



THIS MEETING WILL BE WEBCAST ON THE [CITY'S PUBLIC YOUTUBE SITE](#) (CITYWATERLOO) AND MAY BE TELECAST ON PUBLIC TELEVISION



SPECIAL COUNCIL MEETING

Monday, June 22, 2020

11:00 AM

AGENDA

Mayor Jaworsky in the Chair

1. **ROLL CALL**
2. **TERRITORIAL ACKNOWLEDGEMENT**
3. **MOMENT OF REFLECTION**
4. **DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**
5. **APPROVAL OF MINUTES**

That the previous meeting minutes be approved.

- a) **May 25, 2020 – Special Council Meeting** **Page 13**

Recommendation:

That the minutes of the special Council meeting held on May 25, 2020 be approved as printed.

- b) **June 1, 2020 – Special Council Meeting** **Page 25**

Recommendation:

That the minutes of the special Council meeting held on June 1 2020 be approved as printed.

- c) **June 11, 2020 – Special Council Meeting** **Page 29**

Recommendation:

That the minutes of the special Council meeting held on June 11, 2020 be approved as printed.

6. DELEGATIONS

None

7. CONSENT MOTION

That consent motion items (a) through (d) be approved.

- a) **Title:** **2020 First Quarter Health and Safety Report** **Page 37**

Report No.: CORP2020-031
Prepared By: Lisa Dunlop

Recommendation:

1. That Council receives this report for information.

- b) **Title:** **Health and Safety Policy Statement** **Page 42**
Report No.: CORP2020-032
Prepared By: Lisa Dunlop

Recommendation:

1. That Council approves the attached Health and Safety Policy Statement and authorizes the Mayor and Chief Administrative Officer to sign the policy statement.

- c) Title:** **Fence Variance Committee** **Page 45**
Report No.: CORP2020-039
Prepared By: Julie Scott

Recommendation:

1. That CORP2020-039 be approved.
2. That the Fence Variance Committee be comprised of members of the Committee of Adjustment and the Secretary of the Fence Variance Committee shall be the Secretary of the Committee of Adjustment effective immediately.

- | | | |
|----|---|----------------|
| d) | Title: Proposed Demolition of Residential Dwellings: 550 Roy Schmidt Road and 558 Conservation Drive, Activa Holdings Inc.
Report No.: IPPW2020-037
Prepared By: Fredrick VanRooyen | Page 47 |
|----|---|----------------|

Recommendation:

1. That Council approve report IPPW2020-037.
2. That Council grant relief from the requirement of subsection 7.a. of the Demolition Control By-law to allow for the demolition of the existing dwellings at 550 Roy Schmidt Road and 558 Conservation Drive prior to obtaining Draft Approval of Plan of Subdivision 30T-17403.
3. That Council authorize an extended timeframe of five (5) years to obtain a building permit to replace the demolished dwelling at 550 Roy Schmidt Road and 558 Conservation Drive, pursuant to subsection 6.a. of the Demolition Control By-law.

8. ITEMS REMOVED FROM THE CONSENT MOTION

9. STAFF REPORTS

a) Title: **Award of Tender RFT20-11 and Funding Transfer Request – Lincoln Road Watermain and Road Widening**

Page 52

Report No.: IPPW2020-035

Prepared By: Chris Dedman

Recommendation:

1. That IPPW2020-35 be approved.
2. That Council approve the following funding transfers for the Lincoln Road Watermain and Road Widening to project #180025: \$266,910 from existing Northfield Drive project #150058, \$185,500 from existing Trails & Bikeways Master Plan Implementation project #120092, and \$571,900 from existing Structurally Deficient Watermain Rehabilitation project #130044.
3. That on January 1, 2021, Council approve transferring \$53,000 of 2021 funding to project #180025 for surface asphalt from the City-wide Resurfacing Roads non-routine project #120096 (ref #697), funding released in report IPPW2020-034.
4. That Council approves the award of RFT20-11 – Lincoln Road Watermain and Road Widening to E & E Seegmiller Limited for the submitted price of \$1,029,827.00 plus unrecoverable HST in the amount of \$18,124.96 for a total award value of \$1,047,951.96.
5. That the Mayor and Clerk be authorized to sign the Agreement between The Corporation of the City of Waterloo and Seegmiller Limited, and any other documents related to this project, subject to the satisfaction of the City's Director of Legal Services.

b) Title: Award of Tender RFT20-03 – Lorindale Street Reconstruction and Watermain Looping

Page 58

Report No.: IPPW2020-040
Prepared By: Caroline Amyot

Recommendation:

1. That IPPW2020-040 be approved.
2. That Council approve funding transfers to the Lorindale Street reconstruction and watermain looping project #190108 of \$876,000 from the Structurally Deficient Watermain Rehabilitation project #130044 (Ref #558) and \$10,000 from the Colonial Creek Pump Station project #110097.
3. That Council approves the award of RFT20-03 – Lorindale Street Reconstruction and Watermain Looping to Alfred Fach Excavating Limited for the submitted price of \$870,858.40 plus unrecoverable HST in the amount of \$15,327.11 for a total award value of \$886,185.51.
4. That the Mayor and Clerk be authorized to sign the Agreement between The Corporation of the City of Waterloo and Alfred Fach Excavating Limited, and any other documents related to this project, subject to the satisfaction of the City's Solicitor.

c) Title: 2019 YE Capital Report
Report No.: CORP2020-033
Prepared By: Kim Reger

Page 63

Recommendation:

1. That Council receive the report CORP2020-033 as information.

d) Title: 2019 Investment Reporting
Report No.: CORP2020-034
Prepared By: Kim Reger

Page 79

Recommendation:

1. That Council receives the report CORP2020-034 for information.

e) Title: Financial Impact of COVID19 – Update Report #3

Page 93

Report No.: CORP2020-037

Prepared By: Brad Witzel

Recommendation:

1. That Council approve report CORP2020-037.
2. That as part of report CORP2020-037 Council acknowledges the approximately \$5.3M in tax based lost revenue due to the COVID-19 pandemic from March 15th to July 31st.
3. That as part of report CORP2020-037 Council acknowledges the approximately \$2.6M in net tax base pressure resulting from lost revenue/increased expenses from March 15th to July 31st; including the impact of recommendations contained within this report.
4. That Council approve the additional relief measures as described in Section #3 of CORP2020-037;
 - a) Approve a 75% discount on the Uptown monthly parking permit fees for the month of July 2020.
 - b) Approve a 50% discount on the Uptown monthly parking permit fees for the month of August 2020.
 - c) Approve a 25% discount on the Uptown monthly parking permit fees for the month of September 2020.

f) Title: CAO Procurement Award Summary – April - May 2020

Page 117

Report No.: CORP2020-038

Prepared By: Jason Wilhelm

Recommendation:

1. That Council approve staff report CORP2020-038.
2. That Council approve the proposed by-law extending the delegation of procurement matters to the Chief Administrative Officer (CAO) of the City of Waterloo until September 8, 2020.

**g) Title: Region of Waterloo / City of Waterloo
Parkade Agreement Extension**

Page 131

Report No.: CAO2020-001
Prepared By: Christine Tettman

Recommendation:

1. That CAO2020-001 be approved.
2. That Council approve a one-year extension of the Region of Waterloo and City of Waterloo Uptown Parkade Agreement.
3. That the Mayor and Clerk be authorized to sign an amending agreement in a form or agreement substantially similar to that attached hereto and to the satisfaction of the City solicitor.

**h) Title: Parks Infrastructure Replacement and
Rehabilitation Needs – 2020-2022
Implementation Plan**

Page 139

Report No.: COM2020-013
Prepared By: Andrea Bazler
Susan Boldt
Cassandra Pacey

Recommendation:

1. That Council approve report COM2020-013.
2. That Council approve the Parks Infrastructure Replacement and Rehabilitation Needs – 2020-2022 Implementation Plan as outlined in report COM2020-013.
3. That capital funding for the Parks Infrastructure 2020 Implementation Plan in the amount of \$99,000, funded from Capital Infrastructure Reinvestment Reserve Fund (CIRRF) be approved and released, as per the 2020-2022 approved Capital Budget Ref #226.
4. That on January 1, 2021 capital funding for the Parks Infrastructure 2021 Implementation Plan in the amount of \$133,000, funded from Capital Infrastructure Reinvestment Reserve Fund (CIRRF) be approved and released, as per the 2020-2022 approved Capital Budget Ref #226 subject to the 2021 Budget Confirmation report later this year.

5. That on January 1, 2022 capital funding for the Parks Infrastructure 2022 Implementation Plan in the amount of \$116,000, funded from Capital Infrastructure Reinvestment Reserve Fund (CIRFF) be approved and released, as per the 2020-2022 approved Capital Budget Ref #226 subject to the Budget Confirmation report later this year.

i) **Title:** **Transportation Infrastructure
Replacement and Rehabilitation Needs
2020-2022 Implementation Plan**

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Report No.: IPPW2020-038
Prepared By: Dan Ditaranto
Michael Pugliese
Cassandra Pacey

Recommendation:

1. That IPPW2020-038 be approved.
2. That Council approve the Transportation Infrastructure Replacement and Rehabilitation Needs – 2020-2022 Implementation Plan as outlined in report IPPW2020-038.
3. That capital funding for the Transportation Infrastructure 2020 Implementation Plan in the amount of \$435,000, funded from the Capital Infrastructure Reinvestment Reserve Fund, be approved and released as per the 2020-2022 Approved Capital Budget Ref. #662.
4. That on January 1, 2021 capital funding for the Transportation Infrastructure 2021 Implementation Plan in the amount of \$910,000, funded from the Capital Infrastructure Reinvestment Reserve Fund, be approved and released as per the 2020-2022 Approved Capital Budget Ref. #662, subject to the 2021 Budget Confirmation report later this year.
5. That on January 1, 2022 capital funding for the Transportation Infrastructure 2022 Implementation Plan in the amount of \$1,077,000, funded from the Capital Infrastructure Reinvestment Reserve Fund, be approved and released as per the 2020-2022 Approved Capital Budget Ref. #662, subject to the Budget Confirmation report later this year.

6. That on January 1, 2021 additional capital funding for the Transportation Infrastructure 2021 Implementation Plan in the amount of \$240,000, funded \$80,000 from the Sanitary Sewer Utility Capital Reserve, \$80,000 from the Stormwater Utility Reserve, and \$80,000 from the Water Utility Capital Reserve, be approved and released, subject to the Budget Confirmation report later this year.
7. That on January 1, 2022 additional capital funding for the Transportation Infrastructure 2022 Implementation Plan in the amount of \$2,296,000, funded \$890,000 from the Sanitary Sewer Utility Capital Reserve, \$790,000 from the Stormwater Utility Reserve, and \$616,000 from the Water Utility Capital Reserve, be approved and released, subject to the Budget Confirmation report later this year.

j) **Title:** [Traffic and Parking By-Law Amendments for Active Transportation Initiatives](#) **Page 163**
Report No.: IPPW2020-041
Prepared By: Christine Koehler

Recommendation:

1. That IPPW2020-041 be approved.
2. That Traffic and Parking By-law #08-77 be updated with the amendments contained herein.

10. PUBLIC MEETINGS

Formal Public Meeting

a) **Title:** [Zoning By-law Amendment Z-19-04, 2616359 Ontario Inc., 262-280 Albert Street](#) **Page 172**
Report No.: IPPW2020-031
Prepared By: John Vos

Ward No.: 6 – Central-Columbia

Presentation: John Vos, Planner

Delegations:

1. Matthew Rodrigues, Planner, WSP Group
Jordan Nott, Owner, 2616359 Ontario Inc.

Recommendation:

1. That Council approve Staff Report IPPW2020-031.
2. That Council approve Zoning By-law Amendment Z-19-04, 2616359 Ontario Inc., for 262-280 Albert Street, in accordance with Section 7 of Staff Report IPPW2020-031.
3. That the Mayor and Clerk be authorized to sign the Section 37 Planning Act Agreement for Z-19-04 substantially in the form of the draft agreement contained in Appendix 'H' to Staff Report IPPW2020-031.

11. CONSIDERATION OF NOTICE OF MOTION GIVEN AT PREVIOUS MEETING

None

12. NOTICE OF MOTION

None

13. COMMUNICATIONS AND CORRESPONDENCE

- a) [**Correspondence from the Region of Waterloo dated June 5, 2020 re: resolution of Regional Council supporting local journalism**](#)

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14. UNFINISHED BUSINESS

None

15. QUESTIONS

16. NEW BUSINESS

17. ENACTMENT OF BY-LAWS

Recommendation:

That the By-laws listed below be read a first, second and third time and finally passed, numbered sequentially commencing with By-law Number 2020-039 and that the Mayor and Clerk be authorized to sign them accordingly.

- a) By-law to Amend By-law No. 2020-016 extending the CAO's delegated authority in matters related to procurement to September 8, 2020.(CORP2020-038, June 22, 2020)
- b) By-law to amend By-law No. 08-077, a by-law to regulate traffic and parking on highways under the jurisdiction of the City of Waterloo. (IPPW2020-041, June 22, 2020)
- c) By-law to amend By-Law No. 2018-050, being a zoning by-law controlling land use in the City of Waterloo. Rezone the lands known municipally as 84, 86 Hickory Street West and 284, 286 Albert Street from (Holding) Residential Northdale-6 ((H) RN-6) to Residential Northdale-6 (RN-6). LEHOME Ltd. (Z-18-05, IPPW2019-055, October 28, 2019)
- d) By-law to adopt Official Plan Amendment No. 25 for the lands known municipally as 8 George Street, to establish Specific Provision Area 72 and to re-designate the lands to "Commercial", "Medium High Density, 40 metres", "Uptown Waterloo Urban Growth Centre", "Uptown Mixed-Use", "Primary Node", "Uptown Complementary Transition Area", "Uptown Waterloo Urban Growth Centre/Primary Node", thereby allowing the lands to be developed for a higher density form of mixed-use development. Your Neighbourhood Credit Union. (OPA 25, IPPW2020-015, March 9, 2020)
- e) By-law to amend Fence By-law 2013-017 to reduce the number of members on the Fence Variance Committee. (CORP2020-039, June 22, 2020)
- f) By-law to confirm all actions and proceedings of Council, June 22, 2020 – Special

18. CLOSED MEETING

Recommendation:

That Council hold a closed meeting for the purposes of considering the following subject matter:

- a) the security of the property of the municipality or local board (COVID-19 Pandemic Plan);
- b) a proposed or pending acquisition or disposition of land by the municipality or local board (City-Owned Land Leases)

- c) labour relations or employee negotiations (COVID-19 Pandemic Plan);
- d) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Waterloo Regional Municipalities Insurance Pool);

19. ADJOURNMENT



A special meeting of the Council of The Corporation of the City of Waterloo was held electronically on May 25, 2020 at 10:01 a.m. using Cisco WebEx video conferencing and streamed live via YouTube.



SPECIAL COUNCIL MEETING

Monday, May 25, 2020

Minutes - DRAFT

Mayor Jaworsky in the Chair

1. ROLL CALL

At this time, Mayor Jaworsky requested a roll call of the members of Council present and responding.

PRESENT: Mayor Dave Jaworsky, Councillor Sandra Hanmer, Councillor Royce Bodaly, Councillor Angela Vieth, Councillor Diane Freeman, Councillor Jen Vasic, Councillor Jeff Henry, Councillor Tenille Bonoguore

2. TERRITORIAL ACKNOWLEDGEMENT

Mayor Jaworsky opened the meeting with the following Territorial Acknowledgement:

We would like to begin by acknowledging that the land on which we gather today is the land traditionally used by the Haudenosaunee, Anishnaabe and Neutral People. We also acknowledge the enduring presence and deep traditional knowledge and philosophies of the Indigenous People with whom we share this land today.

3. MOMENT OF REFLECTION

The Mayor provided Council with a moment of reflection.

4. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

No disclosure of pecuniary interest was declared by any member of Council at this point in the meeting.

5. APPROVAL OF MINUTES

Moved by Councillor Hanmer, seconded by Councillor Bodaly:

That the previous meeting minutes be approved.

Mayor Jaworsky requested a recorded vote.

Carried Unanimously
8 Voting in Favour
(MAYOR JAWORSKY)
(COUNCILLOR HANMER)
(COUNCILLOR BODALY)
(COUNCILLOR VIETH)
(COUNCILLOR FREEMAN)
(COUNCILLOR VASIC)
(COUNCILLOR HENRY)
(COUNCILLOR BONOBUORE)

a) April 22, 2020 – Special Council Meeting

That the minutes of the special Council meeting held on April 22, 2020 be approved as printed.

Carried Unanimously

b) April 27, 2020 – Special Council Meeting

That the minutes of the special Council meeting held on April 27, 2020 be approved as printed.

Carried Unanimously

c) May 6, 2020 – Special Council Meeting

That the minutes of the special Council meeting held on May 6, 2020 be approved as printed.

Carried Unanimously

6. CONSENT MOTION

Moved by Councillor Vieth, seconded by Councillor Freeman:

That consent motion items (a) through (f) be approved.

Mayor Jaworsky requested a recorded vote.

Carried Unanimously

8 Voting in Favour

**(MAYOR JAWORSKY)
(COUNCILLOR HANMER)
(COUNCILLOR BODALY)
(COUNCILLOR VIETH)
(COUNCILLOR FREEMAN)
(COUNCILLOR VASIC)
(COUNCILLOR HENRY)
(COUNCILLOR BONOBUORE)**

- a) Title: Expanded Museum Website Presence - Capital
Funding Request**
Report No.: COM2020-008
Prepared By: Karen VandenBrink

Moved by Councillor Vieth, seconded by Councillor Freeman:

1. That Council approve report COM2020-008.
2. That Council approve that the capital funding be released for the non-routine project Dedicated Museum Website in the amount of \$68,000 funded from the Capital Reserve Fund (CRF) as per the 2020-2022 approved Capital Budget (ref #214).

Carried Unanimously

- b) Title: Commissioner Special Projects Update**
Report No.: CORP2020-011
Prepared By: Dean Vieira

Moved by Councillor Vieth, seconded by Councillor Freeman:

1. That Council receives CORP2020-011 as information.

Carried Unanimously

- c) Title: 2019 Annual Statement of Development Charges**
Report No.: CORP2020-013
Prepared By: Michael Pugliese

Moved by Councillor Vieth, seconded by Councillor Freeman:

1. That Council receives CORP2020-013 regarding the 2019 Treasurer's Statement on Development Charges as information.

Carried Unanimously

- d) Title: 2019 Annual Statement of Parkland Dedication and Density Bonusing**
Report No.: CORP2020-025
Prepared By: Angela Schneider

Moved by Councillor Vieth, seconded by Councillor Freeman:

1. That Council receives CORP2020-025 regarding the Treasurer's Statement on Parkland Dedication (Cash in Lieu) and Increased Density Bonusing accounts as information.

Carried Unanimously

- e) Title: Traffic and Parking By-Law Amendments – Montpelier Drive and St. Moritz Avenue**
Report No.: IPPW2020-023
Prepared By: Michael Balog

Moved by Councillor Vieth, seconded by Councillor Freeman:

1. That report number IPPW2020-023 be approved.

2. That Traffic and Parking By-law #08-77 be updated with the amendments contained herein.

Carried Unanimously

- f) **Title:** **Renewal of Municipal Ombuds Agreement**
 Report No.: CORP2020-035
 Prepared By: Olga Smith

Moved by Councillor Vieth, seconded by Councillor Freeman:

1. That Council approve staff report CORP2020-035.
2. That Council authorizes the execution of the Renewal Agreement with Agree Incorporated by the Mayor and Clerk for the period June 1, 2020 to May 31, 2022, subject to the approval of the City Solicitor.

Carried Unanimously

7. STAFF REPORTS

- a) **Title:** **2020 Tax Adjustments**
 Report No.: CORP2020-015
 Prepared By: Robyn Snook

Moved by Councillor Henry, seconded by Councillor Vasic:

1. That Council receive CORP2020-015 as information.

Mayor Jaworsky requested a recorded vote.

Carried Unanimously
8 Voting in Favour
(MAYOR JAWORSKY)
(COUNCILLOR HANMER)
(COUNCILLOR BODALY)
(COUNCILLOR VIETH)
(COUNCILLOR FREEMAN)
(COUNCILLOR VASIC)
(COUNCILLOR HENRY)
(COUNCILLOR BONOBUORE)

- b) Title: Financial Impact of COVID19 – Update Report #2**
Report No.: CORP2020-029
Prepared By: Brad Witzel

Filipa Reynolds; Director, Financial Planning and Deputy Chief Financial Officer responded to questions from Council.

Moved by Councillor Henry, seconded by Councillor Bonoguore:

1. That Council approve report CORP2020-029.
2. That as part of report CORP2020-029 Council acknowledges the approximately \$2.4M in net Tax Base pressure resulting from lost revenue/increased expenses from March 15th to June 30th; including the impact of recommendations contained within this report.
3. That Council approve the following additional actions to provide extended property tax and city utilities financial relief to residents and businesses as described in Section #2 of CORP2020-029;
 - a) Waiving penalty and interest on property taxes for the month of June 2020;
 - b) Waiving late payment charges on utility bills and miscellaneous receivable invoices for the month of June 2020;
 - c) Suspend all collection efforts until August 31, 2020; and
 - d) Waiving non-sufficient fund (NSF) fees charged by the City on customer accounts for the month of June 2020.
4. That Council direct staff to develop an application-based property tax deferral program to extend 2020 final property tax due dates by 60 days for residents and businesses who qualify.
5. That Council approve the additional relief measures as described in Section #3 of CORP2020-029;
 - a) Waive the Uptown monthly parking permit fees for the month of June 2020.
 - b) Approve \$9,500 in financial support for the Uptown Waterloo BIA Graffiti Removal program, funded from Council's Community Priority and Contingency Reserve.

- c) Approve \$5,000 in financial support for Additional Neighbourhood Support, funded from Council's Community Priority and Contingency Reserve.
- d) Approve 3 months of relief for the Business Licences Renewal Fee.
- e) Waive the Portable Sign permit fee until the end of August 2020.

Mayor Jaworsky requested a recorded vote.

Carried Unanimously
8 Voting in Favour
(MAYOR JAWORSKY)
(COUNCILLOR HANMER)
(COUNCILLOR BODALY)
(COUNCILLOR VIETH)
(COUNCILLOR FREEMAN)
(COUNCILLOR VASIC)
(COUNCILLOR HENRY)
(COUNCILLOR BONOBUORE)

c) Title: Public Participation and Delegations
Report No.: CORP2020-036
Prepared By: Julie Scott

Julie Scott, Deputy City Clerk, responded to questions from Council.

Moved by Councillor Hanmer, seconded by Councillor Bodaly:

1. That CORP2020-036 be approved.
2. That Corporate Policy G-001 Committee Policy be amended to provide for electronic meetings of Advisory Committees of Council and Statutory Committees of Council.
3. That the procedure by-law be amended to provide for electronic delegations at meetings of Council on items at the approval of the City Clerk.

Mayor Jaworsky requested a recorded vote.

Carried Unanimously
8 Voting in Favour
(MAYOR JAWORSKY)
(COUNCILLOR HANMER)
(COUNCILLOR BODALY)
(COUNCILLOR VIETH)
(COUNCILLOR FREEMAN)
(COUNCILLOR VASIC)
(COUNCILLOR HENRY)
(COUNCILLOR BONOBUORE)

8. NOTICE OF MOTION

a) Motion from Councillor Jeff Henry related to active transportation and physical distancing

Moved by Councillor Henry, seconded by Councillor Bodaly:

That the notice requirement on the following motion be waived.

Mayor Jaworsky requested a recorded vote.

Carried Unanimously
8 Voting in Favour
(MAYOR JAWORSKY)
(COUNCILLOR HANMER)
(COUNCILLOR BODALY)
(COUNCILLOR VIETH)
(COUNCILLOR FREEMAN)
(COUNCILLOR VASIC)
(COUNCILLOR HENRY)
(COUNCILLOR BONOBUORE)

Moved by Councillor Henry, seconded by Councillor Bodaly:

WHEREAS public health directives to combat COVID-19 include staying at home except when making essential trips, including for physical activity, where physical distancing must be maintained, and

WHEREAS people living on quiet, tree-lined residential streets or near parks have different experiences of safety, calm, and respite when walking or cycling for physical activity than people living on major roadways or in park-deficient neighbourhoods, and

WHEREAS people using public and active transportation for essential trips have different experiences of safety and different abilities to physically distance on their journeys than those using personal vehicles, and

WHEREAS people living in apartments have different experiences of staying at home than those living in low-density, ground-oriented housing with front and back yards, and

WHEREAS a recent survey of public transit users in Toronto suggest 25% of riders will not return to public transit until there is a coronavirus vaccine, and that some public transit trips are already being replaced with automobile trips, which raises concerns about how quickly Waterloo Region residents will return to public transit as more workplaces are reopened, and

WHEREAS the City of Waterloo's strategic plan emphasizes increased use of sustainable modes of transportation as part of addressing the climate change crisis, and its existing and draft Transportation Master Plans and the approved Station Area Plan provide a clear strategy to enable significantly more use of active transportation,

THEREFORE, BE IT RESOLVED THAT Council direct staff to assess opportunities to quickly and affordably expand active transportation infrastructure to facilitate essential trips and to provide more equitable access to safe, green spaces for essential trips, including for physical activity, while permitting physical distancing, and

THAT Council direct staff to use a pilot or interim design approach to implement these opportunities where appropriate to elicit feedback from the public to guide more permanent approaches, and

THAT Council requests that the Region of Waterloo undertake a similar assessment in coordination with area municipalities, and that the Region specifically include eliminating pedestrian activated intersection controls in that assessment, and

THAT Council direct staff to consult the ward councillor on any opportunities staff plan to implement in their ward and to inform Council and the public as implementation occurs, which may happen in phases.

Mayor Jaworsky requested a recorded vote.

Carried Unanimously
8 Voting in Favour
(MAYOR JAWORSKY)
(COUNCILLOR HANMER)
(COUNCILLOR BODALY)
(COUNCILLOR VIETH)
(COUNCILLOR FREEMAN)
(COUNCILLOR VASIC)
(COUNCILLOR HENRY)
(COUNCILLOR BONOBUORE)

9. COMMUNICATIONS AND CORRESPONDENCE

a) Correspondence from Spirits Canada dated May 16, 2020 re: municipal liquor policies for bars and restaurants

Mayor Jaworsky requested information on requests from hospitality businesses and interest groups for assistance in adapting practices for reopening during the COVID-19 pandemic.

Tim Anderson, Chief Administrative Officer, informed Council that the Region of Waterloo and local municipalities were examining patio guidelines across the Region, at the request of the Waterloo Regional Tourism Marketing Corporation, in order to assist in reopening hospitality businesses, subject to the requirements of the Alcohol and Gaming Commission of Ontario.

Councillor Bodaly requested information on Council's role in potentially temporarily waiving minimum parking restrictions to facilitate patio expansions.

Cameron Rapp, Commissioner, Integrated Planning and Public Works and Deputy Chief Administrative Officer detailed several options to alter minimum parking requirements, including temporary use by-laws and agreements under s. 40 of the *Planning Act*.

10. ENACTMENT OF BY-LAWS

Moved by Councillor Vieth, seconded by Councillor Freeman:

That By-law No. 2020-031, 2020-032, 2020-033, and 2020-034 listed below be read a first, second and third time and finally passed and that the Mayor and Clerk be authorized to sign them accordingly.

- | | | |
|----|---------------------|--|
| a) | By-law No. 2020-031 | By-law to amend By-law No. 2020-016 extending the CAO's delegated authority in matters related to procurement to June 30, 2020. |
| b) | By-law No. 2020-032 | By-law to amend By-law No. 2019-057 Procedure By-law to permit electronic delegations in Council meetings. (CORP2020-036, May 25, 2020) |
| c) | By-law No. 2020-033 | By-law to amend By-law No. 08-077, a by-law to regulate traffic and parking on highways under the jurisdiction of the City of Waterloo. (IPPW2020-023, May 25, 2020) |
| d) | By-law No. 2020-034 | By-law to confirm all actions and proceedings of Council, May 25, 2020 – Special |

Mayor Jaworsky requested a recorded vote.

Carried Unanimously
 8 Voting in Favour
(MAYOR JAWORSKY)
(COUNCILLOR HANMER)
(COUNCILLOR BODALY)
(COUNCILLOR VIETH)
(COUNCILLOR FREEMAN)
(COUNCILLOR VASIC)
(COUNCILLOR HENRY)
(COUNCILLOR BONOBUORE)

11. CLOSED MEETING

Moved by Councillor Vasic, seconded by Councillor Henry:

That Council hold a closed meeting for the purposes of considering the following subject matter:

- a) the security of the property of the municipality or local board (COVID-19 Pandemic Plan);
- b) labour relations or employee negotiations (COVID-19 Pandemic Plan).

Mayor Jaworsky requested a recorded vote.

Carried Unanimously
8 Voting in Favour
(MAYOR JAWORSKY)
(COUNCILLOR HANMER)
(COUNCILLOR BODALY)
(COUNCILLOR VIETH)
(COUNCILLOR FREEMAN)
(COUNCILLOR VASIC)
(COUNCILLOR HENRY)
(COUNCILLOR BONOBUORE)

12. ADJOURNMENT

Moved by Councillor Bonobuore, seconded by Councillor Hanmer:

That the meeting adjourn.

(Time: 11:51 a.m)

Mayor Jaworsky requested a recorded vote.

Carried Unanimously
8 Voting in Favour
(MAYOR JAWORSKY)
(COUNCILLOR HANMER)
(COUNCILLOR BODALY)
(COUNCILLOR VIETH)
(COUNCILLOR FREEMAN)
(COUNCILLOR VASIC)
(COUNCILLOR HENRY)
(COUNCILLOR BONOBUORE)

READ AND APPROVED, June 22, 2020

Mayor

City Clerk



A special meeting of the Council of The Corporation of the City of Waterloo was held electronically on June 1, 2020 at 11:02 a.m. using Cisco WebEx video conferencing and streamed live via YouTube.



SPECIAL COUNCIL MEETING

Monday, June 1, 2020

Minutes - DRAFT

Mayor Jaworsky in the Chair

1. ROLL CALL

At this time, Mayor Jaworsky requested a roll call of the members of Council present and responding.

PRESENT: Mayor Dave Jaworsky, Councillor Sandra Hanmer, Councillor Royce Bodaly, Councillor Angela Vieth, Councillor Diane Freeman, Councillor Jen Vasic, Councillor Jeff Henry, Councillor Tenille Bonoguore

2. TERRITORIAL ACKNOWLEDGEMENT

Mayor Jaworsky opened the meeting with the following Territorial Acknowledgement:

We would like to begin by acknowledging that the land on which we gather today is the land traditionally used by the Haudenosaunee, Anishnaabe and Neutral People. We also acknowledge the enduring presence and deep traditional knowledge and philosophies of the Indigenous People with whom we share this land today.

3. MOMENT OF REFLECTION

The Mayor provided Council with a moment of reflection.

4. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

No disclosure of pecuniary interest was declared by any member of Council at this point in the meeting.

5. STAFF REPORTS

- a) **Title:** **Supportive Housing of Waterloo Funding Request**
 Report No.: CAO2020-007
 Prepared By: Adam Lauder

Adam Lauder; Manager, Growth Management, provided an overview of the report and responded to questions from Council.

Tim Sothern, Board Chair; Gael Gilbert, Executive Director; and Mike Maxwell, Board Advisor of Supportive Housing of Waterloo responded to questions from Council.

Moved by Councillor Bonoguore, seconded by Councillor Hanmer:

1. That CAO2020-007 be approved;
2. That Council approve a one-time grant of \$200,000 for Supportive Housing of Waterloo (SHOW) acquisition of 144 Erb St E for affordable housing development purposes, funded from the Section 37 Affordable Housing Funds Account; and,
3. That Council authorize the Mayor and the City Clerk to execute any required Agreements..

Mayor Jaworsky requested a recorded vote.

Carried Unanimously
8 Voting in Favour
(MAYOR JAWORSKY)
(COUNCILLOR HANMER)
(COUNCILLOR BODALY)
(COUNCILLOR VIETH)
(COUNCILLOR FREEMAN)
(COUNCILLOR VASIC)
(COUNCILLOR HENRY)
(COUNCILLOR BONO GUORE)

6. NEW BUSINESS

Councillor Bodaly expressed solidarity and support for anti-racist protestors in the United States and Canada gathering to speak out after the death of George Floyd. He further committed to advocate for policies which challenge racism both abroad and in local communities.

Mayor Jaworsky announced the beginning of Pride Month in the City of Waterloo and encouraged residents to participate in online activities. The Mayor emphasized Council's role in fostering change and supporting the rights of the LGBTQ+ community.

Mayor Jaworsky acknowledged the beginning of Bike Month and stressed the importance of active transportation in getting residents outside during COVID-19.

Mayor Jaworsky noted the beginning of Seniors Month and stated that the Age-Friendly Multi-Agency Committee would be attending Council to provide notice of what will be done with applications for recognition, given that the Government of Ontario may not be able to respond to such requests.

7. ENACTMENT OF BY-LAWS

Moved by Councillor Bodaly, seconded by Councillor Vieth:

That By-law No. 2020-035 be read a first, second and third time and finally passed and that the Mayor and Clerk be authorized to sign it accordingly.

- a) By-law No. 2020-035 By-law to confirm all actions and proceedings of Council, June 1, 2020 – Special

Mayor Jaworsky requested a recorded vote.

Carried Unanimously
8 Voting in Favour
(MAYOR JAWORSKY)
(COUNCILLOR HANMER)
(COUNCILLOR BODALY)
(COUNCILLOR VIETH)
(COUNCILLOR FREEMAN)
(COUNCILLOR VASIC)
(COUNCILLOR HENRY)
(COUNCILLOR BONOBUORE)

8. ADJOURNMENT

Moved by Councillor Freeman, seconded by Councillor Vasic:

That the meeting adjourn.

(Time: 11:55 a.m.)

Mayor Jaworsky requested a recorded vote.

Carried Unanimously
8 Voting in Favour
(MAYOR JAWORSKY)
(COUNCILLOR HANMER)
(COUNCILLOR BODALY)
(COUNCILLOR VIETH)
(COUNCILLOR FREEMAN)
(COUNCILLOR VASIC)
(COUNCILLOR HENRY)
(COUNCILLOR BONOBUORE)

READ AND APPROVED, June 22, 2020

Mayor

City Clerk



A special meeting of the Council of The Corporation of the City of Waterloo was held electronically on June 11, 2020 at 11:02 a.m. using Cisco WebEx video conferencing and streamed live via YouTube.



SPECIAL COUNCIL MEETING

Thursday, June 11, 2020

Minutes - DRAFT

Mayor Jaworsky in the Chair

1. ROLL CALL

At this time, Mayor Jaworsky requested a roll call of the members of Council present and responding.

PRESENT: Mayor Dave Jaworsky, Councillor Sandra Hanmer, Councillor Royce Bodaly, Councillor Angela Vieth, Councillor Diane Freeman, Councillor Jen Vasic, Councillor Jeff Henry, Councillor Tenille Bonoguore

2. TERRITORIAL ACKNOWLEDGEMENT

Mayor Jaworsky opened the meeting with the following Territorial Acknowledgement:

We would like to begin by acknowledging that the land on which we gather today is the land traditionally used by the Haudenosaunee, Anishnaabe and Neutral People. We also acknowledge the enduring presence and deep traditional knowledge and philosophies of the Indigenous People with whom we share this land today.

3. MOMENT OF REFLECTION

The Mayor provided Council with a moment of reflection.

4. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

No disclosure of pecuniary interest was declared by any member of Council at this point in the meeting.

5. STAFF REPORTS

- a) **Title:** **City of Waterloo S·O·L·E·R (Support Our Local Economic Recovery) Initiative in response to COVID-19**
 Report No.: CAO2020-008
 Prepared By: Justin McFadden
 Joel Cotter
 Shayne Turner

Justin McFadden, Executive Director, Economic Development Services, introduced the report and responded to questions from Council.

Joel Cotter, Director, Planning and City Planner, and Shayne Turner, Director, Municipal Enforcement Services, responded to questions from Council.

Moved by Councillor Hanmer, seconded by Councillor Bodaly:

1. That Council approve report CAO2020-008.
2. That Council approve the City of Waterloo S·O·L·E·R Initiative (“S·O·L·E·R”) appended to CAO2020-008 to support the recovery of our local economy throughout the phased provincial reopening related to the Coronavirus (SARS-CoV-2) pandemic.
3. That Council delegate authority to implement and administer S·O·L·E·R to the Directors stated in the initiative, and in the event of a conflict, delegate authority to make a final determination on the matter to the City’s Deputy Chief Administrative Officer or his/her designate.
4. That Council authorize the City’s Director of Economic Development to submit an application to amend the Zoning By-law to: (i.) temporarily permit parking areas to be used for commercial purposes; (ii.) temporarily permit certain open spaces to be used for commercial purposes; (iii.) temporarily permit Outdoor Display Areas in all yards unless specifically stated otherwise notwithstanding Section 3.P.1.4 in Zoning By-law 2018-050; and (iv.) temporarily permit Outdoor Display Areas within parking areas notwithstanding Section 3.P.2.3 in Zoning By-law 2018-050.

5. Prior to the completion of the zoning by-law amendment in Recommendation 4, that Council authorize the Director of Municipal Enforcement Services to, at his/her discretion, not enforce the Zoning By-law where a conditional licence has been issued for a temporary use in accordance with the S·O·L·E·R Initiative.
6. During the coronavirus pandemic and related recovery, that Council deem a licence to temporarily occupy and use City lands issued in accordance with the S·O·L·E·R Initiative to be a “public service” of the City, and interpret by extension that any use authorized by such a licence shall be exempt from the regulations of Zoning By-law 2018-050 pursuant to Subsection 3.P.9.1 of said by-law.
7. During the coronavirus pandemic and related recovery, that Council deem a licence to temporarily occupy and use Regional lands issued in accordance with the S·O·L·E·R Initiative to be a “public service” of the Region, and interpret by extension that any use authorized by such a licence shall be exempt from the regulations of Zoning By-law 2018-050 pursuant to Subsection 3.P.9.1 of said by-law.
8. That Council authorize an amendment to City of Waterloo Sign By-law 2016-050 to permit temporary third-party signage on municipal lands for the purpose of promoting and marketing local businesses and artisans during the coronavirus pandemic and related recovery.
9. During the coronavirus pandemic and related recovery, that Council delegate to the Chief Administrative Officer or his/her designate the authority to issue Letters of Non-Objection to the Alcohol and Gaming Commission of Ontario (“AGCO”) where appropriate.
10. That Council authorize the Director of Economic Development to amend the City’s Uptown Sidewalk Patio Guidelines for 2020 in response to the coronavirus pandemic and related recovery.
11. That Council continue to support “buy local” initiatives in support of local businesses and artisans.
12. That Council direct staff to remove the requirement for applicants to make a donation in order to waive application fees.

Mayor Jaworsky requested a recorded vote.

Carried Unanimously
8 Voting in Favour
(MAYOR JAWORSKY)
(COUNCILLOR HANMER)
(COUNCILLOR BODALY)
(COUNCILLOR VIETH)
(COUNCILLOR FREEMAN)
(COUNCILLOR VASIC)
(COUNCILLOR HENRY)
(COUNCILLOR BONOBUORE)

6. QUESTIONS

Councillor Freeman requested information on when the City of Waterloo would again begin enforcing time limits for on-street parking and restrictions on overnight parking.

In response, Shayne Turner; Director, Municipal Enforcement Services, informed Council that enforcement on parking is coordinated across Waterloo Region and that the current suspension of parking enforcement for time limits would continue until September of 2020.

Councillor Bonoguore requested information on what actions were being taken to implement the resolution of Council supporting active transportation and physical distancing passed on May 25th, 2020.

In response, Cameron Rapp; Commissioner, Integrated Planning and Public Works and Deputy Chief Administrative Officer, advised Council that by-laws to implement the resolution would be presented for approval by Council at the meeting on June 22nd. Commissioner Rapp further informed Council that all members of Council had been provided a list of initiatives divided by ward and that projects would proceed once they had assessed the impact to the public for each initiative.

7. NEW BUSINESS

At this time, Mayor Jaworsky read the following statement:

Black Lives Matter.

George Floyd, Ahmaud Arbery, Breonna Taylor and Regis Korchinski-Paquet.

Their lives mattered and they still do.

In their name, as well as many others who have been tragically killed, the time to end racism against the Black community is now. The change must come from individuals and institutions. We need to identify and reflect on our biases in ways that change the way we do things; we must change the way we view and treat members of the Black community; we must challenge long-standing procedures; and we need to be honest, vulnerable, and strong enough to have uncomfortable conversations and accept uncomfortable realities in order to change. Moreover, we must listen to the Black community with an open mind and open heart. We must also commit to doing the learning and unlearning on our own, without the expectation that Black people will do that practical and emotional labour on behalf of us.

The City of Waterloo is committed to being part of the solution. In 2018, the city launched an internal Diversity and Inclusion Task Force. We recognized we need to get our own organization in order if we're going to influence change in our community. We launched a diversity census and inclusion survey to our employees and learned we need to make changes so that people feel as valued and welcomed as they should within the organization. That led to the formation of a Diversity Equity and Inclusion Task Force, which has five working groups. They are identifying the systemic barriers within the organization and creating actionable plans that will drive the change.

And while we get our own house in order, we are now dedicating more resources to support one of the pillars in Council's 2019-2022 strategic plan: equity, inclusion and a sense of belonging, namely:

- Plans to develop a community focused Diversity, Equity and Inclusion Strategy which will include ways to better engage with and serve equity-seeking communities in Waterloo
- Fund a DEI interim-action Plan to be used to support equity-seeking organizations in Waterloo while we finalize the community focused DEI strategy
- Staff participation in Wellbeing Waterloo Region groups which have emphasized equity, and working toward transformational change across our region
- Explore ways of building better support systems for racialized staff to enhance belonging

Beyond getting our own house in order, we are also being asked to dismantle existing systems that have been built on racism and white supremacy and to work towards the creation of new systems that are built on anti-racism, truth and reconciliation, justice, and equitable access to the city. We are ready to engage in that work, too.

We know we have a lot more work to do to make significant change to eliminate anti-Black racism, and all forms of racism, to further advance diversity and equity

in our community and we are committed to this and know it will be an ongoing process.

8. ENACTMENT OF BY-LAWS

Moved by Councillor Vieth, seconded by Councillor Freeman:

That the By-laws listed below be read a first, second and third time and finally passed, numbered sequentially commencing with By-law Number 2020-036 and that the Mayor and Clerk be authorized to sign them accordingly.

- | | | |
|----|---------------------|---|
| a) | By-law No. 2020-036 | By-law to amend By-law 2014-085 to permit temporary use of off-street parking, certain open spaces, and municipal lands for commercial purposes. (CAO2020-008, June 11, 2020) |
| b) | By-law No. 2020-037 | By-law to amend By-law 2016-050 to permit temporary third-party signage on municipal lands. (CAO2020-008, June 11, 2020) |
| c) | By-law No. 2020-038 | By-law to confirm all actions and proceedings of Council, June 11, 2020 – Special |

Mayor Jaworsky requested a recorded vote.

Carried Unanimously
8 Voting in Favour
(MAYOR JAWORSKY)
(COUNCILLOR HANMER)
(COUNCILLOR BODALY)
(COUNCILLOR VIETH)
(COUNCILLOR FREEMAN)
(COUNCILLOR VASIC)
(COUNCILLOR HENRY)
(COUNCILLOR BONOBUORE)

9. CLOSED MEETING

Moved by Councillor Vasic, seconded by Councillor Henry:

That Council hold a closed meeting for the purposes of considering the following subject matter:

- a) a proposed or pending acquisition or disposition of land by the municipality or local board (disposition of municipal lands)
- b) advice that is subject to solicitor-client privilege, including communications necessary for that purpose (disposition of municipal lands).

Mayor Jaworsky requested a recorded vote.

Carried Unanimously
8 Voting in Favour
(MAYOR JAWORSKY)
(COUNCILLOR HANMER)
(COUNCILLOR BODALY)
(COUNCILLOR VIETH)
(COUNCILLOR FREEMAN)
(COUNCILLOR VASIC)
(COUNCILLOR HENRY)
(COUNCILLOR BONOBUORE)

10. ADJOURNMENT

Moved by Councillor Bonobuore, seconded by Councillor Hanmer:

That the meeting adjourn.

(Time: 11:54 a.m.)

Mayor Jaworsky requested a recorded vote.

Carried Unanimously
8 Voting in Favour
(MAYOR JAWORSKY)
(COUNCILLOR HANMER)
(COUNCILLOR BODALY)
(COUNCILLOR VIETH)
(COUNCILLOR FREEMAN)
(COUNCILLOR VASIC)
(COUNCILLOR HENRY)
(COUNCILLOR BONOBUORE)

READ AND APPROVED, June 22, 2020

Mayor

City Clerk



STAFF REPORT

Human Resources

Title: 2020 First Quarter Health and Safety Report
Report Number: CORP2020-031
Author: Lisa Dunlop
Meeting Type: Special Council Meeting
Council/Committee Date: June 22, 2020
File: N/A
Attachments: N/A
Ward No.: All

Recommendations:

1. That Council receives this report for information.

A. Executive Summary

1. Summary Incident Statistics – First Quarter 2020 (January to March)
(Reference: *Appendix A*, Figure 1a)

Seventeen (17) First Aid incidents were reported as a result of a burn, contact with objects, overexertion and slips, trips and/or falls. First aid incidents occur when an employee sustains a work-related injury or illness which requires first aid treatment only.

Three (3) Health Care incidents were reported as a result of slips, trips and/or falls. Health Care incidents occur when an employee sustains a work-related injury or illness which requires external medical attention and/or modified duties beyond seven (7) days. Health Care incidents are reportable to the Workplace Safety and Insurance Board (WSIB).

Four (4) Lost Time incidents were reported as a result of contact with objects, overexertion and slips, trips and/or falls. Lost Time incidents occur when an employee sustains a work-related injury or illness which requires absence from the workplace beyond the date of injury. Lost Time incidents are reportable to the WSIB.

The number of incidents reported in the first quarter of 2020 are consistent with those reported in 2019. The number of WSIB claims reported in 2020 are slightly lower than in 2019.

There were seventy-two (72) lost time days incurred in the first quarter. This is a fifty-four percent (54%) decrease when comparing 2020 to 2019. Lost time days occur when an employee is off work for a scheduled shift(s) past the day of accident. Fifty-eight (58) of the lost time days in 2020 or eighty-one percent (81%) were incurred as a result of presumptive claims. Presumptive claims refer to WSIB claims registered for specific illnesses that are presumed to be work-related due to the nature of work performed by the employee unless the contrary is shown. Within the context of the City, presumptive clauses apply to Fire Fighters who have been diagnosed with specific cancers, heart injuries or post-traumatic stress disorder.

There were eighty (80) transition days incurred in the first quarter of 2020 which is a significant increase when comparing to 2019. Transition days occur when an employee is able to return to work but requires accommodation as a result of their work-related injury or illness. This increase is not of concern given providing transitional work mitigates costs associated with lost time claims and demonstrates the City of Waterloo's ongoing commitment to providing safe and suitable modified duties for injured or ill workers.

2. Summary Workplace Safety and Insurance Board (WSIB) Claim Costs – First Quarter 2020 (January to March)
(Reference: *Appendix B: Figure 1a*)

The City of Waterloo is a Schedule 2 Employer under WSIB and is individually responsible for the full cost of the claims filed by workers plus an annual administration fee. Unlike Schedule 1 Employers, Schedule 2 Employers are responsible for costs incurred for the life of a claim even if the worker is no longer employed at the City.

The WSIB year-to-date claims costs are approximately 25 percent (25%) higher in 2020 than 2019. Given there is a six percent (6%) decrease in lost time costs, the increase is primarily attributed to a significant increase in health care costs related to mental health assessment and treatment (\$11,161), hearing aid devices and services (\$4527), and payment of non-economic loss awards (\$2386).

Presumptive claims, including survivor benefits, continue to represent a significant portion of the City's WSIB claim costs. Seventy-two percent (72%) of the total first quarter claim costs were incurred as a result of presumptive claims.

B. Financial Implications

Costs will be absorbed within the existing budget and staff will monitor future trends.

C. Technology Implications

Not applicable

D. Link to Strategic Plan

(Strategic Objectives: Equity, Inclusion and a Sense of Belonging; Sustainability and the Environment; Safe, Sustainable Transportation; Healthy Community & Resilient Neighbourhoods; Infrastructure Renewal; Economic Growth & Development)

(Guiding Principles: Equity and Inclusion; Sustainability; Fiscal Responsibility; Healthy and Safe Workplace; Effective Engagement; Personal Leadership; Service Excellence)

This quarterly health and safety report is aligned with the City's guiding principle of a healthy and safe workplace.

E. Previous Reports on this Topic

CORP2020-010 2019 Fourth Quarter Health and Safety Report
CORP2019-073 2019 Third Quarter Health and Safety Report
CORP2019-055 2019 Second Quarter Health and Safety Report
CORP2019-051 2019 First Quarter Health and Safety Report
CORP2019-012 Fourth Quarter Health and Safety Report
CORP2018-057 Second Quarter Health and Safety Report
CORP2018-044 2018 First Quarter Health and Safety Report
CORP2018-007 2017 Fourth Quarter Health and Safety Report

F. Approvals

Name	Signature	Date
Author: Lisa Dunlop		
Director: Kathy Weidhaas		
Commissioner: Keshwer Patel		
Finance:		

CAO

APPENDIX A: Summary Incident Statistics – First Quarter 2020 (January to March)

Figure 1a) Comparative Summary Incident Statistics (First Quarter and Year to Date, 2019 - 2020)

	First Quarter 2020	First Quarter 2019	Year-To-Date 2020	Year-To-Date 2019
First Aid (FA)	17	16	17	16
Health Care (HC) Claims	3	2	3	2
Lost Time (LT) Claims	4	6	4	6
Total Incidents	24	24	24	24
Total WSIB Claims	7	8	7	8
Presumptive Lost Time Days*	58	132	58	132
Other Lost Time Days*	14	25	14	25
Total Lost Time Days*	72	157	72	157
Total Transition Days*	80	46	80	46

*Lost Time Days and Transition Days have been rounded

First Aid totals include first aid incidents and health care/lost time claims that were either denied by WSIB or abandoned by worker.

