



# REGIONAL MUNICIPALITY OF WATERLOO CONSOLIDATED COUNCIL AGENDA

Wednesday, April 17, 2013  
**Closed Session 6:45 p.m.**  
**WATERLOO COUNTY ROOM**  
Regular Meeting 7:00 p.m.  
REGIONAL COUNCIL CHAMBER  
150 Frederick Street, Kitchener, ON

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\*Denotes Item(s) Not Part of Original Agenda

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1. **MOMENT OF SILENCE**
2. **ROLL CALL**
3. **MOTION TO GO INTO CLOSED SESSION**
- \* THAT a closed meeting of Regional Council be held on Wednesday, April 17, 2013 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 matter:
  - a) receiving of legal advice that is subject to solicitor-client privilege related to an agreement
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) [Greg Michalenko](#), Waterloo Region Food System Round Table re: Waterloo Region Official Plan 1
9. **MINUTES OF PREVIOUS MEETINGS**
  - a) Closed Council – March 27, 2013
  - b) Council – March 27, 2013
  - c) Planning & Works Public Input Cultural Heritage Landscapes – April 9, 2013
  - d) Planning & Works Public Input Transportation Corridor Design – April 9, 2013
  - e) Planning & Works Public Input Transportation Demand Management – April 9, 2013
  - f) Planning & Works – April 9, 2013
  - g) Administration & Finance – April 9, 2013
  - h) Closed Committee – April 9, 2013

- i) Community Services – April 9, 2013
- j) Library – April 9, 2013

10. **COMMUNICATIONS**

11. **MOTION TO GO INTO COMMITTEE OF THE WHOLE TO CONSIDER REPORTS**

12. **REPORTS**

**Finance Reports**

- a) [F-13-036](#), T2013-011 Mannheim Chemical Storage Building 3
- b) [F-13-037](#), T2013-009 Recoating of Elmira West Elevated Water Tank 5
- c) [F-13-038](#), T2013-005, Victoria Street and Concession Street Bridge Rehabilitations over the Grand River and Concession Street Resurfacing, Cities of Kitchener, Cambridge and the Township of Woolwich 7

**Committee Reports**

- a) Planning & Works - attached & marked [PS-130409](#) 11
- \* Closed Planning & Works - attached & marked [CPS-130409](#) 12A
- b) Administration & Finance - attached & marked [FS-130409](#) 13
- c) Community Services - attached & marked [SS-130409](#) 15
- d) Library – attached & marked [LS-130409](#) 17

**Chief Administrative Officer**

**Regional Chair**

**Regional Clerk**

13. **OTHER MATTERS UNDER COMMITTEE OF THE WHOLE**

- a) [Memo, Ontario Works Caseload](#): March 2013 19
- \* b) [CR-RS-13-034/P-13-042](#), Sand Hills Co-operative Housing Inc., 250 Chandler Drive in Kitchener 21

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**

18. **UNFINISHED BUSINESS**

**19. OTHER BUSINESS****20. QUESTIONS****21. ENACTMENT OF BY-LAWS – FIRST, SECOND & THIRD READINGS**

- \* a) A By-law to Amend By-law 06-072, as amended, being the Region's Traffic and Parking By-law (Rates of Speed – Sawmill Rd., Woolwich Township)
- b) A By-law to Confirm the Actions of Council – April 17, 2013

**22. ADJOURN**

## Waterloo Food System Round Table

Motion respecting Waterloo Region Official Plan

The Waterloo Region Food System Round Table, at its regular meeting of March 20, 2013, unanimously approved the following motion:

The Waterloo Region Food System Round Table fully supports the new Waterloo Region Official Plan that has been approved by Water Region Council. We believe that the calculations and criteria used by the Region to implement Province of Ontario guidelines to accommodate urban growth without creating sprawl at additional expense to the agricultural community were done accurately. The Official Plan provides a good foundation and framework to fulfill the Region's Strategic Focus for growth management and prosperity as well as environmental sustainability.

We are very concerned that the recent Ontario Municipal Board decision to support the claims of a group of developers is not only wrong, but could also seriously affect progress throughout Ontario to implement sustainable urban growth policy, and therefore jeopardizes the interests of the Province of Ontario as well.

Contact:

Greg Michalenko

for the Waterloo Region Food System Round Table

**REGION OF WATERLOO****FINANCE DEPARTMENT  
Procurement & Supply Services Division****TO:** Regional Chair Ken Seiling and Members of Regional Council**DATE:** April 17, 2013**FILE CODE:** F18-30**SUBJECT:** T2013-011 MANNHEIM CHEMICAL STORAGE BUILDING**RECOMMENDATION:**

THAT the Regional Municipality of Waterloo accept the tender of Gateman Milloy Inc. for the construction of the Mannheim Chemical Storage Building at the Mannheim Water Treatment Plant (WTP), City of Kitchener, in the amount of \$2,415,987.74 including all applicable taxes.

