

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



## **COUNCIL MEETING AGENDA**

Monday, January 19, 2026  
Closed Meeting: 2:00 PM  
Public Meeting: 4:00 PM

Councillor Freeman in the Chair

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

**Recommendation:**

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

- a) educating or training the members and discussion will not deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee (READI training).

## **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. APPROVAL OF MINUTES**

That the previous meeting minutes be approved.

a) **November 17, 2025 – Council Meeting** Page 6

**Recommendation:**

That the minutes of the Council meeting held on November 17, 2025 be approved as printed.

b) **November 24, 2025 – Council Meeting** Page 21

**Recommendation:**

That the minutes of the Council meeting held on November 24, 2025 be approved as printed.

c) **December 1, 2025 – Council Meeting** Page 30

**Recommendation:**

That the minutes of the Council meeting held on December 1, 2025 be approved as printed.

d) **December 8, 2025 – Council Meeting** Page 41

**Recommendation:**

That the minutes of the Council meeting held on December 8, 2025 be approved as printed.

## **7. PRESENTATIONS/DELEGATIONS**

a) **WRPS CCTV Follow-Up**

Craig Sloss, Resident of Waterloo

b) **Website Launch Presentation**

Janice Maarhuis, City of Waterloo

## **8. CONSENT MOTION**

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

a) **Title: OMERS Reservist Leave By-law** Page 56

Report No.: CORP2026-001

Prepared By: Michael Burzynski

**Recommendation:**

1. That Council approve CORP2026-001.
2. That the Council of the City of Waterloo adopt the OMERS Waterloo Reservist By-law, to authorize the City to match OMERS contributions for employees purchasing OMERS broken service resulting from an approved Reservist Leave, in accordance with the *Employment Standards Act (ESA), 2000*.

**b) Title:** [Contract with the Kitchener Waterloo and Stratford Perth Humane Society](#) **Page 60**  
Report No.: COM2026-001  
Prepared By: Nicole Papke

**Recommendation:**

1. That Council approve report COM2026-001.
2. That the Mayor and Clerk be authorized to sign the Agreement between the Corporation of the City of Waterloo and the Humane Society of Kitchener Waterloo and Stratford Perth, and any other documents related to this project, subject to the satisfaction of the City Solicitor.

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

**10. STAFF REPORTS**

**a) Title:** [Rental Renovation and Tenant Support](#) **Page 64**  
Report No.: COM2026-002  
Prepared By: Grant Curlew

**Presentation:** Grant Curlew

**Recommendation:**

1. That Council approve report COM2026-002.
2. That Council approve Option 1 – Current Level of Service.
3. That Council direct staff not to proceed with the implementation of a Rental Renovation Licensing Program at this time.

4. That Council direct staff to continue monitoring renovation-related eviction activity and related tenant impacts in Waterloo, including ongoing provincial legislative changes to the Residential Tenancies Act and experiences from other municipalities, and to report back to Council should circumstances warrant reconsideration of municipal regulatory measures in the future.

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

None

**12. NOTICE OF MOTION**

None

**13. COMMUNICATIONS AND CORRESPONDENCE**

None

**14. UNFINISHED BUSINESS**

None

**15. QUESTIONS**

**16. NEW BUSINESS**

**17. ENACTMENT OF BY-LAWS**

**Recommendation:**

That the By-laws listed below be read a first, second and third time and finally passed, numbered sequentially commencing with By-law Number 2026-001 and that the Mayor and Clerk be authorized to sign them accordingly.

- a) By-law to Confirm and Authorize Participation in the OMERS Primary Pension Plan (“Primary Plan”) and the Retirement Compensation Arrangement for the OMERS Primary Pension Plan (“RCA”), Each as Amended from Time to Time, of the Employees of the Corporation of the City of Waterloo (“Employer”) Identified Herein (CORP2026-001, Council January 19, 2026)
- b) By-law to confirm all actions and proceedings of Council, January 19, 2026

**18. ADJOURNMENT**

A meeting of the Council of The Corporation of the City of Waterloo was held on November 17, 2025 at 6:30 p.m. in the Council Chambers, 100 Regina Street South, Waterloo, Ontario and streamed live via YouTube.



## **COUNCIL MEETING MINUTES – DRAFT**

Monday, November 17, 2025

Closed Meeting: 2:00 PM

Public Meeting: 6:30 PM

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

**ABSENT:** Councillor Hans Roach

Councillor Freeman in the Chair

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

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

### **2. CLOSED MEETING**

Moved by Councillor Wright, Seconded by Councillor Roe:

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

- a) personal matters about an identifiable individual, including municipal or local board employees (Labour Budget Impact); and
- b) labour relations or employee negotiations (Labour Budget Impact); and
- c) educating or training the members and discussion will not deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee (READI training).

**Carried Unanimously**

Council meeting recessed: (Time: 2:01 p.m.)  
Council meeting reconvened: (Time: 6:30 p.m.)

**PRESENT:** Mayor Dorothy McCabe, Councillor Royce Bodaly, Councillor Hans Roach, Councillor Diane Freeman, Councillor Jen Vasic, Councillor Mary Lou Roe, Councillor Julie Wright

**ABSENT:** Councillor Sandra Hanmer

**3. TERRITORIAL ACKNOWLEDGEMENT**

Councillor Freeman opened the meeting with the following Territorial Acknowledgement:

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

**4. MOMENT OF REFLECTION**

Councillor Freeman provided Council with a moment of reflection.

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

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

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

**6. APPROVAL OF MINUTES**

That the previous meeting minutes be approved.

**a) October 15, 2025 – Special Council Meeting**

Moved by Councillor Wright, Seconded by Councillor Roach:

That the minutes of the Special Council meeting held on October 15, 2025 be approved as printed.

**Carried Unanimously**

## 7. CONSENT MOTION

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

a) Title: **2025 Audit Committee Elected Officials Remuneration Report**

Report No.: CORP2025-009

Prepared By: Michael Burzynski

Moved by Councillor Wright, Seconded by Councillor Roach:

1. That report CORP2025-009 be approved by Council.
2. That Council approves the following recommendations of the Audit Committee report #: CTTEE2025-005 attached as Appendix A:
  - a. That the Market Comparator group include only lower tier municipalities with equivalent part-time Councillor positions which would result in an increase to the Mayor's annual salary to \$132,538 (from \$116,831), and the Councillor's annual part-time salary to \$58,463 (from \$44,257).
  - b. That the annual cost of living policy be amended to be the same as the annual increases as outlined in the current Staff Association (SA) Agreement.
  - c. That Council initiate the intent to join OMERS for members of Council.
  - d. That the city leased vehicle car allowance option for the Mayor that includes city coverage for maintenance, minor repairs and insurance include a mileage reimbursement to be set at 40% of the staff mileage rate.
  - e. That the parking permit policy for the Mayor be aligned with the SA agreement effective January 1st, 2027.
3. That staff be directed to update *Corporate Policy G-002 Council Remuneration and Expense Policy* to reflect the approved changes.
4. That recommendations 2a) – 2d) be effective for the next term of Council, November 15th, 2026.

**Carried Unanimously**

b) **Title:** **2026 Interim Tax Levy**  
Report No.: CORP2025-040  
Prepared By: Mary Zubert

Moved by Councillor Wright, Seconded by Councillor Roach:

1. That Council approves staff report CORP2025-040.
2. That Council approves the 2026 Interim Tax Levy By-law, attached as Appendix "A".

**Carried Unanimously**

c) **Title:** **Martin Farmstead Lease Agreement**  
Report No.: COM2025-026  
Prepared By: Liz Badley

Moved by Councillor Wright, Seconded by Councillor Roach:

1. That Council approve report COM2025-026.
2. That Council approve the Lease with Cleon Martin, Wayne Martin and Vera Martin at 680 Woolwich St N, Waterloo.
3. That the Mayor and Clerk be authorized to sign the Lease and any other necessary documents, subject to the satisfaction of the City Solicitor.

**Carried Unanimously**

d) **Title:** **RIM Park- Waterloo Sports Medicine Centre Lease**  
Report No.: COM2025-024  
Prepared By: Liz Badley

Moved by Councillor Wright, Seconded by Councillor Roach:

1. That Council approve report COM2025-024.
2. That Council approve the Lease with Clermont CPPG Physiotherapy Professional Corporation operating as Waterloo Sports Medicine Centre at RIM Park 2001 University Ave E, Waterloo.

3. That the Mayor and Clerk be authorized to sign the Lease and any other necessary documents, subject to the satisfaction of the City Solicitor.

**Carried Unanimously**

**e) Title: Fire Safety Boxes Bylaw 2024-067  
Amendment**

Report No.: COM2025-025  
Prepared By: Sandy van Solm

Moved by Councillor Wright, Seconded by Councillor Roach:

1. That Council approve report COM2025-025.
2. That Council approve the amendment of the Fire Safety Box By-Law 2024-067.

**Carried Unanimously**

**f) Title: Grant Policy Update (FC-004)**

Report No.: CORP2025-036  
Prepared By: Gracjan Oleksinski

Moved by Councillor Wright, Seconded by Councillor Roach:

1. That Council approve report CORP2025-036.
2. That Council approves all the recommended changes outlined in Table 1 – Grant Policy Changes
3. That Council approves the amended Grants Policy as attached in Appendix A.

**Carried Unanimously**

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

None

## 9. STAFF REPORTS

a) Title: **Release of Funds and Information Update on the Design and Public Engagement of Margaret Ave Park**  
Report No.: COM2025-027  
Prepared By: Hala Al Amine

Hala Al Amine spoke about Margaret Ave Park and its history, and introduced David Duhan.

David Duhan, Associate, SHIFT Landscape Architecture gave a presentation on the Margaret Ave Park redesign process to date. David Duhan spoke about the project identity and how it fit into the neighborhood, mentioning that the project team are narrowing down the vision between two concepts. They are hoping to blend both concepts, nature rich designs, highlighting the importance of community space. David Duhan responded to questions of Council. Hala Al Amine also responded to questions of Council.

Moved by Councillor Vasic, Seconded by Councillor Wright:

1. That Council approve report COM2025-027.
2. That Council approve the release of the 2025 non-routine capital funding for Bridgeport & Margaret Park (ref# 281) in the amount \$1,593,000 from the 2024-2026 Approved Capital Budget.

**Carried Unanimously**

b) Title: **Release of Funds and Information Update on the Design and Public Engagement of St Moritz Park**  
Report No.: COM2025-028  
Prepared By: Hala Al Amine

David Duhan, Associate, SHIFT Landscape Architecture gave a presentation on St. Moritz Park project timeline, the engagement overview and concepts for the park. David Duhan spoke of the early outreach they did in the community and schools around the park, and highlighted the different features that could potentially be in park.

Moved by Councillor Bodaly, Seconded by Councillor Wright:

1. That Council approve report COM2025-028.

2. That Council approve the release of the 2025 non-routine capital funding for St Moritz Community Park (ref# 303) in the amount \$1,682,000 from the 2024-2026 approved capital budget.
3. That council approve the release of the 2025 non-routine capital funding for Spray Pad-Cooling Area project (ref# 302) in the amount \$924,000 from the 2024-2026 approved capital budget and approve the administrative transfer to the St Moritz Community Park project 240027.

**Carried Unanimously**

Mayor McCabe left meeting.

(Time 7:16 p.m.)

c) **Title:** **Development Charge By-law Update – Progress Report #2**  
Report No.: CORP2025-028  
Prepared By: Michael Pugliese

Michael Pugliese introduced Stefan Krzecunowicz, and spoke briefly about the report.

Stefan Krzecunowicz, Hemson Consulting Ltd. gave a presentation with an update of the Development Charge By-law process, the current legislative changes and the impact. Stefan Krzecunowicz spoke about the maximum Development Charge rates that could be considered based on previous staff reports, and explained how those rates compared to the current rates of the other surrounding cities and municipalities. Stefan Krzecunowicz responded to questions of Council

Mayor McCabe joined the meeting.

(Time: 7:19 p.m.)

Jason Van Amelsvoort, Director, Cornerstone Association of REALTORS spoke about the concerns about timing for review of Development Charges, without the complete understanding of Bill 60. Jason Van Amelsvoort spoke of how development charges disrupted the current market conditions and caused difficulty with affordability for homes. Jason Van Amelsvoort responded to questions of Council.

Council meeting recessed:

(Time: 7:35 p.m.)

Council meeting reconvened:

(Time: 7:48 p.m.)

Larry Masseo, Policy Advisor, Waterloo Region Home Builders' Association (WRHBA) spoke about the external pressures in regard to the current economic reality. Larry Masseon requested a pause in the process for a full transparent review of the Development Charges program, and the focus on growth. Larry Masseo then responded to questions of Council. Stefan Krzecunowicz also responded to questions of council.

Jeff Macintyre, President, Grand Valley Construction Association spoke about what the association represented, and the impact of development charges on the construction. Jeff Macintyre also requested a pause in the implementation of the updated development charges until the industry could catch up. Jeff Macintyre then responded to questions of council.

Michael Pugliese, Brad Witzel and Stefan Krzeczonowicz responded to questions of Council.

Moved by Councillor Bodaly, Seconded by Councillor Roe:

1. That report CORP2025-028 be approved.
2. That Council direct staff to proceed with finalizing the Development Charge background study as part of the process required to update the City's Development Charge by-law, pursuant to section 10 of the Development Charges Act, on the basis of the revised growth-related capital program attached as Appendix A.
3. That Council approve adding one (1) additional month of review time to the project schedule (Table 3) at the request of the Waterloo Region Home Builders' Association, as referenced in Appendix D.

**Carried Unanimously**

d) **Title:** **Affordable Rental Housing Grant Program: Recipients of Second Call for Applications**  
Report No.: IPPW2025-058  
Prepared By: Tanja Curic

Tanja Curic gave a presentation on the recipients of the Affordable Rental Housing Grant. She spoke about each recipient and how many units would be on site, including how many would be affordable (up to 146 units). She offered her thanks to all those involved.

Moved by Mayor McCabe, Seconded by Councillor Roe:

1. That report IPPW2025-058 be received for information.

**Carried Unanimously**

Councillor Bodaly left the meeting.

(Time: 9:00 p.m.)

e) Title: **Funding Release for Phase 1 Construction for the Implementation of Fire Master Plan Recommendations**  
Report No.: COM2025-029  
Prepared By: Michael Kuebler

Moved by Councillor Roe, Seconded by Councillor Vasic:

1. That Council approve report COM2025-029.
2. That Council approve the partial release of 2025 non-routine funding in the amount of \$3,080,000 from the approved 2024-2026 Capital Budget (Ref#250), to be funded from the Development Charges Reserve Fund and that the funds be released to the Fire Rescue Expansion project 230022 for Phase 1 Construction activities.
3. That Council approve a funding transfer to the Fire Rescue Expansion Project230022 totaling \$141,000 from the Fire Storage Building Expansion Project202027 for Phase 1 Construction activities.
4. That Council direct staff to initiate the Request for Tender process to seek qualified Contractors for Fire Station 1 Expansion for PPE Decontamination and growth-related construction and Fire Station 2 Suppression Side interior growth-related construction and site development improvements as per Fire Master Plan recommendations.

**Carried Unanimously**

Councillor Bodaly joined the meeting.

(Time: 9:01 p.m.)

## **10. PUBLIC MEETINGS**

### **Formal Public Meeting**

a) Title: **General Parking-related Amendments**  
Report No.: IPPW2025-064  
Prepared By: Janine Fletcher  
Ward No.: City-wide

Janine Fletcher gave a presentation on the parking regulations within the City, including the background for the amendments, and how they promoted the optimal use of land and supported affordability. She spoke about the amendments to parking rates, specifically near take-out restaurants, and the removal of parking minimums. Janine Fletcher, Ron Ormson and Joel Cotter responded to questions of Council.

As no one else was present to speak to the application, the Chair concluded the Formal Public Meeting and advised the application is now open to Council for a motion and debate.

Moved by Councillor Bodaly, Seconded by Councillor Wright:

1. That Council approve report IPPW2025-064.
2. That Council approve Zoning By-Law Amendment Z-25-09, General Parking-related Amendments to Zoning By-Law 2018-050, as set out in Appendix 'A' to IPPW2025-064.

