

Media Release: Immediate

Regional Municipality of Waterloo

Consolidated Council Agenda

Wednesday, April 22, 2015

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, April 22, 2015 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) proposed or pending disposition of property in the City of Cambridge

- 4. Motion to Reconvene Into Open Session**
- 5. Declaration of Pecuniary Interest Under The Municipal Conflict of Interest Act**
- 6. Presentations**

1853766

7. Petitions**8. Delegations**

- * a) ~~Chris Martin Root, Re: TES TRP 15-03.1, Posted Speed Limit Reductions Near Schools (Item 13a)~~ Delegation deferred to May 5, Planning & Works Committee meeting
- * b) Moira Sharon Magee: Introduction of a Grassroots Organization Dedicated to Safety for Stigmatized and Marginalized People

9. Minutes of Previous Meetings

- a) Closed Council – April 1, 2015
- b) Council – April 1, 2015
- c) Planning & Works – April 14, 2015
- d) Administration & Finance – April 14, 2015
- e) Community Services – April 14, 2015
- f) Closed Committee – April 14, 2015
- g) Licensing & Hearings – April 15, 2015

10. Communications

- * a) [Ministry of Energy](#) Re: Initial Public Offering of shares in Hydro One Inc. A

11. Motion To Go Into Committee Of The Whole To Consider Reports**12. Reports****Finance Reports**

- a) [COR-TRY-15-36](#), T2015-120 Flat Roof Replacement at 150 Frederick Street, Kitchener 1
- b) [COR-TRY-15-37](#), T2015-130 Cambridge Waste Management Facility - Household Hazardous Waste Drop Off Facility and Site Improvements 3
- c) [COR-TRY-15-38](#), T2015-102 Surface Asphalt and Roadway Improvements, Cities of Kitchener and Waterloo 6
- d) [COR-TRY-15-39](#), T2015-133 Manitou Drive Improvements, Bleams Road 10

to Fairway Road, Kitchener, Ontario

- | | |
|--|----|
| e) COR-TRY-15-40 , T2015-128 Waterloo Spur Line Trail and Storm Drainage Improvements from Regina Street in the City of Waterloo to Ahrens Street in the City of Kitchener | 15 |
| f) COR-TRY-15-41 , Tender T2015-116 Sludge Holding Tank Upgrade, Manitou Biosolids Facility, Kitchener, Ontario | 18 |
| g) COR-TRY-15-42 , T2015-121 Sunnyside Home – Kitchen Equipment Replacement | 20 |
| h) COR-TRY-15-43 , P2015-09 Green Bins | 22 |

Committee Reports

- | | |
|--|----|
| a) Planning & Works - attached & marked PS-150414 | 25 |
| b) Administration & Finance - attached & marked FS-150414 | 29 |
| * Closed Administration & Finance - attached & marked CFS-150414 | 30 |
| c) Community Services - attached & marked SS-150414 | 31 |
| d) Licensing & Hearings - attached & marked RS-150415 | 33 |

Chief Administrative Officer

Regional Chair

Regional Clerk

13. Other Matters Under Committee Of The Whole

- * a) **Note: These items are deferred to May 5, 2015 Planning & Works Committee meeting**

~~TES TRP 15-03.1, Posted Speed Limit Reductions Near Schools
(Available at meeting)~~

- ~~● Councillor B. Vrbanovic's Motion (deferred from April 14 Planning & Works Committee):~~

~~That Regional Council approve in principle the implementation of School Zone Maximum Speed when Flashing Signs in all school zones along Regional roads;~~

~~And that the issue be referred back to Regional staff for the following~~

~~to occur before coming back to Council:~~

- ~~i) An implementation report including costs and priorities for school zones on Regional roads~~
- ~~ii) Consultation with lower tier municipalities to co-ordinate with possible school zones on local streets~~

~~And further that the issue come back by the end of 2015, so any impacts can be factored into the 2016 budget.~~

- * b) [HRC-CIT-15-06](#), Grand River Accessibility Advisory Committee Terms of Reference 34

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 on Herrgott Road, Township of Wellesley)
- b) A By-law to Confirm the Actions of Council – April 22, 2015

22. Adjourn

Ministry of Energy

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Mr. Ken Seiling
Chair
Regional Municipality of Waterloo

Dear Mr. Seiling:

On April 16, 2015, the Ontario Government announced our intention to proceed with an Initial Public Offering of shares in Hydro One Inc. before the end of the current fiscal year. We further announced that Hydro One Brampton Networks Inc. would be merged with three other local distribution companies: Enersource Corporation, Horizon Utilities Corporation and PowerStream Inc.

These announcements are in response to advice from the Premier's Advisory Council on Government Assets, led by Ed Clark. As you know, the Council was tasked with finding ways to improve customer service and increase efficiencies in order to maximize the value of government assets and generate better returns for the people of Ontario.

An amount equal to the net proceeds of the sale of Hydro One shares will be put in the Trillium Trust. Our government's Moving Ontario Forward initiative commits nearly \$29 billion over the next 10 years for investments in priority infrastructure projects, including nearly \$14 billion earmarked for outside the Greater Toronto-Hamilton Area for investment in roads, bridges, transit and other critical infrastructure. The Trillium Trust will be an important source of funding for this commitment.

The Province will continue to be the largest shareholder in the new Hydro One, and the company's rates will continue to be regulated by the Ontario Energy Board (OEB). We are proposing new oversight powers for the OEB and the appointment of a dedicated Ombudsperson within the new Hydro One to further protect consumers, contain costs and ensure reliability of service.

I want to assure those in Hydro One's service territory that the reliability and affordability of power is our first priority. The sale of shares in Hydro One will not cause the price of electricity to rise and will not impact reliability of service. In fact, we agree with the Council's assessment that changes at Hydro One will unleash new efficiencies and innovation that will reduce costs and benefit consumers.

I also want to assure you that we remain committed to the transmission projects outlined in the 2013 Long-Term Energy Plan, including to plan for a new northwest Bulk Transmission Line west of Thunder Bay and to work with the federal government to connect remote northwestern communities.

I want to draw your attention to the decision to merge Hydro One Brampton. The merger of four local distribution companies (LDCs) into a single, highly effective entity will create savings and efficiencies of scale that will benefit hundreds of thousands of households and create the second-largest LDC in the province. This is consistent with the recommendations of the Ontario Distribution Sector Review Panel and will hopefully serve as a model for other LDCs. While I have been clear that our government will not force consolidation of municipally-owned LDCs, I feel that further consolidation is in the best interests of the system and its customers.

If you would like to review the Council's report, it is available at www.ontario.ca/government/premiers-advisory-council-government-assets.

Sincerely,

A handwritten signature in black ink, appearing to read "Bob Chiarelli". The signature is fluid and cursive, with the first name "Bob" and last name "Chiarelli" clearly distinguishable.

Bob Chiarelli
Minister



Report: COR-TRY-15-36

Region of Waterloo

Corporate Services

Treasury Services (Procurement)

To: Regional Chair Ken Seiling and Members of Regional Council

Date: April 22, 2015

File Code: F18-30

Subject: T2015-120 Flat Roof Replacement at 150 Frederick Street, Kitchener

Recommendation:

That the Regional Municipality of Waterloo accept the tender of Conestoga Roofing & Sheet Metal Ltd. for T2015-120 Flat Roof Replacement at 150 Frederick Street, Kitchener in the amount of \$716,239.20 including all applicable taxes.

