/CurrentWaterProjects/>

<https://www.youtube.com/user/regionofwaterloo>



Welcome!



Goals of this Public Consultation Centre

-  **Introduce the project and why it's important**
-  **Provide an overview of the Municipal Class EA Process**
-  **Provide a description of the existing Erb Street Wells**
-  **Contact a project team member if you have any questions or would like to provide input**

<https://www.regionofwaterloo.ca/CurrentWaterProjects/>

Project Overview



What are we doing?

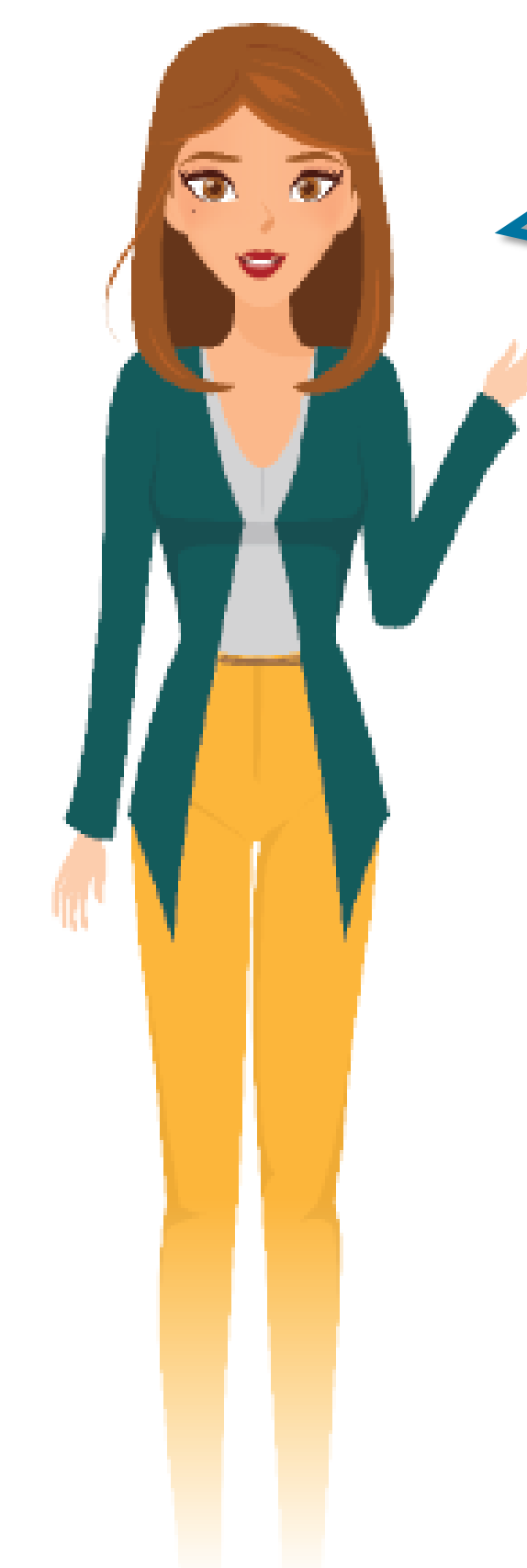
We are planning upgrades to the Erb St Water Supply System to provide treatment for iron and manganese. This study will look at the best way to complete these upgrades.

Why are we doing it?

Lower aesthetic drinking water objectives for manganese are expected in the near future. The Erb St Water Supply System has been identified as requiring upgrades to meet these future aesthetic objectives. We are taking steps now to ensure we are ready to meet these objectives.

What does it mean to you?

These upgrades will require a new building for the treatment equipment. It is expected additional property will be required. There is no change in the amount of water being taken from the Erb St Water Supply wells.



Aesthetic objectives are parameters that may impact taste, odour, and colour of water

Iron and manganese in drinking water



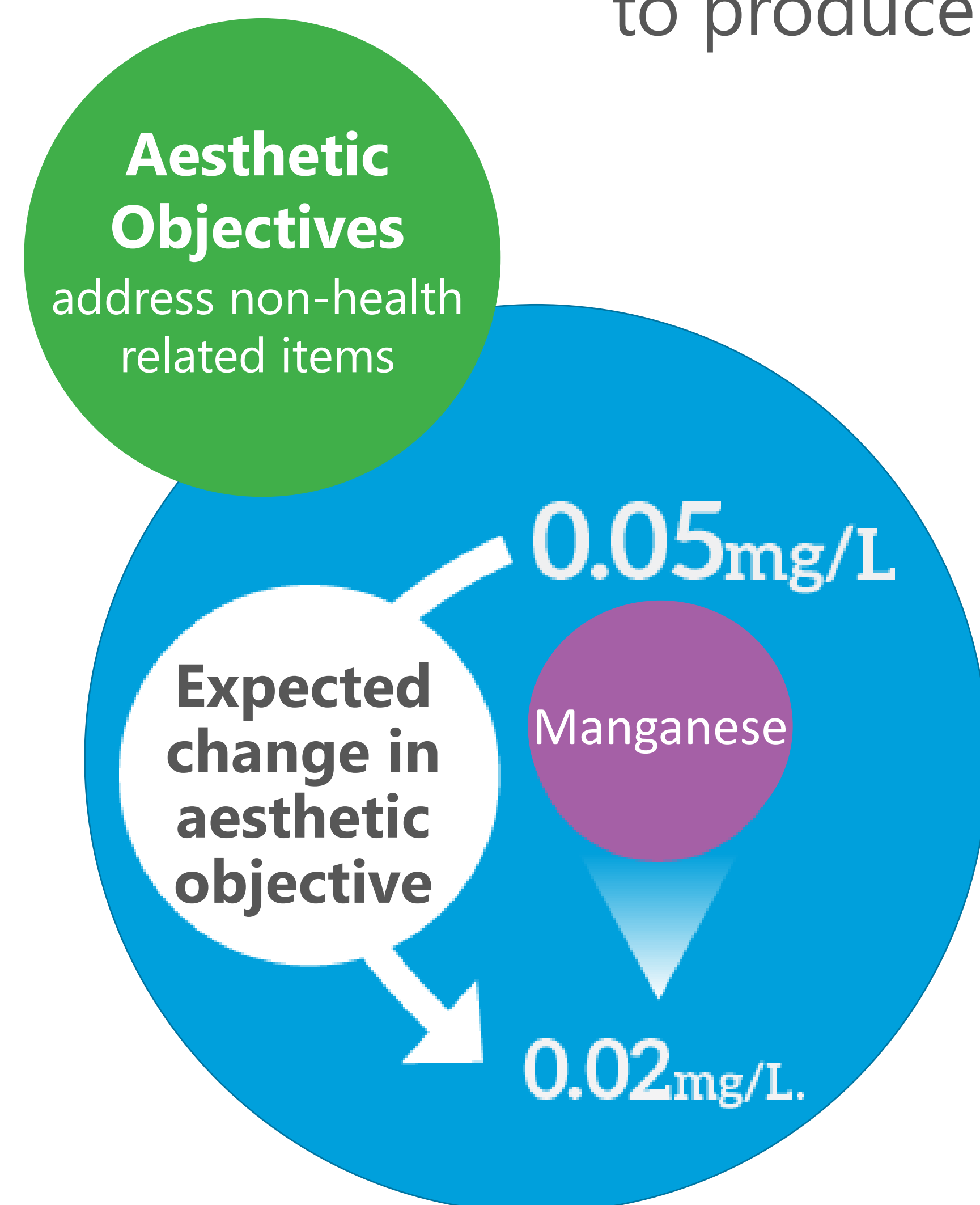
Iron and Manganese are naturally occurring metals commonly found in soil. They are often present in drinking water where groundwater is the source.

Iron and Manganese may have aesthetic impacts such as staining of laundry and fixtures, undesirable taste, and discolouration.

Changes in drinking water standards



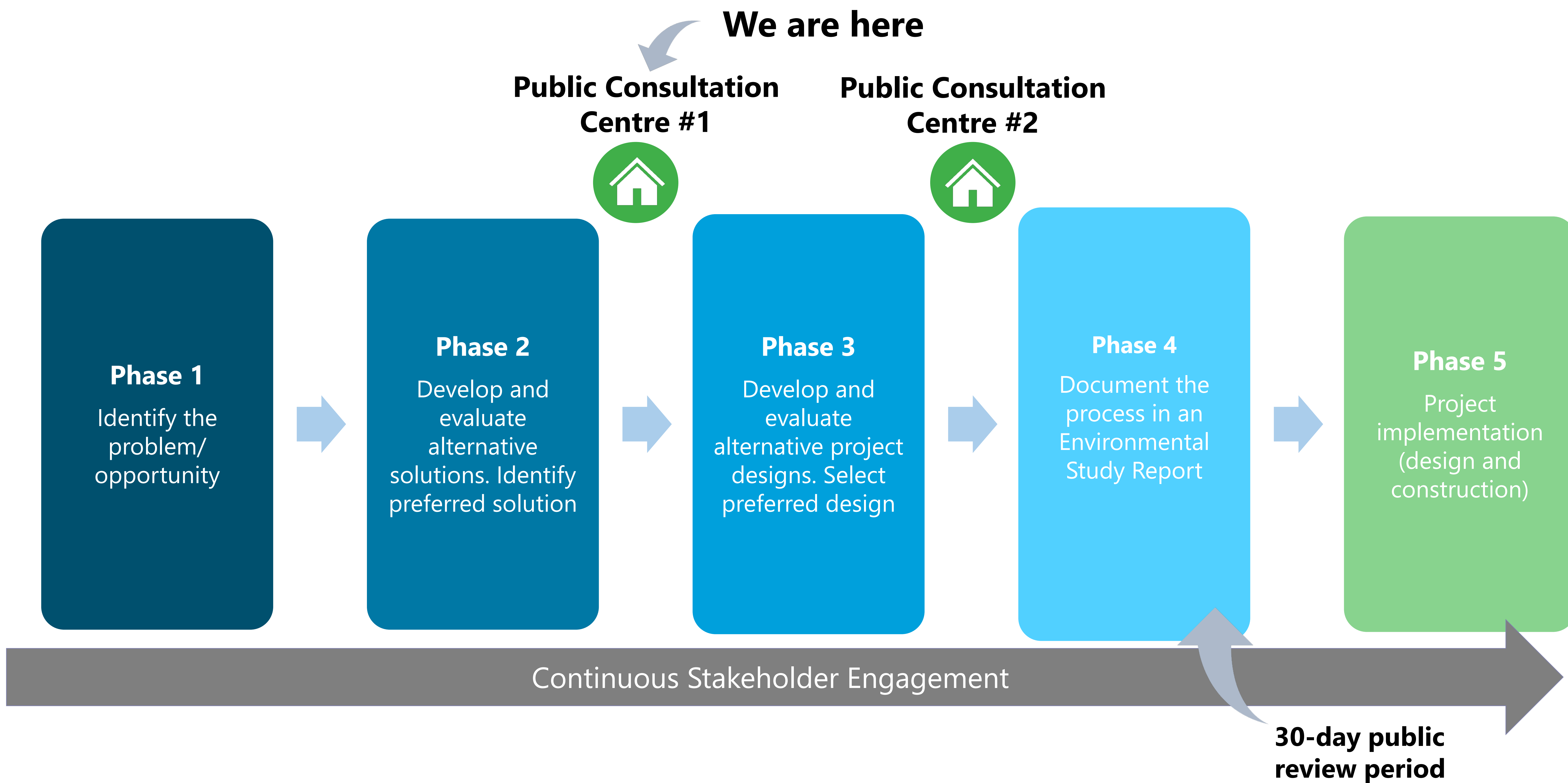
The Province of Ontario regulates standards for drinking water to protect health and provides aesthetic objectives to produce drinking water that is pleasant to consumers.



The Province is considering a reduction to the manganese aesthetic objective in drinking water from 0.05 milligrams per litre (mg/L) to 0.02 mg/L based on guidance from Health Canada.

The Erb Street Water Supply System has been identified by the Region of Waterloo as requiring upgrades to meet future aesthetic objectives.

Municipal Class Environmental Assessment Process



Existing Erb Street Wells and Reservoir



Alternative Options



Do Nothing



Identify New Water Supply



New Treatment Building at Existing Site



New Treatment Building at New Site

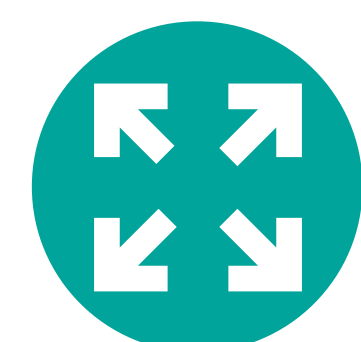
Selection of the preferred
treatment technology

Selection of the preferred
location



This is the Recommended Option

Alternative Treatment Facility Sites



Land size for new building and driveway



Vehicle access to the new site



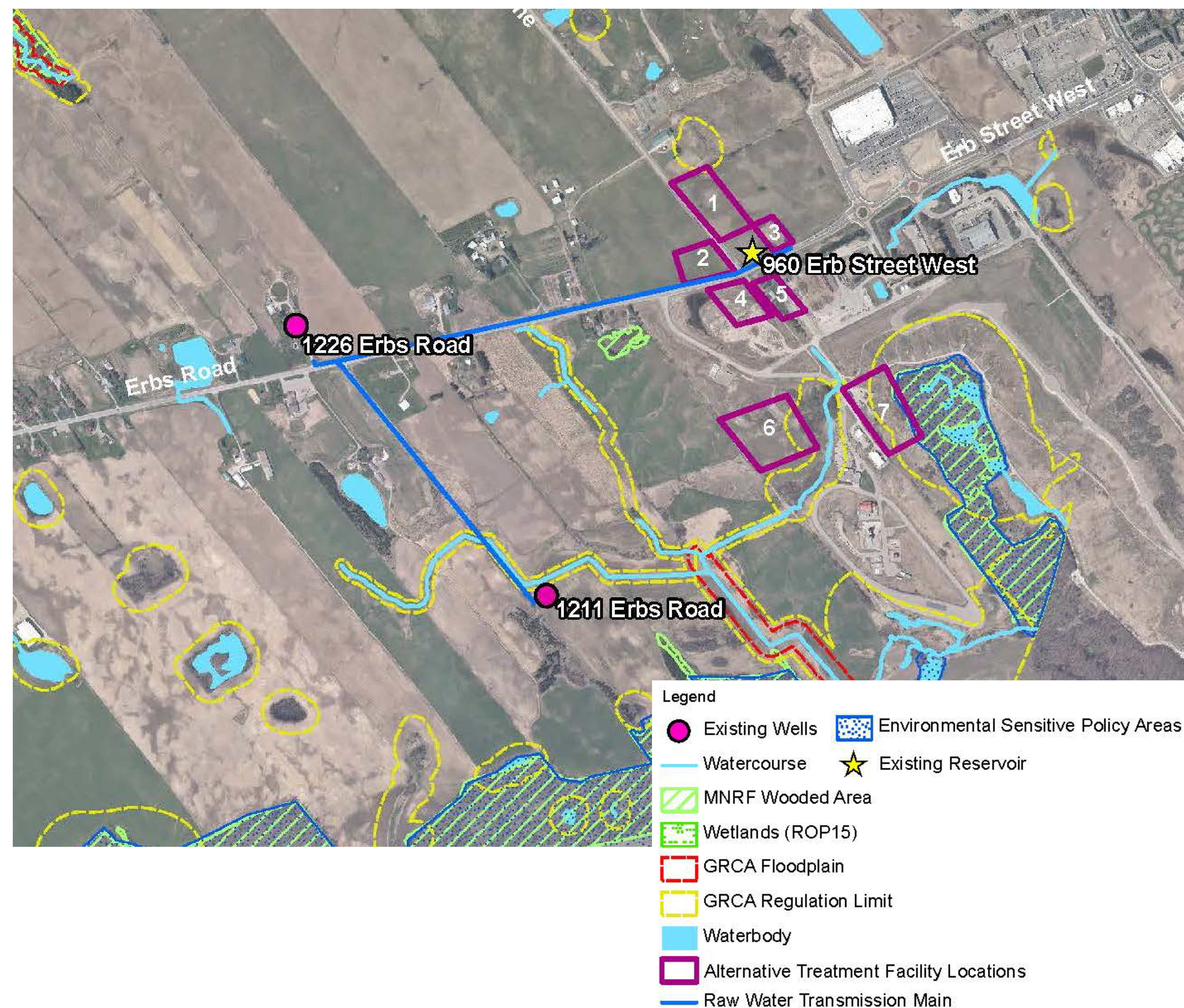
Distance to the existing Erb St reservoir watermain



Environmental features, cultural heritage features, and areas of archaeological potential



Current and potential future land uses



Alternative Treatment Technologies



We reviewed a long list of alternative water treatment technologies to address iron and manganese:

Alternatives	Carried Forward
Alternative 1 – Do Nothing	✗
Alternative 5 – Sequestration	✗
Alternative 6 – Lime or Soda Softening	✗
Alternative 7 – Membrane Filtration	✗
Alternative 2 – Traditional Oxidation and Filtration	✓
Alternative 3 – Biological Oxidation and Filtration	✓
Alternative 4 – Ion Exchange	✓

Summary of Treatment Approach Evaluation



Evaluation Criteria	Alternative 1 – Traditional Oxidation + Filtration	Alternative 2 – Biological Oxidation + Filtration	Alternative 3 – Ion Exchange
Natural Environment			
Socio-Economic/Cultural			
Technical			
Cost			
Overall Score			

Legend

Very well aligned with criteria

Somewhat aligned with criteria

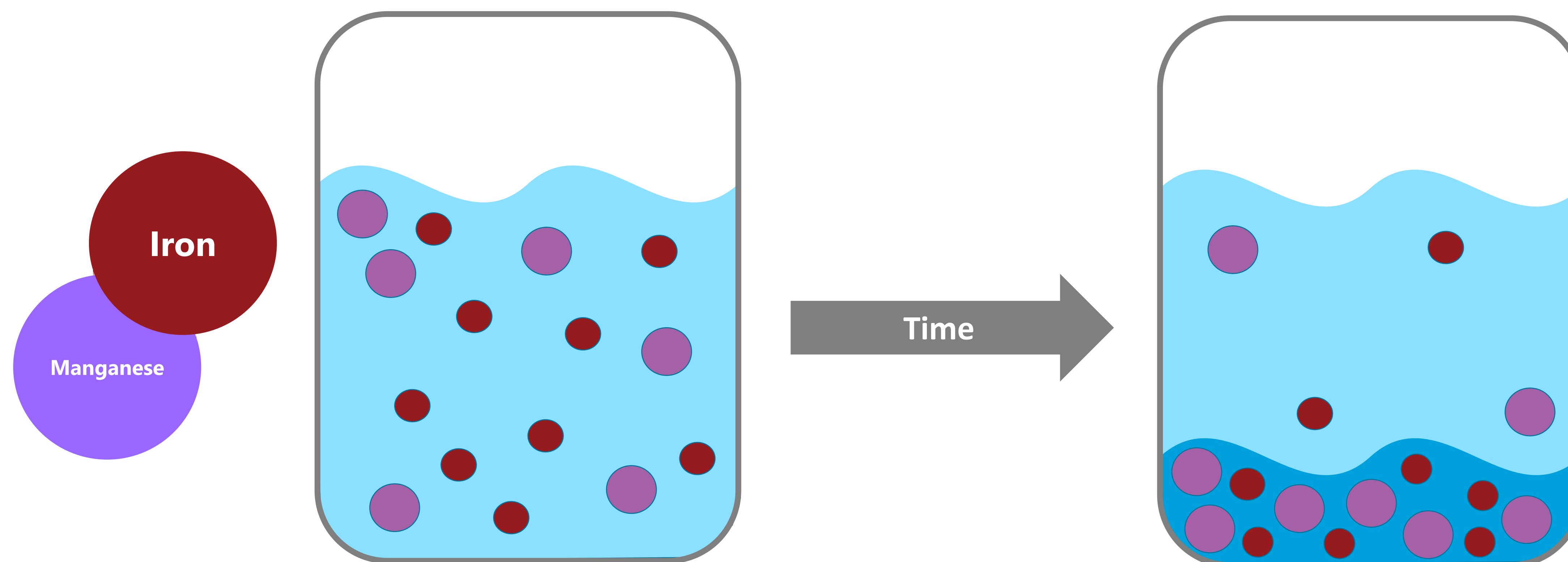
Low alignment with criteria

Well aligned with criteria

Not well aligned with criteria

Preliminary Preferred Treatment Technology

Residuals Management



1. Equalization Tank with Liquid Stream Recycling and Solids Removal by Trucking



2. Equalization Tank with Supernatant Recycling and Discharge to Sewer



Next Steps



We are here

**Public Consultation
Centre #1**



**Public Consultation
Centre #2**



Review input and
confirm
alternative
solutions and
treatment
technology

Complete
environmental
inventories and
evaluate
alternative
treatment facility
sites and residuals
management

Identify preferred
treatment facility
location concept
(Fall 2020)

Document the
project in an
Environmental
Study Report

Begin design in
2022 and start
construction in
2025

Continuous Stakeholder Consultation

Regional Council will provide approval
to file the Environmental Study Report
for a **30-day public review period**

Thank you



Please fill out a comment sheet
found at the link below and
provide it to one of the team
members by

Friday July 10, 2020.

<https://www.regionofwaterloo.ca/CurrentWaterProjects/>

<https://www.youtube.com/user/regionofwaterloo>



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Public Consultation Centre Presentation Transcript

Slide 1 – Title Slide

Hello and thank you for joining us for the Erb Street wells iron and manganese treatment upgrades Public Consultation Centre (or PCC).

Slide 2 - Welcome

The purpose of this PCC is to provide an overview of the project and why it's important, describe the Municipal Class Environmental Assessment process, and provide a description of the existing Erb Street wells.

A PDF of this presentation including a transcript and additional information on the project is available on the Region of Waterloo's website if you'd like to review it in more detail. A link to the website is provided in the video description below.

We encourage you to review the information and contact a member of the project team by phone or email if you have any questions or would like to provide your thoughts to the project team. Contact information is provided at the end of this presentation and on the Region of Waterloo's website.

Slide 3 – Project Overview

To better understand the project, we ask the following three questions.

- 1, what are we doing,
- 2, why are we doing it, and
- 3, what does it mean to you?

To answer the first, the Region is planning upgrades to the Erb Street water supply system to provide treatment for iron and manganese. This study will look at the best ways to complete these upgrades.

Why are we doing it? Health Canada has recommended more stringent aesthetic drinking water objectives for manganese, and Ontario's drinking water standards are expected to change to meet the recommendations. The Erb Street water supply system has been identified as requiring upgrades to meet these future aesthetic objectives. As an aside, aesthetic objectives are targets we meet when treating water for taste, odour, and colour. We are taking steps now to ensure we are ready to meet these objectives.

What does it mean to you? These upgrades will require a new building for the treatment equipment. It is expected additional property will be required. There is no change in the amount of water being taken from the Erb Street water supply wells.

Slide 4 – Iron and manganese in drinking water

Erb Street Wells Iron and Manganese Treatment Upgrades Municipal Class Environmental Assessment

Iron and manganese are naturally occurring metals commonly found in soil and are often found in drinking water that comes from underground wells. Iron and Manganese may have aesthetic impacts such as staining of laundry and fixtures, undesirable taste, and discolouration.

Slide 5 – The Municipal Class Environmental Assessment Process

The Municipal Class Environmental Assessment, or EA process, is a five-phase planning process that is approved under the Ontario Environmental Assessment Act. All Municipalities in Ontario are required to complete a Municipal Class EA when planning for major infrastructure projects. This project is being planned as a Schedule C project, which means it follows all the steps in the planning process.

These steps include:

- identifying the problem or opportunity,
- developing and evaluating alternative options,
- developing and evaluating alternative designs (or how best to implement the solution),
- documenting the decision-making process in an Environmental Study Report for the public and stakeholders to review and comment
- implementing the recommendations through design and construction.

We are currently in Phase 2 of the study and have identified alternative options and a preliminary recommended option, along with preliminary recommendations for water treatment technologies and preliminary water treatment facility locations. The second PCC will take place during Phase 3, which is tentatively planned for the fall of 2020, where we will provide more information on the evaluation of alternative locations and preliminary recommended design for the treatment facility for public review and comment.

Slide 6 – The Existing Erb Street Wells and Reservoir

There are a total of five wells located at 1226 and 1211 Erbs Road. After the water is disinfected, it is collected at the existing reservoir at 960 Erb Street West before entering the Region's water supply system and to homes and businesses throughout the Region.

Slide 7 – Alternative Options

We've considered and screened a number of options for addressing the iron and manganese treatment requirements.

- Do nothing – This would mean that no treatment upgrades would be implemented. While this wouldn't meet the new drinking water quality objectives, we always consider this option as a baseline against other options.

- Identify a new water supply – This would mean finding a new source of water with water quality having no or low concentrations of iron and manganese. Existing well records throughout the Region show that a new well would still require upgraded treatment requirements for iron and manganese. This is not a viable option, since well records throughout the Region indicate that other well sources are likely to have similar Iron and Manganese content.
- New treatment building at the existing well sites – This would mean building a new treatment facility at the existing well sites. While this would allow the Region to use their existing infrastructure and property, this is not a viable option since the existing sites do not have enough room to construct a new facility.

- New treatment building at a new site – This would mean building a new treatment facility at a new location. Water from the existing wells would be piped to the new facility for treatment before it enters the reservoir and the Region's water supply system. Based on the screening of the four options, this is the preferred option.

Next, we've looked at different treatment technology alternatives, as well as alternative locations for the new facility.

Slide 8 – Alternative Treatment Facility Sites

We started with a long list of alternative sites for the new treatment facility around the existing wells and reservoir. We narrowed this down to a short list of sites based on a number of criteria:

- Appropriate land area for the new building and driveway;
- Appropriate vehicle access to the new site;
- Located close to the existing Erb Street reservoir and connecting watermain;
- Located outside of environmental and cultural heritage features; and
- Existing and potential future land uses.

The short list of alternative sites is shown on the map on your screen. We will be undertaking more detailed environmental reviews including archaeology and natural heritage, and each site will be evaluated based on a number of criteria that address the socio-economic, cultural, natural, technical, and economic environmental components. We will present more information on these environmental reviews and the evaluation of sites at our second PCC.

Slide 9 Alternative Treatment Technology Alternatives

There are a number of different ways to treat iron and manganese in drinking water sources. We reviewed a long list of alternative water treatment technologies, and screened these to three different technologies:

Traditional Oxidation and Filtration – This option involves adding a solution, such as chlorine, to water to oxidize the iron and manganese before removing it with a filter. This is a common form of water treatment that the Region uses at other facilities. It would require a moderate building footprint (about 900 square feet) to account for new mechanical equipment and has a lower capital cost compared to other short listed options.

Biological Oxidation and Filtration – This option involves oxidizing the iron and manganese using bacteria before removing it with a filter. This option is less reliable than traditional oxidation, since the bacteria is sensitive to things like nutrient concentrations and other biological elements. It would also require new chemicals and operating procedures that are not currently used in other Region facilities and would have a larger building footprint to accommodate the treatment requirements

Erb Street Wells Iron and Manganese Treatment Upgrades
 Municipal Class Environmental Assessment

(approximately 1000-1300 square feet), when compared to traditional oxidation and filtration.

Ion Exchange – This option involves replacing manganese ions with other ions through a chemical reaction. This process is less complex to operate than biological oxidation and filtration but is less effective when there is a high concentration of particulate manganese in the water. It is not currently used in other Region facilities, and it would have a larger building footprint to accommodate the treatment components (approximately 1000-1100 square feet).

Slide 10 – Evaluation and Recommended Treatment Technology

After evaluating the different treatment technologies based on natural, social and cultural, technical, and economic considerations, Traditional Oxidation and Filtration has been identified as the preliminary preferred treatment technology.

Slide 11 – Residuals Management

Some wastewater is produced using the Traditional Oxidation and Filtration treatment method. This occurs when water is used to clean the filters by reversing the normal direction of flow. This is called “backwash water,” and it contains small concentrations of iron and manganese. Over time, most of the manganese and iron will settle out of the solution. How we deal with this leftover wastewater is called residuals management.

For the Erb Street water supply, there are two feasible options available for residuals management:

- An equalization tank stores the backwash water while the iron and manganese settle to the bottom of the solution. Some of this water is recycled back to the start of the treatment process, and the settled iron and manganese material would be removed from the site by a truck every one to two weeks and disposed of at a local landfill.
- Another option involves the same process, however instead of removing the settled solids using a truck, the wastewater is discharged into a sanitary sewer for treatment along with other wastewater at the downstream Waterloo Wastewater Treatment Plant.

We will be evaluating the approaches to residuals management, and will present preliminary recommendations at our second PCC.

Slide 12 – Next Steps

The next step for the Project Team is to receive your input on the information presented today. We will then continue with our environmental investigations, evaluate the alternative treatment facility locations, and residuals management approaches. These findings will be presented at our second PCC along with proposed environmental mitigation measures. We will then document the decision-making process, including the community input we've received within an Environmental Study Report, which will be made available for public review for at least 30 days.

Following the planning process, the Region will move forward with the design process in 2022, and plans to start construction in 2025.

Slide 13 – Questions

Do you have any questions about the information presented here? Would you like more information on the alternatives or evaluation process? There are many ways to get in touch with the project team:

- You can fill out a comment sheet available on the Region's website, and return via mail or email to a member of the project team; or
- You can contact a project team member directly by email, telephone, or mail.

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Region of Waterloo

New Dundee Water Supply – Iron and Manganese Treatment Upgrades

Schedule “C” Class Environmental Assessment

Virtual Public Consultation Centre #1





Welcome!

