



COUNCIL MEETING AGENDA

Monday, May 26, 2025

Closed Meeting: 2:00 PM

Public Meeting: 4:00 PM

Mayor McCabe 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) advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Legal advice re: agreement relating to acquisition/disposition of land); and,
- b) a proposed or pending acquisition or disposition of land by the municipality or local board (potential disposition of city-owned lands); and,
- c) labour relations or employee negotiations (employee survey); and,
- d) personal matters about an identifiable individual, including municipal or local board employees (employee survey).

COUNCIL MEETING WILL RECESS AND RECONVENE AT 4:00 PM

- 3. TERRITORIAL ACKNOWLEDGEMENT**
- 4. MOMENT OF REFLECTION**
- 5. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**
- 6. PRESENTATIONS/DELEGATIONS**

- a) Six Nations Education and Training Workshop**
Phil Monture, Land Rights Consultant
Daylon Gee, Land Use Technician
Lauren Jones, Wildlife and Stewardship Manager
Dawn Russell, Consultation, Administrative Assistant

- 7. CONSENT MOTION**

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

- a) Title:** **2024 Wastewater and Stormwater Annual Reports**
Report No.: IPPW2025-024
Prepared By: Janet Hoffer

REPORT TO FOLLOW

- b) Title:** **Parkade Option & Governance Agreement Amendment** **Page 9**
Report No.: CAO2025-009
Prepared By: Christine Tettman, Louise Finlay

Recommendation:

1. That report CAO2025-009 be approved.
2. That the Mayor and Clerk be authorized to execute an agreement to amend the Option & Governance Agreement between the City and the Region, dated June 29, 2023, relating to the Parkade, in a form substantially similar to that attached as Appendix "A" to CAO2025-009, and to the satisfaction of the City Solicitor and the Executive Director of Economic Development.

- 8. ITEMS REMOVED FROM THE CONSENT MOTION**

COUNCIL MEETING WILL RECESS AND RECONVENE AT 6:30 PM

9. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

10. STAFF REPORTS

a) Title: [**City of Waterloo 10 Point US Tariff Response Plan**](#) **Page 18**

Report No.: CORP2025-022

Prepared By: Tracie Bell, Justin McFadden, Paul Hettinga,
Francis Reyes

Presentation: Tracie Bell
Justin McFadden
Paul Hettinga
Francis Reyes
Jeyas Balaskanthan, Executive Director, Uptown Waterloo
Business Improvement Area

Delegations:

1. Udayveer Sangha, Resident of Waterloo

Recommendation:

1. That Council approve the City of Waterloo 10 Point US Tariff Response Plan described in CORP2025-022; and
2. That Council considers for approval a By-Law that amends By-Law 2019-026 to Establish Policies for the Procurement of Goods and Services by the City to provide continued flexibility to support Canadian Businesses whenever possible; and
3. That Council approve the tax deferral program for industrial and commercial as detailed in CORP2025-022; and
4. That Council acknowledge and support the development of a Buy Waterloo campaign by City of Waterloo staff and the BIA; and

5. That Council request the Waterloo Economic Development Advisory Committee (WEDAC) to further develop and accelerate existing MedTech initiatives and make recommendations to Waterloo City Council on renewed implementation steps for a Waterloo MedTech Accelerator Centre Initiative for startups.

b) Title: [City of Waterloo Age-friendly Action Plan 2025-2026](#) **Page 38**

Report No.: COM2025-011

Prepared By: Pamela Albrecht, Amy McCullough

Presentation: Jenny Flagler-George, Chair, Age-friendly Waterloo Advisory Committee
Amy McCullough
Pamela Albrecht

Recommendation:

1. That Council approve report COM2025-011.
2. That Council endorse the City of Waterloo Age-friendly Action Plan, 2025-2026

c) Title: [Noise By-Law Update](#) **Page 68**

Report No.: COM2025-006

Prepared By: Christopher Mulhern

Presentation: Christopher Mulhern

Recommendation:

1. That Council approve report COM2025-006.
2. That Council approve a revised Noise By-Law exemption process and Noise Exemption fees as outlined in the report.
3. That Council consider adopting By-Laws to approve the new Noise By-Law including General Administrative Penalties By-Law Amendments and amendments to the Fees and Charges By-Law.

d) Title: [2024 Museum Review of Operations](#) **Page 94**

Report No.: COM2025-008

Prepared By: Karen VandenBrink

Presentation: Karen VandenBrink

Recommendation:

1. That Council approve report COM2025-008.
2. That Council continue to support the City of Waterloo Museum in its efforts to strengthen and build meaningful relationships within the community through inclusive programming, strategic partnerships, and community engagement initiatives.

e) **Title:** [**Service Centre Facility Expansion Project at 146 Dearborn Place – Project Update and Funding Transfer**](#) **Page 103**
Report No.: COM2025-012
Prepared By: Michael Kuebler

Introductory Remarks: Michael Kuebler

Recommendation:

1. That Council approve report COM2025-012.
2. That Council approve the request for a non-routine funding release of the 2025 funding of \$232,000, funded \$12,000 from the Capital Reserve Fund (CRF) and \$220,000 from the Development Charges Reserve Fund (DC) from the West Side Satellite Operations Centre project budget (Ref# 236), and approve a reallocation of \$232,000 from the West Side Satellite Operations Centre project #220009 to the Dearborn Service Centre Facility Expansion project #230073.
3. That Council approve the request for a partial non-routine funding release of the 2026 funding of \$1.768 million, funded \$91,900 from the Capital Reserve Fund (CRF) and \$1,676,100 from the Development Charges Reserve Fund (DC) from the West Side Satellite Operations Centre project budget (Ref# 236), and that it be advanced to 2025 from 2026, and to approve a reallocation of \$1.768 million from the West Side Satellite Operations Centre project #220009 to the Dearborn Service Centre Facility Expansion project #230073.

f) **Title:** [**Heritage Designation and Notice of Withdrawal: Follow-up to IPPW2025-006**](#) **Page 109**
Report No.: IPPW2025-032
Prepared By: Dominik Simpson

Recommendation:

1. That staff report IPPW2025-032 be approved.
2. That Council designate by by-law the property at 75 Allen Street East and the former St. Louis School building thereon, to be of cultural heritage value under Part IV, Section 29 of the Ontario Heritage Act.
3. That Council designate by by-law the property at 39 Dupont Street East and building thereon, to be of cultural heritage value under Part IV, Section 29 of the Ontario Heritage Act.
4. That Council withdraw the Notice of Intention to Designate for the following properties:
 - a. 33 Allen Street East (Church of the Holy Saviour)
 - b. 35 Alexandra Avenue (residential condominium)
 - c. 12 Bridgeport Road East (residential condominium)

g) Title: [Arts Grant Report](#) **Page 129**
 Report No.: CAO2025-017
 Prepared By: Lakyn Barton

Recommendation:

1. That Council receive report as information only.

11. PUBLIC MEETINGS

Informal Public Meeting

a) Title: [Official Plan Amendment No. 61 & Zoning By-law Amendment Z-25-06 Savic Homes, 359-369 Erb St. W](#) **Page 134**
 Prepared by: Aminu Bello and Madison Headrick
 Ward No.: Ward 6 – Central-Columbia

Presentation: Aminu Bello and Madison Headrick

Delegation:

1. Representative, The Planning Partnership
2. Randall Withell, Resident of Waterloo
3. Vince Carere, Resident of Waterloo
4. Michael Ruddy and Anila Yadavalli, Residents of Waterloo

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

a) June 9, 2025 Closed Meeting Location

On June 9, 2025 Council will attend a closed meeting to receive education and training at the Kidsability Centre for Child Development in Waterloo. In accordance with the Procedure By-Law, Council must approve the holding of a meeting of council at an alternate location. The public portion of the meeting will begin with a motion to go into a closed session. Therefore, the majority of the session will be in a closed session, not open to the public. The public meeting will resume at 6:30 p.m. in the Waterloo City Centre, Council Chambers.

Recommendation:

That Council approve the location for the 2:00 p.m. portion of the Meeting of Council to be held on Monday, June 9, 2025 at KidsAbility Centre for Child Development Head Office, 500 Hallmark Drive, Waterloo, in accordance with Section 236 (1) of the Municipal Act, 2001 and section 2.05 of the City of Waterloo Procedure By-law, 2019-057. The purpose of the meeting will be to move the motion to go into a closed session for education and training purposes.

b) Regional All-Council Meeting

Recommendation:

That Council approve participation in a joint meeting with the Councils of the Regional Municipality of Waterloo and all Area Municipalities within the Region of Waterloo on Friday, June 13, 2025 at 2:30 p.m. at Region of Waterloo, 150 Frederick Street, Kitchener, in accordance with Section 236 (2) of the Municipal Act, 2001 for the consideration of matters of common interest.

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 2025-025 and that the Mayor and Clerk be authorized to sign them accordingly.

- a) By-law to designate the property at 75 Allen Street East (St. Louis School) under Part IV of the Ontario Heritage Act as being of cultural heritage value or interest. (IPPW2025-032, Council May 26, 2025)
- b) By-law to designate the property at 39 Dupont Street East under Part IV of the Ontario Heritage Act as being of cultural heritage value or interest. (IPPW2025-032, Council May 26, 2025)
- c) By-law to impose Fees and Charges on Persons (COM2025-006, Council May 26, 2025)
- d) Being a By-law to Prohibit and Regulate Noise (COM2025-006, Council May 26, 2025)
- e) By-law to Amend By-law 2019-026 to Establish Policies for the Procurement of Goods and Services by the City (CORP2025-022, Council May 26, 2025)
- f) By-law to confirm all actions and proceedings of Council, May 26, 2025

19. ADJOURNMENT



**STAFF REPORT
Economic Development**

Title: Parkade Option & Governance Agreement Amendment
Report Number: CAO2025-009
Author: Christine Tettman, Louise Finlay
Council Date: May 26, 2025
File: N/A
Attachments: Appendix A – Amending Agreement
Ward No.: Ward 7

Recommendations:

1. That report CAO2025-009 be approved.
2. That the Mayor and Clerk be authorized to execute an agreement to amend the Option & Governance Agreement between the City and the Region, dated June 29, 2023, relating to the Parkade, in a form substantially similar to that attached as Appendix "A" to CAO2025-009, and to the satisfaction of the City Solicitor and the Executive Director of Economic Development.

A. Executive Summary

On January 18, 2024, ownership of the Uptown Waterloo Parkade transferred to the Region of Waterloo in accordance with a new Option & Governance Agreement between the City and the Region, dated June 29, 2023 (the "Option & Governance Agreement"). Under the Option & Governance Agreement, the City continues to operate, administer and control parking on Levels 1, 1.5 and 2, pursuant to a lease from the Region, and the City retains all revenue from these operations.

In order to increase the supply of secure bicycle parking in Uptown Waterloo, staff have been working to create a bicycle cage in the Parkade that would serve as shared space for bicycle parking only. Secure bicycle parking is in alignment with the City's Transportation Master Plan and helps to encourage individuals to use cycling as a mode of transportation by providing a level of security at their destination.

City staff have consulted with Regional staff about installing a bicycle cage on Level 1 of the Parkade, a level operated, administrated and controlled by the City. The Region is agreeable to this installation and in order to formalize this change, the Option & Governance Agreement between the City and the Region needs to be updated through the attached Amending Agreement. Changes made through the Amending Agreement include permission to locate a bicycle cage on Level 1, designation of the City as responsible for maintenance of the bicycle cage and a stipulation that the bicycle cage and related infrastructure will remain the property of the City. Changes also include permission for a portion of the City's fibre optic network to remain on site, an electrical panel to be located within the office on site and low voltage wiring to be run on the property. The Amending Agreement would require removal of the bicycle cage and related control panel on or before the expiry of the term of the lease (49 years from the date on which the Region took ownership of the Parkade).

B. Financial Implications

The bicycle cage and all related infrastructure costs are estimated at \$45,000 and will be funded via capital project 120080-Bicycle Parking as a one-time capital cost. Fees for the use of the bicycle cage were set through CAO2024-025 at \$10.00/month with a minimum 4-month rental term and a \$30.00 security deposit required.

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 and Climate Action: Providing more enhanced opportunities for secure bike parking and supporting Waterloo's vision of an active transportation network for all ages and abilities.

Infrastructure and Transportation Systems: Enhancing end-of-trip cycling facilities and providing the community with options for bike parking.

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

Innovation and Future-Ready: Improving community experiences through collaboration with external partners.

E. Previous Reports on this Topic

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

IPPW2015-049 – Region of Waterloo City of Waterloo Parkade Agreement
CAO2017-019 – Region of Waterloo City of Waterloo Parkade Agreement
CAO2020-001 – Region of Waterloo City of Waterloo Parkade Agreement
CAO2021-012 – Region of Waterloo City of Waterloo Parkade Agreement
CAO2021-023 – Region of Waterloo City of Waterloo Parkade Agreement
CAO2022-009 – City Region Parkade Agreement
CAO2023-011 – City Regional Parkade Agreement Extension



Parkade Option & Governance Agreement Amendment CAO2025-009

Background

In the early 1990's, the Region of Waterloo and the City of Waterloo entered into an agreement to facilitate the development of the Region's Health and Social Services office building in Waterloo. This agreement detailed a number of terms and conditions including parking. A subsequent amending agreement stipulated the City would provide 319 parking spaces by constructing a parking structure at the intersection of King and Herbert Streets (now Willis Way). These parking spaces were to be for the exclusive use of the Region during specified hours. Under the terms of this agreement the Region and City would each pay their proportionate share of the capital and operating costs of the Parkade based on the number of parking spaces designated for use by each.

The term of the amending agreement between the City and Region regarding use of the Uptown Parkade was 20 years and expired on July 1, 2013. An option for the Region to purchase their share of the structure was provided in the agreement. The amending agreement was extended for many years while City and Regional staff discussed options for the Region's purchase and the development of a new agreement for the use, operation and maintenance of the Parkade going forward.

Both the City and Region agreed that from a legal perspective, joint ownership was not the preferred option. As a result, the City and the Region entered into a new agreement, dated June 29, 2023 (the "Option & Governance Agreement") through which the Region exercised the option to purchase its proportionate share of the Parkade for \$1.00 and also purchased the City's proportionate share for \$1.00, with related terms and conditions, resulting in 100% ownership of the Parkade by the Region. Under this framework the City also continues to operate, administer and control parking on Levels 1, 1.5 and 2 of the Parkade, pursuant to a lease from the Region, and the City retains all revenue from these operations.

Bicycle Parking

Secure bicycle parking is an important part of the City's transportation network. Providing a level of safety with secure bicycle parking encourages individuals to use cycling as their mode of transportation and is in alignment with the City's Transportation Master Plan. Currently the City has two bicycle locker units. Each unit houses two separate bicycle lockers, which are rented to two separate individuals creating a total of four secure bicycle parking spaces. The lockers are regularly rented and there is a growing waiting list. Staff

have received feedback from cyclists that there is not enough secure bicycle parking in the Uptown and are working to increase the supply.

As part of the plan to increase the secure bicycle parking supply, staff have been working to create a bicycle cage in the Uptown Parkade. This cage would serve as shared use bicycle parking. Cyclists wishing to purchase an access card for the cage would be provided with a FOB that would open a locked door and can lock their bicycle to a secure rack within the cage and lock the cage door on exiting. A shared use bicycle cage allows for increased secure bicycle parking with a smaller footprint.

City staff have consulted with Regional staff about installing a bicycle cage on Level 1 of the Parkade, a level on which parking is operated, administrated, and controlled by the City under the terms of the Option & Governance Agreement between the City and the Region. The Region is in agreement with the installation of the cage. In order to formalize this change, an amendment needs to be made to the Operation & Governance Agreement between the Region and the City through the attached Amending Agreement. Changes made through this Amending Agreement include:

- Stipulation that the City's parking operations may include bicycle parking,
- Agreement that the City may install a bicycle cage on Level 1 of the Parkade,
- The City shall have the right to maintain, repair and replace the bicycle cage without further amendments to this agreement.
- Permission for a portion of the City's fibre optic network to remain on site.
- Permission to locate an electrical panel within the office located on site.
- Permission to run low voltage wiring from the office on site to the bicycle cage.
- The bicycle cage and related infrastructure shall be the property of the City.
- Removal of the bicycle cage and related panel on or before the expiry of the term of the lease (49 years from the date on which the Region took ownership of the Parkade)

Financial Implications

The installation cost of the bicycle cage and related infrastructure is approximately \$45,000 and will be funded through capital project 120080 (Bicycle Parking Project) as a one-time capital cost.

The user fee for bicycle cage rental was set through CAO2024-025 2025 Parking Rates and is set at \$10.00/month with a minimum 4-month rental term and a \$30.00 security deposit required.

Appendix A to CAO2025-009

AMENDING AGREEMENT made this th day of May, 2025.

BETWEEN:

THE REGIONAL MUNICIPALITY OF WATERLOO

(The "Region")

- and -

THE CORPORATION OF THE CITY OF WATERLOO

(The "City")

WHEREAS pursuant to an Option & Governance Agreement between the City and the Region, dated June 29, 2023 (the "Master Agreement"), the Region purchased from the City the lands located at 60 King Street South, Waterloo, and legally described as follows:

LT 410-411 PL 385 CITY OF WATERLOO; PT LT 391-393, 409 PL 385 CITY OF WATERLOO; PT WEAVER ST PL 385 CITY OF WATERLOO AS CLOSED BY 575337, G12715 & G2312; PT LANE PL 385 CITY OF WATERLOO AS CLOSED BY 1146693, PT 1 58R8336, PT 3 TO 6, 13 & 14, 58R6730; S/T INTEREST IN 1087363; WATERLOO (PIN 22412-0021 (LT)), including the building located thereon (the "Parkade");

AND WHEREAS pursuant to the Master Agreement, the City operates parking on Levels 1, 1.5 and 2 of the Parkade, including bicycle parking, in accordance with the lease provisions therein;

AND WHEREAS the City wishes to install and operate a bicycle cage in relation to the said bicycle parking on Level 1 of the Parkade, and the Region consents thereto;

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

Recitals

1. The Parties agree that the recitals set out above are true and accurate, as of the date of this Amending Agreement.

Lease to City – Amendments

2. Paragraph 12(a) of the Master Agreement is hereby amended by adding the following clauses (i)(A), (B), (C) and (D):

(i)(A) Without limiting clause 12(a)(i), it is acknowledged and agreed that the City's

Parking Operations and ancillary municipal purposes, as referenced therein,

may include bicycle parking at the discretion of the City.

(i)(B) The Parties further agree that the City may, pursuant to the Lease:

i. **Bicycle Cage:** install and operate a bicycle cage in relation to bicycle parking located on Level 1 of the Parkade, as shown in and generally in accordance with the location and specifications set out in Schedule "D" hereto (the "Bicycle Cage"). It is further agreed that:

- The City shall provide written notice to the Region prior to installation or replacement of any such bicycle cage; and
- The rights set out in this clause shall include the right to maintain and repair the bicycle cage, and to replace the bicycle cage without further modification to this Agreement, provided that any replacement is generally in accordance with the location and specifications set out in Schedule "D";

ii. **Fibre Optic:** maintain the City's existing fibre optic and related infrastructure within Office A, as shown on Schedule "D";

iii. **Panel:** install a new panel within Office A, as shown on Schedule "D"; and

iv. **Low Voltage Wiring:** install low voltage wiring from Office A, as shown on Schedule "D", to the bicycle cage, or in a location as otherwise agreed to by the Parties, in writing, acting reasonably, in order to avoid any conflict with the Region's fibre optic to be installed in accordance with this Agreement;

Further, the rights set out in clauses (ii)-(iv) above shall include: (i) the right to maintain, repair and replace same from time to time, as the City's determines is reasonably required to support the operation of a bicycle cage

installed pursuant to this Agreement, and provided that any replacement is in the same general location or such other location as agreed upon by the Parties in writing, acting reasonably.

It is agreed that any bicycle cage and related infrastructure installed pursuant to this Section shall be the property of the City. It is further agreed that it shall be the responsibility of the City to maintain and/or repair same, as it deems necessary. Any purchase, maintenance, repair and replacement of any bicycle cage and related infrastructure installed in accordance with this Section, shall be at the sole expense of the City, except if such maintenance, repair or replacement is the result of damage caused by the Region, its employees, agents or any person for whom the Region is responsible at law.

- (i)(C) The City agrees to remove, at its sole cost, the Bicycle Cage and related control panel in Office A (excluding the low voltage wiring or fibre optic cable located in Office A), and to repair any resulting damage caused by such removal to the satisfaction of the Region, on or before the expiry of the term of the Lease.
- (i)(D) Without limiting any other provision of this Agreement, the City and its contractors shall have access to all parts of the Parkade, including Offices A and B, as reasonably required to facilitate the rights pursuant to clauses 12(a)(i)(A), (B) and (C).

3. Page 1 of Schedule "D" of the Master Agreement, being Uptown Parkade Level 1 & 1.5, is updated and replaced with the new Page 1 of Schedule "D", attached hereto as Schedule 1. All other plans within Schedule "D" shall remain unchanged.

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

IN WITNESS whereof the parties have duly executed this Amending Agreement.

DATED at Waterloo, this _____ day of _____, 2025.

[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]

**THE CORPORATION OF THE
CITY OF WATERLOO**

Per:

Name:
Title:

Per:

Name:
Title:

I/we have authority to bind the Corporation.

DATED at Kitchener, this _____ day of _____, 2025.

**THE REGIONAL MUNICIPALITY OF
WATERLOO**

Per:

Name:
Title:

Per:

Name:
Title:

I/we have authority to bind the Corporation.



**STAFF REPORT
Fleet & Procurement Services**

Title: City of Waterloo 10 Point US Tariff Response Plan
Report Number: CORP2025-022
Author: Tracie Bell, Director, Fleet & Procurement,
Justin McFadden, Director, Economic Development,
Paul Hettinga, CFO, Treasurer,
Francis Reyes, Director, Engineering Services
Council Date: May 26, 2025
File: N/A
Attachments: Appendix A Council Motions: dated February 24, 2025 and
dated May 5, 2025
Appendix B Summary of Purchasing By-Law Amendments

Recommendations:

1. That Council approve the City of Waterloo 10 Point US Tariff Response Plan described in CORP2025-022; and
2. That Council considers for approval a By-Law that amends By-Law 2019-026 to Establish Policies for the Procurement of Goods and Services by the City to provide continued flexibility to support Canadian Businesses whenever possible; and
3. That Council approve the tax deferral program for industrial and commercial as detailed in CORP2025-022; and
4. That Council acknowledge and support the development of a Buy Waterloo campaign by City of Waterloo staff and the BIA; and
5. That Council request the Waterloo Economic Development Advisory Committee (WEDAC) to further develop and accelerate existing MedTech initiatives and make recommendations to Waterloo City Council on renewed implementation steps for a Waterloo MedTech Accelerator Centre Initiative for startups.

A. Executive Summary

The United States government's recent and ever-changing tariff announcements on various Canadian goods raises several economic and political concerns.

Recognizing that tariffs are not in the best interests of Canadian or American residents, organizations, businesses and employees, Waterloo City Council passed a motion (attached as Appendix A) on February 24th, 2025 calling on the Federal and Provincial governments to work with municipalities on measures to protect Canadians. The Motion also calls for the Waterloo Economic Development Corporation to develop an action plan to support Waterloo Region businesses and for City of Waterloo staff to explore options for limiting the impact of tariffs on City services.

In addition, on May 5, 2025, Waterloo City Council passed a motion (attached as Appendix A) to call on the Federal and Provincial governments to introduce comprehensive municipal stimulus strategies to fast-track large-scale investments in infrastructure, housing, transit, state-of-good-repair projects and other critical projects that will help safeguard local economies against the destabilizing effects of US tariff and Canadian counter-tariffs. The motion also called on governments to ensure that these stimulus strategies also allow for funding of social housing programs including wrap around services for our most vulnerable residents, and to work with municipalities on the development of these programs.

In order to mitigate risks to the Corporation, support residents and local businesses, and to support Canadian unity, staff have developed a City of Waterloo 10-point US Tariff Response Plan:

1. Amend the City's Purchasing By-Law & Templates to enable preference for Canadian Companies
2. City Operations - Buy Local / Canadian
3. Capital Cost Mitigation & Advancement of Key Capital Projects
4. Streamline Development Approval Process
5. Capital Projects: Joint Initiatives with Area Municipalities
6. Coordinated Advocacy with the Area Municipalities/AMO/OBCM such as the Federal/Provincial Stimulus Funding Advocacy
7. Industrial and Commercial Tax Deferral Plan
8. Financial Tracking of Tariff Impacts
9. Greater Support for Start-ups in our Region: Waterloo MedTech Accelerator Centre Initiative
10. Local Economic Development Supports in cooperation with Business Economic Support Team Waterloo Region (BESTWR)

B. Financial Implications

The extent of the financial implications associated with tariffs for the Corporation are not well known at this time. The degree to which tariffs and retaliatory tariffs continue to change creates further uncertainty as to financial impacts.

Higher value procurements (those over \$50,000) go through the City's centralized procurement process. For context, in 2024 these procurement awards amounted to close to \$33M and 96% of these awards were to companies with a Canadian presence, which is a similar value to what other Ontario municipalities are reporting. However, to

what extent raw materials or inputs sold or sourced by these companies with a Canadian presence will be subject to tariffs and whether those impacts will fully be passed on to consumers, is not fully known at this time.

Cost and risk mitigation strategies are outlined further within the action plan.

C. Technology Implications

None

D. Link to Strategic Plan

Community-centred; Operational Excellence

E. Previous Reports on this Topic

None



City of Waterloo 10 Point US Tariff Response Plan CORP2025-022

Section 1 – Background

The United States government's recent announcements on tariffs upon various Canadian goods raises several economic and political concerns.

