

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



**COUNCIL MEETING AGENDA**  
Monday, December 9, 2024  
Public Meeting: 2:00 PM

Councillor Freeman in the Chair

1. **TERRITORIAL ACKNOWLEDGEMENT**
2. **MOMENT OF REFLECTION**
3. **DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**
4. **CONSENT MOTION**

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

- a) **Title:** [2025 Annual Debt and Financial Obligation Limit Calculation](#) **Page**  
**Report No.:** CORP2024-046  
**Prepared By:** Kim Reger

**Recommendation:**

1. That Council receives the report CORP2024-046 for information.

- b) **Title:** [Rental Housing and Business Licensing 2025 Fees and Charges Update](#) **Page**  
**Report No.:** COM2024-042  
**Prepared By:** Grant Curlew and Kim Reger

**Recommendation:**

1. That Council approve report COM2024-042.

2. That Council approve a 4.5% Rental Housing rate increase for 2025 as set out in Table #2 of report COM2024-042.
3. That Council approve the 2026 Rental Housing rate forecast in principle as set out in Table #2 of report COM2024-042.
4. That Council approve the Rental Housing Program Fees and Charges By-Law updates, attached as Appendix A to COM2024-042, effective as of the dates noted, and that Fees and Charges By-Law is updated accordingly.
5. That Council approve a 5% Business Licensing Program Fees and Charges rate increase for 2025 (effective July 1st, 2025) as set out in Table #4 of report COM2024-042.
6. That Council approve the 2026 Business Licensing rate forecast in principle as set out in Table #4 of report COM2024-042.
7. That Council approve the Business Licensing Program Fees and Charges By-Law updates, attached as Appendix C to COM2024-0042, effective as of the dates noted, and that the Fees and Charges By-Law is updated accordingly.

c) **Title:** **Parking Administrative Penalties and Fees** **Page**  
**Report No.:** COM2024-041  
**Prepared By:** Grant Curlew

**Recommendation:**

1. That Council approve report COM2024-041.
2. That Council approve the updated parking administrative penalties and fees, as per the attached amended Parking Administrative Monetary Penalties By-law, Schedule A and Schedule B.
3. That Council approve amending By-law #2024-\_\_\_\_\_.

d) **Title:** **2025 Building Standards Fees and Charges** **Page**  
**Report No.:** IPPW2024-054  
**Prepared By:** Beth Maxwell and Angela Schneider

**Recommendation:**

1. That IPPW2024-054 be approved.

2. That Council approve a 12% increase to all Building Standards fees and charges effective January 1, 2025.
3. That Council approve the Building Standards Fees and Charges by-law updates, attached as Appendix A to IPPW2024-054, effective of the dates noted, and that the Fees and Charges by-law is updated accordingly.

e) **Title:** **Cemetery Services 2025 Fees and Charges** **Page**  
**Report No.:** COM2024-043  
**Prepared By:** Derek Brick and Susan Boldt

**Recommendation:**

1. That Council approve report COM2024-043.
2. That Council approve the Cemetery Services Fees and Charges By-law updates, attached as Appendix A to COM2024-043, effective as of the dates noted, and that the Fees and Charges By-law is updated accordingly.
3. That Council permits the Cemetery Reserve Fund to be in a deficit position at times until the end of 2033, as per the Cemetery Reserve Fund Forecast in Appendix B.
4. That Council direct staff to include a recommended funding solution to address the projected 2024 deficit balance of the Cemetery Reserve Fund, ensuring the Council Approved Funding Level is maintained, as a part of the 2024 Year End Surplus/Deficit Allocation report.

f) **Title:** **Road Widening Parcels for the Union Street East (King St S to Moore Ave S) Reconstruction Project** **Page**  
**Report No.:** CORP2024-047  
**Prepared By:** Christina Marina

**Recommendation:**

1. That Council approve staff report CORP2024-047.
2. That the Mayor, Clerk and/or City Solicitor, where applicable, be authorized to execute all necessary agreements and documents required to complete any real property acquisition transaction related to road widening for the Union Street East (King St S to Moore Ave S) Reconstruction Project.