**SUMMARY:**

Nil

**REPORT:**

Tenders were called for the construction of the Mannheim Chemical Storage Building at the Mannheim WTP, City of Kitchener, and were opened in the presence of M. Darmalingum, J. Ing and J. Markovic.

Gateman Milloy Inc.	Kitchener, ON	\$2,415,987.74
Kingdom Construction Ltd.	Ayr, ON	\$2,687,508.38
BGL Contractors Corp.	St. Agatha, ON	\$2,692,148.16
K & L Construction (Ontario) Ltd.	London, ON	\$2,747,058.25
Topsite Contracting Ltd.	Vaughan, ON	\$2,756,070.00
Baseline Constructors Inc.	Waterloo, ON	\$2,762,850.00
Finnbilt General Contracting Ltd.	Stratford, ON	\$2,780,123.18
Matheson Constructors	Concord, ON	\$2,806,626.48
Aplus General Contractors Corp.	Toronto, ON	\$2,943,921.20

\*One bid was disqualified

This contract is for the construction of a Chemical Storage Building and all associated site servicing (water, sanitary and gas) at the Mannheim WTP.

The Region is consolidating all of its water maintenance and operations functions at the Mannheim WTP to increase operating efficiency and reduce operating cost. Part of this consolidation will be to construct a new chemical storage building at the Mannheim WTP to provide bulk storage of sodium hypochlorite and transfer of sodium hypochlorite to delivery trucks supplying water treatment plants throughout the Region. The new Mannheim chemical storage building will replace the existing Greenbrook chemical storage building, which is reaching the end of its service life and is located at a site that is no longer regularly staffed. The new Mannheim chemical storage facility will incorporate spill containment and environmental controls that meet all current design standards and improve security and environmental protection by storing bulk sodium hypochlorite at a facility that is staffed 24 hours per day, 7 days per week.

The Site Plan Approval and Building Permit from the City of Kitchener have been received. There are no other external approvals required to proceed with construction of the Chemical Storage Building.

Subject to Council approval, construction work is expected to commence in May 2013 with completion expected in January 2014.

**CORPORATE STRATEGIC PLAN:**

Award of this contract meets the Corporate Strategic Plan objective to “develop, optimize and maintain infrastructure to meet current and projected needs” under Strategic Focus Area 2 to “manage growth to foster thriving and productive urban and rural communities.”

**FINANCIAL IMPLICATIONS:**

T2013-011	\$2,415,988
Engineering – Consultant	190,970
Engineering – Regional	<u>50,000</u>
	Sub-total \$2,656,958
Less: Municipal Rebate of 86.46% of HST (11.24%)	<u>(259,312)</u>
	Total <u>\$2,397,646</u>

The approved 2013 Water Ten Year Capital Program includes a budget of \$2,608,000 for the Mannheim WTP Chemical Storage Building (project #04151) in 2013 and 2014, to be funded from the Development Charge and Water Reserve Funds. The net total estimated project cost for the Mannheim Chemical Storage Building of \$2,397,646 is \$210,354 (8%) less than the total project budget.

The final date of acceptance for this tender is May 25, 2013.

**OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE:** Nil

**ATTACHMENTS:** Nil

**PREPARED BY:** *Charles Whitlock*, Director, Procurement & Supply Services

**APPROVED BY:** *Craig Dyer*, Chief Financial Officer

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

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**TO:** Regional Chair Ken Seiling and Members of Regional Council**DATE:** April 17, 2013**FILE CODE:** F18-30**SUBJECT:** T2013-009 RECOATING OF ELMIRA WEST ELEVATED WATER TANK

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**RECOMMENDATION:**

THAT the Regional Municipality of Waterloo accept the tender of MacDonald Applicators Ltd. for Recoating of Elmira West Elevated Water Tank, Elmira, Township of Woolwich in the amount of \$610,426.00 including all applicable taxes.

**SUMMARY:**

Nil

**REPORT:**

Tenders were called for the Recoating of Elmira West Elevated Water Tank, Elmira, Township of Woolwich and were opened in the presence of I. Young, B. Khan and J. Markovic.

The following tenders were received:

MacDonald Applicators Ltd.	Saint John, NB	\$610,426.00
Rescom Coatings Inc.	Cayuga, ON	\$630,603.28
Dupont Paintings Contracting Ltd.	Toronto, ON	\$858,913.00
Clifford Restoration Ltd.	Scarborough, ON	\$949,652.00

\* One bid was disqualified

In 2011, the Region of Waterloo retained Landmark Municipal Services (LMS) to perform a condition assessment on all above ground water storage facilities throughout the Region. The condition assessment focused on the current condition of the existing internal and external coating and lining systems as well as the condition of structural steel tank elements.