Health care totals include approved and pending health care claims.

Lost time totals include approved and pending lost time claims.

APPENDIX B: Summary WSIB Claim Costs – First Quarter 2020 (January to March)

Figure 1a) Comparative Summary WSIB Claim Costs (First Quarter and Year-to-Date, 2018-2020)

	First Quarter Health Care \$	First Quarter Lost Time \$	First Quarter Subtotal \$	First Quarter Physician/ Admin Fees \$	First Quarter Total WSIB Claim Costs \$	Year-to-Date Total Claims Costs \$
Total Costs 2020	26,689	40,617	67,306	15,232	82,538	82,538
Presumptive Costs	11,209	37,085	48,294	10,721	59,015	59,015
Other Costs	15,480	3,532	19,012	4,511	23,523	23,523
Total Costs 2019	9,404	43,376	52,780	13,315	66,095	66,095
Presumptive Costs	1,325	30,138	31,463	Not applicable	31,463*	31,463*
Other Costs	8,079	13,238	21,317	Not applicable	21,317*	21,317*
Total Costs 2018	17,886	47,967	65,853	18,936	84,789	84,789
Presumptive Costs	2,053	29,598	31,651	Not applicable	31,651*	31,651*
Other Costs	15,833	18,369	34,202	Not applicable	34,202*	34,202*

Based on internal review of claim costs for 2018-2020

* Totals exclude Physician/ Admin Fees

Health care costs can include prescription medications, health care treatment, medical devices, and NEL (Non-Economic Loss) awards to compensate for a permanent impairment from a work-related injury or illness.

Lost time costs include loss of earnings benefits for approved lost time where the inability to work is a result of the work-related injury/disease and transitional work is not available. If an employee is locked into Loss of Earnings benefits by WSIB until age 65 and discontinues their employment prior to age 65, the City is responsible for the lost time costs but does not incur lost time days since the employee is no longer scheduled to work.

WSIB claim costs include all health care, lost time and physician/administrative costs associated with claims registered with WSIB by the City of Waterloo as an employer (including active employees and retirees). As a Schedule 2 employer, the City of Waterloo is compulsorily covered through a system of individual liability and must individually pay the total costs of benefits for their injured employees plus an administration fee.

Presumptive claim costs include all health care and lost time costs associated with claims registered with WSIB by the City of Waterloo as an employer, under the presumptive legislation (including active employees and retirees).



STAFF REPORT Human Resources

Title: Health and Safety Policy Statement
Report Number: CORP2020-032
Author: Lisa Dunlop
Meeting Type: Special Council Meeting
Council/Committee Date: June 22, 2020
File: N/A
Attachments: Health and Safety Policy Statement
Ward No.: All

Recommendations:

1. That Council approves the attached Health and Safety Policy Statement and authorizes the Mayor and Chief Administrative Officer to sign the policy statement.

A. Executive Summary

In accordance with the Occupational Health & Safety Act, employers are required to prepare and review at least annually a written health and safety policy statement and post at a conspicuous location in the workplace.

B. Financial Implications

Not applicable

C. Technology Implications

Not applicable

D. Link to Strategic Plan

(Strategic Objectives: Equity, Inclusion and a Sense of Belonging; Sustainability and the Environment; Safe, Sustainable Transportation; Healthy Community & Resilient Neighbourhoods; Infrastructure Renewal; Economic Growth & Development)

(Guiding Principles: Equity and Inclusion; Sustainability; Fiscal Responsibility; Healthy and Safe Workplace; Effective Engagement; Personal Leadership; Service Excellence)

The Health and Safety Policy Statement is aligned with the City's guiding principle of a healthy and safe workplace.

E. Previous Reports on this Topic

CORP2019-056 Health and Safety Policy Statement

CORP2018-058 Health and Safety Policy Statement

F. Approvals

Name	Signature	Date
Author: Lisa Dunlop		
Director: Kathy Weidhaas		
Commissioner: Keshwer Patel		
Finance:		

CAO

APPENDIX A: Health and Safety Policy Statement

HEALTH AND SAFETY POLICY STATEMENT

The City of Waterloo...working together for a healthy and safe workplace!

The City of Waterloo is committed to the prevention of occupational injury/ illness and damage to equipment, property, material and the environment. The City will maintain a healthy and safe workplace for employees, volunteers, contractors and members of the public by maintaining and continuously improving a Health and Safety program that meets and/or exceeds applicable legislation.

The City considers the psychological safety of its employees to be an important part of a healthy and safe workplace. We are committed to fostering a workplace where employees are protected from harassment, discrimination, violence and the stigma associated with mental illness. This commitment requires all employees to treat people with dignity and respect.

All City of Waterloo employees, volunteers and contractors hold a shared responsibility to maintain a healthy and safe workplace by working in accordance with City policies, procedures and legislation. This includes reporting hazards, incidents and any contravention of legislation to their Supervisor.

Supervisors are responsible for the health and safety of the employees under their supervision and must ensure all workplace hazards are identified, controlled and monitored. Supervisors will provide employees with appropriate support, training, resources, tools and personal protective equipment. It is important that Supervisors set an example of appropriate behaviour.

The City will support all employees in meeting these responsibilities and will make every effort to provide what is necessary to achieve a healthy and safe workplace.

Signed upon approval of Council and in accordance with the Occupational Health and Safety Act.

Name	Signature	Date
Dave Jaworsky, Mayor		
Tim Anderson, Chief Administrative Officer		



**STAFF REPORT
Legislative Services**

Title:	Fence Variance Committee
Report Number:	CORP2020-039
Author:	Julie Scott
Meeting Type:	Special Council Meeting
Council/Committee Date:	June 22, 2020
File:	[File]
Attachments:	None
Ward No.:	City-wide

Recommendations:

1. That CORP2020-039 be approved.
2. That the Fence Variance Committee be comprised of members of the Committee of Adjustment and the Secretary of the Fence Variance Committee shall be the Secretary of the Committee of Adjustment effective immediately.

A. Executive Summary

By-Law 2013-017 provides for the regulation of fences and privacy screens within the City of Waterloo and includes a mechanism whereby an owner of a property or authorized agent of the Owner may make an application to a fence variance committee for minor variances from provisions of the by-law or to appeal an administration decision regarding a Fence.

The By-law establishes and provides requirements relating to the fence variance committee, and outlines the appeals process. Fence variance appeals are currently heard by the Appeals Tribunal which also hears appeals to decisions made by the Director of Municipal Enforcement regarding business licensing, rental housing licensing and property standards orders.

Since 2015 only five (5) fence variance applications have been received. The fence variance process is more aligned with the committee of adjustment minor variance process and the committee of adjustment meets more regularly. For these reasons staff recommend transferring the hearing of fence variance appeals to the committee of adjustment, and appointing the current members of the committee of adjustment to hear such appeals for the remainder of their existing term.

B. Financial Implications

The current fee is collected by Legislative Services. This will be transferred to the Planning Division and the fee by-law updated at the appropriate time.

C. Technology Implications

None.

D. Link to Strategic Plan

(Strategic Objectives: Equity, Inclusion and a Sense of Belonging; Sustainability and the Environment; Safe, Sustainable Transportation; Healthy Community & Resilient Neighbourhoods; Infrastructure Renewal; Economic Growth & Development)

(Guiding Principles: Equity and Inclusion; Sustainability; Fiscal Responsibility; Healthy and Safe Workplace; Effective Engagement; Personal Leadership; Service Excellence)

Transferring the fence variance appeals will expedite the process and provide consistency in the way minor variances are considered promoting service excellence.

E. Previous Reports on this Topic

CORP2016-066 Committee Review Recommendations (July 18, 2016)

F. Approvals

Name	Signature	Date
Author: Julie Scott		
Director: Olga Smith		
Commissioner: Keshwer Patel		
Finance: N/A		

CAO



STAFF REPORT Planning

Title: Proposed Demolition of Residential Dwellings: 550 Roy Schmidt Road and 558 Conservation Drive, Activa Holdings Inc.

Report Number: IPPW2020-037

Author: Fredrick VanRooyen

Meeting Type: Council Meeting

Council/Committee Date: June 22, 2020

File: N/A

Attachments: Map 1: Subject Lands

Ward No.: Ward 3

Recommendations:

1. That Council approve report IPPW2020-037.
2. That Council grant relief from the requirement of subsection 7.a. of the Demolition Control By-law to allow for the demolition of the existing dwellings at 550 Roy Schmidt Road and 558 Conservation Drive prior to obtaining Draft Approval of Plan of Subdivision 30T-17403.
3. That Council authorize an extended timeframe of five (5) years to obtain a building permit to replace the demolished dwelling at 550 Roy Schmidt Road and 558 Conservation Drive, pursuant to subsection 6.a. of the Demolition Control By-law.

A. Report

Activa Holdings Inc. ("the Applicant") is requesting authorization from Council to demolish two (2) vacant residential dwellings, one at 550 Roy Schmidt Road and the other at 558 Conservation Drive (the "Lands"). In order to demolish the dwellings, relief is required from the City's Demolition Control By-law No. 2013-014. The Demolition Control By-law is intended to:

- prevent the premature loss of housing stock and the creation of vacant parcels of land;
- retain existing residential dwellings until redevelopment has been considered and site plans approved;
- prevent the premature loss of assessment;
- prevent block busting within residential neighbourhoods;
- prohibit the use of demolition as a means to reduce maintenance costs; and
- prohibit the use of demolition as a tactic to obtain zoning or other municipal approvals.

The Lands are located on the east side of Roy Schmidt Road, north of Conservation Drive and south of Pinery Trail. The two existing single detached buildings to be demolished have been vacant for at least 10 months. Activa is seeking to demolish the

two buildings because of ongoing issues related to trespassing and vandalism, which has created concerns for public safety and potential risk to public health. In April 2020, a break and enter occurred at both properties, requiring repairs to the patio door and several windows. Both Municipal Enforcement and Waterloo Regional Police were involved with the incident. Other similar incidents have occurred in recent months. Given the importance of community safety during COVID-19, the Applicant has requested an exemption from the Demolition Control By-law to permit the demolition of the buildings now, to reduce risks and vandalism, and allow City and Police resources to be used for higher priority needs.

The Demolition Control By-law requires that the redevelopment of the Lands be secured prior to demolition (i.e., subdivision and zoning approvals). The Applicant has commenced the planning process to redevelop the Lands as part of a residential subdivision to be developed as an extension of the Conservation Meadows neighbourhood (re: Draft Plan of Subdivision 30T-17403 and Zoning By-law Amendment Z-17-20). If approved, the subdivision will contain a combination of single detached, townhouse, and multiple residential dwelling units, in addition to parkland and the creation of new public roads. Prior to subdivision approval, Activa would like to demolish the two existing residential dwellings at 550 Roy Schmidt Road and 558 Conservation Drive, and is seeking Council's authorization for relief from the provisions of the Demolition Control By-law.

Pursuant to subsection 7.a. of the Demolition Control By-law, any property that is the subject of a plan of subdivision application must obtain draft approval from the Region of Waterloo prior to issuance of a demolition permit. The Applicant advises that due to the scale and complexity of the proposed development, and due to the necessary work required for a communal stormwater management strategy for the Beaver Creek Meadows District (currently ongoing), the subdivision process is unlikely to receive draft approval from the Region in the immediate future, delaying the demolition of the existing dwellings and increasing the potential for safety concerns and continual trespassing and vandalism. As such, Activa would like to demolish the houses now, which requires Council's authorization.

Pursuant to subsection 6.a. of the Demolition Control By-law, Activa must construct and substantially complete the replacement development in accordance with the approved plans not later than two years following the issuance of a demolition permit, or an alternate date specified on the demolition permit. Demolition control has been delegated to the Chief Building Official where the proposed demolition conforms to By-law No. 2013-014, and it is staff's practice to require construction and substantial completion of the redevelopment within two years of the issuance of the demolition permit. Otherwise a fine of between \$10,000 and \$20,000 per demolished dwelling unit may be applied. Given the length of time anticipated to complete the subdivision and rezoning applications, redevelopment within two years is unlikely. In this instance, staff recommends an extended timeframe of five years to obtain a building permit and to substantially complete a replacement building containing at least one residential dwelling unit for each house demolished.

If Council supports the Applicant's request, it should be made clear that:

- 1) Council's authorization to demolish the existing residential dwellings at 550 Roy Schmidt Road and 558 Conservation Drive shall not be construed or interpreted as fettering its authority to support or not support Draft Plan of Subdivision 30T-17403 and Zoning By-law Amendment Z-17-20, and that such applications will be evaluated on their planning merits and subject to a separate public process; and
- 2) Council's authorization in this instance shall not be construed or interpreted as a precedent, and Council shall not be obligated to support any similar request in the future.

Subject to the preceding, the Planning Division does not object to the request, as the extended timeframe will allow Activa time to complete the active planning applications (which may or may not be supported in whole or in part), secure Draft Plan approval (which may or may not be supported in whole or in part), and substantially complete replacement buildings in accordance with municipal approvals or the City would be entitled to apply a financial penalty of \$20,000 per demolished dwelling unit.

Furthermore, if Council supports the Applicant's request, staff recommends that standard conditions be applied to the demolition permit including, but not limited to:

- That all disturbed ground left inactive following demolition shall be stabilized by seeding, sodding, mulching, covering, or equivalent control measures.
- That all private wells and septic systems be decommissioned in accordance with applicable laws.

B. Financial Implications

Staff is not aware of any municipal financial implications with respect to this request.

C. Technology Implications

None.

D. Link to Strategic Plan

(Strategic Objectives: Equity, Inclusion and a Sense of Belonging; Sustainability and the Environment; Safe, Sustainable Transportation; Healthy Community & Resilient Neighbourhoods; Infrastructure Renewal; Economic Growth & Development)

(Guiding Principles: Equity and Inclusion; Sustainability; Fiscal Responsibility; Healthy and Safe Workplace; Effective Engagement; Personal Leadership; Service Excellence)

General alignment with the "Healthy Community & Resilient Neighbourhoods" and "Economic Growth & Development" Strategic Objectives by improving the City's physical environments and future residential development.

E. Previous Reports on this Topic

None.

F. Approvals

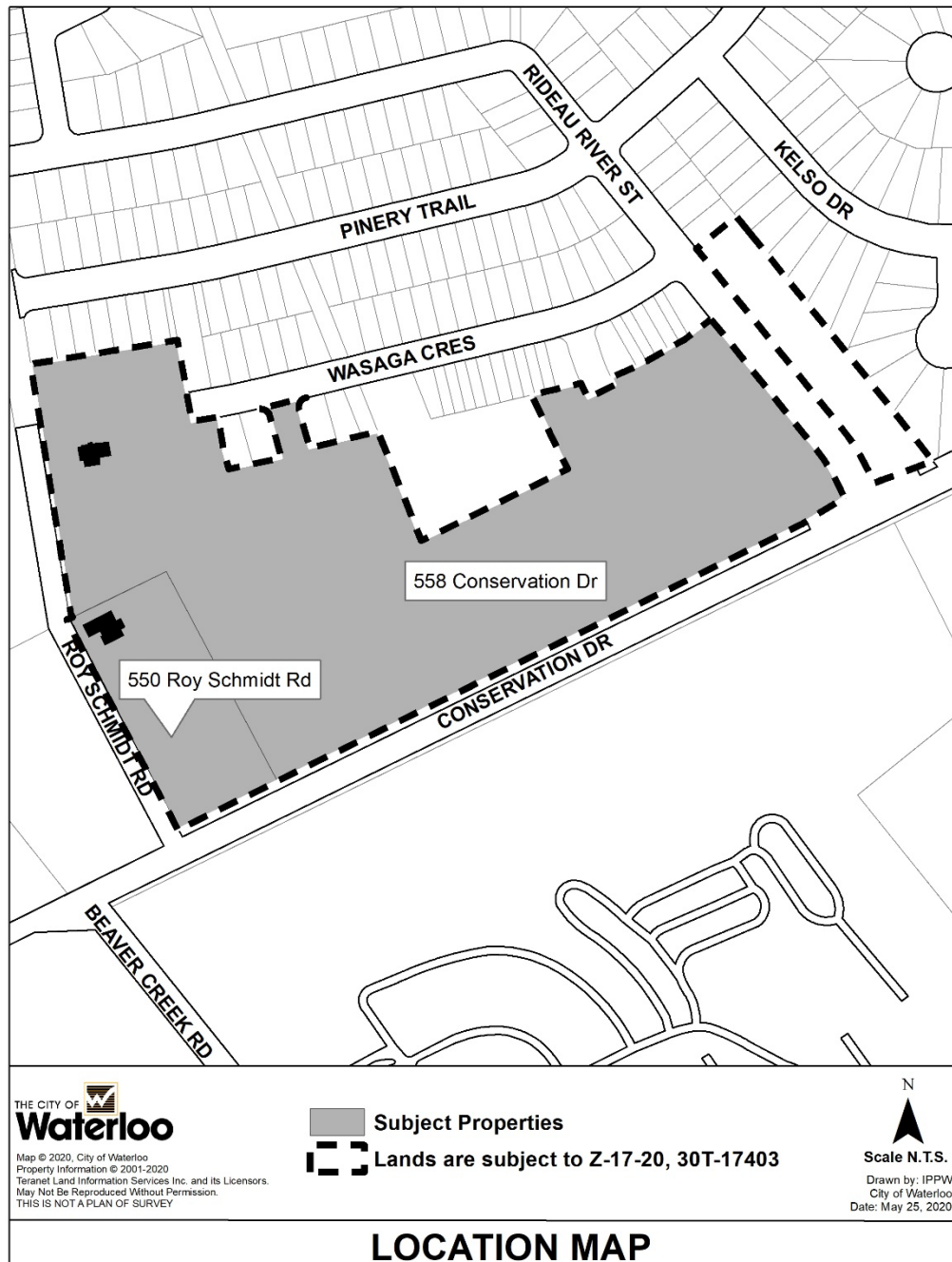
Name	Signature	Date
Author: Fredrick VanRooyen		
Director: Joel Cotter		
Commissioner: Cameron Rapp		
Finance: N/A		

CAO



**Proposed Demolition of Residential Dwellings: 550 Roy Schmidt Road
and 558 Conservation Drive, Activa Holdings Inc.
IPPW2020-037**

Map 1: Subject Lands





**STAFF REPORT
Transportation Services**

Title: Award of Tender RFT20-11 and Funding Transfer Request – Lincoln Road Watermain and Road Widening

Report Number: IPPW2020-035

Author: Chris Dedman

Meeting Type: Council Meeting

Council Date: June 22, 2020

File: 180025

Attachments:

Ward No.: Ward 5 – Southeast Ward

Recommendations

1. That IPPW2020-35 be approved.
2. That Council approve the following funding transfers for the Lincoln Road Watermain and Road Widening to project #180025: \$266,910 from existing Northfield Drive project #150058, \$185,500 from existing Trails & Bikeways Master Plan Implementation project #120092, and \$571,900 from existing Structurally Deficient Watermain Rehabilitation project #130044.
3. That on January 1, 2021, Council approve transferring \$53,000 of 2021 funding to project #180025 for surface asphalt from the City-wide Resurfacing Roads non-routine project #120096 (ref #697), funding released in report IPPW2020-034.
4. That Council approves the award of RFT20-11 – Lincoln Road Watermain and Road Widening to E & E Seegmiller Limited for the submitted price of \$1,029,827.00 plus unrecoverable HST in the amount of \$18,124.96 for a total award value of \$1,047,951.96.
5. That the Mayor and Clerk be authorized to sign the Agreement between The Corporation of the City of Waterloo and Seegmiller Limited, and any other documents related to this project, subject to the satisfaction of the City's Director of Legal Services.

A. Executive Summary

Over the past three years there has been several watermain breaks along Lincoln Road between Bluevale Street North and University Avenue East. The age of this watermain as well as the material has made it susceptible to frequent mainbreaks. A project was already planned to complete the cycling infrastructure from Mayfield Avenue to University Avenue East in 2020. Once staff understood the need for the watermain upgrade, the two projects were combined into one construction project. This project demonstrates the City's commitment to improving and expanding the active transportation network to provide multi-modal transportation options as well as our commitment to providing safe drinking water to our residents.

In accordance with the City's Purchasing By-Law 2019-026, tenders were solicited via RFT20-11 for the Lincoln Road Watermain and Road Widening Construction Project. Tender bids were received from one (1) qualified contractor. After reviewing the bid, it is recommended that the low bidder, E & E Seegmiller Limited, be awarded the project.

B. Financial Implications

Funding for this project will require transfers from various projects, as outlined in Table 2. The award of RFT20-11 – Lincoln Road Watermain and Road Widening to E & E Seegmiller Limited for \$1,029,827.00 (plus applicable taxes) is within the approved capital budget, as revised with the above noted transfers.

C. Technology Implications

None.

D. Link to Strategic Plan

(Strategic Objectives: Equity, Inclusion and a Sense of Belonging; Sustainability and the Environment; Safe, Sustainable Transportation; Healthy Community & Resilient Neighbourhoods; Infrastructure Renewal; Economic Growth & Development)

Sustainability and the Environment:

- Planning for a city less dependent on the auto, thereby reducing the harmful effects of greenhouse gas emissions.

Safe and Sustainable Transportation:

- Expanding the City's active and accessible transportation network provides safer options for our citizens.

Healthy Community & Resilient Neighbourhoods:

- Expanding the City's active and accessible transportation network to improve the health and well-being of our citizens, and provide economical and sustainable transportation options.

E. Previous Reports on this Topic

There are no previous reports on this topic.

F. Approvals

Name	Signature	Date
Author: Chris Dedman		
Director: Christine Koehler		
Commissioner: Cameron Rapp		
Finance: Filipa Reynolds		

CAO



**Award of Tender RFT20-11 and Funding Transfer Request – Lincoln Road
Watermain and Road Widening
IPPW2020-035**

1.0 Background

The City of Waterloo has been developing its active network of sidewalks, trails and bikeways for many years. At a strategic level, expanding and connecting the network will improve the health and well-being of its citizens, and provide economical and sustainable transportation options.

Upgrades to water infrastructure along this stretch of road are required to maintain safe and reliable drinking water to residents. Aging watermains that are prone to frequent breaks must be replaced to avoid disruptions in service and keep maintenance and repair costs lower.

In 2017, the City of Waterloo reconstructed Lincoln Road from Weber Street North to Mayfield Avenue. As part of the reconstruction, bike lanes were installed in this section. The completion of the cycling infrastructure on Lincoln Road from Mayfield Avenue to University Avenue East will provide the final critical link between Regional roads as well as the Laurel Trail system. The bike lanes on Lincoln Road will link to the Region of Waterloo's future plans on University Avenue East between Lincoln Road and Bridge Street West.

Over the past three years there has been several watermain breaks along Lincoln Road between Bluevale Street North and University Avenue East. The age of this watermain as well as the material has made it susceptible to frequent mainbreaks. The frequency of these mainbreaks and rising costs of the repairs, has made this section of watermain a priority for replacement.

Upon award of RFT20-11, it is anticipated that construction will commence in early July and be completed by the end of September. This project demonstrates the City's commitment to improving and expanding the active transportation network to provide multi-modal transportation options as well as our commitment to providing safe drinking water to our residents.

2.0 Procurement Process

RFT20-11 was advertised on "bidsandtenders" on May 22, 2020. The bid closing date was June 9, 2020 and one (1) compliant submission was received.

Table 1 below summarizes the Bid Results. Although only one bid was received, staff feel that the value of the bid is in line with typical costs for a project of this nature. The City has worked with the contractor on a number of road projects in the past.

Table 1: Contractor Bid Evaluation Summary RFT20-11, the Lincoln Road Watermain and Road Widening:

Bidder	Bid Price	Non-recoverable HST (1.76%)	Total including non-recoverable HST
E & E Seegmiller Limited	\$1,029,827.00	\$18,124.96	\$1,047,951.96

3.0 Financial Implications

Funding transfers from various related projects are required in order to upgrade and replace the existing watermain as well as complete the cycling infrastructure on Lincoln Road.

Existing project 150058 – Northfield Drive multi-use trail, has surplus Development Charge (DC) Reserve funding of \$266,910 that can be utilized for the Lincoln Road active transportation improvements. The funding is no longer required for 150058 because the Region of Waterloo covers the cost of installing a new sidewalk during a reconstruction project. The City of Waterloo pays for additional infrastructure over and above a new sidewalk. In this case the new sidewalk cost the same as a multi-use path, so the funding is no longer required for this project.

A funding transfer of \$185,500 from existing project 120092 – Trails & Bikeways master plan implementation can also be utilized for the active transportation improvements. Originally, \$150,000 was earmarked from project 120092 to cover the costs for Lincoln Road, funded from 80% from DC Reserve and 20% Capital Reserve Fund. The additional \$35,500 that will be required to be transferred will result in some wayfinding signage that will not be completed in 2020.

The watermain reconstruction portion of the project will be funded via the City's watermain rehabilitation project 130044. The funding in this project is intended to be used for various watermain rehabilitations outside of full road reconstruction works planned in the capital budget. The funding is prioritized annually by the Engineering team based on a needs assessment or as opportunities arise such as the watermain replacement on Lincoln Road.

The surface asphalt for this stretch of roadway, to be placed in 2021, will utilize funding from the City's annual road resurfacing project 120096. A transfer of \$53,000 is required to complete the surface works.

All funding transfers to project 180025 proposed in this report align with the original intent of the funding sources of the original projects. In addition to the carry forward funding already in project 180025 of \$30,533, after all transfers, the project will be funded:

- \$571,900 from the Water Utility Capital Reserve
- \$415,410 from the Development Charges Reserve Funds
- \$53,000 from the Capital Infrastructure Reinvestment Reserve Fund
- \$37,000 from the Capital Reserve Fund

The award of RFT20-11 Lincoln Road Watermain and Road Widening to E & E Seegmiller Limited for \$1,029,827.00 (plus applicable taxes), totaling \$1,047,951.96, is within the approved capital budget, revised to include the project transfers, as shown in Table 2 below.

Table 2: Funding Approvals to Date and Estimated Costs:

Description	Report Number	Approval Date	\$ Amount*
Funding:			
Carry forward funding – Project 180025 Lincoln Road Bike Lane			\$(30,533)
Transfer funding – Project 150058 Northfield Drive Multi-Use Trail	IPPW2020-035	June 22, 2020	\$(266,910)
Transfer funding – Project 120092 Trails and Bikeways Master Plan Implementation	IPPW2020-035	June 22, 2020	\$(185,500)
Transfer funding – Project 130044 – Structurally Deficient Watermain Rehab	IPPW2020-035	June 22, 2020	\$(571,900)
2021 transfer funding – Project 120096 Resurfacing Roads Various Locations	IPPW2020-035	Jan. 1, 2021	\$(53,000)
Total Funding			\$(1,107,843)
Projected Expenditures:			
RFT 20-11			\$1,047,952
Funding for other Projected Costs (includes but not limited to): <i>contract administration, overhead, contingency, utility relocations</i>			\$59,891
Total Projected Expenditures:			\$1,107,843
TOTAL			\$0

*Note: non-recoverable portion of HST included



STAFF REPORT
Engineering Services

Title: Award of Tender RFT20-03 – Lorindale Street
Reconstruction and Watermain Looping

Report Number: IPPW2020-040

Author: Caroline Amyot

Meeting Type: Council Meeting

Council/Committee Date: June 22, 2020

File: 190108

Attachments: Attachment A – Location Map

Ward No.: Ward 4

Recommendations:

1. That IPPW2020-040 be approved.
2. That Council approve funding transfers to the Lorindale Street reconstruction and watermain looping project #190108 of \$876,000 from the Structurally Deficient Watermain Rehabilitation project #130044 (Ref #558) and \$10,000 from the Colonial Creek Pump Station project #110097.
3. That Council approves the award of RFT20-03 – Lorindale Street Reconstruction and Watermain Looping to Alfred Fach Excavating Limited for the submitted price of \$870,858.40 plus unrecoverable HST in the amount of \$15,327.11 for a total award value of \$886,185.51.
4. That the Mayor and Clerk be authorized to sign the Agreement between The Corporation of the City of Waterloo and Alfred Fach Excavating Limited, and any other documents related to this project, subject to the satisfaction of the City's Solicitor.

A. Executive Summary

In accordance with the City's Purchasing By-Law 2019-026, tenders were solicited via RFT20-03 for the Lorindale Street Reconstruction and Watermain Looping. Bids were received from three qualified contractors. After reviewing the bids it is recommended that Alfred Fach Excavating Limited be awarded the above contract as the lowest bidder. This project demonstrates the City's commitment to long term capital reinvestment in its public infrastructure. This work is underpinned by the City's Asset Management Plan that is being used to track the condition, costs and life cycle of Waterloo's 397 km road network.

B. Financial Implications

The approved 2019 capital budget included funding of \$2,315,000 for Structurally Deficient Watermain Rehabilitation projects (Ref#568), with \$400,000 of this allocated to initiate detailed design for the Lorindale project. The approved 2020 capital budget includes funding of \$1,448,000 for Structurally Deficient Watermain Rehabilitation projects (Ref#558), with \$876,000 of this allocated for construction on the Lorindale project. Further funding of \$10,000 from the Colonial Creek Pump Station project #110097 is also being transferred to the Lorindale project to contribute to some surface works that were damaged during the recent pump station upgrades.

The lowest submitted tender price (from Alfred Fach Excavating Limited) of \$870,858.40 plus unrecoverable HST in the amount of \$15,327.11 for a total award value of \$886,185.51 is within the approved and allocated budget.

C. Technology Implications

There are no technological implications with respect to this report.

D. Link to Strategic Plan

(Strategic Objectives: Equity, Inclusion and a Sense of Belonging; Sustainability and the Environment; Safe, Sustainable Transportation; Healthy Community & Resilient Neighbourhoods; Infrastructure Renewal; Economic Growth & Development)

(Guiding Principles: Equity and Inclusion; Sustainability; Fiscal Responsibility; Healthy and Safe Workplace; Effective Engagement; Personal Leadership; Service Excellence)

The project works include replacement of the failing watermain on Lorindale Street, a new watermain loop to Denholm Street through the Colonial pump station site, and new road base, roll over curb and asphalt on Lorindale street. These works support the Strategic Plan's "Infrastructure Renewal" objective and contribute to addressing the City's infrastructure deficit.

E. Previous Reports on this Topic

F. Approvals

Name	Signature	Date
Author: Caroline Amyot		
Director: Dan Ditaranto		
Commissioner: Cameron Rapp		
Finance: Filipa Reynolds		

CAO



Award of Tender RFT20-03 – Lorindale Street Reconstruction and Watermain Looping IPPW2020-040

Section 1 – Background

The reconstruction of Lorindale Street from Hillside Street to the cul-de-sac (~300 m) was triggered by an increase in watermain breaks in recent years. The 150 mm diameter ductile iron watermain was constructed in 1977. The storm and sanitary sewers are PVC, were constructed in 1983 and are in good condition and are not identified to be replaced as part of these works. The road surface is in poor condition and there are no sidewalks or curb. Per the City's Sidewalk Policy this road does not warrant sidewalks. As such a roll over curb is included as part of the works. The roll over curb will improve the drainage and help to extend the life of the asphalt. Minor upgrades/adjustments to the storm sewer and/or structures will be necessary to accommodate the installation of the new curb and gutter.

In addition to the road reconstruction works along Lorindale Street, the dead-end watermain on Lorindale Street will be connected to the existing 150 mm diameter watermain on Denholm Street via a new watermain loop through the existing Colonial Sanitary Pumping Station (SPS) site. The new watermain through the Colonial SPS site is approximately 150 m long and will improve the water quality and system hydraulics in the area.

The project area and limits are shown on the map in Attachment A.

Upon award of RFT20-03, it is anticipated that construction will commence in July and be completed to base course asphalt by September 2020. Surface course asphalt will be completed in 2021.

This urban renewal project demonstrates the City's commitment to long term capital reinvestment in its public infrastructure. This work is underpinned by the City's Asset Management Plan that is being used to track the condition, costs and life cycle of Waterloo's 397 km road network.

Section 2 – Procurement Process

RFT#20-03 Lorindale Street Reconstruction (Hillside to the Cul-de-Sac) and Watermain Looping was advertised on bidsandtenders on May 7, 2020. The bid closing date was May 28, 2020 and three (3) compliant submissions were received. Table 1 below, summarizes the Bid Results.

Table 1: Contractor Bid Evaluation Summary RFT20-03 (Lorindale Street Reconstruction and Watermain Looping)

Bidder	Bid Price	Non-recoverable HST (1.76%)	Total including non-recoverable HST
Alfred Fach Excavating Ltd.	\$870,858.40	\$15,327.11	\$886,185.51
E.&E. Seegmiller Limited	\$912,227.00	\$16,055.20	\$928,282.20
Oxford Civil Group Inc.	\$1,316,562.50	\$23,171.50	\$1,339,734.00

Section 3 – Financial Implications

The approved 2019 capital budget included funding of \$2,315,000 for Structurally Deficient Watermain Rehabilitation projects (Ref#568), with \$400,000 of this allocated to initiate detailed design for the Lorindale project. The approved 2020 capital budget includes funding of \$1,448,000 for Structurally Deficient Watermain Rehabilitation projects (Ref#558), with \$876,000 of this allocated for construction on the Lorindale project. Further funding of \$10,000 from the Colonial Creek Pump Station project #110097 is also being transferred to the Lorindale project to contribute to some surface works that were damaged during the recent pump station upgrades.

The lowest submitted tender price (from Alfred Fach Excavating Limited) of \$870,858.40 plus unrecoverable HST in the amount of \$15,327.11 for a total award value of \$886,185.51 is within the approved and allocated budget.

Table 2 below provides funding details to date and projected expenditures for the project.

Table 2: Funding Approvals to Date and Estimated Costs

Description	Report Number	Approval Date	\$ Amount*
FUNDING:			
Funding – 2019 (partial of Ref#568 from #130044)	n/a-routine	29-Mar-19	(\$400,000)
Funding – 2020 (partial of Ref#558 from #130044)	n/a-routine	10-Jun-20	(\$876,000)
Funding – 2020 (transfer from #110097)	IPPW2020-040	22-Jun-20	(\$10,000)
Total Funding			(\$1,286,000)
EXPENDITURES:			
Expenses Incurred to Date (Geotechnical, Consulting & Design, Misc.)			\$64,655
Projected:			
Lorindale Street Reconstruction (RFT20-03)	IPPW2020-040	22-Jun-20	\$886,186
Other Projected Costs (includes but not limited to): QC, materials testing, surface works, contract admin, inspection, contingency, misc.			\$335,159
Total Projected Expenditures			\$1,221,345
Total Expenditures			\$1,286,000
BALANCE:			\$0

* Note: Non-recoverable portion of HST included.

Attachment A – Lorindale St. Reconstruction and Watermain Looping Limits





STAFF REPORT

Finance

Title: 2019 YE Capital Report
Report Number: CORP2020-033
Author: Kim Reger
Meeting Type: Council Meeting
Council/Committee Date: June 22, 2020
File: [File]
Attachments: Appendix A - Update on Cash Flow Budgeting [Ward No.]
Ward No.:

Recommendations:

That Council receive the report CORP2020-033 as information.

A. Executive Summary

This is the fourth annual capital report for Council. This report provides Council with a comprehensive summary of the status of capital projects on an annual basis. This report covers the period as at December 31, 2019 and therefore is a snapshot in time and complements the other year-end reports which Council already receives. The focus of the longer report is more financial, whereas the booklet on the [city's website](#) is more graphics and story-driven.

B. Financial Implications

The 2019 approved capital budget is a plan to deliver 167 projects (43 non-routine and 124 routine) with a total of \$105.3 million dollars of capital funding. These are important investments in the community that have long lasting impacts to citizens of Waterloo and the broader community.

In 2019, for actual expenditures, the City had an inventory of 345 active projects, 107 non-routine and 238 routine projects of which 68% were on track, 17% had a yield status and 15% were completed. Active projects are projects that have been initiated in either 2019 or in prior years and were worked on in 2019. A 'yield' status indicates that the project has budget or timing impacts.

It is also important to note that 52 projects with life to date funding of \$38.3 million were closed and completed and had funding transferred to reserves or to other projects in 2019. Of the 52 projects that were closed, 23 returned \$392,000 to reserves and 29 projects transferred \$500,000 to other projects.

The majority of the work the City did last year can be attributed to infrastructure renewal; of the \$150.8 million funding available (including funding from previous years) for projects in 2019, \$71.2 million or 47% is allocated towards infrastructure renewal. As the City continues to deliver hundreds of capital projects that touch citizens directly, such as park expansions, road rehabilitation, trail works, storm water pond rehabilitation and many others, this annual report provides a summary for Council and augments the individual project updates to Council provided by the operation/program areas.

C. Technology Implications

Not applicable.

D. Link to Strategic Plan

(Strategic Objectives: Equity, Inclusion and a Sense of Belonging; Sustainability and the Environment; Safe, Sustainable Transportation; Healthy Community & Resilient Neighbourhoods; Infrastructure Renewal; Economic Growth & Development, Supporting the Strategic Plan and Guiding Principles)

(Guiding Principles: Equity and Inclusion; Sustainability; Fiscal Responsibility; Healthy and Safe Workplace; Effective Engagement; Personal Leadership; Service Excellence)

Supporting the Strategic Plan and Guiding Principles

E. Previous Reports on this Topic

CORP2019-042 2018 Year End Capital Report

CORP2018-019 2017 Year End Capital Report

CORP2017-034 2016 Year End Capital Report

F. Approvals

Name	Signature	Date
Author: Kim Reger		
Director: Filipa Reynolds		
Commissioner: Keshwer Patel		
Finance: Keshwer Patel		

CAO



2019 YE Capital Report CORP2020-033

Background

This report provides Council with a comprehensive summary of the status of capital projects as at December 31, 2019 and therefore is a snapshot in time. The report is organized into the following sections:

1. Budget Review
2. Funding Availability and Expenditure Analysis
3. Highlights of Capital Projects Across the City

Budget Review

The 2019 Approved Capital Budget (approved Feb. 11th, 2019) allocates a total of \$105.3 million dollars of capital funding for planned project expenditures.

Table 1 – 2019 Projected Capital Expenditures by Strategic Priority Area

Criteria	2019		
	Total \$ ('000s)	# of projects	%
Economic Growth and Development	\$ 10,639	8	10%
Equity, Inclusion and a Sense of Belonging	\$ 148	3	0%
Healthy Community and Resilient Neighbourhoods	\$ 30,726	29	29%
Infrastructure Renewal	\$ 57,298	90	54%
Safe, Sustainable Transportation	\$ 2,601	11	2%
Supporting the Strategic Plan and Guiding Principles	\$ 2,856	17	3%
Sustainability and the Environment	\$ 1,059	9	1%
Total Capital Budget	\$ 105,327	167	100%

Capital Approval Process

The approval of the capital budget allows City staff to move forward with the capital program. However, only projects that were identified as “routine” were formally approved by Council on Budget Day February 11th, 2019 and can proceed with project

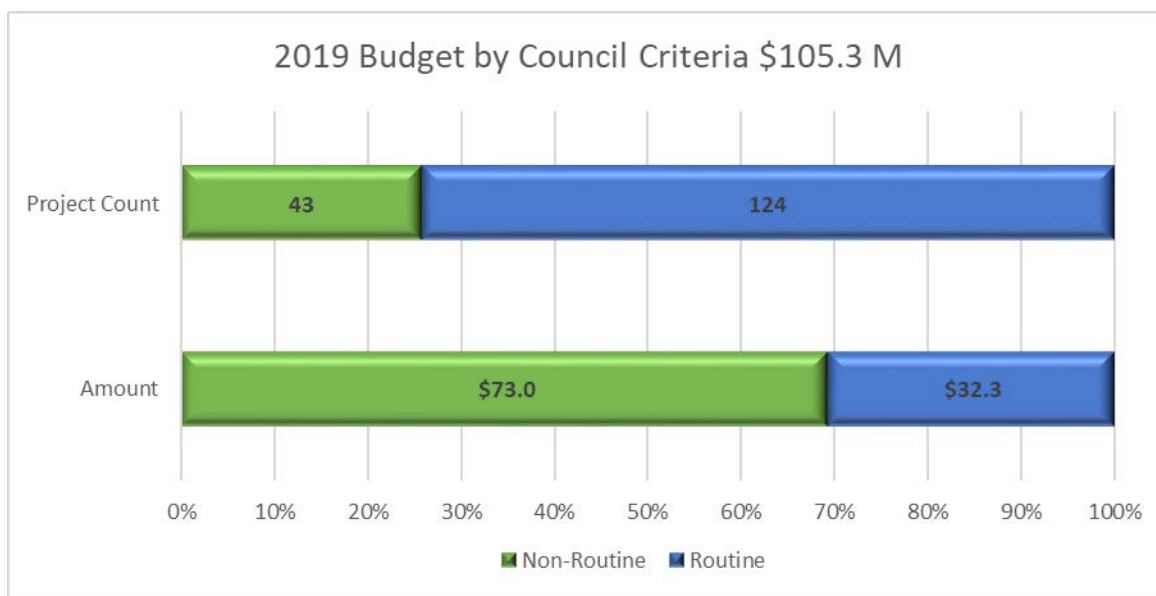
spending. Projects that were identified with the following criteria must be brought before Council again for final approval prior to any spending:

1. Financial Materiality - Projects receiving funding greater than \$5M
2. High Public/Council Interest - e.g. Action Sports Parks or the Ira Needles Boulevard By-Pass
3. Request by Council

For the purposes of this report, these three (3) categories are combined into the one non-routine category to simplify reporting.

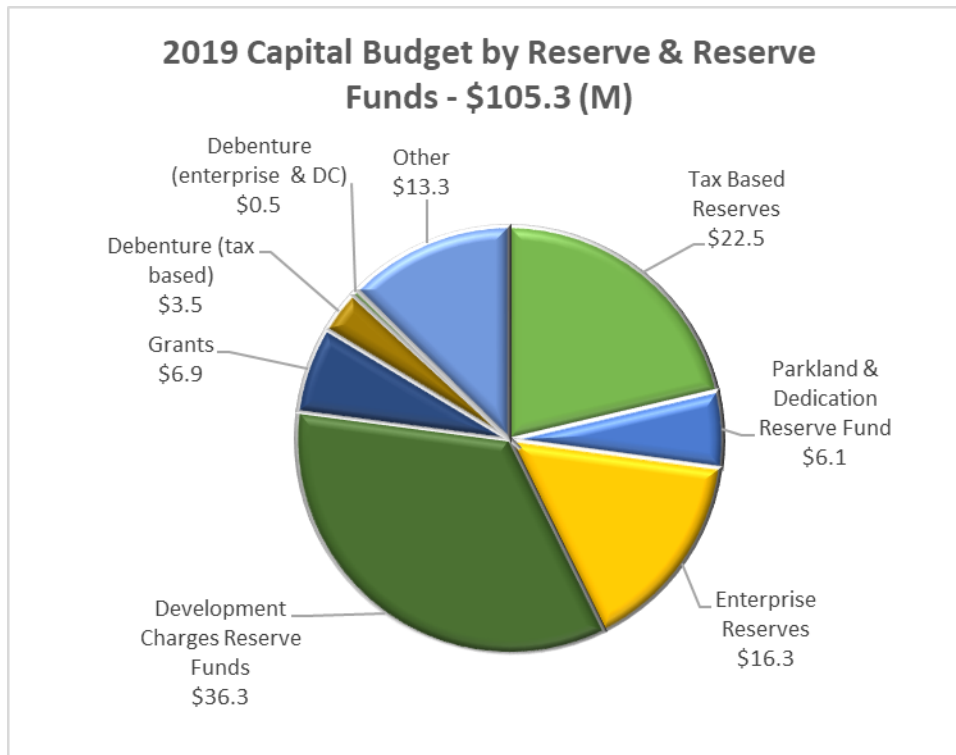
In 2019, there was \$73.0 million budgeted for 43 non-routine projects, which was 69% of the 2019 Approved Capital Budget funding allocation. There was \$32.3 million budgeted for 124 routine projects, which was 31% of the 2019 Approved Capital Budget funding allocation.

Graph 1 – 2019 Non-Routine vs. Routine Projects



The primary sources for capital expenditure are the City's Reserves and Reserve Funds. While the City has many Reserves and Reserve Funds, only those funds that are impacted by capital expenditures have been included in the 2019 Approved Capital Budget.

Graph 2 - Reserves and Reserve Funds Impacted by Capital



Note: The "other" category includes developer funding, Industrial Land Account and funding from the Region of Waterloo and the Universities (Waterloo and/or Laurier)

Budget Since Feb. 11th Approval

Funding Available

The funding available section is an accounting of budget released and prior year carry forward funding for total funding available for projects in 2019.

Funding Released

The original budget approved on Feb. 11th, 2019 was \$105.3 million. Projects that were advanced to 2019 after budget approval were:

- East Side Library Branch - \$3.9 million¹
- Large Scale Capital - \$1.1 million²

¹ Staff report COM019-039 East Side Branch Library Release of Funds and Project Update

² Staff report COM2019-014 Waterloo Memorial Recreation Complex Alignments of Planned Retrofit Work and Facility Expansion

Therefore re-stated, the budget is \$110.3 million in total. Of that budget, \$71.9 million was released.

In addition to the \$71.9 million of funding released, \$4.4 million of additional funding was approved for release by Council. Projects such as (but not limited to) the East Side Library, Waterloo Memorial Recreation Complex Expansion, Button Factory Elevator and the Rim Park Ball Diamond Pavilion received additional funding through project transfers and some additional funding from reserves.

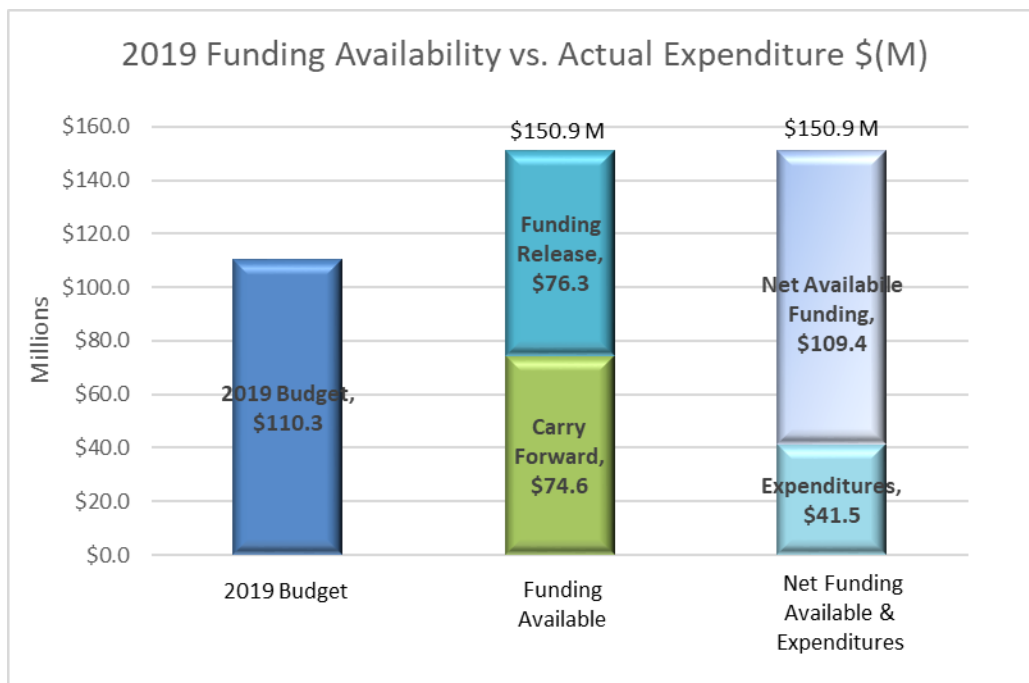
As such, year to date funding released was \$76.3 million.

Carry Forward Balance – Prior Year

Each year, balances are carried forward from previously approved budgets, and they are in addition to budgeted funding that is released in the current year. The total opening balance from previous years was \$74.6 million.

Both the opening balance of \$74.6 million (released to capital projects) and year to date funding of \$76.3 million make up the total \$150.9 million of funding available in 2019.

Graph 3 – Funding Available vs. Actual Expenditures



Of the \$150.9 million dollars available last year the city spent \$41.5 million of that total, or 27.5%.

Analysis of Net Available Funding and Actual Expenditures

In 2019, the City had an inventory of 345 projects that were initiated either in 2019 or in a prior year. Total funding available to these 345 projects in 2019 was \$150.9 million.

The available funding compared to expenditures seems somewhat high. There are explanations for this discrepancy. Large projects, for example, the Waterloo Memorial Recreation Complex (WMRC) Rehabilitation and Expansion required all \$30 million to be released and available to facilitate the tender award. The construction project will span approximately 24 months but all funding is required up front, to be approved by Council, in order to award the tender. In 2019, just under one million dollars was billed to this project for architectural and design fees.

There are 17 projects that comprise \$75.0 million of the \$109.4 in net available funding, which is 69%. The biggest one project contributor was the WMRC project with \$24.8 million net funding available after expenditure. Other examples included but are not limited to; \$9.3 million for the East Side Library Branch, \$6.6 million for the Silver Lake Study, \$6.5 million for West Side Employment Lands, \$5.4 million for Beaver Creek Road, \$3.6 million for Northdale Parkland and \$2.9 million for the Carnegie Library.

