

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



## **COUNCIL MEETING AGENDA - REVISED**

Monday, December 11, 2023  
2:00 PM

Councillor Freeman in the Chair

1. **DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**
2. **CLOSED MEETING**

**Recommendation:**

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

- a) personal matters about an identifiable individual, including municipal or local board employees (Labour Budget Impact, CUPE Update);
- b) labour relations or employee negotiations (Labour Budget Impact, CUPE Update);
- c) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Legal Matter Update);
- d) advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Legal Matter Update); and,
- e) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act (Legal Matter Update).

Please note that all items noted in this agenda are listed in full in the corresponding packet on the City of Waterloo's website.

# COUNCIL MEETING WILL RECESS AND RECONVENE AT 3:00 PM

## 3. TERRITORIAL ACKNOWLEDGEMENT

## 4. MOMENT OF REFLECTION

## 5. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

## 6. APPROVAL OF MINUTES

That the previous meeting minutes be approved.

### a) November 20, 2023 – Council Meeting

#### Recommendation:

That the minutes of the Council meeting held on November 20, 2023 be approved as printed.

## 7. CONSENT MOTION

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

- a) **Title:** 2024 Annual Debt and Financial Obligation Limit Calculation  
Report No.: CORP2023-048  
Prepared By: Kim Reger

#### Recommendation:

1. That Council receives the report CORP2023-048 for information.

- b) **Title:** Interim Spending Authority  
Report No.: CORP2023-053  
Prepared By: Mary Zubert

#### Recommendation:

1. That Council approves staff report CORP2023-053
2. That Council approves 2024 interim spending authority for City of Waterloo operating expenditures in an amount not to exceed

Please note that all items noted in this agenda are listed in full in the corresponding packet on the City of Waterloo's website.

\$53,717,933 which represents 25% of the annual 2023 approved operating expenditure budget of the City.

- c) **Title: 2024 Building Standards Fees and Charges**  
Report No.: IPPW2023-061  
Prepared By: Beth Maxwell

**Recommendation:**

1. That IPPW2023-061 be approved.
2. That Council approve a 12% increase to all Building Standards fees and charges effective January 1, 2024.
3. That Council approve the Building Standards Fees and Charges by-law updates, attached as Appendix A to IPPW2023-061, effective of the dates noted, and that the Fees and Charges by-law is updated accordingly.

- d) **Title: Cemetery Services 2024 Fees and Charges**  
Report No.: COM2023-036  
Prepared By: Derek Brick

**Recommendation:**

1. That Council approve report COM2023-036.
2. That Council approve the Cemetery Services Fees and Charges By-law updates, attached as Appendix A to COM2023-036, effective as of the dates noted, and that the Fees and Charges By-law is updated accordingly.

- e) **Title: Municipal Parking Lots By-law Amendment**  
Report No.: CAO2023-027  
Prepared By: Christine Tettman and Christopher Mulhern

**Recommendation:**

1. That Council approve report CAO2023-027.
2. That Council approve amendments to Municipal Parking Lot By-Law #2017-047, as set out in CAO2023-027.

**8. ITEMS REMOVED FROM THE CONSENT MOTION**

**9. STAFF REPORTS**

Please note that all items noted in this agenda are listed in full in the corresponding packet on the City of Waterloo's website.

- a) **Title: Business Licensing By-law Update**  
Report No.: COM2023-031  
Prepared By: Grant Curlew

**Presentation:** Grant Curlew

**Recommendation:**

1. That Council approve report COM2023-031.
2. That Council approve the Comprehensive Business Licensing By-law.

- b) **Title: Rental Housing and Business Licensing  
2024-2026 Fees and Charges**