The Goals of this Virtual Public Consultation Centre:



Introduce the project and the reasons why it is being done



Provide an overview of the process that will be followed for the project



Provide background information on the New Dundee Water Supply System



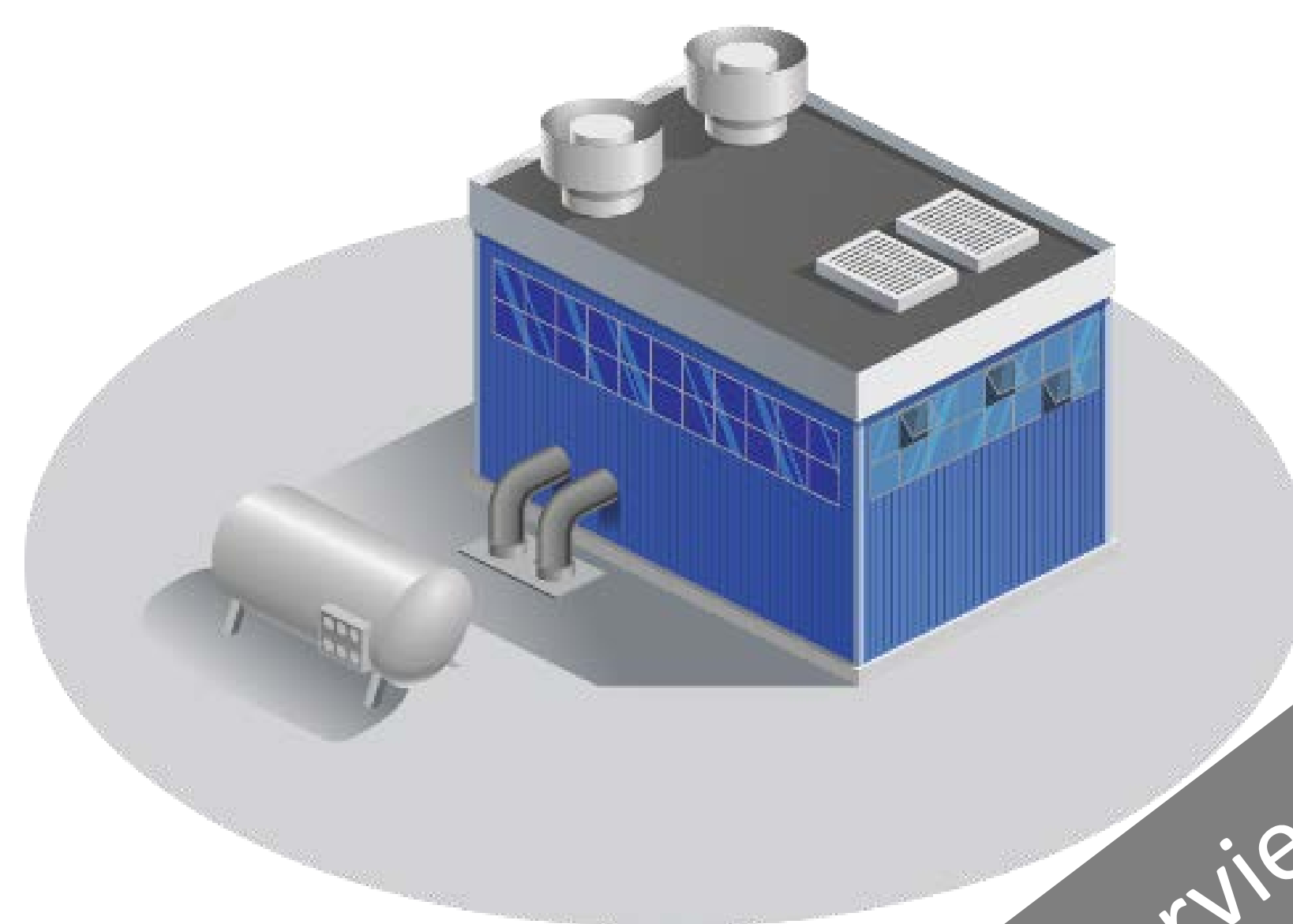
Answer any questions you may have and provide an opportunity to get involved in the project

Comments received during this study will be used to identify a recommended approach for the New Dundee Water Supply iron and manganese treatment

The New Dundee drinking water supply system



New Dundee Water supply facility



Alderview Drive



Community of New Dundee



The New Dundee water supply system supplies drinking water to the community of New Dundee and is one of the Region of Waterloo's Rural Water Supply systems. The facility is operated by the Region, but the watermains are operated by the Township of Wilmot



New Dundee water supply facility



The New Dundee Water Supply facility is located at 156 Alderview Drive in the Township of Wilmot, in the Community of New Dundee.

The facility consists of two well-heads, one wellhouse, two reservoirs, an electrical room, and a portable generator.

New Dundee water supply system iron and manganese treatment upgrades project overview



What are we doing?

Planning upgrades to the New Dundee Water Supply System to provide treatment for iron and manganese. This study will look at the best way to complete these upgrades.

Why are we doing it?

Lower aesthetic drinking water objectives for manganese are expected in the near future. The New Dundee Water Supply System has been identified as requiring upgrades to meet these future aesthetic objectives. We are taking steps now to ensure we are ready to meet these objectives.

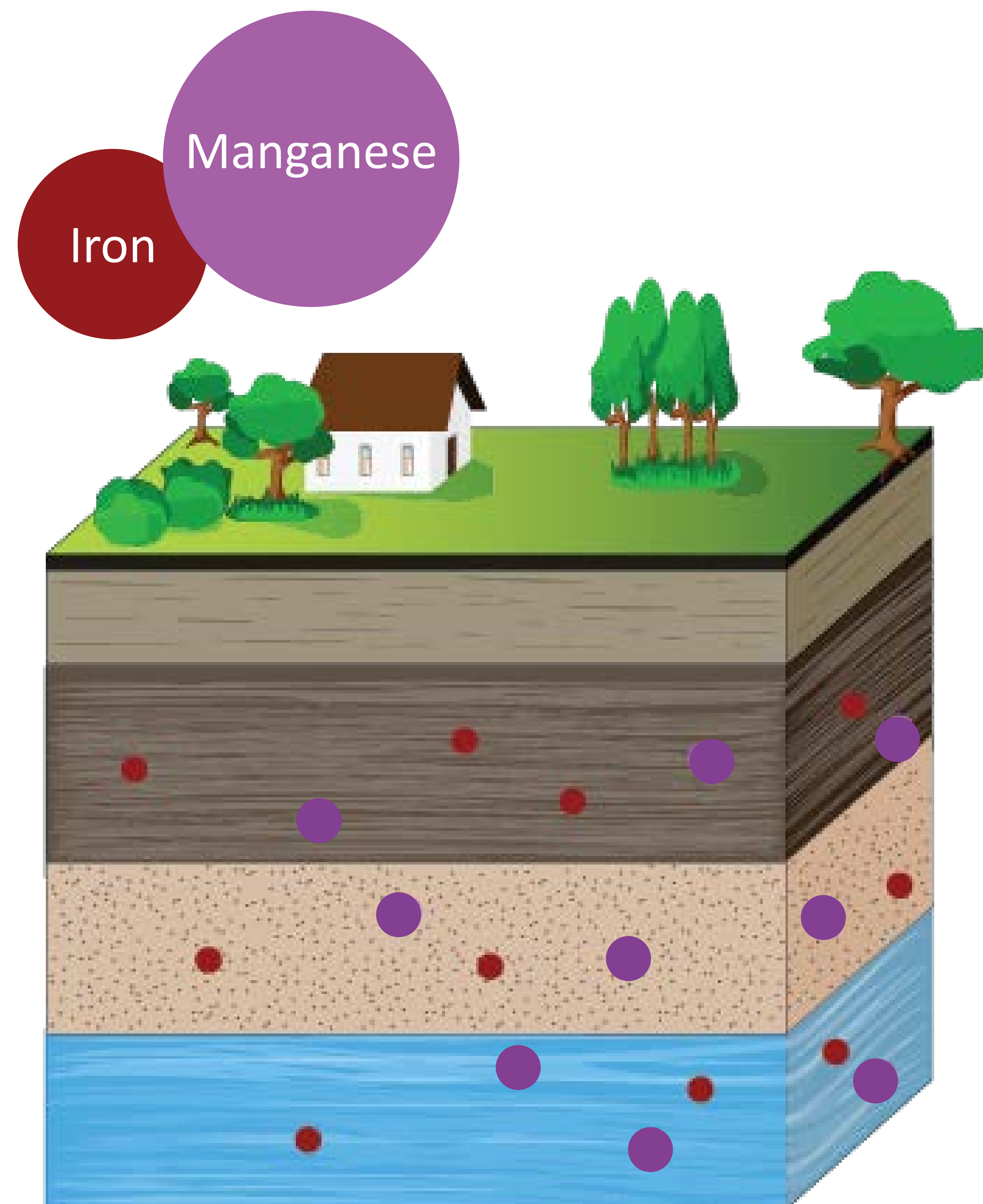
What does it mean to you?

These upgrades will require a new building for the treatment equipment. It is expected additional property at the Region's existing water supply site or a new site will be required. There is no change in the amount of water being taken from the New Dundee Water Supply wells.





Iron and manganese in drinking water



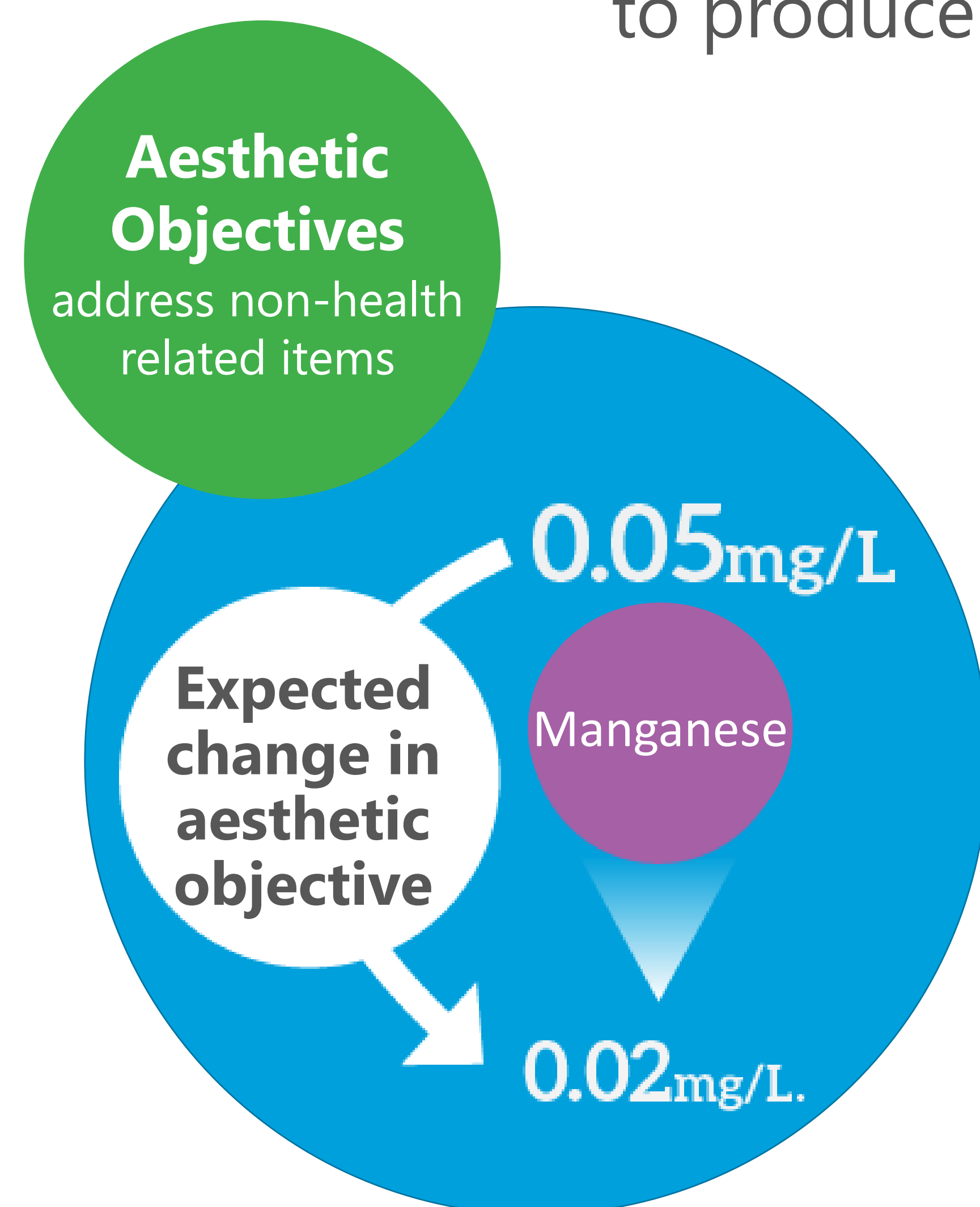
Iron and **Manganese** are naturally occurring metals commonly found in soil. They are often present in drinking water where groundwater is the source.

Iron and **Manganese** may have aesthetic impacts such as staining of laundry and fixtures, undesirable taste, and discolouration.



Changes in drinking water standards

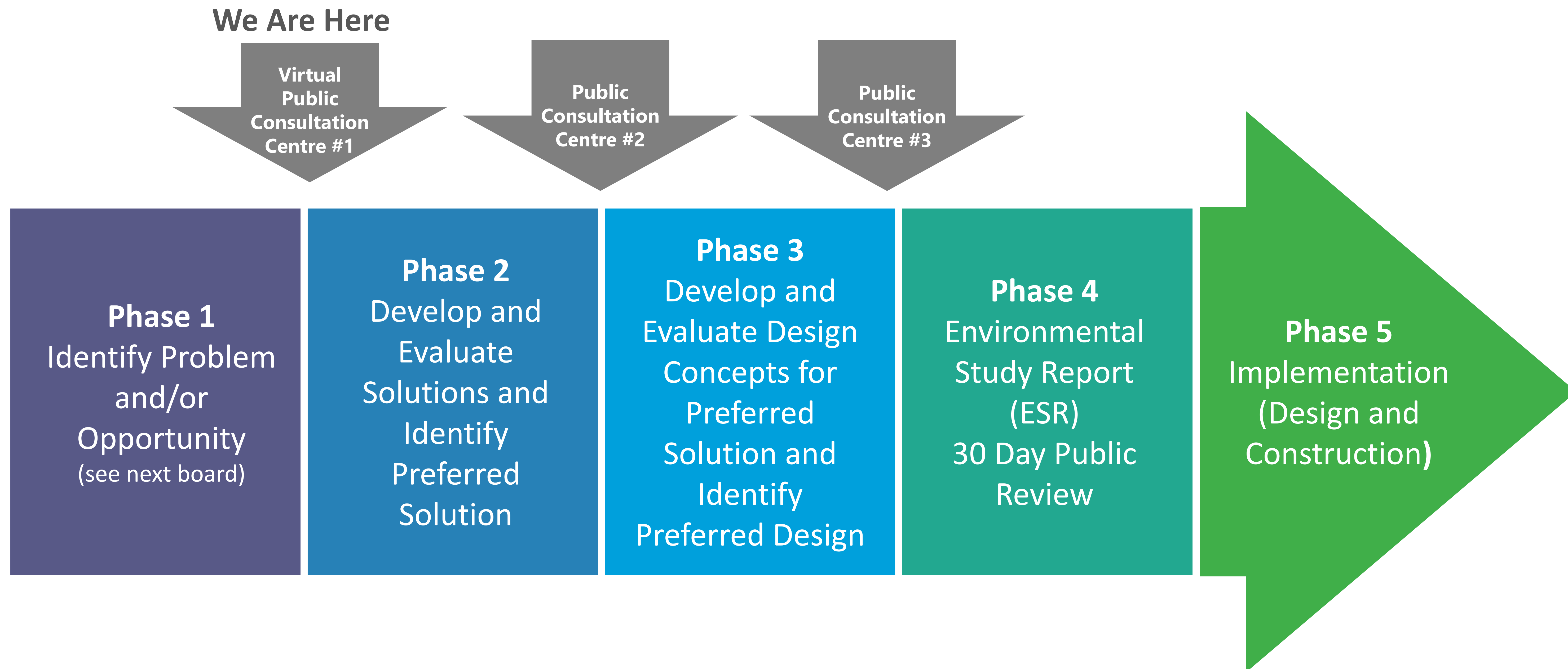
The Province of Ontario regulates standards for drinking water to protect health and provides aesthetic objectives to produce drinking water that is pleasant to consumers.



The Province is considering a reduction to the manganese aesthetic objective in drinking water from 0.05 milligrams per litre (mg/L) to 0.02 mg/L based on guidance from Health Canada.

The New Dundee Water Supply System has been identified by the Region of Waterloo as requiring upgrades to meet future aesthetic objectives.

Overview of the Municipal Class Environmental Assessment planning process



This study is being completed as a Schedule C Class Environmental Assessment. A Class Environmental Assessment is a decision making process that all municipalities in Ontario follow for building new infrastructure. The process will allow you to follow what is planned and provide opportunities for you to ask questions and provide input.

Project study area





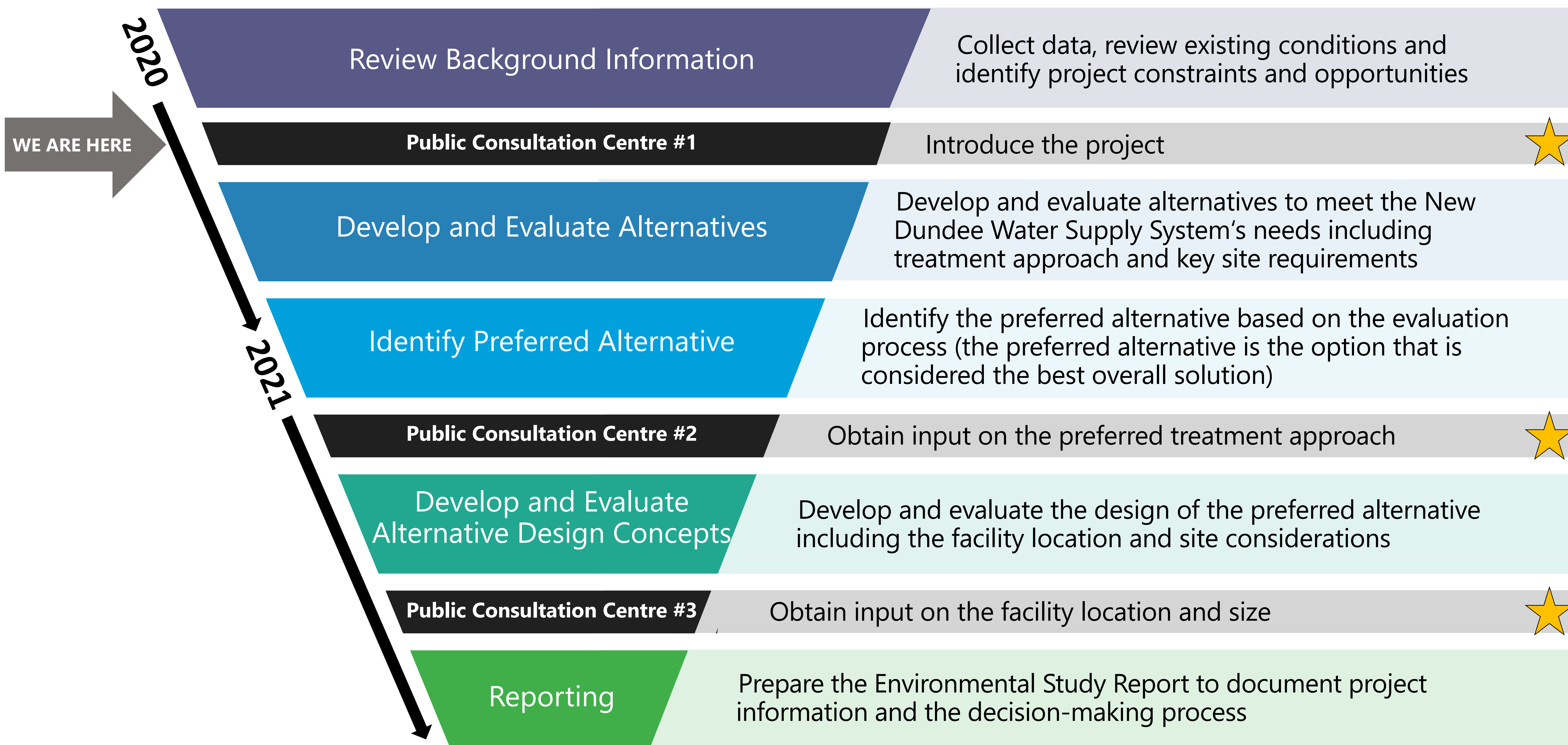
Additional background studies

As part of the Class EA process natural, archaeological, and cultural heritage sensitivities in the Study Area need to be considered when identifying a recommended approach for the iron and manganese treatment. The Barn Swallow pictured below is an example of a natural sensitivity because of its classification as a threatened species. These studies will be undertaken as part of this Class EA.



A photo of a Barn Swallow, a type of threatened bird species found in Ontario.

Next steps



**Region of
Waterloo Council**

Region of Waterloo Council will provide approval to file the Environmental Study Report for a **30-day review period for public comment.**



Thank you for your participation!



Get engaged!

We are still at the beginning of the New Dundee Water Supply System Iron and Manganese Treatment Upgrades Environmental Assessment. Do you have questions, comments, or want to stay up to date?

Please contact:

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More information, including copies of project notices and Public Consultation Centre materials like a transcript of this virtual presentation can be found at:

<https://www.regionofwaterloo.ca/waterprojects>

Transcript of Virtual Public Consultation Centre #1

Slide 1 – Title Slide

Hi Everyone, and welcome to the New Dundee Water Supply – Iron and Manganese Treatment Upgrades Virtual Public Consultation Centre #1, hosted by the Region of Waterloo as part of a Schedule C Municipal Class Environmental Assessment, or Class EA. My name is Jonathan Rudyk, and I work for R.V. Anderson, a company that will be assisting the Region in conducting the Class EA. I will be narrating the presentation today.

Before we begin, some housekeeping notes. This video is available on the Region of Waterloo website as of June 18, 2020. On the website, there is a transcript of my narration for this presentation, and a PDF copy of the slides, as well as the contact information for Kaoru Yajima and Kirk Worounig of the project team. If you have any questions or comments on the presentation, please send it to them, or fill out a Comments form provided on the Region website and return them to the Project team. With that, let's get started!

Slide 2 – Welcome!

The goals of this virtual public consultation centre, or virtual PCC, are as follows: Introduce the project and the reasons why it is being done, provide background information on the New Dundee water supply system, provide an overview of the process that will be followed for the project, and answer any questions you may have and provide you with an opportunity to get involved in the project. Please note that comments received during this study will be used to help identify a recommended approach for the New Dundee water supply iron and manganese treatment.

Slide 3 – The New Dundee drinking water supply system

The New Dundee drinking water supply system supplies water to the community of New Dundee in the Township of Wilmot, in the Regional Municipality of Waterloo. The system is one of the Region's Rural water supply systems. The facility is operated by the Region, and the watermains that distribute the water are operated by the Township of Wilmot.

Slide 4 – New Dundee water supply facility

The New Dundee water supply facility is located at 156 Alderview Drive, in the community of New Dundee and the Township of Wilmot. The facility consists of two wells, one wellhouse, an electrical room, two reservoirs, and a portable generator. Most of these can be seen in the photo on this slide, with the reservoirs being located off to the left side of the picture. The picture is taken from Alderview Drive, looking to the east.

Slide 5 – New Dundee water supply system iron and manganese treatment upgrades project overview

To better understand the project, we ask the following three questions.

- 1, what are we doing,
- 2, why are we doing it, and
- 3, what does it mean to you?

To answer the first, the Region is planning upgrades to the New Dundee water supply system to provide treatment for iron and manganese. This study will look at the best ways to complete these upgrades.

Why are we doing it? Lower aesthetic drinking water objectives for manganese are expected in the near future. The New Dundee water supply system has been identified as requiring upgrades to meet these future aesthetic objectives. As an aside, aesthetic objectives are targets we meet when treating water for taste, odour, and colour. We are taking steps now to ensure we are ready to meet these objectives.

What does it mean to you? These upgrades will require a new building for the treatment equipment. It is expected additional property at the Region's existing water supply site or a new site will be required. There is no change in the amount of water being taken from the New Dundee water supply wells.

Slide 6 – Iron and manganese in drinking water

Iron and manganese are naturally occurring metals commonly found in soil. They are often present in drinking water where groundwater is the source. Iron and manganese may have aesthetic impacts such as staining of laundry and fixtures, undesirable taste, and discolouration.

Slide 7 – Changes in drinking water standards

The Province of Ontario regulates standards for drinking water to protect health and provides aesthetic objectives to produce drinking water that is pleasant to consumers. The Province is considering a reduction to the manganese aesthetic objective in drinking water from 0.05 mg/L to 0.02 mg/L based on guidance from Health Canada. As stated in Slide 5, the New Dundee water supply system has been identified by the Region of Waterloo as requiring upgrades to meet future aesthetic objectives.

Slide 8 – Overview of the Municipal Class Environmental Assessment planning process

This study is being completed as a Schedule C Class Municipal Class Environmental Assessment. A Class Environmental Assessment, or Class EA, is a decision-making process that all municipalities in Ontario follow for building new infrastructure. The process will allow you as the public to follow what is planned and provide opportunities for you to ask questions and provide input. The above diagram gives a step by step process of the Class EA process.

Phase 1 is to identify the problem and/or opportunity. After Phase 1 is complete, the first Virtual Public Consultation Centre, or virtual PCC, is held, which is where we are currently.

Phase 2 is to develop and evaluate solutions and identify the preferred solution. A second PCC is scheduled after this phase is completed.

Phase 3 is to develop and evaluate design concepts for the preferred solution and identify the preferred design. A third PCC is scheduled after this phase.

Phase 4 is the submission of the Environmental Study Report (ESR) and a 30-day public review period. Phase 4 is the final step of the Class EA.

Phase 5 is the implementation of the Class EA findings, in this case design and construction of the facility.

Slide 9 – Project study area

Here is a map of the study area and the surrounding countryside. The study area is 1-kilometer radius around the New Dundee water supply facility, and encompasses the Community of New Dundee.

Slide 10 – Additional background studies

As part of the Class EA process natural, archaeological, and cultural heritage sensitivities in the Study Area need to be considered when identifying a recommended approach for the iron and manganese treatment. The Barn Swallow pictured below is an example of a natural sensitivity because of its classification as a threatened species. These studies will be undertaken as part of this Class EA.

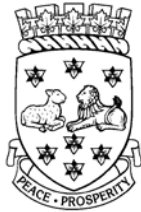
Slide 11 – Next steps

The next steps for the project are as follows. The project team has completed the background review and has introduced the project to the public. The next steps would be to develop and evaluate alternatives to meet the New Dundee water supply system's needs including treatment approach and key site requirements, followed by identifying the preferred alternative based on an evaluation process, which will output the preferred alternative that is considered the best overall solution. We will hold another PCC after this, to obtain public input on the preferred treatment approach. After this, the project team can develop and evaluate alternative design concepts including the facility location and site considerations. A third PCC will be held after this for input on the facility location and size, followed by the final step, which is the filing of the Environmental Study Report, or ESR, to document the project information and the decision making process. As part of the reporting, there is a thirty-day period for public review of the ESR.

Slide 12 – Thank you for your participation!

Finally, we would like to ask you all to get engaged! We are still at the beginning of the New Dundee water supply system iron and manganese treatment upgrades EA. Do you have any questions, comments, or want to stay up to date? Please contact or fill out a Comment form for either Kaoru Yajima from the Region of Waterloo or Kirk Worounig from R.V. Anderson. Again, the contact information is available on this slide and on the Region website, and more information, including copies of project notices and PCC materials like a transcript of this virtual presentation can be found at the Region of Waterloo's website. Thank you very much for your participation in the virtual PCC, the project team really appreciates it.

FINISH



Report: PDL-CPL-20-16

COR-TRY-20-59

Region of Waterloo

Planning, Development and Legislative Services

Community Planning

Corporate Services

Treasury Services

To: Chair Tom Galloway and Members of Council

Date: June 16, 2020 **File Code:** F25-20

Subject: **Brownfield Financial Incentive Program – Tax Increment Grant
Application – 475 King Street East, Kitchener**

Recommendation:

That the Regional Municipality of Waterloo take the following actions regarding the property municipally known as 475 King Street East in the City of Kitchener, as described in Report PDL-CPL-20-16/COR-TRY-20-59 dated June 16, 2020:

- a) Approve a joint Tax Increment Grant, subject to the terms of an associated Tax Increment Grant agreement with the registered owner of the subject lands, with the Regional amount not to exceed \$443,604 net of any other future brownfield assistance, to be financed from the incremental tax revenue for the property following remediation, redevelopment and reassessment; and,
- b) Authorize the Region's Commissioner of Planning, Development and Legislative Services and Commissioner, Corporate Services / Chief Financial Officer to execute any associated agreements, assignments, or other related documents with the registered owner of 475 King Street East in the City of Kitchener, with the form and content of such Tax Increment Grant agreement(s), any subsequent assignments of the agreement, or other related documents to be satisfactory to both the Regional and City of Kitchener Solicitors.

Summary:

The Region of Waterloo received a Tax Increment Grant (TIG) application for the remediation and redevelopment of 475 King Street East in the City of Kitchener (Attachment A - Location Map). The 1.04 hectare site encompasses five smaller properties and was formerly a commercial property with primarily automotive related operations. As a result of these operational activities, soil and groundwater samples had elevated levels of polycyclic aromatic hydrocarbons, metals, petroleum hydrocarbons, volatile organic compounds, salt, and other pollutants above applicable Ministry of the Environment Conservation and Parks regulatory standards. Two Records of Site Condition were obtained in 2015 using an approved risk assessment approach. Development approvals for the site permit two high-rise towers with 488 residential units atop a four storey podium, an underground parking garage, and about 13,500 square feet of commercial/retail space (Attachment B - Concept Plan).

If approved, this TIG would represent the tenth successful joint TIG application in the City of Kitchener. The redevelopment represents a significant increase in assessed value and tax assessment with an estimated total current value assessment increase of \$77,367,278. Based on final costs identified in the updated remedial work plan, a total of \$639,690 in direct remediation costs are considered eligible for Brownfield Financial Incentives. With a 10 per cent allowance for indirect costs afforded under the TIG program (\$63,969), the total maximum potential TIG (not including any deductions for other brownfield financial assistance) is \$703,659. It should be noted that the subject lands received building permits prior to the expiry of the Core Area RDC exemption under RDC By-law 14-046, thus incurring no City or Regional Development Charges. As a result, eligibility for Brownfield RDC exemptions does not exist for the subject lands.

The Region's maximum calculated share of the joint TIG for the 475 King Street East redevelopment project is capped at \$443,604, which is the Region's portion of property taxes on the site (approximately 63%). Final TIG amounts will be calculated once MPAC completes an assessment of the developed property. TIG payments are expected to last one year and the payment could happen as early as 2022, depending on the timing of completed construction and occupancy.

City of Kitchener Council considered and approved the joint TIG application on May 11, 2020.