Summary: Nil

Report:

Tenders were called for T2015-120 Flat Roof Replacement Project at 150 Frederick Street in Kitchener and were distributed to the eight (8) roofing contractors which were pre-qualified in PQ2013-13. The tenders were opened in the presence of L. Ballantyne, T. Pedlar and A. Dooling.

The following tenders were received:

Conestoga Roofing & Sheet Metal Ltd.	Cambridge, ON	\$ 716,239.20
Atlas-Apex Roofing (Kitchener) Inc.	Kitchener, ON	\$ 771,021.60
Semple Gooder Roofing Corporation	Ayr, ON	\$ 802,956.63
Dean Thackery Roofing Company Ltd.	Kitchener, ON	\$1,165,233.40

The work of this contract includes the removal of the existing flat roof on the 8th and 9th floors at 150 Frederick Street, Kitchener. A new inverted roofing system, including a new snow melting system, will be installed on the 8th floor. The 9th floor will receive a new built up roofing system including new media masts (structural steel that is embedded into the roof structure which holds all satellites, antennae, radios etc.). The existing flat roof, which was installed in 1993, has reached the end of its expected service life with minor leaks starting to impact the 9th floor penthouse. The work is expected to be completed by September 2015.

Corporate Strategic Plan:

Award of this contract meets the 2011-2014 Corporate Strategic Plan objective to develop, optimize and maintain infrastructure to meet current and projected needs under Strategic Focus Area 2, Growth Management and Prosperity.

Financial Implications:

T2015-120	\$716,239
Less: Municipal Rebate of 86.46% of HST (11.24%)	<u>(71,244)</u>
	Total <u>\$644,995</u>

The 2015 Facility Asset Renewal Capital Budget includes \$3,072,000 for facility lifecycle work at 150 Frederick Street (capital project 74200), funded by debentures (86.7%; \$2,662,000) and the Lifecycle Reserve (13.3%; \$410,000). Within that budget amount, \$650,000 was allocated for the Flat Roof Replacement Project, which is sufficient to cover the cost of the work.

The final date of acceptance for this tender is May 3, 2015.

Other Department Consultations/Concurrence: Nil

Attachments: Nil

Prepared By: Lisa Buitenhuis, Manager, Procurement/Chief Purchasing Officer

Approved By: Craig Dyer, Commissioner Corporate Services/Chief Financial Officer



Report: COR-TRY-15-37

**Region of Waterloo
Corporate Services
Treasury Services (Procurement)**

To: Regional Chair Ken Seiling and Members of Regional Council

Date: April 22, 2015 **File Code:** F18-30

**Subject: T2015-130 Cambridge Waste Management Facility - Household
Hazardous Waste Drop Off Facility and Site Improvements**

Recommendation:

That the Regional Municipality of Waterloo accept the tender of G.S. Wark Limited, for T2015-130 Cambridge Waste Management Facility - Household Hazardous Waste Drop Off Facility and Site Improvements in the amount of \$1,759,198.11 including all applicable taxes.

Summary:

Nil

Report:

Tenders were called for T2015-130 Cambridge Waste Management Facility - Household Hazardous Waste Drop Off Facility and Site Improvements and were advertised in the Record, on the Ontario Public Buyer's Association website and on the Region's website. Four tenders were received. The tenders were opened in the presence of A. Dooling, M. Greenhill and S. Laaber.

The following tender was received:

G.S Wark Limited	Hamilton, Ontario	\$1,759,198.11
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Three (3) bids were disqualified as they were incomplete.

The work under this contract includes the construction of a household hazardous waste drop off facility, associated transfer station service upgrades and reconstruction of a portion of the road network in the area of the small vehicle transfer station. Completion

of this project will allow for consistent services to be provided at both the Cambridge and Waterloo Waste Management Facilities. Completion of this project will also finalize the remaining site infrastructure related to the site closure of the former Cambridge landfill.

A building permit from the City of Cambridge has been obtained and the required amendment to the existing site Environmental Compliance Approval (formerly Certificates of Approval) has been issued by the Ministry of Environment and Climate Change. There are no other approvals required to proceed with construction.

Staff have reviewed the tender and feel the cost is fair and reasonable, based on current industry construction costs, for this type of contract work.

Subject to Council approval, it is anticipated that the contractor will commence work in mid May. It is anticipated that construction will be completed on or about October 31, 2015.

Corporate Strategic Plan:

Award of this contract meets the 2011-2014 Corporate Strategic Plan objective to reduce the amount of waste going to the landfill and to protect the quality and quantity of our drinking water sources under Strategic Focus Area 1, Environmental Sustainability.

Financial Implications:

T2015-130	\$1,759,198
Consultant Engineering – Construction Administration	\$99,440
Building Permit (Less Completion Rebate \$5,000)	\$3,390
Advertising and Printing	\$328
Less: Municipal Rebate of 86.46% of HST (11.24%)	<u>(185,247)</u>
Total	<u>\$1,677,109</u>

The Region's approved 2015 Waste Management Capital Program includes a total budget of \$1,680,000 for the Cambridge Household Hazardous Waste Drop Off Facility and Site Improvements (project # 1013 – Household Hazardous Waste Expansion, project #1104 - Transfer Station Upgrades, project #1146 - Road Construction and project #1091 - Site Closure) to be 100% funded from debentures. The cost of this work is within budget.

The final date of acceptance for this tender is July 22, 2015.

Other Department Consultations/Concurrence: Nil

Attachments: Nil

Prepared By: Lisa Buitenhuis, Manager, Procurement/Chief Purchasing Officer

Approved By: Craig Dyer, Commissioner of Corporate Services/Chief Financial Officer



Report: COR-TRY-15-38

Region of Waterloo
Corporate Services
Treasury Services (Procurement)

To: Regional Chair Ken Seiling and Members of Regional Council

Date: April 22, 2015

File Code: F18-30

Subject: T2015-102 Surface Asphalt and Roadway Improvements, Cities of Kitchener and Waterloo

Recommendation:

That the Regional Municipality of Waterloo accept the tender of Capital Paving Inc. for T2015-102 Surface Asphalt and Roadway Improvements, Cities of Kitchener and Waterloo in the amount of \$2,108,580.00 including all applicable taxes;

And that the Regional Municipality of Waterloo approve an increase in project costs of \$17,255.81 gross and \$0.00 net to facilitate the work undertaken on behalf of the Ministry of Transportation Ontario.

Summary:

Nil

Report:

Tenders were called for Surface Asphalt and Roadway Improvements, Cities of Kitchener and Waterloo and were advertised in the Daily Commercial News, in the Record, on the Ontario Public Buyers Association website and on the Region's website. Tenders were opened in the presence of L. Misurka, D. Pletch and T. Lumgair.