**Carried Unanimously**

## **11. NOTICE OF MOTION**

**Mayor Dorothy McCabe – Explore the feasibility of building a High Performance Aquatics facility with a 50 metre competition ready pool, practice pool, appropriate training amenities and meeting spaces in Waterloo with support from the Government of Canada and the Government of Ontario.**

Motion to be tabled November 17, 2025 for Council consideration November 24, 2025.

**WHEREAS** the City of Waterloo Council is committed to the health and wellness of all of its residents by funding and operating recreation centres, pools, parks, trails and active programming for children, youth and adults of all abilities across the City; and,

**WHEREAS** thousands of residents participate in learn-to-swim, recreational and competitive swimming programs, and current programs are regularly at or near capacity; and,

**WHEREAS** the 50 metre pool at Wilfrid Laurier University - the only 50 metre pool in Waterloo Region - is nearing the end of its life and non-student users make up 65% of the total hours booked; and,

**WHEREAS** the City of Waterloo's Indoor Community Space Strategy's recommendations include that Council and staff prioritize "the construction or facilitate the access to a new indoor pool"; and,

**WHEREAS** the City of Waterloo's Recreation Services Division regularly works in partnership with local swim clubs, the University of Waterloo, Wilfrid Laurier and Conestoga College's Recreation and Athletics Directors and other recreation partners and affiliates; and,

**WHEREAS** building a new or renovating an existing aquatic facility would enhance access to recreational programming as well as provide improved opportunities for training elite swimmers in the City of Waterloo and in neighbouring communities within the Region of Waterloo; and,

**WHEREAS** population and housing growth in the City and Region continues to grow towards 1 million people by 2050 and the City must continue to explore the need for new or renovated recreation facilities to ensure adequate capacity to serve our current and future population; and,

**WHEREAS** a new high performance aquatic centre with a 50 metre competition ready pool, practice pool, training spaces and meeting rooms would significantly increase the capacity and availability of learn-to-swim, competitive and elite level programming for city and regional residents and post-secondary students while also increasing the opportunities for sport hosting tourism for Explore Waterloo Region and local municipalities which will generate a positive economic impact; and,

**WHEREAS** the City of Waterloo is already planning for and needs a new, multi-use recreation facility in the west side of the city; and,

**WHEREAS** an Aquatics Feasibility Study was completed by Explore Waterloo Region in 2023 and the information remains relevant; and,

**WHEREAS** provincial sport organizations and local municipalities need financial support from federal and provincial governments to build regionally significant sport facilities; and,

**WHEREAS** Ontario's swimming infrastructure across the province is not keeping up with population growth and the only 50 metre pool in Waterloo and Waterloo Region is nearing its end of life; and,

**WHEREAS** Swim Ontario, the provincial governing body is very interested in the development of a high performance aquatics facility with a 50 metre competition ready pool, practice pool, training spaces and meeting rooms in Waterloo or Waterloo Region; and,

**WHEREAS** the City's participation in this vision will be contingent upon confirmed financial commitments from the Federal and/or Provincial governments and other like-minded institutional partners to ensure the project is financially sustainable and regionally supported; and,

**WHEREAS** the federal and provincial governments have previously provided funding opportunities for municipalities to build and operate such facilities.

**THEREFORE, BE IT RESOLVED:**

**THAT** any potential, future indoor aquatic centre being considered in the City of Waterloo be updated to include the capital and operating costs of the development of a high performance aquatic centre with a 50 metre competition ready pool, practice pool, training spaces and meeting rooms that includes appropriate spectator seating; and,

**THAT** the City of Waterloo Mayor write to the federal Minister of Housing, Infrastructure and Communities, the Secretary of State for Sport, the Ontario Minister of Infrastructure and the Minister of Sport indicating that the City of Waterloo is interested in discussing potential federal and provincial funding opportunities to build regionally significant sports infrastructure, including a high performance aquatic centre with a 50 metre competition ready pool, practice pool, training spaces and meeting rooms with spectator seating to allow local and regional athletes to train and compete locally; and,

**THAT** the federal and provincial governments create and maintain a robust funding stream to significantly contribute to the cost of the infrastructure and operations of regionally significant sport infrastructure; and,

**THAT** when exploring options for new recreational facilities on the west side of Waterloo, staff consider developing a high performance aquatic centre with a 50 metre competition ready pool, practice pool, training spaces and meeting rooms and appropriate spectator seating incorporating best practices in environmental sustainability, energy efficiency and AODA accessibility best practices in the design; and,

**THAT** the City of Waterloo continue to work with all local and regional sport organizations, all local municipalities in Waterloo Region including the Region of Waterloo to address the need for regionally significant sport infrastructure;

**AND FURTHER THAT** a copy of this motion be forwarded to the Right Honourable Mark Carney, Prime Minister of Canada; The Honourable Gregor Robertson, Federal Minister of Housing and Infrastructure; The Honourable Adam van Koeverden, Secretary of State (Sport); The Honourable Doug Ford, Premier of Ontario; The Honourable Neil Lumsden, Provincial Minister of Sport; The Honourable Kinga Surma, Provincial Minister of Infrastructure; to local and area MPPs; the Association of Municipalities of Ontario (AMO); the Ontario Big City Mayors (OBCM); the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO); the Federation of Canadian Municipalities (FCM); and to the Region of Waterloo and local area municipalities.

## **12. NEW BUSINESS**

Councillor Freeman spoke about the City's Remembrance Day ceremony, which was challenging due to the weather. She wanted to acknowledge the local engineering regiments which arrived in Waterloo, instead of travelling to St. Thomas, due to the 401 closure, to be with the representative of their honorary Colonel Lord Bruce. She commended the residents of Waterloo and their continued reflection and willingness to come out every year to honor those who served and continued to serve our country. She lastly mentioned the veteran banners put up around Waterloo, and recognized Kevin Van Ooteghem's team took a leadership role with the Legion to get those up.

Councillor Wright mentioned that two Uptown Neighbourhood Associations had their annual general meetings on November 10, and that she attended one of them. She highlighted that it was great to be able to update everyone on Council business. She thanked the Neighbourhoods team for their support.

Councillor Wright also wanted to thank MPP Catherine Fife for convening an event at the Princess Twin Cinema for Professor Brian Doucet's documentary on affordable housing on Sunday, November 16. It was well attended by area Councillors. Councillor Wright mentioned that she appreciated the community support for affordable housing.

Councillor Roe spoke of the Adventure4Change night market that she and Councillor Hanmer attended on Thursday, November 13. The organization works hard to support the Sunnydale neighborhood. Many people came out to support the organization.

## **13. ENACTMENT OF BY-LAWS**

Moved by Councillor Bodaly, Seconded by Mayor McCabe:

That the By-laws listed below be read a first, second and third time and finally passed, numbered sequentially commencing with By-law Number 2025-072 and that the Mayor and Clerk be authorized to sign them accordingly.

- a) By-law 2025-072 By-law to Amend City of Waterloo By-law #2024-067 (COM2025-025, Council November 17, 2025)
- b) By-law 2025-073 By-law to Clarify the Position Title of the Deputy Commissioner of the City of Waterloo
- c) By-law 2025-074 By-law to Amend By-law 2021-065, Being a By-law to Update the CMT Titles and Update the Deputy CAO Delegation
- d) By-law 2025-075 By-law to Provide for the 2026 Interim Tax Levy and for the Payment of 2026 Interim Property Taxes (CORP2025-040, Council November 17, 2025)
- e) By-law 2025-076 By-law to Amend the City of Waterloo Official Plan, 400 Millennium Blvd (OPA 53, IPPW2025-061, Council October 27, 2025, Activa Holdings Inc.)
- f) By-law 2025-077 By-law to Amend By-law No. 2018-050, being a Zoning By-law Controlling Land Use Development within the City of Waterloo, 400 Millennium Blvd (Zoning By-law Amendment Z-24-04, IPPW2025-061, Council October 27, 2025, Activa Holdings Inc.)
- g) By-law 2025-078 By-law to amend By-law No. 2018-050, being a Zoning By-law controlling land use development within the City of Waterloo, Parking-related General Amendments (IPPW2025-064, Council November 17, 2025)
- h) By-law 2025-079 By-law to confirm all actions and proceedings of Council, November 17, 2025

**Carried Unanimously**

## **14. ADJOURNMENT**

Moved by Councillor Bodaly, Seconded by Councillor Roe:

That the meeting adjourn.

(Time: 9:25 p.m.)

**Carried Unanimously**

**READ AND APPROVED, January 19, 2026**

---

Mayor

---

City Clerk

A meeting of the Council of The Corporation of the City of Waterloo was held on November 24, 2025 at 2:01 p.m. in the Council Chambers, 100 Regina Street South, Waterloo, Ontario and streamed live via YouTube.



## **COUNCIL MEETING MINUTES – DRAFT**

Monday, November 24, 2025  
Public Meeting: 2:01 PM

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

Mayor McCabe in the Chair

### **1. TERRITORIAL ACKNOWLEDGEMENT**

Mayor McCabe opened the meeting with the following Territorial Acknowledgement:

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

### **2. MOMENT OF REFLECTION**

Mayor McCabe provided Council with a moment of reflection.

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

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

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

#### **4. APPROVAL OF MINUTES**

That the previous meeting minutes be approved.

**a) October 27, 2025 – Council Meeting**

Moved by Councillor Wright, Seconded by Councillor Roach:

That the minutes of the Council meeting held on October 27, 2025 be approved as printed.

**Carried Unanimously**

#### **5. CONSENT MOTION**

That consent motion items (a) be approved.

**a) Title: Shared Micromobility Agreement Extension**  
Report No.: IPPW2025-055  
Prepared By: Louise Finlay

Moved by Councillor Hanmer, Seconded by Councillor Freeman:

1. That report IPPW2025-055 be approved.
2. That the Commissioner of Integrated Planning and Public Works or their designate be authorized to execute the amendment.
3. That Council directs the Commissioner of Integrated Planning and Public Works or their designate to sign any future agreements and amendments, subject to the satisfaction of the City Solicitor.

**Carried Unanimously**

#### **6. ITEMS REMOVED FROM THE CONSENT MOTION**

None

#### **7. STAFF REPORTS**

**a) Title: Delegation of Authority By-law**  
Report No.: CORP2025-039  
Prepared By: Geoff Daley

Geoff Daley offered introductory remarks on the report and outlined the changes to the by-law.

Moved by Councillor Freeman, Seconded by Councillor Roe:

1. That Council approve report CORP2025-039.
2. That Council approve the passing of a new Delegation of Authority By-law (attached as Appendix A to report CORP2025-039) which repeals By-law Number 2017-082.

**Carried Unanimously**

**b) Title:** **Road Safety Countermeasures and Traffic Calming Implementation Plan 2025**  
Report No.: IPPW2025-049  
Prepared By: Ainsley Rego

Bob Henderson offered introductory remarks about the report and the challenges the division faced with speed enforcement. Jenny Renaud, Bob Henderson and Ainsley Rego responded to questions of Council.

Moved by Councillor Hanmer, Seconded by Councillor Freeman:

1. That Council receives report IPPW2025-049 as information.

**Carried Unanimously**

**c) Title:** **Implementation Update: 10 Point U.S. Tariff Response Plan**  
Report No.: CORP2025-032  
Prepared By: Tracie Bell, Justin McFadden, Paul Hettinga, Francis Reyes

Tracie Bell, Filipa Reynolds and Justin McFadden responded to questions of Council.

Moved by Councillor Vasic, Seconded by Councillor Roe:

1. That Council receive report CORP2025-032 for information.

**Carried Unanimously**

Mayor McCabe left the Chair.

(Time: 2:49 p.m.)

Councillor Freeman in the Chair.

(Time: 2:49 p.m.)

## 8. CONSIDERATION OF NOTICE OF MOTION GIVEN AT PREVIOUS MEETING

**Mayor Dorothy McCabe – Explore the feasibility of building a High Performance Aquatics facility with a 50 metre competition ready pool, practice pool, appropriate training amenities and meeting spaces in Waterloo with support from the Government of Canada and the Government of Ontario.**

Motion tabled November 17, 2025 for Council consideration November 24, 2025.

Dean Boles, CEO, Swim Ontario, and Aquatic Sport Council – Ontario offered personal reflections on living in the Region and being part of the aquatics community, and spoke about the reasons why the community and Region needed this facility. Dean Boles responded to questions of Council.

Liz Akeroyd, Chair, Board of Directors, Region of Waterloo Swim Club spoke about the importance of aquatics in their life as well as with their family. Liz Akeroyd spoke further about the challenges with the aging infrastructure, and the opportunities that this facility would create for people of all ages and abilities.

Leanne Dowdall, President, Waterloo Region Artistic Swimming Club spoke in strong support for the motion, and offered some details about artistic swimming and the importance of a more adequately-sized pool space in the Region. Leanne Dowdall responded to questions of Council.

Allister Scorgie, Director of Sport Hosting, Explore Waterloo Region spoke about hosting sport events and the infrastructure needed to do so. Allister Scorgie also spoke about the challenges they face with hosting large aquatics events in the Region, and the earlier feasibility study Explore Waterloo Region commissioned on this topic. Allister Scorgie responded to questions of Council.

Councillor Bodaly left the meeting. (Time: 3:29 p.m.)

Councillor Bodaly joined the meeting. (Time: 3:32 p.m.)

Councillor Vasic left the meeting. (Time: 3:45 p.m.)

Councillor Vasic joined the meeting. (Time: 3:48 p.m.)

Tracy Miller, Incoming President, Club Warriors (CW) Swimming offered reflections on their personal connection to swimming and the community, as well as the reasons why a new facility would serve the Region.

Councillor Roe left the meeting. (Time: 4:02 p.m.)

Councillor Roe joined the meeting. (Time: 4:06 p.m.)

Peter Baxter, Chair, Kitchener-Waterloo Sports Council Facilities Committee introduced the committee and spoke about the sport and recreation facility shortage in the Region. Peter Baxter also spoke about the importance of a multi-sport stadium for the Region and responded to questions of Council.

Councillor Bodaly left the meeting. (Time: 4:12 p.m.)

Councillor Bodaly joined the meeting. (Time: 4:14 p.m.)

Noor Bansal, Resident of Waterloo spoke about why the pool matters for athletes and the community, as well as the limitations of the current pool availability. Noor Bansal responded to questions of Council.

Jillian Fleming responded to questions of Council.