Recognizing that tariffs, and just as importantly, the uncertainty resulting from constantly changing tariff decisions, are not in the best interests of Canadian or American residents, organizations, businesses and employees, Waterloo City Council passed a motion (attached as Appendix A) on February 24, 2025 calling on the Federal and Provincial governments to work with municipalities on measures to protect Canadians. The motion calls for the Waterloo Economic Development Corporation to develop an action plan to support Waterloo Region businesses and for City of Waterloo staff to explore options for limiting the impact of tariffs on City services.

In addition and subsequently, on May 5, 2025 Waterloo City Council passed a motion (attached as Appendix A) calling on Federal and Provincial government to work with municipalities to introduce comprehensive municipal stimulus strategies to fast-track large-scale investments in infrastructure, housing, transit, state-of-good-repair projects and other critical projects. The City of Waterloo is ready to respond swiftly to infrastructure stimulus grants with shovel ready projects, described further in the City's action plan.

In addition to our own action plan, the Province and the Federal government are also developing programs with a goal to protect businesses, workers and the economy including:

- Federal: [Large Enterprise Tariff Loan](#)
- Ontario: [Relief for workers and businesses due to economic uncertainty and impact of US tariffs](#)
- Ontario Investing \$1.3 Billion to Protect Manufacturing Workers and Jobs by enhancing and expanding tax credit to attract manufacturing investments to Ontario
- Ontario investing \$1 Billion to in Skills Development support more projects that will help build Ontario and protect workers and jobs in industries expected to face pressures from U.S. tariffs, including manufacturing and healthcare.

City of Waterloo 10 Point US Tariff Response Plan

Staff have identified 10 core areas of focus in response to US Tariffs. Some actions are in progress, while others will be implemented if Council approves moving forward.

1. Amend the City's Purchasing By-Law & Templates to enable preference for Canadian Companies

Purchasing By-Law

The *Municipal Act* requires that all municipalities adopt and maintain policies with respect to the procurement of goods and services.

The procurement processes of Ontario municipalities are governed by two domestic and one international trade agreement.

- The Canadian Free Trade Agreement (CFTA) is a pan-Canadian trade agreement that took effect on July 1, 2017 replacing the Agreement on Internal Trade;
- The Ontario-Quebec Trade and Cooperation Agreement, is a bi-lateral agreement with the province of Quebec that aligns with CFTA; and
- The Canadian-European Union Comprehensive Economic and Trade Agreement (CETA) that provides the EU and Canadian suppliers with access to sub-national procurement opportunities, including at the municipal level.

The recommended amendments to the City's Purchasing By-Law are detailed in Appendix B as attached. These amendments align with the requirements of the Trade Agreements but also provide flexibility for the City to support Canadian Business whenever possible.

Trade Agreement thresholds are adjusted every two years. The current CETA thresholds allow the City to limit opportunities to Canadian Suppliers, if product is available, when the value of the good or general services is less than \$353,300 or if the value of the construction service is less than \$8,800,000.

Update Procurement Templates

To manage the uncertainty of costs and resulting possible change orders that may arise due to tariffs, contract documents have been updated to outline the City's process for managing increases due to tariffs. Whenever possible, staff will include separate line items in pricing schedules to assist with tracking tariff impacts.

To support the City's intention to favour Canadian Business when permissible under trade agreement thresholds, procurement solicitation documents will be updated to incorporate the necessary preference language, including defining what is considered a "Canadian Business". Procurement staff will assist project managers to incorporate Canadian Value Add as part of evaluation criteria.

2. City Operations – Buy Local/Canadian

The Province defines a Canadian Business is defined as one that conducts its activities on a permanent basis in Canada, either by having its headquarters or main office in any province or territory; or has at least 250 full-time employees in any one province or territory within Canada.

The City defines a local supplier as a supplier of goods and/or services that maintains a workforce whose usual place of residency is located in the Regional Municipality of Waterloo.

In 2024, 96% of the purchases that were facilitated by the Procurement Team were awarded to companies meeting the definition of a Canadian Business. 34% of those were awarded to local suppliers.

Low-cost purchases are undertaken directly by divisions requiring services and are not included in these numbers.

The City's Social Procurement Policy highlights the City's commitment to embed economic growth through its purchasing activities. Staff have been directed to undertake low costs purchases from local suppliers whenever possible and to work with local suppliers to ensure that they are encouraged to respond to procurement opportunities.

The City is also in the final stages of its roll-out of the Amazon Business for Corporate Program. This program enables the City to implement organization-wide buying policies, reduce time searching for local suppliers and make it easier to track spend with local suppliers.

3. Capital Cost Mitigation & Advancement of Key Capital Projects

Fleet

Fleet has prioritized vehicle replacements over the last couple of years to deal with the backlog that was created by COVID. This has put us in a good position to deal with the new challenges created by tariffs.

The average age of our fleet is seven years, and there is still equipment on order and in production that is set to arrive. Our relatively young fleet will enable us to defer replacements if necessary but still have confidence in the assets' ability to meet operational needs.

Supplier outreach continues and staff have been able to secure a tariff cap from the manufacturer of seven large pieces of equipment currently on order.

Fire

On March 4, 2025, the Canadian Federal Government initiated consultations to seek feedback on a proposed list of additional goods that would be subject to additional tariff countermeasures. The City of Waterloo participated in the online consultation specifically relating to the impact counter tariffs would have on fire emergency equipment and vehicles.

On April 15th it was announced that the government would provide a temporary six month relief for goods imported from the U.S. for a number of items, including those used to support public safety. This remission is provided on a time-limited basis to allow time to adjust supply chains in order to prioritize domestic sources of supplies, when available.

The City currently has two Fire Pump Trucks on order and in production. These are scheduled to arrive in late summer 2025. Staff are investigating opportunities to utilize domestic suppliers where possible, for future purchases.

Construction

Staff will advance key capital projects as planned such as the Beaver Creek Road and Conservation Drive reconstruction project and the Albert McCormick Community Centre Renovation and Expansion. To mitigate potential impacts of tariffs, staff will seek and leverage external funding such as grants and cost sharing opportunities wherever possible to minimize risk exposure. Potential donor projects with surplus funding are also being assessed to cover potential budget shortfalls.

At this time, we do not foresee that there will be any major tariff impacts for road reconstruction services as the majority of inputs are sourced within Canada. The impacts on other City projects such as splash pads, lighting upgrades, fuel tanks are unknown at this time. In order to better track any impacts, procurement staff will request that suppliers identify known tariff impacts when possible, as separate line items, however due to multiple layers within the supply chain this may not always be possible.

4. Streamline the Development Approval Process

Development is a key driver of economic growth. Streamlining the development approvals process will reduce delays and lead to lower costs and quicker project

completion. Building on the momentum of the City's Bill 23 - 10-point Adaption Plan via staff report IPPW2022-063, staff have completed the Comprehensive Engineering and Landscape Manual (CELM), which is a unique guidance document intended to assist developers, consultants and contractors through the City of Waterloo's infrastructure and development process.

In addition, the Housing Accelerator Fund has led to the development of an online portal for an improved digital application platform, and the creation of standard terms of reference for technical studies to establish clear expectations in support of development applications. These efforts, in addition to other process improvements, will allow for applications to be processed more efficiently and place the City in a favourable position in anticipation of a market rebound.

5. Capital Projects: Joint Initiatives with Area Municipalities

Staff will continue to engage and collaborate with the Region of Waterloo and area municipalities to identify opportunities for alignment on design requirements, construction specifications and joint partnerships on emerging technologies. A consistent and standard approach among area municipalities will lead to more efficiency and reduced cost for contractors.

City of Waterloo staff are key contributors to the Region of Waterloo and Area Municipal Design Guidelines and Supplemental Specifications for Municipal Services (DGSSMS) Best Management Practice group. Staff also participate in liaison committees with Waterloo Region Home Builders Association (WRHBA), the Association of Consulting Engineers of Ontario (ACEC) and Conestoga Heavy Construction Association (CHCA).

6. Coordinated Advocacy with the Area Municipalities/AMO/OBCM such as the Federal/Provincial Stimulus Funding Advocacy

AMO has stressed using investment in municipal infrastructure and community housing as a means to spur the economy. They are calling for an immediate new investment of \$1.5 billion for new capital development as noted in the Mayor's motion from May 5, 2025.

In addition, the Mayor's motion on Feb 24, 2025, called for the Federal and Provincial governments to work with municipalities on measures to protect Canadians and businesses. The 2025 Provincial Budget has included various grants and other stimulus efforts that the City is well positioned to leverage.

Finance staff will monitor and leverage as these opportunities become more apparent. Grant Monitoring is part of regular activities of the Financial Planning Team. It is anticipated that specific new grant opportunities may be launched in the coming months as Federal and Provincial government consider economic stimulus. The Financial

Planning Team, along with the project implementation divisions, will be ready to respond to these opportunities with shovel ready projects including:

- Beavercreek Meadows Pumping Station - \$20M
 - Design 90% - Class A
- AMCC Expansion/Renovation/GHG Reduction - \$15M
 - Design 60% - Class D
- RIM Renovation/GHG Reduction - \$15M
 - Design started.

7. Industrial and Commercial Tax Deferral Plan

During the pandemic, area municipalities developed a consistent application-based property tax deferral program. Cambridge has recently approved a deferral plan for all taxpayers and Toronto has also approved a deferral plan for only industrial taxpayers. City of Waterloo staff are recommending a similar program during the economic uncertainty caused by current tariff implementation. This program will only be made available to all non-residential property owners, and it will be targeted to those who have experienced significant financial hardship as a result of the imposition of tariffs. The program is aimed to allow industrial/commercial property owners to extend their final 2025 tax due dates up to 60 days.

For property owners to qualify for this additional program, staff are recommending the following criteria be used for evaluating and inclusion in the application.

Experienced financial hardship directly related to the imposition of Tariffs after March 1, 2025:

- a. Property owners must provide documentation of financial hardship that is directly related to the imposition of tariff changes after March 1, 2025. This determination will be made under the sole discretion of the Chief Financial Officer of the City of Waterloo or designate.
- b. Applications must be accompanied by documentation that supports the claim of financial hardship due to the imposition of tariffs as determined in eligibility criteria one. Evidence of significant loss of business income, increased non-recoverable costs or other evidence deemed acceptable by the Chief Financial Officer of the City of Waterloo or designate.
- c. 2025 Interim property tax bills must be paid in full and no other accounts payable are in arrears with the City of Waterloo.

- d. Properties must be returned on the 2025 assessment roll exclusively within the Large Industrial, Industrial, Commercial property classifications. Inclusion in a classification will be at the sole discretion of the Chief Financial Officer of the City of Waterloo or designate.
- e. Property owners may apply for the deferral at any time between July 1, 2025, and August 15, 2025.
- f. Where any portion of property taxes remain unpaid after November 30, 2025, excluding any supplementary or omitted taxes that are not yet due, any late payment penalty, interest or fees accrued to the unpaid tax amounts during the applicable deferral period will remain due and payable on the account.
- g. Upon determination of the submission of any false or inaccurate information provided with the application, the applicant will be deemed ineligible for inclusion in the program. Eligibility for the program will be determined at the time of application approval and any changes in financial circumstances before November 30, 2025, will not affect eligibility.

The Tax Payment dates under the deferrals are outlined below in Table 1.

Table #1 – Tax Payment Date Summary:

	Commercial Final Installment 1	Commercial Final Installment 2
Tax Due Date	Sept 2	Oct 2
Relief under Deferral	Oct 31	Nov 30
<p><i>* Preauthorized payments and post-dated cheques will continue to be processed on tax due dates and monthly dates unless otherwise instructed by taxpayer.</i></p>		
<p><i>** Failure to make payment by the date indicated for Relief Phase 2 Application Plan will result in removal from plan and penalty and interest applying from point of default forward.</i></p>		

With any relief program, there are risks that need to be noted as Council considers this application-based approach. Depending on the number of applications, this could become very labour intensive for staff to administer. As well, this could cause loss of penalty and interest, investment income and reduced cash flow. This would require frequent management of short-term investment instruments. It should also be noted that this program does not alleviate a commercial property owner's responsibility to pay their property tax obligation, only defers it.

While the application-based program is only specific to property taxes, the City will continue, as in past practice, to work with our utility customers on payment plans for those who need more time to bring their accounts in good standing.

8. Financial Tracking of Tariff Impacts

Tracking of costs relative to tariffs will be a difficult task as many of these items will be hidden or embedded in the total cost. As noted in Action Item #1, procurement staff will request that suppliers identify tariff impacts, when possible, as separate line items. However, due to multiple layers within the supply chain this may not always be possible. Where the data is available, Finance will enable these costs to be separately tracked by opening a dedicated account number within project/operating budgets, and communicating it broadly to staff, so that information can be used in grant submissions and other Government advocacy efforts.

Area treasurers/CFOs meet regularly and have added this item to regular agendas to ensure continued collaboration and information sharing. In addition, we have added additional meetings to our regular schedule to specifically discuss local tariff response.

AMO is developing other resources to help municipalities. They have made a number of data requests from municipalities to quantify at a macro level the potential impact of tariffs on capital budgets and other direct municipal costs. City of Waterloo staff have provided data to AMO and provided feedback on AMO's economist estimates of sector and import percentages. These data requests have been used to create various reports on Tariff impacts and responses, assisting with communications and advocacy efforts: [Tariff Impacts on Ontario Municipalities](#)

AMO is also working with Oxford Economics to produce a tool for municipalities to estimate cost impacts of different tariff scenarios on projects under various asset classes. At the time of writing this report, the tool had not yet been launched but is expected to be distributed in May 2025.

9. Greater Support for Start-ups in our Region: Waterloo MedTech Accelerator Centre Initiative

With the announcement of a new Waterloo Region Health Network hospital within the David Johnston Research + Technology Park, the City of Waterloo is uniquely positioned to further establish itself as a national leader in medical technology (MedTech) innovation. This initiative presents a rare opportunity to drive the growth of a robust MedTech startup pipeline by leveraging the existing med-tech research initiatives, strengths and progressive intellectual property policies of the University of Waterloo, the business and policy expertise of Wilfrid Laurier University, and the applied talent and technical training capacity of Conestoga College.

By aligning clinical infrastructure, academic assets like the School of Optometry, and entrepreneurial support systems like the Accelerator Centre, the City can catalyze a new wave of health-focused innovation that strengthens the local economy, enhances patient outcomes, and builds long-term resilience against global trade disruptions.

Crucially, this initiative also offers a strategic response to ongoing tariffs by enabling the domestic design, testing, and manufacturing of critical MedTech solutions—reducing reliance on imported healthcare technologies, stabilizing supply chains, and creating Canadian-controlled intellectual property that is less vulnerable to international trade volatility.

The City of Waterloo Economic Development Advisory Committee could take this opportunity to further develop and accelerate existing MedTech initiatives and make recommendations to Waterloo City Council on renewed implementation steps for a Waterloo MedTech Accelerator Centre Initiative.

10. Local Economic Development Supports in cooperation with BESTWR

City's Trade and Tariff Resources Webpage

To better support local businesses during this challenging period, in March the City of Waterloo launched its [Trade and Tariff Resources page](#). This page provides up-to-date information on specific tariffs as well as tools and supports available through Federal and Provincial government programs.

Local Multi-Agency Collaboration

City Economic Development staff are working closely with regional partners, including BESTWR, a local consortium of the Chambers of Commerce, Waterloo EDC, and Communitech – on a comprehensive business outreach initiative. The program aims to gather data on tariff-related challenges facing local businesses and share these insights with Federal and Provincial governments to inform policy. To date, the Mayor and Economic Development staff have met with a broad cross-section of tariff-impacted businesses across Waterloo.

Some interesting insights have emerged from these discussions with local businesses. While companies that are heavily reliant on exports to the U.S. are facing difficulties, a strong "buy Canadian" sentiment has significantly benefited many others. In fact, some local businesses are reporting near-record sales as Canadian customers increasingly choose domestic suppliers over U.S. competitors.

Even though U.S. shipments have declined in some cases, the reduced competitive pressure in the Canadian market has often resulted in offsetting – and sometimes increased – sales domestically. Moreover, many Waterloo-based manufacturers produce specialized, high-value products that are less vulnerable to price-based competition. As a result, these companies are often in a stronger position to resist attempts by U.S. buyers to shift the tariff burden onto Canadian suppliers.

Employment Sector Diversification

Waterloo's diverse economy – spanning technology, manufacturing, finance, education, and healthcare – makes it resilient to trade disruptions such as tariffs. With approximately 80% of its economy rooted in service-based industries, the City can absorb shocks to sectors like manufacturing through strength in innovation, education, and services. This balance helps Waterloo remain a dynamic and stable economic center, even during challenging economic periods.

Buy Local Campaigns

The BIA will be developing a buy local program, the specifics of which are still being developed. The City of Waterloo is also considering a buy Waterloo campaign to encourage residents to purchase from local businesses with an added focus on purchasing goods that are made in Waterloo and surrounding regions. More information will be provided in the coming weeks.

APPENDIX A – COUNCIL MOTIONS

Please be advised that the Council of the Corporation of the City of Waterloo at its Council meeting held on Monday, February 24th, 2025 resolved as follows:

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.

Please be advised that the Council of the Corporation of the City of Waterloo at its Council meeting held on Monday, May 5th, 2025 resolved as follows:

WHEREAS the United States has imposed tariffs on key Canadian industries, and Canada has implemented counter-tariffs in response; and

WHEREAS tariffs are already disrupting local economies across Ontario, jeopardizing jobs, investment, and economic stability in communities of all sizes; and

WHEREAS we must protect our most vulnerable residents whose housing supports and services may be negatively impacted by an economic downturn; and

WHEREAS infrastructure investments in public transit, Light Rail Transit and improving the electricity grid will simultaneously address the economic uncertainty created by the US imposed tariffs by creating good, local jobs while also addressing the climate crisis; and

WHEREAS in times of economic uncertainty, federal and provincial governments have historically stepped up with stimulus investments to support municipalities, create jobs, and maintain economic momentum; and

WHEREAS past stimulus initiatives, such as the 2009 Economic Action Plan, which funded 23,000 infrastructure projects across the country in response to the global financial crisis, and the 2020 COVID-19 stimulus plan, which provided critical economic relief during the pandemic, played a critical role in stabilizing local economies and ensuring communities could withstand economic downturns; and

WHEREAS municipal governments are uniquely positioned to drive economic recovery by facilitating major infrastructure projects that create well-paying jobs, attract investment, and improve public services for residents; and

WHEREAS fast-tracking significant municipal projects as stimulus initiatives would help mitigate the negative economic impacts of US tariffs and Canadian counter-tariffs while building critical infrastructure that benefits Ontarians for generations; and

WHEREAS projects such as housing enabling infrastructure, asset management mitigation and adaptation, transit and transportation infrastructure, affordable housing and supportive housing projects, and other key infrastructure investments that support economic growth, job creation, and sustainable urban development, are ready to serve as engines of economic resilience and community capacity building,

NOW THEREFORE BE IT RESOLVED:

THAT the City of Waterloo Council calls on the federal and provincial governments to introduce comprehensive municipal stimulus strategies to fast-track large-scale investments in infrastructure, housing, transit, state-of-good-repair projects and other critical projects that will help safeguard local economies against the destabilizing effects of US tariffs and Canadian counter-tariffs; and

THAT these stimulus strategies also allow for funding of social housing programs including wrap around services for our most vulnerable residents; and

THAT Council urges the federal and provincial governments to work in partnership with municipal associations such as the Association of Municipalities of Ontario (AMO), Ontario Big City Mayors (OBCM), Mayors and Regional Chairs of Ontario (MARCO), and the Federation of Canadian Municipalities (FCM) to identify and accelerate key projects to serve as stimulus initiatives, ensuring that economic growth remains centered on protecting the livelihoods and well-being of the people within our Waterloo and across Waterloo Region:

- **City of Waterloo Beaver Creek Road and Conservation Drive Pumping Stations** - construction of 2 new pumping stations required to enable the creation of over 4,500 new homes in Waterloo.
- **City of Waterloo Albert McCormick Community Centre Renovation and Expansion** - a significant redevelopment to enhance its energy efficiency, accessibility, and overall functionality.
- **City of Waterloo RIM Park GHG and Accessibility Retrofit Project** – a major renovation of a key community asset that represents approximately 47% of the GHG savings required to meet the City's 2030 GHG emission target (in 2030).

AND THAT this resolution be sent to all municipalities in the Regional Municipality of Waterloo, Association of Municipalities of Ontario (AMO), local MPPs, local MPs, Ontario Big City Mayors Caucus (OBCM), Mayors and Regional Chairs of Ontario (MARCO), Minister of Economic Development, Job Creation and Trade, Minister of Infrastructure, Minister of Finance, President of the Treasury Board, Premier Doug Ford and the federal ministerial counterparts when the new federal cabinet is established.

APPENDIX B**Summary of amendments to By-Law No. 2019-026 (being a By-law to establish policies for the procurement of Goods and Services by the City)****1. Purpose, Goals and Objectives (Section 1)**

This section has been amended to highlight the City's commitment to support Canadian Businesses.

2. New Definition - Canadian Business

A new definition of "Canadian Business" has been added. This definition aligns with the Province's Building Ontario Businesses Initiative, developed by the Treasury Board Secretariat and Ministry of Economic Development, Job Creation and Trade.

3. New Definition – Covered Procurement

Trade Agreement thresholds are updated every two years. The next update will be January 1, 2026. The addition of a definition for Covered Procurement will enable procurement method limits to align with changing thresholds.

4. Amended Definition – Non-Competitive Procurements

The amendment to this definition is to provide clarification that limited procurements (where the City invites one or any other number of suppliers to bid on opportunities) when the value of the procurement requires an open competitive procurement method would also be considered a non-competitive procurement and require prior approval. The current definition only specifies direct award procurements.

5. Non-Competitive Procurements (Section 14)

This section has been updated to reference the newly added definition of "Covered Procurement" to align with changing trade agreement thresholds. This change continues to enable, when appropriate approvals have been granted, purchases from local suppliers, or if warranted purchases directly with a supplier up to current and future trade agreement thresholds.

6. Local or Geographical Preference (Section 16)

This section has been updated to allow the City, when permitted by trade agreements, to incorporate a preference for Canadian value and/or limit its tendering to Canadian goods, services, or suppliers.

7. Exclusion of Bidders from the Procurement Process (Section 17)

As tariff impacts continue to evolve, there could be a possibility of future government directives to municipalities. This amendment expands the instances of when bidders may be excluded to include compliance with future government directives.



**STAFF REPORT
Community Programming & Outreach Services**

Title: City of Waterloo Age-friendly Action Plan 2025-2026
Report Number: COM2025-011
Author: Pamela Albrecht, Community Outreach Coordinator
Amy McCullough, Policy and Project Coordinator
Council Date: May 26, 2025
File: N/A
Attachments: City of Waterloo Age-friendly Action Plan, 2025-2026
Ward No.: All

Recommendations:

1. That Council approve report COM2025-011.
2. That Council endorse the City of Waterloo Age-friendly Action Plan, 2025-2026

A. Executive Summary

The City of Waterloo Age-friendly Action Plan 2025-2026 was developed to fulfill expectations of membership in the Global Network of Age-friendly Cities and Communities and to drive the Age-friendly Waterloo Advisory Committee's workplan. This Action Plan was developed in collaboration with staff from across the organization, highlighting ongoing or planned work, as per corporate business plans and budget, over the next two years as they align with age-friendly principles and priorities. It sets the stage for the development of a more fulsome Action Plan that aligns with the next strategic plan, business plans, and budget cycles and outlines next steps for developing a new Action Plan for 2027 to 2030.

B. Financial Implications

There are no new financial implications. All action items included in this plan have all been identified in divisional business plans and/or in the current budget.

C. Technology Implications

None.

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 Action Plan highlights projects and initiatives that are accessible, equitable and inclusive, as they relate to older adults. The range of programs and services offered, as well as the commitment to future engagement, considers the diverse experiences of older adults.

Complete Community: The Action Plan highlights initiatives that support a high quality of life for older adults. This includes diverse housing options, opportunities to participate in social and civic life, and access to a range of recreational programs and support services.

Infrastructure and Transportation Systems: The Action Plan identifies projects and initiatives that align with the City's commitment to enhancing infrastructure and transportation systems. Age-friendly cities require accessible and affordable transportation and accessible public spaces for older adults.

E. Previous Reports on this Topic

N/A



City of Waterloo Age-friendly Action Plan 2025-2026

COM2025-011

Background

Age-friendly communities include systems and supports that promote healthy and active aging for their residents. While age-friendly initiatives typically focus on older adults, it is recognized that age-friendly communities benefit people of all age groups. The [Ontario Age-Friendly Communities Outreach Program](#) defines an age-friendly community (AFC) as:

“... a community where policies, services, and physical spaces are designed to enable people of all ages to live in secure and accessible physical and social environments. AFC’s contribute to good health and allow people to participate fully in society throughout their lifetime.”

The City of Waterloo has provided programs and services to older adults for many years. Since 2011, the City has been a member of the Global Network of Age-friendly Cities and Communities (GNAFCC or Network). The Network was established by the World Health Organization (WHO) in 2010 and connects cities and communities around the world who are committed to promoting healthy and active aging.

Membership in the Network reflects a community’s commitment to become age-friendly. It is not a designation or accreditation. Members commit to developing Action Plans as part of a cycle of continuous improvement. Members also commit to engaging with older adults as part of the development and implementation process.