Report:**Background – Tax Increment Grant**

The Brownfield Financial Incentive Program (BFIP) contains the joint TIG and RDC exemption that assist with the cost of remediating brownfield sites. On June 26, 2019 Regional Council approved refinements to this program. The joint TIG is offered in Area

Municipalities where Community Improvement Plans (CIP) have been approved for the purposes of encouraging brownfield remediation and redevelopment (currently in the Cities of Cambridge, Kitchener, and Waterloo and in the Township of Wellesley). The RDC exemption for eligible brownfield sites is available region wide through RDC By-law 19-037. Applicants must satisfy a number of criteria to receive these incentives.

An approved TIG is not paid until after remediation, redevelopment and reassessment of the property. The applicant submitted a complete joint TIG application to City and Region Staff prior to September 1, 2019, therefore the applicant is grandfathered under the previous TIG program and is eligible for an additional 10% allowance for indirect costs, as per the TIG terms and conditions prior to September 1, 2019.

TIG Application – 475 King Street East, Kitchener

On November 29, 2018, the Region of Waterloo received a Tax Increment Grant (TIG) application from Peritus Environmental Consultants Inc. (on behalf of Drewlo Holdings Inc. - the Applicant) for the remediation and redevelopment of 475 King Street East in the City of Kitchener (Attachment A - Location Map). The site encompasses the entire block bounded by King Street East, Cameron Street East, Charles Street South and Madison Avenue South and is comprised of four smaller properties: 471, 481, and 505 King Street East and 18 and 24 Cameron Street South. The site was formerly a commercial property with automotive related operations such as gasoline service stations, car rental and used car sales. Contaminants of concern were identified in the soil and groundwater of this 1.04 hectare site during the Phase One and Phase Two Environmental Site Assessment (ESA) work. Based on these findings, the previous property owner used a risk assessment approach to obtain two Record of Site Conditions (RSCs) in 2015. A remedial work plan dated October, 2018 (updated August 27, 2019 and March 19, 2020) was prepared by the applicant to quantify the contaminated soil and manage the soil excavation and disposal in advance of remedial activities.

The redevelopment of the subject site supports the Region's intensification and transit oriented development objectives. The site is within the Downtown Kitchener Urban Growth Centre and is in close proximity to the ION Kitchener Market Station. The site has development approvals that permit two high-rise towers atop a four storey podium and an underground parking lot. The project includes 488 one and two bedroom residential units and about 13,500 square feet of commercial/retail space (Attachment B - Concept Plan).

Environmental Remediation and Accepted Costs

For the 471 King Street South property, a Phase One ESA dated December 31, 2011 (updated January 15, 2015) and Phase Two ESA dated March 31, 2013 (updated June 30, 2015) have been completed by Peritus Environmental Consultants Inc. For the 481 King Street South property, a Phase One ESA dated December 31, 2011 (updated January 15, 2015) and Phase Two ESA dated March 31, 2013 (updated December 31,

2014) have been also completed by Peritus Environmental Consultants Inc.

Environmental Site Assessment (ESA) work identified potentially contaminating activities on and off-site across both parcels. As part of the Phase Two ESA work, many contaminants of concern were identified in the soil or groundwater beneath the site. The results of the soil samples reported elevated concentrations of polycyclic aromatic hydrocarbons, metals, petroleum hydrocarbons, volatile organic compounds, and other pollutants that were above the applicable Ministry of the Environment Conservation and Parks (MECP) Table 2 regulatory standards. The results of groundwater samples reported levels of sodium, chloride, and ethylbenzene above the applicable MECP Table 2 regulatory standards. Some contaminants of concern were remediated during Phase Two ESA remedial activities, others were screened out during subsequent testing, and others were assessed within a Risk Assessment, which was accepted by the MECP on April 11, 2013. Based on these findings to date, a remedial work plan dated October 12, 2018 (updated August 27, 2019 and March 19, 2020) was prepared to address the identified soil and groundwater impacts.

City of Kitchener and Regional staff reviewed the Remedial Work Plan for the site. Risk management measures include a soil management/excavation plan, a health and safety plan, hard cap barriers, and a non-potable groundwater use restriction. A Risk Assessment (No. 1264-12) has been accepted by the Ministry of the Environment, Conservation and Parks and there is an applicable Certificate of Property Use (No. 5058-99EN86) registered on title across the site to support two RSCs (No. 218127 and No. 219087) that were filed to the Environmental Site Registry on June 15, 2015 and August 12, 2015 respectively.

During the review of the TIG application, the applicants have completed all remedial activities and provided an update on eligible direct remediation costs in subsequent updates to the Remedial Work Plan. Therefore, based on final costs identified in the updated Remedial Work Plan dated March 19, 2020, City and Regional staff have accepted a total of \$639,690 in direct remediation costs. This amount plus a 10 per cent allowance for indirect costs afforded under the joint TIG program (\$63,969) results in a net maximum eligible joint TIG of \$703,659.

It should be noted that the subject lands received building permits prior to the expiry of the Core Area RDC exemption under RDC By-law 14-046, thus incurring no City or Regional Development Charges. As a result, eligibility for Brownfield RDC exemptions does not exist for the subject lands.

Joint TIG Calculations and Payment Schedule

The estimated payment schedule for the joint TIG is based on the following information:

- The Municipal Property Assessment Corporation (MPAC) assessment value of the

property before remediation and redevelopment;

- An MPAC estimate of the assessed value of the property after remediation and redevelopment. This is an estimated increase in Regional and City taxes (tax increment) based on the difference between the 'before' and 'after' assessed value of the site; and,
- An accepted total of net eligible remediation costs (including a 10 per cent allowance for indirect remediation costs) less any other government financial assistance received. In the case of 475 King Street East, the final net eligible remediation costs are known based on the most recent update to the Remedial Work Plan and this amount was used to calculate the maximum potential joint TIG amount.

The joint TIG is paid to the Applicant on an annual basis for a maximum of 10 years, or until the net eligible remediation costs have been recovered or the Council approved maximum has been paid, whichever comes first. The joint TIG is cost-shared between the Region and the City of Kitchener, with grant proportions determined by each municipality's share of the municipal taxes levied on the property in the year the application was submitted (2018).

Using 2018 property tax rates, approximately 63% of the joint TIG would be provided by the Region and the remaining 37% would be provided by the City of Kitchener. The total maximum eligible remediation costs has been accepted at \$703,659 which sets the net maximum eligible joint TIG amount. Payment of the TIG is calculated as the incremental property taxes levied over a maximum period of 10 years up to a cumulative total of the approved TIG. For this application, should the total incremental property taxes over the 10 year period be less than \$703,659 then the lesser amount would apply.

Impact of the Joint TIG Program in Kitchener

The infusion of private investment in the redevelopment of brownfield properties which is supported by the Region's Brownfield Financial Incentive Program is helping to ensure the efficient use of existing infrastructure, as well as helping to achieve the Region's broader economic development, transit supportive, and land use planning objectives.

If approved, this TIG would represent the tenth successful joint TIG application in the City of Kitchener. Across Waterloo Region, these grants are contributing to the anticipated development of more than 4,800 residential units, more than 2,200,000 square feet of office and retail space, and an estimated total assessment increase of over \$1.2 billion.

Once the 475 King Street East redevelopment project is complete, MPAC estimates it will have a total assessed value of \$80,344,000 compared to \$2,976,722 in 2018.

Next Step – Executing a Tri-Partite Agreement

As a condition of approval under the joint TIG program, a Tri-Partite Remediation and Redevelopment Agreement (“Agreement”) for the development is required between the Applicant, the Region of Waterloo, and the City of Kitchener. This Agreement establishes a number of conditions including, but not limited to, the following:

- The owner must pay all property taxes levied upon the property during remediation and redevelopment (failure to pay and keep in good standing all municipal property taxes will deem the owner in default);
- The owner must submit a Record of Site Condition, prepared by a Qualified Person, to the Ontario Ministry of the Environment, Conservation and Parks and have it be accepted and registered on title; and,
- The owner must demonstrate that the remediation and redevelopment of the site has resulted in a minimum \$100,000 increase in the assessed value of the property.

In the case of the 475 King Street East redevelopment project, once the redevelopment and assessment is complete and verified, the executed Agreement will be finalized and have a new payment schedule inserted into it as a “New Schedule”. This New Schedule will include the final TIG payment schedule based on the actual remediation costs, the actual reassessment value of the redeveloped property as determined by MPAC, and subtracting any other financial assistance that has been received prior to the calculation of the TIG payment schedule.

Area Municipal Consultation/Coordination

City of Kitchener and Regional staff have jointly reviewed the application and are satisfied that the application meets the eligibility and application requirements. City of Kitchener Council considered and approved the joint TIG application on May 11, 2020. City and Regional staff concur with the recommendations in this report.

Corporate Strategic Plan:

Providing brownfield financial assistance for this site is consistent with the 2019-2023 Corporate Strategic Focus, which directs the Region to: Promote the efficient use of urban land, and protect and enhance agricultural and natural areas (Strategic Objective 3.5).

Financial Implications:

If approved, the Region's maximum calculated share of the joint TIG for the 475 King Street East redevelopment project is capped at \$443,604 which is approximately 63% (based on the Region's portion of property taxes on the site) of the total maximum eligible remediation costs of \$703,660. The subject lands received a core area RDC exemption

and accordingly are not eligible to apply for a Brownfield RDC exemption.

The final TIG amounts will be reduced by any other brownfield financial assistance received by the Applicant for eligible remediation costs. The first payment could start as early as 2022, depending on the timing of completed construction and occupancy. The final TIG payment schedule will be determined when the redevelopment is completed and has been reassessed by MPAC. It is estimated that the Region's share of the joint TIG will be paid back in one year.

Under the funding model for joint TIGs adopted by Regional Council in 2013, the annual TIG payments would be funded from the increased tax revenue on the property occurring in the same year. In other words, the tax revenue resulting from the increased assessment following the redevelopment of a brownfield property is used to fund the annual TIG payment.

A listing of the current approved TIGs and the applicable funding sources, as per the 2020–2029 Capital Program, is attached as Attachment C. Subject to Council's approval, this TIG will be reflected in the Region's 2021-2030 Capital Plan. Staff will review the timing of the TIG payments as part of future budget development and will make adjustments as required.

Other Department Consultations/Concurrence:

Staff from Community Planning, Finance, and Legal Services were involved in the review of the joint TIG application and the preparation of this report, and are in support of the staff recommendation.

Attachments:

Attachment A – Location Map

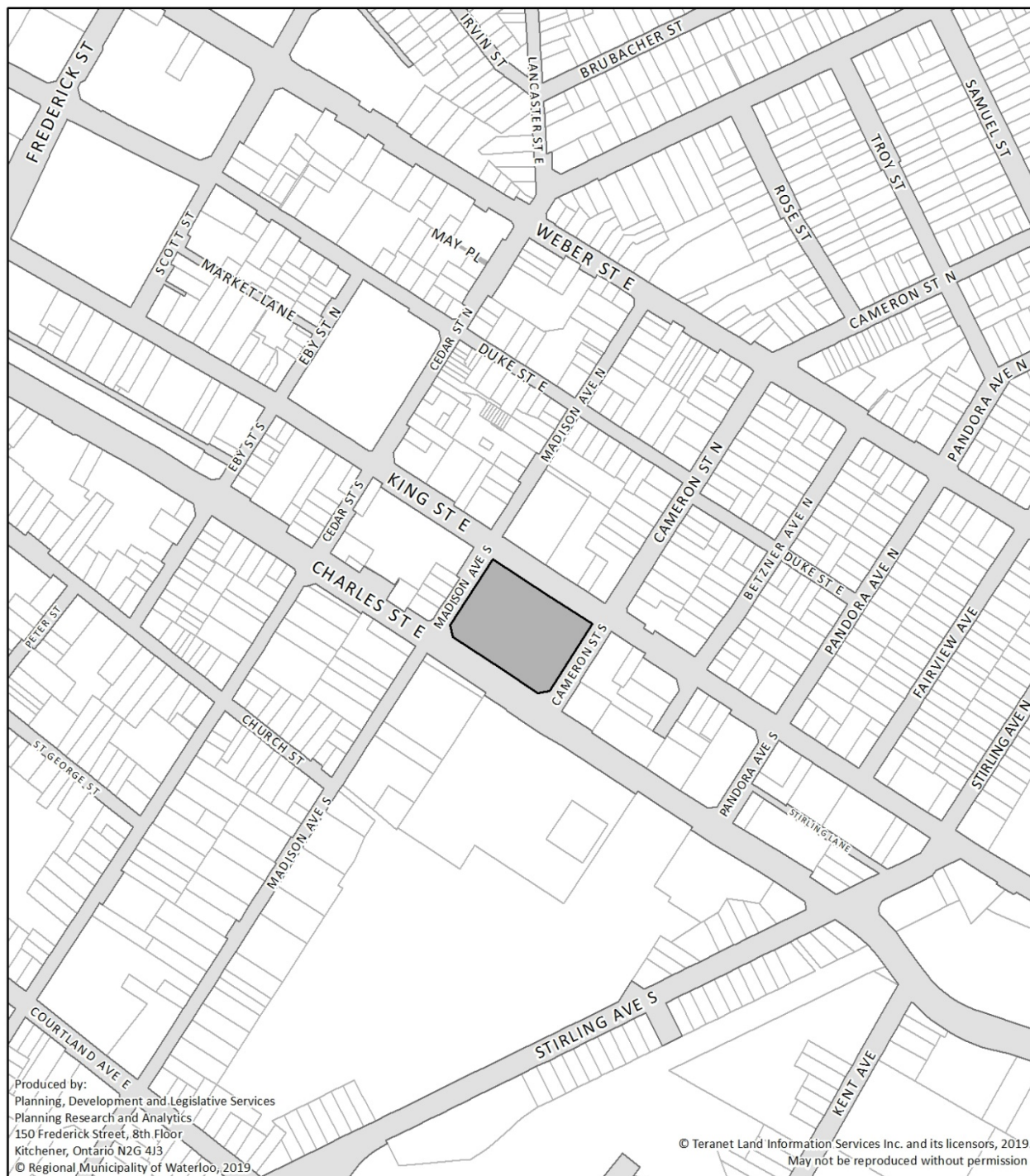
Attachment B – Concept Plan

Attachment C – Listing of Approved TIGs and Funding Sources 2020-2029 Capital Budget

Prepared By: **Peter Ellis**, Principal Planner, Community Planning
Cathy Deschamps, Director, Treasury Services / Deputy Treasurer

Approved By: **Rod Regier**, Commissioner, Planning, Development and Legislative Services
Craig Dyer, Commissioner, Corporate Services / Chief Financial Officer

Attachment A – 475 King Street East Location Map



Region of Waterloo

SUBJECT LANDS AT
475 KING STREET SOUTH, KITCHENER0 100 200
Meters

Attachment B – Concept Plan

Attachment C – Listing of Approved TIGS and Funding Sources 2020-2029 Capital Budget

Brownfield Financial Incentive Program Ten Year Capital Budget and Forecast (Thousands)										
	Previous Unspent Approvals	2020 - 2029		2021	2022	2023	2024	2020 - 2024		Total
		2020	Request					Subtotal	Subtotal	
EXPENDITURE										
99054 51 Breithaupt Brownfield Incentives	717	236	953					953		953
99057 130 Water (South Parcel) Brownfield Incenti						534	534	1,068	2,778	3,846
99060 55 Mooregate Brownfield Incentives		33	33	33	33	33	33	165	33	198
99063 100 Victoria Street South Brownfield Incenti					554			554		554
99066 83 Elmsdale Brownfield Incentives				3,500	3,500	688	688	8,375	3,404	11,779
99067 445 King Brownfield Incentives		312	312	312	312	220		1,155		1,155
99074 181 King St Brownfield Incentives				189				189		189
99075 1 Adam Brownfield Incentives		439	439	603	557	337	337	2,271	648	2,920
99076 1011 Homer Watson Brownfield Incentives					1,269	1,145	1,059	3,474	1,848	5,321
99077 19 Guelph (Parcel A) Brownfield Incentives				87	87	87	87	350	676	1,026
99078 19 Guelph (Parcel B) Brownfield Incentives		178	178	178	178	178	178	890	296	1,186
99080 70 King Street Brownfield Incentives					2,500	2,500	664	5,664	79	5,743
99081 119 Roger Street Brownfield Incentives				1,500	1,500	374	374	3,748	1,601	5,349
99083 64 Grand Avenue Brownfield Incentives						764	764	1,528	2,025	3,553
99084 270 Spadina Brownfield Incentives				750	750	118	118	1,736	593	2,329
99085 498 Eagle Brownfield Incentives				0	0	165	165	329	823	1,153
TOTAL EXPENDITURE	717	1,198	1,915	7,152	11,240	7,142	5,001	32,450	14,804	47,254
FUNDING & FINANCING										
Grants / Subsidies / Recoveries										
Grants & Subsidies	198		198					198		198
Property Taxes										
Reserves and Reserve Funds										
3980140 Brownfield Incentive Program Reserve	124	1,198	1,322	1,402	2,990	4,524	4,883	15,121	14,211	29,332
3980150 Regional Development Charge Exemptior				5,750	8,250	2,618	118	16,737	592	17,329
3980180 Water Capital Reserve	198		198					198		198
Other Reserves	198		198					198		198
TOTAL FUNDING & FINANCING	717	1,198	1,915	7,152	11,240	7,142	5,001	32,450	14,804	47,254



Report: TES-WAS-20-08/
PDL-CPL-20-20

Region of Waterloo

Transportation and Environmental Services

Water Services

Planning, Development and Legislative Services

Community Planning

To: Chair Tom Galloway and Members of Regional Council

Date: June 16, 2020

File Code: E12-40(A)

Subject: 2020 Water and Wastewater Monitoring Report

Recommendation:

That the Regional Municipality of Waterloo accept the 2020 Water and Wastewater Monitoring Report summarized in Report TES-WAS-20-08/PDL-CPL-20-20, dated June 16, 2020 as the account of water supply and wastewater treatment capacity as of December 31, 2019.

Summary:

The 2020 Water and Wastewater Monitoring Report (2020 WWWMR) outlines the ability of the Regional water supply and wastewater treatment facilities to accommodate demands to 2031. The full report will be made available on the Region's Water Services website. Draft copies of the report have been circulated to the cities of Cambridge, Kitchener and Waterloo and also to the townships of North Dumfries, Wellesley, Wilmot and Woolwich.

Generally, water supply capacity was adequate to meet the actual maximum demands in all communities supplied by a Regional system in 2019. Wastewater treatment capacity was sufficient at all Regional plants to treat the actual average flows in 2019. Water supply and wastewater capacities in 2031 are based on the implementation of works from the Region's current capital programs. Both water supply capacity and wastewater capacity is anticipated to be adequate to accommodate all current development commitments. The allocation of remaining capacity to new development is determined by Region of Waterloo staff in consultation with the Area Municipalities. The

available capacity expressed in this report is the capacity available to service future Planning Act approvals (subdivisions, condominiums, consents, zoning by-law amendments, part lot control and minor variances) and/or any building permits issued for development outside of residential plans of subdivision that complies with existing zoning (e.g. site plans).

Report:

Water Services produces the annual Water and Wastewater Monitoring Report with input from the Region's Planning, Development and Legislative Services. The purpose of this report is to:

1. Document actual water consumption and wastewater flows;
2. Provide a basis for water consumption and wastewater flow forecasts required in preparing the capital budgets and user rates;
3. Document water production and wastewater treatment capacities;
4. Update Regional Council with respect to remaining uncommitted capacities of water supply and wastewater treatment infrastructure; and
5. Provide a basis for Water Services staff to provide comment on the water and wastewater aspects of development applications.

In addition, the 2020 WWWMR report will be one of the inputs used in preparing the 2021 water and wastewater capital budget, longer term water and wastewater capital forecast, and in formulating responses to development applications.

Methodology

The WWWMR follows the 1994 Ministry of Environment (now renamed Ministry of Environment Conservation and Parks - MECP) guideline for determining available capacity of water and wastewater infrastructure. Actual water use data is analysed and interpreted in order to forecast future water use. In order to help temper the seasonal impact of anomalous years, a five-year average of maximum day water use per person is used to calculate the maximum day per capita flow. The five-year average of maximum day water use per person is then multiplied by the population to get the projected Maximum Day Demand for the current year, and is also multiplied by the population forecasts to get the future water design demands.

Maximum day demands are used for demand forecasts in most of the systems with the exception of the Integrated Urban System (IUS) where Maximum Week Demand is used. The MOECC has approved this approach as the IUS is a very large, complex system with multiple water supply sources, storage and redundancies. The maximum week demand is approximately 10% lower than the usual maximum day demand.

A similar approach is used for the wastewater plants. Actual wastewater flow data is used to calculate the average flow per capita for each wastewater treatment plant catchment area. The major difference between water and wastewater systems is that the Average Day Wastewater flow is used instead of the maximum day flow. A five-year average is also used to calculate the average per capita flow, and then it is applied to the current year population to calculate the Projected Flow for each plant. The five-year average flow per capita is also applied to population forecasts to get the future flow projections.

Comparison to the 2019 WWWMR

There have been no changes to the methodology used in the 2020 WWWMR from the 2019 report.

Water consumption patterns and wastewater flows are a function of yearly weather fluctuations. In 2019, the annual precipitation was very close to the 20-year average annual precipitation recorded at the University of Waterloo weather station. The beginning of the year experienced higher than average precipitation, especially though February to May. The rest of the year was relatively dryer than average, and therefore the annual total was average. As a result, seasonal impacts at the wastewater treatment plants resulted in average flows at all of the wastewater treatment plants.

For water, the average day water consumption was aligned with the 5-year average in 2019 for all water systems, with an average measured maximum week/day in the IUS and smaller systems.

2019 Water Supply Capacity and Commitments

Water supply capacity was adequate to meet the actual maximum demands in all communities supplied by a Regional system in 2019. Water supply capacities up to 2031 are based on the implementation of works from the Region's current capital programs. Table 1, attached, summarizes the remaining water capacity as of December 31, 2019. The long-term water supply strategy has recently been updated with the 2014 Water Supply Master Plan Update. Recommendations from the master plan update are incorporated into this monitoring report.

- The Integrated Urban System (IUS) (Cambridge, Kitchener, Waterloo, Elmira, St. Agatha and St. Jacobs water systems) has 62,710 m³/d of remaining capacity, which is equivalent to approximately 198,000 people.
- The Baden/New Hamburg water system has 7,610 m³/d of remaining capacity, which is equivalent to approximately 22,500 people.
- The Ayr water system has 980 m³/d of remaining capacity, which is equivalent to approximately 1,700 people.

- The Wellesley water system has 1,960 m³/d of remaining capacity, which is equivalent to approximately 6,900 people.
- The St. Clements water system has 1,300 m³/d of remaining capacity, which is equivalent to approximately 3,500 people.

Small Water Supply Systems

There are 11 small water supply systems owned and operated by the Region. These systems include Conestogo (Conestogo Golf Course and Conestogo Plains), Maryhill (Maryhill and Village Heights) and West Montrose in Woolwich; Linwood and Heidelberg (reported as one system including a portion of Heidelberg in Woolwich and in Wellesley); Foxboro Green (Foxboro) and New Dundee in Wilmot; and Roseville and Branchton Meadows (Branchton) in North Dumfries. In 2018, the West Montrose system was connected to the Conestogo Plains System. In 2019 the combined Conestogo Plains – West Montrose system was connected to the IUS. In 2020, the Conestogo Golf Course system will also be connected to the IUS, and these systems will cease to be reported on discretely in this report and will be incorporated in the IUS reporting.

Most of these small systems were designed to only service specific subdivisions in the respective settlement areas and have no additional capacity to service units beyond those subdivisions. Given the complexity of calculating available capacity for the small systems, available system capacity will be evaluated on an individual basis prior to commenting on applications made under the Planning Act. Table 2 summarizes the data on small water systems.

2019 Wastewater Treatment Capacity

Wastewater treatment capacity was sufficient at all Regional plants to treat the actual average flows in 2019. The flows recorded at the wastewater treatment plants were generally aligned with the five-year average flows.

Wastewater capacities up to 2031 are based on the implementation of works from the Region's current capital programs; Table 1 summarizes the remaining wastewater capacity as of December 31, 2019.

- The Kitchener WWTP has 42,680 m³/d of remaining capacity, which is equivalent to approximately 158,000 people.
- The Waterloo WWTP has 13,680 m³/d of remaining capacity, which is equivalent to approximately 49,000 people.

The projected flows plus committed flows at the Waterloo WWTP was historically approaching 85% of the rated capacity of the plant. The lowered flows recently observed at the plant have reduced the five-year average and the current projected flows are approximately 75% of the rated capacity. Background work has been initiated as recommended in the 2018 Wastewater Treatment Master Plan to confirm the timing

of a future expansion and alternative options. Timing of the plant capacity expansion will be planned to accommodate projected flows.

- The Galt WWTP has 23,610 m³/d of remaining capacity, which is equivalent to approximately 67,600 people.
- The Preston WWTP has 4,220 m³/d of remaining capacity, which is equivalent to approximately 10,300 people.

In the 2011 WWWMR, wastewater capacity was reserved for the Boxwood Industrial Subdivision in the Preston Wastewater Service Area in the amount of 1,860 m³/d. Occupancy of the Boxwood Subdivision has been steadily increasing since 2014 and approximately 50% of the developable area has been occupied at year end 2019. Therefore, the reserve capacity has been reduced to 50% of the original amount, and a reserve of 930 m³/d will remain to accommodate the remaining lot development. In future years, the reserved capacity will be further reduced proportionally based on the development activity.

- The Hespeler WWTP has 2,080 m³/d of remaining capacity, which is equivalent to approximately 8,300 people.
- The Elmira WWTP has 1,860 m³/d of remaining capacity, which is equivalent to approximately 5,200 people.
- The St. Jacobs WWTP has 350 m³/d of remaining capacity, which is equivalent to 920 people. Background work as recommended in the 2018 Wastewater Treatment Master Plan is ongoing. This work addresses immediate plant upgrades to ensure all processes can meet the rated capacity. The work also includes an examination of innovative ways to expand the plant through re-rating and/or innovative technologies.
- The Baden/New Hamburg WWTP has 1,210 m³/d of remaining capacity, which is equivalent to approximately 4,400 people. The plant is currently undergoing expansion to increase capacity. Once the expansion is complete, and based on the current per capita rates, the plant will be able to service an additional 6,000 people.
- The Ayr WWTP has 1,020 m³/d of remaining capacity, which is equivalent to approximately 4,100 people.
- The Wellesley WWTP has 220 m³/d of remaining capacity, which is equivalent to approximately 920 people.

In recent years, the characteristics of the influent loading at some wastewater treatment plants have been higher than the design parameters for the plant. While the treatment plant's hydraulic capacity may show that there is available capacity for growth, the nature of the influent may result in reduced treatment effectiveness. The approval of

growth, specifically industrial related, will be reviewed on a case-by-case basis in order to ensure that the influent characteristics are aligned with the design parameters.

Servicing Commitments

Section 51 (24) (i) of the Planning Act obliges the Region to ensure the “adequacy of utilities and municipal services.” In addition, ROP Policy 5.D.1 states that the “servicing requirements for planned development and projected growth will be monitored to ensure that the total system capacities are not exceeded, and to provide sufficient lead time for the planning, design, approval, financing and construction of new facilities.”

Except for site plan approvals, most Planning Act approvals, including plans of subdivision, zoning amendments, and consents require acknowledgement by the Region of Waterloo Water Services Division that water and wastewater servicing capacity is available. Draft approvals are granted based upon the availability of uncommitted capacity in existing water and wastewater systems.

Servicing commitments are made through separate servicing agreements between the Region and the developer, which are executed prior to the registration of a plan of subdivision. The servicing agreement expires within six to 18 months of being signed, at which time the developer would be required to seek a new commitment for servicing if registration of the plan of subdivision has not occurred.

In 1996, Regional Council by Report PC-96-061/ E-96-138 revised the conditions of draft approval for plans of subdivision to include a new condition requiring an Agreement for Servicing and allowing future, unbuilt service capacity to be considered, if three criteria are met:

1. The capacity expansion project must be imminent for construction and thereby included within the first five years of the 10 Year Capital Forecast;
2. There must be a sound technical basis for the anticipated new capacity associated with the project, as a result of completion of the Environmental Assessment, a suitable master plan or other Regional engineering evaluation;
3. Approval of new draft plans of subdivision will be guided by Area Municipal Staging of Development programs and will not exceed 50 per cent of the estimated capacity of major planned service capacity projects or 75 per cent of minor planned projects.

It is important to note that the actual service capacity of a water or wastewater facility to be delivered from a future project cannot be guaranteed until the MECP issues either a Municipal Drinking Water Licence for water systems or an Environmental Compliance Approval for wastewater systems. Since 1996, the registration of a plan of subdivision has been the point at which the capacity of water and wastewater systems is committed

in accordance with MECP policies. However, a significant portion of all residential development is occurring outside of plans of subdivision. For example, in 2018, over 50% of residential building permits issued were outside of plans of subdivision. This is primarily development on lands within the built up areas. This trend is expected to continue. Currently, there is no mechanism to provide for a servicing commitment for lands that have zoning in place that would allow development to proceed without additional planning approvals.

The “Remaining Capacity” expressed in this report is the present capacity available in the water system and/or wastewater treatment plant to service future Planning Act approvals (subdivisions, condominiums, consents, zoning by-law amendments, part lot control and minor variances) as well as/or building permits issued for all development outside of residential plans of subdivision.

For the purposes of this report, a “commitment” is presented in terms of number of people and includes the estimated population within: plans of subdivision which have Draft Approval, building permits issued but not yet occupied, and unbuilt registered plans.

Area Municipal Consultation/Coordination

A draft copy of the 2020 Water and Wastewater Monitoring Report was circulated to Area Municipal Planning staff for comment.

Corporate Strategic Plan:

The 2020 Water and Wastewater Monitoring Report supports the Corporate Strategic Focus Area: “Thriving Economy” in the 2019-2023 Strategic Plan; specifically, Strategic Objective 1.2: “Ensure an adequate and strategic supply of employment lands in the Region.”

Financial Implications

The financial implications of this report will be addressed in the preparation of the 2021 to 2030 Water and Wastewater Capital Programs.

Other Department Consultations/Concurrence: Nil.