The following tenders were received:

Capital Paving Inc.	Guelph, ON	\$2,108,580.00
E & E Seegmiller Limited	Kitchener, ON	\$2,219,459.25

Steed and Evans Limited	St. Jacobs, ON	\$2,279,210.00
Coco Paving Inc.	Petersburg, ON	\$2,522,160.00
Brantco Construction	Cambridge, ON	\$2,636,307.81

The work of this contract includes the following roadway works:

- Replacement of roadway asphalt and construction of new sidewalk on both sides of Bloomingdale Road, and curb and gutter repairs;
- Placement of final surface course asphalt on Bridge Street from Tyson Drive to the Kitchener/Woolwich boundary;
- Resurfacing of the existing asphalt on Bridge Street from the Bridgeport Bridge to Tyson Drive;
- Placement of final surface course asphalt on University Avenue from Weber Street to Lincoln Road;
- Resurfacing of University Avenue from Lincoln Road to the Highway 85 Southbound ramp on behalf of the Ministry of Transportation Ontario;
- Resurfacing of the intersection of University Avenue and Weber Street; and
- Pavement widening for a multi-use trail on the south side of Northfield Drive.

Subject to council approval construction is scheduled to commence on or about June 1, 2015 with completion expected by July 24, 2015.

Corporate Strategic Plan:

Award of this contract meets the 2011-2014 Corporate Strategic Plan objective to develop, optimize and maintain infrastructure to meet current and projected needs under Strategic Focus Area 2, Growth Management and Prosperity.

Financial Implications:

Contract T2015-102 costs are shared as follows:

Region of Waterloo – Transportation Division	\$2,091,850
Ministry of Transportation Ontario	<u>16,730</u>
Total	<u>\$2,108,580</u>

Region of Waterloo – Transportation Division Costs

T2015-102	\$2,091,850
Region Engineering	100,000
Geotechnical Consulting	40,250
Traffic Detours, Signing and Line Painting	24,000
Advertising and Printing	<u>1,500</u>
	Sub-total \$2,257,600
Less: Municipal Rebate of 86.46% of HST (11.24%)	<u>(212,074)</u>
	Total <u>\$2,045,526</u>

The approved 2015 Transportation Capital Program includes \$3,015,000 (Projects 5190, 5183, 5501 and 7257) to be funded from the Roads Rehabilitation Reserve Fund (72%; \$2,175,000) and the Development Charges Reserve Fund (28%; \$840,000) for the roadway works indicated above. An estimated \$285,000 will be required to fund finishing works outstanding from the 2014 contracts and planned landscaping works on these projects which will be completed under a separate contract in 2015. An additional \$425,000 is required for expenditures in 2015 related to design, property acquisition and utility relocation for the planned widening of Northfield Drive in 2017, the latter of which will also be completed under a separate contract. Based on the low tender, the estimated cost of the work in the contract combined with anticipated finishing work and costs associated with the planned widening of Northfield Drive is estimated at \$2,755,526 which is 9% under the identified budget due to a decrease in asphalt prices from 2014.

Ministry of Transportation Ontario Costs

T2015-102	\$16,730
Traffic Detours, Signing and Line Painting	1,390
Region Engineering	<u>800</u>
	Sub-total \$18,920
Less: Municipal Rebate of 86.46% of HST (11.24%)	<u>(1,664)</u>
	Total <u>\$17,256</u>

The Ministry of Transportation Ontario has confirmed that they have sufficient funds budgeted for this work and has executed an agreement with the Region to set out the cost-sharing responsibilities for this work.

The final date of acceptance for this tender is May 23, 2015.

Other Department Consultations/Concurrence: Nil

Attachments: Nil

Prepared By: Lisa Buitenhuis, Manager, Procurement/Chief Purchasing Officer

Approved By: Craig Dyer, Commissioner of Corporate Services/Chief Financial Officer



Report: COR-TRY-15-39

Region of Waterloo
Corporate Services
Treasury Services (Procurement)

To: Regional Chair Ken Seiling and Members of Regional Council

Date: April 22, 2015 **File Code:** F18-30

Subject: T2015-133 Manitou Drive Improvements, Bleams Road to Fairway Road, Kitchener, Ontario

Recommendation:

That the Regional Municipality of Waterloo accept the tender of E & E Seegmiller Limited for T2015-133 Manitou Drive Improvements, Bleams Road to Fairway Road, Kitchener, Ontario in the amount of \$10,532,903.18 including all applicable taxes.

And that the Regional Municipality of Waterloo approve an increase in project costs for project #6563 in the amount of \$231,671 to accommodate the increased costs for the rehabilitation of Manitou Drive from Fairway Road to Webster Road in the City of Kitchener to be funded from the Roads Rehabilitation Reserve Fund and the Development Charges Reserve Fund.

And that the Regional Municipality of Waterloo approve an increase in project costs for project #5340 in the amount of \$1,434,429 to accommodate the increased costs for the widening of Manitou Drive from Webster Road to Bleams Road in the City of Kitchener to be funded from the Development Charge Reserve Fund.

And that the Regional Municipality of Waterloo approve an increase in project costs of \$670,629.97 gross and \$0.00 net to facilitate the work undertaken on behalf of the City of Kitchener.

Summary:

Nil

Report:

Tenders were called for T2015-133 Manitou Drive Improvements, Bleams Road to Fairway Road, Kitchener, Ontario and were advertised in the Record, in the Daily Commercial News, on the Ontario Public Buyers Association website and on the Region's website. Tenders were opened in the presence of W. Cheater, M. Kroker and J. Markovic.

The following tenders were received:

E & E Seegmiller Limited	Kitchener, ON	\$10,532,903.18
Regional Sewer and Watermain Ltd.	Cambridge, ON	\$10,692,032.60
Capital Paving Inc.	Guelph, ON	\$11,458,668.51
Amico Infrastructures (Oxford) Inc.	Cambridge, ON	\$12,694,818.53

The work of this contract includes the complete reconstruction of Manitou Drive, from Fairway Road to Webster Road including replacement of the storm sewer system, replacement of concrete curbs, replacement of sections of the existing sidewalk, construction of additional sidewalk, on-road bicycle lanes and conversion of the existing two lanes in each direction to one lane in each direction plus a two-way centre turn lane. Also included is the reconstruction and widening of Manitou Drive from Bleams Road to Webster Road including replacement of the existing bridge at Schneider Creek, extension of the City of Kitchener trail beneath the bridge and the widening of Manitou Drive from 2 lanes to 3 lanes. The work on Manitou Drive also includes construction of a two-lane roundabout at Bleams Road with provision for the future River Road Extension east of Manitou Drive and restriction of the intersection at Webster Road to right-turns only with the installation of a raised median with pedestrian refuge at that intersection, as well as replacement of the joint Region/City watermain infrastructure on behalf of the Region and the City of Kitchener.

Corporate Strategic Plan:

Award of this contract meets the 2011-2014 Corporate Strategic Plan objective to develop, optimize and maintain infrastructure to meet current and projected needs under Strategic Focus Area 2, Growth Management and Prosperity.

Financial Implications:

Contract T2015-133 costs are shared as follows:

Region of Waterloo - Transportation Division	\$ 9,434,112
Region of Waterloo – Water Services Division	392,415
City of Kitchener	<u>706,376</u>
Total	<u>\$10,532,903</u>

Region of Waterloo Transportation Division Costs

T2015-133	\$9,434,112
Utility Relocations and New Street Lighting	765,000
Region Engineering	80,000
Consultant Engineering	423,007
Demolition	50,000
Traffic Detours, Signage and Line Painting	30,000
Pre-Construction Tree Removals	14,000
Advertising and Printing	<u>2,900</u>
Sub-total	\$10,799,019
Less: Municipal Rebate of 86.46% of HST (11.24%)	<u>(1,062,918)</u>
Total	<u>\$ 9,736,101</u>

The Region of Waterloo's approved 2015-2024 Transportation Capital Program includes a budget of \$7,630,000 in 2015 (Projects #5340 and #6353) for Manitou Drive Reconstruction between Bleams Road and Courtland Avenue/Fairway Road to be funded from the Roads Rehabilitation (10%; \$780,000) and Development Charges (90%; \$6,850,000) Reserve Funds. An additional \$440,000 (Project #5340) is budgeted in 2016 to be funded from the Regional Development Charges Reserve for a total budget of \$8,070,000.