The remaining 328 projects account for \$34.4 million in net funding available or 31% of the total. This net funding availability demonstrates that much of the \$109.4 can be attributed to a small group of projects and that the vast majority of projects do not have excess funding available at the end of the fiscal year.

Graph 4 – Net Funding Availability Breakdown

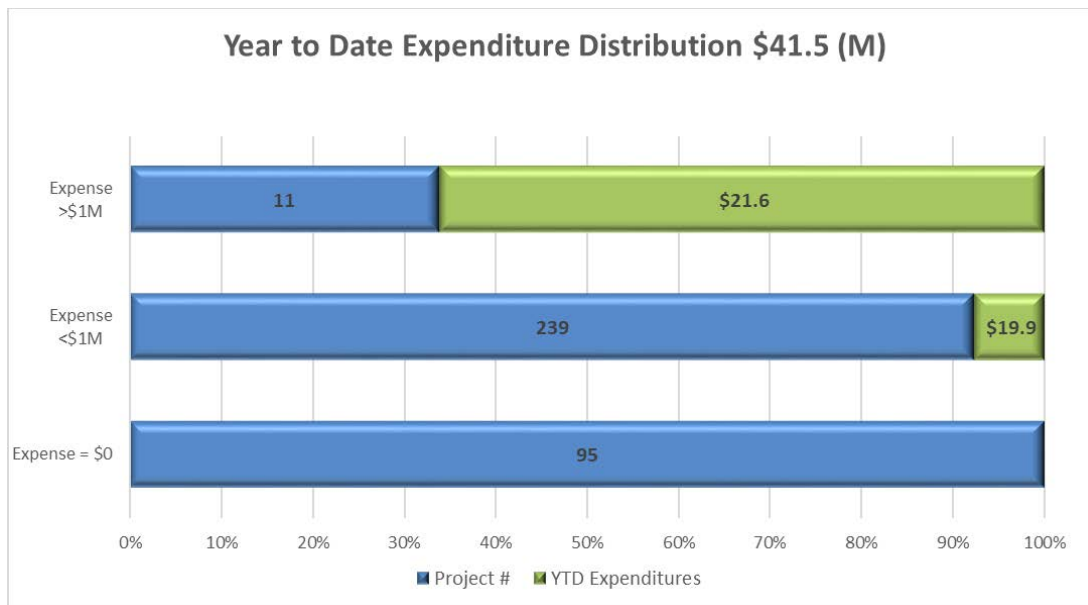


In last year's report, staff indicated that they would research the possibility of leveraging cash flow budgeting for larger/complex multi-year projects. This process could provide greater flexibility by aligning budget more closely with cash flow, allowing for budget to be available earlier in the capital program for other priorities instead of tying up budget all in one year for a larger project. The funds allocated and spent would remain the same over time; however, there would be more flexibility by being able to accelerate other projects. This new approach will require careful planning on the project management side to ensure adequate funding is available each year. See an update to this process in Appendix A.

Distribution of \$41.5 million Year to Date Expenditures

\$41.5 million was spent on capital projects last year. Of the 345 projects being reported on, 250 had expenditure activity and 95 projects had zero year to date expenditures. Of the 250 projects that had expenditure activity, just 11 of those projects had expenditures greater than one million dollars. These 11 projects accounted for \$21.6 million of expenditure, which is just over half of the total year expenditure of \$41.5 million.

Graph 5 – Distribution of Year to Date Expenditures



As discussed above, 11 projects made up more than half of the year to date expenditures (see Table 3). The other bulk of the spending was made up of 239 projects with spending less than one million dollars but greater than zero dollars; 79% of these 239 projects had spending less than \$100,000.

Ninety-five (95) projects did not have any expenditure activity. Of these 95 projects without year to date expenditure, four (4) projects were completed with no funds to

returned to reserves or other projects, nine (9) projects transferred \$77,064 to other projects and nine (9) projects were completed with \$295,770 returned to reserves. Of the remaining 73 projects, 46 were considered on track (63%) and 27 were considered to be yield status (37%). Reasons for no expenditure activity for the on track projects ranged from (but not limited to) keeping projects open for maintenance periods, planned reviews by third parties and pending grant applications. Reasons for no expenditure for the yield projects were planning delays due to scope changes and third party delays in work completion.

Table 3 – Projects with YTD Expenditures > \$1 million

Project Name	Strategic Pillar	YTD Expenditure \$(M)
West Side Employment Lands	Economic Growth & Development	\$ 5.9
Moccasin Dr./Longwood Dr. to Albert St.	Infrastructure Renewal	\$ 2.6
Fleet Expansion and Replacement	Infrastructure Renewal	\$ 2.0
Uptown Streetscape Improvements	Infrastructure Renewal	\$ 1.7
Maple Hill Creek Rehabilitation	Infrastructure Renewal	\$ 1.6
Beaver Creek Pump Station Upgrade	Infrastructure Renewal	\$ 1.5
Replace of Aerial 1 - Firetruck	Infrastructure Renewal	\$ 1.4
Neilson Ave. to Margaret Ave.to Bluevale St.	Infrastructure Renewal	\$ 1.4
Uptown Streetscape Enhanced Underground	Infrastructure Renewal	\$ 1.3
Various Resurfacing of Roads	Infrastructure Renewal	\$ 1.2
Main Library Generator Rehabilitation	Infrastructure Renewal	\$ 1.1
	Total	\$ 21.6

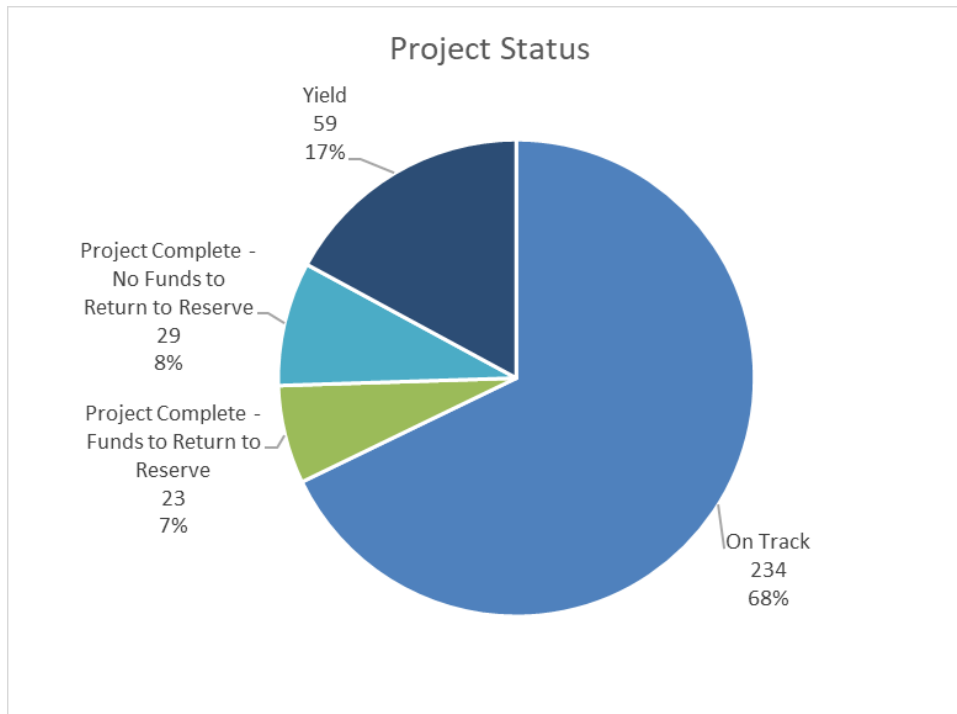
Project Status Review

Each year at year-end finance does a review of all capital projects to determine whether the projects are on track (progressing as planned) or have been changed due to material adjustment in budget and/or time delay. An overview, by project status, total number of projects and by expenditure is provided below.

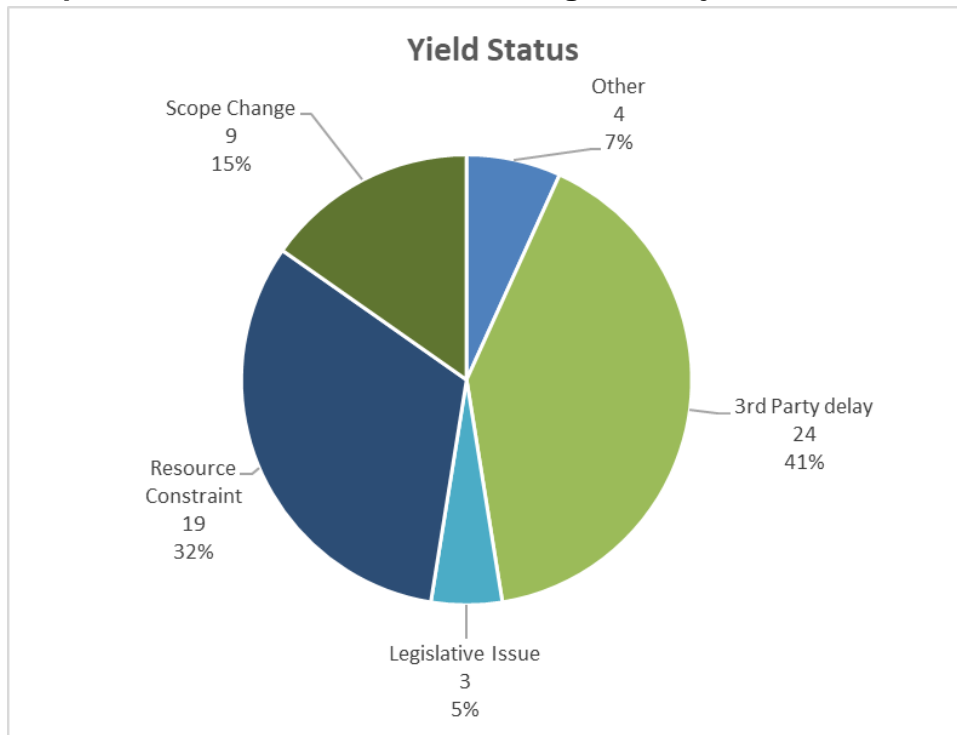
The majority (68%) of the 345 projects are on track. Fifteen percent (15%) of projects were completed with either funding being returned to the reserve or transferred to other projects. Finally, seventeen percent (17%) of projects are of yield status; meaning the project manager is of the opinion that the project timeline or budget has been materially altered.

All projects that are of yield status have an underlying cause of either, third party delay, legislative issues, resource constraints and “other” that did not fall into any of the aforementioned categories. Third party delays are the largest cause of yield status at 41% with resource constraints being 32% (of the 19 projects 50% were due to internal staffing/capacity issues and the other half due to funding shortfalls or delays).

Graph 6 – Project Status as a Percentage of Projects



Graph 7 – Yield Status as a Percentage of Projects



Project Completion

The number of projects completed in 2019 were 52. Of those 52 projects, 23 projects transferred \$392,000 back to reserves and reserve funds and 29 projects transferred a total of \$500,000 to other projects. These 52 projects have received total life to date funding of \$38.3 million. Some examples of completed projects are the Canadian Clay and Glass Rehabilitation, the burial of hydro lines on Caroline Street and cemetery signage.

Highlights of Capital Projects Across the City

Gas tax funding provided to projects across the City in 2019 (current and carry forward funding) was \$9 million in 2019. The majority of that funding (\$8.7 million) is attributed to the projects highlighted below (Dale Crescent/Carlaw Place), main library mechanical upgrades, partial Albert McCormick Roof Repair and fully funding the East Side Branch Library new construction and the WMRC rehabilitation and expansion projects.

The following is a highlight of some of those projects that took place throughout the city in 2019:

The City of Waterloo undertakes capital projects that reach all areas of Waterloo and therefore are not assigned to any one geographical area. The city invests in its infrastructure to support service delivery and to ensure efficient and effective services. From fire truck replacement, upgrading voice radio infrastructure, investing in information technology, conducting studies and creating master plans, the city is investing in infrastructure that benefits and supports all areas of the city. Investments in these initiatives totalled \$15.7 million in 2019.

In the Northwest, there are two larger projects to be highlighted; the West Side Employment Lands and Beaver Creek Pumping Station Upgrade. The West Side Employment Lands project involves acquiring and servicing land for the development of a business employment park, including the extension of Platinum Drive. The Beaver Creek Pumping Station is the largest in the city and is a key station, serving most of the area west of Fischer-Hallman Road and north of Erb Street. The upgrade will provide capacity under full build-out of the service area. Total investment this fiscal was \$7.5 million.

In the Uptown there were several projects to highlight; the Uptown Streetscape Improvements and the underground work, the Waterloo Memorial Recreational Complex (WMRC) rehabilitation and expansion, main library mechanical upgrades, and roadway improvements on Albert Street. The Uptown Streetscape Improvements phase 3 were completed in 2019 by the Region of Waterloo tender as was much of the underground work (sanitary, watermain and storm sewer). Detailed design has been

completed for the WMRC project and a construction tender has been awarded with construction set to begin in 2020. The main library mechanical upgrades were to replace the boiler and upgrade the associated mechanical infrastructure. This project was substantially completed in 2019. Albert Street between Erb Street & Bridgeport Street was reconstructed, with surface asphalt to be completed in 2020. Total investment for this fiscal was \$7.2 million.

In Central Columbia there were three major projects in 2019; Moccasin Drive/Longwood Drive to Albert St., Maple Hill Creek Rehabilitation and the Northdale Parkland and Public Space Redevelopment. The Moccasin Drive/Longwood Drive to Albert St. involved road reconstruction and sanitary, watermain and storm sewer replacement, which was substantially completed in 2019, with some surface restoration work remaining in 2020. Maple Hill Creek is a highly impacted creek system. Previous development practices and urbanization resulted in increased peak flows, leading to erosion and instability of channel banks. Construction to restore several reaches of the Creek was substantially completed in 2019. And the Northdale Parkland and Public Space Redevelopment project is for planning, design and construction of new and re-development of existing public open space in the City's Northdale neighbourhood. The design phase will be completed mid-2020 with construction to occur later in 2020. Total investment for this fiscal was \$4.7 million.

The Southeast projects include the Moses Springer Park Trail and several road reconstruction projects. Substantially completed in 2019, the Moses Springer Park Trail project introduced active transportation improvements and reconstructed the trail to accommodate heavy maintenance vehicle access to a nearby trunk sanitary sewer. The playground area was also reconstructed as part of the project. The Vermont St. road reconstruction was completed with surface asphalt and the Neilson Ave. - Margaret Ave. to Bluevale St. reconstruction was substantially completed, with surface asphalt to be placed in 2020. Total investment for this fiscal was \$2.8 million.

In the Northeast, projects underway include the Rim Park Ball Diamond Pavilion, Waterloo Hospice, East Side Library Branch, and the Dale Crescent/Carlaw Place road reconstruction. The Outdoor Sports Field Strategy identified a need for washrooms and a concession stand at Rim Park Ball Diamond. These enhancements will support greater utilization of the ball diamonds and support programming needs. The city assisted the Waterloo Hospice with laneway upgrades, which will be reimbursed back to the city over a four-year period. Extensive planning and design work was completed for the East Side Library with construction planned to occur sometime in late 2020 or early 2021. The Dale Crescent/Carlaw Place road reconstruction was substantially completed, including sanitary, watermain & storm sewer upgrades. Total investment for this fiscal was \$2.5 million.

In the area of Lakeshore, work has started (design) on the Action Sports Parks and the partial repair to the Albert McCormick's roof. The Action Sports Parks are a result of The Action Sport Strategy (June 2011). The study recommends that action sport venues be established within close proximity to neighbourhoods to promote unstructured sport opportunities and promote physicality. Total investment this fiscal was \$0.8 million.

In the Southwest, there was work done on the Columbia St widening – Fischer Hallman Rd. to Erbsville Rd. for landscaping and some surface work. Work on Pond 3 (in Westvale Park) was also completed as part of the Maple Hill Creek project to retrofit the facility, upgrade its water quality treatment capability, and remove accumulated sediment. Total investment this fiscal was \$0.2 million.

Appendix A – Update on Cash Flow Budgeting

For the 2020-2022 Budget process, staff continued to stage the budget for linear assets (linear assets are assets that are defined by length to accurately depict such things as roads, or pipes with their length directly impacting their maintenance). The approach for road reconstruction projects is generally to align funding with the following stages of work versus requesting funding up front for year one:

Year one: Design
 Year two: Construction to base asphalt
 Year three: Surface asphalt

A review of several other complex and large public works projects also resulted in the shifting of funds to align more closely with cash flow needs as compared to the previous budget process. For example, Beaver Creek Road and Conservation Drive, Uptown Parking Expansion, Fire Rescue Expansion and Station Area Planning Implementation have all shifted since the 2019 budget to estimate cash flow needs.

Table 2 – Timing of Funding Comparison between 2019 and 2020-2022 Budgets

2019 Budget:	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Total
Beaver Creek Road & Conservation Drive	1,590	22,436	18,388								42,414
Uptown Parking Expansion General (Structure & Surface Spaces)	1,670	6,498	11,610								19,778
Fire Rescue Expansion					10,051						10,051
Station Area Planning Implementation	1,368	2,265	2,135	2,199	579	596	159	63		402	9,766
Total	4,628	31,199	32,133	2,199	10,630	596	159	63		402	82,009
2020-2022 Budget:	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Total
Beaver Creek Road & Conservation Drive				21,464	17,589						39,053
Uptown Parking Expansion General (Structure & Surface Spaces)		5,029	5,177	7,106							17,312
Fire Rescue Expansion					1,507	8,712					10,219
Station Area Planning Implementation		3,106	2,186	2,250							7,542
Total		8,135	7,363	30,820	19,096	8,712					74,126

It is recognized that further closing the gap to a certain extent between spend and budget in any given year is of benefit. However, there is also recognition that there will always be timing challenges and that the gap can never fully be eliminated. The City must make decisions based on imperfect and changing information including; timing of developments, changing regulations, resource constraints within the organization or with external parties, lengthy public consultations, Class Environmental Assessment processes, etc. While some of these factors unplanned and/or out of the city's control, there is also recognition that in some cases the funds are not intended to be fully spent in the years they are budgeted for several reasons, including:

- 1) Guarantee that council approves the entire project instead of having a portion of the project subject to a future approval which could be in a future year within the existing term of council or a future term of council. The upfront approval ensures that the budget is there in order to plan the project from start to finish

- 2) Allows the city to act quickly and leverage opportunities should they arise (e.g. land purchase, coordinating work with other entities)
- 3) Provides the budget approval needed for the procurement award to occur, otherwise the city's ability to fulfill the contract is in question. Alternatively, it is possible to scope and undertake various procurements associated with the funds approved. This can occur effectively in some cases, but in others it would cause high administrative effort, and possibly result in higher pricing. Finally, for some projects (e.g. large building constructions) developing multiple contracts can be very difficult if there isn't a clear start/end point to various tasks that may be inter-related.

In order to further close the gap, developing policy that combines the ability to more effectively spread out the budget for projects on a multi-year basis while simultaneously providing some reasonable guarantee/approval of those future funds is of importance. To this end, Finance staff plan to develop formal policy by conducting best practice research and consulting with other city division staff/Directors and CMT, with the goal to bring forward policy to Council ahead of the next 1 year budget cycle (2023).



STAFF REPORT

Finance

Title: 2019 Investment Reporting
Report Number: CORP2020-034
Author: Kim Reger
Meeting Type: Council Meeting
Council/Committee Date: June 22, 2020
File: [File]
Attachments: Appendix A – Sections 8 & 8.1, Ont. Reg. 438/97
Appendix B – Section 2(9), Ont. Reg. 438/97
Appendix C - Electricity Act, Section 142
Appendix D – Investment Summary
Appendix E - Detailed Investment Schedule by Date of Maturity
Ward No.: All - Corporate

Recommendations:

That Council receives the report CORP2020-034 for information.

A. Executive Summary

Ontario Regulation 438/97 – Eligible Investments and Related Financial Agreements – provides the authority for municipalities with respect to investments using available municipal funds. The Regulation includes reporting requirements to the Council of the municipality. This report provides Council with the reporting requirements as prescribed by the Regulation, and covers the period January 1, 2019 to December 31, 2019.

The City of Waterloo is compliant with the Ontario Regulation 438/97 formerly under the Municipal Act. The City achieved an overall return on their portfolio of 3.47% in 2019 compared to the 2018 overall return of 2.43%. The overall rate of return was much higher in 2019 than in 2018 due to the redemption of the Equity Portfolio with the One Fund, which achieved a 27% rate of return.

B. Financial Implications

The total rate of return is based on the original cost average balance of all investment accounts of \$216.9 million. Total interest revenue earned on these accounts was \$7.2 million.

Each year, interest revenue is allocated to Reserve Funds. Part I of the allocation is governed by legislation. \$4.1 million was allocated to Reserve Funds as per the following legislative agreements:

1. Interest allocation for Ontario Community Infrastructure Fund (OCIF) and Gas Tax Rebate Reserve Fund as per the associated grant agreements (\$134,055).
2. Allocation to Trusts as per the Funeral Burial and Cremation Services Act, 2002 (\$356,861).
3. Reserve Fund interest allocation as per the Municipal Act, 2001, (418), (\$3,619,732).

After legislative requirements are fulfilled, Part II of the transfer to reserve process occurs. The remaining balance is combined with other investment income and the surplus to budget is allocated to RIM Park Investment Reserve as per the Reserve and Reserve Fund Policy. The 2019 investment income budget was \$1.5 million. Income earned after legislative contributions was \$3.1 million. In addition to general investment income, there was bank interest and adjustments for interest on the industrial land accounts for a total of \$4.6 million in income. This leaves a surplus to budget of \$3.078 million to be transferred to the RIM Park Investment Reserve.

Table 1 – Investment Income / Transfers to Reserve Fund Process

Part I				
Investment Income	\$	7,245,684		
Less: Transfers to Reserve Funds as per Legislation	\$	4,110,648		
Remaining Investment Income	\$	3,135,037		
Part II				
	2019 Budget	Income & Adjustments	(Surplus) / Deficit	
Investment Income Surplus	\$ 1,508,308	\$ 3,135,037	\$	(1,626,729)
Bank Interest	\$ -	\$ 1,005,513	\$	(1,005,513)
Industrial Land Account	\$ -	\$ 445,954	\$	(445,954)
Total	\$ 1,508,308	\$ 4,586,504	\$	(3,078,196)

The City's total market value of the portfolio grew from \$201.4 million in Dec. 2018 to \$230.8 million in Dec. 2019. On average, \$60 million of this balance is comprised of temporary surplus cash flow (timing of tax receipts vs. tax remittances to the Region and School boards) from the city's general bank account to earn more interest income. The

City was able to earn 2.50% on these short-term investments rather than the overall average return on the general bank account for this balance (2.28%). This new short-term investing intensification strategy resulted in \$132,000 more in investment income.

There has been a shift to shorter-term investments in the investment portfolio due to a number of reasons. The city is focusing on maximizing returns on the general bank balance as described above. In addition, shorter-term investments in 2019 typically generated a better yield than longer-term investments. This phenomenon is known as the inverted yield curve. Markets usually award higher yields to investments held for longer terms; however, the inverted yield curve is the product of global economic uncertainty and this uncertainty has been priced into longer-term investments making them less valuable.

C. Technology Implications

D. Link to Strategic Plan

(Strategic Objectives: Equity, Inclusion and a Sense of Belonging; Sustainability and the Environment; Safe, Sustainable Transportation; Healthy Community & Resilient Neighbourhoods; Infrastructure Renewal; Economic Growth & Development)

(Guiding Principles: Equity and Inclusion; Sustainability; Fiscal Responsibility; Healthy and Safe Workplace; Effective Engagement; Personal Leadership; Service Excellence)

E. Previous Reports on this Topic

CORP2019-027 2018 Investment Reporting – May 13, 2019, Finance & Strategic Planning Committee Meeting

CORP2018-014 2017 Investment Reporting – April 16, 2018, Finance & Strategic Planning Committee Meeting

CORP2017-014 2016 Investment Reporting – April 10, 2017, Finance & Strategic Planning Committee Meeting

F. Approvals

Name	Signature	Date
Author: Kim Reger		
Director: Filipa Reynolds		
Commissioner: Keshwer Patel		
Finance: Keshwer Patel		

CAO



2019 Investment Reporting CORP2020-034

Background:

Ontario Regulation 438/97 (herein the “Regulation”) outlines all requirements with respect to investments of available funds for a municipality. Within this Regulation, there are provisions with respect to reporting requirements for these investments. The sections of the Regulation related to reporting requirements are included as **Appendix A** of this report.

The following provides the reporting requirements as prescribed by the relevant sections, with staff's response to fulfill those requirements.

Section 8(1)

If a municipality has an investment in a security prescribed under this Regulation, the council of the municipality shall require the treasurer of the municipality to prepare and provide to the council, each year or more frequently as specified by the council, an investment report.

- The City of Waterloo does have investments in securities prescribed under this Regulation. CORP2020-034 is the investment report, which fulfills this requirement.

Section 8(2)

The investment report referred to in subsection (1) shall contain (see (a) to (e) below):

(a) A statement about the performance of the portfolio of investments of the municipality during the period covered by the report.

- For the period January 1, 2019 to December 31, 2019, the investments in securities prescribed under this Regulation have the following returns:
 - 3.98% for investments related to the long-term investing account and short-term investments with maturities of up to 2 years. The return for this segment for 2019 was unusually high due to rate of return on the redeemed Equity Portfolio from the One Fund.
 - 2.50% for the city's remaining shorter-term investments from excess cash diverted from the general account and
 - 2.17% for investments in the RIM Park Investment Reserve account.

Overall, the return is 3.47%. All investments meet at least the minimum investment grade thresholds within the regulation and the City's Investment Policy, with no risk of default in the foreseeable future, and are otherwise considered good quality investments.

(b) A description of the estimated proportion of the total investments of a municipality that are invested in its own long-term and short-term securities to the total investment of the municipality and a description of the change, if any, in that estimated proportion since the previous year's report.

- The City of Waterloo does not have any investments in its own securities. This is because the Region of Waterloo, as the upper-tier municipality and by provincial law, issues debentures on behalf of the lower-tier municipalities in the Region.

(c) A statement by the treasurer as to whether or not, in his or her opinion, all investments are consistent with the investment policies and goals adopted by the municipality.

- For the January 1, 2019 to December 31, 2019 period, all investments are consistent with the investment policies and goals adopted by the City of Waterloo.

(d) A record of the date of each transaction in or disposal of its own securities, including a statement of the purchase and sale price of each security.

- The City of Waterloo does not have any investments in its own securities (per item "b" above). Therefore, a transaction in our own securities is not applicable.
- Appendix E provides a listing of all investments' purchase and sale/redemption price for the January 1, 2019 to December 31, 2019 period.

(e) Such other information that the council may require or that, in the opinion of the treasurer, should be included.

- Appendix D provides a summary of investments as at December 31, 2019, with comparative amounts as at December 31, 2018, and changes during 2019.

Section 8(2.1)

The investment report referred to in subsection (1) shall contain a statement by the treasurer as to whether any of the following investments fall below the standard required for that investment during the period covered by the report:

1. An investment described in subparagraph 1 iii, v.1, v.2, vi.1, vi.2 or vi.3 of section 2.

- Generally, the above sections reference:
 - 1 iii – Various types of Investments in a country other than Canada
 - 1 v.1 – Various types of Investments in an eligible Ontario university
 - 1 v.2 – Various types of Investments in an eligible Ontario college
 - 1 vi.1 – Various types of Investments in a Public Hospital
 - 1 vi.2 – Various types of Investments in a non-profit housing corporation

- 1 vi.3 – Various types of Investments in a housing corporation related to social housing
 - For the period January 1, 2019 to December 31, 2019, the City of Waterloo did not own any investment described above. Therefore, this is not applicable.
2. An investment described in paragraph 3.1, 4, 4.1, 6.1, 7, 7.1, 7.2 or 8 of section 2.
- Generally, the above sections reference:
 - 3.1 – Various types of Investments in Schedule I, II, or III banks, Loan or Trust Companies, Credit Unions or Caisses Populaires
 - 4 & 4.1 – same as 3.1 above
 - 6.1 – Various types of Investment in supranational financial institutions or supranational government organizations other than the International Bank for Reconstruction and Development
 - 7 – Asset-backed Securities
 - 7.1 – Various types of Investments greater than 5 years in various other corporations
 - 7.2 – Various types of Investments from 1 to 5 years in various other corporations
 - 8 –Negotiable promissory notes or commercial paper, other than asset-backed securities, less than 1 year in various other corporations
 - For the period January 1, 2019 to December 31, 2019, the City of Waterloo did not own any investment described in subparagraphs 6.1, 7, 7.1, 7.2 and 8 of section 2. Therefore, this is not applicable.
 - For the period January 1, 2019 to December 31, 2019, the City of Waterloo did own investments described in subparagraphs 3.1, 4 and 4.1, of section 2. These investments do not fall below the standard required for that investment during the period covered by the report.
3. An investment described in subsection 9 (1). O. Reg. 292/09, s. 4; O. Reg. 43/18, s. 8(1).
- Generally, 9(1) refers to any investments the City may have purchased before March 6, 1997, and continues to own those investments.
 - For the period January 1, 2019 to December 31, 2019, the City of Waterloo did not own any investment described above. Therefore, this is not applicable.

Section 8(3)

Upon disposition of any investment made under paragraph 9 of section 2, the council of the municipality shall require the treasurer of the municipality to prepare and provide to the council a report detailing the proposed use of funds realized in the disposition.

- This provision refers to investments the City holds in Waterloo North Hydro. **Appendix B** provides the details of paragraph 9 of section 2, and **Appendix C** provides Section 142 of the Electricity Act (which is referenced in paragraph 9 of section 2). The City of Waterloo has not disposed of any investments made under

paragraph 9 of section 2 of Ontario Regulation 438/97 during the January 1, 2019 to December 31, 2019 period.

Section 8.1

If an investment made by the municipality is, in the treasurer's opinion, not consistent with the investment policies and goals adopted by the municipality, the treasurer shall report the inconsistency to the council of the municipality within 30 days after becoming aware of it.

- Not applicable - all investments are consistent with the investment policies and goals adopted by the municipality, for the January 1, 2019 to December 31, 2019 period.

Appendix A - Municipal Act, 2001

Municipal Act, 2001

ONTARIO REGULATION 438/97

formerly under Municipal Act

ELIGIBLE INVESTMENTS, RELATED FINANCIAL AGREEMENTS AND PRUDENT INVESTMENT

Consolidation Period: From March 1, 2018 to the [e-Laws currency date](#).

Last amendment: 43/18.

Legislative History: 248/01, 265/02, 399/02, 655/05, 607/06, 39/07, 292/09, 52/11, 373/11, 74/16, 43/18.

This is the English version of a bilingual regulation.

Investment report

8. (1) If a municipality has an investment in a security prescribed under this Part, the council of the municipality shall require the treasurer of the municipality to prepare and provide to the council, each year or more frequently as specified by the council, an investment report. O. Reg. 438/97, s. 8 (1); O. Reg. 43/18, s. 7.

(2) The investment report referred to in subsection (1) shall contain,

- (a) a statement about the performance of the portfolio of investments of the municipality during the period covered by the report;
- (b) a description of the estimated proportion of the total investments of a municipality that are invested in its own long-term and short-term securities to the total investment of the municipality and a description of the change, if any, in that estimated proportion since the previous year's report;
- (c) a statement by the treasurer as to whether or not, in his or her opinion, all investments are consistent with the investment policies and goals adopted by the municipality;
- (d) a record of the date of each transaction in or disposal of its own securities, including a statement of the purchase and sale price of each security; and
- (e) such other information that the council may require or that, in the opinion of the treasurer, should be included. O. Reg. 438/97, s. 8 (2); O. Reg. 655/05, s. 6.

(2.1) The investment report referred to in subsection (1) shall contain a statement by the treasurer as to whether any of the following investments fall below the standard required for that investment during the period covered by the report:

- 1. An investment described in subparagraph 1 iii, v.1, v.2, vi.1, vi.2 or vi.3 of section 2.
- 2. An investment described in paragraph 3.1, 4, 4.1, 6.1, 7, 7.1, 7.2 or 8 of section 2.
- 3. An investment described in subsection 9 (1). O. Reg. 292/09, s. 4; O. Reg. 43/18, s. 8 (1).

(2.2) The investment report referred to in subsection (1) shall contain a statement by the treasurer as to whether any investments under paragraphs 4.2 and 4.3 of section 2 are affected by the circumstances set out in paragraphs 1 and 2 of subsection 3 (6.1.1) during the period covered by the report. O. Reg. 43/18, s. 8 (2).

(3) Upon disposition of any investment made under paragraph 9 of section 2, the council of the municipality shall require the treasurer of the municipality to prepare and provide to the council a report detailing the proposed use of funds realized in the disposition. O. Reg. 265/02, s. 5.

Inconsistencies, treasurer's duty

8.1 If an investment made by the municipality is, in the treasurer's opinion, not consistent with the investment policies and goals adopted by the municipality, the treasurer shall report the inconsistency to the council of the municipality within 30 days after becoming aware of it. O. Reg. 655/05, s. 7.

Appendix B - Section 2(9), Ont. Reg. 438/97

Municipal Act, 2001

ONTARIO REGULATION 438/97

formerly under Municipal Act

ELIGIBLE INVESTMENTS, RELATED FINANCIAL AGREEMENTS AND PRUDENT INVESTMENT

Consolidation Period: From March 1, 2018 to the [e-Laws currency date](#).

Last amendment: 43/18.

Legislative History: 248/01, 265/02, 399/02, 655/05, 607/06, 39/07, 292/09, 52/11, 373/11, 74/16, 43/18.

2. The following are prescribed, for the purposes of subsection 418 (1) of the Act, as securities that a municipality may invest in:

9. Bonds, debentures, promissory notes and other evidences of indebtedness of a corporation incorporated under section 142 of the *Electricity Act, 1998*.

Appendix C - Electricity Act, Section 142

Electricity Act, 1998

S.O. 1998, CHAPTER 15 Schedule A

Consolidation Period: From December 31, 2019 to the [e-Laws currency date](#).

Last amendment: 2019, c. 14, Sched. 10, s. 6.

Incorporation of municipal electricity businesses

142 (1) One or more municipal corporations may cause a corporation to be incorporated under the *Business Corporations Act* for the purpose of generating, transmitting, distributing or retailing electricity. 1998, c. 15, Sched. A, s. 142 (1).

Holding companies

(1.1) A corporation that one or more municipal corporations caused to be incorporated under the *Business Corporations Act* after November 6, 1998 and before May 2, 2003 to acquire, hold, dispose of and otherwise deal with shares of a corporation that was incorporated pursuant to this section shall be considered to be a corporation incorporated pursuant to this section. 2004, c. 31, Sched. 11, s. 7.

Conversion of existing electricity businesses

(2) Not later than the second anniversary of the day this section comes into force, every municipal corporation that generates, transmits, distributes or retails electricity, directly or indirectly, shall cause a corporation to be incorporated under subsection (1) for the purpose of carrying on those activities. 1998, c. 15, Sched. A, s. 142 (2).

Two or more municipal corporations

(3) Two or more municipal corporations may incorporate a single corporation for the purpose of complying with subsection (2). 1998, c. 15, Sched. A, s. 142 (3).

Ownership

(4) The municipal corporation or corporations that incorporate a corporation pursuant to this section shall subscribe for all the initial shares issued by the corporation that are voting securities. 1998, c. 15, Sched. A, s. 142 (4).

Same

(5) A municipal corporation may acquire, hold, dispose of and otherwise deal with shares of a corporation incorporated pursuant to this section that carries on business in the municipality. 2002, c. 1, Sched. A, s. 30.

Not a local board, etc.

(6) A corporation incorporated pursuant to this section shall be deemed not to be a local board, public utilities commission or hydro-electric commission for the purposes of any Act. 1998, c. 15, Sched. A, s. 142 (6).

(7) REPEALED: 2004, c. 23, Sched. A, s. 57.

Section Amendments with date in force (d/m/y)

1999, c. 14, Sched. F, s. 3 - 22/12/1999

2002, c. 1, Sched. A, s. 30 - 07/11/1998

2004, c. 23, Sched. A, s. 57 - 01/01/2005; 2004, c. 31, Sched. 11, s. 7 - 16/12/2004

Appendix D - Investment Summary as at December 31, 2019

Investment Summary:

	2019	2018	2019	2019
	Market Value	Market Value	Face Value	Book Value
Cash and Cash Equivalents	\$ 5,737,278	\$ 7,250,958	\$ 5,737,278	\$ 5,737,278
Cash ST Investing from General Bank Account	\$ 78,357,274	\$ 30,248,574	\$ 78,357,274	\$ 78,357,274
ST (2 years until maturity)	\$ 60,536,518	\$ 41,641,578	\$ 87,341,572	\$ 80,243,688
LT (>2 years until maturity)	\$ 86,152,043	\$ 122,224,580	\$ 59,868,174	\$ 56,471,135
	\$ 230,783,114	\$ 201,365,689	\$ 231,304,299	\$ 220,809,375

Appendix E – Detailed Investment Schedule by Date of Maturity as at Dec 31, 2019

#	Investment Type	Yield	Date of Maturity	Date of Purchase	Dec-19	December - Prior Year	Face Value	Book Value	Purch. Price/Unit
1	BOND	4.61%	2019-03-05	2009-05-04	\$ -	\$ 1,727,941	\$ -	\$ -	\$ 69
2	BOND	4.80%	2019-04-29	2009-04-29	\$ -	\$ 1,151,378	\$ -	\$ -	\$ 102
3	GIC	2.60%	2019-07-11	2014-07-11	\$ -	\$ 5,000,000	\$ -	\$ -	\$ 100
4	STRIP BOND	2.81%	2019-10-15	2012-08-15	\$ -	\$ 240,219	\$ -	\$ -	\$ 84
5	BOND	1.92%	2019-10-18	2016-04-28	\$ -	\$ 1,217,244	\$ -	\$ -	\$ 94
6	STRIP BOND	2.50%	2019-11-03	2013-05-28	\$ -	\$ 230,489	\$ -	\$ -	\$ 84
7	BOND	1.93%	2019-12-06	2016-04-28	\$ -	\$ 671,867	\$ -	\$ -	\$ 93
8	BOND	2.87%	2019-12-06	2013-01-18	\$ -	\$ 864,844	\$ -	\$ -	\$ 101
9	STRIP BOND	2.05%	2019-12-06	2015-12-17	\$ -	\$ 5,284,867	\$ -	\$ -	\$ 92
10	GIC	2.58%	2019-12-31	2019-07-04	\$ -	\$ -	\$ -	\$ -	\$ 100
11	GIC	2.35%	2020-01-01	2019-07-05	\$ 8,500,000	\$ -	\$ 8,500,000	\$ 8,500,000	\$ 100
12	BOND	5.00%	2020-01-13	2009-06-24	\$ 4,243,005	\$ 4,158,258	\$ 4,245,000	\$ 2,520,893	\$ 59
13	BOND	5.00%	2020-02-06	2009-06-24	\$ 4,181,694	\$ 4,097,470	\$ 4,188,387	\$ 2,479,106	\$ 59
14	GIC	2.45%	2020-03-03	2019-03-05	\$ 20,000,000	\$ -	\$ 20,000,000	\$ 20,000,000	\$ 100
15	GIC	2.50%	2020-03-30	2019-12-31	\$ 8,880,313	\$ -	\$ 8,880,313	\$ 8,880,313	\$ 100
16	GIC	2.17%	2020-04-30	2015-04-29	\$ 3,110,000	\$ 3,110,000	\$ 3,110,000	\$ 3,110,000	\$ 100
17	GIC	2.10%	2020-08-17	2015-08-14	\$ 629,000	\$ 629,000	\$ 629,000	\$ 629,000	\$ 100
18	GIC	2.25%	2020-08-19	2015-08-18	\$ 5,658,000	\$ 5,658,000	\$ 5,658,000	\$ 5,658,000	\$ 100
19	GIC	2.60%	2020-10-23	2019-10-23	\$ 15,200,000	\$ -	\$ 15,200,000	\$ 15,200,000	\$ 100
20	GIC	2.48%	2020-12-16	2015-12-17	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 100
21	GIC	2.40%	2020-12-17	2015-12-16	\$ 2,600,000	\$ 2,600,000	\$ 2,600,000	\$ 2,600,000	\$ 100
22	GIC	1.60%	2021-04-13	2017-04-13	\$ 1,631,905	\$ 1,606,206	\$ 1,563,000	\$ 1,563,000	\$ 100
23	BOND	3.39%	2021-04-15	2012-03-26	\$ 2,643,143	\$ 2,569,938	\$ 2,705,261	\$ 1,999,999	\$ 74
24	BOND	3.40%	2021-04-17	2011-08-19	\$ 2,115,444	\$ 2,057,479	\$ 2,169,526	\$ 1,570,889	\$ 72
25	GIC	2.18%	2021-06-14	2016-06-14	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 100
26	GIC	2.20%	2021-06-14	2016-06-14	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 100
27	GIC	2.17%	2021-06-14	2016-06-14	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 100
28	GIC	2.19%	2021-06-15	2016-06-15	\$ 5,403,432	\$ 5,285,935	\$ 5,000,000	\$ 5,000,000	\$ 100
29	GIC	3.28%	2021-10-26	2018-10-26	\$ 8,320,896	\$ 8,052,480	\$ 8,000,000	\$ 8,000,000	\$ 100
30	GIC	2.80%	2022-02-08	2018-02-28	\$ 10,547,336	\$ 10,255,452	\$ 10,000,000	\$ 10,000,000	\$ 100
31	EQUITY PORTFOLIO	27.00%	2022-06-10	2016-06-10	\$ -	\$ 7,857,598	\$ -	\$ -	\$ -

Appendix E – Detailed Investment Schedule by Date of Maturity as at Dec 31, 2019 Continued

#	Investment Type	Yield	Date of Maturity	Date of Purchase	Dec-19	December - Prior Year	Face Value	Book Value	Purch. Price/Unit
32	BOND	3.63%	2022-10-24	2013-10-24	\$ 4,272,849	\$ 4,260,497	\$ 4,112,000	\$ 4,101,967	\$ 100
33	GIC	1.89%	2022-11-02	2016-11-02	\$ 5,627,070	\$ 5,521,037	\$ 5,300,000	\$ 5,300,000	\$ 100
34	BOND	2.48%	2022-12-02	2018-04-01	\$ 2,378,041	\$ 2,281,642	\$ 2,520,564	\$ 2,250,034	\$ 89
35	BOND	1.80%	2023-01-16	2016-11-02	\$ 10,525,599	\$ 10,062,728	\$ 11,171,561	\$ 9,999,999	\$ 90
36	GIC	2.35%	2023-05-09	2019-05-09	\$ 1,496,900	\$ -	\$ 1,474,587	\$ 1,474,587	\$ 100
37	BOND	3.75%	2023-10-24	2013-10-24	\$ 3,380,971	\$ 3,373,662	\$ 3,288,000	\$ 3,281,490	\$ 100
38	GIC	3.52%	2023-10-26	2018-10-26	\$ 8,135,909	\$ 7,854,912	\$ 7,800,000	\$ 7,800,000	\$ 100
39	GIC	2.33%	2023-12-12	2019-12-12	\$ 187,224	\$ -	\$ 187,000	\$ 187,000	\$ 100
40	BOND	3.01%	2024-02-21	2018-02-08	\$ -	\$ 11,735,661	\$ -	\$ -	\$ 100
41	GIC	2.50%	2024-05-09	2019-05-09	\$ 1,092,594	\$ -	\$ 1,075,289	\$ 1,075,288	\$ 100
42	BOND	3.04%	2024-10-18	2015-12-21	\$ -	\$ 4,832,201	\$ -	\$ -	\$ 103
43	GIC	2.58%	2024-10-24	2019-10-24	\$ 3,981,496	\$ -	\$ 3,981,496	\$ 3,981,496	\$ 100
44	Accrual Note	2.76%	2024-11-06	2019-10-24	\$ 11,875,605	\$ -	\$ 11,900,000	\$ 11,900,000	\$ 100
45	GIC	2.38%	2024-12-12	2019-12-12	\$ 643,788	\$ -	\$ 643,000	\$ 643,000	\$ 100
46	STRIP BOND	2.40%	2025-05-26	2016-06-14	\$ 2,138,945	\$ 2,002,070	\$ 2,500,000	\$ 2,020,250	\$ 81
47	STRIP BOND	2.40%	2025-06-20	2016-06-14	\$ 2,134,860	\$ 1,991,118	\$ 2,500,000	\$ 2,017,000	\$ 81
48	BOND	2.47%	2025-11-15	2019-12-13	\$ 443,114	\$ -	\$ 526,558	\$ 455,273	\$ 86
49	PPN	1.00%	2025-12-02	2015-12-02	\$ 5,321,150	\$ 4,707,500	\$ 5,000,000	\$ 5,000,000	\$ 100
50	BOND	2.50%	2026-09-01	2016-06-14	\$ 4,956,807	\$ 4,781,130	\$ 4,850,000	\$ 4,959,125	\$ 102
51	BOND	2.59%	2026-11-15	2019-12-13	\$ 540,184	\$ -	\$ 665,884	\$ 557,065	\$ 84
52	BOND	4.46%	2027-03-08	2010-10-20	\$ 5,371,248	\$ 4,985,922	\$ 6,345,633	\$ 3,080,361	\$ 49
53	BOND	4.88%	2034-12-01	2009-12-01	\$ 1,100,352	\$ 1,149,413	\$ 1,500,000	\$ 1,500,000	\$ 100
54	HISA	1.70%	N/A	2018-10-26	\$ 4,309,015	\$ 20,102,000	\$ 4,309,015	\$ 4,309,015	\$ 100
55	CASH	0.15%	N/A	N/A	\$ 194,118	\$ 5,225,158	\$ 194,118	\$ 194,118	\$ -
56	CASH	0.15%	N/A	N/A	\$ 118,209	\$ 80,352	\$ 118,209	\$ 118,209	\$ -
57	CASH	0.08%	N/A	N/A	\$ 5,424,951	\$ 1,945,448	\$ 5,424,951	\$ 5,424,951	\$ -
58	HISA	2.42%	N/A	Ongoing	\$ 19,444,920	\$ -	\$ 19,444,920	\$ 19,444,920	\$ 100
59	HISA	2.65%	N/A	2019-07-05	\$ 2,023,026	\$ 10,146,574	\$ 2,023,026	\$ 2,023,026	\$ 100
					\$ 230,783,114	\$ 201,365,689	\$ 231,304,299	\$ 220,809,375	



STAFF REPORT

Finance

Title: Financial Impact of COVID19 - Update Report #3
Report Number: CORP2020-037
Author: Brad Witzel
Meeting Type: Council Meeting
Council/Committee Date: June 22, 2020
File: N/A
Attachments: N/A
Ward No.: City-wide

Recommendation:

1. That Council approve report CORP2020-037.
2. That as part of report CORP2020-037 Council acknowledges the approximately \$5.3M in tax based lost revenue due to the COVID-19 pandemic from March 15th to July 31st.
3. That as part of report CORP2020-037 Council acknowledges the approximately \$2.6M in net tax base pressure resulting from lost revenue/increased expenses from March 15th to July 31st; including the impact of recommendations contained within this report.
4. That Council approve the additional relief measures as described in Section #3 of CORP2020-037;
 - a) Approve a 75% discount on the Uptown monthly parking permit fees for the month of July 2020.
 - b) Approve a 50% discount on the Uptown monthly parking permit fees for the month of August 2020.
 - c) Approve a 25% discount on the Uptown monthly parking permit fees for the month of September 2020.

A. Executive Summary

The COVID-19 pandemic is an unprecedented global event. Its health and financial implications are far-reaching and still not fully known. The City of Waterloo is also facing significant financial challenges related to the closure of our facilities and cancellation of programs, events, and rentals. This report intends to provide an update on the city's Phase 1 & Phase 2 relief measures previously approved in support of residents and businesses. Other updates are also being provided on key items including the Province of Ontario's stage 2 of reopening the province plan, update on the City's tax deferral application program, capital project status changes, cash flow update and a future risk overview.

B. Financial Implications

Based on staff's ongoing review of COVID-19 Financial Impacts, it is currently projected that March, April and May combined will result in lost revenue of \$3.3M and an estimated net Tax Base pressure of \$1.5M. A further estimated \$2.0M in lost revenue and an estimated net Tax Base pressure of \$1.1M is forecasted for June & July combined. In total for May-July, it is estimated that lost revenue will be \$5.3M and that after taking into account cost containment actions, the net Tax Base pressure will be \$2.6M. This net pressure is largely driven by reduced recreation revenue, waived penalties & interest and reduced parking violations revenue and partially offset by expense savings. COVID-19 Financial Impacts are being updated monthly and subject to change based on best available data and the refinement of key assumptions.

To date the city has experienced some increased expenses related to dealing with COVID-19. These costs were related to increased IMTS technology supporting the shift to working from home, increased purchase of emergency/protective supplies necessary for emergency services to operate since March, workstation modifications for increased distancing as staff return to the workplace and as facilities prepare to be reopened to staff and the public in June.

The city's Enterprise areas are currently projecting a net savings of \$443,000 for March, April & May combined and a further forecasted estimated net savings of \$145,000 for June & July combined as compared to previous years. The revenue impact on the Enterprise areas is not yet fully known. City Utilities consumption patterns and therefore revenues in March, April and May are showing a slight reduction, though this is offset by reduced wholesale costs. Staff will continue to monitor the impact this has on water/sanitary sewer wholesale cost and retail revenue. The Parking Enterprise is experiencing a known revenue impact of \$70,000 for the months of April-June as a result of waived permit fees and another \$10,000 in lost paid hourly parking (through HONK Mobile and Pay & Display). Rental Housing has seen a revenue decrease of \$265,000 for March-May as a result of deferred fees. It is anticipated that this deferred revenue will be recovered over the latter part of the year. The other Enterprise areas such as Building Standards or Cemetery Services are not able to project potential revenue impacts at this time based on available data, but will continue to monitor and report any impacts as part of future update reports.