Report No.: COM2023-032  
Prepared By: Grant Curlew, Kim Reger

**Recommendation:**

1. That Council approve report COM2023-032.
2. That Council approve a 4% Rental Housing rate increase for 2024 as set out in Table #2 of report COM2023-032.
3. That Council approve the 2025-2026 Rental Housing rate forecast in principle as set out in Table #2 of report COM2023-032.
4. That Council approve the Rental Housing Program Fees and Charges By-Law updates, attached as Appendix A to COM2023-032, effective as of the dates noted, and that Fees and Charges By-Law is updated accordingly.
5. That Council permits the Rental Housing Reserve to temporarily be in a deficit position extended to the end of 2030 as per the Rental Housing Reserve Forecast in Appendix B.
6. That Council approve a 5% Business Licensing Program Fees and Charges rate increase for 2024 (effective July 1st, 2024) as set out in Table #4 of report COM2023-032.
7. That Council approve the 2025-2026 Business Licensing rate forecast in principle as set out in Table #4 of report COM2023-032.
8. That Council approve the Business Licensing Program Fees and Charges By-Law updates, attached as Appendix C to COM2023-032,

Please note that all items noted in this agenda are listed in full in the corresponding packet on the City of Waterloo's website.

effective as of the dates noted, and that the Fees and Charges By-Law is updated accordingly.

- c) **Title:** 2024-2026 Staff Tabled Budget Summary  
**Report No.:** CORP2023-055  
**Prepared By:** Paul Hettinga, Brad Witzel

**Introductory Remarks:** Councillor Freeman  
**Presentation:** Paul Hettinga and Brad Witzel

**2024-2026 Staff Tabled Budget Documents and Reports will be released on December 11, 2023 at 2:00pm and can be located here: [waterloo.ca/budget](http://waterloo.ca/budget)**

- d) **Title:** Reserves and Reserve Funds Annual Update  
**Report No.:** CORP2023-043  
**Prepared By:** Julie Koppeser

**Recommendation:**

1. That Council approve report CORP2023-043.
2. That Council approve that \$4,405,000 be transferred from the Northdale portion to the General portion of the Parkland Dedication Reserve Fund to provide funding to address parkland needs throughout the City.
3. That Council approve that \$100,000 in 2024, \$50,000 in 2025, and an additional \$50,000 in 2026 of the annual CRF funding allocation be redirected as a permanent source of funding for the Climate Action Reserve Fund.
4. That Council approve that the final reported property tax operating surplus annually, if any, be allocated:
  - 25% to the Tax Rate Stabilization Reserve (TRS)
  - 25% to the Capital Infrastructure Reinvestment Reserve Fund (CIRRF)
  - 25% to the Climate Action Reserve Fund (CARF)
  - 25% to the Library Expansion and Rehabilitation Reserve Fund (LXPR)
5. That Council approve that when actual investment income exceeds budgeted investment income, the surplus is transferred:
  - 25% to the Climate Action Reserve Fund (CARF)
  - 25% to the Capital Infrastructure Reinvestment Reserve Fund (CIRRF)

Please note that all items noted in this agenda are listed in full in the corresponding packet on the City of Waterloo's website.

- 25% to the Capital Reserve Fund (CRF)
  - 25% to the Library Expansion and Rehabilitation Reserve Fund (LXPR)
6. That Council approve that the RIM Park Investment Reserve (RIM) no longer receive \$200,000 from any year-end property tax operating surplus (if available).
  7. That Council approve one-time transfers from the RIM Park Investment Reserve (RIM) surplus of:
    - \$1,200,000 to the Capital Reserve Fund (CRF)
    - \$750,000 to the Planning Litigation Reserve Fund (LIT)
    - \$500,000 to the Climate Action Reserve Fund (CARF)
    - \$500,000 to the Affordable Housing Reserve Fund (CCPC-AH)
    - \$400,000 to the Comprehensive Business Licensing Reserve (BUS)
    - \$100,000 to the Rental Housing Reserve (RHR)
  8. That Council approve the following administrative adjustments be updated in the Reserves and Reserve Funds Policies:
    - a. That Council approve that all references to Waterloo North Hydro in the Reserve and Reserve fund policies be updated to Enova Power Corp.
    - b. That Council approve that all references to hard and soft services in the Development Charges Reserve Fund policy be updated to “engineering” and “general”, respectively.
    - c. That Council approve that the reference to WMRC lot permit revenue be removed from the Capital Infrastructure Reinvestment Reserve Fund revenue policy.
    - d. That Council approve that the Library Expansion Reserve Fund (LXP) permitted use be updated to include Library Rehabilitation.
    - e. That Council approve that the Library Expansion Reserve Fund (LXP) name be changed to the Library Expansion and Rehabilitation Reserve Fund (LXPR).
    - f. That Council approve that the Parkland Dedication Reserve Fund policy be updated to remove references that the need to upgrade is due to intensification of the surrounding neighbourhood.
    - g. That Council approve that the Sick Leave Reserve Fund Revenue policy be updated to: 100% of the net difference between Fire salary budget and actual, less 50% of vacancy related savings for Fire positions.