The Elmira West Elevated Water Tank has not been repainted since it was first commissioned in 2001. The LMS report recommended overcoating of the tank to stop further deterioration of the coating systems. The Region's consultant for this project, Conestoga-Rovers and Associates (CRA), completed a final inspection earlier this year. This inspection report includes recommendations for additional work to improve safety for operations staff. This tender is for the overcoating of the Elmira West Elevated Water Tank, cleaning of sediments from inside of the tank, repairing and replacement of damaged and corroded steel elements, spot repair of inner paint layers where it is identified, installing a cathodic protection system as well as upgrades to improve safety for staff who maintain the tank.

Subject to council approval, repair and over-coating work is scheduled to commence in May 2013 with completion expected in July 2013.

**CORPORATE STRATEGIC PLAN:**

Award of this contract meets the Corporate Strategic Plan objective to “develop, optimize and maintain infrastructure to meet current and projected needs” under Strategic Focus Area 2 to “manage growth to foster thriving and productive urban and rural communities.”

**FINANCIAL IMPLICATIONS:**

T2013-009	\$610,426
Engineering - Consultant	55,488
Engineering - Regional	40,000
Advertising and Printing	<u>2,000</u>
	Sub-total \$707,914
Less: Municipal Rebate of 86.46% of paid HST	<u>(66,238)</u>
	Total <u>\$641,676</u>

The approved 2013 Water Ten Year Capital Program includes a total budget of \$1,544,000 in 2013 for Recoating the Elmira West Elevated Water Tank and St. Andrews Stand Pipe (project #04964) to be funded from the Water Reserve Fund. Of this amount, \$650,000 was the budget for the Recoating of Elmira West Elevated Tank. The net total estimated project cost for overcoating the Elmira West Elevated Water Tank is \$641,676, which is within the amount allocated for this work. The remaining budget of \$902,324 will be used for the overcoating of the St. Andrews Stand Pipe in the summer of 2013.

The final date of acceptance for this proposal is May 25, 2013.

**OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE:** Nil

**ATTACHMENTS:** Nil

**PREPARED BY:** *Charles Whitlock*, Director, Procurement & Supply Services

**APPROVED BY:** *Craig Dyer*, Chief Financial Officer



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

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**TO:** Regional Chair Ken Seiling and Members of Regional Council

**DATE:** April 17, 2013 **FILE CODE:** F18-30

**SUBJECT:** T2013-005 VICTORIA STREET AND CONCESSION STREET BRIDGE REHABILITATIONS OVER THE GRAND RIVER AND CONCESSION STREET RESURFACING, CITIES OF KITCHENER, CAMBRIDGE AND THE TOWNSHIP OF WOOLWICH

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**RECOMMENDATION:**

THAT the Regional Municipality of Waterloo accept the tender of Looby Builders (Dublin) Limited for the Victoria Street and Concession Street Bridge Rehabilitations over the Grand River and Concession Street Resurfacing, Cities of Kitchener, Cambridge and the Township of Woolwich, in the amount of \$6,197,931.71 including all applicable taxes.

AND THAT the Regional Municipality of Waterloo approve an increase in project costs of \$53,324.00, including all applicable taxes gross and \$0 net to facilitate construction of a northbound dedicated right-turn lane on Grand Avenue at Concession Street on behalf of the City of Cambridge.

**SUMMARY:** Nil

**REPORT:**

Tenders were called for the Victoria Street and Concession Street Bridge Rehabilitations over the Grand River and Concession Street Resurfacing, Cities of Kitchener, Cambridge and the Township of Woolwich and were opened in the presence of D. Weiler, L. Misurka and L. Buitenhuis.

The following tenders were received (including HST):

Looby Builders (Dublin) Limited	Dublin, ON	\$6,197,931.71
Facca Incorporated	Ruscom, ON	\$6,863,516.61
McLean Taylor Construction Limited	St. Mary's, ON	\$8,559,217.88

The work of this contract includes the rehabilitation of the Victoria Street and Concession Street Bridges over the Grand River, including the removal and replacement of the existing sidewalks and barrier walls, concrete repairs, asphalt replacement and the resurfacing of Concession Street from Grand Avenue to Chisholm Street.

Construction is scheduled to commence on or about April 22, 2013 with completion expected by mid November 2013. Construction will take place concurrently on the Victoria Street Bridge and the Concession Street Bridge from April until November. The resurfacing of Concession Street from Water Street to Chisholm Street will require approximately eight (8) weeks to complete.