Moved by Mayor McCabe, Seconded by Councillor Hanmer:

**WHEREAS** the City of Waterloo Council is committed to the health and wellness of all of its residents by funding and operating recreation centres, pools, parks, trails and active programming for children, youth and adults of all abilities across the City; and,

**WHEREAS** thousands of residents participate in learn-to-swim, recreational and competitive swimming programs, and current programs are regularly at or near capacity; and,

**WHEREAS** the 50 metre pool at Wilfrid Laurier University - the only 50 metre pool in Waterloo Region - is nearing the end of its life and non-student users make up 65% of the total hours booked; and,

**WHEREAS** the City of Waterloo's Indoor Community Space Strategy's recommendations include that Council and staff prioritize "the construction or facilitate the access to a new indoor pool"; and,

**WHEREAS** the City of Waterloo's Recreation Services Division regularly works in partnership with local swim clubs, the University of Waterloo, Wilfrid Laurier and Conestoga College's Recreation and Athletics Directors and other recreation partners and affiliates; and,

**WHEREAS** building a new or renovating an existing aquatic facility would enhance access to recreational programming as well as provide improved opportunities for training elite swimmers in the City of Waterloo and in neighbouring communities within the Region of Waterloo; and,

**WHEREAS** population and housing growth in the City and Region continues to grow towards 1 million people by 2050 and the City must continue to explore the need for new or renovated recreation facilities to ensure adequate capacity to serve our current and future population; and,

**WHEREAS** a new high performance aquatic centre with a 50 metre competition ready pool, practice pool, training spaces and meeting rooms would significantly increase the capacity and availability of learn-to-swim, competitive and elite level programming for city and regional residents and post-secondary students while also increasing the opportunities for sport hosting tourism for Explore Waterloo Region and local municipalities which will generate a positive economic impact; and,

**WHEREAS** the City of Waterloo is already planning for and needs a new, multi-use recreation facility in the west side of the city; and,

**WHEREAS** an Aquatics Feasibility Study was completed by Explore Waterloo Region in 2023 and the information remains relevant; and,

**WHEREAS** provincial sport organizations and local municipalities need financial support from federal and provincial governments to build regionally significant sport facilities; and,

**WHEREAS** Ontario's swimming infrastructure across the province is not keeping up with population growth and the only 50 metre pool in Waterloo and Waterloo Region is nearing its end of life; and,

**WHEREAS** Swim Ontario, the provincial governing body is very interested in the development of a high performance aquatics facility with a 50 metre competition ready pool, practice pool, training spaces and meeting rooms in Waterloo or Waterloo Region; and,

**WHEREAS** the City's participation in this vision will be contingent upon confirmed financial commitments from the Federal and/or Provincial governments and other like-minded institutional partners to ensure the project is financially sustainable and regionally supported; and,

**WHEREAS** the federal and provincial governments have previously provided funding opportunities for municipalities to build and operate such facilities;

**THEREFORE, BE IT RESOLVED:**

**THAT** any potential, future indoor aquatic centre being considered in the City of Waterloo be updated to include the capital and operating costs of the development of a high performance aquatic centre with a 50 metre competition ready pool, practice pool, training spaces and meeting rooms that includes appropriate spectator seating; and,

**THAT** the City of Waterloo Mayor write to the federal Minister of Housing, Infrastructure and Communities, the Secretary of State for Sport, the Ontario Minister of Infrastructure and the Minister of Sport indicating that the City of Waterloo is interested in discussing potential federal and provincial funding opportunities to build regionally significant sports infrastructure, including a high performance aquatic centre with a 50 metre competition ready pool, practice pool, training spaces and meeting rooms with spectator seating to allow local and regional athletes to train and compete locally; and,

**THAT** the federal and provincial governments create and maintain a robust funding stream to significantly contribute to the cost of the infrastructure and operations of regionally significant sport infrastructure; and,

**THAT** when exploring options for new recreational facilities on the west side of Waterloo, staff consider developing a high performance aquatic centre with a 50 metre competition ready pool, practice pool, training spaces and meeting rooms and appropriate spectator seating incorporating best practices in environmental sustainability, energy efficiency and AODA accessibility best practices in the design; and,

**THAT** the City of Waterloo continue to work with all local and regional sport organizations, all local municipalities in Waterloo Region including the Region of Waterloo to address the need for regionally significant sport infrastructure;

**AND FURTHER THAT** a copy of this motion be forwarded to the Right Honourable Mark Carney, Prime Minister of Canada; The Honourable Gregor Robertson, Federal Minister of Housing and Infrastructure; The Honourable Adam van Koeverden, Secretary of State (Sport); The Honourable Doug Ford, Premier of Ontario; The Honourable Neil Lumsden, Provincial Minister of Sport; The Honourable Kinga Surma, Provincial Minister of Infrastructure; to local and area MPs and MPPs; the Association of Municipalities of Ontario (AMO); the Ontario Big City Mayors (OBCM); the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO); the Federation of Canadian Municipalities (FCM); and to the Region of Waterloo and local area municipalities.

**Carried Unanimously**

Councillor Freeman left the Chair. (Time: 4:30 p.m.)

Mayor McCabe in the Chair. (Time: 4:30 p.m.)

## **9. NEW BUSINESS**

Councillor Hanmer gave a shoutout to the Waterloo Region Health Network (WRHN) Renal Program which celebrated their 50<sup>th</sup> anniversary on November 23. Councillor Hanmer was there to present a certificate on behalf of the City. She expressed further appreciation to staff for their assistance and for their ongoing efforts to sustain this program in the community.

Mayor McCabe mentioned the 16 Days of Activism Against Gender-based Violence is occurring from November 25-December 10. The Voices Empower walk with Women's Crisis Services of Waterloo Region was on Saturday, November 22. They walked 6 km to represent that, in Canada, a woman is killed by an intimate partner every six days. They had roughly 300 walkers participate, raising awareness and contributing to approximately \$140,000 in funds. Saturday, December 6 is the National Day of Remembrance and Action on Violence Against Women.

## **10. ENACTMENT OF BY-LAWS**

Moved by Councillor Bodaly, Seconded by Councillor Roe:

That the By-laws listed below be read a first, second and third time and finally passed, numbered sequentially commencing with By-law Number 2025-080 and that the Mayor and Clerk be authorized to sign them accordingly.

- a) By-law 2025-080 By-law to Delegate Authority to Execute Documents (CORP2025-039, Council November 24, 2025)
- b) By-law 2025-081 By-law to Amend No.08-77, a By-law to Regulate Traffic and Parking on Highways under the Jurisdiction of the City of Waterloo (IPPW2025-049, Council November 24, 2025)
- c) By-law 2025-082 By-law to confirm all actions and proceedings of Council, November 24, 2025

**Carried Unanimously**

## **11. ADJOURNMENT**

Moved by Councillor Wright, Seconded by Councillor Freeman:

That the meeting adjourn.

(Time: 4:33 p.m.)

**Carried Unanimously**

**READ AND APPROVED, January 19, 2026**

---

Mayor

---

City Clerk

A meeting of the Council of The Corporation of the City of Waterloo was held on December 1, 2025 at 4:00 p.m. in the Council Chambers, 100 Regina Street South, Waterloo, Ontario and streamed live via YouTube.



## **COUNCIL MEETING MINUTES – DRAFT**

Monday, December 1, 2025

Closed Meeting: 2:00 PM

Public Meeting: 4:00 PM

**PRESENT:** Councillor Sandra Hanmer, Councillor Hans Roach, Councillor Jen Vasic, Councillor Mary Lou Roe, Councillor Julie Wright

**ABSENT:** Mayor Dorothy McCabe, Councillor Royce Bodaly, Councillor Diane Freeman

Councillor Roe in the Chair

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

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

### **2. CLOSED MEETING**

Moved by Councillor Wright, Seconded by Councillor Roach:

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

- a) proposed or pending acquisition or disposition of land by the municipality or local board (potential acquisition/disposition of lands); and,
- b) advice that is subject to solicitor-client privilege, including communications necessary for that purpose (potential acquisition/disposition of lands); and,
- c) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (potential acquisition/disposition of lands).

**Carried Unanimously**

Council meeting recessed: (Time: 2:01 p.m.)  
Council meeting reconvened: (Time: 4:00 p.m.)

**PRESENT:** Mayor Dorothy McCabe, Councillor Sandra Hanmer, Councillor Royce Bodaly, Councillor Hans Roach, Councillor Jen Vasic, Councillor Mary Lou Roe, Councillor Julie Wright

**ABSENT:** Councillor Diane Freeman

**3. TERRITORIAL ACKNOWLEDGEMENT**

Councillor Roe opened the meeting with the following Territorial Acknowledgement:

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

**4. MOMENT OF REFLECTION**

Councillor Roe provided Council with moments of reflection.

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

Each year, International Day of Persons with Disabilities is recognized on December 3, a day for celebration and reflection. It's an opportunity to promote the rights and wellbeing of persons with disabilities and to recognize the political, social, economic and cultural contributions of disabled people.

As we mark this day, the City re-affirms its commitment to the long-term work of creating an inclusive and accessible community where everyone can participate, contribute, belong and thrive.

To support ongoing learning and conversation, we're also collaborating with Waterloo Public Library on a free screening of *Crip Camp* (2020), an Oscar-nominated documentary about a summer camp for disabled teenagers that helped launch the disability rights movement. Register on the [wpl.ca](http://wpl.ca) website for the free screening taking place on Dec 4.

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

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

## **6. APPROVAL OF MINUTES**

That the previous meeting minutes be approved.

**a) November 3, 2025 – Council Meeting**

Moved by Councillor Wright, Seconded by Councillor Hanmer:

That the minutes of the Council meeting held on November 3, 2025 be approved as printed.

**Carried Unanimously**

## **7. CONSENT MOTION**

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

**a) Title: Annual Health and Safety Policies and 2024 Annual Health and Safety Report Summary**

Report No.: CORP2025-037

Prepared By: Kathy Weidhaas

Moved by Councillor Vasic, Seconded by Councillor Wright:

1. That Council receive the 2024 Annual Health and Safety Report Summary for information.

**Carried Unanimously**

**b) Title: 404 K-W Wing (Royal Canadian Air Force Association) Lease Agreement**

Report No.: COM2025-032

Prepared By: Liz Badley

Moved by Councillor Vasic, Seconded by Councillor Wright:

1. That Council approve report COM2025-032.

2. That Council approve the lease agreement for 404 K-W Wing (Royal Canadian Air Force Association) for a portion of the building at 510 Dutton Dr, Waterloo, according to the Terms and Conditions as outlined in this report.
3. That the Mayor and Clerk be authorized to sign the Lease Agreement and any other necessary documents, subject to the satisfaction of the City Solicitor.

**Carried Unanimously**

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

None

## **9. STAFF REPORTS**

**a) Title:** **Amended Purchasing By-Law**  
Report No.: CORP2025-033  
Prepared By: Jason Wilhelm

Jason Wilhelm responded to questions of Council.

Moved by Councillor Bodaly, Seconded by Councillor Hanmer:

1. That report CORP2025-033 be approved by Council;
2. That By-Law No. 2019-026 (Amended by By-Law No. 2025-09, May 26, 2025) be repealed; and
3. That Council approves the By-law to establish policies for the procurement of Goods and Services by the City, attached as Appendix A.

**Carried Unanimously**

**b) Title:** **Federation of Canadian Municipalities  
Community Buildings Retrofit Capital  
Project Grant**  
Report No.: COM2025-031  
Prepared By: Scott Prevost, Gracjan Oleksinki

Scott Prevost offered an introduction to the report, seeking approval to apply for the grant for retrofitting RIM Park, and outlined upcoming related reports. He then responded to questions of Council. Brad Witzel also responded to questions of Council.

Moved by Councillor Hanmer, Seconded by Councillor Wright:

1. That Council approve report COM2025-031.
2. That Council approve the City of Waterloo's application to the Federation of Canadian Municipalities Community Buildings Retrofit Capital Project grant program for the infrastructure project RIM Park Energy and Accessibility Retrofit with a project value of \$10,000,000.
3. That if the City of Waterloo's RIM Park Energy and Accessibility grant application is approved, Council approves the release of 2026 non-routine capital funding for the City portion in the amount of \$2,000,000 funded from ref #225 and a \$6,000,000 loan portion funded from ref #225 to be repaid over a 10-year term.
4. That Council authorize the Mayor and Clerk to sign the grant transfer agreement and any other related documents, subject to the satisfaction of the City Solicitor.

**Carried Unanimously**

Council meeting recessed: (Time: 4:13 p.m.)  
Council meeting reconvened: (Time: 6:30 p.m.)

**PRESENT:** Mayor Dorothy McCabe, Councillor Sandra Hanmer, Councillor Royce Bodaly, Councillor Hans Roach, Councillor Jen Vasic, Councillor Mary Lou Roe, Councillor Julie Wright

**ABSENT:** Councillor Diane Freeman

## **10. TERRITORIAL ACKNOWLEDGEMENT**

Councillor Roe opened the evening meeting with the following Territorial Acknowledgement:

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

## **11. MOMENT OF REFLECTION**

Councillor Roe provided Council with moments of reflection.

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

Each year, International Day of Persons with Disabilities is recognized on December 3, a day for celebration and reflection. It's an opportunity to promote the rights and wellbeing of persons with disabilities and to recognize the political, social, economic and cultural contributions of disabled people.

As we mark this day, the City re-affirms its commitment to the long-term work of creating an inclusive and accessible community where everyone can participate, contribute, belong and thrive.

To support ongoing learning and conversation, we're also collaborating with Waterloo Public Library on a free screening of *Crip Camp* (2020), an Oscar-nominated documentary about a summer camp for disabled teenagers that helped launch the disability rights movement. Register on the [wpl.ca](http://wpl.ca) website for the free screening taking place on Dec 4.

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

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

## **13. STAFF REPORTS continued**

a) Title: **Get READI Benchmarking and Implementation Plan**  
Report No.: CAO2025-022  
Prepared By: Divya Handa and Adam Nerger

Divya Handa gave a presentation outlining the timeline of READI, the Get READI plan, and the Get READI Benchmarking and Implementation Plan. Divya further detailed the engagement and consultation undertaken, and the feedback received. She then responded to questions of Council. Julie Finley-Swaren also responded to questions of Council.

Moved by Councillor Hanmer, Seconded by Councillor Wright:

1. That Council accepts report CAO2025-022 for informational purposes.

**Carried Unanimously**

**DEFERRED ITEM:** The item advertised as the Urban Design Manual 2.0 Project Launch is deferred until a later date to be determined. For more information regarding the item please contact the planner Max Kerrigan at [max.kerrigan@waterloo.ca](mailto:max.kerrigan@waterloo.ca) or 519-747-8522.

## 14. PUBLIC MEETINGS

### Informal Public Meeting

a) Title: **Zoning By-law Amendment Z-25-25**  
**Anndale Holdings Inc.**  
**445 Anndale Road**  
Prepared by: Madison Headrick and John Vos  
Ward No.: Ward 4 (Northeast)

Madison Headrick gave a presentation outlining the proposed development, including the site context, a breakdown of the units and parking, and the zoning by-law amendments being requested. She then responded to questions of Council. John Vos and Jenny Renaud also responded to questions of Council. Joel Cotter also responded to questions of Council.

Christian Tsimenidis, UP Consulting gave a presentation further detailing the proposed application, offering additional site context and breakdown of unit types. Christian Tsimenidis also presented conceptual renderings of the site and additional planning rationale for the zoning by-law amendments. Christian Tsimenidis responded to questions of Council. Madison Headrick also responded to questions of Council.

Jim Whetstone, Resident of Waterloo gave a presentation discussing whether the development conforms to Official Plan Amendment 58 and the Growth Management Policy, as well as the impact on traffic in the area, the lack of amenity space for the new residents, and the opportunities for collaboration with the community.

Carol Roy, Resident of Waterloo spoke about the increase in height being requested, the lack of garages and basements for garbage storage, the lack of shared parking between the Church and residents, the poor traffic flow on Anndale Road, and the lack of a buffer between the house next door for privacy.

Annie Caroline Dixon, on behalf of Carol Dixon, Resident of Waterloo spoke about how the shared parking is insufficient for the amount of visitors for the Church, safety for students from school bus drop-offs, that the infrastructure has not been updated to accommodate the units being built, and the concerns they have for the Church being severed at a later date. Annie Caroline Dixon responded to questions of Council. Jenny Renaud and John Vos also responded to questions of Council.

Amy Denstedt, Resident of Waterloo spoke about the overlapping projects that are affecting the neighbourhood at the same time, including several road reconstructions and developments. Amy Denstedt also spoke about the traffic and parking issues in the area.

Lora Giangregorio, Resident of Waterloo spoke about the traffic and parking issues in the area especially at peak times, as well as the lack of gradual increase of height between the existing neighbourhood and the proposal. Lora Giangregorio then responded to questions of Council. John Vos, Jenny Renaud and Ron Ormson also responded to questions of Council.

Councillor Bodaly left the meeting. (Time: 8:35 p.m.)

Councillor Bodaly joined the meeting. (Time: 8:37 p.m.)

Councillor Vasic left the meeting. (Time: 8:40 p.m.)

Councillor Vasic joined the meeting. (Time: 8:42 p.m.)

Melissa Greschner, Resident of Waterloo spoke about the loss of community gardens if this development goes through.

Tanya Otterstein-Liehs, Resident of Waterloo spoke about living in the area and the character of the neighbourhood. Madison Headrick responded to questions of Council. Tanya Otterstein-Liehs also responded to questions of Council.

Craig Sloss, Resident of Waterloo spoke about the poor transit connectivity in the area, and asked for closer collaboration between the City and the Region.

Phil Marfisi, Resident of Waterloo spoke about the need for more purpose-built rentals and affordable housing in the City, as well as the need to listen to residents on the traffic and safety issues in the area.

Brandon Brown, Resident of Kitchener spoke about the lack of green space in the proposal, as well as the size of the units.

Catherine Schmidt, Resident of Kitchener asked how many houses could be built in the current zoning, and mentioned a large park could benefit the community. John Vos and Kevin Van Ooteghem responded to questions of Council.