Based on the low tender result, the cost of this work is \$1,666,101 (approximately 21%) over the approved project budget. This overrun is attributable to a number of factors determined during detail design over the winter months including:

- A higher cost for the bridge structure to reduce the road elevation and thereby reduce impacts to property (+\$200k);
- Complete replacement and improvement of the existing storm sewers (+\$300K for the Region's share of storm sewer works);
- Higher than expected costs for major Hydro and Bell relocations (+\$400K);
- Increased regulatory requirements for dewatering have resulted in additional contract bid items and additional provisional and contingency amounts as well as increased cost for consultant design and monitoring(+\$200K);
- \$500K increase in property acquisition costs.

It is recommended that the additional funding requirement be approved as follows:

- 1) increase in project costs for project #6353 in the amount of \$231,671 to accommodate the increased costs for the rehabilitation of Manitou Drive from Fairway Road to Webster Road in the City of Kitchener to be funded from the Roads Rehabilitation Reserve Fund (79%; \$183,020) and the Development Charges Reserve Fund (21%; \$48,651).
- 2) increases in project costs for project #5340 in the amount of \$1,434,429 to accommodate the increased costs for the widening of Manitou Drive from Webster Road to Bleams Road in the City of Kitchener to be funded 100% from the Development Charge Reserve Fund.

These adjustments will be reflected in the mid-year review of the 2015 Transportation Capital Program (currently scheduled for the June 16, 2015 Planning and Works Committee Meeting).

Region of Waterloo – Water Services Division Costs

T2015-133	\$392,415
Region Engineering	3,347
Consultant Engineering	17,575
Advertising and Printing	<u>100</u>
	Sub-total \$413,437
Less: Municipal Rebate of 86.46% of HST (11.24%)	<u>(40,781)</u>
	Total <u>\$372,656</u>

The cost of this work is included in the 2015 Water Capital Program allocation of \$2,612,000 for watermain upgrades (project # 4082) to be funded from the Water Capital Reserve (74%; \$1,932,880) and the Regional Development Charges Reserve (26%; \$679,120).

City of Kitchener Costs

T2015-133	\$706,376
Region Engineering	6,026
Consultant Engineering	<u>31,636</u>
	Sub-total \$744,038
Less: Municipal Rebate of 86.46% of HST (11.24%)	<u>(73,408)</u>
	Total <u>\$670,630</u>

The City of Kitchener has indicated that they have sufficient funds budgeted for this work and has asked that the work proceed on their behalf.

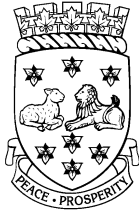
The final date of acceptance for this tender is May 30, 2015.

Other Department Consultations/Concurrence: Nil

Attachments: Nil

Prepared By: Lisa Buitenhuis, Manager, Procurement/Chief Purchasing Officer

Approved By: Craig Dyer, Commissioner of Corporate Services/Chief Financial Officer



Report: COR-TRY-15-40

Region of Waterloo
Corporate Services
Treasury Services (Procurement)

To: Regional Chair Ken Seiling and Members of Regional Council

Date: April 22, 2015

File Code: F13-80

Subject: T2015-128 Waterloo Spur Line Trail and Storm Drainage Improvements from Regina Street in the City of Waterloo to Ahrens Street in the City of Kitchener

Recommendation:

That the Regional Municipality of Waterloo accept the tender of Network Sewer and Watermain Ltd. for T2015-128 Waterloo Spur Line Trail and Storm Drainage Improvements from Regina Street in the City of Waterloo to Ahrens Street in the City of Kitchener in the amount of \$4,841,984.26 including all applicable taxes;

And that the Regional Municipality of Waterloo approve an increase in project costs of \$1,499,340.30 gross and \$0.00 net to facilitate the work undertaken on behalf of the City of Waterloo.

Summary:

Nil

Report:

Tenders were called for T2015-128 Waterloo Spur Line Trail and Storm Drainage Improvements from Regina Street in the City of Waterloo to Ahrens Street in the City of Kitchener and were advertised in the Record, in the Daily Commercial News, on the Ontario Public Buyers Association website and on the Region's website. Tenders were opened in the presence of P. Linn, W. Cheater and T. Lumgair.

The following tenders were received:

Network Sewer and Watermain Ltd.	Cambridge, ON	\$4,841,984.26
E & E Seegmiller Limited	Kitchener, ON	\$5,198,433.36

The work of this contract includes the construction of a multi-use trail within the Waterloo Spur Line corridor between Regina Street in the City of Waterloo and Ahrens Street in the City of Kitchener. The construction of the trail will include lighting and landscaping. Also included is the replacement of portions of the existing storm sewer system on behalf of the City of Waterloo.

Corporate Strategic Plan:

Award of this contract meets the 2011-2014 Corporate Strategic Plan objective to develop, optimize and maintain infrastructure to meet current and projected needs under Strategic Focus Area 2, Growth Management and Prosperity.

Financial Implications:

Contract T2015-128 costs are shared as follows:

Region of Waterloo Transportation Division	\$3,274,633
City of Waterloo	<u>1,567,351</u>
Total	<u>\$4,841,984</u>

Region of Waterloo – Transportation Division Costs

T2015-128	\$3,274,633
Consulting Engineering	258,006
Regional Engineering	120,000
Utility Relocations	60,000
Geotechnical Materials Testing during Construction	32,981
Detours and Signage	5,000
Advertising and Printing	<u>3,000</u>
Sub-total	\$3,753,620
Less: Municipal Rebate of 86.46% of HST (11.24%)	<u>(360,631)</u>
Total	<u>\$3,392,989</u>

The Region of Waterloo’s approved 2015-2024 Transportation Capital Program includes a budget of \$4,750,000 for this project, of which \$3,200,000 relates to the Region’s Transportation Division in years 2015 and 2016, to be funded from the Development Charges Reserve Fund.

The Region’s budget for this project was established in September of 2014 subject to the negotiation of a funding agreement with Metrolinx for one-third (1/3) funding up to \$1.2 million (see Report P-14-082 dated September 9, 2014). A cost sharing arrangement for the Waterloo Spur Line Trail has since been negotiated with Metrolinx whereby Metrolinx has agreed to contribute one third of the total eligible cost of the construction of the trail to a maximum amount of \$1.2 million. Based on the low tender result, the expected contribution from Metrolinx is \$1,110,411. Execution of a formal funding agreement with Metrolinx is expected prior to the start of construction. The contribution from Metrolinx will reduce the amount of funding required from the Development Charges Reserve Fund.