C. Technology Implications

None

D. Link to Strategic Plan

(Strategic Objectives: Equity, Inclusion and a Sense of Belonging; Sustainability and the Environment; Safe, Sustainable Transportation; Healthy Community & Resilient Neighbourhoods; Infrastructure Renewal; Economic Growth & Development)

(Guiding Principles: Equity and Inclusion; Sustainability; Fiscal Responsibility; Healthy and Safe Workplace; Effective Engagement; Personal Leadership; Service Excellence)

Equity, Inclusion and a Sense of Belonging - The aim of equity is to ensure that everyone has access to equal opportunity and benefits. This principle recognizes that treating everyone equitably requires an acknowledgement of unique circumstances and taking steps to eliminate systemic barriers.

Fiscal Responsibility - Fiscal responsibility entails operating within a framework of policies and processes intended to improve fiscal outcomes and support longer-term financial health, in an environment of transparency and objective measurement.

Service Excellence - Through a commitment to service excellence, the City of Waterloo will create and reinforce an internal and external culture that is founded on responsiveness and is customer centric. Embedded in this principle are service standards, performance measurements and a commitment to continuous improvement.

E. Previous Reports on this Topic

- CORP2020-022 - City of Waterloo COVID-19 Economic Relief Plan (March 25, 2020)
- CORP2020-026 - Financial Impact of COVID19 - Update Report (April 27, 2020)
- CORP2020-029 - Financial Impact of COVID19 - Update Report #2 (May 25, 2020)

F. Approvals

Name	Signature	Date
Author: Brad Witzel		
Director: Filipa Reynolds		
Commissioner: Keshwer Patel		
Finance: Filipa Reynolds		

CAO



Financial Impact of COVID19 - Update Report #3 CORP2020-037

This report intends to provide an update on the Phase 1 and Phase 2 relief measures along with information regarding the tax deferral application program uptake. Additionally the report provides updated revenue reductions (due to COVID-19) being experienced, the increased expenses (due to COVID-19) incurred and the cost mitigation measures (cost containment) being implemented to help offset the COVID-19 pressures and other updates including; capital project status changes, cash flow update and a future risk overview.

The report has been broken into twelve sections as follows:

- 1) City Financial Relief – Phase 1 / Phase 2 Update
- 2) Phase 2 Tax Deferral Application Program Update
- 3) Potential Future Relief Measures Update
- 4) Economic Development COVID-19 Relief Support Initiatives
- 5) Mitigation Measures
- 6) COVID-19 Financial Impacts Summary
- 7) City Cash Flow Management
- 8) Capital Project Update
- 9) Summary of City Relief
- 10) Waterloo North Hydro Update
- 11) Future Risk
- 12) Conclusion

Section #1 – City Financial Relief – Phase 1 / Phase 2 Update:

The City of Waterloo charges penalties and interest at a rate of 1.25% per month on past-due accounts. Past due utility accounts are charged 1.5% on each due date (bi-monthly). These rates are consistent across the province for almost all Municipalities. The City of Waterloo bills their residents for taxes due to the Region, School Boards and the City's share. On March 25, 2020, through report CORP2020-022 the City, along with other municipalities in the Region, implemented immediate short-term relief (Phase 1) for residents and business by waiving penalty and interest for property taxes and city utilities until May 31, 2020. In addition, non-sufficient fund (NSF) fees were waived and collection activities ceased, including transferring water arrears onto property taxes. This relief was extended to June 30, 2020 through report CORP2020-029 (Phase 2).

These immediate measures were put into place in response to the economic impact of the COVID-19 pandemic and were consistent with local relief being provided by other Ontario municipalities.

These measures have had an immediate impact as total accounts receivable for taxes and city utilities have increased by more than \$10M compared to similar timing in 2019. In total \$857,000 in penalties and interest for taxes have been waived for the months of April, May and June (to date) and represents revenue forgone by the city.

Table #1 – Phase 1 Relief Summary:

		Past Due Tax A/R	Water A/R		Total	
	01-Jun	2019	\$ 14,270,955	\$ 3,796,147	\$ 18,067,102	
	01-Jun	2020	\$ 24,559,773	\$ 3,942,088	\$ 28,501,861	
Increase in A/R			\$ 10,288,818	\$ 145,942	\$ 10,434,760	
2020 Interim tax billing			\$ 142,058,792			
Penalty and Interest		April	May	June	Total	
	2019	\$ 179,468	\$ 230,448	\$ 195,459	\$ 605,375	
	2020	\$ 187,892	\$ 371,060	\$ 297,832	\$ 856,785	waived
	accounts	\$ 3,884	6955	5318		

In June, 5,318 (14%) accounts of the total 37,987 property tax accounts used this relief. This represents an increase of 950 accounts in arrears over the same time last year. There have been minimal cancellations of preauthorized payment plans with only 359 (3%) of the 11,192 plan members cancelling over the last three months for tax billing. For city utilities, only 27 (0.3%) of the 9,716 plan members cancelled over the same period.

Section #2 – Phase 2 Tax Deferral Application Program Update:

The City of Waterloo has introduced the Emergency Support – Final Installment Property Tax Deferral program to provide additional relief to residents and businesses that are experiencing continued financial hardship as a direct result of the COVID-19 pandemic. Council approved this program on May 25, 2020. The City has already waived penalties and interest for the months of April, May, and June, which has provided immediate relief for all taxpayers. This program is available as an additional measure for those who may still be struggling financially as a result of COVID-19. It is intended to give residents and businesses extra time to pay their final tax bills if needed by extending final due dates by 60 days. This program recognizes that treating everyone equitably requires an acknowledgement of unique circumstances and taking further steps to assist those with greater needs. Relief Phase 2 Application in the table below indicates when the revised payment dates would occur.

Table #2 – Tax Payment Date Summary:

	All		Residential		Commercial	
	Interim Installments		Final Installments		Final Installments	
Tax Due Date *	02-Mar	01-May	02-Jul	02-Sep	02-Sep	02-Oct
Payment Dates without penalty and interest						
Relief Phase 1 (delay allowed without penalty and interest for April and May)	02-Mar	01-Jun	02-Jul	02-Sep	02-Sep	02-Oct
Relief Phase 2 (delay allowed without penalty and interest for June)	02-Mar	01-Jul	02-Jul	02-Sep	02-Sep	02-Oct
Relief Phase 2 Application (Due dates delayed additional 60 days) **	02-Mar	01-Sep	02-Sep	02-Nov	02-Nov	02-Dec
* Preauthorized payments and post dated cheques will continue to be processed on tax due dates and monthly dates unless otherwise instructed by taxpayer.						
** Failure to make payment by the date indicated for Relief Phase 2 Application Plan will result in removal from plan and penalty and interest applying from point of default forward.						

The deadline for submitting an application to this program is July 31, 2020. All applications must be submitted by the property owner and they will be notified by email if their application is approved.

Eligibility criteria for residents and businesses to apply for this program can be accessed via the below link. The applicant will also be required to complete declarations regarding the program.

[Property Tax Deferral program](#)

In the first few weeks of the program since launching in early June, we have received sixteen (16) residential application and one (1) large commercial application through our online form. Council is encouraged to share the link to the online form. City Staff will also share through various social media platforms to help promote the program for those that need it.

Section #3 – Potential Future Relief Measures Update:

As part of report CORP2020-029 - Financial Impact of COVID19 - Update Report #2 approved by Council on May 25, 2020, staff committed to investigating further five (5) relief/support measures for consideration as part of the June COVID-19 Update Report #3. In addition to the Phase 1 and Phase 2 relief measures, the Corporate Management Team in conjunction with the applicable Director and Finance have developed some additional relief initiatives that are being recommended for approval by Council as part of this report or are providing additional information in certain cases. These five (5) items are outlined further below.

1. *Continued parking relief (from CORP2020-029)*
 - o *staff continue to monitor the situation to determine if additional parking relief is required*

Extended Parking Permit Relief:

To date monthly parking permit fees have been waived for the month of April, May and June in support of the Uptown businesses and their employees. It is estimated that the revenue impact of waiving monthly parking permit fees is \$70,000 in lost revenue per month.

At this time staff are recommending a phased approach to re-implementing monthly parking permit fees, one that attempts to mirror the re-opening of City facilities to the public (on June 15th) and the Provinces phased re-opening of the economy. Waiving monthly parking permit fees for the period of April-June is in alignment with the State of Emergency period and the phased re-implementation of fees is attempting to recognize that it will still take months to gradually return to a more normal state. The recommended phased approach is outlined below in Table 3, and is proposes that monthly parking permit fees be discounted by 75% for July, 50% for August and 25% for September.

Table 3 – Phased Re-Implementation of Monthly Parking Permit Fees:

Month	Discount Rate (%)	Market Rate Charged (%)	Estimated Revenue Loss
July	75%	25%	53,000
August	50%	50%	35,000
September	25%	75%	18,000
*October	0%	0%	-
*Deferral option program may be considered depending on what market conditions look like at that time.			

In total, the parking relief being provided from April-September would result in an estimated total revenue loss of \$316,000. For 2019, the Parking Enterprise generated a surplus to budget of over \$200,000. This surplus has been transferred to the Parking Reserve and along with the existing reserve balance will be utilized as required to help offset the anticipated pressure on the Parking Enterprise in 2020. Staff will continue to monitor the situation to determine if additional measures in the form of a deferral program are required for future months.

Within the local and surrounding areas, comparator Municipalities are all providing some form of parking relief for their cores, with the plans starting to vary as we approach the summer months. Some Municipalities are recommending that full relief continue for the summer, other continue to freeze rates until further notice (with the end date still to be determined), while others are re-implementing full market rate fees effective June 1st. Each Municipality has its own unique factors to consider regarding parking fees. City of Waterloo staff believe that the recommended phased re-implementation approach is a good solution for our core, which continues to provide relief, but on a declining scale as we move towards restarting the local economy.

With the reinstatement of these parking permit fees, there will be a required element of parking enforcement to be reinstated as well. Since the emergency closures began in March, the Municipal Enforcement Services Division (MES) has suspended enforcement of municipal parking lots, on-street time limits and the overnight parking regulations. As a result, those who will be required to begin paying for parking again may very well transition to parking on the streets in the vicinity, to avoid parking fees, which has been experienced in the past. This creates challenges with congestion and traffic flow, given many of the more narrow streets in the Uptown. Staff are proposing to phase in enforcement, with the utilization of warnings for violations during the period of

early to mid July. The issuance of parking tickets would then commence for mid July onwards.

2. *Affiliate/club support (from CORP2020-029)*

- *primary focus would be on increased in-kind support*
- *increased participant fee assistance*
- *enhanced community garden program support*

Affiliated Organizations:

- Primary focus will be on developing and continuing staff support to affiliated organizations to enable recovery. A review of service agreements for the affiliated groups may require a re-alignment to create staff resources to support and guide the groups as they move towards a successful recovery. At this time, there is no expected or foreseen additional costs to the city.

Fee Assistance:

- Fee Assistance was reviewed for the 2020 year through comparators to previous years. Through the review, it was observed that due to the COVID-19 pandemic, and closures of sporting and recreation programs and the continued closure of facilities, there was less expenses, related to fee assistance. It is anticipated that this trend will continue through the summer months and beyond into the fall. This anticipation is based on the direction of public health related to social distancing and number of people able to congregate in a small space. Upon extrapolation of the future, it is anticipated that there would be an increase in the budget needs in 2021. This trend is expected based on more children, youth, adults and seniors facing economic impacts related to the COVID-19 virus. In addition to this factor, there is a potential of reduced donations to both the city Fee Assistance program and the Canadian Tire Jumpstart program. It has been identified that donations have seen a dramatic decline during the pandemic as communities are directing their donations to the immediate health needs. Staff is continuing to monitor and will report to Council as more information becomes available including a preliminary assessment on the community's response to opening.
- Home and Neighbourhood Gardening Program - Building on the success of the at home gardening program launched in May 2020 as a response to COVID-19 impacts, staff is exploring opportunities to support home and neighbourhood gardening for the future. This may include continuation of the "home gardening program" exploring front yard gardening options, encouraging sharing of gardening produce with neighbours, or gardening workshops. Expectations of the community, along with perceived need may require some additional funding to support and nurture such a program in 2021.

3. Recreation program participation support (*from CORP2020-029*)
- investigate ways/incentives to get people back participating in programs when it is safe to do so

Recreation Program Participation Support:

- City delivered recreation program offerings in the short-term will be very limited. A systematic, reactivation is being considered in recognition of community priorities, available staff resources and assumed continued health/physical distancing requirements.
- Recognizing the community value associated with summer camps, the intent is to deliver camp program with reduced capacities and amended protocols, integrating a pod concept to assist with safe distancing measures. Some drop-in program opportunities, including public swim program, may also be offered in consideration of continued assessment, local, provincial and federal government policy and regulations, and the Regional Medical Officer of Health Directives in relation to COVID-19. Staff is also collaborating with municipal partners in regards to program design and where practical, offer consistency throughout the Region.
- Staff is currently working with instructors, program leaders and others on ways to reactivate program activities for children, youth and seniors within the framework of physical distancing and program capacities. This programming includes program times that support physical distancing during program transitions; along with space protocols in the areas, that programming occurs. Staff is reviewing this programming concept in conjunction with other programs currently underway through virtual means. The financial and staffing impact of these programs is still being determined and it is expected that there will be additional costs in the upcoming months.
- ActiveNet software and/or the PickUpHub platform may be leveraged to manage City drop-in programs. The intent, should the platforms allow, is to manage program via a registration process, similar to booking an appointment, so that program capacities and related amenities such as change room access can be better managed. This will assist in managing physical distancing requirements and may enhance the customer experience, in that access will be more streamlined, significantly reducing potential line-ups at peak times. The process will also assist in ensuring the required cleaning/sanitation can advance at regular intervals, and reduce cash handling requirements.
- Facility rentals will advance, again in consideration of continued assessment, local, provincial and federal government policy and regulations, and the Regional Medical Officer of Health Directives in relation to COVID-19.
- Allocation plans include the integration of time periods between bookings to allow for safe distancing practices, cleaning, sanitation of change rooms, and other ancillary areas.
- Work is being done with Legal Services to assist with the development of a stand-alone waiver related to facility rentals, which recognizes public health requirements. Communications are also being developed that will be shared and

will assist in the understanding of facility protocols, and customer accountabilities.

- With the easing of restrictions on outdoor pools as of June 12th (see Province's announced Stage 2 below), the Moses Springer Community Centre pool is scheduled to open July 1. Free access on this day is being planned, in recognition of Canada Day.
- Staff will also work with historical sponsors, to explore other opportunities to provide additional free programming to the community.
- Program development will consider affordability as a key guiding principle.
- Through the development of the sport and recreational program opportunities, it is anticipated that the model of providing relief measures to the community will place some significant pressures on cash grant resources. Grants may need to be allocated to affiliated groups based on priority need.
- The Facility Rental Discount budget in 2020 and increasing pressures in 2021 and beyond are being monitored. Based on the measures for continued health and safety outlined through public health and the systems in place for allocation, an expanded Facility Rental Discount support system may have to be considered. It is anticipated that groups may require more booked time to deliver a program based on anticipated facility and organizational protocols.
- In an effort to assist some private organizations that deliver program to the community and to secure their business in the shorter-term, negotiated contracts that provide some relief will be considered in recognition of their potential reduced capacities and ability to offer a sustainable program. Groups will also be directed to federal and other grant opportunities that may assist.
- Every effort is being made to maintain program fees for programs and services, however it is recognized with the COVID-19 pandemic that additional costs i.e. (cleaning supplies, staff resources, sanitizers) will be incurred by the City on an ongoing basis to deliver the programs in order to meet the requirements of our users, in conjunction with the requirements of public health. In addition, with physical distancing requirements it is also anticipated that there will be fewer participants per class whereas the staff resources required to run the class may remain the same, resulting in lower overall recreation revenues.

Staff will continue to monitor the federal, provincial and regional directives as they fine tune recovery planning of recreation services and will provide future reporting to Council on key next steps.

4. Promotional support for businesses (from CORP2020-029)

- *explore promotional activities to support businesses city-wide*

Economic Development Support:

- See Section #4 – Economic Development COVID-19 Relief Support Initiatives below

5. *Tenant support where appropriate (from CORP2020-029)*
- *tenant relief discussions are being handled on a case by case basis and being accommodated where possible*

Tenant Support:

- Tenant support/relief continues to be handled on a case by case basis
- To date support has been provided in various forms including but not limited to:
 - Lease Payment Deferral
 - Partial Lease Payment Forgiveness
 - No Charge Parking
- Staff have recently received a request for 50% Partial Lease Payment Forgiveness in 2020 from a tenant whose business has been and will continue to be impacted by COVID-19.
- It is estimated that the financial impacts of all tenant relief will range from \$20,000 to \$150,000.

Section #4 – Economic Development COVID-19 Relief Support Initiatives:

Since early March the City of Waterloo's Economic Development division has been actively involved in a number of initiatives that are supporting our business community through the challenges they are facing during the COVID-19 pandemic, including:

- Digital Mainstreet / Shop Here – In partnership with Google and the City of Toronto, the City of Waterloo has launched Digital Main Street's ShopHere program. ShopHere offers businesses and artists the opportunity to build a digital presence and minimize the impact of the COVID-19 pandemic on their business. It provides training and resources to receive the digital skills needed to participate in the digital economy.
- HeyLocal – the City of Waterloo is supporting the launch of HeyLocal, a new "Made in Waterloo" web and mobile marketplace. HeyLocal is a first-of-its-kind platform allowing consumers to easily discover, shop and purchase products and services from many local retailers on one single platform. With its easy-to-use approach for retailers including its Shopify integration, HeyLocal is able to create an entirely local marketplace, by pulling the products and services into the HeyLocal system giving small businesses more visibility. HeyLocal builds on the Digital Mainstreet Shop Here program by providing a local marketplace and enhanced discoverability of these local online businesses.
- Open Restaurant Map – Launched in late April, the City's Ec Dev team has built a live open restaurant map, which has now been adopted by the cities of Kitchener and Cambridge, to identify restaurants that are "open" and what sort of food delivery options they are providing. City staff initially researched individual restaurants one by one prior to launch and have since provided a tool for

restaurants to update their status in real time. As of June 2nd, the map has received over 76,000 views.

- Open Retail Map – On June 2nd, Ec Dev, in partnership with GIS, launched an open retail map, which identifies open retailers in Waterloo, highlighting what shopping and pick up options they are providing. City staff again initially researched the status of individual retail outlets and have since provided a tool for retailers to update their status in real time.
- Small Business Outreach Program – In partnership with the Small Business Centre of Waterloo Region and the City of Kitchener, the City of Waterloo has launched the Small Business Recovery Outreach Program to support small businesses and entrepreneurs as they plan for the reopening of Ontario's economy and begin their own recovery from the impacts of COVID-19. This free program, which is geared to supporting small business of all kinds, including restaurants, retail, personal services and hospitality businesses, provides tailored resources to local entrepreneurs and small business owners. Through the new program, City of Waterloo staff will be conducting interviews with a cross-section of local small businesses as they begin to plan for reopening and recovery. Based on their unique circumstances, each participating business owner will be provided with suggestions on available programs and services available to assist them in their recovery efforts.
- Ec Dev COVID-19 Support Page – As part of the City's ongoing efforts to keep residents and businesses informed during the pandemic, the Ec Dev team has built and continues to update the City's COVID-19 Support Page focusing on advising the local business and artist community on various programs and supports available across all levels of government.
- BEST WR - The Region of Waterloo, Waterloo EDC (Waterloo Region Economic Development Corporation) and local partners, including the City of Waterloo, have created the Business and Economic Support Team of Waterloo Region (BESTWR) to help all types of local businesses cope with challenges caused by COVID-19. BESTWR is the regional point of contact for other levels of governments as they make rapid decisions to support the evolving economic and business environment and then promptly disseminates these decisions to our business community. The group also advocates on behalf of Waterloo Region organizations to ensure their urgent needs and concerns are heard, clearly articulated and addressed.
- Waiving of Uptown Parking Fees – Starting in April the City of Waterloo has been waiving monthly permit parking fees up to and including June. Its being recommended as part of this report CORP2020-037 that for July-September, monthly parking permit fees will continue to be discounted as the fees are phased back in towards the market rate by October. In addition, paid hourly fees

have in essence been waived for the period of April-June through reduced parking enforcement to support local businesses.

- BIA Graffiti removal program funding increase – In May Council approved additional financial support in the amount of \$9,500 for the Uptown Waterloo BIA Graffiti removal program, funded from Council's Community Priority and Contingency Reserve. This has enabled the BIA to reallocate budget to their business recovery fund "Come Back Up" in support of local BIA businesses.
- Launch of Digital Art Market - The Final Fridays Art Market is a long-standing event that takes place in Waterloo Public Square from May to August. In its traditional form, the market provides mentorship opportunities as well as free space, marketing support, and resources to artists. With the current limitations placed on artists and the public due to the COVID-19 pandemic, Arts & Culture staff has pivoted the program to a digital format. Artists are invited to apply where they are assessed by a jury based on their web presence as well as the quality of their artistic work. Artists range in disciplines and we have had a terrific response from emerging and established artists alike. Final Fridays Art Market is traditionally paired with a performance and musicians have responded by creating custom videos to mark their participation in the event.
- Future of Work Coalition - Led by Communitech, the city is a founding and active partner in the regional coalition to develop a practice of work and knowledge around the Future of Work (FOW) and learning. The Covid-19 pandemic and the resulting mass shift in work habits has accelerated the FOW agenda with the group working to supporting businesses and organizations through current challenges, while continuing to develop an index for assessing readiness into the future.

Section #5 – Mitigation Measures:

In April, a memo was sent to all Managers and Directors outlining the City's Cost Containment Directive to staff. The desired outcomes from this Cost Containment Directive are:

- i) Control costs through the management of discretionary spending items
- ii) Minimize any potential deficit in the City's operating fund at end of year
- iii) Mitigate impact on reserves and reserve funds
- iv) Recover costs where possible through grants and other forms of financial assistance from Senior Government Partners

Effective mid-March and ongoing, the city has implemented various mitigation measures including but not limited to; freeze on recruitment, implementing unpaid status for part-time and casual employees, reducing discretionary spending and closely monitoring cash flows and the need for investment draws.

The above-mentioned mitigation measures have been endorsed by CMT and are deemed to be in effect until July 5, 2020. These directives are being refined and shared with staff as we transition into Phase 2 with reopening our facilities to the public and in Phase 3 (July 1st, 2020) which includes the scheduled re-opening of indoor/outdoor recreational facilities (re-opening dates subject to change based on government restrictions and regulations).

On June 8, 2020, the Province of Ontario announced that certain regions across the province would be permitted to move to [Stage 2 of the Recovery Plan](#) effective June 12, 2020. Region of Waterloo Public Health and Emergency Services health unit was one of the regions listed as being permitted to move to Stage 2.

Section #6 – COVID-19 Financial Impacts Summary:

Tax Base:

Based on staff's ongoing review of COVID-19 Financial Impacts, it is currently projected that March, April and May combined will result in lost revenue of \$3.3M and an estimated net Tax Base pressure of \$1.5M. A further estimated \$2.0M in lost revenue and an estimated net Tax Base pressure of \$1.1M is forecasted for June & July combined. In total for May-July, it is estimated that lost revenue will be \$5.3M and that after taking into account cost containment actions, the net Tax Base pressure will be \$2.6M. This is summarized below in Table 4.

Note - It is important to highlight that these ongoing projections are based on best available data. As additional data becomes available, and as recovery work and return of staff to the workplace is implemented, it is likely that the identified impacts will increase resulting in a larger net pressure. Staff will continue to monitor and report on the financial impacts of COVID-19.

Table #4 - COVID-19 Financial Impacts Summary – Tax Base:

COVID-19 Financial Impacts Summary - TAX BASE						
		Mar-May Sub-Total	June 2020	July 2020	Sub-Total	TOTAL
Department	Reduced Expenses	Tax	Tax	Tax	Tax	Tax
City-wide	Subtotal Labour Reduction	\$ 1,177,000	\$ 326,000	\$ 86,000	\$ 412,000	\$ 1,589,000
City-wide	Fuel	\$ 50,000	\$ 15,000	\$ 7,500	\$ 22,500	\$ 72,500
City-wide	Other Discretionary spending	\$ 167,000	\$ 71,000	\$ 48,000	\$ 119,000	\$ 286,000
Comm Services	Hydro/Gas/Water/Sewer	\$ 114,000	\$ 80,000	\$ 61,000	\$ 141,000	\$ 255,000
Comm Services	Recreation Program Savings - Net	\$ 382,000	\$ 125,000	\$ 87,000	\$ 212,000	\$ 594,000
Comm Services	FRD Savings	\$ 161,000	\$ 37,000	\$ 35,000	\$ 72,000	\$ 233,000
Comm Services	CPO Senior Services Program Savings	\$ 12,000	\$ 5,000	\$ 5,000	\$ 10,000	\$ 22,000
CAO	Festival & Events	\$ (25,000)	\$ 40,000	\$ (25,000)	\$ 15,000	\$ (10,000)
City-wide	Uptown Waterloo BIA Graffiti Removal program	\$ (9,500)	\$ -	\$ -	\$ -	\$ (9,500)
City-wide	Additional Neighbourhood Support	\$ (5,000)	\$ -	\$ -	\$ -	\$ (5,000)
City-wide	COVID-19 Emergency Supplies	\$ (168,000)	\$ (45,000)	\$ (19,000)	\$ (64,000)	\$ (232,000)
	Subtotal Other Reduction	\$ 678,500	\$ 328,000	\$ 199,500	\$ 527,500	\$ 1,206,000
	Total Reduced Expenses - Net	\$ 1,855,500	\$ 654,000	\$ 285,500	\$ 939,500	\$ 2,795,000
Department	Reduced Revenue	Tax	Tax	Tax	Tax	Tax
Comm Services	Tenant Revenue Relief	\$ (42,000)	\$ (35,000)	\$ (25,000)	\$ (60,000)	\$ (102,000)
Comm Services	Recreation Revenue	\$ (2,030,000)	\$ (491,000)	\$ (573,000)	\$ (1,064,000)	\$ (3,094,000)
Comm Services	CPO Senior Services Revenue	\$ (100,000)	\$ (21,000)	\$ (32,000)	\$ (53,000)	\$ (153,000)
Comm Services	Parks/Sports field - Net	\$ 22,000	\$ (40,000)	\$ (40,000)	\$ (80,000)	\$ (58,000)
Comm Services	Parking violations	\$ (391,000)	\$ (75,000)	\$ (160,000)	\$ (235,000)	\$ (626,000)
Comm Services	Portable Sign Fee Relief	\$ (12,000)	\$ (4,000)	\$ (4,000)	\$ (8,000)	\$ (20,000)
Corp Trans	Penalties & Interest	\$ (559,000)	\$ (298,000)	\$ (20,000)	\$ (318,000)	\$ (877,000)
Corp Trans	Reduced interest earned	\$ (50,000)	\$ (50,000)	\$ -	\$ (50,000)	\$ (100,000)
IPPW	Planning/Development Engineering fees	\$ (180,000)	\$ (80,000)	\$ (50,000)	\$ (130,000)	\$ (310,000)
	Total Reduced Revenues	\$ (3,342,000)	\$ (1,094,000)	\$ (904,000)	\$ (1,998,000)	\$ (5,340,000)
	Net Impact	\$ (1,486,500)	\$ (440,000)	\$ (618,500)	\$ (1,058,500)	\$ (2,545,000)

On the tax base side, the major drivers continue to be:

- Labour savings – net savings from existing/new vacancies, casual/part-time unpaid status savings, seasonal/student/overtime savings etc...
- Recreation Program & Facility Rental Discount savings – net savings from the food services area and the reduction of Facility Rental Discount payable.
- Recreation Revenue – lost revenue from closure of our facilities and cancellation of programs/events region-wide up to June 30th, 2020
- Penalties & Interest - council has approved the waiving of late payment charges on property taxes, water and wastewater utility bills and all other residential and non-residential accounts receivable for the months of April, May and June.
- COVID-19 Emergency Supplies – increase in PPE and supplies (e.g. signage, floor decals, plexi glass and vehicle barriers).

Enterprise:

The revenue impact on the Enterprise areas is not yet fully known. City Utilities consumption patterns in March, April and May are showing a slight reduction, though this is offset by reduced wholesale costs. Staff will continue to monitor the impact this has on water/sanitary sewer wholesale cost and retail revenue. At this time, Enterprises are showing a projected net savings of \$443,000 for March, April & May combined and a further forecasted estimated net savings of \$145,000 for June & July combined. This is summarized below in Table 5.

Table #5 - COVID-19 Financial Impacts Summary – Enterprise:

COVID-19 Financial Impacts Summary - ENTERPRISE						
		Mar-May Sub-Total	June 2020 July 2020		Sub-Total	TOTAL
Department	Reduced Expenses	Enterprise	Enterprise	Enterprise	Enterprise	Enterprise
City-wide	Subtotal Labour Reduction	\$ 295,000	\$ 66,000	\$ 29,000	\$ 95,000	\$ 390,000
City-wide	Fuel	\$ 20,000	\$ 5,000	\$ 2,000	\$ 7,000	\$ 27,000
City-wide	Other Discretionary spending	\$ 90,000	\$ 38,000	\$ 26,000	\$ 64,000	\$ 154,000
Comm Services	Hydro/Gas/Water/Sewer	\$ 4,000	\$ 2,000	\$ 2,000	\$ 4,000	\$ 8,000
IPPW	Wholesale Water/Sewer Cost	\$ 839,000	\$ -	\$ -	\$ -	\$ 839,000
City-wide	COVID-19 Emergency Supplies	\$ (33,000)	\$ (7,000)	\$ (3,000)	\$ (10,000)	\$ (43,000)
	Subtotal Other Reduction	\$ 920,000	\$ 38,000	\$ 27,000	\$ 65,000	\$ 985,000
	Total Reduced Expenses - Net	\$ 1,215,000	\$ 104,000	\$ 56,000	\$ 160,000	\$ 1,375,000
Department	Reduced Revenue	Enterprise	Enterprise	Enterprise	Enterprise	Enterprise
CAO	Monthly Permit Parking Fees	\$ (140,000)	\$ (70,000)	\$ (53,000)	\$ (123,000)	\$ (263,000)
CAO	Parking Paid Hourly	\$ (20,000)	\$ (10,000)	\$ (5,000)	\$ (15,000)	\$ (35,000)
Comm Services	Rental Housing Revenue Deferral	\$ (265,000)	\$ -	\$ 133,000	\$ 133,000	\$ (132,000)
Comm Services	Business Licences Renewal Fee	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (10,000)	\$ (15,000)
IPPW	Retail Water/Sewer Revenue	\$ (342,000)	\$ -	\$ -	\$ -	\$ (342,000)
	Total Reduced Revenues	\$ (772,000)	\$ (85,000)	\$ 70,000	\$ (15,000)	\$ (787,000)
	Net Impact	\$ 443,000	\$ 19,000	\$ 126,000	\$ 145,000	\$ 588,000

On the Enterprise side, the major drivers continue to be:

- Wholesale Water/Sewer Cost – net savings from reduced consumption patterns and seasonal weather conditions.
- Labour savings – net savings from existing/new vacancies, casual/part-time unpaid status savings, seasonal/student/overtime savings etc...
- Parking permit revenue - monthly parking permit fees were waived for the month of April, May and June in support of the Uptown businesses and their employees. This relief is recommended to be extended through July-September via a phased return to market rates by October as per Section #3 – Potential Future Relief Measures Update.
- Rental Housing Revenue Deferral – rental housing fees have been deferred by two months. It is anticipated that the deferred revenue will be recovered later in the year.

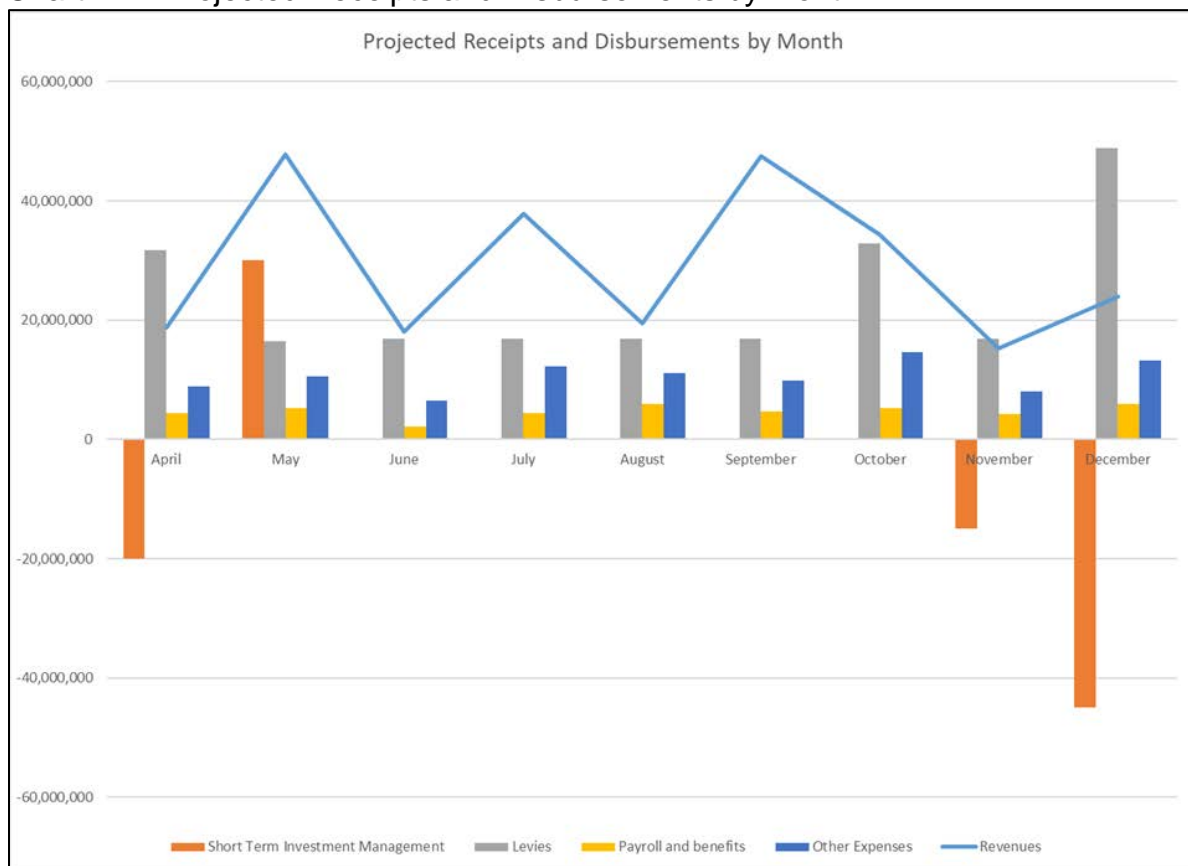
Based on staff's ongoing review of COVID-19 Financial Impacts, it is currently projected that March-July will result in an estimated net Tax Base pressure of \$2.6M as noted above. In September, staff will be presenting to Council the regular Surplus Deficit projection report. As part of that report staff will also present the financial impacts of

COVID-19, as have been presented to Council over the past few months. At this time, staff would like to caution that the net COVID-19 Financial Impacts for the year could result a cumulative annual impact in the range of \$4M-\$5M. This significant tax-supported operating deficit is being driven largely by reduced Recreation Services revenue, which is anticipated to continue throughout the balance of 2020. The full analysis and Surplus/Deficit projections for 2020 will be provided in September and could be partially mitigated by historical surplus drivers such as penalties and interest and supplementary taxes. The 2019 ending Tax Rate Stabilization Reserve balance is \$5.1M as a COVID-19 contingency measure.

Section #7 - City Cash Flow Management:

City financial staff continue to diligently monitor cash inflows and outflows. As mentioned above the first phase of financial relief and other impacts as a result of COVID-19 closures did have an impact on cash flow. Tax collections experienced increased arrears accounts with a \$10M increase in total past due on June 1, 2020 to a total of approximately \$25M.

Chart #1 – Projected Receipts and Disbursements by Month:



Staff will continue to monitor and update the cash flow projections on a weekly basis. At present, reduced collections are being offset by the Provinces deferral in school board payments until September. Positive cash flows will be maintained through a combination of measures including:

- Management of short term investments
- Deferral of capital projects

On June 1, 2020, Prime Minister Justin Trudeau [announced](#) that the federal government would accelerate the payment of the 2020 federal Gas Tax Fund allocation to help municipalities pay for infrastructure projects and take advantage of the summer construction season. The Prime Minister called the accelerated federal Gas Tax Fund in 2020 “a first step” in supporting towns and cities. For the City of Waterloo, this means some increased cash flow support. The city was scheduled to receive equal federal Gas Tax Fund payments of \$1.59M in July and November. The city will now instead receive our full 2020 federal Gas Tax Fund transfer of \$3.185M from the federal government as administered by AMO in June.

Section #8 – Capital Project Update:

On April 27, 2020 as part of report CORP2020-026, staff provided a 2020 capital project status update for each capital project (new 2020 capital projects and prior year active projects) in terms of which projects would be proceeding in 2020 as planned, delayed until later in the year or deferred to 2021. As part of this report CORP2020-037, staff are providing an update on the 12 capital project that have had their status change (from what was originally reported in April) for various reasons including the evolving Provincial orders.

Table #6 - 2020 Capital Project Status Update:

2020 Capital Budget - Capital Project Status Update						
Dept	REF	Project Description	Previous Status (April Report)	Revised Status (June Report)	Amount	Rationale
CAO	113	Public Art Implementation	2020 Funding Deferred to 2021	2020 Funding Still 2020-Delayed	154,000	Partial funding release required for AMCC Public Art project.
CAO	118	Public Square Furnishings and Equipment Replacement	2020 Funding Still 2020-Delayed	2020 Funding Deferred to 2021	11,000	Due to restrictions regarding public gatherings, this item is being deferred to 2021.
CAO	133	Parking Lot Rehabilitation	2020 Funding Deferred to 2021	2020 Funding Still 2020-Delayed	20,000	Funds will be used in 2020 for parking lot asphalt repairs with City crews are returning to work through a phased approach.
COMM	282	Facility Infrastructure Replacement and Rehabilitation Needs	2020 Funding - Timing Unchanged	2020 Funding Deferred to 2021	31,000	Deferred due to workload priorities resulting from multiple large projects and facility preparation for staff and public re-opening.
COMM	263	Parkview Crematorium Retort Replacement	2020 Funding - Timing Unchanged	2020 Funding Still 2020-Delayed	1,000,000	Report to Council in July to approve tender. Work to commence by fall.
COMM	279	Corporate Space Planning	2020 Funding - Timing Unchanged	2020 Funding Still 2020-Delayed	2,071,000	Design work will start by fall.
IPPW	558	Structurally Deficient Watermain Rehab - City Wide	2020 Funding Still 2020-Delayed	2020 Funding - Timing Unchanged	1,448,000	Funding required as part of Lincoln Rd. and Lorindale Drive projects.
IPPW	717	TMP Implementation Sign Replacement	2020 Funding Still 2020-Delayed	2020 Funding - Timing Unchanged	500,000	As per Council direction (May 25, 2020) pedestrian and cyclists signage being installed for safe use of network while maintaining social distancing.

Table #7 – Prior Year Active Projects - Capital Project Status Update:

Prior Year Active Projects -Capital Project Status Update						
Dept	REF	Project Description	Previous Status (April Report)	Revised Status (June Report)	Amount	Rationale
CAO	140047	CAO-ED-Carnegie Library	CF Funding Deferred to 2021	CF Funding Still 2020-Delayed	2,874,000	This project is currently under the design phase, construction is expected to start fall of 2020 and end in fall 2021.
CORP	110023	CORP-LS-Records Mgmt Mstr Plan	2020 Funding Deferred to 2021	2020 Funding Still 2020-Delayed	139,000	IMTS moving forward with the upgrade project in 2020, therefore some of this spending will also move forward, although not likely to be spent entirely in 2020.
CORP	110058	CORP-FIN-PeopleSoft Fin Upgrad	2020 Funding - Timing Unchanged	2020 Funding Still 2020-Delayed	57,000	Delayed as project manager recently retired and options are being investigated.
COMM	150011	COMM-EPS-Wtloo Pk Impl MstrPln	2020 Funding Still 2020-Delayed	2020 Funding - Timing Unchanged	260,000	Partial use of funding to start construction on new splash pad to replace Lion's Lagoon .

In total these capital status changes have resulted in \$42,000 being deferred to 2021, \$6,315,000 in funding being delayed but still in 2020 and \$2,208,000 in funding unchanged compared to what was previously reported in April.

In May, the Ontario government announced it was allowing **some essential construction projects**.

Essential construction projects include:

- shipping and logistics;
- broadband, telecommunications, and digital infrastructure;
- any other project that supports the improved delivery of goods and services;
- **municipal projects**;
- colleges and universities;
- child care centres;
- schools; and
- site preparation, excavation, and servicing for institutional, commercial, industrial and residential development;

Due to the COVID-19 pandemic, the state of emergency in Ontario has been extended to June 30, 2020. In addition, Order O. Reg 119/20, has stipulated essential business. This has resulted in the delay of various development projects. As such, projections for Development Charges (DC) collections for the next few months are not favourable. Staff will continue to monitor DC collections and some DC projects still planned for 2020 may need to be deferred. Staff are currently issuing permits and including a note that development must abide by Provincial Regulations associated with Essential Services or Businesses and that inspections will not occur on work not in compliance with these orders.

Section #9 – Summary of City Relief:

The COVID-19 pandemic is an unprecedented global event. Federal and Provincial governments are in a much better position to provide economic relief for individuals and businesses directly impacted by COVID-19 and numerous relief programs have already been introduced (see report CORP2020-022). However, it is still recognized that area municipalities have a role to play in supporting residents and businesses. To that end, City of Waterloo Council has already approved numerous relief measures over the course of April to May, with some additional measures being included in this report CORP2020-037 for consideration. Below is a summary listing of these measures.

Table #8 – City of Waterloo COVID Financial Relief Measures:

Date	Report	Relief Measure
March 25, 2020	CORP2020-022	Waiving penalty and interest on property taxes for the month of April & May 2020
		Waiving late payment charges on utility bills and miscellaneous receivable invoices for the month of April & May 2020
		Waive Non Sufficient Funds (NSF) fees charged on customer accounts for the months of April and May 2020
		Suspend all collection efforts on accounts in arrears during April and May 2020
		Waiving the 2020 Uptown Sidewalk Patio application fee
		Waiving monthly parking permit fees for the month of April 2020
April 27, 2020	CORP2020-026	Waiving monthly parking permit fees for the month of May 2020
May 25, 2020	CORP2020-029	Waiving penalty and interest on property taxes for the month of June 2020
		Waiving late payment charges on utility bills and miscellaneous receivable invoices for the month of June 2020
		Waive Non Sufficient Funds (NSF) fees charged on customer accounts for the months of June 2020
		Suspend all collection efforts on accounts in arrears until August 31, 2020
		Waiving monthly parking permit fees for the month of June 2020
		Develop an application-based property tax deferral program to extend 2020 final property tax due dates by 60 days for residents and businesses who qualify
		Approve \$9,500 in financial support for the Uptown Waterloo BIA Graffiti Removal program
		Approve \$5,000 in financial support for Additional Neighbourhood Support
		Approve 3 months of relief for the Business Licences Renewal Fee
June 22, 2020	CORP2020-037	Waive the Portable Sign permit fee until the end of August 2020
		Approve a 75% discount on the Uptown monthly parking permit fees for the month of July 2020
		Approve a 50% discount on the Uptown monthly parking permit fees for the month of August 2020
		Approve a 25% discount on the Uptown monthly parking permit fees for the month of September 2020

The above listing includes financial relief measures that have formally been approved or are being recommended to be approved. City staff have and will continue to provide support in many other ways as outlined in this and past reports.

Section #10 – Waterloo North Hydro Update:

Waterloo North Hydro (WNH) estimates that it has lost approximately \$633,000 in revenue from March to Mid-May. If the same magnitude of losses are realized per month (10% decrease), and this trend continues from June until the end of the fiscal year, the total loss of revenue is estimated to be \$2.8 million.

To offset this decline in revenues, WNH has implemented cost containment measures totalling \$3.8 million (operating expense reductions and capital deferrals).

WNH accounts receivable collection are behind with \$740,000 past 30 days compared to a normal year of \$530,000 for a net increase of \$210,000. This amount is expected to grow and could result in an increase of bad debt. Although WNH does have a bad debt provisions, it may not be enough to cover an atypical year due to COVID-19 defaults.

On June 1, 2020, the Province of Ontario announced new measures to [help those struggling with their Electricity Bills during COVID-19](#). At this time it is unknown how these measures may affect the above noted WNH collection challenges and or WNH revenue.

Initiatives include:

- \$9 million for the COVID-19 Energy Assistance Program (CEAP) to support consumers struggling to pay their energy bills during the pandemic. CEAP will provide one-time payments to consumers to help pay down any electricity bill debt incurred over the COVID-19 period. Applications will be available through local utilities in the upcoming months;
- \$8 million for the COVID-19 Energy Assistance Program for Small Business (CEAP-SB) to provide support to businesses struggling with bill payments as a result of the outbreak; and
- An extension of the Ontario Energy Board's winter disconnection ban until July 31, 2020 to ensure no one is disconnected from their natural gas or electricity service during these uncertain times.
- In addition, the government recently announced that it would continue the suspension of time-of-use (TOU) electricity rates and, starting on June 1, 2020, customers would be billed based on a new fixed COVID-19 Recovery Rate of 12.8 cents per kilowatt-hour. Fixed pricing will be in place until October 31, 2020.

As part of the 2020-2022 City of Waterloo budget, Council approved an increase of \$374,825 to the Waterloo North Hydro Waterloo North Hydro Dividend revenue for 2020. This increase was part of budget request I6 - Increased Infrastructure Funding as per LTFP and was directed to CIRRF. At this time, staff are still forecasting a surplus to budget for WNH Dividends & Interest revenue in 2020; however, the risk to dividend in 2021 is significant. Staff will continue to monitor and report on this item (see Section 11 – Future Risk).

Table #9 – Actuals and Forecast of WNH Dividends & Interest revenue:

	Actuals		FORECAST
	2018	2019	2020
Budget			
Dividends	\$ 1,709,000	\$ 1,909,000	\$ 2,283,825
Interest	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000
Total Budget	\$ 3,009,000	\$ 3,209,000	\$ 3,583,825
Actuals & Forecast			
Dividends	\$ 3,056,100	\$ 2,652,036	\$ 2,589,084
Total Interest	\$ 1,466,690	\$ 1,466,690	\$ 1,466,774
Total Income	\$ 4,522,790	\$ 4,118,726	\$4,055,858
Surplus/(Deficit)	\$ 1,513,790	\$ 909,726	\$472,033

Section #11 – Future Risk:

At this time, the financial impacts included in this report and past reports are based on best estimates. As previously stated the full impact of COVID-19 will only be known later in the year and more so into the next year. It is expected that municipalities will experience the financial impact in 2020 and certainly in 2021 with lower assessment growth and other influencing factors.

Staff would like to highlight for Council some future risk items that will need to continue to be monitored throughout this year and into next year.

Waterloo North Hydro Dividends:

As noted above, the Waterloo North Hydro Dividend budget is \$2.28M. This budget item has historically resulted in a budget surplus at year. At this time, staff would like to caution Council that the 2021 WNH Dividend budget is at risk of being significantly reduced. Based on early estimates from WNH, shareholders are being cautioned that Dividends are likely to be significantly reduced compared to previous years. Staff will continue to monitor this item closely over the coming months and provide updates to Council as appropriate.

Assessment Growth:

Assessment growth has only achieved 0.16% growth or 11% of the targeted amount for 2020 (assessment growth target 1.4% or \$1.1M). This is behind the pace of 2019 when the City had achieved 0.95% growth or 68% of the targeted amount by the end of May 2019. This item is dependant on MPAC returning to normal operations in the coming months and ensuring new occupied properties and additions are added to the 2020 assessment role. MPAC is currently projecting to deliver the required amount of growth to meet the target in the balance of the year. If this item does not meet its target, it will have two impacts. Our ability to reach supplementary taxes budget of \$1.25M could be impaired and any assessment growth shortfall will need to be addressed as part of

future budgets. Staff will monitor this item closely over the coming months and provide updates to Council.

Supplementary Taxes

Historically supplementary taxes have been a significant surplus driver (on average \$1M surplus). MPAC is currently projecting to deliver the required amount of growth in 2020 to meet the supplementary tax target. Staff will continue to monitor the COVID-19 impacts on supplementary taxes, but we could see a reduced amount in 2020 as a result.

Other Payment in Lieu of Taxes:

This revenue source is primarily driven by the total enrolment of UW, WLU and Conestoga College in the previous year multiplied by \$75 per student (“heads and beds”). The City of Waterloo retains 35% and 65% is flowed to the Region of Waterloo. The total budget (city share) of \$1.4M for 2020 will not be impacted as the calculation is based on 2019 enrolment. Based on staff discussions, our universities are anticipating slightly reduced enrolment in the final semester of 2020. Staff will monitor this item closely to determine the impact on the 2021 budget and beyond, if this anticipated reduction in post-secondary enrolment occurs.

Section #12 - Conclusion:

At this time, the impacts included in this report are best estimates. Depending on the duration of the emergency declaration by the Province, duration of city facility closures for health and safety of our community, the time needed for recovery efforts, the ability of businesses to reopen after the crisis and the extent of the recovery in the community, the full impact of the COVID-19 will only be known later in the year and more so into the next year. City staff are taking a fiscally prudent approach in reviewing cost containment as a priority to ensure the financial stability of the organization balanced with the needs for recovery and reopening city facilities in a safe manner.