Please note that all items noted in this agenda are listed in full in the corresponding packet on the City of Waterloo’s website.

- h. That Council approve that the General Operating Contingency Reserve be renamed to the General Contingency Reserve (GENCON).
  - i. That Council approve that the General Operating Contingency Reserve policy be updated to include that the reserve may be used for strategic, one-time, capital contingency expenditures.
  - j. That Council approve that the reference to WMRC lot permit revenue be removed from the General Operating Contingency Reserve revenue policy.
  - k. That Council approve that the Rental Housing Reserve Council Approved Target level be updated to reference that the reserve should remain in a positive position.
  - l. That Council approve that the Tax Rate Stabilization policy be updated to reflect the exemption of Enterprise step gapping.
  - m. That the Council Approved Target Levels of the Sanitary Sewer Utility Capital Reserve (SEWCAP), Sanitary Sewer Utility Stabilization Reserve (SEWOP), Stormwater Utility Reserve (SWM), Water Utility Capital Reserve (WATCAP) and Water Utility Stabilization Reserve (WATOP), be updated to remove the word “minimum”, to provide greater clarity that these levels are target levels.
  - n. That Council approve that all references to the greenhouse gas emission reduction targets of “50% by 2030 and 80% by 2050” in the Reserve and Reserve fund policies be updated to “50% by 2030 and net zero by 2050”.
9. That Council approve that FC-006 Reserves and Reserve Funds Policy, attached as Appendix B, be updated for the changes required through recommendations 1 through 8, inclusive.
10. That Council approve that FC-003 Surplus Allocation Policy, attached as Appendix C, be updated for the changes required through recommendations 4 and 6.

**e) Title: Early Approval of Capital Projects**  
 Report No.: CORP2023-049  
 Prepared By: Julie Koppeser

**Recommendation:**

- 1. That Council approve report CORP2023-049.
- 2. That Council approve:
  - a. That the 2024 non-routine project, Facilities Design & Management Services – AMCC Sportsplex & WPL McCormick Branch Library Renovations (ref #222), totaling \$7,257,000, be

Please note that all items noted in this agenda are listed in full in the corresponding packet on the City of Waterloo’s website.

- included in the 2024 Capital Budget prior to the passing of the 2024-2026 Capital Budget and 2027-2033 Capital Forecast on February 12, 2024.
- b. That staff return with a report prior to February 12, 2024 to request the partial release of \$1,500,000 in non-routine funds for the AMCC Sportsplex & WPL McCormick Branch Library Renovations project (ref #222).
3. That Council approve:
    - a. That the 2024 routine project, Facilities Design & Management Services – Corporate Security System Upgrades (ref #223), totaling \$531,000, be included in the 2024 Capital Budget prior to the passing of the 2024-2026 Capital Budget and 2027-2033 Capital Forecast on February 12, 2024.
    - b. That the funding for Corporate Security System Upgrades (ref #223) be released on January 1, 2024.
  4. That Council approve:
    - a. That the 2024 routine project, Facilities Design & Management Services – Material Storage Building (ref #233), totaling \$1,103,000, be included in the 2024 Capital Budget prior to the passing of the 2024-2026 Capital Budget and 2027-2033 Capital Forecast on February 12, 2024.
    - b. That the funding for Material Storage Building (ref #233) be released on January 1, 2024.
  5. That Council approve:
    - a. That the 2024 non-routine project, Facilities Design & Management Services – West Side Satellite Operations Centre (ref #236), totaling \$75,000, be included in the 2024 Capital Budget prior to the passing of the 2024-2026 Capital Budget and 2027-2033 Capital Forecast on February 12, 2024.
    - b. That staff return with a report prior to February 12, 2024 to request the release of non-routine funds for the West Side Mini Operations Centre project (ref #236).
  6. That Council approve:
    - a. That the 2024 non-routine project, Parks, Forestry and Cemetery Services – Action Sports Parks-City Wide (ref #280), totaling \$796,000, be included in the 2024 Capital Budget prior to the passing of the 2024-2026 Capital Budget and 2027-2033 Capital Forecast on February 12, 2024.
    - b. That staff return with a report prior to February 12, 2024 to request the release of non-routine funds for the Action Sports Parks-City Wide project (ref #280).

