



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



COUNCIL MEETING AGENDA

Monday, March 3, 2025
Closed Meeting: 2:00 PM
Public Meeting: 2:30 PM

Councillor Vasic 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) labour relations or employee negotiations (CUPE labour matter);
- b) personal matters about an identifiable individual, including municipal or local board employees (CUPE labour matter, committee appointments);
- c) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (CUPE labour matter).

COUNCIL MEETING WILL RECESS AND RECONVENE AT 2:30 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) February 10, 2025 – Council Meeting Page 7

Recommendation:

That the minutes of the Council meeting held on February 10, 2025 be approved as printed.

7. CONSENT MOTION

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

**a) Title: Perimeter Institute Parking Agreement Page 15
Report No.: CAO2025-010
Prepared By: Christine Tettman**

Recommendation:

1. That Council approve CAO2025-010.
2. That the Mayor and Clerk be authorized to sign the agreement with the Perimeter Institute attached as Appendix A.

**b) Title: Parking Lot Salt Management Plan Updates Page 27
Report No.: CAO2025-005
Prepared By: Christine Tettman**

Recommendation:

1. That Council approve CAO2025-005.
2. That the Mayor and Clerk be authorized to sign the Risk Management Plans attached as Appendix A.

8. ITEMS REMOVED FROM THE CONSENT MOTION

9. STAFF REPORTS

a) Title: Wood Lily Park Concept Design (formerly West Side Natural Amphitheatre) Page 55

Report No.: IPPW2025-009

Prepared By: Emily Brown

Presentation: Emily Brown

Recommendation:

1. That Council approve Staff Report IPPW 2025-009.
2. That Council approve the release of 2025 capital funding for the Wood Lily Park (formerly West Side Amphitheatre Implementation) project in the amount of \$528,000, as approved in the 2024-2026 Capital Budget (Ref#582).
3. That Council approve the preferred concept design for Wood Lily Park as outlined in Staff Report IPPW 2025-009 and direct staff to proceed with detailed design.

b) Title: Parking Permits by License Plate Page 63

Report No.: CAO2025-007

Prepared By: Christine Tettman, Christopher Mulhern, Julie Koppeser

Presentation: Christine Tettman

Recommendation:

1. That CAO2025-007 be approved.
2. That Council approve unbudgeted funding in the amount of \$50,000 in 2025 and \$50,000 in 2026 from the Parking Reserve Fund to fund the annual cost of a parking permit and hourly paid parking online solution.
3. That Council direct staff to incorporate the ongoing annual cost of a parking permit and hourly paid parking online solution as part of the 2027 budget cycle.

c) Title: Award of RFP24-25 – Consulting Services for the Implementation of Fire Master Plan Recommendations Page 71

Report No.: COM2025-005

Prepared By: Michael Kuebler

Recommendation:

1. That Council approve report COM2025-005.
2. That Council approve the award of RFP24-25 – Consulting Services for the Implementation of Fire Master Plan Recommendations to John MacDonald Architect for the submitted price of \$631,824.00 plus unrecoverable HST in the amount of \$11,120.10 for a total award value of \$642,944.10.
3. That the Mayor and Clerk be authorized to sign the Agreement between The Corporation of the City of Waterloo and John MacDonald Architect, and any other documents related to this project, subject to the satisfaction of the City's Solicitor.

d) **Title:** **Purchase of One Truck-Mounted Vacuum and Combination Sewer Cleaner** **Page 78**
Report No.: CORP2025-003
Prepared By: Jason Evans

Recommendation:

1. That Council approve report CORP2025-003.
2. That Council approve the award of RFQ24-53 Supply and Delivery of a Truck-Mounted Single Engine Combination Sewer Cleaner (Canoe Sweeper & Vacuum Equipment Program) to Joe Johnson Equipment Inc. for the submitted price of \$814,163 plus unrecoverable HST in the amount of \$14,329 for a total award value of \$828,492.

e) **Title:** **Road Reconstruction Program Adjustments** **Page 81**
Report No.: IPPW2025-013
Prepared By: Kyle Bossie

Recommendation:

1. That IPPW2025-013 be approved.
2. That Council approve the deferral of the Amos Avenue reconstruction project for future consideration.
3. That Council approve the addition of the Shakespeare Place and Shakespeare Drive Reconstruction project for 2026 construction.

4. That Council approve the advancement of the Moore Street Reconstruction project for 2026 construction.
5. That Council approve the release of the 2025 non-routine capital funding for the Amos Avenue reconstruction project in the amount of \$876,000 as per the approved 2024-2026 Capital Budget Ref #662.
6. That Council approve the release of the 2026 non-routine capital funding for the Amos Avenue reconstruction project in the amount of \$6,461,000 on January 1, 2026 as per the approved 2024-2026 Capital Budget Ref #662.
7. That Council approve the redistribution of funding from the Amos Avenue reconstruction project to the Shakespeare Place, Moore Street, and City-Wide Road Rehabilitation reconstruction projects as detailed in Table 1 of this report.
8. That Council direct staff to finalize a cost sharing agreement with the City of Kitchener for the Moore Street reconstruction project.

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:** **Zoning By-law Amendment Z-24-20,
Inclusionary Zoning within Protected
Major Transit Station Areas, City of Waterloo**
- Report No.: IPPW2025-014
- Prepared By: Douglas Stewart
- Ward No.: Ward 3 (Lakeshore), 4 (Northeast), 6 (Central-Columbia)
 and 7 (Uptown)
- Presentation:** Douglas Stewart

REPORT TO FOLLOW

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

16. QUESTIONS

17. NEW BUSINESS

[Marijana Saric, Operations, Schooner Street Brewery Inc. –
By the Glass Application](#)

Page 90

That the City support the issuance of the Manufacturer's Limited Liquor Sales License (By The Glass) to Schooner Street Brewery Inc. subject to compliance with zoning and other applicable law.

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 2025-010 and that the Mayor and Clerk be authorized to sign them accordingly.

- a) By-law to confirm all actions and proceedings of Council, March 3, 2025

19. ADJOURNMENT



A meeting of the Council of The Corporation of the City of Waterloo was held on February 10, 2025 at 1:00 p.m. in the Council Chambers, 100 Regina Street South, Waterloo, Ontario and streamed live via YouTube.



COUNCIL MEETING MINUTES –

DRAFT

Monday, February 10, 2025

Closed Meeting: 1:00 PM

Public Meeting: 6:30 PM

PRESENT: Mayor Dorothy McCabe, Councillor Sandra Hanmer, Councillor Royce Bodaly, Councillor Diane Freeman, Councillor Jen Vasic, Councillor Mary Lou Roe, Councillor Julie Wright

ABSENT: Councillor Hans Roach

Councillor Freeman in the Chair

1. 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.

2. CLOSED MEETING

Moved by Councillor Wright, Seconded by Mayor McCabe:

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 (human resource update); and,
- b) labour relations or employee negotiations (human resource update); and,
- c) a proposed or pending acquisition or disposition of land by the municipality or local board (potential acquisition of city owned lands); and,

- d) advice that is subject to solicitor-client privilege, including communications necessary for that purpose (potential acquisition of city owned-lands, procurement advice); and,
- e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (procurement advice); and,
- f) educating or training the members and discussion will not deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee (Council orientation).

Carried Unanimously

Council meeting recessed:

(Time: 1:02 p.m.)

Council meeting reconvened:

(Time: 6:30 p.m.)

3. TERRITORIAL ACKNOWLEDGEMENT

Councillor Freeman opened the meeting the following Territorial Acknowledgement:

We would like to begin by acknowledging that the land on which we gather (land on which we are broadcasting from) today is the land traditionally cared for by the Haudenosaunee, Anishinaabe and Chonnontan People. We also acknowledge the enduring presence and deep traditional knowledge and philosophies of the Indigenous People with whom we share this land today.

4. MOMENT OF REFLECTION

Councillor Freeman provided Council with moments of reflection.

Black History Month has been recognized in Canada since 1978 when advocates from the Ontario Black History Society emphasized the importance of this celebration for Canadians of all races. Almost fifty years of celebration of Black history and Black excellence are still underlined by the struggles that come with the Black experience.

Black communities are still underrepresented in workplaces and decision-making structures, more negatively affected in health outcomes, lacking appropriate ongoing investments for entrepreneurs and more. In communities across Canada and locally, we have also seen that racialized individuals face extreme backlash when they speak out against injustices.

We all have a role in creating a city that brings an end to racial discrimination, and to build a more inclusive community. This starts with the basics of how we relate to each other as humans -- we must be aware of our individual prejudice

and learn to treat each other with dignity, respect and compassion. Learning about the experiences of others is an essential part of understanding how we can effectively join in the fight against all forms of racism and discrimination, including anti-Black racism.

Throughout February, we encourage you to support local Black-owned businesses, read the work of Black writers and connect with your community at one of the many events being hosted by local organizations.

As a Council, we reaffirm our acknowledgement to addressing anti-Black racism and rededicate ourselves to making the City of Waterloo a place where the contributions of Black community members are recognized and celebrated.

At the beginning of this Council meeting, we pause to think about the needs of our community. May we show wisdom and compassion in all our decisions.

5. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

Councillor Freeman declared a conflict with respect to item 8a) due to a conflict of interest as it relates to place of employment.

6. PRESENTATIONS

a) Landmarks and Landscapes

Jennifer Huber, Museum Program and Engagement Associate gave a presentation with some of the maps showcasing important landmarks in the City of Waterloo, as well as the map in the current exhibition *Bead the Tract*.

7. STAFF REPORTS

- a) Title: HAF Sugarbush South Corridor
Expansion Initiative – Planning
Framework Recommendations Report**
Report No.: IPPW2025-001
Prepared By: Tanja Curic

Tanja Curic offered introductory remarks to the report, including updates to the project since the report last year. She then responded to questions of Council.

Moved by Councillor Roe, Seconded by Councillor Wright:

1. That report IPPW2025-001 be received for information.

2. That Council direct staff to retain a consultant to prepare a comprehensive land use plan and planning framework for Sugarbush South, as outlined in report IPPW2025-001.

Carried Unanimously

b) Title: Purchase of Labrador Drive extension and Campus Drive to establish new municipal highways forming part of the municipal highway system in the City of Waterloo

Report No.: CORP2025-001

Prepared By: Christina Marina

Moved by Councillor Hanmer, Seconded by Councillor Bodaly:

1. That Council approve staff report CORP2025-001.
2. That the Mayor, Clerk and/or City Solicitor, where applicable, be authorized to execute all necessary agreements and documents required to complete the City's purchase of the Labrador Drive extension and Campus Drive, City of Waterloo, including all municipal services therein, and standard municipal services easements which abut said proposed municipal highways. The form of such agreements and documents shall be to the City Solicitor's satisfaction and the content of same shall be to the satisfaction of the Director of Engineering Services.
3. That Council enact a by-law to establish the Labrador Drive extension and Campus Drive as public highways.

Carried Unanimously

Councillor Freeman left the Chair. (Time: 6:52 p.m.)

Mayor McCabe in the Chair. (Time: 6:52 p.m.)

Councillor Freeman left the meeting. (Time: 6:53 p.m.)

8. PUBLIC MEETINGS

Informal Public Meeting

a) **Title:** **Official Plan Amendment No.52 &
Zoning By-law Amendment Z-24-03
146882110 Canada Inc.
177-179 Albert Street**

Prepared by: Max Kerrigan
Ward No.: Ward 7 - Uptown

Max Kerrigan gave a presentation outlining the proposed development, and the Official Plan and Zoning By-law Amendments being requested. He then responded to questions of Council.

Parker Zhang, Owner of 177-179 Albert Street and Pierre Chauvin, Partner, MHBC Planning gave a presentation further detailing the proposed development. Pierre Chauvin and Parker Zhang then responded to questions of Council. Reema Masri, Principal Architect/President, Masri O Inc. Architects also responded to questions of Council.

Rob Evans, Resident of Waterloo spoke about the importance of preserving the heritage in the neighbourhood and that the community is against the proposed development. He then responded to questions of 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.

9. NOTICE OF MOTION

Mayor Dorothy McCabe – US Proposed Tariff Response

Motion to be tabled February 10, 2025 for Council consideration February 24, 2025.

WHEREAS contrary to terms of the existing United States Mexico Canada Agreement as well as to the long standing strong and productive economic and political relationship between Canada and the United States, the US President threatened to impose 25% tariffs on Canadian goods as of February 1st and although he has subsequently delayed the tariffs by thirty days they remain a real threat; and

WHEREAS tariffs could lead to a halt of the supply chain and create economic uncertainty in municipalities of all sizes; and

WHEREAS municipalities are the foundation on which the Canadian economy is built, and as such municipalities should offer our support towards a united and strong Team Canada response; and

WHEREAS municipalities have significant purchasing power through our capital and infrastructure programs, with the City of Waterloo's capital program for 2025 being \$200 million alone, while the Association of Municipalities of Ontario cite that infrastructure spending across Ontario in the next 10 years is expected to exceed \$250 billion; and

WHEREAS Federal and Provincial leaders are encouraging all Canadians to Buy Canadian; and

WHEREAS City of Waterloo and the broader region is proud and honoured to be home to numerous U.S. based international students, academic professionals, and institutional thought leaders, along with prominent USA companies whose presence has greatly contributed to our quality of life, economic development, innovation, and employment opportunities; and

WHEREAS longstanding partnerships highlight the strong, mutually beneficial economic ties between Canada and the United States, fostering collaboration in technology, manufacturing, and research sectors. Maintaining these free-trade practices will promote continued strong growth and shared prosperity on both sides of the border;

NOW THEREFORE BE IT RESOLVED THAT THE CITY OF WATERLOO:

Stands with Team Canada on the message that tariffs are not in the best interests of Canadian or American residents, organizations, businesses and employees;

AND calls on the Federal and Provincial governments to work with municipalities on measures to protect Canadians and businesses;

AND calls on the Waterloo Economic Development Corporation (WEDC), through the Business Economic Support Team Waterloo Region (BEST WR), to develop an action plan to support Waterloo Region businesses and our collective economic interests;

AND calls on the Federal and Provincial governments to better enable municipalities to explore procurement opportunities that exist within other trade agreements such as the Comprehensive Economic Trade Agreement;

AND calls on the Federal and Provincial government to work collaboratively and urgently to remove trade barriers between provinces and territories, understanding that language requirements should continue to be respected for Quebec;

AND calls on City of Waterloo staff to explore options for limiting the impact of the potential United States' sanctioned tariffs on City Services and review current procurement processes for opportunities to increase purchases from Canadian sources;

AND further that a copy of this motion be forwarded to the Right Honourable Justin Trudeau, Prime Minister of Canada, The Honourable Doug Ford, Premier of Ontario, local and area MP's, MPP's and Heads of Council, The Association of Municipalities of Ontario and the Federation of Canadian Municipalities.

10. NEW BUSINESS

Councillor Hanmer wanted to give a shoutout to some of the Home Associations and Neighbourhood Associations in Ward 1. At the beginning of February, the Beechwood Home Associations held their first-ever festival at Regency Park, with the assistance of neighbourhood grants from the City. Over 250 people attended and there was curling outside.

Councillor Hanmer also mentioned that Westvale held their second annual skate at the Albert McCormick Community Centre. She offered thanks to staff for a successful event.

Councillor Vasic had a reminder for everyone that Skate Night, Date Night has three nights left. She expressed thanks to Create Waterloo, DJ King Kadeem, and Hissing Goose Coffee.

Councillor Vasic also went to see the play, *Beyonsea* and the Mothers, put on by Green Light Arts, written and directed by Teneile Warren. She saw it twice, and there were City staff in attendance. The City received a shoutout for their financial support, and it was great to see the different ways the City offers support.

Councillor Vasic also attended the exhibition opening for Miles Rufelds' *Salvage Archives* on February 8, in discussion with Angel Callander, at the Kitchener-Waterloo Art Gallery. It was a talk on late stage capitalism and the alienation it brings. It discussed conspiracy theories, and the idea of Cognitive Mapping, where people map themselves into the places they are, finding in their own minds the places they fit and don't. It hammered home how imperative it is to make this City a place where people can map themselves cognitively as a tool to prevent alienation.

Councillor Wright wanted to acknowledge the Uptown Neighbourhoods that came together with the Neighbourhoods Team to run active bystander training at the Waterloo Memorial Recreation Complex last week. It was really well attended, and it was great to see neighbourhood leadership coming together to make Waterloo a more welcoming place and challenge hateful expressions.

Mayor McCabe gave a shoutout to Councillor Roach and staff for helping to host the Ward 3 Community Conversations on the weekend. It was really well-attended, and there were good questions. She also gave a shoutout to some younger members of the community who showed up to ask the questions they had.

11. ENACTMENT OF BY-LAWS

Moved by Councillor Bodaly, Seconded by Councillor Roe:

That the By-laws listed below be read a first, second and third time and finally passed, numbered sequentially commencing with By-law Number 2025-006 and that the Mayor and Clerk be authorized to sign them accordingly.

- | | | |
|----|-----------------|---|
| a) | By-law 2025-006 | By-law Establishing a Public Highway in the City of Waterloo known as Labrador Drive and Campus Drive (CORP2025-001, Council February 10, 2025) |
| b) | By-law 2025-007 | By-law to confirm all actions and proceedings of Council, February 10, 2025 |

Carried Unanimously

12. ADJOURNMENT

Moved by Councillor Vasic, Seconded by Councillor Roe:

That the meeting adjourn.

(Time: 7:40 p.m.)

Carried Unanimously

READ AND APPROVED, March 3, 2025

Mayor

City Clerk



STAFF REPORT
Economic Development

Title: Perimeter Institute Parking Agreement
Report Number: CAO2025-010
Author: Christine Tettman
Council Date: March 3, 2025
File: N/A
Attachments: Appendix A
Ward No.: Uptown Ward 7

Recommendations:

1. That Council approve CAO2025-010.
2. That the Mayor and Clerk be authorized to sign the agreement with the Perimeter Institute attached as Appendix A.

A. Executive Summary

The City of Waterloo entered into a long-term lease agreement with the Perimeter Institute to locate the institute at 31 Caroline Street. As part of the original lease agreement the City was to provide and maintain parking on site and the Perimeter Institute was to pay the City municipal parking rates. As a result of subsequent amendments to this agreement, the Perimeter Institute assumed maintenance responsibilities for the parking lot in exchange for parking privileges.

The amending agreement has now expired and terms for a new agreement have been negotiated. Under the new agreement, the City would assume responsibility for year-round maintenance of the parking lot, and Perimeter Institute would be responsible for maintenance of sidewalks, stairs, and walkways. In addition, Perimeter Institute would pay an annual parking fee, as well as make an annual contribution toward parking lot capital repairs.

B. Financial Implications

Under the terms of the new agreement, Perimeter Institute would pay an annual lease rate of \$40,000 for use of the parking lot, as well as provide an annual contribution to the Parking Reserve Fund of \$10,000 (to be held in a separate program # within the Reserve Fund), to be used for capital repairs of the Perimeter Lot. The \$40,000 parking fee will be adjusted annually via an inflation escalator

equivalent to the annualized consumer price index excluding the eight (8) most volatile components (the “CPIX”), as determined by the Bank of Canada.

Costs to the City for maintenance of the lot will be managed within the existing Parking Enterprise operating budget, with the contracted portion of winter maintenance for the 2024/2025 winter season set at approximately \$1,600 monthly for a six-month term. Maintenance expenses are not anticipated to exceed lease revenue. The \$40,000 in additional lease revenue, the \$10,000 capital contribution, and adjusted operating expenses will be factored into the next parking financial model update and Parking Rate report to be brought before Council in the Fall of 2025, to set parking rates for 2026.

C. Technology Implications

There are no technology implications with this report.

D. Link to Strategic Plan

(Strategic Priorities: Reconciliation, Equity, Accessibility, Diversity and Inclusion; Environmental Sustainability and Climate Action; Complete Community; Infrastructure and Transportation Systems; Innovation and Future-Ready)

Infrastructure and Transportation Systems

(Guiding Principles: Equity and Inclusion; Sustainability; Integrity; Workplace Wellbeing; Community-centred; Operational Excellence)

Operational Excellence

The 2025 Perimeter Institute Parking Agreement report supports the 2023-2026 Strategic Plan through the Infrastructure and Transportation Systems priority. The agreement also significantly ties to the guiding principle of Operational Excellence, providing fiscally responsible, exceptional service that meets the needs of residents, partners and equity-deserving groups, employees and volunteers of the city.

E. Previous Reports on this Topic

PWS2006-11 Perimeter Institute / Canadian Clay & Glass Gallery Parking Lot Report



**Perimeter Institute Parking Agreement
CAO2025-010**

Background

The Perimeter Institute was founded in the fall of 1999. The City of Waterloo and the Perimeter Institute collaborated to identify 31 Caroline Street as the preferred site for the institute and both parties entered into a long-term lease agreement, with the Perimeter Institute officially opening on October 1, 2004.

Provisions for parking in the parking lot created on site were included in the lease agreement. These parking provisions stated the City would provide and maintain parking spaces for Perimeter's use and that the Perimeter Institute would pay the established City municipal parking rates. Following approval of this agreement, the Perimeter Institute and City began to look at alternatives for maintenance of the parking lot. Through PWS2006-11, Waterloo City Council approved an amending agreement through which the Perimeter Institute would provide maintenance of the parking lot in exchange for parking privileges.