It is expected that municipalities will experience the financial impact in 2020 and certainly in 2021 with lower assessment growth. Federal and Provincial relief programs are geared towards the business community, employers and employees and do not include the municipal sector. The Federation of Canadian Municipalities (FCM)¹ and the Association of Municipalities of Ontario (AMO)² have undertaken advocacy work to highlight the impact of the pandemic on the municipal sector and for funding support from the Federal and Provincial governments.

Staff will continue to monitor the situation and provide additional update reports in the future with the next update report planned for September 2020 (date to be determined).

¹ <https://covid.fcm.ca/recommendations>

² <https://www.amo.on.ca/Advocacy>



STAFF REPORT
Fleet & Procurement Services

Title: CAO Procurement Award Summary – April - May 2020
Report Number: CORP2020-038
Author: Jason Wilhelm, Manager, Procurement
Meeting Type: Council Meeting
Council/Committee Date: June 22, 2020
File: N/A
Attachments: CAO Procurement Award Summary April 1 – May 31, 2020
Ward No.: N/A

Recommendations:

1. That Council approve staff report CORP2020-038.
2. That Council approve the proposed by-law extending the delegation of procurement matters to the Chief Administrative Officer (CAO) of the City of Waterloo until September 8, 2020.

A. Executive Summary

This report captures procurement, funding release and project transfer activity approved by the CAO from April 1, 2020 to May 31, 2020.

Attached as Appendix 1 is a Summary of Procurement Awards valued greater than \$600,000 that have been approved by Tim Anderson, CAO per the authority delegated in accordance with By-Law 2020-016, as amended by By-Laws 2020-023 and 2020-031, for the period April 1, 2020 to May 31, 2020.

There were no CAO Non-Routine Project Funding Release Approvals & Project Transfers approved by Tim Anderson per the authority delegated in accordance with By-Law 2020-016, as amended by By-Laws 2020-023 and 2020-031, for the period of April 1, 2020 to May 31, 2020.

Attached as Appendix 2 are copies of the staff reports that the CAO approved for procurement awards and funding releases.

B. Financial Implications

N/A

C. Technology Implications

N/A

D. Link to Strategic Plan

(Strategic Objectives: Equity, Inclusion and a Sense of Belonging; Sustainability and the Environment; Safe, Sustainable Transportation; Healthy Community & Resilient Neighbourhoods; Infrastructure Renewal; Economic Growth & Development)

(Guiding Principles: Equity and Inclusion; Sustainability; Fiscal Responsibility; Healthy and Safe Workplace; Effective Engagement; Personal Leadership; Service Excellence)

N/A

E. Previous Reports on this Topic

2020 Reports

CORP2020-024, CORP2020-027

F. Approvals

Name	Signature	Date
Author: Jason Wilhelm		June , 2020
Director: Tracie Bell		June , 2020
Commissioner: Keshwer Patel		June , 2020
Finance:		June , 2020

CAO

APPENDIX 1

SUMMARY OF PROCUREMENT AWARDS > \$600,000 Approved by Tim Anderson per By-law 2020-016

(April 1, 2020 - May 31, 2020)

Requestor	Project Description	Award Value (HST Excluded) and Supplier Name	Funding Release Report #	Total Approved Capital Budget Amount* (*other planned items may be budgeted within this envelope)	Award Value (Unrecoverable HST Included)	Capital Budget Reference #	Operating Budget Amount	Operating Account
Chris Dedman - Transportation	RFT20-04 2020 Sidewalk and Trail Construction	730,466.25 410754 Ontario Limited o/a Sousa Concrete	N/A - Routine Funding	\$31,000 \$50,000 \$303,000 \$411,000	\$743,326	#706 (2020) #713 (2020) #716 (2020) #719 (2020)	N/A	N/A
Jessica Kellerman - Engineering Services	RFT20-06 Laurel Creek Improvements - Waterloo Park	1,611,555.66 Roubos Farm Service Ltd	IPPW2017- 021	\$7,301,000	\$1,639,927	#884 (2017- 2018)	N/A	N/A
TOTAL AWARD VALUE		\$2,342,022						



STAFF REPORT Engineering Services

Title: Award of Tender RFT20-06: Laurel Creek Improvements – Waterloo Park
Report Number: IPPW2020-033
Author: Jessica Kellerman
Meeting Type: Not Applicable
Council/Committee Date: [Click here to enter a date.](#)
File: 170030
Attachments: [\[Attachments\]](#)
Ward No.: Ward 7

Recommendations:

1. That Report IPPW2020-033 be approved.
2. That pursuant to By-Law No. 2020-016, the CAO approves the award of RFT#20-06 Laurel Creek Improvements – Waterloo Park to Roubos Farm Service Ltd. for the submitted price of \$1,611,555.66, plus unrecoverable HST, in the amount of \$28,363.38 for a total award value of \$1,639,919.04.
3. That the Mayor and Clerk be authorized to sign the Agreement between The Corporation of the City of Waterloo and Roubos Farm Service Ltd., and any other documents related to this project, subject to the satisfaction of the City's Solicitor.

A. Executive Summary

In accordance with the City's Purchasing By-Law 2019-026, tenders were solicited via RFT20-06 for the construction of the Laurel Creek component of the Silver Lake, Laurel Creek and Waterloo Park Improvements project. Tender bids were received from eight (8) bidders. After reviewing the bids, it is recommended that the low bidder, Roubos Farm Service Ltd., be awarded the project. This project demonstrates the City's commitment to improving Waterloo Park and restoring Silver Lake and Laurel Creek within the Park.

B. Financial Implications

Funding in the amount of \$7,301,000 was previously approved for the Silver Lake and Laurel Creek Rehabilitation in Waterloo Park EA Addendum project via IPPW2017-021 for consulting and construction related to the Lake and Creek. The lowest submitted price via RFT20-06 for the Laurel Creek component (\$1,639,919.04 including non-recoverable HST) is within budget.

C. Technology Implications

There are no technological implications with respect to this report.

D. Link to Strategic Plan

(Strategic Objectives: Equity, Inclusion and a Sense of Belonging; Sustainability and the Environment; Safe, Sustainable Transportation; Healthy Community & Resilient Neighbourhoods; Infrastructure Renewal; Economic Growth & Development)

1. Sustainability and the Environment: Apply a sustainability lens on all services and projects.
2. Safe, Sustainable Transportation: To facilitate a model shift, enable increased use of active transportation and public transit.
3. Healthy Community & Resilient Neighbourhoods: Create and maintain safe, accessible and vibrant public spaces that promote opportunities for diverse use.
4. Economic Growth & Development: Celebrate the connection with education partners to fully leverage growth opportunities.
5. Infrastructure Renewal: Dedicate appropriate resources to plan, renew and maintain existing infrastructure; and, address the infrastructure deficit.

(Guiding Principles: Equity and Inclusion; Sustainability; Fiscal Responsibility; Healthy and Safe Workplace; Effective Engagement; Personal Leadership; Service Excellence)

1. Equity and Inclusion
2. Sustainability
3. Fiscal Responsibility

E. Previous Reports on this Topic

IPPW2018-039 – Silver Lake and Laurel Creek Environmental Assessment

IPPW2017-021 – Silver Lake Funding Release

IPPW 2013-045 – Silver Lake/Laurel Creek Rehabilitation Assessment Baseline

Inventory Report – Update

F. Approvals

Name	Signature	Date
Author: Jessica Kellerman		
Director: Dan Ditaranto		
Commissioner: Cameron Rapp		
Finance: Filipa Reynolds		

CAO



Award of Tender RFT20-06: Laurel Creek Improvements – Waterloo Park IPPW2020-033

Section 1 – Background

The rehabilitation of Laurel Creek within Waterloo Park is one component of the larger Silver Lake, Laurel Creek and Waterloo Park Improvements project. The following provides background information on the Waterloo Park project as a whole and how the rehabilitation of Laurel Creek is incorporated.

Waterloo Park is located in the City's Uptown core and is bordered by modern urban development and world-class education and research facilities. The Universities of Waterloo and Wilfred Laurier, Perimeter Institute, the Waterloo Memorial Recreation Complex, retail shops and restaurants, and a variety of residential developments are in close proximity. The Park has been described as the "Jewel of the City" and within it Silver Lake is a unique element that has provided a recreational amenity and picturesque feature since 1890. As such, Silver Lake is a central feature of the City of Waterloo. As the community around Waterloo Park has grown, so have the services of the Park and the impacts on its features.

In June 2018 the City completed a Class Environmental Assessment (EA) Addendum study to evaluate alternatives and determine the preferred rehabilitation option for Silver Lake and Laurel Creek within Waterloo Park. A key goal of the study was to enhance and protect the ecological function and natural features within the Park, ensuring that Silver Lake and Laurel Creek continue to be key features of the City. The focus for Silver Lake was to investigate and outline a strategy for addressing siltation issues. The objective for Laurel Creek was to establish the existing conditions of the stream channel and outline potential corrective measures where warranted.

Alternative solutions were developed to address the identified issues in the study area and achieve the project objectives. The detailed evaluation process identified *Alternative 3: Dredge and Reconfigure Silver Lake* as the preferred solution. Figure 1 provides an overview of the Waterloo Park study area and the preferred alternative.

In conjunction with the dredging and reconfiguring of Silver Lake, Waterloo Park along the Lake edge has been re-designed to create a new destination space for park users. The design was completed in adherence with the Waterloo Park Master Plan and the recommendations of the Class EA and was presented to Council in June, 2018. The final detailed design was presented at a public open house on September 26, 2019.

In general, the scope of the Waterloo Park improvement project involves the rehabilitation and re-alignment of Laurel Creek within Waterloo Park, Silver Lake dredging and reconfiguration and park upgrades and improvements on the north bank of Silver Lake. Specifically, the works will include:

Laurel Creek

- Construction of a meandering natural channel with pool and riffle features
- Construction of a pedestrian crossing and pathway alignments

Silver Lake

- Removal of Lions Lagoon and underlying pool structure
- Other removals (existing boardwalk, gazebo, walkways, etc.)
- Construction of a new Lake cell upstream of the LRT crossing
- Dredging and reconfiguration of Lake including hard edge treatments
- Earth works and grading of North shore and South shore of Silver Lake

Waterloo Park

- Construction of new park features including pathways, focal fountain features, beach area, pedestrian bridges and boardwalk
- Reconfiguration of parking areas
- Lighting of other park areas
- Relocation of electrical building

Upon award of RFT20-06, construction on Laurel Creek will commence in July 2020 and is anticipated to take approximately three (3) months to complete (pending suitable weather). Tenders for the Silver Lake and Waterloo Park portions of the project are proposed to be advertised in spring 2020 and summer 2020 respectively, with construction of the overall project anticipated to be completed by fall 2021.

Section 2 – Procurement Process

RFT20-06 was advertised on Biddingo on February 27, 2020. The bid closing date was April 15, 2020 and eight (8) compliant submissions were received. Table 1 below, summarizes the bid results.

Table1: Contractor Bid Evaluation Summary RFT20-06 (Laurel Creek Improvements – Waterloo Park)

Bidder	Bid Price	Non-recoverable HST (1.76%)	Total including non-recoverable HST
Roubos Farm Services Ltd.	\$1,611,555.66	\$28,363.38	\$1,639,919.04
Seawaves Development Service Ltd.	\$1,884,012.50	\$33,158.62	\$1,917,171.12
Lancoa Contracting Inc.	\$1,997,170.10	\$35,150.19	\$2,032,320.29
56789 Ontario Limited o/a R&M Construction	\$2,490,635.24	\$43,835.18	\$2,534,470.42
Cambridge Landscaping & Construction Ltd.	\$2,725,472.00	\$47,968.31	\$2,773,440.31

Bidder	Bid Price	Non-recoverable HST (1.76%)	Total including non-recoverable HST
Network Underground Utilities Inc.	\$3,254,252.01	\$57,274.84	\$3,311,526.85
Gateman-Milloy Inc.	\$3,450,000.00	\$60,720.00	\$3,510,720.00
CSL Group Ltd.	\$3,838,570.00	\$67,558.83	\$3,906,128.83

Section 3 – Financial Implications

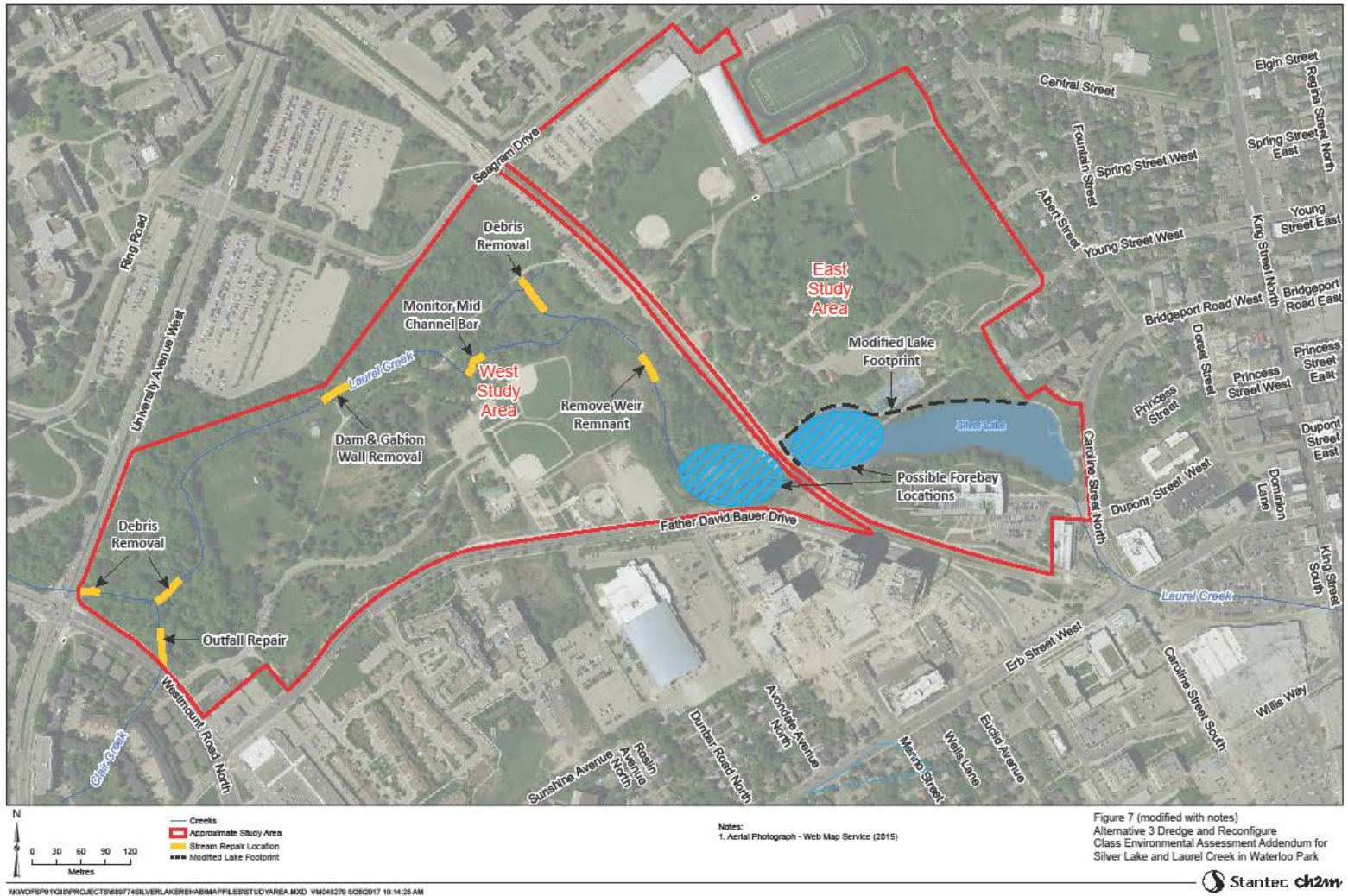
Funding in the amount of \$7,301,000 was previously approved for the Silver Lake and Laurel Creek Rehabilitation in Waterloo Park EA Addendum project via IPPW2017-021 for consulting and construction related to the Lake and Creek. The lowest submitted price for the Laurel Creek component (i.e. \$1,639,919.04 including non-recoverable HST) is within budget, as shown in Table 2 below.

Table 2: Funding Approvals to Date and Estimated Costs

Description	Report Number	Approval Date	\$ Amount *
FUNDING:			
Funding - 2017	IPPW2017-021	April 10, 2017	(\$766,000)
Funding - 2018	IPPW2017-021	January 1, 2018	(\$6,535,000)
Total Funding			(\$7,301,000)
EXPENDITURES:			
Incurred to Date			
Consulting: EA study, detailed design, oversight, administration, overhead, misc.			\$785,970
Projected Expenditures:			
Engineering Design and CA			\$211,687
RFT20-06 Laurel Creek Improvements	IPPW2020-033		\$1,639,919
Regulatory Approvals, Future Lake RFT, Future Park Work, Contingency, Misc.			\$4,663,424
Total Projected Expenditures			\$6,515,030
Total Expenditures			\$7,301,000
BALANCE			\$0

* Note: non-recoverable portion of HST included

IPPW2020-033 Figure 1– Preferred Alternative 3: Dredge and Reconfigure Silver Lake





**STAFF REPORT
Transportation Services**

Title:	Award of Tender RFT20-04 – 2020 Sidewalk and Trail Construction
Report Number:	IPPW2020-029
Author:	Chris Dedman
Meeting Type:	Not Applicable
Council Date:	April 21, 2020
File:	[File]
Attachments:	[Attachments]
Ward No.:	All Wards

Recommendations

1. That IPPW2020-29 be approved.
2. That pursuant to By-Law No. 2020-016, the CAO approves the award of RFT20-04 – 2020 Sidewalk and Trail Construction to 410754 Ontario Limited o/a Sousa Concrete for the submitted price of \$730,466.25 plus unrecoverable HST in the amount of \$12,856.21 for a total award value of \$743,322.46.
3. That the Mayor and Clerk be authorized to sign the Agreement between The Corporation of the City of Waterloo and 410754 Ontario Limited o/a Sousa Concrete, and any other documents related to this project, subject to the satisfaction of the City's Director of Legal Services.

A. Executive Summary

In accordance with the City's Purchasing By-Law 2019-026, tenders were solicited via RFT20-04 for the 2020 Sidewalk and Trail Construction Project. Tender bids were received from eight (8) qualified contractors. After reviewing the bids, it is recommended that the low bidder, 410754 Ontario Limited o/a Sousa Concrete, be awarded the project. This project demonstrates the City's commitment to improving and expanding the active transportation network to provide multi-modal transportation options.

B. Financial Implications

The approved 2020 capital budget included a total of \$795,000, including \$389,000 from the Capital Reserve Fund (CRF) and \$406,000 from the Development Charges Reserve Fund (DC) for various Transportation projects, as approved on February 10, 2020. These funds are being used in 2020 to construct the project (as per the RFT).

The award of RFT20-04 - 2020 Sidewalk and Trail Construction to 410754 Ontario Ltd. o/a Sousa Concrete for \$730,466.25 (plus applicable taxes) is within the approved capital budget.

C. Technology Implications

There are no technological implications with respect to this report.

D. Link to Strategic Plan

(Strategic Objectives: Equity, Inclusion and a Sense of Belonging; Sustainability and the Environment; Safe, Sustainable Transportation; Healthy Community & Resilient Neighbourhoods; Infrastructure Renewal; Economic Growth & Development)

Sustainability and the Environment:

- Planning for a city less dependent on the auto, thereby reducing the harmful effects of greenhouse gas emissions.

Safe and Sustainable Transportation:

- Expanding the City's active and accessible transportation network provides safer options for our citizens.

Healthy Community & Resilient Neighbourhoods:

- Expanding the City's active and accessible transportation network to improve the health and well-being of our citizens, and provide economical and sustainable transportation options.

E. Previous Reports on this Topic

- IPPW2020-013, 2020 Annual Sidewalk Report

F. Approvals

Name	Signature	Date
Author: Chris Dedman		
Director: Christine Koehler		
Commissioner: Cameron Rapp		
Finance: Filipa Reynolds		

CAO



Award of Tender RFT20-04 – 2020 Sidewalk and Trail Construction IPPW2020-029

1.0 Background

The City of Waterloo has been developing its active transportation network of sidewalks, trails and bikeways for many years. At a strategic level, expanding and connecting the network will improve the health and well-being of its citizens, and provide economical and sustainable transportation options.

The location of new active transportation infrastructure was identified in Staff report IPPW2020-013, the 2020 Annual Sidewalk Report. This report identified priority locations using the prioritization methodology for infilling missing links in the network. The rehabilitation or upgrade of off-road trails was identified through visual inspections.

Upon award of RFT20-04, it is anticipated that construction will commence in late spring and be completed by the fall. This project demonstrates the City's commitment to improving and expanding the active transportation network to provide multi-modal transportation options.

2.0 Procurement Process

RFT20-04 was advertised on Biddingo on February 28, 2020. The bid closing date was April 15, 2020 and eight (8) compliant submissions were received. Bids were opened in the presence of:

- Jeff Poetker, Procurement and Inventory Coordinator
- Chris Dedman, Project Manager, Transportation Services

Table 1 below summarizes the Bid Results.

Table 1: Contractor Bid Evaluation Summary RFT20-04, the 2020 Construction of Sidewalks and Trails:

Bidder	Bid Price	Non-recoverable HST (1.76%)	Total including non-recoverable HST
410754 Ontario Ltd. o/a Sousa Concrete	\$730,466.25	\$12,856.21	\$743,322.46
Ekum Sekum Inc. o/a Brantco Construction	\$733,353.21	\$12,907.01	\$746,260.22
39 Seven Inc.	\$776,165.00	\$13,660.50	\$789,825.50
Vista Contracting Ltd.	\$871,592.75	\$15,340.03	\$886,932.78
Kings Valley Landscape Contractors Inc.	\$955,210.00	\$16,811.70	\$972,021.70
Steed and Evans Limited	\$1,043,530.95	\$18,366.14	\$1,061,897.09
CSL Group Ltd.	\$1,057,580.00	\$18,613.41	\$1,076,193.41
Onsite Contracting Inc.	\$1,089,211.10	\$19,170.12	\$1,108,381.22

3.0 Financial Implications

The approved 2020 capital budget included routine funding for the following projects:

- 120080 (Ref #706) Bicycle Parking
- 120092 (Ref #719) Trails and Bikeways Master Plan Implementation – City Wide
- 120093 (Ref #713) Refuge Islands – City Wide
- 150057 (Ref #716) Sidewalk New Construction – City Wide

Funding currently available in Project 120085 Columbia-Lexington, in the amount of \$259,305 will also be used.

The funding from these projects will be used to complete the sidewalk construction, bike parking, trail rehabilitation and intersection improvements including (trails on Lexington Rd. and Colby Dr., sidewalks on Superior Dr., and Dawson St., various walkway links, improvements at the Lexington Rd. and Davenport Rd. intersection, and Bike Parking around ION stations and Uptown).

The award of RFT20-04 Sidewalk and Trail Construction to 410754 Ontario Ltd. o/a Sousa Concrete for \$730,466.25 (plus applicable taxes), totaling \$743,322, is within the approved capital budget, as approved by Council on February 10, 2020, as shown in Table 2 below.

Table 2: Funding Approvals to Date and Estimated Costs:

Description	Report Number	Approval Date	\$ Amount*
Funding:			
Carry forward funding – Project 120085 Columbia-Lexington			\$(259,305)
Funding Ref#706 - 2020	Routine	Feb 10, 2020	\$(31,000)
Funding Ref#716 - 2020	Routine	Feb 10, 2020	\$(303,000)
Funding Ref#713 - 2020	Routine	Feb 10, 2020	\$(50,000)
Funding Ref#719 – 2020	Routine	Feb 10, 2020	\$(411,000)
Total Funding			\$(1,054,305)
Projected Expenditures:			
RFT 20-04			\$743,322
Funding for other identified projects, and other Projected Costs (includes but not limited to): <i>contract administration, overhead, contingency, utility relocations</i>			\$310,983
Total Projected Expenditures:			\$1,054,305
TOTAL			\$0

*Note: non-recoverable portion of HST included



STAFF REPORT
Economic Development

Title: Region of Waterloo / City of Waterloo Parkade Agreement Extension
Report Number: CAO2020-001
Author: Christine Tettman
Meeting Type: Council Meeting
Council/Committee Date: June 22, 2020
File: N/A
Attachments: Appendix A – Amending Agreement
Ward No.: Uptown Ward 7

Recommendations:

1. That CAO2020-001 be approved.
2. That Council approve a one-year extension of the Region of Waterloo and City of Waterloo Uptown Parkade Agreement.
3. That the Mayor and Clerk be authorized to sign an amending agreement in a form or agreement substantially similar to that attached hereto and to the satisfaction of the City solicitor.

A. Executive Summary

In the early 1990's, the Region of Waterloo expressed an interest in locating an office building in the City of Waterloo. In order to facilitate this development, the Region and the City entered into an agreement dated July 9, 1991 and an amending agreement on July 10, 1992 detailing a number of terms and conditions including parking at the Uptown Waterloo Parkade (Parkade).

In accordance with the Agreement, the Region contributed \$4,758,250 to the construction of the parking facility. The Agreement further stipulated the City would provide 319 structured parking spaces for exclusive use by Regional employees during business hours for a 20 year period beginning July 1, 1993. The 20 year term of this agreement expired July 1, 2013.

The Agreement provided an option for the Region to purchase the portion of the structure designated for their use for \$1.00 at the end of the 20 year term. The

Parkade has 457 parking spaces of which 317 are currently designated for Region use (approximately 70%).

Discussions have taken place with the Regional staff related to future operating, capital costs and each party's respective parking needs. Council approved a third extension to the agreement through CAO2017-019 to allow for further discussions, for the City to review numerous aspects of its parking programs and most recently to allow Provincial decisions to be released regarding its municipal review.

At its meeting on June 3, 2020, the Region approved a further one (1) year extension. At this time it is in the City's best interests to extend the Agreement by one (1) year to review the proposed options and finalize arrangements regarding the long-term ownership structure of the Parkade.

B. Financial Implications

Under the terms of the Parkade agreement, the Region currently pays to the City a share of operating and capital costs proportionate to the percentage of parking spaces designated for use by the Region (approximately 70%). In extending the agreement by one (1) year, the Region would continue to be responsible for their proportionate share of operating and capital costs of the Parkade.

C. Technology Implications

There are no technology implications with this report.

D. Link to Strategic Plan

(Strategic Objectives: Equity, Inclusion and a Sense of Belonging; Sustainability and the Environment; Safe, Sustainable Transportation; Healthy Community & Resilient Neighbourhoods; Infrastructure Renewal; Economic Growth & Development)

Safe, Sustainable Transportation – improve all modes of transportation making Waterloo more mobile, accessible and connected.

(Guiding Principles: Equity and Inclusion; Sustainability; Fiscal Responsibility; Healthy and Safe Workplace; Effective Engagement; Personal Leadership; Service Excellence)

Service Excellence

E. Previous Reports on this Topic

IPPW2013-009 – Region of Waterloo City of Waterloo Parkade Agreement

IPPW2015-049 – Region of Waterloo City of Waterloo Parkade Agreement

CAO2017-019 – Region of Waterloo City of Waterloo Parkade Agreement

F. Approvals

Name	Signature	Date
Author: Christine Tettman		
Director: Justin McFadden		
Commissioner:		
Finance: Keshwer Patel		

CAO



Region of Waterloo / City of Waterloo Parkade Agreement Extension CAO2020-001

Section #1 – Background

In the early 1990's, the Region of Waterloo expressed interest in locating an office building in the City of Waterloo to house a number of its operations, more specifically, its Health and Social Services functions. In order to facilitate this development, the City of Waterloo and Region of Waterloo entered into an agreement detailing a number of terms and conditions.

Under the terms of the 1991 agreement, the City conveyed to the region certain lands for the purposes of developing the project. The land conveyance was an intermunicipal transfer at no cost to the Region. Some of the other terms of the agreement related to zoning changes, road widening, utility relocation and parking.

The parking provisions of the original agreement were altered through an amending agreement in July 1992. The amending clauses stipulate that the city will provide 319 spaces by constructing a parking structure at the intersection of King and Herbert Streets (now Willis Way). The 319 parking spaces are to be for the exclusive use of the Region between the hours of 7:00 a.m. and 6:00 p.m. Monday through Friday and non-exclusive access from 6:00 p.m. and 1:00 a.m. each working day commencing July 1, 1993 for a 20 year period. The agreement further provides that any additional parking spaces required by the Region up to a maximum of 379 spaces shall be provided by the City in a mutually acceptable form.

The 20 year term of the agreement between the City and Region regarding use of the Uptown Waterloo Parkade (Parkade) expired on July 1, 2013. An option for the Region to purchase the structure was provided in the agreement. The clause pertaining to this option specified that after the completion of the initial 20-year period, on or about July 1, 2013, the Region shall exercise an option to purchase the parking garage and any outstanding obligations relating to capital and operating costs for the sum of \$1.00. The agreement further stipulates that if the region occupies only a portion of the total parking spaces in the structure, this option is only exercisable to the extent of its proportionate occupancy.

City staff approached the Region in 2012 to begin discussions surrounding the completion of the 20 year agreement term to develop a new agreement moving forward. The agreement was extended by two additional two year terms in 2013 and 2015 and by a three year term in 2017. The current extension expires on July 1, 2020.

City and Region staff are still in discussion surrounding a new agreement moving forward. At this time it would be in the best interests of both parties to extend the agreement by another one year term. This will allow for analysis of the options provided by the Region and for discussions to be finalized.

Section #2 – Financial Background

The agreement has two financial components; annual operating costs and capital costs of the structure and interest and principal repayment of the debentures issued to finance the total capital cost of building the structure. Annual capital and operating costs paid to the City by the Region are calculated based on the percentage of parking spaces in the structure that are designated for use by the Region. Currently, 317 of the 457 parking spaces in the Parkade are designated for use by the Region resulting in a capital and operating cost split of 30.6% City and 69.4% Region. Extending the agreement by a further one-year term will not have any negative financial implications. The Region would continue to be responsible for their proportionate share of the operating and capital costs of the Parkade.

The Parkade has historically generated an operational profit for the City Parking Enterprise through its mix of hourly paid parking (Parkade current hourly rate is \$3.50 per hour) and paid permit parking (Parkade current permit rate is \$172.97 per month HST included). Table 1 below summarizes the operational revenue and expenses for the Parkade from 2017-2019.

Table 1 – Parkade Revenue & Expense Summary

Year	2017	2018	2019
Permit Revenue	\$(115,165)	\$(153,102)	\$(150,522)
Hourly Paid Revenue	\$(82,447)	\$(89,408)	\$(97,943)
*Recoveries from Region	\$(243,934)	\$(246,011)	\$(262,840)
Operating Expenses	\$331,172	\$314,258	\$340,879
NET OPERATING (PROFIT)/LOSS	\$(110,374)	\$(174,263)	\$(170,426)

*Recoveries from Region include share of operating expenses (317/457) plus City Admin Fee.

The original debt financing for the Parkade structure was split between the City and the Region and calculated in a similar fashion. The City's principal (\$2,610,750) and interest portion of the Parkade debt was issued for 10 years and fully repaid in 2003. The Region's principal (\$4,758,250) and interest portion of the Parkade debt was issued for a 20-year period and was fully repaid in 2013.

Appendix A

AGREEMENT TO AMEND A MASTER AGREEMENT FOR THE WATERLOO REGIONAL HEALTH AND SOCIAL SERVICES BUILDING/WATERLOO PARKADE

THIS AMENDING AGREEMENT made this _____ day of _____, 2020.

BETWEEN:

THE REGIONAL MUNICIPALITY OF WATERLOO

Hereinafter called “the Region”

- and -

THE CORPORATION OF THE CITY OF WATERLOO

Hereinafter called “the City”

WHEREAS pursuant to Master Agreement between the Parties dated July 9, 1991 amended by Agreement dated July 10, 1992 and further amended by Agreement dated July 4, 2013, Agreement dated June 24, 2015 and Agreement dated June 30, 2017 (collectively the Master Agreement) the Region has constructed and occupied an office building in the City of Waterloo to house a number of its operations and, more specifically, the majority of its Health and Social Services functions (hereinafter referred to as the “Health and Social Services Building” or the “Project”);

AND WHEREAS the City owns a parking structure at King Street South, a portion of which is to the Region's benefit, in accordance with the terms of the Master Agreement;

AND WHEREAS paragraph 27 of the Master Agreement, as amended, grants the Region an option to purchase a portion of the parking structure currently utilized by the Region for employees of the Health and Social Services Building in the City of Waterloo (as defined in the Master Agreement) to the extent of its proportionate occupancy, for nominal consideration, (“the Option”) which option was to be exercised on or about July 1, 2020;

AND WHEREAS the Parties wish to extend the term of the Master Agreement and the Region's right to exercise the Option for a further one (1) year period, subject to the provisions of this Agreement.

NOW THEREFORE in consideration of the mutual covenants and provisions hereinafter set forth, the Parties agree as follows:

1. The Parties agree to extend the term of the Master Agreement from July 1, 2020 to July 1, 2021, subject to amending paragraph 27 so that it provides the following:

a. The Region shall have until July 1, 2021 to exercise an option to purchase the parking structure in which its spaces are located at that time, for the sum of \$1.00 together with any outstanding obligations relating to both operating and capital costs. If the Region occupies only a proportion of the total number of spaces in the structure, this option shall be exercisable only to the extent of its proportionate occupancy. The proportionate shares of the Parties shall be the basis of their proportionate ownership in the structure, as tenants in common. It is the intent of the Parties that the detailed terms and conditions of this option shall be incorporated into a formal option to purchase.

2. With respect to the Master Agreement, the parties agree that the Region currently occupies 317 parking spaces within the parking structure as of July 1, 2020 and any reduction, reconfiguration, increase or relocation of the Region's parking spaces within the next one (1) year period of the Master Agreement, from July 1, 2020 to July 1, 2021 shall be mutually agreed upon by the parties, in writing.

3. The parties agree to continue to use their respective best efforts to negotiate a mutually agreeable capital maintenance plan for the Parking Structure commencing in 2020. Each party's respective financial contribution towards the cost of fulfilling the requirements of such a plan shall be according to their respective number of occupied/allocated parking spaces.

4. This Agreement may be executed in counterpart in writing or by electronic signature and delivered by mail, facsimile or other electronic means, including in Portable Document Format (PDF), no one copy of which need be executed by all of the parties, and all such counterparts together shall constitute one agreement and shall be a valid and binding agreement among the parties hereto as of the date first above written.

5. Except as amended by this Agreement, all terms and provisions of the Master Agreement shall remain in full force and effect.

IN WITNESS WHEREOF the Parties have caused their corporate seals to be affixed duly attended by their proper signing officers in that behalf.

THE REGIONAL MUNICIPALITY OF WATERLOO

Per: _____
Karen Redman, Regional Chair

Per: _____
Kris Fletcher, Regional Clerk

We have authority to bind the corporation.

THE CORPORATION OF THE CITY OF WATERLOO

Per: _____
Dave Jaworsky, Mayor

Per: _____
Olga Smith, City Clerk

We have authority to bind the corporation.



STAFF REPORT
Environment & Parks Services

Title: Parks Infrastructure Replacement and Rehabilitation Needs – 2020-2022 Implementation Plan

Report Number: COM2020-013

Author: Andrea Bazler, Susan Boldt and Cassandra Pacey

Meeting Type: Council Meeting

Council/Committee Date: June 22, 2020

File: N/A

Attachments: N/A

Ward No.: City-wide

Recommendations:

1. That Council approve report COM2020-013.
2. That Council approve the Parks Infrastructure Replacement and Rehabilitation Needs – 2020-2022 Implementation Plan as outlined in report COM2020-013.
3. That capital funding for the Parks Infrastructure 2020 Implementation Plan in the amount of \$99,000, funded from Capital Infrastructure Reinvestment Reserve Fund (CIRRF) be approved and released, as per the 2020-2022 approved Capital Budget Ref #226.
4. That on January 1, 2021 capital funding for the Parks Infrastructure 2021 Implementation Plan in the amount of \$133,000, funded from Capital Infrastructure Reinvestment Reserve Fund (CIRRF) be approved and released, as per the 2020-2022 approved Capital Budget Ref #226 subject to the 2021 Budget Confirmation report later this year.
5. That on January 1, 2022 capital funding for the Parks Infrastructure 2022 Implementation Plan in the amount of \$116,000, funded from Capital Infrastructure Reinvestment Reserve Fund (CIRFF) be approved and released, as per the 2020-2022 approved Capital Budget Ref #226 subject to the Budget Confirmation report later this year.

A. Executive Summary

This report is requesting the release of the Parks Infrastructure Replacement and Rehabilitation Needs funding for the 2020-2022 period. The project funding will be used to accelerate the city-wide playground infrastructure replacement program, and to

complete the rehabilitation of the Hillside Park parking lot, including the resurfacing of the lot and the replacement of the existing deteriorating timber retaining walls. This report recommends the release of the budgeted funds to allow staff to undertake these additional recommended works.

B. Financial Implications

The approved 2020-2022 capital budget includes \$348,000 in capital funding over 2020-2022 for the Non-Routine project Park Infrastructure Replacement and Rehabilitation Needs (Ref #226), funded from Capital Infrastructure Reinvestment Reserve Fund (CIRFF).

This report is seeking the release of these funds and is providing Council with the Park Infrastructure Replacement and Rehabilitation Needs spending plan as committed as part of report CORP2019-075 - Long Term Financial Plan – Update.

C. Technology Implications

There are no technological implications with respect to this report

D. Link to Strategic Plan

(Strategic Objectives: Equity, Inclusion and a Sense of Belonging; Sustainability and the Environment; Safe, Sustainable Transportation; Healthy Community & Resilient Neighbourhoods; Infrastructure Renewal; Economic Growth & Development)

(Guiding Principles: Equity and Inclusion; Sustainability; Fiscal Responsibility; Healthy and Safe Workplace; Effective Engagement; Personal Leadership; Service Excellence)

Infrastructure Renewal: Ensure park infrastructure needs are met and service levels are maintained while ensuring fiscal sustainability.



Infrastructure Renewal: Address the infrastructure deficit.

Healthy Community & Resilient Neighbourhoods: Well maintained parks infrastructure will ensure communities and neighbourhoods are provided with parks experiences needed to provide both recreational and social engagement opportunities.

E. Previous Reports on this Topic

- CORP2019-075 - Long Term Financial Plan – Update (December 9, 2019)
- CAO2019-032 Asset Management Update (November 18, 2019)
- CORP2018-011 Long Term Financial Plan – Staff Scenario (April 16, 2018)

F. Approvals

Name	Signature	Date
Author: Andrea Bazler		June 12, 2020
Author: Susan Boldt		
Author: Cassandra Pacey		
Director: Jeff Silcox-Childs		June 12, 2020
Commissioner: Mark Dykstra		
Finance: Keshwer Patel		

CAO



Parks Infrastructure Replacement and Rehabilitation Needs – 2020-2022 Implementation Plan COM2020-013

Section #1 - Background

On February 10, 2020, Council approved budget request I6R - Increased Infrastructure Funding as per LTFP. This request for increased infrastructure funding was based on the annual infrastructure funding gap identified in report CAO2019-032 Asset Management Update received by Council on November 18, 2019. The additional funding request was subsequently included in report CORP2019-075 Long Term Financial Plan Update that Council received on December 9, 2019 as part of the budget release. In order to continue addressing the average annual funding gap for Tax Base assets, Council approved increased infrastructure funding (allocated to CIRRF) as part of the 2020-2022 approved budget.

The Increased Infrastructure Funding (CIRRF) was allocated to four key tax funded asset classes based on their weighted average need. The amount allocated to each of the four asset classes is summarized below in Table 1.

Table #1 - Infrastructure Replacement and Rehabilitation Needs Projects.

REF	Council Reporting Criteria	Service Delivery Division	Strategic Pillar	Project Description	Source of Financing	2020	2021	2022
226	Non-Routine	Environment & Parks	Infrastructure Renewal	Park Infrastructure Replacement and Rehabilitation Needs	CIRRF	99	133	116
282	Non-Routine	Fac Design & Mgmt Serv.	Infrastructure Renewal	Facility Infrastructure Replacement and Rehabilitation Needs	CIRRF	31	264	661
446	Non-Routine	IMTS	Infrastructure Renewal	IMTS Infrastructure Replacement and Rehabilitation Needs	CIRRF	36	16	285
662	Non-Routine	Transportation Services	Infrastructure Renewal	Transportation Infrastructure Replacement and Rehabilitation Needs	CIRRF	435	910	1,077

On June 22, 2020, Council will be receiving the following Infrastructure Replacement and Rehabilitation Needs – 2020-2022 Implementation Plan reports:

- COM2020-013 - Parks Infrastructure Replacement and Rehabilitation Needs – 2020-2022 Implementation Plan
- IPPW2020-038 – Transportation Infrastructure Replacement and Rehabilitation Needs – 2020-2022 Implementation Plan

Due to changing 2020 priorities resulting from the unanticipated impacts of COVID-19. Facility Design and Management Services (FDM) and Information Management & Technology Services (IMTS) will be bringing forward their Infrastructure Replacement and Rehabilitation Needs reports in 2021. As a result, both FDM & IMTS are recommending deferring their 2020 increased infrastructure funds to 2021 and will be combining them with the original 2021 amounts. Table 2 below provides the revised FDM & IMTS Infrastructure Replacement and Rehabilitation Needs capital budgets.

Table #2 – Revised FDM & IMTS Increased Infrastructure Funding:

REF	Council Reporting Criteria	Service Delivery Division	Strategic Pillar	Project Description	Status	Source of Financing	2020	2021	2022
282	Non-Routine	Fac Design & Mgmt Serv.	Infrastructure Renewal	Facility Infrastructure Replacement and Rehabilitation Needs	Deferred to 2021	CIRRF		294	661
446	Non-Routine	IMTS	Infrastructure Renewal	IMTS Infrastructure Replacement and Rehabilitation Needs	Deferred to 2021	CIRRF		52	285

Section #2 - Infrastructure Implementation Plan

The Parks Infrastructure Replacement and Rehabilitation Needs project funding will be used to:

1. Accelerate/augment the city-wide playground infrastructure replacement.

The City currently has 85 playgrounds. The playground infrastructure (structures/equipment) is currently replaced at the approximate rate of 1.6 playgrounds/year from the Playground Upgrades/Expansion/Rehabilitation capital project (Capital Budget ref #247/248). The increased infrastructure funding will augment the currently available Playground Upgrades/Expansion/ Rehabilitation funding in the 2020-2022 period, raising the number of replaced playgrounds (structures/equipment) from 4.8 to 6 during this timeframe.

2. Replace deteriorating retaining walls and complete the parking lot resurfacing at Hillside Park.

The Hillside Park parking lot is in need of immediate reconstruction, including the replacement of the asphalt and the replacement of a number of timber retaining walls that currently support/surround the parking lot. With the capital upgrades scheduled for the Hillside Park diamonds in the near future (ref #242), there is an opportunity to undertake the parking lot rehabilitation at the same time, which will result in efficiencies in design/engineering as well it will minimize the disruption of park use due to all construction taking place at one time.

Currently there is no funding allocated for the replacement/reconstruction of existing retaining walls and parking lots throughout City parks.

Recently Parks was approved for a grant under the Municipal Asset Management Program (MAMP) administered by the Federation of Canadian Municipalities (FCM) in partnership with the Government of Canada. The Collection and Condition Assessment of Parks Assets project will provide a comprehensive asset inventory of Parks assets that will be critical to guiding future Parks capital rehabilitation and replacement decisions.

2020 Overview

The requested funding of \$99,000 will be partially used to augment the 2020 Playground Upgrades/Expansion/Rehabilitation capital project by \$30,000, in order to complete the rehabilitation of two (2) playgrounds (structures/equipment) in 2020. The current funding levels allow for the replacement of 1.6 playgrounds annually, which under normal circumstances would result in only one (1) playground being replaced and the balance of funding being carried forward until sufficient funds were available to complete an additional playground. The additional infrastructure replacement funding in 2020 will allow for the replacement of two (2) full playgrounds (structures/equipment) to be completed this year.

The remainder of the infrastructure replacement funding allocated for this year, in the amount of \$69,000 will be allocated to the Hillside Park parking lot / retaining wall project. Some preliminary design work might occur in 2020; however, the majority of the works will occur in 2021.

2021 Overview

In 2021, total funding of \$202,000, made up of \$133,000 for 2021 and the \$69,000 from 2020, will be used to complete the rehabilitation of the Hillside Park parking lot, including the resurfacing of the lot and the replacement of the existing deteriorating retaining walls.

2022 Overview

The 2022 funding of \$116,000 will be used to again augment the 2022 Playground Upgrades/ Expansion/Rehabilitation capital project in order to complete the replacement of one additional playground (structures/equipment) in 2022.

2023-2029 Overview

The funding included for 2023-2029 (\$116,000 annually) is subject to future capital budget processes and as a result, an implementation plan will be developed at a later date. As outlined above, once completed the Collection and Condition Assessment of Parks Assets project will provide a comprehensive asset inventory of Parks assets that will be critical to guiding future Parks capital rehabilitation and replacement decisions.

Section #3 - Projected Impact on Asset Performance

There are 134 parks throughout the City that require a significant amount of time, effort and funding to provide the park services experienced by the community. That same dedication will be needed in the coming years to maintain, rehabilitate and replace deteriorating park infrastructure. Park infrastructure is comprised of a variety of assets ranging from playgrounds, sport fields, and action sport facilities to shelters and benches.

Using the City's Decision Support System (DSS) along with organizational processes, staff are able to estimate future levels of park infrastructure performance and corresponding expenditure needs over a 25 year timeframe. On February 10, 2020, Council approved an increase of approximately \$1.2M in capital rehabilitation or replacement funding for Park assets through Park Infrastructure Replacement and Rehabilitation Needs (Ref #226) over the 2020-2029 timeframe. Figure 1 illustrates the projected increase in asset performance as a result of Council's approval of the additional funding. However, the \$810,000 identified for the 2023-2029 timeframe will be subject to future budget processes and approvals. Therefore, the projected improvement to poor and very poor assets will change if funding levels are modified through future budget processes.

Figure 1: Increase in Very Poor & Poor Asset Performance due to the Additional Funding (Ref #226)

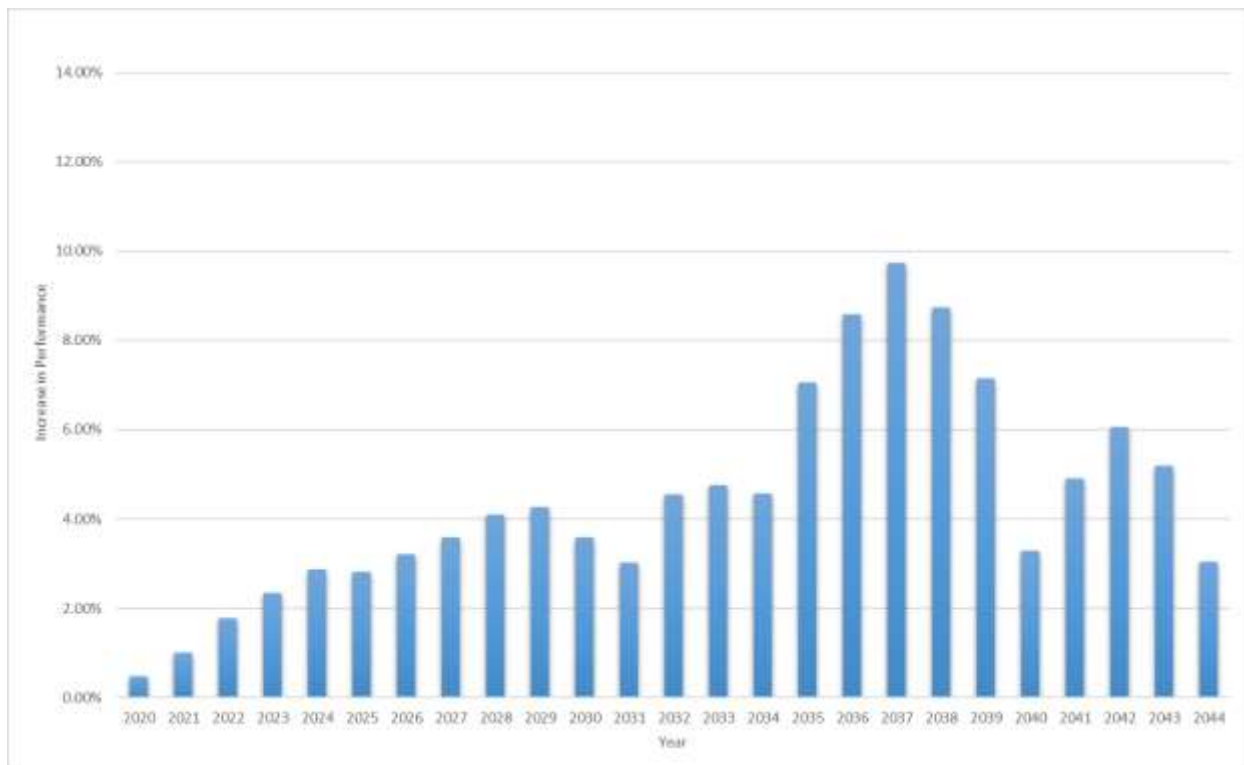
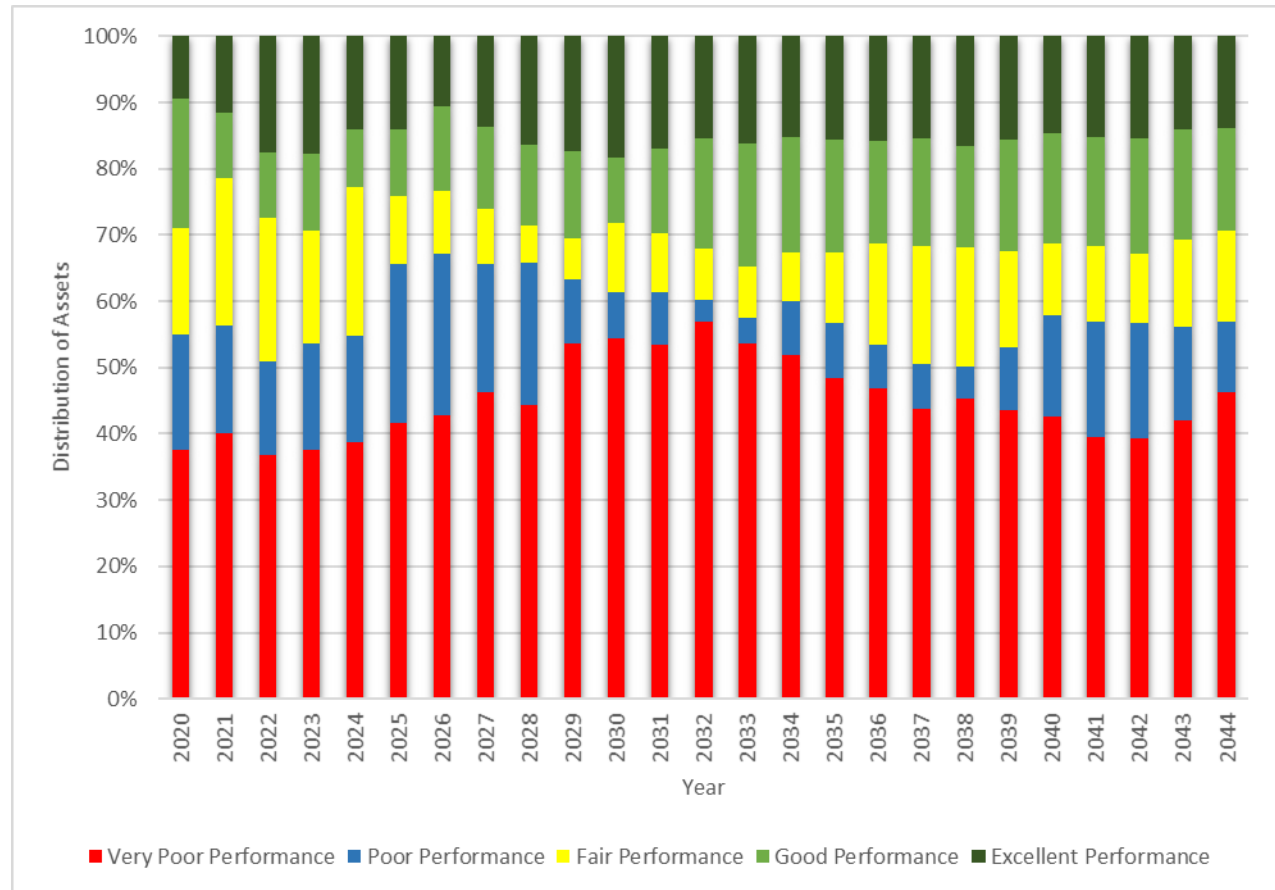


Figure 2 illustrates the current projected asset performance distribution for park assets over the next 25 years. The graph is generated based on deterioration trends and the

funding allocated in the Approved 2020-2022 Capital Budget and 2023-2029 Capital Forecast. This includes the additional Park Infrastructure Replacement and Rehabilitation Needs funding (Ref #226) for 2020-2029 and excludes funding allocated to growth-related or new assets. Figure 2 illustrates that current levels of funding will result in an estimated 59% of Parks assets being in poor or very poor condition in 25 years. Increased investment in parks infrastructure will therefore be required to prevent a further decline in the asset condition.