The City’s application for membership in the Network was led by a group of dedicated community members from multiple sectors. This group worked alongside elected officials and City staff to create the Mayor’s Advisory Committee for Age-friendly Waterloo. Since 2009, a central focus of the committee has been community engagement. This engagement helped bring the perspectives of older adults to City projects and initiatives and created a vision of what an age-friendly community in Waterloo could be.

As part of a renewed approach to age-friendly planning at the City, the committee was restructured in 2024, moving from a multi-agency committee to an advisory committee to staff. In its current form, the Age-friendly Waterloo Advisory Committee offers input and advice from an older adult perspective on City policies, strategies and significant projects and initiatives.

Defining “Older Adults” and “Seniors”

With regard to terminology, it is important to note that there is no single definition of older adults, nor is there one recognized minimum age. The City of Waterloo recognizes that community members use the terms “seniors” and “older adults.” In order to ensure that people can find the resources and information they need, the City uses both terms to describe our programs and services. For the most part, this report and the Action Plan use the term “older adults” to be consistent with the WHO. The word “senior” is used when referring to a program or service that uses that word in its title or description.

The City’s recreation and leisure programming for older adults generally targets people age 55+. This aligns with the age set by the Government of Ontario for the Senior Active Living Centre (SALC) program, which provides funding to the City. Staff responsible for age-friendly planning also consider older adults to be age 55+ to maintain consistency throughout the organization. If a different minimum age applies, it is noted in the relevant promotion of a program or service, or within a report or document.

City of Waterloo Age-friendly Action Plan 2025-2026

The City of Waterloo Age-friendly Action Plan for 2025-2026 provides an overview of age-friendly initiatives led by staff across departments at the City of Waterloo. It will support continued progress during the period of corporate business plans and budgets that were already finalized for a three-year period from 2024 to 2026. It also fulfills one of the expectations of membership in the Global Network of Age-friendly Cities and Communities by showing the progress made and the plans to continue building on this progress.

This Action Plan lays the groundwork for a more fulsome Age-friendly Action Plan that will be developed alongside the City’s next Strategic Plan in 2027. A clear picture of where we have come from and what we are doing now will provide a starting point for discussions about what the City is doing well, where the gaps are, and recommendations to address those gaps. It is hoped that the attached Action Plan will be a useful tool to provide background information for community members, elected officials and staff as work progresses on the future Age-friendly Action Plan.

The development of the current Action Plan included a review of relevant documents, including reports prepared by the former Age-friendly Waterloo Multi-Agency Committee, which are referenced on pages 10 and 13 of the Action Plan. These reports identified community priorities by summarizing input from community engagement sessions and by making recommendations for the City to consider.

Staff began work on the Action Plan by identifying programs, services, initiatives and projects that responded in whole or in part to the recommendations made by the former committee. More than 30 staff in 16 business units across the City provided input and review. This process identified a wide range of on ongoing and planned projects and initiatives across the organization as they relate to age-friendly principles. The Age-

friendly Waterloo Advisory Committee was also involved in the review and revision process. The focus of the 2025-2026 Action Plan is to build an inventory of work already underway or planned at the City, with approved budget as needed, that will contribute to age-friendly goals. The Action Plan will inform the Advisory Committee's work plan as it identifies city initiatives from across the organization that would benefit from committee input. Staff will report back on 2025-2026 action items in the next Age-friendly Action Plan in 2027.

The initiatives highlighted in the Action Plan are organized using the Global Network's eight physical and social domains. These domains help communities to set priorities that will have a positive impact on the lives of older adults. It is important to note that numerous parts of the City's Strategic Plan align well with these domains. This makes the City's membership in the Network an ongoing good fit.

Next Steps

The City's next Age-friendly Action Plan will cover the years 2027-2030 to align with the City's next Strategic Plan, business plans and budget cycles. This future Action Plan will be developed with community input. Involving older adults in decision-making processes that affect them is a best practice identified by the Global Network and the International Association of Public Participation.

In autumn 2025, staff will begin working on the next Action Plan which will include connecting with older adults in a variety of ways. An engagement plan will be developed with the support of communications staff. The goals of engagement will be to learn more about what the City is doing well, where the gaps and challenges are, and ideas for possible solutions. The engagement plan will consider the diversity of the community, with an emphasis on connecting with older adults from equity-denied communities. As the City moves toward action, staff will explore opportunities for older adults to be involved in the co-design of initiatives.

While there will be engagement opportunities that focus solely on the Age-friendly Action Plan, staff will also collaborate on other engagement opportunities to minimize engagement fatigue. Examples of other initiatives include the upcoming City website refresh, the Sports, Recreation and Leisure Strategy and the Waterloo Park Strategy. In addition, participants in recreation and leisure programs will have the opportunity to provide feedback on City programs every year as part of a new responsibility of the SALC program. Using this integrated and collaborative approach will help embed age-friendly principles and practices into all that the City does.

The City looks forward to continued work on the initiatives and core programs and services described in the Action Plan for 2025-2026. Staff also look forward to learning more from older adults about their experiences with the goal of supporting an age-friendly city where people want to continue to grow and age in the right place.

CITY OF WATERLOO AGE-FRIENDLY ACTION PLAN

2025-2026

MAY 26, 2025



Territorial Acknowledgement

Waterloo is situated on the land traditionally cared for by the Haudenosaunee, Anishnaabe and Chonnaton Peoples, and the programs, services, initiatives and projects described in this report are carried out by people who work on these lands for the benefit of those who live here.

Many aspects of age-friendly planning build on the gifts and strengths of older adults that should be recognized as a living library and be understood as having value in our communities. However, it is important to acknowledge that age-friendly approaches have also grown out of a need to challenge ageism, in particular, negative stereotypes about aging and a societal failure to respond appropriately to the real needs of older adults.

It is important to remember that ageism is not built into all cultures and societies and was brought to this land with colonialism. Those of us who are settlers on this land have much to unlearn about what capitalism has taught us about who is productive and therefore has value or worth. We have much to learn from Indigenous Peoples about understanding and valuing the lived and living experiences of individuals over the course of their lives and how communities should respond with care, gratitude and respect for all contributions. In this way, it is our understanding that Reconciliation and age-friendly work are intertwined, and our hope that each informs the other.

With that in mind, those who have contributed to this report humbly acknowledge the enduring presence and deep traditional knowledge and philosophies of the Indigenous People with whom we share this land today. We commit to seeking out ways to deepen our own knowledge and put that knowledge into action.

Acknowledgements

Staff from across the City provided information about the many programs, services, projects and initiatives included in the Action Plan. Thank you to staff from the following teams:

- Active Transportation
- Capital Program and Project Management
- Communications
- Community and Neighbourhood Services
- Community Programming
- Community Planning
- Development Planning
- Legislative Services
- Office of the Chief Administrative Officer
- Parks, Forestry and Cemetery Services
- Reconciliation, Equity, Accessibility, Diversity and Inclusion
- Recreation Facility Programming
- Strategic Initiatives
- Volunteer Services

Volunteers and elected officials on the Age-friendly Waterloo Advisory Committee provided valuable feedback on this Action Plan as part of the review and revision process.

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Overview

Age-friendly communities include systems and supports that promote healthy and active aging for their residents. While age-friendly initiatives typically focus on older adults, it is recognized that age-friendly communities benefit people of all age groups. The [Ontario Age-Friendly Communities Outreach Program](#) defines an age-friendly community (AFC) as:

“... a community where policies, services, and physical spaces are designed to enable people of all ages to live in secure and accessible physical and social environments. AFC’s contribute to good health and allow people to participate fully in society throughout their lifetime.”

What follows is an overview of age-friendly initiatives at the City of Waterloo. This includes an introduction to the worldwide network of age-friendly cities and communities, a network to which the City belongs. The report examines our own community by way of a summary of census data, and the vital role that age-friendly communities past and present have played in shaping the City’s work. The bulk of this report describes the work being done to meet the needs of older adults on our community. It describes how the City approaches age-friendly work and how various frameworks inform our planning. It goes on to provide an overview of past City initiatives and current work that staff are doing. The report concludes with an outline of the work planned for 2025 and 2026.

This document provides an interim Age-friendly Action Plan for the City of Waterloo. It will support continued progress during the period of corporate business plans and budgets that were already finalized for a three-year period from 2024 to 2026. It also fulfills one of the expectations of membership in the Global Network of Age-friendly Cities and Communities by showing the progress made and the plans to continue building on this progress.

This report lays the groundwork for a more fulsome Age-friendly Action Plan that will be developed alongside the City’s next Strategic Plan in 2027. A clear picture of where we have come from and what we are doing now will provide a starting point for discussions about what the City is doing well, where there are gaps, and recommendations to address those gaps. It is our hope that this report will be a useful tool for community members, elected officials and staff as we work together to develop a future Age-Friendly Action Plan.

The work outlined in this report has come to fruition thanks to the hard work and dedication of many people. This includes past and present Age-friendly Waterloo Committee members, elected officials and staff. Their continued commitment will ensure that Waterloo continues its work to build a community where older adults can live securely, enjoy good health and participate fully.

Introduction

This Age-friendly Action Plan for the City of Waterloo outlines what the City is doing to meet the needs of older adults. It describes what the City has done, what staff are doing now, and what is planned for the near future. While it is understood that age-friendly communities benefit people of all age groups, age-friendly initiatives at the City of Waterloo have typically focussed on older adults.

There is no single definition of older adults, nor is there one age at which a person becomes an older adult. As much as possible, individuals should be able to decide for themselves how they choose to identify. Organizations and service providers use different words and different ages to describe who is included and who can use their services.

At the City, we recognize that people in our community use the terms “seniors” and “older adults.” The City uses both of these terms to describe our programs and services. We do this to be sure that people can find the resources and information they need. Throughout this report, we use the word “senior” when referring to a program or service that uses that word in its title or description. In all other cases, we use “older adults” to be consistent with the World Health Organization.

The City’s recreation and leisure programming for older adults generally targets people age 55+. This aligns with the age set by the Government of Ontario for the Senior Active Living Centre (SALC) program, which provides funding to the City. Staff responsible for age-friendly planning, and members of the Age-friendly Waterloo Advisory Committee, also consider older adults to be 55+. This report will note where a different minimum age applies. The demographics section is a notable example. When reporting on older adults, Statistics Canada uses age 65+.

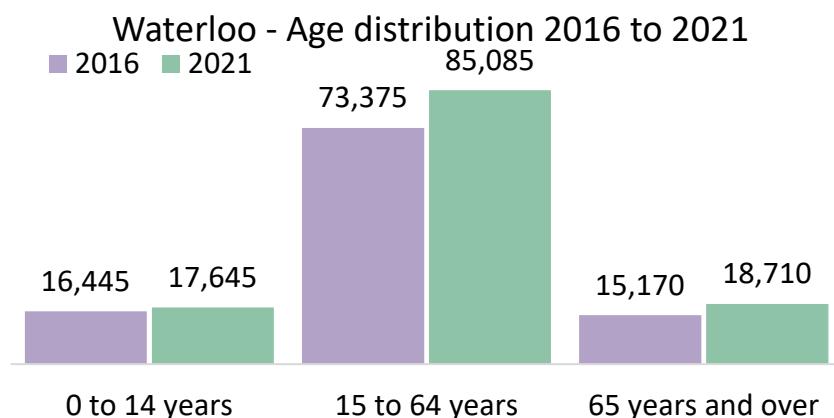
Demographics Summary

It is important to understand the older adult population in the City of Waterloo to provide them with the right services and supports. A demographic profile helps paint a picture of who is living in Waterloo – factors such as gender, income status, and education all play a role in shaping who they are. By understanding the unique identities and life experiences of older adults, we can continue to support their community engagement, aging in the right place and quality of life, while tailoring our work to address their needs. Although many City programs and services are tailored to older adults aged 55+, data used for this profile focuses on older adults ages 65+ and has been taken from the [KW4 Ontario Health Team's 2021 Census Report](#) and the [City of Waterloo's 2021 Census Bulletin](#), which reports on the [2021 Census](#).

Population

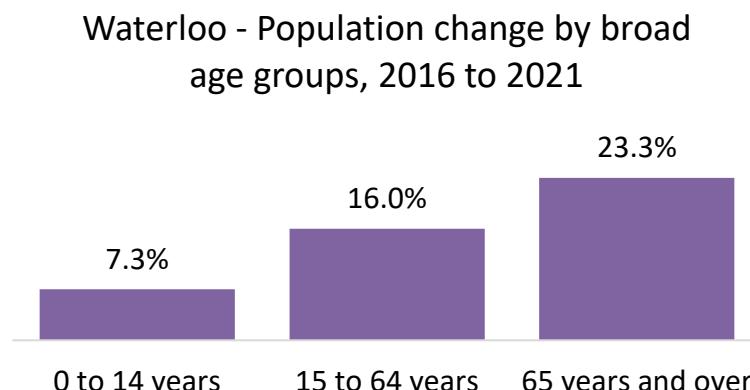
- The City of Waterloo has a population of 121,436 people, with an older adult population age 65+ totalling 18,710.
- Older adults aged 65+ make up 15.4% of the population.
- There are approximately 8,400 men and 10,315 women who are older adults. Statistics Canada says the non-binary population is small. Because of this, non-binary people are grouped with the other two gender categories to keep responses confidential.
- The degree that the older adult population is growing suggests that they will be the largest population group by 2030.
- Since 2016, the older adult population in the city has grown by 23.3%, compared to the 16% growth of the population aged 15-64 and 7.3% growth of the population aged 0-14.

Graph 1: Waterloo – Age distribution 2016 to 2021



Source: Statistics Canada. 2021 Census of Population.

Graph 2: Waterloo - Population change by broad age groups, 2016 to 2021



Source: Statistics Canada. 2021 Census of Population.

Below is a brief comparison of our older adult population to similar municipalities:

- As noted above, Waterloo has a population of 121,436, older adults account for 15.4% of the population.
- Kitchener has a population of 256,885, older adults account for only 14.7% of their population.
- Milton has a population of 132,979, older adults only account for 9.9% of the population.
- Kingston has a population of 132,485, and the highest comparative percentage of older adults at 21.1%.

Indicators of well-being

Three sets of data are examined below to look at well-being of older adults in Waterloo: Low-income cut off (LICO), education, and older adults living alone. LICO indicates how many people are spending more than average on things like food, shelter, and clothing. When someone spends most of their money on basic needs, it is hard to afford activities that improve well-being. Education statistics show how many older adults have finished high school or post-secondary education. This matters because higher education is linked to better financial stability and well-being. Finally, the number of older adults living alone is important because living alone can lead to isolation and loneliness, which may harm physical and mental health.

- LICO: Out of the total population, there are 12,240 people (10.2%) living at the low-income cutoff and 525 or 3.1% are older adults.
- Education: out of 16,940 older adults,
 - 2,765 (16.3%) had no certificate, diploma, or degree; and,
 - 9,820 (58.0%) had attained a post-secondary certificate, diploma, or degree.
 - Compared to Waterloo, 55.7% of Kingston's older adult population have attained a post-secondary certificate, diploma, or degree.¹
- Living alone: 3,794 (20.3%) of older adults 65+ live alone.

The City of Waterloo's aging population is an integral part of the community. It is important to keep these statistics in mind as we continue to support older adults through City programs and services. This way, we can tailor our efforts to address their unique needs and support their well-being and involvement in the community.

¹ Retrieved from Municipal Quality of Life Dashboard,

<https://www150.statcan.gc.ca/n1/pub/71-607-x/71-607-x2023025-eng.htm>, Feb 11, 2025

Global Network of Age-friendly Cities and Communities

The [Global Network of Age-friendly Cities and Communities](#) (GNAFCC or Network) was established in 2010 by the World Health Organization (WHO). It connects cities and communities around the world who are committed to promoting healthy and active aging. The City of Waterloo became a member of the Network in 2011.

Membership in the Network reflects a community's commitment to become age-friendly – it is not a designation or accreditation. Members commit to developing Action Plans as part of a cycle of continuous improvement.²

The Network uses a framework of eight physical and social domains to help communities set priorities. These eight domains are further defined in [section below](#):

1. Outdoor Spaces and Public Buildings
2. Transportation
3. Housing
4. Communication and Information
5. Community Support and Health Services
6. Civic Participation and Employment
7. Respect and Social Inclusion
8. Social Participation

Age-friendly Waterloo Advisory Committee

In 2009, a group of dedicated community members from multiple sectors joined with elected officials and City staff to create the Mayor's Advisory Committee for Age-friendly Waterloo. This committee led engagement with community members to identify priorities for action. The group applied for membership in the Global Network of Age-friendly Cities and Communities (Network) and the City became a member of the Network in 2011. This group was inspired by the words of geriatrician Bernard Isaacs, “Design for the young and you exclude the old; design for the old and you include the young.”

Since that time a central focus of the committee has been community engagement. This engagement helped create a vision of what an age-friendly community in Waterloo could be. It also brought the perspectives of older adults to City projects and initiatives. The Mayor's Forum, held annually from 2012 to 2019, was central to fostering these

² [The Global Network for Age-friendly Cities and Communities: looking back over the last decade, looking forward to the next.](#) Geneva, Switzerland: World Health Organization; 2018, (WHO/FWC/ALC18.4), p. 1-3)

connections with the community. The committee has also supported efforts to recognize the contributions of older adults in our community by actively participating in the City's Senior of the Year Award program. Other key committee milestones include:

- 2013 – Mayor's Advisory Committee for Age-friendly City: Report to the Mayor, was completed. This report included a summary of community feedback as well as recommendations for action.
- 2016 – The Mayor's Advisory Committee for Age-friendly Waterloo merged with the City's 55+ Advisory Committee to become the Age-friendly Waterloo Multi-Agency Committee.
- 2018 – Waterloo received the Ontario Age-friendly Community Recognition Award.
- 2018 – Age-friendly Waterloo Evaluation Report was completed. This document reports on a focus group held with community members and makes recommendations based on that feedback.
- 2024 – Age-friendly Waterloo Multi-Agency Committee becomes the Age-friendly Waterloo Advisory Committee.

In its current role, the Age-friendly Waterloo Advisory Committee advises City staff on healthy aging. This helps ensure the needs of older adults are represented in City policies, strategies, and significant projects and initiatives. Since 2023, the committee has provided valuable input on a variety of City initiatives including the following:

- 2023-2026 Strategic Plan
- Affordable Housing Strategy
- Development of a tool to assess accessibility of recreation and leisure programs
- Fire Master Plan
- Get READI (Reconciliation, Equity, Accessibility, Diversity and Inclusion) Plan
- Housing development at 2025 University Avenue
- Inclusionary Zoning
- Indoor Community Spaces Strategy
- Naturally Occurring Retirement Communities (NORCS)
- Training resources for the Welcome Ambassador volunteer roles
- Winter sidewalk clearing service delivery model

Age-friendly Waterloo Committee members have been strong advocates for service improvements to Grand River Transit (GRT) to address the needs of older adults. Committee members provided input on the most recent GRT Business Plan consultations. The Age-friendly Waterloo Advisory Committee also has volunteer and staff representation on the Waterloo Region Age-friendly Network. This regional network brings together representatives from municipal older adult advisory committees and community-based

organizations that serve older adults from across Waterloo Region. The group provides opportunities for networking and hosts educational events for the community on topics related to health, housing and public transportation.

The committee is now entering a new phase as an advisory committee to staff, with support from the Community Programs and Outreach Services division. The City is grateful for all the foundational work done by past age-friendly committee members. City staff look forward to continued productive work alongside volunteers. Working together will help ensure that age-friendly principles are embedded into all that the City does.

Framework for Age-Friendly Planning

Age-friendly planning at the City of Waterloo is informed by the Network's eight domains listed above. The City's Strategic Plan also informs age-friendly planning. Numerous parts of the Strategic Plan align well with the Network's eight domains. This makes the City's membership in the Network an ongoing good fit. The City is also committed to using an equity lens in our age-friendly planning. This work aims to remove barriers and to ensure that older adults have access to the supports they need.

City of Waterloo Strategic Plan

The City creates a new strategic plan every four years with each term of Council. It identifies the City's top priorities and how we work towards accomplishing the goals and objectives.

[The current Strategic Plan](#) was approved by Council in 2023 and guides the City in its work until 2026. Community members, business and organization leaders, elected officials and City staff provided input.

The approved plan includes six guiding principles, five strategic priorities and 17 objectives. As noted above, a number of these align very closely with the eight domains identified by the Network. The connections between the two are outlined below.

Alignment of the Network's Eight Domains with the City's Strategic Plan

The following section defines the eight domains of age-friendly cities and communities and shows connections with the City's Strategic Plan. The definitions of the eight domains are those provided by the [Ontario Age-Friendly Communities Outreach Program](#). More information about the City's Strategic Plan, priorities and objectives is available on the City's [website](#).

1. **Outdoor Spaces and Public Buildings:** Neighbourhoods that are safe and accessible enable outdoor activities and community engagement.

Connection to City Strategic Plan:

- Strategic priority: Reconciliation, equity, accessibility, diversity and inclusion
- Invest in accessibility and inclusion to enhance belonging.

2. **Transportation:** Access to reliable, affordable public transit and infrastructure supports for personal mobility and active aging.

Connection to City Strategic Plan:

- Strategic Priority: Infrastructure and transportation systems
- Provide residents with resilient public infrastructure and sustainable transportation solutions

3. **Housing:** Appropriate, affordable housing options are available with a choice of styles and locations that incorporate adaptive features.

Connection to City Strategic Plan:

- Strategic Priority: Complete community
- Strategic density and diverse housing options

4. **Communication and Information:** Information about community events and services are readily accessible and in formats that are appropriate for older adults.

Connection to City Strategic Plan:

- Guiding Principle: Operational excellence
- Provide exceptional service that meets the needs of residents

5. **Community Support and Health Services:** Availability of various services to help promote, protect and maintain independence and mental and physical health.

Connection to City Strategic Plan:

- Strategic Priority: Complete community
- Achieve a high quality of life for all residents

6. **Civic Participation and Employment:** AFCs encourage older people to participate more in their city's social, civic, and economic life.

Connection to City Strategic Plan:

- Strategic Priority: Complete community
- Achieve overall community vibrancy

7. **Respect and Social Inclusion:** AFCs encourage community attitudes of respect and recognition to the role older adults play in our society.

Connection to City Strategic Plan:

- Strategic priority: Reconciliation, equity, accessibility, diversity and inclusion
- A commitment to reconciliation, justice, equity and inclusion for all

8. **Social Participation:** Participation in leisure, social, cultural and spiritual activities help older adults stay engaged and informed.

Connection to City Strategic Plan:

- Strategic Priority of Complete community
- Provision of recreational and cultural amenities
-

What We Have Accomplished

The City of Waterloo has provided programs and services to older adults for many years. This section identifies significant initiatives that were completed since joining the Global Network in 2011 and prior to the current term of Council. While not a comprehensive list of all of the work that has taken place in that time, the initiatives highlighted here are an important foundation for the work currently underway.

Older Adult Recreation Strategy

The Older Adult Recreation Strategy was implemented from 2015 to 2022. It focused on programs and services now overseen by the Community Programming team. Staff completed this strategy to respond to changes in the older adult population and prepare for future needs. This strategy focused on five key areas: program delivery, volunteerism, affordability, recreation facilities, and the growth of programs funded by the Local Health Integration Network (now Ontario Health). A vision for the Community Pavilion was first identified in this Strategy. The Community Pavilion is now home to many of the City's programs and services for older adults.

Older Adult Housing Directory

The Older Adult Housing Directory was published annually from 2015-2023. It shared housing options and supports for aging in place. The need for a directory like this was identified by the Age-friendly Committee. Content related to housing has now been shifted to the more comprehensive Ageing Well Waterloo Directory.

Alternatives to Long-Term Care and Housing: Environmental Scan

This report was prepared by University of Waterloo Planning students for the Age-friendly Waterloo Committee in 2020. The findings of this report have been used to support ongoing City initiatives related to Naturally Occurring Retirement Communities (NORCs).

Community Pavilion and Waterloo Memorial Recreation Complex (WMRC) Expansion

The Waterloo Memorial Recreation Complex (WMRC) expansion was completed in 2022. The new Community Pavilion was completed in the same year. These buildings were designed with the intention to create accessible spaces for people of all ages to connect. These spaces were designed to be universal and accessible and barrier free. A universal washroom is included in the changerooms, and tactile wayfinding supports personal navigation. Accessible drop-off locations were prioritized, with clear signage at each entrance. Indoor and outdoor benches and seating were integrated around the Community Pavilion to support gatherings and pick-up and drop-offs. Specifically, benches were installed along the laneway leading from Father David Bauer Drive.

What We Are Doing Now

The City is working to become more age-friendly in all that we do. This is important whether the programs, services or facilities are designed specifically for older adults or people of all ages. Age-friendly work must also consider the unique needs of people of all abilities, genders and races to ensure the needs of all older adults are met. This ongoing work helps make our community more accessible and age-friendly.

This section describes key programs, services and initiatives that are underway for the remainder of the Council term. They were either started in 2023 or are longstanding programs that staff continue to provide. The initiatives are organized below using the Global Network's age-friendly domains. We recognize that one initiative could be connected to more than one domain. We have included each project or initiative under the domain we believe is most relevant.

Some services that are central to an age-friendly community are delivered by higher levels of government and non-profit organizations. City staff are committed to working with other service providers to help create a more age-friendly community.

Outdoor Spaces and Public Buildings

Design of Public Spaces Standard

The City of Waterloo is committed to accessibility in the built environment. We recognize that accessible public spaces are age-friendly public spaces. The [Accessibility Standards Guide](#) applies standards for the built environment that meet or exceed the requirements of the Design of Public Spaces Standard under the Accessibility for Ontarians with Disabilities Act (AODA). These standards apply to developers, organizations and the City. Following these standards helps them to identify, remove and prevent barriers. Led by: Development Planning.