As no one else was present to speak to the application, the Chair concluded the Informal Public Meeting and indicated that staff will review the issues and report back to Council at a later date.

## **Formal Public Meeting**

**b) Title: Uptown Community Improvement Plan – CIP Update**

Report No.: CAO2025-026

Prepared By: Dominique Charbonneau

Ward No.: Ward 7

Dominique Charbonneau gave a presentation outlining the updates to the Community Improvement Plan, including the background of the plan, the engagement undertaken during the review, and the opportunities for improvement in the program. He then responded to questions of Council. Kristin Sainsbury also responded to questions of Council.

Paula Saunders, Built Environment Subcommittee Chair, Grand River Accessibility Advisory Committee spoke about the need for accessibility in the Uptown businesses and that it's wonderful that it's being contemplated as part of the program.

Sandra Callender, Resident of Waterloo spoke about how the map for the Community Improvement Plan has not changed for almost ten years, and how it should be expanded to include a broader neighbourhood to help other residents benefit from the program. Sandra Callender responded to questions of Council.

Councillor Bodaly left the meeting.

(Time: 9:35 p.m.)

As no one else was present to speak to the application, the Chair concluded the Formal Public Meeting and advised the application is now open to Council for a motion and debate.

Councillor Bodaly left the meeting.

(Time: 9:36 p.m.)

Moved by Councillor Wright, Seconded by Councillor Bodaly:

1. That Council approve report CAO2025-026.
2. That Council approve the Uptown Community Improvement Plan Manual included as attachment 1 to report CAO2025-026
3. That Council approve and pass the attached Uptown CIP Designation By-law and Uptown CIP Adoption By-law.

**Carried Unanimously**

## **15. QUESTIONS**

Mayor McCabe had a question of staff regarding the changes the Provincial Government is proposing about the local Conservation Authorities and whether staff will be commenting when the legislation is tabled. Ron Ormson, Commissioner, IPPW responded that they are actively tracking these changes that appear to be administrative and will continue to monitor for potential impacts to Waterloo.

## **16. NEW BUSINESS**

### **a) Regional All-Council Meeting**

Moved by Councillor Bodaly, Seconded by Councillor Hanmer:

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, December 19, 2025 at 2:00 p.m. at the Township of Woolwich Council Chambers, 24 Church Street West, Elmira, in accordance with Section 236 (2) of the Municipal Act, 2001 for the consideration of matters of common interest.

**Carried Unanimously**

Councillor Wright encouraged everyone to see Wonders of Winter in Waterloo Park. She mentioned that it's so wonderful to see everyone come by, and that approximately 50,000 people came through last year. It is a tremendous amount of work by volunteers, Parks staff and Fire Staff, and she offered a big shoutout to them.

Councillor Vasic highlighted that the Button Factory Holiday Arts Market is now open until December 20. It's an opportunity to shop local, and to support arts and culture.

Councillor Roe mentioned that the tree lighting is this coming Friday, December 5 at 6pm, and it's a lot of fun.

## **17. ENACTMENT OF BY-LAWS**

Moved by Councillor Bodaly, Seconded by Mayor McCabe:

That the By-laws listed below be read a first, second and third time and finally passed, numbered sequentially commencing with By-law Number 2025-083 and that the Mayor and Clerk be authorized to sign them accordingly.

- a) By-law 2025-083 By-law to Establish Policies for the Procurement of Goods and Services by the City (CORP2025-033, Council December 1, 2025)

- b) By-law 2025-084 By-law to Designate a Community Improvement Project Area for the City of Waterloo (CAO2025-026, Council December 1, 2025)
- c) By-law 2025-085 By-law to Adopt an Updated Community Improvement Plan for the City of Waterloo (CAO2025-026, Council December 1, 2025)
- d) By-law 2025-086 By-law to confirm all actions and proceedings of Council, December 1, 2025

**Carried Unanimously**

**18. ADJOURNMENT**

Moved by Councillor Bodaly, Seconded by Councillor Vasic:

That the meeting adjourn. (Time: 9:41 p.m.)

**Carried Unanimously**

**READ AND APPROVED, January 19, 2026**

---

\_\_\_\_\_  
Mayor

---

\_\_\_\_\_  
City Clerk

A meeting of the Council of The Corporation of the City of Waterloo was held on December 8, 2025 at 2:00 p.m. in the Council Chambers, 100 Regina Street South, Waterloo, Ontario and streamed live via YouTube.



## **COUNCIL MEETING MINUTES – DRAFT**

Monday, December 8, 2025  
Public Meeting: 2:00 PM

**PRESENT:** Mayor Dorothy McCabe, Councillor Sandra Hanmer, Councillor Royce Bodaly, Councillor Hans Roach, Councillor Diane Freeman, Councillor Jen Vasic (Time: 2:01 p.m.), Councillor Mary Lou Roe, Councillor Julie Wright

Councillor Freeman in the Chair

### **1. TERRITORIAL ACKNOWLEDGEMENT**

Councillor Freeman opened the meeting with the following Territorial Acknowledgement:

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

### **2. MOMENT OF REFLECTION**

Councillor Freeman provided Council with a moment of reflection.

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

On December 6, this past weekend, we remembered the 14 women whose lives were taken at l'École Polytechnique in Montreal and we honour all those who have been lost to gender-based violence.

This day is a reminder of the ongoing impacts of gender-based violence in our communities. Women, girls, Two-Spirit and gender-diverse people continue to face disproportionate risk simply because of their gender.

In Waterloo, we reaffirm our commitment to ending gender-based violence in all its forms and to working toward a community where everyone can live in safety and dignity.

Councillor Vasic joined the meeting.

(Time: 2:01 p.m.)

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

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

### **4. CONSENT MOTION**

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

**a) Title: 2026 Annual Debt and Financial Obligation Limit Calculation**

Report No.: CORP2025-041  
Prepared By: Julie Koppeser

Moved by Councillor Wright, Seconded by Councillor Bodaly:

1. That Council receives report CORP2025-041 for information.

**Carried Unanimously**

**b) Title: Cemetery Services 2026 Fees and Charges**

Report No.: COM2025-030  
Prepared By: Derek Brick and Susan Boldt

Moved by Councillor Wright, Seconded by Councillor Bodaly:

1. That Council approve report COM2025-030.
2. That Council approve the Cemetery Services Fees and Charges By-law updates, attached as Appendix A to COM2025-030, effective as of the dates noted, and that the Fees and Charges By-law is updated accordingly.

**Carried Unanimously**

**c) Title: Rental Housing and Business Licensing 2026 Fees and Charges Update**

Report No.: COM2025-034  
Prepared By: Grant Curlew and Hanan Shafique

Moved by Councillor Wright, Seconded by Councillor Bodaly:

1. That Council approve report COM2025-034.
2. That Council approve a 4.5% Rental Housing rate increase for 2026 as set out in Table #2 of report COM2025-034, effective January 1, 2026.
3. That Council approve the Rental Housing Program Fees and Charges By-Law updates, attached as Appendix A to COM2025-034, effective as of the dates noted, and that Fees and Charges By-Law is updated accordingly.
4. That Council approve a 5% Business Licensing Program Fees and Charges rate increase for 2026 as set out in Table #4 of report COM2025-034, effective January 1st, 2026.
5. That Council approve the Business Licensing Program Fees and Charges By-Law updates, attached as Appendix C to COM2025-034, effective as of the dates noted, and that the Fees and Charges By-Law is updated accordingly.

**Carried Unanimously**

d) **Title: 2026 Building Standards Fees and Charges**  
Report No.: IPPW2025-066  
Prepared By: Beth Maxwell and Angela Schneider

Moved by Councillor Wright, Seconded by Councillor Bodaly:

1. That IPPW2025-066 be approved.
2. That Council approve a 12% increase to all Building Standards fees and charges effective January 1, 2026.
3. That Council approve the Building Standards Fees and Charges by-law updates, attached as Appendix A to IPPW2025-066, effective of the dates noted, and that the Fees and Charges by-law is updated accordingly.

**Carried Unanimously**

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

None

## 6. STAFF REPORTS

a) Title: **Beaver Creek Road and Conservation Drive Reconstruction Pumping Station Funding Release**  
Report No.: IPPW2025-042  
Prepared By: Francis Reyes and Brad Witzel

Moved by Councillor Bodaly, Seconded by Councillor Hanmer:

1. That Council approve IPPW2025-042.
2. That Council approve the non-routine partial capital funding release for the Laurel Creek Sanitary Pumping Station funded \$6,800,000 from the Housing-Enabling Water Systems Fund (HEWSF) Intake II, \$2,900,000 from the Building Faster Fund (BFF) and \$1,300,000 from Development Charges - Debenture as per the 2024-2026 Approved Capital Budget (Ref. #590), for a total of \$11,000,000.
3. That Council direct staff to proceed with tendering the Laurel Creek Sanitary Pumping Station subject to securing requisite agreements and conveyance of lands from developers.
4. That Council direct staff to investigate the applicability of future grant opportunities in support of the Conservation Drive Sanitary Pumping Station and submit an application if appropriate.
5. That on January 1, 2028, Council approve in principle the release of \$11,400,000 in Development Charges – Debenture funding as included in the draft 2025 Development Charge background study and direct staff to proceed with issuing the Conservation Drive Sanitary Pumping Station tender at that time subject to the development clauses in the Escrow Agreement being satisfied.
6. That Council authorize the Commissioner of Integrated Planning & Public Works to execute an Escrow Agreement to secure land and easement conveyances from owner(s) as required for the pump stations and any other related agreements or documents, subject to such agreement(s) being to the satisfaction of the City's Director of Engineering Services, Director of Financial Planning and Asset Management and the City Solicitor.

**Carried Unanimously**

**b) Title:** **Parkview Crematorium Lease Agreement**  
Report No.: COM2025-033  
Prepared By: Robin Milne, Derek Brick, Brad Witzel

Robin Milne offered introductory remarks to the report. Brad Witzel and Robin Milne responded to questions of Council.

Moved by Councillor Hanmer, Seconded by Councillor Roach:

1. That Council approve report COM2025-033.
2. That Council direct staff to discontinue the municipal operation of the Parkview Crematorium effective January 1st, 2026 and effective immediately stop accepting prepaid cremation services.
3. That Council approve A-045 Surplus Property Policy for Crematorium Operations Equipment attached to staff report COM2025-033.
4. That Council direct staff to enter into a 10-year building lease agreement and retort equipment sale agreement with Southwest Crematoriums Ltd. for the exclusive use of the Parkview Crematorium.
5. That the Mayor and City Clerk be authorized to sign the lease agreement and related retort equipment sale agreement with Southwest Crematoriums Ltd., along with any related documents and associated extensions, in a form to be approved by the City Solicitor.

**Carried Unanimously**

**c) Title:** **2025 Asset Management Report Cards and Update**  
Report No.: CORP2025-030  
Prepared By: Cassandra Pacey

Cassandra Pacey and Kevin Van Ooteghem responded to questions of Council.

Moved by Councillor Wright, Seconded by Councillor Vasic:

1. That Council approve CORP2025-030.

**Carried Unanimously**

d) Title: **2023-2026 Strategic Plan – 2025 Progress Report**  
Report No.: CAO2025-028  
Prepared By: Michelle Lee

Michelle Lee gave a presentation updating everyone on the progress of the Strategic Plan, including the improvement to sidewalk snow clearing, the facilities transition to net-zero emissions target, and planning for affordable housing. She also outlined the reporting metrics and next steps. She then responded to questions of Council. Cari Van Niekerk also responded to questions of Council.

Moved by Councillor Roe, Seconded by Councillor Vasic:

1. That Council receives CAO2025-028 for information.

**Carried Unanimously**

e) Title: **Reserves and Reserve Funds Annual Update**  
Report No.: CORP2025-026  
Prepared By: Julie Koppeser

Brad Witzel responded to questions.

Moved by Councillor Wright, Seconded by Councillor Hanmer:

1. That Council approve report CORP2025-026.
2. That Council approve the new Provincial Government Grants Reserve Fund policy attached as Appendix B.
3. That Council approve the new Reconciliation Action Partnership Reserve Fund policy attached as Appendix C.
4. That Council approve the revised FC-018 Capital Overhead policy attached as Appendix D.
5. That Council approve the revised Climate Action Reserve Fund Policy attached as Appendix E.

6. That Council direct staff to include, if needed, a recommended funding solution to address the projected declining balance of the Planning Litigation Reserve Fund, ensuring the Council Approved Funding Level is maintained, as a part of the 2025 Year End Surplus/Deficit Allocation report and/or through the 2027 and 2028-2030 budget processes.
7. That Council approve that FC-006 Reserves and Reserve Funds Policy, attached as Appendix F, be updated for the changes required through recommendations 1 through 6, inclusive.

**Carried Unanimously**

f) **Title:** **City Utilities – 2026 Rates**  
Report No.: IPPW2025-063  
Prepared By: Dean Vieira and Leigh McDermott

Leigh McDermott and Dean Vieira gave a presentation outlining the objectives in setting new rates, how the average household is affected by the updated rates, and the comparison to other local municipalities. Leigh McDermott responded to questions of Council. Ron Ormson also responded to questions of Council.

Moved by Councillor Wright, Seconded by Councillor Roe:

1. That IPPW2025-063 be approved.
2. That Council approve the 2026 water rate at \$2.69/m<sup>3</sup>, comprised of the City portion of the rate at \$1.3514/m<sup>3</sup> and the Regional portion of the rate at \$1.3386/m<sup>3</sup> as set out in Table 1 of report IPPW2025-063, and that the Fees and Charges By-Law be updated to reflect the water rate effective January 1, 2026.
3. That Council approve the 2026 sanitary rate at \$3.11/m<sup>3</sup>, comprised of the City portion of the rate at \$1.4528/m<sup>3</sup> and the Regional portion of the rate at \$1.6572/m<sup>3</sup> as set out in Table 1 of report IPPW2025-063, and that the Fees and Charges By-Law be updated to reflect the sanitary rate effective January 1, 2026.
4. That Council approve the 2026 stormwater rates as set out in Table 1 of report IPPW2025-063 and outlined below and that the Fees and Charges By-Law be updated to reflect the stormwater rates effective January 1, 2026:
  - Residential; small \$13.68/month, medium \$20.49/month, and large \$27.98/month
  - Multi-Residential; small \$39.27/month, medium \$166.16/month, and large \$885.36/month

- Institutional; small \$63.65/month, medium \$172.02/month, and large \$352.22/month
- Commercial/Industrial; small \$52.66/month, medium \$245.94/month, large \$792.57/month, and largest \$2,007.51/month

5. That Council approve the 2027-2035 water, sanitary, and stormwater rate forecast in principle as set out in Table 1 of report IPPW2025-063.
6. That Council approve that the Fees and Charges By-Law be updated for the rates and effective dates as shown in Appendix B of report IPPW2025-063.
7. That Council approve an ongoing operating budget increase to the Leaf Collection Program budget of \$125,000.
8. That Council approve the creation of a project funded \$650,000 from the Water Capital Reserve (WATCAP) and \$650,000 from Sanitary Capital Reserve (SEWCAP) for a total of \$1,300,000 to purchase water meters in bulk.
9. That Council approve a total of up to \$2,801,000 of Stormwater debenture financing for 2026, for a term not to exceed 10 years, for Transportation Services Division project 666: City Wide City Road Share of Regional Major Reconstruction Projects.
10. That Council approve a total of up to \$799,000 of Stormwater debenture financing for 2026, for a term not to exceed 10 years, for City Utilities Division project 546-RS-051: Bridge and Culvert Replacement.

**Carried Unanimously**

**g) Title:** **2026 Budget Confirmation**  
 Report No.: CORP2025-042  
 Prepared By: Brad Witzel and Michael Pugliese

Councillor Freeman and Mayor McCabe offered opening remarks to the 2026 Budget Confirmation.

Brad Witzel gave a presentation explaining Multi-Year Budgets, the highlights of the 2026 operating and capital budget, the impact of the increase on taxpayers, the assessment growth shortfall, and the staffing updates through the budget. He then responded to questions of Council. Astero Kalogeropoulos also responded to questions of Council.