Figure 2: Projected Performance of Parks Assets with the Additional Funding (Ref #226) for 2020-2029



It is important to note that regular updates to asset inventory data and deterioration trends will result in changes to the projected performance of the assets. Based on the currently available inventory data, deterioration rates and 2020-2029 funding, the estimated annual infrastructure funding gap for Parks assets is \$1.5M. As ongoing updates are made to all asset inventories, staff will continue to re-evaluate where the increased investment dollars are best allocated.



STAFF REPORT
Engineering Services

Title: Transportation Infrastructure Replacement and Rehabilitation Needs – 2020-2022 Implementation Plan
Report Number: IPPW2020-038
Author: Dan Ditaranto, Michael Pugliese, and Cassandra Pacey
Meeting Type: Council Meeting
Council/Committee Date: June 22, 2020
File: 202046
Attachments: N/A
Ward No.: Various

Recommendations:

1. That IPPW2020-038 be approved.
2. That Council approve the Transportation Infrastructure Replacement and Rehabilitation Needs – 2020-2022 Implementation Plan as outlined in report IPPW2020-038.
3. That capital funding for the Transportation Infrastructure 2020 Implementation Plan in the amount of \$435,000, funded from the Capital Infrastructure Reinvestment Reserve Fund, be approved and released as per the 2020-2022 Approved Capital Budget Ref. #662.
4. That on January 1, 2021 capital funding for the Transportation Infrastructure 2021 Implementation Plan in the amount of \$910,000, funded from the Capital Infrastructure Reinvestment Reserve Fund, be approved and released as per the 2020-2022 Approved Capital Budget Ref. #662, subject to the 2021 Budget Confirmation report later this year.
5. That on January 1, 2022 capital funding for the Transportation Infrastructure 2022 Implementation Plan in the amount of \$1,077,000, funded from the Capital Infrastructure Reinvestment Reserve Fund, be approved and released as per the 2020-2022 Approved Capital Budget Ref. #662, subject to the Budget Confirmation report later this year.
6. That on January 1, 2021 additional capital funding for the Transportation Infrastructure 2021 Implementation Plan in the amount of \$240,000, funded \$80,000 from the Sanitary Sewer Utility Capital Reserve, \$80,000 from the Stormwater Utility

Reserve, and \$80,000 from the Water Utility Capital Reserve, be approved and released, subject to the Budget Confirmation report later this year.

7. That on January 1, 2022 additional capital funding for the Transportation Infrastructure 2022 Implementation Plan in the amount of \$2,296,000, funded \$890,000 from the Sanitary Sewer Utility Capital Reserve, \$790,000 from the Stormwater Utility Reserve, and \$616,000 from the Water Utility Capital Reserve, be approved and released, subject to the Budget Confirmation report later this year.

A. Executive Summary

This report presents staff's recommended implementation plan for the additional 2020–2022 Transportation Infrastructure Replacement and Rehabilitation Needs funding approved by Council on February 10, 2020. Staff in Engineering Services, Transportation Services, and Asset Management have worked together to develop a plan that balances a focus on active transportation in the first two years (through prioritized resurfacing of several trails and walkways) with increased road resurfacing and advancement of two road reconstructions to 2022 (Brighton Street – Marshall to Noecker and Herbert Street – Union to Allen).

Council's approval of the additional funding has also provided an opportunity to construct a major resurfacing and active transportation improvement project on Albert Street from Columbia Street to Weber Street using funds available in the 2020-2022 Approved Capital Budget; no additional funding will be required for this project. The planned scope of work will include road resurfacing, reducing the number of vehicle lanes to create space for a separated cycling facility, and improving crossing opportunities.

While approval for the 2020–2022 implementation plan and associated funding is requested via this report, for illustrative purposes staff have also developed a proposed 2023–2029 implementation plan that would be subject to future capital budget approval processes. Based on the assumption the increased transportation funding (\$1.1M annually) will be approved in future, as shown in the 2023–2029 Approved Capital Forecast, this funding would enable 9 road reconstruction projects that are currently in the Forecast to be advanced by an average of at least two years. It would also enable 5 road reconstruction projects that are currently on the over-target list to be brought into the 10-year program.

From an asset management perspective, based on the recommended implementation plan presented in this report, the increased transportation funding approved by Council (almost \$10M over the 2020–2029 timeframe) is projected to increase the performance of transportation assets moderately over the next 25 years. Further, the 25-year projection identifies that the estimated annual infrastructure funding gap would be reduced by \$1M to \$14M.

B. Financial Implications

The 2020 – 2022 Approved Capital Budget provides a total of \$2.42 million for the Transportation Replacement and Rehabilitation Needs Implementation Plan over the next three years (Ref. #662). In each year, funding is provided from the Capital Infrastructure Reinvestment Reserve Fund (CIRRF) - \$435,000 in 2020, \$910,000 in 2021, and \$1,077,000 in 2022.

The projects and associated funding requirements for underground infrastructure (watermains, sanitary sewers, and storm sewers) related to the Transportation Replacement and Rehabilitation Needs Implementation Plan were not yet known when the 2020-2022 capital budget deliberations took place. Therefore, the required funding amounts (\$240,000 in 2021 and \$2,296,000 in 2022) were not considered in the City Utilities capital budget and resultant rate forecast approved by Council on January 13, 2020 via report IPPW2020-001 City Utilities – 2020 Rates. However, due to 2019 unspent capital amounts and the capacity of funding available in the utility reserves, these additional projects can be accommodated without impacting the utility rate forecasts for 2021-2022 compared to the forecast in IPPW2020-001.

City Utilities funding requirements for the 2023-2029 proposed implementation plan and associated impact to future utility rates will be reviewed as part of the 2021 City Utilities rate report.

C. Technology Implications

None

D. Link to Strategic Plan

(Strategic Objectives: Equity, Inclusion and a Sense of Belonging; Sustainability and the Environment; Safe, Sustainable Transportation; Healthy Community & Resilient Neighbourhoods; Infrastructure Renewal; Economic Growth & Development)

(Guiding Principles: Equity and Inclusion; Sustainability; Fiscal Responsibility; Healthy and Safe Workplace; Effective Engagement; Personal Leadership; Service Excellence)

Infrastructure Renewal – Dedicate appropriate resources to plan, renew and maintain existing infrastructure. Address the infrastructure deficit.

E. Previous Reports on this Topic

- CORP2019-075 Long Term Financial Plan – Update (December 9, 2019)
- CAO2019-032 Asset Management Update (November 18, 2019)
- CAO2019-018 Asset Management Tax Base Report Cards (May 13, 2019)
- CORP2018-011 Long Term Financial Plan – Staff Scenario (April 16, 2018)

F. Approvals

Name	Signature	Date
Author: Dan Ditaranto		
Author: Michael Pugliese		
Author: Cassandra Pacey		
Director: Dan Ditaranto		
Commissioner: Cameron Rapp		
Finance: Keshwer Patel		

CAO



Transportation Infrastructure Replacement and Rehabilitation Needs – 2020-2022 Implementation Plan IPPW2020-038

Section 1 – Background

On February 10, 2020 Council approved budget request I6R - Increased Infrastructure Funding as per LTFP. This request for increased infrastructure funding was based on the annual infrastructure funding gap identified in report CAO2019-032 Asset management Update received by Council on November 18, 2019. The additional funding request was subsequently included in report CORP2019-075 Long Term Financial Plan Update that Council received on December 9, 2019 as part of the budget release. In order to continue addressing the average annual funding gap for Tax Base assets, Council approved increased infrastructure funding (allocated to CIRRF) as part of the 2020-2022 approved budget. The Increased Infrastructure Funding (CIRRF) was allocated to four key tax-funded asset classes based on its weighted average need. The amounts allocated to each of the four asset classes are shown in Table 1.

Table 1: Infrastructure Replacement and Rehabilitation Needs Projects (in \$000's)

REF	Council Reporting Criteria	Service Delivery Division	Strategic Pillar	Project Description	Source of Financing	2020	2021	2022
226	Non-Routine	Environment & Parks	Infrastructure Renewal	Park Infrastructure Replacement and Rehabilitation Needs	CIRRF	99	133	116
282	Non-Routine	Fac Design & Mgmt Serv.	Infrastructure Renewal	Facility Infrastructure Replacement and Rehabilitation Needs	CIRRF	31	264	661
446	Non-Routine	IMTS	Infrastructure Renewal	IMTS Infrastructure Replacement and Rehabilitation Needs	CIRRF	36	16	285
662	Non-Routine	Transportation Services	Infrastructure Renewal	Transportation Infrastructure Replacement and Rehabilitation Needs	CIRRF	435	910	1,077

On June 22, 2020 Council will be receiving the following Infrastructure Replacement and Rehabilitation Needs – 2020-2022 Implementation Plan reports:

- IPPW2020-038 – Transportation Infrastructure Replacement and Rehabilitation Needs – 2020-2022 Implementation Plan
- COM2020-013 - Parks Infrastructure Replacement and Rehabilitation Needs – 2020-2022 Implementation Plan

Due to changing 2020 priorities resulting from the unanticipated impacts of COVID-19, Facility Design and Management Services (FDM) and Information Management & Technology Services (IMTS) will be bringing forward their Infrastructure Replacement and Rehabilitation Needs reports in 2021. As a result, both FDM & IMTS are recommending deferring their 2020 increased infrastructure funds to 2021 and will be combining them with the original 2021 amounts. Table 2 presents the revised FDM & IMTS Infrastructure Replacement and Rehabilitation Needs capital budgets.

Table 2: Revised FDM & IMTS Increased Infrastructure Funding (in \$000's)

REF	Council Reporting Criteria	Service Delivery Division	Strategic Pillar	Project Description	Status	Source of Financing	2020	2021	2022
282	Non-Routine	Fac Design & Mgmt Serv.	Infrastructure Renewal	Facility Infrastructure Replacement and Rehabilitation Needs	Deferred to 2021	CIRRF		294	661
446	Non-Routine	IMTS	Infrastructure Renewal	IMTS Infrastructure Replacement and Rehabilitation Needs	Deferred to 2021	CIRRF		52	285

Section 2 – Transportation Infrastructure Implementation Plan

To develop an implementation plan for the increased transportation infrastructure funding, staff in Engineering Services, Transportation Services, and Asset Management worked together and adopted several guiding goals:

1. In the first two years, focusing on projects that would not require significant or lengthy design processes.
2. In the first two years, focusing on rehabilitation of active transportation infrastructure and increased preventative road maintenance (i.e. resurfacing).
3. In later years, looking for opportunities to advance road reconstruction projects that were included in the 2023–2029 Approved Capital Forecast, since these have already been identified as top priorities.
4. In later years, looking for opportunities to advance other high priority reconstruction projects from the over-target list.
5. Overall, providing a balanced plan that includes allocations for rehabilitation of active transportation infrastructure, preventative road maintenance (i.e. resurfacing), and road reconstruction.

Accordingly, enabled by the additional rehabilitation funding approved by Council, staff are recommending a 2020–2022 implementation plan that consists of the following elements:

2020

- Resurfacing a portion of the Walter Bean trail (1.97 km)
- Resurfacing 9 walkway links (653 m)

2021

- Resurfacing an additional portion of the Walter Bean trail (673 m)
- Resurfacing 6 trails in various locations (1.82 km)
- Resurfacing an additional 5 walkway links (881 m)
- Increased road resurfacing (\$407,000)

- Contributing to design for two road reconstruction projects being advanced to construction in 2022 – Brighton Street (Marshall to Noecker) and Herbert Street (Union to Allen)
- Designing the Albert Street – Columbia Street to Weber Street resurfacing and active transportation improvement project (funded from the existing 2020-2022 Approved Capital Budget Ref. #697 (project #120096), no additional transportation funding required)

2022

- Increased road resurfacing (\$177,000)
- Advancing the above-mentioned Brighton Street and Herbert Street road reconstruction projects to construction in 2022
- Contributing to design for two road reconstruction projects proposed to be advanced to construction in 2023 – Schaefer Street and Herbert Street (Union to City Limit)
- Construction of the Albert Street – Columbia Street to Weber Street resurfacing and active transportation improvement project (funded from the existing 2020-2022 Approved Capital Budget Ref. #697 (project #120096), no additional transportation funding required)

The increased transportation (CIRRF) funding has been fully allocated to support the above implementation plan, and no additional tax-based funding will be needed. However, the opportunity to advance a significant number of road reconstruction projects, whose scopes typically include concurrent replacement of underground infrastructure (for economies of scale and cost effectiveness), will result in additional funding being required from the Sanitary Sewer, Stormwater, and Water Utility Capital Reserves. In 2021 and 2022, combined totals of \$240,000 and \$2,296,000, respectively, are required. Finance staff have assessed the capacity of these reserves and determined the above amounts can be accommodated in those years without impacting the utility rate forecasts for 2021-2022 compared to the forecast in IPPW2020-001 – City Utilities – 2020 Rates, approved by Council on January 13, 2020.

For 2023–2029, staff have developed a proposed implementation plan that is based on the assumption the increased transportation infrastructure funding (approximately \$1.1M annually) will be budgeted and approved in those years, as shown in the 2023–2029 Approved Capital Forecast (Ref. #662). These amounts are subject to change as part of future capital budget deliberations and capital envelope allocations. However, over that period, the proposed implementation plan consists of the following elements:

- Advancing 9 road reconstructions projects that are currently in the Forecast by an average of at least 2 years
- Advancing 5 road reconstruction projects that are currently on the over-target list to bring them within the latter portion of the 10-year program
- Increased road resurfacing in various years of the Forecast period.

Similar to the 2020–2022 period, the advancement of 15 road reconstructions during the 2023–2029 timeframe would require an average of \$1.29M per year in increased funding from the Sanitary Sewer, Stormwater, and Water Utility Reserves (for a combined total of

approximately \$9.0M over the 7-year timeframe). Funding requirements and associated impact to future utility rates in 2023 and beyond will be reviewed as part of the 2021 City Utilities rate report for Council's approval.

Further details for the above implementation plans are provided in the following sections. Approval for the 2020–2022 recommended implementation plan is requested via this report. Approval for the 2023–2029 proposed implementation plan will be subject to future capital budget processes.

2020 Overview

The 2020 recommended implementation plan focuses exclusively on active transportation rehabilitation. As shown in Tables 3 and 7, it includes resurfacing of 9 walkway links and the Walter Bean Trail from the Kaufman Flats access to Park Road. The walkway links were prioritized and selected based on existing condition assessments and use as a school route. Trail resurfacing was also prioritized based on existing condition assessments and for trails that receive winter maintenance. New asphalt allows for proper drainage and more effective winter maintenance and will extend the life of the walkways and trails by 10-15 years.

Table 3: 2020 Recommended Implementation Plan (in \$000's)

Project/Location	Approx. Length (m)	Allocation (from CIRRF)
Walkway Link Resurfacing	653	\$113
1. Grant Cr to Green Acres Dr		
2. Daleside Pl to Highpoint Ave		
3. Ashby Ct to Fischer-Hallman Rd		
4. Montclair Pl to Mayfield Ave		
5. Skyview Pl to Fern Cr		
6. Macgregor Cr to University Ave		
7. Langford Pl to Lincoln Heights PS		
8. Grange Cr to Ira Needles Blvd		
9. Woodbend Cr to Ashberry Pl to Mary Johnston PS trail		
Trail Resurfacing	1,969	\$322
1. Walter Bean Trail - Kaufman Flats Access to Park Road		
Total	2,622	\$435

2021 Overview

The 2021 recommended implementation plan continues to focus primarily on active transportation rehabilitation. As shown in Tables 4 and 7, it includes resurfacing of an additional 5 walkway links, 6 trails, and an additional section of the Walter Bean Trail south from the Kaufman Flats access. Upon completion of the 2020 and 2021 work, most of the high priority walkway links and a significant portion of the high use trails will have been resurfaced. To support asset management activities going forward, an annual inspection

and assessment program is being initiated to track the condition of the City's walkways and trails.

The 2021 recommended implementation plan also allocates approximately \$407,000 in funding for road resurfacing and contributes \$80,000 towards design of the two road reconstructions being advanced to 2022 construction. The 2021 road resurfacing candidate list will be determined in conjunction with the regular road resurfacing program prioritization, which takes place in early spring each year, and will be provided to Council at that time.

However, it should be noted that Council's approval of the additional 2021 and 2022 transportation funding has provided an opportunity to construct a major resurfacing and active transportation improvement project on Albert Street from Columbia Street to Weber Street. This project will be undertaken in addition to the work carried out on the various resurfacing candidates. For comparison, in a given year, road resurfacing candidates have traditionally been prioritized and selected across various locations citywide rather than through a single project, to maximize the use of the available funding. They range, on average, from \$50,000 to \$200,000; however, the resurfacing component of the Albert Street project is estimated to be more than \$1.1M. In other words, Council's approval of the additional funding has increased the total amount available for 2021 and 2022, such that larger projects could be considered in developing the implementation plan.

The Albert Street project will be initiated with design work and public consultation in 2021 and construction will follow in 2022. The planned scope of work will include resurfacing the road, reducing the number of vehicle lanes to create space for a separated cycling facility, and improving crossing opportunities. The cycling facility will be designed to connect to other existing and planned cycling infrastructure along its route, and will be constructed using funding available in the 2020-2022 Approved Capital budget for the Trails and Bikeways Master Plan Implementation (Ref. #719, routine approval). In addition to the surface works, the watermain will also be replaced using funding available in the 2020-2022 Approved Capital Budget for structurally deficient watermain rehabilitation (Ref. #558, routine approval). The total estimated project cost is approximately \$2.3M and can be accommodated within the 2020-2022 Approved Capital Budget; no additional funding for this project is required or requested via this report.

Table 4: 2021 Recommended Implementation Plan (in \$000's)

Project/Location	Approx. Length (m)	Allocation (from CIRRF)	Funding Required (City Utilities)
Walkway Link Resurfacing	881	\$85	--
1. Ashberry Pl to Woodbend Cr to Mary Johnston PS trail			
2. Northlake Dr to Red Pine Dr			
3. Pinegrove Cr to Sprucehill Ave			
4. Havelock Dr to Northfield Park			
5. Drummerhill Cr to Red River Park			
Trail Resurfacing	2,496	\$338	--
1. Walter Bean Trail - University/Woolwich to Kaufman Flats Access			
2. Cornerbrook Park (sections)			
3. Pinebrook Park (sections)			
4. Eastbridge Green (trail bend to Mariner)			
5. Westvale Park (lower area)			
6. Oakfield Link			
7. Bollingbrooke Park (link to Westvale)			
Road Resurfacing - Various Locations		\$407	--
Design for Road Reconstructions Advanced to 2022		\$80	\$240
1. Brighton Street - Marshall to Noecker			
2. Herbert Street - Union to Allen			
Design for Albert St Improvements - Columbia to Weber		**	**
Total		\$910	\$240
** Funded through the existing 2020-2022 Approved Capital Budget; no additional funding required.			

2022 Overview

The 2022 recommended implementation plan focuses primarily on the advancement of several road reconstructions, as shown in Tables 5 and 7. In particular, the Brighton Street and Herbert Street – Union Street to Allen Street projects will be reconstructed in 2022. The Brighton Street project was originally planned to proceed within the 2023–2029 Approved Capital Forecast period (in 2026), but was advanced to 2022. The Herbert Street project was originally on the over-target list, but was increased in priority and advanced to 2022 due to the recent discovery of lead water services. The 2022 implementation plan also includes contributions to the design of two other road reconstructions proposed to be advanced to 2023: Schaefer Street and Herbert Street – Union Street to City Limit. The Schaefer Street project was originally scheduled to be constructed in 2024 (advanced one year); the Herbert Street – Union Street to City Limit project was originally scheduled to be constructed in 2025 (advanced two years).

The 2022 recommended implementation plan also contributes approximately \$177,000 for road resurfacing. Similar to the 2021 process, the road resurfacing candidates for which these funds will be used will be determined in early spring 2022. Finally, note that the Albert Street Improvements project will be constructed in 2022, though not funded through the additional transportation infrastructure funding, as described in the preceding section.

Table 5: 2022 Recommended Implementation Plan (in \$000's)

Project/Location	Original Constr. Year	Revised Constr. Year	Allocation (from CIRRF)	Funding Required (City Utilities)
Road Reconstruction			\$864	\$2,026
1. Brighton Street - Marshall to Noecker	2026	2022		
2. Herbert Street - Union to Allen	Over Target	2022		
Design for Road Reconstructions Advanced to 2023			\$36	\$270
1. Schaefer Street	2024	2023		
2. Herbert Street - Union to City Limit	2025	2023		
Road Resurfacing - Various Locations			\$177	--
Construction of Albert St Improvements - Columbia to Weber			**	**
Total			\$1,077	\$2,296
** Funded through the existing 2020-2022 Approved Capital Budget; no additional funding required.				

2023–2029 Overview

As mentioned above, staff have developed a proposed 2023–2029 implementation plan that is based on the assumption the increased transportation infrastructure funding (approximately \$1.1M annually and \$7.54M in total) will be budgeted and approved in those years, as shown in the 2023–2029 Approved Capital Forecast (Ref. #662). Over that period, the proposed implementation plan will utilize the increased funding to enable 9 road reconstruction projects that are currently in the Forecast to be advanced by an average of at least two years. For example, the Bowman Street & Lucan Street project would be advanced from 2029 to 2028 (construction year), the Schaefer Street project would be advanced from 2024 to 2023, and the Herbert Street – Union Street to City Limit project would be advanced from 2025 to 2023. The proposed implementation plan will also enable 5 road reconstruction projects that are currently on the over-target list to be brought into the 10-year program (Ref. #670 in Table 7 reflects the increased funding). Approximately \$694,000 for increased road resurfacing has also been included in various years of the Forecast period (Ref. #697 in Table 7 reflects the increased funding).

The 2023–2029 proposed implementation plan will be subject to future capital budget approval processes and is being provided for illustrative purposes. For a given budget cycle, and in keeping with current practice, road reconstruction projects within the first 3 years of the program will be budgeted individually, while projects within the 7-year forecast period will be budgeted in aggregate (similar to Ref. #670 in the current approved budget).

Section 3 – Projected Impact on Asset Performance

The City's transportation network is comprised of roads, sidewalks, trails and trail links. The City has invested a significant amount of time, effort and funding into building the transportation infrastructure in order to support community growth. That same level of dedication will be needed in the coming years to maintain, rehabilitate and replace deteriorating transportation infrastructure. Transportation assets currently include 844 lane-km of roads, 547 km of sidewalks and 154 km of trails & trail links.

Using the City's Decision Support System (DSS) along with organizational processes, staff are able to estimate future levels of transportation infrastructure performance and corresponding expenditure needs over a 25-year timeframe. On February 10, 2020, Council approved an increase of almost \$10M in capital rehabilitation or replacement funding for Transportation assets through Transportation Infrastructure Replacement and Rehabilitation Needs (Ref. #662) over the 2020-2029 timeframe. Figure 1 illustrates the projected increase in asset performance resulting from Council's approval of the additional funding. However, the \$7.5M identified for the 2023-2029 timeframe will be subject to future budget processes and approvals. Therefore, the projected improvement to poor and very poor assets will change if funding levels are modified through future budget processes.

Figure 1: Increase in Very Poor & Poor Asset Performance due to the Additional Funding (Ref #662)

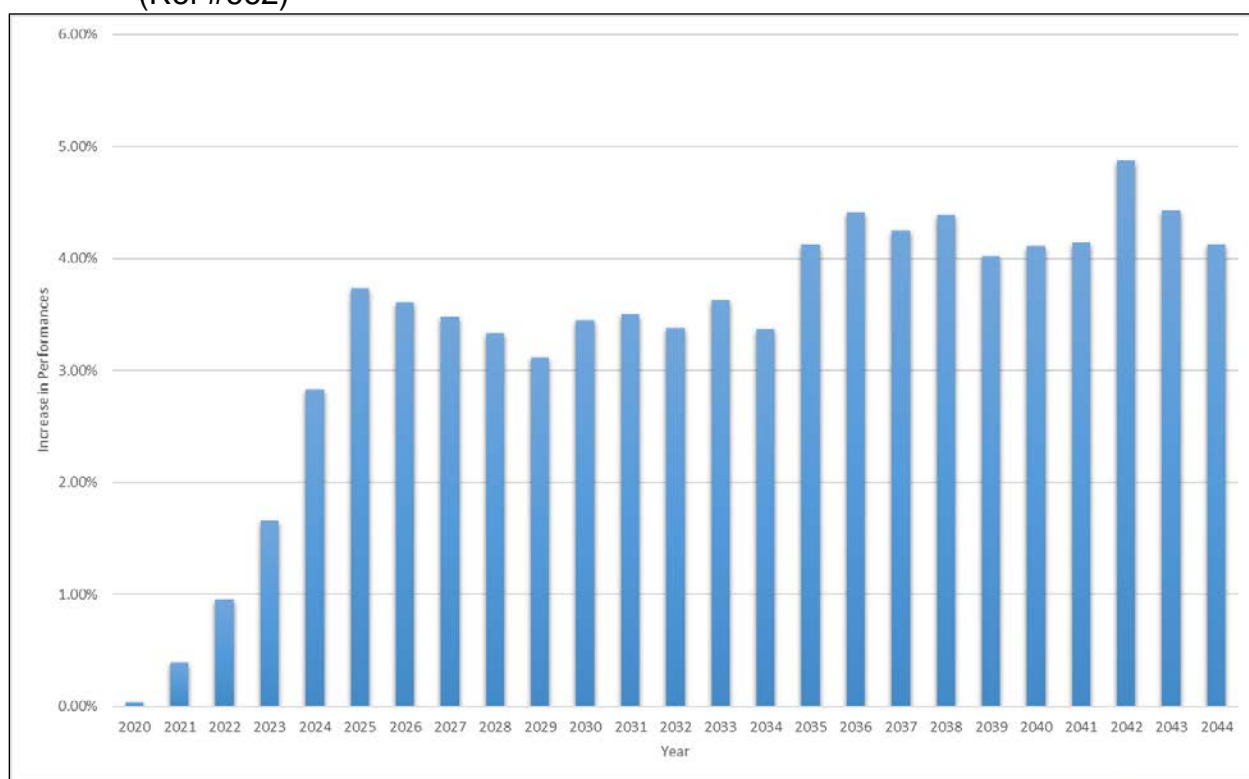
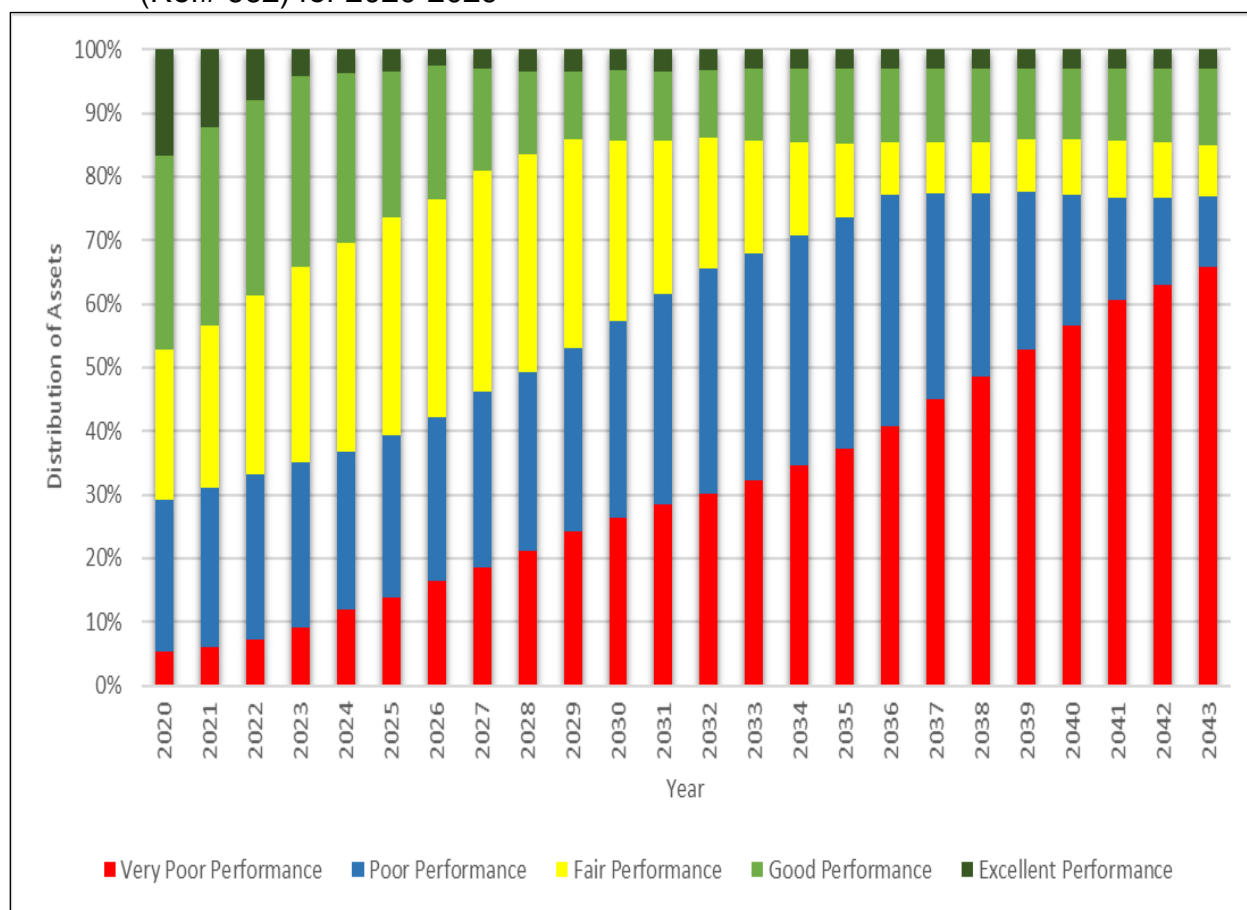


Figure 2 illustrates the current projected asset performance distribution for transportation assets over the next 25 years. The graph is generated based on condition, deterioration trends and the funding allocated in the Approved 2020-2022 Budget and 2023-2029 Capital Forecast. This includes the additional Transportation Infrastructure Replacement and Rehabilitation Needs funding (Ref. #662) and excludes funding allocated to growth-related or new assets. Figure 2 identifies that almost 30% of the City's transportation assets are currently considered to be in the poor or very poor performance categories. Further, it is estimated that the current levels of funding will result in a decline of transportation assets over the next 25 years to a level that is anticipated to be unacceptable to most stakeholders.

It is important to note that updates to asset inventory data, deterioration trends and funding will result in changes to the projected performance of the assets. Without the additional funding provided by the Transportation Infrastructure Replacement and Rehabilitation Needs (Ref. #662), the estimated annual infrastructure funding gap would remain at \$15M. By incorporating the additional funding approved by Council, the estimated annual infrastructure funding gap for transportation assets would be reduced by \$1M to \$14M.

Figure 2: Projected Performance of Transportation Assets with the Additional Funding (Ref# 662) for 2020-2029



Section 4 – Financial Implications

The 2020–2022 Approved Capital Budget provides a total of \$2.42M for the Transportation Replacement and Rehabilitation Needs Implementation Plan over the next three years (Ref. #662), as shown in Table 6. In each year, funding is provided from the Capital Infrastructure Reinvestment Reserve Fund (CIRRF) - \$435,000 in 2020, \$910,000 in 2021, and \$1,077,000 in 2022. Similarly, CIRRF provides a total of \$7.54M during the 2023–2029 Capital Forecast. Table 7 details the funding allocations associated with the 2020–2022 recommended implementation plan and the 2023–2029 proposed implementation plan, as described in Section 2. As Table 7 shows, the increased transportation (CIRRF) funding has been fully allocated to support the implementation plan.

Due to the advancement of a significant number of road reconstruction projects, additional funding from the Sanitary Sewer, Stormwater, and Water Utility Capital Reserves will also be needed in 2021 (\$80,000, \$80,000, and \$80,000, respectively) and 2022 (\$890,000, \$790,000, and \$616,000, respectively). The projects and associated funding requirements related to the Transportation Replacement and Rehabilitation Needs Implementation Plan were not yet known when the 2020-2022 capital budget deliberations took place. Therefore, these funding amounts were not considered in the City Utilities capital budget and resultant rate forecast approved by Council on January 13, 2020 via report IPPW2020-001 City Utilities – 2020 Rates. However, due to 2019 unspent capital amounts and the capacity of funding available in the utility reserves, these additional projects can be accommodated without impacting the utility rate forecasts for 2021-2022 compared to the forecast in IPPW2020-001.

The Council-approved minimum target level is 1% of the estimated asset replacement value for the Water Utility and Sanitary Sewer Utility Capital Reserves. For 2021 and 2022, the Water Utility Capital Reserve would be reduced to 1.3% and 1.1%, respectively, from original forecasts of 1.4% and 1.2% prior to the development of the Transportation Replacement and Rehabilitation Needs Implementation Plan. For 2021 and 2022, the Sanitary Sewer Utility Capital Reserve would be reduced to 2.4% and 2.1%, respectively, from original forecasts of 2.5% and 2.3% prior to the development of the Transportation Replacement and Rehabilitation Needs Implementation Plan. Both capital reserves can accommodate these additional needs without any impact to 2021 or 2022 water and sanitary sewer rates.

The Council-approved minimum target level for the Stormwater Utility Reserve is \$1,000,000. For 2021 and 2022, the reserve would be reduced to \$1.19M and \$1.62M, respectively, from original forecasts of \$1.27M and \$2.49M prior to the development of the Transportation Replacement and Rehabilitation Needs Implementation Plan. The Stormwater Utility reserve can accommodate these additional needs without any impact to 2021 or 2022 stormwater fees.

City Utilities funding requirements for the 2023-2029 proposed implementation plan and associated impact to future utility rates will be reviewed as part of the 2021 City Utilities rate report.

Table 6: 2020–2022 Approved Capital Budget and 2023–2029 Capital Forecast – Financial Breakdown by Source (in \$000's)

2020-2022 Approved Capital Budget and 2023-2029 Capital Forecast							
Funding (in \$000's)							
Ref. #	Project Description	Funding Source	2020	2021	2022	2023-2029	Total
662	Transportation Infrastructure Replacement and Rehabilitation Needs	CIRRF	435	910	1,077	7,539	9,961
668	Bowman St & Lucan St - Union St to Roger St	CIRRF				1,107	1,107
		SEWCAP				612	612
		SWM				579	579
		WATCAP				530	530
670	City Wide - Road Reconstruction Rehab Program	CIRRF				1,204	1,204
		GTR				7,690	7,690
		SEWCAP				5,025	5,025
		SWM				4,115	4,115
		WATCAP				3,919	3,919
684	Schaefer St - Weber St N to Cul-de-sac	GTR				710	710
		SEWCAP				278	278
		SWM				255	255
		WATCAP				264	264
697	Resurfacing Roads - Various Locations	CIRRF	635	1,695		8,283	10,613
		GTR			1,745	3,324	5,069
		OCIF	1,012			-	1,012
Total by Source		CIRRF	1,070	2,605	1,077	18,133	22,885
		GTR	-	-	1,745	11,724	13,469
		SEWCAP	-	-	-	5,915	5,915
		SWM	-	-	-	4,949	4,949
		WATCAP	-	-	-	4,713	4,713
		OCIF	1,012	-	-	-	1,012

Table 7: Recommended 2020–2022 and Proposed 2023–22029 Implementation Plan – Financial Breakdown by Source (in \$000's)

Proposed Revision to 2020-2022 Approved Capital Budget and 2023-2029 Capital Forecast							
Funding (in \$000's)							
Ref. #	Project Description	Funding Source	2020	2021	2022	2023-2029	Total
662	Transportation Infrastructure Replacement and Rehabilitation Needs	CIRRF	-	-	-	-	-
668	Bowman St & Lucan St - Union St to Roger St	CIRRF				1,201	1,201
		SEWCAP				600	600
		SWM				568	568
		WATCAP				520	520
670	City Wide - Road Reconstruction Rehab Program	CIRRF				7,403	7,403
		GTR				7,873	7,873
		SEWCAP				8,362	8,362
		SWM				6,603	6,603
		WATCAP				6,344	6,344
684	Schaefer St - Weber St N to Cul-de-sac	CIRRF			36	661	697
		SEWCAP			36	238	274
		SWM			36	214	250
		WATCAP			36	223	259
697	Resurfacing Roads - Various Locations	CIRRF	635	2,102	177	8,449	11,363
		GTR			1,691	3,852	5,543
		OCIF	1,012			-	1,012
new	Trail Resurfacing	CIRRF	322	338		-	660
new	Various Walkways - Resurfacing	CIRRF	113	85		-	198
new	Brighton St - Marshall St to Noecker St	CIRRF		35	409	48	492
		SEWCAP		35	278	-	313
		SWM		35	136	-	171
		WATCAP		35	200	-	235
new	Herbert St - Union St to City Limit	CIRRF				327	327
		GTR			54	-	54
		SEWCAP			54	261	315
		SWM			54	460	514
		WATCAP			54	184	238
new	Herbert St - Union St to Allen st	CIRRF		45	455	43	543
		SEWCAP		45	522	-	567
		SWM		45	564	-	609
		WATCAP		45	326	-	371
Total by Source		CIRRF	1,070	2,605	1,077	18,132	22,884
		GTR	-	-	1,745	11,725	13,470
		SEWCAP	-	80	890	9,461	10,431
		SWM	-	80	790	7,845	8,715
		WATCAP	-	80	616	7,271	7,967
		OCIF	1,012	-	-	-	1,012
Additional Funding Needed **		CIRRF	-	-	-	-	-
		GTR	-	-	-	-	-
		SEWCAP	-	80	890	3,546	4,516
		SWM	-	80	790	2,896	3,766
		WATCAP	-	80	616	2,558	3,254
		OCIF	-	-	-	-	-
** Approval for 2020-2022 is requested via this report. Approval for 2023-2029 will be subject to future budget processes.							



**STAFF REPORT
Transportation Services**

Title: Traffic and Parking By-Law Amendments for Active Transportation Initiatives
Report Number: IPPW2020-041
Author: Christine Koehler
Meeting Type: Council Meeting
Council/Committee Date: June 22, 2020
File: Traffic- By-law Amendments
Attachments: Map (1 pages)
Ward No.: All Wards

Recommendation:

1. That IPPW2020-041 be approved.
2. That Traffic and Parking By-law #08-77 be updated with the amendments contained herein.

A. Executive Summary

As per the motion approved on May 25, 2020, with respect to Active Transportation initiatives in Waterloo during the COVID-19 pandemic, staff have the following information to offer.

Implementation of 40 km/hr streets, as well as two 40 km/hr neighbourhoods (Westvale and Eastbridge) require Council approval for the change in speed limit from 50 km/hr to 40 km/hr. The installation of an unwarranted all-way stop control at the intersection of Marshall Street and Carter Avenue, and additional bike lanes throughout the city will also require the approval of the amending Traffic and Parking by-law.

B. Financial Implications

Staff will be accessing the funds from the approved 2020 capital budget for the Transportation Master Plan Implementation Sign Replacement project, as approved on February 10, 2020.

The estimate for signage and pavement markings is approximately \$50,000.

C. Technology Implications

None

D. Link to Strategic Plan

Strategic Objectives: Equity, Inclusion and a Sense of Belonging; Sustainability and the Environment; Safe, Sustainable Transportation; Healthy Community & Resilient Neighbourhoods; Infrastructure Renewal; Economic Growth & Development)

(Guiding Principles: Equity and Inclusion; Sustainability; Fiscal Responsibility; Healthy and Safe Workplace; Effective Engagement; Personal Leadership; Service Excellence)

Sustainability and the Environment:

- Planning for a city less dependent on the auto, thereby reducing the harmful effects of greenhouse gas emissions.

Safe and Sustainable Transportation:

- Expanding the City's active and accessible transportation network provides safer options for our citizens.

E. Previous Reports on this Topic

Reports for By-law amendments are generated on an as needed basis.

F. Approvals

Name	Signature	Date
Author: Christine Koehler		
Director: Christine Koehler		
Commissioner: Cameron Rapp		
Finance:		

CAO



Traffic and Parking By-Law Amendments for Active Transportation Initiatives IPPW2020-041

Analysis and Comments

Section 1 - Background

As part of the recommendations from the active transportation initiative, changes to the traffic and parking by-law are required.

40 km/hr Streets

Based on comments from the public, staff are recommending that various streets as noted in section 2 be changed from 50 km/hr to 40 km/hr. As well, two neighbourhoods will be signed as 40 km/hr – Westvale and Eastbridge. For the majority of the streets, staff have previous data and will be able to determine the effectiveness of the change in speed limit once our data collection program resumes in the fall.

Unwarranted all-way stop intersection

Based on comments from the public, staff have determined that the intersection of Marshall Street and Carter Avenue will be changed to an all-way stop. This intersection does not meet the traffic volume for an all-way stop, however, once installed staff will review the number of vehicles, pedestrians and cyclists using the intersection. Compliance studies will also be performed.

Reserved Lanes – Bike Lanes

Staff had planned to implement various bike lanes this year based on information from the Transportation Master Plan. Along with expanding the existing network, staff will implement smaller additions to close some missing links. It should be noted that when on-street bike lanes are implemented, any existing on-street parking will be eliminated in these areas. In some cases, the lines will not be installed until construction on the streets and top coat of asphalt is complete.

Section 2 - By-law Changes

The following changes are required to the Traffic and Parking By-law #08-077.