Traffic Restrictions

The rehabilitation of the Victoria Street Bridge over the Grand River will be completed in two stages by completing work on one half of the bridge at a time. Traffic will be reduced from two (2) through

lanes in each direction to one (1) through lane in each direction for the duration of the work. Advance notification to the public of these upcoming traffic lane restrictions will be provided via newspaper advertisements and advance notification signs placed at the roadside approaches to the Victoria Street Bridge. Two one-day full closures of Victoria Street will be required in order to replace the bridge bearings and place the surface asphalt. This work will be completed over two Sundays with advance notification provided to the public and traffic being detoured via Fountain Street, the Fairway Road Extension and Lackner Blvd. In order to minimize traffic delays on Victoria Street during construction, the timing of existing traffic control signals at the intersection of Victoria Street and Fountain Street and Victoria Street and Woolwich Street / Eby Street will be adjusted to facilitate traffic flow along Victoria Street.

The rehabilitation of the Concession Street Bridge over the Grand River in Cambridge will be completed in three stages. Traffic will be reduced from two (2) through lanes in each direction to one (1) through lane in each direction for the duration of the work. In order to minimize traffic delays on Concession Street during construction, the timing of the existing traffic control signals at the intersections of Concession Street and Grand Ave and Concession Street and Water Street will be adjusted to facilitate traffic flow along Concession Street. The resurfacing of Concession Street from Water Street to Chisholm Street, including all intersections, will be completed while maintaining one (1) through lane in each direction at all times for the base asphalt. A one day full closure of Concession Street will be required for the placement of the surface asphalt.

During construction of the above works, local and emergency services traffic will be maintained at all times. Access to local businesses, residences and local streets will be maintained to the greatest extent possible; however, short-term disruptions may occur when construction activities are being completed directly adjacent to an entrance or local street. Pedestrian and cyclist traffic will be maintained on Victoria Street and Concession Street during construction at all times.

**CORPORATE STRATEGIC PLAN:**

Award of this contract is in accordance with the Region’s public tendering practices and meets Focus Area 2.2 to develop, optimize and maintain infrastructure to meet current and projected needs of the Region’s Corporate Strategic Plan and specifically strategic objective 2.2.1 which is to ensure all Regional programs and services continue to prioritize and implement capital program projects required to meet community needs and ensure sustainability.

**FINANCIAL IMPLICATIONS:**

Contract T2013-005 costs are shared as follows (including HST):

Region of Waterloo – Transportation Division	\$5,836,897
Region of Waterloo – Water Services Division	320,016
City of Cambridge	<u>41,019</u>
Total	<u>\$6,197,932</u>

Region of Waterloo – Transportation Division Costs

T2013-005	\$5,836,897
Engineering – Consultant	466,983
Traffic Signal Improvements	101,700
Engineering – Regional	90,000
Utility Relocations	56,500
Material Inspection and Testing during Construction	53,675
Detours, Signing and Line Painting	20,000
Advertising & Printing	<u>9,400</u>

	Sub-total	\$6,635,155
Less: Municipal Rebate of 86.46% of HST (11.24%)		<u>(648,104)</u>
	Total	<u>\$5,987,051</u>

The Region of Waterloo's approved 2013 Transportation Capital Program includes \$6,375,000 for these Regional Road and Bridge projects to be funded from the Roads Rehabilitation Reserve Fund. Based on the low tender result, the cost of this work is \$387,949 (approximately 6.1%) under the project budget.

Region of Waterloo – Water Services Division Costs

T2013-005		\$320,016
Engineering – Consultant		48,002
Engineering – Regional		5,000
Advertising & Printing		<u>400</u>
	Sub-total	\$373,418
Less: Municipal Rebate of 86.46% of HST (11.24%)		<u>(36,605)</u>
	Total	<u>\$336,813</u>

The Region of Waterloo's approved 2013 Water Services Capital Program includes funds of \$969,000 in 2013 for various watermain upgrade projects (project #04082), to be funded from the Development Charge and Water Reserve Funds. Of this amount, \$336,813 will be allocated for the relocation of the existing watermain on the Concession Street Bridge in Cambridge. The remaining funds will be used for replacement of the Nith River watermain crossing in Ayr, replacement of Schneider Creek watermain crossing on Manitou Drive in Kitchener, and replacement of the watermain crossing at the intersection of Fountain Street and Highway 401 in Cambridge and Kitchener.

City of Cambridge Costs

T2013-005		\$41,019
Engineering – Consultant		6,215
Traffic Signal Relocation		2,825
Engineering – Regional		2,500
Material Inspection and Testing during Construction		565
Advertising & Printing		<u>200</u>
	Sub-total	\$53,324
Less: Municipal Rebate of 86.46% of HST (11.24%)		<u>(5,035)</u>
	Total	<u>\$48,289</u>

The City of Cambridge has sufficient funds in its 2013 budget for its portion of the contract work and has asked that the Region proceed with the work on its behalf.