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

**6. STAFF REPORTS**

a) **Title:** [2024 Asset Management Report Cards and Update](#) **Page**

Report No.: CORP2024-036  
Prepared By: Cassandra Pacey

**Presentation:** Cassandra Pacey

**Recommendation:**

1. That Council receives CORP2024-036 as information.

b) **Title:** [Reserves and Reserve Funds Annual Update](#) **Page**

Report No.: CORP2024-034  
Prepared By: Julie Koppeser

**Recommendation:**

1. That Council approve report CORP2024-034.
2. That Council approve when the actual Enova Power Corp. dividend/investment income exceeds budget:
  - 50% of the surplus is transferred to the Capital Reserve Fund (CRF)
  - 25% of the surplus is transferred to the Capital Infrastructure Reinvestment Reserve Fund (CIRRF)
  - 25% of the surplus is transferred to the Climate Action Reserve Fund (CARF)
3. That Council approve the revised Employee Development and Capacity Building Reserve Fund policy attached as Appendix B.
4. That Council direct staff to include a recommended funding solution to address the projected declining balance of the Planning Litigation Reserve Fund, ensuring the Council Approved Funding Level is maintained, as a part of the 2024 Year End Surplus/Deficit Allocation report.

5. That Council approve the following administrative adjustments be updated in the Reserves and Reserve Funds Policies:
  - a. That Council approve that all references to Council Approved Target Levels in the Reserve and Reserve fund policies be updated to Council Approved Funding Levels to avoid confusion, as individual reserve or reserve fund policies may outline a minimum, target, or cap level, or a combination of these levels.
  - b. That Council approve that the vacancy savings calculation definition in the Sick Leave Reserve Fund Revenue policy be updated to 100% of the net difference between salary budget and actuals, less 50% of any calculated vacancy savings (position budget, less actuals, less labour-related commitments) for applicable positions, to align terminology with the revised EMPDV policy.
  - c. That Council approve that the reference to an annual contribution from the Regional Municipality of Waterloo be removed from the Parking Reserve Fund revenue policy, due to the transfer of ownership of the Parkade and the revised governance agreement.
  - d. That the Revenue Policy of the General Contingency Reserve be updated to reflect that the annual allocation of 10% of gross rent from City Centre leases occurs as a part of year-end processing.
  - e. That the Council Approved Funding Level of the Building Permit Reserve Fund be updated to a target level of 18 months operating expenses and a minimum level of 12 months of operating expenses, to align with the Building Enterprise financial model.
6. That Council approve that FC-006 Reserves and Reserve Funds Policy, attached as Appendix C, be updated for the changes required through recommendations 1 through 5, inclusive.

c) **Title:** **Update to Financial Policies FC-002, FC-015 and FC-024** **Page**

Report No.: CORP2024-032

Prepared By: Kim Reger

**Presentation:** Kim Reger

**Recommendation:**

1. That Council approves report CORP2024-032.
2. That Council approves the updated policy FC-002 - Financial Requests Outside of Budget as contained within Appendix C.
3. That Council approves to discontinue policy FC-015 - Credit Balances Policy as contained within Appendix B and combine it with the updated policy FC-002 - Financial Requests Outside of Budget as contained within Appendix C.
4. That Council approves the updated policy FC-024 – Investment Policy as contained within Appendix D.

d) **Title:** **City Utilities – 2025 Rates** **Page**  
**Report No.:** IPPW2024-020  
**Prepared By:** Dean Vieira, Leigh McDermott

**Presentation:** Dean Vieira, Leigh McDermott

**Recommendation:**

1. That IPPW2024-020 be approved.
2. That Council approve the 2025 water rate at \$2.48/m<sup>3</sup>, comprised of the City portion of the rate at \$1.2159/m<sup>3</sup> and the Regional portion of the rate at \$1.2641/m<sup>3</sup> as set out in Table 1 of report IPPW2024-020, and that the Fees and Charges By-Law be updated to reflect the water rate effective January 1, 2025.
3. That Council approve the 2025 sanitary rate at \$2.93/m<sup>3</sup>, comprised of the City portion of the rate at \$1.3651/m<sup>3</sup> and the Regional portion of the rate at \$1.5649/m<sup>3</sup> as set out in Table 1 of report IPPW2024-020, and that the Fees and Charges By-Law be updated to reflect the sanitary rate effective January 1, 2025.
4. That Council approve the 2025 stormwater rates as outlined below and that the Fees and Charges By-Law be updated to reflect the stormwater rates effective January 1, 2025:
  - Residential; small \$12.52/month, medium \$18.75/month, and large \$25.60/month
  - Multi-Residential; small \$35.93/month, medium \$152.02/month, and large \$810.03/month

- Institutional; small \$58.23/month, medium \$157.38/month, and large \$322.25/month
  - Commercial/Industrial; small \$48.18/month, medium \$225.01/month, large \$725.13/month, and largest \$1,836.70/month
5. That Council approve the 2026-2034 water, sanitary, and stormwater rate forecast in principle as set out in Table 1 of report IPPW2024-020.
  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 IPPW2024-020.