DELETE

Schedule “10”, Part IX, Through Highways

Highway	From	To	Except at its intersection with
Marshall Street	East side of Regina Street	West side of Lincoln Road	

ADD

Schedule “10”, Part IX, Through Highways

Highway	From	To	Except at its intersection with
Marshall Street	East side of Regina Street	West side of Lincoln Road	Carter Avenue

ADD

Schedule “11”, Part X, Intersection Stop Signs

Highway	At its Intersection with	Facing Traffic
Marshall Street	Carter Avenue	Eastbound and Westbound

DELETE

Schedule “17”, Part XIV, Section 1, Rates of Speed (km/r) – Highways

Highway	From	To	Maximum Rate of Speed (km/hr)
Chesapeake Drive	Annapolis Court	New Bedford Drive	40 km/hr
New Hampshire Street	Schooner Crescent (north leg)	White Cap Avenue	40 km/hr
Laurelwood Drive	Beaver Creek Road	Creekside Drive	40 km/hr
Laurelwood Drive	Violet Street	White Cedar Avenue	40 km/hr
Northlake Drive	Conservation Drive	Burning Bush Road	40 km/hr
Sandowne Drive	Boxbury Drive	Hamstead Court	40 km/hr
Thorndale Drive	Appledale Crescent (west leg)	Rosemeadow Crescent (east leg)	40 km/hr
Westvale Drive	Edenvalley Crescent (north leg)	Thorndale Drive	40 km/hr

ADD**Schedule “17”, Part XIV, Section 1, Rates of Speed (km/r) - Highways**

Highway	From	To	Maximum Rate of Speed (km/hr)
Acadia Court	Eastbridge Boulevard	End of the street	40 km/hr
Angler Way	New Hampshire Street	End of the street	40 km/hr
Annapolis Court	Chesapeake Drive	End of the street	40 km/hr
Appledale Crescent	Thorndale Drive	Thorndale Drive	40 km/hr
Applegate Court	Thorndale Drive	End of the street	40 km/hr
Ashby Court	Herron Place	End of the street	40 km/hr
Atlantic Boulevard	New Hampshire Street	Whitecap Avenue	40 km/hr
Auburn Avenue	University Avenue E (north leg)	Bridle Trail	40 km/hr
Baker Street	Cardiff Street	University Avenue	40 km/hr
Beechlawn Drive	Fischer-Hallman Road	Columbia Street	40 km/hr
Beechwood Drive	Erb Street W	Keats Way	40 km/hr
Birchleaf Walk	Westcroft Drive	End of the street	40 km/hr
Bluenose Court	Bluenose Crescent	End of the street	40 km/hr
Bluenose Crescent	Eastbridge Boulevard	Eastbridge Boulevard	40 km/hr
Bolingbrooke Place	Westvale Drive	End of the street	40 km/hr
Bonavista Drive	Eastbridge Boulevard	Eastbridge Boulevard	
Braemore Avenue	University Avenue E	Sandowne Drive	40 km/hr
Brandenburg Boulevard	Erbsville Road	Erbsville Road	40 km/hr
Breakwater Crescent	Chesapeake Drive	Chesapeake Drive	40 km/hr
Bridgewater Crescent	Middlebury Drive	Westvale Drive	40 km/hr
Brigantine Drive	Chesapeake Drive	Chesapeake Drive	40 km/hr
Cabot Trail	Eastbridge Boulevard	Eastbridge Boulevard	40 km/hr
Canso Place	Windjammer Way	End of the street	40 km/hr
Cardiff Street	Westvale Drive	End of the street	40 km/hr
Chesapeake Crescent	Chesapeake Drive	Chesapeake Drive	40 km/hr
Chesapeake Drive	Bridge Street W	Bridge Street W	40 km/hr
Citadel Court	Windjammer Way	End of the street	40 km/hr
Clipper Drive	Mooring Post Lane	Mooring Post Lane	40 km/hr
Clovervalley Court	Westvale Drive	End of the street	40 km/hr
Dale Crescent	University Avenue E	Dale Crescent	40 km/hr
Dalhousie Lane	Shediac Crescent	Grand Banks Drive	40 km/hr
Dorchester Place	Westvale Drive	End of the street	40 km/hr

Highway	From	To	Maximum Rate of Speed (km/hr)
Drummerhill Crescent	Westvale Drive	Westvale Drive	40 km/hr
Eastbridge Boulevard	Bridge Street W	New Bedford Drive	40 km/hr
Edenvalley Crescent	Westvale Drive	Westvale Drive	40 km/hr
Fox Cove Place	Brigantine Drive	End of the street	40 km/hr
Foxhill Place	Westvale Drive	End of the street	40 km/hr
Gaspe Drive	Eastbridge Boulevard	Yarmouth Drive	40 km/hr
Gatestone Boulevard	Columbia Street	Fischer-Hallman Road	40 km/hr
Gateview Drive	Erb Street West	Westvale Drive	40 km/hr
Glen Forrest Boulevard	Bearinger Road	Weber Street N	40 km/hr
Glenridge Drive	University Avenue E	Dale Crescent	40 km/hr
Grand Banks Drive	New Bedford Drive	Grand Banks Drive	
Grange Crescent	Baker Street	Baker Street	40 km/hr
Haldane Court	Westvale Drive	End of the street	40 km/hr
Harbour View Crescent	Chesapeake Drive	Brigantine Drive	40 km/hr
Heathcliffe Place	Cardiff Street	End of the street	40 km/hr
Heather Hill Place	Westvale Drive	End of the street	40 km/hr
Herron Place	Westvale Drive	End of the street	40 km/hr
Hillcroft Court	Westcroft Drive	End of the street	40 km/hr
Homeview Place	Westvale Drive	End of the street	40 km/hr
Ironwood Place	Baker Street	End of the street	40 km/hr
Laurelwood Drive	Beaver Creek Road	Wideman Road	40 km/hr
Lighthouse Place	Mooring Post Lane	End of the street	40 km/hr
Little Dover Crescent	Brigantine Drive	Brigantine Drive	40 km/hr
Lobster Lane	Peggy's Cove Lane	Yarmouth Drive	40 km/hr
Lunenburg Lane	Yarmouth Drive	Gaspe Drive	40 km/hr
Mariner Drive	Eastbridge Boulevard	Chesapeake Drive	40 km/hr
Mayflower Street	Mariner Drive	Eastbridge Boulevard	40 km/hr
Middlebury Drive	Westvale Drive	Westvale Drive	40 km/hr
Millcroft Place	Cardiff Street	End of the street	40 km/hr
Mooring Post Lane	Chesapeake Drive	Chesapeake Drive	40 km/hr
New Bedford Drive	University Avenue E	Chesapeake Drive	40 km/hr
New Hampshire Street	New Bedford Drive	University Avenue E	40 km/hr
Newport Place	Westvale Drive	End of the street	40 km/hr
Northampton Crescent	Middlebury Drive	Middlebury Drive	40 km/hr

Highway	From	To	Maximum Rate of Speed (km/hr)
Northampton Place	Middlebury Drive	End of the street	40 km/hr
Northlake Drive	Entire road		40 km/hr
Oakfield Court	Westvale Drive	End of the street	40 km/hr
Oakvale Drive	Westvale Drive	Thorndale Drive	40 km/hr
Old Meadow Lane	Thorndale Drive	End of the street	40 km/hr
Old Orchard Place	Thorndale Drive	End of the street	40 km/hr
Panchara Place	Bonavista Drive	End of the street	40 km/hr
Peggy's Cove Lane	Gaspe Drive	New Bedford Drive	40 km/hr
Penny Lane	Baker Street	Baker Street	40 km/hr
Pinemeadow Crescent	Westvale Drive	Westvale Drive	40 km/hr
Pitfield Place	Baker Street	End of the street	40 km/hr
Pleasant Bay Court	Chesapeake Drive	End of the street	40 km/hr
Portsmouth Gate	University Avenue	Westvale Drive	40 km/hr
Prince Edward Court	Bonavista Drive	End of the street	40 km/hr
Red River Drive	Westvale Drive	Westvale Drive	40 km/hr
Ridgeway Drive	Valley Ridge Crescent	Westvale Drive	40 km/hr
Rosemeadow Crescent	Thorndale Drive	Thorndale Drive	40 km/hr
Sandcliffe Place	Westvale Drive	End of the street	40 km/hr
Sandowne Drive	Dunvegan Drive	Bridge Street W	40 km/hr
Sandy Cove Crescent	Chesapeake Drive	Mooring Post Lane	40 km/hr
Schooner Crescent	New Hampshire Street	New Hampshire Street	40 km/hr
Seawind Trail	Chesapeake Drive	Chesapeake Drive	40 km/hr
Shediac Crescent	New Bedford Drive	New Bedford Drive	40 km/hr
Silvermeadow Place	Thorndale Drive	End of the street	40 km/hr
Somerdale Place	Middlebury Drive	End of the street	40 km/hr
South Haven Drive	Shediac Crescent	Grand Banks Drive	40 km/hr
Southampton Place	Newport Place	End of the street	40 km/hr
Spinnaker Crescent	Chesapeake Drive	Chesapeake Drive	40 km/hr
Spring Tide Court	Clipper Drive	End of the street	40 km/hr
Springfield Crescent	Westvale Drive	Westvale Drive	40 km/hr
Springfield Place	Springfield Crescent	End of the street	40 km/hr
Starboard Crescent	New Bedford Drive	Chesapeake Drive	40 km/hr
Stone Path Court	Birchleaf Walk	End of the street	40 km/hr
Thisleglen Place	Thorndale Drive	End of the street	40 km/hr
Thornberry Lane	Birchleaf Walk	End of the street	40 km/hr
Thornbird Place	Cardiff Street	End of the street	40 km/hr
Thornbush Crescent	Westvale Drive	Westvale Drive	40 km/hr

Highway	From	To	Maximum Rate of Speed (km/hr)
Thorndale Drive	Fischer-Hallman Road	Ira Needles Boulevard	40 km/hr
Thornhill Place	Thorndale Drive	End of the street	40 km/hr
Valley Ridge Crescent	Westvale Drive	Ridgegate Drive	40 km/hr
Westcroft Drive	Erb Street West	Westfield Drive	40 km/hr
Westfield Drive	Westvale Drive	Cardiff Street	40 km/hr
Westhaven Street	Westvale Drive	End of the street	40 km/hr
Westhill Drive	Ira Needles Boulevard	End of the street	40 km/hr
Westpark Crescent	Westhaven Street	Westhaven Street	40 km/hr
Westvale Drive	Entire road		40 km/hr
Whitecap Avenue	New Hampshire Street	Atlantic Boulevard	40 km/hr
William Street	Westmount Road S	Park Street	40 km/hr
Windjammer Way	Eastbridge Boulevard	Eastbridge Boulevard	40 km/hr
Yarmouth Drive	Eastbridge Boulevard	New Bedford Drive	40 km/hr

DELETE

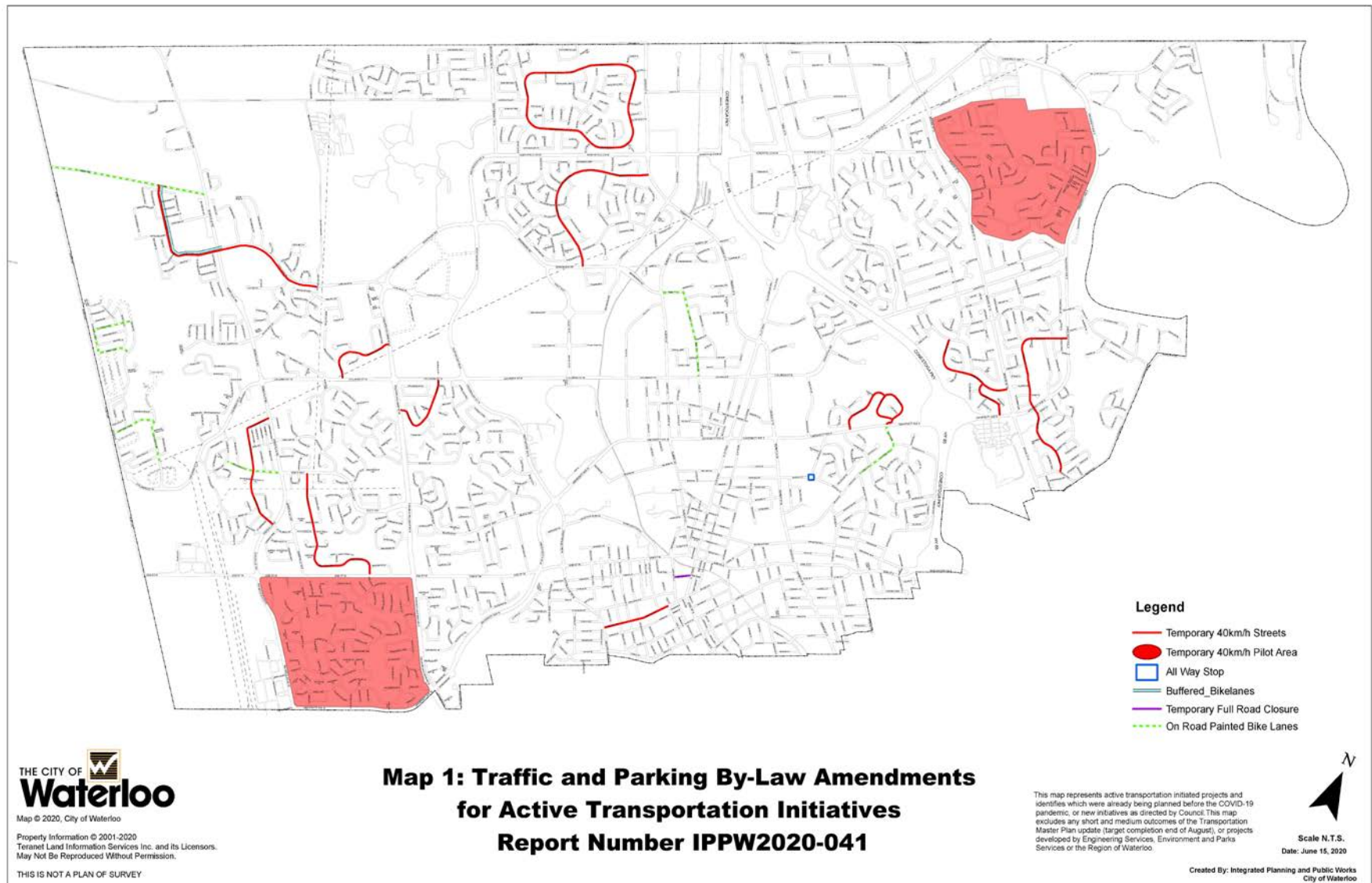
Schedule “22”, Part XIX, Reserved Lanes

On Highway	From	To
Keats Way	University Avenue	Erbsville Road
Lincoln Road	Weber Street	Mayfield Avenue

ADD

Schedule “22”, Part XIX, Reserved Lanes

On Highway	From	To
Autumn Willow Drive	Mayapple Street	Rock Elm Street
Beechdrops Drive	Ladyslipper Drive	Sundew Drive
Hazel Street	Columbia Street	Albert Street
Keats Way	University Avenue	Lucerne Avenue
Ladyslipper Drive	Columbia Street	Beechdrops Drive
Lincoln Road	Weber Street	University Avenue E
Mayapple Street	Sundew Drive	Autumn Willow Drive
Rock Elm Street	Autumn Willow Drive	Sundew Drive
Wideman Road	Erbsville Road	Wilmot Line



NOTICE OF A FORMAL PUBLIC MEETING

Zoning By-law Amendment Application Z-19-04

Property Owner: 2616359 Ontario Inc.

262-280 Albert Street, Ward 6

Take notice that the Council of The Corporation of the City of Waterloo will hold an electronic Formal Public Meeting on Monday, June 22, 2020, during the electronic Council Meeting, considering the above noted application to amend the Zoning By-law pursuant to Section 34 of the Planning Act.

The Applicant is proposing to amend the City's Zoning By-law 2018-050 by rezoning the lands from (Holding) Residential Northdale Six ((H)RN-6) to Residential Northdale Six (RN-6) with site specific provisions which include varied regulations related to mezzanines, setbacks, encroachment within the daylight triangle, and density bonusing for 124 additional bedrooms.

The application is being advanced to permit the development of a 6 storey apartment building with an anticipated 185 units (222 bedrooms).

This meeting shall constitute the formal public meeting required under Section 34 of The Planning Act, R.S.O., 1990, as amended. It is expected that Council will decide whether the application should be approved, denied or amended. A copy of the staff report will be available prior to the Public Meeting on the City's website.

If Council approves the application, a by-law to amend the Zoning By-law will be passed.

For further information regarding the above matter, please contact the City of Waterloo, Integrated Planning and Public Works, 2nd Floor, Waterloo City Centre, Waterloo, Ontario, by calling John Vos at 519.747.8527 or email john.vos@waterloo.ca

How to Get Involved:

The purpose of a public meeting is to share information and to hear and consider public and stakeholder comments regarding the development application as part of City Council's decision making process. The public is invited to watch and/or listen to the remote meeting on www.youtube.com/citywaterloo/live and may participate by submitting written comments in advance of the public meeting and/or arranging to speak to the application.

To submit written comments

You can submit written comments, no later than 9:00 a.m. on Wednesday, June 17th, 2020 to ensure your comments are included in the City Council Agenda, in the following ways:

- Via email to clerkinfo@waterloo.ca
- By dropping off a hardcopy at Waterloo City Hall, addressed to the office of the City Clerk, 3rd floor, 100 Regina St S, Waterloo, ON
- By placing a hardcopy in the after hours mail slot beside the side door entrance on William Street

All written submission should clearly state "Formal Public Meeting, June 22, Zoning By-law Amendment Z-19-04" at the top of the letter/correspondence.

To speak to the application

If you wish to speak to the Application, please contact the Legislative Services Division no later than 10:00 a.m. on Monday, June 22nd, 2020 by any of the following ways:

- By phone at 519-747-8549
- By email to clerkinfo@waterloo.ca

When we receive your registration, we will send you a confirmation message and instructions for participating in the remote public meeting. Instructions will also be provided during the meeting to ensure that those watching the remote public meeting will be given the opportunity to speak.

We encourage the public to provide input into this important Zoning By-law Amendment application. Individuals may submit written/electronic comments. The public is informed and notified that names, addresses and comments may be made public.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Corporation of the City of Waterloo before the by-law is passed, the person or public body is not entitled to appeal the decision of Council to the Local Planning Appeal Tribunal. In addition, if a person or public body does not make oral submissions at a public meeting, or make written submissions to the Corporation of the City of Waterloo before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so. **Olga Smith, City Clerk, City of Waterloo**





STAFF REPORT
Planning

Title: Zoning By-law Amendment Z-19-04, 2616359 Ontario Inc.,
262-280 Albert Street

Report Number: IPPW2020-031

Author: John Vos

Meeting Type: Council Meeting

Council/Committee Date: June 22, 2020

File: Z-19-04

Attachments: Map 1 – Location Map
Appendix A – Site Specific By-law C234
Appendix B – Minutes of Informal Meeting
Appendix C – Agency and Staff Comments
Appendix D – Site Plan
Appendix E – Building Rendering
Appendix F – Building Elevations
Appendix G – Mezzanine Floor Plan
Appendix H – Draft Section 37 (Bonusing) Agreement

Ward No.: 6 – Central-Columbia Ward

Recommendations:

1. That Council approve Staff Report IPPW2020-031.
2. That Council approve Zoning By-law Amendment Z-19-04, 2616359 Ontario Inc., for 262-280 Albert Street, in accordance with Section 7 of Staff Report IPPW2020-031.
3. That the Mayor and Clerk be authorized to sign the Section 37 Planning Act Agreement for Z-19-04 substantially in the form of the draft agreement contained in Appendix 'H' to Staff Report IPPW2020-031.

A. Executive Summary

2616359 Ontario Inc. (the 'Applicant') has submitted a Zoning By-law Amendment application for the lands municipally known as 262, 264, 268, 274, 276, and 280 Albert Street (the 'Site'). The Site is comprised of six properties, each currently containing a single detached dwelling. The Applicant is proposing to redevelop the Site with a six-storey apartment building containing 185 units, 222 bedrooms, and 79 vehicle parking spaces.

To facilitate the development, the Applicant is proposing to rezone the lands within Zoning By-law 2018-050 from (Holding) Residential Northdale Six ((H)RN-6) to Residential Northdale Six (RN-6) with the following site specific regulations:

- Permit mezzanines by adding a definition for 'mezzanines' and specific regulations limiting the size and location of mezzanines within units or spaces;
- Permit a portion of the building to extend into the Daylight Triangle at the corner of the property – specifically floors three to six;
- Reduce the requirement for 75% to of the street line (front) façade of the building to be no more than 5 metres from Albert Street, to a rate of 56%, thereby allowing the remainder of the facade to be setback more than 5 metres;
- To utilize density bonusing to increase the number of permitted bedrooms from 98 to 222 through a Section 37 bonusing agreement.

Based on Integrated Planning & Public Works' review of the application, staff supports Zoning By-law Amendment Z-19-04 as specified in Section 7, for the reasons outlined in Section 6 of this report, and as follows:

- The application is consistent with the 2020 Provincial Policy Statement.
- The application conforms to the 2019 Growth Plan for the Greater Golden Horseshoe.
- The application conforms to the policies of the Regional Official Plan.
- The application, as recommended by staff, conforms to the City of Waterloo Official Plan (2012).
- The intent of the Zoning By-law is maintained, with minor amendments tailored to the development.
- The proposed development will serve households of different sizes and demographics by proposing a range of unit sizes.
- The application is transit-supportive, providing additional density in an area that is well served by public transit.
- The Applicant has fulfilled the requirements for the removal of the Holding symbol, including:
 - Verification of sufficient servicing capacity (water, sanitary, and stormwater) to fully service the lands. A minor extension of the municipal

watermain is required to service the development. The Applicant will enter into an agreement with the City prior to the passing of the by-law to remove the Holding ("H") symbol.

- Verification of sufficient transportation capacity and transportation infrastructure within the surrounding road network affected by the development and/or use of the lands.
- Verification through support from the Site Plan Review Committee that the development will conform to:
 - the City's Official Plan;
 - the Region's Official Plan; and
 - the City's Urban Design Manual, including the Northdale Urban Design Guidelines.
- Agreement in principle to a Section 37 (Bonusing) Agreement for the provision of \$1,531,400 to be utilized by Council to further various community objectives. Staff recommends Council consider the funds for the following:
 - A financial contribution of \$700,000 to the City's Affordable Housing Grant Program for the development of new affordable housing.
 - A contribution of \$400,000 for a new pedestrian walkway between Lester Street and Phillip Street.
 - A contribution of \$300,000 to the implementation of the Northdale Streetscape Master Plan, particularly along Larch Street (a 'living' street).
 - A contribution of \$131,400 for improvements to community recreation facilities including the Waterloo Memorial Recreation Centre and/or the Albert McCormick Community Centre.

B. Financial Implications

Staff is not aware of any municipal financial implications with respect to this application. Should the application be appealed, potential costs related to a Local Planning Appeal Tribunal hearing may be incurred.

C. Technology Implications

Staff is not aware of any municipal technology implications.

D. Link to Strategic Plan

(Strategic Objectives: Equity, Inclusion and a Sense of Belonging; Sustainability and the Environment; Safe, Sustainable Transportation; Healthy Community & Resilient Neighbourhoods; Infrastructure Renewal; Economic Growth & Development)

(Guiding Principles: Equity and Inclusion; Sustainability; Fiscal Responsibility; Healthy and Safe Workplace; Effective Engagement; Personal Leadership; Service Excellence)

The recommendations in this report supports the 'Economic Growth & Development' pillar of the Strategic Plan through the redevelopment of underutilized properties and providing a broad range of unit types.

E. Previous Reports on this Topic

- IPPW2019-040, Exemption Pursuant to 34(10 0 0 2) for 262-280 Albert Street

F. Approvals

Name	Signature	Date
Author: John Vos		
Director: Joel Cotter		
Commissioner: Cameron Rapp		
Finance:		
		CAO

5 Integrated Planning & Public Works

REPORT DASHBOARD: ZONING BY-LAW AMENDMENT Z-19-04

Zoning Regulations	Residential Northdale Six (RN-6)	Proposed Development
Lot Area (min.)	1,000 square metres	3926.3 square metres
Lot Frontage (min.)	20 metres	103.6 metres
Street Line Setback (min.)	1 metre	1 metre
Street Line Setback (max.)	5 metres	6.2 metres
Side Yard Setback (min.)	3 metres	3 metres
Rear Yard Setback (min.)	7.5 metres	7.5 metres
Height of First Storey (min.)	4.5 metres	5.2 metres
Building Height (max.)	21.5 metres	21.4 metres
Storeys (max.)	6 storeys	6 storeys + mezzanines in ground floor units
Density: (max.)	250 bedrooms per hectare [98 bedrooms]	566 bedrooms per hectare [222 bedrooms]
Amenity Area (min.)	3 square metres for the first bedroom and 2 square metres for each additional bedroom in the dwelling unit, 30% of which shall be common amenity area. [Total required: 629 square metres]	Total: 737 square metres (Common amenity area is 31% of the required amenity area)
Landscape Open Space (min.)	30%	30%
Residential Parking (min.)	0.2 per bedroom [45 spaces]	67 spaces
Visitor Parking (min.)	0.05 per bedroom [12 spaces]	12 spaces
Bicycle Parking (min.)	0.25 per bedroom [56 spaces]	56 spaces + 4 outside
Daylight Triangle	No structure is permitted within the 'daylight triangle' at the corner of the property.	Floors 3 – 6 extend partially into the daylight triangle



Zoning By-law Amendment Z-19-04, 2616359 Ontario Inc., 262-280 Albert Street IPPW2020-031

SECTION 1 – SUBJECT LANDS

Location

262-280 Albert Street

Ward

Central-Columbia (Ward 6)

Total Lot Area (after road widening)

0.3926 ha (3,926 sq.m.)

Land Owner/Applicant

2616359 Ontario Inc.

Agent

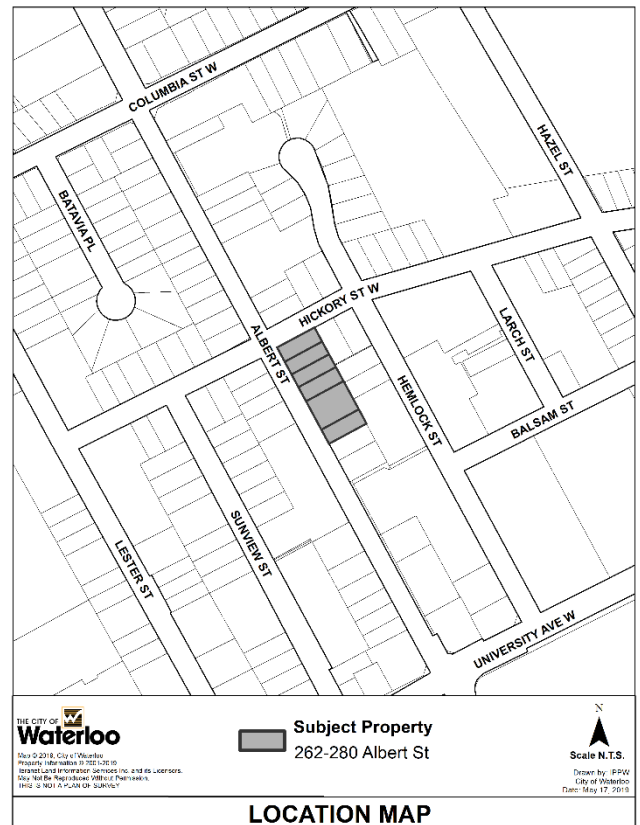
WSP Canada Group Limited

Existing Land Use

Single Detached Dwellings

Proposed Development

A six (6) storey apartment building with 185 units (222 bedrooms)



Public Input

The mechanism utilized for gathering input in regards to Z-19-04 are as follows:

Mechanism	Date	Results
Agency and Staff Circulation	May 29, 2019 December 9, 2019 March 3, 2020	Agency and staff comments attached as Appendix C
Informal Public Meeting	June 10, 2019	Informal Public Meeting minutes attached as Appendix B ¹
Advertise Formal Public Meeting	March 12, 2020	Advertised in Waterloo Chronicle and notice sent to property owners within 120 metres of the subject property, and those

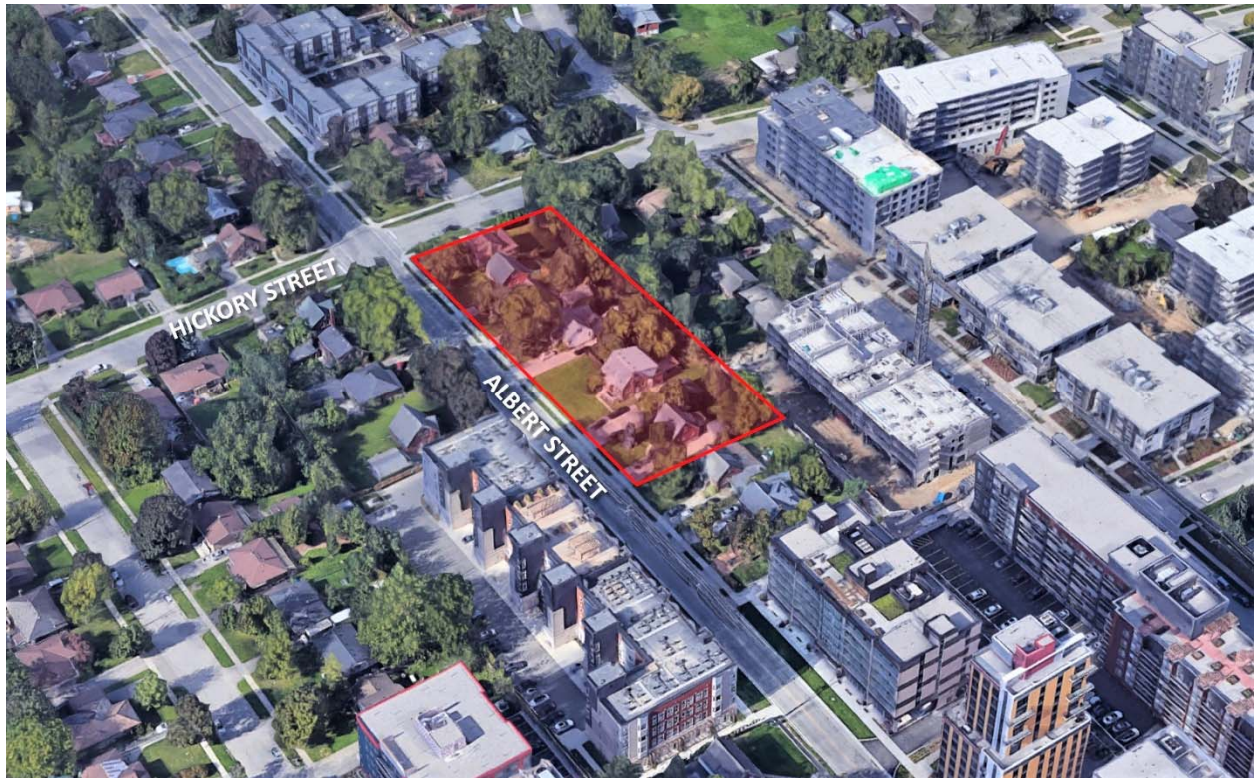
Mechanism	Date	Results
		who requested notice at the Informal Public Meeting.
Formal Public Meeting	June 22, 2020	Council consideration of application

¹ Staff did not receive any comments from members of the public on this application.

1.1 Site Description and Neighbourhood Context

The Site is located in the centre of the Northdale neighbourhood on the east side of Albert Street and the south side of Hickory Street West. The Site is a consolidation of six lots, each of which currently contain a single detached dwelling. The topography of the Site slopes from southwest to the northeast with a grade change of approximately 4.81 metres. The lands adjacent to the Site are comprised of single detached dwellings to the north, south, east, and west, and six storey apartment building to the southeast ('Sage 10'), and southwest ('Ivy Towns'). A six storey apartment building is proposed on the north side of Hickory Street, opposite of the Site.

Figure 1: Subject Site and Surrounding Area



SECTION 2 – PROPOSED DEVELOPMENT (see Appendices 'D' to 'G')

The Applicant is proposing to construct a six (6) storey apartment building with 185 unit (222 bedrooms) through the utilization of density bonusing. The development will

consist of a mix of unit sizes including 35 studio units, 113 one-bedroom units, and 37 two-bedroom units. The proposed development will also contain 79 parking spaces, 56 bike parking spaces (plus 4 spaces outside), indoor amenity areas, and private patios and balconies with certain units.

SECTION 3 – APPLICATION DETAILS

The application was originally submitted in April of 2019 for a 6 storey residential apartment building with 190 units (225 bedrooms). Following feedback from staff, the Applicant has revised their proposal to a 6 storey residential apartment building with 185 units (222 bedrooms).

Figure 2: Perspective of Revised Proposal



At the time the application was submitted, the City of Waterloo's new comprehensive Zoning By-law 2018-050 ("ZBL2018-050") had been approved by Council but was under appeal to the Local Planning Appeal Tribunal ("LPAT"). As such, the Applicant submitted an application to amend both ZBL2018-050 and the previous Zoning By-law 1108 ("ZBL1108"). On November 28, 2019, LPAT issued an order which scoped the appeals to two specific geographic areas, bringing ZBL2018-050 into effect for the balance of the city including the subject lands, and repealing ZBL1108. As such, the application has been revised to only amend ZBL2018-050.

To facilitate the redevelopment of the Site, the Applicant is proposing to remove the holding symbol and rezone the Site within By-law 2018-050 from Holding Residential Northdale Six ((H)RN-6) to Residential Northdale Six (RN-6) with the following site specific regulations:

- Permit mezzanines by adding a definition and regulations for mezzanines including limiting the size and location of mezzanines within residential units.
- Permit a portion of the building to extend into the Daylight Triangle at the corner of the property, specifically floors three to six.
- Reduce the requirement for 75% of the street line (front) façade of the building to be no more than 5 metres from Albert Street, to a rate of 56% allowing the remainder of the facade to be setback more than 5 metres.
- Increase the maximum density from 250 bedrooms per hectare (98 bedrooms) to 566 bedrooms per hectare (222 bedrooms) through a Section 37 bonusing agreement.

As Council is aware, the implementing zoning by-law for the Northdale neighbourhood has applied a Holding (H) symbol to the lands. Prior to the development of the Site, the Holding symbol must be removed. To remove the Holding symbol from the Site a number of criteria must be satisfied, including:

- Verification of sufficient servicing capacity (water, sanitary, and stormwater) to fully service the lands.
- Verification of sufficient transportation capacity and transportation infrastructure within the surrounding road network affected by the development and/or use of the lands.
- The completion and registration of an Agreement pursuant to Section 37 of the Planning Act.
- Verification through site plan control that the development will conform to:
 - a) the City's Official Plan;
 - b) the Region's Official Plan; and
 - c) the City's Urban Design Manual, including the Northdale Urban Design Guidelines.

SECTION 4 – POLICY EVALUATION

4.1 Provincial Policy Statement

The 2020 Provincial Policy Statement (the “PPS”) establishes the vision and policy framework for matters of provincial interest related to land use planning and development in Ontario. Collectively, the policies aim to focus growth within existing settlement areas; promote efficient development and land use patterns to minimize land

consumption and servicing costs; support densities that provide for a more compact urban form, and building strong and safe communities.

In staff's opinion, the proposed Zoning By-law Amendment is consistent with the PPS:

- The proposed Zoning By-law Amendment will result in the efficient use of land and existing infrastructure.
- The proposed Zoning By-law Amendment will be transit-supportive, accommodating additional density in an area that is well served by public transit.

4.2 Growth Plan for the Greater Golden Horseshoe

The 2019 Growth Plan for the Greater Golden Horseshoe (the "Growth Plan") provides a framework for managing growth, protecting resources, and promoting economic investments within the Greater Golden Horseshoe to the year 2041. Building on the policy foundation of the PPS, the Growth Plan provides more specific land use planning policies for managing growth. Some of the key guiding principles in section 1.2.1 include:

- *Support a range and mix of housing options including second units and affordable housing, to serve all sizes, incomes, and ages of households.*
- *Prioritize intensification and higher densities to make efficient use of land and infrastructure and support transit viability.*

Furthermore, section 2.2.6.3 of the Growth Plan stipulates that municipalities are to "require that multi-unit residential developments incorporate a mix of unit sizes to accommodate a diverse range of household sizes and incomes".

In staff's opinion, the proposed development conforms to, or does not conflict with, the Growth Plan for the following reasons:

- The proposed development will supply a range of unit sizes, including 35 studio units, 113 one-bedroom units, and 37 two-bedroom units to appeal to and serve households of different sizes and demographics.
- The proposed development is within a comprehensively planned settlement area with municipal services and infrastructure.
- The proposed development will efficiently use the subject lands, and support the existing public transit system.

4.3 Region of Waterloo Official Plan

The Regional Official Plan (ROP) provides a land use policy framework that implements the PPS and Growth Plan in the regional context. The lands are located within the Urban Area Boundary and designated Built-Up Area (as shown on ROP Map 3a, Urban Area). In staff's opinion, the proposed Zoning By-law Amendment conforms to the ROP for the following reasons:

- It proposes intensification within the Built-Up Area and supports the planned function of the Urban Built-Up Area.
- It proposes intensification in a compact urban form that has regard for the planned physical character of the area.
- It is transit-supportive by proposing intensification that is located within a short walking distance of a number of public transit stops.
- It fosters walkability by creating a pedestrian-friendly development that addresses the street, with appropriate human scale that does not overpower the street.

4.4 City of Waterloo Official Plan

The City of Waterloo Official Plan designates the lands as follows:

<i>Low Density Residential (Northdale)</i>	Schedule 'A'
<i>Specific Provision Areas – SPA 45 (Northdale)</i>	Schedule 'A6'
<i>Mixed-Use Street and Convertible Frontage Areas (Albert St)</i>	Schedule 'A45a'
<i>Green Street and Convertible Frontage Areas (Hickory St W)</i>	Schedule 'A45a'
<i>Low Density, 6 storeys</i>	Schedule 'B1'
<i>Major Collector (Albert Street)</i>	Schedule 'E'
<i>Local Road (Hickory Street)</i>	Schedule 'E'
<i>City-Wide Cycling and Multi-Use Route</i>	Schedule 'F'

Within Northdale, the Low Density Residential designation allows for both residential and mixed use developments. The proposed 6 storey development will predominantly contain residential units with the potential to convert some of the ground floor units along Albert Street and Hickory Street to commercial units in the future provided that sufficient off-street parking can be accommodated.

The Low Density Residential designation within Northdale limits building height to 6 storeys and density to 250 bedrooms/hectares. However, the Northdale policy framework allows for density bonusing up to a maximum of 600 bedrooms/hectare but it does not contemplate height bonusing.

The proposed 6 storey apartment building conforms to the Official Plan, subject to density bonusing.

Bonusing – Density Increase through Section 37 Agreement

The Applicant is proposing to utilize density bonusing to permit 124 additional bedrooms above and beyond what is permitted by the Official Plan. The requested increase of 124 bedrooms represents an increase in density from 250 bedrooms/hectare to 566 bedrooms/hectare.

Policies 11.1.45 and 12.3.1 of the Official Plan allow the City to consider an increase in density in exchange for community benefits stipulated in policy 11.1.45 (38) and policy 12.3.1(5) provided that the requested density is appropriate for the subject site in accordance with policy 12.3.1 (6).

Any facilities, services or matters accepted in exchange for density bonusing would be secured by the City through a Section 37 *Planning Act* Agreement registered against the title of the lands. The agreement would specify the terms under which the density increase would be granted and the community benefits to be provided.

4.5 City of Waterloo Zoning By-law 2018-050

The entire Site is identified as Holding Residential Northdale Six ((H)RN-6) in ZBL2018-050 which permits a 6 storey, 21.5 metre tall, apartment building with a maximum density of 250 bedrooms per hectare or 98 bedrooms. The Holding symbol on the site prevents development until a number of criteria related to servicing capacity, transportation capacity, and urban design have been satisfied.

Should Council support application Z-19-04, a site specific by-law will be required to amend ZBL2018-050 with site specific provisions as described in Section 7 and Appendix 'A' of this report.

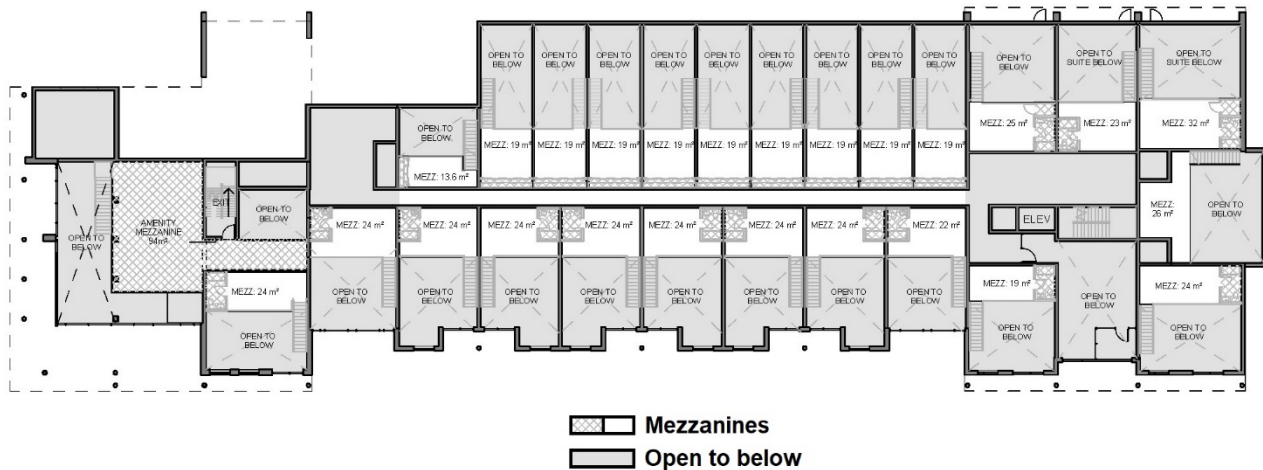
SECTION 5 – PLANNING EVALUATION

Staff has reviewed Zoning By-law Amendment Z-19-04 and provides the following comments:

5.1 Mezzanines

The Applicant is proposing to include mezzanines within the residential units on the ground floor and within the amenity area at the north end of the building. The RN-6 zone requires a minimum height of 4.5 metres on the ground floor though the proposed structure will have a ground floor height of 5.2 metres at the south end and 5.65 metres at the north end due to grades. The total building height is 21.4 metres which conforms to the maximum height limit of 21.5 metres and six storeys. The Applicant has proposed mezzanines to better utilize the volume of space within the ground floor units by locating the bedroom(s) on a mezzanine above the kitchen area.

Figure 3: Proposed Mezzanine Layout



Staff have reviewed the proposed design and note that although the mezzanines increase the overall floor area and usability of the space, it doesn't create opportunities for additional bedrooms beyond what is currently identified.

The Zoning By-law currently defines a 'storey' as the portion of a building between any floor and the roof or ceiling next above such floor. By this definition, the mezzanine levels would be deemed to be a storey resulting in a total of 7 storeys. As such, a definition of 'mezzanine' will be added to the site specific by-law for this property which states, "a mezzanine means an intermediate floor within a storey", resulting in a total of 6 storeys as permitted.

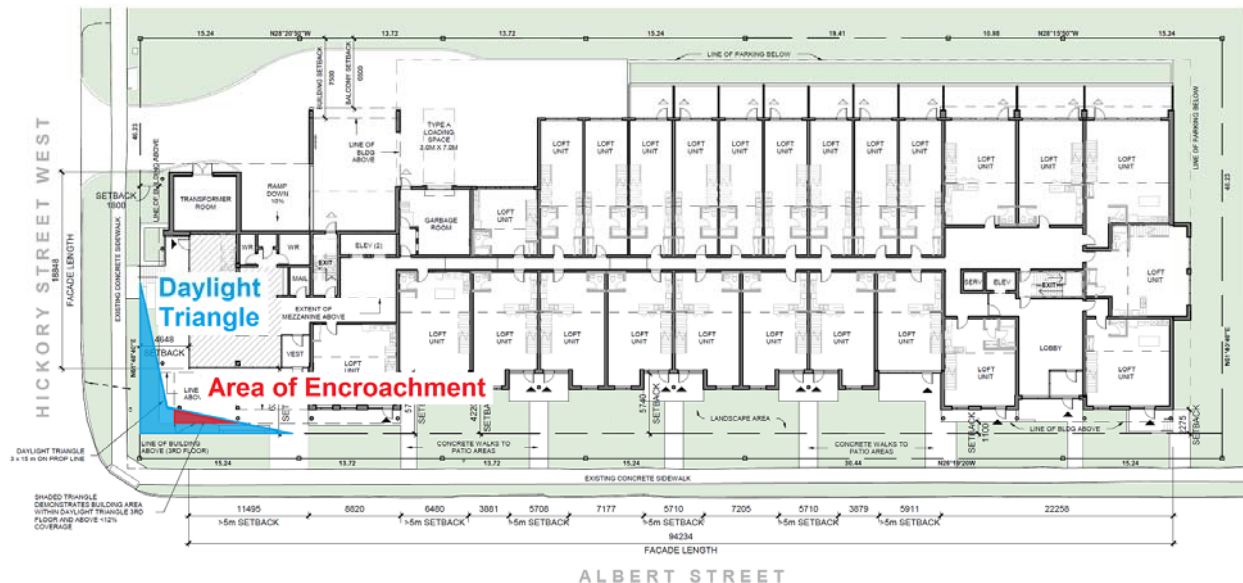
Additional regulations specific to mezzanines will be added to restrict the size and location of each mezzanine in accordance with the Building Code and to ensure the planning objectives of the Northdale community are maintained. This will include a requirement that all mezzanines on the ground floor are located internal to the unit/space, away from the street line façade so the space appears to be one storey when viewed from the street. Also, if a mezzanine is used for a non-residential use such as an office or seating within a restaurant, then the mezzanine will count towards the total building floor area. If a residential unit is converted to a commercial unit in the future, this additional building floor area will be counted towards the total parking requirement. There are 22 surplus parking spaces which would be available to facilitate the conversion of residential units to permitted commercial uses in the future.

The amenity area at the northwest corner of the building is proposed to include a mezzanine (common amenity area) for the residents. This mezzanine has been designed internal to the space, away from the street line façade.

5.2 Daylight Triangle

The Applicant is requesting relief to encroach a portion of the proposed building into the daylight triangle adjacent to the intersection of Albert Street and Hickory Street West. The Zoning By-law requires all corner properties to maintain a daylight triangle with no structures and no landscaping taller than 0.5 metres to ensure views are not obstructed for motorists or cyclists approaching the intersection. The requested encroachment will only apply to the 3rd, 4th, 5th, and 6th floors of the building. The 1st and 2nd floors (and all columns) will be located outside of the daylight triangle to ensure visibility is not obstructed. There will be approximately 8.5 metres of clearance between the ground and the third floor which is sufficient to ensure that even large vehicles will not have obscured views.

Figure 4: Proposed Encroachment within the Daylight Triangle



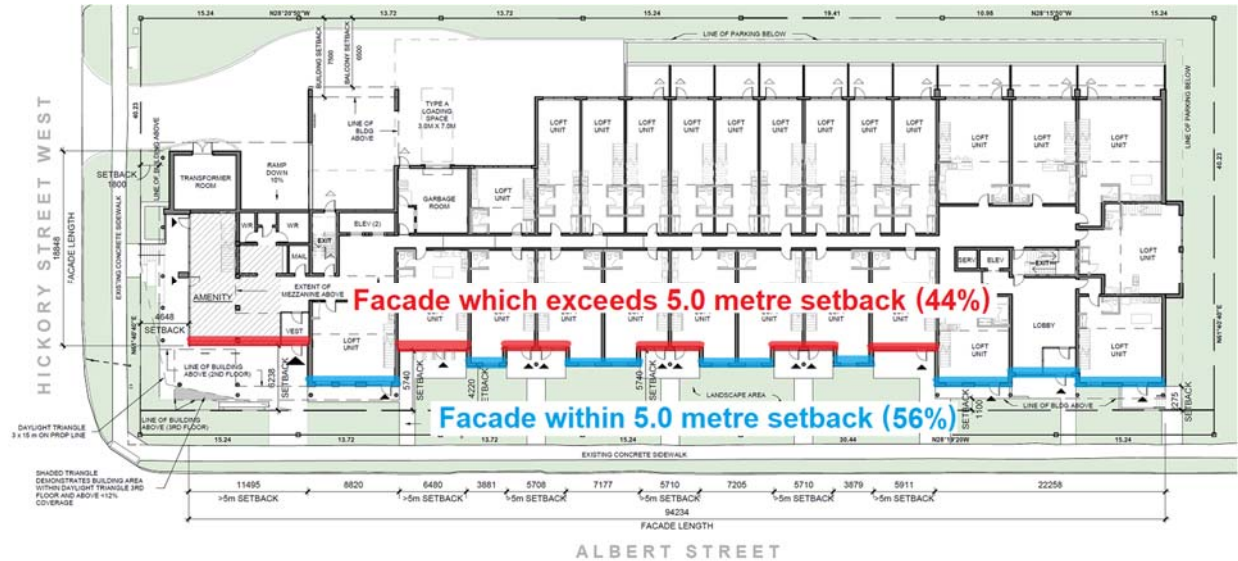
5.3 Maximum Street Line Setback (Albert Street)

The proposed building will be 1.1 metres to 6.2 metres from the street line along Albert Street. The RN-6 zone requires a minimum setback of 1.0 metre and a maximum setback of 5.0 metres for 75% of the street line building façade. The remaining 25% is permitted to exceed the 5.0 metre setback. The proposed building will have 56% of the building façade along Albert Street within 5.0 metres of the street line, with the remaining 44% will exceed 5.0 metres.

The proposed building is designed to break up the long façade through various strategies, including larger massing at the north and south ends to balance / anchor the building, with the middle section slightly recessed to lessen the perceived length of the overall building and provide more outdoor amenity space / landscaping opportunities within the front yard.

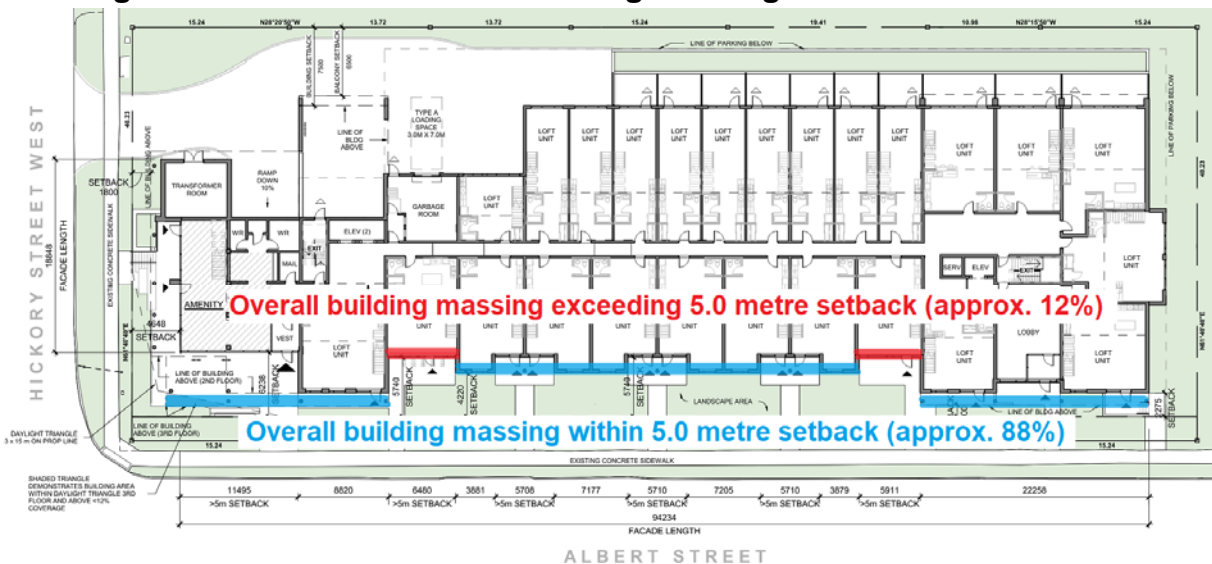
As shown in Figure 5, 56% of the façade along Albert Street is within the 5.0 metre maximum setback while 44% of the façade will exceed 5.0 metres. Sections of the building have been recessed to create variation in the overall massing of the building, such as three recessed entryways to six of the units in the middle section of the building.

Figure 5: Street Line Building Façade Setback



The regulation only considers the setbacks of the ground floor, and does not consider the overall massing of the building. For example, although the three recessed entryways have a setback of 5.74 metres, the middle section of the building generally has a setback of 4.2 metres; the recessed entryways only exist on the ground floor for the six units in the middle of the building while the upper floors maintain the 4.2 metre setback.

Diagram of a continuous beam with four spans. The spans are labeled with lengths: 15.24, 13.72, 13.72, and 15.24. A point load P is applied at the midpoint of the second span. The beam is supported by four vertical supports. The first span is labeled "N20'20'50'W".

[illegible]

Is the proposed increase in density appropriate for the subject site?

To determine whether the proposed density increase is appropriate for the subject site, Official Plan policy 12.3.1 (6) provides the following test:

(a) The Site is suitable for the proposed density and/or height in terms of parking, landscaping, and other site-specific requirements;

- The Applicant is not seeking any relief from the parking standards in the Zoning By-law. In fact, the proposed development will have 22 surplus parking spaces.
- The Applicant is seeking relief as follows:
 - 1) Permit mezzanines within residential units and amenity areas;
 - 2) The maximum setback requirement along Albert Street;
 - 3) Permit a portion of the building to extend within the daylight triangle;
 - 4) The maximum density.
- Staff are of the opinion that the site is suitable for the requested density given that the requested site specific amendments are tailored to the development proposal, and the proposed building is compatible in terms of built form, planned scale and character of the neighbourhood. The requested site specific amendments will have minimal impact on the subject site or surrounding lands.

(b) Any increase in density and/or height is compatible with the planned scale and character of the surrounding neighbourhood and has a minimal impact on neighbouring land uses;

- Planning staff are of the opinion that the proposed development is compatible with the planned scale and character of the surrounding neighbourhood. The surrounding undeveloped lands have 6 storey maximum height permissions similar to the proposed development and will likely be redeveloped with massing that ranges between 3 and 6 storeys. Recent redevelopment of lands within proximity of the Site have comprised of 4 to 6 storey apartment buildings similar to the proposed development.

(c) That community services, infrastructure and transportation impact issues are adequately addressed, if applicable.