Universal Washrooms

Universal Washrooms include features such as automatic door openers, barrier-free toilets and sinks. They also include adult change tables. The City is standardizing ceiling track lifts as part of the configuration. The universal, autonomous washroom at 148 King Street South, enhances accessibility in the Uptown. This bathroom includes accessible and inclusive features, such as an adult-sized changing table, tactile map, grab bars and touchless soap and paper towel dispensers. As more opportunities arise, more accessible and inclusive washroom spaces will be added across the city. Led by: Capital Program and Project Management.

Warming, Cooling and Clean Air Spaces

The City's recreation facilities are available as warming and cooling centres during the hours they are open. These centres are needed because climate change continues to become more of a threat to our safety and well-being. They are an option to help support older adults and other vulnerable populations during extreme weather events. The City is committed to exploring the identification of additional warming and cooling and clean air spaces across the community. Led by: Strategic Initiatives.

Transportation

Assisted Snow Clearing Program

In 2023/2024, the City launched a new program offering free snow removal for eligible seniors and people with disabilities during the winter months. Snow removal services include sidewalks, driveway apron and windrows (snow remaining at the bottom of the driveway after a snowplow clears the street.) The program helps participants age-in-place by taking care of a task required of them as homeowners. It also ensures that essential services can access their homes and improves sidewalk accessibility for the public. Led by: Community Programming and Municipal Enforcement Services.

Grand River Transit (GRT) and Mobility Plus

Reliable and affordable public transit is a vital component of an age-friendly community. In our community, public transit is provided by the upper tier regional government. City staff are committed to working with GRT Transit Development as well as Mobility Plus staff to address the needs of older adults in the public transportation system. Multiple divisions maintain these connections.

Micromobility Program (Neuron e-bikes)

The City has collaborated with the Region of Waterloo to provide user-paid E-bikes, E-scooters, handcycles and adult tricycles. These devices provide an affordable and available mode of transportation. They help people get around Waterloo and the entire Region using active transportation. These devices are great for older adults because of their power assisted motor. Led by: Active Transportation.

Ride-a-Bus Workshops

The City works with GRT and the Waterloo Region Age-friendly Network to host annual Ride-a-Bus Workshops. These are free events that help older adults become comfortable with the transit service in Waterloo Region. GRT's travel training experts start with a training session. Participants then go on a bus ride where destinations of interest to older adults are noted. Led by: Community & Neighbourhood Services.

Road Safety Program

The City's Transportation Master Plan outlines the implementation of a road safety program. This program includes traffic calming to reduce traffic speeds and collisions. It also outlines road crossing improvements such as pedestrian crossovers. Led by: Transportation Services.

Housing

Additional Rental Units

The City is making it easier for people to build additional residential units (ARUs) as part of the Housing Accelerator Fund Action Plan. ARUs are smaller units within an existing house or an ancillary building (coach house). This would promote intergenerational living and provide support for older adults living alone. It would also create more affordable living options across the city. Led by: Development Planning and Community Planning.

Affordable Housing Strategy

The Affordable Housing Strategy was approved by Council in 2023. This strategy aims to help create a more affordable and accessible mix of housing over the next 10 years. Led by: Community Planning.

Affordable Rental Housing Grant Program

In 2024, the City awarded the first grants as part of the Affordable Rental Housing Grant Program. A grant of \$325,000 was awarded to Supportive Housing of Waterloo (SHOW) to help cover some of their costs. SHOW plans to add 31 affordable units to their existing building at 144 Erb Street East. These will be targeted toward low-income older adults. The existing building does not have an elevator. The addition will include an elevator to be shared with the existing building tenants, making the entire building more accessible. Led by: Community Planning.

Homelessness

Homelessness is a challenge that affects everyone, regardless of age. As a two-tiered system, the Region of Waterloo and City of Waterloo work together to address homelessness. The Region handles planning and delivering homelessness services within the community. The City works with the Region to connect people to services and supports in the community. City staff also work to target communications and work related to homelessness. They also sit on region-wide teams like the Plan to End Chronic Homelessness (PECH) Co-Creator Roundtable. The response to homelessness requires a collaborative approach. City staff are committed to working with community partners and other levels of government to address this challenge. Led by: Strategic Initiatives.

Naturally Occurring Retirement Communities (NORCs)

Naturally Occurring Retirement Communities (NORCs) are regular buildings or neighbourhoods where more than 30% of the residents are older adults. In 2024 we launched a pilot project to support older adults in NORCs, using federal and provincial grants. This project aims to build relationships, offer support, and empower residents to create their own programs. By providing services within these communities, we help older adults to age in the right place. The 2020 report, written for the Age-friendly Waterloo Committee, titled, Alternatives to Long-Term Care and Housing: Environmental Scan, was used to help lay the foundation for this work. Led by: Community Programming.

Communication and Information

Age-friendly Tech Program

Our use of technology will continue to grow as it becomes more advanced. The City's Age-friendly Tech program teaches older adults how to use technology in many ways. Lessons cover things like how to pair their hearing aids to their iPad and computer. Participants can also take iPads out on loan to practice their skills at home. Led by: Community Programming.

Ageing Well Waterloo Directory

The City publishes an Ageing Well Waterloo Directory on a bi-annual basis. This is a direct response to a recommendation in the 2018 Age-friendly Waterloo Evaluation Report. The directory is provided in print and electronically. It shares information on housing, home support, health services, recreation and leisure, ethnic and cultural support and more. The directory is being translated into Mandarin, Spanish and Arabic and will be distributed across several Naturally Occurring Retirement Communities in the City. Led by: Community Programming.

Alternatives to Digital Services

While the City is providing more services in digital formats, we understand that not everyone is comfortable using a computer. Our digital services strategy includes a commitment to become “digital but not digital-only”. We want to make sure residents still have in-person, telephone or print options as needed. Led by: Communications.

Interpretation and Translation

The City provides on-demand interpretation in-person and with the use of a smart phone through a third-party service provider. We offer interpretation in more than 200 languages, including American Sign Language (ASL). The City's website is also translatable into more than 100 languages. Led by: Reconciliation, Equity, Accessibility, Diversity and Inclusion.

Wellness Calendars

The City collaborates with local service providers to create a printed wellness calendar for older adults. The calendar contains health promotion and prevention information and a directory of local services that promote active and healthy aging. The daily health check section is especially helpful for older adults who live alone. Led by: Community Programming.

Community Support and Health Services

Ontario Health Funded Programs

The City maintains an agreement with Ontario Health to deliver community support services for older adults. These include a senior day program and home support services. We also recently expanded our services to include a hospital-to-home discharge support program. These programs seek to support aging at home and promote independence. This includes preventing unnecessary hospital or emergency department visits and premature long-term care admissions. The City is also a strategic member of the KW4 Ontario Health Team, collaborating on various projects that affect older adults. Led by: Community Programming.

Social Prescribing

Social prescribing is a community-based intervention that aims to help older adults experiencing loneliness and isolation. The Community Programming team works with local health teams to provide referrals to the program. Through this, we support older adults by providing one-to-one support and assistance. We also help them get connected to programs at our facilities. Additionally, we have peer volunteers, known as Welcome Ambassadors, at the Community Pavilion. They are there to offer a more supportive and meaningful connection to services. Led by: Community Programming.

Seniors Health Fair and Health Clinics

Community Programming staff lead an annual Seniors Active Living Fair. This free event is done in collaboration with the KW4 Ontario Health Team. The event covers topics like health promotion, chronic disease prevention, and aging in place. There are a variety of vendors, service providers and community organizations that attend. Staff and volunteers from the Age-friendly Waterloo Advisory Committee also share information about the work of the City. Community Programming staff also offer health clinics. These take place at the Community Pavilion at Waterloo Memorial Recreation Complex. Here, staff coordinate services such as foot care and hearing tests. These clinics promote ongoing health and well-being for older adults across the city. They are also provided at an affordable cost. Led by: Community Programming.

Civic Participation and Employment

Older Adult Volunteerism

There are many older adults in volunteer roles across the City. They are essential to keeping our programs and committees running. Some volunteer opportunities, like the Welcome Ambassadors, are specifically for older adults. There are also volunteer opportunities that are for people of all ages but have high numbers of older adults filling them. These include roles that support the City's older adult programs, Parks and the City of Waterloo Museum. There are also many older adults that sit on Advisory Committees. Led by: Volunteer Services; Legislative Services.

Respect and Social Inclusion

Accessibility Legislation and Advisory Committee

The City recognizes that accessible communities are also age-friendly communities. The City strives to remove barriers wherever we can. This includes making goods, services and facilities accessible for everyone. The Accessibility for Ontarians with Disabilities Act (AODA) guides this work. Members of the Grand River Accessibility Committee (GRAAC) also provide advice and feedback. Led by: Reconciliation, Equity, Accessibility, Diversity and Inclusion.

Social Participation

Assistance Programs

The City offers assistance to those who cannot afford to pay fees for affiliated recreation, leisure, arts and culture programs. This is through our fee assistance leisure program. Successful applicants receive a \$400 credit per person per year. We also offer personal assistant for leisure activities cards (PAL) to residents with disabilities. This program allows residents with a PAL card to bring a helper to a program without paying extra. Led by: Community and Neighbourhood Services.

Community-based recreation groups

The City supports established groups in the community through our affiliation program and policy. Many affiliated recreational groups have a large number of older adults as members. Like all affiliates, these volunteer-led groups offer affordable activities. They also commit to being open and inclusive to all residents. Led by: Community and Neighbourhood Services.

Multi-Generational Programming

The City provides a variety of opportunities for multi-generational connection across our facilities. One example is our Exploring World Art Forms program. This is a multi-generational ethnocultural art program where people of all ages come together to learn. Our Senior Active Living Centres are also great places for connection. The many programs here aim to bring people of all ages together in an inclusive and welcoming space. Led by: Community Programming.

Seniors Active Living Centre

The City receives funding from the Ontario Ministry of Seniors and Accessibility (MSAA) for our older adult programs. This funding is through the Seniors Active Living Centres (SALC) Program. It helps us run programs at the Community Pavilion and Waterloo Memorial Recreation Complex (WMRC). Because of the funding, we are able to connect with seniors in various communities. We are also able to make our programs and services more inclusive and accessible for all seniors. Led by: Community Programming.

Older Adult Leisure Programming

The City offers many affordable leisure programs for older adults at the Community Pavilion, Waterloo Memorial Recreation Complex. Community members can take part in games like crokinole and euchre, participate in workshops, special interest art classes, and more. They can also attend educational presentations like Friday Flicks Travelogue and the Empowered Learners lecture series. Attendees can build social connections and community at these events and activities. Led by: Community Programming.

Older Adult Aquatic, Recreation and Sport Programming

The City offers a range of programs at the City, for all adults (18+) and specific programs for adults 55+. Older adults are encouraged to participate in any program that aligns with their fitness level. In fact, most participants in our weekday, daytime 18+ fitness classes are older adults. Our daytime 18+ shinny program also includes many older adult participants. Our older adult-specific programs include:

- **Aquatics:** Up to 40 drop-in water fitness classes per week schedules throughout the day as well as 55+ land swims and adult swim lessons.
- **Fitness Classes:** Twelve of the over 90 fitness classes offered at the City are for participants 55+, including yoga, Zumba, weight training and specialized fitness classes. Three weekly fitness classes offered online for those who cannot attend in person. Exercise workshops offered by a registered kinesiologist on healthy hips and balance include learning and movement portions.
- **Sports:** Slo-pitch program for adults 55+

These programs promote healthy aging and improve health outcomes for older adults. Led by: Recreation Facility Programming.

WOW Waterloo

WOW is a Seniors' Centre Without Walls telephone program for older adults. Participants can enjoy guest speakers, learn new skills and connect with others in the community. WOW Waterloo also offers programs to those who may be less comfortable using a computer and are not able to attend in person. Over 100 people participate in this program. Led by: Community Programming.

Our Plan for the Next Two Years

Over the next two years, the City will continue our work to make Waterloo a more age-friendly community. That includes continuing the work described above as well as introducing some new initiatives. This final section provides further details on new or

expanded City-led initiatives planned for 2025 and 2026, including further details about our next Age-friendly Action Plan.

Outdoor Spaces and Buildings

Facility Accessibility Design Standards

The City is working to develop a set of standards to ensure accessibility for renovations and future developments meets or exceeds the Ontario building code and the design of public spaces accessibility standard. This includes incorporating assistive listening technology into meeting rooms, tactile wayfinding strips in buildings, providing seating for rest, and much more. Led by: Capital Program and Project Management.

Improvements to multi-use pathways

The City is working on improving accessibility and safety of multi-use pathways at various locations, such as Davenport Road, Around Laurel Creek, and the WaterLoop Trail. This includes replacing sidewalks with a wider asphalt pathway, smoothing sidewalks, filling in holes and cracks, and upgrading road crossings. Led by: Active Transportation.

Inclusive and accessible spaces

The City's Get READI (Reconciliation, Equity, Accessibility, Diversity and Inclusion) Plan identifies the need for low-cost, accessible, inclusive, and age-friendly public spaces in Waterloo, which is why we are working to develop, promote, and identify opportunities for creating these spaces for Indigenous peoples and community members from equity-denied groups. Led by: READI.

Transportation

Accessible Connections

The ION is an essential form of public transit across the Region, which is why it is important to ensure that stations are accessible for everyone. The City will be reviewing accessibility improvements around stations to provide better access to the ION across Waterloo. Led by: Transportation Services.

Housing

Municipal Lands for Housing

Housing is a complex issue that requires several solutions, especially as the need grows across the community. The City is committed to developing new housing opportunities that are affordable and accessible. The City is negotiating with a proponent to develop over 1000 affordable and attainable housing units on a City-owned property at 2025 University Avenue. The City continues to explore additional opportunities to use municipal lands for affordable housing. Led by: Office of the Chief Administrative Officer.

Community Support and Health Services

Extreme Weather Events Resources

The City is working on information and resources for older adults to help them cope during extreme weather events. Community outreach and education for older adults on being prepared for emergencies of all types will provide valuable information that can be applied to extreme weather. Other resources are also being developed that include health messaging and the importance of seeking support and protecting oneself during these events. This is important because older adults may have more health challenges and smaller support networks, making them more vulnerable during extreme weather events. Led by: Strategic Initiatives; Fire Prevention.

New Acute Care Hospital

A new acute care hospital is being planned in the City of Waterloo. The City is currently supporting efforts to plan for the new hospital, primarily by ensuring appropriate infrastructure is available. Located west of Bearinger Road and Hagey Boulevard in the University of Waterloo Research & Technology Park, the acute care hospital is anticipated to open in 2034. The current proposal includes an urgent care centre and ambulatory care including an outpatient surgical centre at the current WRHN (Waterloo Region Health Network) mid-town location and expanded rehab and mental health services at WRHN Chicopee. Supported by the CAO's office, with input from multiple divisions across the organization.

Civic Participation and Employment

Voting Accessibility

As in the past, the 2026 municipal election will include accessible voting supports including magnifiers and accessible voting machines to help remove barriers to voting for people with disabilities and older adults. To meet legislated requirements, the City provides voting locations in retirement homes in which 50 or more beds are occupied. Led by: Legislative Services, Information Security and Privacy.

Engagement Opportunities

There are numerous projects planned over the next few years that will include resident feedback. The City wants to make sure we incorporate the ideas and opinions of older adults and include them in co-design opportunities as well. From assessing future housing developments, to consulting on strategies such as the Waterloo Park Strategy and the Sports, Recreation, and Leisure Strategy and the City website refresh, we are committed to engaging with older adults throughout the process. Participants in recreation and leisure programs will be able to provide feedback on our programs every year as part of a new responsibility of the SALC program. The City also offers opportunities through our Engage platform and we are developing honoraria and compensation practices to help remove barriers to participation. Multiple divisions.

Respect and Social Inclusion

Community Engagement Framework

The perspectives of older adults are vital in helping build an inclusive community. The City recognizes that there are many older adult perspectives. We are creating a framework for consulting with equity-denied individuals and communities of all ages. Led by: READI.

Respectful Behaviour Policy

The City's Respectful Behaviour Policy supports respectful interactions within City programs. It also supports respectful environments within City facilities. This policy is currently under review. A goal of the review is to provide more supports for effectively responding to hate. This includes ageism and ableism. Led by: Community & Neighbourhood Services.

Social Participation

Accessibility and Inclusion in Recreation and Leisure

Everyone should feel included and welcome to take part in City programs. To improve our programs, we are developing a tool to assess the accessibility of our programs and activities. Staff will also develop a plan to communicate this information. The goal is to help community members find programs and services that meet their specific needs. Led by: Community Programming.

Inclusion Support Services

The City will begin delivering one-to-one support for participants in our programs with its own team of inclusion staff starting in the fall of 2025. We have a long history of providing support to residents with disabilities through a purchase of service agreement with the City of Kitchener. Supporting participants in Waterloo programs with Waterloo staff allows us to provide excellent and expanded inclusion services to residents of both cities. We will offer accommodations that include program adaptations and one-to-one support provided by a trained staff person or volunteer. Led by: Community Programming.

Development of a New Age-friendly Action Plan

As noted in the introduction, this document is the City of Waterloo's interim Age-friendly Action Plan. It will support continued progress during the period of the current corporate business plans and budget finalized for a three-year period from 2024 to 2026. The City's next Age-friendly Action Plan will cover the years 2027-2030. This will align with the City's next Strategic Plan, business plans and budget cycles.

The next Age-friendly Action Plan will be developed with community input. Involving older adults in decision-making processes that affect them is a best practice identified by the

Global Network of Age-friendly Cities and Communities. It also aligns with the City's commitment to effective public participation. Staff will develop an engagement plan to guide the work of connecting with older adults. We hope to learn more about what the City is doing well, where the gaps and challenges are, and ideas for possible solutions.

We will seek out opportunities to connect with older adults in a variety of ways. Opportunities will be both in-person and virtual. There will be informal conversations and more in-depth options like focus groups. We will collaborate with other staff teams who are already doing engagement on specific initiatives. We will explore ways to connect with older adults from equity-denied communities. As we move to action, we will explore opportunities for older adults to co-design initiatives with staff.

Over the next two years, the City looks forward to continued work on the initiatives and core programs and services described in this report. Staff also look forward to learning more from older adults about their experiences, with the goal of supporting an age-friendly city where people want to continue to grow and age in the right place.



**STAFF REPORT
Municipal Enforcement Services**

Title: Noise By-law Update
Report Number: COM2025-006
Author: Christopher Mulhern, Manager Compliance and Standards
Council Date: May 26, 2025
File: N/A
Attachments: Appendix A - Proposed Noise By-law #2025-XXX
Ward No.: City-wide

Recommendations:

1. That Council approve report COM2025-006.
2. That Council approve a revised Noise By-Law exemption process and Noise Exemption fees as outlined in the report.
3. That Council consider adopting By-Laws to approve the new Noise By-Law including General Administrative Penalties By-Law Amendments and amendments to the Fees and Charges By-Law.

A. Executive Summary

The Noise By-law was last reviewed in 2010 and requires updates to reflect current community needs, industry standards, and emerging technologies. A newly numbered Noise By-law is attached.

The City of Waterloo's Noise By-law regulates various types of noise by designating prohibited times and regulates the exemption process for community events, private gatherings, and construction projects.

Through community engagement and consultation with various divisions within the City, recommendations are proposed to change the Noise By-law by adding new definitions and updating the noise exemption process reducing timelines, revising the fee structure and simplifying the process for smaller community events.

B. Financial Implications

The proposed changes to the noise exemption fees are outlined in Appendix D of this report and would require an amendment to the Fees and Charges by-law.

There are no significant financial implications of changing the by-law or the noise exemption process. Staff anticipate that the reduced noise exemption applications fees coupled with streamlined administrative processes will be cost-neutral.

C. Technology Implications

There are no technology 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)

Equity, Accessibility, Diversity and Inclusion

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

This project is linked to the Strategic Priorities of Complete Communities, and Innovation and Future-Ready.

This project is linked to the Supporting Neighbourhood-Led Initiatives Policy.

E. Previous Reports on this Topic

COM2017-016- Amendments to Noise By-law



Noise By-law Update
COM2025-006

Background

The Noise By-law supports the safety and enjoyment of residents and visitors within the city by ensuring that noise is managed in a way that does not disrupt quality of life or pose on-going health and safety concerns. The by-law is enforced by the City and is particularly focused on minimizing noise during times when it may interfere with a resident's sleep or overall well-being.

There have not been significant updates to the Noise By-law since its last review in 2010. Municipal Enforcement Services (MES) staff are recommending repealing the current by-law and replacing it with a new by-law to make it more concise and accessible to the public, while addressing emerging noise challenges and ensuring clear guidelines for both residents and businesses. Based on feedback from the community, staff are also recommending that changes to noise exemptions process to reduce financial barriers for community groups and residential events to allow for improved efficiency in relation to processing applications.

Public Engagement and Affected Parties

An online [Engage Waterloo](#) survey was posted between August 15th and September 5th, 2024. The survey received 392 responses, with 97.9% of respondents being residents and 1.5% of respondents being business owners. The largest percentage of respondents (24.1%) were located in Uptown Waterloo. The survey allowed for the respondents to provide free-form suggestions, ideas, and feedback of the Noise By-law and the noise exemption process. While this survey is helpful to gauge public sentiment with regard to noise, it is not statistically reliable as the number of responses is small relative to the city's population. In addition, the survey was not sent or offered to a randomly selected portion of the city's population.

The results of the survey provided the following:

- Respondents are seeking clarification and simplification of the current Noise By-law
 - Staff have added definitions, removed redundancies and added updated noise exemption categories for ease of use when requesting an exemption.
- Many respondents expressed frustration relating to vehicle noise and modified mufflers
 - Staff have completed a thorough review of current industry practices and legal standards related to vehicle exhaust noise. At this time, there are no

clear provincial policies or objective measurement standards beyond the subjective test for police outlined in the *Highway Traffic Act*.

- Given this gap, staff do not recommend proceeding with the use of qualitative or decibel-based measurements to address vehicle noise concerns. Instead, rely on the existing subjective assessment carried out by police under the *Highway Traffic Act*.
- Suggestions include stricter enforcement and higher fines for noise violations
 - Staff are not recommending increases to fines as the current fines align with other bylaw AMPS charges and allow for standardized approach in fine structure.
- Respondents expressed stricter limitations regarding fireworks.
 - Staff have submitted a report to Council outlining proposed updates to the Fireworks By-law. These revisions are intentionally coordinated to align with the removal of fireworks-related provisions from the updated Noise By-law.

In addition to the survey, staff also met with key and interested parties, such as the City's Business Improvement Area (BIA) and Community Programming and Outreach Services division. At these sessions, Staff presented proposed changes and obtained feedback. The key take-aways from these sessions were:

BIA Improvements:

- Support the BIA in promoting a vibrant environment within the Uptown Square and BIA area.
- Establish distinct parameters relating to the geographic boundaries of Uptown Waterloo, where a map is added to the bylaw directly.
- Establish clear guidelines and education regarding noise for business owners in the Uptown core

Neighbourhood Improvements:

- Incorporate a specific noise exemption category for neighbourhood events and have the associated application fees waived in connection with the Supporting Neighbourhood Events Initiative Policy.

Proposed Noise By-law improvement and Noise Exemption Process Amendments

In order to enable recommendations relating to the new process, amendments will need to be made to the following by-laws:

- The General Administrative Penalties (AMPS) By-Law
- The Fees and Charges By-Law
- The Noise By-Law

The proposed Noise Exemption process includes defined terms:

“Exempted Event” means one (1) of the following four (4) events which have different exemption requirements proportionally-related to their degree of community impact to the BIA or Living Area:

- “Residential Event” means any non-commercial event held on residential private property situated within a Living Area or BIA;
 - The proposed application requirements include a completed application form and site plan.
- “Construction Event” means any event caused by a property owner, contractor, or developer in relation to works including building, altering, repairing, renovating, demolishing, or maintaining of structures, buildings, roads, or infrastructure and generates noise during restricted hours, but excluding Residential Renovation or works that do not require a building permit;
 - The proposed application requirements include a completed application form, site plan, noise mitigation plan and notification requirement for residents within 150 metres of the site.
- “General Event” means any event that will generate excessive sound that is not otherwise eligible under the other Exemption Event classes;
 - An example of an event under this category includes Orientation Week activities at the Universities. The proposed application fee is \$200.00 and the proposed application requirements include a completed application form, site plan, and noise mitigation plan.
- “Neighbourhood Event” means any event recognized and eligible under the *Supporting Neighbourhood-Led Initiatives Policy*;
 - The proposed application fee is \$75.00 (to be waived under the Supporting Neighbourhood-Led Initiatives Policy) and the proposed application requirements include a completed application form and site plan.

The revised program fee schedule would be as follows:

CURRENT

APPLICATION TYPE	REQUIREMENTS			
	Fee	Application Form	Site Plan	Noise Mitigation Plan
Noise Exemption	\$412.16	X	X	

PROPOSED

APPLICATION TYPE	REQUIREMENTS		
Residential Event	\$75.00	X	X
Construction Event	\$412.16	X	X
General Event	\$200.00	X	X
Neighbourhood Event	WAIVED	X	X

An exemption for approved BIA events from the noise exemption process is proposed. The BIA will collaborate with MES for noise mitigation to ensure successful events

Summary:

The proposed updates to the Noise By-law provide greater clarity for residents and support community vibrancy, including for Uptown events, while maintaining neighbourhood livability. By simplifying the exemption process and introducing updated categories that reflect community needs, the by-law enhances transparency, equity, and access.