Attachments:

Table 1 - Remaining Water and Wastewater Capacity as of December 31, 2019

Table 2 - Small Rural Water System Summary as of December 31, 2019

Table 3 - Commitments as of December 31, 2019

Prepared By: Kevin Dolishny, Senior Project Engineer, Servicing and Development Planning

Brenna MacKinnon, Manager, Planning

Approved By: Thomas Schmidt, Commissioner, Transportation and Environmental Services

Rod Regier, Commissioner, Planning, Development and Legislative Services

TABLE 1: REMAINING WATER AND WASTEWATER CAPACITY AS OF DECEMBER 31, 2019

		A	B	C	D = A - (B+C)	E	F = D / E * 1000
		2019 MAX CAPACITY (1000 m ³ /d)	MAX DAY / WEEK PROJECTED FLOW (1000 m ³ /d)	COMMITTED FLOW (1000 m ³ /d)	REMAINING CAPACITY (1000 m ³ /d)	MAX DAY / WEEK FLOWS PER CAPITA (m ³ /d/c)	REMAINING CAPACITY (PEOPLE)
WATER	INTEGRATED URBAN WATER SYSTEM	250.00	166.25	21.04	62.71	0.3164	198,166
	BADEN-NEW HAMBURG	12.61	4.92	0.08	7.61	0.3380	22,521
	AYR WATER SYSTEM	5.53	3.32	1.22	0.98	0.5699	1,728
	WELLESLEY	3.00	1.02	0.01	1.96	0.2859	6,870
	ST. CLEMENTS	1.77	0.46	0.01	1.30	0.3674	3,535
		A	B	C	D = A - (B+C)	E	F = D / E * 1000
		2019 CAPACITY (1000 m ³ /d)	AVERAGE PROJECTED FLOW (1000 m ³ /d)	COMMITTED FLOW (1000 m ³ /d)	REMAINING CAPACITY (1000 m ³ /d)	AVERAGE FLOWS PER CAPITA (m ³ /d/c)	REMAINING CAPACITY (PEOPLE)
WASTEWATER	KITCHENER WWTP	122.70	69.77	10.25	42.68	0.2697	158,255
	WATERLOO WWTP	57.50	41.88	1.94	13.68	0.2787	49,094
	GALT WWTP	56.80	30.66	2.53	23.61	0.3492	67,618
	PRESTON WWTP	16.82	9.62	2.98	4.22	0.4101	10,283
	HESPELER WWTP	9.32	6.44	0.80	2.08	0.2495	8,351
	ELMIRA WWTP	7.80	4.01	1.93	1.86	0.3592	5,174
	BADEN-NEW HAMBURG WWTP	5.20	3.93	0.07	1.21	0.2758	4,376
	AYR WWTP	3.00	1.44	0.54	1.02	0.2496	4,091
	ST. JACOBS WWTP	1.45	0.89	0.21	0.35	0.4518	779
	WELLESLEY WWTP	1.10	0.84	0.04	0.22	0.2343	922

TABLE 2: SMALL RURAL WATER SYSTEM SUMMARY AS OF DECEMBER 31, 2019

		A	B	C	D = A - B	E	F
		2019 CAPACITY (m ³ /d)	MAX DAY PROJECTED FLOW (m ³ /d)	COMMITTED FLOW (m ³ /d)	REMAINING CAPACITY (m ³ /d)	MAX DAY FLOWS PER CAPITA (m ³ /d/c)	REMAINING CAPACITY (PEOPLE)
WOOLWICH	CONESTOGO GOLF COURSE	601	448	N/A	153	0.9292	Case by Case
	CONESTOGO PLAINS	786	261	N/A	525	0.7229	Case by Case
	MARY HILL	157	95	N/A	62	0.6703	Case by Case
	MARY HILL VILLAGE HEIGHTS	820	163	N/A	657	0.9660	Case by Case
	WEST MONTROSE	238	115	N/A	123	0.5572	Case by Case
WEL	HEIDELBERG	829	306	N/A	523	0.3019	Case by Case
	LINWOOD	605	294	N/A	311	0.3760	Case by Case
WIL	FOXBORO	527	173	N/A	354	0.4229	Case by Case
	NEW DUNDEE	983	359	N/A	624	0.3402	Case by Case
ND	ROSEVILLE	358	160	N/A	198	0.5525	Case by Case
	BRANCHTON	130	79	N/A	51	0.6539	Case by Case

(A) See Water Distribution Master Plan and Wastewater Treatment Master Plan for capacity details of each system

(B) See section 2.5 and 2.6 and appendix B & C for details of how average flow is calculated for individual systems

(C) See Table 3 for details about how committed flow is calculated from committed population in the DGA and BUA

(D) Both Water systems and Wastewater systems average/max day/week flow equals the average of the previous 5 years per capita flow

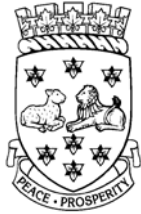
(E) See Section 2.5 and 2.6 for an explanation of average/max flows per capita

(F) Remaining Capacity divided by Average/Max Flow Per Capita multiplied by 1000. Any new service in the small rural systems must be reviewed by the Region of Waterloo Water Services staff and will

be evaluated on a case by case basis

TABLE 3: COMMITMENTS AS OF DECEMBER 31, 2019

		A			B	C = A x B		
		COMMITMENTS (PEOPLE)			MAX DAY / WEEK FLOWS PER CAPITA (m ³ /d/c)	COMMITMENTS (m ³ /d)		
		DGA	BUA	TOTAL		DGA	BUA	TOTAL
WATER	INTEGRATED URBAN WATER SYSTEM	53,135	13,355	66,490	0.3164	16,814	4,226	21,040
	BADEN-NEW HAMBURG	149	92	241	0.3380	50	31	81
	AYR WATER SYSTEM	2,047	99	2,146	0.5699	1,167	56	1,223
	WELLESLEY	35	7	42	0.2859	10	2	12
	ST. CLEMENTS	20	0	20	0.3674	7	0	7
		A			B	C = A x B		
		COMMITMENTS (PEOPLE)			AVERAGE FLOWS PER CAPITA (m ³ /d/c)	COMMITMENTS (m ³ /d)		
		DGA	BUA	TOTAL		DGA	BUA	TOTAL
WASTEWATER	KITCHENER WWTP	30,598	7,395	37,993	0.2697	8,253	1,995	10,247
	WATERLOO WWTP	3,757	3,215	6,972	0.2787	1,047	896	1,943
	GALT WWTP	6,190	1,054	7,244	0.3492	2,161	368	2,529
	PRESTON WWTP	4,712	283	4,995	0.4101	2,863	116	2,979
	HESPELER WWTP	1,871	1,319	3,190	0.2495	467	329	796
	ELMIRA WWTP	5,359	9	5,368	0.3592	1,925	3	1,928
	BADEN-NEW HAMBURG WWTP	149	92	241	0.2758	41	25	66
	AYR WWTP	2,047	99	2,146	0.2496	511	25	536
	ST. JACOBS WWTP	464	0	464	0.4518	210	0	210
	WELLESLEY WWTP	162	7	169	0.2343	38	2	40
(A)		See appendix D for a detailed breakdown of committed population from known development						
(B)		Average of the previous five years. See Section 2.5 and 2.6 for an explanation of the Average/Max Flow Per Capita Per Day in Column 'B'						
(C)		Column 'A' multiplied by column 'B'						
*		Preston WWTP commitments include 930 m ³ /day for the Boxwood Industrial Subdivision						



Report: TES-TRP-20-12

Region of Waterloo

Transportation and Environmental Services

Transportation

To: Chair Tom Galloway and Members of Regional Council

Date: June 16, 2020

File Code: T14-01

Subject: Traffic Signal Operation for Pedestrians

Recommendation:

For information

Summary:

Regional Councillors and staff have received a number of questions and concerns about the operation of pedestrian pushbuttons at traffic signals. Regional Planning and Works Committee members requested that Regional staff provide information regarding pedestrian pushbuttons at traffic signals and the potential options to address the public's concerns up to and including the removal of the pushbuttons.

Pedestrian pushbuttons are provided at signalized intersections for two primary reasons: to detect and service pedestrians and to provide tones and vibrations to assist persons with accessibility challenges.

About one third of the Region's signalized intersections, mostly in the urban core areas, operate in a "fixed-time" mode and people do not need to press a push button to get a walk display as the walk displays are generated automatically. Pushbuttons are still present at these locations as they are necessary to assist persons with accessibility challenges. Signage at these locations about the need to press the button may not be clear to all users. Staff are reviewing this issue and are considering replacing these signs with new signs with a clearer message.

At the remaining two thirds of the signalized intersections, primarily at locations where a minor road with low traffic volumes is connected to a major road, pedestrian pushbuttons are present to provide on-demand service to pedestrians on the minor road

as they arrive at the intersection and to assist people with accessibility challenges. It is possible to remove these pushbuttons and change the timing of these signals so that they operate in a fashion similar to the “fixed-time” ones. Changing this mode of operation at these locations would result in significant increased delays to all users on the major roads and would create challenges to serve persons with accessibility challenges. Staff are pursuing opportunities to get better data about pedestrian volumes at Regional intersections with the intent to better “time” the traffic signals at certain locations and at certain times of the day in a way that reduces or eliminates the need for most users to press a pushbutton.

Staff are committed to improving the experience of pedestrians and cyclists at traffic signals in the Region. Staff are continually investigating ways to better detect cyclists and pedestrians at traffic signals without having the need to press a pushbutton. Many of these existing “non-button” detection systems are not yet at the required reliability level which would make them viable at all locations; however, staff will continue to investigate and try some of these new technologies as part of continuous improvement of the transportation network.

Report:

1.0 Background

Regional Councillors and staff have received a number of questions and concerns about the operation of pedestrian pushbuttons at traffic signals. The questions and concerns that have been raised include:

- Pedestrian pushbuttons require to be pushed to activate the pedestrian signal. This is being interpreted as not pedestrian friendly because a motorist does not have to take action to trigger a traffic signal. This is seen as a system designed to benefit motorists rather than pedestrians;
- Pedestrian pushbuttons are seen as causing delays to pedestrians; and
- Recently concerns have been raised that pedestrian pushbuttons should be turned off to reduce the spread of COVID-19.

Concerns with pedestrian pushbuttons could be summarized by the fact that a common term for pedestrian pushbuttons is “beg buttons”.

Regional Planning and Works Committee members requested that Regional staff provide information regarding pedestrian pushbuttons at traffic signals and the potential options to address the public’s concerns up to and including the removal of the pushbuttons.

Pedestrian pushbuttons serve a number of different purposes. The first few sections of this report provides information on where and why buttons are used. The latter part of this report provides some processes/actions that could be undertaken improve the pedestrian experience at intersections.

2.0 Overall Purpose of Pedestrian Pushbuttons

Pedestrian pushbuttons are provided at signalized intersections for two primary reasons:

1. To detect and service pedestrians; and
2. To provide tones and vibrations to assist persons with accessibility challenges.

3.0 Accessibility for Ontarians with Disabilities Act (AODA)

The Accessibility for Ontarians with Disabilities Act (AODA) requires that audible tones be provided at signalized intersections for persons with accessibility challenges. These tones help people locate crosswalks and appropriate pathways through signalized intersections. The normal practice for activating these tones is through the pushbutton. This is done to minimize noise impacts on nearby residents. Pedestrian pushbuttons could be set to use an audible tone continuously for every cycle (up to 1080 times per day) without the requirement to push a button.

AODA requirements also dictate the location of the pedestrian pushbutton to ensure they are easy to find and accessible to all.

4.0 Traffic Signal Mode of Operation

Generally, there are three main modes of traffic signal operation: fixed-time, semi-actuated and fully-actuated operation. Each mode of operation is based on a number of factors including pedestrian and vehicular volume, geometry of the intersection, major and minor volumes, approach speeds to the intersection, width of the intersection, consistency of traffic volumes throughout the day, etc. These modes and why they are selected is explained in more detail below.

4.1 Fixed-time (Operated at 159 of 520 or 31% of traffic signals in Waterloo Region)

Fixed-time operation is predominantly implemented at urban locations where pedestrian and motor vehicle traffic is observed on all approaches to the intersection over a sustained period of the day. The traffic signal will run through a fixed sequence of signal indications, including pedestrian signal indications without any sensors in the roadway or the pressing of a pushbutton. This mode is selected to enhance pedestrian operations. Pedestrians do not need to press a pushbutton to activate and display a pedestrian signal. Generally, signs on the poles at these locations do indicate the need to press the pushbutton only if you require an AODA-required audible tone. Staff; however, believe that the message delivered on these signs may not be clear to all users, and some pedestrians may think that they need to press the pushbutton to obtain a walk signal display.

The Region, however, is obligated to provide pedestrian pushbuttons at all traffic signal

crosswalks to assist people with accessibility challenges. These pushbuttons provide locator tones and when pushed, activate the chirping / tones required for persons with accessibility challenges to cross through signalized intersections.

4.2 Semi-actuated (Operated at 318 of 520 or 61% of traffic signals in Waterloo Region)

Semi-actuated operation is implemented at both urban and rural signalized locations where the majority of pedestrian and motor vehicle traffic travels along the major road. Typically, the volume of pedestrian and motor vehicle traffic approaching the intersection on the minor road is much lower, unpredictable and is not sustained for any notable period of time. In-road sensors and pedestrian pushbuttons are provided on the minor road for motorists and pedestrians to trigger and notify the traffic signal that they need to be serviced. Pedestrian pushbuttons are provided in all directions to provide the necessary AODA tones.

At semi-actuated intersections, pedestrians walking along the major road crossing the minor road receive walk signals automatically and are given priority over motorists. The traffic signal will “rest” on the major road pedestrian walk signal and green signal until a motor vehicle or pedestrian on the minor road needs to be serviced by activating a sensor in the ground or a pedestrian pushbutton respectively. When this occurs, pedestrians, cyclists, transit patrons and motorists on the major road are interrupted to service the motorist or pedestrian waiting on the minor road. A walk signal on the minor road would only be displayed on the minor road if a pedestrian had pushed the pedestrian button. The implications of displaying a walk signal without a pushbutton are explained later on within this report.

4.3 Fully-Actuated (Operated at 36 of 520 or 8% of traffic signals throughout Waterloo Region)

Fully-actuated operation is similar to semi-actuated operation but has additional vehicular detection on the main road to enhance the intelligence and safety of the intersection. Unlike semi-actuated intersections pedestrian buttons are required to be pushed on both the major and minor roadways to activate both the walk signal displays and AODA features. In general, there are very few pedestrians travelling through most of these intersections as this mode of operation is typically used at high speed rural locations.

These signals service motorists and pedestrians in the safest manner possible compared to other modes of operation. The major and minor roads are run at a set minimum amount of green time and that green time is extended to a set maximum time based on vehicular or pedestrian demand. This is done to optimise the safety of the intersection.

5.0 How Could Pedestrian Pushbuttons Be Modified to Enhance the Pedestrian Experience?

Regional staff continue to pursue advancements in technology to serve pedestrians more effectively. Advancements in technology such as Miovision ATMS technology would enable staff the ability to collect and analyze more detailed pedestrian data to determine when and where pedestrian signals could be operated without the requirement to push buttons. For example, if the information provided by the Miovision ATMS suggests that there are a sufficient number of pedestrians approaching an intersection adjacent to an LRT station during a specific period of the day, Regional staff could potentially operate those signals in a manner that would not require pedestrians to push a button during those periods.

In addition to leveraging advancements in traffic signal technology, the following sections identify actions that staff could take to improve the crossing experience of pedestrians and cyclists.

5.1 Fixed-time Traffic Signal Locations

Regional staff have recognized that the presence of a pushbutton for AODA requirements and the existing signs on the poles can be confusing and lead pedestrians to falsely believe that a button is always required to be pushed to display a walk signal. For this reason, Regional staff are considering replacing the existing signs with new signs at fixed-time intersections to educate the public that pushbuttons do not need to be pushed to receive walk displays and only need to be pushed to activate the AODA accessible tones. An example of a sign being considered is illustrated in Appendix A.

Removing the pedestrian pushbuttons at fixed-time locations would not result in any change to wait times for pedestrians, cyclists and or motorists on any approach as each approach already automatically receives a pedestrian walk signal and green signal regardless if a button was pushed or not pushed.

5.2 Semi-actuated Traffic Signal Locations

Similar to fixed-time intersections, Regional staff have recognized that the presence of pushbuttons for AODA requirements can be confusing and lead pedestrians to falsely believe that they need to push a button to display a walk signal. As such, Regional staff are considering replacing the existing signs with new signs at semi-actuated intersections that would help pedestrians on the major road that intend to cross the minor road to better understand that the buttons do not need to be pressed to receive a walk signal and only need to be pressed to activate the AODA tones. These pedestrians would continue to receive pedestrian walk signals automatically.

It has been suggested to display pedestrian walk indications on the minor road automatically at semi-actuated locations, which would essentially result in a fixed-time

mode of operation. This is possible, and the implications of doing so are explained as follows. Regional staff would anticipate:

- In the majority of cases throughout the entire day, a pedestrian would not be present on the minor road;
- A decrease in wait times for pedestrians on the minor road in some cases but not in all cases as it would depend on when they arrive at the intersection;
- An increase in wait times for pedestrians, cyclists, motorists and transit patrons on the major road in almost all cases by as much 10 – 30 seconds every cycle (up to 45 times per hour or 1080 times per day) depending on the width of the roadway to cross;
- A perception by some users that the traffic signal is malfunctioning;
- An increase in rear-end collisions as road users on the major road would be forced to stop more often; and
- An increase in pedestrians, cyclists and motorists not complying with traffic signal displays on the major road if they perceive the signal to be stopping them unnecessarily or is malfunctioning.

It has also been suggested as an alternative to operating in fixed-time mode that activation of the pedestrian walk display on the minor road would occur when a motor vehicle triggers the minor road green signal. This operation is possible and would have similar implications as noted above and would still require the pedestrian to push a button if a vehicle is not present.

5.3 Fully-actuated Traffic Signal Locations

Given that fully-actuated locations are typically used in more rural high-speed settings where very few pedestrians are present, Regional staff are not recommending any modifications to signal operation to maintain safe and efficient operations.

Regional staff could display pedestrian signals similar to semi-actuated or fixed-time modes of operation. In this event, Regional staff would anticipate similar implications as noted with semi-actuated intersections but the consequences could be more severe given that these intersections tend to involve higher travel speeds.

6.0 Other Technology Options to Detect and Service Pedestrians

By using other technologies to detect pedestrians you could avoid the need to push a button but the functions of the signal, including the delay to pedestrians, would not change. The transportation industry offers other technologies including but not limited to video, radar and infra-red technology to detect the presence of pedestrians. These other technologies have been tried a number of times by municipalities including the Region of Waterloo, with some success; however, they currently do not offer the reliability that pedestrian pushbuttons provide. These technologies can detect

pedestrians with some reliability, albeit not as reliably as pushbuttons, but they cannot in all cases reliably distinguish the direction that a pedestrian intends to go. For example, they may detect the presence of a pedestrian on a corner of an intersection, but are not able to predict with reliability the intended direction of the pedestrian. Therefore, these other technologies would at times unnecessarily service pedestrian walk displays for the wrong direction when there is no pedestrian demand. Alternative technologies employed to date in Waterloo Region and elsewhere in the world have typically resulted in some incidents of either false detections or non-detection of pedestrians. This questionable reliability can result in unnecessary delays to pedestrians which in turn increases the risk of pedestrians running through signals that are not operating properly. These types of technologies are advancing and technology such as Miovision may offer future possibilities to detect and service pedestrians more reliably.

Region staff propose to continue to seek out, monitor and assess new technologies that could eliminate the need to use a pushbutton to reliably detect the presence of a pedestrian.

7.0 Servicing Cyclists at Signalized Intersections

Regional staff note that cyclists are the most difficult road user group to detect and service at signalized intersections. Cyclists must position themselves in a specific spot not easily discernable at the intersection to be detected. At intersections with cross-rides for cyclists, staff are installing additional pushbuttons for cyclists to activate the bicycle signal when they are on a multi-use trail. This provides a much more reliable way to service the demand of the cyclist for the required movement. Similar to pedestrians, alternative detection methods cannot always determine the desired direction they intend to travel when they get to the intersection.

Region staff propose to continue to seek out, monitor and assess new technologies that could improve the detection of cyclists at intersections.

8.0 Miovision ATMS

Subject to Council approval, the acquisition of a Miovision ATMS system would offer Regional staff the ability to review more comprehensive data, including 24/7 pedestrian data. The data provided by the ATMS system would be a substantial improvement in terms of useable data compared to currently available data (e.g. one traffic count every three years). The data that could be obtained from the Miovision system would enable staff to optimize signal timings for all users including pedestrians. With this additional data, Regional staff could potentially optimize pedestrian signal operations for periods of the day or days of the week at some locations. Regional staff could enhance pedestrian operations and minimize the use of pedestrian buttons where possible using this additional data. Pedestrian pushbuttons would still be required based on the Region's

obligation to meet Provincial AODA regulations.

Corporate Strategic Plan:

This report aligns with Strategic Plan Objectives 2.3 Increase participation in active forms of transportation (cycling and walking) and 2.4 Improve road safety for all users, drivers, cyclists, pedestrians, horse and buggies.

Financial Implications:

Nil

Other Department Consultations/Concurrence:

Nil

Attachments

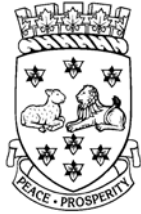
Appendix A – New Pedestrian Sign

Prepared By: **Dave Wilson**, C.E.T., Traffic Systems Management Analyst

Approved By: **Thomas Schmidt**, Commissioner, Transportation and
Environmental Services

Appendix A – New Pedestrian Button Sign





Report: PDL-CPL-20-15

Region of Waterloo

Planning, Development and Legislative Services

Community Planning

To: Chair Tom Galloway and Members of Council

Date: June 16, 2020 **File Code:** T15-40/58 KIT, C13-20/CA

Subject: Amendment to Regional Municipality of Waterloo Controlled Access By-law #58-87 for Access to Regional Road 58 (Fischer-Hallman Road), City of Kitchener – Proposed WAM Development

Recommendation:

That the Regional Municipality of Waterloo Controlled Access By-law #58-87 be amended for two proposed access locations on the east side of Regional Road 58 (Fischer-Hallman Road) immediately south of Regional Road 56 (Bleams Road) in the City of Kitchener, as described in Report PDL-CPL-20-15.

Summary:

Nil.

Report:

Two permanent access locations to a proposed mixed use development have been requested by ONE Properties on Regional Road 58 (Fischer-Hallman Road) immediately south of Regional Road 56 (Bleams Road) a Schedule “A” Controlled Access – Prohibited Road as shown on Attachment 1. The subject property is municipally addressed as 1250, 1270, and 1317 Fischer-Hallman Road, Kitchener.

By-law #58-87, a By-law to “Designate and Regulate Controlled – Access Roads” was enacted to control the construction or alteration to the geometric design of any private means of access to a Regional Road. All Regional Roads are included in either Schedule “A” (Controlled Access – Prohibited) or Schedule “B” (Controlled Access –

Regulated) of the By-law. Regional Roads included in Schedule "A" include arterial roads and freeways where access to these roads must be restricted due to high speeds and volume of traffic. The main function of a Controlled Access – Prohibited Road is to move through traffic. All requests for changes to an existing access or for a new access on these roads require an amendment to the By-law. All remaining Regional Roads are included in Schedule "B" (Controlled Access – Regulated). The function of a Controlled Access – Regulated Road is to move through vehicles and provide access to adjacent lands. Typically, these roads are front-lotted with vehicular access locations available only to the Regional Road or are comparatively lower volume roads.

The subject property is owned by ONE Properties and is located at the southeast corner of Fischer-Hallman Road and Bleams Road in Kitchener. The subject property has direct frontage to both Regional Roads. ONE Properties has submitted a Site Plan development application with the City of Kitchener to build a mixed use development at this location, including a grocery store anchor tenant, ancillary commercial tenants and residential units of mixed types. The mixed use development proposes a new access location to Bleams Road, which is approved by the Manager of Corridor Planning, and two new access locations to Fischer-Hallman Road: a right-in/right-out only access approximately 182 metres south of the Fischer-Hallman Road/Bleams Road intersection and a full movement, traffic signal operated intersection approximately 312.5 metres south of the Fischer-Hallman Road/Bleams Road intersection. Both proposed access locations will be constructed in association with the Fischer-Hallman Road reconstruction project, currently slated for construction in 2021-2022. No vehicular access will be available to Fischer-Hallman Road until the completion of the Fischer-Hallman Road reconstruction. The subject property owner has previously presented as a delegation in front of Regional Planning & Works Committee regarding the proposed Fischer-Hallman Road access locations and design. Regional Council approved a signalized access at this location, and as such staff are presenting this report to amend the Regional By-law #58-87.

As Fischer-Hallman Road is designated as Controlled Access – Prohibited from Regional Road 04 (Ottawa Street) to Regional Road 12 (New Dundee Road) under the Region's Controlled Access By-law #58-87, an amendment to this By-law would be required to permit the proposed connection to the existing Regional Road right of way prior to the issuance of a Regional Road Access Permit by Regional staff.

Corporate Strategic Plan:

Managing access to the Regional Road system is integrated to the development approval process and is represented in Focus Area #1 - Thriving Economy of the 2019-2023 Strategic Plan.

Financial Implications:

ONE Properties will be responsible for all costs associated with the construction of the proposed access locations to Fischer-Hallman Road.

Other Department Consultations/Concurrence:

The proposed access locations to be constructed within the Fischer-Hallman Road right of way will be constructed in association with Region of Waterloo, Design & Construction project.

Area Municipal Consultation & Coordination:

The access design and locations have been reviewed by City of Kitchener staff and they are in support of the proposed access locations to Fischer-Hallman Road.

Attachments

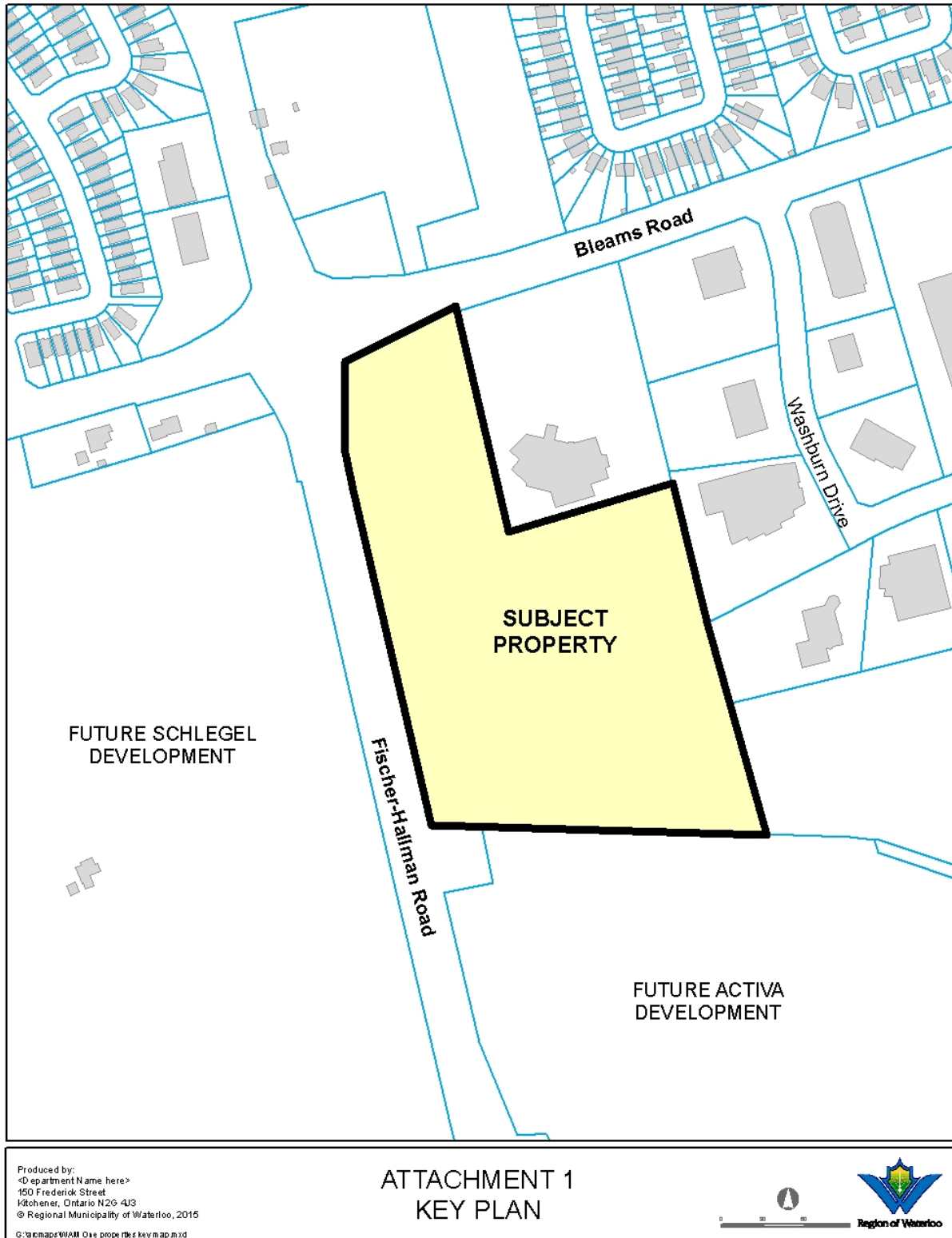
Attachment 1 – Key Plan showing location of the property

Attachment 2 – Location of the proposed access locations to Fischer-Hallman Road and proposed amendment to Controlled Access By-law #58-87

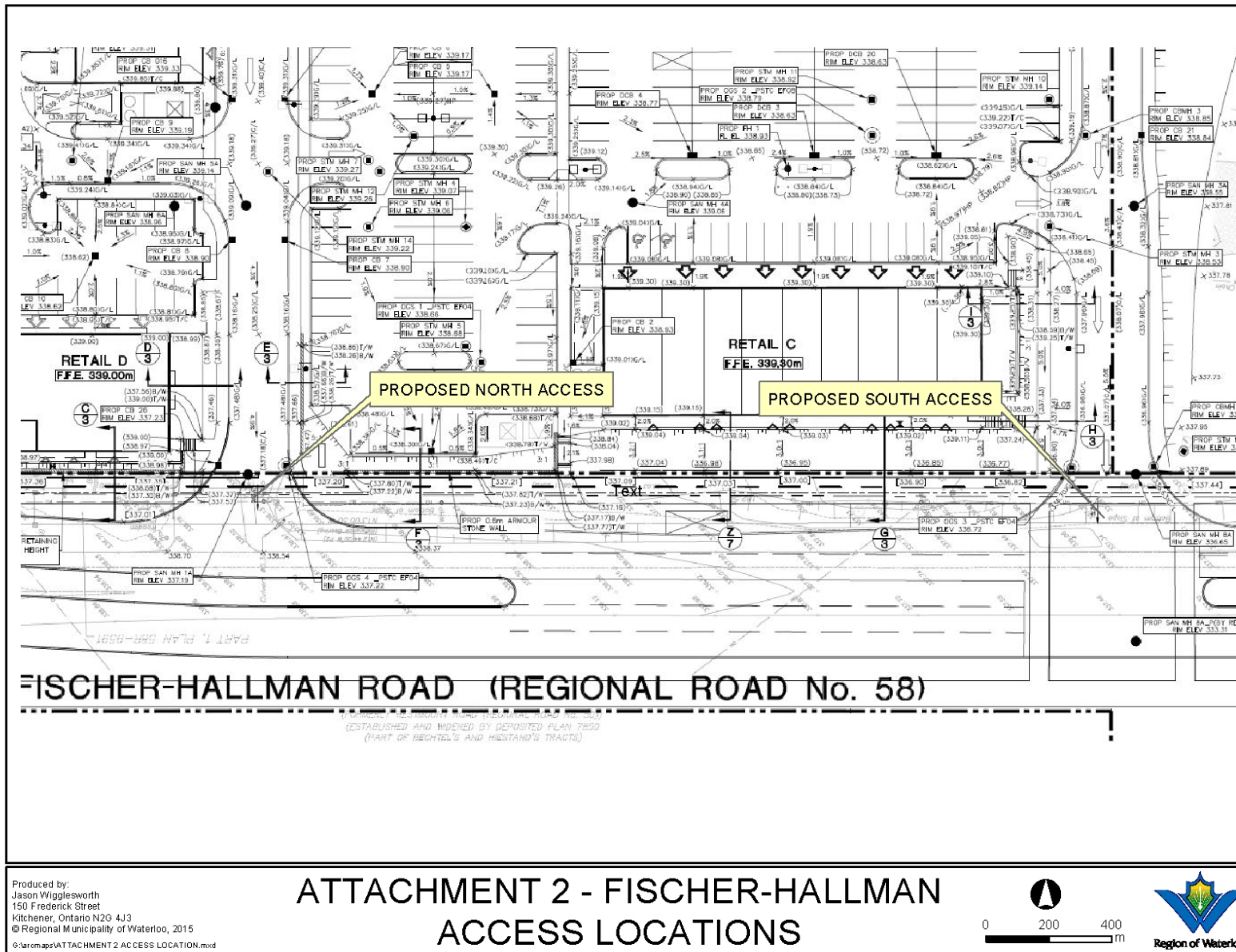
Prepared By: Jason Wigglesworth, Transportation Planner, Corridor Planning

Approved By: Rod Regier, Commissioner, Planning, Development & Legislative Services

Attachment 1 - -- Key Plan showing location of the property



Attachment 2 – Location of the proposed access locations to Fischer-Hallman Road and proposed amendment to Controlled Access By-law #58-87





Report: PDL-CPL-20-19

Region of Waterloo

Planning Development and Legislative Services

Community Planning

To: Chair Tom Galloway and Members of Council

Date: June 16, 2020

File Code: D16-40

Subject: Regional Official Plan Review Update

Recommendation:

For information.