The term of the amending agreement has now expired, and the City and Perimeter Institute have discussed new parameters for an agreement going forward. Highlights of the new agreement include:

- The initial term will be for 10 years, and the Perimeter Institute will have the option to extend the term for another 10 years.
- Perimeter Institute will pay a lease rate of \$40,000 per year for its use of the general parking lot and VIP parking spaces.
- The parking lease fee will be adjusted annually via an escalator equivalent to the annualized consumer price index excluding the eight (8) most volatile components (the "CPIX"), as determined by the Bank of Canada.
- The City will provide year-round maintenance for the parking lot, including winter maintenance, line painting, island and tree maintenance, and post winter damage repairs as needed.
- Perimeter Institute shall provide year-round maintenance for sidewalks, stairs, and walkways.
- Perimeter Institute will pay \$10,000 annually as a contribution towards repairs. These funds are to be used solely for capital repairs to the Perimeter Lot, and will be held in a separate program number within the Parking Reserve Fund

Financial Implications

Under the terms of the new agreement, the City would receive \$40,000 annually from the Perimeter Institute in parking lease fee revenue. In addition, a \$10,000 annual contribution for capital repairs in the Perimeter Lot will be provided, which will be contributed to the Parking Reserve Fund and accessed as needed through the capital budget process. The \$40,000 parking fee will be adjusted annually via an escalator equivalent to the annualized consumer price index excluding the eight (8) most volatile components (the “CPIX”), as determined by the Bank of Canada.

With the responsibility for year-round maintenance shifting to the City, the City will incur winter maintenance expenses, line painting expenses, island and tree maintenance and surface repair expenses. These costs will be managed within the existing Parking Enterprise operating budget and are not anticipated to exceed revenue collected from the Perimeter Institute parking lease. The contracted portion of winter maintenance costs for the Perimeter Lot for the 2024/2025 season have been set at approximately \$1,600 monthly for a six-month period.

The revenue and capital contribution, along with the additional maintenance costs, will be factored into the parking financial model update to inform the next parking rate report to be brought before Council in the Fall of 2025, to set parking rates for 2026.

Appendix A

THIS AGREEMENT (the “**Parking Agreement**”) made as of the ____ day of March, 2025 (the “**Effective Date**”)

BETWEEN:

THE CORPORATION OF THE CITY OF WATERLOO

hereinafter called the “**City**”

- and -

PERIMETER INSTITUTE

hereinafter called “**Perimeter**”

Each of the Corporation of the City of Waterloo and the Perimeter Institute are a “**Party**” or collectively, the “**Parties**”

WHEREAS the City and Perimeter entered into an agreement to lease dated November 6, 2000 to construct an institution for the study and development of theoretical physics on certain lands leased by Perimeter from the City and municipally known as 31 Caroline Street North, Waterloo (the “**Institute Lands**”), which agreement to lease was replaced by a restated and amended agreement to lease dated May 19, 2006 and revised by a lease amending agreement dated March 23, 2009 (collectively the “**Lease**”);

AND WHEREAS the Lease included provisions for a license in favour of Perimeter to utilize a certain number of parking spaces in an adjacent parking lot owned by the City (the “**Original Parking License**”);

AND WHEREAS the term of the Original Parking License has expired and the Parties wish to set out the terms of a new parking license as set out in this Parking Agreement (the “**Parking License**”);

AND WHEREAS City Council at its meeting of the 3rd of March, 2025 approved the entering into of this Parking Agreement subject to the terms and conditions contained herein;

NOW THEREFORE in consideration of the premises and the covenants and provisions hereinafter contained and the payment of TEN (\$10.00) DOLLARS (CAD) by each of the parties to the other and other good and valuable consideration, the receipt and sufficiency whereof is hereby acknowledged, the parties covenant, understand, acknowledge and agree as follows:

1. The parking lot referenced in this Parking Agreement is located in the City of Waterloo and, together with the access driveway off Caroline Street, is legally described as Part of Lots 27 and 28, Municipal Compiled Plan of Part of Lot 14, German Company Tract, being Parts 2, 4, 5 and 7 on Plan 58R-15371; City of Waterloo (the “**Greater Parking Lot**”). A copy of Plan 58R-15371 (the “**Plan**”) is attached hereto as Schedule “A”.

2. As the Original Parking License has expired, it is the intention of the Parties is that this Parking Agreement shall govern all matters related to Perimeter's Parking License and shall be a standalone agreement outside of the Lease. Notwithstanding the forgoing, the Parties acknowledge and agree that the provisions of the Lease addressing the City partially exempting Perimeter from the parking requirements of the Zoning By-law continue to apply pursuant to the terms of the Lease. In particular, the Parties acknowledge and agree that section 7 of the Lease amending agreement dated March 23, 2009 continues to be in effect.
3. The term of this Parking Agreement will commence on the Effective Date and shall continue for ten (10) years until the termination date of March 3rd, 2035 (the "**Term**").
4. Perimeter shall have the option to extend the Term for a further ten (10) years on the same terms and conditions set out herein except for any further option to renew. To exercise the renewal option Perimeter shall give written notice to the City no sooner than twelve (12) months, and no later than six (6) months, before the end of the initial Term. References to "**Term**" in this Parking Agreement shall mean the initial Term as may be extended.
5. The Greater Parking Lot is divided into a number of different areas as follows:
 - a. the drive aisle which is Part 2 on the Plan;
 - b. the general parking spaces located in Part 4 of the Plan (the "**General Parking Spaces**");
 - c. the visitor parking spaces located in Part 5 of the Plan (the "**Visitor Parking Spaces**");
 - d. the access driveway off Caroline Street which is Part 7 on the Plan;Additionally:
 - e. the Canadian Clay and Glass Gallery dedicated parking spaces are located in Part 8 of the Plan (the "**CCGG Parking Spaces**"); and
 - f. the VIP parking spaces are located on the west side of the Greater Parking Lot, south of the Perimeter Institute for Theoretical Physics building (the "**VIP Parking Spaces**").
6. Perimeter shall have exclusive use of the General Parking Spaces within the hours of 8:00am to 6:00pm, Monday to Friday (the "**Normal Business Hours**").
7. The General Parking Spaces will be available to the general public outside of Normal Business Hours, subject to any Special Events (as defined below).

8. The Visitor Parking Spaces shall be available for use by Perimeter's visitors, as well as members of the public, at all times, subject to any Special Events.
9. Perimeter shall have exclusive use of the VIP Parking Spaces at all times.
10. Perimeter shall have exclusive use of the General Parking Spaces and the Visitor Parking Spaces, during evenings and weekends (outside of Normal Business Hours) for the purpose of hosting Perimeter's special events (the "**Special Events**"), provided:
 - a. Perimeter gives thirty (30) days' written notice to the City's Parking Program Manager of any Special Events and receives the City's written approval, which approval shall not be unreasonably withheld; and
 - b. Perimeter places a temporary sign on or about the General Parking Spaces/Visitor Parking Spaces a minimum of seven (7) days in advance of the Special Event, which sign shall provide notice to the public of the pending closure of the General Parking Spaces and Visitor Parking Spaces
11. Perimeter shall pay a rate of Forty-Thousand Dollars (\$40,000.00) (CAD) per year (the "**Parking Fee**") for its use of the General Parking Lot and VIP Parking Spaces as set out in this Parking Agreement. There shall be no charge for the use of the Visitor Parking Spaces given the nature of same. The Parking Fee will be adjusted annually via an escalator equivalent to the annualized consumer price index excluding the eight (8) most volatile components (the "CPIX"), as determined by the Bank of Canada. The Parking Fee will be payable in full yearly by Perimeter to the City on the 1st of December, with the first fee due upon the execution of the Parking Agreement.
12. The City shall provide Perimeter with the required numbered parking permit hangars (the "**Parking Lot Permits**") for display on the vehicle rear view mirrors. The Parking Lot Permits shall not be resold or assigned to a third party or used in any way other than for the purposes described in this Parking Agreement without the express written authorization of the City, which shall not be unreasonably withheld. Perimeter shall accept sole responsibility for the assignment and administration of the Parking Lot Permits.
13. The City shall provide year-round maintenance (including weekends and evenings) for the Greater Parking Lot (including, for clarity, the VIP Parking Spaces and the CCGG Parking Spaces), at its expense. Such maintenance shall include snow plowing and removal, salting, implementing a salt management program, island and tree maintenance, and post-winter damage repairs as needed. This maintenance shall be conducted in accordance with the City's usual practices and procedures.
14. Perimeter shall provide year-round maintenance (including weekends and evenings) for the sidewalks, stairs, and walkways highlighted in blue on the aerial photograph attached hereto as Schedule "B". Such maintenance shall include snow removal and salting.

15. Both the City and Perimeter shall assume full liability with regard to complying with their maintenance obligations for their respective areas of responsibility as set out above.
16. The City shall be responsible, at its expense, for capital repairs of the Greater Parking Lot (including, for clarity, the VIP Parking Spaces and the CCGG Parking Spaces). Capital repairs shall include paving as required.
17. In addition to the Parking Fee, Perimeter shall pay Ten-Thousand Dollars (\$10,000.00) (CAD) to the City annually on December 1st, with the first payment due upon the execution of the Parking Agreement, as a contribution toward the capital repair of the Greater Parking Lot (including the VIP Parking Spaces). Such funds shall be placed in a reserve account dedicated solely to the capital repair costs of the Greater Parking Lot (including the VIP Parking Spaces). Perimeter shall not be required to contribute further amounts in excess of this yearly contribution for the purpose of capital repairs.
18. Perimeter shall be permitted to rent further spots at the Dupont Lot or other nearby City parking lots, subject to availability, at market rate on an as needed basis.
19. All notices or other communications required or permitted to be given hereunder shall be in writing and shall be delivered personally, sent by email, or mailed by registered mail, at the addresses set out below:

- a. The Corporation of the City of Waterloo
100 Regina Street South
P.O. Box 337, STN Waterloo
Waterloo, Ontario N2J 4A8
Attn: Christine Tettman
Email: Christine.Tettman@waterloo.ca
- b. Perimeter Institute for Theoretical Physics
31 Caroline Street North
Waterloo, Ontario N2L 2Y5
Attn: Brian Lasher
Email: blasher@perimeterinstitute.ca

or to any other address as may be given by either party to the other in writing in accordance with this section from time to time. If sent by registered mail, such notice will be deemed to have been given on the fifth business day (being any day other than a Saturday, Sunday, or statutory holiday in the Province of Ontario) following such mailing. If delivered personally, such notice will be deemed to have been given on the day of delivery. If delivered by email, such notice will be deemed to have been given on the next business day after sending.

20. This Parking Agreement shall be binding on the parties hereto and their executors, administrators, successors, and assigns.

21. If any clause or section of this Parking Agreement is determined by a court of competent jurisdiction to be illegal or unenforceable, then such clause or section shall be considered separate and severable from this Parking Agreement, and the remaining provisions thereof shall remain in full force and effect, and shall be binding upon the parties hereto as if the said illegal or unenforceable clause or section had never been included.
22. This Parking Agreement may be signed in counterparts, each of which shall constitute an original and be deemed effective as if each party had signed each of such counterparts. This Parking Agreement may be executed and delivered by DocuSign, or any other electronic signature format deemed acceptable to the parties.

IN WITNESS WHEREOF the parties hereto have executed this Parking Agreement, duly attested by their respective proper signing officers authorized in that behalf.

SIGNED, SEALED AND DELIVERED
in the presence of

) THE CORPORATION OF THE CITY OF
) WATERLOO

)

)

)

) _____ Date

) Name: Dorothy McCabe
) Title: Mayor

)

) "I have authority to bind the Corporation"

)

)

)

)

) _____ Date

) Name: Julie Finley-Swaren
) Title: City Clerk

)

) "I have authority to bind the Corporation"

)

) PERIMETER INSTITUTE

)

)

)

) _____ Date

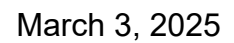
) Name:
) Title:

)

) "I have authority to bind the Association"

SCHEDULE A**REFERENCE PLAN 58R15371**

See attached.



SCHEDULE B

MAINTENANCE AREAS





STAFF REPORT
Economic Development

Title: Parking Lot Salt Management Plan Updates
Report Number: CAO2025-005
Author: Christine Tettman
Council Date: March 3, 2025
File: [File]
Attachments: Appendix A Risk - Management Plan
Ward No.: Uptown Ward 7

Recommendations:

1. That Council approve CAO2025-005.
2. That the Mayor and Clerk be authorized to sign the Risk Management Plans attached as Appendix A.

A. Executive Summary

The Clean Water Act sets a framework for watershed-based Source Protection Plans which are intended to protect public health by protecting existing and future sources of municipal drinking water. Source Protection Plans address activities that could have an impact on drinking water sources including, but not limited to, salt application undertaken in the course of winter maintenance.

As part of the Region of Waterloo's responsibilities for implementing their Source Protection Plan, the Region and the City negotiated Risk Management Plans for Winter Maintenance Existing Activities for municipally owned parking lots and entered into these plans in 2018. Updates to these plans were made through CAO2021-010 and since that time there have been a few additional changes to the City's parking system and updates are required to the Risk Management Plans. These changes are summarized in the list below.

- Winter maintenance in all lots is now completed by a contractor.
- The contractor providing winter maintenance services is Smart About Salt Certified.
- Temporary Lot A has been removed from the Risk Management Plan.
- The snow storage in Temporary Lot B has been moved.

B. Financial Implications

There are no financial implications with this report.

C. Technology Implications

There are no technology implications with this report.

D. Link to Strategic Plan

(Strategic Priorities: Reconciliation, Equity, Accessibility, Diversity, and Inclusion; Environmental Sustainability and Climate Action; Complete Community; Infrastructure and Transportation Systems; Innovation and Future-Ready)

Environmental Sustainability

(Guiding Principles: Equity and Inclusion; Sustainability; Integrity; Workplace Wellbeing; Community-centred; Operational Excellence)

Sustainability

E. Previous Reports on this Topic

CAO2021-010 Parking Lot Salt Management Plan Updates

CAO2018-022 Parking Lot Salt Management Plans

IPPW2015-012 Source Protection Update

Appendix A



Risk Management Plan for Winter Maintenance Existing activities

Version 2, 2022

This document serves as the Risk Management Plan (RMP) for the protection of municipal wells and wellfields. It reflects current requirements of the Assessment Report, Source Protection Plan and Clean Water Act, 2006 (the “Act”).

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Section 3 Terms and Conditions..... 8

Section 4 Site Map..... 9

Section 5 Table of Risk Management Practices 23

Definitions

- Act: Clean Water Act (2006)
- Applicant: Person Engaged in Prescribed Activity
- RMI: Risk Management Inspector, appointed for the Region of Waterloo
- RMO: Risk Management Official, appointed for the Region of Waterloo
- RMP: Risk Management Plan
- SPP: Grand River Source Protection Plan, effective July 1, 2016

Section 1 Property and Activity Verification

1. Property Information

Property Locations

William Lot

Municipal Address: 29 William Street East, Waterloo

Legal Description: PLAN 499 LOTS 2 TO 4 PT LOT 1 AND RP 58R655 PT 5

Roll Number: 301602160001510

Herbert Lot

Municipal Address: 35 William Street East (153 Herbert Street), Waterloo

Legal Description: PLAN 499 LOTS 2 TO 4 PT LOT 1 AND RP 58R655 PT 5

Roll Number: 301602160001510

Erb Lot

Municipal Address: 82 Erb Street West, Waterloo

Legal Description: PLAN 385 PT LOTS 25 TO 30

Roll Number: 301604170001100

Caroline Lots

Municipal Address: 41-71 Caroline Street South, Waterloo

Legal Description: PLAN 385 LOTS 186 TO 109 PT LOT 191 PLAN 497 PT LOTS 28 & 29; PLAN 385 LOT 183 TO LOT 185 PLAN 46 PT LOT 45

Roll Number: 301603045001310; 301603045001400

Alexandra Lot

Municipal Address: 87 Caroline Street South, Waterloo

Legal Description: PLAN 385 PT LOT 180 TO PT LOT 181

Roll Number: 301603045001600

Dupont/Library Lot

Municipal Address: 35 Albert Street, Waterloo

Legal Description: TRACT GERMAN COMPANY SUB LOT 14 LOT 36 PLAN 491 PT LOT 7 PT LOT 8 PUBLIC LIBRARY

Roll Number: 301604005008700

Uptown Waterloo Parkade

Municipal Address: 60 King Street South, Waterloo

Legal Description: PLAN 385 LOTS 410 AND 411 PT LOTS 391 TO 393 AND 409 PT WEAVER ST PT LANE RP 58R6730 PTS 3 TO 6 13 AND 14 RP 58R8336 PT 1

Roll Number: 301602090001600

Station Lot

Municipal Address: 20 Regina Street South, 29-33 Erb Street E, Waterloo

Legal Description: PLAN GCT LOT 14 PT LOT 38 PLAN 385 PT LOT 413 PLAN 500 PT LOTS 1 TO 7 PT ALLEY RP 58R5960 PT 10 PT PTS 5 AND 6 RP 58R3738 PTS 12 13, PLAN 500 PT LOTS 6 AND 7 AND RP 58R1435 PTS 4 TO 6

Roll Number: 301602125000400, 301602060000800

Regina Lot

Municipal Address: 30 Regina Street South, Waterloo

Legal Description: GCT SUB OF L 14 PT LTS 38&39 P 385 PT LT 413 RP 58R5960 PTS 7 & 8 RP 58R4972 PT 3

Roll Number: 301602125000700

Temporary Lot B

Municipal Address: 50 Regina Street North, 18 Bridgeport Road East, 22 Bridgeport Road East, 28 Bridgeport Road East, Waterloo

Legal Description: PLAN 140 LOT 2 PT LOT 1 PT LOT 4, PLAN 140 PT LOT 1 PT LOT 4, PLAN 140 PT LOT 4, PLAN 491 PT LOT 7

Roll Number: 301601335001400, 301601045000200, 301601045000300, 301601045000400

Waterloo Town Square North Lot

Municipal Address: 45 (9-15) Erb Street West, Waterloo

Legal Description: PLAN 385 PT LOTS 126 168 TO 170 PT MILL SQ PT ERB RP 58R1902 PT 5 9 12 13 14 AND 18

Roll Number: 301603080000400

Waterloo Town Square South Lot

Municipal Address: 70 Caroline Street South, Waterloo

Legal Description: PLAN 58M378 PT BLKS 3 AND 4 RP 58R15150 PTS 1 10 14 AND 15

Roll Number: 301603120004000

Perimeter Institute Lot

Municipal Address: 31 Caroline Street North, Waterloo

Legal Description: T 26 SUBDIVISION OF LT 14 GERMAN COMPANY TRACT CITY OF WATERLOO; LT 27 SUBDIVISION OF LT 14 GERMAN COMPANY TRACT CITY OF WATERLOO W OF CAROLINE ST; LT 28 SUBDIVISION OF LT 14 GERMAN COMPANY TRACT CITY OF WATERLOO; LT 31 SUBDIVISION OF LT 14 GERMAN COMPANY TRACT CITY OF WATERLOO W OF CAROLINE ST EXC

Roll Number: 301604091000600

Property Owner

Name: City Of Waterloo

Mailing Address: 100 Regina Street South, Waterloo, ON, PO Box 337, Station Waterloo
Waterloo, ON, N2J 4A8

Phone Number: 519-886-1550

Email Address: christine.tettman@waterloo.ca

2. Prescribed Activities Managed by this Risk Management Plan

Salt Application (parking lot)

3. Person Engaged in Prescribed Activity (“Applicant”)

Applicant Name: Christine Tettman

Mailing Address (if different from above): 265 Lexington Court, Waterloo, ON N2J 4A8

Email Address: christine.tettman@waterloo.ca

Phone Number: 519-886-2310 ext. 30340

Applicant’s Relationship to Property (circle one):

Owner

Tenant

Other: Parking Program Manager, City of Waterloo

Section 2 Agreement

I/We, the Applicant and Property Owner (if applicable), hereby declare that I/we have reviewed the content of this Risk Management Plan and, to the best of my/our knowledge, the information contained herein and attached to this Risk Management Plan is accurate and complete.

I/We the Applicant and Property Owner (if applicable), hereby agree to implement this Risk Management Plan and the stipulated risk management practices in accordance with its terms and conditions.

I/We understand that I/we are responsible for reporting any incentive income to Canada Revenue Agency.

I/We also understand that failure to comply with all the program requirements may delay processing of the application or render me/us ineligible for financial assistance under the Source Protection Incentive Program.

I/We understand that I/we will be responsible for ensuring the technical and structural adequacy and legal requirements of this project.

Risk Management Plan Number: 10007

Property owner:

Signature (I have the authority to bind the corporation)

/ /

Date (MM/DD/YYYY)

Property owner:

Signature (I have the authority to bind the corporation)

/ /

Date (MM/DD/YYYY)

Eric Thuss, Risk Management Official

Regional Municipality of Waterloo

/ /

Date (MM/DD/YYYY)

Notes:

The information in this Risk Management Plan is collected pursuant to the Clean Water Act. In accordance with the Clean Water Act and Regulations thereto this Risk Management Plan is a public document.

