

REGIONAL MUNICIPALITY OF WATERLOO CONSOLIDATED COUNCIL AGENDA

Wednesday, June 29, 2011
Closed Session 6:45 p.m.
WATERLOO COUNTY ROOM
Regular Meeting 7:00 p.m.
REGIONAL COUNCIL CHAMBER
150 Frederick Street, Kitchener, ON

* Denotes item(s) Not Part of Original Agenda

1. **MOMENT OF SILENCE**

2. **ROLL CALL**

3. **MOTION TO GO INTO CLOSED SESSION**

THAT a closed meeting of Council be held on Wednesday, June 29, 2011 at 6:45 p.m. in the Waterloo County Room in accordance with Section 239 of the Municipal Act, 2001, for the purposes of considering the following subject matters:

- a) Labour relations related to contract negotiations
- * b) Labour relations related to contract negotiations

4. **MOTION TO RECONVENE IN OPEN SESSION**

5. **DECLARATION OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**

6. **PRESENTATIONS**

7. **PETITIONS**

8. **DELEGATIONS**

- a) Luisa D'Amato, President, Grand Philharmonic Choir re: Grants to Arts, Culture and Community Organization – 2011 Allocations
- * b) ** *Delegation cancelled* ** Brian Campbell, Cambridge, re: By-law to Charge for Water Services to certain parts of the Lloyd Brown Settlement Area, Township of North Dumfries

9. **MINUTES OF PREVIOUS MEETINGS**

- a) Closed Council – June 15, 2011
- b) Council – June 15, 2011
- c) Planning & Works – June 21, 2011
- d) Closed Committee - June 21, 2011
- e) Community Services - June 21, 2011
- f) Administration & Finance – June 21, 2011
- g) Economic Development and Promotion – June 21, 2011

10. **COMMUNICATIONS**11. **MOTION TO GO INTO COMMITTEE OF THE WHOLE TO CONSIDER REPORTS**12. **REPORTS****Finance Reports**

- | | | |
|----|--|----|
| a) | F-11-051 , T2011-018 Miscellaneous Roadways Improvements at Various Locations | 1 |
| b) | F-11-052 , P2011-23 Landfill Compactor Rebuild | 4 |
| c) | F-11-053 , T2011-118 Bulk Hauling and Disposal of Biosolids from the Manitou Biosolids Dewatering Facility and Waterloo Wastewater Treatment Plant | 7 |
| d) | F-11-054 , P2011-12 Proposal for the Design, Supply, Installation and Commissioning of Photovoltaic Systems – Phase 1 | 10 |
| e) | F-11-055 , P2011-10 Water Supply System, Standby Power Maintenance Program | 13 |

Committee Reports

- | | | |
|----|--|-----|
| a) | Planning & Works - attached & marked PS-110621 | 15 |
| * | Closed Planning & Works - attached & marked CPS-110621 | 18 |
| b) | Community Services - attached & marked SS-110621 | 19 |
| * | Economic Development & Promotion – attached & marked EDS-110621 | 20A |
| * | Water Efficiency Advisory Committee – attached & marked WS-110629
<i>** To be distributed at the meeting **</i> | |

Chief Administrative Officer**Regional Chair**

- | | | |
|---|---|-----|
| * | a) RC-11-004 , Council Resolution to Authorize Absence of Regional Councillor Jane Brewer | 20C |
| * | b) RC-11-005 , Competitive Bidding for Community (Social) Housing Insurance | 20E |

Regional Clerk13. **OTHER MATTERS UNDER COMMITTEE OF THE WHOLE**

- | | | |
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| a) | CR-RS-11-046 , Surplus Declaration and Conveyance of Easement Interest at Regional Waste Water Treatment Plant Facility, City of Kitchener, to the Corporation of the City of Kitchener and the Corporation of the City of Cambridge | 21 |
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14. **MOTION FOR COMMITTEE OF THE WHOLE TO RISE AND COUNCIL RESUME**

15. **MOTION TO ADOPT PROCEEDINGS OF COMMITTEE OF THE WHOLE**

16. **MOTIONS**

17. **NOTICE OF MOTION**

- a) TAKE NOTICE THAT I, Councillor Carl Zehr, intend to introduce the following Motion at the Council Meeting on June 29, 2011:

WHEREAS the Municipal Conflict of Interest Act contains provisions related to conflicts of interest by elected officials who sit on municipal/regional councils;

AND WHEREAS municipal/regional elected officials are left to themselves and any legal advice they personally obtain to determine if they believe they have a potential conflict that contravenes the intent of the act;

AND WHEREAS circumstances may arise where the scope of a project may cause the Municipal Conflict of Interest Act to be interpreted resulting in a large number of elected officials having either direct or indirect conflicts;

AND WHEREAS even after obtaining legal advice, municipal/regional elected officials may still face a potential conflict of interest complaint and have to incur personal costs towards their defense of that complaint;

BE IT RESOLVED THAT the Region of Waterloo requests the Ontario Ministry of Municipal Affairs to work in conjunction with the Association of Municipalities of Ontario to investigate the creation of a Municipal Conflict of Interest Commissioner, who would consider potential conflicts in advance when requested by an individual municipal /regional elected official and whose ruling would be binding and final on that elected official; and further,

BE IT RESOLVED that this motion be forwarded to the municipalities in Waterloo Region, the Association of Municipalities of Ontario (AMO), the MPPs in Waterloo Region and the Minister of Municipal Affairs.

18. **UNFINISHED BUSINESS**

19. **OTHER BUSINESS**

20. **QUESTIONS**

21. **ENACTMENT OF BY-LAWS – FIRST, SECOND & THIRD READINGS**

- a) A By-law to Limit Tax Decreases for Commercial, Industrial and Multi-Residential Property for 2011
- b) A By-law to Amend By-law 11-015, A By-law to Establish Fees and Charges for the Regional Municipality of Waterloo (Removal of Residential Electronic Waste)

- * ~~e) A By-law to Impose a Charge Upon Owners of Land Who Derive or Will or May Derive a Benefit from Water Works Constructed Along Certain Parts of Roseville Road, Hillside Avenue, Oakwood Drive and Brown Avenue, Township of North Dumfries~~

*** Deferred to future meeting. ***

- d) A By-law to Amend By-law Number 58-87, as amended, Being a By-law to Designate and Regulate Controlled-Access Roads (Regional Road #70, Ira Needles Boulevard, City of Waterloo)

- e) A By-law to Confirm the Actions of Council – Wednesday, June 29, 2011

22. **ADJOURN**

**REGION OF WATERLOO****FINANCE DEPARTMENT
Procurement & Supply Services Division**

TO: Regional Chair Ken Seiling and Members of Regional Council

DATE: June 29, 2011 **FILE CODE:** F18-30

SUBJECT: **T2011-018 MISCELLANEOUS ROADWAYS IMPROVEMENTS AT VARIOUS LOCATIONS**

RECOMMENDATION:

THAT the Regional Municipality of Waterloo accept the tender of Coco Paving Inc. for Miscellaneous Roadway Improvements at Various Locations in the amount of \$2,842,714.84 including all applicable taxes.

SUMMARY: Nil

REPORT:

Tenders were called for Miscellaneous Roadway Improvements at Various Locations and were opened in the presence of L. Wilson, D. Weiler and S. Inchasi.