Moved by Councillor Wright, Seconded by Councillor Hanmer:

1. That Council approve report CORP2025-042.

**Carried**  
7 Voting in Favour  
1 Voting in Opposition  
**(COUNCILLOR ROACH)**

Moved by Councillor Wright, Seconded by Councillor Hanmer:

2. That Council approve the 2026 operating budget Net Zero amendments as listed in Table 4 of report CORP2025-042, specifically:
  - a. That Council approve adding the \$2,501,000 expense increase for existing operating obligations and organizational review committed FTEs to the 2026 operating budget.
  - b. That Council approve adding the \$350,000 revenue increase for investment / interest Income to the 2026 operating budget.
  - c. That Council approve adding the \$500,000 revenue increase for penalties and interest revenue to the 2026 operating budget.
  - d. That Council approve adding the \$175,000 revenue increase for planning and legal user fee revenue to the 2026 operating budget, partially offsetting the organizational review committed FTE additions.
  - e. That Council approve adding the \$450,000 revenue increase for Recreation Services revenue to the 2026 operating budget.
  - f. That Council approve adding the \$300,000 revenue increase for traffic violations to the 2026 operating budget.
  - g. That Council acknowledge the M19 FTE Reduction Target of \$120,000 as part of the 2026 operating budget Net Zero amendments.
  - h. That Council approve the removal of one Planning position in the amount of \$148,500 from the 2026 operating budget as per budget target M19 and direct staff to re-consider the position as part of the 2027 and or 2028-2030 budget cycles.
  - i. That Council acknowledge the M35 Efficiency Target of \$100,000 as part of the 2026 operating budget Net Zero amendments.

- j. That Council approve a \$148,000 expense reduction reducing the annual contribution to the Capital Reserve Fund, a \$170,000 expense reduction reducing the annual contribution to the Capital Infrastructure Reinvestment Reserve Fund and a \$225,000 expense reduction reducing the annual contribution to the Climate Action Reserve Fund in the 2026 operating budget.
- k. That Council approve a \$35,500 expense reduction reducing the annual contribution to the Council's Community Priority and Contingency Reserve.
- l. That Council approve a \$110,000 expense reduction reducing the annual contribution to the General Contingency Reserve.
- m. That Council approve a \$109,000 expense reduction to G2 - Waterloo Public Library Funding Agreement to adjust for the annual inflationary factor.

**Carried**

7 Voting in Favour  
1 Voting in Opposition  
**(COUNCILLOR ROACH)**

Moved by Councillor Wright, Seconded by Councillor Hanmer:

- 3. That Council approve the addition of a 1.0 FTE in the Planning division for a Manager of Development Planning to support the transition of Regional planning responsibilities and increase service demand as recommended as part of the 2025 organizational review as detailed in section 1.6.1 of report CORP2025-042.

**Carried Unanimously**

Moved by Councillor Wright, Seconded by Councillor Hanmer:

- 4. That Council approve the addition of a 1.0 FTE in the Legal Services division for an Assistant City Solicitor to support the transition of Regional planning responsibilities and growing volume of development files and planning responsibilities as recommended as part of the 2025 organizational review as detailed in section 1.6.2 of report CORP2025-042.

**Carried Unanimously**

Moved by Councillor Wright, Seconded by Councillor Hanmer:

5. That Council acknowledge the 2025 Assessment Growth budget shortfall of \$823,000 due to the low development growth rate seen in 2025 as a result of various economic factors.

**Carried**  
7 Voting in Favour  
1 Voting in Opposition  
**(COUNCILLOR ROACH)**

Moved by Councillor Wright, Seconded by Councillor Hanmer:

6. That Council approve one-time funding in the amount of \$823,000 from the Tax Rate Stabilization Reserve to cover the Assessment Growth budget shortfall in accordance with policy FC-011.

**Carried Unanimously**

Moved by Councillor Wright, Seconded by Councillor Hanmer:

7. That Council re-affirm the 2026 operating budget with a property tax increase of 3.5% for base budget and operating impacts of capital and a tax increase of 2.9% for service level changes and infrastructure investment, for a combined tax increase of 6.4%, resulting in an adjusted 2026 tax levy of \$114,461,396.

**Carried**  
7 Voting in Favour  
1 Voting in Opposition  
**(COUNCILLOR ROACH)**

Moved by Councillor Wright, Seconded by Councillor Hanmer:

8. That Council re-affirm the 2026 capital budget previously approved by Council on February 12, 2024, and as adjusted by Table 8 in report CORP2025-042.

**Carried**  
7 Voting in Favour  
1 Voting in Opposition  
**(COUNCILLOR ROACH)**

Moved by Councillor Wright, Seconded by Councillor Hanmer:

9. That Council direct staff to implement the Climate-Wise Budget Assessment pilot into the 2027 one-year and 2028-2030 three-year budget processes.

**Carried Unanimously**

Brad Witzel responded to questions of Council. Divya Handa also responded to questions of Council.

Prior to the taking of the vote, Mayor McCabe proposed the amendment be amended as follows:

Moved by Mayor McCabe, Seconded by Councillor Roach:

That Council direct staff to provide reports on the Arts and Creative Industries Plan, the Large Event Strategy, and the Culture Plan, and, based on those reports, develop policy(ies), with input from the READI team, Creative Industries, Parks, FDMS, and other relevant City divisions, for Council's consideration, including a recommendation on the potential creation of an Arts and Creative Industries Reserve Fund (ACIRF).

**Motion Failed**

3 Voting in Favour  
5 Voting in Opposition  
**(COUNCILLOR HANMER)**  
**(COUNCILLOR BODALY)**  
**(COUNCILLOR VASIC)**  
**(COUNCILLOR ROE)**  
**(COUNCILLOR WRIGHT)**

Following the failed vote, the chair called the vote on the amendment to the motion proposed by Councillor Wright by adding the following:

Moved by Councillor Wright, Seconded by Councillor Hanmer:

That Council direct staff to: i) establish an Arts and Creative Industries Reserve Fund (ACIRF); ii) report back in June 2026 with an ACIRF policy for Council consideration; and iii) consider an initial ACIRF contribution as part of the 2025 Year End Surplus/Deficit Allocation report to be brought forward by staff in May 2026.

**Carried**  
5 Voting in Favour  
3 Voting in Opposition  
**(MAYOR McCABE)**  
**(COUNCILLOR FREEMAN)**  
**(COUNCILLOR ROE)**

Councillor Bodaly left the meeting. (Time: 4:55 p.m.)

Councillor Vasic left the meeting. (Time: 4:55 p.m.)

## 7. PUBLIC MEETINGS

### Formal Public Meeting

a) Title: **Official Plan Amendment No. 63 and  
Zoning By-law Amendment Z-25-05,  
Uniweber Properties Inc., 200 Weber St N**  
Report No.: IPPW2025-067  
Prepared By: John Vos  
Ward No.: Ward 5 (Southeast)

Councillor Bodaly joined the meeting. (Time: 4:57 p.m.)

Councillor Vasic joined the meeting. (Time: 4:58 p.m.)

John Vos gave a presentation outlining the proposed development, offering details to the subject site and the changes being requested to the Zoning By-law and Official Plan. He further explained the provincial approval required for the development, as well as the building permit application overview. He then responded to questions of Council.

Mayor McCabe left the meeting. (Time: 5:02 p.m.)

Mayor McCabe joined the meeting. (Time: 5:04 p.m.)

Kristen Barisdale, GSP Group gave a presentation further detailing the proposed development, specifically highlighting the former building on site, as well as the flood risk assessment and the special policy area the development occupies. She then responded to questions of Council.

As no one else was present to speak to the application, the Chair concluded the Formal Public Meeting and advised the application is now open to Council for a motion and debate.

Moved by Councillor Vasic, Seconded by Mayor McCabe:

1. That Council approve staff report IPPW2025-067.
2. That Council endorse Official Plan Amendment 63 (OPA 63), Uniweber Properties Inc., 200 Weber Street North, in accordance with Section 7 of staff report IPPW2025-067.
3. That Council direct staff to submit the Special Policy Area Submission package to the Ministry of Municipal Affairs and Housing and the Ministry of Natural Resources in accordance with Section 7 of staff report IPPW2025-067.
4. That Council endorse Zoning By-law Amendment Z-25-05, Uniweber Properties Inc., 200 Weber Street North in accordance with Section 7 of staff report IPPW2025-067.

**Carried Unanimously**

## **8. NEW BUSINESS**

Mayor McCabe noted that at the December 2, 2024 Council meeting, Council selected BUILD NOW as the preferred proponent for 2025 University Avenue East. She acknowledged the work completed to date and noted that a groundbreaking was anticipated in 2026.

Councillor Bodaly acknowledged the Neighbourhoods team for their work on the Laurelwood Neighbourhood tree lighting event held at Waterloo Fire Station 2. He thanked Fire Rescue staff for their community engagement and fire safety education, and acknowledged staff and volunteers involved in the event.

Councillor Wright noted the Uptown tree lighting held on Friday, December 5, and thanked the Uptown BIA for organizing the event, as well as the Gottlieb family for providing the tree.

Councillor Wright noted that the Hanukkah menorah lighting will take place on Sunday, December 14, at 5:30 p.m. Councillor Wright also noted that several markets were taking place around the city during the holiday season, including the Indigenous Art Market, which was held on Sunday, December 7, and would return on Sunday, December 14, from 2:00 p.m. to 6:00 p.m. at 22 Willow Street.

## **9. ENACTMENT OF BY-LAWS**

Moved by Councillor Bodaly, Seconded by Councillor Roe:

That the By-laws listed below be read a first, second and third time and finally passed, numbered sequentially commencing with By-law Number 2025-087 and that the Mayor and Clerk be authorized to sign them accordingly.

- a) By-law 2025-087 By-law to Impose Fees and Charges on Persons (COM2025-023, Council September 22, 2025, COM2025-030, COM2025-034, IPPW2025-063, IPPW2025-066, Council December 8, 2025)
- b) By-law 2025-088 By-law to confirm all actions and proceedings of Council, December 8, 2025

**Carried Unanimously**

## **10. ADJOURNMENT**

Moved by Mayor McCabe, Seconded by Councillor Vasic:

That the meeting adjourn.

(Time: 5:17 p.m.)

**Carried Unanimously**

**READ AND APPROVED, January 19, 2026**

---

\_\_\_\_\_  
Mayor

---

\_\_\_\_\_  
City Clerk



**STAFF REPORT**  
**Human Resources**

Title: OMERS Reservist Leave By-law  
Report Number: CORP2026-001  
Author: Michael Burzynski  
Council Date: January 19, 2026  
File: N/A  
Attachments: Appendix A  
Ward No.: N/A

**Recommendations:**

- 1) That Council approve CORP2026-001.
- 2) That the Council of the City of Waterloo adopt the OMERS Waterloo Reservist By-law, to authorize the City to match OMERS contributions for employees purchasing OMERS broken service resulting from an approved Reservist Leave, in accordance with the *Employment Standards Act (ESA), 2000*.

**A. Executive Summary**

Under the *ESA, 2000*, an employee is currently entitled to unpaid *Reservist Leave* for Canadian Forces training or deployment, provided they have at least two (2) months of continuous employment. However, if the employee is taking *Reservist Leave* because they are deployed to a Canadian Forces operation inside Canada related to handling an emergency or its aftermath, there is no minimum employment requirement. Recent amendments via the *Working for Workers Act, 2023*, have expanded this leave to also include recovery from deployment-related injuries or illnesses. However, this current *ESA* leave type creates a "break in service" in *OMERS*, which can potentially reduce an employee's credited service and future retirement benefits. At this time, the City has not elected to share the cost of contributions, meaning that the employee is responsible for both their portion and the employer's portion, known as "double contributions".

*OMERS* regulations permit the purchase of service for certain leaves of absence, including those mandated by statute, to restore full credited service. For *Reservist Leave*, the employee may elect to buy back the period by contributing their share of premiums, with the employer matching its portion. This process requires explicit employer approval and, for municipal entities, formal authorization via a bylaw to ensure

compliance with the *Municipal Act, 2001*, and to allocate public funds appropriately. The by-law provided by OMERS has been provided in **Appendix A**.

This proposed bylaw will honour the employee's service to both the municipality and the nation, while upholding OMERS eligibility rules.

#### **B. Financial Implications**

There are minimal financial implications associated with approving the OMERS Reservist Leave By-law. Where an employee elects to take a Reservist Leave for Canadian Forces training or deployment, the City as the employer will make an equal OMERS contribution in accordance with subsection 12(3) of the Primary Plan, funded from within the existing divisional operating budget.

#### **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)

#### **E. Previous Reports on this Topic**

## APPENDIX A



# THE CORPORATION OF THE CITY OF WATERLOO

## BY-LAW NO. 2026 –

BY-LAW TO CONFIRM AND AUTHORIZE PARTICIPATION IN THE OMERS PRIMARY PENSION PLAN (“PRIMARY PLAN”) AND THE RETIREMENT COMPENSATION ARRANGEMENT FOR THE OMERS PRIMARY PENSION PLAN (“RCA”), EACH AS AMENDED FROM TIME TO TIME, OF THE EMPLOYEES OF THE CORPORATION OF THE CITY OF WATERLOO (“EMPLOYER”) IDENTIFIED HEREIN.

**WHEREAS** the Employer is eligible to participate in the Primary Plan and the RCA in accordance with subsection 5(1) of the Ontario Municipal Employees Retirement System Act, 2006, as amended from time to time (“OMERS Act, 2006”), in respect of its eligible employees and does so in accordance with the applicable Primary Plan and RCA documents and applicable legislation;

**AND WHEREAS** pursuant to subsection 6(1) of the Primary Plan, the Employer may, by by-law or resolution, participate in the Primary Plan and the RCA and pay to the funds for the Primary Plan and the RCA the total of the employer and member contributions required by the Primary Plan, and has all of the powers necessary and incidental thereto;

**AND WHEREAS** pursuant to subsections 11(21) and 12(3) of the Primary Plan, an employer may elect in writing to make contributions equal to that of its members of the Primary Plan and RCA who establish service in respect of reservist leaves taken under Part XIV of the Employment Standards Act, 2000 (“Reservist Leave”);

**AND WHEREAS** the Employer wishes to enact a by-law to make an election in writing to contribute towards the purchase of Reservist Leaves taken in accordance with subsections 11(21) and 12(3) of the Primary Plan;

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

1. As of the date of enactment, where a member of the Primary Plan and the RCA makes a payment to establish service in respect of a Reservist Leave approved by the Employer in accordance with subsection 11(21) of the Primary Plan, as amended from time to time, the Employer shall make an equal contribution in accordance with subsection 12(3) of the Primary Plan, as amended from time to time.
2. This by-law shall come into force and effect on the date of its final passing.

**Enacted** this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

---

**D. McCabe, Mayor**

---

**J. Finley-Swaren, City Clerk**



**STAFF REPORT  
Municipal Enforcement Services**

Title: Contract with the Kitchener Waterloo and Stratford Perth Humane Society  
Report Number: COM2026-001  
Author: Nicole Papke  
Council Date: January 19, 2026  
File: None  
Attachments: None  
Ward No.: All

**Recommendations:**

1. That Council approve report COM2026-001.
2. That the Mayor and Clerk be authorized to sign the Agreement between the Corporation of the City of Waterloo and the Humane Society of Kitchener Waterloo and Stratford Perth, and any other documents related to this project, subject to the satisfaction of the City Solicitor.

**A. Executive Summary**

The City has maintained a contractual relationship with the Kitchener Waterloo and Stratford Perth Humane Society (KWSPHS) for the provision of animal control by-law enforcement, shelter, and adoption services. The most recent contract expired on December 31, 2024, however, was jointly extended for one year to negotiate a new contract and to update the Dangerous Dog Designation By-law.

An exemption from the Purchasing By-law was approved by the Director of Procurement to contract directly with the KWSPHS for the unique service they provide related to animal welfare.

Staff are recommending to Council, approval, and renewal of a new five (5) year contract cover 2026 to 2030.

**B. Financial Implications**

The base contract amount for 2025 was \$629,008. Using the Consumer Price Index (CPI) 12-month rolling average as of July 2025 data, a rate of 1.9% was applied to calculate the 2026 contract amount of \$640,959. Payment for each subsequent year will increase by an inflationary factor based on the CPI 12-month rolling average figure as of July in the previous year.

Inflationary budget increases will be captured and incorporated into future budget cycles accordingly.