e) **Title:** **2025 Budget Confirmation** **Page**  
**Report No.:** CORP2024-041  
**Prepared By:** Brad Witzel and Michael Pugliese

**Presentation:** Brad Witzel and Michael Pugliese

**Recommendation:**

1. That Council approve report CORP2024-041.
2. That Council approve the 2025 operating budget Net Zero amendments as listed in Table 4 of report CORP2024-041, specifically:
  - a. That Council approve adding the \$1,503,585 expense increase for existing operating obligations to the 2025 operating budget.
  - b. That Council temporarily amend policy FC-013 allocating 100% of the \$293,585 assessment growth revenue surplus to the 2025 operating budget.
  - c. That Council approve adding the \$200,000 revenue increase for Recreation Services revenue to the 2025 operating budget.
  - d. That Council approve adding the \$150,000 revenue increase for investment / interest Income to the 2025 operating budget.

- e. That Council approve adding the \$150,000 revenue increase for penalties and interest revenue to the 2025 operating budget.
  - f. That Council approve adding the \$250,000 revenue increase for capital project overhead recovery to the 2025 operating budget.
  - g. That Council approve for 2025 that a 5% capital overhead charge be applied to all applicable projects and direct staff to update the Capital Overhead policy FC-018.
  - h. That Council approve a \$170,000 expense reduction reducing the annual contribution to the Capital Reserve Fund, a \$180,000 expense reduction reducing the annual contribution to the Capital Infrastructure Reinvestment Reserve Fund and a \$110,000 expense reduction reducing the annual contribution to the Climate Action Reserve Fund in the 2025 operating budget.
3. That Council approve the addition of a 1.0 FTE in the Community Programming and Outreach Services division for the purposes of adding a permanent Full Time Care Facilitator funded by increased Ontario Health funding resulting in no additional tax base impact as detailed in section 1.6.1 of report CORP2024-041.
  4. That Council approve the addition of a 1.0 FTE in the Reconciliation, Equity, Accessibility, Diversity and Inclusion division for the purposes of creating a Municipal Reconciliation Lead Position funded by the Reconciliation Action Partnership funding resulting in no additional tax base impact as detailed in section 1.6.2 of report CORP2024-041.
  5. That Council re-affirm the 2025 capital budget previously approved by Council on February 12, 2024 and as adjusted by Table 8 in report CORP2024-041.
  6. That Council approve re-initiating the Development Charge By-law update in 2025, along with a review of the Community Benefits Charge and Parkland Dedication By-laws as detailed in section 2.



7. That Council re-affirm the 2025 operating budget, as previously approved by Council on February 12, 2024, with a tax increase of 3.84% for base budget and operating impacts of capital and a tax increase of 2.50% for service level changes and infrastructure investment, for a combined tax increase of 6.34%, resulting in a 2025 tax levy of \$107,321,892.

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

### **7. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

### **8. PUBLIC MEETINGS**

#### **Formal Public Meeting**

- a) **Title:** **Zoning By-law Amendment Z-24-05, Four Units Four Storeys**  
**Report No.:** IPPW2024-045  
**Prepared By:** Tristin Deveau and Adam Zufferli  
**Ward No.:** All Wards

**Presentation:** Tristin Deveau and Adam Zufferli

**Correspondence:** [Brooke Ashfield, Resident of Waterloo](#) **Page**

#### **Delegations:**

1. Tyler Ulmer, VP, Development, Cabinovo Housing
2. Brooke Ashfield, Resident of Waterloo

#### **REPORT TO FOLLOW**

### **9. CONSIDERATION OF NOTICE OF MOTION GIVEN AT PREVIOUS MEETING**

None

### **10. NOTICE OF MOTION**

None

**11. COMMUNICATIONS AND CORRESPONDENCE**

None

**12. UNFINISHED BUSINESS**

None

**13. QUESTIONS**

**14. NEW BUSINESS**

**15. 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 2024-095 and that the Mayor and Clerk be authorized to sign them accordingly.

- a) By-law to Impose Fees and Charges on Persons (CAO2024-025, Council September 16, 2024; COM2024-043, COM2024-042, IPPW2024-020, IPPW2024-054, Council December 9, 2024)
- b) By-law to amend City of Waterloo By-law #2019 – 009 to Provide for the Update of Monetary Penalties and Administrative Fees (COM2024-041, Council December 9, 2024)
- c) By-law to confirm all actions and proceedings of Council, December 9, 2024

**16. ADJOURNMENT**