The following tenders were received:

Coco Paving Inc.	Petersburg, ON	\$2,842,714.84
A-1 Asphalt Maintenance Inc.	Burlington, ON	\$2,982,091.68
Steed & Evans Limited	Heidelberg, ON	\$3,203,341.84
Capital Paving Inc.	Puslinch, ON	\$3,583,091.06

This contract includes the following work:

- Project No. 3516, Crack Sealing at the Region of Waterloo International Airport
- Project No. 5174, Rural Spot Resurfacings and Crack Sealing at Various Locations
- Project No. 5178, Culvert Replacements on Clyde Road and Old Beverly Road
- Project No. 5264, Railway Crossing Improvements at Various Locations
- Project No. 5662, Urban Spot Resurfacings and Crack Sealing at Various Locations
- Project No. 5785, Manitou Drive Bridge over Schneider Creek Scour Protection
- Project No. 5905, Victoria Street Sidewalk Installation from Frederick Street to Forfar Avenue
- Project No. 5909, Regional Road 17 (Fountain Street) Resurfacing from Maple Grove Road to Banat Road
- Project No. 5910, Regional Road 17 (Sawmill Road) Resurfacing from Northfield Drive to Musselman Crescent
- Project No. 5911, Regional Road 41 (Bishop Street North) Resurfacing from 50m west of Hespeler Road to the Cambridge Public Works Driveway
- Project No. 5912, Regional Road 5 (Hutchison Road) Resurfacing from West of Crosshill Curve to West limits
- Project No. 5913, Regional Road 17 (Sawmill Road) Resurfacing from River Street to Snyder's Flats Road
- Project No. 9598, Pedestrian Refuge Island on Bridge Street at Crimson Drive

- Project No. 66006, Bus Pads Installations at Various Locations (City of Kitchener)
- Project No. 66029, Bus Pads Installations for new iXpress Route 201 at Various Locations

Construction is scheduled to commence on or about July 18, 2011 with completion expected on October 31, 2011.

Two-way traffic will be maintained at all locations at all times during this work with periodic lane restrictions in effect. Access to local streets and abutting properties will be maintained at all times.

CORPORATE STRATEGIC PLAN:

Award of this contract is in accordance with the Region's public tendering practices and meets Focus Area 6 "Service Excellence" of the Corporate Strategic Plan and specifically Strategic Objective 6.3 which is to ensure all Regional programs and services are responsive, efficient, effective and accountable to the public. In addition, implementation of this contract achieves Focus Area 5 "Infrastructure" of the Corporate Strategic Plan and Strategic Objective 5.1 which is to optimize the use of existing infrastructure and ensure it is adequately maintained.

FINANCIAL IMPLICATIONS:

Costs are shared as follows:

Region of Waterloo Transportation Division	\$2,568,621.11
Grand River Transit	233,314.21
Region of Waterloo International Airport	<u>40,779.52</u>
Total	<u>\$2,842,714.84</u>

Region of Waterloo Transportation Division Costs

Contract 2011-018	\$2,568,621.11
Engineering - Regional	117,465.00
Engineering - Consultant	78,665.80
Materials Inspection & Testing	51,052.27
Pavement Markings and Signing	27,107.40
Advertising and Printing	<u>9,035.81</u>
Sub-total	2,851,947.39
Less: Municipal Rebate of 86.46% of (HST 11.24%)	<u>(268,396.40)</u>
Total	<u>\$2,583,550.99</u>

The Region of Waterloo's approved 2011 Transportation Capital Program as amended at Mid-Year Review includes funds of \$2,600,000 (an increase in budget of \$963,000) for this work to be funded from the Roads Rehabilitation Reserve Fund. Based on the low tender result, the Region of Waterloo Transportation Division's estimated share of the project costs is \$2,583,550.99. The balance of funds of \$16,449.01 is available for other transportation rehabilitation projects to be completed separately in 2011.

Region of Waterloo International Airport Costs

Contract 2011-018	\$40,779.52
Engineering – Regional	4,000.00
Advertising and Printing	<u>143.45</u>
Sub-total	\$44,922.97

Less: Municipal Rebate of 86.46% of (HST 11.24%)	<u>(4,056.23)</u>
	Total <u>\$40,866.74</u>

The Region of Waterloo's approved 2011 Airport Capital Program includes funds of \$100,000 for crack sealing at the Airport of which \$45,000 has been identified for this project to be funded from the Airport Capital Reserve Fund. Based on the low tender result, the Region of Waterloo International Airport's estimated share of the project costs is \$40,866.74. The balance of funds of \$4,133.26 is available for other projects at the Airport to be completed separately in 2011.

Grand River Transit Costs

Contract 2011-018	\$233,314.21
Engineering – Regional	10,669.67
Materials Inspection & Testing	4,637.20
Advertising and Printing	<u>820.75</u>
	Sub-total <u>\$249,441.83</u>
Less: Municipal Rebate of 86.46% of (HST 11.24%)	<u>(23,668.37)</u>
	Total <u>\$225,773.46</u>

The Region of Waterloo's approved 2011 Grand River Transit Capital Budget includes funds of \$1,743,000 to be funded from the reserve fund and debentures, for transit pad, shelter installations and transit terminals throughout the Region of Waterloo of which \$235,000 has been budgeted for transit pads included in this contract. Based on the low tender result, Grand River Transit's estimated share of the project costs is \$225,773.46. The balance of funds of \$9,226.54 is available for other Grand River Transit projects to be completed separately in 2011.

The Region of Waterloo has obtained approvals from the Grand River Conservation Authority for the culvert replacements and for the Manitou Drive Bridge over Schneider Creek Scour Protection. No other approvals are required for this contract.

OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE: Nil

ATTACHMENTS: Nil

PREPARED BY: *C. Whitlock*, Director, Procurement & Supply Services

APPROVED BY: *L. Ryan*, Chief Financial Officer



REGION OF WATERLOO

**FINANCE DEPARTMENT
Procurement and Supply Services Division**

TO: Regional Chair Ken Seiling and Members of Regional Council

DATE: June 29, 2011 **FILE CODE:** F18-40

SUBJECT: P2011-23 LANDFILL COMPACTOR REBUILD

RECOMMENDATION:

THAT the Regional Municipality of Waterloo accept the proposal of Tri County Equipment and Repair for the factory certified rebuild of an Al-Jon compactor and the installation of a Global Positioning System (GPS) at a total price of \$527,936.00 including all applicable taxes.

SUMMARY: Nil

REPORT:

The Waste Management Division has an Al-Jon 525 landfill compactor scheduled for replacement based on a five year, 10,000 hour replacement schedule.

While developing the specifications for the replacement of the landfill compactor, a factory certified rebuild option was considered due to the potential cost savings and life cycle extension. Proposal P2011-23 was developed to evaluate the rebuild cost compared to the purchase cost of a new compactor.

The following bid was received:

Tri County Equipment and Repair	Pierson, Michigan	\$527,936.00
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Compactor Rebuild

Tri County Equipment and Repair is the only factory certified rebuild factory in North America for Al-Jon. The rebuild has a one year, 2,000 hour total machine warranty and three year, 6,000 power train coverage. Staff from Fleet Services and Waste Management reviewed the proposal based on compliance to specification, environmental sustainability and price. Given the limitation of suppliers for the factory certified rebuild of compactors and the savings associated with extending the life of an existing compactor at a significantly lower cost than a total replacement, staff feel the price submitted is fair and reasonable.

The asset lifecycle of the rebuild will be the same as that of a new compactor of five years, 10,000 hours. Also, the residual or salvage value of a landfill compactor is typically poor as the market for used compactors is limited in nature. Often scrap metal price is all that is recovered.

Global Positioning System (GPS)

The proposal also included an option for a GPS system to be installed by the rebuild contractor, Tri County Equipment and Repair.

The bidder supplied the following three bids for the GPS:

AMW Machine Control, INC	\$147,126.00
Toromont CAT	\$236,497.70
Geoshack North America	\$236,643.00

Staff recommends the purchase and installation of a GPS by Tri County Equipment and Repair. The low bid submitted by AMW Machine Control, Inc. is included in the total price for the compactor rebuild. The cost of the GPS also includes on-site certified training to operations and engineering staff.