City of Waterloo Costs

T2015-128	\$1,567,351
Consulting Engineering	82,080
Geotechnical Materials Testing during Construction	<u>15,520</u>
	Sub-total \$1,664,951
Less: Municipal Rebate of 86.46% of HST (11.24%)	<u>(165,608)</u>
	Total <u>\$1,499,343</u>

The original project budget was also established subject to a funding commitment from the City of Waterloo for up to \$1.55 million for storm sewer infrastructure. The City of Waterloo has indicated that they have sufficient funds available for this work and has asked that the work proceed on their behalf.

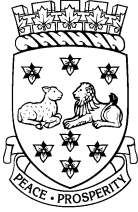
The final date of acceptance for this tender is May 29, 2015.

Other Department Consultations/Concurrence: Nil

Attachments: Nil

Prepared By: Lisa Buitenhuis, Manager, Procurement/Chief Purchasing Officer

Approved By: Craig Dyer, Commissioner of Corporate Services/Chief Financial Officer



Report: COR-TRY-15-41

Region of Waterloo
Corporate Services
Treasury Services (Procurement)

To: Regional Chair Ken Seiling and Members of Regional Council

Date: April 22, 2015

File Code: F18-30

Subject: **Tender T2015-116 Sludge Holding Tank Upgrade, Manitou Biosolids Facility, Kitchener, Ontario**

Recommendation:

That the Regional Municipality of Waterloo accept the tender of BGL Contractors Corp. for tender T2015-116 Sludge Holding Tank Upgrade, Manitou Biosolids Facility, Kitchener, Ontario in the amount of \$711,900.00 including all applicable taxes.

Summary: Nil

Report:

Tenders were called for T2015-116 Sludge Holding Tank Upgrade, Manitou Biosolids Facility, Kitchener, Ontario and were advertised in the Daily Commercial News, the Record, on the Ontario Public Buyers Association Website and on the Region's website. Bids were opened in the presence of B. Khan, N. Corbett and J. Markovic.

The following tenders were received:

BGL Contractors Corp.	Waterloo, ON	\$711,900.00
Dean-Lane Contractors Inc.	Kitchener, ON	\$800,038.87

The work of this contract includes supply, installation, testing and commissioning of a new bypass system, a new sludge mixing system and a new decant system for the Sludge Holding Tank at the Manitou Biosolids Facility. This work will improve the efficiency of the facility.

Subject to council award this work is scheduled to commence at the end of May 2015 with completion expected by November 2015.

Corporate Strategic Plan:

Award of this contract meets the 2011-2014 Corporate Strategic Plan objective to develop, optimize and maintain infrastructure to meet current and projected needs under Strategic Focus Area 2, Growth Management and Prosperity.

Financial Implications:

T2015-116	\$711,900
Consultant Engineering	120,000
Regional Engineering	30,000
Advertising and Printing	<u>2,500</u>
	Sub-total \$864,400
Less: Municipal Rebate of 86.46% of HST (11.24%)	<u>(82,997)</u>
	Total <u>\$781,403</u>

The Region's approved 2015 Wastewater Capital Budget and Ten Year Capital Forecast includes a total of \$1,600,000 in 2015 for Kitchener & Waterloo Infrastructure Upgrades (project #08307), funded from the Wastewater Reserve Fund (74.9%; \$1,198,000) and Regional Development Charges (25.1%; \$402,000). The budget includes an allowance of \$900,000 for the Sludge Holding Tank Upgrade at Manitou Biosolids Facility, Kitchener. The estimated total project cost is within the budget amount allocated for this work.

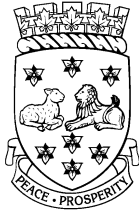
The final date of acceptance for this tender is May 30, 2015.

Other Department Consultations/Concurrence: Nil

Attachments: Nil

Prepared By: Lisa Buitenhuis, Manager, Procurement/Chief Purchasing Officer

Approved By: Craig Dyer, Commissioner of Corporate Services/Chief Financial Officer



Report: COR-TRY-15-42

Region of Waterloo

Corporate Services

Treasury Services (Procurement)

To: Regional Chair Ken Seiling and Members of Regional Council

Date: April 22, 2015

File Code: F18-30

Subject: T2015-121 Sunnyside Home – Kitchen Equipment Replacement

Recommendation:

That the Regional Municipality of Waterloo accept the tender of Trimen Food Equipment Services Ltd. for T2015-121 Sunnyside Home – Kitchen Equipment Replacement in the amount of \$260,614.66 including all applicable taxes.

Summary: Nil

Report:

Tenders were called for T2015-121 Sunnyside Home – Kitchen Equipment Replacement and were advertised in the Record, on the Ontario Public Buyers Association website and on the Region's website. The tenders were opened in the presence of T. Pedlar, R. Smith and J. Markovic. Three bids were received, two of which were disqualified.

The following tender was received:

Trimen Food Equipment Services Ltd	London, ON	\$260,614.66
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The work of this contract includes the replacement of various pieces of kitchen equipment in the main kitchen as well as the five kitchenettes on the resident floors at Sunnyside Home, 247 Franklin St N., Kitchener. These pieces of equipment have reached the end of their expected service life. Many of the new pieces of equipment will provide additional capacity, quicker production times and energy savings. The work is expected to be completed by June 2015.

Corporate Strategic Plan:

Award of this contract meets the 2011-2014 Corporate Strategic Plan objective to develop, optimize and maintain infrastructure to meet current and projected needs under Strategic Focus Area 2, Growth Management and Prosperity.

Financial Implications:

T2015-121	\$260,615
Less: Municipal Rebate of 86.46% of HST (11.24%)	<u>(25,923)</u>
Total	<u>\$234,692</u>

The 2015 Seniors' Services (Facilities Management Capital Renewal) Budget includes \$1,583,522 for facility lifecycle work at Sunnyside Home (Project 71042) funded by debentures. Within that budget amount, \$270,000 was allocated for the Kitchen Equipment Replacement Project, which is sufficient to cover the cost of the work.

The final date of acceptance for this tender is July 30, 2015.

Other Department Consultations/Concurrence: Nil

Attachments: Nil

Prepared By: Lisa Buitenhuis, Manager, Procurement/Chief Purchasing Officer

Approved By: Craig Dyer, Commissioner of Corporate Services/Chief Financial Officer



Report: COR-TRY-15-43

Region of Waterloo
Corporate Services
Treasury Services (Procurement)

To: Regional Chair Ken Seiling and Members of Regional Council

Date: April 22, 2015

File Code: F18-40

Subject: P2015-09 Green Bins

Recommendation:

That the Regional Municipality of Waterloo accept the proposal of Orbis Canada Ltd. for P2015-09 Green Bins at a 2 year cost of \$189,162.00 including all applicable taxes with two (2) one (1) year renewal options.

Summary: Nil

Report:

Proposals were called for P2015-09 Green Bins and were advertised in the Record, on the Ontario Public Buyers Association website and on the Region's website. The proposals were opened in the presence of J. McCarty, A. Dooling and K. Kitagawa.

The following proposals were received:

Orbis Canada Ltd. Toronto, Ontario

Peninsula Plastics Ltd Fort Erie, Ontario

The proposals were evaluated using pre-determined technical criteria which included product details, design and durability, capability of handling material, ease of transportation storage and distribution, and technical compliance to specification and price. The proposal submitted by Orbis Canada Ltd. obtained the highest overall score and had the lowest overall cost.