Please note that all items noted in this agenda are listed in full in the corresponding packet on the City of Waterloo's website.



7. That Council approve:
  - a. That the 2024 routine project, City Utilities-Sanitary – Inflow and Infiltration Mitigation Program (ref #517), totaling \$84,000, be included in the 2024 Capital Budget prior to the passing of the 2024-2026 Capital Budget and 2027-2033 Capital Forecast on February 12, 2024.
  - b. That the funding for Inflow and Infiltration Mitigation Program (ref #517) be released on January 1, 2024.
  
8. That Council approve:
  - a. That the 2024 routine project, City Utilities-Water – Non-potable Water Supply Well Assessment (ref #550), totaling \$56,000, be included in the 2024 Capital Budget prior to the passing of the 2024-2026 Capital Budget and 2027-2033 Capital Forecast on February 12, 2024.
  - b. That the funding for Non-potable Water Supply Well Assessment (ref #550) be released on January 1, 2024.

**f) Title: City Utilities – 2024 Rates**  
 Report No.: IPPW2023-060  
 Prepared By: Michael Pugliese, Leigh McDermott

**Presentation:** Leigh McDermott and Michael Pugliese

**Recommendation:**

1. That IPPW2023-060 be approved.
  
2. That Council approve the 2024 water rate at \$2.32/m<sup>3</sup>, comprised of the City portion of the rate at \$1.1150/m<sup>3</sup> and the Regional portion of the rate at \$1.2050/m<sup>3</sup> as set out in Table 1 of report IPPW2023-060, and that the Fees and Charges By-Law be updated to reflect the water rate effective January 1, 2024.
  
3. That Council approve the 2024 sanitary rate at \$2.81/m<sup>3</sup>, comprised of the City portion of the rate at \$1.3323/m<sup>3</sup> and the Regional portion of the rate at \$1.4777/m<sup>3</sup> as set out in Table 1 of report IPPW2023-060, and that the Fees and Charges By-Law be updated to reflect the sanitary rate effective January 1, 2024.
  
4. That Council approve the 2024 stormwater rates as outlined below and that the Fees and Charges By-Law be updated to reflect the stormwater rates effective January 1, 2024:
  - Residential; small \$11.19/month, medium \$16.76/month, and large \$22.88/month

Please note that all items noted in this agenda are listed in full in the corresponding packet on the City of Waterloo's website.

- Multi-Residential; small \$32.11/month, medium \$135.85/month, and large \$723.89/month
- Institutional; small \$52.04/month, medium \$140.64/month, and large \$287.98/month
- Commercial/Industrial; small \$43.06/month, medium \$201.08/month, large \$648.02/month, and largest \$1,641.38/month

5. That Council approve the 2025-2033 water, sanitary, and stormwater rate forecast in principle as set out in Table 1 of report IPPW2023-060.
6. That Council approve that the Fees and Charges By-Law be updated for the rates and effective dates as shown in Appendix B of report IPPW2023-060.
7. That Council approve that bi-monthly City Utilities billings no longer use a blended rate when water and sanitary volumetric charges span different years and are billed based on the previous year's rates until the next full billing period.