The GPS system will provide the following benefits:

- Increased waste density resulting in the extension of landfill capacity;
- Real-time mapping of waste materials within the landfill cell that require special handling such as asbestos and contaminated soil, thereby providing employees protection from exposure;
- Protection of buried leachate and gas infrastructure from landfill equipment damage;
- Improved equipment efficiency resulting in lower fuel costs; and
- Improved staff ability to accurately forecast and plan landfill capacity utilization.

CORPORATE STRATEGIC PLAN:

This purchase is consistent with the Region's Strategic Focus Area 1 "Environmental Sustainability" - Protect and enhance the environment and Focus Area 5 - Provide high quality infrastructure and asset management to meet current needs and future growth.

FINANCIAL IMPLICATIONS:

The cost to rebuild a landfill compactor with the installation of a GPS is as follows:

P2011-23 Compactor Rebuild	\$380,810.00
GPS	<u>147,126.00</u>
	Sub-total \$527,936.00
Less: Municipal Rebate of 86.46% of HST 11.24%	<u>(52,513.28)</u>
	Total <u>\$475,422.72</u>

The 2011 Waste Management Capital Reserve includes a budget of \$1.151M (capital project 01007) for vehicle replacements of which \$790,000 is allocated for replacement of the landfill compactor. The cost for the rebuild of the compactor (including GPS) is \$527,936 including HST and \$475,423 net of HST rebate. As a result of the compactor rebuild, a savings of 40% or \$314,577 will be realized and the unspent funds will remain in the Division's equipment reserve to assist with future equipment and vehicle replacements and their associated increased capital replacement costs.

OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE:

The Fleet Services and Procurement and Supply Services staff assisted with the development and evaluation of the proposal for the rebuild of the compactor and GPS system.

ATTACHMENTS: Nil

PREPARED BY: *C. Whitlock*, Director, Procurement and Supply Services

APPROVED BY: *L. Ryan*, Chief Financial Officer

**REGION OF WATERLOO****FINANCE DEPARTMENT
Procurement & Supply Services Division**

TO: Regional Chair Ken Seiling and Members of Regional Council**DATE:** June 29, 2011 **FILE CODE:** F18-30**SUBJECT:** **T2011-118 BULK HAULING AND DISPOSAL OF BIOSOLIDS FROM THE
MANITOU BIOSOLIDS DEWATERING FACILITY AND WATERLOO
WASTEWATER TREATMENT PLANT**

RECOMMENDATION:

THAT the Regional Municipality of Waterloo accept the tender of Sarnia Paving Stone Ltd. for the Bulk Hauling and Disposal of Biosolids from the Manitou Biosolids Dewatering Facility and the Waterloo Wastewater Treatment Plant for a 17 month term commencing August 1, 2011 to December 31, 2012 at a unit rate of \$80.795 per metric tonne including applicable taxes.

SUMMARY: Nil**REPORT:**

Tenders were called for the Bulk Hauling and Disposal of Biosolids from the Manitou Biosolids Dewatering Facility and the Waterloo Wastewater Treatment Plant and were opened in the presence of T. Brown, R. Lacharity and J. Markovic.

The following bids were received:

Sarnia Paving Stone Limited	Sarnia, Ontario	\$80.795/Tonne
Waste Management of Canada Corporation	Waterloo, Ontario	\$84.750/Tonne
Terratec Environmental Limited	Hamilton, Ontario	\$91.078/Tonne

In 2009, construction began to build a permanent dewatering facility at the Wastewater Residual Management Centre located at 440 Manitou Drive servicing the Kitchener Wastewater Treatment Plant. The current construction schedule indicates that this facility will be commissioned September 2011. Concurrently, a similar capital project is ongoing at the Waterloo Wastewater Treatment Plant to build a permanent dewatering facility at this location. The Waterloo biosolids facility is expected to be commissioned sometime during the fall of 2012. Having provisions in place to manage the dewatered biosolids cake is a requirement to operate these biosolids facilities. This operating contract provides this requirement utilizing the approved approach outlined in the Biosolids Management Strategy Report (E-07-082.1).

Currently, all anaerobic biosolids contracts are due to expire at the end of 2012. This is a short term operating contract, which will also expire December 31, 2012, in order to align with the expiration date of all other anaerobic biosolids contracts. Beyond 2012, all anaerobic biosolids contracts will be consolidated into a single operating contract that incorporates the recommended strategy and implementation timing of the Biosolids Master Plan currently being updated.

The overall scope for this assignment includes the following: Haulage of dewatered biosolids produced at the Manitou Drive Wastewater Residual Management Centre and the new biosolids management facility being constructed at the Waterloo Wastewater Treatment Plant and Disposal of the sludge at an approved landfill or alternate. Based on the recommendation of existing

Biosolids

Master Plan, the Region is moving forward and implementing dewatering of anaerobic biosolids produced at Regional Wastewater Treatment Plants.

The contract is for a 17 month term commencing August 1, 2011 to December 31, 2012 with option to renew for 2 additional 12 month terms.

Sarnia Paving Stone Ltd. performs this service for other municipalities and staff have checked references and received positive responses.

CORPORATE STRATEGIC PLAN:

Dewatering of biosolids at the Manitou Biosolids Dewatering Facility and the Waterloo Wastewater Treatment Plant contribute to Strategic Focus Area 1 - Protect the quality and the quantity of our water sources.

FINANCIAL IMPLICATIONS:**2011 Costs**

Manitou Drive Wastewater Residual Management Centre (Estimate 4 months of operation from September-December 2011)		\$ 457,838.60
Estimated Fuel Surcharge		<u>\$2,825.00</u>
	Sub-total 2011	\$ 460,663.60
Less: Municipal Rebate of 86.46% of HST (11.24%)		<u>(45,821.76)</u>
	Total 2011	<u>\$ 414,841.84</u>

2012 Costs

Manitou Drive Wastewater Residual Management Centre (Estimated 12 months of operation)		\$1,373,515.00
Waterloo Biosolids Facility (Estimate 4 months of operation from September-December 2012)		228,918.09
Estimated Fuel Surcharge		<u>8,475.00</u>
	Sub-total	\$1,610,908.09
Less: Municipal Rebate of 86.46% of HST (11.24%)		<u>(160,235.46)</u>
	Total 2012	<u>\$1,450,672.63</u>
	Total 2011 and 2012	<u>\$1,865,514.47</u>

At a tendered unit rate of \$80.795 per metric tonne, the total cost for this contract is estimated to be \$1,865,514.47 including applicable taxes as outlined above. This represents an estimated 5,666.67 metric tonnes for 2011 and 19,833.32 metric tones for 2012. Costs to be incurred this year have been allocated within the 2011 Wastewater Operating Budget of \$495,000. Costs incurred next year will be reflected in the 2012 Wastewater Operating Budget.

It should be noted that all costs are based on historical or estimated volumes of biosolids produced at each Regional Wastewater Treatment Plant. Final costs associated with this operating contract will reflect the actual volumes produced throughout the duration of this contract.

The approach for this operational contract was approved under the Biosolids Management Strategy Report (E-07-082.1). All related expenses associated with this service agreement will be charged to the Wastewater Operating Budget.

The final date of acceptance for this tender is August 1, 2011.

OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE: Nil

ATTACHMENTS: Nil

PREPARED BY: *C. Whitlock*, Director, Procurement & Supply Services

APPROVED BY: *L. Ryan*, Chief Financial Officer

**REGION OF WATERLOO****FINANCE DEPARTMENT
Procurement & Supply Services Division**

TO: Regional Chair Ken Seiling and Members of Regional Council

DATE: June 29, 2011 **FILE CODE:** F18-40

SUBJECT: P2011-12 PROPOSAL FOR THE DESIGN, SUPPLY, INSTALLATION AND COMMISSIONING OF PHOTOVOLTAIC SYSTEMS – PHASE 1

RECOMMENDATION:

THAT the Regional Municipality of Waterloo accept the proposal of Black & McDonald Ltd. for the Design, Supply, Installation and Commissioning of Photovoltaic Systems – Phase 1 in the amount of \$2,562,567.67 including all applicable taxes.

SUMMARY: Nil

REPORT:

In June 2010, Council approved the renewable energy initiative to install \$16M of rooftop solar photovoltaic (PV) systems on several Region-owned buildings.

Proposals were called for the P2011-12 Design, Supply, Installation and Commissioning of Photovoltaic Systems – Phase 1. The technical submission envelope was opened in the presence of C. Grummett, T. Pedlar and T. Lumgair. The proposal was evaluated using pre-determined quality and cost criteria, including compliance with specifications, experience with similar types of installations, references, innovations, safety record, warranty and timing/delivery. The proposal bid envelope was opened in the presence of J. Barten, T. Pedlar and T. Lumgair after the completion of the technical review.

The following proposal was received.

Black & McDonald Ltd.	Stoney Creek, Ontario	\$2,562,567.67
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The proposal submitted by Black & McDonald Ltd. received a high score for the technical evaluation. Their price is within the budget and less than earlier estimates for this work. It is the opinion of staff that this is a competitive price as compared to previous bids received for the PV systems.

The lack of bidders can be attributed to a few factors. The Province has allocated \$70.4 million for work associated with the Renewable Energy Initiative (REI). This has led to less competitiveness in the market place as PV companies have become more particular to projects they bid on as they have already committed to REI work. Some companies also declined to bid due to the size of PV systems in this proposal. In addition, a small number of bidders had difficulties obtaining the required bonding.

The bidding period extended over five weeks with a total of twenty five companies picking up bid packages and eight attending the mandatory pre-bid meeting.

The work associated with this contract includes the design, supply, installation and commissioning of roof mounted PV systems at the following six Regional facilities:

- 134 Frederick Street, Kitchener – Waterloo Region Police Central Division
- 2069 Ottawa Street, Kitchener – Mannheim Water Treatment Plant
- 99 Beechwood Road, Cambridge – Cambridge Children’s Centre
- 9 Westgate Court, Cambridge – Waterloo Region Housing
- 10 Westgate Court, Cambridge – Waterloo Region Housing
- 100 Maple Grove Road, Cambridge – Regional Operations Centre Phase 2

CORPORATE STRATEGIC PLAN:

Successful implementation of energy reduction programs and producing renewable sources of energy support the Corporate Strategic Plan in Strategic Focus Area 1 “Environmental Sustainability” - Protect and enhance the environment. This initiative is a direct result of one of the key actions in Focus Area 1 - Research and pilot alternate energy sources in Regional Facilities.

The Ontario Power Authority’s Feed-In-Tariff program aligns naturally with the Region’s values of Innovation and Collaboration by setting the groundwork for innovative solutions to the provinces electricity supply challenges and promoting collaboration between various stakeholders including local distribution companies, municipalities, the greater business community and the solar technology industry.

FINANCIAL IMPLICATIONS:

Contract P2011-12	\$2,562,567.67
Regional Engineering (not subject to GST/HST)	50,000.00
Contract Administration	46,384.24
Advertising	1,000.00
Printing	500.00
	Sub-total <u>\$2,660,451.91</u>
Less: Municipal Rebate of 86.4615% of HST (11.24%)	<u>(259,654.49)</u>
	Total <u><u>\$2,400,797.42</u></u>

The capital project Renewable Energy Initiative, Solar Photovoltaic was approved for \$16 million (Report CR-FM-10-012) to be funded from debentures and provincial grants, of which \$451,402.25 has been spent to date.

A budget of \$2,744,000 has been earmarked for installing PV systems associated with these six buildings. This component of the project is \$343,203 under budget. The residual budget will be available for completing the remainder of PV installations associated with the Region’s Renewable Energy Initiative, Solar Photovoltaic.

The final date of acceptance for this proposal is August 12, 2011.

OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE:

Finance staff has reviewed this report and their comments have been incorporated as appropriate. Staff from all impacted program areas have been consulted to discuss inclusion of facilities in their program areas.

ATTACHMENTS: Nil

PREPARED BY: *C. Whitlock*, Director, Procurement & Supply Services

APPROVED BY: *L. Ryan*, Chief Financial Officer



REGION OF WATERLOO

**FINANCE DEPARTMENT
Procurement and Supply Services Division**

TO: Regional Chair Ken Seiling and Members of Regional Council

DATE: June 29, 2011 **FILE CODE:** F18-40

SUBJECT: **P2011-10 WATER SUPPLY SYSTEM, STANDBY POWER MAINTENANCE PROGRAM**

RECOMMENDATION:

THAT the Regional Municipality of Waterloo accept the proposal of Toromont Power Systems for the implementation of the P2011-10 Water Supply System, Standby Power Maintenance Program for a two (2) year term commencing Oct 1, 2011 to September 30, 2013 at a total price of \$413,855.72 including all applicable taxes.

SUMMARY: Nil

REPORT:

Proposals were called for the P2011-10 Water Supply System, Standby Power Maintenance Program and were advertised in the Record, on the OPBA website and the Region's website. The proposals were opened in the presence of T. Cloutier, R. Albasel and J. Markovic.

The proposal submission was evaluated based on the following criteria: company's experience on similar jobs, company's facilities and services, quality of references, and price.

The following proposal was received:

Toromont Power Systems	Cambridge, ON	\$413,855.72
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*One bid was disqualified

Work is only performed during low water demand periods from October to April.

The proposal is for a two (2) year term with the option to extend for two (2) additional one year terms. Of the seven (7) bidders registered, reasons given for not submitting a bid were that three companies were looking to provide consulting services and one was a construction association that registered for their members' benefit.

Toromont Power Systems proposal rated a high score of 96%. The proposal was evaluated using pre-determined quality factor criteria consisting of the company's experience on similar jobs, the company's facilities and services, quality of references and pricing. Staff met with and negotiated the final bid price. Regional staff feels the negotiated price is fair and reasonable.

The Regional Municipality of Waterloo currently operates and maintains thirty (30) emergency standby power systems and five (5) diesel engine driven pumps located throughout the various Regional Water Supply Systems. Eighteen (18) of these generators and five (5) diesel engine driven pumps are permanently located at specific water supply facilities and twelve (12) are portable

generators which can be hauled to a pre-specified site. The purpose of these stand-by power systems is to provide emergency power supply to maintain normal water supply operations when the normal hydro supply is unavailable.

The required work for this proposal includes maintenance services in accordance with CSA standard C282-05 for 30 existing emergency standby power systems and 5 diesel engine driven pumps located at water supply sites within the Region of Waterloo.

CORPORATE STRATEGIC PLAN:

The standby power maintenance program contributes to Strategic Focus Area 5 - Provide high quality infrastructure and asset management to meet current needs and future growth.

FINANCIAL IMPLICATIONS:

Costs for 2011/2012 and 2012/2013 is \$372,718.46. Budget for 2011 is \$190,000 which is sufficient to cover the costs of the program. Future budgets will include all costs as necessary.

P2011-10	\$413,855.72
Less: Municipal Rebate of 86.48% of HST (11.24%)	<u>(41,165.83)</u>
Total	<u>\$372,689.89</u>

The final date of acceptance for this proposal is July 6, 2011.

OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE: Nil

ATTACHMENTS: Nil

PREPARED BY: *C. Whitlock*, Director, Procurement & Supply Services

APPROVED BY: *L. Ryan*, Chief Financial Officer

**THE REGIONAL MUNICIPALITY OF WATERLOO
PLANNING AND WORKS COMMITTEE**

Summary of Recommendations to Council

The Planning and Works Committee recommends as follows:

1. THAT the Region of Waterloo approve proceeding with the installation of traffic signals at Victoria Street (Regional Road 55) and Westforest Trail prior to the start of the 2011/2012 school year as outlined in Report E-11-068, dated June 21, 2011.
2. THAT the Regional Municipality of Waterloo take the following actions with respect to the Environmental Assessment and Preliminary Design Study for Weber Street between College Street in the City of Kitchener and Union Street in the City of Waterloo:
 - a) Approve the Recommended Design Concept described in Report E-11-058 dated June 21, 2011 for the proposed reconstruction of Weber Street between College Street and Union Street.
 - b) Direct staff to file a Notice of Completion as required by the Municipal Class Environmental Assessment and place the Environmental Study Report on the public record for review for a period of 30 days.
3. THAT the Regional Municipality of Waterloo take the following actions with respect to the Class Environmental Assessment for South Boundary Corridor and Franklin Boulevard Extension, in the City of Cambridge and the Township of North Dumfries:
 - a) Approve the preliminary design for construction of the South Boundary Corridor and Franklin Boulevard Extension as described as the Recommended Design Alternative outlined in Report E-10-088, dated November 16, 2010;
 - b) Direct staff to file the Notice of Completion for this Class Environmental Assessment Study by means of advertisements in the local newspapers and mailings to adjacent property owners, tenants, and agencies, and place the Environmental Study Report on the public record for a period of 30 days. [E-11-069]
4. THAT The Regional Municipality of Waterloo approve the Grand River Transit Policy – Onboard Mobile Surveillance Systems, attached as Appendix A to Report, E-11-052.

AND THAT onboard recording media be overwritten after 72 hours.

AND THAT there be a review of the policy in two years.
5. THAT the Region of Waterloo accept P-11-062, Monthly Report of Development Activity for May 2011, dated June 21, 2011.
6. THAT the Regional Municipality of Waterloo approve an amendment to Controlled Access By-law #58-87 for a temporary all movement construction access on the west side of Regional Road #70 (Ira Needles Boulevard), approximately 45 metres south of Thorndale Drive, in the City of Waterloo subject to the transfer of title of property to the Region of Waterloo, as described in Report No. P-11- 057, dated June 21, 2011.

7. THAT the Regional Municipality of Waterloo approve the modifications to Route 65 FISHER MILLS, Route 66 WINSTON and Route 71 MELRAN, in Cambridge, effective September 5, 2011 as described in Report No. P-11-063, dated June 21, 2011 and revised per the memo to Planning and Works Committee dated June 21, 2011. [P-11-063]
8. THAT the Regional Municipality of Waterloo approve the acquisition of real-time passenger information display signs from INIT Innovations in Transportation, Inc. at a total cost of \$350,603 plus applicable taxes, as described in Report No. P-11-064, dated June 21, 2011.
9. THAT the Regional Municipality of Waterloo amend the Region's Fees and Charges By-law (Regional By-law 09-003) with respect to the U-Pass agreement with the University of Waterloo Federation of Students, University of Waterloo Graduate Student Association, Wilfrid Laurier Undergraduate Students, and Wilfrid Laurier Graduate Student Association as described in Report P-11-065, dated June 21, 2011 to:
 - a) Increase the U-Pass Fee for University of Waterloo Undergraduate Students from \$52.94 to \$60.64 per School Term for eligible students, effective September 1, 2011; and
 - b) Increase the U-Pass Fee for University of Waterloo Graduate Students from \$52.94 to \$60.64 per School Term for eligible students, effective September 1, 2011; and
 - c) Increase the U-Pass Fee for Wilfrid Laurier Undergraduate Students from \$52.94 to \$60.64 per School Term for eligible students, effective September 1, 2011; and
 - d) Increase the U-Pass Fee for Wilfrid Laurier Graduate Students from \$52.94 to \$54.26 per School Term for eligible students, effective September 1, 2011; and
 - e) Authorize the Regional Chair and Regional Clerk to execute any associated agreements to the satisfaction of the Regional Solicitor.
10. THAT the Regional Municipality of Waterloo enter into an amended Consulting Services Agreement with McCormick Rankin Corporation (MRC) of Kitchener, Ontario to provide engineering services for a Class Environmental Assessment, detailed design, contract administration and construction inspection for the Manitou Drive Widening, Bleams Road to Fairway Road in the City of Kitchener at a revised upset limit fee of \$451,064 plus applicable taxes for the environmental assessment and detailed design phases, with contract administration and construction inspection to be paid on a time basis. [E-11-050]
11. THAT the Regional Municipality of Waterloo take the following actions with respect to proposed improvements on University Avenue (Regional Road No. 57) from Lincoln Road to Weber Street in the City of Waterloo:
 - a) approve the proposed improvements for University Avenue as outlined in Report E-11-066; and
 - b) amend Traffic and Parking By-law 06-072, as amended, to provide Reserved Lanes for bicycles on both sides of University Avenue from Lincoln Road to Weber Street.
12. THAT the Regional Municipality of Waterloo approve the revised 2011 Transportation Capital Base, System Expansion, and Airport Budgets as per Report E-11-073 dated June 21, 2011 which supersedes the budget adopted by Regional Council during the 2011 budget process.
13. THAT the Regional Municipality of Waterloo declare a leasehold interest of greater than twenty-one (21) years in approximately 4.95 acres situate in the northwest corner of Part 1

on Registered Plan WR-70802 in the Geographic Township of Woolwich, Regional Municipality of Waterloo, being the easterly portion of Lot 1 on the Plan of Survey attached to Report CR-RS-11-047/E-11-076 dated June 21, 2011 as Appendix A (the Lands), surplus to its needs, in accordance with the Region's Property Disposition By-law;

AND THAT the Regional Municipality of Waterloo authorize the Commissioner of Transportation and Environmental Services to enter into a Lease with Millard Properties Limited (the Lessee) as described in Report CR-RS-11-047/E-11-076 dated June 21, 2011 with the form of the lease to be to the satisfaction of the Regional Solicitor.

14. THAT the Regional Municipality of Waterloo declare the lands described as Part Lot 40 , German Company Tract, being Parts 1, 2 and 3, Reference Plan 58R-15538, in the City of Waterloo surplus to the needs of the Region, as detailed in Report No. CR-RS-11-044 dated June 21, 2011, and provide the standard public notification as required by the Region's property disposition by-law.
15. THAT the Regional Municipality of Waterloo approve the Baden-New Hamburg Water and Wastewater Master Plan Update Report including its recommended actions as itemized in Report E-11-056, dated June 21, 2011;

AND THAT the Commissioner of Transportation and Environmental Services is authorized to issue the Notice of Completion, and to provide the Baden-New Hamburg Water and Wastewater Master Plan Update Report for public review and comment for a 30-day period in accordance with the Municipal Class Environmental Assessment Process.