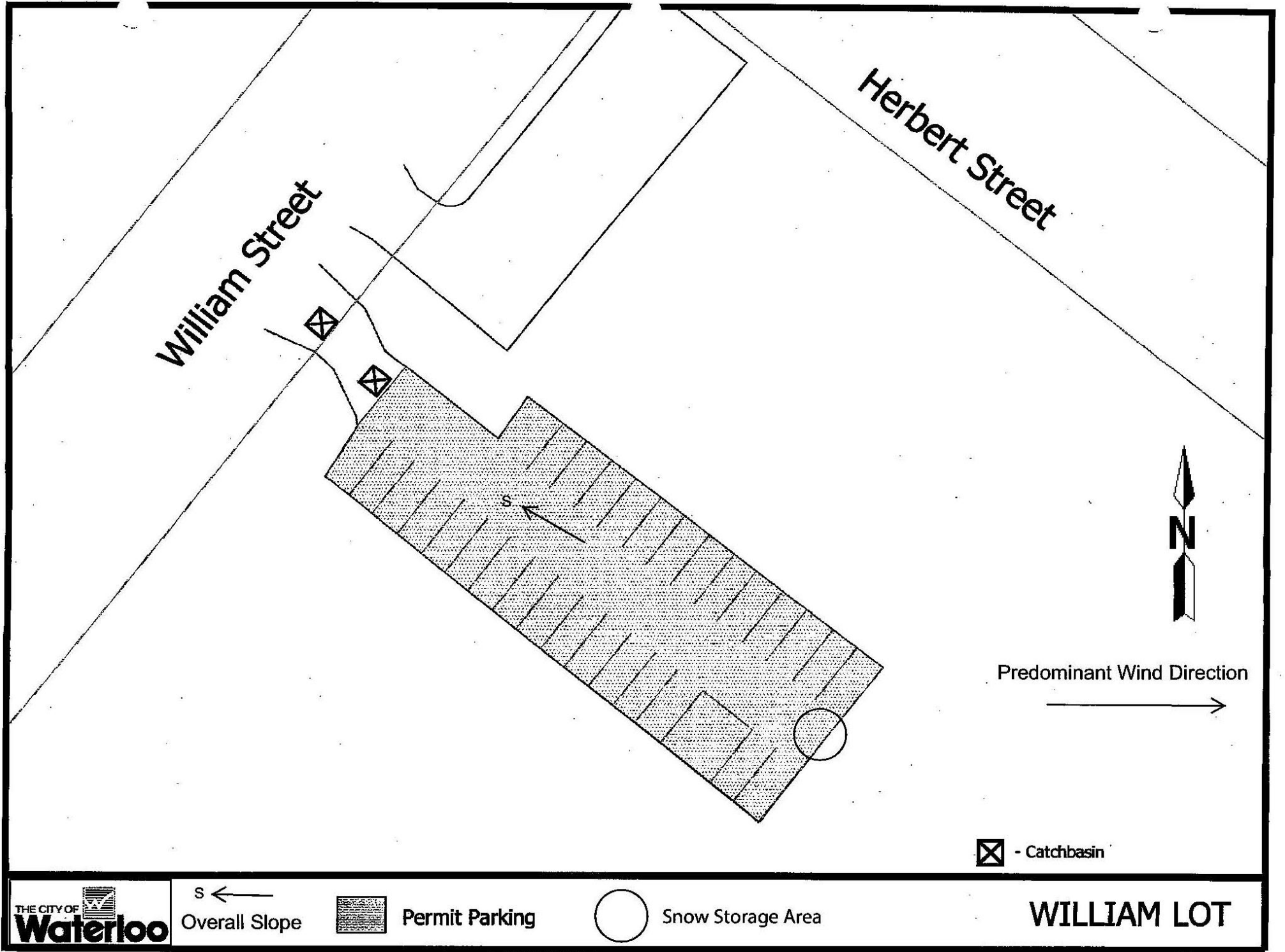
All information in the Risk Management Plan and Worksheet is subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Information may also be provided to the Ministry of the Environment and Climate Change, other regulatory bodies and/or local municipalities.

Section 3 Terms and Conditions

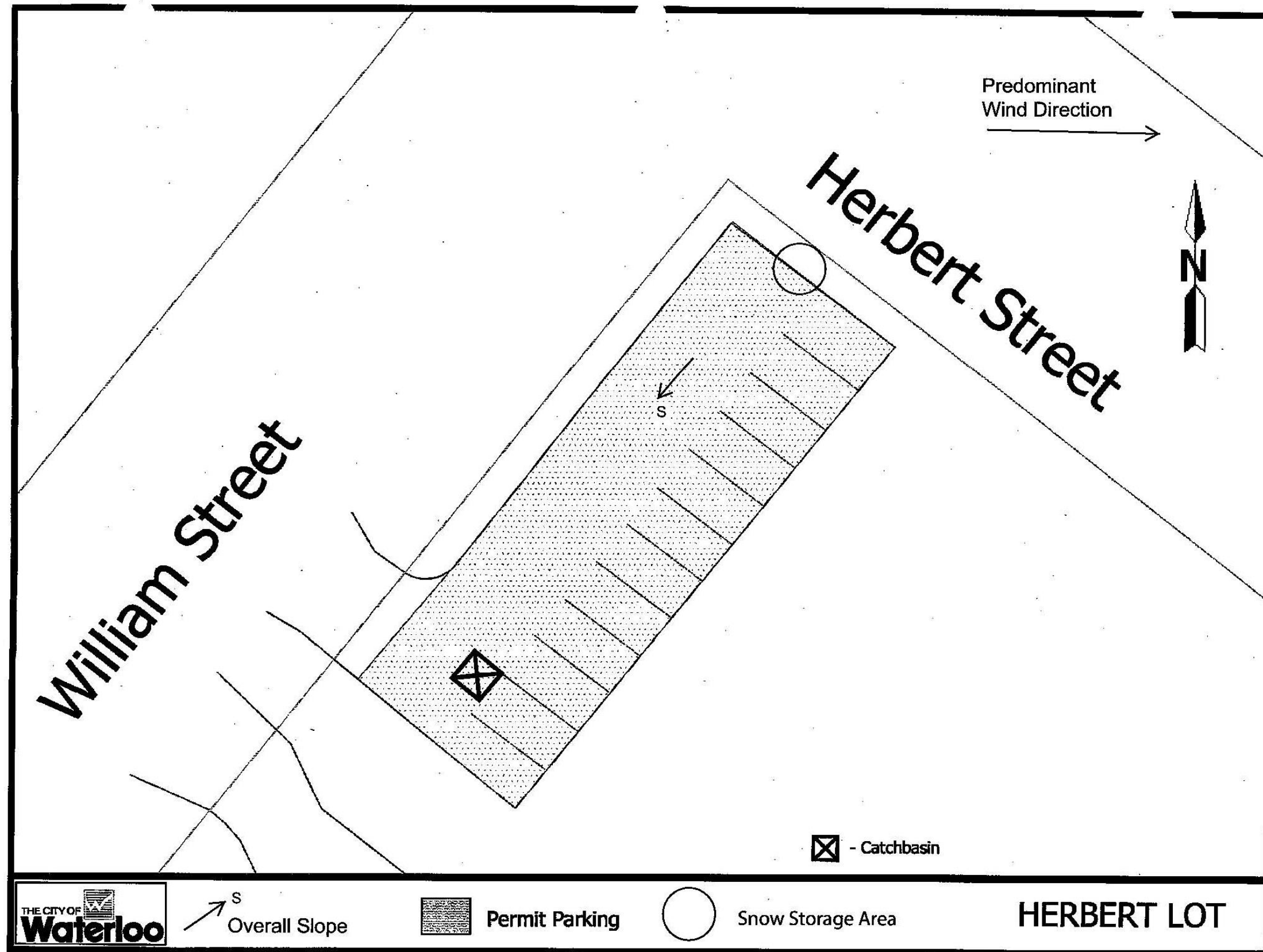
- This Risk Management Plan (RMP) will be in effect on the date it is signed by the Region of Waterloo Risk Management Official (RMO) and will expire after five years. The Applicant must ensure there is an RMP in effect with respect to the Prescribed Activities and contact the RMO to renew this RMP not less than 2 months before the expiry date.
- The Applicant must contact the RMO within a month following the sale, closure, or change in location of the business/operations that carry on the Prescribed Activities.
- The Owner agrees to disclose to any purchaser of the Property or the business/operations that carry on the Prescribed Activities the designated requirements as presented in this RMP.
- The Applicant must contact the RMO prior to implementing any alterations or additions to the activities conducted. The RMO will determine if amendments to the RMP are required.
- Any required amendments will be appended to this RMP and shall form part of this RMP.
- This RMP cannot be transferred to another person without the prior written consent of RMO. Fees may apply.
- This RMP has been agreed to under the authority of the RMO appointed for the Region of Waterloo. This RMP was developed in accordance with the Act.
- The agreement to this RMP and the implementation of the risk management practices within it does not relieve any person of any obligation to comply with any provision of any applicable statute, regulation or other legal requirement necessary to carry out activities at the site, including but not limited to obtaining all necessary authorizing instruments, such as licences, permits and approvals.
- The Applicant will ensure any person undertaking an activity covered by this RMP is aware of the contents of the RMP and the Applicant will take all reasonable measures to ensure such persons comply with the requirements of the RMP.
- This RMP should be on site while an activity covered by this RMP is undertaken.
- Inspections by a Region of Waterloo Risk Management Inspector (RMI) will be completed to assess the implementation of this RMP.
- The Applicant will not move anything related to or covered by the RMP that is indicated on the site map

Section 4 Site Map

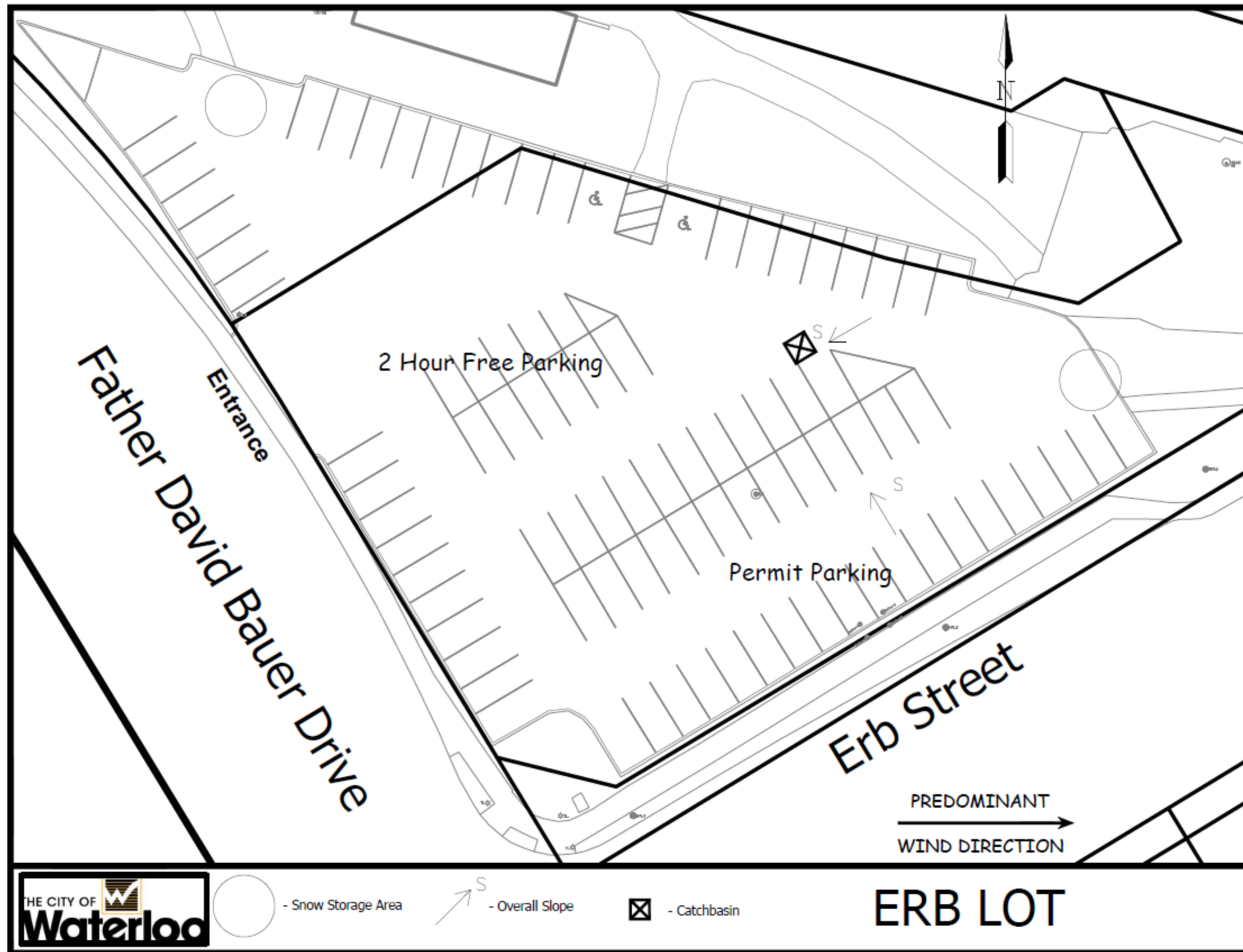
Risk Management Plan number: 10007 Version number: 03 Approval date (Month/Day/Year): Initials: (Property/RMO) /