The final date of acceptance for this tender is May 12, 2013.

**OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE:** Nil

**ATTACHMENTS:** Nil

**PREPARED BY:** Charles Whitlock, Director, Procurement & Supply Services

**APPROVED BY:** Craig Dyer, Chief Financial Officer

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

**Summary of Recommendations to Council**

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The Planning and Works Committee recommends as follows:

1. THAT the Region of Waterloo accept P-13-032, Monthly Report of Development Activity for February 2103, dated April 9, 2013.
2. THAT the Regional Municipality of Waterloo amend section 4 of the Terms of Reference of the Laurel Creek Headwaters Environmentally Sensitive Landscape Public Liaison Committee, as described in Report No. P-13-040, dated April 9, 2013.
3. THAT the Regional Municipality of Waterloo enter into a Consultant Services Agreement with MTE Consultants Inc. of Kitchener, Ontario to provide consulting engineering services for the preliminary design, detailed design, contract administration and construction inspection for the Ottawa Street Improvements from Highway 7 Eastbound Ramp to Lackner Boulevard in the City of Kitchener at an upset limit of \$261,572.66 plus applicable taxes, as per Report E-13-045 dated April 9, 2013, for the preliminary design and detailed design phases with contract administration and construction inspection to be paid on a time basis.
4. THAT the Regional Municipality of Waterloo enter into a Consultant Services Agreement with WalterFedy to provide consulting engineering services for a Class Environmental Assessment, detailed design, contract administration and construction inspection for Northumberland Street/Swan Street from the CPR Tracks to Hilltop Drive in the Township of North Dumfries at an upset fee limit of \$515,873.92 plus applicable taxes for the Class Environmental Assessment and detailed design phases with construction administration services to be paid on a time basis as described in Report E-13-051 dated April 9, 2013.
5. THAT the Regional Municipality of Waterloo enter into a Consulting Services Agreement with XCG Consultants Ltd. of Kitchener, Ontario, to provide consulting engineering services for undertaking the New Hamburg Wastewater Treatment Plant (WWTP) Expansion Class Environmental Assessment (EA) and Preliminary Design, at an upset limit of \$550,000 plus applicable taxes, as per Report E-13-047, dated April 9, 2013.
6. THAT the Regional Municipality of Waterloo approve the following actions with respect to the Hespeler Road / Canadian Pacific Railway Grade Separation, City of Cambridge:
  - (a) Approve the Urban Design Enhancement concept for the Hespeler Road corridor, from Dundas Street / Coronation Boulevard (the "Delta") to Avenue Road / Jaffray Street, as described in Report E-13-019, dated April 9, 2013;
  - (b) Approve Dufferin Construction Company to construct, in 2013, the urban design enhancements under a Change Order to the Region's existing Hespeler Road / Canadian Pacific Railway Grade Separation Contract 2011-003, to a maximum of \$225,000;

- (c) Direct staff to develop and implement design of the permanent banners, including options for colours, materials and graphics; and
- (d) Direct staff to continue discussions with City of Cambridge staff concerning timing, design, cost-sharing and implementation of parkettes with concentrated landscape/streetscape,

all as described in Report E-13-019.

Conflicts:  
D. Craig  
R. Deutschmann  
K. Seiling

- 7. THAT the Regional Municipality of Waterloo approve the Request for Proposal Technical Matters and a Design and Bid Fee of \$200,000 for each unsuccessful qualified proponent as described in Report E-13-048 dated April 9, 2013.

Conflicts:  
D. Craig  
R. Deutschmann  
K. Seiling

- 8. THAT the Regional Municipality of Waterloo approve the recommended location and access modifications for the Grand River Hospital Rapid Transit station stop, as per Report E-13-050, dated April 9, 2013.

April 9, 2013

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

**Summary of Closed Recommendations to Council**

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The Planning and Works Committee recommends as follows:

1. THAT The Regional Municipality of Waterloo approve the agreement with Shanae Management Inc., Xtreme Motors Ltd. and 1743151 Ontario Limited pursuant to section 24 of the *Expropriations Act*, and execute all documentation related thereto, wherein the Region pays the parties the sum of \$657,000 in full and final settlement of all claims arising from the expropriation of the lands described as being Part of Lot 394, Plan 376, being Part 1 on Reference Plan 58R-17282, City of Kitchener, P.I.N. 22319-0407 (LT) (178 Louisa Street), City of Kitchener, Regional Municipality of Waterloo, plus reasonable legal, appraisal and other costs up to the maximum amount of \$65,000 plus HST, subject to all such documentation being satisfactory to the Regional Solicitor.
2. THAT the Regional Municipality of Waterloo approve, enter into a Settlement Agreement for, and execute all documentation related to, the expropriation of lands described as Part Lot 24, Registered Plan 131, being Part 1, Plan WR739912, PIN 22326-0193(LT), in the City of Kitchener, Regional Municipality of Waterloo, known municipally as 269 Weber Street West from Reinhart Klein and Erika Koeckritz for the sum of \$210,000.00 as settlement for the acquisition of the property, plus associated acquisition costs, and \$40,000 compensation for disturbance damages and costs, to the satisfaction of the Regional Solicitor.
3. THAT the Regional Municipality of Waterloo take the following actions with respect to the Laurel Creek Headwaters Environmentally Sensitive Landscape Public Liaison Committee as explained in P-13-039, dated April 9, 2013:
  - a) Appoint Mr. Wayne Buck, nominee of the Waterloo Stewardship Council, for a three year term expiring December 31, 2015; and
  - b) Re-appoint Mr. Ron Weber, nominee of the National Farmers Union, for a three year term expiring December 31, 2015.

April 9, 2013

**THE REGIONAL MUNICIPALITY OF WATERLOO  
ADMINISTRATION AND FINANCE COMMITTEE**

**Summary of Recommendations to Council**

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The Administration and Finance Committee recommends as follows:

1. THAT the Regional Municipality of Waterloo transfer 50% of the 2012 year end operating budget surplus for Community Housing to the Housing Reserve Fund. [F-13-031]
2. THAT the Regional Municipality of Waterloo authorize the issuance of debentures in an amount not to exceed \$70.0 million for a term not to exceed 20 years for the growth related portion of Process Upgrade capital projects for the Kitchener and Waterloo Wastewater Treatment Plants, with the associated debenture servicing costs funded from the Wastewater Development Charges Reserve Fund. [F-13-034]

April 9, 2013

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

**Summary of Recommendations to Council**

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The Community Services Committee recommends as follows:

1. THAT the Regional Municipality of Waterloo endorse the Waterloo Region Food Charter, as presented on April 9, 2013.
2. THAT the Regional Municipality of Waterloo enter into a service agreement with the Early Childhood Educator Professional Resource Centre, Conestoga College, for delivery of professional development activities for Early Learning and Child Care programs, as outlined in report SS-13-011.
3. THAT the Regional Municipality of Waterloo enter into a Service Contract effective May 1, 2013 with the Kitchener-Waterloo Young Women's Christian Association, head office located at 153 Frederick Street, Kitchener, ON, N2H 2M2 as outlined in report SS-13-012, dated April 9, 2013.
4. THAT the Regional Municipality of Waterloo approve the Community Housing Update and Proposed 2013 Progress Plan, as described in Report P-13-034, dated April 9, 2013.
5. THAT the Regional Municipality of Waterloo approve the initiatives to improve the consistency of EMS Service Delivery, as outlined in Report PH-13-016, dated April 9, 2013.

April 9, 2013



**THE REGIONAL MUNICIPALITY OF WATERLOO  
LIBRARY COMMITTEE**

**Summary of Recommendations to Council**

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The Library Committee recommends as follows:

1. THAT the Regional Municipality of Waterloo receive the “Service Review and Implementation Plan for Region of Waterloo Library, Final Consultant Report” for information, and direct staff to report back on specific elements for prioritization and implementation at the May meeting of the Library Committee, as described in Report P-LIB-13-001, dated April 9, 2013.
2. THAT the Regional Municipality of Waterloo approve the transfer of the 2012 Region of Waterloo Library operating surplus in the amount of \$34,342.68 to the Library Capital Reserve Fund to support future funding of capital and one-time projects. [P-LIB-13-002]

April 9, 2013



**MEMORANDUM**

To: Chair Ken Seiling and Members of Regional Council  
 From: David Dirks, Director, Employment and Income Support  
 Copies: Douglas Bartholomew-Saunders, Commissioner, Social Services  
 File No.: S09-80  
 Subject: **ONTARIO WORKS CASELOAD: MARCH 2013**

This memorandum is provided as information for members of Council. Employment & Income Support, Social Services with Finance monitors the Ontario Works (OW) caseload on a monthly basis. Below is a chart summarizing the caseload at the end of March 2013 with comparisons to the months of February 2013 and March 2012 as well as September 2008.