16. THAT the Regional Municipality of Waterloo enter into a Consulting Services Agreement with GHD Inc., of Markham, Ontario to provide consulting services for Phase 1 and 2 of the Asset Management Strategy for the Transportation and Environmental Services Department, at an upset fee limit of \$2,384,577.23 plus applicable taxes;

AND THAT upon successful completion of Phase 1 and 2 of this Consultant assignment, staff report back to Planning and Works Committee to request approval to enter into a Consultant Services Agreement with GHD Inc. of Markham, Ontario for phase 4 of this project. [E-11-006.1]

June 21, 2011

**THE REGIONAL MUNICIPALITY OF WATERLOO
PLANNING AND WORKS COMMITTEE**

Summary of Closed Recommendations to Council

The Planning and Works Committee recommends as follows:

1. THAT the Regional Municipality of Waterloo approve, enter into a Compensation Settlement Agreement for, and execute all documentation related to, the expropriation of lands described as Parts 1 and 2, Expropriation Plan WR607397 (PIN 22469-0104), in the City of Kitchener, Regional Municipality of Waterloo by the Ministry of Transportation for the sum of \$22,500.00, to the satisfaction of the Regional Solicitor; and

THAT the net surplus funds be allocated to the Housing Reserve Fund designated for Waterloo Region Housing.

2. THAT the Regional Municipality of Waterloo approve, enter into Agreements for, and execute all documentation related to, the acquisition of lands for improvements to Eagle Street described as:
 - a) Part Lot 32, Plan 1364, being Part 8, on Reference Plan 58R-17102, in the City of Cambridge, Regional Municipality of Waterloo from Bruce George Hayes for the sum of \$9,700.00, plus associated costs to the satisfaction of the Regional Solicitor; and
 - b) Part Lot 47, Plan 1364, being Parts 19 and 20, on Reference Plan 58R-17104, in the City of Cambridge, Regional Municipality of Waterloo from the Estate of Douglas Lyle Nash for the sum of \$9,500.00, plus associated costs to the satisfaction of the Regional Solicitor;

June 21, 2011

**THE REGIONAL MUNICIPALITY OF WATERLOO
COMMUNITY SERVICES COMMITTEE**

Summary of Recommendations to Council

The Community Services Committee recommends as follows:

1. THAT the Regional Municipality of Waterloo increase the 2011 operating budget for Children's Services budget by \$27,500 gross and \$0 net Regional Levy as outlined in report SS-11-029;

AND THAT the Regional Municipality of Waterloo approve the use of up to \$400,000 from the Best Start Unconditional Grant as part of the 2011 stabilization strategy, as outlined in report SS-11-029, dated June 21, 2011.

June 21, 2011

**THE REGIONAL MUNICIPALITY OF WATERLOO
ECONOMIC DEVELOPMENT AND PROMOTION COMMITTEE**

Summary of Recommendations to Council

The Economic Development and Promotion Committee recommends as follows:

1. THAT the Regional Municipality of Waterloo approve the following 2011 Economic Development and Promotion grants totaling \$166,500 with \$139,400 to be funded from the 2011 budget for Economic Development and Promotion and the balance of \$27,100 from the 2011 operating budget contingency:

Junior Achievement of the Waterloo Region	\$21,500
Waterloo Region Small Business Centre	\$50,000
Business Education Partnership of Waterloo Region	\$8,000
Cambridge Highland Games	\$5,800
K-W Oktoberfest	\$65,000
Blind Bowls Association of Canada	\$1,200
Waterloo Region Manufacturing Innovation Network	\$15,000

AND FURTHER THAT a grant in the amount of \$5,000 be approved for the International Association of Administrative Professionals (Grand River Chapter) to be paid from the 2012 budget for Economic Development and Promotion budget once the 2012 Regional budget is approved.

June 21, 2011

**THE REGIONAL MUNICIPALITY OF WATERLOO
WATER EFFICIENCY ADVISORY COMMITTEE**

Summary of Recommendations to Council

The Water Efficiency Advisory Committee recommends as follows:

1. THAT the Region of Waterloo increase the capital project funding from Regional Development Charges by a maximum of \$240,000, to ensure funding for all eligible rebate applications under the 2011 Toilet Replacement Program;

AND THAT, effective January 1, 2012, the consumer rebate per high efficiency toilet replacement in Waterloo Region be reduced from \$60 to \$20.

June 29th, 2011



REGIONAL MUNICIPALITY OF WATERLOO

OFFICE OF THE REGIONAL CHAIR

COUNCIL REPORT

TO: Members of Regional Council

DATE: June 29, 2011

SUBJECT: **Council Resolution to Authorize Absence of Regional Councillor Jane Brewer**

RECOMMENDATION:

THAT Council authorize the absence of Councillor Jane Brewer from meetings of Council until October 31, 2011 pursuant to Section 259 (1) (c) of the Municipal Act, 2001.

BACKGROUND:

Section 259 (1) of the Municipal Act directs that the office of a member of a municipal council becomes vacant under certain circumstances, one of which being if they are absent from meetings of council for a period of three consecutive months without being authorized to do so through a resolution of Council.

Councillor Jane Brewer has now been absent from meetings of Regional Council since April 20, 2011 due to an accident. She is recovering well and expects to return in the next few months. Council is not scheduled to meet again until August 25, 2011. Therefore, to ensure that her office is not declared vacant under the provisions of Section 259 (1) (c) of the Municipal Act, Regional Council is required to pass a resolution to authorize Councillor Brewer's absence from Regional Council meetings. I have included the relevant excerpt from the Act for your information:

Excerpt from the Municipal Act:

Vacant seat

259. (1) The office of a member of council of a municipality becomes vacant if the member,

RC-11-004

- a) becomes disqualified from holding the office of a member of council under section 256, 257 or 258;
- b) fails to make the declaration of office before the deadline in section 232;
- c) is absent from the meetings of council for three successive months without being authorized to do so by a resolution of council;
- d) resigns from his or her office and the resignation is effective under section 260;
- e) is appointed or elected to fill any vacancy in any other office on the same council;
- f) has his or her office declared vacant in any judicial proceeding;
- g) forfeits his or her office under this or any other Act; or
- h) dies, whether before or after accepting office and making the prescribed declarations. 2001, c. 25, s. 259 (1).

Respectfully Submitted,
Ken Seiling, Regional Chair



REGIONAL MUNICIPALITY OF WATERLOO

OFFICE OF THE REGIONAL CHAIR

COUNCIL REPORT

TO: Members of Regional Council

DATE: June 29, 2011

SUBJECT: Competitive Bidding for Community (Social) Housing Insurance

RECOMMENDATION:

That the Regional Municipality of Waterloo object to the refusal of the Social Housing Services Corporation (SHSC) to allow for local competitive bidding for insurance by prescribed housing providers in the Region of Waterloo by adopting the following resolution:

Whereas the Social Housing Services Corporation, an entity created by the Province of Ontario, has announced the elimination of all competition for the provision of insurance coverage outside of its exclusive Group Insurance Program for prescribed community (social) housing providers;

And whereas the statutory mandate of the SHSC is limited to coordinating insurance programs for prescribed community housing providers;

And whereas the Region of Waterloo directly owns over 2800 units of community (social) housing and oversees more than 5000 additional units of community (social) housing as the Service Manager pursuant to the Provincial *Social Housing Reform Act*;

And whereas all community housing , including community housing in the Region of Waterloo, will not be permitted to seek quotations for insurance coverage outside of the SHSC's wholly-owned brokerage, as of November 2011;

And whereas SHSC – insured community housing providers are expected to incur a substantial increase in their upcoming insurance renewal premiums;

Be it resolved that the SHSC Board of Directors be requested to immediately reverse their decision to require all prescribed housing providers to only participate in their Insurance Program, and return to their current business practice;

And should the SHSC not reverse its decision, the Province of Ontario intervene accordingly to ensure a local open, competitive bidding process for insurance;

And that the Minister of Municipal Affairs and Housing issue a written consent or other remedy if necessary to the Region of Waterloo and its prescribed community housing providers, as well as any other Service Manager requesting such relief with the ability to not participate in the SHSC insurance program and other SHSC programs and services, if desired;

And that this resolution be forwarded to the Board of the SHSC, the Minister of Municipal Affairs and Housing, the Premier of Ontario, all prescribed housing providers in the Region of Waterloo, all Service Managers in Ontario, and the Association of Municipalities of Ontario.