**C. Technology Implications**

N/A

**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)

The link to the strategic plan is Complete Community through the services provided by the Kitchener Waterloo and Stratford Perth Humane Society.

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

The guiding principle is Community-centred.

**E. Previous Reports on this Topic**

COM2014-029 - Kitchener Waterloo and North Waterloo Humane Society Animal Control Agreement 2015-2019 (September 8, 2014)

COM2021-006 - Contract with Kitchener Waterloo and Stratford Perth Humane Society (January 18, 2021)



**Contract with the Kitchener Waterloo and Stratford Perth Humane Society  
COM2026-001**

**BACKGROUND**

The City's contractual relationship with the Kitchener Waterloo and Stratford Perth Humane Society (KWSPHS) for the provision of animal control By-law enforcement, shelter and adoption services has been in place for more than 30 years.

Contract oversight and management of the relationship with the KWSPHS is managed by the Municipal Enforcement Services Division (MES).

The most recent contract expired on December 31, 2024, and was agreeably extended for one year for the City update to the Dangerous Dog Designation By-law and a review of the contract reporting provisions. Updates to the Dog Designation By-law will be brought to Council in February of 2026.

The KWSPHS contract with the City of Waterloo provides for a variety of services including:

- Enforcement of the City's Animal Control By-law, including the number of hours of service provided;
- Administration and enforcement of the City's dangerous dog designation By-law;
- The pickup and care of stray domestic pets;
- The pickup and care of injured animals on public property;
- Releasing pet back to owners when claimed;
- Providing adoption services for pets to the general public
- Providing for the pickup of dead animal carcasses on public roadways;
- Developing and provided education and messaging related to animal welfare; and
- General reporting requirements to the City relating to activities covered by the contract.

The contract allows for the provision, if necessary, of added officer coverage and assignments, as may be needed to assist with a special project or identified community concern. This coverage will be provided at an additional cost, identified in the contract, over the base amount.

There is regular collaboration between MES, Legal Services and the KWSPHS staff relating to the provision of services, staff training, and legal consultation. There is a commitment from the teams to look at continuous improvement initiatives.

A yearly report from the Chief Executive Officer of the KWSPHS to the Director of Municipal Enforcement Services is included in the new contract.

Staff are satisfied that the new five (5) year contract provides for the provision of animal control, shelter, and adoption services for the City of Waterloo.

### **FINANCIAL IMPLICATIONS**

The agreed upon annual adjustment to the base contract amount will be an increase each year in accordance with the 12-month rolling average Consumer Price Index (CPI) figure as of July data. The 12-month CPI average as of July 2025 was 1.9%.

The City pays the KWSPHS in twelve equal monthly payments each year.

Table 1- Schedule of CPI and Contract Amounts

<b>Year</b>	<b>CPI Inflationary Factor</b>	<b>Annual Contract Amount</b>
2026	1.9%	\$640,959
2027 *	2.0%	\$653,778
2028 *	2.0%	\$666,854
2029 *	2.0%	\$680,191
2030 *	2.0%	\$693,795
<b>TOTAL</b>		<b>\$3,335,577</b>

\* Estimate to be based on 12-month rolling average CPI figure as of July

Based on the foregoing assumptions, the total value of the five (5) year contract for 2026-2030 will be approximately \$3,335,577.



**STAFF REPORT  
Municipal Enforcement Services**

Title: Rental Renovation and Tenant Support  
Report Number: COM2026-002  
Author: Grant Curlew  
Council Date: January 19, 2026  
File: N/A  
Attachments: Appendix A – Option 3: Rental Renovation Licensing By-Law  
Ward No.: City-Wide

**Recommendations:**

- 1) That Council approve report COM2026-002.
- 2) That Council approve Option 1 – Current Level of Service.
- 3) That Council direct staff not to proceed with the implementation of a Rental Renovation Licensing Program at this time.
- 4) That Council direct staff to continue monitoring renovation-related eviction activity and related tenant impacts in Waterloo, including ongoing provincial legislative changes to the Residential Tenancies Act and experiences from other municipalities, and to report back to Council should circumstances warrant reconsideration of municipal regulatory measures in the future.

**A. Executive Summary**

Council directed staff on June 23, 2025 to prepare a framework for a potential Rental Renovation Licensing Program and to report on options for improving coordination and navigation of tenant supports within the community. The report includes a staff recommendation for Council's consideration that maintains the current level of support, along with optional additional recommendations that Council may choose to pursue should it determine that some level of further action is necessary. If Council wanted to consider alternate recommendations, they would have financial impacts noted in the report.

As identified in previous staff reports (COM2024-023 and COM2025-016), concerns remain regarding proceeding with a rental renovation licensing program. These include potential duplication of existing provincial authority under the Residential Tenancies Act,

exposure to legal challenges, uncertain effectiveness in addressing informal or bad-faith evictions, and the associated financial and operational impacts on the City.

The 3 potential options identified by staff for Council consideration are:

- Option 1: Current Level of Service (recommended by staff)
- Option 2: Tenant Support Liaison and Tenant Support Fund
- Option 3: Full implementation of a Rental Renovation Licensing Program

## **B. Financial Implications**

Implementation costs vary significantly across the three options outlined in this report.

Option 1 – Current Level of Service would result in no new direct financial impacts. All activities would continue to be delivered within previously approved operating and capital budgets. No additional staffing, capital expenditures, or new property tax funding would be required to proceed under this option as recommended by staff.

Option 2 – Tenant Support Liaison and Tenant Support Fund on a two-year pilot program would introduce more modest new funding requirements focused on the creation of a dedicated service role (contract) to enhance direct tenant support. This option does not require major system development costs or additional enforcement or support staff and could be implemented by mid-2026, much sooner than a full licensing program. Estimated cost of the two-year pilot is \$390,000 and would require a funding source.

Option 3 – Rental Renovation Licensing Program would require the most substantial funding and represents both a new service area and enforcement framework for the City. At this time, annual licensing revenues are expected to be minimal, as historical data indicates a low volume of renovation-related evictions in the city requiring licensing oversight. As such, the program would be primarily funded through municipal property taxes. Staff are recommending that, should Council choose to proceed with this option, the program targets a mid-2027 launch, allowing for full incorporation of start-up and operating costs to be considered through the 2027 budget process.

## **C. Technology Implications**

Advancing a Rental Renovation Licensing Program will require coordinated updates across several municipal technology platforms. The program would involve the creation of a new online application process for landlords, supported by updates to the public-facing website, the public portal, and the AMANDA database system. These updates are necessary to allow landlords to submit applications, upload required documentation and receive program communications electronically. They will also allow for officers to manage cases and track outcomes.

At this time, IT Services is operating under significant resource constraints due to ongoing work related to the Rental Housing Licensing Program modernization and commitments associated with Housing Accelerator Fund projects. Initial consultation with IT indicates that the development, testing, and deployment of the required enhancements will take several months and will likely require the use of external third-party vendors to complete some of the required work.

Given these factors, staff anticipate that the necessary technology updates cannot be completed in 2026 without creating substantial delays or impacts on other high-priority corporate projects. To ensure a stable and fully functional system at launch, staff recommend that, should Council choose to proceed with a full Rental Renovation Licensing Program, the program targets a mid-2027 launch. This timeframe allows IT Services to schedule the required work, coordinate vendor support, and complete the technical development needed to support the program's successful rollout.

#### **D. Link to Strategic Plan**

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

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

This report supports several areas of the City's Strategic Plan. The framework aims to improve access to safe and stable housing, which aligns with the priorities of Equity, Accessibility, Diversity and Inclusion. It also supports the Complete Community priority by helping tenants understand their rights and access appropriate services. The required technology updates and new online application process align with the Innovation and Future-Ready priority.

#### **E. Previous Reports on this Topic**

IPPW2022-009 - Affordable Housing Strategy: Discussion Paper and Recommendations

COM2024-023 - Rental Housing Regulation Review

COM2025-016 - Review of Eviction Regulations and other Tenant Supports

IC-CORP2025-029 - Apartment Safety By-Law and Renovation Licensing By-Law



**Rental Renovation and Tenant Support  
COM2026-002**

## **1. Background**

On June 23, 2025, Council directed staff to prepare a framework for a Rental Renovation Licensing Program and to review options for improving the coordination of tenant supports within the community. This direction followed increasing public concern regarding renovation related evictions across Ontario and the need for clearer navigation and access to accurate information for tenants experiencing or facing renovation-related displacement. Previous reports to Council (COM2024-023 and COM2025-016) also highlighted the complexity of the provincial eviction system and challenges tenants face in understanding their rights under the Residential Tenancies Act (RTA), as well as accessing municipal property standards and rental housing programs.

In Ontario, the RTA governs all matters related to residential eviction, including renovation-related evictions. Under the Act, landlords may issue an N13 Notice in limited circumstances, including where a building permit is required and the work cannot be safely completed with the tenant remaining in the unit. Tenants must be provided with at least 120 days' notice and have the right of first refusal to return to the unit at the same rent upon completion of the renovation. If an eviction is contested, only the Landlord and Tenant Board (LTB) has the authority to issue an eviction order. Even with a rental renovation licensing by-law, municipal authority does not extend to adjudicating tenancy terminations or altering eviction decisions under the RTA. There is also no obligation on the part of the LTB to inform the City about eviction applications, hearings, or outcomes. Staff have made repeated requests to the LTB for access to outcome data, including high-level summaries, but have been advised that this information is not available to municipalities at this time. Some LTB decisions are published and made available online, but most decisions remain unavailable to the public.

Under the Building Code Act, the issuance of a building permit is based solely on technical code compliance and cannot be withheld or conditioned on tenancy-related matters. Accordingly, a municipal renovation licensing by-law cannot be used to delay or prevent permit issuance where Building Code requirements are met. In addition, a licensing requirement would not apply where renovations are undertaken pursuant to an emergency or unsafe order, as such work is necessary to immediately address conditions that pose a risk to health or safety.

The provincial legislative landscape continues to change. In 2023, Bill 97 (*Helping Homebuyers, Protecting Tenants Act, 2023*) introduced strengthened tenant protection

measures within the RTA, however, these provisions have not yet been proclaimed into force. In late 2025, the Province tabled Bill 60 (*Fighting Delays, Building Faster Act, 2025*), which, as currently drafted, proposes several amendments to the RTA intended to accelerate eviction processes. As introduced, the proposed changes include removing the requirement for landlords to provide one month's rent compensation or an alternate unit when terminating a tenancy for landlord's own use in instances where sufficient notice is provided, shortening the non-payment eviction notice period from 14 days to 7 days, requiring tenants to pay a portion of alleged rent arrears before raising certain repair or rights-related issues at hearings, and reducing the timeframe to request a review of LTB decisions from 30 days to 15 days. As part of the Bill 60 amendments, the Ministry of Municipal Affairs and Housing has indicated plans to add up to eight temporary provincial enforcement staff to address delays and ensure timely enforcement. Bill 60 is currently awaiting Royal Assent and remains subject to potential amendment and proclamation timelines. This evolving provincial legislative framework creates uncertainty when considering the design and alignment of any associated municipal regulatory programs.

## **2. Program Overview and Options Considered**

In response to Council's direction, staff assessed three service delivery options to address renovation-related evictions and improve tenant supports within Waterloo.

Option 1 – Current Level of Service would continue the City's existing approach centred on tenant education, regulatory compliance programs, enforcement of property standards, housing stabilization initiatives, and advocacy to the province. This work includes the development of the Tenant and Landlord Rights and Obligations Information Package and its integration into the Residential Rental Licensing framework, continued property standards enforcement, and monitoring of short-term rental activity. Under this option, no new staffing resources or operating budgets would be required at this time, as all work would be undertaken within previously approved funding and program structures.

Option 2 – Tenant Support Liaison and Tenant Support Fund on a two-year pilot would enhance the existing service approach through creation of a dedicated Tenant Support Liaison (contract position) and establishment of a \$20,000 annual Tenant Support Fund. The Liaison would serve as a single point of contact for tenants experiencing housing instability, eviction concerns or other conflicts with their landlord. Responsibilities would include providing direct clarification of RTA processes, assisting tenants to navigate LTB procedures, connecting tenants with local social, legal, and housing supports, and coordinating with Municipal Enforcement staff on property standards or rental licensing matters. The Tenant Support Fund would assist tenants experiencing financial hardship who require access to legal guidance or advocacy services related to eviction. Funding would be administered through defined eligibility criteria and approved by staff in accordance with Council-approved grant or assistance policies. The funding for this initiative may be reviewed in the future to ensure it is adequate to address the demands. This option enhances tenant support with lower regulatory complexity and more modest operational and legal implications than a full rental renovation licensing program.

Option 3 – Rental Renovation Licensing Program would introduce a new licensing by-law (Appendix A) requiring landlords to obtain a licence when issuing an N13 Notice for renovations requiring vacant possession. Licensing applications would require submission of documents including proof of delivery of the Tenant and Landlord Rights and Obligations Information Package, copies of building permits, and professional confirmation that vacant possession of the rental unit is required. Applications would be reviewed by a Licensing and Standards Officer and would be responsible for investigating non-compliance. Tenant inquiries or disputes would be triaged in collaboration with a Tenant Support Liaison role, as outlined in Option 2. While such a program could improve consistency and documentation, it would not provide the City with authority to delay or deny evictions or override any orders issued by the Landlord and Tenant Board.

### **3. Prevalence of N13 Notices and Unlawful Evictions in Waterloo**

Staff requested data from the Landlord and Tenant Board regarding the frequency of N13-related eviction applications in Waterloo. Over the past five years, staff were advised that 34 N13-based L2 eviction applications were filed, averaging approximately seven applications per year. Compared with Waterloo's estimated 20,400 rental units in 2024, this represents a very low proportion of overall tenancies. Although the volume of N13 evictions occurring may be low, they can be highly impactful for tenants experiencing an eviction. Through engagement and consultation, staff have heard that evictions can have a disproportionate impact on tenants who experience greater vulnerability, including people with disabilities, new Canadians, and lower-income households.

The information provided by the LTB does not identify outcomes of eviction proceedings, levels of landlord compliance with compensation or right-of-return provisions, or the number of tenants who voluntarily vacated units prior to LTB proceedings. Landlords may issue N13 notices without filing applications with the LTB if tenants leave voluntarily, meaning that many displacement events are not reflected in official statistics.

Through consultation, tenant organizations reported that informal evictions may be more prevalent than formal cases. Informal displacement includes situations where tenants receive verbal, email, or letter requests to vacate without an issued N13 or LTB order. These communications have no legal standing under the RTA, however, tenants may vacate due to fear, lack of awareness of rights, or difficulty securing temporary accommodations during renovation periods. Landlords may also reach lawful compensation agreements with tenants, including exercising rights of return after renovations, which would not generate any LTB filings. Some tenants accept voluntary buyout arrangements or “cash for keys”.

Waterloo's rental market is also influenced by the high proportion of student renters, resulting in frequent tenant turnover. Through our engagement, landlords indicated that many renovations occur during academic off-cycles when units are naturally vacant, reducing reliance on eviction processes.

#### **4. Municipal Scan**

Staff consulted with Hamilton, Toronto, and London regarding their experiences administering renovation licensing programs. Each municipality reported extremely low licensing volumes paired with very high investigation and enforcement workloads.

As of November 2025, Toronto had received six licence applications since launching its program in July 2025, but completed more than 600 investigations, requiring assignment of eight tenant support workers and six enforcement officers. Over the past year, Hamilton has received three applications with over 300 investigations conducted, with more than six staff assigned to program operations. London reported comparable outcomes, noting persistent investigative demands far exceeding administrative licensing volumes and the need for continuous staffing increases to manage casework and tenant support needs.

The City of Kitchener is also currently completing consultant-led work regarding potential rental renovation related eviction policies and is expected to bring recommendations to Council in 2026.

Based on this municipal scan, staff anticipate similar operational impacts would be seen in Waterloo if a licensing program were introduced, including high investigative and tenant support workloads relative to the number of licensing applications processed.