Summary:

In 2018, the Region initiated a review of the Regional Official Plan (ROP) to plan for forecasted growth to 2041 while maintaining existing protections such as the Countryside Line, the Protected Countryside, the Regional Recharge Area and the Environmentally Sensitive Landscapes.

The review is being undertaken in four phases. Phase 1 of the ROP Review which entailed background work and data collection has been completed. This phase examined how the region has grown over the past decade and reviews the key social, demographic and economic trends affecting the region.

Phase 2 of the review is currently underway and includes a number of technical analyses including the delineations of Major Transit Station Area and associated density target analysis, preliminary work on Other Strategic Growth Areas, the development of Employment Conversion Criteria, the review of Natural Heritage mapping and policies, continued work on the implementation of the Provincial Agricultural System, work on how to address Climate Change mitigation and adaption through ROP policy and work towards the Region's Land Needs Assessment.

The next round of public consultation is being planned for June 2020 and will include consultation on density and intensification targets and proposed MTSA delineations and density targets (including proposed alternative targets). In addition to public

consultation, the ROP Review Steering Committee, Stakeholder Committee, Technical Team and Area Municipal Working Group are continuing to meet and provide feedback on the work currently underway.

Report:

The Regional Official Plan (ROP) is the Region of Waterloo's guiding document for directing growth and change to 2031. The current ROP was adopted by Regional Council in June 2009 and came into effect in June 2015 upon approval by the Ontario Municipal Board. A review of the ROP is underway and will address a significant number of changes to provincial legislation, policies and plans including A Place to Grow: Growth plan for the Greater Golden Horseshoe, May 16, 2019 and the Provincial Policy Statement, 2020 which came into effect on May 1, 2020.

An essential component of the review will be to plan for forecasted growth to 2041 while maintaining the existing ROP Framework including the Countryside Line, the Protected Countryside, the Regional Recharge Area and the Environmentally Sensitive Landscapes.

The ROP review is based upon the principle of integrated growth management, meaning that planning for growth is integrated with planning for complete communities, infrastructure and public services facilities. The work is being undertaken in an iterative manner and is being completed in four phases as described in report PDL-CPL-18-25. The ROP Review will culminate in an amendment to the existing ROP.

Phase 1 of the ROP Review entailed background work and data collection has been completed. This phase examined how the region has grown over the past decade and reviews the key social, demographic and economic trends affecting the region.

Phase 2 of the ROP Review is underway will result the completion of an Urban Structure Technical Brief, an Intensification Strategy and an Employment Strategy. The technical work currently being undertaken is described below.

Major Transit Station Areas (MTSA)

The Growth Plan identifies Priority Transit Corridors and requires the Region to delineate and set density targets in the ROP for MTSA located on a corridor. MTSA are areas including and around any existing or planned light rail transit station which will be required to be planned in a manner that maximizes the size of the area and the number of potential transit users that are within walking distance of the station and planned to achieve minimum density targets as set out by the Growth Plan. MTSA are generally defined as the area within approximately 500-800 metre radius of a transit station. For the Region of Waterloo, MTSA associated with ION Stage 1 and 2 are located on a priority transit corridor in the Growth Plan.

In total, 27 existing or planned MTSA's associated within the ION are required to be

delineated in the ROP and are subject to the Growth Plan's minimum density target of 160 residents and jobs per hectare. Regional staff have worked collaboratively with the Cities of Cambridge, Kitchener and Waterloo building on the Area Municipal station area planning work to establish preliminary MTSA delineations and density target analysis.

The preliminary MTSA boundaries are contained in Appendix 1. In addition to the MTSA delineation work, minimum density targets for each MTSA have also been assessed taking into account a number of factors including the applicable required Growth Plan minimum density target and the existing density and the potential build-out density. While the Region is required to delineate MTSA's and set density targets through the ROP Review, it is anticipated that realization of the density target may occur post-2041.

Preliminary analysis indicates that most of the Region's MTSA's can be developed in a manner that would meet the 160 persons and jobs per hectare density target as prescribed by the Growth Plan. The Growth Plan provides a policy framework to consider an alternative target where development is prohibited by provincial policy or severely restricted or where there are a limited number of residents and jobs associated with the built form, but a major trip generator or feeder service will sustain high ridership at the station or stop. There are three stations (Laurier-Waterloo Park, Block Line and the Delta) where preliminary analysis indicates the need to request an alternative target. Regional staff continue to work with Area Municipal staff to review and refine the density and build-out assumptions within these MTSA's to determine an appropriate density target for each station. Ultimately, any alternative MTSA density targets proposed will need to be approved by the Province.

Other Strategic Growth Areas

The Growth Plan provides a policy framework for the Region to consider identifying Other Strategic Growth Areas in the ROP beyond Urban Growth Centres and MTSA. Other Strategic Growth Areas can include nodes, corridors, and other areas that have been identified by municipalities or the Province to be a focus for accommodating intensification. Other Strategic Growth Areas may be along major roads, arterials, or other areas with existing or planned frequent transit service or higher order transit corridors.

Preliminary work has begun to assess Other Strategic Growth Areas in the context of the Region of Waterloo. This has been undertaken using the nodes and corridors framework in the Area Municipal Official Plans as well as existing or planned frequent transit routes and higher order transit corridors as identified in the Regional Transportation Master Plan as the starting point for the analysis. Additional work is being completed and consultation is ongoing with the Area Municipalities to determine which of these nodes and corridors are Regionally significant in terms of

accommodating intensification. The recommended Other Strategic Growth Areas will ultimately be shown on the Regional Structure map in the ROP and will have associated policies on the appropriate type and scale of development within these areas.

Employment Strategy

Planning for employment is a key component of the ROP Review. Among the many new policy directions in the 2019 Growth Plan is a requirement for the Region to designate and set density targets for employment areas in the ROP. Previously, employment areas were designated only in the Area Municipal Official Plans. Following completion of the ROP Review, the ROP will include an employment area designation and a policy framework that prescribes density targets for these employment areas. In order to inform the Employment Area designations and density targets preliminary work on the Region's Employment Strategy is underway. This includes a review of vacant employment lands, economic trends impacting the Region, key employment sectors for growth, non-residential development trends and labour force trends. The Employment Strategy will provide information essential to assess how much additional employment land is required to accommodate the Growth Plan 2041 forecasts through the Land Needs Assessment.

Employment Land Conversion

Another new policy direction in the Growth Plan is the requirement for the Region to evaluate requests for employment conversion. Previously, employment conversion requests were considered by the Area Municipalities.

An employment conversion occurs when a site that is designated as employment area within an Official Plan is re-designated to accommodate non-employment uses such as residential, mixed-use or major retail. Employment conversion requests are being considered through the ROP Review and will be used to inform the Land Needs Assessment and the ROP proposed employment area boundaries.

In order to comprehensively assess employment conversions through the ROP Review, following Regional Council receiving Report PDL-CPL-20-XX, the Region will be publishing public notices advising landowners and members of the public of the opportunity to submit requests for employment conversions. The public notices will be published in local papers, on EngageWR, the Region's website and will also be advertised through the ROP Review Notification List. Submissions will be accepted for approximately 45 days from June 17, 2020 to July 31, 2020.

Each request will be reviewed and evaluated against a standardized set of criteria (see Attachment 2 for detailed criteria). There is no guarantee that the submission of a requests will result in Regional staff's recommendation and/or Council's decision to

approve the request.

Requests will be evaluated by Regional Planning and Economic Development staff in collaboration with Area Municipal staff to ensure both Regional and local context are considered. Following the initial evaluation, it is anticipated that meetings will be held with the landowners to discuss the results. The Region will also seek public input on the initial recommendations through public consultation planned for Fall, 2020. Ultimately, Regional staff will report back Council with recommendations for each conversion request.

Land Needs Assessment

A fundamental component of the Region's ROP Review project is to assess the amount of land needed to accommodate both population and employment growth to 2041. The Growth Plan requires that a standardized methodology, the Land Needs Assessment Methodology for the Greater Golden Horseshoe, be used to assess land need.

Work has begun to assess the Region's land needs to 2041. This work is being completed as a Base Case Scenario, meaning that the primary inputs being the Intensification Target and Designated Greenfield Area (DGA) Density Target are being applied as the minimums as prescribed by the Growth Plan. For the Region of Waterloo, this means that the Base Case Scenario is to be based on an annual Intensification Target of 50% of all residential growth and a DGA Density Target of 50 people and jobs per hectare. Additional work will also be completed as part of the Base Case Scenario to assess land need to accommodate forecasted employment growth.

The Base Case Scenario will provide a baseline for the Region to assess and evaluate the appropriateness of Intensification and/or Designated Greenfield Area Density targets that exceed the minimum target of the Growth Plan through Phase 3 of the ROP Review and the associated growth scenario work.

The Province is currently reviewing the Land Needs Assessment Methodology for the Greater Golden Horseshoe and population and employment forecasts contained in Schedule 3 of the Growth Plan. It is anticipated that the Province will be releasing both the revised methodology and forecasts in Spring, 2020. Work completed on the Base Case Scenario will position the Region well to understand the impact and respond to the proposed changes. Staff will report back to Council on any proposed changes to the Land Needs Assessment Methodology and the Schedule 3 Population and Employment Forecasts.

Natural Heritage

Work is underway to review and update ROP policies and mapping related to Natural Heritage and the Greenlands Network. The ROP Greenlands Network policies and mapping, were carefully developed and have evolved over time to provide for the comprehensive protection to the Region's significant environmental features. The work related to the Greenlands Network will build on the existing policies, include refinements to mapping and policies, and ensure conformity and consistency with the Provincial policy framework that has continued to evolve since the approval of the current ROP, including the implementation of the Growth Plan's Natural Heritage System.

In addition to policy and mapping changes recognizing systems-level approaches, modifications will be proposed to some policy in order to clarify language and better reflect the implementation of the policies. In addition, it is anticipated that minor mapping updates to the Core Environmental Features will be recommended which reflect the refined delineations of environmental features based on the findings of environmental studies and field work that have been undertaken in consultation with the Area Municipalities and the GRCA.

Climate Change

Work is underway on a Climate Change discussion paper to help guide future ROP policy on climate change mitigation and adaptation. It is anticipated that future policy directions will be discussed through three broad themes which include: how we move; how we live and work and how we build. These themes will also be used to guide future discussions on climate change and the ROP with the four project committees participating in the ROP Review.

Agriculture

As part of the 2019 Growth Plan, the Province has mapped an Agricultural System for the Greater Golden Horseshoe. The Agricultural System consists of two main components, the Agricultural Land Base and the Agri-Food Network.

Through the ROP Review, the Region is required to maintain and enhance its Agricultural System, review and implement the Provincial agricultural land base mapping. Work has continued to support the implementation of the Growth Plan's Agricultural System including a detailed review and analysis of areas identified in the Provincial mapping as candidate areas as well as a preliminary review to assess whether any refinements to the Provincial mapping are required.

Public Engagement

The current COVID-19 has challenged how public consultation has traditionally been undertaken for long-term planning project such as the ROP Review. Prior to the COVID-19 pandemic, the ROP Review team had begun planning for public and

stakeholder consultation events this Spring. With traditional, in-person public events off the table for the foreseeable future, the ROP Review team has been working to put together a plan to continue with meaningful consultation using virtual platforms. All four committees (Technical Team, Stakeholder Committee, Area Municipal Working Group and Steering Committee) have been scheduled virtually for late May/early June. In addition to this, an “Ask a Planner Webinar” is being planned for late June for members of the public and other stakeholders to receive information on the ROP Review, ask questions and provide feedback.

Other opportunities for online engagement are also being explored, including the use of the ROP Review project page on EngageWR and the Region’s website.

COVID-19 and the ROP Review

In order to better understand the potential impact of COVID-19 on long-term land use planning, the Region is partnering with the University of Waterloo to develop a series of white papers on topics such as housing, density, urban design, built form, climate change, active transportation and the economy and labour force. It is anticipated that the papers will be available later this year and staff will report back on this initiative at a later date.

Next Steps

Work is continuing to finalize the technical background work associated with Phase 2 of the ROP Review. The input received from public and stakeholder consultation received this Spring/early Summer will be used to refine this technical work and to inform the Growth Scenario work to be undertaken through Phase 3 of the ROP Review. Phase 3 will entail growth scenario work, including the assessment of variations of the Intensification Target and DGA Density Target as well as an evaluation of any required settlement area boundary expansion. Policy work and mapping related to the Southwest Kitchener Policy Area, Natural Heritage System, Agriculture, Rural Settlement Areas and associated rationalization work, Housing Affordability and Climate Change will also occur through the balance of Phase 2 and into Phase 3.

Corporate Strategic Plan

The ROP Review Project is consistent with the 2019- 2023 Corporate Strategic Focus, which directs the Region to promote the efficient use of urban land, and protect and enhance agricultural and natural areas (Strategic Objective 3.5).

Financial Implications

The ROP will primarily be completed by staff in the Planning Division with support from consultants. Estimated costs relating to this project are as follows: Consultants \$750,000; Internal Staff Salaries and Benefits \$300,000; Consultation and Engagement

\$50,000; and Other \$200,000 for a Total of \$1,300,000.

The budget for this work is part of the 2020 and 2021 Planning Capital Program and is funded from Development Charges (90% \$1,170,000) and the Community Planning Capital Reserve (10%, \$130,000).

Other Department Consultations/Concurrence:

Staff from Transportation and Environmental Services (Transportation Planning, Grand River Transit, Water and Wastewater and Hydrogeology and Source Water), Finance, Housing and Public Health participate in the ROP Review Project through both the Steering Committee and the Technical Team.

Attachments Appendix 1 – Preliminary Major Transit Station Area Delineations
Appendix 2 – Employment Conversion Criteria

Prepared By: Alyssa Bridge, Supervisor, Regional Official Plan Review

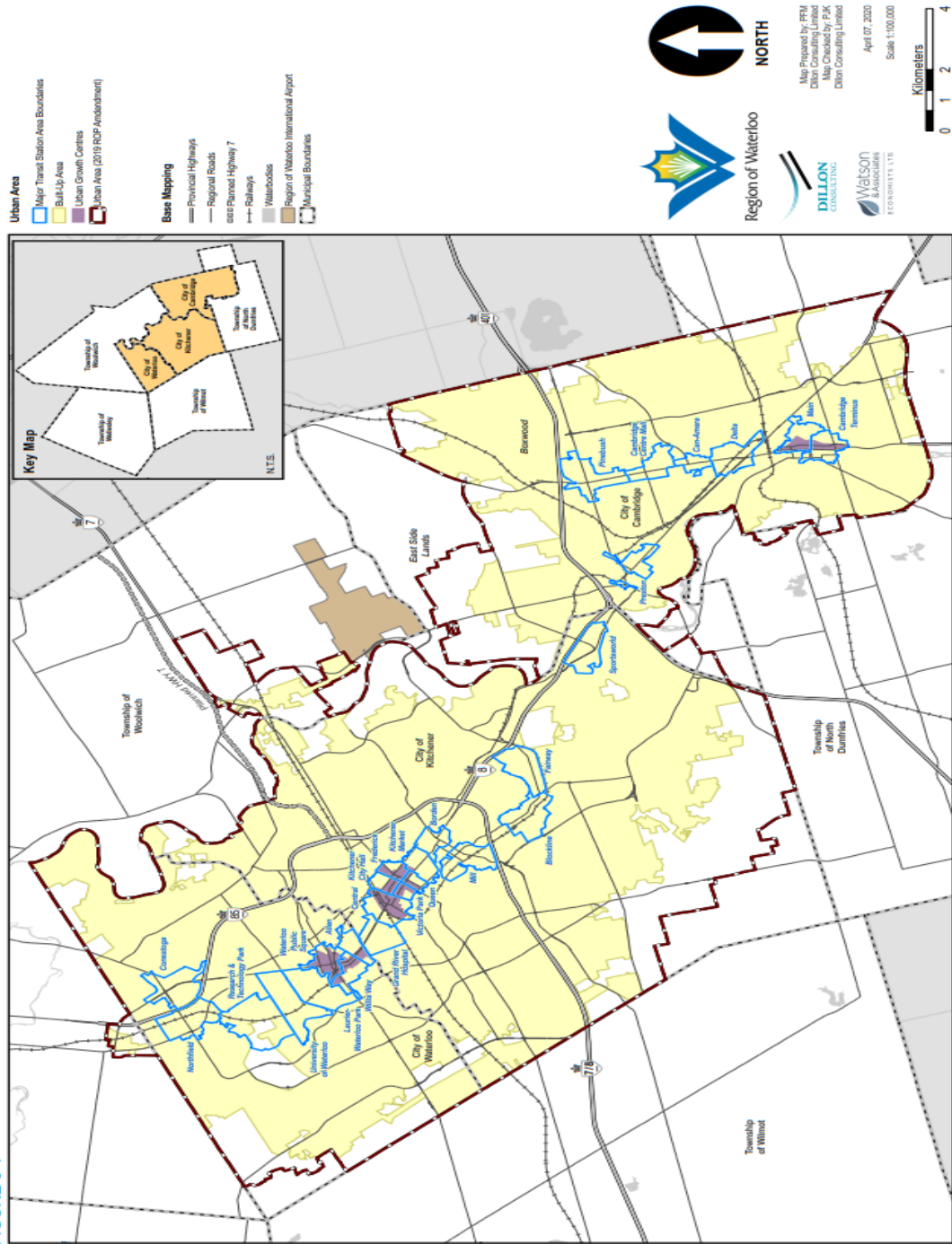
Approved By: Rod Regier, Commissioner, Planning, Development and Legislative Services

Appendix 1 – Preliminary Major Transit Station Area Delineations

WATERLOO REGIONAL OFFICIAL PLAN REVIEW

MAJOR TRANSIT STATION AREAS

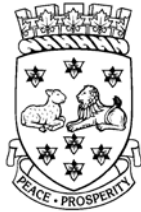
FIGURE 3-1



Appendix 2 – Employment Conversion Criteria

Conversion Criteria	Criterion Intent
Growth Plan Criteria: Requests must pass each Growth Plan criteria individually in order to proceed to the additional Region of Waterloo criteria	
1. There is a need for the conversion	To ensure the conversion would satisfy a demonstrated need, including supporting strategic growth areas (such as UGC's, MTSAs) and complete communities, addressing existing compatibility issues, or providing for the most efficient use of land, as determined by the Region in consultation with the Area Municipalities. This Criterion supports the Region's Supports Strategic Action 3.5.1. This criterion is not directly related to the employment forecast, which is addressed by Criterion #3.
2. The lands are not required over the horizon of the Growth Plan for the employment purposes for which they are designated	To ensure a sufficient amount of land within the Region is designated to provide for variety of employment uses in desirable locations. This Criterion supports the Region's Strategic Action 1.2.1.
3. The Region and Area Municipalities will maintain sufficient lands to accommodate forecasted employment growth to the horizon of the Growth Plan	To ensure the employment forecast can be achieved for all types of employment, as determined by the Employment Strategy and the Land Needs Assessment for Employment Areas, through maintaining ample vacant employment land area and a variety of parcel characteristics such as size and access, without hindering the Region's attractiveness to land extensive employment uses or triggering an unanticipated or additional urban area boundary expansion. This Criterion supports the Region's Strategic Objective 1.2.1.
4. The proposed use would not adversely affect the overall viability of the Employment Area	To ensure the viability of the Employment Area is maintained by ensuring the proposed use is compatible with the with existing and future employment uses. This criterion also ensures that an Employment Area will not be fragmented by a conversion and the proposed use aligns with the planned function of the area. This Criterion supports the Region's Strategic Objective 1.1.2.
5. The proposal would not adversely affect the achievement of the minimum intensification targets and	To ensure density targets (Employment Areas, Urban Growth Centres, Major Transit Station Areas, other Strategic Growth Areas, secondary plans and Designated Greenfield Areas) or intensification targets (Built-Up Area) applicable to the subject site or in proximity to the site can be achieved.

Conversion Criteria	Criterion Intent
density target	This Criterion supports the Region's Strategic Action 3.5.1.
6. There is existing or planned infrastructure and public service facilities to accommodate the proposed conversion	To ensure there is appropriate infrastructure and infrastructure capacity available and/or planned to provide the proposed use with water, wastewater, transportation options (including roads, transit, and active transportation) and public service facilities. This Criterion supports the Region's Strategic Action 2.3.4.
Additional Region of Waterloo Criteria: Request must pass all Growth Plan tests (Criteria 1-6) individually in order to proceed to the additional Region of Waterloo criteria	
7. Cross-jurisdictional issues have been addressed	To reduce cross-jurisdictional issues by ensuring issues are not only considered but addressed.
8. The site does not have particular or special employment use appeal based on its proximity to major transportation infrastructure	To protect strategically located employment lands for employment uses that require convenient access to major good movement corridors that require heavy truck or rail traffic, such as warehousing and logistics, and offer highway frontage, which is desirable for attracting new investment. This Criterion supports the Region's Strategic Action 1.4.3 and 3.5.1.
9. The conversion shall support existing or planned Regional or Area Municipal planning objectives	To ensure a conversion does not unnecessarily hinder or compromise other planning objectives that Regional or Area Municipal Councils have established.



Report: PDL-CAS-20-05

Region of Waterloo

Planning, Development and Legislative Services

Council and Administrative Services

To: Chair Tom Galloway and Members of Council

Date: June 16, 2020

File Code: A34-80

Subject: **Regional Council Composition Review Options and Consultation Process**

Recommendation:

That the Regional Municipality of Waterloo direct staff to undertake public consultation on the four options for Regional Council Composition described in report PDL-CAS-20-05, dated June 16, 2020;

And that a public meeting be scheduled for September 30, 2020 to consider the matter;

And that the report be circulated to the Area Municipal Councils for their input on the four options.

Summary:

The Region of Waterloo is required by the Municipal Act to conduct a Council composition review by the end of 2020. Staff have prepared four options for consideration:

- the status quo;
- an allocation of one Regional Councillor per 25,000 residents in an area municipality, based on largest Township population;
- an overall target of 30,000 residents per Regional Councillor for all of Regional Council , based on previous representation; and
- a system of Combined Urban and Rural Representatives

Staff are recommending that these options be provided to the Councils of the area municipalities and to the public for input.

After the public consultation, any option selected by the Region must be supported by the triple majority as outlined in this report.

Report:

The Region of Waterloo is required by the Municipal Act to conduct a review of the composition of Regional Council by the end of 2020. While staff have made inquiries, there has been no confirmation that the province is considering waiving or delaying this requirement due to the Covid-19 pandemic.

On March 24, 2020 Council approved report PDL-CAS-20-03 and directed the Regional Clerk to complete the required Council Composition Review using in house resources with the assistance of a consultant. Dr. Robert Williams was selected as the consultant and has met with staff on the formulation of the options included in the report and the development of the public consultation process.

The Municipal Act requires that Regional Council be composed of a minimum of five members and that each area municipality be represented on the upper-tier council. Currently each area municipality is represented on Regional Council by the City and Township Mayors. Historically this was the requirement in the Regional Municipality of Waterloo Act passed in 1973. This remained in place in 2000 when provincial legislation was passed that set the current composition of Council and the direct election of Regional Councillors.

Section 218 and 219 of the Municipal Act (Appendix 1) outlines the requirements for the review of the composition of Regional Council. The Region is required to pass a resolution to maintain the status quo or pass a by-law to change the size of Council by the end of 2020. This by-law or resolution must be endorsed by a triple majority, being:

- a majority of the votes on Regional Council;
- supportive resolutions from a majority of the Councils of the area municipalities; and
- the area municipalities that have passed resolutions consenting to the by-law, or the resolution, must represent a majority of the electors in the Region.

If the triple majority is not obtained, the Municipal Act allows the Minister to change the composition of Regional Council through a regulation.

Guiding Principles

Staff have utilized the following guiding principles when reviewing the council composition

- Representation by Population – Subject to the overriding principle of effective representation, it is desirable that voters should be relatively equally represented across the Region. The principle is intended to ensure that residents have

comparable access to their elected representatives and that the workload of these representatives is relatively balanced. Representation by population will be calculated using total population figures rather than by the number of eligible electors, recognizing that non-voters are also participants within the community.

- Balance of Rural and Urban Communities (as outlined in the Strategic Plan) – It is important to recognize the uniqueness of our rural and urban communities and to ensure that residents of Townships and Cities are all provided with effective representation.
- Current and Future Population Trends – The next composition review will occur between 2026 and 2028 as mandated by the Municipal Act. This review will consider anticipated population trends to ensure effective representation for the 2022 and 2026 Municipal Elections.
- Effective Representation – In the “Carter decision”, the Supreme Court of Canada concluded that the “purpose of the right to vote enshrined in s.3 of the Charter is not equality of voting power per se but the right to ‘effective representation’”. While voter parity is important, exact voter parity is not obtainable. Rather, since a vote is intended to provide meaningful on-going representation after the election, it may be necessary to consider the best forms of representation and place a higher priority on other principles to create plausible and coherent electoral areas that better contribute to ‘effective representation’ than electoral areas that are equal in population.

Previous Composition Reviews

The composition of Regional Council was last reviewed in 2008. At that time Regional Council decided to defer an Administration and Finance Committee motion that would have increased the size of Council by four members (two in Kitchener and one in each of Waterloo and Cambridge), but the issue was not brought back.

The last change to the composition of Regional Council was done by the province through the Direct Democracy Through Municipal Referendums Act for the municipal election held in November 2000. At that time Council was reduced from twenty-two (22) members to the current sixteen (16) members, with eight (8) members being directly elected. The Regional Chair was first directly elected starting in 1997.

As Table 1 demonstrates, the population balance between the area municipalities has not varied significantly from the creation of the current composition. After the 2026 election provincial legislation requires that the composition of Regional Council be reviewed again. Population projections to 2026 demonstrate that all of the area municipalities are expected to continue to grow at a somewhat equal rate.

Table 1 – Regional Population Figures for 2001, 2019, and 2026

Municipality	2001 Pop.	% Region Pop.	2019 Pop.	% Region Pop. ¹	2026 Pop.	% Region Pop. ²
Cambridge	113,571	25%	136,345	23%	156,137	24%
Kitchener	199,027	43%	256,340	43%	272,965	42%
North Dumfries	8,883	2%	10,769	2%	14,222	2%
Waterloo	93,296	20%	135,127	23%	146,407	22%
Wellesley	9,581	2%	11,570	2%	11,785	2%
Wilmot	15,187	3%	21,783	4%	24,155	4%
Woolwich	18,566	4%	26,622	4%	30,776	5%
Region	458,111	100%	598,556	100%	656,447	100%

Option 1 – Status Quo

The Region is permitted to pass a resolution supporting the status quo. Just like the other options, a resolution to maintain the status quo must also be endorsed by a triple majority.

The current composition does not strictly match with the principle of representation by population but it may strike an acceptable balance for ensuring the principle of effective representation is being met. Although the population balance between the municipalities has not varied significantly since 2001, the number of residents that are represented by each Councillor has risen by approximately 9,000 to approximately 39,000 per Regional Councillor. This is projected to continue to increase through 2026 to approximately 43,000.

Table 2 – Status Quo

Municipality	2019 Population	Regional Councillors*	2019 Population per Regional Councillor	2026 Population per Regional Councillor
Cambridge	136,345	3	45,448	52,046
Kitchener	256,340	5	51,268	54,593
North Dumfries	10,769	1	10,769	14,222
Waterloo	135,127	3	45,042	48,802
Wellesley	11,570	1	11,570	11,785
Wilmot	21,783	1	21,783	24,155
Woolwich	26,622	1	26,622	30,776
Region	598,556	15*	39,904	43,763

*Does not include the Regional Chair, includes Mayors

¹ 2019 are best estimates based on information currently available.

² Population forecasts to 2026 reflect the Region's moderate forecast scenario that is used in master plans.