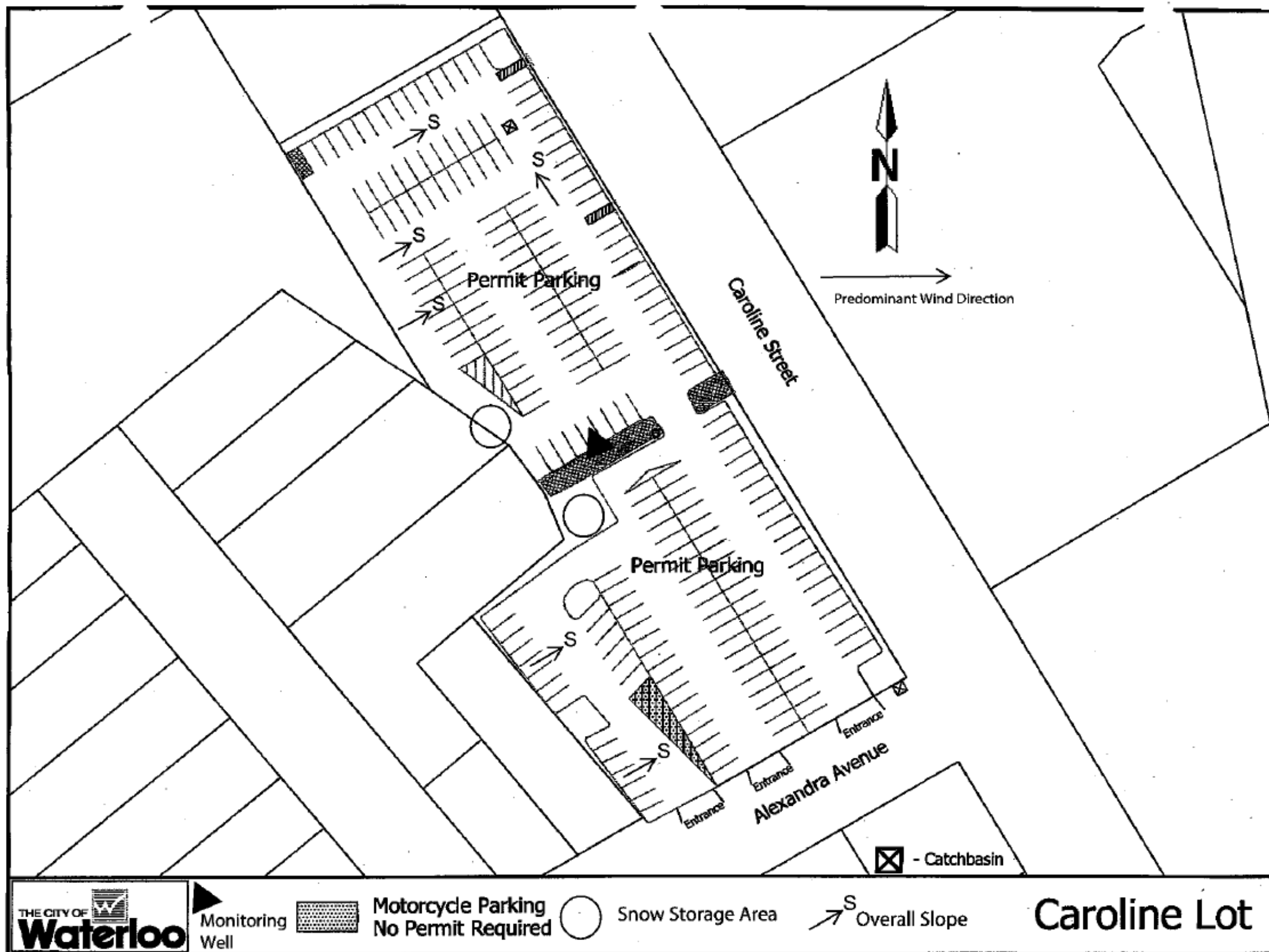


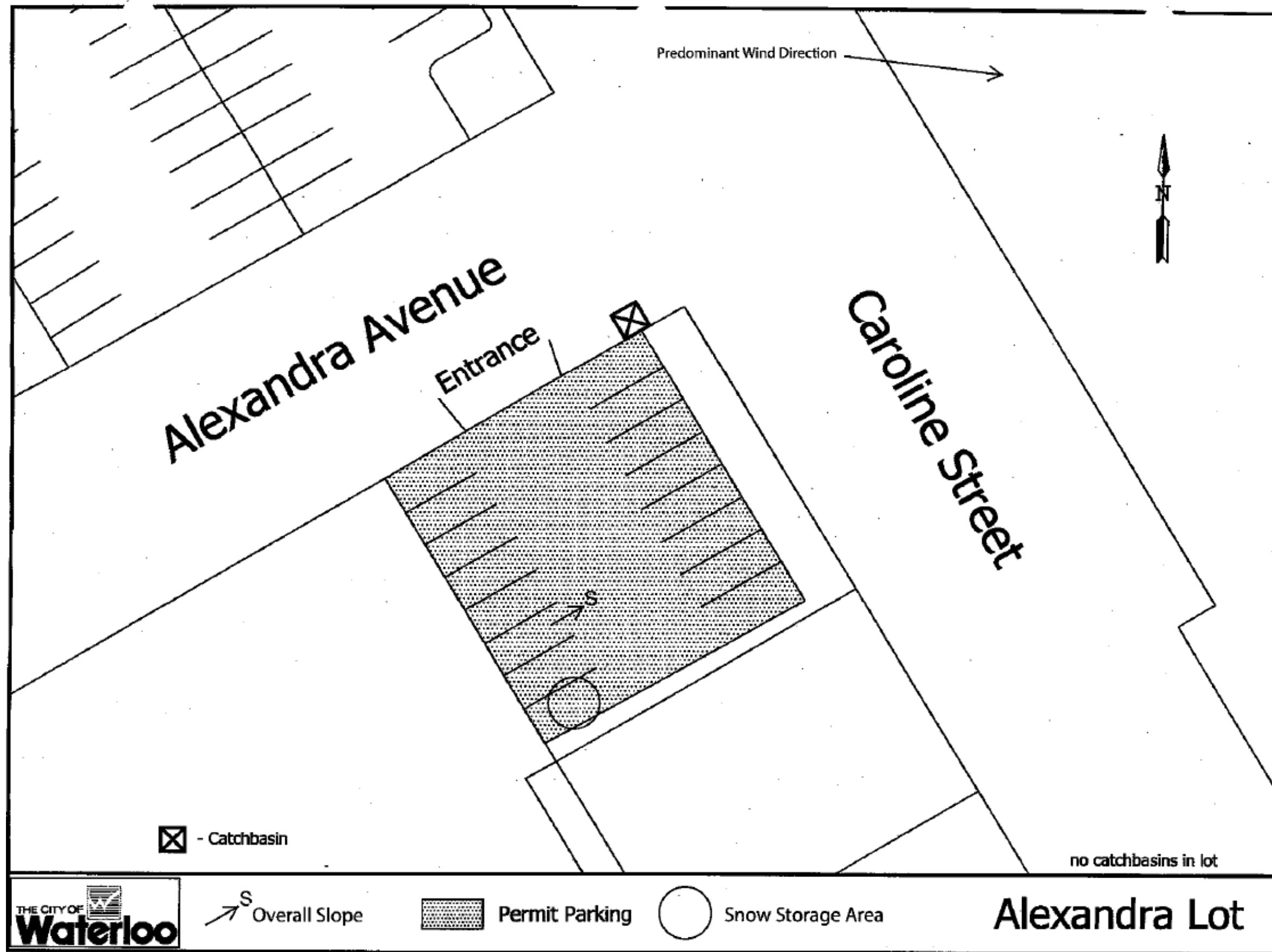
866m sq Parking Land Area



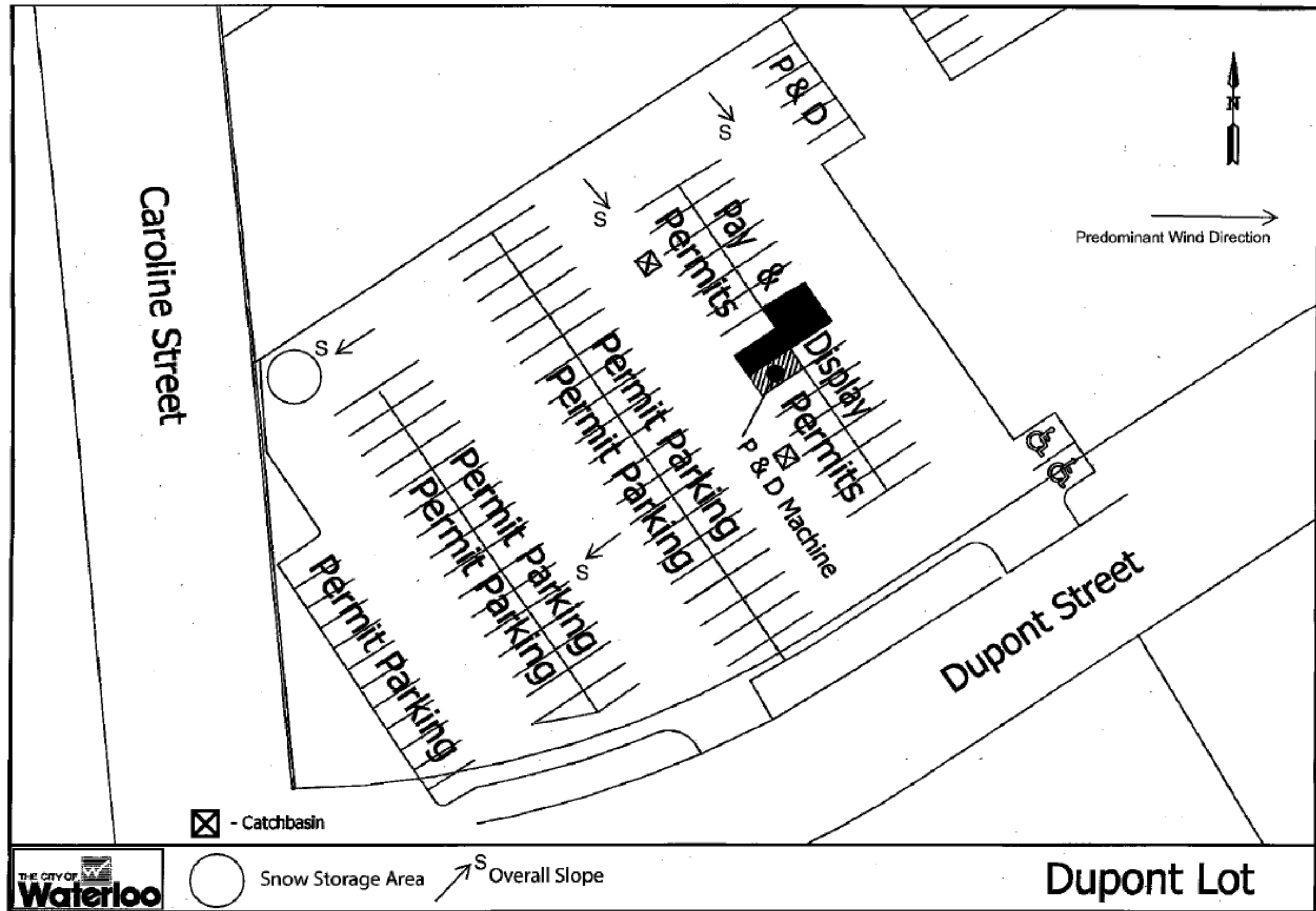
412m sq Parking Land Area

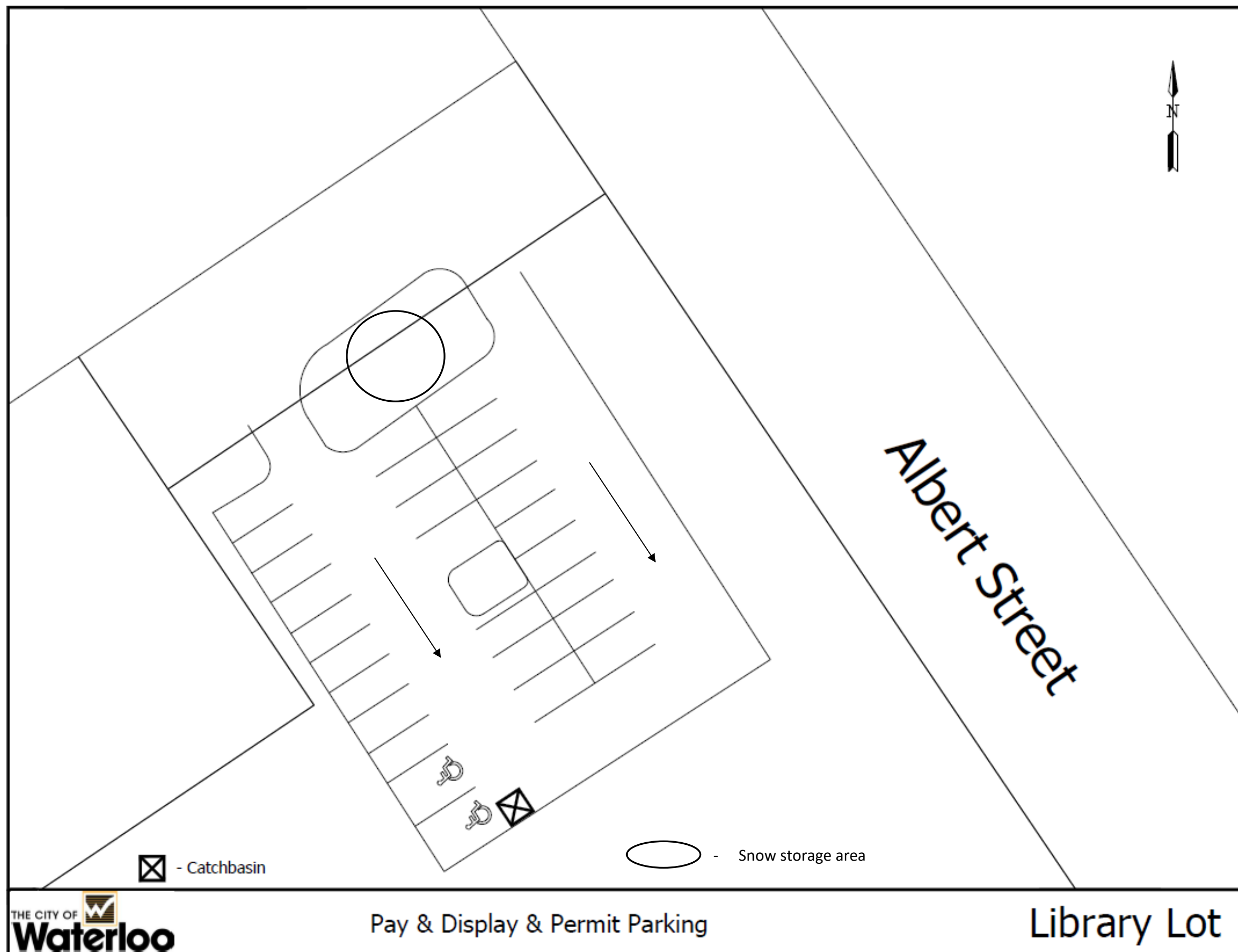


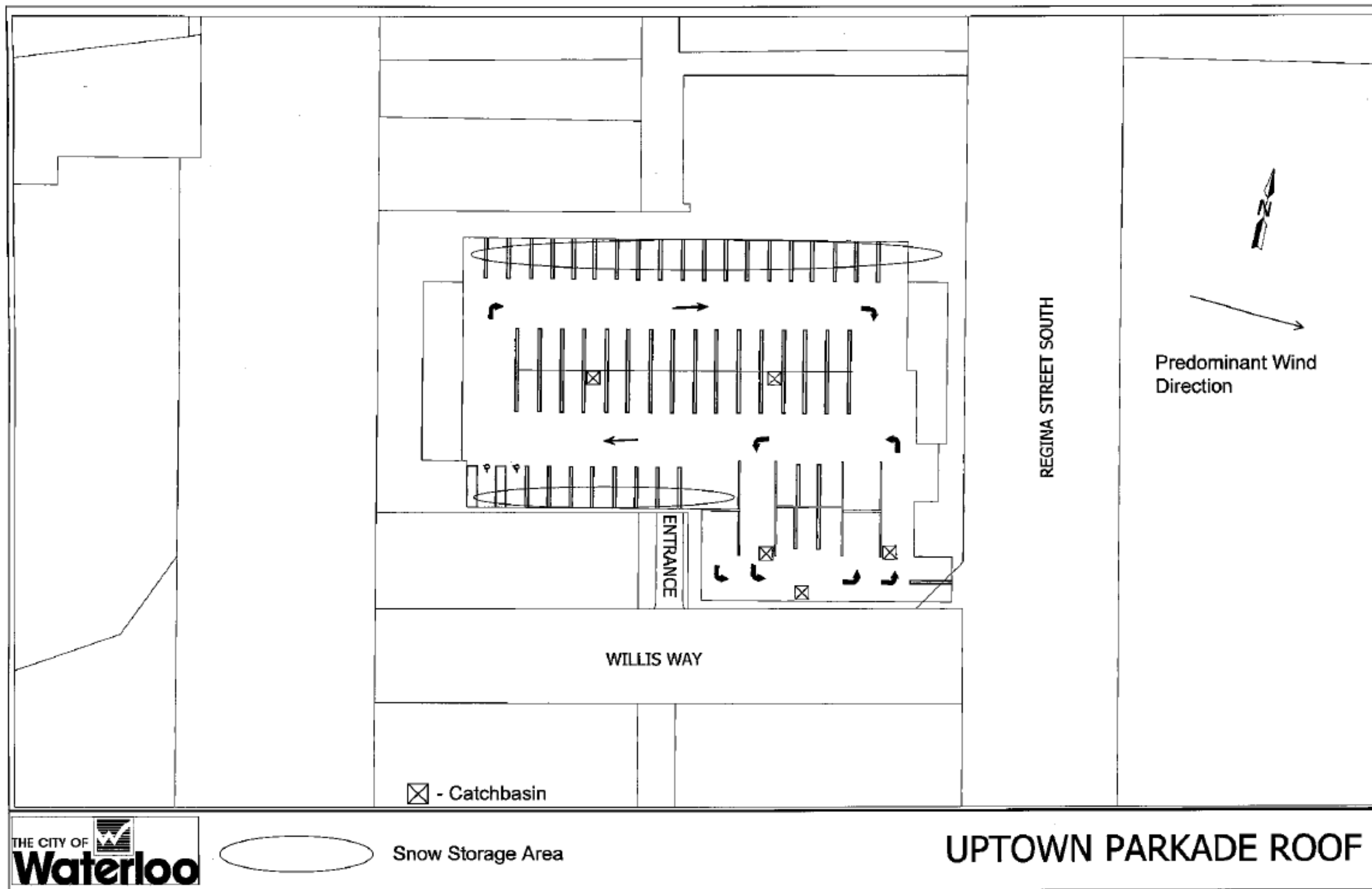




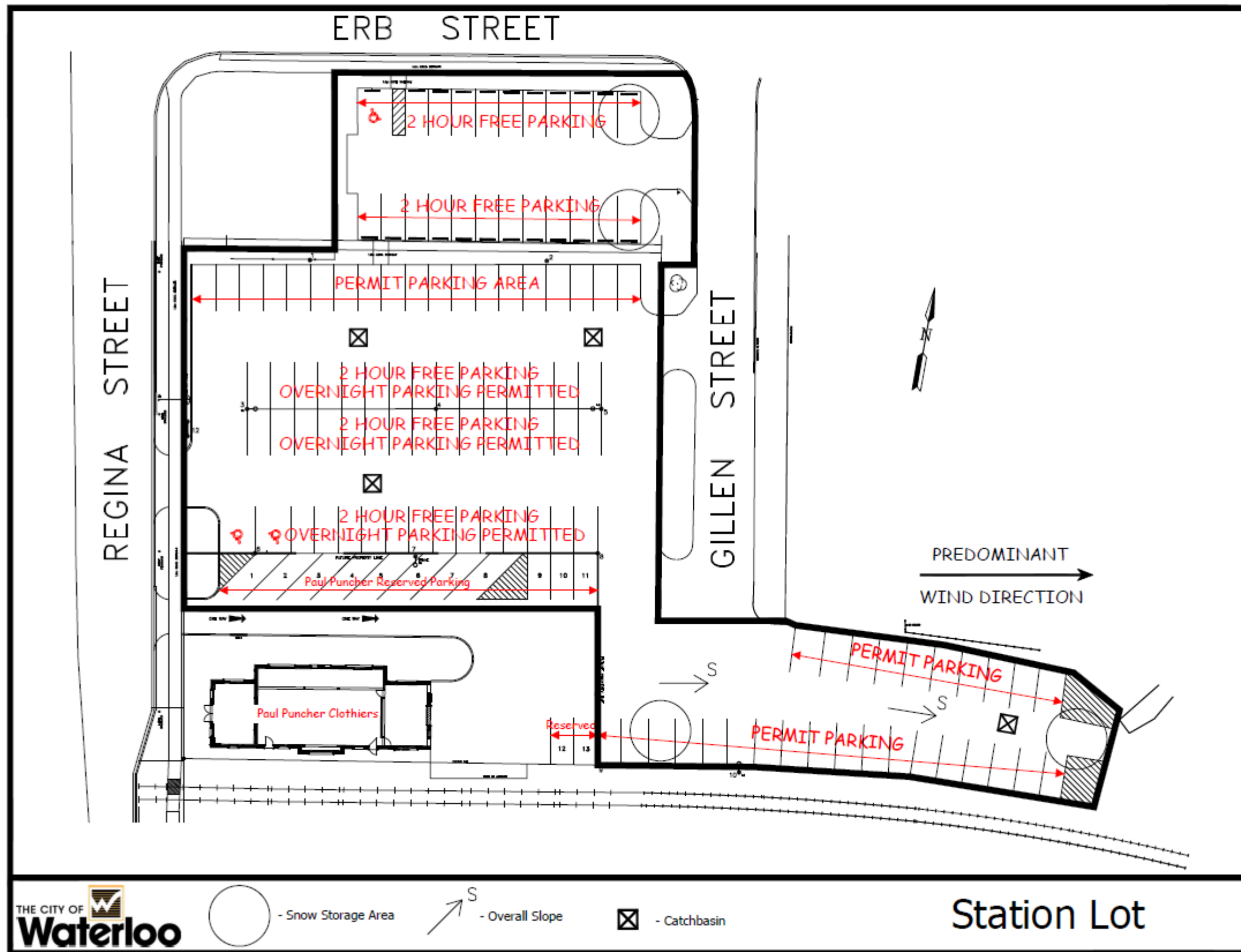
474m sq Parking Land Area

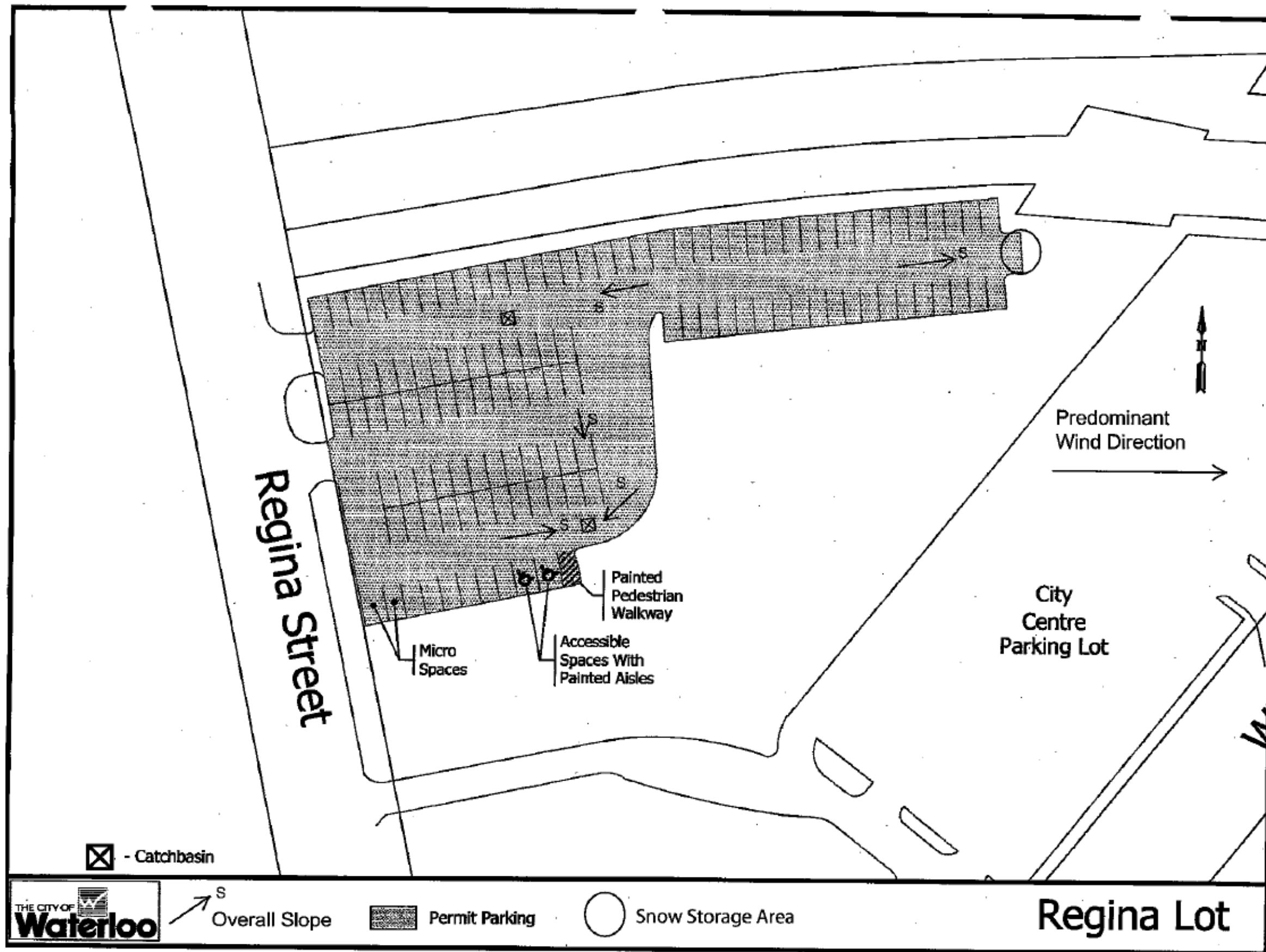


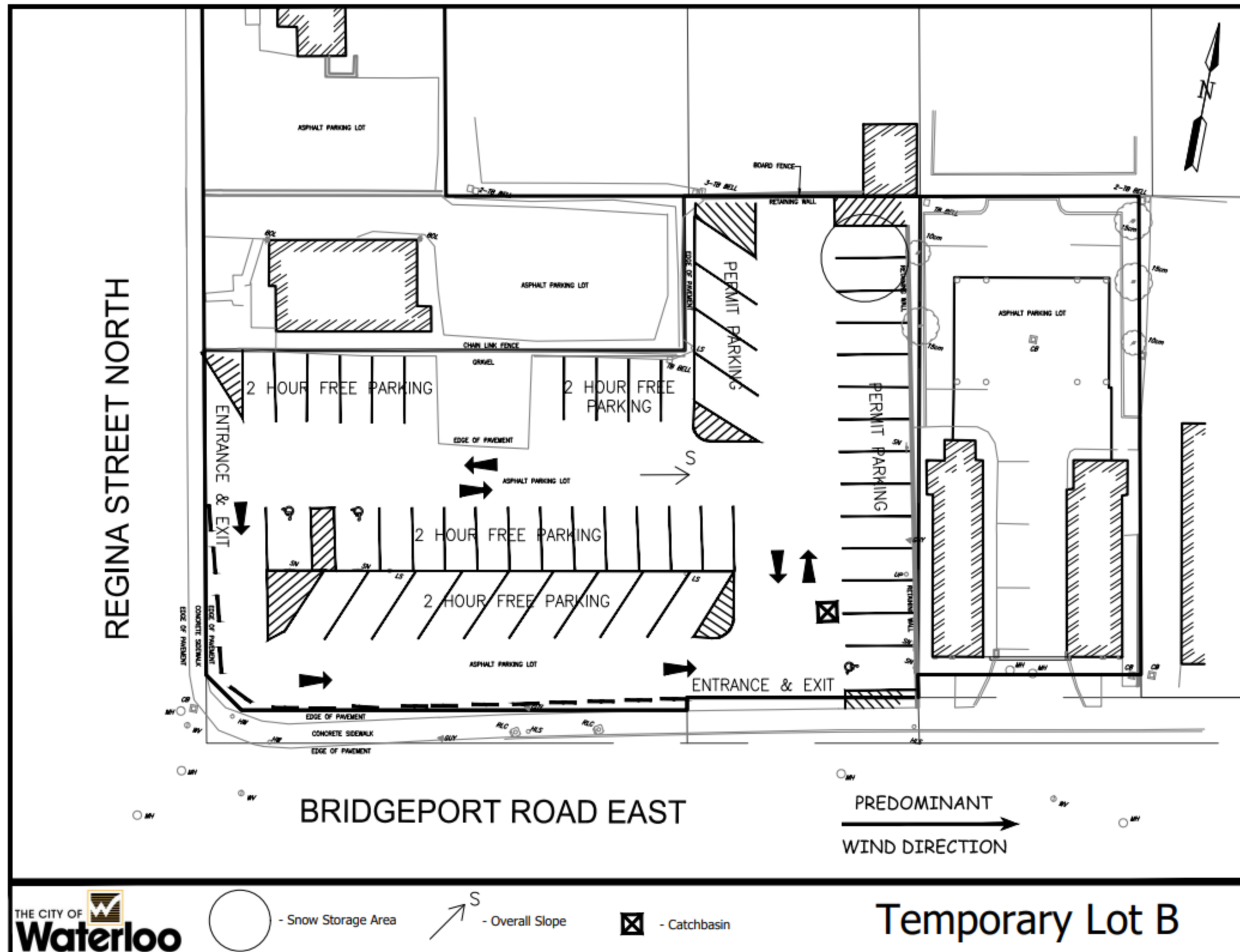


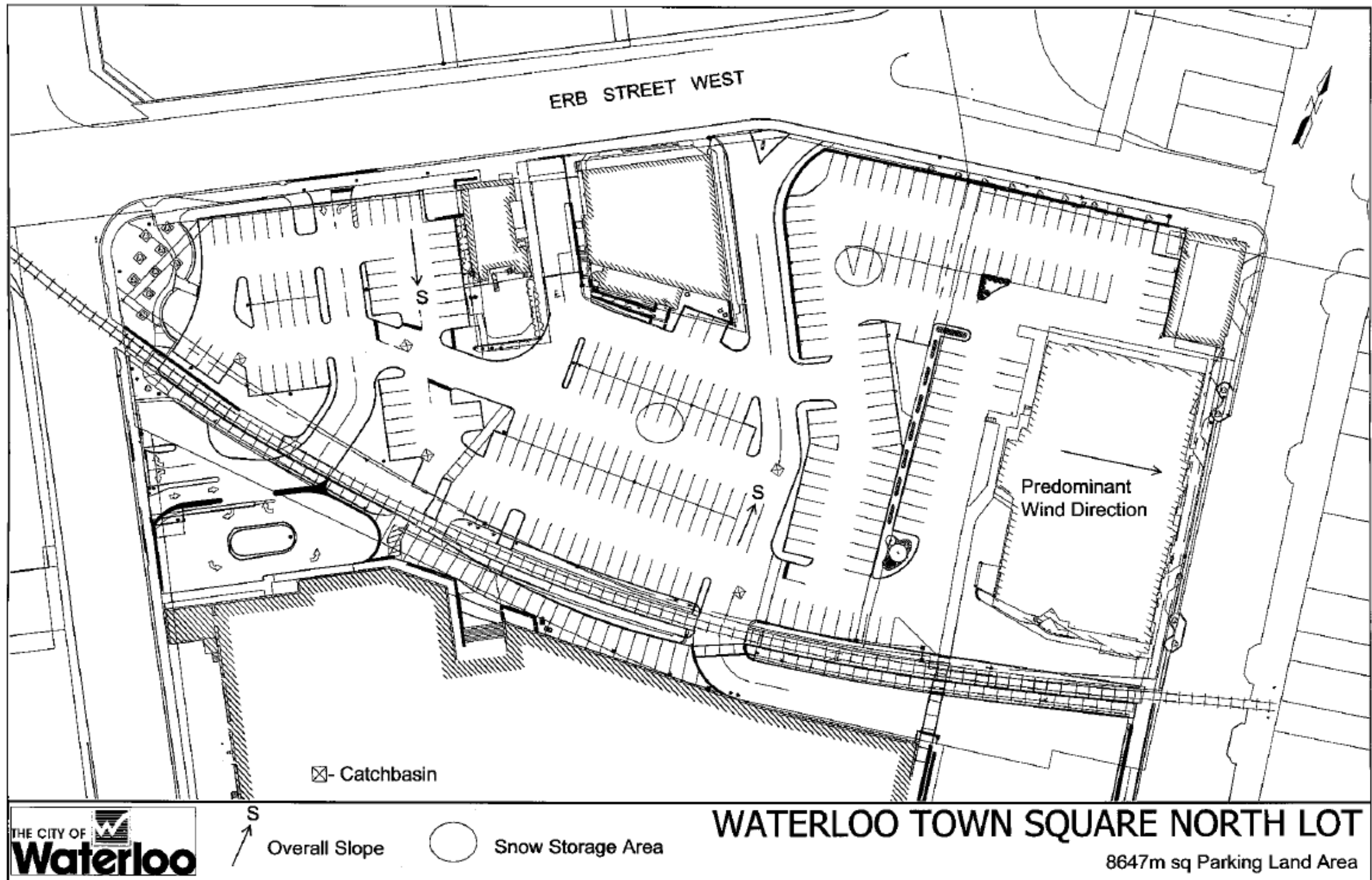


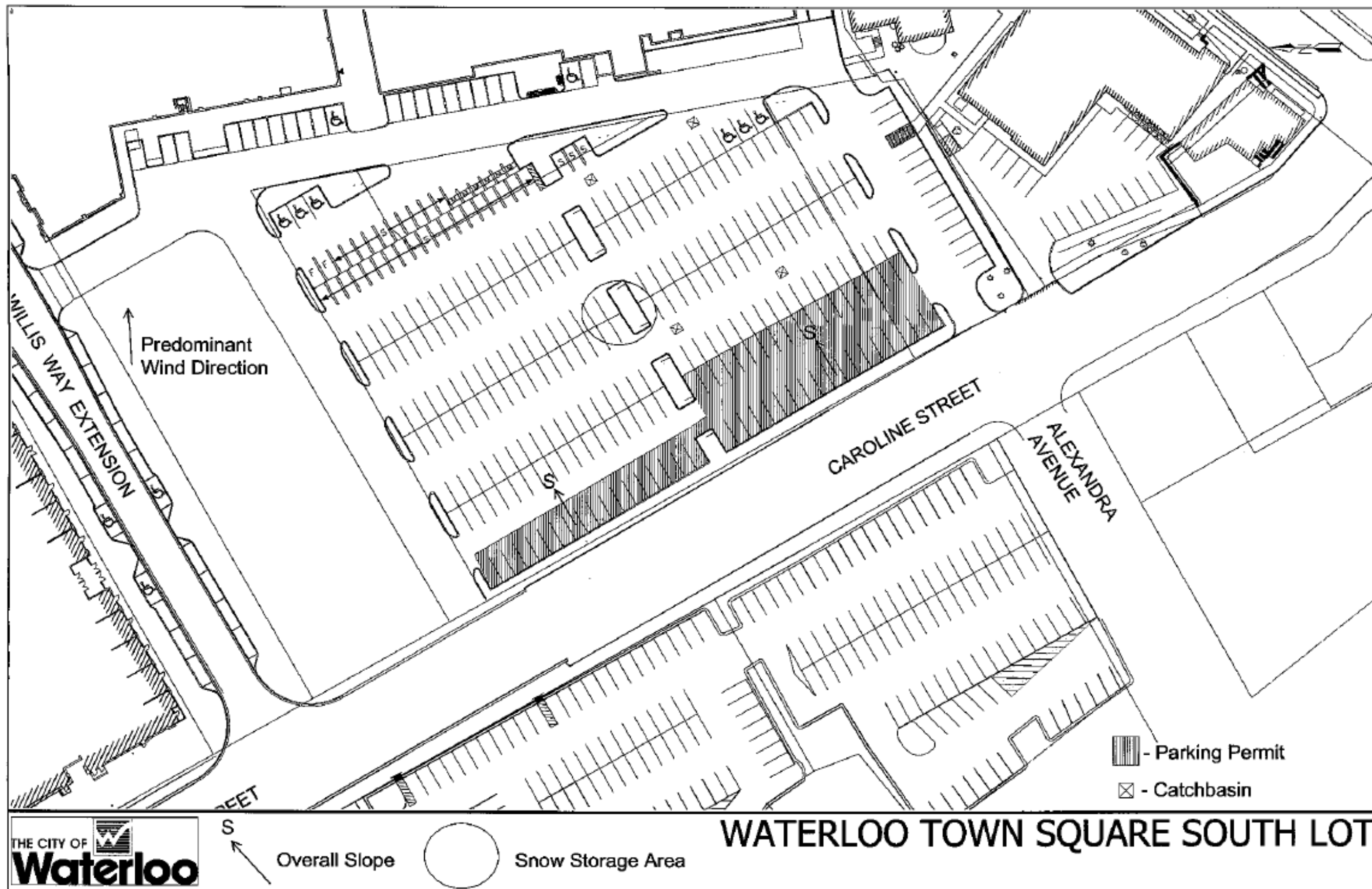
2390m sq Parking Land Area



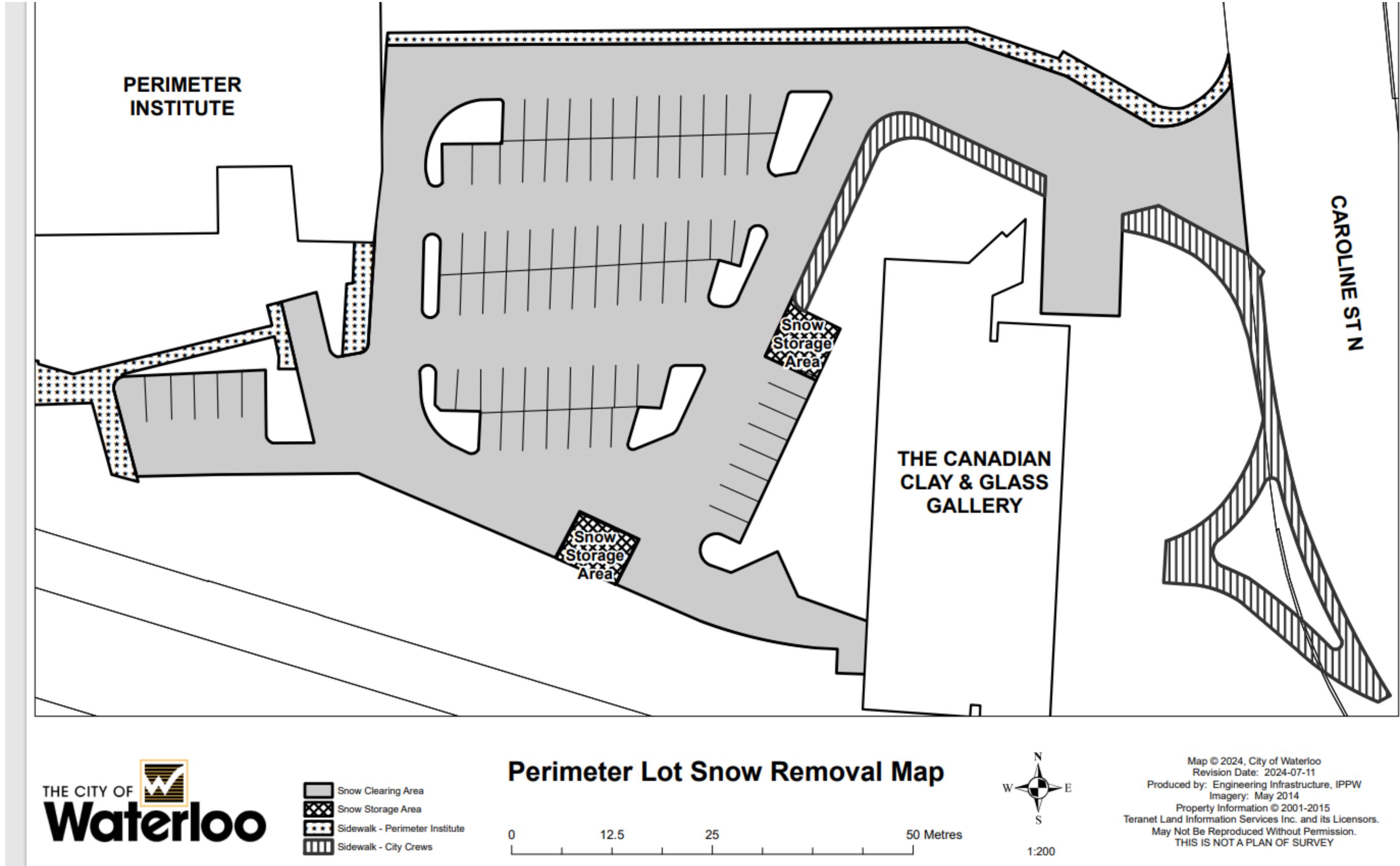








8728m sq Parking Land Area



Section 5

Table of Risk Management Practices

Risk Management Plan number: 10007

Version number: 03

Approval date (Month/Day/Year):

Initials: (Property/RMO) /

Part	Risk management practice	Status of activity	Describe action to manage activity Provide an attachment for explanations requiring additional space.	Documentation and record-keeping requirements	Planned practices expected implementation date
S.1	Property is Smart About Salt™ Certified	Not planned	In lieu of Smart About Salt™ property certification the practices and requirements contained in this Plan will be implemented to properly manage the winter maintenance activities on the property.		N/A
S.2	Individuals (employees and/or contractors) performing or supervising winter maintenance activities are Smart About Salt™ Trained	In place	Municipal staff person overseeing the winter maintenance activities on the properties by the contractor to be Smart About Salt™ certified. Winter maintenance contractors are to be Smart About Salt™ certified, and all staff working at the site are to be trained. Contractors and new staff performing winter maintenance are to be certified or trained prior to working on-site.	<input type="checkbox"/> Training records	In place
S.3	Maintain documentation of winter maintenance activities and employee training for five years	In place	Winter maintenance and training documents will be obtained from the contractor annually, or upon request. Documents are to be retained for the calendar year and an additional five years.	<input type="checkbox"/> Weather and site condition logs <input type="checkbox"/> Site assessments <input type="checkbox"/> Application records (incl. rate settings) <input type="checkbox"/> Spreader calibration logs <input type="checkbox"/> Salt and snow management protocols: application rates, snow plowing and storage	In place
S.4	Contract salt by unit price per event or lump sum per season	In place	Winter maintenance contract specifies salt billed by unit price per event or lump sum per season.		In place
S.5	Contract specifies that all winter maintenance activities are performed by persons who have successfully completed Smart About Salt™ Operator Training	In place	Winter maintenance contract specifies all winter maintenance activities are performed by persons who are Smart About Salt™ trained.		In place

Part	Risk management practice	Status of activity	Describe action to manage activity Provide an attachment for explanations requiring additional space.	Documentation and record-keeping requirements	Planned practices expected implementation date
S.6	Direct roof drainage away from paved areas, includes walkways and entrances	In place	Buildings are not present on the majority of properties with exception of the Uptown Waterloo Parkade property. Roof drainage on the parkade property is directed away from paved areas. Buildings adjacent to the Waterloo Town Square lots are not owned by the City of Waterloo, and the City is not responsible for clearing the paved areas immediately adjacent to the buildings.		In place
S.7	Maintain pavement to ensure impermeability, to allow for complete snow removal, and to prevent ponding	In place/Planned	Property supervisor and/or property owner to monitor pavement conditions annually, especially around catch basins, and make improvements as required (i.e. crack sealing). Parking lot resurfacing is planned in the capital budget as conditions dictate and funding becomes available.		In place
S.8	Close off areas not requiring maintenance during winter months	Not practical	Parking lots are designated for use by the public, and all areas are required for use during the winter months.		N/A
S.9	Clean up excess applied salt	In place	Where applicable contractor is to be notified to clean up excess applied and/or spilled salt and to assess application rate. Staff to be trained to recognize excess and/or spilled salt.	<input type="checkbox"/> Communication/training records	In place
S.10	Prepare and implement a maintenance strategy for temperatures below -10C, when salt is less effective	In place	The contractor must have and implement a maintenance strategy of sand and/or ice melters or de-icers for when temperatures are below effective working temperatures of salt (approximately -10 degrees Celsius).	<input type="checkbox"/> Maintenance strategy	In place
S.11	Remove areas of drifting snow	In place	Location in the uptown core along with surrounding trees and buildings minimizes drifting snow. Any drifting snow on site to be cleared via active maintenance by contractor staff.		In place

Part	Risk management practice	Status of activity	Describe action to manage activity Provide an attachment for explanations requiring additional space.	Documentation and record-keeping requirements	Planned practices expected implementation date
S.12	Store snow on a sufficiently-sized impermeable surface adjacent to a catch basin	In place	<p>Snow is temporary stored in parking lots on paved areas until staff is able to load snow out of the lots. Refer to maps in Section 4.</p> <p>Snow removal operations to prioritize parking lots located in higher vulnerability areas (William Lot, Herbert Lot, Caroline Lots), as well as those lots where snow is not piled adjacent to a catch basin. Weather conditions are to be monitored, and snow to be proactively removed prior to melt events.</p>	<input type="checkbox"/> Snow removal operation records	In place