Although loud vehicle exhaust is addressed and enforced under the Highway Traffic Act by police, staff will continue working with police partners and using education and outreach to respond to community concerns.

Staff will commit to increased education and outreach of both general noise considerations and exemption process improvements. Engagements with several internal divisions and external partners, including the Uptown BIA, industry professionals, led to practical updates and increased clarity in the bylaw.

Overall, the proposed bylaw reflects a balanced approach that aligns with the City's commitment to equity, innovation, and complete communities.

THE CORPORATION OF THE CITY OF WATERLOO

BY-LAW NO. 2025-XX

BEING A BY-LAW TO PROHIBIT AND REGULATE NOISE

WHEREAS section 129 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the "Act"), authorizes municipalities to pass by-laws to prohibit and regulate noise;

AND WHEREAS excessive or inadequately controlled sound may impair public health, safety and welfare and may become a nuisance;

AND WHEREAS a recognized body of scientific and technological knowledge exists by which sound may be reasonably and accurately measured and can be substantially reduced;

NOW THEREFORE COUNCIL OF THE CORPORATION OF THE CITY OF WATERLOO ENACTS AS FOLLOWS:

1. Interpretation

In this by-law, the following terms shall have the following meanings:

- (1) "Administrative Penalty By-law" means the General Administrative Penalty By-law of the City, as amended from time to time, or any successor thereof;
- (2) "Amplified Sound" means sound made by any electronic device or a group of connected electronic devices incorporating one or more loudspeakers or other electro-mechanical transducers, and intended for the production, reproduction or amplification of sound;
- (3) "Authorized Emergency Vehicle" includes any emergency vehicle including ambulance, fire department and police vehicles; and,
 - (a) vehicle for a public utility company while actively engaged in the construction, maintenance or repair of any highway, or any equipment or facilities thereon; and,
 - (b) a snow plough or other maintenance vehicle operated by or for the Ministry of Transportation, City or the Regional Municipality of Waterloo;

- (4) “Background Sound Level” is the ambient sound that is present in the environment, produced by noise sources other than the source under impact assessment. Highly intrusive short duration noise caused by a source such as aircraft fly-over or a train pass-by is excluded from the determination of the background sound level. Background sound level may also be referred to as “ambient sound level”;
- (5) “City” means The Corporation of The City of Waterloo;
- (6) “City-Sanctioned Community Event” means an event that is hosted by the City, or has been historically approved by Council and is listed in Schedule 2;
- (7) “Construction” includes erection, alteration, repair, dismantling, demolition, structural maintenance, land clearing, earth moving, grading, excavating, the laying of pipe and conduit whether above or below ground level, street and highway building, application of concrete, equipment installation and alteration and the structural installation of construction components and materials in any form or for any purpose, and includes any work in connection therewith;
- (8) “Construction Equipment” means any equipment or device designed and intended for use in construction, or material handling, including but not limited to: hammers, saws, drills, augers, air compressors, pile drivers, pneumatic or hydraulic tools, bulldozers, tractors, excavators, trenchers, cranes, derricks, loaders, scrapers, pavers, generators, off-highway haulers or trucks, ditchers, compactors and rollers, pumps, concrete mixers, graders, or other material handling equipment;
- (9) “Conveyance” includes a vehicle and any other device employed to transport a person, persons, or goods from place to place but does not include any such device or vehicle if operated only within the premises of a person;
- (10) “Council” means the Council of the City;
- (11) “dBA” means a unit of measurement known as the A-weighted decibel, which is a weighted scale of the relative loudness of sounds as perceived by the human ear;
- (12) “Designated Official” means the Director of Municipal Enforcement Services of the City, or their designate;
- (13) “Designated Provision” means any section of this by-law designated in accordance with section 9.1;

- (14) “Dwelling” means a building, structure, mobile home, or recreational vehicle, or any part thereof, occupied or capable of being occupied as a home, residence, or sleeping place by one or more persons;
- (15) “Exempted Event” means one (1) of the following four (4) events which have different exemption requirements proportionally-related to their degree of community impact to the BIA or Living Area:
 - (a) “Residential Event” means any non-commercial event held on residential private property situated within a Living Area or BIA;
 - (b) “Construction Event” means any event caused by a property owner, contractor, or developer in relation to works including building, altering, repairing, renovating, demolishing, or maintaining of structures, buildings, roads, or infrastructure and generates noise during restricted hours, but excluding Residential Renovation or works that do not require a building permit;
 - (c) “General Event” means any event that will generate excessive sound that is not otherwise eligible under the other Exemption Event classes;
 - (d) “Neighbourhood Event” means any event recognized and eligible under the *Supporting Neighbourhood-Led Initiatives Policy*;
- (16) “Government Work” means services, construction, rehabilitation or maintenance work conducted by the City, the Region of Waterloo, the Province of Ontario, the Government of Canada and any of their respective agencies or agents including the operation of motor vehicles and equipment actively engaged in the work;
- (17) “Highway” includes a common and public highway, street, avenue, parkway, square, place, bridge, viaduct or trestle designed and intended for, or used by, the general public for the passage of vehicles;
- (18) “Leq” means the continuous sound level which, for a specified time period, produces the same total sound energy as would the actual time-varying sound level. Also referred to as the energy equivalent sound level;
- (19) “Living Area” means any area that includes the premises of a Dwelling, exclusive of the BIA;
- (20) “MLEO” is a Municipal Law Enforcement Officer of the Corporation of the City of Waterloo, or Waterloo Regional Police Service member, for

the purpose of enforcing municipal by-law regulations;

- (21) "Motor Vehicle" includes an automobile, motorcycle, and any other vehicle propelled or driven otherwise than by muscular power; but does not include the cars of electric or steam railways, or other motor vehicles running only upon rails, or a motorized snow vehicle, traction engine, farm tractor, self-propelled implement of husbandry or road-building machine within the meaning of the *Highway Traffic Act*, R.S.O. 1990, c. H.8, as amended;
- (22) "Motorized Conveyance" means a conveyance propelled or driven otherwise than by muscular, gravitational or wind power;
- (23) "Noise" means sound that is of such volume, level or nature that it is likely to endanger, disturb, or cause nuisance to the inhabitants of the City;
- (24) "Penalty Notice" means a notice issued pursuant to the provisions of the General Administrative Penalties By-law of the City, as amended from time to time, or any successor thereof;
- (25) "Person" means an individual, firm, corporation, partnership, association or organization, including a charitable organization;
- (26) "Point of Reception": means any point on the premises of a person where sound originating from other than those premises is received.
- (27) "Residential Renovation" means work, other than work performed by a contractor, consisting of construction at a residential property by a person residing at the property (with or without the assistance of other persons) that does not require a building permit;
- (28) "Sound" means an oscillation in pressure, stress, particle displacement or particle velocity, in a medium with internal forces (e.g., elastic, viscous), or the superposition of such propagated oscillations, which may cause an auditory sensation;
- (29) "Sound Level" is the amount of Sound measured by the A-weighted sound pressure (dBA);
- (30) "Sound Level Meter" is an instrument which is sensitive to and calibrated for the measurement of sound;

- (31) “Sound Reproduction Device” means a device intended primarily for the production or reproduction of Sound, including, but not limited to, any musical instrument, radio receiver, television receiver, tape recorder, phonograph, loudspeakers or sound amplifying system;
- (32) “Stationary Source” means a source of sound, whether fixed or mobile, that exists or operates on the premises, property or facility, the combined sound levels of which are emitted beyond the property boundary of the premises, property or facility, unless the source is due to construction as defined in this by-law.
- (33) “UpTown Waterloo Business Improvement Area” or “BIA” means the area of the City as shown in Appendix 3 of this by-law;

2. General Prohibitions

- (1) The operation of any item of Construction Equipment in the BIA or Living Area without effective muffling devices in good working order and in constant operation.

3. Prohibitions by Time and Place

- (1) No Person shall emit, cause, or permit the emission of Noise:
 - (a) resulting from any act listed in Column 1 of Schedule 1 to this by-law;
 - (b) if clearly audible during a prohibited period of time at a Point of Reception in an area set out in Column 2 (Living Area and BIA) of Schedule 1 to this by-law.

4. General Limitations on Sound Levels

- (1) No Person shall, at any time, emit, cause or permit the emission of Sound from a Stationary Source that exceeds both the Background (ambient) Sound Level and the maximum permitted Sound Level at a Point of Reception. Sound Levels shall be measured in accordance with the Environmental Noise Guideline NPC-300 – Stationary and Transportation Sources – Approval and Planning, as amended, or any successor guideline, by a MLEO; and,
- (2) Subsection (1) does not apply to specific sources that are governed by section 5, during the times specified in section 5;

(3) Subsection (1) does not apply to the emission of Sound from a Stationary Source that is in compliance with a provincial Environmental Compliance approval (ECA) or is an activity registered on the Environmental Activity and Sector Registry (EASR).

5. Limitations Applicable to Specific Sources

(1) No Person shall, at any time, emit, cause or permit the emission of Sound, which meet all of the following criteria:

- (a) the Sound is from the operation of a residential air conditioning device or a residential pool pump;
- (b) the Point of Reception must be in the BIA or Living Area; and,
- (c) the Sound is in excess of both the Background Sound Level and in excess of a Leq of 50 dBA when measured with a Sound Level Meter by a person empowered to enforce this by-law.

For greater certainty, this subsection does not apply to air conditioning units used in connection with institutional, commercial and industrial applications or multi-family Dwellings sharing a common air conditioning device.

(2) No Person shall emit, cause, or permit the emission of Sound, which meet all of the following criteria:

- (a) the Sound being emitted is from a Sound Reproduction Device;
- (b) the Point of Reception must be in the BIA or Living Area;
- (c) the Sound occurs between 07:00 hours (09:00 hours on Sundays) and 19:00 hours (21:00 hours in the BIA) of the same day; and,
- (d) the Sound has an Leq greater than both the Background Sound Level and in excess of:
 - (i) 55 dBA when measured outside any Dwelling, house, apartment or other residence or a business operation at the property line with a Sound Level Meter by a person empowered to enforce this by-law; or,

- (ii) 45 dBA when measured inside a business operation with a Sound Level Meter by a person empowered to enforce this by-law.
- (3) No Person shall emit, cause or permit the emission of Sound, which meet all of the following criteria:
 - (a) the Sound being emitted is from an unamplified musical instrument;
 - (b) the Point of Reception must be in the BIA or Living Area;
 - (c) the Sound occurs between 07:00 hours (09:00 hours on Sundays) and 17:00 hours (19:00 hours in the BIA) of the same day;
 - (d) the Sound has an Leq greater than both the Background Sound Level and in excess of:
 - (i) 55 dBA when measured outside any Dwelling, house, apartment or other residence or a business operation at the property line with a Sound Level Meter by a person empowered to enforce this by-law; or,
 - (ii) 45 dBA when measured inside a business operation with a Sound Level Meter by a person empowered to enforce this by-law.

6. Exemptions

Notwithstanding any other provision of this by-law, it shall be lawful to emit, cause, or permit the emission of Sound in connection with:

- (1) Government Work, subject to industry best practices; or,
- (2) the use of Sounds related to Authorized Emergency Vehicles; or,
- (3) snow clearing and removal activities necessary for maintaining property in a safe condition; or,
- (4) the operation of bells, chimes, carillons and clocks in religious or public buildings; or,
- (5) the operation of bells, whistles, alarms, or other noises necessary for the function of accessibility and public safety features incidental to traffic signals or railway crossings; or,

- (6) any activities integral to City-Sanctioned Community Events as listed in Schedule 2, subject to the following conditions:
 - (a) any Uptown Business Improvement Area activity or event approved by its Board of Directors seeking City-Sanctioned Community Event exemption must request and receive written approval from the Designated Official;
- (7) emergency measures undertaken for the immediate health, safety or welfare of the inhabitants of the City, including emergency measures undertaken for the preservation or restoration of property.

7. Grant of Exemption by Designated Official

- (1) Any Person may submit an application to the Designated Official to be granted an Exemption Event, and subsequently be exempted from any of the provisions of this by-law.
- (2) The application shall be made in writing at least thirty (30) days prior to a Residential or Neighbourhood Event, and forty-five (45) days prior to a Construction Event or General Event. The application shall contain, at a minimum, the following information or documentation:
 - (a) the name and contact information of the applicant;
 - (b) the reasons why the exemption should be granted;
 - (c) the name and address of the organization represented by the applicant, if applicable;
 - (d) the location of the event or activity for which the exemption is sought;
 - (e) description of the source of Sound in respect of which the exemption is sought;
 - (f) a drawing of the proposed property showing the location of the Noise source that is the subject of the exemption and the distance to the nearest residential use that may be affected;
 - (g) the estimated number of attendees for events or activities other than those relating to Construction projects;
 - (h) the applicable fee as set out in the City's Fees and Charges By-law;

- (i) a Noise mitigation plan is required for Construction Events and General Events, which shall outline actions to be taken to reduce the impact of Noise from the event, shall outline measures to minimize Noise impact, shall include a description of Noise-generating activities, shall propose Noise control measures, shall provide a schedule of activities, and shall provide a communication plan;
- (j) notification requirements for Construction Events shall include the project proponent's plan to notify all property owners and residents within a one-hundred and fifty (150) metre radius, at least thirty (30) days prior to the beginning of the works, and shall include information on project scope and duration, expected Noise levels, mitigation measures, and direct contact information for inquiries and complaints;
- (k) for Construction Events requiring a period in excess of six (6) months, application resubmission is required;
- (l) Neighbourhood Events shall be charged in accordance with the *Supporting Neighbourhood-Led Initiatives Policy*.

(3) The City shall post the exemption details on the City's website, prior to approval, with a minimum of ten (10) business days before issuing an approval.

(4) Pursuant to section 23.1 of the *Municipal Act, 2001*, S.O. 2001, c. 25, Council hereby delegates to the Designated Official the power to issue permits granting an exemption from any of the provisions of this By-law with respect to any source of Sound for which the Person might be prosecuted.

(5) The delegation of power in may be revoked by Council at any time without notice.

(6) Council shall exercise all powers and authority for granting exemptions under this by-law where the Designated Official refers the matter to Council.

(7) The Designated Official or Council may:

- (i) refuse to grant any exemption; or
- (ii) grant an exemption; or
- (iii) grant an exemption of lesser effect.

- (8) Any exemption granted shall specify the time period during which it is effective and may contain such terms and conditions as the Designated Official or Council sees fit.
- (9) In determining whether to grant an exemption, the Designated Official or Council shall consider the following, if applicable:
 - (a) any objection to the exemption being approved on the basis that it would be contrary to the general intent and purpose of this by-law;
 - (b) whether the applicant has complied with all of the terms and conditions of any previous exemption issued to the applicant, if any; and,
 - (c) whether the applicant has provided all of the information required by subsection (2).
- (10) An exemption permit issued under this section shall be, at minimum, subject to the following terms and conditions:
 - (a) the Sound emitted from any exempted activity shall not exceed an Leq of 85 dBA when measured at a Point of Reception, as determined by the Designated Official;
 - (b) the Sound emitted from any Amplified Sound source shall not exceed the greater of the Background Sound Level or 55 dBA, when measured from a Living Area;
 - (c) where the Sound Level of the exempted activity or Amplified Sound exceeds the permitted decibel level, the applicant shall comply with any request from any person empowered to enforce this by-law with respect to the volume of Sound from the equipment to ensure compliance with subsection (a) or (b);
 - (d) no Sound other than that approved under the permit is permitted;
 - (e) no Construction Equipment other than the equipment approved under the permit is permitted;
 - (f) the event or activity shall be restricted to the approved location set out in the permit;
 - (g) the permission granted is only for the date(s) and time(s) for the event or activity as set out in the permit;

- (h) a permit issued to the applicant is non-transferable;
- (i) where the Designated Official refuses to grant an exemption permit) under this section, the Designated Official shall notify the applicant, in writing, advising them that they may appeal the Designated Official's decision to Council within twenty-one (21) days of the date of the notice. Council's decision to issue a permit, refuse to issue a permit or to set terms and conditions for a permit is final;
- (j) breach by the applicant of any of the terms or conditions of the exemption shall render the exemption null and void and charges may be laid; and,
- (k) the Designated Official shall provide a report to Council summarizing the annual number of Noise exemption permits issued when requested.

8 Work Order

- (1) Where the Designated Official has reasonable grounds to believe that a contravention of this by-law has occurred, the Designated Official may make an order requiring the Person who contravened this by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to do work to correct the contravention;
- (2) An order under (a) shall set out:
 - (a) reasonable particulars of the contravention adequate to identify the contravention and the location of the land on which the contravention occurred; and
 - (b) the work to be done and the date by which the work must be done;
- (3) Any Person who fails to comply with an order issued under this section is guilty of an offence.

8.1 Order to Discontinue Activity

- (1) Where the Designated Official has reasonable grounds to believe that a contravention of this by-law has occurred, the Designated Official may make an order requiring the Person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to discontinue the contravening activity.
- (2) An order under (a) shall set out:
 - (a) reasonable particulars of the contravention adequate to identify the contravention and the location of the land on which the contravention occurred; and
 - (b) the date by which there must be compliance with the order.
- (3) Any Person who fails to comply with an order issued under this section is guilty of an offence.

8.2 Remedial Action

- (1) If a Person fails to do a matter or thing, including comply with an order under this by-law, as directed or required by this by-law, the City may, in default of it being done by the Person directed or required to do it, do the matter or thing at the Person's expense. The City may recover the costs of doing the matter or thing from the Person directed or required to do it by action or, where the order is directed to the owner of the land, by adding the costs to the tax roll and collecting them in the same manner as municipal taxes.
- (2) The costs outlined in (a) shall include interest calculated at a rate of fifteen (15) per cent per annum, calculated for the period commencing on the day the City incurs the costs and ending on the day the costs, including the interest, are paid in full.
- (3) Where the order is directed to the owner of the land, the amount of the costs, including interest, constitutes a lien on the land upon the registration in the proper land registry office of a notice of lien. The lien is in respect of all costs that are payable at the time the notice is registered plus interest accrued to the date the payment is made. Upon receiving payment of all costs payable plus interest accrued to the date of payment, the City shall register a discharge of the lien in the proper land registry office.

8.3 Enforcement and Administration

- (1) The Designated Official shall administer and enforce this by-law.
- (2) MLEOs employed by the City and police constables who are members of the Waterloo Regional Police Service are hereby authorized to enforce this by-law.
- (3) University of Waterloo and Wilfrid Laurier University Special Constables are hereby authorized to enforce this by-law on property belonging to their respective University.
- (4) Every Person shall, upon request by a MLEO, a police officer or a special constable, for the purpose of commencing a proceeding pursuant to this by-law, provide identification, including full name and address, to the Officer.
- (5) No Person shall provide false, misleading, incomplete or inaccurate identification to a Municipal Law Enforcement Officer, police officer or special constable.
- (6) The following Ministry of the Environment Noise Pollution Control (NPC) documents shall be used as a guide when administering this by-law: NPC 101, NPC 102, NPC 103, NPC 104, NPC 115, NPC 117, NPC 118, NPC 119, NPC 216, NPC 233 and NPC 300. The references herein shall mean the NPC, as amended from time to time, or any successor thereof.

9 Entry

- (1) An MLEO or police officer may enter onto land at any reasonable time for the purpose of carrying out an inspection to determine if this By-law or a direction or order issued under this By-law is being complied with.
- (2) For the purposes of an inspection under (1), an MLEO or police officer may:
 - (a) require the production for inspection of documents or things relevant to the inspection;
 - (b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
 - (c) require information from any Person concerning a matter related to the inspection; and
 - (d) alone or in conjunction with a Person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.

9.1 Penalty

- (1) Every Person who contravenes any of the provisions of this by-law is guilty of an offence and, pursuant to section 429 of the Act; all contraventions of this by-law are designated as continuing offences.
- (2) Every Person, excluding a corporation, who is convicted of an offence is liable to a maximum fine of \$25,000 for a first offence and a maximum fine of \$50,000 for a subsequent offence.
- (3) Every corporation who is convicted of an offence is liable to a maximum fine of \$50,000 for a first offence and \$100,000 for a subsequent offence.
- (4) In addition to the fine amounts set out in subsection (2) and (3), for each day or part of a day that an offence continues, the maximum fine shall be \$10,000. The total of all daily fines for the offence is not limited to \$100,000.
- (5) Sections 2, 3, 4, 5, 7, 8, and 8.1 inclusive of all subsections thereunder, of this by-law are hereby designated as parts of this by-law to which the General Administrative Penalty By-law applies.
- (6) Any Person who contravenes any Designated Provision of this by-law shall, upon issuance of a Penalty Notice in accordance with the General Administrative Penalty By-law, be liable to pay an administrative penalty and any administrative fees.

9.2 Alternative Response

- (1) This section only applies to alleged by-law violations involving Stationary Sources.
- (2) Where the Designated Official, or other person authorized by Council to enforce this by-law, issues a notice in writing to a Person indicating that they are alleged to have violated, or are currently violating, this by-law, the aforesaid Person may:
 - (a) respond to the aforesaid notice within forty-five (45) days of the issuance of the notice to the Designated Official or to the Person indicated in the notice by submitting a Noise study report by a licensed professional engineer with applicable experience in acoustics and Noise.

(3) The Noise study report mentioned in subsection 2(a) shall include the following information:

- (a) the description of the equipment/facility/operation and the operating hours;
- (b) the land use zoning designation of the surrounding area;
- (c) the location and distance to Points of Reception;
- (d) the relevant architectural and mechanical drawings;
- (e) the details of proposed Noise control measures; and,
- (f) other details which may be required and outlined in NPC 300 or similar codes, as amended from time to time, or any successor thereof.

(4) Where the Noise study report proposes a solution to the alleged violation of this by-law which is acceptable to the City in the absolute discretion of Council, then the Person who is alleged to have violated this by-law may implement the proposal contemplated in the Noise study report to address the alleged violation.

(5) If, however, the Noise study report does not propose a solution to the alleged violation which is acceptable to the City in the absolute discretion of Council, or if the Person does not implement the proposed solution within the timeframe specified within the Noise study report, or if the proposed solution when implemented continues to result in violations of this by-law, then the Person who is alleged to have violated this by-law will remain subject to the penalty or penalties under section 9.1 if convicted of the offence.

10 Severability

If a Court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the by-law and the remainder of the by-law shall be valid and shall remain in force.

11 Title

This by-law may be referred to as the “Noise By-Law”.

12 Repeal

By-Law 2010-073 is hereby repealed.

13 Coming Into Force

This by-law shall come into force and effect on June 1, 2025.

PASSED this 26 day of May, 2025.