**g) Title: Long-Term Financial Plan Update**  
 Report No.: CORP2023-052  
 Prepared By: Michael Pugliese, Cassandra Pacey

**2024-2026 Staff Tabled Budget Documents and Reports will be released on December 11, 2023 at 2:00pm and can be located here: [waterloo.ca/budget](http://waterloo.ca/budget)**

**h) Title: City Operations and Storage Expansion**  
 Report No.: CORP2023-054  
 Prepared By: Christina Marina

**Recommendation:**

1. That Council approve staff report CORP2023-054.
2. That Council approve capital funding for City operations and storage expansion needs including land and facility acquisition, renovation and other matters incidental to enabling city expansion in the amount of \$5,750,000, funded \$2,325,000 from the Tax Rate Stabilization Reserve, \$1,162,500 from the Water Utility Stabilization Reserve, \$1,162,500 from the Sanitary Sewer Utility Stabilization Reserve, with the remaining \$1,100,000 being funded by the 2024 capital budget routine project Material Storage Building (ref #233).

Please note that all items noted in this agenda are listed in full in the corresponding packet on the City of Waterloo's website.

3. That the Mayor, Clerk and City Solicitor, where applicable, be authorized to execute all necessary agreements and documents required to complete any transactions related to expansion of city services to support growing operational and storage needs.

i) **Title: Uptown Community Improvement Plan (CIP) – 2023 Annual Update and Extension**  
Report No.: CAO2023-028  
Prepared By: Justin McFadden

**Recommendation:**

1. That report CAO2023-028 be approved;
2. That Council approve the extension for funding of the Façade Improvement Grant, Major Activity Grant and the Parking Exemption Program under the current Uptown Community Improvement Plan until December 31, 2024;
3. That Council direct staff to undertake a review of the Uptown Community Improvement Plan program and report back before December 31, 2024.

## **COUNCIL MEETING WILL RECESS AND RECONVENE AT 6:30 PM**

10. **DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

11. **PUBLIC MEETINGS**

**Formal Public Meeting**

a) **Title: Official Plan Amendment No. 32, Zone Change Application Z-21-03, Draft Plan of Subdivision 30T-21401, 65 Northfield Drive Inc., 525 & 565 Conestogo Rd W**  
Report No.: IPPW2023-059  
Prepared By: Rita Szilock  
Ward No.: Ward 4, Northeast

Please note that all items noted in this agenda are listed in full in the corresponding packet on the City of Waterloo's website.

**Presentation:** Rita Szilock

**Delegation:**

1. Chris Pidgeon, GSP Group  
Richard Boyer, Resident of Waterloo

**Recommendation:**

1. That Council approve IPPW2023-059.
2. That Council adopt Official Plan Amendment No. 32 (OPA 32), 65 Northfield Drive Inc., for 525 and 565 Conestogo Road West, as set out in Section 8 of IPPW2023-059.
3. That Council request that the Regional Municipality of Waterloo approve Official Plan Amendment No. 32 (OPA 32).
4. That Council approve Zone Change Application Z-21-03, 65 Northfield Drive Inc., for 525 and 565 Conestogo Road West, as set out in Section 8 of IPPW2023-059.
5. That Council endorse Draft Plan of Subdivision 30T-21401, 65 Northfield Drive Inc., for 525 and 565 Conestogo Road West, as set out in Section 8 of IPPW2023-059.
6. That Council delegate authority to the City's Director of Planning to make administrative modifications to any Standard Condition of Subdivision Approval and/or Site Specific Condition of Subdivision in relation to Draft Plan of Subdivision 30T-21401.

**b) Title: Zoning By-law Amendment Z-23-10,  
University of Waterloo, 155 and 165  
University Ave W**

Report No.: IPPW2023-053  
Prepared By: Amanda Wyszynski  
Ward No.: 6 – Central Columbia

**Presentation:** Amanda Wyszynski

**Delegation:**

1. Kristen Barisdale, GSP Group

**Recommendation:**

Please note that all items noted in this agenda are listed in full in the corresponding packet on the City of Waterloo's website.