S.13-S16	Salt Storage	Not applicable	Salt is not stored on the properties with exception of the Uptown Waterloo Parkade property. Salt stored on the parkade property is less than one tonne and therefore is not subject to Risk Management Plan requirements.		N/A
S.17-S23	Store and handling of liquid de-icers	Not applicable	Liquid de-icers are not stored on the properties.		N/A



**STAFF REPORT
Engineering Services**

Title: Wood Lily Park Concept Design (formerly West Side Natural Amphitheatre)
Report Number: IPPW 2025-009
Author: Emily Brown
Council Date: March 3, 2025
File: 240041
Attachments: N/A
Ward No.: Ward 2 – Northwest Ward

Recommendations:

1. That Council approve Staff Report IPPW 2025-009.
2. That Council approve the release of 2025 capital funding for the Wood Lily Park (formerly West Side Amphitheatre Implementation) project in the amount of \$528,000, as approved in the 2024-2026 Capital Budget (Ref#582).
3. That Council approve the preferred concept design for Wood Lily Park as outlined in Staff Report IPPW 2025-009 and direct staff to proceed with detailed design.

A. Executive Summary

The purpose of this report is to provide Council with an update and seek Council's approval of the preferred concept design for the park block located between the future Sundew Drive extension and Snowberry Court in Vista Hills, which was originally intended to be constructed as natural amphitheatre in accordance with the West Side Natural Amphitheatre Study and Master Plan.

The West Side Natural Amphitheatre Master Plan was approved by Council in 2002. However, existing site conditions have significantly changed since then and the recommendations of the 2002 Master Plan are no longer viable as the construction of an amphitheatre will result in encroachment within environmentally sensitive lands as well as lead to accessibility, safety and maintenance concerns.

2 Integrated Planning & Public Works

Three design concepts were prepared by the project team based on design parameters that were established in collaboration with internal staff (e.g. Planning, Parks, etc.) and presented to the public during a Public Information Centre that was hosted by the project team. Public engagement efforts culminated in further refinement of the preferred concept design and the selection of Wood Lily as the park name.

Subject to Council's approval of the preferred concept, the project team will proceed with detailed design and tender the work for construction in 2025/2026.

B. Financial Implications

The 2024-2026 capital budget, approved on February 12, 2024, includes \$528,000 in funding for 2025, for non-routine capital project Wood Lily Park (formerly West Side Amphitheatre Implementation), Ref#582, funded from the Parkland Dedication Reserve (PUB-Gen Reserve Fund). Approved funding is available to be released, as per this report.

It is noted that there is an existing cost-share agreement with the Developer, which outlines the costs to be covered by the Developer and the City.

C. Technology Implications

There are no technology implications with respect to this report.

D. Link to Strategic Plan

(Strategic Priorities: Reconciliation, Equity, Accessibility, Diversity and Inclusion; Environmental Sustainability and Climate Action; Complete Community; Infrastructure and Transportation Systems; Innovation and Future-Ready)

(Guiding Principles: Equity and Inclusion; Sustainability; Integrity; Workplace Wellbeing; Community-centred; Operational Excellence)

This report is linked to the Environmental Sustainability and Climate Action, Complete Community, and Infrastructure and Transportation Systems Objectives in the Strategic Plan.

E. Previous Reports on this Topic

DS-02-39 – West Side Natural Amphitheatre Study

DS-02-74 – West Side Natural Amphitheatre Study



Wood Lily Park Concept Design (formerly West Side Natural Amphitheatre) IPPW 2025-009

Background

The park block is located between the future Sundew Drive extension and Snowberry Court and was originally intended to be constructed as natural amphitheatre in accordance with the West Side Natural Amphitheatre Study and Master Plan. The land is currently unmaintained and naturalizing. There is a footpath leading to the adjacent Forested Hills ESPA 19 and a natural landform known as a “kettle hole” which offers steep grade change from the top of the park down into the ESPA. Figure 1 illustrates the location of the park block.

The West Side Natural Amphitheatre Study and Master Plan was conducted and approved by Council in 2002 to determine possible uses for this land including the kettle hole feature. The original vision included a switchback trail leading to a rock platform to be used as a music/ education/ festival space at the bottom of the slope, informal seating along the hillside, a parking lot for visitors and a trail connection to the West Side Trail System.

Design Process

Existing site conditions have changed since the 2002 Master Plan. There has been substantial tree growth and the ESPA forest edge has expanded into the park block. Approximately half of the previous slope feature is now treed with extensive woody vegetation present. Black locust, an invasive, colonizing species that thrive on disturbance is now a dominant species on the slope. The footpaths and trails shown on the 2002 Master Plan either no longer exist and/or are drastically different than they were over 20 years ago. The trail at the bottom of the slope where the original switchback was intended to connect to is no longer present and has naturalized over time.