Option 2 – One Regional Councillor per 25,000 Residents in an Area Municipality (Based on Largest Township Population)

This option would aim to balance the representation by population. A target of 25,000 residents per councillor would be set based on the population of the largest Township. Setting the target at 10,000 to be in line with the smallest Township would result in a Regional Council of 58 members, which is not practical nor fiscally desirable.

Under this option the size of Council would increase by 8, to 24 members including the Regional Chair, with Cambridge and Waterloo increasing their Councillors by 2 and Kitchener increasing by 4. None of the Townships would see an increase in the number of representatives but the population per Regional Councillor would become closer to those in the Cities.

This option better aligns with the principle of representation by population but may negatively impact the principle of balancing rural and urban communities. The size of Regional Council and the average population represented by each Councillor would be closer to those of Halton and Durham Regions (see table 6), under this option.

Table 3 - One Regional Councillor per approximately 25,000 - 30,000 Residents

Municipality	2019 Population	Regional Councillors*	2019 Population per Regional Councillor	2026 Population per Regional Councillor
Cambridge	136,345	5	27,269	31,227
Kitchener	256,340	9	28,482	30,329
North Dumfries	10,769	1	10,769	14,222
Waterloo	135,127	5	27,025	29,281
Wellesley	11,570	1	11,570	11,785
Wilmot	21,783	1	21,783	24,155
Woolwich	26,622	1	26,622	30,776
Region	598,556	23*	26,024	28,541

*Does not include the Regional Chair, includes Mayors

Option 3 –Target of 30,000 residents per Regional Councillor for all of Regional Council (Based on Previous Representation)

This option recognizes the balance of rural and urban communities that is served under the current model, while acknowledging that the number of residents that are represented by each Councillor has risen by an average of more than 9,000 since the current composition was established and is projected to be over 13,000 by 2026.

Under this option a target of 30,000 residents per Regional Councillor, for all of Regional Council would be set. This target is based on the average number of residents that were represented by Regional Councillors when the current composition was

established.

In order to reach this target, while being mindful of the principle of representation by population, Cambridge and Waterloo would each increase by 1 Regional Councillor and Kitchener would increase by 2. Including the Regional Chair, this would result in a 20-member Regional Council.

Table 4 – Overall Target of approximately 30,000 Residents per Regional Councillor

Municipality	2019 Population	Regional Councillors*	2019 Population per Regional Councillor	2026 Population per Regional Councillor
Cambridge	136,345	4	34,086	39,034
Kitchener	256,340	7	36,620	38,995
North Dumfries	10,769	1	10,769	14,222
Waterloo	135,127	4	33,782	36,602
Wellesley	11,570	1	11,570	11,785
Wilmot	21,783	1	21,783	24,155
Woolwich	26,622	1	26,622	30,776
Region	598,556	19*	31,503	34,550

*Does not include the Regional Chair, includes Mayors

Option 4 – Combined Urban and Rural Representatives

This option attempts to address the principles of effective representation, representation by population, and rural and urban communities. Under this option the Mayors would continue to represent their area municipalities. The directly elected Councillors would change from representing a single City, to representing at least one Township and one City.

A target of approximately 50,000 residents per directly elected Regional Councillor would be used which results in 3 Councillors for North Dumfries and Cambridge; 3 Councillors for Waterloo, Woolwich, and Wellesley; and 5 Councillors for Kitchener and Wilmot. The directly elected Regional Councillors would be elected by, and accountable to, all of the residents in the City and Township(s) that they would represent. This would result in a 19-member Regional Council, including the Regional Chair.

The target of 50,000 residents per directly elected Regional Councillor is higher than the targets in the other options that are proposed in the report. This target would only apply to the directly elected Regional Councillors. Because the Mayors are not factored into this calculation, the number of Regional Councillors involved is lower than the other options, without reducing the number of representatives that residents can contact. If a target of 30,000 residents per directly elected Regional Councillor was used under this option, the size of Council would increase to 27, including the Regional Chair. If a target

of 40,000 residents per directly elected Regional Councillor was used under this option, the size of Council would increase to 23, including the Regional Chair.

Table 5 – Combined Urban and Rural Representatives

Municipality	2019 Population	Regional Councillors*	2019 Population per Regional Councillor	2026 Population per Regional Councillor
Cambridge	136,345	1 (Mayor)	136,345	156,137
North Dumfries	10,769	1 (Mayor)	10,769	14,222
Waterloo	135,127	1 (Mayor)	135,127	146,407
Woolwich	26,622	1 (Mayor)	26,622	30,776
Wellesley	11,570	1 (Mayor)	11,570	11,785
Kitchener	256,340	1 (Mayor)	256,340	272,965
Wilmot	21,783	1 (Mayor)	21,783	24,155
Cambridge and North Dumfries	147,114	3 (Directly Elected)	49,038	56,786
Waterloo Woolwich and Wellesley	173,319	3 (Directly Elected)	57,773	62,989
Kitchener and Wilmot	278,123	5 (Directly Elected)	55,625	59,424
Region	598,556	18*	33,253	36,469

*Does not include the Regional Chair

Reducing the Size of Council

None of the options that are being presented for public input will reduce the size of Regional Council. This is due to a number of reasons. Waterloo Region already has the smallest Regional Council compared to the other Regions and has the same or fewer Councillors than similar sized single-tier municipalities such as Ottawa (23) or Hamilton (15). Additionally, as the following table demonstrates, on average, each Councillor represents a population of 39,904 which falls within the range of the other Regions.

Table 6 – Other Regions

Region	Regional Councillors *	Local Municipalities	2019 Population. ³	Population per Councillor	Range of local municipal representation
Waterloo	15	7	598,556	39,904	10,000 to 52,000
Durham	28	8	697,355	24,906	6,000 to 29,000
Halton	23	4	596,369	25,929	20,000 to 26,000
Niagara	31	12	479,183	15,458	6,000 to 22,000
Peel	24	3	1,541,994	64,250	14,000 to 91,000
York	20	9	1,181,485	59,074	24,000 to 82,000

*Does not include Regional Chairs

Finally, reducing the size of Council would require either:

- Reducing the directly elected urban Councillors which is not in line with the principle of representation by population;
- Reducing the representation of the area Mayors on Regional Council; or
- A complex system of weighted voting for Regional Council.

Staff are not recommending any of these options for reducing Regional Council, so no option was developed.

Public Engagement and Public Meeting Requirements

With respect to public consultation, a public survey will be available on Engage Waterloo Region for six weeks, starting on June 25, 2020. A public input meeting of the Administration and Finance Committee will be held to hear delegations on September 30, 2020.

Staff had originally planned to hold three (3) consultation centres/open houses in various areas of the Region in June 2020. However, due to the Covid-19 pandemic these events are currently not possible. Staff will monitor the situation and look for additional opportunities for consultation throughout the summer.

Consultation with the Area Municipalities

The Municipal Act requires that whichever option Council wishes to pursue, it must be endorsed by a triple majority, namely:

- a majority of the votes on Regional Council;
- supportive resolutions from a majority of the Councils of the area municipalities;
- and

³ 2019 population figures for the other Regions were obtained from Stats Canada at <https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1710013901>

- the area municipalities that have passed resolutions consenting to the by-law, or the resolution, must represent a majority of the electors in the Region.

Staff are recommending that this report be circulated to the Area Municipal Councils to seek their input on which of the four options they would be prepared to support.

Staff will review the feedback from the Area Municipal Councils and the public, and will recommend an option to the Committee on September 15, 2020. The Committee will be able to hear from delegations at the public meeting on September 30, 2020. Council will need to declare its intention to confirm the current composition or to approve a by-law adopting a change to the composition of Council on October 14, 2020. This will then be circulated to the Area Municipal Councils to obtain the triple majority with the final confirmation of the resolution or by-law on November 25, 2020.

If a triple majority is not obtained for a resolution supporting the status quo, or a by-law changing the composition of Regional Council within the timeframe outlined below, Section 218(7) of the Municipal Act allows the Minister to change the composition of Council through a regulation.

Next Steps

The following is a high level project plan for the proposed work.

Table 7 – Next Steps

Timeframe	Tasks
Late June - August	• Present the options to the Area Municipal Councils and public for input • Utilize the Engage Waterloo Region Platform
September	• Present preferred option to Council on September 15th (No Decision) • Hold the required Public Meeting to hear from delegations on the preferred option on September 30th • Pass intention to confirm the current composition or intention to approve a by-law adopting a change to the composition of Council on October 14th
October 15 – November 20	• Seek triple majority consent from Area Municipal Councils to the confirmation of the current composition or the by-law
November 25 th Council Meeting	• Final confirmation of current composition or approval of a by-law changing the composition of Council

Corporate Strategic Plan:

The proposed review of council composition aligns with Focus Area 5 of the Strategic Plan – Responsive and Engaging Public Service and Strategic Imperative, Balance of Rural and Urban Communities.

Financial Implications:

In 2019 the average cost of a directly elected councillor was approximately \$66,000. This accounts for salary, benefits, mileage, communication, and conferences. It does not account for additional staff that would be required to support the additional councillors or physical modifications to offices that would be required for any new councillors.

Other Department Consultations/Concurrence:

Staff from Legal Services and Planning provided input on the report.

Attachments:

Appendix 1 – Municipal Act Section 218

Prepared By: **Tim Brubacher**, Council/Committee Support Specialist

Lee Ann Wetzel, Deputy Clerk/Manager, Council and Administrative Services

Approved By: **Kris Fletcher**, Regional Clerk/Director, Council and Administrative Services

Rod Regier, Commissioner, Planning, Development and Legislative Services

Appendix 1 – Municipal Act Section 218

Composition of upper-tier council

218 (1) Without limiting sections 9, 10 and 11, those sections authorize an upper-tier municipality to change the composition of its council subject to the following rules:

1. There shall be a minimum of five members, one of whom shall be the head of council.
2. The head of council shall be elected by general vote, in accordance with the *Municipal Elections Act, 1996*, or shall be appointed by the members of council.
- 2.1 Repealed: 2018, c. 11, Sched. 2, s. 1 (2).
3. The members of council, except the head of council, shall be elected in accordance with the *Municipal Elections Act, 1996* to the upper-tier council or to the council of one of its lower-tier municipalities.
4. The head of council shall be qualified to be elected as a member of council of the upper-tier municipality.
5. If the members of council are directly elected to the upper-tier council and not to the council of a lower-tier municipality, the members shall be elected by general vote or wards or by any combination of general vote and wards.
6. Each lower-tier municipality shall be represented on the upper-tier council. 2001, c. 25, s. 218 (1); 2006, c. 32, Sched. A, s. 93 (1); 2016, c. 37, Sched. 15, s. 1; 2018, c. 11, Sched. 2, s. 1.

Types of changes

(2) Without limiting sections 9, 10 and 11, the power to change the composition of council includes the power to,

- (a) change the number of members of its council that represent one or more of its lower-tier municipalities;
- (b) change the method of selecting members of the council, including having members directly elected to the upper-tier council and not to the council of a lower-tier municipality, members elected to serve on both the upper-tier and lower-tier councils or members elected to the lower-tier councils and appointed to the upper-tier council by the lower-tier municipalities, or a combination of methods of election;
- (c) have a member representing more than one lower-tier municipality;
- (d) require that if a member of council is appointed by the members of council as the head of the upper-tier council, the member is no longer entitled to hold office on the council of a lower-tier municipality or any other office on the council of the upper-tier municipality or both; and
- (e) require that if a member of council is appointed by the members of council as the head of the upper-tier council, the appointed member must hold office on the council of

a lower-tier municipality. 2001, c. 25, s. 218 (2); 2006, c. 32, Sched. A, s. 93 (2); 2017, c. 10, Sched. 1, s. 14 (1).

Number of votes

(3) Without limiting sections 9, 10 and 11, those sections authorize an upper-tier municipality to change the number of votes given to any member but each member shall have at least one vote. 2006, c. 32, Sched. A, s. 93 (3).

Term of office

(4) Without limiting sections 9, 10 and 11, those sections authorize an upper-tier municipality to change the term of office of an appointed head of council so long as the new term does not extend beyond the term of council. 2006, c. 32, Sched. A, s. 93 (3).

Term unaffected

(5) Except as provided in subsection (4), nothing in this section authorizes an upper-tier municipality to change the term of office of a member of council. 2017, c. 10, Sched. 1, s. 14 (2).

Reviews by regional municipalities

(6) Following the regular election in 2018 and following every second regular election after that, a regional municipality shall review, for each of its lower-tier municipalities, the number of members of its council that represent the lower-tier municipality. 2017, c. 10, Sched. 1, s. 14 (2).

Regulations

(7) The Minister may make a regulation changing the composition of a council of a regional municipality if the regional municipality does not, in the period of time that starts on the day the new council is organized following a regular election referred to in subsection (6) and ends on the day two years after that day, either,

(a) pass a by-law to change, for one or more of its lower-tier municipalities, the number of the members of its council that represent the lower-tier municipality; or

(b) pass a resolution to affirm, for each of its lower-tier municipalities, the number of the members of its council that represent the lower-tier municipality. 2017, c. 10, Sched. 1, s. 14 (2).

When regulation may be made

(8) The Minister may make a regulation under subsection (7) only after the period of time referred to in that subsection but before the year of the next regular election after which the regional municipality has a duty to conduct a review under subsection (6). 2017, c. 10, Sched. 1, s. 14 (2).

What regulation may include

(9) A regulation made under subsection (7) may include anything that could be included

in a by-law of the upper-tier municipality under subsections (1) to (5) and is subject to the limitations set out in those subsections. 2017, c. 10, Sched. 1, s. 14 (2).

What Minister shall have regard to

(10) When considering whether to make a regulation under subsection (7), the Minister shall, in addition to anything else the Minister wishes to consider, have regard to the principle of representation by population. 2017, c. 10, Sched. 1, s. 14 (2).

Transition

(11) Until after the regular election in 2026, subsections (6) and (7) do not apply to a regional municipality that, during the period between the regular election in 2014 and the regular election in 2018, passes a by-law to change, for one or more of its lower-tier municipalities, the number of members of its council that represent the lower-tier municipality. 2017, c. 10, Sched. 1, s. 14 (2).

Section 219 Notice and Triple Majority**Notice**

219 (1) Before passing a by-law described in section 218 or a resolution described in clause 218 (7) (b), the municipality shall give notice of its intention to pass the by-law or resolution and shall hold at least one public meeting to consider the matter. 2017, c. 10, Sched. 1, s. 15.

Validity

(2) A by-law described in section 218 making changes described in clauses 218 (2) (a), (b) and (c) or in subsection 218 (3) or a resolution described in clause 218 (7) (b) is not valid unless,

(a) a majority of all votes on the upper-tier council are cast in favour of the by-law or the resolution;

(b) a majority of the councils of all lower-tier municipalities forming part of the upper-tier municipality have passed resolutions consenting to the by-law or the resolution; and

(c) the total number of electors in the lower-tier municipalities that have passed resolutions consenting to the by-law or the resolution form a majority of all the electors in the upper-tier municipality. 2017, c. 10, Sched. 1, s. 15.

Council Enquiries and Requests for Information

Community Services Committee

Meeting date	Requestor	Request	Assigned Department	Anticipated Response Date
November 5, 2019	S. Strickland	That staff provide an information report on what other municipalities are doing to encourage the creation of affordable housing.	Community Services	Summer 2020
November 5, 2019	Committee	That the Mooregate Crescent location in the Waterloo Region Housing (WRH) Master Plan, be subject to further review with respect to location and financing	Community Services	Late Fall 2020

Planning and Works Committee

Meeting date	Requestor	Request	Assigned Department	Anticipated Response Date
June 18, 2019	G. Lorentz	Waste Enforcement options with Local Municipalities	Waste	Winter 2020



June 10, 2020

Project No: 12120

Regional Clerk
Regional Municipality of Waterloo
150 Frederick Street, 2nd Floor
Kitchener, ON
N2G 4J3

**Re: Recommendation for Proposed Amendment to the Regional Official Plan (Woolwich Rationalization)
Planning, Development and Legislative Services Report PDL-CPL-20-17
1604964 Ontario Inc. (Mike Gilles and Richard Frede)**

To whom it may concern:

GSP Group ("GSP") acts on behalf of 1604964 Ontario Inc. (the "Owners"). The Owners land is situated in the north west area of St Jacobs and is approximately 17.8 hectares (44 acres) in size.

Richard Frede owns a contiguous property to the east of the Owners land known municipally as 118 Northside Drive which lies within the current settlement boundary of St. Jacobs. Mr. Frede has also recently purchased 110 Northside Drive. The Owners land also lies north and is contiguous with 48 Hawkesville Road (Calvary United Church). Lastly the Owners land lies north and is contiguous with 52 Hawkesville Road (650207 Ontario Ltd. – Stuart Martin).

GSP and the Owners have had a chance to review Regional Staff Report PDL-CPL-20-17. The Owners, along with GSP Group have been actively involved in the Township of Woolwich rationalization process, including the Regional public meeting held on February 19, 2020.

As mentioned in our previous submission, dated February 18, 2020, the Owners have plans to develop 118 Northside Drive and 110 Northside Drive in conjunction with the lands proposed to be added through the urban boundary adjustment for residential uses if the ROPA is approved.

Schedule B to the proposed ROPA displays the 0.9 hectare property, being lands directly behind 118 Northside Drive, 48 Hawksville Road and part of 52 Hawksville Road, which is proposed to be included in the Township Urban Area Boundary. We are in support of the Proposed ROPA as it relates to the rationalization of the Owners land.

We further note on Schedule C to the proposed ROPA that the Countryside Line is proposed to move further eastward on the Owners land. Through the realignment of the Countryside Line this would redesignate a portion of the Owners land to Prime Agricultural Area. We have no objection to this proposed redesignation.

PLANNING | URBAN DESIGN | LANDSCAPE ARCHITECTURE

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162 Locke St. S., Suite 200, Hamilton, ON, L8P 4A9
gspgroup.ca



By way of this letter I would also like to request to be notified of the decision of the Regional Municipality of Waterloo on the proposed ROP amendment.

Should you have any questions regarding this submission, please do not hesitate to contact me.

Sincerely,
GSP Group Inc.

A handwritten signature in blue ink that reads "Hugh Handy". The signature is fluid and cursive, with a period at the end.

Hugh Handy, MCIP, RPP
Senior Associate

cc Mike Gilles
 Richard Frede
 David Welwood, Region of Waterloo
 Jeremy Vink, Township of Woolwich



June 9, 2020

Region of Waterloo
Attn: David Welwood – Principal Planner
150 Frederick St, 8th Floor
Kitchener ON N2G 4J3

Re: Comments to be added to the public record for File No.: D16-40/19/Woolwich

Dear David,

Waterloo North Hydro Inc. (WNH) owns a property (described below) with in the proposed Official Plan amendment. The existing property is presently within the developable area of the Town of Elmira. WNH is requesting that this stay unchanged in the amended Official Plan. The property details are:

Municipal Address:	22 VICTORIA GLEN STREET, ELMIRA, ONTARIO N3B 1S1
Legal Description:	Part Park Lot 1 Plan 169 RP58R3264 Woolwich
Registry or LT Division:	58
PIN:	22211-0352
Assessment Roll #:	30-29-010-001-18802-0000

Please see attached to the email the registered R-Plan and documentation for our property.

For further clarity when referring to Official Plan 2031, pg 4 of 7, 3. Map 7 – The Countyside, Map No. 7, Waterloo North Hydro would like to ensure that the property zoning for our property remains a developable area, the same designation as the adjacent property at 8 Victoria Glen St, Elmira, ON N3B 1S1.

We wish to be notified of the decision of the Regional Municipality of Waterloo pertaining to the adoption of this proposed amendment.

If you have any questions or concerns, please don't hesitate to contact me.

Thank you very much for your attention to this matter and I look forward to hearing back from you.

Yours sincerely,

Dorothy Moryc
VP, Engineering & Stations

cc: Jeremy Vink

PLAN OF SURVEY OF
PART OF PARK LOT 'A' REGISTERED PLAN 169
TOWNSHIP OF WOOLWICH
REGIONAL MUNICIPALITY OF WATERLOO
FORMERLY IN THE TOWN OF ELMIRA - COUNTY OF WATERLOO

SCALE 1" = 40'

WAYNE D. TURPEL
ONTARIO LAND SURVEYOR
1980

PLAN 58R- 3264

RECEIVED AND DEPOSITED
DATE Dec. 23rd 1980.

I REQUIRE THIS PLAN TO
BE DEPOSITED UNDER THE
REGISTRY ACT.

DATE: DEC. 22, 1980.

Wayne D. Turpel
WAYNE D. TURPEL
ONTARIO LAND SURVEYOR

R. Robinson

DEPUTY LAND REGISTRAR
FOR THE REGISTRY DIVISION
OF WATERLOO NORTH (58)

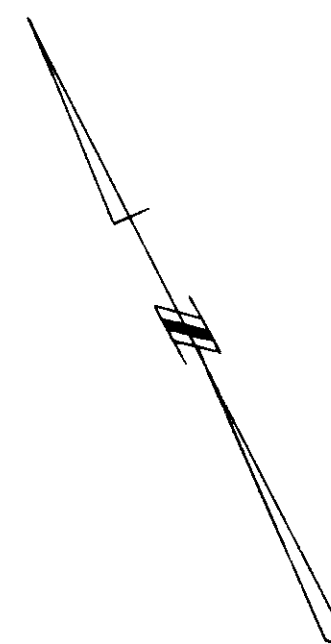
CAUTION: THIS PLAN IS NOT A PLAN OF SUBDIVISION WITHIN
THE MEANING OF THE PLANNING ACT.

PART SCHEDULE

PART	OWNER	INST. NO.	LOT/PLAN	AREA
1	TOWNSHIP OF WOOLWICH	L-3030	PT. PARK LOT A R.P. 169	0.399 AC.

LEGEND

S.I.B.	—□—	DENOTES	STANDARD IRON BAR (1" SQ x 4' LONG) SET
I.B.	—●—	"	IRON BAR (5/8" SQ x 2' LONG) SET
R.I.B.	—○—	"	ROUND IRON BAR
FD.	—	"	FOUND
MEAS.	—	"	MEASURED
P & W.F.	—+—	"	POST AND WIRE FENCE
C.L.F.	—○—	"	HYDRO POLE
O/H	—	"	CHAIN LINK FENCE
	—	"	OVER HEAD HYDRO LINES



NOTE

BEARINGS SHOWN HEREON ARE ASTRONOMIC AND ARE REFERRED TO
THE NORTHEASTERLY LIMIT OF VICTORIA STREET HAVING A BEARING
OF N 62° 15' W ACCORDING TO PLAN 58R-2129.

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN
ACCORDANCE WITH THE SURVEYS ACT AND THE
REGISTRY ACT AND THE REGULATIONS MADE
THEREUNDER.

2. THE SURVEY WAS COMPLETED ON THE 18TH DAY
OF DECEMBER 1980.

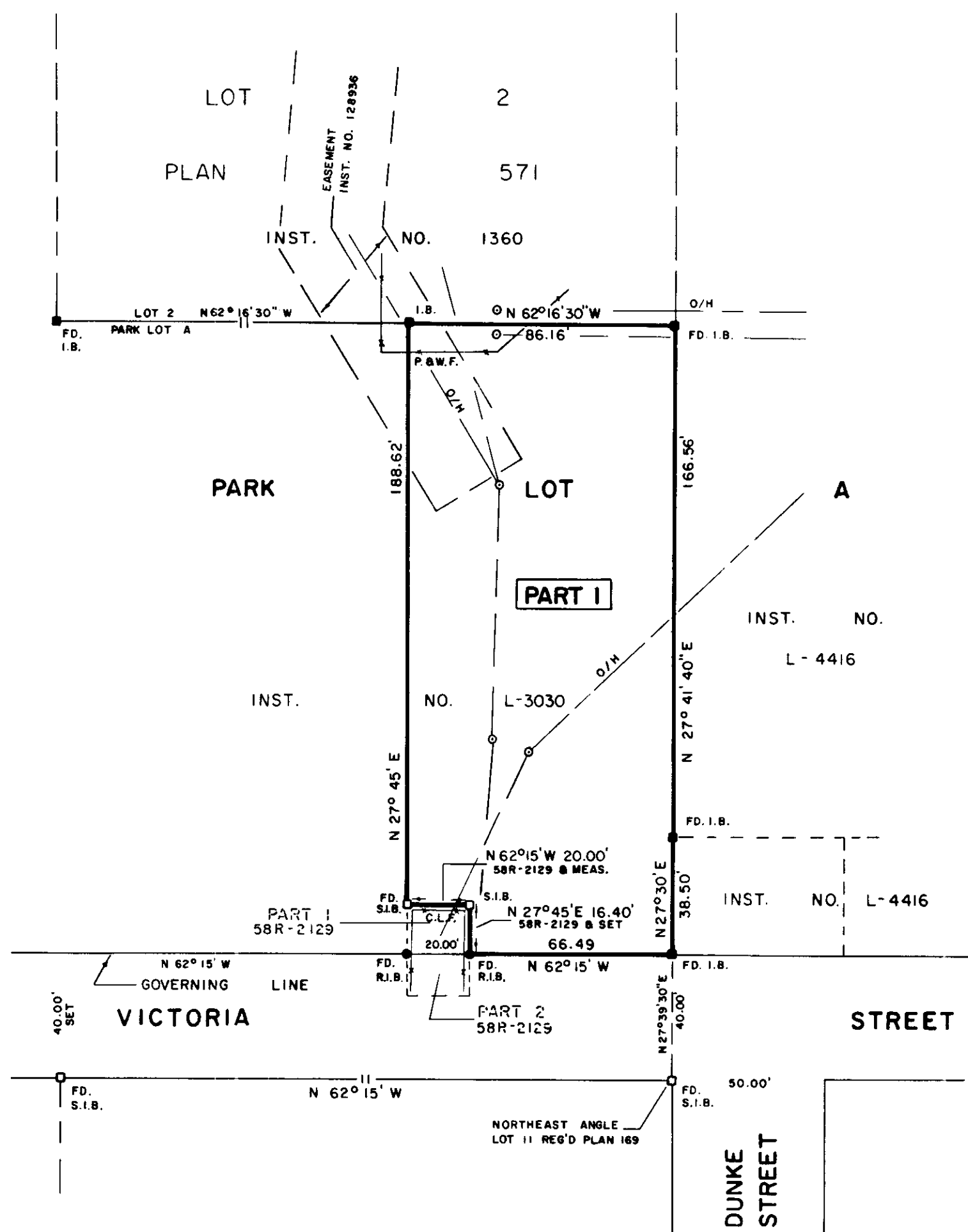
DATE: DEC. 19, 1980.

Wayne D. Turpel
WAYNE D. TURPEL
ONTARIO LAND SURVEYOR
ELMIRA, ONTARIO
669-5070

DRAWN BY: HFT

CHECKED BY: W.D.T.

FILE NO. 80-225



Waterloo Condominium Corporation #306
675 Westmount Road East,
Kitchener, ON
N2E2J3

Region of Waterloo Clerk
150 Frederick Street 2nd Floor,
Kitchener, ON
N2G 4J3

Tuesday, June 6, 2020.

Dear Waterloo Regional Council,

My name is Brad McMillan. I am the President of Waterloo Condominium Corporation #306, a small private condominium property at the intersection of Ottawa Street and Westmount Road.

We were recently contacted on June 4th, 2020 by Quinn Martin, via our Sanderson property manager, who identified themselves as a property agent of the Region of Waterloo. Quinn briefly informed us that plans for a round-about were in the works for our intersection and included two map images on how the proposed round-about would impact us should construction go forward as designed. We were aware of the potential for a round-about at the intersection from a community meeting presentation, however the information provided then appears different than the information we were given recently. Quinn also let us know that the matter was to go before Regional Council on June 16, 2020 should we have any concerns regarding this project to voice.

After reviewing the information provided, we have determined that the proposed round-about at our intersection would significantly impact the functionality, value, safety, and living conditions of the property. Therefore, it is impossible for us to support this project in its current state. As we have only recently been informed of this matter, we have begun to seek professional assistance to help us explain the impact of this project on our 33-unit private property to you and suggest alternatives. We hope that, cooperatively, we can reach a final design plan that is mutually respectful and acceptable to all parties involved.

We look forward to working with you.

Thank you,

Brad McMillan
President,
Waterloo Condominium Corporation #306

From: [Colin Brubacher](#)
To: [Regional Clerk](#)
Cc: [David Welwood](#); [Brenna MacKinnon](#); [Colin Brubacher](#); [Victor Labreche](#); "[abcbrubacher@hotmail.com](#)"
Subject: Rationalization of the boundaries of the Countryside Line, the Elmira and St. Jacobs Township Urban Areas
Date: June 12, 2020 10:33:57 AM

To Whom It May Concern,

Please notify me of the decision and of subsequent meetings of the Regional Council on the proposed ROP amendment.

Colin and AmyBeth Brubacher
B & B Farms Limited

[REDACTED]
[REDACTED]
[REDACTED]

Also, please take this as my second written notice that we feel this line adjustment for the Country Side Line with regards to St. Jacobs is not correct or appropriate.

Currently the land at 3015 Sawmill Rd (Bauman Farm) is all within the settlement of St. Jacobs and designated as **developable**. The Township of Woolwich has proposed that a large portion of this land be removed based on the following two factors:

1. The land that is to be taken out of the settlement is not serviceable by the sewer lines currently at the north end of St. Jacobs (on top of the hill) due to gravity flow.
2. The width of the property does not allow for a dual entrance.

We disagree with both of these reasons and feel they are incorrect based on the following:

1. The lowest point of the property in question currently has an easement on it for the sewer line from the east end of Eby St. We believe that this is the same sewer line that was referenced as not being accessible at the north end of the property. When we asked for a copy of the study used to come to this conclusion, we were told there was none. When my engineer approached the township requesting information on the sewer that crosses the property he was told that they have no information on it. When I requested my engineer perform a study, the time line would not have had it completed prior to this meeting.
2. We feel that an emergency access could be set up to create dual access in

the event of an emergency using Eby St. This would also alleviate the problem of single access that Eby St. currently has, which should be especially important considering the Long Term Care Home at the far east end (Derbecker's Heritage House). Again, this would take some time to complete a study that was neither done by the township or the prior owner.

Some additional concerns with the line adjustment:

1. In the past this property has been farmed however, due to its location, this will become more of a challenge with large equipment that is current with today's farming practices causing increased risk of trouble (busy intersections vs. large equipment).
2. The natural town boundary should be the highway. Moving the line inside the farm as proposed brings agricultural land back into the proximity of the town which creates tension with town residents who are often not familiar with good commercial agricultural practices.
3. This location is ideal for development based on many factors and would be a great asset to the community, taking it outside the settlement boundary removes that possibility.