1. That Council approve report IPPW2023-053.
2. That Council approve Zoning By-law Amendment Z-23-10, University of Waterloo, 155 and 165 University Avenue West, in accordance with Section 7 of staff report IPPW2023-053.
3. That Council not pass the implementing by-law to lift the holding (H) provision for the proposed development as specified in 2.c.) and 2.d.) above, until written confirmation has been received from the Region of Waterloo and CN Rail confirming that all noise and vibration requirements specified in 3.R.1.2 of Zoning By-law 2018-050 are satisfied.

**c) Title: Extension of the SOLER (Support Our Local Economic Recovery) Initiative**  
 Report No.: IPPW2023-062  
 Prepared By: Aminu Bello  
 Ward No.: City Wide

**Recommendation:**

1. That Council approve report IPPW2023-062.
2. That Council support the extension of the SOLER Initiative until December 31, 2024.
3. That Council approve the extension of Temporary Use Zoning By-law 2020-049 as amended, SOLER Initiative, pursuant to Section 39 of the Planning Act, as set forth in IPPW2023-062.

**12. CONSIDERATION OF NOTICE OF MOTION GIVEN AT PREVIOUS MEETING**

None

**13. NOTICE OF MOTION**

None

**14. COMMUNICATIONS AND CORRESPONDENCE**

None

**15. UNFINISHED BUSINESS**

None

Please note that all items noted in this agenda are listed in full in the corresponding packet on the City of Waterloo's website.

## 16. QUESTIONS

## 17. NEW BUSINESS

- a) Regional All-Council Meeting – December 15, 2023, 2:00pm

## 18. 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 2023-103 and that the Mayor and Clerk be authorized to sign them accordingly.

- a) By-law to Impose Fees and Charges on Persons (COM2023-036, COM2023-032, IPPW2023-060, IPPW2023-061, Council December 11, 2023)
- b) Temporary Use Zoning By-law City of Waterloo, SOLER Initiative Extension (IPPW2023-062, Council December 11, 2023)
- c) By-law to Provide for the Licensing and Regulation of Various Businesses in the City of Waterloo (COM2023-031, Council December 11, 2023)
- d) By-law to adopt Official Plan Amendment No. 42 creating a specific provision are for the lands known municipally as 83, 85 Hickory Street West and 265, 267 Hemlock Street. (OPA 42, IPPW2023-036, Council November 20, 2023, 13780520 Canada Inc.)
- e) By-law to amend By-law No. 2018-050, being a zoning by-law controlling land use in the City of Waterloo. Amending the zoning on the lands known municipally as 83, 85 Hickory Street West and 265, 267 Hemlock Street in order to apply site specific regulations. (Zone Change Application Z-22-13, IPPW2023-036, Council Nov 20, 2023, 13780520 Canada Inc.)
- f) A By-law to amend By-law 2017-047, being a By-law to Establish Certain Municipal Parking Lots in the City and to Regulate the Parking of Vehicles Therein and Thereon (CAO2023-027, Council December 11, 2023)
- g) By-law to amend By-law No. 2018-050, being a Zoning By-law controlling land use development within the City of Waterloo. 155 &

Please note that all items noted in this agenda are listed in full in the corresponding packet on the City of Waterloo's website.

165 University Ave W. (IPPW2023-053, Council December 11, 2023)

- h) By-law to adopt Official Plan Amendment No. 32 redesignating the lands known municipally as 525 & 565 Conestogo Road West from Business Employment to Mixed-Use Community Commercial and creating a specific provision area for the lands. (OPA 32, IPPW2023-059, Council December 11, 2023, 65 Northfield Drive Inc.)
- i) 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 525 & 565 Conestogo Rd W from Future Determination (FD) to Station Area Mixed-Use Community Commercial (C1A-81) with site specific provisions. 65 Northfield Drive Inc. (Zone Change Application Z-21-03, IPPW2023-059, Council December 11, 2023, 65 Northfield Drive Inc.)
- j) By-law to confirm all actions and proceedings of Council, December 11, 2023

## 19. ADJOURNMENT

Please note that all items noted in this agenda are listed in full in the corresponding packet on the City of Waterloo's website.