#### **5. Apartment Building Safety Program**

While separate from rental eviction-focused measures, an apartment building safety program, similar to programs implemented in Toronto, Mississauga, and Hamilton, may be another approach to improving rental housing safety and tenant wellbeing. Staff continue development of a potential program focused on strengthening inspection oversight, maintenance standards, and safety compliance within larger multi-unit residential buildings. Work remains ongoing to identify appropriate program models, staffing requirements, and resource implications. Staff plan to present their findings in a future report to council.

#### **6. Financial Implications**

##### Option 1 – Current Level of Service

This would result in no new direct financial impacts. All activities would continue to be delivered within previously approved operating and capital budgets. No additional staffing, capital expenditures, or new property tax funding would be required to proceed under this option as recommended by staff.

##### Option 2 – Tenant Support Liaison and Tenant Support Fund

A two-year pilot program would introduce more modest new funding requirements focused on the creation of a dedicated service role (contract) to enhance direct tenant

support. Annual operating costs would include one Tenant Support Liaison position on a contract basis, as well as the establishment of a \$20,000 annual Tenant Support Fund for tenants facing acute financial hardship requiring legal assistance or related supports. Additional annual operating costs of \$10,000 would be required to cover uniforms, training, equipment, stationery, mileage, and other needs. One-time, up front, capital costs of \$40,000 would also be required for workplace setup, including a desk, computer hardware, and related technology and office furnishings/ renovations.

The summary of financial impacts for Option 2 is outlined in Table 1 below. Council would need to approve one-time funding for the pilot program costs covering 2026 and 2027 and refer any permanent program funding to the 2028-2030 budget process.

Table 1 - Option 2: Tenant Support Liaison and Tenant Support Fund Two Year Pilot

<b>Category</b>	<b>Estimated Cost</b>
Tenant Support Fund	\$20,000
Tenant Support Liaison (1 FTE, Band F) - Contract	\$145,000
Communications	\$1,500
Training	\$1,500
Uniforms	\$1,000
Memberships	\$1,000
Other Miscellaneous Costs	\$5,000
<b>Total Annual Cost</b>	<b>\$175,000</b>
<b>One-Time Funding Requirement</b>	<b>\$40,000</b>
<b>Total Option 2 (2-year pilot)</b>	<b>\$390,000</b>

### Option 3 – Rental Renovation Licensing Program

This option would require the most substantial investment and represents both a new service area and enforcement framework for the City. Total one-time implementation costs are estimated at \$365,000, reflecting required software and system integrations, updates to the public licensing portal, office renovations and equipment purchases, computers and supplies, and a staffing contingency allocation designed to address anticipated increases in legal and technical support requirements. This contingency funding would enable the City to manage potential legal challenges and information technology support needs and may also be applied to securing external legal services if required.

Ongoing operating costs are estimated at \$450,000 annually at program launch. These costs include staffing for one Licensing and Standards Officer, one Tenant Support Liaison, and one Information Officer, a Tenant Support Fund, along with recurring

program expenses such as software licensing and maintenance, public communication materials, staff training, and uniform provision.

Annual licensing revenues are expected to be minimal, as historical data indicate a low volume of renovation-related evictions in the City requiring licensing oversight. As such, the program would need to be primarily funded through municipal property taxes. The summary of financial impacts for Option 3 is outlined in Table 2 below.

Table 2 – Option 3: Rental Renovation Licensing Program Costs

Category	Estimated Cost
Licensing Standards Officer (1 FTE, Band G)	\$132,000
Tenant Support Liaison (1 FTE, Band F)	\$145,000
Information Officer (1 FTE, Band H)	\$121,000
Tenant Support Fund	\$20,000
Software Maintenance	\$15,000
Communications	\$4,500
Training	\$4,500
Uniforms	\$1,000
Memberships	\$1,000
Other Miscellaneous Costs	\$6,000
<b>Total Ongoing Annual Cost</b>	<b>\$450,000</b>
Software and system updates	\$85,000
Office renovations and equipment	\$65,000
Computers, and office supplies	\$15,000
Legal and Staffing Contingency	\$200,000
<b>Total One-Time Funding Requirement</b>	<b>\$365,000</b>

As the program matures, additional capacity pressures may emerge. Preliminary internal assessments have identified potential increases in workload for Corporate Services related to legal prosecutions and information technology maintenance, as well as the possibility that investigative volumes could require additional enforcement resources. These pressures are not anticipated at program launch and are therefore not currently factored in for ongoing budget inclusion and instead covered through the staff contingency allocation to start. However, potential future staffing additions may include a Prosecutor, a Systems Developer, and an additional Licensing and Standards Officer to support sustained program operations. If Council directs staff to proceed with a Rental Renovation Licensing Program (not recommended) staff would monitor program demand and impacts during the first full year of implementation if this option is pursued, with any future staffing requirements brought forward through subsequent budget processes based on demonstrated operational need.

**Funding Options**

There is currently no budget available for Options 2 or 3. Council would need to approve one-time funding and refer the associated ongoing property tax funding to the 2027 or 2028-2030 budget processes as a committed cost. Potential sources to fund a pilot program under Option 2 could include:

- 1) Tax Rate Stabilization Reserve (TRS)
  - Expenditures: The Tax Rate Stabilization Reserve is to be used for unforeseen expenditures of a one-time nature.
  - 2026 Projected Ending Balance: \$3.5 million
- 2) Council's Community Priority and Contingency Reserve (CCPC)
  - Expenditures: This Reserve provides funding for unforeseen expenditures that may occur within a year. It is used for unbudgeted or new expenditures of considerable merit.
  - 2026 Projected Ending Balance: \$370,000
- 3) General Contingency Reserve (GENCON)
  - Expenditures: This Reserve provides for operating expenditure variations resulting from cyclical spending, unanticipated operating opportunities and pressures, and anticipated expenditures for which the timing cannot be anticipated.
  - 2026 Projected Ending Balance: \$2.4 million

**7. Conclusion, Staff Recommendation**

Based on staff's review of legislative authority, local eviction trends, experiences from comparable municipalities, significant costs, investigative workload impacts, and uncertainty with the province's direction on tenant protections, staff recommend Council proceed with Option 1 – Current Level of Service.

If Council wanted to consider an alternate level of service to better support tenants, staff would recommend Option 2 - Tenant Support Liaison and Tenant Support Fund on a 2-year pilot basis as the preferred approach over introducing a full rental renovation licensing program. Staff believe that Option 2 provides a balanced response that strengthens tenant navigation and support, while avoiding higher regulatory complexity, legal considerations, and operational costs associated with implementing a full renovation licensing program. This option enhances front-line support capacity, improves coordination across City services and community resources, and complements existing enforcement efforts. Option 2 still would have significant costs associated with it that have not been budgeted and would require a temporary funding source to implement a two-year pilot and also duplicates efforts of other levels of government.

Staff will continue to monitor local trends, collaborate with neighbouring municipalities including Kitchener, and track provincial legislative changes. Should circumstances

warrant future municipal regulations, staff will report back to Council with updated recommendations.

### **Alternate Recommendations**

Staff have drafted the below additional Option 2 and Option 3 recommendations in the event that Council wished to pursue a different model than the staff recommendations:

#### Option 2: Tenant Support Liaison and Tenant Support Fund

1. That Council approve Report COMM2026-002.
2. That Council approve Option 2 - the creation of a Tenant Support Liaison and Tenant Support fund on a two-year pilot with the required funding amount of \$390,000 to be funded from Tax Rate Stabilization Reserve.
3. That Council direct staff to bring forward the permanent Tenant Support Liaison and Tenant Support funding request as part of the 2028-2030 budget cycle.

#### Option 3: Full implementation of a Rental Renovation Licensing

1. That Council approve Report COMM2026-002.
2. That Council approve Option 3 - the implementation of rental renovation licensing program with the required one-time funding amount of \$365,000 and the 2026 on-going funding amount of \$450,000 to be funded from Tax Rate Stabilization Reserve for a total of \$815,000, and staff be directed to bring forward the permanent rental renovation licensing program funding request as part of the 2027 budget cycle.
3. That Council direct staff to bring forward for consideration the Rental Renovation Licensing By-law attached as Appendix A.

**Appendix A - Potential Rental Renovation Licensing By-law****THE CORPORATION OF  
THE CITY OF WATERLOO****BY-LAW NO. 2026 –****BY-LAW FOR THE LICENSING AND REGULATION OF  
RENOVATIONS IN RENTAL HOUSING**

**WHEREAS** pursuant to Section 11(2) of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, (the “*Municipal Act*”), a lower-tier municipality may pass by-laws, subject to certain rules, respecting, among other things, health, safety and well-being of persons, the economic, social and environmental well-being of the municipality, and the protection of persons and property, including consumer protection;

**AND WHEREAS** pursuant to section 11(3) a lower-tier municipality may, subject to certain rules, pass by-laws respecting business licensing;

**AND WHEREAS** pursuant to section 151(1) of the *Municipal Act*, without limiting sections 9, 10 and 11, a municipality may provide for a system of licences with respect to a business and may:

- a) Prohibit the carrying on or engaging in the business without a licence;
- b) Refuse to grant a licence or to revoke or suspend a licence;
- c) Impose conditions as a requirement of obtaining, continuing to hold or renewing a licence;
- d) Impose special conditions on a business in a class that have not been imposed on all of the businesses in that class in order to obtain, continue to hold or renew a licence;
- e) Impose conditions, including special conditions, as a requirement of continuing to hold a licence at any time during the term of the licence; and,
- f) License, regulate or govern real and personal property used for the business and the persons carrying it on or engaged in it.

**AND WHEREAS** Section 436 of the *Municipal Act* authorizes a municipality to pass by-laws providing that the municipality may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether or not there is compliance with a by-law, a direction or order, or a condition of a Licence;

**AND WHEREAS** Sections 390 to 400 of the *Municipal Act* authorize a municipality to pass by-laws imposing fees or charges for services or activities provided or done by them;

**AND WHEREAS** Sections 23.2, 23.3 and 23.5 of the *Municipal Act* authorizes a municipality to delegate its administrative and hearing powers in certain circumstances; and,

**AND WHEREAS** Council of the Corporation of the City of Waterloo ("Council") deems such a system of rental housing renovation licences appropriate to address health and safety, social well-being of the Municipality, well-being of Persons, nuisance control and consumer protection.

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

**Definitions**

**"Administrative Penalty By-law"** means the General Administrative Penalty By-law of the City, as amended from time to time, or any successor thereof;

**"Applicant"** means the Person applying for a Licence under this By-law;

**"Application"** means an application for a Licence under this By-law;

**"Bed and Breakfast Establishment"** means a single detached dwelling in which guest rooms are rented or hired out for the purposes of providing temporary overnight accommodation not exceeding 28 consecutive days for the travelling or vacationing public, but does not include a hotel, motel, group home, lodging house or restaurant;

**"Building"** means:

- a) a structure occupying an area greater than ten (10) square metres consisting of a wall, roof and floor or any of them or a structural system serving the function thereof including all plumbing, works, fixtures and service systems appurtenant thereto;
- b) a structure occupying an area of ten (10) square metres or less that contains plumbing, including the plumbing appurtenant thereto; or,
- c) structures designated in the *Building Code*.

**"Building Code"** means Ontario Regulation 163/24, as amended;

**"Chief Building Official"** means the Chief Building Official of the City or their designate;

**"City"** means The Corporation of the City of Waterloo or the geographical area of the municipality, as the context requires;

**“Designated Provision”** means any section of this by-law designated in accordance with section 16.5;

**“Director”** means the Director of Municipal Enforcement Services, or their designate;

**“Dwelling Unit”** means a unit, whether in whole or in part, that:

- a) consists of a self-contained set of rooms located in a Building;
- b) is used, or is intended to be used, as a residence; and,
- c) contains a Kitchen and bathroom facilities.

**“Fees and Charges By-law”** means a by-law passed by Council pursuant to section 391 of the *Municipal Act* establishing the fees and charges for services or activities provided by or on behalf of the City, as amended or replaced from time to time;

**“Group Home”** means a residence licensed or funded under a federal or provincial statute for the accommodation of three (3) to ten (10) persons, exclusive of staff, living under supervision in a single housekeeping unit and who, by reason of their emotional, mental, social or physical condition or legal status, require a group living arrangement for their well being;

**“Hearing Officer”** means a Person designated by Council for the purpose of hearing appeals under this By-law;

**“Kitchen”** means a space equipped with cooking facilities and at least one of the following: a sink with running water or a refrigerator;

**“Landlord”** includes:

- a) the owner of a Rental Unit or any other person who permits occupancy of a Rental Unit, other than a Tenant who occupies a Rental unit in a residential complex and who permits another person to also occupy the unit or any part of the unit;
- b) the heirs, assigns, personal representatives, and successors in title of a person referred to in clause (a); and,
- c) a person, other than a Tenant occupying a Rental Unit in a residential complex, who is entitled to possession of the residential complex and who attempts to enforce any of the rights of a Landlord under a tenancy agreement or the *Residential Tenancies Act, 2006*, including the right to collect rent.

**“Landlord and Tenant Board”** means the board as established under Part XI of the *Residential Tenancies Act*, or any successor board or tribunal established therefrom;

**“Licence”** means a licence issued under this By-law, and the term “licenced” shall have a corresponding meaning;

**“Licenced Premises”** means the Rental Unit referred to in a Licence;

**“Licensee”** means a Person who has been issued a Licence under this By-law;

**“MLEO”** means a person appointed as a Municipal By-law Enforcement Officer pursuant to section 55 of the *Community Safety and Policing Act, 2019*, S.O. 2019, c. 1, Sched. 1, as amended, and authorized to enforce the City’s by-laws;

**“Municipal Enforcement Services”** means the Municipal Enforcement Services of the City;

**“N13 Notice”** means a notice of termination of tenancy pursuant to section 50(1)(c) of the *Residential Tenancies Act*;

**“Person”** means an individual, firm, corporation, association or partnership;

**“Post-Secondary Institution”** means a college or university and includes the University of Waterloo, Wilfrid Laurier University, and Conestoga College;

**“Qualified Person”** means a person licensed by the Ontario Association of Architects or the Professional Engineers Ontario, or as prescribed in the *Residential Tenancies Act*, or any other professional deemed qualified by the Director;

**“Rent”** includes the amount of any consideration paid or required to be paid for the right to occupy a Dwelling Unit and for any services and facilities and any privilege, accommodation or thing provided in respect of the occupancy of the Rental Unit; and, for greater certainty, “Rent” includes the amount of any such consideration paid or required to be paid by (i) an Landlord to another Landlord, and (ii) by a shareholder of a corporate Landlord to the corporate Landlord or another Landlord;

**“Rental Unit(s)”** means a Dwelling Unit offered for Rent in the City of Waterloo;

**“Residential Tenancies Act”** means the *Residential Tenancies Act, 2006*, S.O. 2006 c.17, as amended from time to time;

**“Screening and Hearing Officer By-Law”** means By-Law No. 2019-11, as amended, or its predecessor, passed by the City to provide for the appointment of Screening and Hearing Officers in the City;

**“Secretary of Licensing Appeals”** means a City employee who is assigned to the roll by the Director;

**“Tenant”** means a person who pays Rent or is required to pay Rent in return for a right to occupy a Rental Unit;

**“Tenant and Landlord Rights and Obligations Information Package”** means a document provided by the City that includes information on the rights and responsibilities of Tenants and landlords under the *Residential Tenancies Act*, obligations under the City’s by-Laws and any other program established by the City, available local resources to assist Tenants, and any additional information the Director deems necessary to update from time to time;

**“Zoning By-law”** means all by-laws passed by Council pursuant to section 34 of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended, that restricts the use of land in the City, as amended;

### **General Application of By-Law**

- 2.1 This By-law shall apply to all Rental Units in the City of Waterloo for which an N13 Notice has been given to a Tenant on or after the date that this By-Law comes into force.
- 2.2 This By-law shall not apply to the following:
  - a) Rental Units owned, operated, or managed by a Post-Secondary Institution, where the accommodations are located on-campus and provided to students, staff, or faculty as part of the institution’s housing;
  - b) Rental Units operated by the Region of Waterloo or City of Waterloo;
  - c) a Bed and Breakfast Establishment that is licensed under the City’s Business Licensing By-law 2023-105, as amended, or successor by-laws;
  - d) a Rental Unit to which any of the following statutes, or their regulations, apply:
    - i. the *Homes for Special Care Act*, R.S.O. 1990, c. H.12, as amended, or any successor legislation;
    - ii. the *Innkeepers Act*, R.S.O. 1990, c. 17, as amended, or any successor legislation;
    - iii. the *Fixing Long-Term Care Act, 2021*, S.O. 2021, c. 39, sch 1., as amended, or any successor legislation;
    - iv. the *Retirement Homes Act, 2010*, S.O. 2010, c. 11, as amended, or any successor legislation; and,
    - v. the *Housing Services Act, 2011*, S.O. 2011, c. 6, Sch 1.