Through review of existing site conditions and constraints, it became clear that the recommendations of the 2002 Master Plan were no longer viable as the construction of an amphitheatre will result in encroachment within environmentally sensitive lands as well as lead to accessibility, safety and maintenance concerns.

Challenges to implement the original design are as follows:

4 Integrated Planning & Public Works

- Invasive Black Locusts will be a significant challenge to remove/control/prevent reestablishment, especially with the proposed no-mow naturalized slopes noted on the 2002 Master Plan.
- If constructed as per the Master Plan, the intended meadow would likely become treed (with invasive Black Locust) without continual management.
- The slope is too steep and will be a challenge to maintain for operations staff.
- Ecological enhancement would benefit the natural environment and ESPA. Over time, it is expected that Black Locust will be outcompeted by native tree species.
- Disturbance to the ESPA would be required to create trail connections from the bottom of the bowl.
- The accessible path (switchback trail) to the bottom of the slope would end there, as there is limited accessibility within the ESPA (trails are all dirt footpaths, some with steep slopes and obstacles).
- Accessible switchback would consume about half of the natural geological feature to achieve minimum AODA compliance.
- There are safety concerns due to lack of visibility into the site and potential entrapment at the bottom of the switchback (dead end path). The 2002 Master Plan does not follow Crime Prevention Through Environmental Design (CPTED) principles.

To minimize encroachment within environmentally sensitive lands, provide a sustainable and safe park, the following design parameters were established in collaboration with internal staff (e.g. Planning, Parks, etc.), the developer and their consultant:

- Provide accessible trail connections within the upper portion of the new park
- Do not disturb the kettle hole natural feature
- Enhance the ESPA edge with native tree and understory species
- Incorporating a park feature to compensate for not developing the switchback and amphitheatre feature is important and should be based on neighbourhood input
- The park will not be programmed by the City
- A large parking lot may no longer be needed

Using the above design parameters and considering the 2002 Master Plan, the consultant then prepared three alternative concepts.

Evaluation of Alternatives and Public Feedback

City staff and consultant representatives hosted an in-person Public Information Centre (PIC) on October 16th, 2024 to present and receive input from the neighbourhood on the following three concepts, including a name for the park, type of site furnishings and amenities. Written feedback from residents were also received through the ward councillor.

- Concept 1 Passive Trailhead – some similarities with the 2002 Master Plan including a parking lot with 20 parking spaces and a pollinator garden

5 Integrated Planning & Public Works

- Concept 2 Community Space – includes a parking lot with 12 parking spaces and a community garden
- Concept 3 Small Active Recreation Hub – includes a fitness station, layby or on-street parking and 2 Pickleball courts (multi-use court)

All three concepts include trailhead kiosk, lookout, covered seating or small gathering space, accessible trail connection to existing and future trails and tree planting.

Residents attended the PIC and provided valuable feedback to the project team for consideration. Most attendees preferred Concept 3 with minor alterations and were in favour of the park being named Wood Lily Park.

Preferred Alternative

Concept 3 was further refined to reflect feedback received from the PIC.

The proposed park design for Wood Lily Park can be described as a small active recreation hub that is along an important trail in the neighbourhood. The trailhead will include 3.0m wide accessible asphalt trail that connects to the existing trail from Autumn Willow Park to future trail behind new residential lots, and to the Forest Hills trail system. Also proposed is a lookout toward the natural kettle hole feature with interpretive signage about the natural landform. There will be a small gathering space and a covered seating area. This could be used as a meeting point along the trail, a picnic location for families, or a space to rest that is near the active recreation features as well.

A space for fitness equipment and one full size tennis court is proposed. There will be other standard park features including benches, bike racks and park signage. Native tree planting will be provided throughout the park to provide shade and help screen views and to enhance the ESPA edge.

Overall, the newly designed Wood Lily Park will be an asset to the community and environment that will be aligned with the City's Strategic Objectives of Accessibility, Environmental Sustainability and Climate Action, Complete Community, and Infrastructure and Transportation Systems Objectives in the Strategic Plan.

Financial Implications

The 2024-2026 capital budget, approved on February 12, 2024, includes \$528,000 in funding for 2025, for non-routine capital project Wood Lily Park (formerly West Side Amphitheatre Implementation), Ref#582, funded from the Parkland Dedication Reserve (PUB-Gen Reserve Fund). Approved funding is available to be released, as per this report.

6 Integrated Planning & Public Works

It is noted that there is an existing cost-share agreement with the Developer, which outlines the costs to be covered by the Developer and the City.

Future completion of this park will utilize funding as per the approved capital budget Ref#582 and released through this report approval.

Table 1: Funding and Estimated Costs:

Description	Approval Date	\$ Amount*
FUNDING:		
Funding Project 240041 - 2025 (Ref#582)	Feb 12, 2024	\$528,000
Total Funding		\$528,000
PROJECTED EXPENDITURES:		
City Overhead		\$26,400
Wood Lily Park (formerly West Side Amphitheatre) construction		\$501,600
Total Projected Expenditures		\$528,000
BALANCE:		\$0

*Note: non-recoverable portion of HST included

Next Steps

Subject to Council's approval of the preferred concept, the project team will proceed with detailed design and tender the work for construction in 2025/2026.

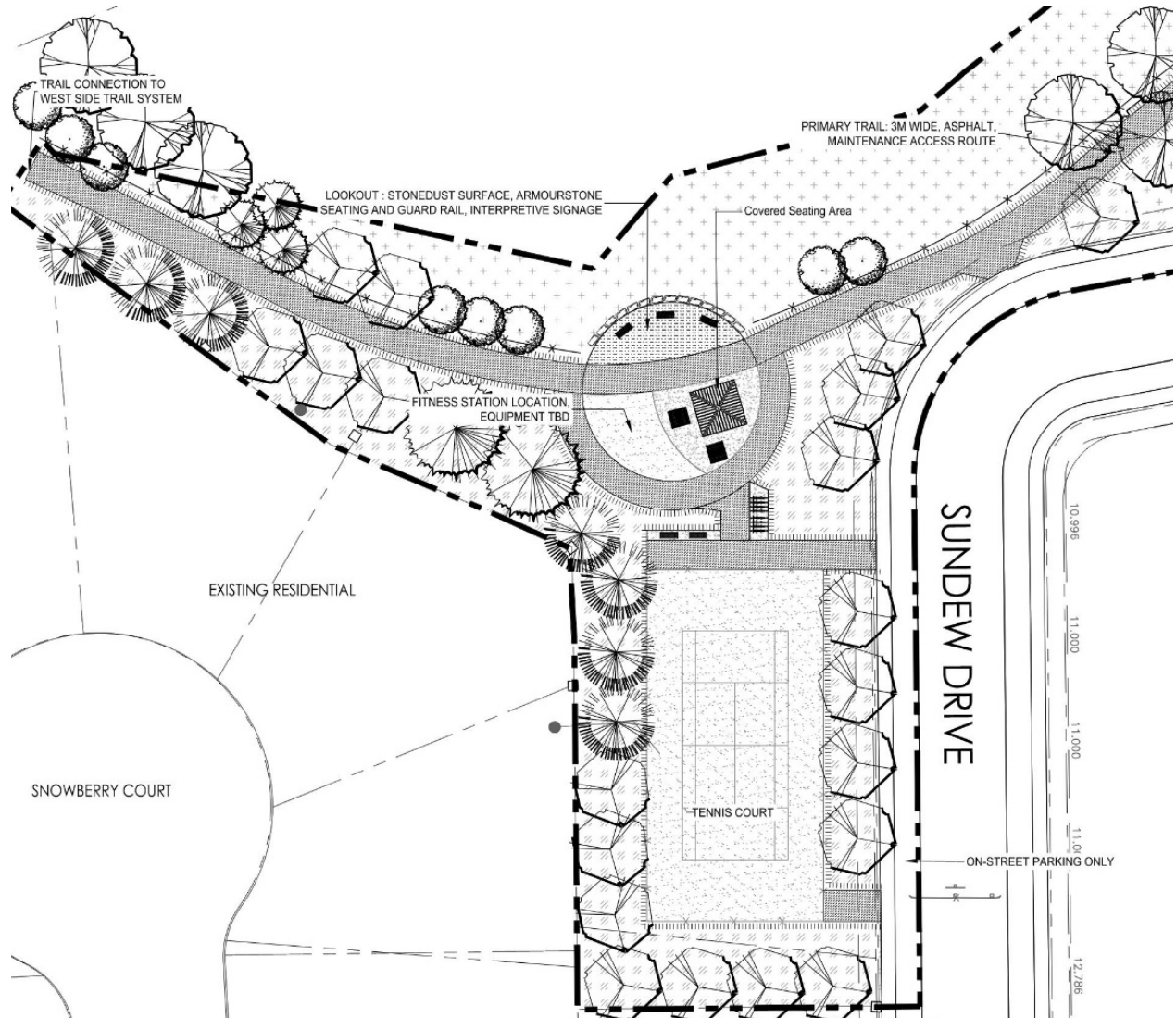
Figure 1: Park Block

Figure 1 below shows the location of the future Wood Lily Park.



Figure 2: Concept Design Close-Up

Figure 2 below shows a close-up of the preferred concept design for Wood Lily Park.





STAFF REPORT
Economic Development

Title: Parking Permits by License Plate
Report Number: CAO2025-007
Author: Christine Tettman, Christopher Mulhern, Julie Koppeser
Council Date: March 3, 2025
File: N/A
Attachments: N/A
Ward No.: City Wide

Recommendations:

1. That CAO2025-007 be approved.
2. That Council approve unbudgeted funding in the amount of \$50,000 in 2025 and \$50,000 in 2026 from the Parking Reserve Fund to fund the annual cost of a parking permit and hourly paid parking online solution.
3. That Council direct staff to incorporate the ongoing annual cost of a parking permit and hourly paid parking online solution as part of the 2027 budget cycle.

A. Executive Summary

The City operates off-street parking in the Uptown and on-street parking City wide and offers a mixture of parking options in these locations including paid permit parking, temporary on-street permit parking, 'no charge' hourly parking and some paid hourly parking.

Monthly permit parking and temporary on-street parking are currently managed by issuing physical hang tag permits that must be displayed in parked vehicles. This process requires numerous points of contact for the customer and a trip to a City facility to pick up the physical tag. The customer then may need to make another physical trip to a City facility to return the tag to cancel the permit. Payment of hourly parking fees is made through a mobile app or at a pay station.

Parking enforcement methods vary based on the type of parking. Parking enforcement officers must check vehicles for permit tags and verify the tag is valid for the location and timeframe where tags are issued. For hourly parking enforcement officers must visit the site to chalk tires and for paid hourly parking must look for a pay and display receipt in the vehicle or check the vehicle's

license plate to determine if additional parking time has been purchased through an online platform.

The existing process requires multiple touch points for customers, a physical trip to a City facility and the staff time of several City departments. To improve the customer experience, the City's Digital and Web Services team has been leading a project to launch a self-service parking app that would allow customers to apply for, renew and manage their parking permits online. This process involved issuing a Negotiated Request for Proposal (NRFP) which resulted in information on possible solutions.

Existing solutions in the market would offer numerous efficiencies to the customer, City administrative processes and to parking enforcement. Among these efficiencies are the elimination of the need for customers to make a physical trip to a City facility, a reduction in back and forth emails with customers, the elimination of manual tracking of user information and a reduction in the number of monthly parking invoices issued. Market solutions would also result in enforcement efficiencies with the integration of license plate readers with officers' mobile devices eliminating the need to check for a physical tag, chalk tires or verify parking across multiple platforms. These advancements would improve operational efficiency and enhance the user experience for residents and visitors.

During the procurement stage, staff completed security and privacy pre-assessment of proposed solutions. As a condition of the award of contract, the successful proponent will be required to cooperate with City staff on conducting a security and privacy impact assessment. The City is committed to protecting the privacy of individuals and securing their personal information.

B. Financial Implications

While it is anticipated that increased parking compliance would result in increased revenue, it is difficult to estimate the impact at this time. For this reason, staff are requesting funding for a two-year implementation and discovery phase to help quantify this revenue potential. There would be potential for increased parking revenue through offering different time durations for parking permits and through the possibility of opening up longer term parking spaces to the different time duration options. Merchant bank fees would be incurred by the City on funds remitted electronically.

The annual cost of an existing external solution is estimated at \$50,000 that is currently unbudgeted. The Parking Enterprise, Municipal Enforcement, Transportation Services and Facilities will use various aspects of the solution and efficiencies will also be gained in parking enforcement however it's unknown at this time what each area's proportionate use will be.

Staff are recommending initial funding for a two-year implementation and discovery phase be funded \$50,000 in 2025 and \$50,000 in 2026 from the Parking Reserve

Fund. Data from the first two years will be utilized to determine the usage of each division and, as part of the 2027 budget cycle, an ongoing request to support the annual cost of the solution will be brought forward for Council's consideration that will reflect an allocated operating cost to each division for their proportionate share. The Parking Reserve Fund (City Parking Infrastructure program) projected 2025 ending balance is \$753,000 and the projected low point is \$684,000 in 2026, therefore the reserve fund can support this request. It is not anticipated that this unbudgeted request will impact 2025 or 2026 parking permit or hourly rates.

C. Technology Implications

This report requests funding to purchase an existing external technical solution.

D. Link to Strategic Plan

(Strategic Priorities: Reconciliation, Equity, Accessibility, Diversity and Inclusion; Environmental Sustainability and Climate Action; Complete Community; Infrastructure and Transportation Systems; Innovation and Future-Ready)

Transportation Systems, Innovation

(Guiding Principles: Equity and Inclusion; Sustainability; Integrity; Workplace Wellbeing; Community-centred; Operational Excellence)

Operational Excellence – We provide fiscally responsible, exceptional service that meets the needs of residents, partners and equity deserving groups, employees, and volunteers of the city.

Innovation and Future-Ready – Demonstrate resiliency and readiness to do things differently, address social developments and integrate new ideas through collaboration with key partners while continuing to grow a diversified economy and innovation ecosystem.

E. Previous Reports on this Topic

N/A



Parking Permits by License Plate CAO2025-007

Background

The City operates 14 surface parking lots and two levels of parking in the Uptown Waterloo Parkade within the Uptown core and on-street parking city wide. These parking options serve various user groups and are a mixture of paid permit parking, temporary on-street permit parking, 'no charge' hourly parking and some paid hourly parking. There are three departments within the City's organizational structure that address various aspects of parking. The management of off-street parking falls under the Economic Development division, on-street parking is managed by the Transportation Services division and parking enforcement is managed by the Municipal Enforcement division.

The City currently operates its monthly permit parking system by issuing physical hang tag permits to customers and customers are required to display these tags in their vehicles. After contacting the City to arrange for a parking permit, customers must then come to a City facility to pick up the physical hang tag. Payment options for parking permits include paying in person when picking up the permit, providing pre-authorized payment information in the circumstances of an ongoing permit or businesses can opt to be invoiced monthly for parking permit fees. To cancel a monthly parking permit the customer must return the hang tag to the City. Hourly parking is paid for by the customer through a mobile app or at a pay station.

The City's Municipal Enforcement division is responsible for enforcement of on-street and off-street parking. In instances where permit hang tags have been issued, parking enforcement officers must look for the tag in the vehicle and verify the tag matches the location the vehicle is parked and is valid for the current timeframe. To enforce hourly parking, enforcement officers must use three different methods depending on the type of parking. For pay and display parking, enforcement officers need to check the vehicle dashboard for a valid pay and display receipt. For hourly no charge parking, enforcement officers need to visit the site, chalk vehicle tires and return to the site at a later time to see if the vehicle is still parked. If the vehicle is parked in an area where an extension to the parking time can be purchased, officers then must check the app to see if the vehicle has purchased additional parking time.

Parking by License Plate

The process of issuing physical hang tag parking permits requires numerous points of contact for the customer, a physical trip to a City facility to pick up the permit, and another trip to cancel it should it no longer be needed. The parking permit process also potentially

requires staff time from each of these City departments: Department of the CAO (Economic Development – Parking Enterprise), Corporate Services Department (Revenue Services) and Integrated Planning and Public Works Department (Transportation Services).

The City is also seeing a change in parking permit needs as a result of more businesses offering employees remote work arrangements. With remote working, people can visit family and friends over the summer or during various holidays for a longer period of time because they can still work, and this may result in different parking need durations such as one or two weeks. The current system isn't set up for ease/flexibility to facilitate this type of arrangement.

To improve the customer experience, the City's Digital and Web Services team has been leading a project to develop and launch a self-service parking permit app that would allow customers to apply for, renew and manage their parking permits online. Parking permits would be tied to the vehicle license plate number with the ability for the customer to change the license plate number tied to the vehicle in real time if they were driving an alternate vehicle for a day and parking enforcement would be conducted by verifying parking permits issued against license plate information. The initial stage of the project evaluated building an internal solution, however, the timeline for the development of this would be quite extensive and the decision was made to work through the Negotiated Request for Proposal process (NRFP) to determine if there was an existing solution available in the market. The NRFP process has resulted in information on possible solutions that would improve the customer experience and meet the needs of the City's current parking program section, transportation division and municipal enforcement division.

Permit and Hourly Parking Efficiencies

The NRFP process yielded information on solutions that would allow individuals to purchase permits, businesses to purchase permits for their employees (larger user groups), contractors to purchase temporary permits for use during construction projects, the City to provide temporary on-street permits during City construction and residents to purchase temporary permits during times of driveway construction. Permits would be tied to license plate numbers with the ability for the customer to change the license plate number tied to the vehicle in real time if they were driving an alternate vehicle for a day. Some of these solutions also pair with an hourly parking permit app that would allow customers to purchase additional parking time beyond the no charge parking timeframe provided similar to what the City offers now.

The customer experience would be improved by implementing a solution with this functionality. This type of solution would reduce the numerous touch points with different City staff to purchase a permit and eliminate the need for a physical visit to a City facility to pick up a permit tag. The overall customer experience would be simplified and there would be decreased frustration with wait times.

Administrative and staff time efficiencies that would be realized on the City side with this type of solution include reduced back and forth emails with customers, the elimination of manual tracking of vehicle and customer data and a reduction in monthly parking invoices issued. It would eliminate the need to gather banking information for pre-authorized payments and the need to purchase physical tags.

A system with greater flexibility would allow the City to provide different permit options for customers. For example, permits valid for durations of a few days or a few weeks could be made available. Day permits could be made available in parking lots with permit parking capacity which could provide parking to attendees of an event. Utilizing vacant permit spaces in this manner could help facilitate events in the Uptown while not detracting from the hourly parking supply used by customers of Uptown businesses and would also allow the City to make more efficient use of its parking assets.

Efficiencies for Municipal Enforcement Officers

The implementation of a new solution would allow the integration of automatic license plate readers with officers' mobile devices and is expected to significantly improve enforcement efficiency. With a new solution offering this type of integration, officers would no longer need to physically inspect vehicles for hang tags, chalk tires, or verify parking permits across multiple platforms. Instead, plates would be scanned and instantly cross-referenced against a permit database, streamlining enforcement efforts.

This solution with this type of capability would enable officers to cover larger areas in less time, improving enforcement consistency and allowing officers to focus on higher-priority tasks, such as addressing parking violations in areas with high turnover such as surface lots in the Uptown. Additionally, a centralized database and mobile integration would provide real-time data for enforcement decisions, minimizing manual processes and administrative burdens for staff. This would be particularly useful in paid permit lots, enabling enforcement staff to address permit violations promptly. These advancements would not only improve operational efficiency but also enhance the overall user experience for residents and visitors accessing the City's parking services.

Financial Implications

The revenue impact of a new solution is difficult to determine at this time. For that reason, staff are requesting funding for a two-year implementation and discovery phase which will help to quantify this revenue potential. Enforcement efficiencies are anticipated to result in increased parking compliance, which would increase revenue for all permit types. During implementation, there may be a period of increased enforcement revenue until compliance through the purchase of parking permits increases.

There is the potential to increase revenue by offering parking permits with different time durations. Fees for these options would be brought forward to Council with the 2026 Parking Rate Report in the fall of 2025. There would be a decrease in revenue as a result of merchant bank fees incurred on funds remitted electronically. Hourly parking revenue

is expected to remain similar to current levels as patrons would continue to have the option to purchase parking time through an app or at a pay station and merchant bank fees are already being incurred on funds paid through the mobile platform.

Capital funding of \$11,000 was approved through the 2024 capital budget to build an internal solution (ref#123), however, the shift to purchasing an existing external online solution will result in an annual operating cost, estimated at \$50,000 per year, that is currently unbudgeted. The permit parking aspect of the solution will be used by the Parking Enterprise for the various Uptown lots, Transportation (for on-street spaces) and by Facilities for the parking options in the City Centre Lot. Efficiencies will also be gained in parking enforcement.

As part of the 2027 budget cycle, an ongoing budget request to support the annual cost of the solution will be brought forward for Council's consideration, with a share of the operating costs associated to each impacted division according to the division's proportionate use/benefit of the new technology and the benefits to the division realized through its use.

For 2025 and 2026, because each areas proportionate use is unknown at this time, staff are recommending the initial funding for a two-year implementation and discovery phase, be funded \$50,000 in 2025 and \$50,000 in 2026 from the Parking Reserve Fund. Data gathered in the first two years of use will be utilized to determine the proportionate divisional support. The Parking Reserve Fund (City Parking Infrastructure Program) projected 2025 ending balance is \$753,000 and the projected low point is \$684,000 in 2026, therefore the reserve fund can support this request. No impact to 2025 or 2026 Parking rates is anticipated as a result of this unbudgeted request.