BACKGROUND:

A recent decision by the Social Housing Services Corporation will prohibit the Region and other housing providers from independently tendering insurance for their housing portfolios. Based on last year's premium quotes, removing any competition would have resulted in a \$73,000 increase for Regionally-owned units. It is anticipated that the SHSC insurance program costs for next year may increase for property insurance premiums in the range of 15% - 60%, which would be approximately \$42,000 - \$169,000 for Regionally-owned units. Council should be aware that an additional \$800,000 is also spent annually by prescribed community housing providers through the SHSC Insurance Program, which is subsidized by the Region of Waterloo (through the prescribed funding model) and will also be impacted by SHSC's recent decision. This is additional money which should go into supporting local affordable housing, not subsidizing the Provincial social housing insurance plan. The attached memo from Regional staff along with the letter from the Corporation sets out what is happening.

The above recommendation asks the Corporation or the Province to reverse this decision. It also asks that, if this is not done, the Minister provide an exemption so that funding for housing in the Region is not reduced by the actions of the Social Housing Services Corporation.

Respectfully Submitted,
Ken Seiling, Regional Chair



Region of Waterloo

PLANNING, HOUSING AND COMMUNITY SERVICES
Housing
FINANCE
Administration

Date: June 29, 2011

MEMORANDUM

TO: Chair Seiling and Members of Regional Council

cc: Corporate Leadership Team

FROM: Jennifer Murdoch, Manager, Housing Programs
Craig Smith, Manager, Risk Management

SUBJECT: **EXPECTED MAJOR INCREASE IN INSURANCE PREMIUMS FOR
COMMUNITY HOUSING**

The purpose of this memo is to update Regional Council on the ramifications of a recent decision from the Social Housing Services Corporation (SHSC) to eliminate a competitive process for the procurement of insurance services. This decision is expected to result in a significant increase in insurance costs for the Region's community housing portfolio. Given the recent emergence of this issue, this background is being forwarded to Regional Council for its' June 29, 2011 meeting.

The SHSC is a non-profit corporation created by the Province in 2002, having responsibility for administering certain programs relating to community housing, including insurance.

Since 2003, SHSC has administered an insurance program for community housing providers. Currently, community housing providers are permitted to secure insurance coverage through a broker other than the SHSC Program Broker, provided that the premium is lower for equivalent coverage. However, the Board of the SHSC has issued a decision described in a letter signed by the Chair of SHSC, Mr. Roger Maloney, dated June 10, 2011, and attached to this memo, stating:

- SHSC will no longer offer community housing providers the option to purchase insurance coverage outside of the SHSC Group Program;
- SHSC is requiring all prescribed community housing providers in the Province to participate in its insurance program on a mandatory basis, effective November 1, 2011, with the exception of co-ops and Federally-managed portfolios, which are not obligated to participate.

The SHSC has cited the "greatly changed insurance marketplace due to recent world events and a heightened perception of the risk of community (social) housing as a result of Toronto's Wellesley Street fire", as the principal reason for eliminating the long standing practice of competitive bidding for insurance services. This community housing building was owned by Toronto Community Housing Corporation, and insured by SHSC, when it suffered a major fire in 2010.

SHSC has cited the *Social Housing Reform Act*, and successor legislation, as its authority to compel mandatory participation in its insurance program; however, the statutory authority of the SHSC does not appear to be definitive.

This issue is significant to the Region from a number of perspectives, particularly the following;

- It eliminates competition for the procurement of liability and property insurance for community housing;
- The Region of Waterloo subsidizes Community Housing, including insurance. Annually, this costs over \$300,000 for Regionally-owned housing (expires on October 31, 2011) and over \$800,000 for other required community housing providers;
- Several community housing providers are currently insured outside of the SHSC Group Insurance Program broker due to cost savings that can be achieved elsewhere;
- A significant increase in premiums is anticipated over and above any annual increase in 2011/2012, and the SHSC decision to eliminate any competitive bidding may result in the Region of Waterloo substantially subsidizing portfolios in other communities.

Regional staff will continue to monitor this issue and will keep Regional Council apprised of any further developments.

Attachment



Social Housing Services Corporation
390 Bay Street, Suite 710
Toronto, Ontario M5H 2Y2
Tel: 416-594-9325
Fax: 416-594-9422
Toll Free: 1-866-268-445
www.shscorp.ca

June 10, 2011

IMPORTANT NOTICE

As you are aware, the Social Housing Reform Act, 2000, (SHRA) and the Housing Services Act, 2011, (HSA) require that prescribed housing providers and Local Housing Corporations transferred by the Province participate in insurance programs coordinated by the Social Housing Services Corporation (SHSC).

In 2003 the SHSC Board of Directors directed staff to develop a process whereby prescribed housing providers could purchase coverage outside the SHSC Group Insurance Program provided the coverage was equivalent or better, the premium was lower and the SHSC program management fee was paid. This process has been reconfirmed annually by the SHSC Board since that time.

Given the greatly changed insurance marketplace due to recent world events and a heightened perception of the risk of social housing portfolios as a result of Toronto's Wellesley Street fire, it has become clear to the SHSC Board that the decision to allow housing providers to be exempt from purchasing coverage from the SHSC Program must be re-examined.

The SHSC Board met on June 10, 2011, and a decision was made that SHSC can no longer offer providers the option to purchase insurance coverage outside the mandatory SHSC Group Insurance Program. Therefore, effective November 1, 2011, all housing providers prescribed under the SHRA and HSA, and all Local Housing Corporations (including those amalgamated into a department within a municipality) will be required to adhere to the provisions of the legislation and purchase their insurance coverage through the SHSC Group Insurance Program broker. The decision to no longer allow exemptions from legislated requirements is necessary to preserve the integrity of the program and to ensure it remains viable for all social housing providers for the future. We face enormous challenges with presenting our program to insurers to obtain optimum terms and pricing, and we require a 100% participation rate in order to accomplish the goal of guaranteed coverage for all prescribed housing providers and LHCs at affordable rates.

There will be no exceptions to this requirement and the Board of SHSC has instructed staff to ensure that housing providers are compliant with the laws of Ontario and their obligation to participate under the Social Housing Reform Act, the Housing Services Act (which replaces the SHRA on January 1, 2012), and other provincial directives.

In this package you will find an insurance application which must be completed and returned to SoHo Insurance Inc. (SHSC's wholly-owned brokerage) by July 31, 2011. The information you provide will be used to arrange your insurance coverage. You will receive your insurance renewal package and corresponding invoice in the mail in early



October 2011 binding coverage in the SHSC Group Insurance Program as of November 1, 2011. If your current renewal date is not November 1, please contact us and provide the expiry date of your policy. You will not need to cancel your current coverage but you will be required to join the SHSC Group Program at your next policy renewal.

If you have any questions, please contact Daryl Carre at 416-594-9325 x244 or 1-800-440-2492 x244, or by email at dcarre@shscorp.ca

Regards,

A handwritten signature in black ink that reads "Maloney".