Very briefly,

- The OW caseload at March 2013 was: 8,575
- The OW caseload at February 2013 was: 8,614
- The **decrease** from February 2013 was: -39 (-0.5%)
- The **decrease** from March 2012 was: -346 (-3.9%)
  
- The **increase** from September 2008 was: 2,283 (36%)
  
- Waterloo Region unemployment rate for March 2013 was: 7.2%
- Waterloo Region unemployment rate for March 2012 was: 6.7%

Ontario Works Caseload and Unemployment Rate

March 2013  
Ontario Works Caseload

March 2013	February 2013	March 2012	% Change February to March	% Change Year to Year
8,575	8,614	8,921	(0.5%)	(3.9%)

Unemployment Rates – Seasonally Adjusted\*

	<b>March 2013</b>	<b>February 2013</b>	<b>March 2012</b>	<b>% Change February to March</b>	<b>% Change Year to Year</b>
Province	7.7	7.7	7.4	0.0%	4.1%
Waterloo Region	7.2	7.5	6.7	(4.0%)	7.5%

\*As revised by Statistics Canada

The March caseload continues to stay around the first quarter average of 8,600 cases. Unlike previous years, it is not increasing during this period. Nevertheless the caseload remains 36% higher than at the outset of the 2008 recession.

The provision of social assistance supports the Region's 2011-2014 Corporate Strategic Focus Area 4: Healthy and Inclusive Communities; (to) foster healthy, safe, inclusive and caring communities.

If you have any questions or comments or for further information, please contact David Dirks, Director, Employment and Income Support at 519-883-2179 or [ddirks@regionofwaterloo.ca](mailto:ddirks@regionofwaterloo.ca)



**REGION OF WATERLOO**

**CORPORATE RESOURCES**

**Legal Services**

**PLANNING HOUSING AND COMMUNITY SERVICES**

**Housing**

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**TO:** Chair Ken Seiling and Members of Regional Council

**DATE:** April 17, 2013 **FILE CODE:** L04-20

**SUBJECT: SAND HILLS CO-OPERATIVE HOUSING INC., 250 CHANDLER DRIVE IN KITCHENER**

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**RECOMMENDATION:**

For information.

**SUMMARY:**

This report is intended to provide information concerning the management of Sand Hills Co-operative Homes Inc., an eighty (80) unit community housing development located at 250 Chandler Drive in the City of Kitchener. The Region of Waterloo has oversight responsibility for this property in its capacity as “Service Manager” under the provincial *Housing Services Act* (“the Act”) and provides an annual combined operating and rent geared to income subsidy of \$486,000.

A board of directors, all of whom reside at the property, is responsible for the management of the Co-operative. Since the late summer of 2012, Regional staff has repeatedly expressed serious concerns to the Board concerning the management of the Co-operative, which are detailed in the body of this Report. The concerns of Regional staff have also been substantiated by feedback received directly from members of the Co-operative.

In accordance with the Act, the Service Manager has provided written notices to the Board detailing the nature of the concerns and what must be done to rectify them. The Service Manager has also offered various forms of assistance including assistance with procuring property management services and assuming certain property management functions on behalf of the Co-operative on a temporary basis. The Board has failed to undertake the necessary steps to remedy the lack of proper management of the Co-operative. Pursuant to his delegated authority, the Commissioner of Planning, Housing and Community Services delivered a final notice to the Board on March 21, 2013 informing the Board of the Region’s intent to remove all of the current members of the Board of Directors and replacing them with a five (5) member Board of Directors in accordance with the Region’s authority under the Act. The appointment of the new Board took effect on April 15, 2013. The intent of this action is to stabilize the financial and operational management of the Co-operative, initiate a process for improving the ongoing maintenance and making needed capital repairs to the property.

**REPORT:**

The Region of Waterloo has a statutory role as “Service Manager” in accordance with the *Housing Services Act* to oversee the management and provide funding to the Sand Hills Co-operative, an 80-unit community housing property located at 250 Chandler Drive. In 2011, the combined member rent-gear to income and operating subsidies paid by the Region totaled approximately \$486,000.

The Co-operative has been governed by a volunteer Board of Directors with each director also being a resident of the property as per a requirement of the Ontario *Co-operative Corporations Act*. The Board has not, however, provided adequate documentation confirming that it is either legally constituted or that it continues to act with the approval of the membership of the Co-operative. In the fall of 2012, Regional staff had several meetings with the Board’s legal representative and the Chair of the Board. Since that time, however, the Board has not accepted several invitations from the Region to meet.

Beginning in the fall of 2012, Regional staff has expressed concerns regarding the lack of proper management by the Board. These concerns were detailed in two previous notices sent to the Board of the Co-operative on October 18, 2012 and January 2, 2013. The most serious of these concerns include:

- the inability to provide adequate property management services;
- failure to maintain the property in an adequate state of repair and the lack of a proper system and resources for maintaining the condition of the property;
- the lack of proper financial administration of the Co-operative;
- failure to complete annual financial statements and other financial documentation in accordance with the requirements of the *Housing Services Act*;
- failure to properly administer rent-gear to income subsidies for members; and
- failure to hold meetings, and seek approval, of members as required by provincial law and the by-laws of the Co-operative.