Thanks

Colin Brubacher
B & B Farms Limited



Report: TES-TRP-20-13

Region of Waterloo

Transportation and Environmental Services

Transportation

To: Chair Tom Galloway and Members of Regional Council

Date: June 16, 2020

File Code: T01-20(A)

Subject: Rapid Re-allocation of Road Space for Active Transportation to Address the COVID-19 Pandemic

Recommendation:

That the Region of Waterloo approve the following with respect to the rapid implementation of temporary active-transportation infrastructure in response to the COVID-19 Pandemic:

- a) Expedite the closure of curb lanes to general traffic on selected four-lane Regional roads to create new temporary dedicated bike lanes or reserved lanes for transit vehicles and cyclists at locations as noted;
- b) Allocate up to \$550,000 from the Transportation Capital Reserve to fund costs associated with the planned road-space re-allocations, and
- c) Direct staff to identify additional road-space re-allocations to create new bike lanes or reserved lanes to be implemented in 2021;

all as outlined in Report TES-TRP-20-13, dated June 16, 2020.

Summary:

Due to the COVID-19 Pandemic, traffic volumes on area municipality and Regional roads are approximately 33% lower than pre-COVID levels. Staff received a proposal from Climate Action Waterloo Region (CAWR) to take advantage of lower traffic on Regional roads by considering the re-allocation of road space on some Regional roads to provide temporary new cycling facilities. Members of the Region's Committee of the Whole also requested that staff consider re-allocations of road space on Regional roads

to create temporary new facilities for active transportation.

In response to these requests and proposal, staff have reviewed the opportunities that exist while traffic volumes on Regional roads are lower than normal to re-allocate road space to create temporary new facilities. After a review of a full suite of “open street” options, and discussions with area municipality staff, Regional staff are recommending the rapid closure of curb lanes to general traffic to create new temporary dedicated bike lanes or reserved lanes for transit vehicles and cyclists on the following Regional roads:

- King Street/Coronation Boulevard/Dundas Street from Bishop Street to Beverly Street, City of Cambridge;
- Westmount Road from Queen’s Boulevard to University Avenue, Cities of Kitchener and Waterloo;
- Frederick Street from Weber Street to Lancaster Street, Kitchener;
- Erb Street from Westmount Road to Caroline Street, City of Waterloo;
- Erb Street from Peppler Street to Margaret Avenue (one lane only), City of Waterloo; and
- Bridgeport Road, King Street to Margaret Avenue (one lane only), City of Waterloo.

These road-space re-allocations would create 24 kilometres of new temporary bike lanes on Regional roads. Please refer to Table 3 in Appendix D for more details regarding the recommended road space re-allocations including: lengths, durations, rationale, possible transitions and other considerations.

The estimated cost to implement temporary bike lanes on the identified Regional roads by closing curb lanes to general traffic using traffic cones is \$390,000. The additional cost required to convert temporary bike lanes to reserved lanes for transit and cycling at some locations as noted in Appendix D of this report is estimated to be \$160,000. Staff recommend a maximum 2020 allocation of \$550,000 for this initiative.

Subject to approval by Regional Council of the recommendations in this report, staff will develop designs and bid documents and plan work with internal resources with the goal of implementing the short-term bike facilities by no later than August, 2020. Staff will monitor the project locations before implementation and during the operational phase of these projects.

In addition, staff will begin planning and design of potential medium-term facilities as discussed in this report to be in a position to prepare budgets for the 2021 budget process and to plan for implementation in 2021.

Report:**1.0 Background**

In mid-March, 2020, based on expert advice from Public Health officials and direction from all levels of government, including Provincial and Regional declarations of a State of Emergency, many businesses and public institutions in Waterloo Region including schools closed their doors and directed the public, staff and students to stay at home. As a result, vehicular and transit trips on the local transportation network were limited to travel to work by essential workers and trips to obtain essential items such as groceries. This has resulted in much fewer cars on local and Regional roads.

With the gradual phasing of the lifting of restrictions on businesses, public institutions and the use of public spaces, along with the onset of more summer-like weather conditions, more people have been getting outside of their homes to travel to work places or to exercise or to just get some “fresh air”. Many are choosing to walk, bike or “roll” along sidewalks and trails. This increase in people using sidewalks, trails and parks has caused some concerns, considering the requirement of physical distancing - maintaining at least 2 metre distance between people, continues to be a key measure to help slow the community spread of the virus.

The COVID-19 Pandemic has also had a negative impact on the local and world economies because of the closing of businesses to ensure physical distancing. Some sectors of the economy have been more negatively impacted than others, due to the requirement for physical distancing and restrictions on travel, with the tourism and restaurant sectors being prime examples.

Staff received a proposal from Climate Action Waterloo Region (CAWR) to consider the re-allocation of road space on some Regional roads, on which traffic volumes are temporarily lower due to COVID-19, to provide temporary new cycling facilities. Members of the Region’s Committee of the Whole also requested that staff consider re-allocations of road space to create temporary new facilities for active transportation.

This report serves to address the ways in which the Regional road network can help to address some of the concerns and requests to date and to take advantage of the opportunities created by this Pandemic.

1.1 Traffic Volumes on Regional Roads

The Region undertakes continuous traffic counts at nine locations within the urban areas of the Regional road network. Counts assessed in late March, 2020 showed that, on average, traffic volumes at these nine locations were approximately 50% lower than pre-COVID volumes. Another assessment at these same nine locations in late May, 2020, shows that traffic volumes are approximately 67% of pre-COVID numbers, an indication that the gradual easing of restrictions on businesses has resulted in an

increase in cars on Regional and local roads toward pre-COVID levels. Staff will continue to monitor these changing traffic volumes.

1.2 Proposal from Climate Action Waterloo Region (CAWR) and Requests from the Waterloo Regional Tourism Marketing Corporation (WRTMC) and Restaurants Canada

In April, 2020, staff received a proposal from the Transportation sub-committee of Climate Action Waterloo Region (CAWR). CAWR's proposal requested the Region and area municipalities to take advantage of the lower traffic volumes on area roads to implement pilots of cycling and walking facilities in order to address concerns regarding increases in foot and bicycle traffic on trails and the need to maintain physical distancing. Regional staff met (via Zoom conference) with David Trueman and Dorothy McCabe, representatives of CAWR, to gain more information about the proposal. The discussion with CAWR included rationale, types of projects and even some suggested locations. Please refer to Appendix A for CAWR's proposal. CAWR was invited to present its proposal to the Region's Active Transportation Advisory Committee (ATAC) at its May 19, 2020 meeting. At the May 19, 2020 meeting, ATAC passed a resolution to request staff to investigate feasibility and possible pilot projects as suggested by CAWR and report back to ATAC at its next meeting on June 16, 2020.

In early May, the Region was contacted by representatives of both the Waterloo Region Tourism Marketing Corporation (WRTMC) and Restaurants Canada to consider allowing restaurants to use additional private and/or public space for patios once the restrictions have been sufficiently lifted for them to re-open. WRTMC indicated this use of public space may involve the use of the public road way and involve road closures, with particular emphasis on urban core locations. Staff discussed WRTMC's request and assembled a working group of Regional and area municipality staff to further discuss the request, identify needs, opportunities and possible actions to assist. Please refer to Appendix A for copies of the requests from WRTMC and Restaurants Canada.

Regional staff chaired a meeting on June 2, 2020, with representatives from the Region, all seven area municipalities and the Alcohol and Gaming Commission of Ontario (AGCO). Staff from the Region and area municipalities in attendance included representatives from various departments, including transportation, planning, public health, economic development and transit. Meeting attendees discussed ways to assist local restaurants to make use of private property and public road space to extend patios. The AGCO stated at the June 2, 2020 meeting that the Ministry is considering altering the existing legislation to waive the requirement for a business owner to submit a licence application (and fee) for a temporary patio provided approval of the area municipality has been received. Staff agreed on a common approach to addressing questions/requests from restaurants, including the following:

- Designation of a single "point person" at each municipality for business owners to

contact for patio applications; and

- Make best efforts to streamline the process to make an application for a new patio or a patio extension.

Subsequent to the June 2 meeting, the Province confirmed in a news release that the requirements for a licence application (and fee) will be waived for a temporary patio provided approval of the area municipality has been received. Staff will provide additional information on this subject and will be requesting approvals from Council as necessary and appropriate to provide assistance to restaurants on this issue.

1.3 What Other Cities Around the World Are Doing

Many cities around the world and in North America have implemented various ways of allocating road space for active transportation or have closed roads temporarily or permanently to provide space for restaurant patios. Some examples include:

- Paris, France rolled out 50 km of a planned 650 km of emergency bike lanes over the course of a few weeks using semi-rigid delineator posts and traffic barricades;
- Minneapolis MN, USA added 16 km of “Stay Healthy Streets” using freestanding delineator posts and closure signs mounted on traffic barricades;
- Tirana, Albania converted parking lanes into protected bike lanes using plastic flexible delineator posts and yellow paint markings;
- Milan, Italy created a citywide plan to implement new pedestrian and bike facilities on 35 km of streets;
- Brussels, Belgium created a 20 km/h zone in the downtown core, allowing pedestrians to feel safer walking on the street;
- Oakland, CA, USA, used signs mounted on A-frames to designate streets as local access only, creating a 118 km “slow streets” network; and
- Toronto, CA, created plans for 50 km of “Quiet Streets” along with full closures of some main roads adjacent to recreational trails.

2.0 Needs and Opportunities Created by the COVID-19 Pandemic

Staff have identified three key needs/opportunities created by the COVID-19 Pandemic that the Regional road network may assist with as follows:

Physical Distancing

With restrictions on business closures being gradually lifted and the onset of better weather more people are getting out of their homes and are walking or cycling. This has resulted in a significant increase in volume of pedestrian and bike traffic on some key area trails (Iron Horse, Spur, Laurel) and on some sidewalks in urban core areas. This has raised concerns from some individuals that the ability to maintain 2 metres of

physical distancing is challenging in these locations. In addition, some roads are challenged with narrow boulevards or few driveways where few opportunities exist for someone to step to the side to allow someone to pass to maintain physical distancing. While observations of trail users to date has not revealed conditions where physical distancing is not possible, staff do understand the benefits of providing additional space for cyclists so they may choose to bike on other facilities to leave the sidewalks and trails for the walkers. In addition, the user volumes on trails and sidewalks in urban cores will likely increase as the weather continues to improve and more people return to work.

Promotion of Active Transportation

Reduced volumes of motorized traffic on local and Regional roads provides an opportunity to investigate whether certain four-lane roads have excess capacity and therefore could be reduced to two lanes temporarily. Providing additional space for cyclists on Regional roads may help to make cyclists feel safer and therefore encourage people to try cycling for commuting rather than using their car. In addition, the lower traffic volumes on many Regional roads presents an opportunity to temporarily create a “road diet” (reducing lanes) on certain roads that were being contemplated for a permanent road diet as part of the Transportation Master Plan. While the long-term implications of a possible “road diet” cannot be completely assessed while the Pandemic-induced traffic reductions are still prevalent, staff can still monitor the operation of the road (delays, collisions for all users, traffic diversions, etc.) as traffic volumes gradually increase to obtain a better understanding of how that particular road would operate with reduced lanes and near pre-COVID traffic volume.

Economic Recovery

Reduced volumes on Regional and local roads that pass through urban core areas presents an opportunity to consider closing the roads completely to provide additional space for active transportation and for restaurants or bars to have additional space within the roadway for patios. With tables in the public roadway, restaurants may be able to maintain physical distancing while maximizing access for patrons.

3.0 Addressing Needs/Opportunities for Physical Distancing and Promotion of Active Transportation

3.1 Full Suite of Options

In developing the full suite of options for addressing the needs/opportunities for physical distancing and the promotion of active transportation, staff consulted with staff from other municipalities, attended webinars on recent “open streets” measures and conducted a literature review. The literature review included the National Association of City Transportation Officials (NACTO) Streets for Pandemic Response and Recovery

Guide. Based on this investigation staff identified the following suite of options:

1. Closure of curb lanes to general traffic on four-lane roads to provide:

- a) Sidewalk extensions dedicated to pedestrians – these are typically used in areas with heavy pedestrian demand and narrow curb-faced sidewalks;
- b) Bike and “roll” lanes – these include one-way dedicated bike lanes or dedicated bike and “roll” lanes which would allow bikes, skateboarders and scooters, etc. – these would be used on roads where no cycling facility currently exists and where a road diet is being contemplated in the future to provide a cycling facility;
- c) Active transportation space- these allow all users including pedestrians, cyclists, skateboarders, etc. and;
- d) Dedicated transit lanes – these would be reserved for transit vehicles and in some cases cyclists as well.

2. Partial closure of road for one or more blocks with motorized traffic limited to local traffic only:

- Sometimes referred to as “Slow Streets” or “Shared Streets” – these are typically closed with barricades at each end of the street with signage indicating “Road closed to Thru Traffic”. These could also include additional traffic-calming measures such as chicanes using additional traffic cones and/or pavement markings.

3. Full closure of road with no access for motorized traffic:

- More applicable in downtown applications where the road was historically closed for several days for a special event such as a market, festival or concert. In this case the closure would be for several weeks or even months and could include the extension of patios from adjacent restaurants.

Please refer to Appendix B for diagrams depicting the aforementioned options.

3.2 Active Transportation Options for Regional roads

Staff has determined that while all of the options noted in Section 3.1 may be applicable to low-volume local or collector roads, there are several options that are not applicable to Regional roads. Regional roads tend to carry higher volumes of traffic at higher speeds than local roads. And Regional roads also carry much higher volumes of trucks and emergency vehicles. Therefore, options which involve vehicles mixing with pedestrians or pedestrians walking directly adjacent to a live traffic lane are generally

not applicable to Regional roads. In addition, options that involve full road closures, except for short blocks that are located in downtown areas, are also generally not applicable to Regional roads.

Staff consider the following options to be most applicable to Region of Waterloo roads:

Option 1b): Closure of curb lanes to general traffic on four-lane roads to provide dedicated one-way cycling lanes, using traffic cones; and

Option 1d): Closure of curb lanes to general traffic on four-lane roads to provide a one-way lane reserved for transit vehicles and cyclists, using pavement markings only.

Please refer to Appendix C for typical cross sections of both options. Options 1b) and 1d) are considered to be short-term options, with an implementation time frame of approximately eight weeks. A variation of Option 1b) would involve the closure of lanes using flexible delineators, pavement markings and possibly concrete or rubber curbing, to create one-way or two-way bike lanes similar to the separated bike lanes created on University Avenue as part of the Region's Separated Bike Lane Pilot Project. This variation would involve considerably higher installation and maintenance costs and take more time to implement, and is therefore considered a medium-term option. The earliest possible time frame for an implementation of this type would be 2021.

There are different advantages and disadvantages for each of these three options including differences in user preference, potential user compliance, speed of implementation and installation and maintenance costs. Please refer to Table 1 for a comparative evaluation of the different options.

Table 1:	Advantages	Disadvantages
<u>Short-term Options</u>		
1 b) close curb lanes with traffic cones to create dedicated cycling lanes	Likely preferred by cyclists over reserved lane due to physical barrier provided by traffic cones Easiest and quickest to implement Lowest cost to remove	As traffic volumes increase, will create delays for transit Unightly, issues with driveways, traffic cones blown into driving lanes, etc. Higher cost to implement and maintain than reserved lane Cannot be maintained in winter

Table 1:	Advantages	Disadvantages
1 d) close curb lanes with pavement markings to create reserved lanes for transit and cyclists	Ensures minimal delays for transit, even as traffic volumes increase Can be maintained in winter Lower cost to implement and maintain than traffic cones	May be less preferred by cyclists due to lack of physical barrier Possible driver compliance issues: Will require more education and enforcement Higher cost to remove than traffic cones
<u>Medium-term Option</u>		
Close lane with flexible bollards, pavement markings and curbing to create dedicated cycling lanes	Likely preferred by cyclists over short-term options due to semi-permanent barriers Can be maintained in winter Less summer maintenance than traffic cones	Highest installation cost of all options Highest winter maintenance costs Longer duration to implement than other options Highest cost to remove

3.3 Installation and Maintenance Costs of Options

Staff reviewed previous and existing construction and maintenance contracts and spoke with contractors to develop approximate estimates of installation and maintenance costs for each of the short-term and medium-term options. The results are displayed in Table 2.

Table 2 : Cost Comparison	Installation cost per kilometre of road	Maintenance cost per kilometre of road
<u>Short-term Options</u>		
1 b) close curb lanes with traffic cones to create dedicated cycling lanes	\$25,000 per km for traffic cone rental and signs including removal	Summer: \$7,500 per km for four months plus normal road surface maintenance Winter: N/A

Table 2 : Cost Comparison	Installation cost per kilometre of road	Maintenance cost per kilometre of road
1 d) close curb lanes with pavement markings to create reserved lanes for transit and cyclists	\$15,000 per km for pavement markings and signs; \$15,000 per km to remove	Summer: normal road surface maintenance only Winter: normal road surface maintenance only
<u>Medium-term Option</u>		
Close lane with flexible bollards, pavement markings and curbing to create dedicated cycling lanes	\$350,000 - \$400,000 per km for pavement markings, flexible bollards and temporary curbing	Summer: Depending on width - normal road surface maintenance only Winter: \$80,000 - \$120,000 per km

3.4 Selection Criteria and Recommended Locations

Staff developed a list of criteria to be used to identify potential locations for the short-term options as follows:

- Roads where currently no cycling facility exists;
- Roads with planned cycling improvements in the Capital or Active Transportation Master Plans;
- Locations identified as key gaps in the existing cycling network;
- Roads where transit buses have historically experiencing challenges maintaining schedules due to delays;
- Roads that have been identified for potential road diets; and
- Roads with lower historical traffic volumes.

Regional staff also conferred with area municipality staff on potential locations for short and medium-term options. As a result of the assessments and discussions with area municipality staff, Regional staff recommend the closure of curb lanes to general traffic with traffic cones to create dedicated cycling lanes on the following Regional roads:

- King Street/Coronation Boulevard/Dundas Street from Bishop Street to Beverly Street, City of Cambridge;
- Westmount Road from Queen's Boulevard to University Avenue, Cities of Kitchener and Waterloo;
- Frederick Street from Weber Street to Lancaster Street, Kitchener;

- Erb Street from Westmount Road to Caroline Street, City of Waterloo;
- Erb Street from Peppler Street to Margaret Avenue (one lane only), City of Waterloo; and
- Bridgeport Road from King Street to Margaret Avenue (one lane only), City of Waterloo.

These road-space re-allocations would create 24 kilometres of new temporary bike lanes on Regional roads.

Staff are requesting some flexibility to allow staff to make some adjustments with regards to the roads specified and limits of work in order to maximize the speed of implementation and the need to address traffic and other conditions/requirements that can change on a daily basis. Staff would also like to note that the Region has plans to install a watermain on Coronation Boulevard between Highland Park Road and Hespeler Road sometime in Fall 2020 or Spring 2021. The timing of this work, which would not allow for both general traffic lanes and dedicated bike lanes, will be adjusted subject to Council approval of the temporary bike lanes on Coronation Boulevard.

Staff also considered transitioning the short-term options recommended on Erb Street, Peppler Street to Margaret Avenue and on Bridgeport Road to a more semi-permanent medium-term option (flexible bollards, pavement markings and temporary curbing) when time permits. This would create an extension of the existing two-way separated cycling lanes on Erb Street between Caroline Street and Peppler Street, connecting the facility to existing bike lanes on Margaret Avenue. This transition would also create a complementary two-way facility on Bridgeport Road. These two new facilities would likely cost approximately \$1.2 million to implement. Due to the increased complexity of design and significant costs, these installations may be considered for a 2021 implementation, to allow time for design, tendering and allocation of appropriate funds as part of the 2021 budget process.

Please refer to Table 3 in Appendix D for more details regarding the recommended road space re-allocations including: lengths, durations, rationale, possible transitions and other considerations.

3.5 Recommended Implementation Plan

Staff recommend the rapid implementation of the short-term options as noted in Section 3.4 and Appendix D of this report. Once approved, staff would develop an action plan to implement the short-term options within an eight-week period. It is noted that the actual length of facilities that could be rapidly implemented may be limited by the amount of resources available both within the Region and the local contracting industry.

Staff will need to monitor traffic operations on each road where general traffic lanes have been reduced to ensure that excessive delays and queues are not created as

traffic volumes continue to rise on roads throughout the Region. Staff will undertake traffic counts and observations of traffic operations on a regular basis throughout the duration of this temporary project. At this point in time, staff have no way of predicting how soon or to what degree traffic volumes will increase to near pre-COVID levels. A rapid return to pre-COVID levels of traffic may necessitate the removal of temporary lane closures to general traffic on a given road based on staff's assessment of delays or other operational issues or direction from Regional Council. Staff will need to develop criteria/thresholds for recommending the removal of any temporary facilities.

One other option that staff is considering is the transitioning of one type of lane reduction to another as the winter season approaches, provided that the road is operating satisfactorily. For example, staff will consider the conversion of a road prior to winter that had curb lanes closed with traffic cones to one with curb lanes reserved for bikes and transit buses. This adds additional costs in 2020 but may provide the following benefits:

1. The ability to continue the temporary cycling facility into the coming winter, including winter maintenance; and
2. The ability to reduce any negative impacts on transit schedules as traffic volumes increase and congestion levels increase, as the buses will have a dedicated lane on that road.

3.6 Coordination with Area Municipalities

Regional staff are coordinating efforts with staff from the three Cities to help ensure good collaboration and to try to take advantage of synergies that may occur with connections of new facilities on Regional roads with facilities on area municipality roads. Area municipality local and collector roads generally carry less trucks and less traffic in general at lower speeds than Regional roads. Therefore, the suite of temporary options available to create new temporary facilities for active transportation and/or physical distancing on these roads would be quite different than the suite of options available on Regional roads. Based on recent discussions, area municipality staff are considering various options including the following:

- Advancing the implementation of active transportation facilities already in their capital programs;
- Closing of curb lanes on four-lane roads, where applicable;
- Considering lower posted speed limits on some local roads;
- "Slow streets" applications using road closures or closures to through traffic; and
- Other traffic calming measures.

Regional staff will continue to liaise and work collaboratively with their area municipality partners to share ideas and help promote their projects.

3.7 Permanent Active Transportation Infrastructure to be Built in 2020 and 2021

It is important to note that in addition to the new temporary bike lanes being recommended in this report, the current Transportation Capital Program will be adding a considerable amount of new active transportation infrastructure to the Regional road network. Current 2020 construction contracts and contracts already planned for 2021 will be adding 53 kilometres of bike lanes, 24 kilometres of multi-use trails and 31 kilometres of sidewalks to the Regional road network, with a total value of over \$25 million. Some notable projects include:

- 8 km of multi-use trail on Homer Watson Boulevard between Conestoga College and Ottawa Street, Kitchener (mostly built in 2019 but completed in 2020);
- 5 km of bike lanes on Arthur Street between Sandy Hills Drive and the Waterloo/Wellington Boundary, Woolwich;
- 5 km of multi-use trail on Snyder's road between Christian Street and Gingerich Road, Wilmot;
- 3 km of bike lanes on Dundas Street in Cambridge;
- 8 km of multi-use trails on Franklin Boulevard in Cambridge;
- 4 km of bike lanes and sidewalks on Erb Street between Gateview Drive and Wilmot Line in Waterloo; and
- 6.5 km of multi-use trail on Victoria Street from Bruce Street to the Woolwich Boundary, Kitchener.

4.0 Next Steps

Subject to approval by Regional Council of the Recommended Implementation Plan, staff will develop designs and bid documents and plan work with internal resources with the goal of implementing the short-term bike facilities by no later than August, 2020. Staff will monitor the project locations before implementation and during the operational phase of these projects.

In addition, staff will begin planning and design of potential medium-term facilities as discussed in this report to be in a position to prepare budgets for the 2021 budget process and to plan for implementation in 2021.

Staff will continue to collaborate with area municipalities and other community partners to assist where they can with the development of additional patio space as part of the COVID recovery.

Corporate Strategic Plan:

The implementation of new bike lanes on Regional roads supports Corporate Strategic Objective: **2.3: Increase participation in active forms of transportation (cycling and walking)** and by providing new facilities that may encourage people to forego travelling

by car, this work also supports Corporate Strategic Objective **3.1 Reduce greenhouse gas emissions**.

Financial Implications:

The estimated cost to implement temporary bike lanes on the identified Regional roads by closing curb lanes to general traffic using traffic cones is \$390,000. The additional cost required to convert temporary bike lanes to reserved lanes for transit and cycling at some locations as noted in Appendix D of this report is estimated to be \$160,000.

Staff recommend a maximum 2020 allocation of \$550,000 for this initiative. Depending on the final implementation strategy, this may include both capital and operating costs. The Region's approved 2020 Transportation operating budget and 2020-2029 Transportation Capital Plan do not include costs or funding for this initiative. It is proposed that any costs incurred would be funded from the Transportation Capital Reserve (TCR), which is the primary Regional funding source for roads rehabilitation works. A reduced balance in the TCR will impact the funding of future Transportation Capital programs, likely resulting in higher long term borrowing requirements. Staff will investigate other potential sources of funding including possible grants to be made available by the Federal and/or Provincial governments, and will report back should any such funding become available.

The COVID-19 pandemic is putting significant financial pressure on 2020 tax supported operating budgets at this time. As reported in COR-FSD-20-15 dated May 26, 2020, the Region of Waterloo experienced a year to date tax supported operating deficit of \$3.8 million to the end of April 30, 2020 and is estimated to have an ongoing monthly operating shortfall of \$2.3 million, due predominantly to COVID-19. The extent of the 2020 deficit is being reviewed by staff and will largely be dependent on the length of the economic disruption, scope and pace of recovery, and the extent to which funding assistance is received from senior levels of government.

Costs and funding for additional medium-term work as described in this report will be developed for consideration by Council as part of the 2021 budget process.

Other Department Consultations/Concurrence:

The Finance Division of the Corporate Services Department has been consulted in the preparation of this report.

Attachments

Appendix A: Proposal from CAWR, Request Letters WRTMC and Restaurants Canada

Appendix B: Suite of Options from NACTO Guide

Appendix C: Typical Cross Sections of Short-term Options for Regional roads

Appendix D: Table 3: Recommended Short-Term Road-Space Re-Allocations

Prepared By: **Steve van De Keere**, Director, Transportation

Approved By: **Thomas Schmidt**, Commissioner, Transportation and
Environmental Services

Proposal from CAWR

ClimateActionWR is a collaboration between local organizations and community members who championed the development of Waterloo Region's first-ever community action plan on climate change and is now developing the 80by50 plan for further carbon reductions.

On behalf of ClimateActionWR's Transportation Committee, we are writing at the time of the COVID-19 pandemic to explore with you the challenges faced and opportunities presented in the transportation sector.

As you know, there have been rapid and unexpected changes including:

- Vehicular traffic levels reduced by about 50%, according to regional staff,
- Increased incidences of excessive speed and stunt driving, according to WRPS,
- Foot and bicycle traffic on major trails significantly increased as compared to a comparable period in 2019 (see graphs below), and
- An urgent imperative to maintain physical distancing when out of our residences for essential movement.

We recognize that the cities of Cambridge, Waterloo and Kitchener and the Region have all made commitments in their respective Transportation Master Plans to encourage active transportation. This commitment is vital to meeting our collective target of reducing, by 80%, greenhouse gas emissions by 2050, since 49% of our emissions are in the transportation sector.

We recommend, given the above situation, that the municipalities take advantage of this time to implement pilots of cycling and walking facilities. These pilots can be undertaken now with the following advantages:

- Vehicular traffic will not be significantly impacted,
- Where pilots involve narrowing roadways, this will help to reduce the incidence of excessive speeding, in turn reducing the potential burden on hospitals and the WRPS,
- Expanded public space made available through pilots will reduce the pressure on trails that are not currently wide enough to facilitate necessary physical distancing, and

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Continued...Request Letter from CAWR

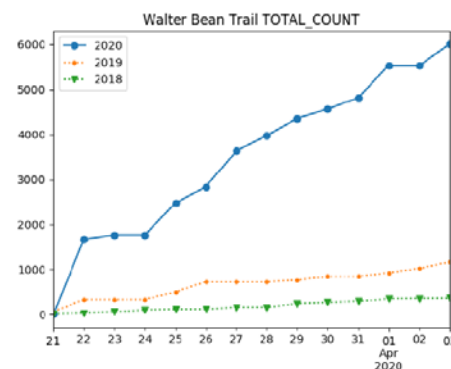
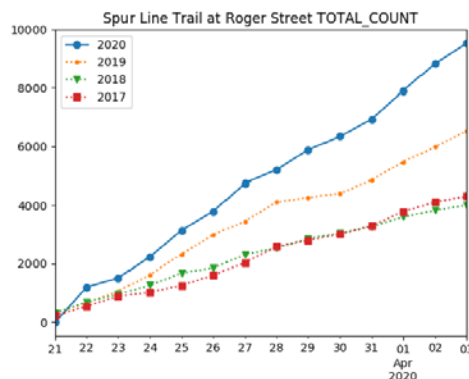
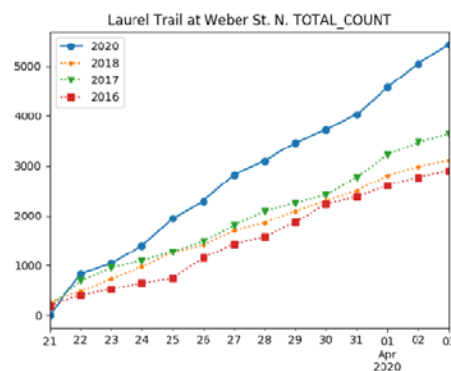
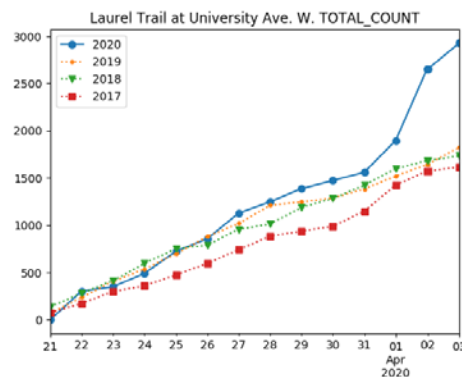
- Essential workers, especially those of limited means, will have new, safe transportation options (without using public transit with the inherent risk of transmission).

Pilots that are undertaken will have immediate benefits and may be evaluated for continuation as restrictions on public movement are eased and vehicular traffic levels increase.