The work under this contract includes the supply and provision of green bins for a two year period with an estimated purchase of 12,000 units over the 2 years.

Corporate Strategic Plan:

Award of this contract meets the 2011-2014 Corporate Strategic Plan objective to reduce the amount of waste going to the landfill under Strategic Focus Area 1, Environmental Sustainability.

Financial Implications:

P2015-09	\$189,162
Less: Municipal Rebate of 86.46% of HST (11.24%)	<u>(18,816)</u>
	Total <u>\$170,346</u>
Estimated Annual Cost of Contract	<u>\$ 85,173</u>

The Region's approved 2015 operating budget for Waste Management includes a provision of \$135,375 for waste containers including green bins, blue boxes, recycling bags and carts. Based on an estimate of 6,000 green bins anticipated to be ordered for a full year at a net cost of \$85,173, there is sufficient budget to cover the green bins and all other required containers.

The final date of acceptance for this proposal is July 25, 2015.

Other Department Consultations/Concurrence: Nil

Attachments: Nil

Prepared By: Lisa Buitenhuis, Manager, Procurement/Chief Purchasing Officer

Approved By: Craig Dyer, Commissioner of Corporate Services/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 accept PDL-CPL-15-11 Monthly Report of Development Activity for March 2015, dated April 14, 2015.
2. That the Regional Municipality of Waterloo:
 - a) approve the proposed improvements on Ottawa Street (Regional Road 4) from the Highway 7 Eastbound Ramp to Lackner Boulevard in the City of Kitchener as outlined in Report TES-DCS-15-09;
 - b) direct staff to file the Notice of Completion for this Class Environmental Assessment Study by means of advertisements in 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; and
 - c) upon completion of construction, amend Traffic and Parking By-law 06-072, as amended, to add to Schedule 24, Reserved Lanes on Both Sides of Ottawa Street (Regional Road 4) from Highway 7 to Lackner Boulevard for Bicycles.
3. That the Regional Municipality of Waterloo approve the sole source provision of railway flagging services to be provided by Goderich-Exeter Railway Company Ltd. (GEXR) to support LRT construction in the estimated amount of \$1,674,000.00 plus applicable taxes to be funded from the approved Rapid Transit budget. [TES-RTS-15-01]
4. That the Regional Municipality of Waterloo amend Traffic and Parking By-law 06-072, as follows:

PS-150414

- a) Remove from Schedule 18 – Rates of Speed, 80 km/h on Herrgott Road (Regional Road 10) from 300 metres south of Line 86 (Regional Road 86) to 450 m north of Sunset Drive;
 - b) Add to Schedule 18 – Rates of Speed, 80 km/h on Herrgott Road (Regional Road 10) from 300 metres south of Line 86 (Regional Road 86) to Geddes Street;
 - c) Add to Schedule 18 – Rates of Speed, 60 km/h on Herrgott Road (Regional Road 10) from Geddes Street to Ament Line (Regional Road 17); and
 - d) Add to Schedule 18 – Rates of Speed, 80 km/h on Herrgott Road (Regional Road 10) from Ament Line (Regional Road 17) to 450 m north of Sunset Drive.” [TES-TRP-15-04]
5. That the Regional Municipality of Waterloo approve a special meeting of the Planning and Works Committee for the evening of Wednesday, May 6, 2015, to allow for public feedback on the proposed collection service options presented in report TES-WMS-15-05, with the intent of a final service level option recommendation forthcoming in late May 2015.
6. That the Regional Municipality of Waterloo approve the projects included in the 2015 Implementation Plan for the Transit Supportive Strategy to enhance transit ridership in the City of Cambridge, as described in Report No. PDL-CPL-15-22, dated April 14, 2015 and summarized in Attachment A.
7. That The Regional Municipality of Waterloo direct and authorize the Regional Solicitor to take the following actions with respect to the expropriation of lands for the reconstruction of Manitou Drive between Homer Watson Boulevard and Bleams Road , in the City of Kitchener, in the Region of Waterloo as detailed in report PDL-LEG-15-36 dated April 14, 2015:
- A. Complete application(s) to the Council of the Regional Municipality of Waterloo, as may be required from time to time, for approval to expropriate land, which is required for the reconstruction of Manitou Drive and described as follows:

Conflict:
K. Redman

Fee Simple Partial Taking:

- a) Part Lot 2, Registrar’s Compiled Plan 1521, being Parts 2, 3, and 4 on Reference Plan 58R-18262, being Part of PIN 22731-0021 (R), in the City of Kitchener (270 Manitou Drive, Kitchener);
- b) Part Lot 1, Registrar’s Compiled Plan 1521, being Part 1 on 58R-18262, being part of PIN 22731-0020 (LT), in the City of Kitchener (262 Manitou Drive, Kitchener);

1855631

PS-150414

- B. Serve notices of the above application(s) required by the Expropriations Act;
- C. Forward to the Chief Inquiry Officer any requests for a hearing that may be received;
- D. Attend, with appropriate Regional staff, at any hearing that may be scheduled;
- E. Discontinue expropriation proceedings or any part thereof, in respect of the above described lands, or any part thereof, upon the registration on title of the required documentation to complete a transaction whereby the required interests in the lands are conveyed or if determined by the Commissioner of Transportation and Environmental Services that such lands, or any part thereof, are not required for the subject project; and
- F. Do all things necessary and proper to be done, and report thereon to Regional Council in due course.

April 14, 2015

The Regional Municipality of Waterloo
Administration and Finance Committee
Summary of Recommendations to Council

The Administration and Finance Committee recommends as follows:

1. That the Regional Municipality of Waterloo take no action on the request of the Islamic Centre of Cambridge to reduce the Regional Development Charges payable for its proposed development of a community centre in Cambridge, as described in Report COR-FSD-15-08.
2. That the Regional Municipality of Waterloo approve project funding allocations totalling \$151,048 from the Community Environmental Fund to the Environmental Stewardship projects described in Attachment 1 of Report PDL-CPL-15-23, dated April 14, 2015.

April 14, 2015

FSS-150414

The Regional Municipality of Waterloo Administration and Finance Committee

Summary of Closed Recommendations to Council

The Administration and Finance Committee recommends as follows:

1. That the Regional Municipality of Waterloo approve a Memorandum of Agreement with the Ontario Nurses' Association (Sunnyside Home), for the period of April 1, 2014 to March 31, 2016.
2. That the Regional Municipality of Waterloo appoint Donna Hartzler and Rob Bender to the Grand River Accessibility Advisory Committee for a 4-year term ending December 31, 2018.

April 14, 2015

1854137

SS-150414

The Regional Municipality of Waterloo

Community Services Committee

Summary of Recommendations to Council

The Community Services Committee recommends as follows:

Conflict:
K. Redman

1. That the Regional Municipality of Waterloo increase the 2015 operating budget for Employment and Income Support 2015 by \$108,508 gross and \$0 net Regional Levy as outlined in report CSD-EIS-15-06, dated April 14, 2015.
2. That the Regional Municipality of Waterloo approve the revised Terms of Reference for the Employment & Income Support Community Advisory Committee (EISCAC) as outlined in report CSD-EIS-15-08, dated April 14, 2015.