The 2025 Restated Capital Budget includes \$44,000 in approved capital funding for parking lot sign replacement (ref#112) which will be used to upgrade parking lot signage with information related to the new solution.

Privacy and Future Integration

The City is committed to protecting the privacy of individuals and securing their personal information. City staff ensure that protection measures are embedded into City programs, projects, and technology. During the procurement stage, staff completed security and privacy pre-assessment of proposed solutions. As a condition of the award of contract, the successful proponent will be required to cooperate with City staff on conducting a security and privacy impact assessment for the parking management solution.

The ability for two-way integration between a permit application with a variety of digital systems will help to make parking permit processes future-ready. Going digital enables integration with existing ticketing and screening systems for Municipal Enforcement Services and provides opportunities to innovate for improved customer service, eased operations for road construction projects and optimized parking management. Future

uses would depend on community needs and compliance with security and privacy policies.



STAFF REPORT
Facility Design & Management Services

Title: Award of RFP24-25 – Consulting Services for the Implementation of Fire Master Plan Recommendations
Report Number: COM2025-005
Author: Michael Kuebler, Senior Project Manager, Facility Design and Management Services
Council/Committee Date: March 3, 2025
File: N/A
Attachments: N/A
Ward No.: All Wards

Recommendations:

1. That Council approve report COM2025-005.
2. That Council approve the award of RFP24-25 – Consulting Services for the Implementation of Fire Master Plan Recommendations to John MacDonald Architect for the submitted price of \$631,824.00 plus unrecoverable HST in the amount of \$11,120.10 for a total award value of \$642,944.10.
3. That the Mayor and Clerk be authorized to sign the Agreement between The Corporation of the City of Waterloo and John MacDonald Architect, and any other documents related to this project, subject to the satisfaction of the City's Solicitor.

A. Executive Summary

The purpose of this report is to obtain approval to award RFP24-25 to the lowest bidder and highest-ranking proponent, John MacDonald Architect.

The funding for the consulting services has been included within the Fire Rescue Expansion Project (230022) scope and was previously released by Council as part of report COM2024-015 in March 2024.

On December 3, 2024, a Request for Proposal (RFP) was issued in accordance with the Purchasing By-Law. In this RFP, the City solicited proposals from architectural and engineering firms for the all-inclusive consulting services, planning, design, and contract administration for the Implementation of the Fire Master Plan Recommendations.

The proposal submission deadline was January 15, 2025, and four (4) compliant submissions were received.

It is recommended that the contract for RFP24-25 be awarded to John MacDonald Architect, as they were the highest-ranking proponent.

B. Financial Implications

This project is funded from development charges (DCs) and as a result is to support growth related costs for Fire Services Expansion. In the 2024 Capital Budget \$1,000,000 of the \$11,888,000 budgeted for 2024 (Ref# 250) was released for initial feasibility studies, consulting services and other soft costs related to the expansion at fire station 2 to support the City's west side growth. The award of RFP24-25 is within the partial budget funding release approved in 2024.

The 2025 Capital Budget has remaining funding of \$10,888,000 for construction costs related to the expansion project, funded from DCs. The initial project cost estimates for the expansion were made before the pandemic and the construction inflation that has occurred since. If there are additional costs as a result of the inflationary pressures, they will be noted and included in the upcoming 2025 development charges background study and by-law update that will be conducted throughout 2025.

C. Technology Implications

There are no technological implications.

D. Link to Strategic Plan

(Strategic Priorities: Reconciliation, Equity, Accessibility, Diversity, and Inclusion; Environmental Sustainability and Climate Action; Complete Community; Infrastructure and Transportation Systems; Innovation and Future-Ready)

(Guiding Principles: Equity and Inclusion; Sustainability; Integrity; Workplace Wellbeing; Community-centred; Operational Excellence)

Reconciliation, Equity, Accessibility, Diversity, and Inclusion:

- The project will employ accessible design principles and provide amenities for all ages and abilities.

Innovation and Future Ready:

- The Implementation of Fire Master Plan Recommendations project will expand/upgrade existing Fire Station facilities and enhance response capacities to meet the demands of the growing City inline with the Fire Master Plan

recommendations. Stations will also be upgraded with environmental resiliency to ensure they are able to service the community during severe storm events.

Complete Community:

- Enhance community vibrancy through fire and life safety education, fire and emergency medical response thereby protecting life, property and the environment including parks, cultural, and public spaces.

E. Previous Reports on this Topic

COM2024-015 Fire Rescue Expansion – Partial Funding Release Request
– March 25, 2024

COM2023-024 FMP, November 27, 2023

COM2023-016 FMP Update, June 19, 2023

COM2022-010 FMP Update, April 3, 2022



**Award of RFP24-25 – Consulting Services for the Implementation of Fire Master Plan Recommendations
COM2025-005**

Background

The Fire Master Plan (FMP) report presented in November 2023 (COM2023-024) contained several recommendations which included infrastructure expansion upgrades at Fire Station 2 and Fire Station 1. The recommendations of the 2023 FMP were to:

1. Expand the operation with a second response team and an additional apparatus at Fire Station 2. This expansion would require additional space for staff accommodation, office space, parking, and equipment needs.
2. Explore the option of a dedicated shared mechanical bay for apparatus mechanical repairs at Fire Station 1 (due to the central location or other fire station if not feasible at this location) and in addition determine a suitable location for large vehicle and equipment storage at another fire station. A subsequent feasibility review by City and Fire staff indicated Fire Station 4 is listed among alternative options for the shared mechanical bay; a final location will continue to be explored as part of this project.

Following the November 2023 report, a funding request was made in March 2024 to release partial funding to study the feasibility of implementing the Fire Master Plan recommendations. The COM2024-015 report in March 2024 and subsequent approval by Council, allocated the funds for Consulting Services for the feasibility and implementation of Fire Master Plan recommendations. The funds were included within the Fire Rescue Expansion Project (230022) scope.

After having conducted a brief Feasibility Study on the viability of implementing the Fire Master Plan recommendations a Request for Proposal (RFP) for the consulting services for the implementation of the Fire Master Plan recommendations was issued (RFT 24-25), on December 3rd, 2024, in accordance with the Purchasing By-Law. In this RFP, the City solicited proposals from architectural/engineering firms for the all-inclusive consulting services, planning, design, and contract administration for the Implementation of the Fire Master Plan recommendations for all fire stations.

The RFP proposal submission deadline was January 15, 2025, and four (4) compliant submissions were received.

From the submission review and following the procurement process, it is recommended that the contract for RFP24-25 be awarded to John MacDonald Architect, as they were the highest-ranking proponent (also the lowest cost bidder).

The chosen strategy is to focus on the feasibility of available solutions to address existing constraints and thereby repurposing and expanding existing spaces. The proposed initiative is expected to augment the station's functionality, efficiency, and responsiveness through a detailed review and construction phase which will be determined through collaboration between John MacDonald Architect and City staff. While the effective utilization of shared facilities and their connectedness will be determined and built appropriately, standalone, and exclusive additions will also be constructed as per the Fire Master Plan recommendations. For example, Fire Station 2 requires exclusive expansion to accommodate additional fire department staffing levels to meet targeted expansions and service levels and therefore will undergo renovations as part of Phase 1.

With Council's approval, City staff intend to proceed with the project as soon as possible. The key features that would be included in the scope of the consultancy services are:

1. Detailed design, contract administration, and post-construction work for the expansion of Fire Station 2 to accommodate a second 24/7 shift.
2. Address essential service deficiencies and provide suitable space for additional staff and/or shared services at Fire Station 1.
3. Establish a shared mechanical bay at a logical location to maximize vehicle/equipment storage toward operational effectiveness.
4. Implement several other solutions to accommodate shared facilities at these fire stations. For example, establishing a shared bunker gear facility for cleaning and storage at Fire Station 1 (or other suitable location), which must be moved due to growth and expansion at Fire Station 2.

Design and creation of construction documents will follow. Phase 1 Construction for improvements at Fire Station 2 is expected to start in August 2025 with substantial performance and occupancy at Fire Station 2 was planned for September 2026 in the RFP.

Procurement Process

On December 3, 2024, RFP24-25 was advertised on Bids and Tenders, requesting submissions for Consulting Services for the Implementation of Fire Master Plan Recommendations. The proposal submission deadline was January 15, 2025, and four (4) compliant submissions were received. The proposal evaluation process was facilitated by Christine Rose – Senior Procurement Specialist and the technical evaluation undertaken by an evaluation committee, comprised of:

- Richard Hepditch – Fire Chief
- Sandy van Solm – Deputy Fire Chief
- Sunda Siva – Executive Director, Operational Modernization
- Michael Kuebler – Senior Project Manager
- Mary Cathryn Lorentz – Project Coordinator

Financial information was released after the technical evaluation was completed only for the proponents who met the minimum technical criteria point threshold.

Table 1 below lists the proponents who met the technical criteria point threshold, in order of final ranking.

Table 1: Evaluation Summary

Proponent	Proposed Fee	Non-recoverable HST (1.76%)	Total including non-recoverable HST
John MacDonald Architect	\$631,824.00	\$11,120.10	\$642,944.10
Salter Pilon Architecture Inc.	\$799,855.00	\$14,077.45	\$813,932.45
Parkin Architects Limited	\$989,997.50	\$17,423.96	\$1,007,421.46
DPAI Architecture Inc.	\$817,000.00	\$14,379.20	\$831,379.20

Financial Implications

This project is funded from development charges (DCs) and as a result is to support growth related costs for Fire Services Expansion. In the 2024 Capital Budget \$1,000,000 of the \$11,888,000 budgeted for 2024 (Ref# 250) was released for initial feasibility studies, consulting services and other soft costs related to the expansion at fire station 2 to support the City's west side growth.

In addition, \$100,000 of non-DC funds was transferred into this project to conduct a study of the established floodplain at station 1 to determine if floodplain considerations with the Grand River Conservation Authority (GRCA) would be a concern.

The 2025 Capital Budget has remaining funding of \$10,888,000 for construction costs related to the expansion project, funded from DCs. The initial project cost estimates for the expansion were made before the pandemic and the construction inflation that has occurred since. If there are additional costs as a result of the inflationary pressures, they will be noted and included in the upcoming 2025 development charges background study and by-law update that will be conducted throughout 2025.

The award of RFP24-25 is within the partial budget funding release approved in 2024 as shown in Table 1 below.

Table 1 Funding Approvals to Date and Estimated Costs

Description	Report Number	Approval Date	\$ Amount
FUNDING:			
Funding - 2024 (ref#250)	COM2024-015	25-Mar-24	1,000,000
Funding - Project Transfers	n/a - CMT approval	n/a	100,000
Total Funding			1,100,000
EXPENDITURES INCURRED TO DATE:			
City Overhead			40,000
Consulting			315,388
PROJECTED EXPENDITURES:			
RFP24-25 - Consulting Services	COM2025-005	03-Mar-25	642,944
Other related costs			101,668
Total Expenditures			1,100,000
BALANCE:			0



STAFF REPORT
Fleet & Procurement Services

Title: Purchase of One Truck-Mounted Vacuum and Combination Sewer Cleaner
Report Number: CORP2025-003
Author: Jason Evans, Manager, Fleet Services
Council Date: March 3, 2025
File: N/A
Attachments: None
Ward No.: City-wide

Recommendations:

1. That Council approve report CORP2025-003.
2. That Council approve the award of RFQ24-53 Supply and Delivery of a Truck-Mounted Single Engine Combination Sewer Cleaner (Canoe Sweeper & Vacuum Equipment Program) to Joe Johnson Equipment Inc. for the submitted price of \$814,163 plus unrecoverable HST in the amount of \$14,329 for a total award value of \$828,492.

A. Executive Summary

Unit 727, a Truck-Mounted Vacuum Combination Sewer Cleaner, is scheduled for replacement in 2025. This vehicle supports City Utilities in sewer maintenance and other related duties.

B. Financial Implications

The 2024-2026 approved Capital Budget includes a total of \$8.7M funding (\$2.9M in each year 2024-2026) from the Equipment Reserve (ER) for the replacement of fleet assets. Through the approval of funding release report CORP2024-010 Fleet Equipment Replacement on March 18, 2024, the Fleet Capital Replacement project has been funded a total of \$5.8M to date (\$2.9M in 2024 and \$2.9M in 2025). The approved 2026 funding of \$2.9M will be released into the project on January 1, 2026.

The purchase of one (1) Truck-Mounted Single Engine Combination Sewer Cleaner from Joe Johnson Equipment Inc for \$814,163 plus unrecoverable HST of \$14,329, for a purchase value of \$828,492, is within the 2024-2026 approved Capital Budget.

The Equipment Reserve (ER) is funded by annual contributions from the operating budget of both tax base and enterprise divisions (including City Utilities) for the future replacement of vehicles and equipment.

Procurement Process

For this procurement, Fleet & Procurement utilized the Canoe Procurement Group of Canada ("Canoe") cooperative purchasing Sweeper & Vacuum Equipment Program. RFP#093021 Sewer Vacuum, Hydro-Excavation, and Municipal Pumping Equipment with Related Accessories and Supplies. Canoe advertised this opportunity on Bids and Tenders on August 24, 2021, and the bid closing date was October 12, 2021. A full RFP evaluation was completed by Canoe, and four suppliers were pre-qualified.

Fleet & Procurement issued an RFQ24-53 Supply and Delivery of a Truck-Mounted Single Engine Combination Sewer Cleaner (Canoe Sweeper & Vacuum Equipment Program) to the pre-qualified suppliers awarded under the Canoe Sweeper & Vacuum Equipment Program to obtain the lowest price for the required equipment. RFQ24-53 was issued via email to the suppliers on January 2, 2025, the bid closing date was January 24, 2025. Two (2) compliant submissions were received. Bids were opened electronically by procurement staff.

Table 1 below, summarizes the Bid Results

Bidder	Bid Price	Non-recoverable HST (1.76%)	Total including non-recoverable HST
Joe Johnson Equipment Inc. (Vactor)	\$814,163.00	\$14,329.27	\$828,492.27
CM Equipment Ontario Inc. (Va-con)	\$899,115.13	\$15,824.43	\$ 914,939.56

C. Technology Implications

There are no technology implications with this report.

D. Link to Strategic Plan

(Strategic Priorities: Reconciliation, Equity, Accessibility, Diversity and Inclusion; Environmental Sustainability and Climate Action; Complete Community; Infrastructure and Transportation Systems; Innovation and Future-Ready)

(Guiding Principles: Equity and Inclusion; Sustainability; Integrity; Workplace Wellbeing; Community-centred; Operational Excellence)

- Infrastructure and Transportation Systems – Expand and support infrastructure and transportation systems in an environmentally and fiscally sustainable manner that provides residents with resilient public infrastructure and sustainable transportation solutions.
- Complete Community – Achieve a high quality of life for all residents.
- Operational Excellence – Provide fiscally responsible, exceptional service that meets the needs of residents, partners and equity-deserving groups, employees, and volunteers of the City.

E. Previous Reports on this Topic

CORP2024-010 Fleet Equipment Replacement Funding Release



STAFF REPORT
Engineering Services

Title: Road Reconstruction Program Adjustments
Report Number: IPPW 2025-013
Author: Kyle Bossie
Council Date: March 3, 2025
File: 240043
Attachments: Project Area Maps 1 through 3
Ward No.: Wards 6 & 7

Recommendations:

1. That IPPW2025-013 be approved.
2. That Council approve the deferral of the Amos Avenue reconstruction project for future consideration.
3. That Council approve the addition of the Shakespeare Place and Shakespeare Drive Reconstruction project for 2026 construction.
4. That Council approve the advancement of the Moore Street Reconstruction project for 2026 construction.
5. That Council approve the release of the 2025 non-routine capital funding for the Amos Avenue reconstruction project in the amount of \$876,000 as per the approved 2024-2026 Capital Budget Ref #662.
6. That Council approve the release of the 2026 non-routine capital funding for the Amos Avenue reconstruction project in the amount of \$6,461,000 on January 1, 2026 as per the approved 2024-2026 Capital Budget Ref #662.
7. That Council approve the redistribution of funding from the Amos Avenue reconstruction project to the Shakespeare Place, Moore Street, and City-Wide Road Rehabilitation reconstruction projects as detailed in Table 1 of this report.
8. That Council direct staff to finalize a cost sharing agreement with the City of Kitchener for the Moore Street reconstruction project.

A. Executive Summary

For Council's consideration, this report presents recommended adjustments to the previously approved road reconstruction program for 2025 to 2026. These adjustments are based on the professional opinions of staff to optimize available capital funding with respect to the most up-to-date infrastructure condition information that is available. Detailed review of updated asset condition data in the Waterloo Decision Support System (Waterloo DSS) within the Amos Avenue reconstruction project limits indicates a full depth reconstruction project in this location can be deferred to a later date. Staff are recommending redirecting previously approved funding from the Amos Avenue project (Ref #662) to two other road reconstruction projects and various road rehabilitation projects that would benefit from more immediate attention.

The first project is the reconstruction of Shakespeare Place and Shakespeare Drive from Longfellow Drive to south of Browning Place. Completing this project would allow the decommissioning and removal of rear yard services and easements as recommended by the Water Distribution Master Plan.

The second project is the reconstruction of Moore Street, from the City of Kitchener border to Waterloo St. This project provides an opportunity to replace infrastructure currently at the end of its expected service life, aid the City of Kitchener in an urgently needed pump station decommissioning and leverage external funding.

B. Financial Implications

The Council approved 2024-2026 budget for Ref #662 Amos Avenue is \$7,337,000. Moore Street has been included in the capital forecast period under the larger City Wide - Road Reconstruction Rehab Program Ref #668. Shakespeare Place and Shakespeare Drive was not previously budgeted for and is recommended to be added to the budget which will support mitigating risk of water flows away from rear yards, which pose major problems for maintenance and operations activities.

Staff are recommending deferring the Amos Avenue project to a future time and reallocating the approved funding available to advance other more urgent work to 2025-2026 to address higher priority projects identified as 'Poor condition' in the Waterloo DSS: Moore Street and Shakespeare Place and Shakespeare Drive. The small residual funding left over will be reallocated to the City Wide Road Reconstruction Rehabilitation project as a placeholder. Funding from the City of Kitchener for their portion of the Moore Street project underground work has been committed and staff are currently working on a cost sharing agreement. Detailed financial information supporting this recommendation is provided in Section 2 - Financial Implications.

C. Technology Implications

None.

D. Link to Strategic Plan

(Strategic Objectives: Reconciliation, Equity, Accessibility, Diversity and Inclusion; Environmental Sustainability and Climate Action; Complete Community; Infrastructure and Transportation Systems; Innovation and Future-Ready)

(Guiding Principles: Equity and Inclusion; Sustainability; Integrity; Workplace Wellbeing; Community-centred; Operational Excellence)

The adjustments to the road reconstruction program recommended within this report are in line with the Infrastructure and Transportation Systems priority in our Strategic Plan. We are looking to redistribute funds to better prioritize our efforts to replace aging infrastructure while also achieving other goals set out in our Water Distribution Master Plan.

E. Previous Reports on this Topic

N/A



Road Reconstruction Program Adjustments IPPW 2025-013

Section 1 - Background

In 2023 City of Kitchener (CoK) staff reached out to City of Waterloo (CoW) staff to extend the sanitary sewer along Moore Street up to the shared municipal border, which will allow CoK to decommission a small pump station on Moore Street as illustrated in Map 2. This section of Moore Street is identified in the Waterloo Decision Support System (Waterloo DSS) as generally in poor condition and is a candidate for reconstruction. It is included in the 10-year capital plan and part of the larger City Wide - Road Reconstruction Rehabilitation Program project (Ref #668) and identified for reconstruction in 2030.

Staff recommend that 2025-2026 funding from the Amos Avenue Project (Ref #662, Map 1) be reallocated to align with CoK's schedule and leverage external funding, contingent upon completion of appropriate cost sharing and maintenance agreements with the City of Kitchener. CoW staff reviewed the capital program for Council approved projects which are less urgent and can be deferred to optimize the use of available capital funds.

The Amos Avenue Road Reconstruction project was added to the capital budget in the 2024-2026 budget (Ref #662). This project was scoped as a full depth reconstruction project of Amos Avenue from Keats Way to Hiawatha Drive and included Marlowe Drive as well. Updated data in the Waterloo DSS has re-evaluated the performance of the individual assets within this project, indicating the planned full depth reconstruction project can be deferred.

In consultation with staff in the Transportation and City Utilities divisions, it was determined that with some mitigation and monitoring, the Amos Avenue project (Ref#662) can be deferred. City Utilities staff have installed new water valves in strategic locations to mitigate disruptions in the case of future water main breaks. Staff will also continue to monitor the road surface condition on Amos Avenue and consider it as a potential resurfacing candidate, considering all contributing factors as normal. Deferral of the Amos Avenue project will enable the reallocation of funding to advance the Moore Street project.

Funding available for Ref #662, Amos Avenue, exceeds the estimated cost of advancing the Moore Street project; therefore, another road reconstruction project was identified for addition into the capital program for implementation in 2025-2026 to utilize the remaining funding. Shakespeare Place and Shakespeare Drive from Longfellow Drive to south of Browning Place was identified as a candidate project (Map 3). The Waterloo DSS identifies the corridor to be in poor condition.