Signed by Mayor Dorothy McCabe

Signed by City Clerk Julie Finley-Swaren

SCHEDULE 1
PROHIBITIONS BY TIME AND PLACE

Column 1 – Noise Classification

Column 2 – Prohibited Period of Time

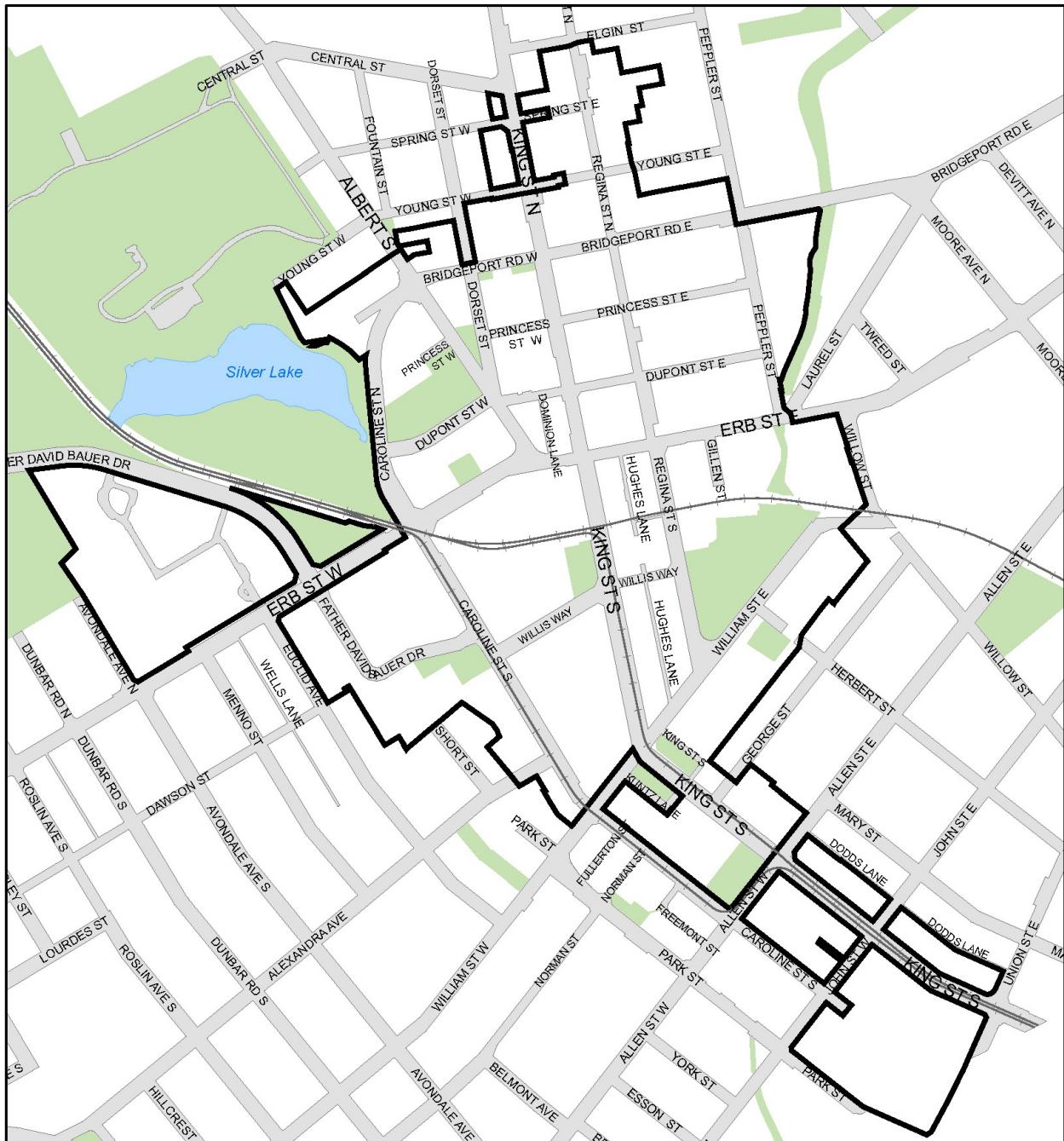
	Living Area	BIA
1. The discharge of firearms (except by police).	At all times	At all times
2. The operation of a combustion engine which: i)Is: ii)Is used in: or, iii)Is intended for use in; a toy, model, or replica of any device, which model or replica has no function other than amusement and which is not a Conveyance.	19:00 one day to 09:00 next day	19:00 one day to 09:00 next day
3. The operation of any electronic device or group of connected electronic or other electro-mechanical transducers, and intended for the production, reproduction or amplification of Sound.	17:00 one day to 07:00 next day (09:00 on Sundays)	19:00 one day to 07:00 next day (09:00 on Sundays)
4. The operation of any auditory signaling device, including but not limited to the ringing of bells or gongs and the blowing of horns or sirens or whistles, or the production, reproduction or amplification of any similar Sounds by electronic means except where required or authorized by law or in accordance with good safety practices.	All day Sundays and Statutory Holidays. 19:00 one day to 07:00 next day otherwise	All day Sundays and Statutory Holidays. 19:00 one day to 07:00 next day otherwise
5. The operation of any Motorized Conveyance, other than on a Highway, where such operation results in excessive or unusual Sound	At all times	At all times
6. Persistent and ongoing barking, calling or whining or other similar persistent and ongoing Noise making by any domestic pet or any other animal kept or used for any purpose other than agriculture.	At all times	At all times
7. Unreasonable, ongoing or repetitive yelling, shouting, hooting, whistling or singing.	At all times	At all times
8. Yelling, shouting, hooting, whistling, or signing.	23:00 one day to 07:00 next day (09:00 on Sundays)	23:00 one day to 07:00 next day (09:00 on Sundays)
9. All selling or advertising by shouting or outcry or Amplified Sound.	All day Sundays and Statutory Holidays. 19:00 one day to 07:00 next day otherwise	19:00 one day to 07:00 next day otherwise (09:00 on Sundays)
10. The operation of any Construction Equipment other than in connection with Residential Renovations.	All day Sundays and Statutory Holidays. 19:00 one day to 07:00 next day otherwise.	All day Sundays and Statutory Holidays. 19:00 one day to 07:00 next day otherwise.
11. The operation or use of any tool for domestic purposes, including grass cutting, other than snow removal.	21:00 one day to 07:00 next day (09:00 on Sundays)	21:00 one day to 07:00 next day (09:00 on Sundays)
12. Loading, unloading, delivering, packing, unpacking, or otherwise handling any equipment, containers, products,	All day Sundays and Statutory	All day Sundays and Statutory

	Living Area	BIA
materials, or refuse (other than as contemplated by 13 below), whatsoever, unless necessary for the maintenance of essential services, exempted business under the <i>Main Street Recovery Act, 2020</i> , S.O. 2020, c. 29, as amended, and the moving of private household effects.	Holidays. 19:00 one day to 07:00 next day otherwise	Holidays. 19:00 one day to 07:00 next day otherwise
13. The operation of solid waste bulk lift or refuse compacting equipment.	21:00 one day to 07:00 next day (09:00 on Sundays)	21:00 one day to 07:00 next day (09:00 on Sundays)
14. Residential Renovations	21:00 one day to 07:00 next day (09:00 on Sundays)	21:00 one day to 07:00 next day (09:00 on Sundays)
15. The playing of unamplified musical instruments.	17:00 one day to 07:00 next day (09:00 on Sundays)	19:00 one day to 07:00 next day (09:00 on Sundays)

SCHEDULE 2
CITY-SANCTIONED COMMUNITY EVENTS

1. Uptown Waterloo Jazz Festival;
2. Waterloo Busker Carnival;
3. Summer Concert Series;
4. Uptown Music Festival;
5. Royal Medieval Faire;
6. City related K-W Oktoberfest events or activities;
7. Winterloo Festival;
8. any other events authorized by Council, and
9. any Uptown Business Improvement Area activity or event approved by its Board of Directors, subject to the approval of the Designated Official.

Schedule 3
Uptown Waterloo Business Improvement Area



**Uptown Waterloo
BIA Area**

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Revision Date: 2023-11-17
Produced by: GIS, IMTS

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STAFF REPORT
Community Programming & Outreach Services

Title: 2024 Museum Review of Operations
Report Number: COM2025-008
Author: Karen VandenBrink, Manager/Curator, Museum & Archival Collections
Council Date: May 26, 2025
File: N/A
Attachments: N/A
Ward No.: All Wards

Recommendations:

1. That Council approve report COM2025-008.
2. That Council continue to support the City of Waterloo Museum in its efforts to strengthen and build meaningful relationships within the community through inclusive programming, strategic partnerships, and community engagement initiatives.

A. Executive Summary

In alignment with the Museum Strategy (COMM2015-25) and to maintain eligibility for potential future provincial museum funding, staff remain committed to providing annual updates on the progress of the Museum's activities and the ongoing implementation of the Strategy.

This report offers a summary of the City of Waterloo Museum's key activities in 2024, including programs, events, collections acquisitions, strategic initiatives, and community collaborations.

Annual reporting continues to play a key role in evaluating the Museum's impact and its ability to connect meaningfully with the community. This ongoing engagement and recognition were recently affirmed with the Museum receiving Platinum in the Entertainment category of the 2024 Waterloo Region Record Readers' Choice Awards. This distinction is especially significant given the competitive nature of the category and highlights the strong community support for our small but impactful institution.

B. Financial Implications

N/A

C. Technology Implications

N/A

D. Link to Strategic Plan

Complete Community: The museum contributes to the strong sense of belonging and fosters a sense of place and community through its preservation and presentation of our heritage resources.

Reconciliation, Equity, Accessibility, Diversity, and Inclusion: The museum engages with local communities, particularly those that have been historically marginalized or underserved. Collaborative projects with community organizations ensure that museum programming reflects the needs and interests of diverse audiences, promoting a sense of ownership and belonging.

E. Previous Reports on this Topic

COMM2018-002 2017 Museum Activity Update

COMM2019-009 2018 Museum Review of Operations

COMM2020-006 2019 Museum Review of Operations

COMM2021-013 2020 Museum review of Operations

COMM2022-012 2023 Museum Review of Operations



2024 Museum Review of Operations COM2025-008

The following highlights some of the events and programs that made a positive impact in 2024. These successes would not have been possible without the generous support of our visitors, volunteers, community contributors, and internal teams. We extend our sincere thanks to all those who helped bring these initiatives to life.

Museum & Collections Strategy

The implementation of the 2015 Museum & Collections Strategy has been highly successful, with many recommendations achieved ahead of schedule. Over the past year, a comprehensive policy review resulted in the revision of the Museum's ten core community museum policies. These policies are aligned with the Provincial Standards for Community Museums in Ontario, which all museums in the province are required to meet.

In 2022, the Museum's policies were reviewed to continue that they were aligned with the Provincial Standards and approved by City Council. The updated policies reflect evolving operational practices and ensure continued compliance with provincial requirements. Approval and implementation of the revised policies by Council demonstrates the City of Waterloo Museum's ongoing commitment to meeting the province's standards for community museums.

Staff continue to prioritize community engagement, seeking out the quieter, often underrepresented stories of our past. This work supports the Museum's vision of remaining relevant and responsive to the community. Through collaboration with internal City departments, as well as regional partners and individuals, the Museum delivers a wide range of programs, exhibitions, and events across the City and Region. These partnerships have contributed to increased visibility and recognition of the Museum's work.

Key outstanding items from the Museum & Collections Strategy include the consolidation of the collection, securing appropriate long-term collections storage, and identifying a new, permanent location for the Museum in the Uptown core to provide space for programming at the Museum. These strategic priorities will require continued Council support to advance.

Programming & Outreach

In 2024, the City of Waterloo Museum's programming team—supported by two Young Canada Works students and one student funded through the City's corporate program—successfully revitalized the historic log cabin in Waterloo Park through a new seasonal

activation. This initiative focused on delivering meaningful, accessible programming rooted in local history, with a particular emphasis on Black heritage.

Working in close collaboration with Peggy Plet and other museums dedicated to Black history, staff and students co-developed a series of interactive experiences designed to broaden the cabin's narrative and resonate with diverse audiences. These thoughtfully curated activities included interpretive storytelling, engaging visual displays, and hands-on components that encouraged deeper visitor connection with the space and its historical context.

A key highlight of the programming was a collaboration with the City's horticulture team to explore Levi Carroll's connection to the land. Visitors learned about his gardening practices and the broader importance of self-sufficiency within historical Black communities. Additional interactives, inspired by Underground Railroad quilt block stories, provided visual and tactile opportunities to explore themes of resilience and the journey to freedom in Canada.

The cabin was open to the public four days a week over a two-month period, welcoming more than 3,000 visitors. Community feedback was overwhelmingly positive, with many expressing gratitude for the opportunity to step inside the historic structure and engage with its layered stories, situated within the broader landscape of Waterloo Park.

This project not only provided meaningful employment and mentorship opportunities for local students but also created a dynamic and inclusive environment for historical learning and reflection. It serves as a strong model for future programming that bridges past and present, fosters community engagement, and celebrates our diverse heritage.

In 2024, the museum's outreach efforts prioritized accessibility, engagement, and community connection through innovative, collaborative initiatives that brought local history to life for a wide range of audiences.

Informed by accessibility consultations, the museum launched License to Sell – History Happened Here, a self-guided walking tour along King Street in Waterloo. Running from May to October, the tour explored the city's past through the lens of prohibition, licensed establishments, Waterloo's first LCBO, and other historically significant sites. The mobile-friendly format allowed visitors to engage with history at their own pace.

In partnership with Royal Canadian Legion Branch 530, Waterloo Public Library, and the City's Community Programming team, the museum supported the return of the popular knitted and crocheted poppy project. Thousands of community members contributed to this year's installation, which wrapped the LAV III tank near the Remembrance Day Memorial, offering a powerful visual tribute to veterans.

A collaborative initiative with the Waterloo Public Library, Friends of Waterloo Park, and the KW Granite Club resulted in a high-energy, Amazing Race-style event through Waterloo Park. Designed for both families and adults, the event combined puzzles, clues, and heritage storytelling for an interactive and educational experience.

As part of seasonal programming, the historic log cabin in Waterloo Park was activated during the Wonders of Winter festival over six nights, attracting more than 1,100 visitors. Guests participated in brief presentations exploring the building's history as a schoolhouse, family home, and community landmark, with a focus on "Christmas through the ages." The site also featured prominently during Doors Open and LUMEN, with over 2,500 visitors in a single day.

In response to increased interest in seniors' programming, the museum delivered more than 25 presentations and tours tailored to seniors' groups in Waterloo, as well as in Elmira, Kitchener, and Tavistock. These programs were designed with varying accessibility needs in mind and expanded the museum's reach across the region.

Together, these outreach initiatives deepened community partnerships, expanded the museum's audience, and reinforced the role of local history in fostering civic pride and connection.

Log Cabin

In 2024, the City of Waterloo Museum officially assumed programming stewardship of the 1820 log cabin located in Waterloo Park. This expanded role includes the care and maintenance of both the interior and exterior of the structure, the restoration of historic elements—such as the installation of reproduction door hardware—and a renewed emphasis on inclusive interpretation and programming.

A central objective of this stewardship is to reflect a broader and more representative history of the site. While the log cabin is frequently associated with early Mennonite settlement and its use as a schoolhouse, it also served as a family home to the Carroll family, Black settlers who lived in the cabin for over 50 years. The museum is committed to ensuring that both histories are acknowledged and meaningfully interpreted.

In the summer of 2024, the museum began this work by reopening the cabin to the public with a display focusing on the story of Levi Carroll. The site was further activated during the Wonders of Winter festival and Doors Open Waterloo Region.

The museum recognizes that the continued activation and interpretation of the log cabin site will benefit significantly from additional staffing resources to sustain programming, visitor engagement, and preservation work.

Volunteers

None of this would be possible without the dedication of our volunteers, who contributed over 780 hours to visitor services, programming, and collection support. Their energy and commitment continue to be a cornerstone of our success.

We look forward to building on this momentum as we create welcoming, educational, and inspiring experiences for all members of the Waterloo community.

Social Media/Marketing/Museum Visitation

The City of Waterloo Museum also grew their social media presence by over 1,000 new followers

At the Museum's main exhibition space in Conestoga Mall, nearly 5,500 visitors explored Waterloo from Above: 200 Years of Change. This exhibition combined aerial maps with historic photographs to illustrate the city's growth and transformation over time, offering visitors a compelling visual narrative of Waterloo's evolving landscape.

Exhibits

In 2024, the City of Waterloo Museum continued to engage residents and visitors through a range of exhibitions that explored local history, identity, and community.

Waterloo from Above: 200 Years of Change featured historic maps, aerial images, and photographs documenting Waterloo's transformation from early Indigenous lands to its present-day neighbourhoods. The exhibition, developed in collaboration with the University of Waterloo's Geospatial Centre, invited visitors to reflect on how urbanization has shaped the city. Ten large aerial photographs served as immersive anchors for storytelling, with many guests sharing personal memories and connections to the locations pictured. The exhibit also included LEGO models of local heritage and iconic buildings, built by community members of all ages.

Four rotating mini exhibits were also featured at City Hall in 2024, highlighting:

- The history of Crown Royal,
- The Waterloo Park log cabin,
- The story of freedom seeker Levi Carroll, and
- Beer boots from the museum's glassware collection.

Collections

In 2024, the City of Waterloo Museum acquired 60 new objects, including artifacts from globally recognized local industries such as Research in Motion and Globe Furniture. Significant additions also included items reflecting the histories of Waterloo's Chinese community, LGBTQ2+ community, and Maple Lane Dairy.

The Museum began a comprehensive re-inventory of the collection to improve records management and access. This work includes data cleansing and updating entries in the Museum's cataloguing software and will continue through 2025. The organization and cataloguing of the Museum's reference library—comprising printed materials and books—was completed in 2024, enhancing research access for both staff and external users.

In 2024, the Museum initiated a review of its operational Emergency Response Plan to ensure preparedness for a broad range of collection-related emergencies, each presenting unique challenges. Completion and implementation are anticipated in 2025.

Research, Collaboration, and Equity Diversity & Inclusion

A key priority for the City of Waterloo Museum is the intentional inclusion of underrepresented voices in our storytelling. Taking a deeper look at how we represent these “quiet voices” is essential to our continued relevance and impact. The Museum’s approach is grounded in collaboration and rigorous research, with a focus on trust-building and avoiding damage-based narratives. Our collections and programming are shaped in ways that ensure mutual benefit for all partners and community members involved.

In collaboration with the Indigenous Initiatives Advocate, the Museum guided the design and fabrication of a display case at City Hall to respectfully showcase the City’s gifted Wampum Belts.

Scarborough Charter – Inter-Institutional Forum

The University of Waterloo and Wilfrid Laurier University co-hosted the 2024 Inter-Institutional Forum of the Scarborough Charter on Anti-Black Racism and Black Inclusion in Canadian Higher Education. As part of the forum’s public programming, the Building Black Connections Community Expo was held at the Waterloo Memorial Recreation Complex – Community Pavilion.

The City of Waterloo Museum was proud to contribute to this important initiative by supporting local historian and researcher Peggy Plet. Museum staff collaborated with Ms. Plet to transform her extensive research into a dynamic, interactive exhibit titled Black Presence in Waterloo Region. This exhibition celebrated the lives and legacies of more than 15 Black individuals who made significant contributions to the local community.

Drawing on artifacts from the museum’s collection, the exhibit highlighted the often-overlooked presence of Black settlers, educators, entrepreneurs, and domestically employed women in the region’s history. It provided visitors with a deeper understanding of the longstanding and ongoing contributions of Black residents and underscored the critical importance of inclusive storytelling in heritage work.

This project reflects the museum’s continued commitment to community collaboration, equity, and amplifying underrepresented voices in our shared history.

In 2024, the historic Log Schoolhouse in Waterloo Park took on a new interpretive focus, with programming centred on introducing the public to Waterloo’s Black history. In collaboration with local Black historian Peggy Plett—whose research into Levi Carroll, a Black landowner and long-time resident of Kitchener who lived and raised his family in the Log Cabin, has brought new insights—the site was renamed the Log Cabin. This change acknowledges the building’s dual historical role and creates space for inclusive storytelling, including the experiences of Levi Carroll and his family. The exhibition was planned with sustainability in mind, ensuring that its assets could continue to benefit the community even after the exhibition concluded.

Accessibility and inclusion continue to be central to all exhibition planning at the Museum. We are committed to ensuring that all visitors feel welcome and comfortable in our space. Measures include offering magnifiers for those with low vision, providing closed captioning on video content, and designing exhibit labels and interpretive materials that reflect a wide range of visitor needs.

As part of the Levi Carroll project, the Museum team—guided by the City's Accessibility Advocate and supported by the technology resources of the Facilities Design and Management team—developed a virtual tour to improve accessibility for visitors unable to enter the Log Cabin due to stairs. The virtual tour included high-quality photographs and an audio recording of the exhibition text, ensuring the content was accessible to a wider audience and aligned with the City's commitment to inclusive public spaces.

In 2024, the Museum also launched a new initiative: a dedicated community space in the vestibule to showcase the work of local equity-focused organizations. The inaugural display featured SPECTRUM, celebrating the history and contributions of the organization within our community. In 2025 we are celebrating with the Caribbean Canadian Association of Waterloo Region who has been in the Region since 1975.

Sports Parade Project

This project is a partnership between the City of Kitchener and Community & Neighbourhood Services.

Phase One involved a detailed assessment and cataloging of the existing sports displays at the Kitchener Memorial Auditorium and Waterloo Recreation Complex, identifying opportunities for improvement and expansion.

Phase Two focused on research and planning. A recommendation report was developed outlining best practices for sports halls of fame at various levels. Draft policies and procedures were also created to guide the formation of an induction council.

A key milestone was the successful loan and digitization of the original Civitan Sports Parade of History photo collection from the City of Kitchener Archives. This digital archive will serve as the foundation for upcoming virtual exhibits at both community facilities. Background research was conducted on all current inductees to ensure accurate and meaningful digital presentations.

Collaboration with partners—including the University of Waterloo Archives, local libraries, the Region of Waterloo Museum, and sports organizations—has contributed additional photographs and context to support the next phase of content development. This work sets the stage for a modern, accessible tribute to local athletic achievements, blending historical preservation with digital innovation to celebrate the legacy of sports in the Kitchener-Waterloo region.

Grants

The City of Waterloo Museum secured funding support from the Government of Canada in 2024 through two federal programs: the Museum Assistance Program's Exhibition Circulation Fund and Young Canada Works. Combined, these grants totaled \$51,707.

Funding from the Exhibition Circulation Fund supported the hosting of a travelling exhibition, while the Young Canada Works grant enabled the hiring of two summer students and the hosting of an internship. A key focus for the summer programming season was the activation of the Log Cabin, with interpretive content centred on the story of Levi Carroll and his family.

In addition, the Young Canada Works funding supported Phase one on the re-imagining of the Sports Parade of History, a collaborative initiative with the City of Kitchener aimed at revitalizing and sharing local sports heritage. Phase two was made possible by a grant of \$25,000 from the Kitchener Sports Association.

New Website Content

Over the past year, the City of Waterloo Museum has launched three new virtual exhibits: Mayors of Waterloo: Part I (1876–1900), Mayors of Waterloo: Part II (1901–1946), and Temperance & Prohibition, exploring local leadership and the impact of the temperance movement. Ten new artifacts, including vintage alcohol bottles and paraphernalia, have also been added to the virtual collection, highlighting the city's historic distilling industry.

The museum website continues to improve accessibility and user experience. Enhancements include updated Accessibility and Indigenous Resources pages. Current and past exhibit pages are regularly updated to keep the public informed and engaged.

The Museum's website supports greater accessibility, inclusion, and community connection to local history.

Conclusion

Despite this success, the Museum's small team has reached capacity. While staff remain committed to making meaningful contributions and driving positive change, current resources limit the ability to fully participate in emerging projects and opportunities. Increasing requests for extended Museum operating hours, participation in outreach events, and focusing on telling more inclusive stories continues to place significant pressure on existing staff resources. With a small team, it is increasingly challenging to meet these expectations while maintaining the high quality of programming, collections care, and community engagement. Additional staffing is essential to support the Museum's growing role in the community and to respond effectively to emerging opportunities and service demands.



**STAFF REPORT
Facility Design & Management Services**

Title: Service Centre Facility Expansion Project at 146 Dearborn Place - Project Update and Funding Transfer
Report Number: COM2025-012
Author: Michael Kuebler, Senior Project Manager, Facility Design and Management Services
Council/Committee Date: May 26, 2025
File: 230073
Attachments: N/A
Ward No.: 5

Recommendations:

1. That Council approve report COM2025-012.
2. That Council approve the request for a non-routine funding release of the 2025 funding of \$232,000, funded \$12,000 from the Capital Reserve Fund (CRF) and \$220,000 from the Development Charges Reserve Fund (DC) from the West Side Satellite Operations Centre project budget (Ref# 236), and approve a reallocation of \$232,000 from the West Side Satellite Operations Centre project #220009 to the Dearborn Service Centre Facility Expansion project #230073.
3. That Council approve the request for a partial non-routine funding release of the 2026 funding of \$1.768 million, funded \$91,900 from the Capital Reserve Fund (CRF) and \$1,676,100 from the Development Charges Reserve Fund (DC) from the West Side Satellite Operations Centre project budget (Ref# 236), and that it be advanced to 2025 from 2026, and to approve a reallocation of \$1.768 million from the West Side Satellite Operations Centre project #220009 to the Dearborn Service Centre Facility Expansion project #230073.

A. Executive Summary

The purpose of this report is to provide Council with an update regarding the ongoing Service Centre facility expansion project at 146 Dearborn Place, adjacent to the main Service Centre facility at 265 Lexington Court. This report provides planned activities for the 2025 year, which will allow some staff to be moved from the main Service Centre building over to the Dearborn building. This move will free up space at the main Service Centre building, which will help facilitate the ongoing expansion needs at that site. Plans for full property integration with the

existing Service Centre are also considered, should additional funds become available as part of future capital budget discussions.

The proposed West Side Service Facility study aimed to improve operational efficiency, reduce travel times, optimize service delivery, and enhance the resilience of public works operations. By establishing a secondary service hub, the City will be better equipped to manage maintenance, parks, utilities, and transportation services, while ensuring long-term sustainability.

Considered as part of the proposed West Side Service Facility project, the Dearborn facility expansion, adjacent to the existing Service Centre, is intended to address the existing space deficiencies at the existing Waterloo Service Centre, as identified in the study. The space deficiencies identified that are addressed by the inclusion of the Dearborn Facility were:

- The insufficient meeting, training, and locker spaces for the Parks and Forestry teams,
- Limited shop and touchdown spaces for Sewer and Utility Services.

To make additional space at the existing Service Centre to accommodate the Parks and Forestry teams, the following teams/services were identified to move to the Dearborn facility:

- Building Maintenance team and the associated shop space,
- Procurement and Water Services inventory.

B. Financial Implications

The total projected cost to bring the Dearborn site online as a fully functioning service facility is \$7.9 million. This includes all acquisition costs such as the land purchase, legal costs, land transfer taxes, property tax and HST, as well as the cost to complete interior renovations to the building. In order to complete the necessary interior renovations to allow this building asset to be fully utilized, an additional \$2 million is required. Staff are seeking Council's approval to transfer \$2 million in funding from the West Side Satellite Operations Centre project budget (Ref# 236) project #220009 to the Dearborn Service Centre Facility Expansion Project #230073 as follows:

- A non-routine funding release of the 2025 funding of \$232,000 (\$12,000 CRF and \$220,000 DC) from the West Side Satellite Operations Centre budget (Ref# 236) and the transfer of that \$232,000 to the Dearborn project #230073.
- A partial non-routine funding release of the 2026 funding of \$1.768 million (\$91,900 CRF and \$1,676,100 DC) from the West Side Satellite Operations Centre project budget (Ref# 236), and that it be advanced to 2025 from 2026 and transferred to the Dearborn project #230073.

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)

Innovation and Future Ready:

- The Implementation of the Service Centre Expansion project will expand/upgrade existing capabilities to meet the demands of the growing City and allow for additional space for Parks and Forestry teams and Sewer and Utility teams.

Reconciliation, Equity, Accessibility, Diversity and Inclusion:

- The project will employ accessible design principles and provide amenities for staff of all abilities. A large accessible meeting room will be provided with accessible Audio-Visual equipment. A Universal washroom will be provided. Gender neutral change rooms and washrooms are also provided.

Environmental Sustainability and Climate Action:

- Mechanical heating and cooling systems will be designed in line with City of Waterloo Green Building Policy and include electrical heating and heat pump technology.