- e) social housing or affordable housing that is not subject to *Housing Services Act, 2011*, S.O. 2011 c.6, Sch 1, as amended, but which is subject to an agreement with the Regional Municipality of Waterloo and which has been approved for exemption by the Director; and,
- f) a Group Home.

### **Application of By-Law**

- 3.1 Every Landlord of a Rental Unit who has delivered an N13 Notice to a Tenant shall apply for a Licence within seven (7) calendar days of delivery of such notice.
- 3.2 Every Landlord of a Residential Rental Unit who delivers an N13 Notice to a Tenant shall at the same time deliver a copy of the Tenant and Landlord Rights and Obligations Information Package.
- 3.3 Every Landlord of multiple Rental Units within the same Building shall apply for a separate Licence for each Rental Unit for which an N13 Notice is being served.
- 3.4 Any Landlord of a Rental Unit shall not be entitled to a Licence if they do not have all necessary permits required to carry out the repair or renovation, including a building permit issued by the Chief Building Official.

### **Application Requirements**

- 4.1 To apply for a Licence, an Applicant shall submit the following to the Director:
  - a) a complete Application in the form prescribed by the Director, which shall include:
    - i. the Landlord's name;
    - ii. the Landlord's residential mailing address;
    - iii. the address for the Rental Unit; and,
    - iv. the telephone number, and e-mail address for the Landlord;
  - b) the applicable fees in accordance with the Fees and Charges By-law;
  - c) where the Landlord is a corporation, Articles of Incorporation or a copy of a corporate profile/entity report and a list of the names and addresses of the current directors and officers of the corporation;

- d) where the Landlord is a partnership, a list of the names and addresses of the partners and, if a registered partnership, a copy of the registered declaration of partnership, and any changes or corrections thereto;
- e) where the Landlord is an individual, a copy of a piece of government issued photo identification for each Landlord listed on title;
- f) a copy of the N13 Notice given to each individual Tenant for the Rental Unit;
- g) a certified statement from the person who gave the N13 Notice to the Tenant, which sets out the date on which the N13 Notice was given to the Tenant, the manner in which it was given to the Tenant, and by whom;
- h) a certified statement from the person who gave the Tenant the Tenant and Landlord Rights and Obligations Information Package which sets out the date that the Tenant and Landlord Rights and Obligations Information Package was given to the Tenant, the manner it was given to the Tenant, and by whom;
- i) a copy of the building permit issued in relation to the Rental Unit by the Chief Building Official;
- j) a copy of the report prepared by a Qualified Person, stating that the repairs or renovations are so extensive or present such a danger to the health and safety of the occupant that vacant possession of the Rental Unit is required; and,
- k) Any other information as may be required by the Director.

**4.2 Every Licensee shall:**

- a) once an N13 notice has been delivered and an Application has been made in accordance with this By-Law, post a notice of application on the door of the Rental Unit for which the Application applies, stating that the Application has been made to the City for a Residential Rental Renovation Licence;
- b) once issued, provide a copy of the Licence to the Tenant(s) of the Rental Unit;
- c) once issued, post a copy of the Licence on the door of the Rental Unit for which it applies;
- d) once a Licence is issued, provide a copy of the full application, including a copy of the building permit and supporting report(s), to the Tenant(s) of the Rental Unit;

- e) produce the Licence for inspection upon request of the City;
- f) notify the Director within seven (7) days of any change in their phone number, residential address, email address provided on the Application;
- g) comply with the provisions of this By-law and all applicable laws, including, but not limited to, the Zoning By-law; and,
- h) comply with the conditions and restrictions placed on the Licence.

**Issuance of Licence and grounds for refusal**

- 5.1 The Director shall receive and process all completed Applications for Licences.
- 5.2 The Director shall issue a Licence to any Person who meets the requirements of this By-law, except where:
  - a) a decision or Order of the Landlord and Tenant Board has rendered the N13 Notice in connection with the Licence null and void, or otherwise unenforceable; or,
  - b) a decision of a Court of competent jurisdiction has rendered the N13 Notice in connection with the Licence null and void, or otherwise unenforceable.
- 5.3 The Director shall generally perform all administrative functions conferred upon them by this By-law.
- 5.4 The Director may, at any time, when issuing or renewing a Licence, impose such terms or conditions on the Licence as the Director considers appropriate.
- 5.5 Should the Director impose terms or conditions on a Licence, the Director shall provide written reasons thereafter.
- 5.6 Licences issued pursuant to this By-law are conditional on compliance by the Licensee with all municipal by-laws and other applicable laws.
- 5.7 In the case where a decision of the Landlord and Tenant Board, or decision of another Court of competent jurisdiction, has rendered the N13 Notice in connection with a Licence issued under this By-Law null and void or otherwise unenforceable, the Licence shall automatically be terminated.

**Term Of Licence**

6.1 Unless revoked, suspended or otherwise declared automatically terminated in accordance with this By-Law, a Licence issued shall remain in effect until the renovations connected with the Application are complete and the associated building permit is closed.

**Revocation And Suspension**

7.1 The Director may revoke or suspend a Licence at any time where:

- the Licensee has violated any of the provisions of this By-law or any other applicable laws;
- the Licence was issued because false or misleading information was provided to the City;
- a Licence was issued in error; or,
- as otherwise authorized in accordance with this By-law.

7.2 The Director shall provide notice of intention to revoke or suspend a Licence and shall advise the Licensee of their right to appeal along with the final date for giving notice of appeal.

7.3 If the Director is satisfied that the carrying on of the renovations at the Rental Unit for which the Licence was issued poses an immediate danger to the health or safety of any Person or to any property, the Director may, for the time and on such conditions as they consider appropriate, without a hearing, suspend a Licence subject to the following:

- before suspending the Licence, the Director shall provide the Licensee with the reasons for the suspension, either orally or in writing, and an opportunity to respond to them; and,
- the suspension shall not exceed fourteen (14) days.

**Appeal**

8.1 Any Person who has been denied a Licence, or has had their Licence suspended or revoked or has had terms or conditions imposed on a Licence, may appeal the decision of the Director to a Hearing Officer as appointed under the Screening and Hearing Officer By-Law.

8.2 Section 8.1 of this By-law does not apply to Licence suspensions under section 7.3 above.

8.3 The Director shall designate a Secretary for Licensing Appeals.

- 8.4 The Secretary of Licensing Appeals shall keep on file the records of all official business of the Hearing Officer hearing appeals under this section, including records of all appeals and minutes of all decisions respecting those appeals.
- 8.5 All appeals shall be submitted:
  - a) within twenty-one (21) days of the decision of the Director to deny issuing or renewing a Licence or suspending or revoking a Licence or imposing terms or conditions on a Licence;
  - b) in writing;
  - c) to the Secretary of Licensing Appeals;
  - d) setting out, in detail, the grounds for the appeal; and,
  - e) along with the applicable fee, as outlined in the Fees and Charges By-Law.
- 8.6 Where an appeal is not submitted within the time set out in subsection 8.5 (a), the decision of the Director shall be deemed to be confirmed, and no appeal shall be allowed.
- 8.7 Upon receipt of an appeal in accordance with section 8.5, the Secretary of Licensing Appeals shall endeavour to schedule a hearing within forty-five (45) working days of receipt of the request for an appeal hearing, or as soon thereafter as possible. Notice of the Hearing shall be issued a minimum of twenty-one (21) days prior to the hearing date.
- 8.8 The Hearing Officer shall hear all appeals.
- 8.9 On an appeal, the Hearing Officer has all the powers and functions of the Director who made the decision, and the Hearing Officer may do any of the following things if, in the Hearing Officer's opinion, doing so would maintain the general intent and purpose of the By-law:
  - a) confirm, modify or rescind the decision of the Director to deny issuing or renewing a Licence or suspending or revoking a Licence or to impose terms or conditions on a Licence.

## Notices

- 9.1 Any notice pursuant to this By-law may be given in writing in any of the following ways and is effective:

- a) on the date on which a copy is personally delivered to the Person to whom it is addressed;
- b) on the fifth day after a copy is sent by mail to the Person's last known address;
- c) upon the conclusion of the transmission of a copy by facsimile to the Person's last known facsimile number; or
- d) upon the sending of a copy by email transmission to the Person's last known email address.

9.2 For the purpose of section 9.1 above, the Person's last known address, last known facsimile number and last known email address shall be deemed to be those provided pursuant to Section 4.1 a) of this By-law.

### **Inspection**

- 10.1 The City may enter the Landlord's land at any reasonable time for the purpose of carrying out an inspection to determine whether or not the following are being complied with:
  - a) this By-law;
  - b) a condition of a Licence issued under this By-law; or,
  - c) an order made under section 431 of the Municipal Act.
- 10.2 For the purposes of conducting an inspection pursuant to section 10.1 of this By-law, the City 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 purpose of the inspection.
- 10.3 No Person exercising a power of entry on behalf of the City shall enter or remain in any room or place actually being used as a dwelling unless:
  - a) the consent of the occupier is obtained, the occupier first having been informed that the right of entry may be refused and, if refused, may only

be made under the authority of an order issued under section 438 of the *Municipal Act*, a warrant issued under section 439 of the *Municipal Act* or a warrant issued under section 386.3 of the *Municipal Act*;

- b) an order issued under section 438 of the *Municipal Act* is obtained;
- c) a warrant issued under section 439 of the *Municipal Act* is obtained;
- d) a warrant issued under section 386.3 of the *Municipal Act* is obtained;
- e) the delay necessary to obtain an order under section 438 of the *Municipal Act*, to obtain a warrant under section 439 of the *Municipal Act* or to obtain the consent of the occupier would result in immediate danger to the health or safety of any Person; or,
- f) the City has first given notice of its intention to enter the occupier of the land as required under subsection 435(2) of the *Municipal Act* and the entry is authorized under sections 79, 80 or 446 of the *Municipal Act*.

10.2 No Person shall hinder or obstruct, or attempt to hinder or obstruct, any Person who is exercising a power or performing a duty under this By-law. For more certainty:

- a) a refusal to consent to enter or remain in a room or place actually used as a dwelling does not constitute hindering or obstruction within the meaning of this section unless the City is acting under an authority set out in section 9.3 above.

**Order to discontinue activity**

11.1 Where the Director has reasonable grounds to believe that a contravention of this By-law has occurred, the Director may make an order requiring the Person who contravened this By-law, or who has caused or permitted the contravention, or the Landlord or occupier of the land on which the contravention occurred, to discontinue the contravening activity.

11.2 An order under section 10.1 of this By-law 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.

11.3 Any Person who contravenes an order under section 11.1 of this By-law is guilty of an offence.

**Work order**

- 12.1 Where the Director has reasonable grounds to believe that a contravention of this By-law has occurred, the Director may make an order requiring the Person who contravened this By-law, or who caused or permitted the contravention, or the Landlord or occupier of the land on which the contravention occurred, to do work to correct the contravention.
- 12.2 An order under section 12.1 of this By-law 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.
- 12.3 An order under section 12.1 of this By-law may require work to be done even though the facts which constitute the contravention of this By-law were present before this By-law came into force.
- 12.4 Any Person who contravenes an order under section 12.1 of this By-law is guilty of an offence.

**Remedial action**

- 13.1 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 a matter or thing from the Person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as municipal taxes.
- 13.2 The costs outlined in 13.1 of this By-law shall include interest calculated at a rate of fifteen (15%) percent, calculated for the period commencing on the day the City incurs the costs and ending on the day the costs, including interest, are paid in full.
- 13.3 The amount of 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, the City shall register a discharge of the lien in the proper land registry office.

## Prohibitions

14.1 No Person required to obtain a Licence shall:

- a) Hold themselves out to be licensed under this By-Law if they are not licensed;
- b) Provide false or misleading information to the Director when applying for or renewing a Licence, or to a MLEO while they are exercising a power or performing a duty under this By-law;
- c) Hinder or obstruct, or attempt to hinder or obstruct, a MLEO or any other person exercising a power or performing a duty under this By-Law;
- d) Fail to comply with any of the terms and conditions of their Licence;
- e) Fail to provide a copy of the Tenant and Landlord Rights and Obligations Information Package at the same time an N13 Notice is served;
- f) Fail to apply for a Licence within seven (7) calendar days of giving an N13 Notice to a Tenant;
- g) Fail to post a notice of Application per section 4.1(a);
- h) Fail to post a copy of the Licence per section 4.2(c);
- i) Fail to provide copy of Application to Tenant per section 4.2(d);
- j) Fail to produce copy of licence for inspection upon request of the City;
- k) Fail to comply with a Work Order;
- l) Fail to comply with an Order to Discontinue Activity;
- m) Perform, or cause to be performed, renovations or repairs requiring vacant possession of a Residential Rental Unit(s) pursuant to section 50(1)(c) of the *Residential Tenancies Act*, without first being issued a Licence; or,
- n) Transfer or assign a Licence to any other Person or to any other location other than the Licensed Premises.

## Enforcement

15.1 This By-law may be enforced by the Director and MLEOs.

15.2 Every Person shall, upon request by a MLEO, for the purpose of commencing a proceeding pursuant to this By-law, provide identification, including full name and address, to the MLEO;

- 15.3 No Person shall provide false, misleading, incomplete or inaccurate identification to a MLEO; and,
- 15.4 No Person shall hinder or obstruct a MLEO performing their duties under this By-law.

### **Penalties**

- 16.1 Every Person who contravenes any of the provisions of this By-law is guilty of an offence pursuant to section 429 of the *Municipal Act* and all contraventions of this By-law are designated continuing offences.
- 16.2 Every Person, excluding a corporation, who is convicted of an offence, is liable to a minimum fine of Three Hundred and Fifty Dollars (\$350.00) and a maximum fine of Twenty-Five Thousand Dollars (\$25,000.00) for the first offence and a maximum fine of Fifty Thousand Dollars (\$50,000.00) for a subsequent offence.
- 16.3 Every corporation who is convicted of an offence is liable to a maximum fine of Fifty Thousand Dollars (\$50,000.00) for the first offence and a maximum fine of One Hundred Thousand Dollars (\$100,000.00) for a subsequent offence.
- 16.4 In addition to the fine amounts set out in sections 14.2 and 14.3 above, for each day or part of a day that an offence continues, the minimum fine shall be Three Hundred and Fifty dollars (\$350.00) and the maximum fine shall be Ten Thousand Dollars (\$10,000.00). The total of all daily fines for the offence is not limited to One Hundred Thousand Dollars (\$100,000.00).
- 16.5 Sections 3, 4.2, 10.4, 11.3, 12.4 and 14.1 of this By-law, inclusive of all subsections thereunder, are hereby designated as parts of this By-law to which the Administrative Penalty By-law applies.
- 16.6 Any person who contravenes any Designated Provision of this By-law shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any administrative fees.

### **Collection of unpaid fines**

- 17.1 Pursuant to section 441 of the *Municipal Act*, if any part of a fine for a contravention of this By-law remains unpaid after the fine becomes due and payable under section 66 of the *Provincial Offences Act* including any extension of time for payment ordered under that section, the Director may give the Person against whom the fine was imposed a written notice specifying the amount of the fine payable and the final date on which it is

payable, which shall be not less than twenty one (21) days after the date of the notice.

17.2 If the fine remains unpaid after the final date specified in the notice, the fine shall be deemed to be unpaid taxes for the purpose of section 351 of the *Municipal Act*.

**Short title**

18.1 This By-law shall be known as the “Rental Housing Renovation Licence By-Law”.

**Severability**

19.1 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 this By-law and it is hereby declared that the remainder of this By-law shall be valid and shall remain in full force and effect.

**Coming into force**

20.1 This By-law shall come into force and effect on January 1, 2027.

**Enacted** this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

---

**D. McCabe, Mayor**

---

**J. Finley-Swaren, City Clerk**