April 14, 2015

RS-150415

The Regional Municipality of Waterloo

Licensing and Hearings Committee

Summary of Recommendations to Council

The Licensing and Hearings Committee recommends as follows (quorum was not present at the meeting):

1. That Councillor Jane Mitchell be nominated and accepted as Chair of the Licensing and Hearings Committee.
2. That Councillor Geoff Lorentz be nominated and accepted as Vice Chair of the Licensing and Hearings Committee.

April 15, 2015



Report: HRC-CIT-15-06

Region of Waterloo
Human Resources and Citizen Service
Citizen Service

To: Chair Ken Seiling and Members of Regional Council

Date: April 22, 2015

Subject: Grand River Accessibility Advisory Committee Terms of Reference

Recommendation:

That the Regional Municipality of Waterloo approve the Terms of Reference for the Grand River Accessibility Advisory Committee (GRAAC) as amended, as outlined in Report HRC-CIT-15-06, dated April 22, 2015.

Summary:

NIL.

Report:

The Grand River Accessibility Advisory Committee (GRAAC) was established by Regional Council on August 12, 2003, to meet the requirements of the *Ontarians with Disabilities Act, 2001* (ODA). This joint committee of six area municipalities (The Region of Waterloo, the cities of Kitchener and Waterloo, and the townships of North Dumfries, Wellesley, and Woolwich) provides vision and direction as the participating municipalities develop plans to remove barriers and improve accessibility for people with disabilities.

On November 17, 2014 the Council for the Township of Wilmot passed a resolution (#2014-224) that the township submit a formal request to join GRAAC as a participating member of the committee. Currently GRAAC is the municipal accessibility advisory committee for six municipalities: The Region of Waterloo, the cities of Kitchener and Waterloo, and the townships of North Dumfries, Wellesley, and Woolwich. To support the request from the Township of Wilmot the GRAAC support staff from the participating municipalities, along with staff from the Township of Wilmot, worked collaboratively to

identify areas for revision in the GRAAC Terms of Reference. On March 26, 2015 GRAAC reviewed the amendments to the Terms of Reference and provided feedback. The amended Terms of Reference are attached to this report in Appendix A.

GRAAC Terms of Reference

The current GRAAC Terms of Reference were approved by Regional Council on December 4, 2007. Since that time, with the passing of two Ontario Regulations developed under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) there have been significant changes in Provincial legislation regarding accessibility and the role of municipal accessibility advisory committees.

The GRAAC was appointed by Regional Council to meet its requirements under the ODA, 2001. Each year, the committee provides advice to Regional Council about the preparation, implementation and effectiveness of annual accessibility plans. The changes to the GRAAC terms of reference reflect the inclusion of the Township of Wilmot as a participating municipality of the committee, the new legislative framework, as well as feedback from the committee members and staff.

Appendix A of this report contains a final version of the revised Terms of Reference.

GRAAC Feedback on the Terms of Reference

On March 26, 2015 the draft Terms of Reference were presented to GRAAC.

The support staff from the participating municipalities made changes where they were consistent with the role of municipal accessibility advisory committees specified in the AODA and its associated regulations. The Region of Waterloo staff are in communication with the City of Cambridge staff for the Cambridge Accessibility Advisory Committee and are exploring possible informal practices for improved communication between these two committees.

Corporate Strategic Plan:

Establishment of the Grand River Accessibility Advisory Committee is a requirement under the *Ontarians with Disabilities Act, 2001*. Having an accessibility advisory committee supports the Corporate Strategic Plan Focus Area 5, Objective 5.1: Improve the accessibility of Regional programs and services to support our diverse community.

Financial Implications:

The cost of supporting the Grand River Accessibility Advisory Committee is incorporated in the annual accessibility planning budget.

Other Department Consultations/Concurrence:

NIL

Attachments

Appendix A: Grand River Accessibility Advisory Committee Terms of Reference

Prepared By: **Vanessa Lopak**, Service Planning Associate
Deb Bergey, Manager, Citizen Service**Approved By:** **Jane Albright**, Commissioner, Human Resources and Citizen Service

Appendix A: Grand River Accessibility Advisory Committee Terms of Reference

Grand River Accessibility Advisory Committee Terms of Reference

1. Name of Committee

The Committee shall be known as the Grand River Accessibility Advisory Committee or "GRAAC".

2. Legislated Definitions

"Barrier" means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or practice; ("obstacle")

"Disability" means,

- (a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- (b) a condition of mental impairment or a developmental disability,
- (c) a learning disability, or a dysfunction in one or more of the processes, involved in understanding or using symbols or spoken language,
- (d) a mental disorder, or
- (e) an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*; ("handicap")

"Participating Municipalities" means the municipalities listed in Schedule "A".

"Councils" means the elected councils of the participating municipalities.

3. Purpose of Provincial Legislation

The purpose of the *Ontarians with Disabilities Act, 2001* (ODA) and the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) is to improve opportunities for persons with disabilities and to provide for their involvement in the identification, removal and prevention of barriers to their full participation in the life of the Province.

4. Mission Statement of the Grand River Accessibility Advisory Committee

The Grand River Accessibility Advisory Committee shall assist the participating municipalities in fulfilling the purpose of the ODA and the AODA by providing vision and advice in regards to the identification, prevention, and removal of barriers.

5. Mandate

- 5.1 The authority to establish the Grand River Accessibility Advisory Committee originated from the provisions of the ODA and will continue to exist under the provisions of the AODA.
- 5.2 The Grand River Accessibility Advisory Committee shall operate in accordance with the procedures set out in this document.
- 5.3 The Grand River Accessibility Advisory Committee is the advisory committee to participating municipalities for fulfilling the purpose of the ODA and the AODA.

6. Legislated Duties and Functions

In fulfilling the purpose of the ODA and the AODA, the Grand River Accessibility Advisory Committee shall:

- 6.1 Advise Councils, as required by legislation, regarding the preparation, implementation and effectiveness of the accessibility plans of the participating municipalities.
- 6.2 Advise participating municipalities on the accessibility of buildings, structures or premises, or part of a building, structure or premises, that the municipalities lease, purchase, construct or significantly renovate.
- 6.3 Review in a timely manner and advise participating municipalities on the accessibility of site plans and drawings described in Section 41 of the Planning Act that the Grand River Accessibility Advisory Committee selects, having regard to the approved barrier-free best practices of the participating municipalities.
- 6.4 Perform other functions specified in the ODA and the AODA and their associated regulations.

7. Other Duties

The Grand River Accessibility Advisory Committee may undertake the following duties provided that the legislated duties and functions set out in Section 6 are being addressed to meet statutory requirements:

- 7.1 Review matters provided for review from participating municipalities and respond with advice as appropriate.

- 7.2 Consult with persons with disabilities, community groups and organizations representing persons with disabilities in order to capture and communicate emerging issues to participating municipalities.
- 7.3 Refer issues, make recommendations or suggestions for action to appropriate groups, agencies, committees and organizations in the community to address barriers that affect persons with disabilities.
- 7.4 Provide advice to participating municipalities on ways to address issues for the inclusion of persons with disabilities relating to the provision of the services provided by the participating municipalities.
- 7.5 Provide advice to participating municipalities with respect to government directives and regulations relating to the status of persons with disabilities including regulations for the AODA.
- 7.6 Provide advice on existing and proposed procurement processes of the participating municipalities with respect to the purchase of goods or services with regard to accessibility for persons with disabilities.
- 7.7 Liaise with other local accessibility advisory committees including, but not limited, to the City of Cambridge and the City of Guelph.
- 7.8 Provide feedback to participating municipalities regarding these terms of reference and advise on changes if required. Changes must comply with statutory requirements and shall require the ratification of participating municipalities.