E. Previous Reports on this Topic

CORP2023-054 – City Operations and Storage Expansion (Dec. 11, 2023)



**Service Centre Facility Expansion Project at 146 Dearborn Place - Project Update
and Funding Transfer
COM2025-012**

BACKGROUND

The 146 Dearborn Facility was acquired in the spring of 2024, and the work completed to date includes planning and design work in collaboration with an Architect and subconsultants. Minor renovations and service work was completed to the base building infrastructure and exterior site in preparation for the proposed construction.

Proposed work:

With the proposed funding, a renovation of the building to enable the City's expanded use is planned to be completed this year.

The work includes completing a fit out of the office area, which includes open office workstations, private offices, a universal washroom, gender-neutral shower/change facilities, meeting spaces and a larger boardroom/lunchroom.

The planned boardroom/lunchroom will be the first accessible large staff meeting space in the City complete with accessible Audio-Visual equipment. New wider and consolidated windows to align with the open concept office layout will be installed in the front office area. Improvements to the site and entrance will include tactile wayfinding as part of sidewalk replacement work within the site. A relocated accessible entrance will also be constructed.

The back shop space for Building Maintenance team will be created and separated from the Procurement storage area. The building will include storage shelving/rack storage and a shop space for maintenance related activities. Additional storage space will also be provided for space planning and Corporate Security and Life Safety, Procurement and the Building Services teams. Office space and a touch down area for the Building Maintenance and Mechanical teams will be included as part of the front office area.

Replacement of the heating and cooling (HVAC) units is proposed in accordance with City's Green Building Policy.

Timeline for proposed work:

The design work for the front office area is nearly complete. Staff are preparing to issue a Request for Tender in May to proceed with construction services pending approval of the

funding reallocation plan in this report. Construction is expected to begin this summer, with completion anticipated by the fall of 2025.

Accessibility:

The need for a large accessible meeting and training space has been identified as a priority within the City of Waterloo office facilities. The project team aims to begin addressing this need through the improvements being made to the office area at the Dearborn facility. Accessible features included in the design will comprise a universal washroom, tactile guidance elements, and a fully accessible meeting room with millwork that meets AODA standards, along with accessible audio-visual equipment.

In a future phase of work, the project team will review the building's exterior to ensure it is accessible and welcoming for all users.

FINANCIAL IMPLICATIONS

Total projected cost to bring the Dearborn site online as a fully functioning facility is \$7.9 million as outlined in Table 1 below. This includes all acquisition costs such as the land purchase, legal costs, land transfer taxes, property tax and HST (as approved in CORP2023-054), as well as the additional costs needed to complete the interior renovations of the building (requested via this report).

Table 1: Funding Approvals to Date and Estimated Costs

Description	Report Number	Approval Date	\$ Amount
Funding:			
Acquisition of Dearborn Property	CORP2023-054	11-Dec-23	\$ 5,321,836
Rehabilitation Funding in Dearborn Project 230073	CORP2023-054	11-Dec-23	\$ 431,164
Approved Transfer from Space Planning Implementation for Material Storage Project #190016	ECMT Memo	16-Apr-25	\$ 165,502
Transfer from West Side Satellite Operations Centre Project #220009	COM2025-012	26-May-25	\$ 2,000,000
Total Funding			\$ 7,918,502
Expenditures:			
Life to date commitments & expenses			\$ 504,648
Acquisition of Dearborn Property			\$ 5,321,836
Proposed Expenditures			\$ 2,092,017
Total Expenditures			\$ 7,918,502
Balance:			\$ (0)

Majority of the funding for the budgeted West Side Satellite Operations Centre project (Ref#236 in the 2024-2026 approved capital budget) is planned for 2026 and will need to be

advanced to 2025 via Council approval in order to be utilized for the Dearborn facility expansion. Total DC funding in Ref#236 is \$4.4 million (total budget is \$4.6 million when including the CRF contribution for non-growth related components). This transfer will reduce funding in the budgeted West Side Satellite Operations Centre project by \$2.0 million and as outlined in policy FC-002, any transfers >\$200,000 require Council approval. Staff are revising the proposed West Side Satellite Operations Centre project scope as part of the current DC by-law update, and will include revisions to an updated project sheet for consideration of that project in the updated DC by-law.

The Capital Reserve Fund (CRF) can accommodate advancing the small funding portion to 2025, while the DC transfer is permitted under legislation given the funding is still related operational works expansion, however at a different location than originally planned, which can be approved by Council.



STAFF REPORT Planning

Title: Heritage Designation and Notice of Withdrawal: Follow-up to IPPW2025-006

Report Number: IPPW2025-032

Author: Dominik Simpson

Council Date: May 26, 2025

File: N/A

Attachments: Appendix 'A' – Draft Designation By-law: 75 Allen St E
Appendix 'B' – Draft Designation By-law: 39 Dupont St E
Appendix 'C' – Designation Flow Chart

Ward No.: Ward 7 (Uptown)

Recommendations:

1. That staff report IPPW2025-032 be approved.
2. That Council designate by by-law the property at 75 Allen Street East and the former St. Louis School building thereon, to be of cultural heritage value under Part IV, Section 29 of the Ontario Heritage Act.
3. That Council designate by by-law the property at 39 Dupont Street East and building thereon, to be of cultural heritage value under Part IV, Section 29 of the Ontario Heritage Act.
4. That Council withdraw the Notice of Intention to Designate for the following properties:
 - a. 33 Allen Street East (Church of the Holy Saviour)
 - b. 35 Alexandra Avenue (residential condominium)
 - c. 12 Bridgeport Road East (residential condominium)

A. Summary

At the Council Meeting on February 24, 2025, Heritage Planning staff advanced report IPPW2025-006 for Council's consideration to issue a Notice of Intention to Designate ("NOID") for 14 properties pursuant to Part IV, Section 29 of *Ontario Heritage Act*, and in response to Provincial Bill 23. Council voted in favour of issuing a NOID for five properties and voted to defer the remaining nine commercial properties pending a review of financial incentive options for heritage properties. The purpose of this report (IPPW2025-032) is to follow up on the five properties by advancing the designation by-laws for two properties (75 Allen Street East and 39 Dupont Street East) and to seek

Council's authorization to withdraw the NOID for three properties (33 Allen Street East, 35 Alexandra Avenue, and 12 Bridgeport Road East).

B. Financial Implications

Pending designation of the subject properties contained in this report, the City will purchase and install (with the property owner's consent) a bronze plaque to be affixed to the respective building façade. The plaque highlights the heritage landmark and its date of construction. The estimated cost of a plaque and installation is approximately \$300. Funding for the plaques will be through the Municipal Heritage Committee operating budget, formerly known as the Local Architectural Conservation Advisory Committee (LACAC) budget.

C. Technology Implications

None.

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)

General alignment with the 'Complete Community' strategic priority and 'Sustainability' guiding principle by conserving and sharing Waterloo's cultural heritage for the betterment of the community and the environment.

E. Previous Reports on this Topic

- IPPW2025-006 – Notice of Intention to Designate multiple properties under the Ontario Heritage Act (Part 1); February 24, 2025
- IPPW2024-035 – Permitting Online Notices for Heritage Matters; June 24, 2024



Heritage Designation and Notice of Withdrawal: Follow-up to IPPW2025-006 IPPW2025-032

1.0 Introduction

At the Council Meeting on February 24, 2025, Heritage Planning staff advanced report IPPW2025-006 for Council's consideration to issue a Notice of Intention to Designate ("NOID") for 14 properties pursuant to Part IV, Section 29 of *Ontario Heritage Act* ("OHA"), and in response to Provincial Bill 23. Council voted in favour of issuing a NOID for five properties and voted to defer the remaining nine commercial properties pending a review of financial incentive options for heritage properties. A staff report on a heritage incentive program will be brought forward for Council's consideration in late 2025; this will be the next step in the heritage designations project, before advancing more properties for potential designation under the OHA.

The purpose of this report (IPPW2025-032) is to follow up on the five properties that were issued a NOID in February 2025 by proceeding with the designation by-laws for two properties (75 Allen Street East and 39 Dupont Street East) and to seek Council's authorization to withdraw the NOID for three properties (33 Allen Street East, 35 Alexandra Avenue, and 12 Bridgeport Road East).

2.0 Background

For information purposes, the following motion was carried unanimously by Council on February 24, 2025. The *strikethrough* indicates those nine properties that were deferred by Council with respect to issuing a NOID.

1. *That Council receive report IPPW2025-006.*
2. *That pursuant to Section 29, Part IV of the Ontario Heritage Act, the City Clerk be directed to issue Notices of Intention to Designate for the following properties as being of cultural heritage value or interest:*
 - 1) 33 Allen Street East
 - 2) 75 Allen Street East
 - 3) 35 Alexandra Avenue
 - 4) 12 Bridgeport Road East
 - 5) 39 Dupont Street East
 - 6) ~~1-3 King Street North~~
 - 7) ~~15 King Street North~~
 - 8) ~~16-24 King Street North~~
 - 9) ~~23-25 King Street North~~
 - 10) ~~85 King Street North~~

- ~~11) 36-40 King Street South~~
- ~~12) 100-102 King Street South~~
- ~~13) 187 King Street South~~
- ~~14) 19 Regina Street North~~

3. *That Council direct staff to review financial incentive program options for designated heritage properties, as described in Section 5.2 of IPPW2025-006.*

NOIDs for the first five properties listed above were published on the City's Heritage Notices webpage (www.waterloo.ca/heritage-notices) and mailed to respective property owners on February 26, 2025, and filed with the Ontario Heritage Trust in accordance with the requirements set out in the OHA.

Pursuant to the OHA and as outlined in each NOID, property owners or other interested persons may submit a 'notice of objection' within 30 days after the NOID has been published. Any notice of objection must indicate the reasons for the objection and all relevant facts. The last day for filing an objection was March 28, 2025.

3.0 Outcome

No objections were submitted for the following properties:

- 75 Allen Street East (St. Louis School)
- 39 Dupont Street East

This constitutes support for the intention to designate the property, and therefore staff recommend that Council designate these properties by by-law under Part IV, Section 29 of the OHA. Draft designation by-laws for 75 Allen Street East and 39 Dupont Street East are attached hereto as **Appendix 'A'** and **Appendix 'B'**.

Objections were submitted via email to Heritage staff and/or the City Clerk for the following properties:

- 33 Allen Street East (Church of the Holy Saviour) = 4 lawful objections; 1 late objection
- 35 Alexandra Avenue (Condo) = 2 lawful objections; 1 late objection
- 12 Bridgeport Road East (Condo) = 1 lawful objection

General themes across all objections included:

- Increased costs: heritage designation is perceived to impose higher insurance, repair, and maintenance costs.
- Reduced flexibility: objectors are concerned about loss of autonomy in property use, and potential requirements for renovation of exterior facades.
- Timing concerns: objectors expressed financial pressures and imminent major repairs, make the timing of designation potentially inappropriate.
- Preservation efforts already made: some objectors argue that heritage goals are already being met through recent renovations or careful maintenance.

Heritage staff conducted engagement with the respective property owners and/or their designated representatives (such as Condominium Boards) throughout 2024, going beyond the minimum requirements for consultation set out in the OHA. In preparation for the February 24, 2025 Council Meeting (re: IPPW2025-006), Heritage staff had gathered support from the owner(s) or representatives to proceed with the intention to designate the property. However, following issuance and receipt of the NOI, sentiments regarding the proposed heritage designation from some of these individuals, either representing the owner(s) and/or having an interest in the property (such as individual condominium unit owners), had changed.

4.0 Recommendation & Conclusion

Pursuant to subsection 29(6) of the OHA, if a notice of objection has been served, the municipality must consider the objection and decide whether to withdraw the NOI within 90 days after the NOI period has ended (i.e., by June 26, 2025) or dismiss the objection(s) and proceed with designating the property by by-law. If this path is taken, and a designation by-law is passed, any person who objects to the by-law may appeal to the Ontario Land Tribunal within 30 days after the by-law is published.

Heritage staff have considered the reasons for the objections and recommend that Council withdraw the NOI for following the properties:

- 33 Allen Street East (Church of the Holy Saviour)
- 35 Alexandra Avenue (residential condominium)
- 12 Bridgeport Road East (residential condominium)

These three properties meet the criteria outlined in O. Reg. 9/06 and are eligible for designation under Part IV of the OHA, as confirmed by heritage consultant TMHC Inc. in their [Heritage Designation Research and Evaluation Report](#). While the objections received do not challenge the heritage value or provincial criteria, staff are of the opinion it is not appropriate to proceed with designation of these properties at this time without further support from the owners. Although the OHA does not require owner consent for heritage designation, it is considered best practice to work with willing property owners. Some properties, however (not included in this report), may still warrant designation without an owner's support, as heritage conservation is a matter of public interest and ownership may change over time.

If Council supports the withdrawal of the NOIs for any or all of 33 Allen Street East, 35 Alexandra Avenue, and/or 12 Bridgeport Road East, a Notice of Withdrawal shall be served on the owner of the property, on any person who objected and on the Ontario Heritage Trust, and will be published on the City's Heritage Notices webpage (www.waterloo.ca/heritage-notices), in accordance with subsections 29(6) and 29(7) of the OHA. Alternatively, pursuant to subsection 29(9), if Council does not make a decision on these properties within legislated timeframe (by June 26, 2025), the NOI is deemed to be withdrawn by default, and the municipality shall cause a Notice of Withdrawal the same as above.

For clarity, withdrawing the NOIDs does not prevent the City from undertaking a process to designate these three properties again in the future under Part IV of the OHA. In other words, Council may elect to issue a new NOID for any or all of these properties in the future, if it is deemed appropriate.

If the property is currently “listed” (non-designated) on the City’s Heritage Register, and no new NOID is issued, it will remain on the Register until January 1, 2027. After this date, it will be removed from the Register according to the provisions of Bill 23 and cannot be *re-listed* for five years. But again, this does not preclude the City from pursuing designation in the future if desirable.

5.0 Next Steps

If Council passes the designation by-laws for 75 Allen Street East and 39 Dupont Street East, a copy of the by-law and notice of appeal rights shall be served on the property owner, on any person who objected (not applicable here) and the Ontario Heritage Trust (the “Trust”), and published on the City’s Heritage Notices webpage (www.waterloo.ca/heritage-notices). Appeals of the by-law may be sent to the Ontario Land Tribunal (OLT) within 30 days of the by-laws passing. If there are no appeals, or the OLT dismisses the appeal or the appeal is withdrawn, the designation by-law comes into force. The City Clerk registers the by-laws on title and serves a copy on the Trust. Refer to **Appendix ‘C’** (Designation Flow Chart) for more information.

Staff are actively reviewing financial incentive options for heritage properties. A staff report on a heritage incentive program will be brought forward for Council’s consideration in late 2025. This will be the next step in the heritage designations project, before advancing more properties to Council for potential designation under the OHA.

APPENDIX 'A' – Draft Designation By-law: 75 Allen Street East**THE CORPORATION OF
THE CITY OF WATERLOO****BY-LAW NO. 2025 –****BY-LAW TO DESIGNATE THE PROPERTY AT 75 ALLEN
STREET EAST (ST. LOUIS SCHOOL) UNDER PART IV OF
THE ONTARIO HERITAGE ACT AS BEING OF CULTURAL
HERITAGE VALUE OR INTEREST**

WHEREAS section 29 of the *Ontario Heritage Act*, R.S.O. 1990, c. O.18, as amended (the “**Ontario Heritage Act**”) authorizes the council of a municipality to enact by-laws to designate real property, including all buildings and structures thereon, within the municipality, to be of cultural heritage value or interest;

AND WHEREAS the Council for The Corporation of the City of Waterloo (the “**City**”) deemed it desirable to designate the property municipally known as 75 Allen Street East, Waterloo, Ontario (the “**St. Louis School**”), to be of cultural heritage value or interest on February 24, 2025;

AND WHEREAS the reasons for designating the St. Louis School, containing the description of the property, statement of cultural heritage value or interest, and description of the heritage attributes are set out in Schedule "A" attached hereto;

AND WHEREAS the Clerk of the City has given notice of intention to designate the St. Louis School in accordance with subsection 29(3) of the *Ontario Heritage Act*;

AND WHEREAS no notice of objection was served upon the Clerk in accordance with section 29(5) of the *Ontario Heritage Act*;

**THEREFORE THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE
CITY OF WATERLOO ENACTS AS FOLLOWS:**

1. The property at 75 Allen Street East, described in Schedules “A” and “B” and shown on Schedule “C” attached to this by-law, is hereby designated to be of cultural heritage value or interest under Part IV of the *Ontario Heritage Act*.

2. The City Clerk is authorized to cause a copy of this by-law to be served upon the owners of the property at 75 Allen Street East and upon the Ontario Heritage Trust, and to be published on the City's Heritage Notices webpage (www.waterloo.ca/heritage-notices), all in accordance with the requirements under the *Ontario Heritage Act*.
3. This by-law shall come into force and effect on the date of its final passing.

Enacted this _____ day of _____, 2025.

D. McCabe, Mayor

J. Finley-Swaren, City Clerk

SCHEDULE "A"
REASONS FOR DESIGNATION

Description of the Property

The Property at 75 Allen Street East, known as St. Louis School, was constructed in 1905 according to the design of architect Charles Moogk. It belongs to a complex of proximal buildings associated with Waterloo's St. Louis Roman Catholic community, including the St. Louis Rectory, Church and Convent (at 53, 61, and 67 Allen Street East, respectively). It is located at the southwest corner of Allen Street East and Willow Street, east of the aforementioned buildings. The school maintains a visual coherence with these buildings through the use of buff brick.

The Property is located in the Mary Allen Neighbourhood Cultural Heritage Landscape (CHL), a residential district that emerged in the mid-1850s on the east side of King Street, south of Erb Street East.

Statement of Cultural Heritage Value or Interest

The Property at 75 Allen Street East, known as the St. Louis School, is located on the southwest corner of the intersection of Allen Street East and Willow Street. Constructed in 1905 according to the designs of notable architect Charles Moogk, the building belongs to a complex of proximal buildings associated with Waterloo's St. Louis Roman Catholic community, including the St. Louis Rectory, Church and Convent (at 53, 61 and 67 Allen Street East, respectively). The school maintains a visual coherence with these buildings through the use of buff brick.

The two-storey buff brick building sits on a raised basement and displays elements of the Beaux-Arts style in a 1923 addition, meeting Criterion 1 of O. Reg. 9/06 because of its design. The main (north) elevation is symmetrical and is oriented around a central projecting limestone frontispiece that continues to the parapet level and contains the raised main entrance. The entrance is marked by channelled masonry, and above, a carved panel bearing the words "SAINT LOUIS SCHOOL." To either side, stylized pilasters with floral drops enclose a central flat-headed window opening on the second storey and, at the cornice level, a festoon. Stepped back from the frontispiece, the east and west portions of the north elevation contain symmetrically situated square and rectangular flat-headed basement windows, and the upper storeys contain single, vertically oriented window openings with stone sills.

While the east elevation has undergone significant alterations, it does retain a projecting limestone entry block which continues from the ground level to the parapet level. It features a round-headed arch that contains the doorway and, above a carved panel bearing the word "GIRLS." Above, on the first and second storeys, are single flat-headed window openings, separated by an unornamented cartouche. The limestone cornice contains a festoon, surrounded enclosed by a shallow round arch with a keystone. To either side are small floral drops and above, a small datestone for the 1923 addition. A flat roof covers the various portions of the building.

The Property meets Criterion 4 of O. Reg. 9/06 because it has historical and contextual significance as it belongs to a complex of buildings associated with Waterloo's St. Louis Roman Catholic community, including the St. Louis Rectory, Church and Convent (at 53, 61 and 67 Allen Street East, respectively). When it opened in 1905, it was Waterloo's first Roman Catholic school. It is located at the southwest corner of Allen Street East and Willow Street, east of the aforementioned buildings. The school maintains a visual coherence with these buildings through the use of buff brick.

The Property also meets Criterion 6 of O. Reg. 9/06 because its original 1905 section was designed by prominent local architect and builder Charles Moogk. Moogk is known to have designed approximately 20 buildings in the Waterloo area and was also the Town's first full time engineer between 1899 to 1924.

The 1923 addition and Beaux-Arts inspired alterations to the St. Louis School were designed by architect James Michael Cowan, who articled under renowned Toronto architect Beaumont Jarvis and focused his career on many ecclesiastical works particularly for as architect of the Separate School Board for the Roman Catholic Diocese of Toronto. He designed at least 12 Roman Catholic educational buildings across Ontario including one of his most renowned works, the Sisters of St. Joseph Roman Catholic College for Girls in North Bay.

Furthermore, the property is associated with Sir Edgar J. Bauer (1888-1959) of Waterloo industrial company Bauer Industries. Bauer was educated at the St. Louis Separate School in Waterloo and St. Jerome's College in Kitchener before becoming president, general manager, and chair of the board of Bauer Industries.

Bauer had substantial involvement with the Waterloo Catholic community including St. Louis School and Church. He served for 30 years on the Separate School Board and was a member of St. Louis Roman Catholic Church for 69 years. On May 7, 1957, the late Pope Pius XII made Edgar a knight commander of St. Sylvester. In 1970, the Sir Edgar Bauer Catholic Elementary School at 660 Glen Forrest Boulevard in Waterloo was named after him.

His community involvement extended to many notable Waterloo business organizations. He presided over Globe Furniture Company Limited and the Waterloo Fire Insurance Company. From 1949 to 1957, he was President of Waterloo Mutual Insurance. He also presided over the Waterloo Board of Trade and held memberships in the Canadian Manufacturers Association and the Waterloo Young Men's Club. Edgar served on Waterloo council from 1922 to 1925 and Waterloo Public Utilities Commission from 1947 to 1950.

The Property at 75 Allen Street East also meets Criterion 7 and Criterion 8 of O. Reg. 9/06 because it helps to define the ecclesiastical and late 19th and early 20th century architectural character of the block along the south side of Allen Street East and is

physically, functionally, visually, and historically linked to the adjacent ecclesiastic property to the south at 53, 61 and 67 Allen Street East.

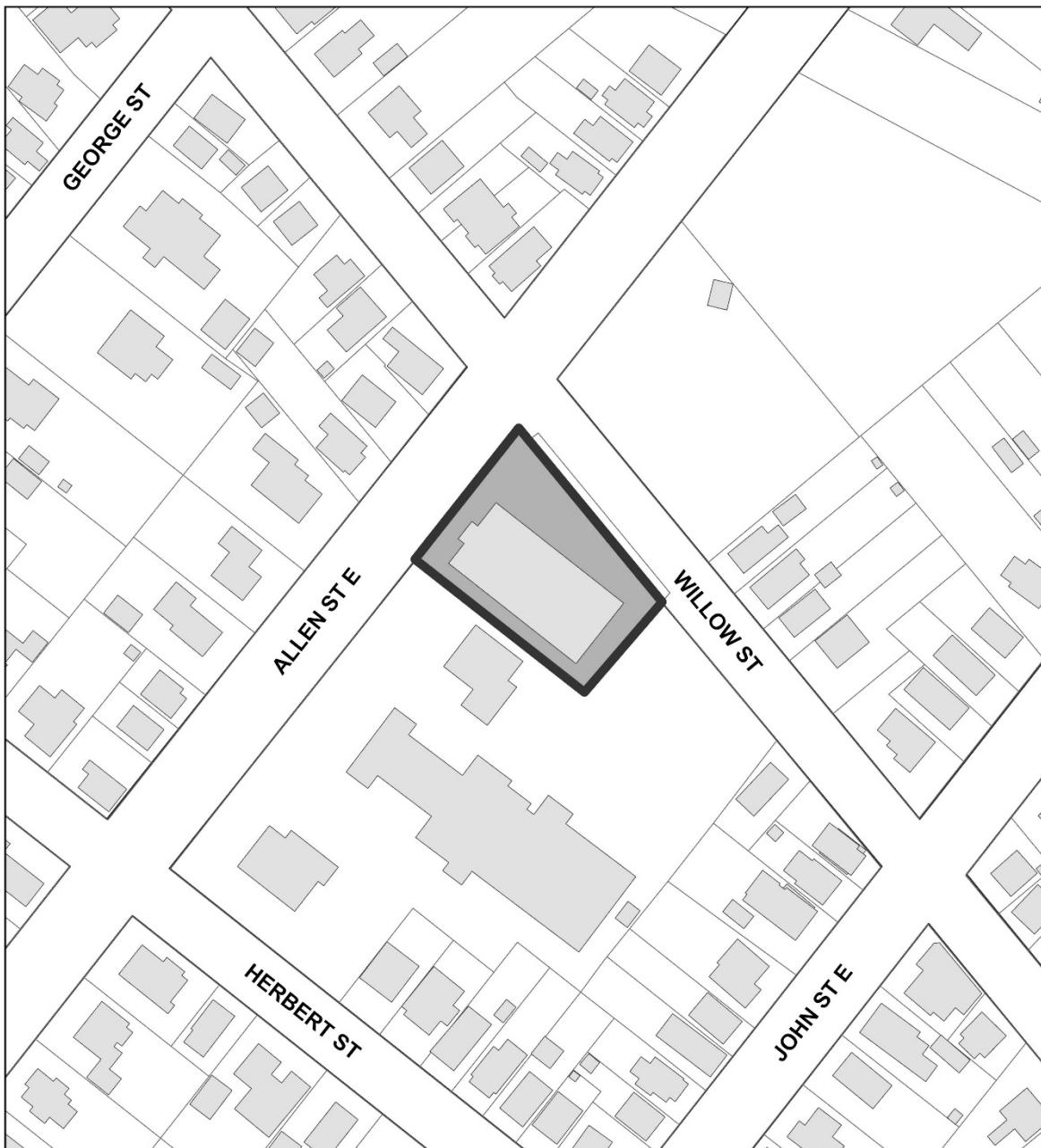
Description of the Heritage Attributes of the Property

Each of the following exterior attributes contribute to the design, historical/associative, and contextual value of the property – Criteria 1, 4, 6, 7 and 8 of O. Reg. 9/06:

- Beaux-Arts style;
- Rectangular plan;
- Raised masonry basement with buff brick above;
- Projecting limestone frontispiece on the north (main) and east elevations;
- Channeled stone entryway (north elevation);
- Arched stone entryway (east elevation);
- Carved stone panels with “SAINT LOUIS SCHOOL” (north elevation) and “GIRLS” (east elevation);
- Datestone on east elevation;
- Festoons and floral drops; and
- Flat roof.