The Region has also requested particulars concerning payments made to directors from the Co-operative’s funds however no information or particulars have been provided by the Board.

As noted above, the Region’s concerns include lack of adequate maintenance and repair of the property. In January of 2013, a professional engineer was appointed under the Region’s authority in the *Housing Services Act* to conduct a building condition audit. Despite having a lawful right to attend at the property, the engineer’s attendance was obstructed by members of the Board and an audit was not completed.

As a result of the ongoing failure of the Board to properly manage this property, the Commissioner of Planning, Housing and Community Services has, in accordance with this delegated authority, removed the existing Board of Directors and replaced the Board with five (5) community volunteers who will assume the governance of the community housing provider for a two year period. The effective date of the appointment of the Board was April 15. The intent of this action is to improve the management and governance of the housing provider. The new appointee board will work closely with both the Co-operative Housing Federation of Canada and Central Ontario Co-operative Housing Federation to provide training and support to members of the Co-operative with a goal of adding resident members to the Board and ultimately returning management of the Co-operative back to a board comprised entirely of members.

Prior to the appointment of the new board, on April 4, Regional staff invited members of the Co-operative to an informational meeting at the Chandler-Mowat Community Centre. The meeting was well attended and most of the members in attendance expressed both concern with the

management of the Co-operative and support for the Region's plan to appoint a board of directors to replace the existing board.

Regional staff considered several remedies in this instance including the termination of subsidy or the appointment of a receiver, both of which could cause considerable additional hardship for the members of the Co-operative, risk of greater harm or significant additional expense for the Co-operative, which is already financially challenged.

After considering the various options, as noted above, the Commissioner of Planning, Housing and Community Services has issued a notice removing the existing directors from office and replacing them with five (5) non-resident directors which appointment had effect on April 15, 2013. Section 98 of the Act provides authority to the Region, as Service Manager, to appoint non-resident directors *Housing Services Act* notwithstanding membership in the Co-operative being a requirement of the Co-operative Corporations Act. This new Board of Directors will work closely with Regional staff in stabilizing the management of the Co-operative and will oversee the procurement of suitable property management and maintenance services for the Co-operative.

The five (5) members of the volunteer appointee board are:

- Fil Mendes, a lawyer;
- Tim Sullivan, a senior manager with a public accounting firm with expertise in providing accounting services to housing co-operatives;
- Martin Buhr, an advocate of community housing in the Region of Waterloo and director of Menhohomes, a non-profit developer and provider of housing in Waterloo Region;
- Kathi Zarfes, former General Manager of Waterloo Region Housing, existing director of Fife Road Co-operative Homes in Guelph and retired executive with the Housing Services Corporation; and
- Arli Klassen, Social Worker, Previous Executive Director for Social Planning Council, Kitchener, and several key leadership positions with Mennonite Central Committee Ontario and Binational (Canada/US) working on governance and change management.

One of the first tasks of the new Board will be to complete the financial audit of the Co-operative and engage in a review of the financial books and practices of the Co-operative. The other primary objective of the new Board will be to document, with the assistance of a professional engineer, the immediate and short term needs of the property for maintenance and capital repairs and implement a plan for this work to be completed. The Board will also oversee the completion of the audited financial statements for the previous fiscal year which were due on November 30, 2012.

Regional staff will be issuing a press release concerning the appointment of the new board and will provide the members of the Co-operative with regular reports during the transition process. The newly appointed Board will be meeting with the members as soon as possible to hear the concerns of the members and present plans for improving the governance and management of the Co-operative. Regional staff will also provide a further report to Regional Council on the progress of the new Board later this year.

## **CORPORATE STRATEGIC PLAN:**

Council's Strategic Focus includes improving accessibility to housing. This report seeks to both maintain and, where possible, enhance this focus area by stabilizing the accessibility to housing and ensuring that the Region of Waterloo and its housing providers operate in a responsible and sustainable environment.

**FINANCIAL IMPLICATIONS:**

The costs of supporting the Region's community housing providers are provided for in the Region's annual operating budget. Any additional subsidy requirements will be communicated through subsequent reports regarding this matter.

**OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE:**

NIL

**ATTACHMENTS:**

NIL

**PREPARED BY:** *Jeff Schelling*, Solicitor (Corporate)  
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**APPROVED BY:** *Debra Arnold*, Regional Solicitor and Director of Legal Services  
*Rob Horne*, Commissioner of Planning, Housing and Community Services