ClimateActionWR offers our help in any way we can to assist in moving this from concept into action.

While no one would wish for the current pandemic situation, it does provide the opportunity to imagine a future in which our streets are shared more equally among different modes of travel. There is an opportunity now to serve the essential needs of the public without significantly impacting vehicular traffic.

Trail Use (provided by Mike Boos)



Request Letter from WRTMC

Good morning all,

I am working with the Tourism & Culture subcommittee (list of members attached) of BESTWR and we have been discussing how we can best support our industry once restrictions are relaxed. We are starting by looking at the restaurant sector. Although we do not yet know what kind of restrictions operators will be faced with, we do know that physical spacing will be a reality.

With that in mind, and with other destinations taking a similar approach ([Barrie, ON](#) and [Vilnius, Lithuania](#)) we want to appeal to you for support to extend the area of restaurant patios. In some cases this may involve moving into areas normally used as parking in restaurant lots, or on the street. BIAs across the Region of Waterloo are looking at how to best provide a welcoming area for residents to enjoy a meal out in their downtown cores – restricting traffic in some areas would help immensely. Considering the use of alley ways or public space would also help.

We understand that in order to make this work, we need the cooperation and collaboration of the Region and Municipalities including Transportation, Fire, Health and Building. We would very much like to get your endorsement to provide significant flexibility so that we can continue to plan and prepare for getting people back to work, businesses open and prevent the increase of business failures. I look forward to hearing from you.

Minto Schneider, CDME | [Chief Executive Officer](#)

Waterloo Regional Tourism Marketing Corporation

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mobile. 519.504.0395

email: mschneider@wrtmc.org

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Request Letter from Restaurants Canada

Dear Mayor Vrbanovic:

As you are aware, the foodservice industry has been hit particularly hard by the COVID-19 crisis. In a recent Restaurants Canada survey, 70% of operators are worried that they wouldn't have access to enough working capital to reopen. This lack of capital will have an impact on reopening plans.

The province is looking to reopening soon and we expect that the requirements will be to have reduced capacity and spacing between tables inside and on patios. It is in regard to patio capacity that I am reaching out today.

Patio capacity is typically easier to expand than indoor seating, but is not without its complexity. Permitting, pedestrian access, accessibility and safety all have to be considered. We would like to start a conversation with the appropriate people on your team about the potential opportunities for expansion.

This is a great opportunity to explore ideas like parklets, sidewalk café, alley and plaza seating even if it is on a temporary basis. This would give restaurants much needed access to additional seating and could provide a new model for open air dining and socializing.

I look forward to talking to your team about ways that we can work together to help restaurants and to help our economy through this difficult time. Feel free to contact me at your convenience at jrilett@restaurantscanada.org or at [416-738-9546](tel:416-738-9546).

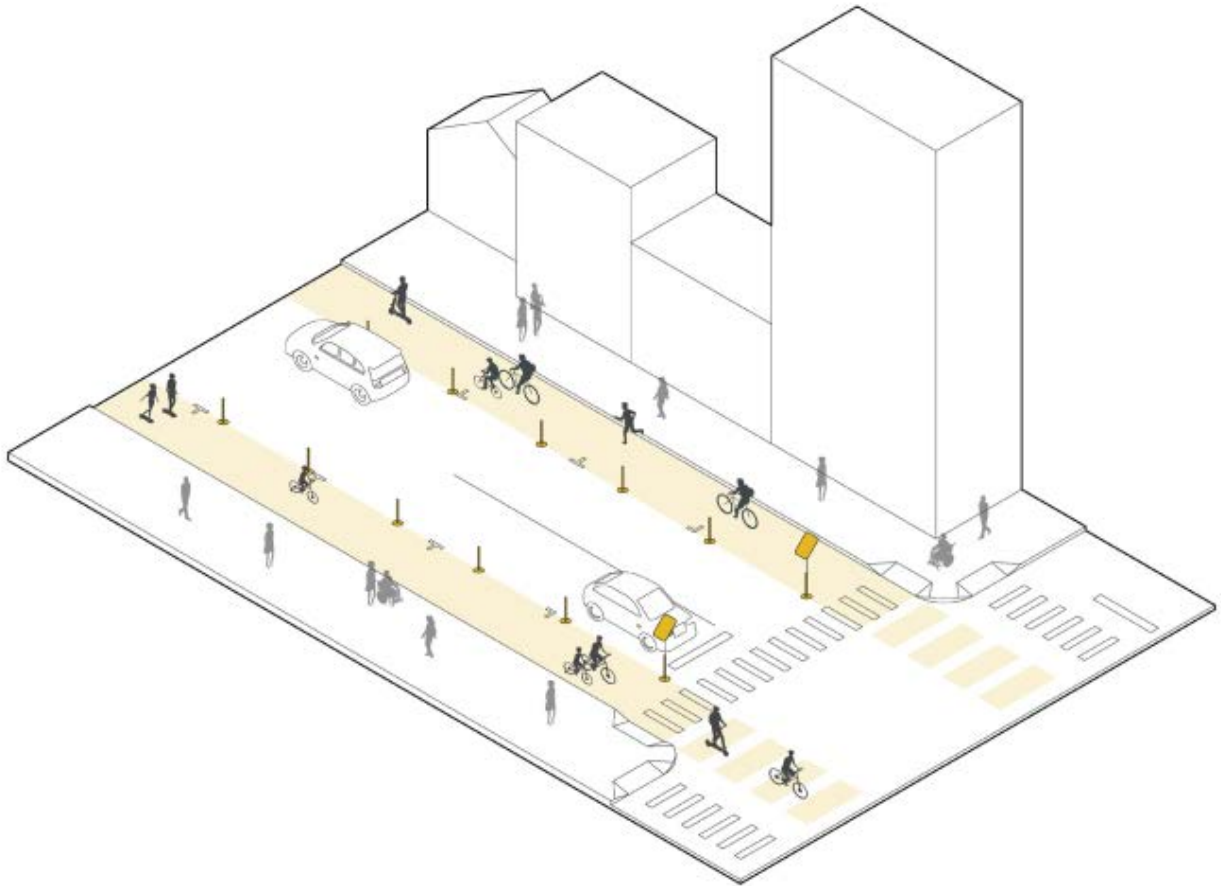
All the best,
Jamie

James Rilett

Vice President, Central Canada | Vice-président Centre du Canada
Restaurants Canada (formerly CRFA)
1155 Queen Street West, Toronto, ON M6J 1J4
T: [\(416\) 738-9546](tel:416-738-9546)
www.restaurantscanada.org
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Please note new email address: JRilett@restaurantscanada.org

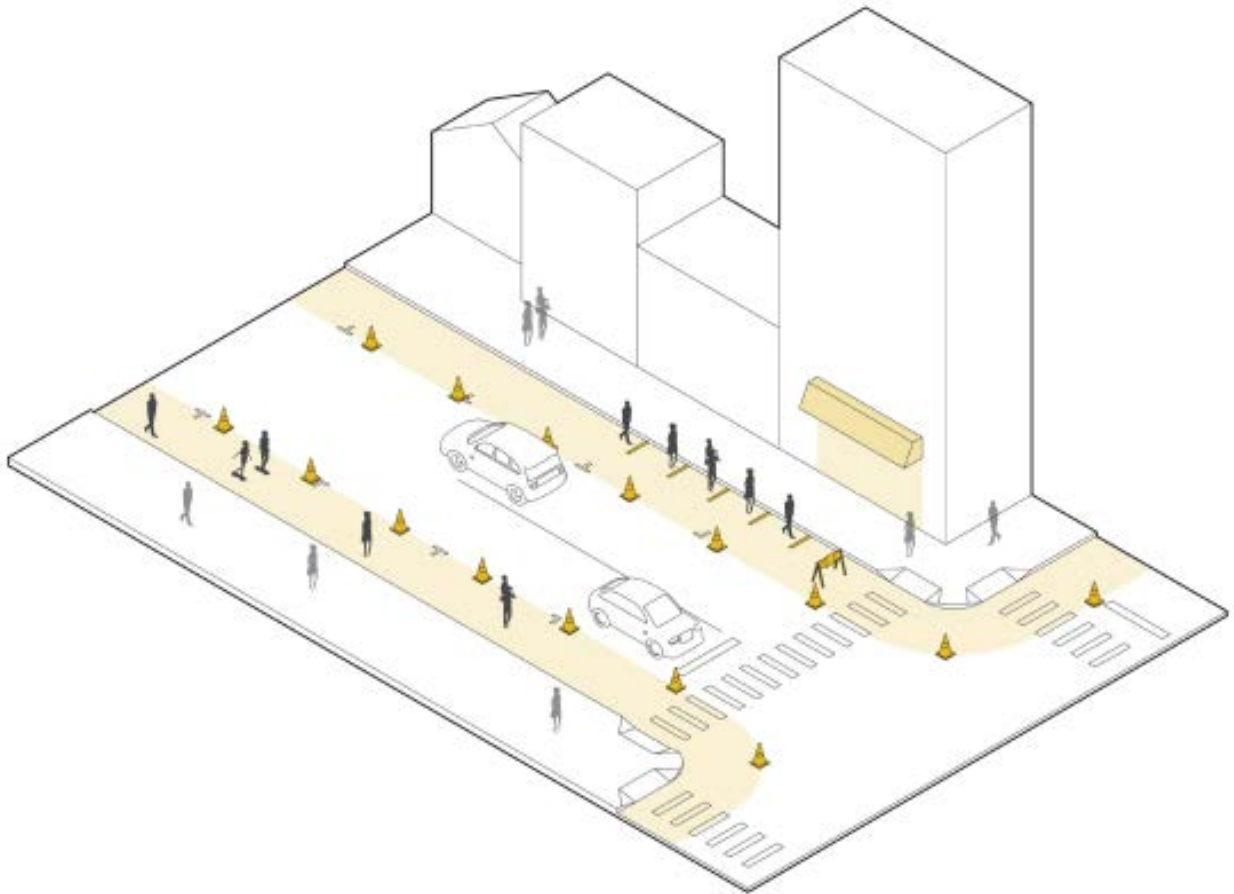


Bike and Roll Lanes



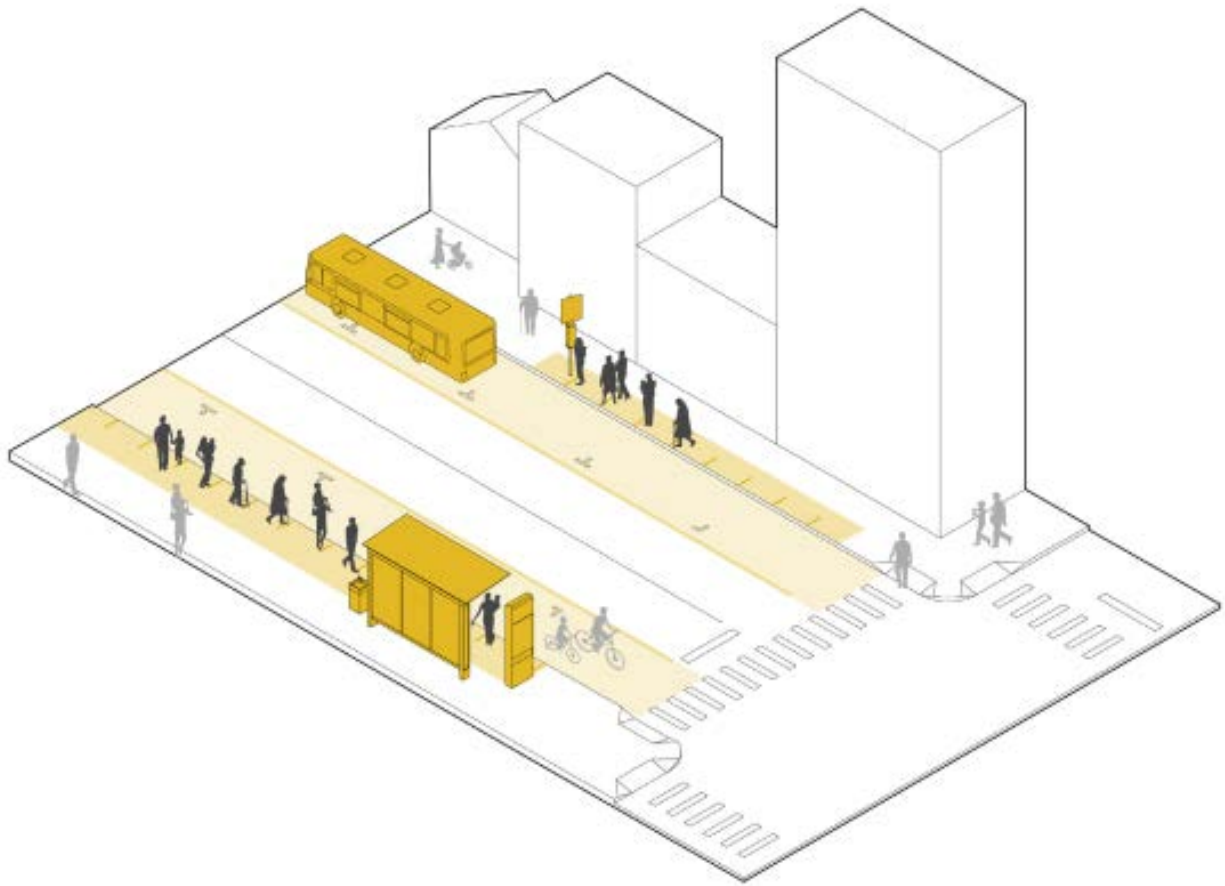
Source: NACTO

Sidewalk Extensions



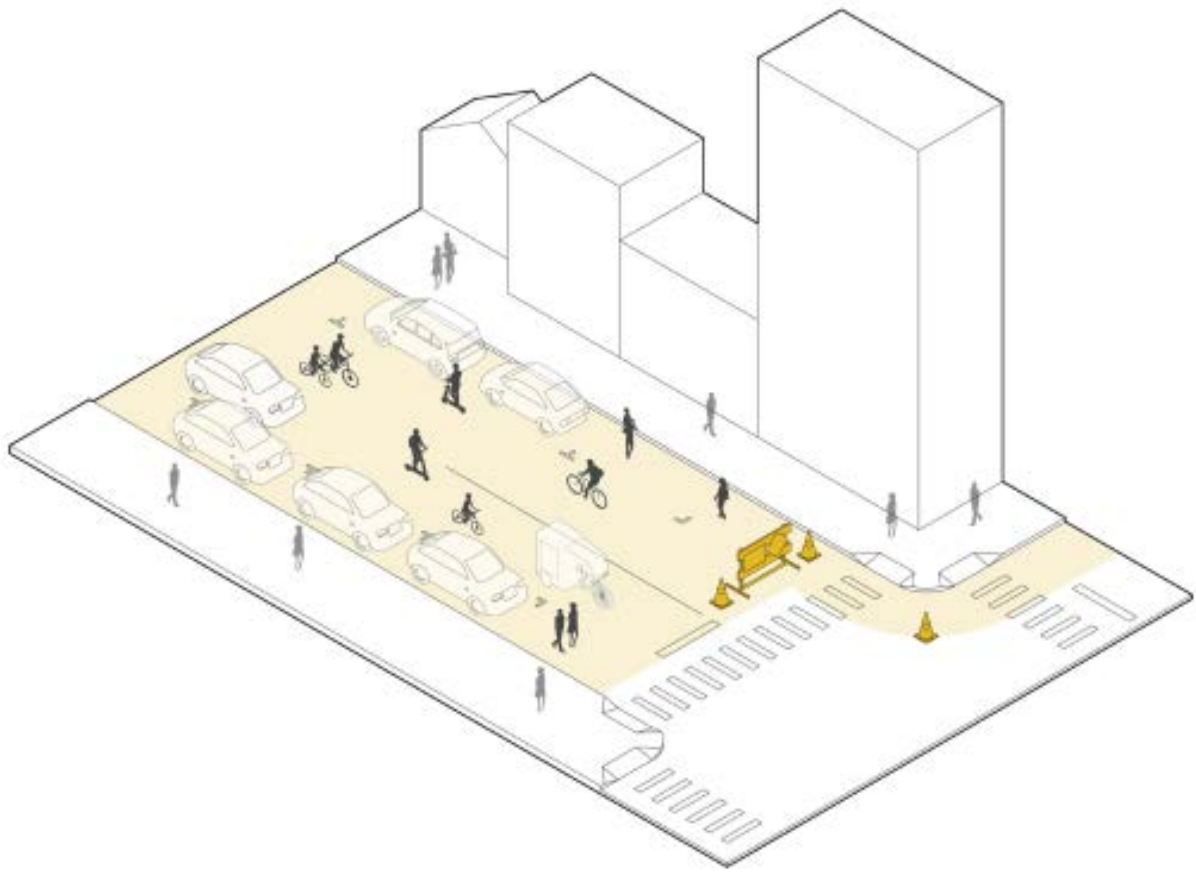
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Transit Lanes



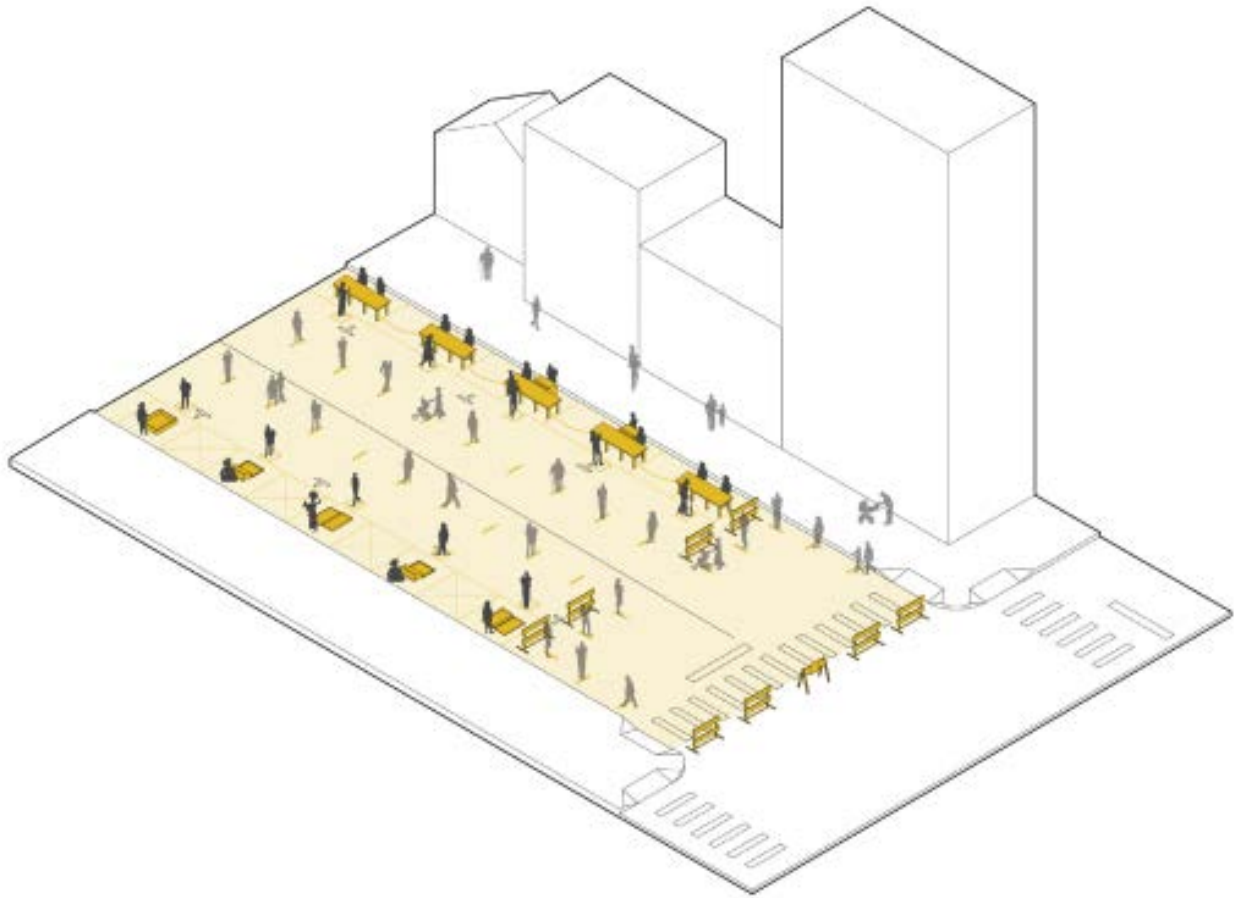
Source: NACTO

Slow Streets

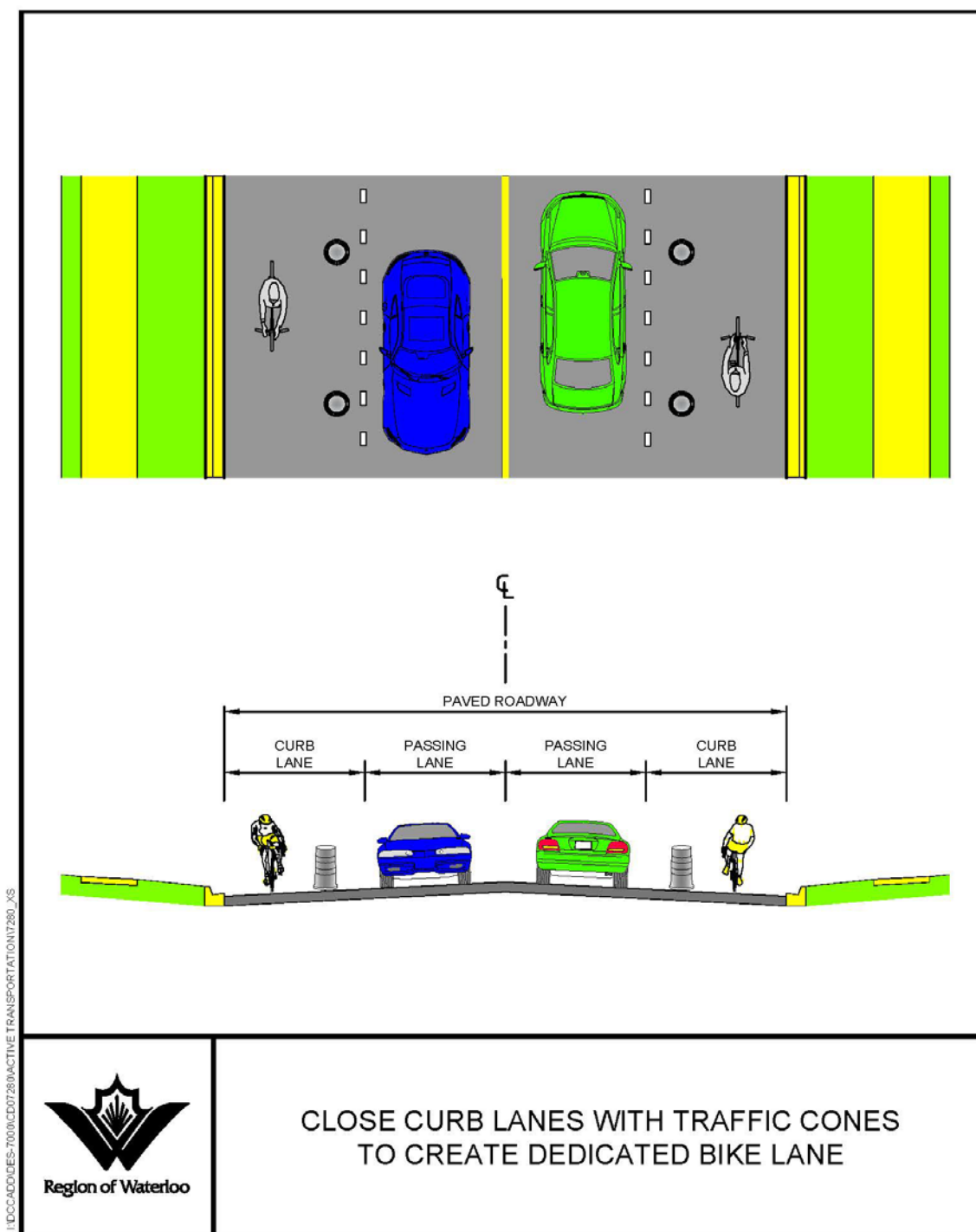


Source: NACTO

Full Closures for Patios and/or Markets



Source: NACTO

Typical Cross Sections of Short-term Options for Regional roads

Typical Cross Sections of Short-term Options for Regional roads

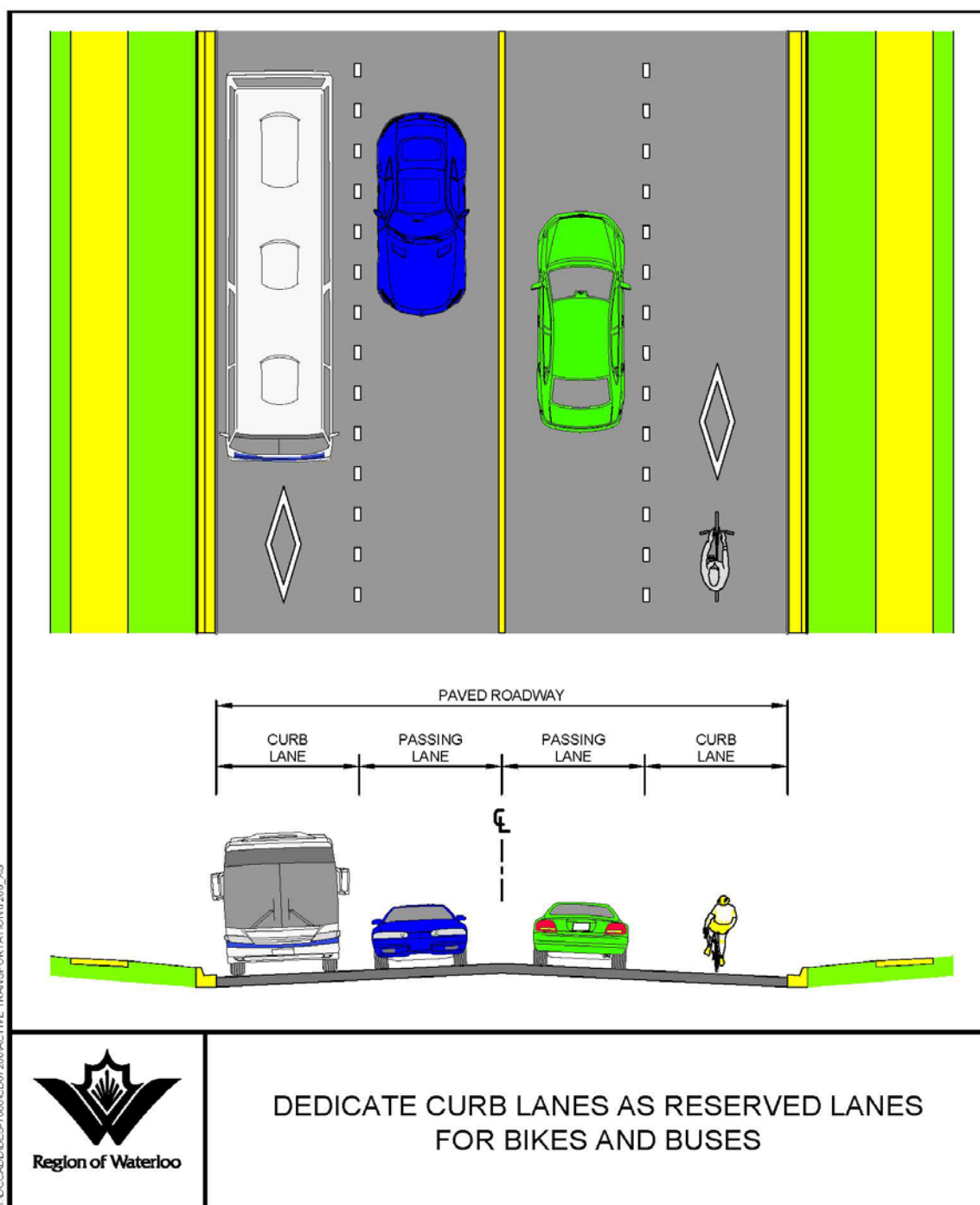


Table 3: Recommended Short-Term Road-Space Re-Allocations

ROAD NAME	LIMITS	TYPE OF FACILITY	LENGTH km	DURATION	COMMENTS
King Street/ Coronation Blvd/ Dundas Street	Bishop Street to Beverly Street, Cambridge	Close curb lane in each direction One-way dedicated bike lane Consider conversion to reserved lane for bikes and buses in November	4.3	July- October, 2020	No cycling facility currently exists Connects Preston to Soper Park and trail that leads to Main Street in Galt
Westmount Road	Queen's Blvd to University Avenue, Cities of Kitchener and Waterloo	Close curb lane in each direction One-way dedicated bike lane Consider conversion to reserved lane for bikes and buses in November	4.6	July- October, 2020	No cycling facility currently exists Connects separated cycling lanes on Queen's Blvd to Erb Street and University Avenue cycling lanes Location where a road diet is being considered

Table 3: Recommended Short-Term Road-Space Re-Allocations

ROAD NAME	LIMITS	TYPE OF FACILITY	LENGTH km	DURATION	COMMENTS
Frederick Street	Weber Street to Lancaster Street, Kitchener	Close curb lane in each direction One-way dedicated bike lane	0.5	July-October, 2020	No cycling facility currently exists Location where a road diet is being considered
Erb Street	Westmount Road to Caroline Street, City of Waterloo	Close curb lane in each direction One-way dedicated bike lane Consider conversion to reserved lane for bikes and buses in November	1.1	July-October, 2020	No cycling facility currently exists Connects dedicated bike lanes on Westmount to separated bike lanes on Erb and Laurel Trail Location where a road diet is being considered

Table 3: Recommended Short-Term Road-Space Re-Allocations

ROAD NAME	LIMITS	TYPE OF FACILITY	LENGTH km	DURATION	COMMENTS
Erb Street	Peppler Street to Margaret Avenue, City of Waterloo	Close curb lane on north side One-way eastbound dedicated bike lane Convert to two-way dedicated bike lanes behind flexible bollards/curbs in 2021	1.4	July-October, 2020	No cycling facility currently exists Extends existing separated bike lanes in Region's pilot project to existing cycling facility on Margaret Avenue
Bridgeport Road	King Street to Margaret Avenue, City of Waterloo	Close curb lane on south side One-way westbound dedicated bike lane Convert to two-way dedicated bike lanes behind flexible bollards/curbs in 2021	1.6	July-October, 2020	No cycling facility currently exists Adds a new cycling facility from King Street to connect to Margaret Avenue
TOTALS			13.5		