- The requirements to lift the Holding symbol for all development in Northdale obligates developers to demonstrate whether there is sufficient

servicing and transportation capacity to support the proposed development. Based on staff's review, staff are of the opinion that sufficient servicing and transportation infrastructure will be available to accommodate the proposed development. With respect to community services, staff are of the opinion that the proposed development should not have a negative impact on any local community services, and could enhance some community facilities such as recreation centres through bonusing funds.

Overall, staff are of the opinion that the proposed increase in density is appropriate for the subject site.

Determination of Uplift Value

An appraisal has been prepared to determine the "uplift" value associated with the proposed density increase.

The appraisal determined that the "uplift" value associated with the proposed density increase is \$3,224,000 or \$26,000 per additional bedroom.

According to the City's approved bonusing process the "uplift" value associated with density increases should be equitably shared between the developer and the community. As such, to achieve an equitable distribution of the uplift value, the City will seek community benefits that represent 40%-60% of the land value uplift.

The value of the community benefits offered should be proportionate to the value of the increased density (additional bedrooms) to the developer. Value can be considered based on a monetary basis and other intrinsic benefits gained, such as improving the quality of recreational spaces within the City and reducing environmental impacts. Determining the appropriateness of an offer rests with Council, on a case by case basis.

Recommended Up-lift Value and Community Benefits

After assessing the proposed bonusing request, staff have determined that the proposed development is compatible with the planned scale and character of the surrounding neighbourhood. Further, the requested site specific amendments will have minimal impact on the subject lands and surrounding sites. The requested increase in density from 98 bedrooms to 222 bedrooms represents a significant increase and staff are of the opinion that a density request that more than doubles the permitted density on the Site should be offset by community benefits that represent more than the minimum 40% land value uplift. Staff recommends that the Applicant provide additional community benefits above and beyond the minimum 40% to offset the impact of the significant density increase being proposed.

Therefore, staff recommends that the owner provide 47.5% of the land value uplift, representing \$12,350 per additional bedroom for a total of \$1,531,400 in the form of community benefits in exchange for the requested 124 bonus bedrooms. This is consistent with the development approvals for the proposed apartment building on the north side of Hickory Street, opposite the Site. Staff recommends that Council allocate the funds to the following community initiatives:

1. A contribution of \$700,000 to the City's Affordable Housing Grant Program.
 - a. *Applicable Bonusing Criteria:* Official Plan policy 11.1.45 (38) (b) – The provision of affordable housing as defined by this Plan
 - b. *Implementation:* Prior to the issuance of a building permit for the proposed development, the owner shall contribute \$700,000 to the City. The monies to be allocated to the City's Affordable Housing Grant Program.
2. A contribution of \$400,000 to the creation of a new pedestrian connection between Lester Street and Phillip Street.
 - a. *Application Bonusing Criteria:* Official Plan policy 12.3.1(5)(a) - The provision of significantly enhanced off-site pedestrian connections, including pedestrian connections.
 - b. *Implementation:* Prior to issuance of the building permit for the proposed development, the owner shall be required to contribute \$400,000 to the City for the provision of a new pedestrian walkway in Northdale.
3. A contribution of \$300,000 to the implementation of the Northdale Streetscape Master Plan, specifically for streetscape enhances on Larch Street.
 - a. *Application Bonusing Criteria:* Official Plan policy 12.3.1(5)(a) - The provision of streetscape improvements on public boulevards.
 - b. *Implementation:* Prior to issuance of a building permit for the proposed development, the owner shall be required to contribute \$300,000 to the City for the implementation of the Northdale Streetscape Master Plan, such as the reconstruction of Larch Street.
4. A contribution of \$131,400 to community recreation facilities, such as the Waterloo Memorial Recreation Centre and/or the Albert McCormick Community Centre.
 - a. *Application Bonusing Criteria:* Official Plan policy 12.3.1(5)(f) - Improvements to City parks or public spaces.
 - b. *Implementation:* Prior to issuance of a building permit for the proposed development, the owner shall be required to contribute \$131,400 to the City for improvements to the City's community recreation facilities.

Overall, staff are of the opinion that the density bonusing proposal, as recommended by staff, is reasonable and balances local community (Northdale Neighbourhood) benefits and broader community benefits. Also, staff are of the opinion that the contribution of community benefits at 47.5% of the “uplift” value associated with the requested density increase represents a fair distribution of the “uplift” value between the developer and the community in this instance.

SECTION 6 – CONCLUSION

Based on Integrated Planning & Public Works review of the application, we support Z-19-04 in accordance with Section 7 of Staff Report IPPW2020-031, for reasons including:

- The application is consistent with the 2020 Provincial Policy Statement.
- The application conforms to the 2019 Growth Plan for the Greater Golden Horseshoe.
- The application conforms to the policies of the Regional Official Plan.
- The application, as recommended by staff, conforms to the City of Waterloo Official Plan (2012).
- The intent of the Zoning By-law is maintained, with minor amendments tailored to the development.
- The proposed development will serve households of different sizes and demographics by proposing a range of unit sizes.
- The application is transit-supportive, providing additional density in an area that is well served by public transit.
- The Applicant has fulfilled the requirements for the removal of the Holding symbol, including:
 - Verification of sufficient servicing capacity (water, sanitary, and stormwater) to fully service the lands. A minor extension of the municipal watermain is required to service the development. The Applicant will enter into an agreement with the City prior to the passing of the by-law to lift the Holding (“H”) symbol.
 - Verification of sufficient transportation capacity and transportation infrastructure within the surrounding road network affected by the development and/or use of the lands;
 - Verification through support from the Site Plan Review Committee that the development will conform to:
 - the City's Official Plan;
 - the Region's Official Plan; and

- the City's Urban Design Manual, including the Northdale Urban Design Guidelines.
- Agreement in principle to a Section 37 (Bonusing) Agreement for the provision of \$1,531,400 to be utilized by Council to further various community objectives. Staff recommends Council consider the funds for the following:
 - A financial contribution of \$700,000 to the City's Affordable Housing Grant Program for the development of new affordable housing.
 - A contribution of \$400,000 for a new pedestrian walkway between Lester Street and Phillip Street.
 - A contribution of \$300,000 to the implementation of the Northdale Streetscape Master Plan, such as the reconstruction of Larch Street to a 'living' street.
 - A contribution of \$131,400 for improvements to City community recreation facilities such as the Waterloo Memorial Recreation Centre and/or the Albert McCormick Community Centre.

SECTION 7 – RECOMMENDATIONS

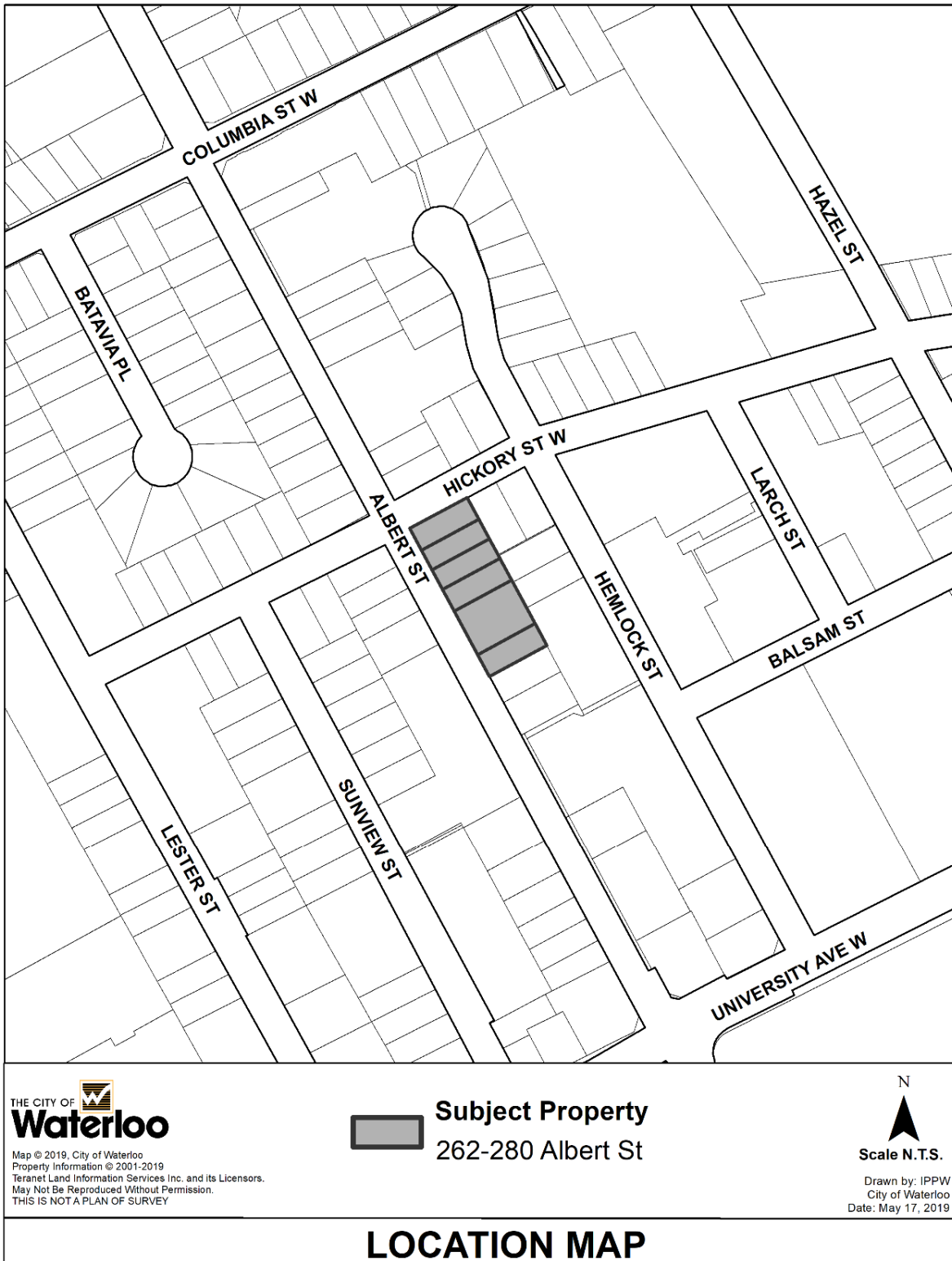
- A. That Staff Report IPPW2020-031 be approved.
- B. That Council approve Zoning By-law Amendment Z-19-04, 2616359 Ontario Inc., 262-280 Albert Street, as follows:
 - 1. That By-law 2018-050 is hereby amended by changing the zoning on the zoning map attached to Zoning By-law 2018-050 as Schedule 'A' for the lands known municipally as "262-280 Albert Street" as shown on Map 1 attached hereto from Holding Residential Northdale Six ((H)RN-6) to Residential Northdale Six (RN-6) with site specific provisions.
 - 2. Notwithstanding anything to the contrary, the following site specific provisions shall apply to the lands shown on Map 1 attached hereto as "262-280 Albert Street":
 - i. MEZZANINES:
 - a) MEZZANINE means an intermediate floor within a STOREY.
 - b) The floor area of a MEZZANINE of a non-residential USE shall be deemed to be BUILDING FLOOR AREA.
 - c) A MEZZANINE shall not be located adjacent to the STREET LINE BUILDING FAÇADE.
 - d) When the floor area of a MEZZANINE exceeds forty percent (40%) of the open floor area of the room in which it is

located, it shall be considered as constituting an additional STOREY.

- e) The MEZZANINE shall be open and unobstructed to the room below in which such MEZZANINE is located except for safety guards required by the BUILDING CODE and any enclosed space permitted by 2.i.f.) herein.
 - f) The floor area of the MEZZANINE is permitted to contain an enclosed space not exceeding ten percent (10%) of the floor area of the entire unit in which such MEZZANINE is located, provided the enclosed space does not obstruct the visual connection between the open floor area of the MEZZANINE and the room below.
- ii. STREET LINE setback – Convertible Frontage (maximum)
 - a) 56% of the STREET LINE BUILDING FAÇADE within 5 metres of the STREET LINE along Albert Street
 - iii. DAYLIGHT TRIANGLE:
 - a) Floors three to six shall be permitted within the DAYLIGHT TRIANGLE along the Albert Street STREET LINE
 - iv. Density (maximum):
 - a) 222 BEROOMS
 - b) 566 BEDROOMS per hectare
 - c) The maximum density described above shall be permitted in accordance with an agreement authorized by Section 37 of the Planning Act, which requires the Owner to provide \$1,531,400 to the City of Waterloo for various community objectives, more specifically:
 - a. A contribution of \$700,000 to the City's Affordable Housing Grant Program for the development of new affordable housing.
 - b. A contribution of \$400,000 for a new pedestrian walkway in Northdale, such as the proposed walkway between Lester Street and Philip Street.
 - c. A contribution of \$300,000 to the implementation of the Northdale Streetscape Master Plan.
 - d. A contribution of \$131,400 to City community recreation facilities such as the Waterloo Memorial Recreation Centre and/or the Albert McCormick Community Centre.

MAP 1

Zoning By-law Amendment – By-law 2018-050



APPENDIX 'A' – Minutes of Informal Public Meeting Site Specific By-law C234

Exception C234	Address 262-280 Albert Street	Zoning RN-6	File Reference Z-19-04
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Location: 262-280 Albert Street
as shown on Schedule 'C1' to this BY-LAW.

Site Specific Regulations:

- a) Notwithstanding anything to the contrary, the following site specific regulations shall apply:
 - i. MEZZANINES:
 - a) MEZZANINE means an intermediate floor within a STOREY.
 - b) The floor area of a MEZZANINE of a non-residential USE shall be deemed to be BUILDING FLOOR AREA.
 - c) A MEZZANINE shall not be located adjacent to the STREET LINE BUILDING FAÇADE.
 - d) When the floor area of a MEZZANINE exceeds forty percent (40%) of the open floor area of the room in which it is located, it shall be considered as constituting an additional STOREY.
 - e) The MEZZANINE shall be open and unobstructed to the room below in which such MEZZANINE is located except for safety guards required by the BUILDING CODE and any enclosed space permitted by subsection a.i.f.) herein.
 - f) The floor area of the MEZZANINE is permitted to contain an enclosed space not exceeding ten percent (10%) of the floor area of the entire unit in which such MEZZANINE is located, provided the enclosed space does not obstruct the visual connection between the open floor area of the MEZZANINE and the room below.
 - ii. STREET LINE setback – Convertible Frontage (maximum)
 - a) 56% of the STREET LINE BUILDING FAÇADE within 5 metres of the STREET LINE along Albert Street
 - iii. DAYLIGHT TRIANGLE:
 - a) Floors three to six shall be permitted within the DAYLIGHT TRIANGLE along the Albert Street STREET LINE
 - iv. Density (maximum):
 - a) 222 BEROOMS
 - b) 566 BEDROOMS per hectare
 - c) The maximum density described above shall be permitted in accordance with an agreement authorized by Section 37 of the Planning Act, which requires the Owner to provide \$1,531,400 to the City of Waterloo for various community objectives, more specifically:
 - i. A contribution of \$700,000 to the City's Affordable Housing Grant Program for the development of new affordable housing.
 - ii. A contribution of \$400,000 for a new pedestrian walkway in Northdale, such as the proposed walkway between Lester Street and Philip Street.

25 Integrated Planning & Public Works

- iii. A contribution of \$300,000 to the implementation of the Northdale Streetscape Master Plan.
- iv. A contribution of \$131,400 to City community recreation facilities such as the Waterloo Memorial Recreation Centre and/or the Albert McCormick Community Centre.

APPENDIX 'B' – Minutes of Informal Public Meeting

COMMITTEE OF THE WHOLE MEETING

Monday, June 10, 2019

Informal Public Meeting

Title: Zoning By-law Amendment Z-19-04, 2616359 Ontario Inc., 262-280 Albert Street

Prepared By: John Vos

Having previously declared a conflict of interest with respect to this matter, Councillor Freeman left the meeting. (Time: 6:39 p.m.)

The Chair advised that the Informal Meeting was the first opportunity to inform Council and the public of the application and emphasized that no decision would be made by Council at this meeting.

Dominik Simpson, Junior Development Planner provided an overview of the application by 2616359 Ontario Inc., proposing a six storey apartment building containing 190 units. To facilitate the proposed development, the applicant is requesting a Zoning By-law Amendment to permit an increased density of 225 bedrooms per hectare and other site-specific provisions including reduced rear yard and side yard setbacks, permission for two driveways, and removal of the holding provision.

Rebecca Tannahill, Senior Planner for WSP Canada reviewed the application on behalf of the applicant and responded to questions from Council.

As no one else was present to speak to the application, the Chair concluded the informal public meeting and indicated that staff will review the issues and report back to Council at a later date.

Councillor Freeman returned to the meeting (Time: 7:07 p.m.)

APPENDIX 'C' – Agency and Staff Comments

NO COMMENTS OR CONCERNS:

City of Waterloo Fire Department – Fire Prevention Division
Grand River Conservation Authority
Waterloo Region District School Board
Waterloo Catholic District School Board
Waterloo Advisory Committee on Active Transportation

AGENCY COMMENTS

Region of Waterloo (March 12, 2020)

Regional Comments

Regional staff has reviewed the application for ZBA-19-04 and provide the following comments for the City's consideration

Environmental Noise:

Regional Staff have reviewed the report entitled "Noise Impact Study, 272 Albert Street Development" authored by WSP (May 2019) as it relates to transportation noise on Albert Street for the proposed development at 262-280 Albert Street, Waterloo.

The potential for noise impacts on the proposed development have been assessed and based on the excess noise levels caused by traffic on Albert Street

Building Requirements and Noise Warning Clauses:

The façade sound levels for the units in the proposed development range up to Leq 63 dBA during the daytime and Leg 57 dBA during the night time period. Any window and façade construction meeting the Ontario Building Code (OBC) will be sufficient to meet the indoor sound level requirements.

All units are to have the provision for an air conditioning system to be installed, allowing windows and exterior doors to remain closed. The owner/development will be required to enter into a registered agreement with the City of Waterloo to include the following noise warning clause in all offers of purchase/sale or rental agreements for all units:

1. "This dwelling unit has been designed with the provision for adding central air conditioning at the occupant's discretion. Installation of central air conditioning by the occupant in low and medium density developments will allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the sound level limits of the Region of Waterloo and the Ministry of the Environment, Conservation and Parks. The location and installation of the

outdoor air conditioning device should be done so as to comply with noise criteria of MECP Publication NPC-216, Residential Air Conditioning Devices and thus minimize the noise impacts both on and in the immediate vicinity of the subject property.”

2. “Purchasers/tenants are advised that sound levels due to increasing road traffic on Albert Street may occasionally interfere with some activities of the dwelling occupants as the sound levels exceed the sound level limits of the Municipality and the Ministry of the Environment, Conservation and Parks.”
3. “Purchasers/tenants are advised that despite the inclusion of noise control features in the development and within the building units, sound levels due to increasing road traffic on Albert Street may occasionally interfere with some activities of the dwelling occupants as the sound levels exceed the sound level limits of the Municipality and the Ministry of the Environment, Conservation and Parks.”

Implementation Procedures:

The following implementation procedures are also recommended, to ensure that the required noise control measures are implemented:

1. All relevant builder’s plans for the occupants rooms requiring noise control measures should be confirmed by a qualified professional in acoustics, as being in conformance with the recommendations of the approved Noise Impact Study, prior to issuance of building permits. The acoustic confirmation should be based on final occupant room siting, final grading and required noise control measures.
2. Prior to final inspection and release for occupancy, the indoor noise mitigation measures for the occupants rooms should be reviewed and confirmed by a qualified professional in acoustics as being in compliance with the confirmed builder’s plans and the recommendations of the approved Noise Impact Study.

The required noise attenuation and warning clauses will be secured through a future Planning application (e.g. Plan of Condominium).

Stationary Noise:

Regional Staff have reviewed the report entitled “Noise Impact Study, 272 Albert Street Development” authored by WSP (May 2019) as it relates to stationary noise on Albert Street for the proposed development at 262-280 Albert Street, Waterloo.

The proposed 6-storey residential apartment building consists of 190 units and a below grade parking garage located at the southeast corner of Albert and Hickory Streets in the Northdale area of the City of Waterloo. The zone change includes a request to remove the Holding provision currently on the lands. Among other matters, the Holding includes completion of a stationary noise assessment.

The report notes in Section 3.1 - Impact of Surrounding Stationary Noise Sources on to the Development on p. 9, "Our review indicated that there are no major commercial or industrial noise generation facilities in the area, therefore stationary sources external to the development is not considered a concern." However, Regional Staff notes there is a new 6-storey development (referred to as Sage 10, 257-263 Hemlock Street) to the east of the subject site which contains rooftop stationary noise sources (generator, chiller and make-up air unit). The Consultant will need to confirm, prior to adoption of the zoning by-law, whether these off-site noise sources have an impact on the subject property.

The report indicates on-site noise sources include rooftop HVAC units and other similar mechanical units such as boilers, chillers, emergency generators, parking garage exhaust, etc. The report also indicates these sources are not expected to have an impact on off-site sensitive receptors (if enclosed mechanical room), or given the high ambient noise levels in the area. Any noise sources are expected to be designed to meet applicable noise guideline objectives at on-site receptors, therefore off-site impacts are not expected. Regional Staff would request the consultant to clarify how on-site receptors can be met on the roof if no such receptors (such as rooftop OLA) are proposed.

Impact of noise sources on the development itself is estimated to be less than 45 dBA, which would comply with the Ministry of the Environment, Conservation and Parks NPC-300 stationary noise level objectives.

Notwithstanding the above, the report does recommend the completion of a detailed noise study at time of site plan when detailed building design is better known. This is acceptable; however, the Holding is being lifted at this time, so an alternate means of securing completion of the detailed noise study will be required.

Regional Staff would suggest securing the noise study in the S. 37 agreement with the City (if permitted), or to leave implementation to the condominium application stage if applicable.

Water Services:

Regional Staff have reviewed the Functional Servicing and Grading Report, prepared by WSP dated May 3, 2019. The report identifies that the existing 150mm watermain will exceed capacity and is not sufficient to service the site. A minor extension of a 300mm watermain on Albert Street will be installed in order to provide adequate service to the proposed development.

Regional Staff are in agreement with the conclusions outlined in Section 7.1 of the report and have no further concerns.

Stormwater Management:

Regional Staff have reviewed the Stormwater Management Report for 262-280 Albert Street, Waterloo authored by WSP (May 2019) in addition to the updated SWM report (October 2019). Regional Staff required the approach to the SWM to consider the infiltration of clean rooftop water, which is not identified in the initial report. Regional Staff are satisfied with the updated SWM report and have no further concerns.

Summary:

Regional Staff have no objections to the proposed Zoning By-Law Amendment.

City of Waterloo Staff Comments

Integrated Planning & Public Works – Engineering Services (July 8, 2019)

Engineering Services has reviewed Zoning By-law Amendment Z-19-04 for the proposed development at 262 - 280 Albert Street. It is our understanding that the applicant is requesting site-specific comments relating to the lifting of the Holding (H) symbol from the lands to allow the proposed development to proceed.

In general, Engineering Services do not have any concerns with the zoning by-law amendment, however, upon review of submitted information in support of the application, we offer the following comments to be considered for future submissions:

GENERAL

1. Grading and Drainage from the site is to be designed such that overland flows do not negatively impact adjacent properties.
2. As the subject development is located within the Northdale boundary, there are servicing requirements within the holding provision the proposed design must satisfy, prior to removal of the Holding Symbol. The availability of municipal services must be demonstrated prior to Engineering Acceptance in support of a building permit. Proposed municipal servicing infrastructure upgrades or new installations must be supported by a Servicing Agreement, complete with Plan and Profile Drawings and Cost Estimate of proposed works.
 - The Water Supply analysis detailed in the Functional Servicing Report, dated May 3, 2019, acknowledges the existing watermain fronting the proposed development will exceed its capacity when subjected to the development. The proposed development will require the 150mm diameter watermain be upgraded.

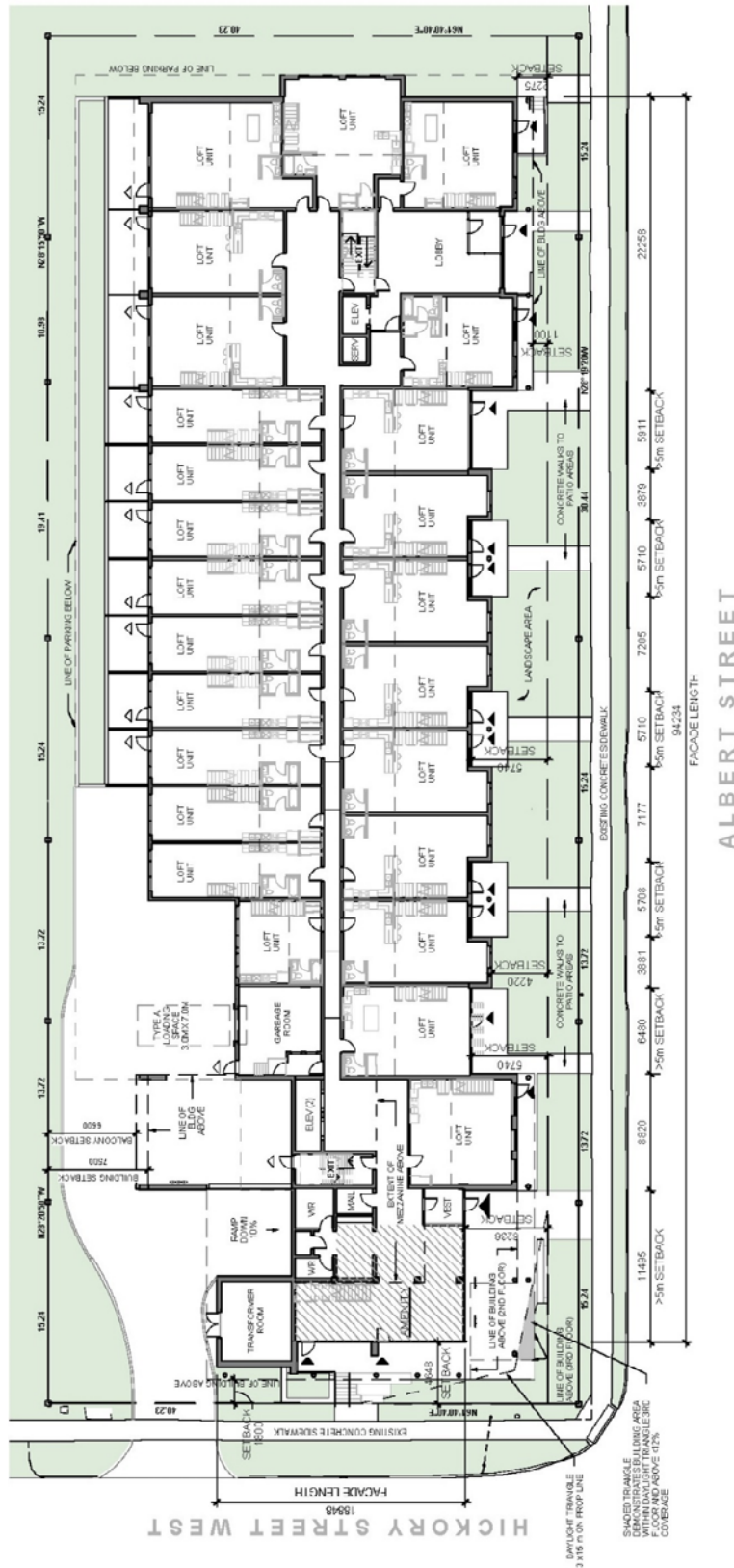
Transportation Services (December 13, 2019)

We have reviewed the updated Transportation Impact Study, compared it to the original one, and now provide the following comments.

1. Our comment about counts done during reading week. New counts were done on Thurs. Oct. 3, 2019. As a result there were more peak hour v/c that were above 0.85.
2. Building encroaching in the daylight triangle. They have confirmed that the building is overhanging and there is 11m height before the building starts.
3. No warrant tables for a left turn lane on Albert @ Hickory. They ran the warrants and a NB left turn is justified with a 15m storage, as well as a SB left turn is justified with a 25m storage. (added section 5.3 in the updated TIS).
4. Recommended curbside garbage p/u. They have created the proper space for a garbage truck to come into the site. They have moved the building back in that location to allow for the turning movements.
5. Contradiction of Hickory being one way or two way. They have appropriately distributed the trips based on the two way function that exists today.
6. Underground bike parking behind the car parking. They have redesigned the parking level and have located the bike parking in two locations that is now secure (locked) and separate from the vehicle parking.
7. We were already good with their response to this comment.
8. Concerned about loading space. Through the redesign for the garbage truck, they accommodated a loading/unloading space next to the garbage room. There is also a moving room with a door at the loading/unloading space.

We feel that they have sufficiently answered all our questions and made the necessary adjustments to the Transportation Impact Study and to the site plan.

APPENDIX 'D' – Site Plan



APPENDIX 'E' – Building Renderings



APPENDIX 'F' – Elevations



West Elevation (Front of Building along Albert Street)



East Elevation (Rear of Building)

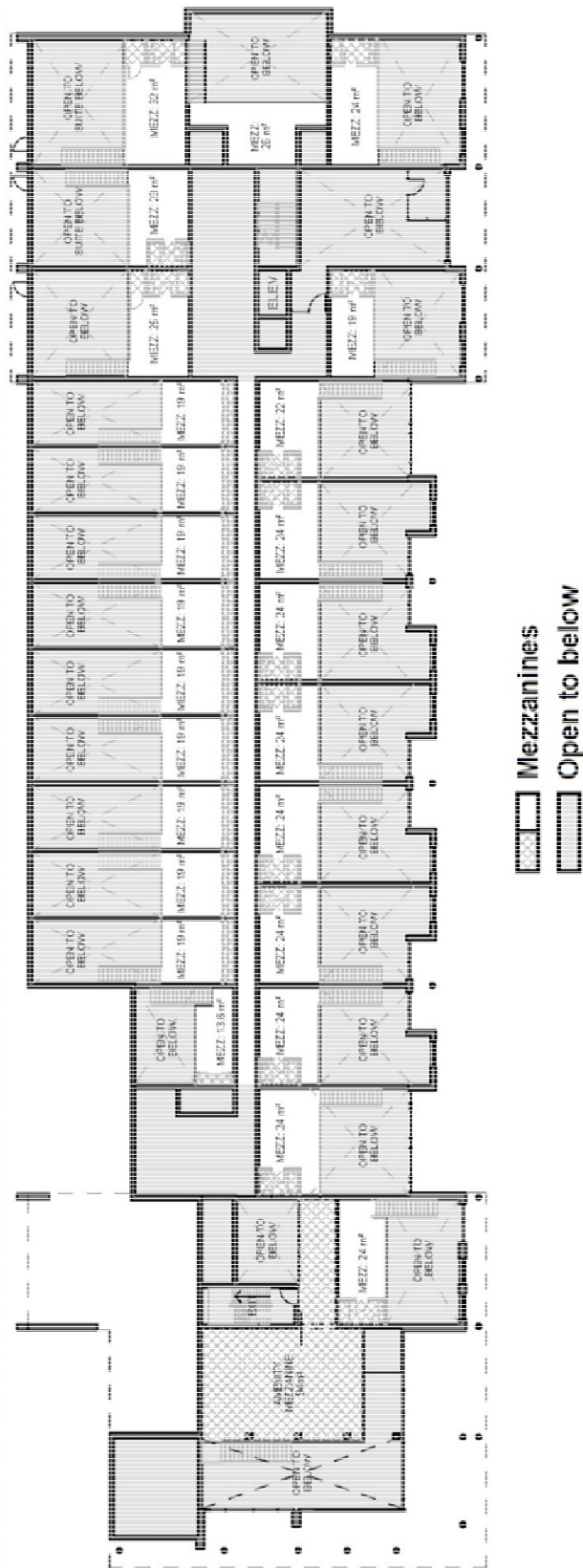


North Elevation (Along Hickory Street)



South Elevation (Interior Side Yard)

APPENDIX 'G' – Mezzanine Floor Plan



APPENDIX 'H' – Draft Section 37 (Bonusing) Agreement

SECTION 37 PLANNING ACT AGREEMENT

THIS AGREEMENT made this day of , 2020.

2616359 Ontario Inc.
(hereinafter called the “Owner”)

OF THE FIRST PART

-and-

THE CORPORATION OF THE CITY OF WATERLOO
(hereinafter called the “City”)

OF THE SECOND PART

WHEREAS the Owner is the registered owner of certain lands and premises situated in the City of Waterloo, in the Province of Ontario, known municipally as 262, 264, 268, 274, 276, 280 Albert Street and more specifically described in Schedule “A” (the “Lands”);

AND WHEREAS the Owner has applied for amendments to the City of Waterloo Zoning By-law 2018-050, as amended, in respect of the Lands;

AND WHEREAS pursuant to subsection 37(1) of the *Planning Act* R.S.O. 1990, c.P.13, as amended, the Council of the City (the “Council”) may, in a by-law enacted under Section 34 of the *Planning Act*, authorize increases in the height and/or density of development otherwise permitted by the by-law in return for the provision of such facilities, services and matters as are set out in the by-law;

AND WHEREAS the Council, through the passing of By-law 2020-_____, has agreed to use its powers under Section 37 of the *Planning Act*;

AND WHEREAS the Zoning By-law contains a Holding Provision on the Lands that requires the Owner to enter into a development agreement with the City pursuant to Section 37 of the *Planning Act* to secure the facilities, services and matters referred to in the by-law, prior to the lifting of the holding symbol;

AND WHEREAS Subsection 37(2) of the *Planning Act* requires that a by-law under Subsection 37(1) may not be enacted unless the municipality has an Official Plan that contains provisions relating to the authorization of increases in density of development;

AND WHEREAS the Official Plan for the City contains provisions relating to the authorization of increases in the density of development;

AND WHEREAS subsection 37(3) of the *Planning Act* provides that where an owner of land elects to provide facilities, services and matters in return for an increase in the density of development, the municipality may require the owner to enter into one or more agreements with the municipality dealing with the facilities, services and matters;

AND WHEREAS the Owner has elected to provide certain facilities, services and matters in return for certain increases in the density of development;

AND WHEREAS the City has required the Owner to enter into this agreement to secure the provision of certain facilities, services and matters in return for certain increases in the density of development;

AND WHEREAS the Owner and the City agree to enter into this Agreement (the "Agreement");

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the sum of TWO DOLLARS (\$2.00) of lawful money of Canada, now paid by each party to the other, the receipt and sufficiency of which is hereby acknowledged, and for other valuable consideration, and in further consideration of the mutual covenants and restrictions hereinafter set out, the Owner and the City agree as follows:

ARTICLE 1

DEFINITIONS

1.1 For the purposes of this Agreement, the term:

"Affordable Housing Grant Program" means a program operated by the City, whereby funds are provided to proponents of development, under certain conditions as determined by the City, that include "affordable housing" as defined in municipal and/or provincial planning documents.

"Building" means a building comprising all or part of the Development for which a Building Permit is required and that is permitted by the Zoning By-law and amendments thereto;

"Council" means the elected Council of the City;

"Development" means the development of the Lands with a 6 storey residential building containing up to 222 bedrooms as permitted by the Zoning By-law and amendments thereto;

“Northdale Neighbourhood” means the neighbourhood bound by King Street North, Columbia Street West, Phillip Street and University Avenue West.

“Owner” means 2616359 Ontario Inc. and their successors and assigns;

“Parties” means the Owner and the City;

“Planning Act” means the *Planning Act*, R.S.O. 1990, c.P.13, as amended, superseded or replaced from time to time;

“Zoning By-law” means a by-law enacted by Council under Section 34 of the *Planning Act*, currently By-law 2018-050, as amended or replaced from time to time;

“Zoning By-law Amendment” means Zoning By-law Amendment Z-19-04 as approved by City Council.

1.2 ! The following schedules are attached to and form part of this Agreement;

(a) Schedule “A” – Legal Description of Lands

ARTICLE 2

ZONING BY-LAW AMENDMENT

2.1 ! Each of the Owner and the City acknowledges and agrees that, consistent with the requirements of the Zoning By-law Amendment in connection with Section 37 of the *Planning Act*, an additional one hundred and twenty four (124) bedrooms shall be permitted in respect of the Development (such that, for clarity, the Development shall be permitted to include up to two hundred and twenty-two (222) bedrooms) by amending the Zoning By-law to permit a maximum density of 566 bedrooms per hectare on the Lands in return for:

a) Those matters, facilities and services contemplated in Article 3, inclusive, of this Agreement are being provided in exchange for up to an additional one hundred and twenty four (124) bedrooms on the Lands and have been assigned value as community benefits.

ARTICLE 3

FINANCIAL CONTRIBUTIONS FOR FACILITIES, SERVICES and MATTERS

3.1 ! Prior to the City issuing a building permit for the construction of the Building, the Owner shall contribute \$1,531,400, being \$12,350 per additional bedroom, for

the increased density referenced in Clause 2.1 (a), to the City of Waterloo, to be directed towards the following facilities, services and matters:

- a) ! The City's Affordable Housing Grant Program. The financial contribution shall be equal to, but not less than \$700,000 to the City's Affordable Housing Grant Program.
 - b) ! A new pedestrian connection in Northdale, such as the proposed walkway between Lester Street and Phillip Street. The financial contribution shall be equal to, but not less than \$400,000. More specifically, the funds are to be directed towards the acquisition of land and/or construction of the new walkway(s).
 - c) ! The Northdale Streetscape Master Plan, such as the reconstruction of Larch Street. The financial contribution shall be equal to, but not less than \$300,000. The funds are to be directed towards the implementation of the streetscape design and improvements in Northdale, including but not limited to enhanced wayfinding signs, public art, landscaping, active transportation infrastructure, lighting and branding.
 - d) ! City community recreation facilities, such as the Waterloo Memorial Recreation Centre and/or the Albert McCormick Community Centre. The financial contribution shall be equal to, but not less than \$131,400. The funds are to be directed towards to upgrades or expansion of existing facilities.
- 3.2 ! In the event that the funds allocated to the new pedestrian connection in Northdale are not utilized within five (5) years from the date of this Agreement, the funds referred to in Subsection 3.1(b) shall be re-allocated as follows:
- \$400,000 towards the City's Affordable Housing Grant Program and/or upgrades or expansions to one or more City facilities.

ARTICLE 4

FURTHER PAYMENTS, PERMITS AND AGREEMENTS

- 4.1 ! The Owner acknowledges and agrees that it may be required and will from time to time apply for one or more permits and/or agreements, including encroachment agreements that may be required by the City in order to facilitate the construction, repair and maintenance of the Development.
- 4.2 ! The Owner further acknowledges and agrees that prior to commencing any work or plantings within a public road allowance, as may be contemplated by this

Agreement or required for the Development, the Owner shall apply for and obtain all requisite approvals necessary to undertake such work on lands owned by the City and/or the Regional Municipality of Waterloo and shall satisfy all applicable application requirements, as well as subsequent conditions of approval, including entering into further agreements, posting financial security, providing indemnification and providing evidence of satisfactory insurance as may be required by the Commissioner. The Owner further acknowledges and agrees that, where approvals have not been delegated to a City official, specific authorization of Council may be required.

- 4.3 ! The Parties hereto covenant and agree that at all times and from time to time hereafter upon every reasonable written request so to do, that they shall make, execute, deliver or cause to be made, done, executed and delivered, all such further acts, deeds, assurances and things as may be required for more effectively implementing and carrying out the true intent and meaning of this Agreement.
- 4.3 ! The Owner agrees to pay the City's legal fees and disbursements required for the registration of this Agreement.

ARTICLE 5

INTENTION OF THE PARTIES

- 5.1 ! Notwithstanding any other provisions of this Agreement, the Parties hereto agree with each other that none of the provisions of this Agreement (including a provision stating the Parties' intention) is intended to operate, nor shall have the effect of operating in any way to fetter either Council which authorized the execution of this Agreement or any of its successors in the exercise of any of Council's discretionary powers. Without limiting the generality of the foregoing, such discretionary powers include the power to pass, amend or repeal by-laws; and to approve or withhold approval to permit any demolition, relocation, construction, alteration, re-modeling or any other things or act which may materially affect any building, structure or part thereof that is the subject of an agreement.
- 5.2 Notwithstanding anything in this Agreement to the contrary, in the event that the City retains ownership of any part of the Lands or acquires any part of the Lands for any purpose, the City shall not be bound by this Agreement as an Owner.

ARTICLE 6

ENUREMENT

- 6.1 ! The Parties hereto agree that the covenants, easements, restrictions, rights, duties, provisos, conditions and obligations herein contained shall enure to the benefit of and be binding upon the City and its successors and assigns.
- 6.2 ! The Owner agrees that the covenants, easements, restrictions, rights, duties, provisos, conditions and obligations herein contained, as they apply to the Owner, shall run with the Lands and shall enure to the benefit of and be binding upon the Owner and its successors and assigns.

ARTICLE 7

NOTICES

- 7.1 ! Any notices to be given under this Agreement shall be in writing and shall be delivered as follows by personal delivery or facsimile transmission only as follows:

To the Owner: 2616359 Ontario Inc.
 202 Byron Street North
 Whitby ON, L1N 4N1
 Phone: 604-999-1204

To the City City of Waterloo
 100 Regina Street South
 Waterloo, ON N2J 4A8
 Attn: City Clerk
 Fax: (519) 747-8510

- 7.2 ! The Parties agree to notify each other immediately, in writing, of any changes of address or of facsimile number from those set out above.
- 7.3 ! Notice shall be deemed to have been received by a Party on the date of personal delivery or facsimile transmission.

ARTICLE 8

REGISTRATION ON TITLE

- 8.1 ! The Owner warrants that it is the sole registered owner in fee simple of the Lands.
- 8.2 ! The Owner consents to and agrees that, following execution, at its sole cost and expense, that this Agreement, or notice of it shall be registered on title to the Lands by the City, or by the Owner's solicitor if requested by the City Solicitor.
- 8.3 ! The Owner shall, at its sole cost and expense, do such things and obtain such discharges, releases or postponements as are required to ensure that this Agreement, once registered, shall have priority over any interest other than the Owner's fee simple interest and such encumbrances as may be accepted by the City Solicitor, if any, as permitted encumbrances.
- 8.4 ! The Owner shall, at its sole expense, obtain and deliver to the City a title opinion addressed to the City from the Owner's Solicitors, being solicitors who are members of the Law Society of Upper Canada and the Province of Ontario in good standing in the Province of Ontario, which Owner acknowledges and agrees may be relied upon by the City, wherein such solicitors opine to the City that:
- (a) The Owner is the registered owner of the Lands in fee simple thereto;
 - (b) This Agreement, once registered on title to the Lands, will have priority over any interest other than the Owner's fee simple interest and such encumbrances as may be accepted by the City Solicitor, if any, as permitted encumbrances;
 - (c) There are no liens, charges, mortgages or other security interests or options to purchase, lease, or options to lease, any similar rights or other provisions contained therein which could result in the exercise of rights and remedies by the holders thereof such that the City could not exercise its rights under this Agreement or enforce the provisions hereof against the party or parties in possession or control of the development or operation of the Lands;
 - (d) Such opinion to be satisfactory to the City Solicitor.

ARTICLE 9

ENFORCEMENT

- 9.1 ! The failure of the City at any time to require, or decision not to require, performance by the Owner of any obligation under this Agreement shall not constitute a waiver by the City to require full and complete performance of such obligations, or any other obligation of the Owner under this Agreement, and shall in no way affect the City's right thereafter to enforce such obligations, nor shall any failure or decision be taken or held to be a waiver of performance of the same or another obligation hereunder at any later time.
- 9.2 ! The Owner acknowledges and agrees that despite the *Building Code Act* or any successor legislation or other Ontario statute, the Chief Building Official shall not issue, or be required to issue, nor shall the Owner request, demand or be entitled to receive, a Building Permit while the Owner is in default of its obligations under this Agreement.
- 9.3 ! The Provisions of this Article may be pleaded by the City as an estoppel against a plaintiff or defendant by counterclaim in any proceeding of any nature or kind whatsoever against the Chief Building Official or the City or any of its employees or officials, as a result of the non-issue or revocation of a Building Permit.

ARTICLE 10

INTERPRETATION

- 10.1 ! The headings in the body of this Agreement form no part of the Agreement but shall be deemed to be inserted for convenience of reference only.
- 10.2 ! Unless the context otherwise requires, the terms used herein shall have the same meaning as the same terms have in the City's Zoning By-law.
- 10.3 ! Reference to an official of the City in this Agreement shall be deemed to include a reference to the official of the City who performs the duties of such referenced person from time to time.
- 10.4 ! This Agreement shall be construed with all changes in number and gender as may be required by the context.
- 10.5 ! Time shall be of the essence of this Agreement.

10.6 ! This Agreement constitutes the entire agreement between the parties and cannot be modified except by written instrument duly executed by both parties. No waiver or modification of the terms of this Agreement shall be valid unless in writing and signed by the Parties.

10.7 ! This Agreement shall be interpreted according to the laws of the Province of Ontario. In the event that any provision of the Agreement is deemed or determined to be in violation of any law, or held to be invalid or unenforceable by any court or tribunal of competent jurisdiction, the violation and invalidity of any particular provision shall not affect any other provision of the Agreement. The Agreement shall afterward be interpreted as though the offending provision is not contained in the Agreement.

ARTICLE 11

PAYMENTS

11.1 ! The Owner acknowledges that any contributions or payments made to the City pursuant to this Agreement are separate and distinct from any other payments the Owner may be liable for pursuant to the *Planning Act* or any other applicable legislation and City by-laws, including parks levy payments pursuant to section 42 of the *Planning Act* and development charges pursuant to the *Development Charges Act*, 1997, S.O. 1997, c.27.

IN WITNESS WHEREOF the parties have hereunto caused their corporate seal to be affixed as attested to by the hands of their proper signing officers duly authorized in that behalf.

2616359 Ontario Inc.

Per: _____
Jordan Nott
President

I/we have authority to bind
2616359 Ontario Inc.

Corporation of the City of Waterloo

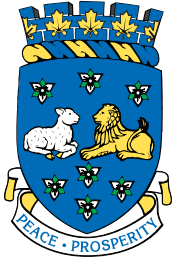
D. Jaworsky, Mayor

O. Smith, City Clerk

We have the authority to bind the
Corporation of the City of Waterloo

Schedule 'A' – Legal Description of the Lands

To be inserted



June 5, 2020

Local Area Clerks
sent via email

Dear Clerk's Office:

Re: Supporting Local Journalism Proposed Resolution

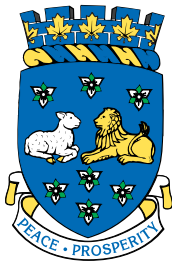
Please be advised that the Council of the Regional Municipality of Waterloo at their regular meeting held on June 3, 2020, approved the following motion which was presented by Chuck Howitt, Ink Stained Wretches:

Whereas a healthy, professional news media is essential for the proper functioning of civil society and democracy at the local, regional, federal and international levels;

Whereas the Public Policy Forum declares — on its website for the 2017 report *The Shattered Mirror: News, Democracy and Trust in the Digital Age* (commissioned by the federal government) — that “real news is in crisis” in this country;

Whereas the U.S. Federal Communications Commission (FCC) cited eight “critical information needs” the media help to provide including emergencies; other public risks to health; education; the environment; economic opportunities; civic and political knowledge of policy initiatives; and the conduct of public officials, and candidates for office (*The Shattered Mirror* p.4);

Whereas Canadians have lost the essential services provided by nearly 500 journalists due to layoffs in the Canadian media just from the time the COVID-19 pandemic began to mid-April — a time it became clearer to the public how important it is for Canadians to receive accurate information — and advertising revenues have plunged, prompting an emergency \$30-million advertising-buy by the federal government;



Whereas residents of 190 Canadian communities — including residents of Kitchener, Elmira and Guelph — lost 250 established news outlets due to closings or mergers between 2008 and 2018;

Whereas nearly two out of every three Canadians support or somewhat support sending financial aid to struggling news providers, according to a Nanos Research poll of April 2020;

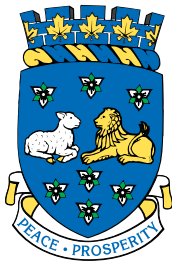
Whereas the federal government allocated nearly \$600 million in aid for Canadian media over five years in its 2019 budget, including a 25-per-cent tax credit for newsroom salaries; a 15-percent tax credit for digital media subscribers; and charitable tax status for non-profit news outlets;

Whereas Canada’s federal government acknowledged in its 2019 budget (p. 173) that “A strong and independent news media is crucial to a well-functioning democracy.”;

Whereas the news media in Waterloo Region have been instrumental during the COVID-19 pandemic, ensuring local citizens have accurate local information;

Therefore Be It Resolved that Regional Municipality of Waterloo Council recognizes that a healthy, professional news media is essential to the proper functioning of democracy in the region; urges other municipal councils within the region and across Canada to recognize that a robust news media is essential to the proper functioning of democracy in their jurisdictions; endorses legislation and regulations to support and rejuvenate news outlets across Canada; and urges the federal government to move quickly to pass legislation to ensure an ecosystem for a healthy news media to serve all Canadians;

And that the resolution be forwarded to the area municipalities, local M.P.s and M.P.P.s and the Federation of Canadian Municipalities and Association of Municipalities of Ontario.



REGIONAL MUNICIPALITY OF WATERLOO

OFFICE OF THE REGIONAL CLERK

150 Frederick Street, 2nd Floor
Kitchener ON N2G 4J3 Canada
Telephone: 519-575-4400
TTY: 519-575-4608
Fax: 519-575-4481
www.regionofwaterloo.ca

Please forward any written responses to this letter to Kris Fletcher, Director, Council & Administrative Services/Regional Clerk.

Regards,

Kris Fletcher
Director, Council & Administrative Services/Regional Clerk

/hk