The 2017 Water Distribution Master Plan recommended that several servicing easements across the City be decommissioned due to access restrictions and maintenance challenges. Section 11.2 of the report discusses this recommendation, with detailed information provided in Technical Appendix #7, Section 4. Municipal watermain which connect Shakespeare Place to Tennyson Place are among the assets prioritized for decommissioning. By bringing this project forward, services could be rerouted away from the rear yards east of Shakespeare Place, connecting to Tennyson Place in accordance with the Water Distribution Master Plan. This would allow for the reconstruction of Tennyson Place, currently proposed as part of the City Wide - Road Reconstruction Rehab Program Ref #668.

Section 2 – Financial Implications

The Council approved 2024-2026 budget for Ref #662 Amos Avenue is \$7,337,000. Moore Street has been included in the forecast period under the larger City Wide - Road Reconstruction Rehabilitation Program Ref #668. Shakespeare Place and Shakespeare Drive was not previously budgeted for and is recommended to be added to the budget which will support mitigating risk of water flows away from rear yards, which pose major problems for maintenance and operations activities. Staff are recommending deferring the Amos Avenue reconstruction project to a future time and using funding available to advance other work to 2025-2026 to address higher priority projects identified as 'Poor condition' in the Waterloo DSS.

A summary of financial implications of deferring the Amos Avenue project scheduled for reconstruction in 2025-2026 and using its funding to advance work to address Moore Street and Shakespeare Drive & Shakespeare Place projects is provided in Table 1 below. Staff are currently working on a cost sharing agreement for a portion of the underground work to be completed on Moore Street that will benefit Kitchener, leveraging external funding.

By deferring Amos Avenue (Ref #662), there will be no impact on the Canada Community Benefit Funding (CCBF) funding allocation of \$2,130,000 earmarked to the Amos Avenue project in 2026. The CCBF funding will be reallocated to the newly added Shakespeare Drive & Shakespeare Place project (\$1,061,000), Moore Street (\$886,000), and the remainder allocated to the City Wide - Road Reconstruction Rehabilitation Program (\$183,000) for 2026.

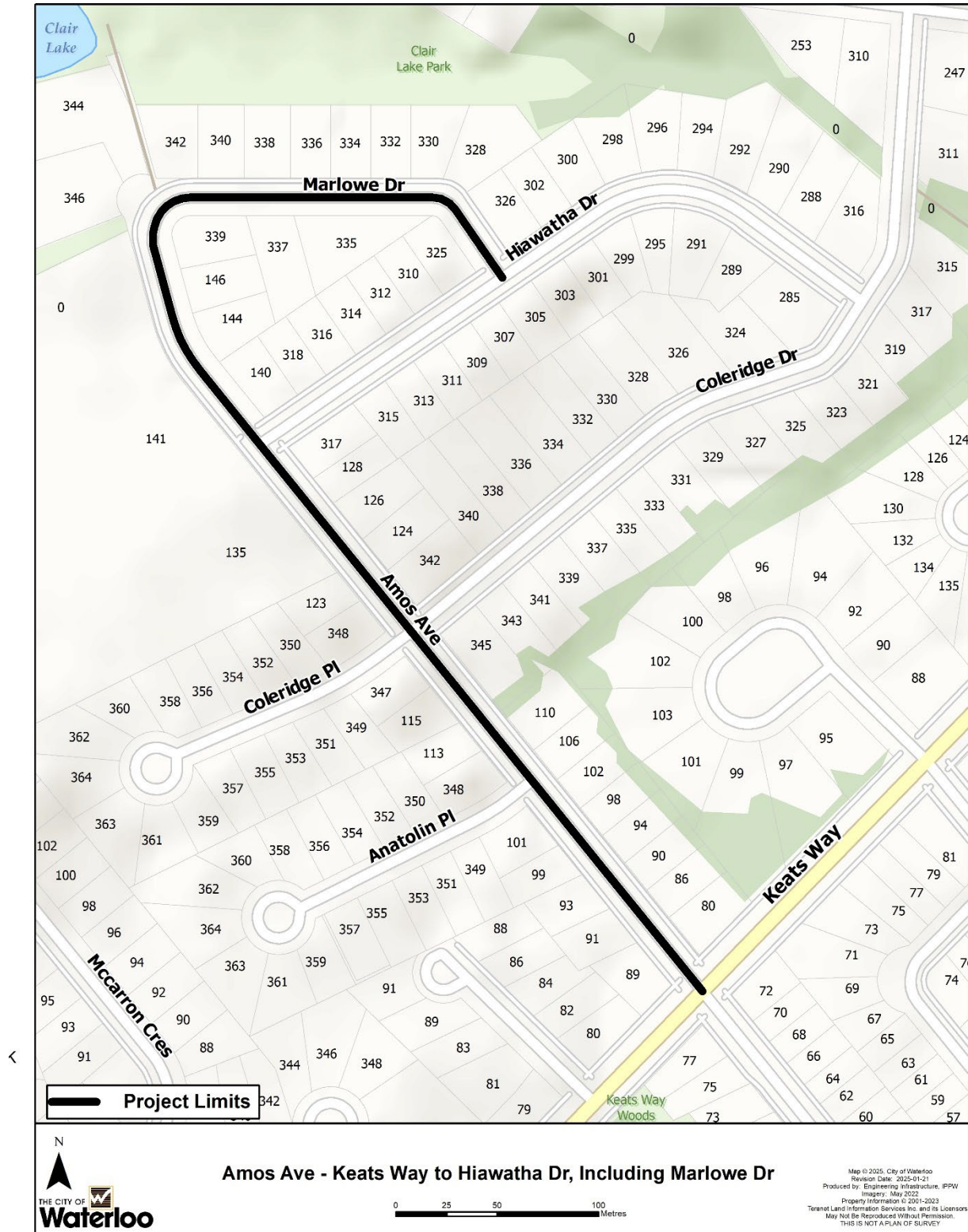
By advancing Moore Street to 2025-2026, the City of Waterloo will align with the City of Kitchener's schedule and will leverage an external funding opportunity, contingent upon

6 Integrated Planning & Public Works

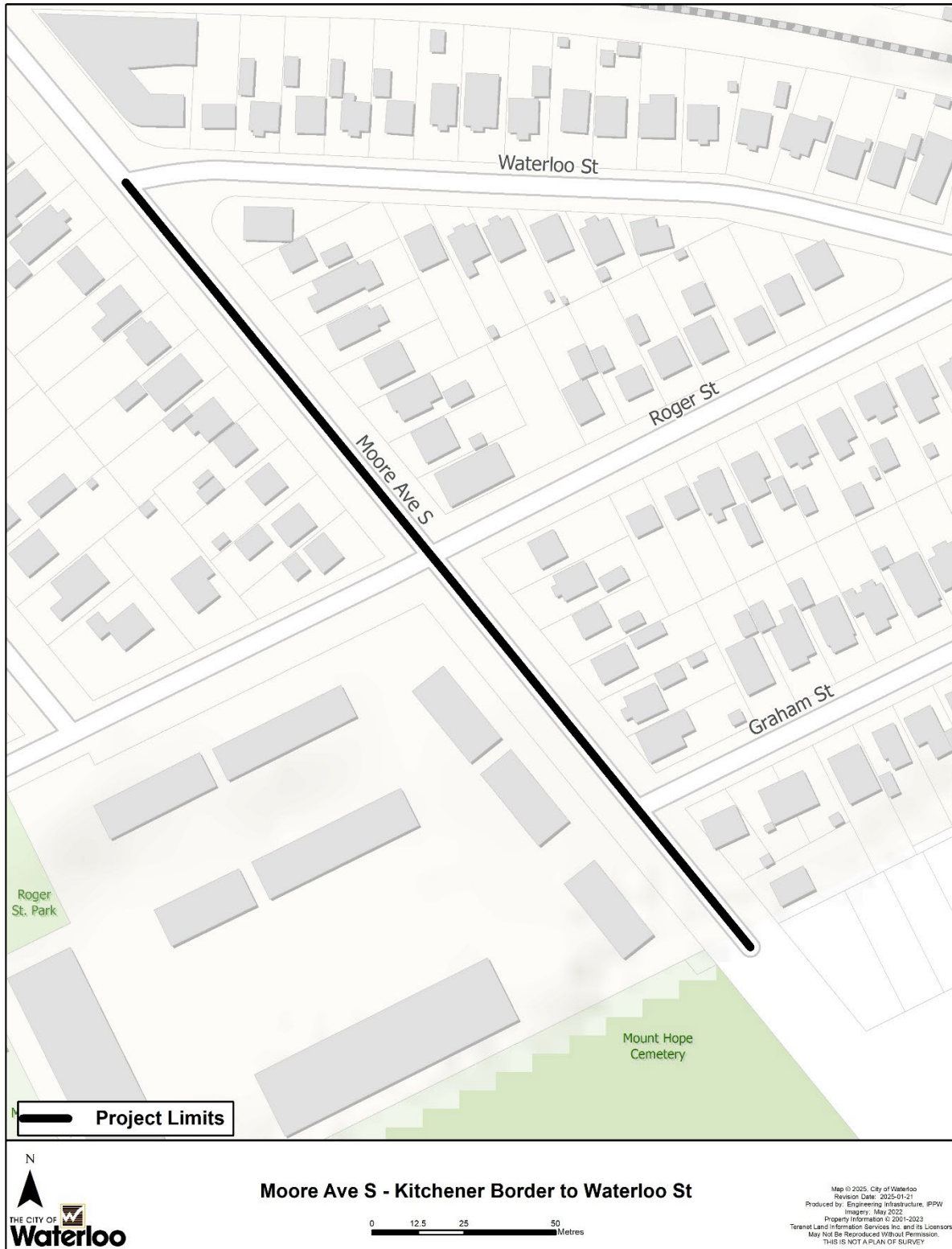
completion of appropriate cost sharing and maintenance agreements with the City of Kitchener.

Table 1 – Recommended Capital Budget Funding Adjustments

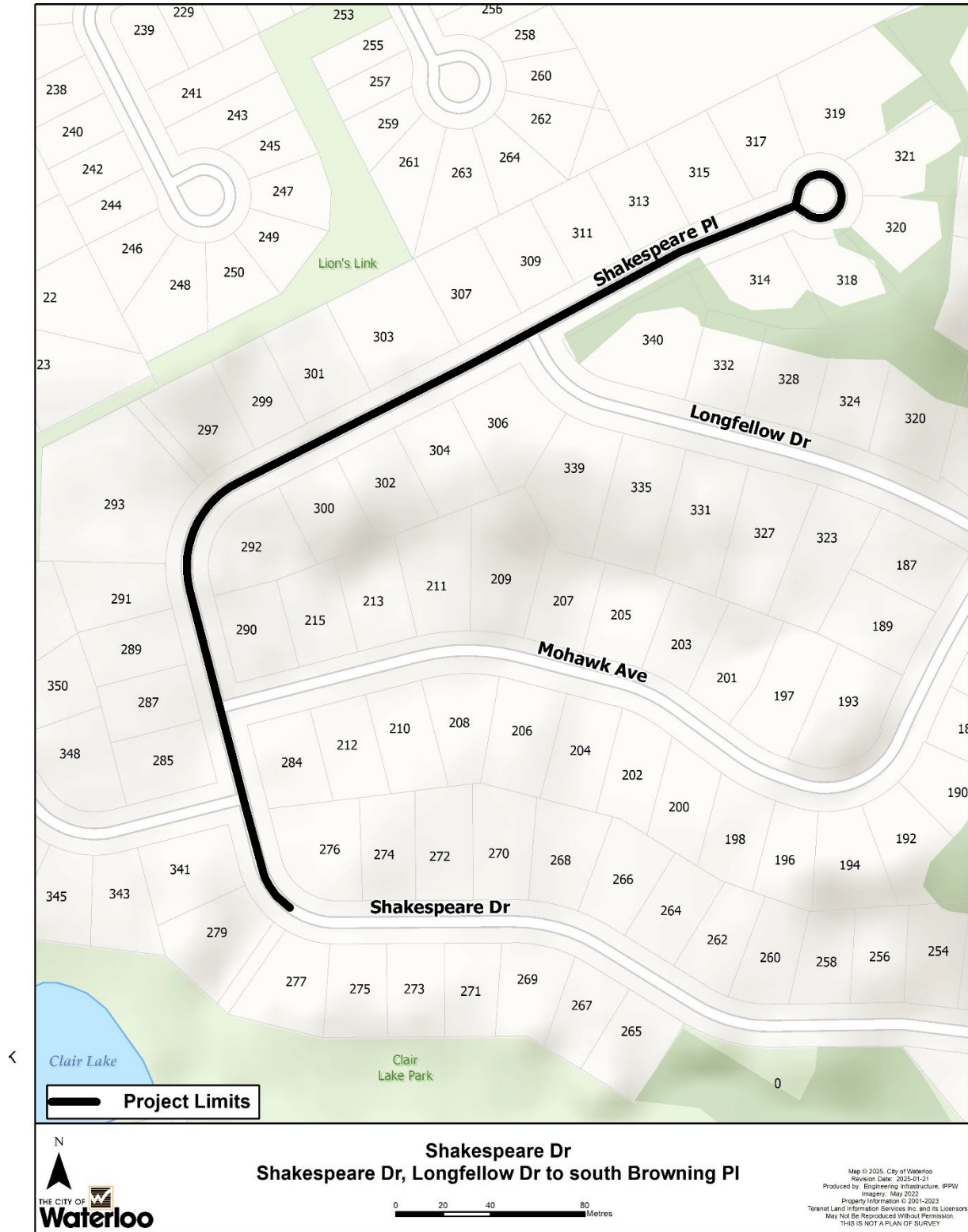
Ref#	Project - Deferred	Source	2025	2026
662	Amos Avenue	CIRRF	(219)	-
662	Amos Avenue	CCBF	-	(2,130)
662	Amos Avenue	SWM	(219)	(1,416)
662	Amos Avenue	SEWCAP	(219)	(1,192)
662	Amos Avenue	WATCAP	(219)	(1,723)
		TOTAL	(876)	(6,461)
Ref#	Project - Unbudgeted	Source	2025	2026
n/a	Shakespeare Drive & Shakespeare Place	CIRRF	179	-
n/a	Shakespeare Drive & Shakespeare Place	CCBF	-	1,061
n/a	Shakespeare Drive & Shakespeare Place	SWM	179	939
n/a	Shakespeare Drive & Shakespeare Place	SEWCAP	179	1,033
n/a	Shakespeare Drive & Shakespeare Place	WATCAP	179	778
		TOTAL	716	3,811
Ref#	Project - Advanced	Source	2025	2026
in 668	Moore Street	CIRRF	40	-
in 668	Moore Street	CCBF	-	886
in 668	Moore Street	SWM	40	477
in 668	Moore Street	SEWCAP	40	159
in 668	Moore Street	WATCAP	40	514
in 668	Moore Street	KIT	220	637
		TOTAL	380	2,673
Ref#	Project - Additions	Source	2025	2026
668	City Wide-Road Reconstruction Rehab Program	CIRRF	-	-
668	City Wide-Road Reconstruction Rehab Program	CCBF	-	183
668	City Wide-Road Reconstruction Rehab Program	SWM	-	-
668	City Wide-Road Reconstruction Rehab Program	SEWCAP	-	-
668	City Wide-Road Reconstruction Rehab Program	WATCAP	-	431
		TOTAL	-	614
	VARIANCE (Surplus)/Deficit	CIRRF	-	-
	VARIANCE (Surplus)/Deficit	CCBF	-	-
	VARIANCE (Surplus)/Deficit	SWM	-	-
	VARIANCE (Surplus)/Deficit	SEWCAP	-	-
	VARIANCE (Surplus)/Deficit	WATCAP	-	-
		TOTAL	-	-



Map 1



Map 2



Map 3



February 18, 2025

Schooner Street Brewery Inc.
200 Bathurst Drive
Waterloo, ON N2V 2T7

City Council of Waterloo
Via e-mail

Dear Council,

Please find this letter requesting, as required by AGCO, a Municipal Resolution from the Council of the City of Waterloo confirming that it has passed a resolution in support of the issuance of the Manufacturer's Limited Liquor Sales License (By the Glass)

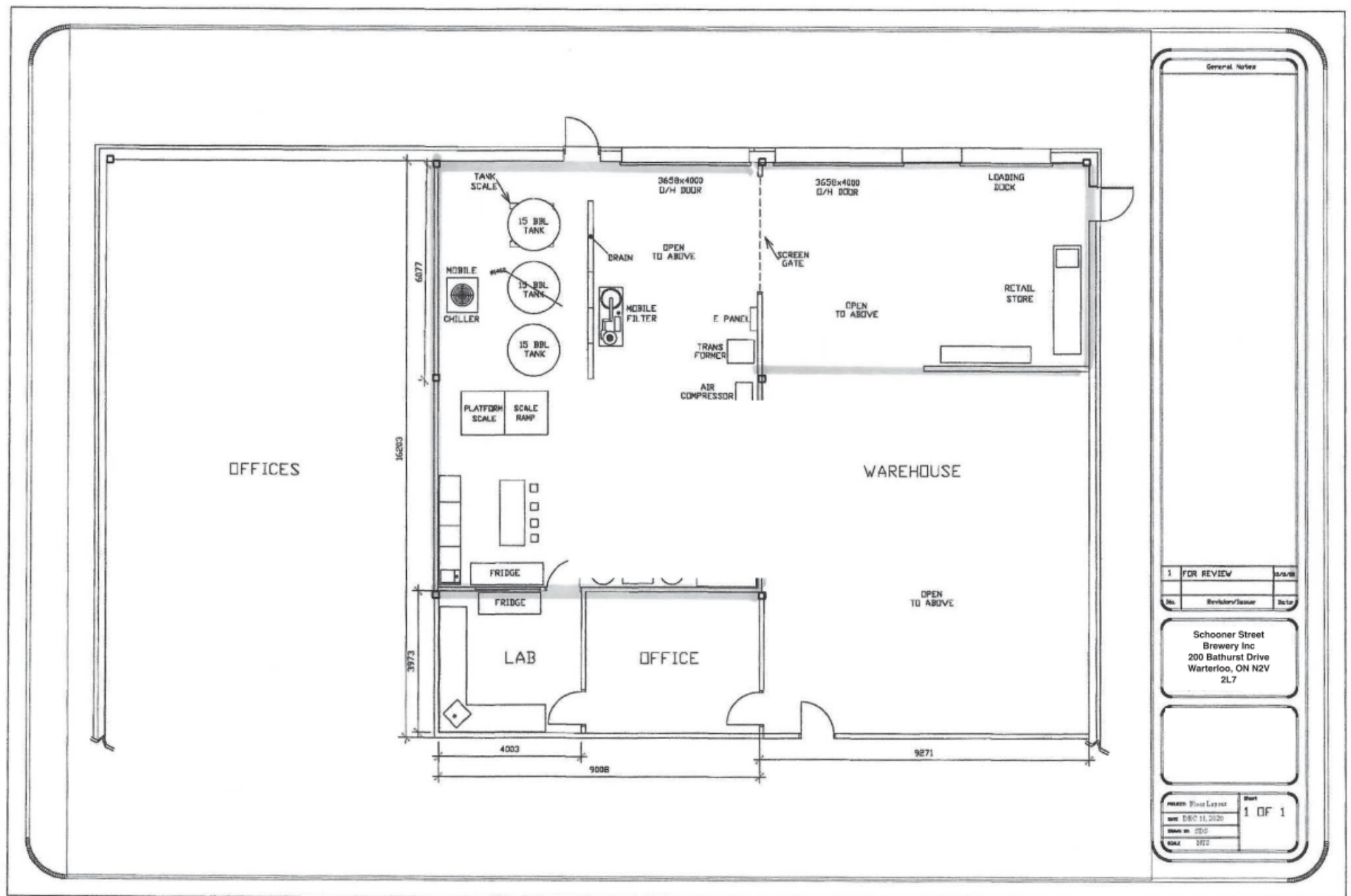
The company, Schooner Street Brewery Inc., has currently been given authorization by the Municipality for a Wet Retail Store License as well as a Municipal Information for Liquor Sales License (including Tied House) for the sale of beverage alcohol on the premises.

Schooner Street Brewery Inc is a newly established brewery located in an office building that accommodates various high-tech entrepreneurs having 100 + employees at this location. Apart from the Retail Store, the Company would like to provide onsite, the sale of alcoholic beverages (By the Glass) to employees of the building as well as public.

The Company is also in the process of applying for a Brewer's License. Attached are site and floor plan drawings accompanied by a location map.

Thank you very much for your consideration.

Best,
Marijana Saric
Operations
Schooner Street Brewery
Contact: 519-590-7493



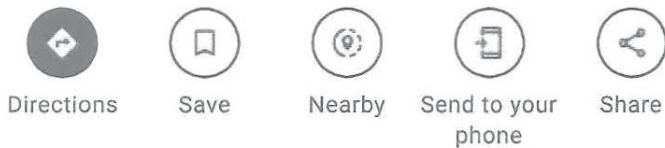
Google Maps 200 Bathurst Dr



Map data ©2021 Google 100 m



200 Bathurst Dr Building



200 Bathurst Dr, Waterloo, ON N2V 2L7