SCHEDULE "B"
LEGAL DESCRIPTION

PT LT 2 CHRISTIAN KUMPF SURVEY PL 498 CITY OF WATERLOO; PT LT 3 CHRISTIAN KUMPF SURVEY PL 498 CITY OF WATERLOO; PT LT 4 CHRISTIAN KUMPF SURVEY PL 498 CITY OF WATERLOO AS IN 222578; SUBJECT TO AN EASEMENT OVER PART 3 PLAN 58R18233 AS IN WR835254; SUBJECT TO AN EASEMENT IN GROSS AS IN WR1096376; TOGETHER WITH AN EASEMENT OVER PT LT 4 CHRISTIAN KUMPF SURVEY PL 498, CITY OF WATERLOO EXCEPT 222578 & PT 2, 3 & 4, 58R11442; AND PT LT 1 ELIAS SNIDER'S SURVEY PL 498, PART 2 58R20814 AS IN WR1287334; SUBJECT TO AN EASEMENT OVER PARTS 1,3 58R20814 IN FAVOUR OF LOTS 2,3,4,48,50,51,52,53 CHRISTIAN KUMPF SURVEY PLAN 498 EXCEPT 222578 & PARTS 2,3,4 58R11442, LOT 1, PART LOTS 2,3 ELIAS SNIDER'S SURVEY PLAN 498 AS IN G5062 AS IN WR1287333; CITY OF WATERLOO – PIN: 22415-0054 (LT) (LRO#58)

**SCHEDULE "C"
LOCATION MAP**

Map © 2024, City of Waterloo
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May Not Be Reproduced Without Permission.
THIS IS NOT A PLAN OF SURVEY

Subject Property

 75 Allen Street East



Scale N.T.S.

Drawn by: IPPW
City of Waterloo
Date: December 19, 2024

LOCATION MAP

APPENDIX 'B' – Draft Designation By-law: 39 Dupont Street East**THE CORPORATION OF
THE CITY OF WATERLOO****BY-LAW NO. 2025 –****BY-LAW TO DESIGNATE THE PROPERTY AT 39 DUPONT
STREET EAST UNDER PART IV OF THE ONTARIO
HERITAGE ACT AS BEING OF CULTURAL HERITAGE
VALUE OR INTEREST**

WHEREAS section 29 of the *Ontario Heritage Act*, R.S.O. 1990, c. O.18, as amended (the “**Ontario Heritage Act**”) authorizes the council of a municipality to enact by-laws to designate real property, including all buildings and structures thereon, within the municipality, to be of cultural heritage value or interest;

AND WHEREAS the Council for The Corporation of the City of Waterloo (the “**City**”) deemed it desirable to designate the property municipally known as 39 Dupont Street East, Waterloo, Ontario, to be of cultural heritage value or interest on February 24, 2025;

AND WHEREAS the reasons for designating 39 Dupont Street East, containing the description of the property, statement of cultural heritage value or interest, and description of the heritage attributes are set out in Schedule "A" attached hereto;

AND WHEREAS the Clerk of the City has given notice of intention to designate 39 Dupont Street East in accordance with subsection 29(3) of the *Ontario Heritage Act*;

AND WHEREAS no notice of objection was served upon the Clerk in accordance with section 29(5) of the *Ontario Heritage Act*;

**THEREFORE THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE
CITY OF WATERLOO ENACTS AS FOLLOWS:**

1. The property at 39 Dupont Street East, described in Schedules “A” and “B” and shown on Schedule “C” attached to this by-law, is hereby designated to be of cultural heritage value or interest under Part IV of the *Ontario Heritage Act*.

2. The City Clerk is authorized to cause a copy of this by-law to be served upon the owners of the property at 39 Dupont Street East and upon the Ontario Heritage Trust, and to be published on the City's Heritage Notices webpage (www.waterloo.ca/heritage-notices), all in accordance with the requirements under the *Ontario Heritage Act*.
3. This by-law shall come into force and effect on the date of its final passing.

Enacted this _____ day of _____, 2025.

D. McCabe, Mayor

J. Finley-Swaren, City Clerk

SCHEDULE "A" REASONS FOR DESIGNATION

Description of the Property

The Property at 39 Dupont Street East is located on the south side of Dupont Street East, east of Regina Street North and west of Peppler Street. The one-and-a-half storey buff brick house was constructed in the Vernacular Berlin/Waterloo style in c.1888. The adjacent property at 41 Dupont Street East was constructed contemporaneously and displays many of the same architectural features.

The Property is located east of Laurel Creek, a major tributary of the Grand River that was used to provide power for local mills until the end of the Second World War. Its flow was later redirected to the east to align with Peppler Street. By the mid-19th century, several major thoroughfares had been established through the area, including Bridgeport Road and King Street North, but it was not until the 1880s that village subdivision in the area began to take place.

Statement of Cultural Heritage Value or Interest

The Property at 39 Dupont Street East is located on the south side of Dupont Street East, east of Regina Street North and west of Peppler Street. Erected in 1888 for potter Daniel Jacobi, the one-and-a-half-storey building was constructed at the same time as the adjacent property at 41 Dupont Street East. The property meets Criterion 1 of O. Reg. 9/06 because the buildings are good examples of the Berlin/Waterloo Vernacular style.

Set on a parged foundation, the main (north) elevation has a front gable form and is clad in local buff brick. Situated behind a full-width veranda featuring wooden posts, decorative millwork, and a mansard roof with cresting, the asymmetrical entrance has a four-light sidelight. A single segmentally arched window opening containing a sash window flanks the doorway, while the upper storey contains two regularly spaced window openings with similar detailing. Corbel brackets highlight the deep eaves.

The east and west elevations contain narrow basement window openings, while the first floor contains a pair of segmentally arched window openings containing sash windows. Similar window openings are continued on the rear (south) elevation. A rear (south) brick chimney rises from the gabled roof.

As a representative example of the Berlin/Waterloo Vernacular style, the Property at 39 Dupont Street East relied on local architectural tradition and materials to shape its form. The property also meets Criterion 7 and Criterion 8 of O. Reg. 9/06 because it has high architectural integrity and the property maintains and supports the late 19th and early 20th century residential character of the immediate streetscape.

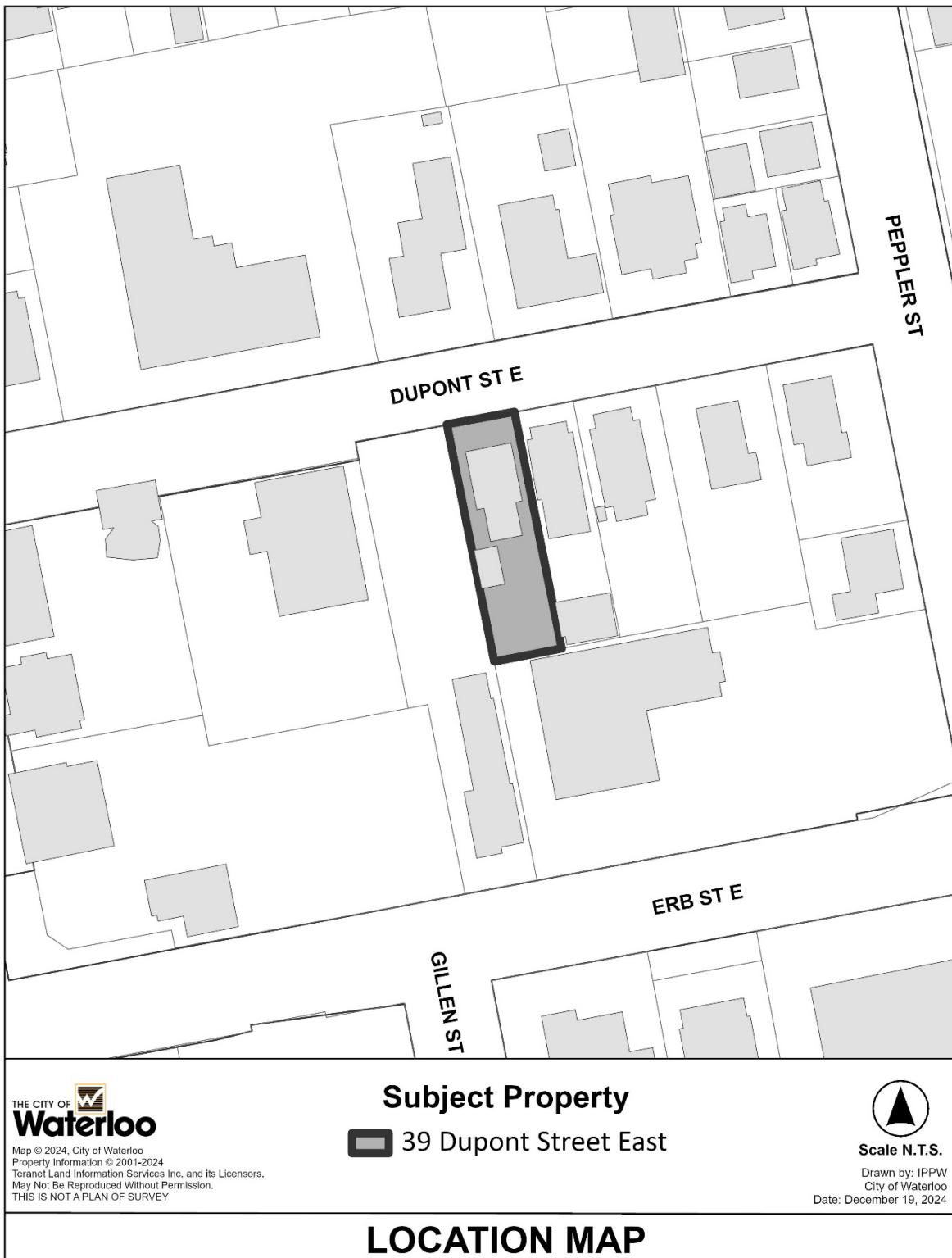
Description of the Heritage Attributes of the Property

Each of the following exterior attributes contribute to the design and contextual value of the Property – Criteria 1, 7 and 8 of O. Reg. 9/06:

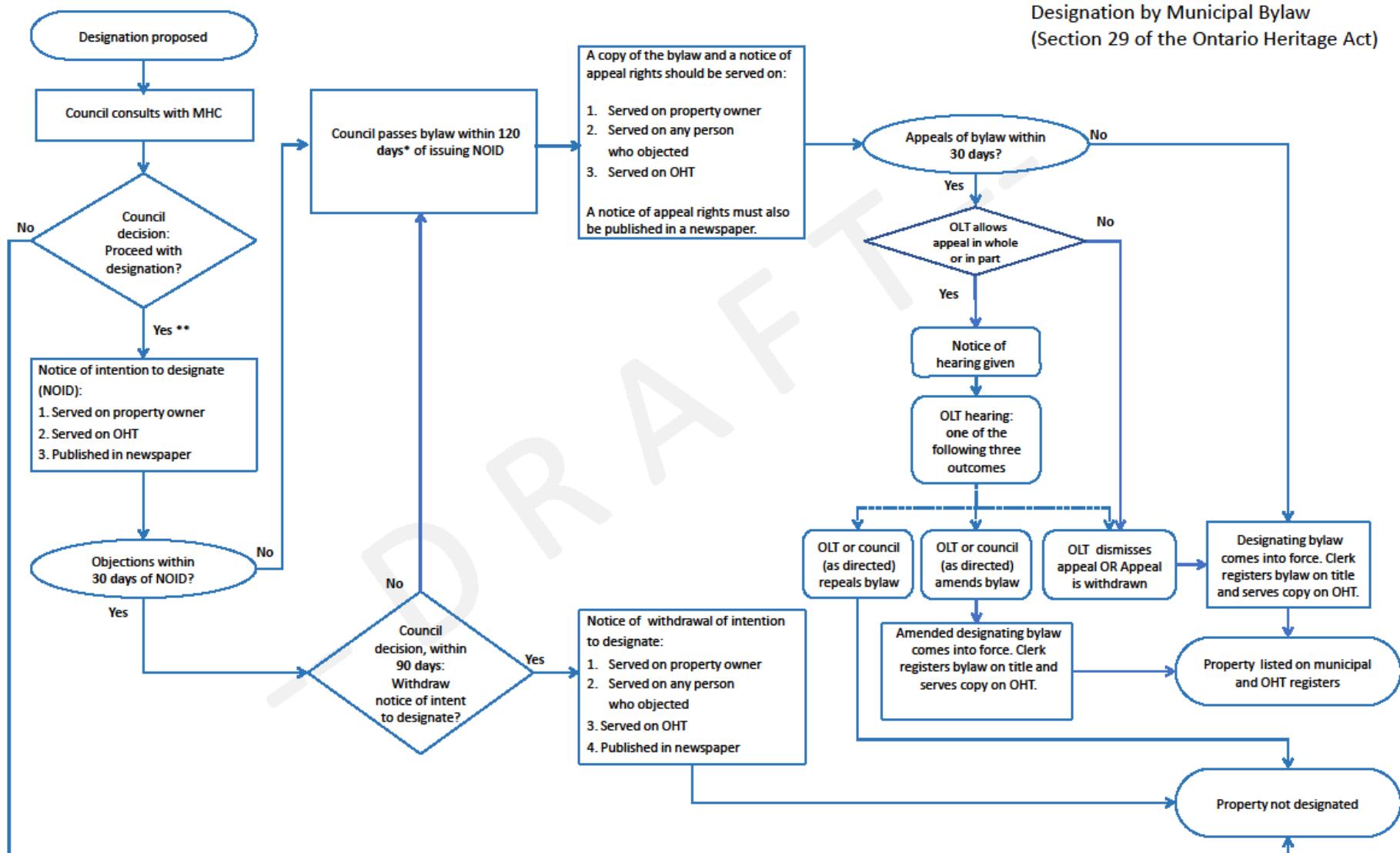
- Berlin/Waterloo Vernacular style;
- One-and-a-half storey construction;
- Buff brick construction;
- Full width veranda with wooden posts, decorative millwork, a mansard roof, and decorative cresting;
- Asymmetrical main entrance with transom and sidelight;
- Segmentally arched door and window openings;
- Corbel brackets and wide eaves;
- East and west elevations with segmentally arched window openings and brick voussoirs;
- North elevation with segmentally arched window openings and brick voussoirs;
- Gabled roof; and
- Brick chimney.

SCHEDULE "B"
LEGAL DESCRIPTION

PT LT 10 PL 504 CITY OF WATERLOO AS IN 1287151; WATERLOO – PIN: 22374-0059 (LT) (LRO#58)

**SCHEDULE "C"
LOCATION MAP**

APPENDIX 'C' – Designation Flow Chart





**STAFF REPORT
Economic Development**

Title: Arts Grant Report
Report Number: CAO2025-017
Author: Lakyn Barton
Council Date: May 26, 2025
File: N/A
Attachments: None
Ward No.: All Wards

Recommendations:

That Council receive report as information only.

A. Executive Summary

The Economic Development Division administers the Arts Grant Program, which supports not-for-profit organizations with an arts mandate to enhance Waterloo's quality of place and to contribute to a robust and diversified economy. This grant program was approved by Council in 2023 (CAO2023-024) as part of the Community Cash Grants renewal. The intent of the Arts Grant is to help build organizational resilience and business innovation, and to support new initiatives.

Applications were reviewed and evaluated by a Grant Assessment Committee based on the Arts Grant Policy (M-013). The Grant Assessment Committee reviewed 44 applications and awarded a total of \$198,810 to 39 successful applicants.

B. Financial Implications

The approved budget for the Arts Grant Program for 2025 was \$95,038.

Following the change in status, the Kitchener-Waterloo Symphony Orchestra is no longer designated as a Key Cultural Institution (KCI) and is no longer eligible for dedicated funding. City Management Team (CMT) approved redirecting this budgeted funding (\$100,000) to the Arts Grant Program, allowing the Symphony to apply through the regular process alongside other applicants, thereby increasing available funding for the broader arts community.

In addition, a contribution of \$3,772 from Economic Development's operating budget brought the total available funding for the 2025 Arts Grant Program to \$198,810.

The application requests for funding from community organizations totalled \$538,004.

C. Technology Implications

There are no direct technology implications of 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)

Strengthening the resilience of arts sector organizations and encouraging business innovation and the development of new initiatives supports the Strategic Plan priorities of supporting a diversified economy and innovation ecosystem.

E. Previous Reports on this Topic

CAO2023-024 Arts Grant Policy

CAO2024-005 Arts Grant Report



**Arts Grant Report
CAO2025-017**

Analysis and Comments

The 2025 Arts Grant applications were reviewed by the Grants Assessment Committee from April 1-7, 2025.

This year, 44 applications were forwarded to the committee for review. Applications were reviewed using an assessment tool, based on the Arts Grant Policy, which guided the evaluation of each application and helped to make funding allocation decisions.

Applications were evaluated by a Grant Assessment Committee consisting of staff and members of the Creative Sector Advisory Committee. Grant Assessment Committee members for 2025 were:

- Manuela D'Cunha (Creative Sector Advisory Committee)
- Mona Holmlund (Creative Sector Advisory Committee)
- Mya Nantambu (Creative Sector Advisory Committee)
- Lakyn Barton (staff – Economic Development)
- Astero Kalogeropoulos (staff – Economic Development)
- Julie Koppeser (staff - Finance)

The 2025 grant applications packages were made available to organizations on January 8, 2025, through to the deadline of 4:00 P.M. February 20, 2025. The Arts Grant information was distributed through the City of Waterloo website, through City of Waterloo and CreateWaterloo social media channels, through the Waterloo Region Apply website, emailed directly to affiliated arts organizations and Key Cultural Institutions, and provided to organizations that submitted a direct inquiry. Application forms were available by contacting staff, allowing potential applicants to learn more about the program and ask questions.

There were 44 application submissions in total to the Arts Grant Program. Applicants included both established and emerging organizations of various sizes. Applications also included a mix of operating, project, and capital funding requests. Total funding requests equalled \$538,004.

The Grant Assessment Committee felt that all the applications received were strong. However, due to the limited funds available for distribution relative to the total funding requests received, scalability of requests, eligibility, and whether organizations already

received funding through another City funding program were considered as part of the allocation decision process to maximize impact of the funds available.

By the numbers

Grant Inquiries: 58

Applications: 44 (37.5% increase from 2024)

Applicants new to the Arts Grant: 25 (56% of applications)

Total Funding Requests: 48* (totalling \$538,004)

*Applicants were able to apply for Operating, Project, and Capital within one application

- Operating funding requests: 21 (totalling \$251,437.50)
- Project funding requests: 23 (totalling \$231,089)
- Capital funding requests: 4 (totalling \$56,977.20)

Total Granted Requests: 39 (88% of applications were funded fully or partially)

- 6 organizations received full funding
- 33 organizations received partial funding
- 5 funding requests were unsuccessful
 - Not funded due to: limited funds available, projects were not scalable to funding needs, or did not meet eligibility requirements (financial or governance).
- Operating funding granted: 19 (totalling \$123,760)
- Project funding granted: 16 (totalling \$58,350)
- Capital funding granted: 4 (totalling \$16,700)

For 2025, the Grant Assessment Committee has allocated the full amount of available funding for the Arts Grant Program, totaling \$198,810. This includes:

- The Council-approved base budget of \$95,038
- \$100,000 reallocated from the former Key Cultural Institution funding previously designated for the Kitchener-Waterloo Symphony Orchestra
 - The Kitchener-Waterloo Symphony Orchestra is no longer designated as a Key Cultural Institution and is no longer eligible for dedicated funding.
 - On November 28, 2024, CMT approved redirecting the previously allocated \$100,000 to the Arts Grant program, allowing the Symphony to apply through the standard process, subject to the same criteria and limitations as all other applicants, including the cap of requesting up to 10% of an organization's operating budget.
- An additional \$3,772 from Economic Development's operating budget.

Organizations funded through the 2025 Arts Grant

Organization	Granted (\$)
Age of Majority Singers	3,000
Bandology Inc	5,000
Belmont Village Bestival	6,000
Button Factory	5,000
CAFKA – Contemporary Art Forum Kitchener + Area	4,000
Caribana Arts Group	3,000
Community Music School of Waterloo Region	5,000
Cosmic Fishing Theatre	5,000
Freedom Marching Project	4,000
GLA Theatre Company	9,000
Grand Porch Party	660
Grand River Film Festival	1,400
Grand River Flamenco Fest	1,500
Grand River New Horizons Music	1,700
Grand River Opera	2,900
Hepcats Community Dance Studio	4,000
Irish Real Life Festival	1,500
Kitchener Musical Society Band	2,000
Kitchener-Waterloo Little Theatre	6,000
Kitchener-Waterloo Symphony Orchestra	65,000
KW Musical Productions	4,000
KW Sentro	2,000
Last Minute Gallery	900
Pat the Dog Theatre Creation	10,000
Pinch Arts Company Inc.	8,500
Rhapsody Dance Project	950
Spiritus Ensemble	2,000
Sporas Scattered	2,000
Strummerfest	900
Sun Life Waterloo Busker Carnival	1,500
The Canadian Arabic Orchestra	1,500
The Canadian Clay & Glass Gallery	5,000
The Multicultural Theatre Space (MT Space) Inc.	10,000
Three Sisters Cultural Centre	2,000
tri-Pride Community Association Inc.	4,000
Unwrap Theatre	3,000
Waterloo Chamber Players	1,400
Waterloo Concert Band	1,500
Wellington Winds Inc.	2,000
Total 2025 Arts Grants	\$198,810

**NOTICE OF AN INFORMAL PUBLIC MEETING
AND COMPLETE APPLICATION**

**OFFICIAL PLAN AMENDMENT NO. 61 &
ZONING BY-LAW AMENDMENT Z-25-06
SAVIC HOMES**

**359-369 ERB ST. W, WARD 6 –
CENTRAL-COLUMBIA**

**Council Chambers, City Hall,
Waterloo City Centre, 100 Regina St S
Monday, May 26, 2025
At a time to be determined**

The Applicant is proposing to redevelop the lands for an 8-storey apartment building containing 224 dwelling units. The site will include 152 vehicular parking spaces located within a combination of underground parking, surface parking and structured parking located above ground.

The Applicant is proposing to amend the Official Plan to increase the maximum building height to 8 storeys, increase the maximum density to 500 bedrooms per hectare, and establish a minimum 10% of affordable housing units for a prescribed period. An amendment to the Zoning By-law is proposed to modify the existing Residential Mixed-Use (RMU-20) Zone with site specific provisions related to building height, density, low rise residential setbacks, landscaped open space and reduced vehicular parking. Other amendments may be identified through the review of the application.

HOW TO GET INVOLVED

The purpose of the public meeting is to share information and to hear and consider public and stakeholder comments regarding the planning application(s) as part of City Council's decision making process. The public is invited to participate by submitting written comments in advance of the public meeting and/or arranging to speak to the application in person. All information related to the development application is posted on the Engage page here: www.engagewr.ca/359-369-erb-st-w

NOTE

- i. If a person or public body would otherwise have an ability to appeal the decision to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the City of Waterloo before the by-law is passed, the person or public body is not entitled to appeal the decision.
- ii. If a person or public body does not make oral submissions at a public meeting, or make written submissions to the City of Waterloo before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

TO SUBMIT WRITTEN COMMENTS

Written comments received before 9:00 a.m. on Wednesday, May 14, 2025, will be included in the City Council Agenda. Written comments received after 9:00 a.m. on Wednesday, May 14, 2025, will be provided to City Council for consideration prior to the Informal Public Meeting, but will not be included in the Council Agenda. Written comments can be provided in the following ways:

- Via the Engage Page link: www.engagewr.ca/359-369-erb-st-w
- Via email to **Aminu Bello**, aminu.bello@waterloo.ca
- By dropping off a hardcopy at Waterloo City Hall, addressed to **Aminu Bello, Planning Division, 2nd floor, 100 Regina St S, Waterloo, ON**
- By placing a hardcopy in the Waterloo City Hall after hours mail slot to the left of the side door entrance on William Street

All written submissions should clearly state "Informal Public Meeting, Official Plan Amendment No. 61 & Zoning By-law Amendment Z-25-06" at the top of the letter/correspondence.

TO SPEAK TO THE APPLICATION

If you wish to speak to the application, please contact the **Legislative Services Division** no later than 10:00 a.m. on Monday, May 26, 2025, by any of the following ways:

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

When we receive your registration, we will provide you with a confirmation message and instructions for participating in the public meeting.

We encourage the public to provide input into these important Official Plan and Zoning By-law Amendment applications. The public is informed and notified that names, addresses and comments may be made public. **Julie Finley-Swaren, City Clerk, City of Waterloo.**

For further information regarding the above matter, please contact the **City of Waterloo Integrated Planning and Public Works, 2nd Floor, Waterloo City Centre, Waterloo, Ontario, by calling Aminu Bello at 519-514-0224 or email Aminu.Bello@waterloo.ca**

Council Meeting 194 on May 26, 2025

P. 519-886-1550 waterloo.ca