Roger Maloney
Chair
Social Housing Services Corporation



REGION OF WATERLOO

**CORPORATE RESOURCES
Legal Services**

TO: Chair Ken Seiling and Members of Regional Council

DATE: June 29, 2011

FILE CODE: L07-90(A)

SUBJECT: SURPLUS DECLARATION AND CONVEYANCE OF EASEMENT INTEREST AT REGIONAL WASTE WATER TREATMENT PLANT FACILITY, CITY OF KITCHENER, TO THE CORPORATION OF THE CITY OF KITCHENER AND THE CORPORATION OF THE CITY OF CAMBRIDGE

RECOMMENDATION:

THAT the Regional Municipality of Waterloo:

- a) declare an easement interest in the lands described as Part of Biehn's Unnumbered Tract, in the City of Kitchener, PIN 22733-0008(LT) and 22733-0009(LT) surplus to the needs of the Region, as detailed in Report No. CR-RS-11-046 dated June 21, 2011, and provide the standard public notification as required by the Region's property disposition by-law;
- b) approve, enter into an Agreement for, and execute all documentation related to, the conveyance of a permanent easement to the Corporation of the City of Kitchener and the Corporation of the City of Cambridge for the sum of \$1.00 plus all associated costs, for the installation and maintenance of a sanitary sewer force main over the lands described as Part of Biehn's Unnumbered Tract, in the City of Kitchener, PIN 22733-0008(LT) and 22733-0009(LT) as detailed in Report No. CR-RS-11-046 dated June 21, 2011, pursuant to the Region's property disposition by-law and the satisfaction of the Regional Solicitor; and
- c) approve, enter into a License Agreement for, and execute all documentation related to, a license for the installation and maintenance of a sanitary force main above ground over the lands described as part of Biehn's Unnumbered Tract, in the City of Kitchener, PIN 22733-0008(LT) and 22733-0009(LT) as detailed in Report No. CR-RS-11-046 dated June 21, 2011, to the satisfaction of the Regional Solicitor.

SUMMARY: NIL

REPORT:

The Region owns and operates the Kitchener Waste Water Treatment Plant facility ("KWWTP") on 71 acres of land identified as 368 Mill Park Drive, in the City of Kitchener. The City of Kitchener and City of Cambridge require an easement over the lands for the installation and maintenance of new sanitary sewer force mains which will form part of their respective waste water collection systems. At the time of writing this report the Reference Plan describing the easement area has not been completed. The easement area will be a total of 0.987 acres. The City of Kitchener also requires an easement for its existing sanitary sewer force main.

The City of Kitchener and City of Cambridge will also be entering into a license agreement with the Region regarding the operation of the sanitary sewer pipes above ground until they connect with the Region's waste water treatment system. A license agreement provides the Region with greater

flexibility in the event of future upgrades or alterations to the treatment facility.

The Cities of Kitchener and Cambridge will enter a Cross-Border Service Agreement to provide for the installation and maintenance of a sanitary force main by the City of Cambridge within the limits of the City of Kitchener. The City of Kitchener will be charged the applicable sewage rates for all sanitary sewage flows to the Kitchener Waste Water Treatment Plant facility from all force mains discharging to the facility.

Water Services staff of Transportation and Environmental Services have reviewed this request and have no objection to granting the easement interest in the lands.

The Region's property disposition by-law requires advertising of any proposed conveyance of an interest in Regional land in a local newspaper. When the requirements of the Region's property disposition by-law have been met, the subject easement will be conveyed to the City of Kitchener and the City of Cambridge.

The subject lands are shown attached as Appendix 'A'.

CORPORATE STRATEGIC PLAN:

One of the goals of the Corporate Strategic Plan is to support a climate that encourages economic prosperity.

FINANCIAL IMPLICATIONS:

All associated costs of the conveyance of the permanent easement will be paid by the City of Cambridge and/or the City of Kitchener.

OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE:

Transportation and Environmental Services staff have been consulted in the preparation of this report.

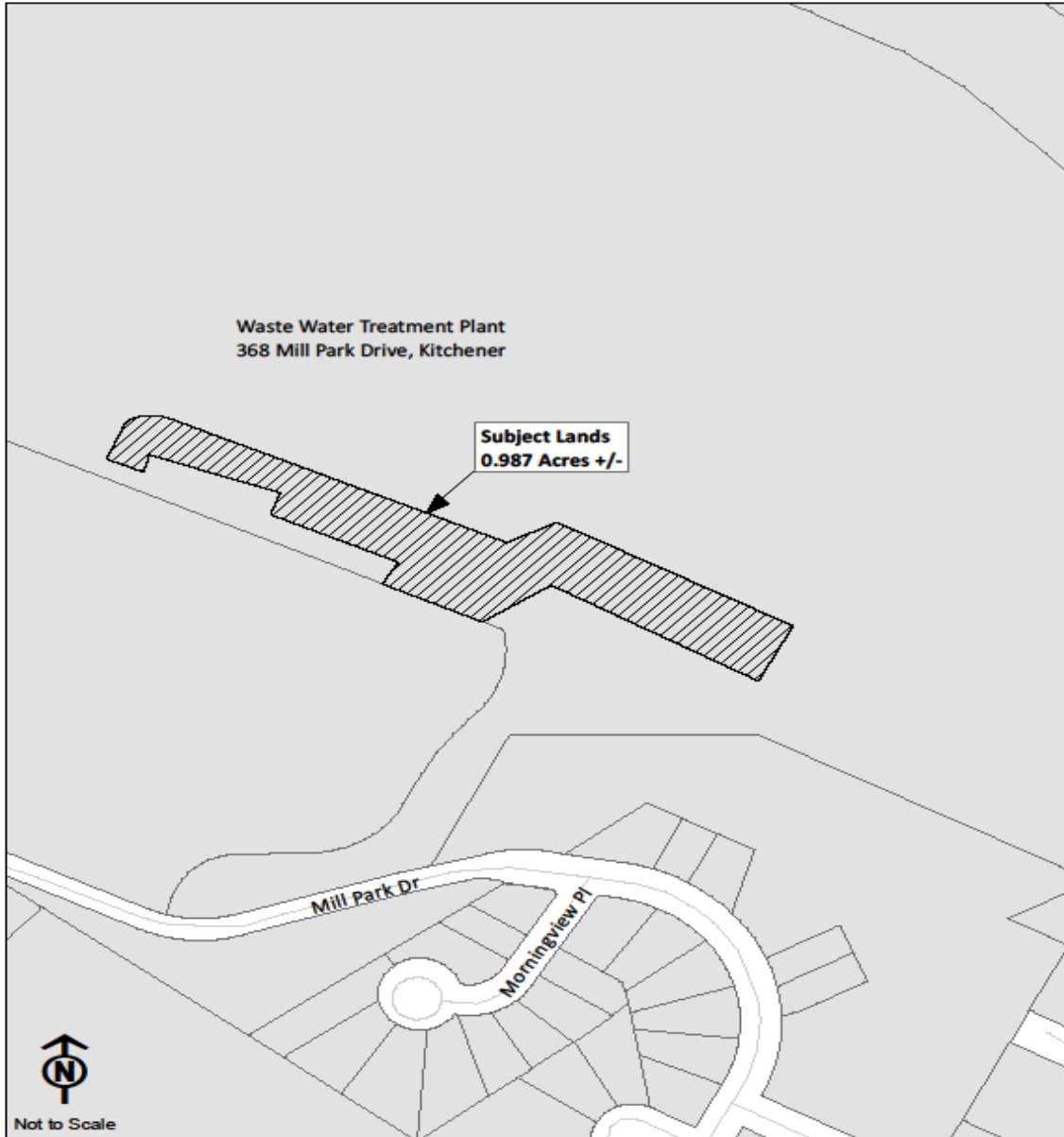
ATTACHMENTS

Appendix "A" – location map of lands.

PREPARED BY: *Joan Moore*, Property Agent

APPROVED BY: *Gary Sosnoski*, Commissioner of Corporate Resources

Appendix "A"



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THIS IS NOT A PLAN OF SURVEY