8. Committee Size and Composition

8.1 Voting Members

The Committee will be comprised of 11-15 volunteer laypersons or agency representatives appointed by the councils of the participating municipalities, with one vote each, represented as follows:

- A majority of the members shall include persons with disabilities representing the interests of citizens with varying disabilities. These Committee members shall reflect the cross-disability nature of the definition of “disability”.
- Remainder of the committee could include;
 - a) parents/caregivers of a person with a disability, who may also be persons with a disability.
 - b) laypersons or agency representatives interested in disability issues, who may also be persons with a disability.

Although no residency requirement is outlined under Provincial legislation, municipalities will strive to ensure representation of members from all the participating municipalities.

8.2 Other Participants

Council Liaisons:

Mayors of participating municipalities and the Regional Chair will serve in a non-voting ex officio capacity. Members of Councils of the participating municipalities are invited to attend all meetings and may liaise on issues relating to their municipality and communicate their municipality's perspective on matters. Councillors will act in a non-voting capacity.

Staff Advisors:

Each participating municipality will assign one Staff Advisors to attend meetings of the Grand River Accessibility Advisory Committee to serve in an advisory/resource capacity. Other staff may participate for specific issues. Staff Advisors will serve in a non-voting capacity.

9. Staff Support Group

Staff Advisors shall participate on the GRAAC Staff Support Group (GSSG) and assist in identifying issues that need review by the Grand River Accessibility Advisory Committee. The Grand River Accessibility Advisory Committee may call upon the resources of the Staff Advisors as needed. The Co-Chairs of the Grand River Accessibility Advisory Committee will work in consultation with the Staff Advisors to set the agenda for each meeting. The Staff Advisors will convey the feedback and advice of the Grand River Accessibility Advisory Committee back to participating municipalities.

10. Selection and Qualifications of Members

GRAAC is an advisory committee of the participating municipalities. Recruitment and selection of members is the responsibility of the participating councils. The task of recommending members is assigned to the members of the Staff Support Group who are responsible for carrying out a bias-free recruitment and selection process, and for submitting the names of persons recommended for appointment to their respective councils for approval.

Committee members are chosen for their life experience with a disability and their knowledge of such and/or expertise in barrier-free initiatives or disability issues. Each member of the Committee shall serve as an independent representative to the Committee and shall give regard to the concerns of diverse disability groups.

In order to avoid potential conflict of interest, employees of participating municipalities are not eligible to be voting members of the Committee.

11. Term of Appointments

The term of appointment for voting members of the Grand River Accessibility Advisory Committee shall be 4 years to a maximum of 8 continuous years.

12. Committee Procedures and Operations

12.1 Co-Chairs

Co-Chairs will be elected from among the Committee members annually at the first meeting of the new Committee and will preside over meetings and committee business. Co-Chairs may not chair sub-committees of the Grand River Accessibility Advisory Committee.

12.2 Sub-Committees

As required sub-committees may be established. The Committee will approve terms of reference for each sub-committee created and each sub-committee shall operate in accordance with its terms of reference. Sub-committees may draw upon members from the Grand River Accessibility Advisory Committee but and may also include individuals who are not members. This may include, from time to time, individuals or organizations with a particular area of expertise. Staff Advisors and Council Liaisons shall not be voting members of sub-committees. Their role is to serve in an advisory/resource capacity and provide input on matters that relate to their respective municipalities.

12.3 Minutes and Agendas

The GRAAC staff support group will assign an Administrative Support Person to serve the Grand River Accessibility Advisory Committee. Minutes will be taken and distributed by the Administrative Support Person. Agendas will be assembled and distributed by the Administrative Support Person in consultation with the Co-Chairs. Agendas and minutes will be distributed electronically or in an alternate format upon request no less than one (1) week prior to the meeting and will be sent to all members of the Grand River Accessibility Advisory Committee, the GRAAC staff support group and Council Liaisons.

Minutes of meetings will be managed in accordance with municipal records management practices. Minutes and agendas will be made available in alternate format upon request. Approved minutes may be posted on the GRAAC website. The participating municipality that provides administrative support to GRAAC shall be the keeper of the original agendas and minutes.

12.4 Meetings

Members of the Grand River Accessibility Advisory Committee will determine a schedule of dates, times and location of meetings. The Committee will meet no less than four (4) times each year. Meetings will be open to the public except if the subject matter being considered is within a category defined in Section 239 (2), (3) or (3.1) of

the Municipal Act 2001 as amended, in which case the meeting may be closed. When a matter is considered in a closed meeting, members shall maintain confidentiality of the subject matter.

12.5 Quorum and Voting

A quorum shall consist of a majority of the Voting Members appointed to the Committee. Members will work toward a consensus model for decision making, if this is not possible a simple majority vote will be held.

In the event of a majority vote all voting members who are present have the right to vote in favour of the motion, in opposition of the motion or to abstain from voting. In the instance of a tie, the Co-chair chairing the meeting will break the tie. The Co-chair may vote on any motion.

12.6 Delegations

Delegations are welcome to attend meetings of the Grand River Accessibility Advisory Committee for issues that fall within the guidelines of these terms of reference. Delegations may address the Committee for five minutes and the Committee may grant an additional five minutes. Delegations will be approved by the Co-Chairs and a delegation guide will be completed for each delegation. A copy of the delegation guide is attached as Schedule "B".

12.7 Reporting and Communication

The Committee will provide advice and feedback to participating municipalities through the GRAAC staff support group. The Co-Chairs or other approved member of the Committee will be the official spokesperson to the media and the public.

12.8 Conflict of Interest

Voting members will be subject to the Conflict of Interest Policy attached as Schedule "C" to these terms of reference. All Voting Members, Staff Advisors and Council Liaisons shall abide by the policy. Persons in violation of the policy may be asked to refrain from active participation with the Committee at the discretion of the participating municipalities.

12.9 Absences

If a Committee member is absent for three consecutive meetings without notice or justifiable reason, their membership will be reviewed by the GRAAC Staff Support Group.

13. Remuneration

Committee members shall serve without remuneration. Expenses related to the accommodation of Voting Members who are persons with disabilities and which are necessary to facilitate a Voting Member's participation in the activities of the Grand

River Accessibility Advisory Committee shall be compensated in accordance with the Accommodation Policy attached as Schedule “D” to these terms of reference.

14. Dissolution of the Committee

Formal dissolution of the Committee will require a resolution from the Councils of the participating municipalities. Dissolution of the Committee may be triggered by one of the following:

- Expiration of term
- Completion of task or mandate
- Resolution of issues
- Legislative requirement no longer exists
- Merger with another committee
- Following the annual review process
- Recommendation by the Grand River Accessibility Advisory Committee, or staff or Council advisors of the participating municipalities.

GRAAC Terms of Reference Schedule “A” Participating Municipalities

The participating municipalities are the municipalities of:

- City of Kitchener
- City of Waterloo
- Township of North Dumfries
- Township of Wellesley
- Township of Wilmot
- Township of Woolwich
- Regional Municipality of Waterloo